CAO Report

July 2025

Closed Files

1. **Canada Day**. The Municipality completed its Canada Day celebration. We will have a staff meeting to discuss how things went and what we can do differently at future events.

2. **Wastewater Upgrade Project**. The Municipality is setting up our new debenture with our financial institution. The final cost to the Municipality will be approximately $845,000. The value of the debenture from the province is $750,000 minus administrative charges (about $6000). The difference between $850k and $744k will be paid from Utility Reserves. The Municipality plans to confirm final charges and adjustments with our accountant.

Active Files

3. **By-Law and Policy Development**. The Municipality continues to update or develop by-laws and policies at the direction of the By-Law Committee and members of Council.

4. **Rural Plan Development**. The Municipality has created and posted an application form for residents to join the Rural Plan Committee. The Municipality has received two (2) applications to date. The Kent Regional Service Commission plans to start work on a draft Rural Plan over the summer and will host committee meetings in the fall, with the goal of completing the Rural Plan by Q1 2026.

5. **New Website Launch**. Five Rivers will launch its new website on the Catalis website platform in July.

6. **Wastewater Upgrade Project, Phase II.** The Municipality has contracted CBCL to conduct a preliminary assessment of the lagoon, which will start in July.

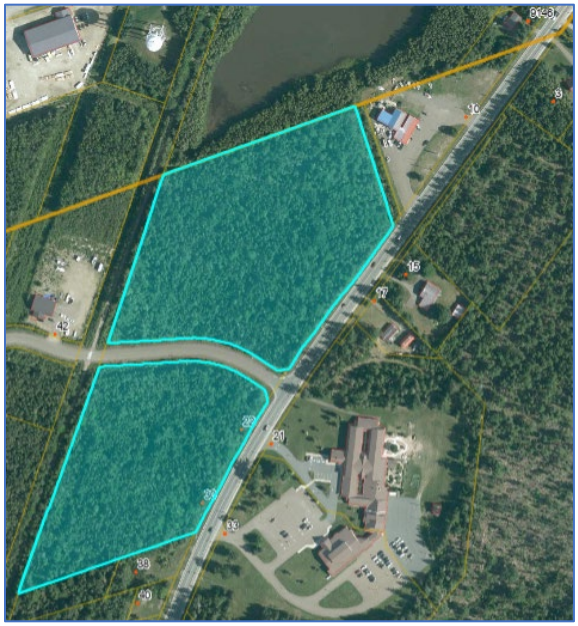
7. **MOUs for Recreation Facilities**. The Municipality has developed a Memorandum of Understanding for Kent Curling. It has been shared with their board members. We are close to terms and expect to bring the MOU to Council for ratification in August. After that, we will develop MOUs with other primary partners, including the Lion's Club, the Historical Society, and the Upriver Country Market.

8. **Rexton Sports and Recreation Center Plan**. Marley and Emily are preparing activities and programs to take place at the Recreation Center this summer and fall. We have agreed to host ji-jitsu classes again on Wednesdays and Saturdays.

9. **Financial Practices & Reporting**. The Municipality is consulting with our auditor, Serge Robichaud, of the accounting firm Bourque Richard Boutot, to update our accounting practices and policies, starting with our Chart of Accounts.

10. **Accounting Software Upgrade**. The Municipality is engaging consultants to identify our best option to upgrade our accounting software. That said, we may defer updates until 2026 to allow our first focus to be accounting practices and policies.

11. **RFPs FOR MUNICIPAL PROPERTY ON MAIN STREET**. The Municipality has posted two RFPs on NBON (New Brunswick Opportunities Network) to solicit proposals to purchase and develop the property at the conjunction of Main Street and Enterprise Street having PID 25140823. The property has been separated into two lots, one above and one below Enterprise Street. An RFP has been posted for each lot.



12. **TENDER TO SELL RESCUE VEHICLE**. We are working with the Rexton Fire Chief to prepare and post a public tender to sell the rescue vehicle.

13. **Community Investment Fund (CIF) Applications**. The Municipality has submitted four (4) CIF applications, two to Minister Finnigan and two to MLA Borque. The applications for Finnigan were for upgrades to the Municipal Office and the Community Hall. Finnegan's office told us that the office is not eligible for CIF but did tentatively allocate $7500 for water upgrades to the Community Hall. Borque's office has not confirmed CIF funding for the Bass River Hall or the Clairville Outdoor Rink.

14. **Housing Development – PID 25125626**. With input from Gemtec, the Municipality has submitted a grant application the Regional Development Corporation (RDC) to cover up to 83% of cost to install public infrastructure (street & sewer) on the Shoreway Contracting property at PID 25125626 (off Main Street). The total estimated cost of the infrastructure work was $1.8M but the project can be descoped at our discretion (the $1.8M figure was the high side for full sidewalks, curbs, streets, etc.). The Municipality expects their decision in the next several weeks. Once we learn how much we are receiving, we can negotiate the agreement with Shoreway, which will come to Council for approval.

15. **General Transport Infrastructure**. Council asked the Municipality to review public safety concerns related to the intersection of Routes 116 and 134. Council has also asked the Municipality to send a letter to the Minister of Transportation and Infrastructure regarding the condition of local roads. The CAO has advised that such a letter might be strengthened by including a formal report on our roads with pictures and ratings.

16. **Record & File Management.** The Municipality is collecting, sorting, and organizing paper files that were stored in various rooms in town hall. We intend to build a secondary document room in addition to the one that already exists next to the printer room. In addition, we have continued to consolidate soft files into a new and centralized MS SharePoint library. We also plan to create a new library of key documents and records for the public (to include minutes, by-laws, policies, audited financials, provincial regs, and so on).

17. **Office Improvements**. To Municipality continues to make minor upgrades to the Main Office.

Pending & Deferred Files

18. **Bonar Law Common Lease Agreement**. In August, a representative from the Property Services Department at GNB notified Five Rivers that its 10-year lease for the Bonar Law Historical Site had expired. The Municipality has contacted Lindsay Betts of the Property Services Department to confirm next steps. The Municipality has not received a response yet from the Department.

19. **Emergency Measures Organization (EMO) Plan.** The Municipality seeks to update its EMO Plan, which identifies the resources and persons responsible to act in an emergency. The Municipality has an EMO template that could be used to update its plan. CAO Webber and Manager Gallant attended a regional EMO meeting in March that addressed a range of issues. For clarity, in addition to contributing to and being part of the Regional Plan, the Municipality still needs its own EMO Plan.

20. **Intellectual Property, Financial and Security Data**. The Municipality needs to consolidate, organize, and secure its intellectual property, focusing on its financial (bank accounts, funds, etc.) and security data (door keys, security codes, system/online user IDs and passwords, etc.).

21. **Communication Plan**. Council has advised the CAO that greater and more regular use of social media (Facebook, other) would be preferred, to supplement the release of quarterly newsletters. The Municipality will develop a Communication Plan to better address this area.