



CAO/Treasurer Report February 2024

Chief Administrative Officer Report

WorkSafe NB Workshop- The one day workshop has had a tremendous amount of interest. We may have to do this over 2 days as we currently have around 40-50 people wishing to attend. We will be hosting this event in May.

Summer Student Employment- Our job descriptions have been drafted and will be advertised at the end of March, if necessary. Most of our students from last summer want to return again this year.

Assistant Clerk Position- This position has been vacant for over a year and due to additional workloads and government requirements this position needs to be filled soon. Job descriptions will be drafted, and we will advertise at the end of the month.

Welcome to Hanwell Signs- An application will be submitted to DTI for 2 additional Welcome to Hanwell Signs to be located on Kingsclear side and Island View side. Councillor Bringloe and Councillor Crouse assisted with the potential locations for these signs and provided the CAO with the descriptions and maps on March 14th.

Various Projects- An Infrastructure meeting was held on March 14th to discuss various projects and what was needed to move forward with these projects such as grants, budgets or capital reserves.

Development Plans- This year we need to approve new plans that have or will be expiring, develop new plans and build on existing plans to incorporate the former Kingsclear LSD and areas. These plans are as follows:

- Five Year Capital Plan 2024-2029
- Strategic Plan
- Climate Action Plan
- Asset Management Plan
- WorkSafe Policies
- Human Resource Manual

Treasurer's Report- February 2023

Revenue Collected:

- Interest for month of February \$12,685.13
- December Tax Levy remittance was received \$6,611.39
- CCBF Top-up for the UKFD Kitchen Upgrade was received \$77,698.52
- October-December 2023 HST Remit refund received \$38,533.79
- Community Centre Rental Income for February \$3,131.02
- Income collected from HPA gym for February \$4070.75 (see notes below)
- Reimbursement from DNR for fires covered by UKFD \$11,926.60 (see notes below)

Expenses Paid:

- Regular budgeted expenditures.

Income and Expenses for Hanwell Park Academy in February:

The income that was collected in February for tournaments and other sporting events was \$4070.75. The expenses for salaries were \$2746.89.

Reimbursement from DNR for Fires Covered by UKFD:

We received \$11,926.60 from DNR, these funds are for fires from 2023 that were not reimbursed. As we were not aware of them, they weren't forecast for the year end statements to provide to the auditor so they will be considered as 2024 revenue. These funds could be transferred each time or at the end of the year to the Capital Reserve Fund to be used for bunker gear, fire equipment or trucks.

In prior years, these funds were forwarded to the province, which consists of reimbursement for the firefighters and the equipment. The province would give the funds that were allocated to the firefighters back to them through their Fire Association Fund. We will contact the auditor to see what the best action is now that the fire department is under our control.

Right to Information and Protection of Privacy Requests and Complaints to Ombudsman.

Due to the number of requests that we are receiving and the number of complaints to the Ombud Office that leads to extensive research and investigations, the number of hours and the costs will be included each month in the treasurer's report.

In January we worked on 3 complaints and 3 RTIPPA requests, some of these fell into the month of February as well.

February 2024 cost- 96.75 hours total between staff, not including any council's time = \$3463.90
(Total \$4937.71)

***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):

BrunNet \$6750.00 + HST

We had to replace our server and we were in hopes of paying for it from the 2023 surplus however we weren't able to receive it in time, and the budget had already been sent into ELG, so this will be a capital expense for 2024.

The following motion is required:

I move to authorize and direct the Treasurer to pay the invoice from BrunNet in the amount of \$6,750.00 plus HST for the new server.

Respectfully submitted,



Terri L Parker
CAO/Treasurer