



CAO/Treasurer Report October 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- The manufacturer came to Hanwell and got a few pieces of our siding to do some testing of this new product and will do a demonstration with council and our building inspectors as well as our architect.

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. Since our last meeting another complaint was put forth to the Ombudsman on this subject, however a letter from the contractor Clear Power Solutions was received stating that there were no special discounts provided to our councillor for his installation during the same year. We also received a letter from our auditor stating that there was nothing fraudulent with this project or any other matter by the CAO/Treasurer or members of Council.

Upcoming Tenders- The following tenders have or will be issued:

- Garbage Collection- Before end of October
- Recycling Collection- Before end of October
- Kitchen Upgrade- Upper Kingsclear Community Hall
- Parking Lot Expansion- Upper Kingsclear Fire Station
- Storage Building & Warming Hut- Before end of the year
- Transportation Feasibility Study- Phase 2- Before end of the month
- Snow Removal Contracts- Hanwell Place, 3 Fire Station

Hanwell Park Academy MOU- The MOU should be finalized before the end of October. There has been a ton of interest in parties wishing to utilize the facility. The recreation director will soon be able to set up scheduling for the use of the school's gym, courts, and fields.

Elections NB- The local government elections will be held on October 23, 2023. A list of the candidates is below. We are very happy to welcome Chris Bringloe as our newest councillor for Ward 5. Due to an acclamation, Councillor Bringloe was permitted to be sworn in immediately as per the Local Governance Act and this was performed by the CAO/Asst. Clerk (as the Clerk was on a leave of absence) on Wednesday October 11, 2023.

It is very important in any election, but especially in municipal elections to get out and vote. Hanwell has 2 other vacant seats and a lot of interest in these positions so make your vote count on October 23rd!

<https://www1.gnb.ca/Elections/en/mun23oct23/muncandidatelist-e.asp?ELECTIONID=109>

Hanwell

Councillor at Large (1 to elect)

John R. Casey	<i>Website:</i> www.johncasey.ca
Candice Lee Dekleva	candiceforcouncillor@gmail.com <i>Website:</i> https://www.facebook.com/profile.php?id=61551375129139
Paul MacIntosh	paulmacinto@gmail.com
Diane Reid	<i>Telephone:</i> 506-363-5994 diane.reid@rogers.com <i>Website:</i> www.dianereid.ca

Councillor Ward 4 (1 to elect)

David Holt	<i>Telephone:</i> 506-206-0784 holtd19572@gmail.com <i>Website:</i> https://holtd19572.wixstudio.io/davidholt
Sue-anne McDonald	<i>Telephone:</i> 514-794-1357 sue.annemcdonald@gmail.com
Shane Walsh	<i>Telephone:</i> 506-470-8306 swalsh2028@gmail.com <i>Website:</i> https://www.facebook.com/people/Shanewalshhanwellward4/100065456681232/

Councillor Ward 5 (1 to elect) Acclaimed

Chris Bringloe (acclaimed)	<i>Telephone:</i> 506-450-9567 CBringloeForWard5@gmail.com
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Treasurer's Report- September 2023

Revenue Collected:

- Accommodation Tax Levy- The tax levy for August was received \$12,647.30
- The CCBF (Gas Tax) was transferred to the Gas Tax account in the amount of \$176,660.50
- The UKFD provides fire services to Kingsclear First Nations, payment was received in the amount of \$21,000 (this is an annual fee)
- We received funding for \$3000 for the UKFD 60th Anniversary

Expenses Paid:

- Repairs to the trailer \$3277.50
- Final payment on the fire truck purchased from the Kingsclear First Nation \$6000
- Harmony Flooring Epoxy Specialist \$37,932.18 (*prior motion was given when we awarded the contract*)
- Repairs to the Polaris side by side \$2893.77
- Flow testing and apparatus testing for face masks for fire department \$4045.70
- Fundy Fencing \$31,139.70 for the fence around multi-surface pavement (*prior motion was given when we awarded the contract*)

The ladder truck passed inspection, some of the other fire trucks are currently having the inspections done on them as well, no motion is required for these as they are budgeted items and the invoices will be paid when received.

The 2002 Pumper truck needs extensive repairs, which is in the range of \$10-20,000. There are only 2 companies that do this type of work so we will be getting a quote from each. I spoke to our auditor and asked if we were permitted to use the funds that were budgeted for Chief Crouse's truck replacement under the Capital Budget (\$70,000 was budgeted), and she stated that we can use these funds as it is a capital item, otherwise we can transfer from our Capital Reserve for the payment of it.

2024 Budget Process

The 2024 budget must be submitted to the province on or before November 15th. Considering we have an election on October 23rd and if the results require there to be an additional count, the earliest we can swear in the new councillors would be November 6th. I feel that it is imperative that our new councillors be part of the budget therefore it is my recommendation that the majority of our meetings be held after that date.

These meetings may change based on the election results on October 23, as we may be able to move some of them forward:

Mon Oct 16th at 7pm- Infrastructure & Parks Management (all of council to discuss what items we want to budget for in 2024)

Thurs Oct 26th at 7pm- Finance Meeting (2023 budget to the end of September)

Mon Oct 30th at 7pm- Budget Meeting

Tues Nov 7th at 7pm- Budget Meeting
Thur Nov 9th at 7pm- Five Year Capital Plan Revisions
Tues Nov 14th at 7pm- Final Review of Budget
Wed Nov 15th – Budget to be submitted.

***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 invoices needing approval in September.

Respectfully submitted,



Terri L Parker
CAO/Treasurer