CAO Report

November 2025

ID	TASK	DESCRIPTION
1	Rural Plan Committee	The second meeting of the Committee is scheduled to take place on Thursday, November 6.
2	2026 Operating Budgets	The 2026 operating budgets (general and utility) have been distributed to Council for approval.
3	2024 Annual Report	The annual report has been posted to the municipal website.
4	HR Performance Reviews	The CAO will conduct performance reviews with each staff member in November.
5	By-Law & Policy Development	Admin continues to update or develop by-laws and policies at direction of By-Law Committee. Currently working on: Proceedings of Council, Administrative Fees, and Civic Awards.
6	HR Policy Review	A first draft of the HR Handbook has been developed. It merges internal HR policies developed in the past, update them, and adds new content. The draft has been sent to the Bylaw and Policy Committee for review.
7	MES Contract Renewal	We have contacted Paul Lang to renew our agreement for bylaw services with Maritime Enforcement Services.
8	MCBB Application for Fire Truck	Our request to borrow $350k for the Rexton Fire Truck was approved by the MCBB in October. We can set up the debenture in April/May and an interim line-of-credit with our lending institution before that (this year) so funds are available in Jan 2026, when our final payment is due.
9	Municipal Signage	We have completed sign designs and are arranging to produce and install the signs in November. Though the window to receive transition funding has closed, we plan to ask GNB to reimburse us for (part or all) of this cost.

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10	Lagoon Inlet Repair	The lagoon inlet has been repaired at a cost of $39k. Our 2025 budget had $30k for lagoon repairs.
11	Curling Rink Repair	With direction from Gemtec, we repaired the leak on the front-facing foundation well of the curling rink. Since repairing that leak, we may have identified a second and smaller leak emanating from the rear-facing foundation. We believe that this leak can be assessed in the spring and should not threaten winter operations.
12	Beersville Outdoor Rink Project	We are due to finish concrete work this week or next, depending on weather and other situational factors. The job was tendered by Gemtec to Gaudet Landscaping for $78k. Gemtec and Gaudet are working to resolve deficiencies in Gaudet's work. The full project cost, excluding internal labor, will be $130k+. GNB's RDC (Regional Development Corporation) has offered to go 50-50 on the cost over $100k.
13	Bass River Hall Project	The stairs and wheelchair ramp are fully constructed and usable, with minor finishing work to be completed by Works.
14	EMO Plan Update	Emily Pratt and Tiffany Cail are working with provincial advisors to update our EMO plan.
15	Municipal Property Sale in Industrial Park (South Lot)	The South Lot was awarded to Manuel Development Group Inc. (MDG), the only bidder, for just over $80k. Five Rivers is finalizing a Purchase and Sale Agreement (PSA) for the South Lot, which has been and will be reviewed by legal counsel to ensure that Five Rivers has a buy-back clause to protect against future sales and transfers.
16	Municipal Property Sale in Industrial Park (North Lot)	Five Rivers has not received a proposal for the North Lot, so we extended the deadline to the end of November.
17	Developer Agreement for Housing Development on PID 25125626.	Five Rivers has submitted a grant application to RDC to cover up to 83% of the cost to install public infrastructure (street & sewer) on the Shoreway property at PID 25125626 (off Main Street). Total estimated cost is $1.8M but project can be descoped. RDC will decide in November. We have prepared a draft Developer's Agreement for Shoreway to clarify municipal support for the project, which has been reviewed by legal counsel. Alex Mason has asked us to complete a federal form (the CHIF program providing 33% of the funding is a federal program).

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18	Purchase & Sales Agreement for Industrial Park Property	Admin is in the final stages of completing a Purchase and Sales Agreement (PSA) for an industrial park property with Warman, which has been reviewed by legal counsel. Expected proceeds from sale = $55k. The final PSA will include a buy-back clause to protect against future sales and transfers.
19	New PSA for municipal property sold earlier this year	In April, 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. In consultation with legal counsel, Five Rivers will create a PSA for Flagpoint that includes a buy-back clause to protect against future sales and transfers.
20	MOUs with Local Groups	After completing the 2025-2026 agreement with Kent Curling, we are now drafting MOUs for the Historical Society, Lion's Club, baseball leagues, Ju-Jitsu Club, and Upriver Country Market.
21	Lagoon Upgrade Phase II	In 2026, we plan to engage several firms to help us assess our lagoon, including TransAqua, CBCL, and other firms that may offer more affordable technology options (we met one firm at the UMNB conference).
22	Machines for Works	Admin has deferred assessments of options to purchase a dump trailer (as approved by Council) pending completion of year-end and the fire truck payment in January.
23	Bonar Law Operations Agreement	We are working with THC Dept at GNB to establish a repair and maintenance plan for BLC. Will also seek to update our long-term lease agreement on the property so we can have a clearer hand in site use, repair, and maintenance, and use of the vacant field beside the farm.
24	Municipal Office Upgrades	Early this year, we installed pot lights in chambers. This fall, we will update reception area, including the installation of a monitor for communications.
25	TransAqua Proposal	In response to our letter, TransAqua has offered five consulting services to support sewer operations. Admin will work with the Mayor to prepare a response to their letter.

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26	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.
27	CN Rail Payment for Fires	Admin has sent a letter to CN Rail and has booked a meeting to discuss the support (financial and operational) they are prepared to offer in response to the fires that their trains started in Five Rivers, that Beersville and Harcourt Fire Dept responded to and for which they incurred expenses (in labor and damaged equipment).
28	JDI Forestry Plan	At the UMNB conference, JDI presented an option for municipalities to identify forest land to be protected and forest land to used by JDI. Admin will review the proposition and may bring the matter to Council.
29	Year-End Accounting Review	Admin has scheduled a meeting with Serge Robichaud of the firm Bourque Richard Boutot to help us confirm our year-end position, which will enable us to determine the funds that can be transferred to reserves in December.
30	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.
31	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.
32	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.).

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33	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.
34	Municipal Insurance Comparison	Admin is looking at insurance offering from Canoe and comparing it in terms of coverage and cost to our current insurance plan.
35	Route 116-134 Intersection	Council asked admin to review safety concerns for intersection of Routes 116 and 134. Council also asked admin to send a letter to Minister of Transportation regarding condition of local roads.
36	Age Friendly Committee	Admin coordinating and participating in Age Friendly Committee meetings.
37	Climate Adaptation Cohort Project	Admin coordinating the participation of Councillors in the Climate Adaptation Cohort Project.
38	River Raft	The abandoned raft on the shore of the Richibucto River, near the bridge, has been moved to the lagoon property for the winter. Personal belongings found on the craft have been stored in a garage.
39	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. Last week, WPD met with the Mayor, Deputy Mayor, and the CAO to discuss the project.
40	Greenwood Lodge Project	No further updates or communication since the last meeting.
41	Non-PMHP Priorities	In October, DTI sent a letter to Five Rivers (in care of Mayor Beers) that invited us to submit our priorities for roadwork on non-designated highways through a new on-line form (see Appendix 1).

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42	Rexton Fire Dept Boat	It was confirmed that the Rexton Fire Department purchased a new boat earlier this year by selling their old boat for $20,000 (purchased with donated funds) and adding $20,000 in new fundraising. Going forward, we will need to implement new controls to ensure standard approvals and procurement protocols are followed.
43	Fiscal Capacity (FC) Funding & Capital Renewal Funding (CFG) Program	In terms of Fiscal Capacity Funding (formerly the Community Funding & Equalization Grant), Five Rivers is due to receive **$28k** in 2026, while Beaurivage, for example, is due to receive **$448k**. On October 28, the province introduced its new CFG program, which will work like a second CCBF fund. So, like the CCBF fund, in order to obtain the capital funds, we must complete a 4-year plan to show how we will use them. In 2026, Five Rivers is due to receive **$113k**, which increases to an estimated **$130k** in 2027, **$150k** in 2028, and **$170k** in 2029. The amount we are due to receive is based on the book value of the assets we own now. Municipalities such as Woodstock and St. Andrews, which have much higher asset valuations, will get considerably more from this program over time (**$350k** climbing to **$450k** in year 2, climbing to **$550k** in year 3, climbing to **$650k** in year 4). The province is providing CFG funds to help municipalities "maintain" their assets through replacement and upgrades, but the formula significantly "up-funds" municipalities that start out with more assets. Where we are slated to receive **$113k** in CFG funds, Beaurivage, our neighbor, is slated to receive **$242k**, or more than double, in part because they own an asset, the Kent North Center, that we help them pay for (nearly **$100k** per year). When FC and CFG are combined, Five Rivers is due to receive **$142k** (one of the lowest figures in the province), while Beaurivage is due to receive **$690k** (one of the highest for their tax base and population). It is also questionable whether the province is properly assessing the value of our assets. Since CFG is based primarily on this calculation, it is critical to fully value our assets.

Appendix 1: Non-PMHP Priorities

Municipal Requests for Non-PMHP Priorities

This form allows municipalities to submit priorities for provincial highway assets, which will be reviewed alongside other provincial needs when developing the Capital Investment Plan.

Contact information

Name *

First and last name

Phone *

xxx-xxx-xxxx

Email *

Municipality *

Details of request

Road name

Example: Route 999

Location start

Please clearly specify location start by indicating distance from a known point (side road, structure, municipal limit, etc.)

Location finish

Please clearly specify location end by indicating distance from a known point (side road, structure, municipal limit, etc.)

Length

Example: 1.6km

Reason for request

Please provide sufficient details on the reason for request.

Description of work

Example: Resurface existing asphalt road