

AGENDA
COMMITTEES MEETING
WEDNESDAY, AUGUST 14, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Personal Information Matter – Section 68(1)(b) of the New Brunswick *Local Governance Act* – one (1) item
2. Financial Matter – Section 68(1)(c) 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
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 12-19 from Fire Chief attached.
- (iii) Aerial Apparatus Study – Request for Decision Report: FD 13-19 from Fire Chief attached.
- (iv) 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 22-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 13-19 from Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 02-19 from Director of Community Services attached.
- (ii) NHL Legends Request – Request for Decision Report: CMS 03-19 from Director of Community Services attached.
- (iii) Garcelon Civic Center Pool - Proposed Replacement Lighting System - Request for Decision Report: CMS 04-19 from Director of Community Services attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

No items this month.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 10-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**



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

**POLICE REPORT
July 2019**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **July 1st, 2019 to July 31st, 2019 inclusive**. During this time period, the RCMP responded to **310** calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops.....	13
Fail to Stop or Remain at Accident Scene – Provincial/Territorial.....	1
Motor Vehicle Act – Other Activities	4
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial	8
Off-Road Vehicle Act – Offences Only	1
Traffic Collision – Property Damage – Non-Reportable	8
Traffic Collision – Property Damage – Reportable	4
Traffic Tickets	19
Traffic Warnings.....	9

PROVINCIAL STATUTES:

911 Act – Other Activities.....	1
Cannabis Act (Provincial/Territorial) – Offences Only.....	1
False/Abandoned 911.....	5
Family Relations Act – Other Activities.....	4
Intoxicated Persons Detention Act.....	3
Liquor Act (Provincial/Territorial) – Other Activities	1
Mental Health Act	6
Trespass Act – Provincial/Territorial – Offences Only	2

CRIMINAL CODE:

Arson	1
Assault.....	5
Assault with Weapon or Causing Bodily Harm	1
Being unlawfully in a dwelling house.....	1
Breach of Peace	3
Breach of Prohibition Order.....	1
Break and Enter – Residence	1
Criminal Harassment	1
Disturbing the peace/Causing a disturbance.....	7
Fraud	4
Harassing communications	1
Identity Fraud.....	1
Mischief – Damage to, or Obstruct enjoyment of property.....	3
Operation while impaired (alcohol)/over 80mg% of Motor Vehicle.....	3
Other theft under \$5000.....	5
Theft from mail under \$5000	1
Theft of Motor Vehicle.....	2
Trespass at night	1
Uttering threats against a person/property/animal.....	6

OTHER INVESTIGATIONS:

Animal Calls.....	3
Assistance to Canadian Federal Dept/Agency	2
Assistance to Canadian Police (non-RCMP).....	1
Assistance to Canadian Provincial/Territorial Agency	21
Assistance to General Public	10
Crime Prevention.....	1
False Alarms.....	9
Information File	7
Items Lost/Found – except Passports	3
Offender Management.....	1
Person Reported Missing.....	7
Police Certificates/Letters	86
Suspicious Person/Vehicle/Property	8
Unfounded.....	10
Wellbeing Check.....	3

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



**Town of St. Stephen
Information Report to Council
Report: FD 12-19**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, August 14, 2019
Subject: Committee Meeting for August

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	19
	Out of Town Alarms	4
	Total	23

Alarms	# Calls	# FF	# Hours
1. Alarm system activation	5	25	25
2. Ambulance Assist	4	35	35
3. Structure Fire	1	15	30
4. Mulch Fire	1	4	4
5. MVA	4	42	42
6. Vehicle Fire	2	14	14
7. Ground Search and Rescue	6	21	228
Total			
SSFD	23		
Other FD	53		
St Stephen PW	10		
St Andrews PW	3		
NB Power	2		
Total calls dispatched	91		

Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections
3. Two station tours with children at Daily Vacation Bible School.
4. Retirement party for Walter Cooke.
5. Assisted Charlotte County Ground Search and Rescue with an extensive search.
6. New SCBA kits were put into service.

2. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Communications with John Redden, Emergency Preparedness Services, with respect to ladder truck study for Dept. of ELG.
4. Fire pit inspections.
5. Muscular Dystrophy Truck Pull event coordination for International Festival.
6. Vacation scheduling.
7. Meeting of Charlotte County Fire Chiefs with Fire Marshal's Office and Dept. of ELG officials.
8. Meeting with Worksafe NB representative with respect to JHSC development.
9. Worked the command post for Ground Search and Rescue.
10. Planning and preparation for Walter Cooke retirement party.
11. Attended Rocket Day at the St. Stephen Airport.
12. Finalized the filling of the Lieutenant posting.
13. Completed two online courses through Worksafe NB.
14. Internal job posting for Driver / Dispatcher.
15. Attended funeral for Lorraine Williams.
16. Event coordination for Chocolate / International Festivals

3. Equipment

1. We took delivery of the new ¾ ton truck. Accessories such as lighting, radios and decals are being installed.

4. Personnel

1. Firefighter Anthony Hatt was promoted to Lieutenant, effective July 29, 2019.
2. Driver/Dispatcher Walter Cooke has retired, effective July 30, 2019.
3. An internal posting for the Position of Driver / Dispatcher will close on Monday, August 12th.

Respectfully,

Chief Sean Morton



Town of St. Stephen Request for Decision: FD 13-19



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff: Tim Tozer, Treasurer
Date: Wednesday, August 14, 2019
Subject: Aerial Apparatus Study

Recommendation: That Council approves staff to proceed with engaging a consultant to conduct an evaluation of the benefit that an aerial fire truck would have to the region outside of the municipal limits at a cost of \$5,250.00, with funding to be drawn from the General Operating Reserve.

BACKGROUND

Staff recommend conducting a study related to the purchase of an aerial apparatus. The intent of this study is to determine if there is a requirement for an aerial apparatus within the area covered under agreement with the Department of Environment and Local Government, outside of the limits of the Town of St. Stephen.

If the results of this study confirm a need for an aerial apparatus, outside of the town limits, these results will be utilized to pursue assistance from the Department of Environment and Local Government in funding the purchase of the apparatus.

FINANCIAL CONSIDERATIONS

The cost of this study is \$5250.00 plus taxes

Staff recommend utilizing funds, not previously used, for a Fire Department Repeater that were earmarked in the General Operating Reserve Fund in 2011 (\$10500).

OPTIONS

Option 1—Approve the Recommendation to utilize reserve funds to conduct an aerial apparatus study.

Option 2—Refuse the Request

TOWN of ST. STEPHEN

By-Law Enforcement

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

July REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for July By-Law –Enforcement. We handled 33 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (4)	<p><i>DPW called to state they were painting the parking spaces on the waterfront</i></p> <p>BIA also called about the noise by-law in town</p> <p>Attended the RCM Police detachment to inform them of person causing a disturbance on Milltown Blvd.</p> <p>Assisted the building inspector with an ongoing building issue</p>	<p>Patrol made and everything is fine</p> <p><i>Spoke with Heather Donahue gave her the pertinent info.</i></p> <p><i>They made a patrol but were unable to locate person.</i></p>

<p>Assist General Public (18)</p>	<p>Person called with regards to the keeping of chickens by law</p> <p>Received a call from a person with regards to a dangerous animal that was being hidden from this office</p> <p>Lady called concerning a garbage bin overflowing across from her property</p> <p>Gentleman called asking about the animal by-law as to how many dogs can they own</p> <p>Complaint from a lady about a mean dog</p> <p>Received a call from a lady complaining about the noise on the blvd. at night</p> <p>Lady called about their neighbor operating a home base business and is crossing onto their property</p> <p>During routine patrol found that garbage was piling up between two properties</p> <p>Lady called about loud traffic and squealing tires</p>	<p>Information passed onto her.</p> <p>Patrol made with building inspector and found the dog had been removed earlier. Tennant very un-cooperative</p> <p>Problem has been rectified Bin removed on garbage day</p> <p>Informed him there is no limit unless he is breeding said animals.</p> <p>Met with her and informed her that the matter is before the courts.</p> <p>Met with her and as well as the RCMP to try and rectify this.</p> <p>Patrol made and spoke to the gentleman running the business and informed him of the by-law and he needs to have it cleaned up</p> <p>Patrol made and spoke to the person and he will remove same</p> <p>Informed her that this is a motor vehicle issue</p> <p>Informed the lady that the Town does not have a by-</p>
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	<p><i>Gentleman called about his neighbor placing refuse in his back yard.</i></p> <p><i>Received two from people on Princess St. complaining of long grass</i></p> <p><i>Lady called to inquire about a permit for fencing around her pool</i></p> <p><i>Lady called to complain about her neighbors hedge being too high</i></p> <p><i>Lady called to complain about the train parked in front of her house blocking access to her house</i></p> <p><i>Gentleman called about parking concerns on Parkwood Drive.</i></p> <p><i>Received a coll from a business on the Blvd. about parking concerns</i></p> <p><i>Received a call from a lady inquiring about erecting a sign on hill Street for children playing</i></p> <p><i>Gentleman called to complain about his neighbors long grass</i></p>	<p>Letter was sent to home owner, to clean up same</p> <p>Informed them we do not have a long grass by-law</p> <p>Proper information was passed onto her.</p> <p>Spoke to neighbor and he states it will be done by the 9th. of Aug.</p> <p>Spoke with her and informed her there is not a lot we can do about the train operating. She informed me that she will talk to them personally</p> <p>Informed him that we would keep this in mind while doing patrols</p> <p>Enforcement will be stepped up again</p> <p>Instructed her to ask council in writing to have a look at this.</p> <p>Also informed him that the Town does not have a permit pertaining to long grass</p>
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	<p><i>Received a call of a person shooting pigeons with a pellet gun</i></p> <p><i>Lady was in to apply for a vendors license for the parade</i></p>	<p>Patrol was made and was not able to locate anyone with a pellet gun</p>
<p>Parking (7)</p>	<p><i>7 Warnings were given for parking</i></p> <p>Ticket # 544 paid</p>	
<p>Dog Complaints (2)</p>	<p><i>Received a call of a dog biting a child</i></p> <p><i>Received a call of a cat running at large</i></p>	<p><i>Lady lives out of town so she was directed to the SPCA</i></p> <p><i>Passed onto animal control</i></p>

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

Received a call from the hospital of a husky at large. Dog was picked up and impounded, owner from the Old Bay road fined \$25.00 and impound fee. Pit bull black mix running on Church St., believed to be the same dog that bit a person last month. Patrol made several times, unable to find. Suspected owner warned. Pug running on Pine St. unable to catch. Milltown trailer park, several calls, feud going on. Several calls on missing cats and dogs

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2019	2019	2018	2019	2018	2019	2018	2019	2018
JULY								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	0	\$0.00	\$29,500.00	2	7	\$350,000.00	\$55,499.00
Residential Renos/Additions	10	7	\$35,250.00	\$34,800.00	46	36	\$265,850.00	\$1,042,903.00
New Com/Indus/Instit.	0	0	\$0.00	\$3,000.00	1	2	\$7,544,000.00	\$37,400.00
Com./Indus./Inst. Renos	1	1	\$36,500.00	\$1,020,000.00	12	10	\$524,500.00	\$163,500.00
Institutional	1	3	\$13,455.00	\$5,000.00	1	7	\$13,455.00	\$864,500.00
Demolition	3	0	\$881,700.00	\$10,000.00	5	1	\$887,400.00	\$700.00
TOTALS	15	11	\$966,905.00	\$1,102,300.00	67	63	\$9,585,205.00	\$2,164,502.00
	Cur. Mth							
Demolition Permits	3	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	15	N/A						
Electrical waivers issued	7	N/A						
Active Unsightly Premises	6	N/A						
Sign Permits	5	N/A						



**Town of St. Stephen
Information Report to Council
Report: CAO 22-19**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: August 14, 2019
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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

1. **Senior Management Team**

Senior Management Team meetings continue to be conducted on a weekly basis. These meetings permit the operational divisions to share information and coordinate activities. This has allowed the team to identify operational efficiencies, as well as address complications (HR, operational, financial, etc.).

While all municipal matters will remain open for discussion by the group, it is expected that focus will soon be on preparation of the 2020 municipal budget.

2. **Town Hall Relocation Project:**

Review of the tax implications of relocating town hall to the GCC was completed. The Treasurer and CAO reviewed the results and were satisfied. As such the tender was approved and the project is proceeding. Expectation is that the construction crew will be on site beginning on September 8th. Planning is underway to ensure that the approach used will have the least disruption to services, and staff, as possible.

3. **GCC Parking Lot**

GCC parking lot reconfiguration work is nearly complete. Contractor will be returning to the site to address some deficiencies. Line painting still remains to be completed as well.

4. Wharf Restoration:

Repair work to the Wharf is underway. Project is running well. Efforts are being made to keep local businesses aware of the progress and activities during the project.

5. Website Redevelopment Project:

This project continues to be developed. The Steering Committee has been working hard alongside the contractor to ensure that the deliverables are met and that the final product meets the expectation of staff and exceeds the likely expectations of the public users.

6. CAO Australia Trip:

As Council is aware, I currently serve as the president of the Canadian Association of Municipal Administrators. In this role, I travelled to Darwin, Australia, to attend the LG Professionals Congress. During this trip I served as a panelist at the conference, speaking on ways that CAMA supports Canadian CAOs. Further, as a delegate to the conference I had a wonderful opportunity to see innovative approaches being put to work by Australian local governments. These provided valuable learning which has inspired ideas that the Senior Management Team is actively discussing and may be bringing forward to council in the near future.

For the purposes of clarity for Council and the public, this trip was at no cost to the Town of St. Stephen, as the trip was 100% funded by CAMA.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer



**Town of St. Stephen
Information Report to Council
Report: TR 13-19**



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, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: August 14, 2019
Subject: TREASURER INFORMATIONAL REPORT

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 June 30, 2019.
 - Utility bills April-June, 2018-Complete.

- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to June 30, 2019.
 - Review of procedures for electronic payments-In progress.
 - Review for update of purchasing policy-In progress

- 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.
 - Review of procedures for new software for payroll direct deposit-In progress.

- 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 December 31, 2018.
 - Department Head and Council Statements to June 30, 2019.

2) Meetings:

- A) Auditor visit-July 9-12, 2019.
- B) Committee meeting-July 10, 2019.
- C) Special Council meeting (Audit)-July 31, 2019.
- D) Weekly Garcelon Civic Center management staff meetings.
- E) Weekly Accounting Department staff meetings.
- F) Weekly Senior Management 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) Waterfront Revitalization.
 - 7) Waterfront Enhancements (GTF).
 - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
 - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 11) 2019 Capital Plans-16 capital projects.
 - 12) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 13) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to June 30, 2019.

- C) 2018 Audit-Complete.

- D) 2020 Budget-In Progress.

- E) Multiple HST remittances-In Progress.

- F) Various insurance issues-In Progress.

- G) Administering the Charles F Todd Trust Fund

- H) Computer server maintenance.

Emergency Expenditures

Per the Purchasing Policy #3A “expenditures related to safety or emergency expenses that are unbudgeted and require immediate action are to have the purchase order signed off for approval by the Mayor, Chief Administrative Officer, Treasurer, and Department Head. Members of Council are to be made aware of these expenditures by the Department Head at the next available meeting of Committee.”

The following are expenditures related to safety or emergency expenses for Council information;

- 1) An unbudgeted emergency expense (including HST) was incurred at the Town building at 5 King Street, requiring the rebuild of an outside heat pump unit needed for heat and air conditioning. The cost of the repair was \$5,615.07 (including HST).

- 2) An unbudgeted emergency expense (Including HST) was incurred in the construction project “Water and Sanitary Sewer Extension Route 3-Dillon Project No. 18-8036”. The additional expense is approximately \$18,000 (including HST) beyond the Council approval resolution for the project. Per our project manager engineer at the beginning of the project we encountered a few unexpected things, primarily having to add length to the sewer at the roundabout to avoid conflicts with the underground water transmission main (this added pipe, a manhole, and increased asphalt, curb and lawn restoration quantities). Additionally, we encountered a big expense in the contaminated material that was removed on Route 170 and had to be hauled away from the site and treated. We remained hopeful that we could find other efficiencies in later parts of the project (restoration) to overcome these costs and stay on budget. We made up for some of it, but still ended up over in the end. While not yet confirmed our engineer is confident the additional cost can be covered by Gas Tax Funds.



**Town of St. Stephen
Information Report to Council
Report: CMS 02-19**



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: Wednesday, August 14th
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. Canada Day festivities were well attended at the Waterfront, the information kiosk was painted and stocked with resources in time for July 1st.
- b. The Rotary Clock Tower at Chocolate Park has seized, it was stopping after each power outage but now it is broken. Electricians have been contacted as have the Rotary, they are happy to pay for the repairs as it is their clock.
- c. The Fall and Winter ice times at the GCC have been scheduled, this has been done a lot earlier than previous years and will help user groups and ourselves plan and prepare for the season. User agreements will also be in place for each user group, so expectations for both parties can be met. We have also undertaken follow up meetings with user groups to discuss how the rental and event coordination process went from both parties point of view so best practices can be learned for future events.
- d. Met with Ed Zammit from the Elm Street Nature Park to discuss the park and history of how it was established. This is a community asset with great volunteers that are taking the initiative in managing their own trail. I also attended a wayfinding meeting at the Regional Services Commission office, this was in regards to the East Coast Trail Link and how we as the Town will play a part in maintaining and signing the trail.
- e. We have established a development team to work on the new website, we have already met the company building the new version. We have allocated the hours and requirements we see as necessary for the new version.
- f. Milltown Bandstand is up to code and has been used on alternate weeks for the Summer Concert Series. The local Leaders in Training Group will voluntarily paint it on Aug 23.
- g. Jeff and I have developed a new job description from Kari Kluge's original one, the emphasis will still be on Aquatics but we have added a programming element rather than the Fitness aspect. The previous position had several months between October and May when there was a down time and this could be used to provide new programs and community groups. The new position will be posted with an application deadline of August 28th.

- h. Jeremy, Frank and I met with representatives from King Construction and TOSS in regards to the GCC renovations that will see the Town Office moving into the Civic Center.
- i. We were approached by Steve Walton from NHL Legends in Saint John to support a “hot stove” style interview with Guy LaFleur & Steve Shutt, he is also informing us about an exhibition game between a legends game and a local team. I have written a decision item for Town Council to review the one proposal for the hot stove event and it will accompany this report.

2. Forthcoming events:

- a. Canadian Tire Jumpstart Grant meeting – Aug 12
- b. Meeting with Tennis Court volunteers communicate best practices – Aug 12
- c. Fall & Winter Recreation Guide release – end of August in time for schools opening.
- d. Library meeting in Saint John – Aug 20
- e. Website Redevelopment Meeting – on-going

3. Meetings & Other Activities:

- a. Meeting with Bob Sharpe (Lawn contractor) and School representatives to discuss the current working practices and how we can move forward.
- b. Renovations begin at the GCC – The Moosehead room will be out of commission for rentals from August 17th onwards as this will be where the majority of the Events staff will be moved to.

Administration & Accounting

1. Monthly Projects

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Various Staff Training.
- d. Processed the Revenue reports for the finance department.
- e. Deposits, banking, and reconciled shifts.

2. Statistics:

- a. Approximately 1617 membership check-ins were recorded for the month.
- b. Approximately 65 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 9 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 43 punch cards sold throughout the month.

Operations and Maintenance

- 1. Ongoing preventative maintenance in building.

2. Coordination ongoing for refit project with possible tenders contractors.
3. Had Meeting with King construction.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Small Pool pump drive stopped working, have new one ordered (under warranty)
6. Working on 2020 budget and capital items.
7. Working on light solution in the Aquatics area.
8. Parking lot is close to finish, waiting on painting and a few quality assurance items. Work went well with little parking lot interruption.

Events

3. Past Month's Events:

- a. Canada Day Events at the Waterfront (very well attended), complete with cake. Concert in the park in the evening had same attendance as the Summer Concert Series.
- b. Southern Ice Dogs Hockey Camp July 15-19 (bagged lunches offered by GCC)
- c. Start of the Summer Concert Series and the introduction of Milltown Bandstand to the lineup.
- d. Completed Radio PSAs at WQDY for International Festival.
- e. Planned Richard Fulton's Retirement party along with BIA and Chamber – room set-up, decorating, bar and food provided by GCC

4. Future Events:

- a. 35th Annual Chocolate Festival - August 4th – 8th.
- b. 46th Annual International Festival (with Calais, ME) -August 7th – 11th (parade August 10th, fireworks August 11th). Brochure to be finalized first week of July.
- c. Muscular Dystrophy Fire Truck Pull – August 11th at 2pm (Budd Ave).
- d. Sailors for Wishes – Ride Across NB to raise money for Children's Wish Foundation – August 10th and 11th
- e. Frank McKenna – August 14th (Catered lunch for Mr. McKenna and FSS by the GCC)
- f. Bonfire Music Festival – August 15th – 18th.
- g. Enbridge Movie Night in the Park – Arena Diamond – August 20th.
- h. Shop Local Festival – August 23rd 10am – game time.
- i. Saint John Sea Dogs vs. Halifax Mooseheads Pre-Season Exhibition Game August 23rd. Sponsorship opportunities going well – 3 of 5 spots (Platinum, Gold, Silver) claimed by Dillon, Tidal Health and Arauco.
- j. International Lumberjack Championships – August 31st – September 1st.
- k. Charlotte County Fall Fair - September 14th – 15th.
- l. All Breed Championship Dog Show – September 14th – 15th.
- m. Legends of Hockey HotStove Series with Guy LaFleur and Steve Shutt – September 24th
- n. Doors Open St. Stephen – September 28th.
- o. Chamber of Commerce Gala – October 24th (tentative).
- p. Black Friday Market – November
- q. St. Stephen Christmas Parade scheduled for Friday, December 6th at 6pm.
- r. Storytime with Mrs. Claus December 7th 10am then Santa's Arrival Saturday, December 7th at 11:30-1:30.

5. Other Activities:

- e. Oversee postings on Town website and FB pages.
- f. Inventory ordering and supply run to Saint John
- g. Attended Chocolate Fest Inc. Board meeting as Secretary of the Board.
- h. Attended Shop Local Festival meeting as committee member.
- i. Attended Sysco Test Kitchen with Mike Townes to meet with their chef to plan catering options.
- j. Chaired 3 Canadian International Events Committee meetings.
- k. Met with Kev and Bill Conley about the potential for Karate to move to the GCC this fall.
- l. In-house Catering continues with great reviews – Mike has been doing very well with planning menus.
- m. International Festival – finalized brochure, updated FB page with events
- n. Planned new events internally and in conjunction with outside organizations.

Respectfully submitted,
Kev Sumner - Director of Community Services



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



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Michelle Vest
Date of Meeting: Wednesday, August 14th
Subject: Decision Item – CMS 03-19

Recommendation: That Town Council denies the request from the NHL Legends to purchase three tables at \$1600 each (total of \$4800 plus taxes) for the Hot Stove style interview event with Guy LaFleur & Steve Shutt on Tuesday, September 24th.

BACKGROUND

- 2 Hour event.
- Renter would be willing to cater the event through GCC with meal cost of \$25/person but would charge \$200/person to 100 VIP's.
- 100 tickets also available for general admission, no price yet on these tickets.

From our experience there has not been a Hot Stove event in St. Stephen before so it is not known how well this will be supported. St. Stephen Minor Hockey have hosted hockey games as partners with the NHL Legends teams that have only just broken even or lost money in the last two years. They use the local community groups to help with promotion and communication, so far we have not heard that any group has been contacted.

OPTIONS

Option 1—approve the recommendation: The Town Council guarantees to purchase 24 VIP tickets at a cost of \$200 per ticket for the event on the condition that NHL Legends pays for the rental of the room (approximate cost of \$500) and purchases the VIP meals at \$25 per person (for 100 meals) through the GCC.

Option 2—approve some of the recommendation: The Town Council does not guarantee the purchase of 24 VIP tickets but receives them complimentary from the NHL Legends. In lieu of this the Town of St. Stephen will waive the room charge (approximate cost of \$500) and catering costs for up to 100 VIP guests (approximate cost of \$2500) as a form of in-kind sponsorship.

Option 3—Reject the recommendation as presented



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 04-19



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Jeremy McShane
Date of Meeting: Wednesday, August 14th
Subject: Decision Item – CMS 04-19

Recommendation: That Town Council approves the release of a tender to purchase and install a replacement lighting system at the Garcelon Civic Center pool. Funding for this project to be obtained by re-directing funds currently identified as contributions to the General Capital Reserve. This project shall have a maximum budget of \$60,000.

BACKGROUND

- 31 roof mounted lights within the GCC Pool need replacing.
- All 31 lights have lost some if not all luminosity.
- This is a lifesaving issue – if the lifeguards cannot see the bottom of the pool and lives are at risk.
- Natural light will come into the pool at this time of year, but in the fall we cannot rely on that.
- The lights had a 10 year warranty but soon after purchase the manufacturer went out of business.
- These lights were a discontinued line when bought, there are no replacement parts.
- A strong tender can be created to make sure that the work is carried out in the timeframe we require.



The pool is emptied typically in the third week of December for our annual maintenance, we can use this time to carry out the work on the pool and the lights, so minimizing the impact on the opening times of the facility.

There is flexibility with the emptying of the pool, so we can work on this a little earlier if needed. We have our own scaffolding so we can reduce those costs. If Town Council chooses to replace 50% of the lights and budget for the remaining 50% next year, this will save money this year but will likely be more expensive in the long run.

OPTIONS

Option 1—approve the recommendation: The Town Council approves the purchase of a replacement lighting system.

Option 2—approve some of the recommendation: The Town Council may wish to adopt a phased in approach in which 50% of the project is completed with funding from the 2019 budget and the remaining 50% from the 2020 budget. Administration would be concerned that utilizing this approach may result in an elevated total project cost. Additionally, this approach would require two interruptions in service at the facility as opposed to a single interruption under the recommended proposal.

Option 3—Reject the recommendation: Council may determine that proceeding with this project is not appropriate at this time. Administration is concerned that further failure of the existing lighting system may begin to impact upon staff and patron safety in the facility.



**Town of St. Stephen
Information Report to Council
Report: PW 10-19**



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: August 01, 2019
Subject: August Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 1 new Water Meter.
- b) Installed 3 new Water Hydrants
- c) Repaired 6 Water Meters.
- d) Repaired 6 Water Laterals.
- e) Repaired 4 Hydrants

2: Streets:

- a) Started painting Crosswalks.
- b) Repaired Street Signs.
- c) Finished Spring Sweeping
- d) Finished work at Civic Center parking lot.
- e) Patched water leak cuts and pot holes.

3: Waste Water:

- a) Videoed 1 Sewer Laterals.
- b) Videoed 9 Sewer Mains.
- c) Flushed 2 Sewer Mains.
- d) Installed new Bar Screen at Lift Station #1.

Progress Updates

July 7, 2019

Water and Sanitary Sewer System Extension (Route 3) – Project No. 18-8036

The water main has been commissioned and the project is complete with the exception of a few deficiencies related to site restoration that are currently being addressed.

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

Work is complete with the exception of minor deficiencies which are currently being addressed and the addition of a small amount of crushed gravel in 2 driveways.

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

The project is complete with the exception of a portion of the hydroseeding on the north side of the street, and some minor cleanup.

Waterfront Revitalization – Project No. 18-7081

Repair work is ongoing at the wharf and the abutment walls and anchor walls have been poured.

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

The work on Maple Street has been completed. Two deficient items remain outstanding which have been communicated to the Contractor.

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

The project is complete and final progress claim has been submitted. Minor deficiencies are being addressed.

Parking Lot Reconfiguration (Garcelon Civic Centre) – Project No. 19-9720

Work is complete with the exception of line painting, erection of signs and replacement of a section of concrete sidewalk that cracked following placement. A deficiency list has been provided to the contractor

Waterfront Trail Predesign – Project No. 19-9933

The final report is complete and was submitted July 5th, 2019.

Riverside Drive WWPS Replacement – Project No. 19-9953

The project is currently in pre-design. Options for site layout, property requirements and station configuration are currently being reviewed with Public Works staff and Dillon.

Waterfront Enhancements – Project No. 19-9772

Design documents are near completion and ready for review with the Town. The tender is expected to be advertised during the week of August 12, with a closing date in the last week of August.