



CAO/Treasurer Report May & June 2025

CAO Report

Recreation Master Plan:

The RFP was awarded to The Glenn Group and a partnership with Gemtec for the public presentations. The recreation department and the CAO has been working with consultants. Site visits were done to all of our parks and facilities. A survey was conducted online and also during our Hanwell Days event. A draw will be done for some Yeti products from those that participated in the survey.

Yoho Park:

The contract for the pavilion has been signed by Atlantic Post & Beam. As part of the contract we were requesting that the drawings be approved by a certified engineer which will be paid by Hanwell.

It was recommended by the Capital Region Service Commission (CRSC) that the tender for the site preparation and parking lot be reviewed by an engineer to ensure that the correct ground material is used so that future liabilities don't occur. The CAO contacted Gemtec and they will access the property and recommend what is required for the soil, grading and anything else that will be required for the tender. They are anticipating a cost around \$5000.

The playground equipment is scheduled to be delivered sometime in September however JIL Enterprises Inc. said that it is possible to push the delivery until October if necessary.

Merge Programs:

Land identification- Attached are the monthly meeting reports for May, June and July. The project through Maps Maps Maps is very impressive for the short time they have been working on this project. They will be doing a presentation to council possibly at the next management meeting.

Identifying Water Sources- The contract with Ecologia.AI was signed by all parties on July 2. This week, the CAO will be providing the consultant with various documents, as requested.

Recreation Agreement: Staff has been asked to find out details about the recreation agreement with the City of Fredericton. As per section two (2) either party, at no cost, can terminate the agreement without cause at any time prior to the expiration of term upon giving 12 months notice. If either party terminates the agreement, Fredericton is entitled to payment for

Recreation Services provided up to and including the date of termination. The contract expires December 2027. It is recommended that no action be taken until after the election in May 2026.

Blue Trails Project:-

The CRSC has contracted a consultant to work with the regional municipalities to identify the blue trails in our region. The project objective is as follows:

ENHANCING BLUE TRAIL-BASED ECONOMIC DEVELOPMENT AND CONNECTIVITY

The stated goals of the project are to increase tourism, improve accessibility, to foster sustainability, and to foster community partnerships. We will take a ground-up approach that begins with current assets as the base. We will then propose ways to build on that foundation to drive demand. The increased demand will provide a platform for higher level services to be offered. For example, a municipality may start by developing great paddling routes, followed by promoting a shuttle service business to take advantage of the routes, then move into a rental business, and finally offer guided tours.

Hanwell Place Equipment Replacement:

Shared Calendar- Our shared calendar that we use for the rental bookings is not intended to be used in this manner, it is designed to be used for booking meetings etc. Staff and BrunNet are currently looking into scheduling platforms and hopefully this can be used in the recreation department for the booking of the school gym as well. The cost and the product will be provided to council at a future meeting.

Electronic Sign- Our sign was purchased in 2015 when our office was at the other location. It is currently showing its age and will need to be replaced possibly before the end of the year. Having the sign at our office is not the most effective place for advertising because there are only a small number of our residents that would see it, and because of the size it is often difficult to view when driving by. 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 have applied for funding to have a Community Wildfire Resiliency Plan completed for Hanwell. Forest fires have been a great concern for our Emergency Measures committee, council and residents so this will be a very important plan.

Radon Gas:

Testing kits were purchased due to a temporary testing device detected possibly radon. It is not known if the device was accurate so after the CAO discussed this with RPC we thought it would be best if we test now and then we could budget accordingly if we need to mitigate.

Meeting with Aimee Foreman:

Aimee Foreman from Silvermark Consulting provided a presentation to council senior housing (long-term, adult day programming, Nursing Home without Walls program, healthcare/clinic

services). In her presentation, she demonstrated the project that Oromocto is doing. These types of projects are necessary to ensure that our hospitals can be used correctly and efficiently. This is a subject that will be brought forward as we continue to grow and develop.

UMNB Rural Digitalization Program:

Our student has met with two Hanwell businesses to assist with them with setting up their websites and social media platforms. She is also hosting the following presentations for our residents free of charge:

July 9- Cyber Security (nobody attended)

July 16- Online Banking

July 23- My Health

July 30- Seniors Night- to assist with anything digital.

She is also considering having drop-in every Friday through the day to assist those in need with any digital platform.

Hanwell's Annual Report:

The annual report has been presented to council for your review. A special thank you to our Assistant Clerk for compiling an excellent report.

August Management Meeting:

CAO is requesting that the management meeting in August be cancelled for that month or hold it on Monday August 18th before our council meeting.

Possible Motion(s)- I (your name) move to

- 1. cancel the August management meeting or**
- 2. change the meeting date from Wed August 13th to Monday August 18th.**

I (your name) second

Treasurer's Report for May & June 2025

Revenue Collected:

○ Interest for May	\$ 9,396.99
○ Interest for June	\$ 8,997.11
○ Tourism Levy	\$39,371.04
○ Income from DNR (Fire)	\$12,220.30
○ Hanwell Days	\$23,089.52
○ Gym Revenue	\$ 4,910.00
○ Hanwell Herald Advertising	\$ 100.00
○ SEED Proceeds (summer students)	\$11,029.73
○ Building Permits- 1 st Q	\$ 9,701.51
○ Sale of Zero Turn Mower	\$ 800.00
○ Sale of Wood Chipper	\$ 2,500.00
○ Unknown deposit from Govt of Canada	\$ 2,070.00
○ Unknown deposit from Govt of Canada	\$ 1,380.00

** Part of the income received from DNR will be transferred to the Fire Fighter Association (see report for details)

**Hanwell Days (Tickets \$4941.52, Bar \$5148, Golf \$5500, Sponsorship \$7500)

Expenses Paid:

○ Regular budgeted expenditures	
○ JIL Engineering (50% dep on playground equipment)	\$63,842.00
○ Worksafe NB	\$15,221.63
○ Property Tax Bills	\$33,019.62
○ Turfworks Landscaping (Front gardens)	\$ 5,623.51
○ May Interest on MCBB Loan (Hanwell Place)	\$13,934.00
○ Southern Metal (truck box)	\$ 5,932.50
○ Davidson Food (double fridge UKCC)	\$ 5,571.75
○ Turfworks Landscaping (Deposit on lawn package)	\$ 5,589.00
○ May Interest on MCBB Loan (Fire Station)	\$15,006.75
○ May Principle on MCBB Loan (Fire Station)	\$48,000.00
○ May Interest on Interim Loan (New fire truck)	\$ 4,845.28

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



Maps Maps Maps July Meeting Minutes

Please find the meeting recap of July Monthly Check-in as below-

Project Progress

- Deliverable One (Dashboard):
First draft completed, including initial setup and configuration.
- Deliverable Two (Experience Builder):
First draft completed for both municipalities, enhancing user interaction and data visualization.
- Road Map & Services Document:
Finalized to guide upcoming phases with structured steps and timelines.

Technical Challenges

- Performance Issues:
Resolved delays caused by SMB server performance with support from the SMB team.
- Data Limitations:
Text-only fields in SMB data limited flexibility; workaround involved offline data exports.
- Live vs. Local Data:
Emphasis on balancing real-time data access with the flexibility of local data handling.

Feedback & Community Engagement

- Municipal Feedback:
Helped refine the roadmap and prioritize deliverables based on local needs.
- GIS Event in Fredericton:
Project received positive attention, highlighting the value of networking.

Future Collaboration

- Integration Potential:
Confirmed feasibility of combining systems from different companies.

- Ongoing Development:
Current work lays the foundation for future enhancements and partnerships.

Open Data Hub Proposal

- Suggested launching an open data hub for Central York and Hanwell, inspired by larger cities.
- Hannah's experience in managing such platforms could be a valuable asset.

User Acceptance Testing (UAT)

- Testing Process:
Involves collaboration with Terri and Duncan to ensure quality and performance.
- Success Criteria:
Includes performance, QA, and timely delivery, followed by a final review.

Demo Presentation

- Experience Builder for Hanwell and Central York:
Showcased layers like road networks, zoning, and development projects.
- Adding New Projects:
Demonstrated how users can add data points using interactive tools.

Immediate Follow-Ups

- Send Calendar Invite: No meeting in August agreed by all parties. The next meeting will be scheduled in September.
- Maps Maps Maps to present the demo to respective councils of Hanwell and Central York. Schedule will be shared later by municipality reps.

Reza Haider

Business Startup Specialist | [Ignite](#)



[40 Crowther Lane | Suite 100 | Fredericton NB](#)

Direct 506.259.5821 | Reception 506.444.4686



Maps Maps Maps June Meeting Minutes

Please find the Monthly Check-in Meeting Recap as below-

Date: June 2, 2025

Attendees: Rezaul Haider, Thomas Herbreteau, Duncan Walker

Topic: Project Progress Review – Dashboard & Experience Builder

Key Updates:

- **Company Setup Complete:** Incorporation and insurance finalized.
- **Initial Payment:** Received in May; triggered commencement of technical work.
- **AGOL Licenses:** Two Esri licenses purchased post-payment; delays due to high amounts and processing time.

Work Completed:

- Held technical meetings on **May 14** which led to a number of actionable tasks.
- Began **data gathering and brainstorming** internally to prepare for dashboard build.
- Identified challenges integrating **SMB Planet** due to its incompatibility with ArcGIS technology.

Updated Timeline:

- The first draft of the **dashboard and experience builder** has been **rescheduled to June 30**.
- Adjustment communicated due to delay in initial payment and setup activities.

Key Learnings & Notes:

- Municipality reps **Terry and Duncan** prefer **collaborative communication**, not independent updates.
- They are interested in exploring broader GIS applications across municipalities.
- Ignite must be informed when **any timeline changes** are made moving forward.
- A list of **10 key municipal GIS use cases** has been curated for review.



Next Steps:

- Develop and share dashboard and widget list.
- Continue responding to client feedback and technical limitations.
- Share GIS application ideas with Terry and Duncan.
- Communicate progress and deadline shifts proactively with Ignite.

Next Meeting scheduled on July 7th at 2 pm.

 [Monthly Check-In#1_June_Maps Maps Maps.loop](#)

Reza Haider

Business Startup Specialist | [Ignite](#)



[40 Crowther Lane | Suite 100 | Fredericton NB](#)

Direct 506.259.5821 | Reception 506.444.4686

Regards,

Terri L Parker
CAO/Treasurer

Any correspondence with elected officials, employees, or other agents of the Rural Community of Hanwell may be subject to disclosure under the provisions of the NB Right to Information and Protection of Privacy Act.



RFP: Enhancing Land Identification for Strategic Community Growth

RFP Code: 002

Municipality Name: Central York & Hanwell

Startup Name: Maps Maps Maps Geospatial Solutions Inc.

Reporting Month: May, 2025

Reporting Date: May 29, 2025

1. Project Update

- **Work Completed (Key Deliverables)**

- Purchase of a new Creator level AGOL account for Central York
- Purchase of a new Creator level AGOL account for Hanwell
- Gathering publicly available data GIS layers for both deliverables (Dashboard and Experience builder), sourced from the CRSC and GNB.

- **Next Steps:**

- Start work on the Dashboard and Experience builder using publicly available GNB and CRSC data. Communication with clients during that work will occur if needed.
- Maps Maps Maps to explore possibilities to use SNB Planet in apps using Duncan's info and see if it's worth Terri purchasing a license for it. The alternative is to include a SNB Planet link when clicking on a property.
- Maps Maps Maps to provide list of widgets in Dashboards and Exp Builder with explanations and potential uses in the project.
- Maps Maps Maps to provide a list and use cases for potential products the municipalities could leverage. Terri and Duncan to respond at the next technical meeting.
- Maps Maps Maps to provide a list of mapping products and their use cases for the municipalities. These would be completed based on the remaining work hours for the team.

2. Key Learning and Challenges Faced

- **Key Learning:**

- Terri and Duncan always want Maps Maps Maps to communicate with both municipalities together.
- Terri and Duncan rely on Maps Maps Maps to provide use cases of GIS work.
- Timeline adjustments must be discussed at monthly meetings with Ignite. This removes a level of flexibility to our start-up, which must remain adaptable in order to grow.

- **Challenges faced:**

5. New Team Hire or Partnerships

- **New Team Hire:**
 - none
- **New Partnerships:**
 - none

6. Next Steps for the Following Month

- **Planned Activities**

Maps Maps Maps will start work on the Dashboard and Experience builder using publicly available GNB and CRSC data. Communication with clients during that work will occur if needed.

Maps Maps Maps will provide account credentials of each license to each municipality before the first technical demo of the products.

Maps Maps Maps to explore possibilities to use SNB Planet in apps using Duncan's info and see if it's worth Terri purchasing a license for it. The alternative is to include a SNB Planet link when clicking on a property.

Include in the products the lasso selection functionality and other functions used in GeoNB

Maps Maps Maps to provide list of widgets in Dashboards and Exp Builder with explanations and potential uses in the project.

Maps Maps Maps to provide a list and use cases for potential products the municipalities could leverage. Terri and Duncan to respond at the next technical meeting.

Maps Maps Maps to provide a list of mapping products and their use cases for the municipalities. These would be completed based on the remaining work hours for the team.



May 14, 2025, 12:30 PM, Technical Meeting between Clients and the Service Provider,
Google Meet

In attendance: Terri, Duncan, Kristy, Hannah, Thomas

1. Purchase of one ArcGIS Online license for each municipality.
 - One ArcGIS Online license for each municipality has been purchased and activated (for a total of two licenses). Ignite received the receipts of each license.
 - **Action item: Maps Maps Maps will start working on the Dashboard and Experience builder using publicly available GNB and CRSC data. Communication with clients during that work will occur if needed.**
 - **Action item: Maps Maps Maps will provide account credentials of each license to each municipality before the first technical demo of the products.**
 - SNB Planet usage by the municipalities
 - Duncan uses SNB Planet in the day-to-day, but Terri does not. It costs \$10 a month for basic access, with extra costs for more premium features.
 - SNB Planet has multiple levels of security which makes it impossible to access it using an external application. Duncan uses it for assessment values and sales values, property ownership information, notation if there is a fuel leak (service costs more money, fee per click). It includes a PID report that can be printed, which is handy.
 - Terri uses GeoNB (public access) and then looks up PID in her municipality's tax info.
 - Planet is built on CARIS, so it is incompatible with Esri products.
 - **Action item: Maps Maps Maps to explore possibilities to use SNB Planet in apps using Duncan's info and see if it's worth Terri purchasing a license for it. The alternative is to include a SNB Planet link when clicking on a property.**
 - Duncan likes SNB Planet's a lasso selection function. **Action item: include in the products the lasso selection functionality and other functions used in GeoNB**
2. SoW Timeline Review
 - Maps Maps Maps proposed to push the dashboard draft #1 from May 31 to June 30 in conjunction with first draft of Experience so it is not rushed for end of May. Both Terri and Duncan agreed to this change
3. Review Available ArcGIS Online Products and Services with the SoW
 - One ArcGIS Online Dashboards and Experience Builder per municipality will be provided, as per SoW.

- Both offer multiple widgets, which were quickly shown. **Action item: Maps Maps Maps to provide list of widgets in Dashboards and Exp Builder with explanations and potential uses in the project.**
- Additional services that Maps Maps Maps can provide beyond the SoW but within the hours allocated to the project as additional solutions that drive economic growth, community development, and innovation.
 - ArcGIS Online has several more products available. **Action item: Maps Maps Maps to provide a list and use cases for potential products the municipalities could leverage. Terri and Duncan to respond at the next technical meeting.**
 - Mapping Services
 - Maps of individual parcels with a template showing the municipalities' logos. Those maps could be used at council meetings.
 - Maps of the road network in the municipalities
 - Maps of assets/infrastructure
 - Drive-time analysis. How long does it take to get from point A to point B, maybe to help with relocating or build new emergency service infrastructure.
 - Location and spatial analysis – such as where to place new infrastructure and assets? Where not to build, like swamps? Using Statistics Canada demographics data.
 - Terri envisioned the zoning type product from the CRSR, but that's done. Both Terri and Duncan have access to the RSC dashboard of the zoning maps.
 - **Action item: Maps Maps Maps to provide a list of mapping products and their use cases for the municipalities. These would be completed based on the remaining work hours for the team**
- 4. Monthly meetings with Ignite
 - Establish monthly routine meetings with Ignite, first week of the month. First meeting tentatively set to June 2.
- 5. Communication
 - Communication via email and phone if needed, technical meetings can be set up by both parties if needed.
 - Terri and Duncan always want to communicate with both municipalities together.
- 6. Other business?
 - No other business

Action items identified:

1. Action item: Maps Maps Maps will start work on the Dashboard and Experience builder using publicly available GNB and CRSC data. Communication with clients during that work will occur if needed.
2. Action item: Maps Maps Maps will provide account credentials of each license to each municipality before the first technical demo of the products.

3. Action item: Maps Maps Maps to explore possibilities to use SNB Planet in apps using Duncan's info and see if it's worth Terri purchasing a license for it. The alternative is to include a SNB Planet link when clicking on a property.
4. Action item: include in the products the lasso selection functionality and other functions used in GeoNB
5. Action item: Maps Maps Maps to provide list of widgets in Dashboards and Exp Builder with explanations and potential uses in the project.
6. Action item: Maps Maps Maps to provide a list and use cases for potential products the municipalities could leverage. Terri and Duncan to respond at the next technical meeting.
7. Action item: Maps Maps Maps to provide a list of mapping products and their use cases for the municipalities. These would be completed based on the remaining work hours for the team.



Maps Maps Maps
Fredericton, NB

Notes

Revenue For Concert:

Sponsorship	16,500.00	
Sponsorship- Outstanding	1,000.00	(Measurand) Received
Grant- Atlantic Lotto	2,500.00	
Grant- RDC (MLA Miles)	5,000.00	
In Kind-	2,000.00	
Tickets	1,485.00	Eventbrite (46 Adult & 7 Youth)
	1,215.00	Scholtens (38 Adults & 5 Youth)
147 adults and 17 youth (41 tickets approx from sponsors)	2,405.00	At the gate (22 Adults & 5 Youth)
Bar tickets	5,148.00	
Black Galley		35 tickets
Big Fiddle		128 tickets
Devil's Keep		287 tickets
Hanwell Beer Bar		539 tickets
989 bar tickets sold		
Total Revenue Collected:	37,253.00	

Expenses For Concert:

Liquor License	100.00	
Tent	3,112.73	
Braclets	68.78	
Banner	707.68	
Bands	7,671.44	
Stage, sound system and lights	8,500.00	
Light rental	159.56	
Ice trailer rental	150.00	
Bar supplies	51.55	
Mileage	1,294.76	
Facebook Advertisement	87.25	
Security	3,233.95	
Bus x3	2,659.29	
Radio Advertisements	1,564.30	
Beer	1,552.65	2775.89 less 1223.24 returned
Devils Keep Invoice	562.65	
Black Galley Invoice	330.81	
Big Fiddle Invoice?		
River Run?		
Pop, chips, napkins, pop	347.49	
Total Expenses:	32,154.89	

Revenue for Hanwell Days:

Budget	20,000.00	
Golf Tournaments	8,500.00	17 teams x \$500
Total Revenue Collected:	28,500.00	

Expenses for Hanwell Days:

Golf Tournament:

Engraving	18.14
\$50 per team food credit	850.00
Golf Fees	6,152.87
Hats, Bag, Putter	1,448.87
	8,469.88

Breakfast	80.02	
Posters	99.07	
Tow Truck	156.43	
Dmac Electrical- perm.power	3,469.60	
Ready John invoice	2,346.44	
Mileage	407.15	Susan's is included under concert/sponsorships
	6,558.71	

Liquor Tasting- Postponed

Liquor License	150.00
Glasses	175.52
Engraving- Flexway	
	325.52

Movie:

Movie Purchase	32.27
Popcorn	521.43
License	338.93
Drinking boxes?	
	892.63

Kids Event:

Bouncy Castles	1,660.13
juice boxes	21.85
	1,681.98

Hanwell Herald Special Edition	2,909.58
--------------------------------	----------

Total Expenses:	20,838.30
------------------------	------------------



Tourism Levy

Tourism/Accommodation Levy revenue and expenditures for since we started collecting in 2023. Prior to 2023 the levy was collected by the City of Fredericton, the former owners of the Radisson asked to have Hanwell take over this authority. The by-law was changed, and we started collecting the fees.

Jan- Dec 2023

Revenue Collected- \$105,391.04

Expenditures Reimbursed- \$38,003.44

Jan-Dec 2024

Revenue Collected- \$119,776.42

Expenditures Reimbursed- \$30,357.65

***The Radisson changed ownership in November, no expenditures were submitted and reimbursed for the months of November and December.*

Jan- May 2025

Revenue Collected- \$39,371.04

Expenditures Reimbursed- \$0.00

***This is an increase in fees compared to prior years during this time period.*

Letters will be written to other establishments to be part of the program as well.

Regards,

Terri L Parker
CAO/Treasurer

Any correspondence with elected officials, employees, or other agents of the Rural Community of Hanwell may be subject to disclosure under the provisions of the NB Right to Information and Protection of Privacy Act.