

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 26, 2018 @ 7:00 P.M.

1. PRAYER

Mayor MacEachern called upon Pastor Jody MacBeth to administer a prayer.

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

25/18

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) Purple Day for Epilepsy – Proclamation

Mayor MacEachern proclaimed March 26, 2018 as Purple Day for Epilepsy:

WHEREAS Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone; and

WHEREAS epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

WHEREAS the public is often unable to recognize the common seizure types, or how to respond with appropriate first aid; and

WHEREAS Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally;

NOW THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim March 26, 2018 as Purple Day in the Town of St. Stephen, in an effort to raise epilepsy awareness throughout the community.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Hyslop

26/18 **THAT** the Minutes of the Regular Council meeting held on January 22, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor Wheaton

27/18 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2017 be received. **CARRIED**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

28/18 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to November 30, 2017 be received. **CARRIED**

PAID BILLS

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

29/18 **THAT** the paid bills in the amount of \$1,694,439.12 (one million, six hundred and ninety-four thousand, four hundred and thirty-nine dollars and twelve cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

30/18 **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 Harding
Seconded by Councillor Parker

31/18 **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 14, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Wheaton

32/18 **THAT** the following staff reports for the month of January 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-12 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 33/18 **THAT** leave now be given to introduce a by-law entitled By-Law No. A-12 – “A By-Law Respecting the Duties and Powers of the Chief Administrative Officer” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. M-1.4 - "A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Wheaton
Seconded by Councillor Parker

- 34/18 **THAT** leave now be given to introduce a by-law entitled By-Law No. M-1.4 – “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. Z-1.6 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 35/18 **THAT** leave now be given to introduce a by-law entitled By-Law No. Z-1.6 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 36/18 **THAT** the Royal Canadian Mounted Police January 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**WRITTEN VIEWS – PLANNING ADVISORY COMMITTEE – PROPOSED
REZONING OF 14 HAWTHORNE STREET (FORMER HAWTHORNE STREET
KIWANIS TOT LOT – PID # 15023542)**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

37/18

THAT the Council of the Town of St. Stephen receives the attached written views of the Planning Advisory Committee (PAC) dated February 8, 2018 as requested by a resolution of Council dated January 22, 2018 with respect to proposed By-Law No. M-1.4, “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law”, and By-Law No. Z-1.6, “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law”. **CARRIED**

**SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS/SUPPORT –
PROPOSED REZONING OF 14 HAWTHORNE STREET (FORMER HAWTHORNE
STREET KIWANIS TOT LOT – PID # 15023542)**

Moved by Councillor Harding

Seconded by Councillor Hyslop

38/18

THAT Wednesday, March 21, 2018 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Hearing of Objections/Support of proposed By-Law No. M-1.4, “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law”, and proposed By-Law No. Z-1.6, “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law”, which would see the consideration of the property located at 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) (PID # 15023542) rezoned from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building. **CARRIED**

**OUT-OF-PROVINCE TRAVEL: DIRECTOR, PARKS AND RECREATION AND
GARCELON CIVIC CENTER OPERATIONS/MAINTENANCE COORDINATOR**

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

39/18

THAT the Council of the Town of St. Stephen approves the out-of-province travel for the Director, Parks and Recreation and the Garcelon Civic Center Operations/Maintenance Coordinator to attend the Atlantic Recreation & Facilities Conference and Trade Show in Charlottetown, PEI from May 30 – June 1, 2018. **CARRIED**

TOWN GRANT – BANTAM AAA HOCKEY TEAM ICE RENTAL

Moved by Councillor Chisholm
Seconded by Deputy Mayor Carr

- 40/18** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$260.00 (two hundred and sixty dollars), for payment of two (2) hours of ice time for the Bantam AAA Hockey Team, payable to the Garcelon Civic Center, and retroactive to February 24, 2018. **CARRIED**

APPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Councillor Parker
Seconded by Councillor Harding

- 41/18** **THAT** Ted Moore and Ed Zammit be appointed to the Planning Advisory Committee, both for a three (3) year term, retroactive to January 1, 2018 and expiring December 31, 2020.

AND THAT Steve Bone be appointed to the Planning Advisory Committee, for a two (2) year term, retroactive to January 1, 2018 and expiring December 31, 2019, filling the vacancy left by the retirement of Alex Henderson. **CARRIED**

CORPORATE ACCOUNTABILITY & TRANSPARENCY POLICY

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 42/18** **THAT** the Council of the Town of St. Stephen approves the “Corporate Accountability & Transparency” Policy No. 66 attached. **CARRIED**

RESCINDING OF NON-UNION RRSP POLICY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 43/18** **THAT** the Council of the Town of St. Stephen rescinds the “Non-Union RRSP” Policy No. 14 attached. **CARRIED**

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 44/18** **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 Scotiabank (the “Bank”), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$374,032.00 (three hundred and seventy four thousand, and thirty two dollars), to meet current expenditures of the Corporation for the year 2018. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on

all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

THAT the Treasurer, Assistant Treasurer or Clerk 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, Assistant Treasurer or Clerk 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 Hyslop

Seconded by Deputy Mayor Carr

45/18

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, 2018, the sum of \$1,177,696.00 (one million, one hundred and seventy seven thousand, six hundred and ninety six dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the said sum of \$1,177,696.00 (one million, one hundred and seventy seven thousand, six hundred and ninety six 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**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

Moved by Councillor Wheaton
Seconded by Councillor Harding

46/18

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 Queen Street West (between Porter and King Streets) on Saturday, May 5, 2018 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, May 12, 2018 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. **CARRIED**

“IN-KIND SERVICES” – ST. STEPHEN’S UNIVERSITY

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

THAT the Council of the Town of St. Stephen authorizes “in-kind services” be provided to St. Stephen’s University located at 8 Main Street to install a dedicated water line to service the new sprinkler system.

AMENDED

“IN-KIND SERVICES” – ST. STEPHEN’S UNIVERSITY

Moved by Councillor Hyslop
Seconded by Councillor Parker

47/18

THAT the above-noted motion be amended by adding the words, “. . . not to exceed the estimated amount of \$8,100.00 (eight thousand, one hundred dollars), inclusive of labour”,

which shall now read:

THAT the Council of the Town of St. Stephen authorizes “in-kind services” be provided to St. Stephen’s University located at 8 Main Street to install a dedicated water line to service the new sprinkler system, not to exceed the estimated amount of \$8,100.00 (eight thousand, one hundred dollars), inclusive of labour. **CARRIED**

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – GENERAL FUND

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

48/18

THAT the Municipality of the Town of St. Stephen submits 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>Transportation Services</u>		
Interim Financing-Wharf Restoration	\$874,000	3 Years

CARRIED

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT REVITALIZATION

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 49/18** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$160,050.00 (one hundred and sixty thousand and fifty dollars), plus HST, for waterfront revitalization along the St. Croix River, which includes restoration and improvements to the wharf and boat launch, contingent on project funding approval from the Municipal Capital Borrowing Board.
CARRIED

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – GENERAL FUND

Moved by Councillor Parker
Seconded by Councillor Wheaton

- 50/18** **THAT** the Municipality of the Town of St. Stephen submits 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>Transportation Services</u>		
Interim Financing-Combined Sewer Separation and Utility Renewal	\$231,000	3 Years

CARRIED

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

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 51/18** **THAT** the Municipality of the Town of St. Stephen submits 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-Combined Sewer Separation and Utility Renewal	\$204,000	3 Years

CARRIED

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

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

52/18

THAT the document entitled "Five-Year Capital Investment Plan for the GTF Administrative Agreement (Town of St. Stephen) 2014-2018 (Revised)" (copy attached) be adopted. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL
SERVICES – COMBINED SEWER SEPARATION AND UTILITY RENEWAL
(MURCHIE AVENUE AND CEDAR STREET)**

Moved by Councillor Hyslop

Seconded by Councillor Harding

53/18

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$108,315.00 (one hundred and eight thousand, three hundred and fifteen dollars), plus HST, for combined sewer separation and utility renewal on Murchie Avenue and Cedar Street, contingent on project funding approval under the Town's Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (Revised), and the Municipal Capital Borrowing Board. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended an NB Power Open House.
- Attended Provincial funding announcement for eighteen memory care beds in Charlotte County.
- Attended a Business Improvement Area meeting.
- Attended the St. Stephen-Milltown Rotary Club Super Draw.
- Attended the Annual General Meeting and dinner of the Chamber of Commerce.
- Attended an International Festival meeting.
- Attended a meeting with Kris Austin of the People's Alliance of NB.
- Attended an Aces hockey game.
- To date, have made several "donations" to "Chase the Ace".

Councillor Hyslop

- Attended a Charlotte County Museum board meeting.
- Attended the Aces' Idol fundraiser which raised approximately \$8,000 for the "We've Got Your Back" program, and commended the hockey team for their great community service.
- Attended Canada 1st Basketball Committee meetings.
- Attended all Town meetings.
- Attended the St. Stephen-Milltown Rotary Club Super Draw.

Councillor Parker

- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.
- Stated it was a busy month.
- Attended three meetings with the following:
 - Abby Pond, Charlotte Coastal Region Tourism Association;
 - Tourism, Heritage and Culture Minister John Ames, and
 - Town's Building Inspector.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Fest meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. board meeting.
- Attended a Business Improvement Area meeting.
- Attended the Annual General Meeting and dinner of the Chamber of Commerce.
- Attended a debriefing meeting with the Christmas Promotion Committee.
- Attended an information meeting in Calais for the International Homecoming Festival.
- Attended the St. Stephen-Milltown Rotary Club Super Draw.
- Participates weekly in the "Chase the Ace" fundraiser for Fundy Transition House.

Councillor Harding

- Stated it was a slow month.
- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.

Councillor Chisholm

- Attended all Town meetings.
- Attended Provincial funding announcement for eighteen memory care beds in Charlotte County.
- Attended Wall of Fame meetings.
- Attended a summer events meeting with the Town's Events Development Coordinator.
- Met with the Director, Parks and Recreation.

Mayor MacEachern

- Attended all Town meetings.
- Attended the Aces' Idol fundraiser which raised approximately \$8,000 for the "We've Got Your Back" program, and agreed with Councillor Hyslop's comment that the hockey team provides great community service.
- Attended Provincial funding announcement for eighteen memory care beds in Charlotte County.
- Attended the Annual General Meeting and dinner of the Chamber of Commerce.
- Attended several Regional Service Commission meetings.
- Enjoying playing a few games of hockey.

16. QUESTION PERIOD

There were no questions from the public and Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, questioned when the design plan would be available for the wharf restoration project.

The Chief Administrative Officer advised that Dillon Consulting Limited cannot be engaged until receipt of Municipal Capital Borrowing Board approval. If approved, plans may be ready by June, and it is possible that only the engineering phase will take place this year, with construction commencing next year.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Parker
Seconded by Councillor Harding

54/18

THAT the Council of the Town of St. Stephen move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the New Brunswick *Local Governance Act*, and one (1) Land Matter as per Section 68(1)(d) of the New Brunswick *Local Governance Act*. **CARRIED**

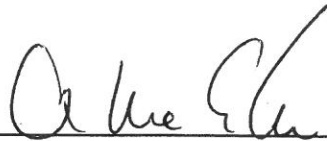
The Council came out of closed session at 8:55 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

55/18 THAT the meeting adjourn at 8:55 p.m. CARRIED



Mayor



Town Clerk



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

Planning Advisory Committee
Town of St. Stephen

February 8, 2018

Mayor and Councillors
Town of St. Stephen, NB

Re: Proposed Rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot – PID # 15023542)

Further to the following resolution which was passed at a Regular Session of Council on January 22, 2018,

COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED REZONING OF 14 HAWTHORNE STREET (FORMER HAWTHORNE STREET KIWANIS TOT LOT)

THAT the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed by-laws to amend the Municipal Plan By-Law and the Zoning By-Law (copies attached) whereby the use designation on the Generalized Future Land Use Map of the Municipal Plan, and the Zoning Map of the Zoning By-Law, for PID # 15023542 (14 Hawthorne Street – former Hawthorne Street Kiwanis Tot Lot) be changed from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

the Planning Advisory Committee (PAC) met on February 7, 2018 to review the proposed Municipal Plan By-Law and Zoning By-Law amendments and the following two (2) resolutions were passed:

It was MOVED by Marg Harding and SECONDED by Ken Parker that the Planning Advisory Committee (PAC) recommend to Council to amend By-Law No. M-1.4 as requested in this application. Carried.

It was MOVED by Allan Gillmor and SECONDED by Ed Zammit that the Planning Advisory Committee (PAC) recommend to Council to amend By-Law No. Z-1.6 in order to rezone the property at 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) as requested in this application to accommodate the construction of a six (6) unit apartment building. Carried.

Yours truly,


Jeff Renaud, Secretary
Planning Advisory Committee



TOWN OF ST. STEPHEN

POLICY

Title: **CORPORATE ACCOUNTABILITY
& TRANSPARENCY**

Policy No. 66

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Effective Date: February 27, 2018

Approved by Council: February 26, 2018

1. POLICY STATEMENT

The Town of St. Stephen is committed to creating a culture where Council, staff and citizens of St. Stephen are aware of and understand the principles of accountability and transparency, and their roles in upholding these essential standards of good government that enhance public trust.

In support of the principles of accountability and transparency, this Policy outlines the Town's commitments which will ensure:

- the Town is open by default, subject to financial, legal, legislative and privacy constraints;
- Council decision-making is open and transparent; and,
- the Town is accountable for the provision and performance of its services.

2. DEFINITIONS

Accountability: the Town has established rules and guidelines that ensure the Town is able to explain its actions to the public.

Transparency: the Town information is accurate, timely, and freely available and decisions are open for public review and discussion.

3. APPLICATION

This Policy applies to all Town employees and members of the Town Council.

4. POLICY COMPONENTS

In order to ensure the principles of Accountability and Transparency are practiced and adhered to as a matter of good governance, the following represent overarching guidance for the provision of Town activities, services and programs in support of the principles.

Accountability Components:

The roles and responsibilities of the Town must be clearly defined. Within the Town, the roles of Council and staff, and the responsibility for services provided, need to be easily understood. The roles and responsibilities of stakeholders – including citizens, customers and businesses – that utilize the services of the Town must also be clearly defined in order to ensure the service is provided in a fair, equitable and timely manner and that the anticipated outcomes are achieved.

Actions will be consistent with clearly understood expectations. Services offered by the Town should be clearly explained and outlined to include what is expected from the customer and what the customer can expect from the Town. In setting expectations and reaching agreement, expectations may be implied or explicit. In many cases there will be a reasonable expectation based on common sense or normal practices and in other cases the outcome or expectation will need to be specifically given and acknowledged. Wherever possible, the anticipated outcome of any service provided by the Town will be given to provide clarity on what the citizen, customer or business can expect.

There must be a reasonable balance between expectations and capacities. Customer and citizen expectations may change from time to time, and all expectations must be balanced against the Town's authority, available skills and resources required to achieve the expected outcome.

There must be clear and timely reporting on actions. Reporting must be credible, the information useful, accurate, timely and accessible. Reporting on actions taken or not taken shall be clear and easy to understand.

There must be reasonable review and adjustment. Accountable reporting will highlight areas where expectations have been met, as well as those which have not. Achievements should be recognized, and where expectations have not been met, adjustment and corrective actions may need to be made.

Transparency Components:

Town information must be fully accessible within legal limitations. Providing information that citizens or others require in order to comment on the Town's services and activities, allows for the influencing of Town activities and

decisions and initiating change. This results in trust, enabling the Town to manage its services and activities more effectively and efficiently. Information provided by the Town must be accessible, understandable, and provided in the appropriate format. In providing information or data, the Town must balance this obligation with other legal and regulatory obligations. The Town will continue to comply with legislation that protects certain information. Whenever meaningful information is withheld, an explanation will be given as to why.

All information should be provided in clear, simple language. Town information that is provided publicly should be provided in clear, plain language. Whenever there is a requirement to provide information in a certain way in order to satisfy legal or regulatory obligations, a plain language description will also be provided.

Information deemed to be in the public interest is to be updated regularly, consistently and as much as possible, proactively. Processes will be established to ensure information is updated and remains relevant following initial provision of the information. The Town is committed to evolving the culture of the organization toward being 'open by default', where meaningful information is provided to the public proactively and not based on reaction to requests.

5. POLICY COMMITMENTS

The Town has put and/or is putting in place a number of activities and actions supporting Accountability and Transparency. Following is a summary of the key methods through which the principles are, or will be, practiced and adhered to. The Town strives to meet these commitments and it must be understood that Town resources – human, financial and technical – have limitations based on operating and capital budgets.

Council Meetings

The Town provides the public with information on the role and responsibilities of the Mayor and Town Councillors. The time and dates of meetings, agendas and reports under consideration are made available to the public in advance of public deliberations. All staff reports to Council or Committees of Council are written using a standard report template in clear non-technical language where possible, providing the reader with full information on the topic. A digital repository is used to maintain up-to-date records of Council by-laws, reports and minutes and is openly accessible to the general public. All meetings of Council and Committees of Council are open to the public, with exceptions as permitted by the *Local Governance Act*, and members of the public are invited to be delegations to Council to ask questions or discuss specific issues. Agendas for closed meetings of Council provide as much information as possible without revealing confidential information.

Budgets and Business Plans

The Town publishes the annual proposed budget written in plain language in both print and digital formats, which is replaced by the annual approved budget once it has been ratified by Council. Budget deliberations are held in public sessions in Council, and members of the public are encouraged to provide input and comments. Budget variance reports are published throughout the year with explanations provided for deviations. Audited financial statements accompanied by plain language explanations are published annually.

Public Services

The Town proactively provides information to the public on the services that are provided, the processes for accessing public services including fees and timelines, and contact information for key personnel, making the information easily accessible and using plain language. The Town will expand its internet and social media presence, including the consideration of offering online services. Feedback and complaint mechanisms are in place using a range of channels.

Procurement

The Town will ensure a comprehensive, clear and understandable framework for the open and transparent procurement of goods and services. Opportunities are openly advertised and bids are opened publicly. Selection criteria are clear, awards are fully disclosed, and mechanisms are in place to dispute a contract award. Standardized documents and e-procurement technology are used to provide simple, secure and efficient processes and provide accurate and timely disclosure of information for potential contractors and the general public. The Town will establish and maintain by-laws and procedures guiding the authority of staff to enter into contractual agreements within defined limits. By-laws and procedures also provide guidance for Town land acquisition and sale.

Conflict of Interest

The Town will develop and maintain clear rules and guidelines for the disclosure and management of conflicts of interest to ensure decisions are not improperly affected by self-interest. Direction is provided for offers of gifts and hospitality to prevent special interests from attempting to offer staff or members of Council items or services of value in return for favours. A code of conduct shall be established for members of Council. Employment of relatives of staff and members of Council is limited through policy.

Records Management and Access to Information

The Town shall develop and maintain a sound records management system,

ensuring that accurate and reliable records are created and remain accessible, usable and authentic for as long as they are needed. A wide range of information and records shall be proactively made available to the public online, and routinely available information that is not available online can be requested directly from the service area or division responsible for the information. Records or information that is not routinely disclosed can be requested by making a Right to Information and Protection of Privacy Request and the Town will make every attempt to provide appropriate access to records while respecting the need for privacy, in accordance with legislation.

Citizen Engagement

The Town has adopted a commitment to effectively involve the community in public decision-making processes. A community engagement framework shall be established and training provided for Town staff to provide direction and guidance on the development and implementation of community engagement processes. As standard practice, staff reports to Council will indicate the way in which members of the community will be/have been involved in the issue at hand, if applicable. The Town will establish a policy regarding public notice requirements.


6. ROLES AND RESPONSIBILITIES

The Town Clerk holds an oversight role for this Policy and is the first point of contact regarding the Policy. Staff and Council have responsibility for various actions and activities related to the Policy and in support of the open government principles of accountability and transparency.

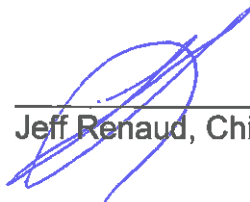
7. REVIEW AND REPORTING

This Policy will be reviewed once during each term of Council for relevance, currency and accuracy, including the review of activities and commitments in place to support accountability and transparency. The Policy is intended to provide general and relevant direction on which to build supporting actions.

Approved:



Allan MacEachern, Mayor



Jeff Renaud, Chief Administrative Officer



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
014		
PAGE	1	OF 1

TITLE <u>Non-Union RRSP Policy</u>

EFFECTIVE DATE		
DAY	MO.	YR.

1.0 PURPOSE

1.1 To provide non-union Municipal Employees employed before January 1, 1981 the option of joining the Municipal Pension Plan or a Registered Retirement Savings Plan.

2.0 EARNING RATE

2.1 The contributions to the RRSP by the employer and the employee will be equal to that of the Municipal Pension Plan, less the administrative fees.

3.0 PROOF OF RRSP

3.1 The employee shall show proof that he/she is participating in a RRSP when required to do so by the employer.

APPROVED: March 16 1981

Five-Year Capital Investment Plan for the GTF Administrative Agreement

Town of St. Stephen

2014 – 2018

(REVISED)

INTRODUCTION

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

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

CAPITAL INVESTMENT PLAN CONTENT

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

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

**FIVE-YEAR CAPITAL INVESTMENT PLAN
FOR THE GTF ADMINISTRATIVE AGREEMENT**

TOWN OF ST. STEPHEN

**2014- 2018
(REVISED)**

RESOLUTION

201X-XXX Moved by Councilor _____ and seconded by Councilor _____
“that the document entitled *Five-Year Capital Investment Plan for the GTF
Administrative Agreement Town of St. Stephen 2014-2018 (REVISED)* be adopted”.

Motion Carried

I certify that the above resolution of the council of _____ was
adopted while in *regular session February 26, 2018.*

(SEAL)

CLERK
TOWN OF ST. STEPHEN

PROJECTS

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

Project Category:

Capacity Building

Project Description:

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

EIA Required Tender Required

Expected Outcome:

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

Proposed indicator(s):

Copy of Report

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

2) Water Transmission Main Replacement

Project Category:

Drinking water

Project Description:

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

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal meters of transmission main installed.

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

3) Overflow Storm Sewer and Sanitary Sewer Renewal

Project Category:

Wastewater

Project Description:

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

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of storm sewer installed
Number of lineal metres of sanitary sewer replaced

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

4) Combined Sewer Separation and Utility Renewal

Project Category:

Wastewater

Project Description:

This project includes replacement of approximately 330 lineal metres of iron and galvanized steel water main, 300 lineal metres of sanitary sewer pipe and installation of dedicated storm sewer system (approximately 230 lineal metres). The work will also consist of reconstruction of the existing road (granular and asphalt) and adjacent asphalt sidewalk within the extents of the underground renewal work.

EIA Required

Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Number of lineal metres of water main replaced

Number of existing catch basins removed from sanitary sewer system

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$766,451	\$767,795

TOWN OF ST. STEPHEN

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$7,861
Water Transmission Main Replacement		\$534,612				\$534,612
Overflow Storm & Sanitary Sewer Renewal		\$450,443	\$2,275			\$452,718
Combined Sewer Separation & Utility Renewal					\$767,795	\$767,795
						\$0
						\$0
						\$0
						\$0
						\$0
Total Capital Expenditures	\$7,861	\$985,055	\$2,275	\$0	\$767,795	\$1,762,986

SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
GTF Legacy Amount (2017)				\$4,119		\$4,119
Interest Earned	\$165	\$1,169				\$1,334
GTF Bank Account	\$392,207	\$392,207	\$68,040	\$343,189	\$411,229	\$0
Operating Fund					\$1,344	\$1,344
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$268,755	\$268,755			\$0
Total Sources of Funds	\$7,861	\$985,055	\$2,275	\$0	\$767,795	\$1,762,986