

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 25, 2016 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Harding

01/16

**THAT** the Agenda be unanimously approved with one (1) addition: Heart Month February 2016 Proclamation be added as (c) under 5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS. **CARRIED**

4. CONFLICT OF INTEREST

Councillor Pond declared a conflict of interest on 14(b) under NEW BUSINESS and left Council Chambers at 7:47 p.m. and returned at 7:48 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Letter from Sherry Currie, 20 Thompson Avenue, dated January 17, 2016 with attached petition and photos was received and read by Mayor Quartermain, as well as the
- (b) Letter from Pam Russell, 14 Thompson Avenue, dated January 13, 2016.

Sherry Currie, along with residents Pam Russell, Garry McGaw, Lorraine Matthews and Jeremy Townes requested assistance/solutions from the Town with respect to their flooding issues on Thompson Avenue.

Mayor Quartermain informed the concerned residents that the Town's Engineer from Dillon Consulting Limited has advised that the Prince William Street infrastructure renewal project scheduled for this year should help alleviate the flooding.

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The Chief Administrative Officer will meet with the Town's Engineer to determine other options should the Prince William Street project fail to alleviate the flooding on Thompson Avenue.

After the meeting with the Town's Engineer, the Chief Administrative Officer will contact Sherry Currie, on behalf of the residents, and advise them accordingly.

A copy of the "Sanitary Sewer Assessment (Final) Thompson Avenue" prepared by Dillon Consulting Limited in September 2011 will be posted on the Town's website.

(c) Heart Month – February - Proclamation

Mayor Quartermain proclaimed the month of February 2016 as Heart Month:

**Whereas** the effects of heart disease and stroke are responsible for widespread suffering and create serious hardship in our community; and

**Whereas** the Heart and Stroke Foundation of New Brunswick is taking positive action to reduce disability and death from heart disease and stroke through:

- (1) a planned, priority research program to save lives
- (2) a public and professional heart health promotion program to prevent disease
- (3) supporting people living with heart disease and stroke to promote recovery, and

**Whereas** the Heart and Stroke Foundation of New Brunswick's Annual Person-to-Person Campaign is being conducted during the Month of February.

**Now Therefore**, I, John Quartermain, Mayor of the Town of St. Stephen, hereby proclaim the month of February 2016 as Heart Month in the Town of St. Stephen and urge all citizens to cooperate in the Heart Month Drive and all civic, social and fraternal organizations and business establishments to give this campaign the greatest possible support.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

02/16

**THAT** the Minutes of the Regular Council meeting held on December 21, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Booth

Seconded by Councillor Maxwell

**03/16** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2015 be received.  
**CARRIED**

**PAID BILLS**

Moved by Councillor MacDonald

Seconded by Councillor Harding

**04/16** **THAT** the paid bills in the amount of \$2,544,301.08 (two million, five hundred and forty-four thousand, three hundred and one dollars and eight cents) be received.  
**CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION**

No communication for information.

**COMMUNICATION FOR ACTION FILE**

Moved by Councillor Maxwell

Seconded by Councillor Pond

**05/16** **THAT** Communication for Action, note and file, be received. **CARRIED**

Council agreed with the request from Andrew Holmes outlined in his letter dated January 21, 2016 to purchase certain items located in the former Roger's Stove Shop/Border Pool and Spa building prior to demolition, and will pay a fee of up to \$500.00, plus any fees incurred for Town staff.

Council directed the Chief Administrative Officer to make arrangements for the removal of the requested items and to invoice Mr. Holmes accordingly.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEE OF COUNCIL MEETING**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

**06/16** **THAT** the Minutes of the Committee of Council meeting held on December 21, 2015 be approved as circulated. **CARRIED**

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**COMMITTEES MEETING**

Moved by Councillor Booth  
Seconded by Councillor MacDonald

- 07/16** **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on January 13, 2016 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 08/16** **THAT** the Minutes of the Committee of Council meeting held on January 18, 2016 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETING**

Moved by Councillor Booth  
Seconded by Deputy Mayor MacEachern

- 09/16** **THAT** the Minutes of the Planning Advisory Committee meeting held on December 2, 2015, copy attached, and approved at its meeting on January 6, 2016 be accepted. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Harding  
Seconded by Councillor Pond

- 10/16** **THAT** the following staff reports for the month of December 2015 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**BY-LAW NO. L-10 - "TOWN OF ST.STEPHEN BUILDING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Harding

- 11/16** **THAT** By-Law No. L-10 – "Town of St. Stephen Building By-Law" – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor MacDonald

Seconded by Councillor Pond

12/16 **THAT** the Royal Canadian Mounted Police December 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

**CARRIED**

**2016 GENERAL OPERATING FUND BUDGET**

Moved by Councillor Maxwell

Seconded by Councillor Booth

13/16 **THAT** the sum of \$9,075,450 (nine million, seventy-five thousand, four hundred and fifty dollars) be the total operating budget of the Municipality, that the sum of \$5,377,298 (five million, three hundred and seventy-seven thousand, two hundred and ninety-eight dollars) be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.5800 (one dollar and fifty-eight cents). The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of St. Stephen. **CARRIED**

**2016 WATER AND SEWERAGE OPERATING FUND BUDGET**

Moved by Councillor Harding

Seconded by Councillor Maxwell

14/16 **THAT** pursuant to paragraph 189(4) of the *Municipalities Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,294,009 (two million, two hundred and ninety-four thousand and nine dollars), and total expenditures of \$2,294,009 (two million, two hundred and ninety-four thousand and nine dollars). **CARRIED**

**TOWN-OWNED SURPLUS PROPERTIES**

Moved by Councillor Booth

Seconded by Councillor MacDonald

15/16 **THAT** the Council of the Town of St. Stephen declares the Town-owned property located at 37 School Street, also known as the former Kiwanis Pool, and identified as PID # 01306851, as well as the adjacent rear Town-owned property identified as PID # 01246057 to be surplus properties.

**AND THAT** the Council directs the Chief Administrative Officer to send letters of offer to acquire portions of the above-noted land, at reasonable costs, to adjacent property owners. **CARRIED**

**ST. STEPHEN KIWANIS CLUB – PROPOSED SKATEBOARD PARK**

Moved by Councillor Pond

Seconded by Councillor MacDonald

- 16/16 **THAT** the Council of the Town of St. Stephen accepts in principle a skateboard park to be located in the parking lot of the Border Community Area Arena by the St. Stephen Kiwanis Club contingent on Council approval of conceptual drawings.  
**CARRIED**

**ENDORSEMENT OF THE FRAMEWORK FOR RECREATION IN CANADA 2015:  
PATHWAYS TO WELLBEING**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 17/16 **Whereas** the Framework for Recreation in Canada 2015: Pathways to Wellbeing has been a collaborative effort of Provincial/Territorial Recreation Organizations, the Canadian Parks and Recreation Association and Provincial/Territorial governments; and

**Whereas** the Framework for Recreation in Canada 2015: Pathways to Wellbeing is the result of a comprehensive process of research, reflection and recommendations that were facilitated through discussions with various recreation stakeholders groups across Canada; and

**Whereas** the Framework for Recreation in Canada 2015: Pathways to Wellbeing has been formally endorsed by Provincial and Territorial Ministers responsible for recreation, sport and physical activity; the Canadian Parks and Recreation Association; Recreation New Brunswick; Communautés et loisir Nouveau-Brunswick; the Union of Municipalities of New Brunswick and supported by the Government of Canada; and

**Whereas** the Framework for Recreation in Canada 2015: Pathways to Wellbeing principle purpose is to guide and stimulate coordinated policies and practices in recreation that aim to improve the wellbeing of individuals, communities, and the built and natural environment; and

**Whereas** the Town of St. Stephen and its citizens are valued stakeholders in advancing recreation and therefore the health and wellbeing of our citizens and communities,

**Be it resolved** that the Council of the Town of St. Stephen formally endorses the Framework for Recreation in Canada 2015: Pathways to Wellbeing and support the collaborative work to accomplish the goals of the framework and to therefore support the advancement of recreation in New Brunswick. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD POSITIONS (NON-UNION)  
WAGE CHART 2016**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Maxwell

- 18/16 **THAT** the Council of the Town of St. Stephen adopts the attached “Student Lifeguard Positions (non-union) Wage Chart 2016 for the Garcelon Civic Center Aquatics Department. **CARRIED**

**CUSTOMER ACCOUNT APPLICATION AND CUSTOMER SERVICE  
AGREEMENT – UNIFIRST**

Moved by Councillor MacDonald  
Seconded by Councillor Booth

- 19/16 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a Customer Account Application between the Town and UniFirst in order to process any future purchases of the Town from the said company.

**AND THAT** the Council authorizes the Mayor and Town Clerk to sign a Customer Service Agreement, in the form presented to Council, with UniFirst in order to supply floor mats at the Garcelon Civic Center. **CARRIED**

**OUT-OF-PROVINCE TRAVEL: EVENTS DEVELOPMENT COORDINATOR**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 20/16 **THAT** the Council of the Town of St. Stephen approves the out-of-province travel for the Events Development Coordinator to attend the Sport Events Congress 2016 in Ottawa, Ontario from March 6 - 8, 2016, inclusively. **CARRIED**

**MILITARY SERVICE BANNERS**

Moved by Councillor Booth  
Seconded by Councillor Pond

- 21/16 **THAT** the Council of the Town of St. Stephen grants permission to the Royal Canadian Legion Branches #9 and #48 to erect Military Service Banners on the lampposts prior to Remembrance Day (approximately mid October), and until such time as the Christmas decorations are installed.

**AND THAT** the Military Service Banners will be sold by Legion members and the Town will erect, dismantle and store them each year. **CARRIED**

**UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

**22/16** **THAT** the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2015 for non-union employees as follows:

Employee # E26	-	45 days
Employee # E37	-	5 days
Employee # E45	-	5 days
Employee # E54	-	3 days
Employee # E61	-	4.5 days
Employee # E63	-	14 days
Employee # E127	-	6 days

**CARRIED**

**UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)**

Moved by Councillor Harding  
Seconded by Councillor Pond

**23/16** **THAT** the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2015 for union employees as follows:

Employee # E03	-	8 days
Employee # E04	-	36 days
Employee # E129	-	5 days
Employee # E39	-	4 days

**CARRIED**

**DILLON CONSULTING LIMITED – BUILDING CONDITION ASSESSMENT OF FORMER TOWN HALL**

Moved by Councillor Booth  
Seconded by Councillor Maxwell

**24/16** **THAT** the Council of the Town of St. Stephen accepts the “Building Condition Assessment” prepared by Dillon Consulting Limited of the former Town Hall located at 34 Milltown Boulevard, copy attached.

**AND THAT** based on the assessment, the public safety concerns, the physical condition of the building, the estimated costs of restoration, and the lack of proposals to re-purpose and develop the building, the Council directs the Chief Administrative Officer to request quotes for the demolition of the former Town Hall located at 34 Milltown Boulevard, and provide a recommendation for approval at a future Council meeting. **CARRIED**

**FORMER TOWN HALL – PUBLIC MEETING**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 25/16 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to schedule a public meeting to allow Dillon Consulting Limited to share the “Building Condition Assessment” prepared for the former Town Hall located at 34 Milltown Boulevard which guided the decision for demolition.

**AND THAT** the date and location for the public meeting will be published in *The Saint Croix Courier*, on the Town’s website, as well as through social media.

**CARRIED**

**REAPPOINTMENTS – ST. CROIX PUBLIC LIBRARY BOARD**

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

- 26/16 **THAT** Roderick Roy, Yvette Sawyer, Ken Jenkins and Frances Megilley be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective February 1, 2016 and expiring January 31, 2019. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended the Mayor’s Levee.
- Attended a public meeting hosted by Concerned Citizens of Charlotte County.
- Attended a public Provincial choices meeting.
- As Chair of the Finance and Administration Committee, attended several budget meetings.

Councillor Harding

- Attended the Mayor’s Levee.
- Attended all Town meetings.
- Attended a meeting in which the Billy Weston Brook Flood Risk Assessment prepared by the St. Croix Estuary Project Inc. and Dillon Consulting Limited was shared with the public.

Councillor Booth

- Attended all Town meetings.
- Attended a meeting in which the Billy Weston Brook Flood Risk Assessment prepared by the St. Croix Estuary Project Inc. and Dillon Consulting Limited was shared with the public.
- Attended a public Provincial choices meeting.

Councillor MacDonald

- Attended a Parks and Recreation Committee meeting.
- Attended a public Provincial choices meeting.
- Attended several Town budget meetings.
- Enjoyed meeting with Tanner Stewart of Stewart Farms on growing farmed products through NutraPonics technology.

Councillor Maxwell

- Attended all Town meetings.
- Attended the Mayor's Levee.
- Attended a meeting in which the Billy Weston Brook Flood Risk Assessment prepared by the St. Croix Estuary Project Inc. and Dillon Consulting Limited was shared with the public.
- Attended several Town budget meetings and thanked the Town Treasurer for his diligent work.
- Enjoyed meeting with Tanner Stewart of Stewart Farms on growing farmed products through NutraPonics technology.
- Attended the Doug MacDonald Memorial Hockey tournament.
- Organized and participated in a fundraiser pool tournament for the St. Croix Vocational Centre.

Councillor Pond

- Recently enjoyed a vacation.
- Attended a South West New Brunswick Transit Authority board meeting.
- Attended the monthly Business Improvement Area meeting.
- Attended the Mayor's Levee.

Mayor Quartermain

- Thanked the Town Treasurer for his diligent work and pleased that the tax rate remains the same, even with a \$22 million Garcelon Civic Center.
- Thanked the many volunteers in the community and, in particular, the people working on future downtown development.

16. QUESTION PERIOD

Kent Caldwell, a member of the Royal Canadian Legion Branch # 9, was in attendance and was pleased with Council's resolution with respect to the military service banners. He also announced a blood donor clinic at the Legion on Wednesday, January 27, 2016.

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With respect to the resolution directing the Chief Administrative Officer to request quotes for demolition of the former Town Hall, Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, questioned whether or not Council was in contradiction with the Culture and Heritage section of the Municipal Plan By-Law.

The Mayor advised that to borrow the estimated \$2,000,000 to restore the building would cause significant increases to the tax rate over the next several years.

Members of Council stated that it is unfortunate the building was not properly maintained over the years; however, it is a major safety concern and must be demolished before potential fatalities or injuries occur.

Derwin Gowan, reporter with the *Telegraph-Journal*, questioned how the tax rate was maintained to which the Mayor advised that some long term debt was finished and no long term was added.

17. ADJOURNMENT


ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

27/16 THAT the meeting adjourn at 8:12 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Clerk

## MINUTES

**Planning Advisory Committee  
Wednesday, December 2, 2015**

### A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, December 2, 2015 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

#### Attending

Ted Moore	Marg Harding	Mark Porter	Derek O'Brien
Allan Gillmor	Mike Booth	Garth Orchard	

#### Regrets

Geoff Knight  
Ed Zammit

### B. Approval of Agenda

It was MOVED by Garth Orchard and SECONDED by Marg Harding that the agenda be approved as circulated. Carried

### C. Approval of Minutes

It was MOVED by Garth Orchard and SECONDED by Marg Harding that the minutes of the Planning Advisory Committee Meeting held on Wednesday, October 7, 2015 be approved as circulated. Carried

### D. Business Development

(i) Microbrewery/Restaurant – The Chief Administrative Officer/Development Officer explained the nature of the business proposed to open in May of 2016 at the former St. Stephen Train Station located at 5 King Street.

He explained that it is agreed that the use of the premises will include the operation of a micro-brewery, "Growler" sales, and food and alcohol service; and these shall extend to the exterior of the building on adjacent sidewalks / courtyard.

PAC unanimously agreed with the proposed use of 5 King Street and applied the following Terms and Conditions:

- outdoor use be accommodated by a deck / patio and fencing, and be aesthetically pleasing and not detract from the heritage and community area;
- special events will require approval from the Town Council; and
- any Provincial regulations shall be adhered to.

PAC recommends to the Town Council the addition of "microbrewery" to the DT (Downtown) Zone Permitted Uses when considering any future amendments to the Town's Zoning By-Law.

**E. Adjournment**

It was moved by Allan Gillmor that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:13 p.m. Carried

  
\_\_\_\_\_  
Derek O'Brien, Secretary

  
\_\_\_\_\_  
Ted Moore, Chair



**Garcelon Civic Center  
Aquatics Department  
Student Lifeguard Positions (non-union)  
Wage Chart 2016  
(Minimum Wage - \$10.30/Hr.)**

New Staff or Assistant Guard: \$10.50/hour

Regular Staff (Base Rate): \$10.75/hour

- Base Rate includes First Aid Certification and one of NLS Lifeguard Certification or Swim for Life Instructor

Each additional certification: \$.25/hour

- Eligible certifications include:
  - National Lifeguard Certification
  - Swim for Life Instructor
  - Lifesaving Instructor
  - Lifesaving Examiner
  - National Lifeguard Instructor
  - National Lifeguard Examiner
  - First Aid Instructor

Salary adjustments for certifications will be made in January and July of each calendar year. Lifeguards will submit a copy of each certificate to Human Resources / Payroll by December 31 for salary increases in January and June 30 for salary increases in July.

Additional year of employment: \$.25/hour



**DILLON**  
CONSULTING

TOWN OF ST. STEPHEN

# Building Condition Assessment

34 Milltown Boulevard, St. Stephen, N.B

January 12, 2016



Town of St. Stephen  
73 Milltown Boulevard, Unit 112  
St. Stephen, N.B  
E3L 1G5

Attention: Mr. Derek O'Brien  
Chief Administration Officer

***Building Condition Assessment (34 Milltown Boulevard) St. Stephen, N.B.***

Dillon Consulting Limited has completed a building condition assessment of the former Town Hall building located at 34 Milltown Boulevard in St. Stephen.

Please find enclosed a report to document our findings and costs estimates to rehabilitate this building.

Upon your review, if you have any questions, please contact us at your convenience.

Yours sincerely,

**DILLON CONSULTING LIMITED**

A handwritten signature in black ink that reads "Brian Latimer".

Brian Latimer, P.Eng.  
Associate

Our file: 15-2816

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**Dillon Consulting  
Limited**

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# Introduction and Background Information

The purpose of this report is to summarize our assessment of the current conditions of the former St. Stephen Town Hall, which was constructed in St. Stephen, New Brunswick between 1885 and 1887. We will be providing comment on the building structure, mechanical and electrical systems. This is only a partial inspection as a full inspection is not achievable because of gypsum board wall and ceiling finishes. Costs identified in the 2004 ADI report will be adjusted based on the New Brunswick consumer price index to 2015. Cost improvements not listed in the 2004 ADI report and 2008 Estabrooks report will also be included.

On November 26, 2015, Mr. Tyler Baxter of Dillon Consulting, visited the captioned building to document the existing condition of the building. Exterior façade inspections were carried out from ground level and no building drawings were available. Three previous reports were available for reference, a Masonry/Structural Review carried out by ADI (dated Nov. 2004), an air quality survey carried out by RPC (dated July 27, 2007), and a preliminary condition masonry assessment carried out by Estabrooks Consultants Inc (dated Feb 15, 2008). With the exception of the installation of modern day operable vinyl windows, no work identified in previous reports carried out by ADI and Estabrooks appears to have been completed. Based on initial observations, the building is in poor shape and appears there has been little maintenance or repairs with respect to the aging building materials such as brick, sandstone and roofing.

Please note that a hazardous material survey to identify asbestos, lead, PCB's, mould and mercury was not carried out during our investigation, however, suspicious materials and surfaces containing mould and asbestos were observed throughout the building.

Photographs referenced in this letter report are attached in Appendix A.

## 2.0 Building Structure

### 2.1 East Façade

A major hole in the interior brick wythe at the east gable has been identified, (see Photo 1) from within the attic space. The exterior brick wythe between the three windows (Photo 2) located on the third floor at this gable was measured to be out of plumb 1 ¼" over 48". The deterioration of this gable is also obvious from brick and spalled brick faces located on the ground below (Photos 3 & 4). With the quantity and severity of exterior separated bricks and stone, the entry of water and freezing could result in catastrophic failure of this gable end wall. Stabilizing this gable now with the attachment of a temporary steel frame is probably impractical and not safe, but should be immediately investigated. With the close proximity of the neighboring Royal Bank and the height difference between the two structures, immediate consideration should also be given to dismantle this portion of the building during the Royal Banks off hours. Following removal of the gable, a structurally stable temporary weather tight enclosure would be required to protect the building from the elements. It is understood that both the brick mortar joints and sandstone would have worsened and immediate repair is required since no obvious repairs have been carried out following Estabrooks report. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

### 2.2 South Façade

The deteriorating condition of the top south east corner (Photo 5) of this southern face could be directly related to the adjacent condition of the eastern gable. Dismantling the eastern gable could possibly impact the integrity of this corner. The top half of the chimney (fig. 6) and area below the eastern side windows (Photo 7) have lost bricks since the ADI report that is obvious from period pictures and remnants of bricks on the ground below. Sections of brick below the second storey eastern side windows and top half of the chimney will also require dismantling and replacement. Sandstone arches (Photo 8) identified in previous reports will require repairs. It is understood that both the brick mortar joints and sandstone would have worsened and immediate repair is required since no obvious repairs have been carried out following Estabrooks report. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

### 2.3 West Façade

The structural integrity of the exterior fire escape has been compromised and can't be trusted. This type of exit is not compliant with current codes therefore a new fire rated stairwell within the current building will be required. The door to this fire escape should be removed and replaced with a partial window and wall system. It is understood that both the brick mortar joints and sandstone would have worsened and immediate repair is required since no obvious repairs have been carried out following Estabrooks report. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

## 2.4 North Façade

Consideration should be given to replace the deteriorated plywood roof covering on the sidewalk canopy. The front gable from both street level (Photo 9) and from roof above (Photo 10) appears to be out of plumb. This gable is of similar geometry to the deteriorated east side gable and should be monitored for movement. Mortar is missing from the east side gable coping (see Photo 11) and will allow the passage of water into the wall and under the coping below. A major immediate restoration for brick face is required above the second storey sandstone band (Photo 11) to prevent water from entering the wythe and allowing freeze thaw cycles to release bricks to the street below. Steps at the east side entrance (Photo 12) appear to have settled and there may be a direct relationship with granite stones in the foundation wall below (Photo 13) with cracked mortar. The first storey sandstone parapet at west side of building is cracked (Photo 14) due to a settling arch below. This crack is also permitting water to enter the wall wythes and will cause cracking and displacement of bricks during freeze thaw cycles. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

## 2.5 Exterior Walls - Insulation & Vapour Barrier

Exterior basement walls have not been framed or insulated. Insulation and vapour barriers and placement techniques at first, second and third floors are well below modern day standards. Fiberglass batt wall insulation is R-12 compared to current day R-25. Fiberglass batt ceiling insulation at third floor offers little value because of construction debris compressing fiberglass batts and poor placement (Photo. 15). Ceiling insulation is also well below current day standards. At least one wall (Photo 16) is deficient of insulation and vapour barrier. Polyethylene vapour barrier in one area of the building crumbled (Photo 17) when handled and can therefore be assumed to be inadequate. Placement of vapour barrier and insulation at openings (Photo. 18) and continuation through building assemblies is poor and in most cases for the areas observed non-existent. An abundance of construction debris (Photo 19) from previous renovations between the masonry and exterior wood walls should be removed. Damp and blackened surfaces were also observed between these two walls. To improve indoor air quality and heating costs a major renovation should be carried out to insulate the basement area and to upgrade insulation and vapour barrier assemblies throughout the building. A new insulated 2"x4" wall should be constructed adjacent to the existing wall.

## 2.6 Doors

Consideration to replace the two front entry door systems and rear entry basement door systems should be considered if the building is to be renovated to current day standards.

## 2.7 Roofing

The upper roof (Photo 20) and lower roof are presently leaking. Missing asphalt shingles and remnants (Photo 21) of these shingles were observed from the ground. All roofs, curbs and perimeter trims are in immediate need of replacement to protect the interior of the building. Obsolete items should be removed from the upper roof during this replacement.

## 2.8 Stone Foundation

It has been reported that the basement continues to flood during storm events and this problem should be addressed if the building is to be occupied in future.

## 2.9 Basement Space

What appears to be major mould growth (Photo 22) is obvious throughout the basement. The lower sections of two interior masonry walls are either deteriorated or collapsed (Photo 23). What appears to be uncovered asbestos board (Photo 24) was observed on portions of the ceiling. All three items should be addressed to improve indoor air quality and building longevity.

## 2.10 First, Second, and Third Floor Spaces

With the exception of previously noted issues, the following additional items should be noted:

- Numerous wall and ceiling areas at these three floors are stained from exterior wall and roof leaks.
- First floor staircase treads are 2" out of level over 48" and require fixing.
- Timber framing above the east faced center window at the third floor level is collapsed and deteriorated and requires replacement.
- The condition of the timber floor framing was not accessible for inspection, therefore it's condition is unknown.

## 2.11 Attic Space

With the exception of previously noted issues, the following additional items should be noted:

- Two cracked and partially rotated heavy timbers (Photos 25 & 26) have been located in the space and should be repaired.
- Daylight can be seen through a section of roof and boards are rotten (Photo 27) due to water.
- Extent of decay can be determined during roof replacement and boards will require replacement.

## 2.12 Building Code Requirements

This building has neither life safety systems nor barrier free access and this may be a requirement if the building is renovated. Local authority having jurisdiction should be contacted to confirm requirements. At a minimum this item will include an elevator with fire rated shaft, handicap accessible washrooms, fire rated floor and stairwells, handicap accessibility ramp and building sprinkler system.

## 3.0 Building Mechanical Systems

### 3.1 Heating and Ventilation

Currently the National Building Code of Canada (NBCC) requires that all buildings be ventilated to ensure good indoor air quality and also heated, but not cooled. Currently the existing building is heated with baseboard electric heaters, which represents the most expensive form of heating. Given the previous statement, a complete new system would be required to meet current NBCC requirements, and to provide a heating and ventilation system that is operationally efficient. Based on current day equipment, a split system heat pump including all ductwork to provide ventilation, heating and cooling may be the best option and will be included in the cost summary.

### 3.2 Sanitary Piping

Over time the sanitary drainage system has been renovated through the addition of ABS drainage piping (Photo 28) and this piping is permitted in a commercial building provided it is concealed. If the ABS piping is not concealed it will be required to be replaced by copper or PVC. For the cost summary it will be assumed that 10% of the existing PVC is non-compliant.

### 3.3 Domestic Water Piping

Thermal insulation will be required on all distribution piping (Photo 29) to avoid the inevitable heat losses that occur from un-insulated pipes and National Plumbing Codes requires that hot water recirculation piping be installed.

## 4.0

## Building Electrical Systems

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It appears many electrical additions/repairs have taken place as needed over the years which may very well have met the code/practices of the day. With that being said, these installations did not always take into consideration the appearance and the quality of the installed systems, a lack of support for both wiring and junction boxes is obvious on the attic floor (photo 30) and it appears wiring was routed as needed. This building does have a mixed design with respect to communication and has not followed standards associated with EIT/TIA. With the current condition of the electrical and communication systems it would be appropriate to remove the entire electrical and communication systems and begin to develop a system that will support the future direction of this building and bring all systems up to today's standards.

## 5.0 Opinion of Probable Cost

The following opinion of probable cost for the rehabilitation of this building is compiled from budget costs summaries from previous reports and has been adjusted to current day CPI (+20.6% since 2004, +12.3% since 2008). Additional costs that are assumed not to have been originally covered are included in this new opinion of probable cost.

**Table 5-1 Summary of Upgrading Costs Based on CPI**

ITEM	COST
2.1 to 2.4 Building Facades	\$355,000.00
2.5 Exterior Walls – Insulation & Vapour Barrier	\$131,000.00
2.6 Doors	\$14,000.00
2.7 Roofing	\$34,000.00
2.8 Stone Foundation	\$48,000.00
2.9 Basement Space	\$15,000.00
2.10 First, Second and Third Floor Spaces	\$10,000.00
2.11 Attic Space	\$5,000.00
2.12 Building Code Requirements	\$386,000.00
3.12 Heating and Ventilation	\$176,000.00
3.2 Sanitary Piping	\$5,300.00
3.3 Domestic Water Piping	\$44,000.00
4.1 Electrical	\$160,000.00
Sub-Total	\$1,383,000.00
Contingency (15%)	\$207,495.00
TOTAL (Taxes Not Included)	\$1,590,495.00

Although the consumer price index was applied to previous estimates prepared by others in Table 5.1 above, research has shown that construction costs for a majority of items have doubled over the previous 15 years at a calculated average rate of 6.66% per year according to cost data for the Canadian Construction Industry (Reference – “Yardsticks for Costing by Hanscombs”). This higher inflation of construction costs has affected items 2.1 to 2.4 (Building Facades), 2.8 (Stone Foundation), and 2.12 (Building Code Requirements). The following Table 5.2 includes the higher construction costs for these three items generated by using the more valid estimates determined by this method.

**Table 5-2 Construction Costs based on Higher Current Cost Data**

ITEM	COST
2.1 to 2.4 Building Facades	\$458,000.00
2.5 Exterior Walls – Insulation & Vapour Barrier	\$131,000.00
2.6 Doors	\$14,000.00
2.7 Roofing	\$34,000.00
2.8 Stone Foundation	\$59,000.00
2.9 Basement Space	\$15,000.00
2.10 First, Second and Third Floor Spaces	\$10,000.00
2.11 Attic Space	\$5,000.00
2.12 Building Code Requirements	\$589,000.00
3.1 Heating and Ventilation	\$176,000.00
3.2 Sanitary Piping	\$5,300.00
3.3 Domestic Water Piping	\$44,000.00
4.1 Electrical	\$160,000.00
Sub-Total	\$1,700,300.00
Contingency (15%)	\$255,045.00
TOTAL (Taxes Not Included)	\$1,955,345.00

## 6.0 Summary and Conclusions

The former St. Stephen Town Hall building at 34 Milltown Boulevard is approximately 130 years old. This historical building has been unoccupied for the last 7 years and has not been adequately maintained or upgraded.

As a result, this building has deteriorated substantially and was found to be in poor general condition. Many deficiencies were observed in the building including the weather envelope and the structural, mechanical, and electrical building components.

To bring this building back to a suitable condition to provide a functional building with adequate air quality and to meet the present day standards, Dillon Consulting Limited has estimated that the opinion of probable rehabilitation costs are in the range of \$1.6 million to \$2 million.

Before proceeding with the rehabilitation of this building, it is recommended that a hazardous materials audit be carried out to determine if there are any such materials in the building which could become a risk to the health and safety of workers during the renovation work. (i.e., mould, asbestos, lead, PCB's, etc.)

# Appendix A

## *Photos*



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27

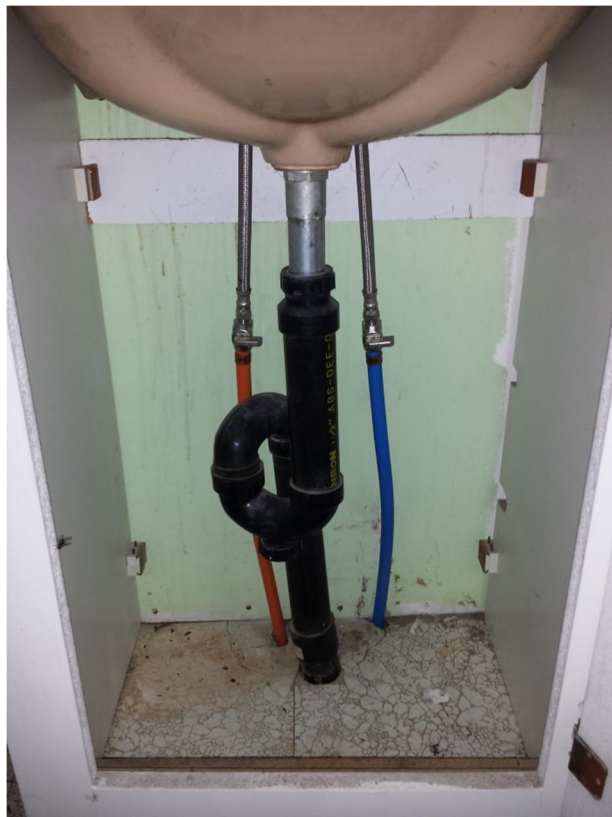


Photo 28



Photo 29



Photo 30

## References

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1. ADI Report 2004 – “Masonry/Structural Review and Recommendations to Maintain Historic Integrity, St. Stephen Town Hall”.
2. Estabrooks Consultants Inc. 2008 Report – “Preliminary Condition Assessment – Masonry St. Stephen Town Hall”.
3. “Hanscomb Yardsticks for Costing – 2015, Cost Data for the Canadian Construction Industry”.