

AGENDA
ST. STEPHEN TOWN COUNCIL
GARCELON CIVIC CENTER
22 BUDD AVENUE
MONDAY, MARCH 23, 2020 @ 7:00 P.M.

1. **MOMENT OF SILENCE**
2. **RECORDING OF ATTENDANCE**
3. **APPROVAL OF AGENDA**
4. **CONFLICT OF INTEREST**
5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**
 - (a) Talk With Our Kids About Money (TWOKAM) Day - Proclamation
6. **NOTICES OF MOTIONS**
7. **APPROVAL OF COUNCIL MINUTES**
 - (a) Regular Council Meeting – February 24, 2020
8. **ACCOUNTS**
 - (a) Statements of Revenue and Expenditure to January 31, 2020
 - (b) Paid Bills
9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION
 - (a) Thank you note from the St. Croix Theatre Company.
 - (b) Thank you letter from the Saint Stephen Rural Cemetery.
 - (c) Thank you letter from the Saint John Regional Hospital Foundation.
COMMUNICATION FOR ACTION
10. **APPROVAL OF COMMITTEE MINUTES**
 - (a) **Committees Meeting** – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – March 11, 2020

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Community Services and Events

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-14 – A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee – Third and Final Reading – Short Title Only
- (b) By-Law No. L-11 – Subdivision By-Law – First Reading – Short Title Only
- (c) By-Law No. L-12 – A By-Law to Regulate the Delivery of Flyers – First Reading – Short Title Only
- (d) By-Law No. S-14 – A By-Law to Prohibit Excessive Noises – First Reading – Short Title Only
- (e) By-Law No. A-15 – A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer – First Reading – Short Title Only
- (f) By-Law No. A-16 – A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Municipal Plan 2020 – Public Hearing and Planning Review and Adjustment Committee
- (b) Council Request – Planning Review and Adjustment Committee – Proposed By-Law No. L-11 – Subdivision By-Law
- (c) Rescinding and Replacing – Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters
- (d) Rescinding of Organization and Supervision of Staff Policy
- (e) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (f) Fundraising Road Toll – Charlotte County Animal Shelter
- (g) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team
- (h) Appointment – St. Croix Public Library Board
- (i) License Agreement – Pro Shop Services
- (j) Memorandum of Understanding – Coastal Link Trail Inc.

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

TALK WITH OUR KIDS ABOUT MONEY (TWOKAM) DAY

April 15, 2020

WHEREAS: Financial literacy is a life skill that is necessary for people to participate fully in the social and economic life of New Brunswick; and,

WHEREAS: The Government of New Brunswick and schools in the community of St. Stephen and across the province work together to ensure our young people get the best possible education to prepare them to successfully manage their future careers and financial affairs; and,

WHEREAS: The Canadian Foundation for Economic Education, supported by Scotiabank, has created the annual, cross-Canada Talk With Our Kids About Money Day program; and,

WHEREAS: The Talk With Our Kids About Money program consists of both a home and school program allowing teachers, parents and guardians to fully participate at no cost; and,

WHEREAS: The Talk with Our Kids About Money Day will be held in classrooms and in homes throughout St. Stephen, across the province of New Brunswick and throughout Canada.

THEREFORE I, Allan MacEachern, Mayor of St. Stephen, New Brunswick, do hereby proclaim Wednesday, April 15, 2020 as Talk with Our Kids About Money Day.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on February 24, 2020 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 24, 2020 @ 6:00 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 David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

ABSENT: Councillor Marg Harding and Councillor Ghislaine Wheaton.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

15/20 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) **Municipal Plan** – Stephen Stone, Associate, Dillon Consulting Limited presented an overview of the proposed Municipal Plan and, in particular, he noted:

- Municipal Plan Process
- Engagement – What was heard from various public groups.
- Community Vision
- Areas of Change Review
- Legislative Process Overview

(b) Mayor MacEachern proclaimed March 26, 2020 as Purple Day for Epilepsy.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

16/20 **THAT** the Minutes of the Regular Council meeting held on January 27, 2020 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

17/20 **THAT** the paid bills in the amount of \$1,243,156.18 (one million, two hundred and forty-three thousand, one hundred and fifty-six dollars and eighteen cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Chisholm

Seconded by Councillor Parker

18/20 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

19/20 **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 February 12, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Parker
Seconded by Councillor Chisholm

20/20 THAT the following staff reports for the month of January 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services.
CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

21/20 THAT leave now be given to introduce a by-law entitled By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – for First Reading – Short Title Only. CARRIED

BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

22/20 THAT By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – be given Second Reading – Reading in its Entirety.
CARRIED

14. NEW BUSINESS

MUNICIPAL PLAN 2020

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

23/20 THAT the Council of the Town of St. Stephen accepts the recommendation by the Chief Administrative Officer to initiate the legislative adoption process for the repeal and replacement of the Town’s Municipal Plan (the “Plan”) as prescribed by the *New Brunswick Community Planning Act*, as it is Council’s intention to update the Plan to reflect the community’s vision and intention for future land use, economic development, and an enhanced quality of life.

AND THAT as a result of the Public Presentation by Dillon Consulting Limited at tonight's meeting, residents are hereby notified that objections to the proposed Plan may be made by delivering to the Town Office written correspondence to the attention of the Town Clerk by March 25, 2020; and that the public can review the Plan at the Town Office between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday inclusive, holidays excepted, or by visiting: <https://town.ststephen.nb.ca/>. **CARRIED**

RESCINDING OF FILLING OF SWIMMING POOLS POLICY

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

24/20 **THAT** the Council of the Town of St. Stephen rescinds the "Filling of Swimming Pools" Policy No. 30. **CARRIED**

RESCINDING OF WATER USAGE – RURAL FIRE DEPARTMENT POLICY

Moved by Councillor Parker
Seconded by Councillor Hyslop

25/20 **THAT** the Council of the Town of St. Stephen rescinds the "Water Usage – Rural Fire Department" Policy No. 31. **CARRIED**

SCHEDULE "A" – BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

26/20 **THAT** the revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective April 1, 2020. **CARRIED**

AWARDING OF PROPOSAL: INSTALLATION OF NEW PHONE SYSTEM – NEW TOWN HALL – GARCELON CIVIC CENTER

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

27/20 **THAT** of the four (4) proposals received, the low proposal of \$15,395.00 (fifteen thousand, three hundred and ninety-five dollars), plus HST, from Southern New Brunswick Office Equipment Ltd. of Saint John, NB, for the installation of a new phone system within the new Town Hall at the Garcelon Civic Center be accepted, subject to the terms and conditions of the vendor's proposal. **CARRIED**

DISPOSITION OF ASSETS – BORDER AREA COMMUNITY ARENA

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

28/20 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to negotiate the terms for the disposition of assets, namely former bowling equipment acquired by the Town and stored at the Border Area Community Arena, to an interested party. **CARRIED**

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

29/20

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$376,005.00 (three hundred and seventy-six thousand, and five dollars), to meet current expenditures of the Corporation for the year 2020. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

THAT the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source. **CARRIED**

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

30/20

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2020, the sum of \$1,182,322.00 (one million, one hundred and eighty-two thousand, three hundred and twenty-two dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer,

together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the said sum of \$1,182,322.00 (one million, one hundred and eighty-two thousand, three hundred and twenty-two dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next. **CARRIED**

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –
GENERAL FUND**

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

31/20

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Purpose

	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Interim Financing-Waterfront Trail Upgrades	\$524,000	3 Years

CARRIED

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –
GENERAL FUND**

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

32/20

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Purpose

	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Interim Financing- West Street Utility Renewal	\$234,000	3 Years

CARRIED

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – WATER AND SEWERAGE FUND

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 33/20 **THAT** the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Interim Financing- West Street Utility Renewal	\$381,000	3 Years

CARRIED

2020 EXPENDITURE PLANS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 34/20 **THAT** the Council of the Town of St. Stephen approves the 2020 expenditure plans as described for the General Capital Reserve Fund, General Operating Fund, General Operating Reserve Fund, Water and Sewerage Capital Reserve Fund, and Water and Sewerage Operating Reserve Fund, in the form presented to Council.

CARRIED

OUT-OF-PROVINCE TRAVEL: ATLANTIC RECREATION & FACILITIES CONFERENCE AND TRADE SHOW

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

- 35/20 **THAT** the Council of the Town of St. Stephen approves up to two (2) employees, chosen at the discretion of the Chief Administrative Officer, to attend the Atlantic Recreation & Facilities Conference and Trade Show in St. John's, Newfoundland from May 26 – 30, 2020. **CARRIED**

APPROVAL OF MUSIC – SPRING AND SUMMER 2020 EVENTS

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 36/20 **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 2020, 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**

**AWARDING OF CONTRACT: WATERFRONT REVITALIZATION – DILLON
PROJECT NO. 18-7081B**

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 37/20 THAT of the two (2) contracts received, the low bid of \$55,200.00 (fifty-five thousand, two hundred dollars), including HST, from Acadian Marine & Diving Ltd. of Caraquet, NB, for the Pedestrian Gangway as part of the waterfront revitalization project be accepted. **CARRIED**

**AWARDING OF CONTRACT: WATERFRONT REVITALIZATION – DILLON
PROJECT NO. 18-7081C**

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

- 38/20 THAT of the two (2) contracts received, the low bid of \$131,985.50 (one hundred and thirty-one thousand, nine hundred and eighty-five dollars and fifty cents), including HST, from Fundy Contractors Limited of Bethel, NB, for the Floating Docks as part of the waterfront revitalization project be accepted. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL
SERVICES – WATERFRONT TRAIL UPGRADES**

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

- 39/20 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 Waterfront Trail Upgrades which includes enhancement to a 1.8 kilometre section of existing trail between the Ferry Point Bridge and the Old Axe Factory, in the amount of \$78,000.00 (seventy-eight thousand dollars), plus HST. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Charlotte County Museum board meeting.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended a Heritage Fair at the Garcelon Civic Center.
- Unable to attend a recent Canada 1st Basketball Committee meeting.
- Attended various activities for Provincial candidates.

Councillor Parker

- Attended all Town meetings.
- Responded to phone calls.

Councillor Chisholm

- Attended all Town meetings.
- Attended Wall of Fame Committee meetings in preparation of this year's banquet and induction ceremony.
- Had an informal meeting with the Director of Community Services.

Mayor MacEachern

- Attended a strategic planning session.
- Attended a Regional Community Policing meeting.
- Attended a Regional Collaboration meeting.
- All Town meetings.
- Participated in a conference call with the Province and NB Power on the Milltown Generating Station.
- Attended many meetings.

16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Parker

Seconded by Councillor Chisholm

40/20 THAT the meeting adjourn at 6:34 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 24, 2020 @ 6:00 P.M.

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Municipal Plan – Presentation of proposed Municipal Plan by Stephen Stone, Associate, Dillon Consulting Limited
 - (b) Purple Day for Epilepsy – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – January 27, 2020
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you note from the Charlotte County SPCA.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – February 12, 2020

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Community Services and Events

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-14 – A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee – First Reading – Short Title Only
- (b) By-Law No. A-14 – A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Municipal Plan 2020
- (b) Rescinding of Filling of Swimming Pools Policy
- (c) Rescinding of Water Usage – Rural Fire Department Policy
- (d) Schedule “A” – By-Law No. W-1, “A By-Law Respecting Water and Sewer Rates and Charges”
- (e) Awarding of Proposal: Installation of New Phone System – New Town Hall – Garcelon Civic Center
- (f) Disposition of Assets – Border Area Community Arena
- (g) Scotiabank Borrowing Authority
- (h) Royal Bank of Canada Borrowing Authority
- (i) Application to the Municipal Capital Borrowing Board – General Fund
- (j) Application to the Municipal Capital Borrowing Board – General Fund
- (k) Application to the Municipal Capital Borrowing Board – Water and Sewerage Fund
- (l) 2020 Expenditure Plans
- (m) Out-of-Province Travel: Atlantic Recreation & Facilities Conference and Trade Show
- (n) Approval of Music – Spring and Summer 2020 Events
- (o) Awarding of Contract: Waterfront Revitalization – Dillon Project No. 18-7081B
- (p) Awarding of Contract: Waterfront Revitalization – Dillon Project No. 18-7081C
- (q) Dillon Consulting Limited – Agreement for Professional Services – Waterfront Trail Upgrades

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2020 be received.

**Town of St. Stephen
General Operating Fund
Statement of Revenue and Expenditure
(Unaudited)**

	Actual To Date For the One Month Ending January 31, 2020	Budget For the Year Ending December 31, 2020	Remaining	Percentage Used
Revenue				
Taxes	445,848	5,402,445	\$4,956,597	8%
Services Provided to Other Governments	0	224,617	224,617	0%
Sale of Services	66,985	736,230	669,245	9%
Other Revenue From Own Sources	17,990	220,570	202,580	8%
Unconditional Grants	132,946	1,608,894	1,475,948	8%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	91,869	1,203,167	1,111,298	8%
Total Revenue	755,638	9,400,123	8,644,485	8%
Expenditure				
General Government Services	111,262	1,094,153	982,891	10%
Protective Services	104,702	2,342,901	2,238,199	4%
Transportation Services	216,163	2,154,100	1,937,937	10%
Environmental Health Services	20,746	230,320	209,574	9%
Environmental Development Services	53,783	364,931	311,148	15%
Recreational and Cultural Services	161,369	2,223,274	2,061,905	7%
Fiscal Services	28,253	982,444	954,191	3%
Other	0	8,000	8,000	0%
Total Expenditures	696,278	9,400,123	8,703,845	7%
Surplus (Deficit)	\$59,360	\$0		

**Town of St. Stephen
Water and Sewerage Operating Fund
Statement of Revenue and Expenditure
(Unaudited)**

	Actual To Date For the One Month Ending January 31, 2020	Budget For the Year Ending December 31, 2020	Remaining	Percentage Used
Revenue				
Sale of Service	\$48,881	\$2,122,590	\$2,073,709	2%
Other Revenue From Own Source	10,419	211,080	200,661	5%
Other Transfers	2,581	30,973	28,392	8%
Total Revenue	61,881	2,364,643	2,302,762	3%
Expenditures				
Water Supply	93,540	1,134,589	1,041,049	8%
Sewerage Collection and Disposal	44,405	718,782	674,377	6%
Fiscal Services	6,805	511,272	504,467	1%
Total Expenditures	144,750	2,364,643	2,219,893	6%
Surplus (Deficit)	(\$82,869)	\$0		

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$838,012.70 (eight hundred and thirty-eight thousand, and twelve dollars and seventy cents) be received.

TOWN OF ST. STEPHEN BILLS PAID (IRVING RANDALL TODD TRUST FUND):

February, 2020

Deegan Farrell (Irving Randall Todd Scholarship - Final Installment Cheque #97)	1,300.00
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Total

\$ 1,300.00

Bank Direct Withdrawals:

Chambers of Commerce Group Insurance Plan:

February, 2020

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,052.09
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,644.62
Total	<u>\$ 19,696.71</u>

Service New Brunswick:

January, 2020

Invoice #1297819 (Utility Payments Acceptance Charges - January/20)	148.71
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February, 2020

Invoice #1304749 (Utility Payments Acceptance Charges - February/20)	765.30
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Total	<u>\$ 914.01</u>
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Total Amount	<u><u>\$ 20,610.72</u></u>
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Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000068 to 000082 dated between 02-01-2020 and 02-29-2020

CHEQUE REGISTER

Printed: 3:20:17PM 03/19/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000068	03/06/2020 ELM COMPUTER SYSTEMS INC.-VISA JANUARY312020 GG-TREASURY-T4 FILING/PRODUCT	296.12 296.12	A/P	CLEARED	03/17/2020
000069	03/06/2020 SOMETHING'S BREWING CAFE-VISA 2.35* GG-MAYOR-MILTOWN DAM MEDIA IN	2.35 2.35	A/P	CLEARED	03/06/2020
000070	03/06/2020 ST. CROIX PRINTING & PUBLISHING-VISA 6.90* GG-MAYOR-ONLINE SUBSCRIBTION	6.90 6.90	A/P	CLEARED	03/06/2020
000071	03/06/2020 THE 5 KINGS BREW PUB-VISA 46.56* GG-MAYOR-FIRST BASKETBALL MEI	46.56 46.56	A/P	CLEARED	03/06/2020
000072	03/06/2020 TIM HORTONS-VISA 2.02* GG-MAYOR-RECREATION REGIONA	2.02 2.02	A/P	CLEARED	03/06/2020
000073	03/06/2020 ATLANTIC SUPERSTORE-VISA JANUARY312020 CC-CANTEEN-PIZZA	22.99 22.99	A/P	CLEARED	03/20/2020
000074	03/06/2020 CALAIS IGA-VISA JANUARY182020 CC-CANTEEN-POPCORN OIL JANUARY302020 CC-CANTEEN-CHEESE	53.77 34.82 18.95	A/P	CLEARED	03/20/2020
000075	03/06/2020 CANADIAN BORDER SERVICES AGENCY-VISA FEBRUARY032020 CC-CANTEEN-DUTY ON CANTEEN S	13.89 13.89	A/P	CLEARED	03/20/2020
000076	03/06/2020 DOLLARAMA-VISA JANUARY152020 CC-CANTEEN-CATERING SUPPLIES JANUARY182020 CC-CANTEEN-CHOCOLATE BARS, R JANUARY312020 CC-UPPERCANTEEN-PIZZA SUPPLIÈ	243.02 22.01 183.31 37.70	A/P	CLEARED	03/20/2020
000077	03/06/2020 GIANT TIGER-VISA FEBRUARY012020 CC-CANTEEN-PIZZA POPS JANUARY152020 CC-CANTEEN-CATERING SUPPLIES JANUARY312020 CC-UPPERCANTEEN-PIZZA PLATES	38.67 13.26 17.33 7.98	A/P	CLEARED	03/20/2020
000078	03/06/2020 INDEED IRELAND OPERATIONS LTD.-VISA FEBRUARY012020 CC-ADMIN-JOB POSTING	243.40 243.40	A/P	CLEARED	03/20/2020
000079	03/06/2020 MARDENS-VISA FEBRUARY032020 CC-EVENTS--CLOTHING ALLOWANC JANUARY182020 CC-CANTEEN-BEEF JERKY STICKS	77.05 43.15 33.90	A/P	CLEARED	03/20/2020
000080	03/06/2020 SOBEYS WHOLESALE-VISA FEBRUARY122020 CC-CANTEEN-NAPKINS, GLOVES, C JANUARY222020 CC-CANTEEN-POTATO CHIPS, CHO	1,550.91 743.51 807.40	A/P	CLEARED	03/20/2020
000081	03/06/2020 SYSCO HALIFAX JANMEATS, UARY172020 CC-CANTEEN-MEATS, PAPER, DAIR'	707.63 707.63	A/P	CLEARED	03/20/2020
000082	03/06/2020 WAL-MART-VISA FEBRUARY032020 CC-CANTEEN-SUPPLIES FEBRUARY092020 CC-CANTEEN-SUPPLIES JANUARY132020 CC-CATERING-SUPPLIES JANUARY172020 CC-CANTEEN-SUPPLIES	165.16 34.45 22.99 96.43 11.29	A/P	CLEARED	03/20/2020

Cheque Totals Issued:	3,470.34
Void:	0.00
Total Cheques Generated:	3,470.34
Total # of Cheques Listed:	15

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000054 dated between 02-01-2020 and 02-29-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000052	02/11/2020 TOWN OF ST. STEPHEN 72000.00	72,000.00	A/P	OUT-STD	02/11/2020
	CC-FUNDTRANSFER-TO GENERAL (72,000.00			
	Cheque Totals Issued:	72,000.00			
	Void:	0.00			
	Total Cheques Generated:	72,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK5 - Interim No.1-GCF
 Cheques from 000001 to 000042 dated between 02-01-2020 and 02-29-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000036	02/04/2020 DILLON CONSULTING LIMITED 212396	2,203.84	A/P	OUT-STD	02/04/2020
	Project#164847 Storm Sewer Seperati	2,203.84			
000038	02/14/2020 BYERS HARRISON STUDIOS INC. 1238	48,188.45	A/P	OUT-STD	02/14/2020
	W.F. Ganong Sculpture-Foundry Fees	48,188.45			
Cheque Totals Issued:		50,392.29			
Void:		0.00			
Total Cheques Generated:		50,392.29			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK6 - Interim No.1-UCF
Cheques from 000001 to 000040 dated between 02-01-2020 and 02-29-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000037	02/04/2020 DILLON CONSULTING LIMITED 212396*	1,731.59	A/P	OUT-STD	02/04/2020
	Project#164847 Storm Sewer Separati	1,731.59			
	Cheque Totals Issued:	1,731.59			
	Void:	0.00			
	Total Cheques Generated:	1,731.59			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK8 - Interim No.3-UCF
 Cheques from 000001 to 000015 dated between 02-01-2020 and 02-29-2020

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Number	Issued	Amount	SC	Status	Status Date
000013	02/05/2020 DILLON CONSULTING LIMITED 211737	6,033.48	A/P	OUT-STD	02/05/2020
	Project#191946 West Street Infrastruct	6,033.48			
000014	02/07/2020 FUNDY CONTRACTORS LIMITED Claim 2	49,814.00	A/P	OUT-STD	02/07/2020
	Project#199772 Waterfront Enhanceme	49,814.00			
Cheque Totals Issued:		55,847.48			
Void:		0.00			
Total Cheques Generated:		55,847.48			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 025837 dated between 02-01-2020 and 02-29-2020

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Number	Issued	Amount	SC	Status	Status Date
025329	02/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000031213 GG-TOWNHALL-LEASE-FEBRUARY/:	5,417.62 5,417.62	A/P	OUT-STD	02/01/2020
025373	02/04/2020 3D DATACOMM 37984 CC-MCA-WALL OUTLET REPAIR	441.03 441.03	A/P	OUT-STD	02/04/2020
025374	02/04/2020 ACCT #903240047015 JANUARY2020 VOLUNTEER FIRE MEMBERSHIP DU	280.00 260.00	A/P	OUT-STD	02/04/2020
025375	02/04/2020 ACCT 8025-280 JANUARY2020 LOCAL 770 UNION DUES-JANUARY :	1,957.02 1,957.02	A/P	OUT-STD	02/04/2020
025376	02/04/2020 BLAKNEY'S TRUCKING INC. 724 TS-ST5-ROAD SALT DELIVERY 731 TS-ST5-ROAD SALT DELIVERY	2,637.37 1,318.25 1,319.12	A/P	OUT-STD	02/04/2020
025377	02/04/2020 BRIGGS PLUMBING INC. 1571131 TS-SHOP-BRASS BUSHING	8.63 8.63	A/P	OUT-STD	02/04/2020
025378	02/04/2020 BRUNSWICK NEWS INC 20068259 RC-PARKS-ELM ST NATURE PARK	86.01 86.01	A/P	OUT-STD	02/04/2020
025379	02/04/2020 CANADA BREAD COMPANY LIMITED 100214906781 CC-CANTEEN-HOT DOG BUNS	26.59 26.59	A/P	OUT-STD	02/04/2020
025380	02/04/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JANUARY2020 GG-MUNCIPALPLAN-JANUARY 2020	39,885.70 39,885.70	A/P	OUT-STD	02/04/2020
025381	02/04/2020 CNH CAPITAL DECEMBERINTEREST TS-#11-DECEMBER INTEREST CHAF IN93858 TS-#22-REMAN-START, CORE-STAR1 IN93881 TS-#16-FILTERS IN93896 TS-#11-ENG FILTER, FLOOR HY-TRA IN93912 TS-#11-BELTS, FUEL FILTER IN93914 TS-#11-BELT, A/C BELT	1,386.66 75.85 458.41 277.20 365.26 247.17 -37.23	A/P	OUT-STD	02/04/2020
025382	02/04/2020 COCA COLA CANADA BOTTLING LIIMITED 15330202494 CC-CANTEEN-COCA COLA PRODUC	536.84 536.84	A/P	OUT-STD	02/04/2020
025383	02/04/2020 FERRO PORTABLE WELDING & FABRICATION INV-05 TS-#5-REPAIR PLOW MOUNT ASSEM	1,046.50 1,046.50	A/P	OUT-STD	02/04/2020
025384	02/04/2020 FIRE FIGHTING IN CANADA SUBSCRIPTION2020 PS-FIRE-2020 YEARLY SUBSCRIPTK	31.63 31.63	A/P	OUT-STD	02/04/2020
025385	02/04/2020 FLEET READY LTD. 13864 PS-FIRE-6" HANDWHEEL	155.83 155.83	A/P	OUT-STD	02/04/2020
025386	02/04/2020 Frank Godsoe JANUARY2020 REFUND	1,425.28 1,425.28	A/P	OUT-STD	02/04/2020
025387	02/04/2020 FUNDY FENCING LTD. 38585 PM-AIRPORT-REPAIRS TO PERMIME	23,354.20 23,354.20	A/P	OUT-STD	02/04/2020
025388	02/04/2020 GRAYBAR CANADA 13922495-00 CC-POOL-AQUATIC LIGHTS	25,299.74 25,299.74	A/P	OUT-STD	02/04/2020
025389	02/04/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 820189 TS-ST5-DIESEL	4,265.05 4,265.05	A/P	OUT-STD	02/04/2020
025390	02/04/2020 JEFF RENAUD JANUARY2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	02/04/2020
025391	02/04/2020 K-LINE CONSTRUCTION LTD. 01-0020936 TS-CROSSWALKLIGHTREPAIR-HIGH	11,905.78 11,905.78	A/P	OUT-STD	02/04/2020
025392	02/04/2020 KONICA MINOLTA BUSINESS SOLUTIONS	47.09	A/P	OUT-STD	02/04/2020

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 025637 dated between 02-01-2020 and 02-29-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	263853411 CC-ADMIN-PHOTOCOPIERMAINTEN	47.09			
025393	02/04/2020 LAWSON PRODUCTS, INC. (ONTARIO_ 9307284505 TS-ST5-BLOW BOLTS AND NUTS	543.00	A/P	OUT-STD	02/04/2020
025394	02/04/2020 MICMAC FIRE & SAFETY SOURCE LTD. NS-00872824 PS-FIRE-THREADSAVER	93.15	A/P	OUT-STD	02/04/2020
025395	02/04/2020 MINISTER OF FINANCE WEEK052020 EMPLOYEE DEDUCTIONS-FEB 02 - F	209.30	A/P	OUT-STD	02/04/2020
025396	02/04/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 455534 PS-RCMP-FLOOR MATS	46.74	A/P	OUT-STD	02/04/2020
025397	02/04/2020 ORR ELECTRIC & ALARM LTD. 4315 TS-STREETLIGHTS-TROUBLESHOO	253.89	A/P	OUT-STD	02/04/2020
025398	02/04/2020 PARTS FOR TRUCKS INC. 34307591-00 TS-#7, #5-URETHANE SPINNERS, BA	1,057.21	A/P	OUT-STD	02/04/2020
025399	02/04/2020 PAYROLL TRANSFER WEEK052020 GG-TRANSFER-JAN 17 - JAN 30/20	68,538.00	A/P	OUT-STD	02/04/2020
025400	02/04/2020 RCL-NB MILITARYSERVICE PS-FIRE-MILITARY SERVICE RECOG	315.00	A/P	OUT-STD	02/04/2020
025401	02/04/2020 RECEIVER GENERAL FOR CANADA WEEK052020 GG-REMITTANCE-JAN 17 - JAN 30/20	36,701.99	A/P	OUT-STD	02/04/2020
025402	02/04/2020 SEAN MORTON 210.00 PS-FIRECHIEF-NBAFC MEETING	210.00	A/P	OUT-STD	02/04/2020
025403	02/04/2020 SERVICE NEW BRUNSWICK CUZ8292020 TS-ST5-2000 NISSAN FRONTIER	19.00	A/P	OUT-STD	02/04/2020
025404	02/04/2020 SOUTHWEST ELECTRIC & SECURITY INC. 16783 CC-POOL-INSTALL LIGHT FIXTURES	2,918.70	A/P	OUT-STD	02/04/2020
025405	02/04/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMITEE 30564 CC-ARENA-SIGNAGE	1,600.80	A/P	OUT-STD	02/04/2020
025406	02/04/2020 ST. CROIX PUBLIC LIBRARY JAN-MARGRANT20 GG-GRANTS-JANUARY - MARCH/20	9,661.75	A/P	OUT-STD	02/04/2020
025407	02/04/2020 ST.STEPHEN DEVELOPMENT BOARD JAN-MAR/20GRANT GG-GRANTS-JANUARY - MARCH/20	20,000.00	A/P	OUT-STD	02/04/2020
025408	02/04/2020 ST. STEPHEN UTILITY DEPT. JANUARY2020 EMPLOYEE DEDUCTIONS-JANUARY	60.00	A/P	OUT-STD	02/04/2020
025409	02/04/2020 TOROMONT CAT (MARITIMES) 9012445244 TS-#13-KEYS 9012448229 TS-#13-BLOCK HEATER AND CORD	531.17	A/P	OUT-STD	02/04/2020
025410	02/04/2020 TRACTION FREDERICTON (591) 591227628 TS-#23,#24-WINTER BLADES 591227652 TS-SHOP-T-SHIRT RAGS	126.07	A/P	OUT-STD	02/04/2020
025411	02/04/2020 UNIFIRST CANADA LTD. 7100194255 CC-BUILDING-FLOOR MATS 7100195060 CC-BUILDING-FLOOR MATS	274.36	A/P	OUT-STD	02/04/2020
025413	02/11/2020 AJW MECHANICAL LTD. 34502 PM-5KINGSRESTAURANT-COMPRES	186.88	A/P	OUT-STD	02/11/2020
025414	02/11/2020 BORDER INVESTIGATIONS & SECURITY INC. 15377 PS-BYLAU-JAN 27 - JAN 31/20	483.00	A/P	OUT-STD	02/11/2020
025415	02/11/2020 CONNORS DIVING SERVICES 27430 PS-FIRE-SERVICE TO BREATHING A	1,446.70	A/P	OUT-STD	02/11/2020

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 025637 dated between 02-01-2020 and 02-29-2020

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Number	Issued	Amount	SC	Status	Status Date
025416	02/11/2020 BRUNSWICK FYR SYSTEMS DIVISION 0000067524 CC-KITCHEN-SEMI-ANNUAL KITCHEN	199.24 199.24	A/P	OUT-STD	02/11/2020
025417	02/11/2020 CANADA BREAD COMPANY LIMITED 102314907054 CC-CANTEEN-HOT DOG BUNS	26.59 26.59	A/P	OUT-STD	02/11/2020
025418	02/11/2020 COCA COLA CANADA BOTTLING LIMITED 15330202542 CC-CANTEEN-COCA COLA PRODUCT	380.61 380.61	A/P	OUT-STD	02/11/2020
025419	02/11/2020 DISHER HOMES LTD. 01062020-01 PS-UNSLIGHTLYPREMISES-DEMO B	10,292.50 10,292.50	A/P	OUT-STD	02/11/2020
025420	02/11/2020 FLEET READY LTD. 13695 PS-FIRE-ROCKER SWITCHES	112.04 112.04	A/P	OUT-STD	02/11/2020
025421	02/11/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVICE 20-10* PS-BUILDINGINSPECTOR-JAN 26 - F	2,484.00 2,484.00	A/P	OUT-STD	02/11/2020
025422	02/11/2020 JASON GOWAN 196.66 CC-ARENA-CLOTHING ALLOWANCE	196.66 196.66	A/P	OUT-STD	02/11/2020
025423	02/11/2020 JEREMY MCSHANE 115.60 CC-OPSMANAGER-RECNR BOARD	115.60 115.60	A/P	OUT-STD	02/11/2020
025424	02/11/2020 KONICA MINOLTA BUSINESS SOLUTIONS 263653207 GG-TOWNHALL-COPIERMAINTENANCE	78.56 78.56	A/P	OUT-STD	02/11/2020
025425	02/11/2020 L.E.WHITTAKER CO., LTD. 42095 PS-FIRE-2020 DATED TAMPER SEAL	29.88 29.88	A/P	OUT-STD	02/11/2020
025426	02/11/2020 LAROCHELLE EQUIPMENT INC. 0090350 TS-#6-WING ARMS AND SPINNERAS	2,087.93 2,087.93	A/P	OUT-STD	02/11/2020
025427	02/11/2020 LEVITT SAFETY LIMITED 1494386-00 PS-FIRE-LSINSTR	129.38 129.38	A/P	OUT-STD	02/11/2020
025428	02/11/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENTATION 15377 PS-BY-LAW-FEB 03 - FEB 07/20 FEE	805.00 805.00	A/P	OUT-STD	02/11/2020
025429	02/11/2020 MACFARLANDS LTD 03T463231 TS-#28-IGNITION KEY, SEAT	205.24 205.24	A/P	OUT-STD	02/11/2020
025430	02/11/2020 MARITIME COFFEE SERVICE RC00079764 CC-BUILDING-WATER COOLER RENT	80.50 80.50	A/P	OUT-STD	02/11/2020
025431	02/11/2020 MIDLAND COURIER 9909228 PS-FIRE-TO LEVITT SAFETY	47.64 47.64	A/P	OUT-STD	02/11/2020
025432	02/11/2020 MINISTER OF FINANCE WEEK062020 EMPLOYEE DEDUCTIONS-FEB 09 - FEB 13	209.30 209.30	A/P	OUT-STD	02/11/2020
025433	02/11/2020 ORR ELECTRIC & ALARM LTD. 4272 TS-COTTONMILLMONUMENT-LIGHT 4348 TS-RBCPARKINGLOT-REPLACED TV	820.97 211.89 609.08	A/P	OUT-STD	02/11/2020
025434	02/11/2020 PCS SALES (CANADA) LTD. 5997709 TS-ST5-ROAD SALT 5997710 TS-ST5-ROAD SALT 5998349 TS-ST5-ROAD SALT	5,767.14 1,912.68 1,935.45 1,919.01	A/P	OUT-STD	02/11/2020
025435	02/11/2020 RICHWIL TRUCK CENTRE LTD. 131771 TS-#7-CORES 132522 PS-#200-BREAKER 132931 TS-#5-BLOWER CM131587 TS-#7-CORE RETURN, CAMSHAFTS	291.57 99.36 57.83 390.86 -256.48	A/P	OUT-STD	02/11/2020
025436	02/11/2020 SHANNON MICHAEL JANUARY2020 PS-ANIMALCONTROL-MONTHLY FEE	1,611.83 1,611.83	A/P	OUT-STD	02/11/2020

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 025637 dated between 02-01-2020 and 02-29-2020

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Number	Issued	Amount	SC	Status	Status Date
025437	02/11/2020 SOURCE ONE SUPPLIES	382.17	A/P	OUT-STD	02/11/2020
	23300 CC-ARENA-FOAM SOAP	179.84			
	23350 CC-ARENA-COURIER SERVICE FEE	43.13			
	23362 TS-SHOP-AIR FRESHNERS, GLOVES	139.20			
025438	02/11/2020 SOURCE ATLANTIC	994.44	A/P	OUT-STD	02/11/2020
	3474773 CC-ARENA-HOSE, COUPLER	777.09			
	3480728 PS-FIRE-CLOTHING ALLOWANCE	217.35			
025439	02/11/2020 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	7,285.00	A/P	OUT-STD	02/11/2020
	BUCKETSIT2019* PS-FIRE-BUCKET SIT DONATIONS 2019	7,285.00			
025440	02/11/2020 THE ORIGINAL SIX HOCKEY LEAGUE	175.00	A/P	OUT-STD	02/11/2020
	CREDIT CC-ARENA-CREDIT REFUND	175.00			
025441	02/11/2020 THYSSENKRUPP ELEVATOR (CANADA) LIMITED	510.70	A/P	OUT-STD	02/11/2020
	1678200 CC-ELEVATOR-REPAIR	510.70			
025442	02/11/2020 UNIFIRST CANADA LTD.	137.18	A/P	OUT-STD	02/11/2020
	7100195833 CC-BUILDING-FLOOR MATS	137.18			
025443	02/11/2020 WATER & ICE NORTH AMERICA INC.	938.56	A/P	OUT-STD	02/11/2020
	49087 CC-POOL-MECHANICAL SEAL, IMPELLOR	938.56			
025444	02/11/2020 YELLOW PAGES GROUP	41.01	A/P	OUT-STD	02/11/2020
	20-7749273 PS-FIRE-YELLOW PAGES MEDIA-JANUARY	41.01			
025445	02/12/2020 MRSB CHARTERED PROFESSIONAL ACCOUNTANTS	3,450.00	A/P	OUT-STD	02/12/2020
	Z6982TX GG-CAPITALPROJECT-GST/HST ADVANCE	3,450.00			
025446	02/19/2020 A.M.A.N.B.	416.60	A/P	OUT-STD	02/19/2020
	FEE2019-107 GG-CIVIC-MEMBERSHIP FEES FROM	416.60			
025447	02/19/2020 BELL ALIANT	4,224.45	A/P	OUT-STD	02/19/2020
	06336721JAN20 TS-AIRPORT-LANDLINE PHONE	169.37			
	11368891JAN20 GG-TOWNHALL-LANDLINES	1,402.92			
	11378668JAN20 PS/TS-199UNIONST-LANDLINE PHONES	367.89			
	11395944JAN20 PS-FIRE-LANDLINE PHONES	874.31			
	15772965JAN20 RC-REC/POOL-LANDLINE PHONES	218.33			
	48435731JAN20 RC-PARKS-CHOCOLATE PARK CAMERAS	117.24			
	47424130JAN2020 CC-ADMIN-LANDLINE PHONES	713.41			
	47780283JAN20 CC-ADMIN-BUSINESS FIBER	360.98			
025448	02/19/2020 BLAKNEY'S TRUCKING INC.	3,276.94	A/P	OUT-STD	02/19/2020
	737 TS-STTS-ROAD SALT DELIVERY	1,960.83			
	740 TS-STTS-ROAD SALT DELIVERY	1,316.11			
025449	02/19/2020 CANADA BREAD COMPANY LIMITED	26.59	A/P	OUT-STD	02/19/2020
	101614906962 CC-CANTEEN-HOT DOG BUNS	26.59			
025450	02/19/2020 CARQUEST	1,533.35	A/P	OUT-STD	02/19/2020
	14838-120092 TS-#16-AW46C HYD, FITTINGS	70.44			
	14838-120320 RC-#438-BRAKE ROTORS, BRAKE PADS	498.73			
	14838-120493 RC-#438-SEMI LOAD CALIPERS	-204.70			
	14838-120535 TS-#2-REMAN ALTERNATOR	218.20			
	14838-120948 TS-#16-BATTERIES	710.59			
	14838-121014 TS-#16-COUPPLINGS	45.49			
	14838-121113 TS-#16-REMAN STARTER, REMAN ALTERNATOR	-226.55			
	14838-121121 TS-#16-TERMINAL ADAPTERS	80.87			
	14838-121520 TS-#5-HYDR. CLEAR AW32, HOSE, AND FITTINGS	252.67			
	14838-121980 TS-SHOP-S&D DRILL BITS	87.61			

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Town of St. Stephen
 BNK1 - General Bank Account
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Number	Issued	Amount	SC	Status	Status Date
025451	02/19/2020 COCA COLA CANADA BOTTLING LIIMITED 15330202567 CC-CANTEEN-COCA COLA PRODUC	345.76 345.76	A/P	OUT-STD	02/19/2020
025452	02/19/2020 COX ELECTRONICS & COMMUNICATIONS 1-035346 GG-TREASURER/ASSTTREASURER	91.98 91.98	A/P	OUT-STD	02/19/2020
025453	02/19/2020 DISHER HOMES LTD. 01202020-01 TS-ST5-BUCKET TRUCK USAGE	414.00 414.00	A/P	OUT-STD	02/19/2020
025454	02/19/2020 DYNAMIC ONLINE MARKETING CORP. 127198 PS-FIRE-FIRE PREVENTION MATERI	379.50 379.50	A/P	OUT-STD	02/19/2020
025455	02/19/2020 FER0 WASTE & RECYCLING INC. 0001756736 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12 3,777.12	A/P	OUT-STD	02/19/2020
025456	02/19/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 220958 TS-ST5-DIESEL 346360 CC-BUILDING-NATURAL GAS 39781 TS-ST5-GAS	11,248.05 2,481.71 3,789.91 4,976.43	A/P	OUT-STD	02/19/2020
025457	02/19/2020 KENT BUILDING SUPPLIES 10083965 TS-SHOP-SANDPAPER, SANDER HE 1694581 TS-SHOP-GRIT DISCS, SANDER HE/ 1694614 TS-SHOP-WORKLT/LED 1694953 TS-SHOP-ANCR/HOLLOW WALL PAC 1694965 TS-SHOP-ROUND SHANK BITS 1695022 PS-NEWOFFICE-PAINT, CAULKING 1695219 PS-NEWOFFICE-BRAD NAILS, PAINT 1696260 TS-SHOP-ND+CASE/MDF COLPRM5 1698854 PS-FIRE-WATER 1701199 CC-ARENA-SCREW EXTRACTOR, TE	620.94 -70.99 71.63 132.60 9.61 27.78 76.11 259.13 5.58 18.56 90.93	A/P	OUT-STD	02/19/2020
025458	02/19/2020 KONICA MINOLTA BUSINESS 7458627 CC-ADMIN-PHOTOCOPIER LEASE-M	118.24 118.24	A/P	OUT-STD	02/19/2020
025459	02/19/2020 LSW WEAR PARTS LTD. 52525 TS-#18,#6-PLOW BLADES 52527 TS-#5,#7-PLOW CUTTING EDGES	2,599.00 1,449.00 1,150.00	A/P	OUT-STD	02/19/2020
025460	02/19/2020 MINISTER OF FINANCE WEEK072020 EMPLOYEE DEDUCTIONS-FEB 16-22	209.30 209.30	A/P	OUT-STD	02/19/2020
025461	02/19/2020 N. B. ELECTRIC POWER 18169205FEB20 RC-POOL-MILL LANE 18988703FEB20 TS/PS-199UNIONST-ELECTRICITY 19051703FEB20 TS-AIRPORT-ELECTRICITY 19051801FEB20 TS-AIRPORT-ELECTRICITY 216000030308FEB20 TS-ST5-AREA LIGHTS 55160607FEB20 RC-COTTONMILL-LIGHTS 65083030FEB20 RC-PARKS-MILLTOWN BOAT LAUNC 71315207FEB20 PS-RCMP-ELECTRICITY 72924306FEB20 RC-PARKS-BANDSTAND 82122207FEB20 RC-PARKS-BASKETBALL COURT 83278804FEB20 TS-ST5-PARKS SHED 84960501FEB20 RC-PARKS-RIVERSIDE DR LIGHTS	16,629.87 570.64 1,812.62 339.58 70.94 12,144.76 74.20 39.43 1,242.37 64.76 26.86 146.43 97.08	A/P	OUT-STD	02/19/2020
025462	02/19/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 456642 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	02/19/2020
025463	02/19/2020 ORKIN CANADA CORPORATION	83.38	A/P	OUT-STD	02/19/2020

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
	C-1070379 CC-BUILDING-PEST CONTROL	83.38			
025464	02/19/2020 ORR ELECTRIC & ALARM LTD.	1,322.26	A/P	OUT-STD	02/19/2020
	4364 PM-PUBLICLIBRARY-SMARTBOARD	205.84			
	4370 TS-SHOP-REPAIR LIGHTS AND PLUC	649.45			
	4373 PS-FIREHALL-REPLACED WALL PAC	466.97			
025485	02/19/2020 PAYROLL TRANSFER	67,341.00	A/P	OUT-STD	02/19/2020
	WEEK072020 GG-TRANSFER-JAN 31 - FEB 13/20	67,341.00			
025466	02/19/2020 PCS SALES (CANADA) LTD.	3,870.90	A/P	OUT-STD	02/19/2020
	6001713 TS-ST5-ROAD SALT	1,925.33			
	6001870 TS-ST5-ROAD SALT	1,945.57			
025467	02/19/2020 PETTY CASH	24.90	A/P	OUT-STD	02/19/2020
	JANUARY272020 PS-BUILDINGINSPECTOR-REGISTEF	24.90			
025488	02/19/2020 PETTY CASH - GARCELON CIVIC CENTER	4.59	A/P	OUT-STD	02/19/2020
	JANUARY2020 CC-ADMIN-BUFFET TABLE SIGNS	4.59			
025469	02/19/2020 PITNEY BOWES	247.54	A/P	OUT-STD	02/19/2020
	1014886353 GG-POSTAGEMETER-RATE UPDATE	247.54			
025470	02/19/2020 RECEIVER GENERAL FOR CANADA	35,905.30	A/P	OUT-STD	02/19/2020
	WEEK072020 GG-REMITTANCE-JAN 31 - FEB 13/20	35,905.30			
025471	02/19/2020 SAUNDERS EQUIPMENT LTD.	1,195.94	A/P	OUT-STD	02/19/2020
	0000078896 CC-ZAMBONI-DRIVE GEAR	1,195.94			
025472	02/19/2020 SERVICE NEW BRUNSWICK	11,217.50	A/P	OUT-STD	02/19/2020
	200862019CRE PS-FIRE-FIREFIGHTER ASSESSMEN	-1,802.50			
	200862020 PS-FIRE-FIREFIGHTER ASSESSMEN	13,020.00			
025473	02/19/2020 SOURCE ATLANTIC	740.32	A/P	OUT-STD	02/19/2020
	3487215 TS-STAFF-CLOTHING ALLOWANCE	740.32			
025474	02/19/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	8,142.00	A/P	OUT-STD	02/19/2020
	209309-209885 GG-TOWN-REGIONAL LANDFILL COI	8,142.00			
025476	02/19/2020 STATIONERY PLUS	1,117.97	A/P	OUT-STD	02/19/2020
	59750 GG-TOWNHALL-PENS, REPORT COV	12.57			
	59862 CC-ADMIN-LASER TONERS, BINDING	291.64			
	59983 GG-TOWNHALL-RUBBER STAMPS	46.17			
	59995 CC-ADMIN-COPIER DRUM UNIT	170.19			
	60029 CC-ADMIN-WHITEBOARD CLEANER	27.66			
	60252 CC-ADMIN-SCREEN CLEANING WIPI	21.60			
	60345 GG-TOWN HALL-PENCILS, PAPER C	20.20			
	60498 GG-TOWN HALL-COFFEE K-CUPS, P	161.91			
	60568 GG-TOWN HALL-FILE JACKETS	41.26			
	60817 TS-ADMIN-PLANNER, SHEET PROTE	59.73			
	60711 GG-TOWN HALL-PAPER CLIPS	3.21			
	61006 PS-FIRE-CALENDAR PADS	24.12			
	61062 CC-ADMIN-ADD ROLLS	156.38			
	61063 CC-ADMIN-MARKERS, CORRECTION	81.33			
025477	02/19/2020 TIM HORTONS	117.78	A/P	OUT-STD	02/19/2020
	FEBRUARY012020 PS-FIRE-BREAKFAST SANDWICHES	117.78			
025478	02/19/2020 ULINE CANADA CORPORATION	342.17	A/P	OUT-STD	02/19/2020
	6245530 PS-FIRE-ANTISEPTIC SKIN CLEANSI	342.17			
025479	02/19/2020 UNIFIRST CANADA LTD.	137.18	A/P	OUT-STD	02/19/2020
	710 0196586 CC-BUILDING-FLOOR MATS	137.18			

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025480	02/19/2020 WATER & ICE NORTH AMERICA INC. 49147 CC-POOL-IMPELLER	640.76 640.76	A/P	OUT-STD	02/19/2020
025481	02/19/2020 WURTH CANADA LIMITED 23804638 TS-HOP-COB LIGHT, SPIN FLAP DISC 23806961 TS-SHOP-MICRO MALE ELECTRICAL	1,034.06 993.12 40.94	A/P	OUT-STD	02/19/2020
025482	02/19/2020 YELLOW PAGES GROUP 20-7777135 GG-TOWNHALL-911LISTING-FEB/20 20-7796124 GG-TOWNHALL-YELLOW PAGES ME	93.50 10.47 83.03	A/P	OUT-STD	02/19/2020
025483	02/19/2020 KONICA MINOLTA BUSINESS 7458770 GG-TOWNHALL-COPIERLEASE-MAF	193.71 193.71	A/P	OUT-STD	02/19/2020
025484	02/19/2020 N. B. ELECTRIC POWER 90031237 GG-EVENTS-SNOWFLAKES INVOICE	111.07 111.07	A/P	OUT-STD	02/19/2020
025485	02/19/2020 ORKIN CANADA CORPORATION C-1070393 PS-FIRE-PEST CONTROL	84.53 84.53	A/P	OUT-STD	02/19/2020
025486	02/19/2020 SAUNDERS EQUIPMENT LTD. 0000078928 TS-#21-FAN AND HUB ASSEMBLY	673.53 673.53	A/P	OUT-STD	02/19/2020
025487	02/25/2020 BELLBOY DRYCLEANERS 14-623308 CC-EVENTS-TABLECLOTH CLEANIN 31-623119 CC-EVENTS-CLEANING TABLECLOT	240.64 62.39 178.25	A/P	OUT-STD	02/25/2020
025488	02/25/2020 BROWN'S PAVING LIMITED 16664 TS-STC-COLD PATCH ASPHALT	4,000.00 4,000.00	A/P	OUT-STD	02/25/2020
025489	02/25/2020 BRUNSWICK NEWS INC 20069409 RC-PARKS-ELM STREET PARK	66.01 66.01	A/P	OUT-STD	02/25/2020
025491	02/25/2020 CANADIAN TIRE N17129804 GG-EVENTS-CHRISTMAS DECORAT N17129810 PS-FIRE-BATTERIES N17129814 CC-ARENA-MALLET, SPREADER, VIE N17129827 TS-SHOP-SOLDER N17129837 PM-AIRPORT-SHOVEL N17129871 CC-ARENA-SOLDERING IRON N17129881 TS-SHOP-WATER N17129901 CC-ARENA-CLAMPS N17129902 CC-ARENA-FLEX CORED WIRE N17129905 TS-SHOP-BATTERIES N17129912 TS-SHOP-DRILL BIT N17130025 TS-SHOP-KEX KEY SET, SCREWDRI N17130030* TS-SHOP-WATER N17130033 CC-POOL-WHISTLES N17130038 TS-SHOP-SILICONE LUBE N17130040 TS-SHOP-EXTENSION CORD N17130050 GG-EVENTS-CHRISTMAS LIGHTS N17130116 TS-SHOP-KEYS, BOLT	1,217.31 161.58 53.52 144.89 39.08 33.34 42.87 76.68 2.97 72.06 19.49 66.68 42.44 51.12 28.69 8.04 47.70 282.75 43.61	A/P	OUT-STD	02/25/2020
025492	02/25/2020 CANADIAN SPRINGS 19100841020120GG GG-TOWNHALL-WATER 19100841020120TS TS-SHOP-WATER	80.63 50.79 29.84	A/P	OUT-STD	02/25/2020
025493	02/25/2020 CANADA BREAD COMPANY LIMITED 103014907153 CC-CANTEEN-HOT DOG BUNS	19.20 19.20	A/P	OUT-STD	02/25/2020
025494	02/25/2020 CARMICHAEL ENGINEERING LTD.	2,386.25	A/P	OUT-STD	02/25/2020

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	FR-1677990 CC-ARENA-BOILER CLEANING	2,386.25			
025495	02/25/2020 CHARLOTTE COUNTY JANITORIAL	1,277.63	A/P	OUT-STD	02/25/2020
	112220610078 PS-FIRE-JANITORIAL-JAN/20	161.00			
	4520 PM-RCMP-JANITORIAL-JAN/20	1,116.63			
025496	02/25/2020 CINTAS CANADA LIMITED	729.86	A/P	OUT-STD	02/25/2020
	5015945086 GG/TS-TOWNHALL/SHOP-FIRST AID	729.86			
025497	02/25/2020 DAVIS FUELS	5,897.50	A/P	OUT-STD	02/25/2020
	23181 TS/PS-199UNIONST-HEATING FUEL	935.16			
	23274 PM-120MILLTOWNBLVD-HEATING FL	539.65			
	23354 TS/PS-199UNIONSTREET-HEATING F	1,092.59			
	23539 PS/TS-199UNIONSTREET-HEATING F	828.69			
	23599 TS/PS-199UNIONST-HEATING FUEL	1,353.10			
	23758 TS/PS-199UNIONST-HEATING FUEL	1,148.31			
025498	02/25/2020 DEMPSEY'S PLUMBING & HEATING	1,132.36	A/P	OUT-STD	02/25/2020
	3381 CC-POOL-POOL FILTERS MAINTENA	1,132.36			
025499	02/25/2020 FUNDY FIRE FIGHTERS ASSOCIATION	125.00	A/P	OUT-STD	02/25/2020
	013120SSFD PS-FIRE-MEMBERSHIP DUES 2020	125.00			
025500	02/25/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,484.00	A/P	OUT-STD	02/25/2020
	20-20 PS-BUILDINGINSPECTOR-FEB 09-21	2,484.00			
025501	02/25/2020 JEFF RENAUD	131.40	A/P	OUT-STD	02/25/2020
	101.80 GG-CAO-CANADA GAMES AQUATIC	101.80			
	29.60 GG-CAO-CHARLOTTE COUNTY CAO	29.60			
025502	02/25/2020 JEREMY MC SHANE	87.00	A/P	OUT-STD	02/25/2020
	FRPAMEETING2020 CC-DIROFOPS-FRPA MEETING 2020	87.00			
025503	02/25/2020 KIWANIS CLUB OF ST. STEPHEN	145.00	A/P	OUT-STD	02/25/2020
	2020REGISTRATION GG-EVENTS-MAY 01-02/20 BOOTH R	145.00			
025504	02/25/2020 L.E.WHITTAKER CO., LTD.	162.90	A/P	OUT-STD	02/25/2020
	42135 PS-FIRE-BLANK HYDROTEST LABEL	24.90			
	42160 PS-FIRE-EXTINGUISHER TESTS	138.00			
025505	02/25/2020 LAROCHELLE EQUIPMENT INC.	869.17	A/P	OUT-STD	02/25/2020
	0090504 TS-#6-SPINNER, CHUTE ASSEMBLY	869.17			
025506	02/25/2020 LAWSON PRODUCTS, INC. (ONTARIO_	175.30	A/P	OUT-STD	02/25/2020
	9307324573 TS-SHOP-HEX NUTS, BATTERY TERI	175.30			
025507	02/25/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUM	1,610.00	A/P	OUT-STD	02/25/2020
	15397 PS-BYLAW-FEB 10 - FEB 21/20 FEE	1,610.00			
025508	02/25/2020 MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	02/25/2020
	RC00081933 CC-BUILDING-WATER COOLER REN	80.50			
025509	02/25/2020 MICHELLE VEST	620.07	A/P	OUT-STD	02/25/2020
	620.07 CC-CANTEEN-SUPPLIES	620.07			
025510	02/25/2020 MILLTOWN MACHINE & FABRICATION LTD.	1,242.71	A/P	OUT-STD	02/25/2020
	21148 TS-#16-CUTTING 1/2 PLATE	115.15			
	21162 TS-#16-REPLACE PACKING, MACHIN	1,127.56			
025511	02/25/2020 MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/25/2020
	WEEK082020 EMPLOYEE DEDUCTIONS-FEB 23-25	209.30			
025512	02/25/2020 N. B. ELECTRIC POWER	26,925.77	A/P	OUT-STD	02/25/2020
	10126106FEB20 TS-XINGLIGHTS-KING STREET	26.86			
	17935200FEB20 TS-KING/UNIONST-TRAFFIC LIGHT	54.25			
	19055406FEB20 RC-ARENA-ELECTRICITY	518.82			

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	50660140FEB20	RC-PARKS-ROTARY CHANGING ROO			
	54187672FEB20	TS-KING/QUEENST-TRAFFIC LIGHTS			
	54253127FEB20	CC-BUILDING-ELECTRICITY			
	54853258FEB20	TS-KING/SUPERSTORE-TRAFFIC LIK			
	55917471FEB20	TS-ST5-WATERFRONT LIGHTS			
	57955782FEB20	RC-PARKS-BANDSTAND IN CHOCOL			
	57955808FEB20	GG-120MILLTOWNBLVD-ELECTRICIT			
	73006038FEB20	RC-LIBRARY-ELECTRICITY			
025513	02/25/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 456887	GG-TOWNHALL-FLOOR MATS		OUT-STD	02/25/2020
025514	02/25/2020 OK TIRE & AUTO SERVICE IN052447	PS-#204-TIRES		OUT-STD	02/25/2020
025515	02/25/2020 ORR ELECTRIC & ALARM LTD. 4314	TS-DECORATIVELIGHTS-TROUBLES		OUT-STD	02/25/2020
	4371	TS-COTTONMILL MONUMENT-POLE			
025516	02/25/2020 PROMO HEROES 19517	CC-STAFF-CLOTHING ALLOWANCE		OUT-STD	02/25/2020
025517	02/25/2020 RECEIVER GENERAL FOR CANADA 20200045227	PS-FIRE-RADIO LICENSES		OUT-STD	02/25/2020
025518	02/25/2020 SAINT JOHN SPRING WORKS LTD 113479	TS-#1-SPRINGS, U BOLTS AND NUTS		OUT-STD	02/25/2020
025519	02/25/2020 SAKO INDUSTRIAL SUPPLY 09991-WHSE	TS-SHOP-TACKY IMPACT GREASE		OUT-STD	02/25/2020
025520	02/25/2020 SOURCE ONE SUPPLIES 22960	CC-ARENA-RUBBER BOOTS		OUT-STD	02/25/2020
025521	02/25/2020 SOUTHERN SANITATION LTD. 182803	CC-BUILDING-GARBAGE COLLECTIO		OUT-STD	02/25/2020
	182887	PM-AIRPORT-GARBAGE COLLECTIO			
	182880	GG-TOWN-RECYCLING OVER RUN FE			
	182881	GG-TOWN-ZONE I GARBAGE COLLE			
	182882	GG-TOWN-ZONE III GARBAGE COLL			
	182883	TS/RC-STREETS/PARKS-GARBAGE C			
025522	02/25/2020 SOUTH WEST COURIER 18261	PS-FIRE-FROM LEWCO		OUT-STD	02/25/2020
025523	02/25/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMIT 223627	PS-FIRE-RCMP ANNIVERSARY		OUT-STD	02/25/2020
025524	02/25/2020 ST. STEPHEN AREA CHAMBER 3151	GG-CIVIC-2020 MEMBERSHIP		OUT-STD	02/25/2020
025526	02/25/2020 UAP INC. 961-493394	TS-SHOP-BIT SOCKET		OUT-STD	02/25/2020
	961-493447	TS-SHOP-SNAPBLADE KNIFE			
	961-493449	TS-SHOP-GREASE GUN, JERRY CAN			
	961-493450	TS-#11-CABLE CONNECTOR			
	961-493700	RC-#438-U-JOINTS, CV LUBRICANT			
	961-494596	TS-SHOP-HYDRAULIC OIL			
	961-494687	TS-#12-PLOW GUIDES			
	961-494820	TS-#13-FITTINGS, HOSE			
	961-494925	TS-SHOP-OIL ABSORBANT			

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Number	Issued		Amount	SC	Status	Status Date
	961-494945	TS-#11-HALOGEN CAPSULES	23.39			
	961-494982	TS-#11-SPIN-ON FUEL WATER	37.21			
	961-494987	TS-#1-MINIATURE LAMPS, 5W-30	78.40			
	961-494996	TS-#1-BRAKE SHOES, BRAKE SHOE	92.14			
	961-494999	TS-#18-FITTINGS, HOSE	34.85			
	961-495000	TS-#1-BRAKE WHEEL CYLINDERS	45.24			
	961-495077	TS-SHOP-LIGHT DUTY BELTS	39.38			
	961-495086	TS-SHOP-GREASE GUN	344.99			
	961-495134	TS-SHOP-5 15 NF NUTS	5.75			
	961-495143	RC-#304-SWAY BAR LINK	57.86			
	961-495165	TS-SHOP-S. DEMING BIT	123.04			
025527	02/25/2020	UNIFIRST CANADA LTD.	137.18	A/P	OUT-STD	02/25/2020
	710 0197345	CC-BUILDING-FLOOR MATS	137.18			
025528	02/25/2020	BRUNSWICK NEWS INC	289.66	A/P	OUT-STD	02/25/2020
	S50714168	GG-TOWNHALL-YEARLY SUBSCRIP	289.66			
025530	02/27/2020	Frank Godsoe	517.59	A/P	OUT-STD	02/27/2020
	517.59	GG-TREASURY-2019 T4 FILING BAL	517.59			
		Cheque Totals Issued:	557,912.41			
		Void:	0.00			
		Total Cheques Generated:	557,912.41			
		Total # of Cheques Listed:	154			

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
008283	02/04/2020 BERNIE MCFARLANE ELECTRICAL	1,312.12	A/P	OUT-STD	02/04/2020
	11 WS-PUMPHOUSE3&4-ELECTRICAL V	708.25			
	25 WS-MAXWELLCROSSING-FUSES	89.70			
	31 WS-WELLHOUSES#3&4-ELECTRICA	514.17			
008284	02/04/2020 BRIGGS PLUMBING INC.	1,468.88	A/P	OUT-STD	02/04/2020
	1571140 WS-PUMPHOUSE-CHLORINE INJEC	470.24			
	1571141 WS-PUMPHOUSE-CHLORINE INJEC	166.75			
	1571154 WS-PUMPHOUSE-1/2 HP JET PUMP	831.89			
008285	02/04/2020 COLE-PARMER CANADA COMPANY	2,997.72	A/P	OUT-STD	02/04/2020
	00645885 WS-SOURCE-CHLOROSENSE SENS	2,997.72			
008286	02/04/2020 COX ELECTRONICS & COMMUNICATIONS	265.59	A/P	OUT-STD	02/04/2020
	1-034989 WS-SOURCE-EXT DVD DRIVE, APPL	265.59			
008287	02/04/2020 EMCO CORPORATION	581.65	A/P	OUT-STD	02/04/2020
	12513701-00 SCD-DISPOSAL-PVC TEES	581.65			
008288	02/04/2020 MARK'S COMMERCIAL	150.00	A/P	OUT-STD	02/04/2020
	BBI-0001103096 WS-TRANS&DIST-CLOTHING ALLOW	150.00			
008289	02/04/2020 RESEARCH & PRODUCTIVITY COUNCIL	437.72	A/P	OUT-STD	02/04/2020
	278241 WS-SOURCE-DRINKING WATER LAB	437.72			
008290	02/04/2020 SOURCE ATLANTIC	805.00	A/P	OUT-STD	02/04/2020
	3470696 WS-SOURCE-VIBRATION ANALYSIS	805.00			
008291	02/04/2020 SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	02/04/2020
	182723 WS-BUDDAVE-GARBAGE COLLECTI	125.24			
008292	02/04/2020 WOLSELEY CANADA INC.	2,562.86	A/P	OUT-STD	02/04/2020
	8974015 WS-TRANS&DIST-ADAPTERS, COUF	2,562.86			
008293	02/11/2020 BARTLETT RANDY	114.95	A/P	OUT-STD	02/11/2020
	114.95 WS-SOURCE-CLOTHING ALLOWANC	114.95			
008294	02/11/2020 MARK'S COMMERCIAL	676.67	A/P	OUT-STD	02/11/2020
	BBI-0001113986 WS-SOURCE-CLOTHING ALLOWANC	676.67			
008295	02/11/2020 PARTS FOR TRUCKS INC.	34.50	A/P	OUT-STD	02/11/2020
	34306278-00 WS-#8-FUEL ELEMENTS	34.50			
008296	02/11/2020 THE PANEL SHOP	1,684.15	A/P	OUT-STD	02/11/2020
	132432070079 WS-SOURCE-FLOW BLOCKS, DIAPH	1,684.15			
008297	02/11/2020 XPLORNET	126.49	A/P	OUT-STD	02/11/2020
	INV30417049 WS-MAXWELLCROSSING-SATELLITI	126.49			
008298	02/19/2020 A ONE PUMPING SERVICE LTD.	239.78	A/P	OUT-STD	02/19/2020
	1196 SCD-DISPOSAL-JET RODDER AND C	239.78			
008299	02/19/2020 BELL ALIANT	322.57	A/P	OUT-STD	02/19/2020
	1002807JAN20 SCD-DISPOSAL-OLD BAY WASTERW	186.20			
	11366812JAN20 WS-SOURCE-PUMP STATION	136.37			
008300	02/19/2020 CARQUEST	820.29	A/P	OUT-STD	02/19/2020
	14838-120328 WS-TRANS&DIST-DIELECTRIC GRS,	30.75			
	14838-120592 WS-#305-EXPNS. PLUGS	9.73			
	14838-120716 WS-#305-REMAN STARTER	199.69			
	14838-121138 WS-TRANS&DIST-FLUID FILM	17.53			
	14838-121257 WS-#102-MIRROR	248.39			
	14838-121461 WS-#8-TOP COG GOLD V-BELTS	73.12			
	14838-121484 WS-#8-TOP COG GOLD V-BELTS	82.70			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008367 dated between 02-01-2020 and 02-29-2020

CHEQUE REGISTER

Printed 3:34:15PM 03/19/2020

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Number	Issued	Amount	SC	Status	Status Date
	14838-121640 WS-#305-BATTERY	158.38			
008301	02/19/2020 EMCO CORPORATION	981.44	A/P	OUT-STD	02/19/2020
	12513736-00 WS-TRANS&DIST-PUMPER CAT, HO	509.63			
	12513809-00 WS-TRANS&DIST-BIONAX CAPS	471.81			
008303	02/19/2020 KEITH'S BUILDING SUPPLIES	1,178.47	A/P	OUT-STD	02/19/2020
	192675 WS-SOURCE-KEYS	20.07			
	192686 WS-TRANS&DIST-RAGS, RECIP BLA	112.67			
	192727 WS-TRANS&DIST-LINK CHAIN, QUIC	13.14			
	192729 SCD-DISPOSAL-LUMBER	50.37			
	192785 WS-TRANS&DIST-TEFLON TAPE, HA	47.06			
	192802 SCD-DISPOSAL-LUMBER	25.19			
	192923 WS-SOURCE-DOOR	137.99			
	192949 WS-SOURCE-CLOTHING ALLOWANC	275.99			
	192958 WS-TRANS&DIST-CLOTHING ALLOV	217.34			
	192959 WS-SOURCE-WIRE STRIPPER	21.84			
	193134 WS-TRANS&DIST-PIPE INSULATION	34.68			
	193194 WS-TRANS&DIST-SHOVEL	25.29			
	193319 WS-SOURCE-DECK SCREWS, 10 PC	88.54			
	193404 WS-TRANS&DIST-PICK HANDLE, SH	108.30			
008304	02/19/2020 MEGA-LAB MANUFACTURING CO. LTD.	1,733.51	A/P	OUT-STD	02/19/2020
	0000153476 SCD-DISPOSAL-PAIL OF DEGREASE	1,733.51			
008305	02/19/2020 N. B. ELECTRIC POWER	12,216.62	A/P	OUT-STD	02/19/2020
	36869807FEB20 WS-3-119MAXWELLCROSSING-BUIL	985.62			
	50228902FEB20 WS-MAXWELLCROSSING-PUMPS	540.13			
	52557428FEB20 SCD-218OLDBAYRD-WASTEWATER	5,098.93			
	53473043FEB20 WS-SOURCE-CHLORINE RESIDUAL	94.15			
	61224002FEB20 SCD-STS-358A MILLTOWN BLVD LIF	1,063.64			
	61230004FEB20 WS-MAXWELXING-PUMPS	3,924.35			
	76139807FEB20 SCD-STS-5-4 RIVERSIDE DR LIFT	77.91			
	82291006FEB20 WS-SOURCE-RESERVOIR	249.14			
	84934906FEB20 SCD-STS-6-58A RIVERSIDE DR LIF	116.58			
	84943406FEB20 WS-STS-TODD HILL RESERVOIR	65.17			
008306	02/19/2020 NEW BRUNSWICK COMMUNITY COLLEGE	4,200.00	A/P	OUT-STD	02/19/2020
	6320774 WS-SOURCE-WATER/WASTEWATEF	2,100.00			
	6320775 SCD-DISPOSAL-WATER/WASTEWAT	2,100.00			
008307	02/19/2020 ORR ELECTRIC & ALARM LTD.	86.25	A/P	OUT-STD	02/19/2020
	4354 SCD-DISPOSAL-BLOWER MOTORS I	86.25			
008308	02/19/2020 RESEARCH & PRODUCTIVITY COUNCIL	906.96	A/P	OUT-STD	02/19/2020
	278825 WS-SOURCE-DRINKING WATER LAE	906.96			
008309	02/19/2020 SOURCE ATLANTIC	655.46	A/P	OUT-STD	02/19/2020
	3487215* SCD-STAFF-CLOTHING ALLOWANCE	655.46			
008310	02/19/2020 SOUTHWEST CONCRETE & CONS LTD	1,863.00	A/P	OUT-STD	02/19/2020
	IN000008501 WS-TRANS&DIST-EQUIPMENT RENT	1,863.00			
008311	02/19/2020 SPEEDY ST-STEPHEN 8768	4,847.25	A/P	OUT-STD	02/19/2020
	424 WS-TRANS&DIST-WINDOR AND DOC	4,847.25			
008312	02/19/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	140.07	A/P	OUT-STD	02/19/2020
	30585 WS/SCD-TOWNHALL-ENVELOPES	140.07			
008313	02/19/2020 STATIONERY PLUS	298.42	A/P	OUT-STD	02/19/2020

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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	59750*	WS/SCD-TOWNHALL-PENS REPORT	12.56			
	59983*	WS/SCD-TOWNHALL-RUBBER STAM	46.19			
	60117	WS-SOURCE-BATTERIES, PENS, PL	114.30			
	60345*	WS/SCD-TOWN HALL-PENCILS, PAP	20.21			
	60363	SCD-DISPOSAL-ERASER, BINDERS,	13.56			
	60498*	WS/SCD-TOWN HALL-COFFEE K-CU	24.14			
	60568*	WS/SCD-TOWN HALL-FILE JACKETS	41.26			
	60657	WS-TRANS&DIST-USB STORAGE	22.98			
	60711*	WS/SCD-TOWN HALL-PAPER CLIPS	3.22			
008314	02/19/2020	WOLSELEY CANADA INC.	1,359.15	A/P	OUT-STD	02/19/2020
	8997311	WS-TRANS&DIST-SERVICE BOX	94.19			
	9028860	WS-TRANS&DIST-ALPHA RESTRAIN'	1,101.70			
	9033796	WS-TRANS&DIST-GUIDE PLATES	163.28			
008315	02/19/2020	WURTH CANADA LIMITED	175.89	A/P	OUT-STD	02/19/2020
	23803574	WS-TRANS&DIST-GLOVES	175.89			
008324	02/25/2020	BROWN'S PAVING LIMITED	7,986.34	A/P	OUT-STD	02/25/2020
	16664*	WS-TRANS&DIST-COLD PATCH ASPH	2,308.04			
	16665	WS-TRANS&DIST-COLD PATCH ASPH	5,678.30			
008325	02/25/2020	CANADIAN TIRE	628.90	A/P	OUT-STD	02/25/2020
	N17129811	WS-SOURCE-MOP BUCKET, CLR, WI	83.18			
	N17129887	SCD-DISPOSAL-ELBOWS, MOUSE TI	32.17			
	N17129899	SCD-DISPOSAL-WATER FILTER	11.49			
	N17129906	WS-TRANS&DIST-MATS, WIRE STRIP	106.85			
	N17129915	WS-#102-LICENSE PLATE LAMPS	22.98			
	N17130042	WS-TRANS&DIST-CARTRIDGES, WA	151.52			
	N17130051	WS-SOURCE-BATTERIES, TOURCH I	83.72			
	N17130124	WS-SOURCE-GAS CAN, ICE SCRAP	124.35			
	N17130133	WS-#305-PLASTIC BONDER	12.64			
008326	02/25/2020	FERO WASTE & RECYCLING INC.	712.07	A/P	OUT-STD	02/25/2020
	0000166218	SCD-DISPOSAL-FLUSH SERVICES	712.07			
008327	02/25/2020	MILLTOWN MACHINE & FABRICATION LTD.	96.93	A/P	OUT-STD	02/25/2020
	21163	WS-TRANS&DIST-STAINLESS STEEL	96.93			
008328	02/25/2020	MINISTER OF FINANCE	187.50	A/P	OUT-STD	02/25/2020
	HUP 19040-2020	WS/SCD-OCCUPATIONFEE-RTE 3, R	187.50			
008329	02/25/2020	N. B. ELECTRIC POWER	5,573.74	A/P	OUT-STD	02/25/2020
	53123617FEB20	SCD-ST5-DECHLORINATION CHAME	201.16			
	53158875FEB20	SCD-ST5-BUDD AVE LIFT STATION	3,217.46			
	54807440FEB20	SCD-ST5-159A MILLTOWN BLVD. LI	39.24			
	56356048FEB20	SCD-ST5-18 RIVERSIDE DR LIFT S	37.70			
	61204006FEB20	SCD-2-218KINGSTREET-LIFT STATI	367.22			
	61236008FEB20	SCD-ST5-BUDD AVE LIFT STATION	1,710.96			
008330	02/25/2020	ORR ELECTRIC & ALARM LTD.	859.21	A/P	OUT-STD	02/25/2020
	4376	SCD-DISPOSAL-NEW ADDITION TO :	859.21			
008331	02/25/2020	PARTS FOR TRUCKS INC.	6,304.30	A/P	OUT-STD	02/25/2020
	34308051-00	WS-#102-PLOW BLADE	6,304.30			
008332	02/25/2020	RESEARCH & PRODUCTIVITY COUNCIL	601.12	A/P	OUT-STD	02/25/2020
	279484	WS-SOURCE-DRINKING WATER LAB	300.56			
	279939	WS-SOURCE-DRINKING WATER LAB	300.56			

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Town of St. Stephen
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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008333	02/25/2020 SAINT JOHN LABORATORY SERVICES LTD.	1,319.20	A/P	OUT-STD	02/25/2020
	345-20 SCD-DISPOSAL-TREATMENT PLANT	1,254.71			
	348-20 WS-TRANS&DIST-DRINKING WATER	64.49			
008334	02/25/2020 SCOTIA TECH	1,097.10	A/P	OUT-STD	02/25/2020
	14997 WS-SOURCE-SENSUS OMNI METER	1,097.10			
008335	02/25/2020 SOUTHWEST CONCRETE & CONS LTD	465.75	A/P	OUT-STD	02/25/2020
	IN000008578 WS-TRANS&DIST-EQUIPMENT RENT	465.75			
008336	02/25/2020 SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	02/25/2020
	182884 WS-BUDDAVE-GARBAGE COLLECTI	125.24			
008337	02/25/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMIT	41.98	A/P	OUT-STD	02/25/2020
	30634 WS/SCD-UTILITY-FOLDING LETTERS	41.98			
008338	02/25/2020 THE PANEL SHOP	3,058.43	A/P	OUT-STD	02/25/2020
	ITPS003054 WS-SOURCE-SUPPLY OF MAINTENAN	3,058.43			
008339	02/25/2020 UAP INC.	247.39	A/P	OUT-STD	02/25/2020
	981-493582 WS-#305-SPARK PLUGS	35.33			
	961-494462 WS-#8-FUEL FILTER	13.26			
	981-494535 WS-#305-OIL FILTER	7.41			
	961-494554 WS-#8-OIL FILTERS, FUEL FILTERS	47.63			
	961-494691 WS-#305-MANIFOLD GASKET SET, N	42.35			
	961-494734 WS-#305-HEADLIGHT LENS RESTOF	47.36			
	961-494994 WS-TRANS&DIST-SLOT SPRING PIN	54.05			
008340	02/25/2020 MINISTER OF FINANCE	75.00	A/P	OUT-STD	02/25/2020
	HUP 15639-2020 WS/SCD-OCCUPATIONFEE-ROUTE 1	75.00			
	Cheque Totals Issued:	74,747.87			
	Void:	0.00			
	Total Cheques Generated:	74,747.87			
	Total # of Cheques Listed:	49			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE
THAT Communication for Information, note and file, be adopted.



Thanks for
the generous donation!
Please follow us on Facebook
to see our schedule of
upcoming shows.
St. Croix Theatre
Company.



The Saint Stephen Rural Cemetery

INCORPORATED
1856

St. Stephen, New Brunswick

Town of St. Stephen
RECEIVED
JAN 31 2020

January 31, 2020

Town of St. Stephen
73 Milltown Blvd.
St. Stephen, NB
E3L 1G5

ATTN: Mayor & Council

On behalf of the St. Stephen Rural Cemetery Board of Directors I would like to thank you very much for the donation of \$3,000 dollars. This annual donation will be a great help for the upkeep of our beautiful cemetery.

Our Board consists of seven volunteer members:

Jackie Bateman, Chairperson
Donnie Walker, Vice Chairman
Jim Maxwell, Property Chairman
Gil Grimmer
Ted Moore
Dan Woodside
Joe Lambert

Thank you again,

Lorna Maxwell
Secretary/Treasurer

Receipt Enclosed



**SAINT REGIONAL
JOHN HOSPITAL FOUNDATION**
**FONDATION DE L'HÔPITAL SAINT
RÉGIONAL JOHN**

February 11, 2020

Town of St. Stephen
112-73 Milltown Blvd Town Hall
St Stephen, NB E3L 1G5

Town of St. Stephen
RECEIVED
FEB 25 2020

Dear Friends,

Although it may be cold outside, our hearts are warmed by your kindness! We are so appreciative of your incredibly generous support of The GIVE: Clinic 1 Expansion, as are the more than 44,000 patients who visit this clinic each year. Your gift of \$3,000.00 to the critical expansion of Clinic 1, on February 3, 2020 is greatly appreciated.

To date, our community has donated \$6.4M to support the expansion and renovation of Clinic 1, which serves the highest patient volume of any clinic in the hospital (an average of 293 patients per day!). With 31 clinical specialties, Clinic 1 provides world-class care to patients throughout the Maritimes. Because of your support, we are now closer to making the Clinic 1 expansion a reality.

Thank you for being a donor we can depend on to help us bring top-quality healthcare to New Brunswick. Should you have any questions about your gift, please contact me directly – I'd love to chat!

With my sincere gratitude,

Cortney Ellis, Annual Giving Officer
(506) 343-3844/Cortney.Ellis@HorizonNB.ca

Thank you for your
generous gift!
-C.E

This Receipt is for Acknowledgement Purposes Only
Ce reçu ne sert qu'à des fins d'acquiescement

Saint John Regional Hospital Foundation Inc.
PO Box 2100/C.P. 2100
Saint John, NB/(N-B) E2L 4L2
Telephone 506-648-6400

Town of St. Stephen
112-73 Milltown Blvd Town Hall
St Stephen, NB E3L 1G5

Receipt Number:
Date issued: February 11, 2020
Donation Date: February 3, 2020
Location issued: Saint John, Canada
Gift Amount: \$3,000.00
Donor Preference: The GIVE: Clinic 1 Expansion

Samantha Weldon, Gift & Finance Coordinator

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

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 March 11, 2020 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, MARCH 11, 2020 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item
2. Legal Matter – Section 68(1)(f) of the New Brunswick *Local Governance Act* – two (2) items

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Harding that the above-noted three (3) items, along with one (1) additional Financial Matter, be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (f) of the New Brunswick *Local Governance Act*.
CARRIED

OPEN COMMITTEES MEETING

1 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; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

It was **MOVED** by Councillor Parker and **SECONDED** by Councillor Harding that the agenda be approved as circulated. **CARRIED**

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) St. Stephen Dog Club – Kelly Harrell and Karen Petersen, members of the St. Stephen Dog Club presented their proposal to Council requesting the Town fund and maintain a dog park.

Council directed the Chief Administrative Officer to bring a recommendation back to a future meeting.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – As noted on the Agenda, quarterly reports for the West District will now be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 10-20 from the Fire Chief was received and reviewed for informational purposes.
- (iii) Fire Drivers, Back-up Drivers and Volunteer Firemen Policy – Request for Decision Report: FD 11-20 from the Fire Chief was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 to rescind Policy No. 025 and replace it with Policy 70.
- (iv) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Councillor Parker

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Town Planning & Development Services – Report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, was received and reviewed for informational purposes.

It was noted at this time that the Town's current Building By-law should be reviewed with the intention of repealing and replacing it in the near future.

- (iii) Repeal and Replacement of By-Law No. L-4, "Subdivision By-Law" – Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, spoke to his recommended changes for the Town's Subdivision By-Law, and Council will consider two (2) motions at the next Regular Session on Monday, March 23, 2020: (i) to send the proposed new by-law to the Planning Review & Adjustment Committee (PRAC) for its review, and (ii) first reading of the by-law.
- (iv) Proposed By-Law to Regulate the Delivery of Flyers – Request for Decision Report: CAO 13-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 for first reading of "A By-law to Regulate the Delivery of Flyers".

- (v) Proposed By-Law to Prohibit Excessive Noises – Request for Decision Report: CAO 14-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 for first reading of “A By-law to Prohibit Excessive Noises”.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 16-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Rescind - Organization and Supervision of Staff Policy – Request for Decision Report: CAO 11-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 to rescind Policy 008, “Organization and Supervision of Staff”.
- (iii) Proposed Contract Execution By-Law – Request for Decision Report: CAO 15-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 for first reading of “A By-law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer”.
- (iv) Report of the Finance Department – Information Report: TR 07-20 from the Treasurer was received and reviewed for informational purposes.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 04-20 from the Director of Community Services was received and reviewed for informational purposes.
- (ii) Repeal of By-Law No. A-5, “A By-Law to Establish a Recreation Advisory Committee” – Request for Decision Report: CAO 12-20 from the Chief Administrative Officer was received and reviewed, and the Chief Administrative Officer was directed to draft the necessary by-law to repeal By-law No. A-5, “A By-law to Establish a Recreation Advisory Committee”, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 for first reading.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 03-20 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Volunteer Road Toll – The request from the St. Stephen-Milltown Lions Club to hold a fundraising voluntary road toll on September 19, 2020, with an alternate date of September 26, 2020, was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020.
- (iii) Volunteer Road Toll – The request from the Charlotte County Animal Shelter dated March 2, 2020 to hold a fundraising voluntary road toll on June 6, 2020, with an alternate date of October 3, 2020, was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020.
- (iv) Volunteer Road Toll – The request from the Charlotte County Ground Search and Rescue dated February 27, 2020 to hold a fundraising voluntary road toll on May 2, 2020 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020.
- (v) Appointment – St. Croix Public Library Board – The letter from the Library Director dated February 19, 2020 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2020 to appoint Kendra French to the St. Croix Public Library Board for a three (3) year term.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 03-20 from the Director of Operations was received and reviewed for informational purposes.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:50 p.m. and returned to open session at 7:08 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Parker that the meeting adjourn at 7:08 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, MARCH 11, 2020 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item
2. Legal Matter – Section 68(1)(f) of the New Brunswick *Local Governance Act* – two (2) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
 - (i) St. Stephen Dog Club – Presentation by members on a proposed dog park as outlined on proposal attached.
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – Quarterly reports for the West District will be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 10-20 from Fire Chief attached.
- (iii) Fire Drivers, Back-up Drivers and Volunteer Firemen Policy – Request for Decision Report: FD 11-20 from Fire Chief attached.
- (iv) Report of the By-Laws Office

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Councillor Parker

- (i) Report of Building Inspection Office
- (ii) Town Planning & Development Services – Report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, attached.
- (iii) Repeal and Replacement of By-Law No. L-4, "Subdivision By-Law" – Information to follow.

- (iv) Proposed By-Law to Regulate the Delivery of Flyers – Request for Decision Report: CAO 13-20 from Chief Administrative Officer attached.
- (v) Proposed By-Law to Prohibit Excessive Noises – Request for Decision Report: CAO 14-20 from Chief Administrative Officer attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 16-20 from Chief Administrative Officer attached.
- (ii) Rescind - Organization and Supervision of Staff Policy – Request for Decision Report: CAO 11-20 from Chief Administrative Officer attached.
- (iii) Proposed Contract Execution By-Law – Request for Decision Report: CAO 15-20 from Chief Administrative Officer attached.
- (iv) Report of the Finance Department – Information Report: TR 07-20 from Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 04-20 from Director of Community Services attached.
- (ii) Repeal of By-Law No. A-5, "A By-Law to Establish a Recreation Advisory Committee" – Request for Decision Report: CAO 12-20 from Chief Administrative Officer attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 03-20 from Events Development Coordinator attached.
- (ii) Volunteer Road Toll – Request from St. Stephen-Milltown Lions Club attached.
- (iii) Volunteer Road Toll – Request from Charlotte County Animal Shelter dated March 2, 2020 attached.
- (iv) Volunteer Road Toll – Request from Charlotte County Ground Search and Rescue dated February 27, 2020 attached.
- (v) Appointment – St. Croix Public Library Board – Letter from Library Director dated February 19, 2020 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 03-20 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of February 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services and Events.



Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 16-20



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: March 11th, 2020
Subject: CAO REPORT

Recommendation: That Council accept this report for informational purposes.

The activities of the Office of the Chief Administrative Officer for the reporting period included the following:

1. **NDMP Project:** The CAO, with the assistance of the Finance department, have been working to bring the NDMP project (Billy Weston Brook Flood Mitigation) to a close. This has been challenging as the project foundation established by the Federal/Provincial governments was not well documented. Work is currently underway to ensure that funding is released as soon as possible, with assurances that appropriate funding is received by all of our partners, and that no unexpected liabilities would fall upon the municipality.
2. **Flyer Delivery:** Pursuant to direction previously received, the CAO undertook the drafting of a potential bylaw for consideration by the Committee. Additionally, a copy of the draft bylaw was forwarded to the contact for the most affected local flyer delivery agency. No comments have been received at the time of this report being composed.
3. **Coastal Link Trail:** Administration is attempting to reach an agreement on the MOU relating to the relationship between the Town and Coastal Link Trails regarding the funding. Complications related to how HST will be handled are being addressed.
4. **Bylaw/Policy Review and Development:** Significant time was spent reviewing current bylaws. These reviews have resulted in several items appearing on this meeting's agenda for consideration.
5. **Project Updates:**

Town Hall Relocation Project: Significant progress on the construction has been achieved during this reporting period. It should be noted that some change orders to the original tender have been necessary. These have resulted from unanticipated site conditions which were discovered during the demolition phase, as well as additional work that was required by the Fire Marshall as part of safety protocols necessary due to the construction occurring within a facility which remained in operation during the work. These changes have resulted in an additional \$75,000 to the original construction tender price. Although the project remains within the total project budget allocated from reserves.

Garcelon Civic Center Parking Lot: This project experienced a cost overrun of approximately \$3,000. This was a result of a need to remove and replace slightly more pavement than had been originally anticipated.

6. Sports Field Maintenance and Management Agreement:

The current arrangement between the Town of St. Stephen and School District 10 is expiring on June 2nd, 2020. Town staff have reached out to contacts at the School District in an effort to negotiate a new agreement, however no response has been received at the time of this report.

Should no agreement be reached, the Town would have no authority/responsibility maintain or manage (including scheduling) any of the sports fields other than the one located beside the Legion, which is Town property. It is assumed that in the case of no new agreement being reached that the School Board will be establishing maintenance schedules as well as a booking system to ensure that no conflict between user groups is experienced, but this cannot be confirmed at this time.



**Town of St. Stephen
Information Report to Council
Report: TR 07-20**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, CPA, CMA, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: March 11, 2020
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Accounts Receivable closed to November 30, 2019.
 - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
 - Review for update of Collection Policy-In progress.
- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to November 30, 2019.
 - Review of procedures for electronic payments-In progress.
 - Review for update of Purchasing Policy-In progress.
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
 - Bi-weekly 75 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 109 employees.
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
 - Finalized Month end completed to January 31, 2019.
 - Department Head and Council Statements to November 30, 2019.

2) Meetings:

- A) Bi-Weekly Accounting Department staff meetings.
- B) Weekly Senior Management Staff meetings.
- C) Committee meeting-Feb 12, 2020.
- D) Dillon Consulting meeting-Mar 2, 2020.

3) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Civic Center.
 - 2) Prince William Street Infrastructure Renewal.
 - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 6) Waterfront Revitalization.
 - 7) Waterfront Enhancements (GTF).
 - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
 - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 11) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 12) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 13) West Street Utility Renewal (GTF).
 - 14) Waterfront Trail.
 - 15) 2019-2020 Capital Plans.
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to November 30, 2019.
- C) 2020 Capital Plan-Completed.
- D) 2019 T4's, T4A's and Worksafe NB remittance--Completed.
- E) Accounting office planning to minimize paper use-In progress.
- F) Transitioning Town receipting process-In progress.
- G) Bill Weston NDMP project-In Progress.
- H) Multiple HST remittances-Ongoing.
- I) Administering the Charles F Todd Trust Fund-Ongoing.



**Town of St. Stephen
Information Report to Council
Report: PW 03-20**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: March 11, 2020
Subject: March Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 7 new Water Meters.
- b) Repaired 15 Water Meters.
- c) Repaired 1 Water Main.
- d) Repaired 3 Water Laterals.
- e) Plowed Snow

2: Streets:

- a) Cold Patched.
- b) Plowed Streets and Sidewalks.
- c) Sanded Streets and Sidewalks.
- d) Hauled Snow.
- e) Hauled Sand.

3: Waste Water:

- a) Videoed 4 Sewer Laterals.
- b) Rodded 1 Sewer Lateral.
- c) Plowed Snow.

Project Updates – Town of St. Stephen

March 2, 2020

Waterfront Trail Upgrades – Project No. TBD

Preliminary design work will commence in March. Detailed topographic survey cannot be completed at this time due to snow cover. Once snow is melted, survey data will be collected and tender documents will be finalized.

West Street Infrastructure Renewal – Project No. 19-1946

Design is in progress. A design review meeting was recently held with public works to gather feedback on the design. It is anticipated that the project will be ready for tender in late March 2020.

Riverside Drive WWPS Replacement – Project No. 19-9953

Design drawings are at 50%. The land surveyor confirmed property lines/locations and the overall site plan configuration has been updated. Dillon reached back to NB Power to follow up on obtaining an easement.

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

The work is complete with final payments being processed.

Waterfront Enhancements – Project No. 19-9772

The project is on hold for the winter months. The decision was made to hold off on the concrete slab pour until Spring to reduce the quality risks associated with temperature and weather experienced in December. The slab and site restoration is scheduled to be completed in late April / early May 2020.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is off site and the work complete with the exception of the installation of the floating docks and gangway. The floating dock and gangway supply have been awarded. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months, and correct minor deficiencies at that time.

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

The water main has been commissioned and the project is complete with the exception of a deficiency with a portion of the curb repair which is scheduled for repair in the Spring of 2020.

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

Work in Elm Park is complete. Some deficiencies remain outstanding are being addressed. An asphalt deficiency and replacement of 2-3 trees in a hedge remain as outstanding deficiencies that are scheduled to be addressed in the Spring.



**Town of St. Stephen
Information Report to Council
Report: FD 10-20**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, March 11, 2019
Subject: Committee Meeting for March

Recommendation: That this report be received for informational purposes.

1. Alarms were:

Town Alarms	7
Out of Town Alarms	7
Total	14

Alarms	# Calls	# FF	# Hours
1. RCMP Assist	1	12	60
2. MVA	4	42	42
3. Alarm	3	27	27
4. Smell of Gas	1	8	8
5. Nuisance Complaints	2	14	14
6. Structure Fire	2	23	76
7. Electrical Fire	1	10	10

Total	
SSFD	14
Other FD	44
St Stephen PW	6
St Andrews PW	0
Total calls dispatched	64

2. Fire Department Activities

1. Monthly Meeting of the fire department.
2. Awards Banquet to present service medals to recipient firefighters.
3. Traffic Control Person Course
4. Tour of Beacon Apartments
5. Fire Officer 1 Training Course

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Meeting with Worksafe NB representative with respect to JHSC development.
4. Policy(s) review (Fire Drivers, Back-up Drivers and Volunteer Firemen)
5. Ongoing internal work with respect to Health and Safety Program development.
6. Senior Management Team meetings.
7. Committee Meeting
8. Extensive work to get tenants of Schoodic Street Apartments back into their homes.
9. Hosted Fundy Firefighters Association meeting.
10. Attended Annual General Meeting of Charlotte County Ground Search and Rescue.
11. Coordinating five different courses within the Fundy Firefighters Association, on behalf of FFA and NBCC.
12. Facilitating the moving of the Building Inspector and By-law Enforcement Officer from 112 Milltown Blvd to 199 Union Street.
13. Worked on an issue related to overnight parking.
14. Review of Bylaws S-6 and S-6.1 Community Emergency Plan.
15. Site inspection of St. Croix Vocational Center.
16. Certification of Hours for Firefighters for 2019 Income Tax Returns.
17. Preparation of request for information to NB 911 relating to Regional Fire Dispatch requirements.

4. Equipment

1. Decontamination bags for firefighter vehicles for our firefighter cancer-mitigation program were received and will be placed into service soon.
2. Some adapters were ordered for each of our engines to facilitate easier connections between fire departments with different hose thread types.
3. Some firefighters were fitted for new bunker gear as part of our ongoing replacement program.

5. Personnel

1. Our three Lieutenants completed the Fire Officer 1 course, held over two weekends in St. George and all passed their exams. Work will continue over the coming months to complete their Job Performance Requirements in order to complete their accreditation process.
2. Three firefighters attended a Traffic Control Person certification class.
3. Patricia Richardson was awarded the Fire Service Exemplary Service Medal from the Governor General of Canada for twenty years of Service.
4. Joe Richardson was awarded the Fire Service Long Service Medal from the Province of NB for twenty-five years of service.
5. Joe Johnston was awarded the Fire Service Long Service Medal from the Province of NB for twenty-five years of service.
6. Tony Villeneuve was awarded the Fire Service Long Service Medal from the Province of NB for twenty-five years of service.
7. Dwayne Richards was awarded the Fire Service Long Service Bar from the Province of NB for thirty-five years of service.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

February REPORT

2020

To: CAO – Town of St. Stephen

Please find enclosed my report for February By-Law -- Enforcement. We handled 21 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (2)	Received a request from Dave Beech to check on a couple of overnight parking issues	<i>Dropped the locations and informed the persons there of the overnight parking restrictions</i>
Assist General Public (5)	Gentleman called with regards to the neighbors setting of fireworks.	<i>CAO replied to the complaint</i>

	<p>Lady called to inquire about extending her parking lot at her business</p> <p>Lady called to inquire about the by laws as they pertained to air B&B's</p> <p>Gentleman called to inquire about the proper measurements for a fence</p> <p>Gentleman called about getting permission from the Town to set up a vegetable stand in the summer</p>	<p><i>Informed her to get ahold of Alex Henderson</i></p> <p><i>Informed her that we have nothing in the by laws pertaining to them.</i></p> <p><i>Informed him to call Alex Henderson</i></p> <p><i>Informed him that he would have to put the request in to the CAO in writing.</i></p>
<p>Parking (11)</p>	<p><i>Four warning tickets issued for parking</i></p> <p><i>Three warnings given for overnight parking</i></p> <p><i>Comp of overnight parking on King St.</i></p> <p>Also attended court in Saint John for trial in a matter, due to the weather and a witness could not attend the trial was set over to June</p> <p>Letter was issued to the accused in the above matter</p> <p>Also a summons to witness was also issued</p>	<p>This will be monitored throughout the month of March</p>

<p>Dog Complaints (3)</p>	<p>Received a call from a lady complaining about a dog outside barking all day</p> <p><i>Comp from Milltown of stray cats around</i></p> <p><i>Comp of a dog bite on Victor St.</i></p>	<p><i>Numerous patrols have been made to the area, but as of yet have not heard the dog bark</i></p> <p><i>Animal control looked into this matter</i></p> <p><i>Matter is still concluded with a warning given to the owner</i></p>

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I received a complaint of a neighbor's dog being aggressive to other neighbors on Victor St. I spoke to the owner and a warning was given. The houses are really close together. I received a couple of calls on found dogs, however the owners were found before I impounded them. I received a call of numerous cats on Milltown Blvd, I set trap boxes for two weeks and picked up five cats all of these were wild and unlicensed, Cats were put down after five days.

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

BUILDING INSPECTION 2020	2020	2019	2020	2019	2020	2019	2020	2019
FEBRUARY								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Residential Renos/Additions	1	2	\$2,000.00	\$68,000.00	3	2	\$7,200.00	\$68,000.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	3	\$0.00	\$5,344,000.00
Com./Indus./Inst. Renos	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Institutional	0	0	\$0.00	\$0.00	1	0	\$109,045.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	2	0	\$20,292.50	\$0.00
TOTALS	1	2	\$2,000.00	\$68,000.00	6	5	\$136,537.50	\$5,412,000.00
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	2	N/A						
Electrical waivers Issued	3	N/A						
Active Unsightly Premises	3	N/A						



**Town of St. Stephen
Information Report to Council
Report: CMS 04-20**



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Nikki Mott & Jeremy McShane
Date of Meeting: Wednesday, March 11th 2020
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. We have hired Aaron Muzzatti for the Aquatic & Programming Coordinator position; Aaron starts work on March 9th. He has an aquatic background and a wide range of skills and certification. One of the first tasks I have asked of him is to identify how we develop new staff (we potentially will lose 9 grade 12 staff in the fall) as well as our existing staff. Aaron currently lives in Memrancook, NB so he is used to Eastern Canadian life and living in a smaller town. Aaron impressed the interviewing team with his preparation and planning, I believe he will add a strength to the team and help us develop our aquatics department and town programs.
- b. A New Aquatic schedule has been developed for the March Break week, plus we have Jess Hovey back on staff now after being away since October. The \$5 lap swim has been positive, it was introduced in Jess's absence to help the evening fitness users and with the help of the staff we have added aqua-cise classes to Monday and Wednesday nights.
- c. Private Swimming Lessons have increased, we currently have 8 private lessons programmed in the schedule, this is a great revenue generator and service we offer to the users.
- d. The Shark Attack swim team is hoping to bring a swim meet to the GCC, we are working with Swim NB in getting the pool up to standard for a meet.
- e. We had to cancel our Junior Lifeguard program planned for the March Break due to low registration numbers, we will reschedule the program to continue our recruitment plan.
- f. I am continue working with the user groups on their Spring & Summer Ice, our availability for ice is limited as we have a number of programs running including power skating, Ice Dogs Hockey, Atlantic Hockey and the various trade shows and tournaments that rent the arena.
- g. Website development continues with the wireframes being finalized, we are very close to signing off on the final product, it will need approximately 6 weeks before it goes live.
- h. I have communicated the results of the phone system decision to the vendors involved and work has begun on getting the system in place before the Town Hall moves over to the GCC.
- i. Work continues on reviewing the Community Services policies.
- j. The Pro-shop agreement has been delayed as one of the staff has backed away from the shop, details continue to be worked out but discussions have been positive.

- k. I continue to work with the Anglophone School District staff in discussing the future of the agreement, they are going to wait until the Spring to make their decision after they see the condition of the fields after winter.
 - l. I have applied for the 2020 Canada Summer jobs (CSJ) Grants from the Federal Govt and the Student Employment Experience Development (SEED) grants from the Provincial Govt for the seasonal positions over the Summer. The job titles include Horticulture crew, Lawn care crew, Lifeguards Park Maintenance & Special Events Crew.
 - m. I am waiting to receive quotes from a monument restoration company to see if it is possible to clean a number of monuments in town. I am also researching quotes for the Shriners, they have offered to purchase a wheelchair swing for the town for one of our playgrounds.
 - n. We have added the words "Donor wall" to the wooden donor wall that is located by the ramp at the GCC, this was requested on behalf of the GCC Charitable Fund.
2. Meetings & other activities:
- a. St. Stephen 150th Anniversary meeting with Michelle & Ghislaine (February 5th and 25th).
 - b. Weekly Community Services and Senior Management Team meetings.
 - c. Met with potential buyer to give a tour of the Border Arena.
 - d. Fundy Recreation Practitioners Assoc. quarterly meeting in Rothesay, NB – Feb 14th
 - e. Jeff & I met St. John aquatic staff to discuss sharing resources.
 - f. Jenn Dow and I met Heather Donohue to discuss the BIA students and the new mural planned for St. Stephen.
 - g. I met Ed Zammit from the Elm Street Nature Park as he was concerned about the town's liability insurance coverage and how he has been approached about a dog park at the ESNP.
 - h. I am meeting Rebekah from the library on March 13th to discuss the provincial cultural passes and how we can support plus we are also meeting at the Border Arena on March 19th to see if she is interested in any of the old library shelving currently stored there.

Administration & Accounting

1. Monthly Projects (February 2020):

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed. payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Processed the Revenue reports for the finance department.
- d. Deposits, banking, and reconciled shifts.
- e. Various administrative and accounting.
- f. Planned/Managed a Membership Promotion for Civic Center.
- g. Advertised for two new administrative positions.

2. Statistics (February 2020):

- a. Approximately 2096 membership check-ins were recorded for the month.
- b. Approximately 294 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 18 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 62 punch cards sold throughout the month.

Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. Contractors continue work on Town hall Reno's.
3. Working through Reno issues closely with TOSS and King Construction.
Have set time restraints on part of the office Reno's for the cheer competition for March 18th
4. Regular building up-keep on the go. (crack filling, painting etc.)
5. Extensive work completed on both pool UV filters.
6. Working on 2020 budget and capital items.
7. Working on arena handrail project for bleachers.
8. Upgraded all walking track signage.
9. Phase two of security cameras system have been completed.
10. Ongoing policy reviews.
11. Took part in 2 conference calls with TOSS, King construction in regards with town hall renos.
12. Monthly building inspection completed.
13. The venue seen 2 successful SSMHA tournaments in Feb as well
15. Attended FRPA meeting.
16. Attended weekly management team meetings.



**Town of St. Stephen
Information Report to Council
Report: EDC 03-20**



To: Jeff Renaud, Chief Administrative Officer
From: Michelle Vest, Events Development Coordinator
Resource Staff: N/A
Date of Meeting: Wednesday, March 11th, 2020
Subject: EDC Informational Report

Recommendation: That this report be received for informational purposes.

1. Past Month's Events:

- a. Charity Hockey Game – February 1st – Bar and Upper Canteen open
- b. Liberal Party Rally – February 8th
- c. Hockey Tournaments – February 15th/16th and February 29th/March 1st
- d. Family Day at the GCC – free skates and swim times plus cake.
 - i. Swimmer Numbers:
 1. 9am-10am – 16
 2. 10:30am – 11:30am – 91
 3. 12pm-1pm – 88
 - ii. Cake – 3 x ½ slabs – served for 1.5hrs (11:30-1)
 - iii. Skaters – approximately 200 (Youth with sticks approximately 30)
- e. Heritage event at the GCC – sponsored by Charlotte County Archives – details pending
- f. Chamber of Commerce Lunch and Learn – February 26th @ GCC

2. Future Events:

- a. Chamber of Commerce AGM – March 19th @ GCC
- b. March 21/22 – Provincial Cheer Competition at GCC
- c. Hockey Tournament – March 27-29
- d. March/April – planting of the new town “Christmas Tree” along the waterfront near GCC. Details TBC pending spring conditions for planting.
- e. April 16th – Job Fair @ the GCC hosted by Chamber of Commerce
- f. Kiwanis Trade Show – May 1st/2nd
- g. IWK Kids Carnival – May 9th
- h. ****NEW this year**** Indoor Community Yard Sale at the GCC (on the arena surface since the floor will be down anyway) – 9am-1pm May 10th
- i. May 16 – Town Wide Yard Sale
- j. Statue Reveal – tentatively May 27th. Community Services was informed of this date by Future St. Stephen 1/8/20 and we have no further information at this time.
- k. Wall of Fame Banquet – May 30th
- l. Grand March @ GCC – June 16th

- m. June 25th – Summer Concert Series Start + Grand Opening of Chocolate Park Playground (details TBC)
- n. Canada Day Festivities on the waterfront and wharf – band to play in the afternoon/evening on the wharf
- o. Hockey School sponsored by Southern Ice Dogs – July 13th – 17th
- p. August 1st or 2nd – Regional Car Show (details pending. Meeting with RCMP in March to determine what is required to close Milltown Blvd. from King St. to Main St. has been rescheduled multiple times due to last minute conflicts). Request for closure to be submitted after meeting with RCMP.
- q. August 2nd-6th – Chocolate Fest
- r. August 5th – 9th – International Fest. SSFD Fire Truck Pull tentatively scheduled for August 9th and would require Budd Ave. to be closed to through traffic. Fireworks August 9th, with the band “Full Circle” playing
- s. August 7th – RCMP Musical Ride held by Ganong Nature Park
- t. August 13th- 16th – Bonfire Festival
- u. September 19th/20th – CC Fall Fair (GNP)
- v. November/December – “Walk of Lights” along the waterfront (light up the trees and gazebos from the wharf along the length in front of the GCC)
- w. Friday, December 4th – Christmas Parade.
- x. Saturday, December 5th – Santa’s Arrival

3. Other Activities:

- a. Continued overseeing bookings and Canteen at the GCC.
- b. Continued to update the Town website and Facebook pages with community submitted events (through the website link).
- c. Continuing to serve as Secretary for Chocolate Fest Inc. for 2020.
- d. Worked Canteen as necessary.
- e. Canteen supply run to Saint John (every 2-3 weeks)
- f. Assisted on the Front desk, including Promo Sale day
- g. Meetings:
 - a. February 5th – with Ghislaine for Community Leaders regarding SS 150
 - b. February 25th – with Ghislaine for 150 Committee (subcommittees chosen)
 - c. Grand March Meeting at SSHS
 - d. Coordinators for Provincial Cheer Competition
 - e. Roxanne Redding – American Chair of International Festival
 - f. February 28th – with caterer and Chamber regarding new “reception” style Chamber AGM

Respectfully submitted,

Michelle Vest

Events Development Coordinator

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A
PLANNING ADVISORY COMMITTEE – THIRD AND FINAL READING – SHORT
TITLE ONLY**

**THAT By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning
Advisory Committee” – be given Third and Final Reading – Short Title Only.**

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. L-11 – SUBDIVISION BY-LAW – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled By-law No. L-11 – “Subdivision By-law” – for First Reading – Short Title Only.

TOWN OF ST. STEPHEN

BY-LAW NO. L-11

SUBDIVISION BY-LAW

The Council of the Town of St. Stephen, under authority vested in it by the *Community Planning Act*, R.S.N.B. (2017), and amendments thereto, hereby makes the following by-law:

1. Definitions

1.1 In this By-law

"Act" means the *Community Planning Act*.

"Arterial street" means a roadway with the primary function to move large volumes of through traffic with limited direct access to adjacent development.

"Collector street" means a roadway with the functions of providing land access and traffic movement as equal importance.

"Council" means the Mayor and Councillors of the Town of St Stephen.

"Developer" means an individual or corporation seeking to obtain the approval of a subdivision plan, or who enters into a subdivision agreement with the Town.

"Planning Advisory Committee" means the Planning Advisory Committee established by Council or the Regional Service Commission.

"Development Officer" means the Development Officer of the Town of St. Stephen appointed by Council or the planning director as defined in the *Regional Services Delivery Act*.

"Gradient" means the degree of rise or descent of a street.

"Land for public purposes" means land other than streets for the recreational or other use for the enjoyment of the general public such as:

- (a) an access to a lake, river, stream, sea, or other body of water;
- (b) a beach or scenic area along the shore of a lake, river, stream, sea, or other body of water;
- (c) a conservation area;
- (d) land adjoining a school for joint recreational purposes;
- (e) land for a community hall, public library, recreational use or other similar community facility;
- (f) open space to provide air and light to afford a view to or from a development, or

- to a lake, river, stream, sea, or other body of water, or for other purposes;
- (g) a park, greenbelt, or buffer area dividing developments, parts of highway, or development and a highway;
- (h) a pedestrian way to a school, shopping centre, recreational area, or other facility.

"Local street" means a roadway whose major function is to provide direct land access to abutting properties and is designed to carry low traffic volumes for short distances.

"Lot" means a parcel of land or two or more adjoining parcels held by the same owner and used or intended to be used as a site for a building or structure or an appurtenance thereof.

"Municipal Plan" means the Municipal Plan of the Town of St. Stephen and its amendments thereto.

"Other access" means a private access other than a street that may be approved by the Planning Advisory Committee or the Regional Service Commission, as the case may be.

"Zoning By-law" means the Zoning By-law of the Town of St. Stephen and its amendments thereto.

"Width" means, in relation to a lot,

- i. where the side lot lines are parallel, the distance measured across the lot right angles to such lines, or
- ii. if the side lot lines are not parallel, lot width is the horizontal distance between the side lot lines measured parallel to the front lot line at the minimum front or flankage yard setback as required by the applicable provisions of the Zoning By-Law.

2. Purpose

2.1 The purpose of this By-law is to provide for regulation of the subdividing of land in the Town of St. Stephen.

3. Streets

3.1 In a subdivision, unless otherwise stipulated by Council,

- (a) arterial streets shall have a width of 20 metres;
- (b) collector streets shall have a minimum width of 20 metres;

- (c) local streets shall have a width of 20 metres;
- (d) a cul-de-sac shall not exceed 200 metres in length, and shall terminate with a circular area having a radius of 18 metres; and,
- (e) no street may have a gradient in excess of 8 percent.

3.2 Where entry will be gained to a subdivision by means of an existing street or other access, by whomever owned, the person seeking approval of the plan of such subdivision shall make provision to bring the existing access to the same standard as is required for streets within the proposed subdivision, with the full cost to be borne by the person seeking approval of the plan unless otherwise agreed by Council.

3.3 Reserve strips abutting a street in a subdivision are prohibited, except where such strips are vested in the municipality.

3.4 In arriving at a decision regarding a recommendation with respect to the location of streets in a proposed subdivision, the Planning Advisory Committee shall give consideration to the relationship between such location, and

- (a) the topography of the land;
- (b) the provision of lots suitable for the intended use;
- (c) street intersections and interceptions being as nearly as possible at right angles;
- (d) convenient access to the proposed subdivision and to lots within it; and,
- (e) the convenient further subdividing of the land or adjoining land.

3.5 Names of streets in a subdivision are subject to approval of the Council.

4. Lots, blocks and other parcels

4.1 Every lot, block and other parcel of land in a subdivision shall abut a street owned by the Crown or the municipality, or such other access as may be approved by the Planning Advisory Committee for the development of land.

4.2 The dimensions and the area of a lot in a subdivision are subject to the requirements of the Zoning By-law.

4.3 Subject to subsection 4.4, a block in a subdivision shall be at least 128 metres and not more than 311 metres long, and shall have a depth of not less than two lots.

4.4 Where a proposed subdivision contains a series of crescents and cul-de-sacs, a block may exceed 311 metres in length if pedestrian walkways are provided for access or circulation to schools, libraries, playgrounds or other such facilities.

5. Land for public purposes

5.1 Subject to this section, as a condition of approval of a subdivision plan, land in the amount of eight (8) percent of the area of the proposed subdivision exclusive of streets intended to be publicly-owned, at such location as may be recommended by the Planning Advisory Committee or otherwise approved by Council, is to be set aside as land for public purposes and brought to street elevation, and so indicated on the plan.

5.2 Council may require, in lieu of land set aside under section 5.1, a sum of money to be paid to the municipality in the amount of eight (8) percent of the market value of the land in the proposed subdivision at the time of submission for approval of the subdivision plan exclusive of streets intended to be publicly-owned.

5.3 Nothing in this section shall affect the ability of the applicant and the Town of St. Stephen to enter into an agreement providing for the setting aside of part land and part cash-in-lieu, provided that the aggregate value to the Town shall not be less than that provided in subsections 5.1 or 5.2.

5.4 Notwithstanding anything contained in this by-law, subsections 5.1, 5.2, and 5.3 do not apply:

- (a) in the case of a parcel of land that is being created for the purpose of being added to and forming part of an adjoining parcel;
- (b) in the case of a subdivision plan that involves the assembly of land for future subdivision;
- (c) in the case of a lot that is being created to accommodate a useable main building, provided such building existed prior to this by-law coming into force;
- (d) in the case of a lot that is being created which abuts a publicly-owned street that on the coming into force of this by-law was paved and had water and sewer facilities installed therein;
- (e) in the case of a lot that is being created for the purpose of being conveyed to the Town of St. Stephen.

5.5 Where, as a condition of approval of a subdivision plan, land has been set aside under subsections 5.1, 5.2 or 5.3, no further setting aside of land for public purposes or payment of additional sums shall be required as a condition of approval of any further or other subdividing of the land with respect to which the land has been set aside or sum paid.

6. Municipal facilities

6.1 Where a developer proposes to subdivide land in such manner that pursuant to section 4 a street is required to be provided, or in such location that municipal water or sewer facilities or both are required to be provided, the Development Officer shall not approve a subdivision plan unless, in the opinion of the Council,

- (a) the Council will be able in the near future to provide the proposed subdivision with streets, water and sewer lines, light, recreational areas or other facilities required by the by-law for that subdivision, or the person proposing the subdivision has made satisfactory arrangements for providing the facilities; and,
- (b) the person proposing the subdivision has made satisfactory arrangements to enter into an agreement with the Council that is binding on his or her heirs, successors and assigns to comply with a provision under paragraph (a); and,
 - (i) deposits with the Town of St. Stephen a sum sufficient to cover the cost with respect to facilities that the by-law requires him or her to pay under subsection 7.2, or
 - (ii) deliver to the Town of St. Stephen a performance bond acceptable to the Council in an amount sufficient to cover the cost referred to in clause (i) in accordance with subsection 7.4(d).

7. Responsibilities of the subdivider

7.1 The developer shall submit a tentative subdivision plan to the Development Officer who will process it, and if it is approved, will instruct the person who is subdividing to hire a surveyor to draw up a final subdivision plan.

7.2 The construction of streets shall be asphalt. The developer who is subdividing is responsible for the entire cost of construction of streets and services within the subdivision, and engineering inspection services when so determined by the Council.

7.3 If there are new streets, water lines, sanitary sewers or storm sewers involved, plans and profiles of these facilities must be developed by a Professional Engineer and delivered to the Director of Operations for his or her perusal, comments and final approval, and delivery of "Record Drawings" to the Director of Operations when the sanitary sewer video inspection and waterline pressure test reports have been completed.

7.4 Pursuant to section 88 of the *Community Planning Act*, Council shall not approve a subdivision plan until the following steps have been taken:

- (a) that the Planning Advisory Committee has first recommended to the Council the location of the streets, or the land for public purposes, or both, as the case may be, within the proposed subdivision;
- (b) that the Director of Operations has approved the plans and profiles for the installation of streets and services and has also approved the materials and types of appurtenances to be installed within the subdivision;

- (c) that pursuant to Regulation 82-126 under the *Clean Environment Act*, the Department of Environment and Local Government has approved the plans and profiles for the installation of water lines, gate valves, hydrants, storm sewers, catch basins, sanitary sewers, lift stations and manholes, and a copy of the certificate of approval to construct has been delivered to the Director of Operations;
- (d) if required by an agreement under subsection 6.1(b)(ii), that the developer makes a deposit with the Clerk for sufficient money, bonds or securities to cover fifty (50) percent of the cost for the installation and construction of all services within the subdivision and has given a performance bond to guarantee the labour and materials within the subdivision for a period of twelve (12) months after the date of final inspection and acceptance by the Town of these services; and,
- (e) that Council reserves the right to ask for a videotape inspection of any part of the underground system if deemed necessary by the Town of St. Stephen's Public Works Department.

8. Conditions precluding approval of a subdivision plan

8.1 The Development Officer shall not approve a subdivision plan if, in his or her opinion, and in the opinion of the Planning Advisory Committee,

- (a) the land is not suited to the purpose for which it is intended or may not reasonably be expected to be used for that purpose within a reasonable time after the plan is approved; or
- (b) the proposed manner of subdividing will prejudice the possibility of further subdividing the land or the convenient subdividing of adjoining land.

9. Enforcement

9.1 The Development Officer, or appointed designate, has the right to enter at all reasonable times upon any property within his or her jurisdiction for the purpose of making an inspection that is necessary for the administration or enforcement of a by-law or regulation relating to the *Act*.

9.2 Where a development is undertaken in contravention of this by-law or any of the terms and conditions imposed pursuant thereto, a person authorized by Council may order,

- (a) cessation of the development,
- (b) alteration of such development so as to remove the

contravention,

- (c) the doing of anything required restoring the land, building, or structure to its condition immediately prior to the undertaking of such development, or
- (d) the payment of costs recoverable by the municipality under the terms of this by-law.

9.3 For the purposes of enforcement, a person authorized by Council shall act in accordance with sections 134 and 135 of the *Community Planning Act*.

10. Fees

10.1 A person who applies to a development officer for approval of a tentative plan shall pay the following fee:

- (a) for a type 1 subdivision (abuts an existing street), \$200 plus \$25 for each lot in the subdivision;
- (b) for a type 2 subdivision (access off a new street or other access), \$500 plus \$50 for each lot in the subdivision; or,
- (c) for a subdivision re-application administration fee, \$100.

11. Repeal provision

11.1 By-law No. L-4, Subdivision By-law, adopted by Town Council on April 16, 2012, is hereby repealed.

11.2 The repeal of By-law No. L-4, A Subdivision By-law, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-law the day of , 2020.

First Reading:

Second Reading:

Third and Final Reading:

Mayor

Town Clerk

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. L-12 – A BY-LAW TO REGULATE THE DELIVERY OF FLYERS –
FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – for First Reading – Short Title Only.

TOWN OF ST STEPHEN

BY-LAW NO. L-12

A BY-LAW TO REGULATE THE DELIVERY OF FLYERS

BE IT ENACTED by the Council of the Town of St. Stephen, under the authority vested in it by the *Local Governance Act*, SNB 2017, C-18 as follows:

1. Definitions

(1) In this by-law,

“Town” shall refer to the Town of St. Stephen;

“Director” means the Director of Protective Services for the Town;

“Distributor” means any person, which distributes, permits to be distributed or causes to be distributed any flyer which promotes activities outlined in section 3 of this by-law;

“Flyer” means any non-subscription based printed or written matter, and includes a circular, leaflet, pamphlet, paper, booklet, postcard, coupon, or any other printed or otherwise reproduced matter;

“Municipality” means the geographic area constituted as the Town of St. Stephen;

“Newspaper” means any newspaper or magazine of general circulation for which the occupant has paid or requested delivery;

“person” included a business company, organization or corporation and the heirs, executors, administrators or other legal representatives of a person;

“residential property” means the property or part thereof used or intended to be used for residential purposes but does not include the portion of a hotel or motel used for the purpose of lodging for the public or an apartment hotel.

2. Application

(1) This by-law applies to any flyer distributed within the municipality that:

- a. Advertises or otherwise promotes any merchandise, product, commodity, or thing;

- b. Directs attention to any business or mercantile or commercial establishment or other activity, for the purpose of either directly or indirectly promoting the interests thereof;
- c. Directs attention to or advertises any meeting, theatrical performance, exhibition or event of any kind for which an admission is charged for the purpose of commercial gain or profit.

3. General

(1) Any owner or occupier of a residential property may post a sign or notice stating they do not wish to receive flyers.

(2) Subject to subsection (1), an owner or occupier may:

- a. Post a sign or notice provided by the Town, or
- b. Create a sign or notice to post, provided the sign or notice meets the following specifications:
 - i. Is a minimum 11cm (4.5in) wide by 12.5cm (5in) high,
 - ii. Consists of lettering that is black font on a white background, and
 - iii. Contains the phrase "NO FLYERS" in a font size of at least 38pt in a sans serif (plain) font type such as Arial.

(3) A sign or notice stating the owner or occupier does not want to receive flyers shall be posted at the entrance to the residential property in a manner such that the sign or notice is visible at the applicable locations as outlined in section 3(6).

(4) No distributor shall distribute, or cause to be distributed, a flyer at or on a residential property if a sign or notice has been posted pursuant to section 3(3).

(5) Section 3(4) of this by-law shall not apply to the following:

- a. Any election advertising material which is permitted to be transmitted or delivered pursuant to any applicable federal, provincial or municipal legislation or regulation;
- b. Newspapers delivered to paying subscribers;
- c. Community association newsletters or newspapers that do not contain flyers;

- d. Information circulars produced by federal, provincial or municipal government;
- e. Information circulars produced by a member of Town Council, a member of the New Brunswick Legislative Assembly or a member of the federal Parliament;
- f. An apartment building containing six or more units.

(6) No distributor shall distribute or cause to be distributed any flyers on residential property other than:

- a. In a mailbox;
- b. In a mail slot;
- c. In a tube or other receptacle designated for this purpose;
- d. On a doorstep.

(7) No distributor shall distribute or cause to be distributed any flyers to a residential property where the flyers have not been collected for two consecutive weeks.

4. Offences

- (1) Any person who violates any provision of this by-law is guilty of an offence and is liable on conviction to a fine.
- (2) The minimum fine for an offence committed under this by-law is \$140 and the maximum fine for an offence committed under this by-law is \$2,100.
- (3) If an offence committed under this by-law continues for more than one day:
 - a. The minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and
 - b. The maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

5. Enforcement

- (1) The Director is responsible for the administration of this by-law.
- (2) The Director and every person duly appointed by Council as by-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this by-law.
- (3) The Director, any peace officer or by-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law, or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this by-law.

6. Severability

- (1) Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an order to the contrary.

7. Effective Date

- (1) This by-law shall be effective as of June 1st, 2020.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2020.

First Reading:

Second Reading:

Third Reading and Enacted:

Mayor

Town Clerk

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. S-14 – A BY-LAW TO PROHIBIT EXCESSIVE NOISES – FIRST
READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – for First Reading – Short Title Only.

TOWN OF ST. STEPHEN

BY-LAW NO. S-14

A BY-LAW TO PROHIBIT EXCESSIVE NOISES

BE IT ENACTED by the Council of the Town of St. Stephen, under the authority vested in it by the *Local Governance Act*, SNB 2017, C-18 as follows:

1. Definitions

“Noise” shall refer to all noise or sound that causes a public nuisance or otherwise disturb the Town’s inhabitants.

2. Prohibitions

(1) No one may make, continue or cause, or allow to be made, or cause the making of noise.

3. Exemptions

(1) The provisions of this by-law shall not apply to:

- a. Agents, servants or employees of the Municipality in the course of their duties;
- b. Construction work between 7am and 10pm or of an emergency nature;
- c. Emergency vehicles;
- d. Vehicles utilized by the personnel and/or contractors to perform maintenance and/or construction work by or on behalf of the Town;
- e. Public transit vehicles;
- f. Church bells for religious services;
- g. Alarms sounding for not more than twenty minutes;
- h. Commercial vehicles operating on a truck route;
- i. Festivals, events and activities organized by or on behalf of the Town;
- j. Festivals and events with which the Town has concluded partnership agreements;
- k. Construction work and road improvement projects carried by or on behalf of the Town;
- l. Celebration, reception or private celebration between the hours of 7:00 a.m. and 10:00 p.m.;
- m. Snow removal; and
- n. Athletic and recreational activities held in green and public areas between 7:00 a.m. and 11:00 p.m.

4. Application to make noise:

- (1) Subject to subsections 4(2), 4(3), 4(4), and 4(5), applications may be made to the Council in order to allow the making of noises otherwise prohibited hereunder for a special event. The application must be made in writing to the Clerk not less than thirty (30) days prior to the date on which the special event is to be held.
- (2) Prior to making an application to Council, the applicant must advise in written format, residents living within 200m of the noise source of their application for exemption. Such notice must include a copy of the application.
- (3) The application to Council must be accompanied by a written statement from the applicant, attesting that they have advised the residents in accordance with subsection 4(2).
- (4) A resident who was advised as per subsection 4(2) may submit his written comments to the Clerk no later than the Thursday preceding the date on which Council will address the application pursuant to subsection 4(1).
- (5) Council may attach any terms and conditions it considers appropriate for an approval given under subsection 4(1).

5. Offences and Penalties

- (1) An individual who violates any provision of this by-law is guilty of an offence and is liable on conviction to a minimum fine of one hundred and fifty dollars (\$150.00), and a maximum fine of seven hundred and fifty dollars (\$750.00).
- (2) A corporation who violates any provision of this by-law is guilty of an offence and is liable on conviction to a minimum fine of three hundred dollars (\$300.00), and a maximum fine of one thousand and five hundred dollars (\$1,500.00).

6. Repeal

By-Law No. S-1 entitled *A By-law Respecting Disturbance by Noise*, adopted on the 7th day of July, 2010, is hereby repealed.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2020.

First Reading:

Second Reading:

Third Reading and Enacted:

Mayor

Town Clerk

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. A-15 - A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN
POWERS TO THE CHIEF ADMINISTRATIVE OFFICER – FIRST READING – SHORT
TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. A-15 – “A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer” – for First Reading – Short Title Only.

TOWN OF ST. STEPHEN

BY-LAW NO. A-15

**A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN POWERS TO THE
CHIEF ADMINISTRATIVE OFFICER**

BE IT ENACTED by the Council of the Town of St. Stephen, under the authority vested in it by the *Local Governance Act*, SNB 2017, C-18 as follows:

1. **PREAMBLE:**

Pursuant to the *Local Governance Act*, no contract, instrument or other document to which a local government is a party has any force or effect unless it is sealed with the corporate seal of the local government and signed by the Mayor and Clerk.

Further, pursuant to Section 9 of the *Local Governance Act*, a council may, by by-law, delegate any of its powers, duties or functions to an officer of the local government.

As the Town of St. Stephen enters into many contracts each year, for a wide range of goods and services, including small operational items (e.g., cellular phones) and large capital projects. Generally speaking, it is recognized that a municipality may only act through its council. However, it is also recognized that some contracts are of such a routine, day to day nature, and fall within spending authorities approved by Council, that approval to enter into such contracts should not require the attention and approval of Council.

Through this by-law, the Town of St. Stephen Council wishes to delegate some power to approve certain contracts to the Chief Administrative Officer, who may delegate such authority as he/she deems appropriate. This policy further serves to clarify the proper approvals and authorities required to enter into a contract on behalf of the Town of St. Stephen.

2. **PURPOSE:**

The purpose of this policy is to:

- Specify the signing authority required for various types of contracts which may be entered into on behalf of the Town;
- Specify which types of contracts require approval of Council; and
- Specify which types of contracts require legal review prior to execution.

3. APPLICATION:

This policy applies to all contracts to which the Town is a party including, but not limited to, contracts involving the Town's departments, operating units, and/or unincorporated entities.

This policy shall not apply to:

- Cheques and other banking instruments;
- Applications for funding or other in-kind assistance from other levels of government or other organizations;

4. DEFINITIONS:

In this by-law,

"Contract" means any written agreement, deed or other document which creates an obligation or which may be binding upon the Town of St. Stephen;

"Council" means the duly elected Council for the Town of St. Stephen;

"Signing Authority" means an individual with authority to execute a contract on behalf of the Town of St. Stephen.

5. AUTHORITIES:

No member of Town administration is authorized to enter into any contract on behalf of the Town unless authority to do so has been provided for in this policy, in another policy or by-law, or by resolution of Council.

1) Execution of Contracts

- a) All contracts shall be sealed with the corporate seal of the Town, and signed by the Mayor and Clerk.
- b) "The Town of St. Stephen" is the legal entity which must be listed as a party on all contracts entered into on behalf of the Town. Internal departments (St. Stephen Fire Department, Garcelon Civic Center, etc.) are not permitted to enter into contracts in their own names.

2) Council Approval of Contracts

- a) Subject to (b), approval to enter into a contract on behalf of the Town shall require authorization of Council.

- b) Council hereby delegates approval of the following types of contracts to the Chief Administrative Officer, who may sub-delegate such approval authority as deemed appropriate at his/her sole discretion:
 - i) Facility rental agreements;

 - ii) Awarding of contracts for the purchase of goods or services through any procurement method, within the spending authorities below the level Council has established under the Town's Purchasing Policy, and provided that such purchases are in compliance with the Purchasing Policy; and

 - iii) Lease or rental agreements for equipment or vehicles.

- c) Despite (b),
 - i) Any agreement for the acquisition or disposition of land shall always require Council authorization via by-law or resolution, regardless of value;

 - ii) Any contract may be brought forward to Council for approval when deemed by the Chief Administrative Officer to be in the best interests of the Town; and

 - iii) Any contract prescribed by legislation to be made by Council shall only be approved by Council.

3) Legal Review

- a) The Chief Administrative Officer shall establish administrative protocols which establish criteria which will determine whether a contract requires review. In establishing such administrative protocols, the Chief Administrative Officer shall take into consideration:
 - i) Financial obligations on the Town;
 - ii) Level of risk to the Town;
 - iii) Whether the contract is of a routine nature;

- iv) Whether the contract is in a standard form previously reviewed by legal counsel;
 - v) Public interest/stakeholders involved.
- b) In all circumstances, client departments shall be responsible for ensuring that the business terms of the contract accurately reflect what has been agreed to between the client department and the other party to the contract, and that the contract does not conflict with any other existing Town obligations or agreements.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2020.

First Reading:

Second Reading:

Third Reading and Enacted:

Mayor

Town Clerk

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-16 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A RECREATION ADVISORY COMMITTEE – FIRST READING – SHORT TITLE ONLY
THAT leave now be given to introduce a by-law entitled By-Law No. A-16 – “A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee” – for First Reading – Short Title Only.

TOWN OF ST. STEPHEN

BY-LAW NO. A-16

A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A RECREATION ADVISORY COMMITTEE

Be it enacted by the Council of the Town of St. Stephen as follows:

- 1 By-Law No. A-5, "A By-Law to Establish a Recreation Advisory Committee" is hereby repealed in its entirety.
- 2 This by-law comes into force on the date of third and final reading thereof.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of . 2020.

First Reading:

Second Reading:

Third Reading and Enacted:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

**MUNICIPAL PLAN 2020 – PUBLIC HEARING AND PLANNING REVIEW AND
ADJUSTMENT COMMITTEE**

THAT the Council of the Town of St. Stephen schedule a public hearing for the repeal and replacement of the Municipal Plan, inclusive of a list of required changes, for Monday, April 27, 2020 at 7:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

AND THAT Council refer the Municipal Plan to the Planning Review and Adjustment Committee for its written views and recommendation to be received by Council within ninety (90) days.

Town of St. Stephen

Municipal Plan

April 2020

By-Law No. M-2



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TOWN OF ST. STEPHEN
MUNICIPAL PLAN BY-LAW NO. M-2

ENACTMENT:

WHEREAS Section 32 of the Community Planning Act requires that a Municipal Plan and Zoning By-Law be reviewed every ten years,

AND WHEREAS measures have been undertaken to perform said review and a By-Law amendment has been proposed, **THEREFORE BE IT ENACTED** by the Council of the Town of St. Stephen under the authority vested in it by the Community Planning Act S.N.B. 2017 C-19, as follows:

- (1) By-law No. M-2 entitled A BY-LAW TO ADOPT THE TOWN OF ST. STEPHEN MUNICIPAL PLAN is hereby adopted.
- (2) This by-law may be cited as the Municipal Plan.
- (3) The legislative provisions and schedules below form an integral part of this by-law

1. INTRODUCTION

1.1 Title

This by-law may be referred to as the "Town of St. Stephen Municipal Plan"

1.2 Area of Coverage

The statements of policy in this Municipal Plan By-Law apply to the Town of St. Stephen municipal boundaries as outlined in Regulation 31-6 under the *Municipalities Act*.

1.3 Purpose

The Municipal Plan By-Law has been prepared in accordance with Sections 21 through 27 of the Community Planning Act. The Plan is the preeminent document guiding growth and development within the Town of St. Stephen. It establishes policies to guide future land use and development while providing guidance to Town Council in long-term planning for the Town. This document will provide supporting principles for the implementation of land use regulations within the Town through by-laws, such as the Zoning, Subdivision, and Building By-Laws.

In accordance with the Community Planning Act, this Municipal Plan should be reviewed every ten years. Over the timeframe that this Municipal Plan is in effect, periodic amendments may be required, and these must be undertaken in accordance with the provisions for public consultation as outlined in the Community Planning Act.

Each section outlines the goals, policies and proposals for the specific aspect of the Plan. Where applicable, the intent of the policies is illustrated on the accompanying Generalized Future Land Use Map (Schedule 'A').

The effect of the plan is to enable the municipality and the Province to undertake any of the proposals identified. The Municipality, however, cannot undertake any action which is inconsistent with the plan. Further, if there is a conflict between the Municipal Plan and Zoning By-law or Subdivision By-law, the Municipal Plan prevails.

2. PLAN CONCEPT AND VISION

2.1 Generalized Future Land Use Map

The Town of St. Stephen Generalized Future Land Use Map attached hereto as Schedule "A" and amendments thereto, form part of the By-Law.

2.2 Community Vision

Through the consultation process for the Municipal Plan Review, a number of recurring issues were identified which set the context for future development in St. Stephen. These included:

- A continued role as the service centre of Charlotte County;
- A diversified, strong local economy,
- New highway commercial land uses along new highway;
- Revitalizing the Downtown;
- Waterfront development;
- Preserving existing, historic residential neighbourhoods;
- Providing recreational amenities to support an active and age friendly community;
- Providing housing opportunities for a variety of incomes and ages; and
- Attract and retain newcomers.

The Municipal Plan must address "Where the Town of St. Stephen is and where it wants to be in the future". The following vision was proposed in the Background Report, based on feedback received during the consultation program that builds on the small town feel of St. Stephen, its beautiful scenery, quality of life and development potential.

"The Town of St. Stephen will strive to increase its population and prosperity through proactively pursuing economic development and diversification, population growth and retention, and revitalization of its downtown, waterfront and infrastructure all while capitalizing on its location and quality of life."

Other areas of importance include housing, recreation and providing present and future citizens with a high quality of life. National trends indicate a significant aging of the population. This will make it increasingly important for St. Stephen to provide adequate housing alternatives for seniors, especially given its proximity to the County's major hospital. New investments, such as the Garcelon Civic Centre and improved Trail Facilities will enable St. Stephen to become a welcoming, age-friendly community.

The Town must adopt goals that demonstrate and describe the community's vision for the future. The following goals form the foundation that will allow St. Stephen to reach its vision:

Land Use, Community, Growth and Economic Development

- *To promote the development and enhancement of new and existing land uses in an efficient, orderly, equitable and sustainable manner.*

Residential Development

- *To provide a range of housing options within St. Stephen that meets the needs of a variety of age groups, abilities, and incomes.*

Commercial Development

- *To support the growth and revitalization of existing commercial areas while establishing new areas for commercial development.*

Industrial Development

- *To promote the development of industrial enterprises within the Town.*

Community and Institutional Uses

- *To provide the Town with quality parks and trails, recreational facilities and institutional facilities, while streamlining the costs associated with maintenance and operation.*

Future Development Areas

- *To prevent the inefficient and unplanned development of unserviced lands within Town limits.*

Downtown and Waterfront Revitalization

- *To enhance the appearance and promote the continued revitalization of the Downtown and the waterfront*

Natural Environment

- *To protect and enhance the natural environment and to encourage development that employs measures to minimize impacts on the natural environment and adapt to climate change impacts.*

Transportation

- *To provide and maintain a transportation network to support pedestrian, non-motorized, and vehicular traffic and to work to promote and retain air, rail, and marine transportation services serving St. Stephen.*

Municipal Infrastructure

- *To maintain and extend the Town's infrastructure to support existing development and future growth.*

Protective Services

- *To provide fire protection and police services to protect life and property within the Town.*

Culture and Heritage

- *To celebrate St. Stephen's architectural built heritage and cultural landscape and to further foster cultural development.*

Planning Administration and Implementation

- *To ensure that all future development is carried out within the general intent of the policies of the Municipal Plan*

3. LAND USE, COMMUNITY GROWTH AND ECONOMIC DEVELOPMENT

3.1 Preamble

Community growth and economic development is achieved through the proper development of all land uses in the Town. The overall goal is to provide policies and proposals that encourage the development of a vibrant, attractive and sustainable town that retains existing residents and attracts new residents and visitors. Policies discussed in subsequent sections of the Municipal Plan are aimed at creating desirable places for people to live, work and play. If this is achieved then the Town will become an increasingly attractive place for new businesses, residents and tourists.

Economic diversification and stability continue to be concerns for the Council. While the existing businesses and light industries have maintained a presence in the town, the Town must continue to provide the services and support necessary to enhance the Town's economic base and continue to attract and retain newcomers. Looking to the future, it will be important for the Town to support all existing businesses and look to attract new businesses of various sizes that are less susceptible to the volatility of the price of natural resources and the American dollar.

St. Stephen has significant growth potential due to its location and proximity to the United States, Saint John and Fredericton, which are all major areas of trade. With the completion of new portions of NB Route 1 and opening of the new border crossing, the Town is positioned to attract small and large businesses. Capitalizing on this potential will require significant work from Town Staff, Council, Future St. Stephen, and the Chamber of Commerce. These entities will need to work together in order to help the Town attract new businesses.

The new highway and border crossing have allowed for the opportunity for new commercial enterprises to locate north of the highway, immediately outside the Town Boundary. Council continues to explore the annexation of lands adjacent to the town to grow the Town's tax base. Council is advised to consider the potential negative effects on the existing businesses on King Street, in particular. Efforts should be made to continue to provide enhanced quality services in this area to retain existing enterprises and attract new entrants.

The Town's economy is supported by a multicultural workforce, especially in the region's seasonal seafood-based economy. In order to retain and continuously attract newcomers, the Town will continue to support multicultural opportunities, programming, and services.

3.2 Goal

Promote the development and enhancement of new and existing land uses in an efficient, orderly, equitable and sustainable manner to support economic and community growth.

3.3 Policies and Proposals

Policy LU-1 Council shall promote the growth of the Town's population to sustain existing businesses and services while increasing the tax base.

Proposal

- 1) Council will actively pursue initiatives to promote residential, commercial and industrial growth within the Town.

Policy LU-2 Council shall diversify the commercial and economic base of the Town to provide additional employment opportunities and increase its role as a service centre for the region.

Proposals

- 1) Town Staff and Council will continue to foster their relationship economic development organizations. Council will endeavor to work with these groups to develop a proactive strategy to retain existing businesses and attract new businesses to the Town.
- 2) Town Staff and Council will continue to work with Calais, Maine to identify and pursue potential economic development opportunities in the United States and Canada that will benefit both municipalities either directly or indirectly.

Policy LU-3 Council shall position the Town to benefit from the new border crossing and highway alignment through boundary expansion.

Proposals

- 1) Council and staff will assess the viability of annexation of additional lands near the highway that presently fall outside Town limits.
- 2) Council will prepare a secondary plan for the area north of NB Route 1, when appropriate, and will make any amendments necessary to the Zoning By-law to promote this area for future development.

Policy LU-4 Council shall enable land uses to develop in a compatible manner while ensuring sufficient land is made available for future growth.

Proposals

- 1) Council will manage land use in accordance with the land use plan designated on the Generalized Future Land Use Map. The specific policies applicable to each of these land use designations will be described in the appropriate sections that follow.
- 2) It shall be a policy of Council to encourage growth and development that is efficient, cost effective, compatible with existing development, and incorporates sound environmental planning principles by:
 - a. concentrating new growth in areas that are adequately serviced and properly planned;
 - b. encouraging development in areas that would be contiguous to, or infilling between, existing built-up areas;
 - c. promoting mixed-use developments which incorporate two or more land uses, such as commercial residential, within one building in appropriate areas of the Town such as the downtown and King Street Commercial area;
 - d. requiring buffer areas and site design to mitigate the impacts of industrial uses and large-scale commercial and institutional uses on residential areas;
 - e. protecting physically unsuitable or environmentally sensitive areas from development pressures; and
 - f. restricting development in unserved areas.
- 3) Council will provide for a more specific delineation of land uses in the Zoning By-Law that are consistent with the Generalized Future Land Use Designations.
- 4) In conformance with the Community Planning Act, it shall be a policy of Council that any land use existing at the time this Plan is adopted, that does not conform to the land use designations shown on the Generalized Future Land Use Map, and that is subsequently identified as a non-conforming use in the Zoning By-Law, will be permitted to continue. However, if a building or structure containing such a use is:

- a. damaged to the extent of at least half of the whole (exclusive of foundation); or discontinued for a consecutive period of 10 months;
- b. then any reuse must conform to the Municipal Plan and Zoning By-law.

5) Council will encourage the relocation of non-conforming uses to appropriately designated and planned sites through appropriate mechanisms where feasible.

Policy LU-5 Council shall make provision for future roadway networks and infrastructure servicing as the basic framework around which the community will grow.

Proposal

- 1) Council shall allow for the establishment of future roadways on the Generalized Future Land Use Map. The timeline for the completion of these roads is unclear; however, Council shall consider the locations of these roads during the review of development applications. These new roadways are intended to provide connectivity and allow for the development of vacant lands in a manner consistent with this Municipal Plan.

Policy LU-6 Council shall encourage the provision of community facilities and services to serve all residents of the community.

Proposals

- 1) Wherever the reservation of private lands for public purpose is mentioned in this Plan, it shall be with the understanding that it will be the intention of Council to acquire such land, through public dedication, through negotiation and agreements with the owners of such lands, or through outright purchase. In the interim, such designated land shall be zoned in a category that provides protection of the affected land for its long term intended use (as recommended in this Plan).

4. RESIDENTIAL DEVELOPMENT

4.1 Preamble

To address the need for greater diversification in housing stock, a predominant issue identified during the last Municipal Plan review in 2010, the Town set aggressive goals and objectives. A commitment to encouraging more rental accommodations was made which resulted in an overall increase in this form of housing in the last 10 years. The Town also created an innovative way for entrants to the housing market to afford their accommodations whereby the land is leased with the option to buy. While these means to increase the variety of accommodations have been successful, Council recognizes the need to continue providing opportunities for developers to meet the needs of the residents. The aging population will in large part drive the need for age friendly housing.

Affordable and Diverse Housing Opportunities

Housing was an important issue identified by Town Council, Staff and residents during the consultation process of the Background Study. At the present time there is a lack of affordable housing and variety of housing types. The current housing stock in St. Stephen is predominantly single-family dwellings and while rental opportunities are available, these are in the form of small apartment complexes and retrofitted homes often in poor condition. In an effort to provide varied housing types for different income levels, the Town will look to encourage different forms of housing that are not commonly found within Town limits. Row houses or townhouses represent the opportunity for the Town to provide modest forms of home ownership opportunities and improved quality of the rental housing stock. An important feature of this form of housing is it can be designed in a manner that integrates it within existing residential neighbourhoods as many have the appearance of traditional single-family homes. This form of housing should also be attractive to developers due to the increased density.

Land Leased Communities

There is a need to establish standards that differentiate and regulate manufactured and mobile homes. These two forms of housing are extremely different and while mobile homes have a tendency to cause issues with conventional subdivision housing, manufactured homes are now being designed in a high-quality fashion and can provide modest home ownership opportunities within the Town limits. Policies and standards within the Municipal Plan and Zoning By-law will allow the option of manufactured homes in applicable residential zones, provided that they comply with all current Town building standards and are of compatible appearance with conventional subdivision housing.

Apartment Buildings (Multi-unit Dwellings)

Improving the apartment and multiple unit dwelling stock in the Town will also contribute to providing more affordable housing opportunities. While apartment units are found within the Town, there is concern over the quality of the existing buildings and their attractiveness to young professionals. Policies and standards in the Municipal Plan and Zoning By-law will aim to encourage the development of higher quality buildings and to ensure the appropriate location of these buildings.

Residential Development Downtown

Residential development in the downtown will serve two key functions: it will contribute to the revitalization of the downtown and waterfront and provide the Town with increased housing options. This is achieved by the premise that if more people are living downtown the more people are likely to use the shops and services found there. An important component of a successful downtown is getting people to the street throughout the day and evening. One of the best ways to achieve this is through providing housing opportunities for a diverse portion of the

community (seniors, higher incomes, lower incomes and younger members of the work force). Other elements of downtown revitalization will be discussed in more detail in Section 10.

Secondary Uses

Home occupations are another important component of the Town's function as a service centre for surrounding communities. The intent of permitting home occupations is to encourage both entrepreneurship and telecommuting. Locally owned small businesses and services can have a place within residential neighbourhoods, however, careful consideration must be given to the type, scale and potential negative impacts the operation may have on surrounding homes. Telecommuting is a growing trend in the modern working environment made possible through technological advances. It allows people to complete work typically done at the office from their own home, thus allowing people to live potentially thousands of miles away from where their office is. Given its potential to help attract people to reside in the Town, it should be encouraged.

Smart Growth Principles and Sustainable Design

Smart Growth is an emerging trend to create places that encourage people to live, work and play within the same area. The principles of this philosophy also encourage the sustainable development of the community. These principles apply to all land uses and should be considered with any development application.

4.2 Goal

To provide a range of housing options within St. Stephen that meets the needs of a variety of age groups, special needs and incomes.

4.3 Policies and Proposals

- Policy RD-1** Council shall encourage a range of housing opportunities that meet a variety of needs in terms of size, type, ownership status and location, while ensuring the character of existing neighbourhoods is maintained.
- Policy RD-2** Council shall pursue a variety of housing types, form, and compact residential development following Smart Growth principles and sustainable design. Each development application shall be considered for its contribution to housing stock diversification.

Proposals

- 1) It will be the intention of Council to encourage the provision for a variety of housing types, forms and compact development and through establishing the Residential Designation as shown on the Generalized Future Land Use Map, Schedule A. The intent of this designation will be to provide a variety of housing options in appropriate locations to meet the needs of the population while preserving existing neighbourhoods.
- 2) Within the Residential Designation, Council shall establish a Single and Two Family Residential (R-1) Zone. The intent of this zone will be to preserve the character of some of the existing residential neighbourhoods. While other forms of housing will be permitted, single-family dwellings will be the predominant form of housing. Additional forms of housing will be permitted subject to terms and conditions.
- 3) Within the R-1 Zone, Council will permit semi-detached and two-unit dwellings subject to terms and conditions. Council will direct the Planning Advisory Committee to apply terms and conditions aimed at preserving the character of the existing neighbourhood. Specific terms and conditions will require:
 - a. the dwelling is of comparable height to existing homes on the street;

- b. the building design and material are similar to the majority of other homes on the street;
 - c. all requirements of the Zoning By-law are met.
- 4) Within the Residential Designation, Council shall establish a Residential Mix Zone. The intent of this zone is to permit the as-of-right development of numerous forms of housing. Within this zone single-family dwellings, semi-detached dwellings, attached dwellings, and multiple unit dwellings (of certain densities) will all be permitted. The zoning by-law will establish specific standards governing the location and design of each of the housing types.
- 5) Within the Residential Designation, Council shall establish a Multiple Family Residential (R-3) Zone. The intent of this zone will be to provide areas for multiple-family dwellings or apartment buildings of up to 24 units. Larger multi-unit buildings will be permitted subject to terms and conditions as imposed by the Planning Advisory Committee. In considering such amendments, the Committee shall have regard for:
 - a. The proximity of the proposed development to collector or arterial streets;
 - b. The proximity of the proposed development to services, such as commercial shops and institutional uses;
 - c. That the development meets all standards established in the Zoning By-law; and
 - d. That the development meets the general intent of this Municipal Plan By-law.
- 6) Within the Residential Designation, Council shall establish a Land Lease Residential (RLL) Zone. The intent of this zone will be to provide the opportunity for a land lease community within Town limits. Council will not pre-zone any properties for this use and will permit a proposed land lease community subject to an amendment to the Zoning By-law. When considering a rezoning application, Council will consider the following:
 - a. The location of access from the park to the public street network;
 - b. Adequacy of the Town's infrastructure systems in the area and effects of the proposed development on such systems
 - c. The location and design of any non-residential components in the development;
 - d. Integration with adjacent developments;
 - e. The layout of the proposed internal roadway network in the development to adequately accommodate the needs of both vehicles and pedestrians;
 - f. Proximity to parks and recreation services, schools, and other community services;
 - g. Provision of quality open space for the residents of the development including parks and playgrounds;
 - d. The use of green space and landscaping to provide a visually attractive transition between
 - e. manufactured housing developments and adjacent residential land uses;
 - f. Impacts on the environment; and
 - g. Storm water management.
- 7) Within the Residential Designation, Council shall establish a Mobile-Home Residential (RMH) Zone. The intent of this zone will be to provide the opportunity for mobile-homes within Town limits, under appropriate conditions, such as in the more rural areas of town. Council will not prezone any properties for this use and will permit a proposed mobile-home subject to an amendment to the Zoning By-law. When considering a rezoning application, Council will consider the following:
 - a. That the proposed development be in rural areas of the municipality;
 - b. The relationship of the proposed mobile home and site layout with existing neighbouring properties;
 - c. The provision of adequate municipal and/or on-site servicing and corresponding minimum lot size requirements; and
 - d. That the requirements of the Zoning By-law be met.

- 8) In order to take advantage of the investment already made in existing municipal services and to encourage compact, efficient development, Council will encourage and support infill development on existing streets and in areas immediately adjacent to existing services.
- 9) Council will establish appropriate zoning standards to permit a mix of housing while mitigating potential land- use conflicts and preserving the character of existing residential neighbourhoods.
- 10) Council will provide for the stabilization of residential neighbourhoods by:
 - a. Encouraging the maintenance and rehabilitation of the existing housing stock;
 - b. Discouraging the encroachment of incompatible uses;
 - c. Routing higher volume traffic flows along properly designed collector or arterial roads;
 - d. Maintaining community services and facilities;
 - e. Encouraging the relocation of incompatible uses; and
 - f. Providing and enforcing by-laws to maintain acceptable maintenance and occupancy standards.

Policy RD-3 Council will encourage the development of affordable housing for lower and middle-income households, families or individuals.

Policy RD-4 Council may consider an Affordable Housing Policy to establish the need, what constitutes affordable housing and the areas where affordable housing should be located.

Proposals

- 1) Council will encourage the provision of a variety and mix of housing, including medium and high-density housing, to accommodate a broad spectrum of income groups.
- 2) Council will seek to provide affordable housing through:
 - a. Encouraging a range of housing types and densities in locations with convenient access to schools, recreation facilities, commercial uses and employment opportunities;
 - b. Encourage the development of mixed-income buildings that offer a mix of affordable and market units;
 - c. Making, where available and appropriate, Town-owned land available for affordable residential development;
 - d. Permitting basement apartments in single family dwellings in accordance with the relevant standards of the Zoning By-law and other relevant by-laws;
 - e. Permit dwelling units under 800 sq ft. in accessory buildings within the R1 and R2 zones, such as garden suites and above detached garages, subject to conditions and standards of the zoning by-law, subject to Planning Advisory Committee approval.
 - f. Co-operating with the Federal Government, Provincial Government and non-profit organizations to facilitate affordable housing; and
 - g. Considering the implementation of zoning tools to encourage developers to provide more affordable housing.

Policy RD-5 Council shall improve the quality and quantity of the Town's rental stock.

Proposals

- 1) It will be the intention of Council to recognize and encourage a mixed-use environment, with developments that incorporate two or more land uses within one building, in the Downtown, and in immediately adjacent areas. Within these areas higher density residential uses will be permitted as a mixed use development so long as commercial activity exists on the ground floor. Developments solely for residential uses will be permitted, so as the ground floor to ceiling height of the building is at least 10 feet and appropriate design allows for the eventual conversion to a commercial use as dictated by market conditions.

- 2) Council shall provide for medium or high-density development in accordance with the following guidelines.
 - a. Medium or high-density residential development shall:
 - i. Be adjacent or in close proximity to collector or arterial streets;
 - ii. Located at the periphery of low density residential neighbourhoods;
 - iii. Be in proximity to the Downtown, King Street or other commercial and/or employment areas or nodes;
 - iv. Be compatible with surrounding land uses;
 - v. Be in locations where all necessary water and sewer services, parks, recreation facilities, schools and other community facilities can be readily and adequately provided;
 - vi. Provide sufficient on-site parking and green space, as regulated by the zoning by-law;
 - vii. Incorporate site design features that adequately address safe access, buffering and landscaping, site
 - viii. grading and storm water management; and
 - ix. Include an exterior building design of high quality that contributes to the Town's built form.
- 3) Within the Residential Designation, Council shall permit multiple unit residential development and provide alternate forms and densities of residential development in strategic areas of the Town.
- 4) Council will establish a Multiple Unit Residential (R-3) Zone to permit the development of multiple unit buildings greater than four (4) units. Permitted uses within this zone include a multiple unit dwelling to a maximum of twenty-four (24) units, a residential care facility, a boarding or rooming house, a senior citizen's housing development, or a townhouse or rowhouse development.
- 5) Council may consider development of higher density residential uses, in excess of 24 units within the R-2 zone as a conditional use. In considering terms and conditions the Planning Advisory Committee shall have regard for:
 - a. the relationship of the proposed building and site layout to abutting properties; (b) the relationship of the proposed development to the streetscape;
 - b. the potential of the building to dominate the streetscape due to the scale of the building relative to the street and surrounding buildings and structures;
 - c. the functionality of pedestrian connections through and around the development;
 - d. the location of access points to the site and the proposed parking layout;
 - e. the adequacy of municipal infrastructure;
 - f. the proposed site landscaping and buffering; and
 - g. the traffic impacts.
- 6) It will not be the intention of Council to pre-zone all lands for multiple-unit residential use. However, Council may consider the development of new multiple unit residential use by amendment to the zoning by-law. In considering such amendments, Council shall have regard for:
 - a. The proximity of the proposed development to collector or arterial streets;
 - b. The proximity of the proposed development to services such as commercial shops and institutional uses;
 - c. That the proposed development be encouraged in suitable sites for in-fill development;
 - d. That the proposed development be in close proximity to the Downtown, King Street and other employment or commercial nodes;
 - e. That it occur in locations where all necessary water and sewer services, parks and recreation services, schools and other community facilities and protective services can readily and adequately be or expected to be provided;
 - f. That the proposed development provides sufficient off-street parking, amenity areas and green space;

Town of St. Stephen Municipal Plan By-law

- g. That the proposed development incorporates site design features that adequately address such matters as safe access, buffering and landscaping, site grading and storm water management;
 - h. That the architectural features of the proposed building are consistent or of higher standard than those of surrounding buildings;
 - i. That the height be limited to four storeys;
 - j. That the development will not cause capacities of existing municipal services to be exceeded;
 - k. That there is adequate landscaped buffer areas on the periphery of the lot to screen the buildings and parking areas from adjacent low density residential development; and
 - l. In addition to the notification required under the Community Planning Act, the adjacent residents within 100 meters of the property be informed of the proposed zoning amendment.
- 7) The Downtown and central commercial areas will be considered appropriate areas for multiple-unit apartment buildings and will be considered through the rezoning process. Council will give specific consideration to the following aesthetic features when considering a rezoning application:
- a. The use of traditional building materials;
 - b. That the proposed development is of comparable height to surrounding buildings and meets the height standards for multiple-unit buildings;
 - c. That there is adequate spacing between multiple-unit buildings that do not contain ground floor commercial uses;
 - d. That the setback requirements are met and landscaping done in accordance with the requirements of the Zoning By-law;
 - e. The proposed development meets all other requirements for multiple-unit buildings and Central Commercial uses.

Policy RD-6 Council shall encourage new residential developments to incorporate sustainable building, site and subdivision design along with Smart Growth Principles aimed at maximizing green space and population density while minimizing the required municipal infrastructure.

Proposals

- 1) Council will encourage the following community design principles in new residential subdivisions:
 - a. Creation of walkable neighbourhoods through the layout of roads and provision of trails, sidewalks and active transportation routes;
 - b. Provide connectivity between residential neighbourhoods for a variety of modes of transportation;
 - c. Provide a range of housing opportunities and choices for varying income levels;
 - d. Provide a mixture of land uses;
 - e. Take advantage of compact building design and green buildings;
 - f. Provide a variety of lot and house designs within residential subdivisions that help foster distinctive, attractive neighbourhoods with a strong sense of place;
 - g. Design roadways that limits vehicle speeds and considers non-motorized roadway users such as cyclists and pedestrians; and
 - h. Preserve open space, farmland, natural beauty and critical environmental areas.

- 2) Where appropriate, Council will utilize alternative infrastructure standards such as:
 - a. Provision of mountable curbs on local streets;
 - b. Increases in manhole spacing;
 - c. Reductions in right-of-way and pavement widths;
 - d. Reduction in yard setback standards; and
 - e. Incorporating energy efficiency and water saving mechanisms.

- 3) More compact housing developments incorporating mixed use will be encouraged by Council. These developments will require input on design and layout to ensure functional, aesthetic design and scale to the surrounding urban environment.
- 4) Council will not encourage any residential development in the area of the existing industrial areas of the Town unless potential land-use conflicts can be mitigated through buffering and other design elements.

Policy RD-7 Council shall encourage secondary, institutional and recreational uses in residential areas that do not degrade the existing character of the neighbourhood.

Proposals

- 1) Home occupations will be permitted within certain residential uses subject to regulations provided in the Zoning By-Law. Regulations in the Zoning By-law regarding home occupations will focus on the following principles:
 - a. The use is minor and secondary to the residential use;
 - b. Incorporates live/work units within the Downtown;
 - c. Parking, traffic and noise impacts are minimal; and
 - d. Compatibility with surrounding land uses.
- 2) Council may permit tourist homes and neighbourhood daycare facilities in residential areas as a conditional use and instruct the Planning Advisory Committee to consider the following when deciding to approve or deny an application:
 - a. The use is secondary to the permitted residential use;
 - b. Compatibility with surrounding land uses;
 - c. Impacts on the adjacent roadway network;
 - d. Signage is minimal and does not detract from surrounding uses;
- 3) Council may consider the establishment of commercial day care facilities in residential areas through the rezoning process. Proposals will be evaluated relative to the following criteria:
 - a. The daycare maintains a residential character compatible with the adjacent neighbourhood in terms of massing, height, visual appearance and open space and amenity areas;
 - b. Proximity to parks, open space and recreation facilities;
 - c. Adequate parking, vehicle ingress/egress and drop-off;
 - d. Adequate indoor and outdoor amenity areas;
 - e. The local transportation network can accommodate any increased demands; and
 - f. Adequate buffering between adjacent residential uses is provided.
- 4) Council will provide park, recreation and institutional uses including parks, schools and churches may be located within residential areas provided that:
 - a. the use does not conflict with neighbouring uses;
 - b. the dominant use within the area continues to be residential; and
 - c. adequate pedestrian and vehicular access and on-site parking can be provided.

Policy RD-8 Council shall allow for adequate land for future residential development and ensure new residential development is of high quality and sustainable design.

Proposal

- 1) It will be a policy of Council to permit residential development in any areas shown as Residential on the Generalized Future Land Use Map; Schedule B.

Policy RD-9 Council shall support other forms of housing including housing for people with special needs, seniors housing, group homes, boarding and rooming houses, boarding and rooming houses and tourist homes.

Proposals

- 1) Council will encourage housing for people with special needs, including seniors housing, group homes and shelters, to integrate into suitable residential areas of the town subject to section 7 of the Municipal Plan.
- 2) It shall be the intention of Council to enforce the accessibility requirements of the National Building Code.
- 3) Council will facilitate the integration of group homes into all residential areas and will prescribe regulations in the Zoning By-law to:
 - a) Maintain compatibility with surrounding residential uses; and
 - b) Ensure the adequate provision of on-site parking, landscaping and green space.
- 4) It will be a policy of Council to control the location of boarding and rooming houses in the Town. Where permitted as a conditional use, Council will require that boarding and rooming houses:
 - a) Be located where compatibility with surrounding land uses can be ensured; and
 - b) Provide adequate on-site parking and green space.

5. COMMERCIAL DEVELOPMENT

5.1 Preamble

The two major concentrations of commercial development within St. Stephen are located along King Street and along the downtown portion of Milltown Boulevard. These two areas feature numerous commercial operations in a variety of forms. Larger format retailers dominate portions of King Street while the downtown features smaller scale commercial operations. In recent years the majority of commercial development has occurred along King Street, in the form of large format retailers. Economic conditions over the last 10 years have influenced the success of the "big box" format in smaller communities and this has affected the viability of the area along King Street, north of the Downtown core. With the realignment of NB Route 1, lands north of the highway have become attractive to potential commercial enterprises. This development pressure will influence the continued viability of King Street. The Downtown area has seen a resurgence with beautification efforts, the Garcelon Centre and restoration of historic buildings.

The development potential along the new highway alignment will need to be monitored closely for the following reasons:

- 1) Existing large format retailers may relocate to locations near the new highway in an effort to draw more commuter traffic to their operation.
- 2) There is a significant portion of land bordering the highway that is outside of the Town limits and thus control over the various aspects of any development in these areas would be lost.

These potential issues are important to the future of King Street, in particular. The overall flow and function of the Town should be a priority for Council to support the development opportunities in the Downtown area. The Town will need to actively pursue options to incorporate these areas bordering the new highway, specifically, land adjacent to new highway interchanges to ensure the Town benefits from any new commercial development in these areas.

The Town also features a number of smaller commercial operations dispersed throughout the Town. These operations are vital to providing residents with a variety of services, employment and allowing for entrepreneurial opportunities within Town limits. Generally speaking, these operations are very positive; however in considering new commercial uses in traditionally non-commercial areas, Council must weigh the potential negative impacts on adjacent properties, the abutting roadway and determine whether the proposed operation is compatible with the existing neighbourhood.

5.2 Goal

To support the growth and revitalization of existing commercial areas while establishing new areas for commercial development.

5.3 Policies and Proposals

Policy CD-1: Council shall provide sufficient area for various types and sizes of commercial operations to allow the Town to continue its role as a service centre for the County.

Proposals

Town of St. Stephen Municipal Plan By-law

- 1) Council will establish the Commercial Designation as shown on the Generalized Future Land Use Map. Within the Commercial designation, Council will establish a variety of zones that fit the varying sizes, types and designs of commercial development. These zones will establish the specific areas for varying types and forms of commercial activity.
- 2) Within the Commercial Designation, Council shall establish the Downtown Mixed Use Overlay. The intent of this zone will be to create a mixed-use environment featuring a number of commercial, residential, institutional, tourism, park and open space uses that encourage the improvement and rehabilitation in this area. Further policies related to development in this zone are found in Section 10.0.
- 3) Within the Commercial Designation, Council shall establish the Large Format Commercial Zone. The intent of this zone will be used for commercial buildings and/or operations that are 4,180 m² (45,000 ft²) or larger. The area of the building and/or operation will be determined by the gross floor area as defined in the Zoning By-law.
- 4) Council will consider applications for additional Large Format Commercial Uses through a rezoning process and proposed developments shall comply with the following criteria:
 - a) The proposed development is compatible with surrounding land uses or adequate buffering, landscaping and design components have been integrated into the design to mitigate the impact on adjacent uses to the discretion of Council;
 - b) Adequate capacity exists on the adjacent system of public streets to accommodate the traffic generated by the proposed development or new infrastructure is proposed to serve anticipated traffic volumes;
 - c) The development incorporates the necessary infrastructure to facilitate the safe and efficient flow of pedestrians throughout the site;
 - d) A comprehensive landscaping plan is provided demonstrating an attractive interface between the development and adjacent streets and aesthetically designed parking areas and access lanes;
 - e) A stormwater management plan shall be required for any development. The plan will be designed to minimize negative influences on existing infrastructure. Net zero discharge from any site will be encouraged.
 - f) The design of all structures on the property are architecturally appropriate and contribute positively to the Town's built environment;
 - g) Views of large parking lots from adjacent streets are mitigated through site design and landscaping;
 - h) The appearance of large blank walls to adjacent streets and properties shall be minimized through
 - i) design features on the building's façade (windows, vines, changes in texture, awnings, columns,
 - j) changes in wall planes or other features deemed appropriate by the Development Officer);
 - k) Natural features such as trees are preserved and integrated into the design where possible;
 - l) Customer entrances are well defined and are well articulated through the use of canopies or porticos, overhangs, recesses or projections, arcades, raised corniced parapets over the door, peaked roof forms, arches, outdoor patios, display windows, tile work or mouldings or other features deemed appropriate by the Development Officer;
 - m) Necessary municipal services are available to the subject property; and
 - n) A storm water management plan addresses the environmental impact of the proposed development.
- 5) Within the Commercial Designation, Council shall establish the Downtown Zone. This intent of this zone will be to provide a quality commercial environment along King Street and the western section of Milltown Boulevard. This zone will also permit specific residential, institutional, recreational and open space uses aimed at providing a mixed-use environment.

- 6) Within the Commercial Designation, Council shall establish the Neighbourhood Commercial Zone. The intent of this zone is to provide areas for small-scale, non-intrusive commercial operations that do not negatively impact surrounding residential uses.
- 7) Neighbourhood commercial operations are a convenience to residential areas; however, they do have the potential for negative impacts. Therefore, it shall be a policy of Council that new neighbourhood commercial uses be permitted subject to a rezoning. In addition to provisions of the Zoning By-law, Council shall consider the following conditions to minimize any adverse effects on the surrounding residential areas:
 - a) A location on a designated arterial or collector street;
 - b) Adequate landscaping is provided between the commercial use and adjacent residential areas and may include the provision of grass strips, berms, screening, appropriate planting of trees and shrubs or separation distance.
 - c) The provision of adequate off-street parking as required under the parking section of the zoning by-law;
 - d) Controls on the type, size, location and illumination of signs;
 - e) the provision that the exterior of the building (if an existing building) will not be altered from its residential character, with high display windows, etc.;
 - f) The proposed use is located on or directly abutting an arterial or collector street;
 - g) The gross floor area of the use does not exceed 1,000 m² (10,765.9 ft²); and
 - h) The development is sited and designed in a manner that minimizes its effect on any adjoining residences. These impacts include traffic, noise, lighting, signage and location of parking.
- 8) When receiving applications for development in the Downtown or along King Street, Council shall direct Staff to apply the policies of Section 10.
- 9) Council will implement Zoning By-law regulations to ensure that the scale, density and form of development in the Downtown is compatible with the overall character of the Downtown and contributes to the revitalization of the Downtown.

Policy CD-2 Council shall proactively seek the revitalization of the Downtown areas through directing new commercial development to these areas.

Proposals

- 1) Council will establish primary commercial areas for the purposes of accommodating the Town's major concentrations of commercial growth. For the purposes of this Plan, the primary commercial areas are King Street and the Downtown, and Milltown Boulevard.
- 2) Council will consider new commercial developments outside of the Commercial Use Designation for a municipal plan amendment based on:
 - a. Type of use relative to adjacent and surrounding uses;
 - b. Size of the proposed building and/or operation relative to adjacent and surrounding uses;
 - c. Mitigation or lack thereof relative to potential land use conflicts; and
 - d. The aesthetics of the proposed development and its relationship to the existing streetscape.

Policy CD-3 Council shall improve the quality of commercial building and site design.

Proposals

- 1) Council will provide sufficient land base to new commercial operations of varying sizes to locate within the Town without detrimental impact to adjacent land uses.

- 2) Council will work with owners of Downtown properties encouraging the improvement of the quality of the buildings and site design. Specific consideration will be given to:
 - a. Scale of building relative to its surroundings;
 - b. Enhancements of views and connections to the St. Croix River;
 - c. The use of traditional building materials;
 - d. Provision of outdoor seating areas, patios, and landscaping; and
 - e. Signage.

- 3) Council will seek to create well-designed and aesthetically pleasing commercial areas and shall:
 - a. Encourage individual businesses and business development organizations to develop and maintain their commercial properties to a reasonable level of aesthetic quality;
 - b. Work with developers and property owners to provide programs and/or incentives to upgrade their building's façade or contribute to the enhancement of the streetscape; and
 - c. Council will work with Future St. Stephen, the Business Improvement Area, and senior levels of government to promote and undertake streetscape improvements and other aesthetic improvements.

Policy CD-4 Council shall promote telecommuting and home-based businesses in all residential neighbourhoods within Town limits.

Proposals

- 1) Within all Residential Zones, Council shall permit home occupations as secondary uses. Standards will require operations to maintain the appearance of traditional homes, limit parking, limit signage and limit the size of the secondary use relative to the size of the overall building.

Policy CD-4 Council shall provide areas for future commercial growth and capitalize on opportunities to provide space for commercial development that serves regional, provincial, national and international markets.

Proposals

- 1) Council may consider the expansion of existing commercial areas in accordance with the following criteria:
 - a. Council is satisfied that the proposal is required and would be beneficial;
 - b. The proposal is consistent with the intended function of the subject commercial area;
 - c. The proposal is compatible with surrounding land uses;
 - d. The impact on residential uses is minimized through the appropriate use of setbacks, landscaping and site layout;
 - e. The proposal has adequate access to collector or arterial streets or sufficient capacity to accommodate any increase in traffic;
 - f. The proposal generates minimal traffic noise and lighting impacts on existing residential neighbourhoods;
 - g. The environmental impact of the proposal is minimized;
 - h. Adequate provision for pedestrian access is provided;
 - i. Provision of adequate parking and service facilities;
 - j. necessary servicing is available; and
 - k. The needs of persons with disabilities and other special need groups are addressed.

- 2) Council will consider areas near new interchanges of NB Route 1 as areas for future commercial growth subject to Policy CD-2 and the preparation of a secondary plan.

6. INDUSTRIAL DEVELOPMENT

6.1 Preamble

Given the location of St. Stephen relative to the United States border, the Bayside Port Facility and the City of Saint John, the Town has an advantage in attracting industrial operations to locate within the town. The highway and border crossing increases the Town's potential to draw industrial operations. Council and Town Staff will need to actively work with Future St. Stephen, the Provincial and Federal Governments and officials from the United States to promote the Town as a destination for a variety of businesses. Developing a strategy to attract these operations will be a necessary first step in promoting the Town.

Industrial development has primarily occurred within the St. Stephen Business Park and areas immediately adjacent. In recent years, the business park has reached capacity and Council is actively investigating for ways to accommodate the growing industrial growth needs. Future expansion of the existing park is being considered.

Council will also encourage less intensive industrial operations but will very carefully consider any proposed locations for these operations. The location will need to be appropriate based on the type of operation and surrounding uses. It will be the responsibility of the developer to demonstrate the proposed operation will have minimal impacts on adjacent or nearby properties.

With future industrial developments and/or the expansion of the existing industrial areas of Town, there is the opportunity for Council to promote sustainable design that helps minimize the environmental impacts of industrial operations while providing economic benefits to the businesses. This is achieved through increased energy efficiency, sharing of materials and energy and recycling or reuse of materials that would be otherwise wasted. While these opportunities may not always exist, Council will need to evaluate sustainable design options when considering the appropriate site of new industrial operations in order to maximize co-generation and materials sharing opportunities. Promoting sustainability within the Town's industrial areas serves two important functions:

- 1) It reduces local, regional and global environmental impacts; and
- 2) Allows businesses to reduce or offset environmental impacts such as greenhouse gas emissions which could save them money in the future through reduced energy costs and/or if new legislation is put in place that establishes costs or restricts these emissions.

Encouraging industrial businesses to utilize renewable energy sources, design energy efficient businesses, share / reuse materials and prevent pollution creates an industrial environment that benefits both the Town and the industrial businesses.

6.2 Goal

To promote the development of industrial enterprises within the Town.

6.3 Policies and Proposals

Policy ID-1 Council shall encourage the growth of the industrial sector

Proposals

- 1) Council will prepare an Industrial Lands Functional Plan which will identify a land use framework, market trends, and operational and enterprise structure to allow for the growth of the industrial sector in a sustainable manner.

Policy ID-2 Council shall encourage the appropriate location of industrial operations within Town limits.

Proposals

- 1) Council will provide sufficient land to support the growth of the St. Stephen Business Park.
- 2) Council will establish the Industrial Designation as shown on Schedule B, the Generalized Future Land Use Map.
- 3) Within the Industrial Designation, Council will establish the Heavy Industrial Zone and the Light Industrial Zone.
- 4) The Heavy Industrial Zone will be used for intensive industrial operations located outside of the St. Stephen Business Park. Council shall not pre-zone any additional areas for Heavy Industrial and only permit new Heavy Industrial uses through the rezoning process.
- 5) When considering an application to rezone properties for additional Heavy Industrial uses, Council shall have specific regard for:
 - a. Type of use and proposed impacts (noise, smoke, fumes, vibrations, etc.);
 - b. Traffic generated;
 - c. Adjacent and nearby land uses;
 - d. Compatibility with surrounding properties;
 - e. Whether there is an appropriate property available within the St. Stephen Business Park; and
 - f. Environmental impacts.
- 6) Council will encourage the relocation of industrial uses which are incompatible with surrounding land uses and shall:
 - a. Consider incentives to assist in relocating industry where possible; and
 - b. Encourage the redevelopment of such lands for other more compatible uses.
- 7) Council will discourage the development of unserviced industrial uses in the Town. Council may consider an unserviced industrial development with rezoning process and require:
 - a. The developer to provide feasible rationale as to why the development is unsuited for the existing fully serviced industrial areas;
 - b. Environmental impacts be minimized; and
 - c. Long term compatibility with adjacent land uses can be secured.
- 8) Council will work with the Regional Service Commission and the Provincial Government to discourage industrial development in unincorporated areas outside the Town limits.

Policy ID-4 Council shall encourage sustainable or green approaches in all future industrial developments or expansions to existing industrial areas.

Proposals

- 1) Council will encourage the sustainable design of all new industrial businesses and operations within Town and any expansion to the existing industrial areas. New industrial operations will be encouraged to:
 - a. Minimize environmental impacts, such as greenhouse gas emissions, pollution of waterways and wetlands and to properly store and dispose of hazardous materials;
 - b. Maximize energy efficiency through site design, building design, building rehabilitation, recycling and reuse of materials, and to locate in areas that provide opportunities for synergies and co-generation with adjacent businesses;
 - c. Utilize renewable energy sources; and
 - d. Maximize the re-use and recycling of materials among industrial operations.

- 2) Council will seek to facilitate expansion of the St. Stephen Business Park and other Industrial areas in a way that maximizes the potential for the use of renewable energy sources, synergies, co-generation, reuse and recycling of materials amongst industrial operations.

7. COMMUNITY AND INSTITUTIONAL USES

7.1 Preamble

Areas of community use and institutional development comprise a number of Municipal, Provincial and Federal facilities along with places of worship, parks and recreational facilities throughout the Town. These facilities are vital to the health, the well-being and the ability of the Town to retain existing residents and attract new residents and visitors of all ages and physical abilities. Given a number of issues have been brought forward through public consultation, it would be beneficial for the Town to conduct a Recreation Master Plan or at least an in depth assessment of all Parks, Trails and other recreational facilities. This information would be extremely beneficial in determining the future recreation structure of the Town. Another important study would be of factors which promote age-friendly living initiatives within the Town. Council and Staff should consider this when evaluating public facilities, public programming, walkability and accessibility.

Parkland, Fields and Open Space

The Town presently features a significant number of sports fields, so many that there is concern over the costs of maintaining all of them. Some residents feel a few of these should be decommissioned so the others can benefit from increased funding. While it is important to have parks, fields and open space dispersed throughout the Town, it may be beneficial to establish a central node for the significant playing fields. The Town will need to establish a hierarchy of these fields based on use, present condition and maintenance costs. From this a determination can be made as to which should be decommissioned.

The two major public parks within the Town are the Elm Street Park and the Dover Hill Park. These trails represent an excellent opportunity to encourage activities and interaction with natural environment. The Town will likely need to secure additional funding for the revitalization of the park and begin to promote the public park as one of the recreational focal points of the Town.

The Dover Hill Park has been well maintained and provides an excellent trail network that connects to the St. Croix River and the Waterfront Walking Trail. In the future, the Town will need to enhance the facilities, amenity areas and encourage increased use of these areas with emphasis on an aging population. As the Town begins to investigate the potential for new trails and active transportation routes, it will be important to ensure not only that appropriate connections to the Waterfront Walking Trail are provided but also that opportunities are explored for the upgrade or development of trails for disabled persons.

Other small parcels of park space are dispersed throughout the Town and are typically used as children's playgrounds. While these facilities are important to recreation, the lack of use of these facilities likely indicates there are too many. The Town will need to assess these parcels and determine whether there are more appropriate uses for these areas such as dog parks or simply preserve them as available green space for any recreational activity.

Recreation Facilities

The major recreational facilities within the Town are the Garcelon Civic Centre and the Milltown Swimming Pool. The Garcelon Civic Centre is successful with providing for many different forms of activities for all age groups. This facility satisfies the recreational demands of a significant and diverse portion of the population.

Schools

The Town presently features two Elementary Schools, one Middle School and one High School. Management of these facilities are the responsibility of the Province, however, the Town has been responsible for the maintenance of all of the sports fields on the property of the High School. St. Stephens University is also an important asset to the Town. This institution provides a base for post-secondary education within the Town.

Health Care Facilities

The Town is home to County's major Hospital that provides significant benefit to its current residents and ability to draw new residents, particularly of older age groups. This facility is the responsibility of the Province and the Town will need to work with the Provincial Government to ensure the quality of this facility and health care provided is consistently reviewed and improved. There are a number of cemeteries situated within the town. Cremation services are available through a number of existing funeral homes.

Libraries

The Town's public library is presently located at the corner of Milltown Boulevard and King Street. The library used to share its building with the Tourist Bureau. This area also provides a nice amenity area which should not be abandoned if possible. There is potential to further integrate this facility and amenity area with the St. Stephen Farmers Market.

7.2 Goal

To provide the Town with quality parks and trails, recreational facilities and institutional facilities while streamlining the costs associated with maintaining them.

7.3 Policies and Proposals

Policy CU-1 Council shall provide additional land for open space and trail development where deemed necessary.

Proposals

- 1) Council will require all new subdivisions to contribute 8% of its land as Land for Public Purposes. Council will determine the specific use of this land. Council may also accept cash-in-lieu of the 8% dedication of Lands for Public Purposes.
- 2) Where a proposed subdivision directly abuts existing trails and Park space, it will be the intent of Council to acquire Lands for Public Purpose adjacent to these areas to allow for the expansion or enhancement of the trails or open space if deemed necessary.

Policy CU-2 Council shall encourage the enhancement of existing parks and trails.

Proposals

- 1) Council will work with local community groups, the Provincial and Federal Governments to explore options to enhance and promote the Elm Street Park and associated trails.
- 2) Council will pursue the completion and ongoing maintenance of improvements to waterfront development along the St. Croix River, including:
 - a. The downtown waterfront park ('chocolate park');
 - b. Extension of the waterfront park down river to the treatment plant area as part of the redevelopment of the CPR lands and extension upriver along the St. Croix as far as possible.

This must be implemented over time as properties or easements are obtained through purchase, public dedication or negotiation;

- c. The informal park area at the Milltown Bridge; and
- d. Use of the abandoned railway rights-of-way in the vicinity of the industrial park on Prince William Street. This should be tied in to the waterfront park system and provide an excellent corridor for walking, hiking, cycling, horseback riding and cross country skiing.

- 3) Council will encourage development or enhancement of appropriate parks and trails to meet the needs of persons with disabilities.

Policy CU-3: Council shall consider the decommissioning of underutilized sports fields, greens space and playgrounds to allow for the enhancement of the infrastructure.

Proposals

- 1) Council shall initiate a study of all existing facilities to determine usage and maintenance costs in an effort to determine which fields may require decommissioning and which may require enhancement.
- 2) Council shall explore opportunities for cost-sharing, and regional programming of recreational facilities with the Regional Service Commission.

Policy CU-4 Council shall provide varying opportunities for formalized seniors housing.

Proposals

- 1) Council encourages the development of additional nursing homes, other senior's accommodations and health care facilities, as required, which are designed and located to meet the needs of seniors. When receiving an application for this type of development, specific consideration must be given to:
 - a. Proximity to commercial and service establishments;
 - b. Provision for green space and recreation facilities;
 - c. Parking and landscaping; and
 - d. Impact on and compatibility with surrounding land uses.
- 2) Council encourages the development of age appropriate housing. Specifically, Council will:
 - a. Subject to the provisions of the Zoning By-law, provide for garden and in-law suites in single family neighbourhoods.

Policy CU-5 Council shall ensure quality learning environments and health care facilities.

Proposals

- 1) Council will work with the Provincial and Federal Governments to ensure the public schools and programs are properly funded, maintained and sited.
- 2) Council will work with St. Stephen University to encourage growth of the facility in manner that benefits the students, adjacent property owners and the Town.
- 3) Council will work with the Provincial and Federal Governments to ensure the Charlotte County Hospital is properly funded and maintained.
- 4) Council will ensure that all community and institutional services be permitted as conditional uses in the "Residential" or "Commercial" designations. All development applications or building permits shall be reviewed to ensure consideration is given to the following:
 - a. the provision for off-street parking in accordance with the standards contained in the zoning by-law;

Town of St. Stephen Municipal Plan By-law

- b. the provision of public access in consideration of speed limits and adequate sight distances; and
 - c. the protection of adjacent residential uses through controls on signage as well as provision for landscaping or buffering, if required.
- 5) Council will encourage the continued community use of school facilities such as gymnasiums, sports fields, auditoriums, and possibly shop and classroom facilities for adult education courses and for indoor community recreation purposes.
- 6) Council will support the provision of quality health care services for its residents. This includes hospital and ambulance services, as well as the provision for additional nursing home facilities in the future as the population ages.

8. FUTURE DEVELOPMENT AREAS

8.1 Preamble

There are a number of unserviced properties presently within Town limits and in areas adjacent to the new highway. These lands are considered to be areas for future development, in other words, the Town's Land Bank. It will be important that development not occur on these lands that inhibits the future growth of the Town. This will be increasingly important when the Town looks at annexing additional lands adjacent to the new highway. These areas could face development pressure and Council will need to ensure these properties are developed in an efficient and cost-effective manner.

8.2 Goal

To prevent the inefficient and unplanned development of unserviced lands within Town limits.

8.3 Policies and Proposals

Policy FD-1 Council shall preserve any land annexed until it can be assessed for its appropriate use.

Proposal

- 1) Council will automatically zone lands acquired through annexation as Future Development unless there is an already intended zone for the specific properties(s) as determined by Council.

Policy FD-2 Council shall appropriately plan for infrastructure improvements and municipal service extensions to the FD (Future Development Areas) Zone in an efficient and cost-effective manner.

Proposals

- 1) Council will direct the future development of properties under the FD (Future Development Areas) Zone through a systematic and planned system of service extensions.
- 2) Council, prior to development of any FD areas, shall require the preparation of secondary plans, detailing land use and infrastructure installations.

9. NATURAL ENVIRONMENT

9.1 Preamble

In New Brunswick, environmental regulations are the responsibility of the Province and pertain to development-related issues such as setbacks from wetlands and watercourses. While environmental protection is within the Province's legislative realm, Municipal Plan policies are provided that include initiatives such as designating land to protect the natural environment and to enable regulations for climate change adaptation. These policies will also address flood risk mitigation strategies.

9.2 Goal

To protect and enhance the natural environment and to encourage development that employs measures to minimize impacts on the natural environment.

9.3 Policies and Proposals

Policy NE-1 Council shall protect areas of significant scenic, environmental and wildlife habitat value.

Proposals

- 1) Council will establish an OS (Open Space and Park) Zone to protect:
 - a. areas along watercourses;
 - b. areas with flooding risk;
 - c. areas with significant development constraints;
 - d. areas with significant natural habitat;
 - e. other areas of open space value; and
 - f. wetlands.
- 2) Council will endeavor to ensure that land uses within and abutting lands designated Open Space and Park and other environmentally sensitive areas are compatible with and have minimal impacts on the natural environment.
- 3) Council will protect the water quality of local streams, rivers and significant wetlands by ensuring that all necessary Provincial approvals, including setback regulations from water courses and significant wetlands, have been obtained prior to the issuance of a building permit for development projects.
- 4) When the Town acquires land through the subdivision process or through negotiation, it shall be the intention of Council to give a priority to the following:
 - a. acquiring land adjacent to any watercourses;
 - b. acquiring land adjacent to any floodplain, or natural wetland;
 - c. acquiring land that contains any environmentally sensitive features.
- 5) Council will encourage, partner with and support the work of the St. Croix International Waterway Commission and St. Croix Estuary Project (SCEP) whenever possible.

Policy NE-2 Council shall encourage development that incorporates sound environmental protection principles.

Proposals

- 1) Council will actively participate and promote energy conservation efforts, including renewable energy mechanisms within the community such as, but not limited to, wind power, solar panels, geothermal power as well as building design and orientation.
- 2) Council will continue to monitor the impact of climate change and, where necessary, introduce new standards and operational approaches to reduce potential climate change impacts.
- 3) Council will prepare a climate change vulnerability assessment and adaption plan to inform their mitigative and adaption measures.
- 4) Council will prepare a flood risk mitigation strategy.
- 5) Council will endeavor to protect the quality of the Town's ground water supply. Specifically, Council shall:
 - a. Implement measures to protect the Town's water supply;
 - b. Seek to limit unserviced development;
 - c. Encourage the Provincial government to enforce rigorous standards to protect ground water.
- 6) Council will give consideration to tree retention along with tree planting and landscaping in the approval of new developments.
- 7) Council will prepare an Urban Forest Plan which will be used to inventory existing trees and shrubs in the public domain and will establish a comprehensive maintenance program.

Policy NE-3 Council shall encourage the development of existing Brownfields within the Town limits.

Proposals

- 1) Council will encourage and work with the Provincial and Federal Government to develop new standards and legislation that promote the development of contaminated properties (brownfields).
- 2) Council will work with the Provincial and Federal Governments and appropriate funding agencies to identify more opportunities for redevelopment of existing brownfield sites in the Town.

10. REVITALIZATION OF THE DOWNTOWN

10.1 Preamble

The southern portion of King Street and western portion of Milltown Boulevard have traditionally been the commercial centre of St. Stephen and are acknowledged to be the Downtown of the community. The traditional congestion of these streets has been significantly reduced with the development of the new border crossing and realignment of Route 1. This has provided an opportunity to revitalize this important area of town by attracting new businesses, residents and development to the downtown.

10.2 Goal

To enhance the appearance of and promote the revitalization of the Downtown.

10.3 Objectives and Policies

Policy DT-1 Council shall proactively pursue initiatives and projects to improve the Downtown Streetscape.

Proposals

- 1) Council will develop plans for the functional aesthetic improvements to the Downtown. Specific initiatives that will be explored include:
 - a. widening of sidewalks;
 - b. development and requirements for active transportation facilities;
 - c. enhancements to activate the public realm such as, but not limited to, the addition of benches, outdoor patio spaces, and parklets;
 - d. improving connections to the waterfront;
 - e. burying of power lines;
 - f. encouraging façade improvements;
 - g. lighting; and
 - h. interactive public art.
- 2) When assessing improvements to the Downtown Streetscape, Council will encourage the creation of vibrant places that will draw additional residents, visitors and businesses to these areas.

Policy DT-2 Council shall encourage the improved design of existing and new developments in the Downtown Commercial Area.

Proposals

- 1) Council will seek ways to create monetary incentives who undertake improvements to the façade and/or design of their existing buildings and overall sites in the Downtown
- 2) Council will implement measures in the Zoning By-law for the Downtown that will:
 - a. apply setbacks to maintain a continuous street wall; and
 - b. promote mixed use developments.

Policy DT-3 Council shall preserve the heritage components of King Street.

Proposal

- 1) The area lying along the west side of King Street from McColl Street to Queen Street has a concentration of older stately homes. In this area, Council will permit these residences to be converted to commercial or office use provided that the following conditions are met:
 - a. the exterior appearance is maintained as residential;
 - b. signage is restricted to small, wall-mounted or ground signage in keeping with the character of the property; and
 - c. all off-street parking is provided at the rear of the building.

11. TRANSPORTATION

11.1 Preamble

The Town's main focus from a transportation perspective is its roadway and sidewalk network, which are maintained through an ongoing maintenance program. The realignment of NB Route 1 has enabled large volumes of traffic to flow around the town and thereby reducing the impact on town streets. Access to the Town's roadway network is provided at interchanges located at Church Street and Route 3, leading to an increased role for these streets.

In addition to maintaining routes for vehicle traffic, sidewalks and trails are also provided and maintained by the Town to accommodate non-motorized transportation such as pedestrian and cycling use. Opportunities exist for increased accommodation of active transportation within the Town. The feasibility of a coastal trail which would connect the East Coast Trail in Maine with the Great Canadian Trail in Saint John has been evaluated and is being considered at a regional level. A portion of the trail system already exists within the Town and forms an important linkage, should the Coastal Trail be developed in the future. Regardless, the existing trail network within the Town is important in the consideration of active transportation initiatives.

In addition to roadway transport, the Town is responsible for the administration of the Giddens Municipal Airport located outside the Town, which serves government and private users. If an opportunity arises, the Town may explore the sale of the airport infrastructure. With increased air traffic in the area and larger aircraft using the facility, the Council may consider annexation of the lands around the airport to continue to maintain a level of control over expansion and use. The Town also has access to marine and rail modes of transport with access through the Bayside Port located north of St. Andrews and rail service provided by New Brunswick Southern Railway with a branch line from McAdam. Access to these transportation modes can be an advantage in attracting and growing businesses in the area.

11.2 Goal

To provide and maintain a roadway transportation network to support pedestrian, vehicular and non-motorized traffic and to work to promote and retain air, rail and marine transportation services serving St. Stephen.

11.3 Policies and Proposals

Policy T-1 Council shall maintain and expand the Town's transportation network to accommodate motorized and non-motorized users.

Proposals

- 1) Council will maintain the Town's roadway, sidewalk and trail network.
- 2) Council will require that adequate parking be provided in conjunction with new developments.
- 3) Council will work with the downtown business community in providing parking in the downtown core
- 4) When undertaking roadway reconstruction or resurfacing projects under the Town's capital works program, Council will consider and provide active transportation infrastructure.

Policy T-2 Council shall endeavor to maximize the benefits that the St. Stephen Municipal Airport provides.

Proposals

- 1) Council will maintain and upgrade the airport as required.
- 2) Council will promote the airport as a strategic consideration in attracting business to the Town and Charlotte County.
- 3) Given the regional nature of the airport, Council will communicate with surrounding municipalities regarding the importance of the airport.
- 4) If beneficial, Council may explore the sale of the Airport for economic purposes.

Policy T-3 Council shall maintain and promote marine and rail transportation.

Proposals

- 1) Council will work with the Port of Bayside to promote marine transport to serve the region.
- 2) Council will work with the New Brunswick Southern Railway in the provision of rail service to industries and businesses within the Town.

12. MUNICIPAL INFRASTRUCTURE

12.1 Preamble

The Town is responsible for water supply and distribution, sanitary sewer collection and treatment, and stormwater management and. These services are important in maintaining the quality of life within the Town.

12.2 Goal

To maintain and extend the Town's infrastructure to support existing development and future growth.

12.3 Policies and Proposals

Policy I-1 Council shall maintain and extend the Town's infrastructure system to accommodate existing development and to support new development.

Proposals

- 1) Council will continue upgrading the Town's water system with a focus on replacing older sections of water main that are prone to breaks and smaller diameter sections of water main.
- 2) Council will continue upgrading the Town's sanitary sewer collection systems with the focus being the separation of combined sewers that handle both sanitary sewage and stormwater.
- 3) Council will continue to work through its Town Engineers and its Public Works Department to implement and revise its Five Year Program for street upgrading and to ensure that it is coordinated with the water and sewer system upgrading.
- 4) Council will permit such utility uses where required provided adequate provision has been made to make the use compatible with, or screened from, adjacent uses. Some uses which have related office, storage or warehousing operations should be considered under the commercial or industrial zoning considered most appropriate for the particular use.
- 5) Council will liaise with officials of NB Power and telecommunication companies regarding the provision of power, telephone and wireless technology services to the Town.
- 6) Council will consider and explore non-intrusive means to facilitate the installation of communication towers.
- 7) Council will establish a utility zone to accommodate public and private utility operations and railway trackage and spur lines.
- 8) Council will prepare an asset management program which will inventory all existing assets, allow for the integration of new assets and enable effective and efficient means to maintain all public assets

13. PROTECTIVE SERVICES

13.1 Preamble

The Town is responsible for fire protection and policing within St. Stephen. The Fire Department provides fire protection and associated services for the Town. Policing services are provided through a contract with the RCMP.

13.2 Goal

To provide fire protection and police services to protect life and property within the Town.

13.3 Policies and Proposals

Policy PS-1 Council shall provide fire protection and policing service to Town residents and businesses.

Proposals

- 1) Council shall ensure the Town's transportation network provides safe and efficient access between the fire station location and points within the Town.
- 2) Council shall continue to liaise with the Province and RCMP to ensure the Town's needs with respect to policing services are being met

14. CULTURE AND HERITAGE

14.1 Preamble

Culture and heritage are key elements that add to the sense of community and quality of life within a municipality. With the national shift in demographics to an older and more diverse population, increased importance is being placed on culture and heritage as factors that influence the choice of community people live in. Given this, preserving and enhancing heritage buildings and structures within a municipality and developing cultural resources are important factors in developing sustainable communities.

14.2 Goal

To protect St. Stephen's architectural and built heritage and foster cultural development.

14.3 Policies and Proposals

Policy CH-1 Council shall promote and preserve the architectural heritage of St. Stephen.

Proposals

- 1) Council will encourage the maintenance and preservation of architecturally and historically significant buildings.
- 2) Council will promote the re-use of historical buildings within the Town.
- 3) Council will explore the feasibility of developing Heritage Preservation Guidelines.

Policy CH-2 Council shall promote cultural development within St. Stephen.

Proposal

- 1) Council will foster and support the growth and diversity of cultural activities within St Stephen.

15. PLANNING ADMINISTRATION AND IMPLEMENTATION

15.1 Preamble

In accordance with the Community Planning Act, the adoption of this Municipal Plan does not commit Council to undertake any of the projects or actions contained herein. However, Council cannot take any action which would, in any manner, be in conflict with the Municipal Plan.

This Municipal Development Plan shall be implemented by means of powers conferred upon Council by the Community Planning Act, the Municipalities Act and such other applicable provincial statutes. It shall also be the intention of Council to monitor the implementation of the plan and conduct a Plan Review at least every ten years to assess the need for amendments to the Municipal Plan and associated development

15.2 Goal

To ensure that all future development is carried out within the general intent of the policies of the Municipal Plan.

15.3 Policies and Proposals

Policy PA-1 Council shall direct staff to effectively implement this plan in a consistent and ongoing basis under the general direction of Town Council.

Proposals

- 1) Council shall implement this Municipal Plan through its powers in accordance with authority conferred upon Council by the Community Planning Act, the Local Governance Act and other applicable provincial statutes.
- 2) Council will require amendments to the policies and proposals of this Plan or to the Generalized Future Land Use Map under the following circumstances:
 - a. where any policy is to be changed; or
 - b. where there is a request for an amendment to the zoning bylaw which is not permitted by this Plan and subsequent studies show that the policies of the Plan should be amended.
- 3) More specifically, Council may consider undertaking a review to determine if the land use designations are still appropriate, in the following instances:
 - a. where central municipal sewer and water services or roadways are extended to service lands not formerly served; or
 - b. where Council has determined that there is valid reason to consider change based on special studies and /or reports completed.
- 4) In accordance with Section 27 of the Community Planning Act, this Plan may be reviewed when the Minister or Council deems it necessary, and in any case ,not later than ten years from the date of its coming into force or from the date of its last review.
- 5) Council will consider the location of proposed roads on the Generalized Future Land Use Map as approximate and for conceptual purposes to assist with guiding new development. Adjustments to the location of these roads shall not require a Plan amendment.

- 6) Council shall review the Zoning By-Law to ensure compliance with this Municipal Development Plan. Furthermore, Council shall consider reviewing, from time to time, the following documents:
 - a. the building by-law;
 - b. the zoning by-law;
 - c. the subdivision by-law; and
 - d. the municipal and servicing standards.
- 7) Council shall ensure that all amendments to the Zoning By-Law are in compliance with this Municipal Plan.
- 8) In considering applications that go before Council or the Planning Advisory Committee for amendments to the zoning by-law, subdivision approval, variance, and/or the imposition of terms and conditions, Council and/or the Committee, in addition to all other criteria as set out in the various policies of this Plan, shall have appropriate regard for the following applicable matters:
 - a. that the proposal is in conformity with the intent of this Plan and with the requirements of all other municipal by-laws and regulations;
 - b. that the proposal is not premature or inappropriate by reason of:
 - i. the financial capability of the Town to absorb any costs relating to the development;
 - ii. the adequacy of central or on-site sewerage and water supply services; storm drainage measures;
 - iii. the adequacy or proximity of school, recreation or other community facilities;
 - iv. the adequacy of road networks leading to, adjacent to or within the development.
 - c. that controls are placed on the proposed development where necessary, so as to reduce conflict with any adjacent or nearby land uses by reason of:
 - v. the type of use;
 - vi. the height, bulk and lot coverage of any proposed building;
 - vii. traffic generation, access to and from the site and parking;
 - viii. open storage;
 - ix. signs; and
 - x. any other relevant matter of planning concern.
 - d. that the proposed site is suitable in terms of steepness of grades, soil and geological conditions, location of watercourses, marshes or bogs and susceptibility of flooding as well as any other pertinent matter of environmental concern.
 - e. that the proposal meets all necessary consideration in respect of public health and safety and that the site design meets all fire protection and access considerations.
- 9) It is not intended that all lands shall be pre-zoned for specific uses. Rather, in order to give Council a greater degree of control, the Plan provides that certain land uses shall be considered only as amendments to the zoning by-law or in certain instances pursuant to the imposition of terms and conditions. Such amendments and the imposition of terms and conditions shall only be considered if they meet the policies found within this Plan.

Policy PA-3 Council shall ensure that the planning process is an open and consultative process providing public awareness and participation.

Proposals

- 1) In recognition of continued public involvement in the process of change in the community, it shall be the intention of Town Council to establish public notification requirements in respect to proposed amendments to this Plan and/or the Zoning Bylaw beyond those dictated in the Community Planning Act, as well as the various approval processes for which the Planning Advisory Committee is responsible.

Policy PA-4 Council shall use this Municipal Plan for guidance in its capital budgeting in accordance with the requirements of the *Community Planning Act*.

Proposals

- 1) Council shall ensure that the five-year capital budgeting program and all major public works and capital expenditures are determined in consultation with the Municipal Plan.
- 2) Council may append a five-year capital budget for the physical development of the municipality to this Plan as Schedule "B".

16. REPEAL AND TRANSITION

By-Law No. M-1, Town of St. Stephen Municipal Plan By-Law, enacted on May 16, 2011 and all amendments are hereby repealed.

The repeal of By-Law No. M-1, Town of St. Stephen Municipal Plan By-Law, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceedings for enforcing the same completed or are pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing, or pending at the time of repeal.

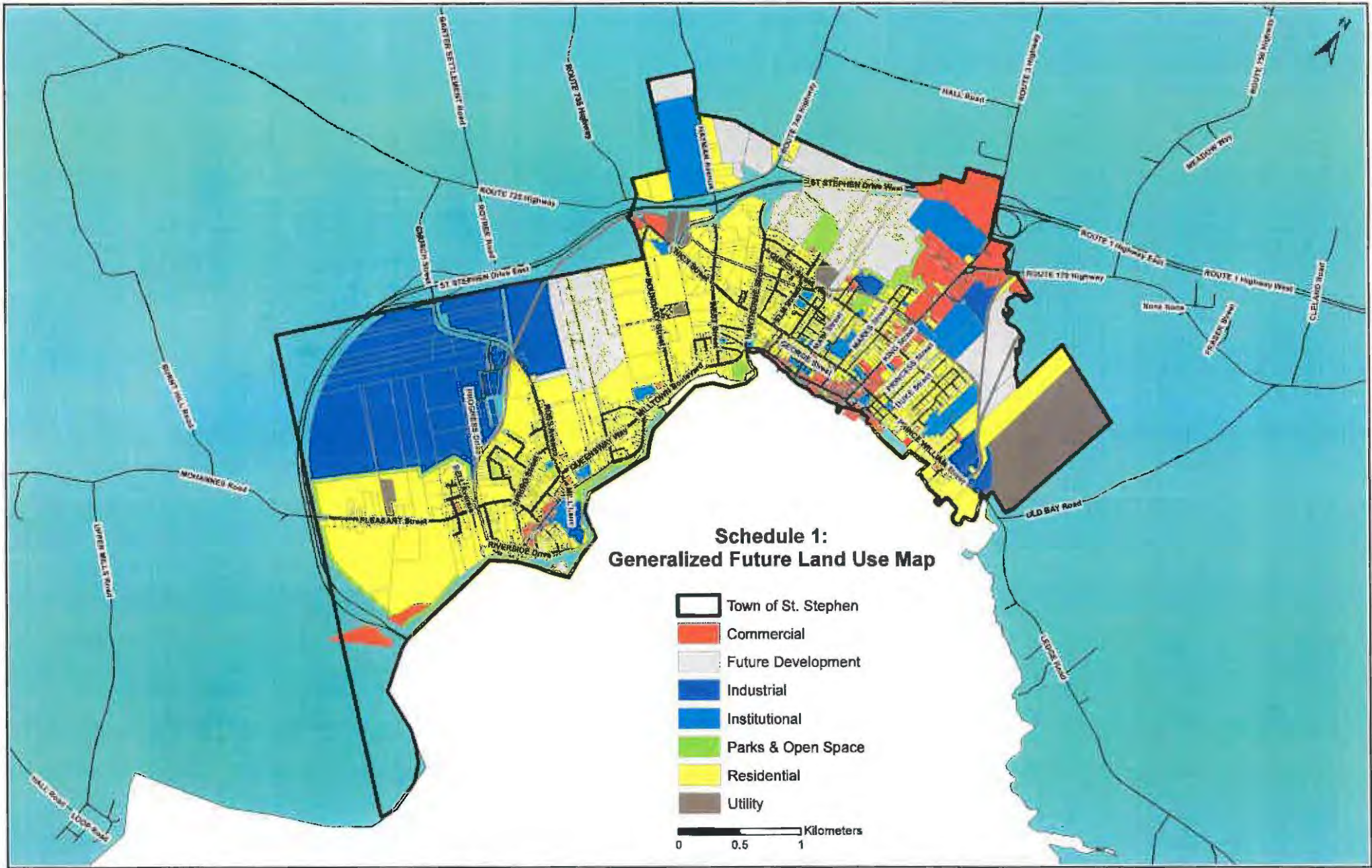
READ FIRST TIME:

READ SECOND TIME:

READ THIRD TIME AND ENACTED:

Mayor

Town Clerk



RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

**COUNCIL REQUEST – PLANNING REVIEW AND ADJUSTMENT COMMITTEE –
PROPOSED BY-LAW NO. L-11 – SUBDIVISION BY-LAW**

THAT the Council of the Town of St. Stephen request the written views of the Planning Review and Adjustment Committee (PRAC) on the proposed By-Law No. L-11, "Subdivision By-law" which repeals and replaces By-law No. L-4, "Subdivision By-law". to be received by Council within ninety (90) days.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

RESCINDING AND REPLACING – FIRE DRIVERS/DISPATCHERS, BACK-UP DRIVERS AND VOLUNTEER FIREFIGHTERS

THAT the Council of the Town of St. Stephen rescinds the “Fire Drivers, Back-up Drivers and Volunteer Firemen Policy No. 025 and replaces it with “Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters” Policy No. 70.



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
025		
PAGE	1	OF 1

TITLE	<u>Fire Drivers, Back-up Drivers and</u>
	<u>Volunteer Firemen</u>

EFFECTIVE DATE		
DAY	MO.	YR.
15	04	91

1. Drivers and Back-up Drivers

All drivers, when called are required to respond to the fire station to operate fire apparatus or dispatch. All drivers shall reside within five (5) minutes response time to the fire station under normal conditions, while obeying all Motor Vehicle Act regulations while enroute to fire station.

2. Volunteer Firefighters

Volunteer Firefighters shall reside within the area that the St. Stephen Fire Department responds to fire calls on the initial call.

An individual outside this area should join the Fire department that supplies protection to their area.

The two areas that the St. Stephen Fire Department now supply first response fire protection to that create concerns with drawing our volunteer firefighters from due to the distance involved, that would create an unacceptable response, are:

- a) Lower Ledge area
- b) Upper Mills area (Mohannes - Burnt Hill).

Therefore, it will be the policy of the St. Stephen Fire Department to not draw their volunteer firefighters from the Lower Ledge and Upper Mills area.

APPROVED: _____



TOWN OF ST. STEPHEN

Corporate Policy & Procedure

Policy Title: Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters

Policy No.: 70

Section:	Protective Services	Subsection:	Fire Department
Effective Date:	April 1, 2020	Last Review Date:	
Approved by:	Owner Division/Contact: Protective Services		

Purpose

This policy establishes boundaries from which the St. Stephen Fire Department may recruit Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters, in order to maintain reasonable response times in event of Fire Department dispatch.

1. Drivers/Dispatchers and Back-up Drivers

All drivers, when dispatched are required to respond to the fire station to operate fire apparatus or dispatch. All drivers shall reside within ten (10) minutes response time, while obeying all Motor Vehicle Act regulations while on route to the fire station.

2. Volunteer Firefighters

All firefighters shall reside within the area that the St. Stephen Fire Department provides service to, including Local Service District contracts, or for which the St. Stephen Fire Department is a primary mutual aid partner, within Canada (Western Charlotte FD, Oak Bay FD, Moores Mills FD, and Lawrence Station FD). Individuals living within the jurisdiction of a mutual aid partner will be encouraged to roster share between their local department and the St. Stephen Fire Department.

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer

Revision History

Revision Date	Description

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

RESCINDING OF ORGANIZATION AND SUPERVISION OF STAFF POLICY

THAT the Council of the Town of St. Stephen rescinds the "Organization and Supervision of Staff" Policy No. 008.



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
008		
PAGE	1	OF 1

TITLE	ORGANIZATION AND SUPERVISION OF STAFF
-------	---------------------------------------

EFFECTIVE DATE		
DAY	MO.	YR.
20	06	1977

1.0 PURPOSE

1.1 The purpose of this policy shall be to clearly outline the organization and supervisory structure of the staff of the Town of St. Stephen.

2.0 ORGANIZATION

2.1 The staff shall be organized into departments and positions as specified by the Town Council from time to time.

2.2 Attached to this policy as Appendix A shall be a current organization chart approved by the Council.

2.3 Attached to this policy as Appendix B shall be a list of all permanent staff positions as approved by the Council.

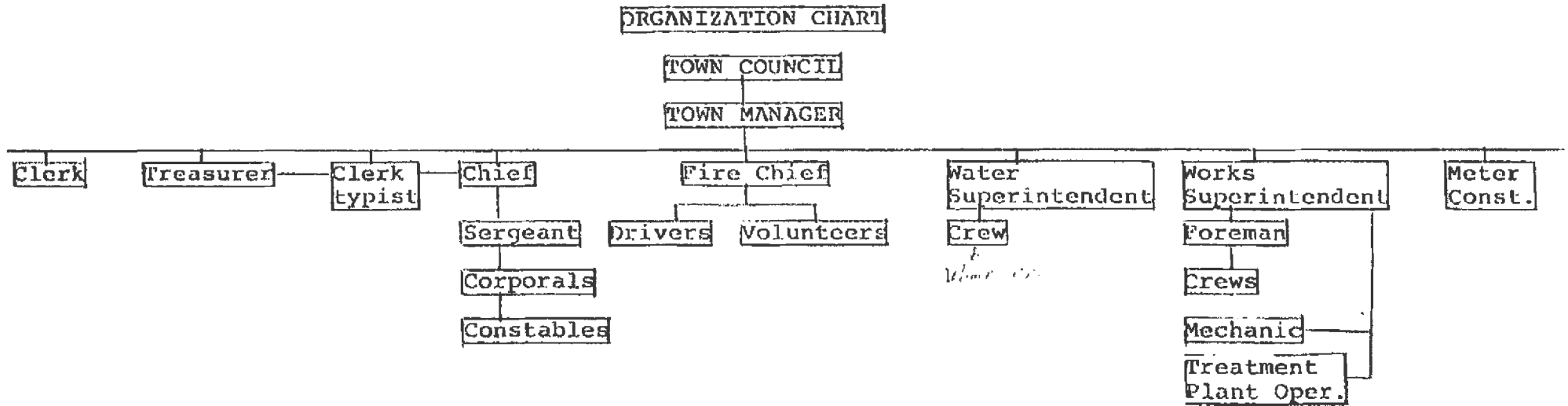
3.0 SUPERVISION AND INSTRUCTIONS

3.1 All instructions and requests from Council or Councillors shall be directed to the Town Manager.

3.2 All employees are responsible to and shall take orders from their immediate supervisor or any other individual appointed to a position senior to their supervisor up to and including the Town Manager. In the event of conflicting order the employee shall obey the order of the supervisor of greater authority.

3.3 All casual and part-time employees shall report to the ^{respective Dept. head} ~~Town Manager~~ unless otherwise directed by the Town Manager.

APPROVED: Council June 20, 1977



NOTE: This chart constitutes Appendix "A" to Policy # 007

Effective: June 20, 1977

APPENDIX "B" - Permanent, full-time Staff Positions

POSITIONS	AUTHORIZED NUMBER
OFFICE (4)	
Town Manager	1
Town Treasurer	1
Town Clerk	1
Clerk-Typist	1
POLICE (11)	
Chief	1
Sergeant	1
Corporal	2
Constable	6
Meter Constable	1
FIRE (8)	
Fire Drivers	8
WATER (5)	
Water Superintendent	1
Crewmen (Operator, Driver or Lab.)	3
Pump Operator	1
WORKS (18)	
Superintendent	1
Foreman	2
Crewman (Operator Driver or Lab.)	12
Mechanic	1
Dump Attendant	1
Treatment Plant Operator	1
	<u>46</u>

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

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 19, 2020 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 26, 2020 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.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

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 6, 2020 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, October 3, 2020 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.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue (CCGSAR) Team to establish a voluntary road toll for fundraising purposes on Prince William Street (between King and Princess Streets) on Saturday, May 2, 2020 between the hours of 9:00 a.m. and 5:00 p.m., and contingent on receipt by the Town of the CCGSAR Team's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

THAT Kendra French be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective April 1, 2020 and expiring March 31, 2023.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

LICENSE AGREEMENT – PRO SHOP SERVICES

WHEREAS the Town's Director of Community Services and Mike Bronson have negotiated a License Agreement which provides a license from The Town of St. Stephen to Mike Bronson to provide Pro Shop Services in the Garcelon Civic Center (the "License Agreement");

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the License Agreement between The Town of St. Stephen and Mike Bronson, providing a license for Mike Bronson to provide Pro Shop Services in the Garcelon Civic Center on the terms and conditions outlined in the form of License Agreement presented to Council.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

MEMORANDUM OF UNDERSTANDING – COASTAL LINK TRAIL INC.

WHEREAS the Town's Chief Administrative Officer and Coastal Link Trail Inc. have negotiated a Memorandum of Understanding regarding the development and operation of approximately two (2) kilometers of the Waterfront Trail which will increase accessibility and promote active transportation among local users and visitors.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Understanding between The Town of St. Stephen and Coastal Link Trail Inc. in the form presented to Council.

RESOLUTION NO.: _____

DATE: March 23, 2020

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.