CAO Report

January 2026

ID	TASK	DESCRIPTION
1	Rural Plan Committee	The next meetings of the Committee are scheduled for Jan 8 and Jan 15.
2	2026 Operating Budgets	The 2026 operating budgets (general and utility) were submitted to the province in December. DELG staff made minor adjustments to a couple of general operating fiscal line items that resulted in a small increase in the amount allocated to capital reserves. They advised that the changes did not require further motions from council. When the GNB portal opens, we will download our official budgets and post them on our website.
3	By-Law & Policy Development	Administration continues to update and develop by-laws and policies at direction of By-Law Committee. Currently working on: Proceedings of Council, HR Manual
4	Payment for Fire Truck	Administration will pay the balance of Rexton Fire Dept truck in mid-January. - Total cost = $835k before HST, $961k including HST - We made down payment of $250k in Oct 2025 (using CCBF funds) - We will pay balance ($711k) with: $250k gen capital reserve, $350k debenture, $50k CCBF, $11k gen operating - When we receive HST rebate (quarterly), we will repay the $11k to gen operating
5	Municipal Signage	We have received two large highway signs but will need new posts. We are working with the company that produced the signs to get the posts. We asked Minister Finnegan and MLA Borque if there was any transition funding left for signage. They forwarded us to DELG staff, who referred us to existing programs (CCBF, Capital Renewal, etc.).
6	Beersville Outdoor Rink Project	The rink build is 95% complete and usable as is. We are holding 10% of payment to Gaudet Landscaping to ensure they finish the work in the spring.

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7	Staffing	With the resignation of Emily Pratt, we plan to back-fill the position but may reconfigure roles & responsibilities according to the candidates we find. In the short-term, we may use contractors to assist with communications. Current staff will manage the housing project files. We will also take steps to hire an AP/AR resource and a Public Works laborer, as funded in the 2026 budget. We plan to post these positions in February.
8	Legal Counsel	At present, Five Rivers is using two law firms. We use Stewart McKelvey (Fredericton) for HR matters and Cox & Palmer (Fredericton) for land sale transactions.
9	Purchase & Sales Agreement for Industrial Park Property	Administration is in the final stages of completing a Developer's Agreement and a Purchase and Sales Agreement (PSA) to sell PID 25141375 in the industrial park to Randy Warman. Expected proceeds from sale = $55k. The agreement will include a buy-back clause to protect against future sales and transfers.
10	Developer Agreement for Shoreway Development on PID 25125626.	In December, Alex Mason of GNB's Regional Development Corporation (RDC) informed us that the RDC has tentatively approved our grant application to cover up to 83% of the cost of public infrastructure (street & sewer) for the Shoreway housing project on PID 25125626 (off Main Street) under the Canada Housing and Infrastructure Fund (CHIF). The RDC's approval is tied to a federal contribution that still needs to be approved, but in most cases, if the RDC approves, the fed follows. Our original application, prepared by Gemtec, was based on a total estimated cost of $1.8M. However, Shoreway is now planning to build only four duplexes in 2026, so we plan to reduce our funding request, perhaps by 50%. We will be meeting with Gemtec and Shoreway next week to right-size the application based on Shoreway's revised build plan.
11	Municipal Property Sale in Industrial Park (South Lot)	Last year, Council awarded the South Lot (about half of PID 25140823) to Manuel Development Group Inc. (MDG) for just over $80k. Five Rivers has issued a Developer's Agreement to MDG. Once it is signed, we will issue a Purchase and Sale Agreement (PSA) to conclude this sale. MDG is anxious to get the agreement in place so they can start sitework in the spring.
12	Municipal Property Sale in Industrial Park (North Lot)	We have received a proposal from Pivot Housing for the North Lot (about half of PID 25140823) in the Industrial Lot. Council will discuss it in closed session.

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13	New Developer's Agreement for municipal property sold earlier this year	In April 2025, Five Rivers sold PID 25497041 in the industrial park to Manuel Development Group Inc. (MDG) for about $10k. In October, MDG informed us that it planned to sell the property to Flagpoint Construction. On the advice of legal counsel, Five Rivers is preparing a Developer's Agreement and a PSA for Flagpoint that includes a buy-back clause to protect against future sales and transfers.
14	Bonar Law Operations Repairs	The Department of Tourism, Heritage, and Culture (THC) at GNB attempted to do repairs at BLC this past fall but could not find contractors. THC plans to do the work this spring, which may enable us to open in the summer.
15	Response to TransAqua Proposal	The mayor, in consultation with administration, drafted a letter of response to TransAqua's proposal. Note that TransAqua offered to dispose of our lagoon sludge, which CBCL estimated would cost $1.5M. Administration and Public Works also met in late 2025 with Ecofix (from the UNMB conference). Ecofix has worked with CBCL in the past, although the viability of their solution in our case is unknown.
16	EMO Plan Update	Tiffany Cail and I will work with provincial advisors to update our EMO plan.
17	MOUs with Local Groups	After completing the 2025-2026 agreement with Kent Curling, we plan to draft MOUs for the Historical Society, Lion's Club, baseball leagues, Ju-Jitsu Club, and Upriver Country Market.
18	CN Rail Payment for Fires	The municipality has submitted applications to CN to recover costs related to last year's railway fires.
19	Changes to Accounting Practices, Policies, & Systems	In 2025, admin did not have the time or resources to consider a full transition to a new accounting system. We are planning to better align our chart of accounts in November and December and possibly January so our accounts are better aligned with the provincial codes, which will improve the timeliness and accuracy of our reporting.
20	Route 116-134 Intersection	Administration has engaged GNB regarding the intersection of Route 116 and 134.
21	Roadwork Priorities	Administration needs to provide a priority list to DTI regarding secondary roads (non-PMHP) in Five Rivers.

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22	Bridge Replacement on Richibucto River	DTI has announced a plan to replace Richibucto River Bridge #2 next year. This bridge, built in 1914, connects Main River Creek Road across the Richibucto River at Graham Point. Admin was made aware of this by a relative of a local resident who is due to have land appropriated by GNB to support the new bridge. The resident also has asked for more information about the design of the new bridge and how it might affect traffic. Admin will follow up with DTI to find out more about the new bridge.
23	JDI Forestry Plan	At the 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.
24	EV Charging System	Earlier this year, Five Rivers received a proposal from LED Hubs Inc. to install EV charging stations. LED Hubs has worked with municipalities across Canada. We plan to revisit their proposal in 2026.
25	Intellectual Property, Financial & Security Data	Admin to consolidate, organize, and secure its intellectual property, focusing on financial IP (bank accounts, funds, etc.) and security IP (door keys, security codes, system/online user IDs and passwords, etc.).
26	Record & File Management	Admin is collecting, sorting, and organizing paper files stored in town hall. In addition, we continue to consolidate soft files into MS SharePoint. We also plan to create a new library of key documents and records for the public at our reception desk.
27	Municipal Insurance Comparison	Later this year, administration plans to compare the insurance offering from Canoe to our current insurance plan.
28	Age Friendly Committee	Administration is coordinating and participating in Age Friendly Committee meetings.
29	Climate Adaptation Cohort Project	Admin coordinating the participation of Councillors in the Climate Adaptation Cohort Project.
30	Renewable Energy Project	WPD-Canada, a renewable energy company with headquarters in Toronto, is exploring a potential renewable energy project (a solar project) in Five Rivers.

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31	Greenwood Lodge Project	No further updates or communication since the last meeting.