



CAO/Treasurer Report August/September 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.

Hanwell Place Siding Issue- This was discussed in closed session at our Special Meeting on September 13, 2023. The Mayor, CAO, and the building inspector from the Capital Regional Service Commission will meet with the manufacturer so that a solution can be determined regarding the peeling siding.

Recreation Building (Church)- At the Special Meeting on September 6th, council approved a quote from B. R. DeMerchant (2004) Ltd. in the amount of \$25,000 + HST to replace nails, fix bad pieces on front doors, add new siding on gable end, put cap on steel roofing and paint the building.

Hanwell Park Academy MOU: The CAO and Recreation Director are currently working with EEC to draft a MOU for after-school activities. This MOU will provide use of the gyms, outdoor space, and theatre, and will be a great asset to our community. Currently, we are working on a payment fee structure for the use of the facility.

Recreation Agreement- At a prior council meeting, council made a motion to allow residents from Ward 5 and Ward 6 to opt into the recreation agreement with the City of Fredericton. Mayor Morrison and the CAO meet with the City of Fredericton to discuss how the optics would work for those that wish to register for the season 2023-2024. A few suggestions were made, but the original agreement that doesn't expire until 2025 is between the province and the City of Fredericton. Tomorrow, September 21 the CAO has a meeting with the City of Fredericton again to discuss the conversation that they had with the province, and then the three parties will meet together to discuss if and how we can make this work. An update will be provided at the next meeting.

RCMP Public Meeting on Safety- A meeting was held on September 12 by the RCMP at Hanwell Place with 43 members from the public attending. Many questions were asked, and a great presentation was provided.

Elections NB- At a Special Meeting of Council on September 6, 2023 Council accepted the resignations from Debby Peck- Councillor Ward 5 and Pat Septon- Councillor at Large. Both of these seats were declared vacant and the seat for Ward 4 was previously declared vacant. These seats will be included in the by-election on October 23, 2023. The details to run for office can be found on the Elections NB website.

Tenders/Request for Proposals/Quotes to be Issued in the coming month(s):

- Garbage Collection
- Recycling Collection
- Kitchen Upgrade- Upper Kingsclear Community Hall
- Parking Lot Expansion- Upper Kingsclear Fire Dept.
- Epoxy Floor Installation- UKFD Station #1
- Storage Building
- Transportation Feasibility Study- Phase 2

Treasurer's Report- August 2023

Revenue Collected:

- Accommodation Tax Levy- The tax levy for July was received during in the amount of \$12,396.64.
- GST/HST Refund- Was received on August 29th in the amount of \$30,696.35 (Apr-June)

Expenses Paid:

- Harvey Studios- A cheque in the amount of \$3570.00 was issued to Harvey Studios for pictures at the end of the season for the Hanwell Sports Soccer season. This was not a budgeted item, but all funds were paid by the parents, therefore no cost to the municipality.

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

Finance Meeting- A meeting will be scheduled, the CAO will forward council a few dates. The finances for the period Jan-August 31st will be reviewed and then a future date to start the budget process will determined. 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): No approvals needed.

Respectfully submitted,



Terri L Parker
CAO/Treasurer

