

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 27, 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; and Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer Jeff Renaud.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Parker
Seconded by Councillor Harding

77/19 **THAT** the Agenda be approved as circulated.

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) Mayor MacEachern proclaimed the week of May 26 – June 1, 2019 as Disability Awareness Week.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

78/19 **THAT** the Minutes of the Regular Council meeting held on April 29, 2019 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

79/19 **THAT** the Minutes of the Special Council meeting held on May 15, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

80/19 **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 Councillor Parker
Seconded by Councillor Hyslop

81/19 **THAT** the paid bills in the amount of \$1,159,666.84 (one million, one hundred and fifty-nine thousand, six hundred and sixty-six dollars and eighty-four 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 Deputy Mayor Carr
Seconded by Councillor Harding

- 82/19** **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 May 15, 2019 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

- 83/19** **THAT** the Minutes of the Committee of Council meeting held on May 22, 2019 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETINGS

Moved by Councillor Parker
Seconded by Councillor Harding

- 84/19** **THAT** the Minutes of the Planning Advisory Committee meetings held on August 1, 2018 and February 6, 2019 and approved at its meetings on February 6, 2019 and May 10, 2019, respectively, be accepted. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 85/19** **THAT** the following staff reports for the month of April 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Councillor Hyslop

86/19

THAT 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” – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. T-6 - A BY-LAW TO STOP UP AND CLOSE PORTIONS OF PROGRESS DRIVE AND FUTURE STREET – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

87/19

THAT By-Law No. T-6, “A By-Law to Stop Up and Close Portions of Progress Drive and Future Street” – be given 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 – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Parker

Seconded by Councillor Hyslop

88/19

THAT By-Law No. T-6, “A By-Law to Stop Up and Close Portions of Progress Drive and Future Street” – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. T-7 - A BY-LAW TO STOP UP AND CLOSE A PORTION OF BUDD AVENUE – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

89/19

THAT leave now be given to introduce a by-law entitled By-Law No. T-7, “A By-Law to Stop Up and Close a Portion of Budd Avenue” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. W-4 - A BY-LAW TO RESCIND BOTH BY-LAW NO. W-1.1, A BY-LAW TO AMEND BY-LAW NO. W-1, A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES AND BY-LAW NO. W-2.1, A BY-LAW TO AMEND BY-LAW NO. W-2, A BY-LAW RELATED TO WATER AND SEWER SYSTEMS” – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 90/19 **THAT** leave now be given to introduce a by-law entitled By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges, and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems” – for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 91/19 **THAT** the Royal Canadian Mounted Police April 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

UNSIGHTLY PREMISES – 6 MURCHIE AVENUE

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 92/19 **THAT** the Council of the Town of St. Stephen declares 6 Murchie Avenue (PID # 01309194), St. Stephen, NB, to be unsightly as outlined in the Town of St. Stephen’s By-Law No. S-12, “A By-Law Respecting Dangerous or Unsightly Premises” and directs the Chief Administrative Officer/Development Officer to cause the said premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner. **CARRIED**

OPENING OF PUBLIC STREET – PROGRESS DRIVE

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 93/19 **THAT** the Council of the Town of St. Stephen accepts the recommendation from the Planning Advisory Committee and assents to the opening as a public street those portions of Progress Drive outlined on the attached Plan of Survey prepared by Murphy Surveys (1990) Ltd. dated January 23, 2019. **CARRIED**

TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN FOR THE GTF ADMINISTRATIVE AGREEMENT (REVISION 1) 2019-2023

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 94/19 **THAT** the document entitled "Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement (Revision 1) 2019-2023" (copy attached) be adopted. **CARRIED**

COMMERCIAL PROPERTY IMPROVEMENT INCENTIVE POLICY

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 95/19 **THAT** the Council of the Town of St. Stephen approves the Commercial Property Improvement Incentive Policy No. 68 attached. **CARRIED**

COMMUNITY GRANTS FUND

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 96/19 **THAT** the Council of the Town of St. Stephen approves the following requests for community grants:

St. Stephen Middle School –

Theatre Renovation Campaign	\$2,500
Saint John Regional Hospital Foundation	\$3,000
The Charlotte County Hospital Foundation Inc.	\$3,000
The Charlotte County Kennel Club	\$ 300
Charlotte County Ground Search and Rescue	\$1,000

CARRIED

AWARDING OF TENDER RFP# TOSS19-05: WEBSITE REDESIGN

Moved by Councillor Chisholm

Seconded by Councillor Harding

THAT of the four (4) tenders received, the low tender of \$30,975.00 (thirty thousand, nine hundred and seventy-five dollars), plus HST, from Blaze Studios Inc. of Moncton, NB, for the redesign of the Town's website be accepted, with funding to be drawn from the General Operating Reserve.

AND THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to utilize up to \$50,000 (fifty thousand dollars) for the total project to allow for services such as copywriting or photography where the Chief Administrative Officer determines it would be beneficial to the overall project, with funding to be drawn from the General Operating Reserve.

AWARDING OF TENDER RFP# TOSS19-05: WEBSITE REDESIGN

Moved by Councillor Hyslop
Seconded by Councillor Parker

- 97/19 **THAT** the voting on the above-noted motion be postponed in order to discuss and clarify information at next month's Committees meeting on June 12th, and it will be considered at the next Regular Session on June 24, 2019. **CARRIED**

AWARDING OF TENDER: WATERFRONT REVITALIZATION PROJECT – ST. STEPHEN, NB, DILLON PROJECT NO: 18-7081A (SCF PROJECT NO. 6920-2066)

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 98/19 **THAT** of the three (3) tenders received, the low tender of \$864,169.00 (eight hundred and sixty-four thousand, one hundred and sixty-nine dollars), including HST, from Acadian Marine & Diving Ltd. of Caraquet, NB, for the waterfront revitalization project be accepted. **CARRIED**

AWARDING OF TENDER # TOSS19-03 – 2018 OR NEWER MODEL COMPACT WHEEL LOADER

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 99/19 **THAT** the tender received in the amount of \$159,900.00 (one hundred and fifty-nine thousand, nine hundred dollars), plus HST, from MacFarlands Limited of Moncton, NB, for a 2019 Model Compact Wheel Loader be accepted. **CARRIED**

AWARDING OF TENDER: PARKING LOT RECONFIGURATION – GARCELON CIVIC CENTER – ST. STEPHEN, NB, PROJECT NO. 19-9720

Moved by Councillor Chisholm
Seconded by Councillor Harding

- 100/19 **THAT** of the five (5) tenders received, the low tender of \$125,255.00 (one hundred and twenty-five thousand, two hundred and fifty-five dollars), including HST, from Debly Enterprises Limited of Saint John, NB, for the parking lot reconfiguration at the Garcelon Civic Center be accepted. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – RIVERSIDE DRIVE WASTEWATER PUMPING STATION (#4) REPLACEMENT

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 101/19 **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 replacement of the Riverside Drive (#4) wastewater pumping station, in the amount of \$55,725.00 (fifty-five thousand, seven hundred and twenty-five dollars), plus HST. **CARRIED**

LINE PAINTING OPERATIONS

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 102/19** **THAT** the Council of the Town of St. Stephen accepts the unit price proposal from Maritime Pavement Markings (1997) Ltd., a division of Four Seasons Sports Ltd. of Bathurst, NB, for the line painting operations in the Town of St. Stephen for a five (5) year period commencing in 2019, as presented at the Committees meeting on May 15, 2019. **CARRIED**

PURCHASE AND SALE – PID # 15149420 (Progress Drive)

Moved by Councillor Parker
Seconded by Councillor Hyslop

- 103/19** **WHEREAS** the Council of the Town of St. Stephen, at its meeting on April 17, 2019, directed the Chief Administrative Officer to request the Town Solicitor prepare a Deed Transfer, and all such other documents as were necessary for the transfer of the above-noted property for approval at a future meeting;

AND WHEREAS the Council of the Town of St. Stephen and Tidal Health Solutions Ltd. have negotiated terms of an Agreement of Purchase and Sale for the property located at Progress Drive and identified as PID # 15149420 in the form presented to Council, and which Tidal Health Solutions Ltd. shall be responsible for all legal, survey and registration fees.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale between The Town of St. Stephen and Tidal Health Solutions Ltd., in the form presented to Council, as well as any other necessary documentation to complete the transfer.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, as recommended by the Town Solicitor.

CARRIED

REAPPOINTMENTS– ST. CROIX PUBLIC LIBRARY BOARD

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 104/19** **THAT** Mary Hill be reappointed to the Board of Trustees of the St. Croix Public Library for a two (2) year term effective June 1, 2019 and expiring May 31, 2021.

AND THAT Kathy Mallory be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective June 1, 2019 and expiring May 31, 2022. **CARRIED**

EASEMENT TO BEACON APARTMENTS INC.

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

105/19

BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Form 14 Easement and all such other documents as are necessary for the granting by the Town of St. Stephen to Beacon Apartments Inc. of a right-of-way easement from Budd Avenue over PID 15194285 owned by the Town of St. Stephen to PID 15193717 owned by Beacon Apartments Inc. based on and pursuant to the terms of the Form 14 Easement presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended Canada 1st Basketball Annual General Meeting.
- Attended a Charlotte County Museum board meeting.
- Attended a Canada 1st Basketball Committee meeting.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended the Charlotte County Spring Business Networking Mixer.

Councillor Parker

- Attended a Planning Advisory Committee meeting.
- Attended and participated in the Town booth at the Kiwanis Trade Show.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Fest and Chocolate Museum Operating Committee meeting.
- Chocolate Fest (35th Birthday Blast) will be held August 4 – 8, 2019 and flyers will be circulated in the near future, along with information on Facebook.
- Attended and participated in the Town booth at the Kiwanis Trade Show.
- Attended a “Small Shop Festival” meeting – plans for Festival Day on August 23, same day as the Sea Dogs hockey game.

- Attended the Hospice of Charlotte annual fundraiser dinner.
- Attended the “Bugz” production at St. Stephen Elementary School.
- Stated it is unfortunate the Maritime Bus pilot service will end on May 31st, and a Southwest NB Transit Authority Board Inc. meeting will be held on June 4th, and its Annual General Meeting will be held in July.
- International Festival will be held August 7 – 11, 2019 and information is on Facebook.
- Stated the St. Croix Historical Society, 527 Main Street, Calais will host a presentation on the history of the Calais/St. Stephen Streetcar on June 3, 2019 from 7:00 – 9:00 p.m. EDT.

Councillor Harding

- Attended a meeting with Sergeant Stubbs.
- Attended a Planning Advisory Committee meeting.
- Attended all Town meetings.
- Attended and participated in the Town booth at the Kiwanis Trade Show.

Councillor Chisholm

- Attended all Town meetings.
- Attended the Sports Wall of Fame banquet and induction ceremony which was a great success.
- Attended and participated in the Town booth at the Kiwanis Trade Show.

Mayor MacEachern

- Attended an “armchair discussion” at the Huntsman Fundy Discovery Aquarium with the Minister of Fisheries, Oceans, and the Canadian Coast Guard.
- Attended the grand opening of “Puny Human”.
- Attended the SPARK Initiative at St. Stephen’s University.
- Met with students at the St. Stephen Middle School with respect to their birdhouses project.
- Attended the Turn Around Achievement Awards ceremony and dinner.
- Attended a Regional Service Commission policing meeting.
- Attended Canada 1st Basketball Annual General Meeting.

16. QUESTION PERIOD

There were no questions from the public.

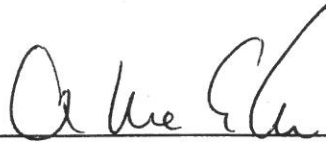
17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

106/19

THAT the meeting adjourn at 7:48 p.m. CARRIED



Mayor



Town Clerk



ST. STEPHEN DEVELOPMENT BOARD INCORPORATED
 SUBDIVISION 2019-2
 LOT 2019-2

PROGRESS DRIVE
 TOWN OF ST. STEPHEN
 COUNTY OF CHARLOTTE
 PROVINCE OF NEW BRUNSWICK

MURPHY SURVEYS (1990) LTD.
 810 ROOSE BLVD.
 ST. STEPHEN, N.B.
 TELEPHONE: (506) 488-1911

DATE: JANUARY 23, 2019
 SHEET NO. 1 OF 1
 SCALE: 1:10000
 GRAPHIC SCALE - METRES

DATE SURVEY COMPLETED: N/A
 PLAN NO.: P-2032
 SHEET NO.: 190026

LEGEND

1. LOT BOUNDARY
 2. LOT CENTERLINE
 3. LOT CORNER
 4. LOT AREA
 5. LOT PERIMETER
 6. LOT PERIMETER AREA
 7. LOT PERIMETER LENGTH
 8. LOT PERIMETER AREA PERIMETER RATIO

NOTES

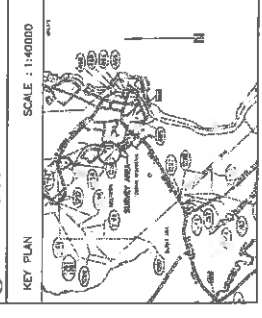
- All dimensions are in meters and rounded to the nearest millimeter.
- All bearings are given in degrees, minutes and seconds.
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- All bearings are given in degrees, minutes and seconds.

ENDORSEMENTS

DEED DATA: REG. NO. 1140000
 REG. DATE: 2008-12-21

OWNER: ST. STEPHEN DEVELOPMENT BOARD INCORPORATED

APPROVED FOR: _____
 TITLE: _____
 DATE: _____



NOTE: THE SURVEY AREA IS NOT RESPONSIBLE FOR THE ABSOLUTE POSITION OF THE COMPASS VALUES.

POINT	COORD.	ELEVATION	BEARING	ANGLE	AREA	PERIMETER
1	1140000	1140000	1140000	1140000	1140000	1140000
2	1140000	1140000	1140000	1140000	1140000	1140000
3	1140000	1140000	1140000	1140000	1140000	1140000
4	1140000	1140000	1140000	1140000	1140000	1140000
5	1140000	1140000	1140000	1140000	1140000	1140000
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50	1140000	1140000	1140000	1140000	1140000	1140000

Assented to by the Town Council of the Town of St. Stephen this _____ day of _____, 2019.

Certified by Jeff Rennie,
 Chief Administrative Officer, Town of St. Stephen

PROGRESS DRIVE
 TOWN OF ST. STEPHEN
 COUNTY OF CHARLOTTE
 PROVINCE OF NEW BRUNSWICK



Town of St. Stephen

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

(Revision 1)

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 (Attached 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 green space.

EIA Required Tender Required

Expected Outcome:

Improved Tourist Facility

Proposed indicator(s):

Number 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		

5) Maxwell Crossing Pump Station Roof Rehabilitation

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:

The Maxwell Crossing pumping station located on at the Maxwell Crossing wellfield was built in 1906. The roof is in poor condition and beyond the end of its useful life. It is a significant component of this piece of critical water infrastructure and will be replaced under this project.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

of water system facilities improved

Year	GTF Contribution	Total Cost
2019	80,000	80,000
2020		
2021		
2022		
2023		

6) Utility and Street 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 renewal of municipal underground infrastructure and street infrastructure including water, storm, sanitary sewer, asphalt, curbing and sidewalks.

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
- Number of lineal metres of storm sewer replaced
- Number of lineal metres of sidewalk constructed
- Number of lineal metres of roadway reconstructed

Year	GTF Contribution	Total Cost
2019		
2020		
2021		
2022		
2023	\$278,876	\$278,876

Capital Investment Plan for the GTF Administrative Agreement

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
Maxwell Crossing Pump Station Roof Rehabilitation	\$80,000					\$80,000
Utility and Street Renewal					\$278,876	\$278,876
						\$0
						\$0
						\$0
						\$0
Total Capital Expenditures	\$625,000	\$651,506	\$0	\$380,000	\$278,876	\$1,935,382
SOURCE OF FUNDS						
GTF Agreement 2019-2023	\$304,238	\$304,238	\$318,067	\$318,067	\$331,896	\$1,576,506
2018 Top Up Allocation	\$358,876					\$358,876
GTF Bank Account	\$38,114	\$38,114	\$8,913	\$8,913		\$0
Interim Financing		\$309,154	\$309,154	\$53,020	\$53,020	\$0
Capital Reserve Fund						\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify)						\$0
Total Sources of Funds	\$625,000	\$651,506	\$0	\$380,000	\$278,876	\$1,935,382



TOWN OF ST. STEPHEN

Corporate Policy & Procedure

Policy Title: **Commercial Property Improvement Incentive**

Policy No.: **68**

Section:	Economic Development	Subsection:	Incentives
Effective Date:	June 1, 2019	Last Review Date:	N/A
Approved by:	Council (May 27, 2019)	Owner Division/Contact:	CAO/Development Officer

PURPOSE:


To provide some assistance to owners of commercial properties taking the initiative to enhance their primary commercial locations.

INITIATIVE:

1. The Chief Administrative Officer, may authorize the waiving of building permit application fees where:
 - a) The request for a waiver of fees related to the building permit application is received prior to, or concurrent with, the receipt of the building permit application; and
 - b) The building permit application is received prior to the commencement of any work; and
 - c) The work proposed within the building permit application constitutes, in the sole opinion of the Chief Administrative Officer, an improvement to the visual aesthetics and/or potential assessment value of the property; and
 - d) The proposed work is not subject to any other incentive program or developer's agreement with the Town of St. Stephen; and
 - e) All accounts with the Town of St. Stephen relating to the subject property are in good standing.

2. Where the conditions in section 1 are met, the Chief Administrative Officer is hereby authorized to waive building permit application fees to a maximum value of two thousand dollars (\$2,000).

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

Approved: 

Allan MacEachern, Mayor



Jeff Renard, Chief Administrative Officer