



CAO/Treasurer Report March 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 continuing to review insurance coverages through WorkSafeNB, and Prevail Mental Health Solutions Inc, and the cancer preventative coverage. The Co-op student has started and will be working under Chief Crouse 5 days a week between 1-3pm until June 6th.
All fire trucks and equipment have been transferred and new plates were issued for the truck. Local Government will pay for all costs associated with the transfer.
- **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.
- **Island View Facility- (Due to other obligations this meeting was postponed)** Public Safety, EMO and Local Government are currently renting office and storage space. After a discussion with Local Government, the CAO needs to determine the costs for the facility in order to ensure that rent will cover all costs, at this time not all the information is available. Local Government did not pay invoices such as utilities they were centrally done so it will take a little longer to get information.

- **ELG Orientation Training-** There will be another meeting held at the Delta on March 31 from 10-4:30 “Respectful Workplaces”, all members should attend if available.
- **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- Keith Manderville, building inspector with CRSC met with council on Feb 28th to discuss options with council, an architect should be tendered for the design and then that tender sent out for the construction.

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 units were purchased and installed at the Island View Fire Station. Our storage unit at Stow-It-All was emptied and moved. Thank you to Dan and our mayor.

Elections NB- The next by-election was scheduled for May 2023 but due to the reform and councils and entities being new formed the election has been postponed until October 2023, therefore Ward 4’s seat will remain vacant until October/November.

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. A meeting was held with City of Fredericton, and we discussed that a public meeting should be held to determine if residents wanted this but it was recommended that the CAO speak to Local Government, at this time no further update is available.

Recreation Director- The Clerk applied for the grant funding however they need a summary report of the Recreation budget which the Treasurer will provide. The job advertisement has been issued with a closing date of March 17th in hopes of having this position filled the first part of April.

BMX Trail Design- The quote from Trailflow was accepted by Council and the company notified. The Clerk had a meeting with the company to discuss design on March 10th.

Centre Communautaire Sainte-Anne (CCSA)- The CAO and Mayor met with the President, General Manager and Community Liaison Officer on March 9th to improve the collaboration between the CCSA and the municipal partners. Some facts that we learned:

- CCSA is a Crown Corporation administered by the Sainte-Anne Community Board
- June 2023 they will be celebrating 45 years being established
- August 15, 2023 they will be celebrating Acadian Day and will send an invitation to council to attend.
- The centre is a primary source of contact for newcomers in the French speaking community of greater Fredericton.
- Recent Statistics Canada report states that the French language is on slow decline in NB, yet the province is the only officially bilingual province in Canada.
- CCSA recognized the key role that immigration plays an important part in the francophone populations in NB.
- Between the period of July-Dec 2022, the CCSA assisted 392 newcomers to the francophone community through their Community Liaison Dept.

Safety Measures for Staff- Due to some safety issues that have happened since December 2022 involving staff and the public that has required the RCMP being notified, I would like to suggest the following:

- A buzzer with a camera be installed in on our front door so that the door can be locked at all times.
- Staff pictures be removed from the Hanwell Herald.

Performance Evaluations- The CAO will be conducting evaluations before the end of March for staff and the mayor and deputy mayor will be conducting the CAO's.

Treasurer's Report

Audit- Jill Stairs, our auditor from Daye Kelly & Associates met with council on Feb 28th to review the audited financial statements. She noted that Hanwell had a \$628.00 deficit for the year on a 2.6-million-dollar budget. The province will start asking questions if there is a surplus/deficit of 5% of the budget. For 2022, Hanwell was 0.0001%.

We will be going into Closed Session at the March council meeting to determine if Daye Kelly & Associates will be appointed for another two year term.

Year-end: The year end requirements were completed for WorkSafe NB, Annual Pension Data and the T4's. The cost-of-living adjustment for 2022 was included on staff and council's pay in March but effective as of January 1, 2022.

Accommodation Tax Levy- The levy was received for the month of January in the amount of \$4,597.34

****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

