



CAO/Treasurer Report May 2024

Chief Administrative Officer Report

WorkSafe NB- We have been working closely with WorkSafeNB to ensure that we have all the mandatory policies and procedures in place now that we have taken over the UKFD and with the additional staff and summer students. Hanwell will be hosting a one-day workshop on May 14th for other CAO's and management with approximately 50 participants.

Summer Student Employment- All students have been hired; the university students have started and the high school students will begin in July.

Assistant Clerk Position- We are pleased to welcome Devon Romanick to our team, she started today May 13th.

Welcome to Hanwell Signs- The application was sent in on May 2nd, and will update council as soon as we receive approval.

Upper Kingsclear Sign- Councillor Crouse said that this sign was knocked down a long time ago and asked if we could contact our local power companies to see if they had any treated power poles that we could purchase or be donated, if so we will have this sign installed again, if that is the wish of council.

Wildfire & Evacuation Plan- Last year there were extensive wildfires in St. Andrews and Halifax surrounding areas, so in preparation the province will be reviewing each local government's Wildfire and Evacuation Plan in the coming weeks. The EMO committee will join council to collaborate a plan to ensure that our residents are safe.

Property Sale/Transfer- The province has informed the CAO that the transfer of David Bell Park has been sent to the lawyer and will be completed shortly. The sale has been completed from Scouts Canada to Hanwell for a parcel of land at Yoho Lake.

Access Road- Hanwell Park- The tender was sent out last week for the construction of an access road along the park area to access our trails for maintenance.

Hanwell Place Parking Lot- Options are being looked at for the expansion of the parking lot.

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
- Fire Safe Plan (Community Centre)

Treasurer's Report- May 2024

Revenue Collected:

- Interest for month of April \$14,212.24
- Hanwell Sports Registration (March 18-28) \$2,655
- Community Centre Rental Income for April \$2,444.59
- Income collected from HPA gym for April \$4,565.25
- Income collected from Hanwell Herald Advertisements for April \$1437.50
- Income collected from Home Alone Program \$150

Expenses Paid:

- Regular budgeted expenditures.

Assessment 2023	Property Tax 2023	Assessment 2024	Property Tax 2024
BrookdalePark \$17,200	\$208.84	\$17,500	\$210.11
Ralph Gorman Park \$600	\$7.29	\$600	\$4.96 (CR \$2.25)
Land- Somerset \$18,200	\$220.98	\$18,600	\$223.32
Hanwell Municipal Office \$1,719,600	\$26,976.59	\$1,763,800	\$27,516.86
Church & Park \$10,800	\$130.59	\$10,900	\$131.00
UK Community Centre \$195,400	\$946.61	\$200,300	\$2536.35

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 March we received a RTIPPA request, however we thought the majority of the work would be done in April but due to excessive workloads on staff with other deadlines and projects, we had to extend for 30 additional days until June 2024 as per the Act.

March 2024 cost- 3 hours total between staff = \$130.63

April 2024 cost- 21 hours total between staff = \$1011.99 (Total \$1142.62)

Total since January \$6080.33

Our auditor will be reviewing the 2023 Audited Financial Statements with council on May 23, 2024 at 6pm during a Special Meeting of Council.

***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):

No payments over \$5,000 needing approval for the month of April.

Respectfully submitted,



Terri L Parker
CAO/Treasurer