CAO Report

April 2026

ID	TASK	DESCRIPTION
1	Municipal Election	We have started preparations for the municipal election on May 11. Code of Conduct training with lawyer Andre Daigle on May 26, 28, or 30. Administrative training with CAO on May 26, 28, and 30 (one of these dates will be Daigle). Lunch at Jardine's Inn for councillors only on Saturday, May 30. Rec Centre for Oath of Office ceremony, which will allow friends and family to attend. Professional pictures after the ceremony. Date is TBD. KRSC training on Saturday, June 6. First regular meeting on Tuesday, June 9. GNB orientation in Saint John on June 12 and 13. Still waiting for details. Governance training with Barb Quigley & Brenda Knight on Tuesday, June 16. On our website, we continue to post information for candidates and voters.
2	HR & Staffing	The municipality has hired two new staff members. **Zoe Thibert** will join public works on **Monday, April 20**. Zoe lives in Bass River and grew up on a farm. She will do custodial and labor work. We will terminate our cleaning contract with the Arseneau's in May.

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		Lisette Robichaud-Gallant will start as Senior Planner on **Wed, April 22** on a part-time, 6-month term contract, working 5 hours per week. Lisette is finishing her career as a senior administrator with the RCMP. She is moving to Rexton this year. Her initial focus will be the EMO Plan. We are advertising for Director of Finance and Recreation Coordinator. Both positions are posted on our website, Indeed, and the job bank and close on Friday, April 10. We expect interviews to take two to three weeks with hiring to take place in May and placement in May or June. **Marley Burke** has accepted the position of Community Development Manager with responsibility for communications. To better distribute workload and clarify roles, the Recreation Coordinator will report to Marley. We are proceeding with interviews for summer students. We plan to hire positions that we have received grants for from the provincial or federal government. To support the release of the updated Employee Handbook, we will have staff training and add HR forms (that are missing or out-of-date).
3	Bonar Law Common	In late March, the province announced that it will not fund operations at BLC for the 2026/2027 season. That is, Five Rivers will <u>not</u> receive the $55,000 grant that it received last year, which had been entered in our 2026 general operating budget. The province's initial announcement also said the park would be closed to the public (along with six other heritage properties). After the announcement, the mayor asked officials at the Department of Tourism, Heritage, and Culture to permit us to the use the park this year. The initial response was positive. The mayor and CAO have scheduled a meeting with the Deputy Minister on April 15 to confirm their position. The municipality is moving forward with plans to use the park, while informing people that it may not be open (for example, for wedding reservations), and plans to interview summer

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		students for the museum and farm. We will not hire these students unless and until the province confirms our access. Regarding the repairs that were scheduled to be completed by the province last year, Anne Hamilton of THC said that they planned to complete them this spring, pending local contractor availability, because the funds were allocated in 2025.
4	By-Law & Policy Development	The current and final focus of the committee has been to update the Employee Handbook, which consolidates all employee information (code of conduct, performance management, etc.) in one document.
5	Municipal Signage	We are focused on updating the signs in front of the municipal office and the works building. We are also arranging to install the highway signs (produced, received, and paid for) on route 11, which will wait until the ground is not frozen.
6	2025 Financial Audit	Serge Robichaud will present the 2025 audit to council on Tuesday, April 28. The municipality expects a larger surplus than previously forecast.
7	Legal Counsel	The municipality has contracted Erik Homenik of Sussex to support land sale and housing development transactions. Erik drafted the new template we used for the Warman sale and has reviewed the Shoreway agreement. The municipality continues to use Mark Heighton of Stewart McKelvey of Fredericton for HR matters.
8	Indian Island Fire Services Agreement	The municipality has forwarded a new one-year contract for fire services to the Chief of Indian Island. In past years, the municipality has agreed to be paid $10k. The contract offered this year increased the amount to $11k based on our increased costs.
9	Summer Camp	If we retain use of BLC, we will host summer camp at BLC. If we lose access, we will move summer camp to the Recreation Center.

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10	CCBF Year-End Report	In March, we submitted our 2025/2027 report for CCBF. The full balance of our 2019-2023 ($297k) plan was allocated to the Rexton Fire Truck. We also submitted claims for the Beersville Outdoor Rink and the Bass River staircase and wheelchair ramp under the 2024-2028 plan, which needs to be updated to (a) reallocate $300k from the Rexton fire truck to something else (because we took out the debenture) and (b) keep or replace the Greenwood Lodge allocation ($26k).
11	Beersville Outdoor Rink Project	In March, the municipality submitted its year-end claim to the RDC to receive funding for the Beersville Outdoor Rink project. We are due to receive $79,000 from RDC, or 50% of the project total.
12	Capital Renewal Funding	The province accepted the Capital Renewal Funding application that council passed in March.
13	PID 25141375 Sale (Industrial Park, Warman)	The mayor and CAO signed a Developer's Agreement and a Purchase & Sale Agreement to sell PID 25141375 to the company 760749 NB Incorporated (led by Dawson Warman and Lisa Warman). The final purchase price was $56k, to be paid in full by May 4. The PSA includes a buy-back clause that is effective 36 months from closing (May 4).
14	PID 25140823 Sale (North Lot, Pivot)	Earlier in 2026, the municipality awarded the RFP for PID 25140823, the North Lot, to Pivot Housing from Miramichi. We are in ongoing talks with them about the property.
15	PID 25140823 Sale (South Lot, RFP)	The municipality has reposted the RFP for PID 25140823, the South Lot, on NBON. In 2025, the RFP was awarded to Manuel Development, which council decided not to move forward earlier this year. The RFP will remain posted until May, allowing time for proposals to be submitted, to be reviewed by the next council.

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16	Shoreway Development (PID 25125626, off Main St)	The municipality has informed that RDC that it intends to move forward with the Canada Housing and Infrastructure Fund (CHIF) application for $1.8M for the 38-dwelling-unit housing development project by Shoreway (David Tardiff and Matt Pealey). The application was approved by the RDC council in late 2025 and now goes to the federal government for review and approval, which is expected to take 3 months. The municipality is working to sign a Developer's Agreement with Shoreway that will define the design plan and the respective responsibilities of Shoreway and the municipality. The agreement is being reviewed by Erik Homenik.
17	PID 25497041, Industrial Park (Transfer from Manuel to Flag Point Construction)	In 2025, the municipality sold PID 25497041 in the Industrial Park to Manuel Development for $10,000. In late 2025, Manuel sought to sell the property to Flag Point Construction (Dustin Hudson). The original purchase and sale agreement with Manuel contained a buy-back clause that the municipality is now seeking to preserve. Flag Point is working directly with our lawyer to update the purchase and sales agreement and has asked Manuel and Flag Point to cover our legal fees.
18	Asset Management RFP	The Asset Management RFP closed on Thursday, April 2. We received 7 responses. The administration has scored the responses according to the RFP criteria and will make a recommendation to council.
19	Traffic Study RFP (116-134 Intersection)	The Traffic Study RFP closed on Thursday, April 2. We received 3 responses. The administration has scored the responses according to the RFP criteria and will make a recommendation to council.
20	Rescue Truck Tender	The Rescue Truck Tender closed on Thursday, April 2. We received 2 responses. The administration recommends that council accepts the high bid.

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21	PMHP Plan	In March, Vincent Roussel, District Engineer for the Department of Transportation and Infrastructure (DTI) informed us that our 2028 funding requests had been rejected from our 2028 to 2023 plan (submitted in Sept 2025). The plan had requested work on route 134 from civic address 60 to the Rexton bridge.
22	E6 Consultation	Work with E6 has been suspended pending the hiring of the Director of Finance.
23	AED Purchase	The municipality has purchased a second mobile AED. The make and model we chose was recommended by Fire Chief Goodwin. The cost was approximately $2500.
24	Mini-Split for Office	Works has obtained two quotes to install a mini-split in the office in the chambers. We are working with the low bidder to arrange installation in the spring. The estimated cost is expected to be $2000 to $3000 below the $10,000 budgeted under the Capital Renewal Funding program.
25	CIF Grants	Council previously approved administration to submit CIF grants for (a) museum mini-splits and (b) Harcourt Fire Station windows and mini-splits. Given the province's change to BLC funding, the administration has not proceeded with the CIF grant for the museum mini-splits and may look to find an alternative. Given the cost of mini-splits and the need for insulation, the second CIF grant should be changed to ask for insulation and windows instead of mini-splits and windows.
26	Rexton Fire Dept	The Rexton Fire Department has asked to purchase an electric water rescue lift to eliminate the need for multiple firefighters to lift a victim over the side of the boat. The estimated cost is $3800. This capital purchase was not budgeted in a capital plan (CCBF, CRF) or the 2026 general operating budget. As approved by council, the Rexton Fire Department purchased a new washer and dryer, which will be paid for from the 2023 CCBF top-up allocation.

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27	Beersville Fire Dept	The Beersville Fire Department obtained quotes to upgrade the Harcourt Fire Station by replacing windows, replacing insulation, and adding a new heating system. The estimated cost for windows is about $5000. The estimated cost for insulation is also about $5000. For heating, they obtained quotes for three mini-splits for an estimated $15,000 as well as a heat pump (instead of the mini-splits) for an estimated $25,000. Council agreed to apply for a CIF grant of $10,000 for windows and mini-splits, which may be better submitted as windows and insulation. If altered this way, the mini-splits would be funded separately. The Beersville Fire Station is due for a roof replacement, which council agreed to fund through the 2023 CCBF top-up allocation up to $30,000.
28	Community Hall Roof	As presented to council, the Community Hall (Lion's Club) requires a roof replacement, estimated to cost $25,000. Public Works plans to obtain quotes to do this work in the spring, at which point a recommendation will come back to council. This work was also named to go against the 2023 CCBF top-up allocation, along with the Beersville Fire Station roof and the Rexton Fire Department washer and dryer. As discussed with council, the cost for all three will exceed the amount of the CCBF top-up (about $56k), so one project will need to be partially funded from another source.
29	New Purchase Request Form	We have created and distributed a new purchase request form for Fire Chiefs and staff. Users will attach quotes to their requests, which will be submitted to the CAO for approval.
30	Lagoon Assessment	We are getting two quotes (from Dillon Consulting and CBCL) to assess the depth of sludge in the lagoon. We will choose a vendor and schedule the work after getting the quotes. The work was budgeted under the capital renewal funding program up to $25,300. On Wednesday, April 8, officials from the province and the federal government visited the lagoon to conduct an onsite assessment. They conveyed to the Manager of Public Works that based on test results, our lagoon was considered a high risk, which means we will need

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		to conduct monthly instead of quarterly testing. We advised them of our plan to assess and then start to fix the lagoon.
31	Lagoon Boat	CBCL has confirmed that we will need a small boat to do the sludge depth assessment and that the boat will be needed in the future to de-weed the lagoon (of cattails and other plants) to optimize organic processes. We are getting quotes but estimate the cost at roughly $3500.
32	Street Signs in Private Developments.	In March, a local developer asked the municipality to cover the cost to manufacture and install street signs on private roads (in private developments). In speaking with officials from other municipalities and the province, the administration found that some municipalities do look after signs in private developments to ensure that they are properly constructed and located, in part to support protective services when they need do emergency calls. It seems that in most cases, private developers remain responsible to register the sign with Service New Brunswick and pay permit fees. The cost to construct and install a basic sign is about $500 (so doing this for all private lanes could be expensive). Once the sign is constructed, there could also be expenses to repair, maintain, and replace these signs. To address this subject, the next council could establish a policy with respect to rural street signs, which would have significant operational and fiscal implications.
33	Kent Curling	The President (Yvon) of Kent Curling has reported that the municipality will receive a profit-sharing check. We are also speaking with Kent Curling about an MOU for 2026/2027.
34	Rural Plan Committee	The next meeting of the Committee met on Wednesday, April 8 and is scheduled to meet on Wednesday, April 22.
35	Greenwood Lodge Project	No further updates or communication since the last meeting.

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36	Ongoing Work	Office Updates. We are continuing to make minor updates to the municipal office. Currently, we are moving forward with plans to install a mini-split in the chambers, organizing files, and preparing office space for new employees. MOUs. In the next 2 to 3 months, we plan to create a new MOU with Kent Curling for the 2026/2027 season. We also look to establish MOUs with other groups, including the Lion's Club and the Upriver Country Market. Municipal Insurance Comparison. Later this year, administration plans to compare the insurance offering from Canoe to our current insurance plan. EV Charging System. In 2025, Five Rivers received a proposal from LED Hubs Inc. to install EV charging stations. We plan to revisit their proposal later in 2026. JDI Forestry Plan. At the 2025 UMNB conference, JDI presented an option for municipalities to identify forest land to be protected and forest land to be used by JDI. Admin will review the proposition and may bring the matter to Council.