



CAO/Treasurer Report February 2024

Chief Administrative Officer Report

Upper Kingsclear Community Hall Kitchen Upgrade- The upgrade is completed, and we have been notified that there was still funds remaining from the approved project if we wanted to do something else. We have asked the same contractor to provide us with a quote to upgrade the washrooms which will include new countertops, flooring and taps. If the quote is more than the approved funds, I will add this to the special meeting when we have the audit review.

Garbage Collection Contract for the Former Kingsclear LSD- BMI was awarded the contract for this area beginning February 1st. We have received a few complaints and there have been some negative comments on social media. I spoke with the contractor, and he said that flyers were distributed, by hand, of the change and that they have found that people are adapting to not having loose items in their bins easier than when we made the change from the mechanical arm a few years ago in Hanwell. Staff will continue to assist in rectifying any complaints as they come forward.

Hanwell Park Academy MOU- Scheduling at the school has been very busy, our students are working out well, there are many sport teams that using the facility. In March, once students are completely trained we will start open gym hopefully on Friday evenings. Once everything has been approved the Recreation Dept. will advertise it on social media.

WorkSafe NB Workshop- I have been talking to WorkSafe NB about hosting a 1-day workshop here at the community centre for CAO or designates possibly in April. Possible topics will include overview of occupational health and safety standards, roles/responsibilities, discussion about common hazards for municipalities (working alone, fire departments, arenas, summer students, violence/harassment in the workplace, contractors and WorkSafe Plans and Guides that should be drafted for each municipality.

Summer Student Employment- Staff and I are currently working on job description for our Recreation student(s) as well as our Park & Trail students and will be advertising for these positions in the coming weeks. These positions begin between May and July based on the position. We should hear from Canada Summer Jobs and SEED in the coming month if we were approved for funding.

Welcome to Hanwell Signs- An application will be submitted to DTI for 2 additional Welcome to Hanwell Signs to be located on Kingsclear side and Island View side.

Elections NB- A municipal by-election has been set for Monday, May 6, 2024. Due to publication deadline, Elections NB must have the certified copy of the council resolution declaring a vacancy no later than Friday March 22, 2024 so this would need to be done at the March council meeting, if any member of council is considering stepping down.

Treasurer's Report- January 2023

Revenue Collected:

- Interest for month of January \$12,655.77
- October and November Tax Levy remittance was received \$18,315.57
- Rental Income at Fire Station 3 was received \$53,109.39
- Fire Truck payment from Eastern Charlotte was received \$7334.00
- Building Permit – 4th Quarter \$20,485.50
- Community Centre Rental Income for January \$9081.33

Expenses Paid:

- TMC & Associates- \$12,732.42 snow removal
- UMN B Fees- \$9,358
- Regular budgeted expenditures.

Budget 2024: The budget was approved on January 2, 2024 with the following tax rates:

***Please note these are residential rates and do not include the tax provincial taxes for RCMP or Roads which are administered by the province.*

	2023 Rate	2024 Rate
Hanwell	0.3500	0.3365
Hanwell Streetlights	0.3710	0.3582
Kingsclear LSD	0.3106	0.3365
Kingsclear- Oswald Gray	0.2646	0.3624
Ludford Subdivision	0.3162	0.3365

The increase to Kingsclear is due to this area now being part of the Recreation Service Agreement, which represents \$0.03 of the tax base, Ludford has been part of this agreement for a few years. There are a few reasons for the increase to Oswald Gray; this area has streetlights which is an additional cost and last year the tax rate was not increased for this entity as the others were due to a ratio limit that had to be followed during the amalgamation, and these residents are also now part of the Recreation Service Agreement.

I will be issuing a letter to the public with the comparison from last year's budget to 2024, like I did last year.

Property Tax Deferral Program for Seniors- There was posts on social media "advising" seniors to apply for the deferral program due to the increase in the property taxes. Any amount deferred under this program is subject to the current annual interest rate of 4.23%, and if your taxable family income is over \$124,178 the interest rate is 9.23%. The deferred property tax and interest amounts constitute as a lien against the property and become due and payable to the Province when the property is sold or transferred. Property owners can apply to make a total or partial payment (one or more years) on their deferred tax account, at any time.

Property Assessment Notices:

Location	2023 Assessment	2024 Assessment
Camber Drive Park	\$ 17,200	\$ 17,500
Ralph Gorman Park	\$ 600	\$ 600
Vacant Property-Somerset Dr	\$ 18,200	\$ 18,600
Hanwell Place	\$1,719,600	\$1,763,800
Church & Park	\$ 10,800	\$ 10,900
Kingsclear Community Center	\$ 195,400	\$ 200,300

Right to Information and Protection of Privacy Requests and Complaints to Ombudsman.

Due to the number of requests that we are receiving and the number of complaints to the Ombud Office that leads to extensive research and investigations, the number of hours and the costs will be included each month on the treasurer report.

In January we worked on 3 complaints and 3 RTIPPA requests, some of this will fall into the month of February as well.

January 2024 cost- 48 hours total between staff, not including any council's time = \$1473.81

Larger Budgeted Expenses for the Fire Station:

- Safety Source- LED Lights and Chargers \$6,311.20
- Safety Source- Thermal Imager and Hoses \$13,029.50

****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):

Funds were transferred from the General Operating Fund to the Capital Reserve Fund for bunker gear in the amount of \$30,000 because the gear couldn't be purchased before year end.

Seven (7) sets of gear has been requested in the amount of \$30,306.22 + HST. I spoke with the auditor and it is best to transfer \$30,000 from the Reserves to Capital Fund as the HST can't be expensed through the Reserve Fund and the remainder will be paid from the 2024 budget.

The following motion is required:

BE IT RESOLVED that the Council for the Rural Community of Hanwell contribute from the General Capital Reserve Fund to the General Capital Fund \$30,000 for the purchase of 7 Morning Pride Turnout Gear Jackets and Pants.

Respectfully submitted,



Terri L Parker
CAO/Treasurer