



## CAO/Treasurer Report February 2023

### Chief Administrative Officer Report

As the newly appointed Chief Administrative Officer/Treasurer each month I will be providing council a report of administrative issues that are happening within our municipality. This report will be shared with the public and if there are any issues that need to be discussed with council that are not open to the public, these will be discussed in Closed Session, as per the *Local Governance Act*, and once they are public will be shared on the report. This report will also serve as the previous Treasurers Report.

#### Municipal Reform-

- **Fire Services-** Chief Crouse and the CAO are reviewing insurance coverage, are looking into a Co-op program for a Fredericton high school student from Hanwell that is in hopes of pursuing a future in fire fighting. All fire department equipment will soon be transferred to Hanwell. There is one loan remaining on a fire truck, which will be paid this year, and the province will maintain ownership of it due to the interest rates at the banks. Our legal team is currently reviewing the sublease that the CAO received from the province on February 9<sup>th</sup> and will provide the province with the signed documents next week.
- **Transfer of Properties-** Our lawyers and the legal team from the Office of the Attorney General are working on the transfer documents. ELG will reimburse Hanwell for reasonable expenditures however the title search we are responsible for. The CAO/Treasurer was aware of this at the time of budget and forecasted accordingly.
- **Staffing and Departments-** With the reform, there has been position changes and duties and responsibilities have changed. The CAO will be revising all job descriptions for current staff as well as future staff.
- **Island View Facility- (Due to other obligations this meeting was postponed)** Public Safety, EMO and Local Government are currently renting office and storage space. The CAO will be meeting with Public Safety the week of January 16<sup>th</sup> to discuss the rental agreement.

- **ELG Orientation Training-** Local Government is providing training on Wed and Thursday evenings for 8 weeks, for all of council. UMNb will be providing training on Saturday Feb 11 and 12. There will also be another meeting held at the Delta on March 31 from 10-4:30 “Respectful Workplaces”
- **Amendment to the Rural Plan-** Capital Regional Service Commission “CRSC” (former RSC11) will be amending Hanwell’s Rural Plan. This process will take approximately 2 years to complete. The CAO will be bringing forward to Council the possibility of creating a Rural Plan Review Committee to assist the CRSC. The committee will be made up of a couple councillors and members of the public. CRSC’s planner will provide updates to council and will also be engaging the public with surveys, public meetings and forums. These updates will be posted on our website as well.

**Storage Building Construction-** Due to the numerous thefts that have occurred council has discussed that a storage building is required. The CAO has asked CRSC (formerly RSC11) to speak to council at a separate meeting to discuss what council wants to construct and what products they want to use. Once these are determined we will send out the tender. Part of this building can be paid through the Canada Community Building Fund (formerly Gas Tax Funds) and the CAO will investigate some grant funding.

Keith Manderville, building inspector with CRSC has drafted a review sheet for Council to discuss different options with the storage building. Mr. Manderville has been asked to attend the Special Meeting of Council on February 28<sup>th</sup> to discuss the options with council before a tender is drafted.

**Meeting with DTI Minister Jeff Carr-** The Mayor and CAO met with Minister Carr on January 13<sup>th</sup>. There were many issues that were discussed; speed limit reduction on Route 640, traffic issues at Greenview Drive, resident’s concerns that have been brought forward to the Clerk’s office; roads, erosion on private property. They will be investigating our concerns and will provide the CAO an update and will be updated in a future report.

An email was received January 17<sup>th</sup> regarding the residents concerns and they have been mitigated. The Mayor and CAO will continue to update council on any of the other discussions when they are received.

**Requests for Documentation-** Currently the CAO and Clerk are very busy gathering documents for various RTIPPA requests, third-party investigators, lawyers, local government, and our auditor. These requests have time limits, so all other daily requirements/projects are put on hold for the next 4-5 weeks.

The CAO and Clerk have met with the Director of Access to Information to ensure what was permitted to be given. These requests will be completed within the permitted timeframe and the permitted documents provided to the applicants.

**Shelving Units-** A local department chain has been renovating the CAO contacted them to see if they were interested in donating or selling their shelving units. The manager said that they have been spoken for but as they continue with renovations or do additional stores they will keep us in mind. These would be beneficial with our new storage spaces in Island View Fire Station.

**Recreation Agreement-** The CAO has a meeting scheduled with the City of Fredericton to discuss the Recreation Agreement and what the process will be if the former Kingsclear LSD would like to join. Currently, Hanwell and Ludford Subdivision are signed up under this agreement which is \$0.03 of the tax rate. This meeting is scheduled for February 13<sup>th</sup>, so the CAO can provide an update at the council meeting.

**Recreation Director-** Funding is available to hire a recreation director. The CAO has drafted a job description, and council must make a motion to direct staff to apply for the grant.

**Hanwell Place Roof-** The Building Operations Officer noticed that ice was forming under the eavestrough and on the side of the building by the kitchen window. It was investigated and we do have an issue however it is difficult to determine if it is the metal roofing or the weather this winter as we have had it very mild then blowing rain and then frigid temperatures. It appears that ice has formed under the lip of the metal roofing. The architect has been contacted, along with the manufacturer for the roof and they will come out for a site visit, as the roof is still under warranty. The inside of the facility has been checked and there are no visible damage on the ceilings or under the ceiling tiles. The manufacturer is

suggesting to use heat tape or heat pans and move them from place to place to make channels in the ice so any dammed up water could escape. The best way to do this is to rent a bucket truck or boom lift.

### **Treasurer's Report**

**Budget-** Council and the Transition Advisory Committee drafted a very tight budget for 2023. It was their intention to keep the tax rates as low as possible due to the amalgamation and the increase in assessments. The province has implemented new mandated services for Regional Tourism, Economic Development, Community Development, Regional Transportation and a Public Safety Committee. These costs make up approximately \$0.01 of the tax rate. Our 2023 budget has been submitted to the province and they did make a couple of changes. Once the approved budget is returned, the CAO/Treasurer will be releasing a report.

A separate budget summary is attached and will be released on our website. The tax rates for 2023 are:

Hanwell	\$0.3500
Hanwell Streetlights	\$0.3710
Kingsclear	\$0.3106
Oswald Gray	\$0.2646
Ludford	\$0.3162

**Year-end:** Our auditor Jill Stairs, Daye Kelly & Associates will be reviewing the audited financial statements with council on Tuesday February 28<sup>th</sup> at a Special Meeting at 7pm. The CAO/Treasurer is currently working on the year end for WorkSafe NB, pension and the T4's.

**GST/HST Remittances-** Our remittance for the period of July-Sept was challenged by Revenue Canada due to the claim being very high, but it was due to all of our projects that were done over the summer. We received confirmation that they agreed with the remittance and deposited \$72,408.55.

We also received \$29,778.63 for the period of Oct-Dec 2022

\*\*\*\*As per our purchasing policy, only non-budgeted payments over \$5,000 require Council approval.  
**Motion required for the approval of the following invoice(s):** *There are none as of this report.*

Respectfully submitted,



Terri L Parker  
CAO/Treasurer