



## CAO/Treasurer Report January 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-** Currently, we are getting all the accounts for the fire services switched over to Hanwell; businesses, fleet cards, local stores and restaurants, truck registrations, insurance policies, WorkSafe NB etc.
- **Other Requirements-** There are still many projects that need to be completed over the following couple of months; review of by-laws and policies to include our new entities, rental agreements for the Upper Kingsclear Community Centre, staff requirements and MOU with Public Safety and ELG, HR requirements for staff and fire services.  
The province will reimburse Hanwell for any legal costs or transfer fees necessary to transfer all assets.
- **Staffing and Departments-** Sherri Johnston our previous Asst. Clerk has been appointed by Minister Allain as the Clerk after I was appointed as the CAO/Treasurer. An Asst. Clerk will be hired in the coming months as well as a Recreation Coordinator due to the addition of various new programs that can be developed due to the newly acquired park and community centre in Upper Kingsclear. With these new positions, new job descriptions, agreements and contracts will be required including training.

- **Island View Facility-** 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.
- **Newly Elected Councillors-** Congratulations to Debby Peck and Lee Crouse who were sworn in on January 5<sup>th</sup>. The councillors were provided an orientation binder of our policies, by-laws, minutes, various reports, forms etc. Local Government is providing training on Wed and Thursday evenings for 8 weeks, for all of council as well, UMNb will be providing training on Saturday Feb 11 and 12.

**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.

**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.

**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.

**Canada Summer Jobs & SEED-** Staff has submitted our application for our summer students to the government; 3 students for Parks & Trails and 1 for Recreation. We will advertise these positions once we obtain approval.

## 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 \$0.05 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.

**Year-end Transfers-** A forecast was done the middle of December to determine the cost of outstanding expenses and revenues until the end of the year. After the forecast, \$50,000 was transferred from the General Operating fund to the Capital Reserve Fund for future projects.

\*\*\*\*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