



CAO/Treasurer Report July 2025

CAO Report

Traffic Concerns (Black Arcs & Portfolio):

Attached are the timelines and status report for July 2025

Portfolio and the CAO have been working together to determine the best approach with collecting data and capturing our business owner's concerns. We sent out letters requesting that the business owners collaborate with Portfolio. There were 4 representatives from the Business Park, 2 representatives from the Industrial Park as well as 1 business owner that is on the Hanwell Road, these included the park developers. Virtual meetings have been scheduled.

We also discussed if the Department of Transportation (DTI) should be involved in these initial meetings and we thought it would be best if we waited and presented the findings after they were developed.

Portfolio will be contacting members of Council too as well as MLA Cindy Miles.

Black Arcs is putting together a video to use in the engagement sessions to show case the different traffic flows. Once Portfolio addresses the business owners' concerns, we will have another in-person meeting(s).

***August 14th a member of DTI contacted the CAO requesting a meeting with the Mayor and CAO next Thursday, August 21st to discuss the traffic concerns by the Irving light and entrance to Business/Industrial Park.*

Recreation Master Plan:

The Glenn Group is setting up an open house on Thursday, September 18th at Hanwell Place 4-6pm and tentatively from 12-2 UKCC. Additional information is being requested for this meeting as we would like to include the Chief Atwin from Kingsclear First Nation.

Yoho Park:

As per the suggestion of the Capital Region Service Commission (CRSC) an engineer from Gemtec was hired to review the site preparation and grading plan for the playground area and parking lot. This was completed on July 30th and the tender was drafted and will be forwarded to various contractors. Council approved an estimation for the cost of the engineered plan and because the cost came in a little lower than anticipated, Gemtec has agreed to meet with the

consultants for the site meeting and address any questions. The tender is scheduled to close on August 25th, and the groundwork must be completed by October 3, 2025 and then JLL Engineering & Construction will install the playground. We may need to have a Special Meeting of Council the week of August 25th to award the contract.

The CAO will submit the application for the access permit to have a culvert placed for the parking lot; this will take 2-3 weeks. We are waiting for CRSC to provide us with the civic number, which we should have by August 15th.

Update: the civic number for the Yoho Park is 103 Yoho Lake Road

Merge Programs:

Land identification- No further update, we didn't meet in August and will resume in September.

Identifying Water Sources- A virtual meeting was held on August 11, 2025, meeting recap notes are attached. Deputy Mayor Jonah and the CAO meet with the consultant, Ronnit Peter at Planet Hatch on August 12th to discuss how the platform would work. This will be set up that we are able to ask questions and the system will find the answers. We discussed what types of questions we would possibly ask and we said that we would want to know where water is identified, amount of water in certain areas. If a subdivision was contaminated, would there be other sources of water in the vicinity that we could use as treatments plants. Areas that could be identified if we were to build a new school or other large water dependent facility. The consultant also suggested additional ideas based on risk. Hanwell doesn't have fire hydrants, maybe in the future we might want to know where the best place is to have them installed, are there other sources of water that we could use for fires. From his and his teams' experience, they will populate our platform to include areas that they feel would be beneficial for a growing community.

Blue Trails Project:-

The consultant, James Donald will be meeting with the recreation director, CAO and Councillor Dooley to discuss this project. Further updates will be provided once we commence.

Hanwell Place Equipment Replacement:

Shared Calendar- We are still looking at various samples

Electronic Sign- Staff is looking into the cost for a larger sign and is seeking permission from DTI to see if we would be able to place one by the Welcome to Hanwell sign across from the golf course. The cost and updates will be provided to council at a future meeting.

CWRP FireSmart Application:

We haven't been notified yet if we have been approved.

Radon Gas:

Test kits have been installed; this test is for 90 days and will be examined by RPC.

Meeting with Aimee Foreman:

After listening to the presentation, council must have another meeting to determine if they want to pursue a development project of this manner, at this time.

As per the presentation, a lot of work must be done prior, such as needs assessments, surveys etc.

UMNB Rural Digitalization Program:

Our student was done her employment on August 13th. During her time here she accomplished the following:

- Referred 12 businesses to IBM Skills Build Training Courses, which Ignite can continue working with these companies.
- Updated the Hanwell Business Director
- Engaged with 76 businesses via Facebook, phone, email, in-person
- Completed 35 courses (AI, social media, marketing, cyber security, content creation, website building) in order to assist our businesses
- One company stated that they received 11 bookings in 3 days after digital marketing push was put in place.
- One company stated that they doubled website engagement after SEO/content updates
- Six businesses revived their social media accounts.

Air Conditioning System on Municipal Side:

PMC Energy Ltd. did a service call on Monday, as we were getting an alarm on our AC system. They determined that the compressor is failing and needs to be replaced. This was a very inconvenient time for the failure as the temperatures this week has been in the 40's with the humidex. The cost will be \$4,337.43. This will be included as well on the Treasurer's Report.

Acquired Property:

The 40 acres property on Lunn Lane has been successfully purchased and all terms and conditions by the buyer (Hanwell) have been met. The closing date is scheduled for September 22, 2025. The seller is responsible for the survey and the subdivision plan.

***As we are aware, there is a 4-6 week delay in SNB registering the subdivision plans, so this closing date may need to be adjusted however the lawyer said to leave it as is and we will adjust as the time gets closer.*

2026 Budget:

We will soon be starting the 2026 budget season; over the next month be thinking about projects that you may want to do or items that you feel necessary for 2026.

Subdivision Signs:

The CAO reviewed other municipal by-laws, and many don't allow permanent subdivision signs. They are permitted to erect one when the subdivision is being built and then it must be removed. At one time, the signs identified where residents lived but today people use GPS, phones etc. For those communities that have existing signs, some of the municipalities took over the maintenance of them because the developers weren't looking after them and this way as they needed to be replaced, they could design the signs with the same branding.

Subdivision signs are now included in our amended Subdivision By-Law that is to be discussed under section 8 New Business, of our August 20, 2025 council meeting.

Wildfires in NB:

N.B is currently experiencing very dry and dangerous conditions, and there are a few forest fires in N.B that are still deemed as being out of control. Hanwell has been very lucky so far, and we have only experienced one fire on Route 3. This fire was small on the scale of some of the others in our surrounding areas however our Upper Kingsclear Hanwell Fire Department had firefighters on the ground for 4 days. One firefighter was hurt and will be out of work for a couple of weeks.

The CAO encourages council and the Emergency Measures Committee to review our Emergency Plan in the event we must activate. A letter will be sent out to the public from the Emergency Measures Coordinator on the importance of this event, and the need to have an emergency kit prepared, so please share this on your own social media accounts so that we can reach as many people as possible.

A special thank you to all first responders in New Brunswick, but especially to our volunteers at the Upper Kingsclear Hanwell Fire Department, your countless hours away from kids, family, missed vacations has not gone unnoticed!

Hanwell Strategic Roadmap - Phase 1
Project Status Report
July 21, 2025

Project Phase	Task	Status	Next Steps	Responsibility	Timeline
Realign	Data Gathering, Research + Analysis	- Completed	<ul style="list-style-type: none"> - Additional land-use or zoning information to the Black Arcs for automated building typing - Current employee count + average daily trucking trips for industrial park businesses data to the Black Arcs - Continued data gathering and analysis 	- Hanwell- Hanwell - Portfolio	- w/o Jun. 23
	Development of Baseline Digital Twin	- Completed	<ul style="list-style-type: none"> - Delivery/presentation of digital twin - Feedback on digital twin to the Black Arcs + Portfolio - Finalization + delivery of digital twin 	- Portfolio + the Black Arcs - H	- w/o Jun. 23
	Stakeholder Mapping	- In progress	- Review + feedback on plan engagement plan, including identification of stakehold	- Hanwell - Portfolio - Hanwell	- w/o July 21
	Stakeholder Engagement Execution	- To be completed	- Outreach + booking of consultations - Execution of consultations	- Portfolio- Portfolio	- w/o July 21 - w/o July 21 -w/o July 28
	Insights Report	- To be completed	- Development + delivery of insights report - Review + feedback on insights report	- Portfolio- Hanwell - Portfolio	- w/o Aug. 4
Review	Needs Assessment + Traffic Flow Situational Analysis	- To be completed	<ul style="list-style-type: none"> - Development + needs assessment + traffic flow situational analysis - Review + feedback on needs assessment + traffic flow situational analysis - Finalization + redelivery of needs assessment + traffic flow situational analysis 	- Portfolio- Hanwell - Portfolio	- w/o Aug. 4
	Refinement of Traffic Flow Scenarios	- To be completed	<ul style="list-style-type: none"> - Revisions + refinement of specific traffic flow scenarios - Delivery/presentation of refined traffic flow scenarios to Hanwell - Review + feedback on refined traffic flow scenarios - Finalization + redelivery of traffic flow scenarios 	- Portfolio + the Black Arcs - P	- w/o Aug. 4 -w/o Aug. 11

	Co-Creation Workshops	- To be completed	- Booking of co-creation workshop with Hanwell	- Portfolio- Portfolio + the Black Arcs	- w/o Aug. 11
	Finalization of Traffic Flow Scenarios	- To be completed	- Execution of co-creation workshop	- The Black Arcs	- Aug. 18-20
React	Traffic Flow Strategic Roadmap	- To be completed	<ul style="list-style-type: none"> - Finalization of traffic flow scenarios based on co-creation workshops - Development + delivery of draft traffic flow strategic roadmap - Review + feedback to Portfolio - Finalization + delivery of traffic flow strategic roadmap - Approval of traffic flow strategic roadmap - Traffic flow plan implementation working session 	- Portfolio- Hanwell - Portfolio	- Aug. 20 - Sept. 19
Reinforce	Monitoring & Adjustments	- To be completed	<ul style="list-style-type: none"> - Monitor KPIs and performance tracking - Adjust strategies based on performance tracking 	<ul style="list-style-type: none"> - Portfolio + the Black Arcs - Portfolio + the Black Arcs 	- End of Sept. - Nov.

Hanwell Strategic Roadmap - Phase 1 Project Timeline June 5, 2025

TASK	TIMING	RESPONSIBILITY
Phase 1: ReAlign		
Data gathering, research + analysis	June 5-17	The Black Arcs + Portfolio
Development of baseline digital twin	June 5-17	The Black Arcs
Stakeholder mapping + approach development, including reviews, revisions + approval of stakeholder engagement plan	June 9-16	Portfolio + Hanwell
Execution of key stakeholder consultations - up to 5 key stakeholders	June 17-26	Portfolio
Development + delivery of of insights report	June 27 - July 3	Portfolio
	June 27 - July 3	Portfolio
Phase 2: ReView		
Refining of specific traffic flow scenarios + KPIs for scenarios	Jul. 4-23	The Black Arcs, Portfolio + Hanwell
Co-creation workshops with Hanwell key stakeholders	Jul. 4-23	The Black Arcs, Portfolio + Hanwell
Finalization + delivery of traffic flow scenarios	Jul. 24 + 25	The Black Arcs + Portfolio
Approval of traffic flow scenarios	Jul. 30	Hanwell
Phase 3: ReAct		
Development + delivery of draft traffic flow strategic roadmap	Jul.31-Aug. 11	Portfolio
Reviews + revisions to draft traffic flow strategic roadmap	Aug. 12-18	Portfolio + Hanwell
Finalization + delivery of traffic flow strategic roadmap	Aug. 19	Portfolio
Approval of traffic flow strategic roadmap	Aug. 25	Hanwell
Traffic flow plan implementation working session	Aug. 26-28	Portfolio + Hanwell
Phase 4: Reinforce		
Monitor KPIs and performance tracking	Sept. - Nov.	The Black Arcs + Portfolio
Adjust strategies based on performance tracking	Sept. - Nov.	The Black Arcs + Portfolio



**Ecologia. AI Monthly Meeting
(Water Study)
August 2025**

Meeting Recap – August 11, 2025 (3:00–3:30 p.m.)

Topics Discussed

- July project updates, including progress on data sets, model development, and QA scoring.
- Risks and challenges: technical issues with outdated datasets and ethical risks tied to aquifer location disclosure.
- Funding utilization plan and upcoming partnerships.
- August priorities: baseline Aquifer Potential Index model, validation of weighting schema, and NDA/disclosure finalization.

Tasks Done

- Compiled **63 data sets**: 20 core for primary aquifer modeling and 43 supplementary for deeper analysis.
- Developed **Aquifer Potential Index** methodology combining geophysics, big data, and machine learning.
- Delivered **Postgres SQL schema** for local hosting and version control (data excluded due to size).
- Implemented **Quality Assurance scoring** for each dataset to ensure transparency and identify potential gaps.
- Outlined mitigation measures for ethical risks (e.g., confidential tagging, restricted access, blurred public data).

Feedback from Municipalities

- Overall positive response and awareness of the project.
- No major concerns raised, but emphasis on ensuring data sensitivity is managed appropriately.

Next Action Steps

- Finalize **groundwater and surface water layers** to produce a baseline Aquifer Potential Index model by end of August.
- Host **technical liaison call** (target Aug 28) to validate model weighting schema.
- Populate the first layer in the **water platform SQL database**.
- Keep **NDA and disclosure agreements** for the API to control sensitive data usage to be discussed later in the project timeline.
- Continue exploratory data analysis to identify additional relevant datasets.

- Share any future data requiring specialized programs in **PDF format** for easier review by stakeholders.

Regards,

Terri L. Parker

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CAO/Treasurer

Treasurer's Report for July 2025

Revenue Collected:

○ Interest for July	\$ 8,270.27
○ Hanwell Sport Registration	\$ 9,060.00
○ Tourism Levy	\$12,986.49
○ Hanwell Days	\$ 1,000.00
○ Recover Cost- By-Law Enforcement	\$ 2,500.00
○ Gym Revenue	\$ 2,537.50
○ Building Permits- 2 nd Q	\$32,101.80

A transfer was made from Capital Reserve Fund \$500,000 to the Operation Fund towards the purchase of Springhill Farms property.

Expenses Paid:

○ Regular budgeted expenditures	
○ 1 st Pmt- Merge Program- Water Sources	\$ 3,125.00
○ 1 st Pmt- Merge Program- Land Identification	\$ 3,093.75
○ ExP Realty in Trust- Lunn Lane Property Deposit	\$ 15,000.00
○ Certified Cheque- Purchase of Springhill Farms Property	\$599,204.98

Invoices Paid in August:

○ PMC Energy Ltd (fix AC Compressor)	\$ 4,988.04
○ Cox & Palmer (Springhill Farms Property)	\$ 4,749.50
○ Gallagher Insurance	\$122,678.00
○ Cox & Palmer (By-Law Enforcement)	\$ 10,813.70
○ Portfolio (Consultant-Traffic Concern)	\$ 2,730.68
○ Black Arc Inc (Consultant- Traffic Concerns)	\$ 10,350.00
○ Glenn Group (Recreation Master Plan)	\$ 6,870.68

As per our purchasing policy, only non-budgeted payments over \$5,000 require Council approval. All amounts above have been given prior approval or is a budgeted expenditure.

Motion required for the approval of the following invoice(s): No motion required, all expenses are within the approved budget.

Respectively Submitted,



Terri L Parker
CAO/Treasurer

