



CAO/Treasurer Report May-July 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.

Due to a leave of absence this report will cover 3 months

Recreation & Parks Director- Due to our newly appointed director taking another position this position was filled again and we are pleased to hire Taylor Bradley as the new Recreation & Parks Director. Taylor has worked with our municipality as our summer student for 4 years while completing his master's degree in Recreation and has worked with Play On Sports and Canada Summer Games as well. We look forward to all of the new projects and activities that he can bring to our community.

BMX Trail Design- The design has been forwarded to the Recreation & Parks Director and an onsite meeting was held the week of August 7th. We are in hopes that this project can be completed this fall.

Multi-Purpose Surface- The lines have been painted, the fence and the basketball hoops have been installed, and equipment will be purchased the week of August 14th as part of our loan program done in the same manner as the ski/snowshoe rental. This project is now completed except for the hydro seeding, we are waiting for another quote.

Solar Panel Installation- There still seems to be some concerns in our community over the solar panel installation placed on our municipal office. The CAO has been investigated by the Ombudsman, after a complaint was lodged, regarding this project and it was found that the project was done correctly, and it was also verified by Service NB Procurement Division that because it was under the threshold of \$302,900 it was not required to go to tender. A complete report of the project will be released on our website and social media.

Public Safety Contract- RCMP- A meeting is scheduled for all CAO's in our district to discuss the Policing Contract on August 22, 2023.

The 4 main topics are:

- Governance and accountability
- Program sustainability and cost
- Service delivery
- Long-term vision- 2032 and beyond (*it states in our discussion guide that the current contract expires on March 31, 2032*)

If Council would like to bring forward any questions on these topics, kindly provide them to staff. An update will be provided to Council after the meeting.

Hanwell Park Academy MOU- The Recreation Director and the CAO have a meeting scheduled with the principal and school district on August 24th to discuss the MOU details for future use of the school's gym and facility.

Upcoming Tenders- In the coming month tenders will be drafted for garbage collection and recycling collection. With the municipal reform and the amalgamation, the services for the former LSD area of Upper Kingsclear and Island View were under the contract from the province until December 31, 2023. The new tenders will be for Hanwell as well as these newly amalgamated areas. The recycling collection will need an exit clause added to its tender as the process for recycling will be changing as of May 2024. (This is reported under 17 New Business-Circular Material Atlantic). Quotes for repairs to the kitchen at the Upper Kingsclear Community Hall be sent out to local businesses before the end of the month in hopes of having the work completed before Christmas rentals.

Open House- Public Safety & Crime Prevention- There will be a public meeting on Tuesday September 12, 2023 with the RCMP to discuss public safety and ways to deter crime on your property and within our community. This meeting will be at 7pm and open to everyone, we will be advertising for this in the coming days so kindly share the posts on social media.

Elections NB- The local government elections will be held on October 23, 2023. As a reminder Hanwell has a vacant seat for Ward 4 so if anyone is interested, details are on the Elections NB website detailing the requirements.

Municipalities Week- This year it is September 18-24th, a guidebook with various suggestions of activities was provided and a flag will be sent to us in the coming weeks. Staff will review the suggestions and as part of our recreation department, will come up with ideas for some activities. An update will be provided in September.

Treasurer's Report- May-July 2023

Revenue Collected:

- Accommodation Tax Levy- The tax levy for the period March to June was received during May-July in the amount of \$33,086.93.
- Hanwell Sports Registrations- Soccer and T-Ball registrations opened on March 31st. The revenue collected was \$15,305.
- Building Permit Fees- The 1st & 2nd quarter was \$52,992.68.
- Grant Funding- We received a grant for the Recreation & Parks Director's position from Sports & Recreation Brance in the amount of \$27,500. This is an annual grant over 4 years representing a portion of the salary based on \$55,000. This grant is 50% the first year and then decreasing \$4,000 annually over the 4 years.
- GST/HST Refund- Jan-March received \$19,078.14 and Apr-June \$30,717.05
- Canada Summer Jobs/SEED Reimbursements- \$3,904.00 (CSJ) and \$5,771.50 (SEED)
- Canada Community Building Fund- 1st Installment received July 18th \$176,660.50

Expenses Paid:

- Property Tax Bills- The property tax bills were paid on May 23rd totaling \$27,610.30 for the following locations: Brookdale Park, Ralph Gorman Park, Community Centre/Municipal Office, Hanwell Park/Church/Trails and the vacant lot on Somerset. Next year we will acquire the property tax bills for the 3 fire stations, David Bell Park and the Upper Kingsclear Community Hall.
- Insurance Policies- Last year during budget season, Local Government provided us with their budgets and expenses paid from the previous year for the LSD areas of Upper Kingsclear and Island View. For the insurance expense the total cost for the LSD's as well as ours was combined and a 15% increase was added for our 2023 budget. Our policy runs from July 2023 to June, 2024 and the total cost this year was \$135,850.00 + \$4180.00 for Cyber Insurance (\$70,015 for 2023). This amount is over our budget of \$47,000. A meeting was held with our insurance broker who is investigating this to see if the cost of the commercial property & equipment (\$85,874) can be reduced by changing our policy to another company, and a refund would be given. During the investigation, it was realized that the province receives a much better rate due to all of their buildings and large fleet of fire trucks and are done on a bulk policy, as well their deductible may be much larger than Hanwell's.

*** Due to the policies being over the budget amount, the invoice is included below for a motion of council to approve.*

➤ Miscellaneous Expenditures Paid:

Eugene Henry- \$5,750 including HST (BMX Trail Preparation)

Turfworks Landscaping \$60,835.00 including HST (Multi Purpose Surface Retaining Wall)

RD Pond Sales & Service \$16,100.00 including HST (Zero Turn Lawn Mower)

Toner Red & White \$4,650 including HST (Trailer)

Finance Meeting- A tentative finance meeting is scheduled for Wednesday August 30th at 6:30pm to review the budget expenditures January- July 2023. Starting in September we will begin meetings on the budget process as the budget is to be submitted in November. These meetings will be open to the public, so start talking to your constituents about any capital projects that you may wish to bring forward.

****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:

McInnis Cooper Law Firm (HR Relations)- Jan-July 2023	\$22,684.51 Including HST
Arthur J. Gallagher Canada Limited- 2023-24 Insurance Policy	\$135,850.00

I move to accept the CAO/Treasurer's Report for the period May-July 2023

Respectfully submitted,



Terri L Parker
CAO/Treasurer

