



CAO/Treasurer Report April 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.

Recreation & Parks Director- This position has been accepted and he will be starting on April 24th. We are very fortunate to have a director that has years of experience working in Parks, Trails and Recreation with a municipality. We are looking forward to him joining our team.

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. Once the snow melts, an in-person meeting will be held at the park and further information will be known.

Request for Information (RTIPPA)- I am currently working on the 9th request since January, so very little of my actual duties are being completed. These requests are averaging between 200-1500 pages each and 30-60 hours each for the larger ones.

As RTIPPA's are not typically asked for, to this degree, we do not currently have a software program that accommodates the research and redacting options. I have reached out to other municipalities and will be going to look at their systems and will research the cost of the software and will update Council.

Hanwell Park Academy MOU- The Recreation Director and I have a meeting scheduled with the principal on April 27th to discuss the MOU details.

Sentinel Emergency Alert System- This is an agenda item for the April Council Meeting and a decision will be made if Hanwell is switching to Voyent Alert Systems as Sentinel will no longer be operational after May 31, 2023. Further information will be provided to our residents.

Treasurer's Report

Accommodation Tax Levy- The levy was received for the month of February in the amount of \$6,341.89

Hanwell Sports Registrations- Soccer and T-Ball registrations opened on March 31st. The cost is \$45.00 per child, availability is limited.

***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):

I move to authorize and direct the treasurer to pay the following invoices

MC Advisory (Code of Conduct Investigation)- February Services	\$14,421.00 Including HST
Mc Advisory (Code of Conduct Investigation)- March Services	\$20,182.50 including HST

Respectfully submitted,



Terri L Parker
CAO/Treasurer