



Municipal District of St. Stephen

INFORMATIONAL REPORT

Report:

To: CAO Jeff Renaud

From: Deputy CAO Sean Morton

Resource Staff: Supervisor II, Supervisor I, Treatment Plant Operator, Dillon Engineering, Bylaw Enforcement Officer, Building Inspector, Animal Control Officer

Date of Meeting: April 30, 2025

Subject: Monthly Report

Recommendation: That Council Accept this report for informational purposes.
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Public Works

1. Water System (Month of March)
 - a. Repaired 2 water service leaks.
 - b. Reading water meters.
 - c. Started flushing mainlines.

2. Streets (Month of March)
 - a. Cold patching potholes.
 - b. Salted and plowed streets and sidewalks.
 - c. Snow removal.
 - d. Repaired 2 light post bases.
 - e. Picked up garbage and debris.

3. Wastewater (Month of March)
 - a. Flushed and cleared sewer main St. James Street to Milltown Blvd.
 - b. Videoed 40 Pine, 30 Rose.
 - c. Rodded 40 Pine.
 - d. Cleared catch basins for rainstorms.
 - e. Repaired catch basins at Scotiabank and Hartford Lane.

4. General (Month of March)
 - a. Tore down kiosk, hauled away debris and levelled up the pad.
 - b. Made a pad at Salmon Falls for picnic area.
 - c. Took section of fence down at Rotary Field.

Director of Infrastructure Activities

1. Street name and civic number applications.
2. Crown Reserve Road naming.
3. Development approvals.
4. E11 files.
5. Water rate structure review.
6. Statistics Canada Biennial Potable Water Survey
7. St. Stephen Drinking Water Approval to Operate submission to Dept. of Env. & Local Gov.
8. Asphalt program 2025 preparation.

Fire Department

Alarms March 19 – April 21

Alarms	# Calls
1. Alarm	6
2. MVA (Motor Vehicle Accident)	5
3. Ambulance Assist	4
4. Electrical Fire	1
5. Outside Fire	2
6. Structure Fire (Calais)	1
7. Structure Fire	4
8. Mutual Aid SAFD	1
9. Mutual Aid WCFD	1
10. Grass Fire	4
11. CO Alarm	1
12. NB Power	7

Total 37

Fire Department Activities

1. Monthly meeting.
2. Annual SSFD Curling Bonspiel.
3. Monthly training session.
4. Prepare apparatus for wildfire season.
5. NARCAN/Harm Reduction Training

Fire Chiefs Activities

1. Monthly reporting to OFM (Office of the Fire Marshal).
2. Monthly payroll entries for volunteers.
3. JHSC (Joint Health and Safety Committee) meetings and related work.
4. Bylaw Enforcement related issues.
5. Dangerous and Unsightly files. Working with SCAN on multiple files.

6. Attended quarterly Fundy Firefighter Association Meeting online.
7. Survey for NBEMO on community preparedness.
8. Meeting with NBEMO regional coordinator.
9. Meeting with NBEMO community preparedness group.
10. Finalized discussion with Office of Fire Marshal on age restrictions for firefighters.
11. Preliminary discussion with Department of Natural Resources (DNR) for a combined DNR/FD training session.
12. 2025 uniform clothing order.

Bylaw Enforcement

Please find enclosed the report for By-Law –Enforcement. We handled 40 occurrences.

Assist other Dept. (15)

.. (3) Public Works

.. (7) Public Safety issues

.. (5) Building Inspection

Assist general public (13)

.. (9) General By Law issues and questions

.. (1) Property issues

.. (3) Development questions

Parking (4)

Dog Complaints (8)

Regards,

Brent MacDougall

By Law Enforcement

Report of the animal control officer

I continued to patrol the Town daily and responded to all calls and complaints. Had calls of dogs impeding traffic on Milltown Blvd.

Had calls from people under the influence to pick up their dogs. Received calls from outside of Town for assistance. Picked up a dog at Milltown Customs and returned it to the owner. I spoke to some dog owners to keep their dogs under control or leashed.

Regards.

Mike Shannon

Animal Control Officer

Building Inspector

The month of March brought in a total of 9 (nine) Building Permits.

The yearly total to date is 19 (nineteen) Building Permits.

Two Stop Work Orders were issued in the month of March. They have both been resolved by the offending party.

This office has 5 (five) open files under By-Law 12-23 A By-Law Respecting Dangerous or Unsightly Premises.

My office was recommended by the Provincial Department of Finance to assist the Municipal District of Carleton North with education and proper procedures for the Municipalities Act concerning By-Laws Respecting Dangerous or Unsightly Premises. I travelled to the municipality to meet with staff to help them with the procedures.

This office responded to and dealt with 20 (twenty) onsite inspections and/or occurrences.

It should be noted that prior to the issue of a building permit, a review of the development officer's report is conducted to determine if a building permit is needed. If needed, a plan review is conducted, (some instances do not warrant a permit as the work may be deemed maintenance only) and ongoing inspections are conducted throughout the construction period.

Manzer Young

Building Inspector