



## **Municipality of Five Rivers**

### **Policy P.01.02**

#### Administrative Standards

1. **PURPOSE.** This policy provides administrative standards that the council expects the Municipality to meet.
2. **DEFINITIONS**
  - 2.1. “CAO” means Chief Administrative Officer of Five Rivers.
  - 2.2. “Municipality” refers to the Municipality of Five Rivers, which is comprised of the former village of Rexton, parts of the former Local Service Districts (LSDs) Harcourt and Weldford, and all of the former LSD Richibucto Parish.
3. **GENERAL ADMINISTRATION.**
  - 3.1. The Municipality will post video/audio recordings of all public council meetings on the web, to YouTube or other sites that are readily accessible to the public, within seventy-two (72) hours of the meeting.
  - 3.2. The Municipality will conduct an annual survey of residents to better understand their perception of municipal governance and services.
  - 3.3. Each year, the Municipality will mail sewer bills to residents no later than March 31.
  - 3.4. Each month, the Municipality will provide detailed financial reports to council for its general and utility operating budgets. Each report will show budgeted amounts to actual amounts for the previous month and year-to-date, while identifying major drivers of surpluses or deficits.
  - 3.5. Each fiscal quarter, the Municipality will report to council a year-end forecast for its general and utility operating budgets. Each forecast will show year-end budget projections, the major drivers of projected surpluses or deficits, and the discretionary spending that can be increased or decreased.
  - 3.6. Each fiscal quarter, the Municipality will report to council on its capital funds (including reserves) by providing the total amount held in each fund with detailed notes to explain in-year increases or decreases to those funds.
  - 3.7. The Municipality will conduct annual inventories of municipal assets, supplies, and equipment.

- 3.8. The Municipality will provide computing devices and email accounts for council, staff, and fire department members. Recipients of those devices and accounts are responsible to ensure that they are used for municipal business only and maintained in working order. If one of these devices or accounts ceases to be usable, the recipient is required to notify the Clerk or the Assistant Clerk at first opportunity so the municipality can arrange for the appropriate repair, replacement, or technical support.
- 3.9. All letters and emails from residents of Five Rivers that are addressed to council will be printed and filed and included in the next regular meeting of council as correspondence.

#### 4. COMMUNICATIONS.

- 4.1. The Municipality will publish a quarterly newsletter to inform the public about current and future events in Five Rivers. The newsletters will be published in the months of March, June, September, and December, printed, and distributed to every household and business address in Five Rivers through local post offices.
- 4.2. The Municipality will feature photographs on its website from all areas of Five Rivers.
- 4.3. All public notices should be posted in a timely way, at first opportunity, on the municipal website and on the Five Rivers Facebook page.
- 4.4. Standard office hours are Monday to Friday, 9:00 am to 4:30 pm. Summer office hours, which apply from July 1 to August 31, are Monday to Thursday, 9:00 am to 4:30 pm and Friday, 9:00 am to 12:00 pm.

#### 5. RECREATION.

- 5.1. Recreation facilities will be kept safe, clean, and in good repair at all times.
- 5.2. Recreation fees will balance affordable access, cost recovery, and regional norms.
- 5.3. Municipal staff will manage and oversee the use of Bonar Law Common, Carson's Landing, the ball field, and the Rexton Sports and Recreation Centre, including the splash pad and the outdoor rink.
- 5.4. Municipal staff will create and update a global calendar of booked and available timeslots for recreational facilities for the public on the municipal website.
- 5.5. The curling rink at the Recreation Centre will open no later than October 30 and close no earlier than March 30.
- 5.6. The Outdoor Ice Rink will open at first opportunity by or after November 30 according to the weather.
- 5.7. The splash pad will open no later than June 1 and close no earlier than August 30.
- 5.8. The municipal ball field will open no later than May 15 and close no earlier than September 30.

#### 6. PARKS & PLAYGROUNDS.

- 6.1. Parks and playgrounds will be kept safe and clean at all times.

- 6.2. Civic events will be designed and delivered to optimize participation and inclusiveness.
  - 6.3. Each year, the park at Bonar Law Common will be staffed from the last week of June to the last week of August, unless adverse weather conditions or other special factors apply.
  - 6.4. Each year, the museum, farmhouse, and barn at Bonar Law Common will open no later than July 1, and close no earlier than the second Friday in September, unless adverse weather conditions or other special factors apply. Seasonal park staff will be available from the first week of July to the last week of August.
  - 6.5. Each year, the Carson's Landing boat launch will open no later than May 1 and close no earlier than October 20, unless adverse weather conditions or other special factors apply. Seasonal staff will be available from the last week in June to the last week of August.
7. CIVIC HOLIDAYS AND ANNUAL EVENTS.
- 7.1. To honor veterans on Remembrance Day, the Municipality will post banners no later than October 30 and close no earlier than November 30.
  - 7.2. To celebrate the Christmas season, the Municipality will install its Christmas decorations no later than November 30 and remove them no earlier than January 12. In addition, the municipal tree lighting event will take place on the last Friday in November, weather permitting. The administration may select an alternate date, if necessary, to be determined at a later time.
8. PUBLIC WORKS.
- 8.1. While maintaining and repairing streets, sidewalks, and curbs, Public Works will preserve and protect, to the extent possible, the value and condition of property (public and private).
  - 8.2. While maintaining and repairing sewer system infrastructure, Public Works will preserve and protect, to the extent possible, the value and condition of property (public and private).
9. PROTECTIVE SERVICES.
- 9.1. The Municipality will maintain current and effective emergency measures plans.
  - 9.2. The Fire Departments will maintain their capacity to provide excellent fire prevention and protection services.

10. EFFECTIVE DATE.

DATE OF READING March 10, 2026

11. SIGNATURES.

MAYOR Tina Beers



CLERK Rob Webber

