



INFORMATIONAL REPORT
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
November 2024



RECOMMENDATION: That Council receives this report for informational purposes.

The activities of the CAO Office may be summarized as follows:

1. **BUDGET 2025**

Budget 2025 work continues to progress. There remain a number of factors delaying production of a final budget. Most significant of these is still the 2023 audited financial statements.

While awaiting that work to be complete, CAO has been working on Capital budgeting. During this reporting period staff worked with contracted Engineer to review the road improvement plan with specific attention to the 2025 requirements. Results of this work will be combined with capital projects from other areas to present options to Council.

2. **Economic Development**

CAO activities directly related to Economic Development during this reporting period:

- Met Developer interested in mixed use (residential/commercial/institutional) including approximately 60 residential units.
- Met Developer interested in creating a multi-unit residential development (approx. 20 units) with attention to affordable housing units.
- Work with potential Hotelier with respect to our Development Incentive program and how it can assist a development.
- Met with Future St. Stephen (FSS) Chairperson to discuss FSS in general, as well as the "Thrive" concept and other topics.
- Correspond with Engineering regarding pre-construction work on the Budd Avenue extension project.

3. Shelter Development

- Assisting concerned citizens with identifying the best contacts to which they can express their concerns.
- Corresponding with Deputy Minister on various concerns related to the project.

4. Municipal Insurance:

- All paperwork requested by our Broker was submitted. Renewal terms had not been received at the time of this report.

5. Policy Work

- CAO office has researched policies related to “themed” crosswalk development. An initial draft policy has been prepared and will be presented to Committee of the Whole.

November 2024 (Executive Assistant activities since last CAO report)

- Attended October 30th Regular Council meeting to take minutes and enable video connection for livestream. Finalized minutes, created video tags for posting to website and forwarded Resolutions to relevant parties/departments thereafter from the meeting.
- Attended the first-ever CAMA National Conference for Executive Assistants in Local Government in Fredericton, NB, November 3 – 5th. The event hosted 170 Executive Assistants from across the country to exchange ideas and broadened their professional networks. This conference was created to recognize the essential work that Executive Assistants do each day to support effective, resilient local government. I think the conference achieved that result and more and I am thankful to have been able to attend this Professional Development opportunity.
- Assisted with preparation of agenda for Special Meeting called November 6, 2024; attended meeting to take minutes and enable video connection for livestream and created video tags for posting to website.
- Assisted with agenda preparation for monthly Committee of the Whole meeting held November 14th; attended meeting to take minutes and enable video connection for the livestream. Finalized minutes and created video tags for posting to website.
- Collection of printed copies of the Municipal Plan Surveys on behalf of the Southwest Regional Service Commission.
- Provide support to CAO and Mayor with various correspondence and meeting arrangements.
- Preparation of agenda and taking minutes at weekly Senior Management team meetings.
- Assisting various citizens/businesses with their inquiries and concerns on varying topics.
- Ongoing review of current Town of St. Stephen/Municipal District of St. Stephen policies and bylaws to update their active/rescinded status.
- Daily review and update of issues and concerns received through the AccessE11 Citizen Web Portal.
- Assist with agenda preparation for November 27th Regular Council meeting.