

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 13, 2019 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item
2. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – one (1) item

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
  - (i) Canadian Cadet Organization Outreach – Presentation by Captain Blair Clark, Training Officer, Royal Canadian Sea Cadet Corps, as outlined in the information attached.
  - (ii) St. Stephen/Coastal Link Trails Inc. Initiative – Presentation of the Waterfront Trail Proposal - Update by Richard Fulton, President, Future St. Stephen; and Tanya Herrington, Implementation Manager, Southwest NB Service Commission, as outlined in the information attached.
  - (iii) Dialogue NB Communities Program – Update from Don Olmstead.

5. ITEMS

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 03-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office

**PROPERTY, BY-LAWS AND ENVIRONMENT** – Chaired by Councillor Parker

- (i) Report of Building Inspection Office

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 04-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 05-19 from Treasurer attached.
- (iii) Applications for Financing for the General Fund and Water and Sewerage Fund – Request for Decision Report: TR 03-19 from Treasurer attached.
- (iv) Community Grants Fund – Request for Decision Report: CAO 07-19 from Chief Administrative Officer attached.
- (v) April Regular Session of Council – Change of Date – Request for Decision Report: TC 01-19 from Town Clerk attached.

**PARKS AND RECREATION** – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Garcelon Civic Center Report – Information Report: GCC 03-19 attached.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 03-19 from Events Development Coordinator attached.
- (ii) Volunteer Road Toll – Request from Charlotte County Ground Search and Rescue dated March 11, 2019 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 03-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

# Become a Cadet Instructors Cadre (CIC) Officer

Officers of the Cadet Instructors Cadre (CIC) are members of the Canadian Forces Reserve working as part of the Cadet Organizations Administration and Training Service (COATS) whose primary duty is the supervision, administration and training of youth from 12–19 years of age who are members of the Royal Canadian Sea, Army and Air Cadets in more than 1,100 corps and squadrons across Canada.

During the summer months, full-time summer employment opportunities also exist for CIC officers who may wish to work at any of the 22 Cadet Training Centres (CTCs) located throughout Canada.

## Frequently Asked Questions

Here are some frequently asked questions about becoming a CIC officer.

### Who can join as an officer in the Cadet Instructors Cadre (CIC)?

The Canadian Armed Forces is an equal opportunity employer. Men and women of Canadian citizenship may apply. In addition, applicants must also:

- Be of good character and in good standing in the community.
- Be recommended by the Commanding Officer (CO), the sponsor and the appropriate League representative associated with the cadet corps / squadron filling a vacancy.
- Be 18 years old and able to complete at least one year of service before reaching CIC compulsory retirement age of 65.
- Meet specific medical standards.
- Have a high school diploma or equivalent. In exceptional circumstances, an applicant with less education but with unique qualifications and work history may apply.

### How do I join?

Once you have the recommendation of the cadet corps / squadron CO, the sponsor and the League representative, you will be contacted by the local Canadian Armed Forces (CAF) Recruiting Centre for an appointment. In order to process your enrolment form, the Centre will require your birth certificate and Social Insurance card, a transcript of your school marks and any special certificates or licenses you may hold. You will undergo a medical examination and a suitability interview. Recruiting Centre personnel will also initiate an extensive reliability screening, which comprises of a Police Records Check (PRC) with Vulnerable Sector Screening (VSS). Be prepared in order to avoid delays and repeated trips to the Centre. If you meet the qualifications, you will be approved for enrolment in the cadet corps / squadron you have chosen.

### What training will I receive?

Your training begins once you are enrolled. You will be required to attend and successfully complete courses designed to progressively train you as an Officer in the CIC. In all courses, there is a strong emphasis on how to administer, train and supervise cadets. The first courses will teach you basic officer skills, military writing, drill, dress and behaviour, laws and regulations as they apply to CIC officers and military ethics and ethos. You will also receive training on youth development and creating a positive learning environment for cadets. Future courses will focus on more advanced training which will provide you with the required skills to assume senior positions at the cadet corps / squadron. You may also take courses which allow you to conduct specialty training with cadets. Training for CIC officers is conducted at one of five Regional Cadet Instructor Schools (RCIS) located geographically throughout the country. Courses can be taken either consecutively or over several weekends, depending on your availability. Some courses are also available through distributed learning, thereby allowing you to study from home.

### What are the advantages of becoming a CIC Officer?

The training and experiences you will receive, as a CIC officer will prove beneficial in your personal life and will prove to be very interesting to a prospective employer. Your enhanced skills will include:

- Personnel management,

- Resource management,
- Teaching / training skills,
- Conflict resolution,
- Skills necessary to perform under difficult situations; and
- Sense of responsibility.

As well, the CIC will allow you to:

- Participate in the training of our youth and future leaders of our country;
- Be part of a dynamic and interesting organization;
- Learn about and participate in recreational activities (camping, sailing and flying...);
- Take part in citizenship activities;
- Travel; and
- Make new friends.

Will I wear a uniform?

Yes. A Canadian Armed Forces (CAF) uniform is provided to you at no cost.

Will I get paid?

Yes. You are entitled to receive up to 25 days of pay per year for local cadet corps / squadron training. If you are selected to attend additional courses or are employed at a Cadet Training Centre (CTC), you will also receive remuneration.

I am over 40 years old, have no previous military experience and would like to do something useful, in particular help youth. Is there a place for me?

Yes. Some of our most successful officers have joined us only after their family or work-related obligations were met. Others have taken early retirement and are seeking an interesting and challenging opportunity. The training you will receive is not physically demanding, but you must be in good mental and physical health.

If you are young at heart and up to the challenge, there may be a unique opportunity for you in the CIC.

Can I resign at any time?

Yes. You may request a release at any time.

How much time must I commit to the CIC?

You are asked to commit approximately 6 hours per week and at least one weekend per month. As you develop your new skills and are promoted, you may be required to dedicate more time to your cadet corps / squadron.

Will I be eligible for promotion?

Yes. Promotions are based on a combination of ability, position availability, completion of required courses, length of service and commitment to the Canadian Cadet Movement (CCM).

What if I relocate?

There are over 1, 100 cadet corps / squadrons across the country to which you may transfer. If a cadet corps / squadron in your new geographic location does not have an immediate vacancy, you may be required to place your name on a cadet corps / squadron waiting list. You can also request to be held on the Cadet Instructor Supplementary Staff (CISS) list until a position becomes available at another cadet corps / squadron.

Does anything happen in the summer months when cadets are on holidays?

Yes. A large number of cadets go to 22 CTCs across Canada. For those interested, this creates employment opportunities for instructors for periods of six to eight weeks.



## 1180 ROYAL CANADIAN ARMY CADET CORPS (ST. STEPHEN)

Training night: Tuesday's 6:15pm to 9:15pm.

Training location: St Stephen Middle School

Activities: Marksmanship Thursday nights at Legion  
6:30pm to 8:30pm.

Field Training Exercises (FTX) with Other two units in area

Dinners (Legion)

Parades

Positives: Active in the community (Remembrance Day,  
Hart Service, school services)

Sponsoring Unit Royal Canadian Legion

Area for Growth: Staff, parent engagement to volunteer,  
and, increasing cadet numbers.

## **Waterfront Trail Proposal - Update**

Appreciating that this committee's objective is to put something practical in front of Council for a decision to proceed, rather than finalize all the trail details, we have chosen to add to the report we submitted in January rather than rewrite it. Subsequent to that first report, we have consulted with Town staff who would be responsible for maintenance of the proposed trail, researched further the advantages of the trail, held a public engagement meeting on February 20<sup>th</sup>, and received lots of coverage via The St. Croix Courier, CBC Radio, and social media.

### **Feedback from Town engineer Lee Johnson**

- Supportive of the initiative and equated it to any other municipal improvement approved by Council which would require input from and maintenance by Town staff. It was not seen as large enough to necessarily warrant new equipment purchase or new staff hires but every incremental addition of work affects those things. It was agreed that the trail winter maintenance (plowing) would be lower priority than roads, parking areas and sidewalks but that there would be a public expectation of it being cleared in a reasonable time.
- Trail hard surface was clearly preferred to be asphalt where plowing would be necessary. Concrete was worst choice.
- Design and construction must be of high quality – drainage, culverts, proper bed and surface for load bearing of plow trucks and heavy equipment.
- Expressed confidence in Dillon's ability to get input from Town staff and to design the trail appropriately.

### **Feedback from Feb. 20, 2019 public meeting**

- Approximately 40 people in attendance. The formal meeting lasted about an hour with people staying to talk about it almost an hour more
- All appeared interested and positive – good questions and comments in support
- Some dissention in the overall Coastal Link Trails recommendation ie route following roads rather than perhaps the abandoned railway(safety). Those concerns were addressed but we moved beyond that to what the focus of the meeting was – St. Stephen portion
- There was no dissention expressed about the route or the upgrades for the St. Stephen portion. It was consistent with the Coastal Link Trail route and any other spurs that might come in the future.
- Surprising amount of positive social media buzz about the project
- Discussion about the hard surface – asphalt vs hardpack – no unanimous conclusion – advantages to both
- Encouragement to not re-invent the wheel wrt trail design and business support. Learn what others have done successfully, then customize it to fit our situation and use
- Good recognition of the tourism advantages but also the local resident use
- Strong sentiment to doing it right for the long term – make us proud of it!

- Discussion about users – seniors who might be assisted (good quality hard surface) to preschool kids wanting to get some exercise and enjoy the river (fencing so they don't fall in)
- The snowmobile use was mentioned. Perhaps a couple of frowns but no real comments against. We will need to address the management of that.
- Asked about schedule for completion
- Questionnaire feedback summary (to be attached)

#### **Final Recommendations:**

1. The trail upgrade project needs solid engineering design and needs to be based upon existing trails experience in other areas, customized to our specific needs, but not re-inventing the wheel. Take advantage of what others have done well.
2. Decision on trail surface needs to be part of recommendation #1. There are advantages to both asphalt and hardpack but the final determination should be on the basis of initial cost, ongoing maintenance, and of course for what the trail is intended – hiking, biking, accessible, snowmobiling.
3. In areas where the existing trail is close to the river, consideration should be given to appropriate siderails. That adds an attractive element particularly to the downtown section and makes it safer for small children use. Some discussion about boardwalk type construction in some areas.
4. Decision on lighting will require more study. It is unlikely to be covered by Coastal Link Trails funding but if it makes the trail safer or more useable, it is worth consideration – perhaps solar powered and trail, rather than space, focused. In most areas from the Ferry Point Bridge to the GCC, existing lighting may be sufficient.

#### **Next Steps:**

- Council needs to make a decision whether to proceed to the engineering design and estimate stage. Forming a partnership with the Coastal Link Trails Board and Town staff would be key to ensure funding assistance – potentially at 100%.
- Upon completion of design and estimates, a further Council and Trails Board decision would be necessary to proceed to construction phase.
- We believe this committee's work is done and we have included a few attachments for future reference. Thank you to those who contributed to the project. Successful grassroots acceptance and promotion of the upgraded trail will require continued input from users, from businesses, from service clubs, the Coastal Link Trails Board, and others. We would encourage forums to engage those groups throughout the project.



**Royal Canadian Mounted Police  
St. Stephen Municipal Post  
RSC 10 West District**

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**POLICE REPORT  
February 2019**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **February 1, 2019 to February 28, 2019 inclusive**. During this time period, the RCMP responded to **291** calls for service within the Municipality of St. Stephen.

**TRAFFIC**

Check stops .....	27
Driving While Disqualified or License Suspension.....	5
Fail to Stop or Remain at Accident Scene – Provincial/Territorial.....	3
Motor Vehicle Act – Other Activities .....	3
Moving Traffic Speeding Violations – Provincial/Territorial.....	1
Parking Offences – Provincial/Territorial .....	1
Traffic Collision – Property Damage .....	6
Traffic Tickets .....	37
Traffic Warnings.....	5

**PROVINCIAL STATUTES:**

False/Abandoned 911.....	6
Fire Prevention Act – Other Activities.....	3
Liquor Act – Provincial/Territorial .....	1
Mental Health Act .....	3
Trespass Act – Provincial/Territorial – Other Activities .....	2
Youth Criminal Justice Act – Offences Only.....	1

**CRIMINAL CODE:**

Assault.....	7
Attempt/accessory to offence – Dual procedure.....	1
Breach of Recognizance to Keep the Peace.....	1
Break and Enter – Residence.....	2
Disturbing the peace/Causing a disturbance.....	8
Failure to comply with probation order.....	1
Fraud.....	2
Indecent Communications.....	1
Operation while impaired (alcohol)/over 80m% of Motor Vehicle.....	2
Other theft under \$5000.....	2
Peace Bond.....	1
Unauthorized use of computer.....	1
Uttering Threats against a Person.....	2

**OTHER INVESTIGATIONS:**

Assistance to Canadian Provincial/Territorial Agency.....	9
Assistance to General Public.....	14
Crime Prevention.....	2
False Alarms.....	12
Information File.....	5
Items Lost/Found – except Passports.....	2
Person Reported Missing.....	6
Police Certificates/Letters.....	94
Suspicious Person/Vehicle/Property.....	3
Unfounded.....	9

**Peter STUBBS, Sgt.**  
**Operations NCO i/c St. Stephen Post**  
**Royal Canadian Mounted Police**



**Town of St. Stephen  
Information Report to Council  
Report: FD 03-19**



**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:**  
**Date of Meeting:** Wednesday, March 13, 2019  
**Subject:** Committee Meeting for March

**Recommendation:** That this report be received for informational purposes.

<b>1. Alarms were:</b>	Town Alarms	10
	Out of Town Alarms	5
	<b>Total</b>	<b>15</b>

Alarms	# Calls	# FF	# Hours
1. Alarm system activation	5	52	60
2. Motor Vehicle Accident	1	8	8
3. Ambulance Assist	1	7	7
4. Structure Fire	5	52	86
5. Chimney Fire	1	9	18
6. NB Power	1	11	33
7. Carbon Monoxide	1	2	2
<b>Total</b>			
SSFD	15		
Other FD	36		
St Stephen PW	8		
St Andrews PW	3		
<b>Total calls dispatched</b>	<b>62</b>		

## **2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Chandler Alarm came into the station to do an evening training session related to alarm panels and related equipment.
3. SSFD hosted the quarterly meeting of the Fundy Firefighters Association.
4. Fire extinguisher inspections

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. JHSC meetings (internal) and with Shelley O'Dell from Worksafe NB with respect to policy and plan development.
4. Coordinating and instructing the 2019 Firefighter 1 Program on behalf of the Fundy Firefighters Association and NBCC.
5. Fire extinguisher inspections.
6. Met with Remi St. Couer from NBCC to receive accreditation to instruct Pump Apparatus course on behalf of NBCC.
7. Met with Mark Gillan of Emergency Solutions International with respect to the potential Fertilizer Plant Project and Incident Command training.
8. Updated FD Roster for US Customs and Immigration.

## **4. Equipment**

1. Tires were replaced on Unit 202.
2. Tender packages for ¾ ton truck and SCBA forwarded for posting.
3. 3 sets of bunker gear ordered as part of annual replacement program.

## **5. Personnel**

1. Two new recruits continue with Firefighter One Training in St. George, two nights per week.
2. One firefighter is working towards her Firefighter Two accreditation in Musquash, one night per week.
3. I attended a fire extinguisher inspection course with one other firefighter.
4. Capt. Joe Richardson and I submitted our Fire Officer 1 Job Performance Requirement projects for grading by NBCC.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

73 Milltown Blvd. St. Stephen NB. E3L-1G5

## February REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for February By-Law – Enforcement. We handled 38 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	<p><i>Spoke with</i> the RCM Police with regards to the warrant to be executed</p> <p>DPW called with regards to a vehicle that was towed during snow removal</p> <p>Civic center called with regards to snow removal parking issues</p> <p>Summons was served for court as well as affidavit prepared for same</p> <p>DPW called with regards to dumpster blocking the sidewalk in Milltown</p>	<p>Has not been issued as of yet, new warrant delivered</p> <p><i>Spoke with person and he will look after bill</i></p> <p><i>Spoke with the landlord of the apt. building and they have rectified the issue</i></p> <p><i>Talked to Fero and they have moved same</i></p>
Assist General Public (3)	<p>Lady called to inquire about a by-law with regards to water discharge</p>	<p>Passed onto the works dept.</p>

	<p>Gentleman called to complain about the parking issues on Marks St. during drop off and pick up from school</p> <p><i>Local taxi company in to get paper work to renew licensing</i></p>	<p>We are still monitoring the area, warnings are being given</p>
<p>Parking (28)</p>	<p><i>12 Warnings were given for parking</i></p> <p>3 overnight parking warning were issued to vehicles on streets</p> <p>8 Tickets in total were paid</p> <p>Five (5) summonses were sent out by registered mail.</p>	
<p>Dog Complaints (1)</p>	<p><i>This office is currently investigating a dog using the neighbors yard as it's bathroom</i></p>	<p><i>Have spoken with the complainant in this matter and I am waiting for further response from</i></p>

	<i>This office also attended court in Saint John with regards to parking tickets and unsightly files.</i>	<i>him</i>
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Respectfully Submitted,  
Brent MacDougall  
By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I patrolled the Town daily and did not impound any animals this month. I did not receive any calls or complaints in February. Very quiet

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

<b>BUILDING INSPECTION 2019</b>	2018	2017	2018	2017	2018	2017	2018	2017
<b>FEBRUARY</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	2	\$0.00	\$359,000.00	0	3	\$0.00	\$359,000.00
Residential Renos/Additions	2	3	\$68,000.00	\$34,900.00	2	4	\$68,000.00	\$34,900.00
New Com./Indus./Instit.	0	0	\$0.00	\$0.00	3	0	\$5,344,000.00	\$0.00
Com./Indus./Inst. Renos	0	1	\$0.00	\$80,000.00	0	1	\$0.00	\$80,000.00
Institutional	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
<b>TOTALS</b>	2	6	\$68,000.00	\$473,900.00	5	8	\$5,412,000.00	\$473,900.00
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	4	N/A						
Electrical waivers issued	1	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	0	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: CAO 04-19**



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<b>To:</b>	<b>Mayor and Council</b>
<b>From:</b>	<b>Jeff Renaud, Chief Administrative Officer</b>
<b>Resource Staff:</b>	<b>N/A</b>
<b>Date of Meeting:</b>	<b>March 13, 2019</b>
<b>Subject:</b>	<b>CAO INFORMATIONAL REPORT</b>

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**Recommendation: That this report be received for informational purposes.**

Activities of the CAO Office during the reporting period for February 2019 can be summarized as follows:

**1. Town Hall Relocation:**

- Work continues to progress well. Focus at this time is preparing the 90% drawings in advance of the tendering package being prepared.

**2. Economic Development**

Former Town Hall project: CAO meet with the Chief Operating Officer for Heritage Developments to discuss the project at this site. Developer has conducted phase 1 environmental assessment on the property and is awaiting the results. More information and activity is expected once these results are received.

Beacon: Work on pilings has commenced.

St. Stephen Landing: work on the water/sewer infrastructure is continuing. Project is being managed in order to ensure that services are on site when required by developer, but also avoiding unnecessary costs associated with winter construction work.

Other: Ongoing dialogue and preliminary work associated with interested developers in conjunction with the President of Future St. Stephen.

3. Human Resources

Director of Community Services: Recruitment for this vacancy is currently underway. At the time of writing this report 18 applications had been received. Evaluation team as reviewed applications and plan on conducting initial interviews with approximately 6 candidates.

Casual Admin/Hospitality position: this position has now been filled

Assistant Events Coordinator: Recruitment currently underway.

4. **Billy Weston Brook Flood Mitigation:** Concerns were experienced over the potential withdrawal of the remaining funding for this project. While this remains somewhat uncertain at this time, the efforts of Mayor MacEachern and MP Ludwig, have resulted in an indication that funding may be reinstated to this project. CAO is currently awaiting confirmation from provincial representative that funding is reinstated.

Respectfully submitted,  
Jeff Renaud



**Town of St. Stephen  
Information Report to Council  
Report: TR 05-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, CPA, CMA, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection and Human Resource/Office Manager  
**Date of Meeting:** March 13, 2019  
**Subject:** TREASURER INFORMATIONAL REPORT

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**Recommendation: That this report be received for informational purposes.**

**Staff Activity since last report:**

**1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - Accounts Receivable closed to December 31, 2018.
  - Processing Utility bills Oct-Dec/18-Complete.
  
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to January 31, 2019.
  - Review of procedures for electronic payments.
  
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 81 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 115 employees.
  - T4's & T4A's-Complete.
  - Worksafe NB 2019 remittance-Complete.
  
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to April 30, 2018.
  - Council Statements to November 30, 2018 and Department Head Statements to January 31, 2019.

**2) Meetings:**

- A) Committee Meeting-February 13, 2019.
- B) Royal Bank of Canada Representative Meeting-February 14, 2019.
- C) Weekly Garcelon Civic Center Management Staff meetings.
- D) Weekly Accounting Department Staff meetings.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Civic Center.
  - 2) Prince William Street Infrastructure Renewal.
  - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 6) Skateboard Park.
  - 7) Waterfront Revitalization.
  - 8) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
  - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 10) Water and Sanitary Sewer System Extension (Route 3)
  - 11) 2019 Capital Plans-16 additional capital projects
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to November 30, 2018.
  
- C) Multiple HST remittances-In Progress.
  
- D) Various insurance issues-In Progress.
  
- E) Municipal Asset Management Plan Project-In Progress.
  
- F) Administering the Charles F Todd Trust Fund-In Progress.
  
- G) Computer server maintenance.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:**  
**Date of Meeting:** March 13, 2019  
**Subject:** Applications For Financing for the General Fund and Water and Sewerage Fund

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**Recommendation:** That Council authorize two "Applications For Financing" to the New Brunswick Municipal Finance Corporation, one for \$894,000 for the General Fund and another for \$1,246,000 for the Water and Sewerage Fund, based on the original borrowing limits and terms.

**BACKGROUND**

The following is from the Provincial Guide to Municipal Capital Borrowing, for projects which the Municipality has received capital borrowing authority. "When the project is completed and final costs are known, arrangements for long-term financing are made with the New Brunswick Municipal Finance Corporation. The New Brunswick Municipal Finance Corporation has been established to issue debentures, on behalf of municipalities, and their approved agencies and corporations. The Corporation, in turn, loans the money to the municipalities at the same rate of interest obtained by the Corporation. This arrangement provides municipalities with significant savings in borrowing costs." Debenture applications for financing are usually available twice per year, the most current is due April 3, 2019.

The following information is recommended for the latest applications for financing which will require two resolutions. The information is for projects for which final costs are now known, as well as debentures requiring refinancing, and using terms from the original borrowing application:

**General Fund**

<u>MO Number</u>	<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
14-0060	Additional construction costs of a new multi-purpose recreation, cultural and meeting facility for subgrade footings and other facility construction costs	\$239,000	20 years
15-0095	Prince William Street Infrastructure Renewal	\$655,000	10 years
		<u>\$894,000</u>	

**Water and Sewerage Fund**

<u>MO Number</u>	<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
08-0002	Refinancing Debenture BA27-2009	\$873,000	10 years
08-0047	Refinancing Debenture BA27-2009	\$73,000	10 years
03-0073	Refinancing Debenture BA27-2009	\$24,000	10 years
15-0095	Prince William Street Infrastructure Renewal	<u>\$276,000</u>	10 years
		<u>\$1,246,000</u>	

**OPTIONS**

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Approve a different term: Council may determine that it is appropriate to approve the amounts with a lower term. Council cannot increase the term of the loan but does have the option of reducing the term. I would recommend leaving the terms as they are which were approved by Council in the original borrowing application Reducing the term will increase finance charges over the period of the loan and could add pressure to increase tax or utility rates.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: CAO 07-19**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** Tim Tozer, Treasurer  
**Date of Meeting:** March 13, 2019  
**Subject:** Community Grants Fund

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**Recommendation:** That Council advise administration as to which of the requests identified below are to be supported and the value of support to be made available. Further, that the request of the Charlotte County Hockey Club Inc. be deferred until such time as an official announcement regarding the team's future in St. Stephen is made.

**BACKGROUND:**

In preparing the 2019 General Operating Budget, administration amended the approach utilized for the identification of funds to assist local community groups. Previously certain groups were individually identified within the budget documents. This practice inadvertently provided a perceived level of "privilege". In keeping with municipal best practices, in the 2019 General Operating Budget administration removed any listing to any community group from the budget document, and replaced the practice with the creation of a single line entry entitled "Community Grants Fund".

During the budget presentation, the CAO reviewed this change of practice with Council and advised that under this approach Council would have a set budget identified for providing support to the various requests encountered through the year. In 2019, this amount was set at \$52,000. During the budget presentation, the CAO also noted to Council that while this amount was established, some of these funds were already assigned to fund previous multi-year commitments. Thus, the total available funds at this time may be calculated as follows:

	2019 Community Grants Fund Budget	\$52,000
LESS:	Chocolate Museum	18,500
	Boys & Girls Club	5,000
	Charlotte County Museum (insurance)	<u>2,320</u>
	<b>Available for 2019 Discretionary Application</b>	<b>\$26,180</b>

**2019 Community Grants Fund Requests Received**

Chocolate Festival	\$1,500
Charlotte County Museum	1,000
CCATA	2,500
Charlotte County Fall Fair	1,000 + In Kind (\$4,000)
Charlotte County Fall Fair (lumberjack)	1,000 + in kind (\$4,000)
Charlotte County IWK (GCC Rental)	1,100
Charlotte County Hockey Club Inc. ("Aces")	10,000
St. Croix Ridgerunners Snowmobile Club	175
<u>St. John Theatre Company</u>	<u>1,000</u>
<b>Total requests on this meeting</b>	<b>\$19,275</b>

Given the above, there is sufficient funds contained in the 2019 Community Grants fund budget to permit the support of all the requested items. However, it would be appropriate to consider that at this time only 1/3 of the calendar year has passed and it is therefore likely that additional requests will be received through the year. As such Council may wish to ensure that they are comfortable with the funds remaining to address future requests.

**Option 1—Approve the entirety of requests in full:** Council may determine that the requests received are appropriate and direct administration to offer such financial support. This option would leave \$6,905 in the fund for the remainder of the year.

**Option 2—Approve requests, defer Charlotte County Hockey Club request:** There is a significant degree of indication that the future of the hockey club in St. Stephen is in question. As such Council may wish to defer deliberation of this particular request until such time as the Charlotte County Hockey Club Inc. makes a formal announcement as to the future of the team. In deferring this matter the request would be re-considered by Council at the appropriate time. Community Grants fund would hold a balance of \$16,905, with a \$10,000 request awaiting a decision.

**Option 3—Approve support values different from requests:** Council may determine that the initiatives identified above are worthy of financial support but may also determine that the value of the support should be different (more or less) than the request received. In such case Council could identify to the Clerk and Treasurer the desired level of support for each applicant.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TC 01-19**



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**To:** Mayor and Council  
**From:** Joan Flewelling, Town Clerk  
**Resource Staff:**  
**Date of Meeting:** March 13, 2019  
**Subject:** April Regular Session of Council – Change of Date

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**Recommendation:** That Council consider a motion at the next Regular Session on Monday, March 25, 2019 to change the date of the Regular Session in April.

Due to Easter Monday on April 22, 2019, I suggest the April Regular Council meeting scheduled for Monday, April 22<sup>nd</sup> @ 7:00 p.m. (4<sup>th</sup> Monday), be rescheduled to the fifth (5<sup>th</sup>) **Monday, April 29, 2019 @ 7:00 p.m.**

The Committees meeting would also change from Wednesday, April 10, 2019 to **Wednesday, April 17, 2019 @ 5:00 p.m.**

cc: CAO Jeff Renaud



**Town of St. Stephen  
Information Report to Council  
Report: GCC: 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Jeremy McShane, Operations/Maintenance Coordinator  
**Resource Staff:** Kari Kluge and Nikki Mott  
**Date of Meeting:** March 13<sup>th</sup>/2019  
**Subject:** Garcelon Civic Center Monthly Report

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**Recommendation: That this report be received for information.**

### **Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Ongoing work on pool filters
3. Casual Maint. Positon has been filled and will start on march 11<sup>th</sup>/2019
4. One swim platform has been replaced.
5. 1 of 2 Main boilers is currently offline until replacement parts are here.
6. All staff doing WHMIS training currently.
7. Maint. Staff recertifying in the Pool operators course at the end of march.

### **Aquatics Department**

1. Finishing up the winter session of swimming lessons
2. Registration for spring session begins March 25th
3. Running a 5swim for Life instructors course from March 22nd -24th

### **Administration/Accounting**

#### **1. Monthly Projects**

- a. Completed the Accounts Receivable Aging Report for January. Submitted to Accounting for processing.
- b. Reviewed Outstanding Invoices – re-sent past due invoices for payment.
- c. Sent monthly invoices to various organizations.
- d. Conducted interviews for Receptionist & Hospitality Attendant – Casual Position
- e. Launched a bracelet program to better assist with tracking usage
- f. Underwent training for Canadian Tire Jumpstart Program

**2. Statistics:**

- a. Approximately 1737 membership check-ins were recorded for the month.
- b. Approximately 108 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 66 punch cards sold throughout the month.



**Town of St. Stephen  
Information Report to Council  
Report: EDC 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** Wednesday, March 13th, 2019  
**Subject:** EDC Informational Report

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**Recommendation: That this report be received for informational purposes.**

**1. Past Events:**

- a. ACES games – February 17<sup>th</sup> and 24<sup>th</sup>, March 1<sup>st</sup>, 3<sup>rd</sup>
- b. Family Day fun at the Garcelon Civic Center. Skating 11-12:30, cake/refreshments in the lobby 12:30-1, swimming 1-3. Huge turnout and should be considered as an annual event.
- c. Feb 9-10 – Hockey Tournament. Canteen open for the duration.
- d. Feb 23 – Hockey Tournament. Canteen open for the duration.
- e. Chamber of Commerce AGM Feb 21<sup>st</sup>, 2019. Main bar then portable bar open.
- f. Heritage week Feb 11<sup>th</sup> – 18<sup>th</sup>. There was a rotating display of historical photos in the Garcelon Civic Center lobby during the week off different places around the community, which seemed to generate a lot of interest and discussion according to the reception staff.

**2. Future Events:**

- a. Hockey day in St. Stephen March 9<sup>th</sup>. NHL Legends 2pm, ACES 7pm (last game of regular season). Both canteens will be open the entire day.
- b. Trade Show confirmed for May 3<sup>rd</sup> 5-9pm and 4<sup>th</sup> 10am-4pm and confirmed that the Councillors will take turns manning the Town booth.
- c. IWK confirmed for May 11<sup>th</sup> with Jenn Johnson – pending signed user agreement (agreement has been forwarded for her signature).
- d. SeaDogs vs ???? game, August 23<sup>rd</sup> or 24<sup>th</sup> (pending more information from the team)
- e. Chocolate Fest scheduled August 4<sup>th</sup>-8<sup>th</sup>
- f. International Festival scheduled August 7<sup>th</sup> – 11<sup>th</sup>

**3. Other Activities:**

- a. Continue to oversee the booking of events at the Garcelon Civic Center. Bookings are available through the main phone number at 467-3030 Mon-Fri 8-4. Larger/speciality events continue to flow through the EDC as different contracts are required.

- b. Concessions – continue to oversee the staff and day to day operations of the upper and lower canteens, including inventory and purchasing.
- c. Union position posted for Hospitality and Events Assistant (My old role, but with a different title and more accurate job description).
- d. Met with Heather Donahue to begin to coordinate town events with downtown St. Stephen events.
- e. International Festival – chaired the 1<sup>st</sup> meeting of the year on Feb 22<sup>nd</sup>. As a committee, this year's theme was chosen to be "Country music (across 2 countries)" and the idea was presented to host a Battle of the Bands as a fundraiser. The Canadian side was onboard, the American side pending (only 2 members present from American side and they wanted to speak about it more with their committee). Next meeting schedule for March 13<sup>th</sup> on the American side.
- f. Secured an artist for NB Day concert (country rock artist Josh Norrad and the York County Smoke). Time and exact location concert will be held TBD

Respectfully submitted,

Michelle Vest

Events Development Coordinator

March 11, 2019

Good Day,

My name is Kelly Burrows, and I am the Vice President and the Fundraising Chair of the Charlotte County Ground Search and Rescue Team. As you know, we are a local, registered (Charitable Registration #74759 0099 RR0001), non profit organization, of professionally trained volunteers who support our local area by providing both ground and shoreline search and rescue for those from and visiting our local communities. We also pride ourselves on providing quality preventative education for outdoor adventures both on the water and on the ground for people of all ages who enjoy outdoor activities year round.

We have developed a fundraising schedule that will help us meet our equipment needs. We have held a number of "Voluntary Road Tolls" with the permission of town counsel. These have been excellent fundraisers and we are very grateful that you allow us the opportunity. We would like to request holding the same event, a voluntary Road Toll on Saturday May 4, 2019 from 9:00am to 5:00pm on the corner of Queen Street and Porter Street.

We greatly appreciate the support that the Town offers to our team and look forward to continuing to work closely together.



**Town of St. Stephen  
Information Report to Council  
Report: PW 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** March 13, 2019  
**Subject:** March Committee Meeting

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**Recommendation:** That this report be received for informational purposes.

**1: Water system:**

- a) Repaired 1 Water Main.
- b) Installed 2 new Meters.
- c) Plowed Snow.
- d) Repaired 1 Lateral.
- e) Repaired 2 Hydrants.

**2: Streets:**

- a) Hauled sand.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Cleaned off Catch Basins.
- e) Cold patched pot holes.

**3: Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Rodded 2 Sewer Laterals.
- c) Plowed Snow.
- d) Hauled Snow.

## **Progress Updates**

March 04, 2019

### ***Water and Sanitary Sewer System Extension – Route 3 – Project No. 18-8036***

Pipe installation is complete to approximately Station 0+740. This represents approximately 2/3 of the pipe length to be installed. The contractor is coordinating with their drilling subcontractor to schedule the pipe installation under the ramp and Route 3. This schedule is not yet confirmed, but construction will resume once weather permits.

### ***Combined Sewer Separation and Utility Renewal (Murchie Avenue) – Project No. 18-7576***

The project is complete with the exception of the asphalt surface course, sidewalk and lawn restoration which will be completed in the Spring of 2019.

### ***Street Improvements 2018 (Milltown Boulevard Pleasant Street to Riverside Drive) – Project No. 18-7514***

The project is complete with the exception of some sidewalk and lawn restoration which will be completed in the Spring of 2019.

### ***Waterfront Revitalization – Project No. 18-7081***

The proposed revisions to the scope and design of the project have been reviewed/approved and revisions to the tender documents are currently in process. It is anticipated that the revised tender will be issued in early April.

### ***Combined Sewer Separation and Utility Renewal (Elm Park, Pinewood, Maple) – Project No. 16-4847***

Work is scheduled to be completed on the remaining section of Maple Street in Spring 2019. Correction of some asphalt surface deficiencies will be completed at this time as well.

### ***Water Main and Utility Renewal (Milltown Boulevard) – Project No. 17-5356***

All underground work is complete. The only remaining work to complete the project is replacement of some of the concrete sidewalk panels within the work area. This work is scheduled to be done in Spring 2019.