

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, APRIL 29, 2019 @ 7:00 P.M.**

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

48/19

**THAT** the Agenda be approved with one (1) addition and one (1) replacement: Committee of Council Meeting be added as 10(b) under Approval of Committee Minutes and Purchase and Sale of Town-Owned Property – PID # 01262492 replaces 14(p) Seller's Fee Agreement – Town-Owned Property – PID #01262492.

**CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**

(a) Mayor MacEachern proclaimed the month of May 2019 as Lyme Awareness Month.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Parker

Seconded by Councillor Harding

49/19 **THAT** the Minutes of the Regular Council meeting held on March 25, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

50/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 28, 2019 be received. **CARRIED**

**PAID BILLS**

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

51/19 **THAT** the paid bills in the amount of \$816,894.32 (eight hundred and sixteen thousand, eight hundred and ninety-four dollars and thirty-two cents) be received. **CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION**

No communication for information.

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Wheaton

Seconded by Councillor Parker

52/19 **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 April 17, 2019 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 53/19 **THAT** the Minutes of the Committee of Council meeting held on March 29, 2019 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

- 54/19 **THAT** the following staff reports for the month of March 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**BY-LAW NO. A-2.4 - A BY-LAW TO AMEND BY-LAW NO. A-2, "A BY-LAW RESPECTING PROCEDURES OF THE TOWN COUNCIL AND TOWN ADMINISTRATION" – SECOND READING – READING IN ITS ENTIRETY**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

- 55/19 **THAT** leave now be given to introduce a by-law entitled By-Law No. A-2.4 – "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" – Second Reading – Reading in its Entirety. **CARRIED**

**BY-LAW NO. T-6 - A BY-LAW TO STOP UP AND CLOSE PORTIONS OF PROGRESS DRIVE AND FUTURE STREET – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Parker  
Seconded by Councillor Harding

- 56/19 **THAT** leave now be given to introduce a by-law entitled By-Law No. T-6, "A By-Law to Stop Up and Close Portions of Progress Drive and Future Street" – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 57/19 **THAT** the Royal Canadian Mounted Police March 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

**ST. STEPHEN FIRE DEPARTMENT – EXTRACTOR UNIT**

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 58/19 **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$12,950.00 (twelve thousand, nine hundred and fifty dollars), plus HST, for the purchase of an Extractor Unit from Micmac Fire & Safety Source Ltd. of Fredericton, New Brunswick.

**AND THAT** Council hereby accepts the offer of the St. Stephen Volunteer Fire Department to fund this purchase in an amount equivalent to the net cost of the expenditure. **CARRIED**

**AWARDING OF TENDER RFQ# TOSS19-01: SELF-CONTAINED BREATHING APPARATUS**

Moved by Councillor Parker

Seconded by Councillor Chisholm

- 59/19 **THAT** the tender received in the amount of \$183,160.00 (one hundred and eighty-three thousand, one hundred and sixty dollars), plus HST, from Micmac Fire & Safety Source Ltd. of Fredericton, New Brunswick for 16 (sixteen) Self-Contained Breathing Apparatus kits be accepted. **CARRIED**

**AWARDING OF TENDER RFQ# TOSS19-02: 2019 ¾ TON 4 WHEEL DRIVE HD 8' LONG BOX TRUCK**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 60/19 **THAT** of the two (2) tenders received, the low tender of \$49,643.00 (forty-nine thousand, six hundred and forty-three dollars), plus HST, from Moffitt Dodge Chrysler Ltd. of Oak Bay, NB, for a 2019 ¾ ton 4 wheel drive HD 8' long box truck be accepted. **CARRIED**

**WAIVING OF BUILDING PERMIT FEES**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 61/19 **THAT** the Council of the Town of St. Stephen authorizes the waiving of building permit fees related to the construction of a new facility for Downey Ford. **CARRIED**

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN FOR THE GTF ADMINISTRATIVE AGREEMENT**

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 62/19 **THAT** the document entitled “Five-Year Capital Investment Plan for the GTF Administrative Agreement Town of St. Stephen 2014-2018 (REVISED February 2019)” (copy attached) be adopted. **CARRIED**

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN FOR THE GTF ADMINISTRATIVE AGREEMENT**

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 63/19 **THAT** the document entitled “Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023” (copy attached) be adopted. **CARRIED**

**EMPLOYEE FITNESS/WELLNESS PROGRAM**

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 64/19 **THAT** the Council of the Town of St. Stephen approves the “Employee Fitness/Wellness Program” Policy No. 67 attached. **CARRIED**

**APPROVAL OF MUSIC – SPRING AND SUMMER 2019 EVENTS**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 65/19 **THAT** the Council of the Town of St. Stephen grants permission for music to be played at various events during the spring and summer of 2019, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town’s Events Development Coordinator. **CARRIED**

**FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 66/19 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club (the “Club”) to establish a voluntary road toll for fundraising purposes near the intersection of Wall Street and Prince William Street on Saturday, September 14, 2019 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 21, 2019 between the hours of 8:00 a.m. and 4:00 p.m., and contingent on receipt by the Town of the Club’s Certificate of Insurance. **CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER**

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

- 67/19** **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter (the “Shelter”) to establish a voluntary road toll for fundraising purposes on Queen Street West between Marks Street and Porter Street on Saturday, June 8, 2019 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, September 28, 2019 between the hours of 8:00 a.m. and 6:00 p.m., and contingent on receipt by the Town of the Shelter’s Certificate of Insurance. **CARRIED**

**APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN ROTARY CLUB**

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

- 68/19** **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, September 22, 2019 from 8:00 a.m. to 2:00 p.m. (actual run/walk from 9:00 a.m. – 11:00 a.m.), a fundraiser which enables the Club to continue to support youth and promote health contingent on receipt by the Town of the Club’s Certificate of Insurance. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – GARCELON CIVIC CENTER PARKING LOT RECONFIGURATION**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

- 69/19** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the proposed reconfiguration of the parking lot at the Garcelon Civic Center, in the amount of \$19,800.00 (nineteen thousand, eight hundred dollars), plus HST. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT ENHANCEMENTS**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 70/19** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the proposed waterfront enhancements at the St. Stephen wharf, including new hardscape surfaces, bollards, drainage modifications, and trail improvements, in the amount of \$41,400.00 (forty-one thousand, four hundred dollars), plus HST. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT TRAIL PREDESIGN STUDY**

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

- 71/19** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for a Pre-design Study for upgrades to a 1.8 kilometre section of the Waterfront Trail, in the amount of \$5,990.00 (five thousand, nine hundred and ninety dollars), plus HST, subject to confirmation of 100% (one hundred percent) funding being received from Coastal Link Trails Inc. **CARRIED**

**PURCHASE AND SALE OF TOWN-OWNED PROPERTY – PID # 01262492**

Moved by Councillor Parker

Seconded by Councillor Harding

- 72/19** **THAT** the Council of the Town of St. Stephen authorizes the sale of town-owned property identified as PID #01262492 located west of Church Street in accordance with the terms presented at its closed session on April 17, 2019 as per Section 68(1)(d) of the New Brunswick *Local Governance Act*.

**AND THAT** the Council authorizes the Mayor and Town Clerk to execute all documents necessary for the transfer.

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended meeting with the Prime Minister at the Garcelon Civic Center.
- Attended a meeting with the Town's Chief Administrative Officer.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Ducks Unlimited dinner.
- Attended the annual Scoodic Fish & Game dinner.
- Attended the season's last Coffee House at the St. Croix Vineyard Church.
- Attended a Charlotte County Museum board meeting
- Attended Canada 1<sup>st</sup> Basketball Committee meetings and stated its Annual General Meeting will be held in Council Chambers on Monday, May 13<sup>th</sup> @ 4:00 p.m.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Attended meeting with the Prime Minister at the Garcelon Civic Center.
- Attended a meeting with the Town's Chief Administrative Officer.

Councillor Parker

- Met with the new Librarian of the St. Croix Library and will schedule a meeting with the Chief Administrative Officer.
- Attended a meeting with the Town's Chief Administrative Officer.
- Responded to several phone calls.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Fest and Chocolate Museum Operating Committee meeting.
- Attended several meetings of Southwest New Brunswick Transit Authority Inc.
- Attended St. Stephen's University Ovation Ceremony.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Attended a meeting with the Town's Chief Administrative Officer.

Councillor Harding

- Attended all Town meetings.
- Attended a meeting with the Town's Chief Administrative Officer.
- Attended a meeting with Sergeant Stubbs.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Responded to several drug related phone calls.

Councillor Chisholm

- Attended all Town meetings.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Announced the Sports Wall of Fame dinner and induction ceremony will be held at the Garcelon Civic Center on Saturday, May 25<sup>th</sup> and tickets are available from Committee members and the Center.
- Attended a meeting with the Town's Chief Administrative Officer.

Mayor MacEachern

- Attended a public meeting on the three (3) Milltown Development Projects.
- Attended an Overcoming Poverty meeting.
- Attended a Union of Municipalities of New Brunswick zone meeting.
- Attended a Regional Service Commission Annual General Meeting.
- Attended meeting with the Prime Minister at the Garcelon Civic Center.
- Attended numerous other meetings.



16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

**ADJOURNMENT**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

**73/19** **THAT** the meeting adjourn at 7:27 p.m. **CARRIED**



\_\_\_\_\_  
Mayor



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

# **Five-Year Capital Investment Plan for the GTF Administrative Agreement**

**Town of St. Stephen**

**2014 – 2018**

**(REVISED February 2019)**

## **INTRODUCTION**

The *Town of Stephen* has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

## **CAPITAL INVESTMENT PLAN CONTENT**

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**COUNCIL RESOLUTION TO BE FORWARDED UNDER SEPARATE COVER**

## PROJECTS

### 1) Environmental Risk Assessment (CCME Strategy Compliance) Phase 2

**Project Category:**

Capacity Building

**Project Description:**

This project was initiated under the 2010-2013 round of Gas Tax and will be completed in 2014, with the scope of work in 2014 being “Phase 2”. Under Phase 2, the environmental risk assessment for the wastewater effluent discharging from the Town’s wastewater treatment plant will be finalized.

EIA Required  Tender Required

**Expected Outcome:**

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

**Proposed indicator(s):**

Copy of Report

Year	GTF Contribution	Total Cost
2014	\$7,696	\$7,861
2015		
2016		
2017		
2018		

## 2) Water Transmission Main Replacement

**Project Category:**

Drinking water

**Project Description:**

A significant portion of the Town's water transmission main was constructed in 1906 and conveys all of the Town's drinking water from the source/treatment location to the distribution system. This project proposes the replacement of one section of water main that crosses beneath a watercourse/wetland and floodplain, making maintenance and repairs difficult and/or impossible during periods of high water. The new 700 (+/-) lineal metre transmission main will be routed along an existing road making future maintenance and repairs easier and less costly and provide enhanced system security.

EIA Required       Tender Required     

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal meters of transmission main installed.

Year	GTF Contribution	Total Cost
2014		
2015	\$533,443	\$534,612
2016		
2017		
2018		

**3) Overflow Storm Sewer and Sanitary Sewer Renewal**

**Project Category:**

Wastewater

**Project Description:**

This project includes replacement of approximately 200 lineal metres of old sanitary sewer and installation of a separate storm sewer system (approximately 400 lineal metres) on Todd Street and Bell Avenue. Additionally a ditch and inlet pipe will be constructed into the new storm sewer from a low lying area between Bell Avenue and the NBSR Railway that will help alleviate overland flooding from nearby Doodle Brook.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Year	GTF Contribution	Total Cost
2014		
2015	\$450,443	\$450,443
2016	\$2,275	\$2,275
2017		
2018		

**4) Combined Sewer Separation and Utility Renewal**

**Project Category:**

Wastewater

**Project Description:**

This project includes replacement of approximately 154 lineal metres of iron and galvanized steel water main, 131 lineal metres of sanitary sewer pipe and installation of dedicated storm sewer system (approximately 90 lineal metres). The work will also consist of reconstruction of the existing road (granular and asphalt) and adjacent asphalt sidewalk within the extents of the underground renewal work.

EIA Required

Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Number of lineal metres of water main replaced

Number of existing catch basins removed from sanitary sewer system

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$538,000	\$538,000



**5) Water and Sanitary Sewer System Extension**

**Project Category:**

Wastewater

**Project Description:**

This project includes the installation of a water and sanitary sewer system extension to service existing municipal residents and businesses in the Town of St. Stephen as well as new development. The overall project consists of approximately 1170 lineal metres of sanitary sewer pipe and 775 lineal metres of water distribution pipe. The Gas Tax Fund portion of the project consists of the first 175 lineal metres of sanitary sewer pipe installed in Town limits starting at the Route 3/Route 170 roundabout.

EIA Required     Tender Required   

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal metres of sanitary sewer installed

<b>Year</b>	<b>GTF Contribution</b>	<b>Total Cost</b>
2014		
2015		
2016		
2017		
2018	\$85,000	\$1,185,000

**6) Waterfront Enhancements – Phase I**

**Project Category:**

Tourism Infrastructure

**Project Description:**

This project includes the installation of a new hardscape surface, enhancement of trails and drainage improvements adjacent to the Town wharf and farmer’s market greenspace.

EIA Required       Tender Required     

**Expected Outcome:**

Improved Tourist Facility

**Proposed indicator(s):**

# of residents that will benefit from improved tourist facilities

<b>Year</b>	<b>GTF Contribution</b>	<b>Total Cost</b>
2014		
2015		
2016		
2017		
2018	\$143,451	\$143,451

# TOWN OF ST. STEPHEN

## FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$7,861
Water Transmission Main Replacement		\$534,612				\$534,612
Overflow Storm & Sanitary Sewer Renewal		\$450,443	\$2,275			\$452,718
Combined Sewer Separation & Utility Renewal					\$538,000	\$538,000
Water and Sanitary Sewer System Extension				\$1,185,000		\$1,185,000
Waterfront Enhancements - Phase I					\$143,451	\$143,451
						\$0
						\$0
						\$0
<b>Total Capital Expenditures</b>	<b>\$7,861</b>	<b>\$985,055</b>	<b>\$2,275</b>	<b>\$0</b>	<b>\$1,866,451</b>	<b>\$2,861,642</b>

### SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
GTF Legacy Amount (2017)				\$4,119		\$4,119
Interest Earned	\$165	\$1,169				\$1,334
GTF Bank Account	\$392,207	\$392,207	\$68,040	\$343,189	\$411,229	\$0
Private Sector Investment					\$400,000	\$400,000
RDC Gas Tax					\$700,000	\$700,000
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$268,755	\$268,755			\$0
<b>Total Sources of Funds</b>	<b>\$7,861</b>	<b>\$985,055</b>	<b>\$2,275</b>	<b>\$0</b>	<b>\$1,866,451</b>	<b>\$2,861,642</b>

**Town of St. Stephen**

**Five-Year Capital Investment Plan  
for the GTF Administrative  
Agreement**

**2019 – 2023**

Department of Environment and Local Government

## **INTRODUCTION**

The *Town of St. Stephen* has prepared a five-year Capital Investment Plan for the years 2019 – 2023 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

## **CAPITAL INVESTMENT PLAN CONTENT**

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**COUNCIL RESOLUTION TO BE FORWARDED SEPARATELY**

## PROJECTS

### 1) Riverside Drive (East) Wastewater Pumping Station Replacement

**Project Category** (*select one*):

- |                          |                                     |                             |                          |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water           | <input type="checkbox"/>            | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater               | <input checked="" type="checkbox"/> | Cultural Infrastructure     | <input type="checkbox"/> |
| Local roads and bridges  | <input type="checkbox"/>            | Tourism Infrastructure      | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/> |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/> |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/> |
| Sport Infrastructure     | <input type="checkbox"/>            | Regional and local airports | <input type="checkbox"/> |

**Project Description:**

The wastewater pumping station located on the eastern end of Riverside Drive is more than 50 years old and has required significant maintenance effort in recent years for continued operation. Proposed upgrades include construction of a new wet well complete with pumps and equipment, control panel and valve chamber or building.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Reduction in KWH consumed year after replacement versus year before replacement

Year	GTF Contribution	Total Cost
2019	395,000	395,000
2020		
2021		
2022		
2023		

**2) Waterfront Enhancements (Phase II)**

**Project Category** (Select one):

- |                          |                          |                             |                                     |
|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| Drinking water           | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/>            |
| Wastewater               | <input type="checkbox"/> | Cultural Infrastructure     | <input type="checkbox"/>            |
| Local roads and bridges  | <input type="checkbox"/> | Tourism Infrastructure      | <input checked="" type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste                 | <input type="checkbox"/>            |
| Capacity building        | <input type="checkbox"/> | Brownfield Redevelopment    | <input type="checkbox"/>            |
| Disaster mitigation      | <input type="checkbox"/> | Public transit              | <input type="checkbox"/>            |
| Sport Infrastructure     | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/>            |

**Project Description:**

This project includes the installation of a new hardscape surface, enhancement of trails and drainage improvements adjacent to the Town wharf and farmer’s market greenspace.

EIA Required  Tender Required

**Expected Outcome:**

Improved Tourist Facility

**Proposed indicator(s):**

# of residents who benefit from improved tourist facility

Year	GTF Contribution	Total Cost
2019	150,000	150,000
2020		
2021		
2022		
2023		



**3) West Street Utility Renewal**

**Project Category** (Select one):

- |                          |                                     |                             |                          |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water           | <input checked="" type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater               | <input type="checkbox"/>            | Cultural Infrastructure     | <input type="checkbox"/> |
| Local roads and bridges  | <input type="checkbox"/>            | Tourism Infrastructure      | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/> |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/> |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/> |
| Sport Infrastructure     | <input type="checkbox"/>            | Regional and local airports | <input type="checkbox"/> |

**Project Description:**

This project includes replacement of approximately 290 lineal metres of water main, 131 lineal metres of sanitary sewer pipe and minor drainage improvements. The work will also consist of reconstruction of the existing road.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal metres of water main replaced

Number of lineal metres of sewer main replaced

Year	GTF Contribution	Total Cost
2019		
2020	651,506	651,506
2021		
2022		
2023		

**4) King Street Wastewater Pumping Station Replacement**

**Project Category** (Select one):

- |                          |                                     |                             |                          |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water           | <input type="checkbox"/>            | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater               | <input checked="" type="checkbox"/> | Cultural Infrastructure     | <input type="checkbox"/> |
| Local roads and bridges  | <input type="checkbox"/>            | Tourism Infrastructure      | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/> |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/> |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/> |
| Sport Infrastructure     | <input type="checkbox"/>            | Regional and local airports | <input type="checkbox"/> |

**Project Description:**

The wastewater pumping station located on King Street adjacent to Billy Weston Brook is more than 40 years old and is frequently flooded by the adjacent brook. Proposed upgrades include construction of a new wet well complete with pumps and equipment, a new control panel to be elevated above historical flood levels and reconfiguration of site piping.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of Wastewater Pumping Stations Replaced

Year	GTF Contribution	Total Cost
2019		
2020		
2021		
2022	395,000	395,000
2023		

# TOWN OF ST. STEPHEN

## FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2019	2020	2021	2022	2023	Total
Riverside Drive (East) Wastewater Pumping Station Replacement	\$395,000					\$395,000
Waterfront Enhancements (Phase II)	\$150,000					\$150,000
West Street Utility Renewal		\$651,506				\$651,506
King Street Wastewater Pumping Station Replacement				\$380,000		\$380,000
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Total Capital Expenditures</b>	<b>\$545,000</b>	<b>\$651,506</b>	<b>\$0</b>	<b>\$380,000</b>	<b>\$0</b>	<b>\$1,576,506</b>

SOURCE OF FUNDS						
GTF Agreement 2019-2023	\$304,238	\$304,238	\$318,067	\$318,067	\$331,896	\$1,576,506
GTF Bank Account						\$0
Interim Financing	\$240,762	\$347,268	\$318,067	\$61,933	\$331,896	\$0
Capital Reserve Fund						\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify) _____						\$0
<b>Total Sources of Funds</b>	<b>\$545,000</b>	<b>\$651,506</b>	<b>\$0</b>	<b>\$380,000</b>	<b>\$0</b>	<b>\$1,576,506</b>



**TOWN OF ST. STEPHEN**  
**Corporate Policy & Procedure**

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**Policy Title:**           **Employee Fitness/Wellness Program**

**Policy No.:**           **67**

<b>Section:</b>	<b>Human Resources</b>	<b>Subsection:</b>	<b>Fitness/Wellness</b>
<b>Effective Date:</b>	<b>May 1, 2019</b>	<b>Last Review Date:</b>	<b>N/A</b>
<b>Approved by:</b>	<b>Council (April 29, 2019)</b>	<b>Owner Division/Contact:</b> <b>Chief Administrative Officer</b>	

**PURPOSE:**

This policy is designed to increase the overall health-levels of our employees, and provide them with a higher quality of life. Healthy employees suffer from fewer health-related injuries, are less-frequently ill and live longer with a higher quality of life.

**DEFINITIONS:**

**Family members:**           the spouse (common law or married) and children (under 18 years of age) of permanent employees.

**Fitness/Wellness Program:**   Regularly scheduled programming put on by the Town of St. Stephen Community Services Department.

**Tier 1 employees:**           Permanent employees (full-time and part-time). This category shall also apply to sitting members of the municipal Council.

**Tier 2 employees:**           Casual, Term, Volunteer Firefighters, and student employees.

**INITIATIVES:**

The Town of St. Stephen provides employees and their family members:

- Free admission to the Town pools for public and adult swims;
- Free admission to the arena for public and adult skates;
- Free registration to fitness/wellness programs if there is space on the day the program begins or a 50% discount if they want to guarantee a space; and
- Free admission to the Garcelon Civic Center fitness centre.

Eligibility for the program is based on two tiers of employment as follows:

TIER 1	TIER 2
Permanent Employees	Casual, Term, Volunteer Firefighters, and Student Employees <i>*Eligible for the duration of their employment</i>
<ul style="list-style-type: none"> <li>• Family Members (children under 18 &amp; spouse) eligible under Tier 2 only.</li> </ul>	<ul style="list-style-type: none"> <li>• Family Members not eligible.</li> </ul>
<ul style="list-style-type: none"> <li>• Free admission to public and adult swims and skates</li> </ul>	<ul style="list-style-type: none"> <li>• Free admission to public and adult swims and skates</li> </ul>
<ul style="list-style-type: none"> <li>• Free Fitness/Wellness Programs that have not been filled. Guaranteed spot for 50% of fee without refund.</li> </ul>	<ul style="list-style-type: none"> <li>• Must pay full fee for any Fitness/Wellness Programs.</li> </ul>
<ul style="list-style-type: none"> <li>• Free admission to Garcelon Civic Center Fitness Centre.</li> </ul>	<ul style="list-style-type: none"> <li>• Free admission to Garcelon Civic Center Fitness Centre.</li> </ul>

**LEGAL COMPLIANCE**

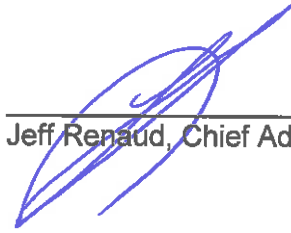
- The Town advises all employees who are considering participation in the Wellness Program to consult their physician before undertaking any regimen of diet or exercise.
- The Town will not be held liable for any accidents or incidents that occur off of Town premises that may be construed as arising out of participation in the Wellness Program.
- Town employees using Town facilities or participating in any Fitness/Wellness Program offered by the Town must comply with all rules, regulations and codes of conduct as defined by the Community Services Department.
- Town employees are not required to participate in the Fitness/Wellness Program, and may participate voluntarily, of their own volition, without any unnecessary fear of retaliation for lack of participation.
- The Town offers this Wellness Program as a service to our employees and will not try to influence the behaviours of employees relating to health.

THE POLICY IS SUBJECT TO AMENDMENT OR CANCELLATION AT ANYTIME BY RESOLUTION OF COUNCIL.

Approved:



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Allan MacEachern, Mayor



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Jeff Renaud, Chief Administrative Officer