

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 28, 2018 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

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

ABSENT: Chief Administrative Officer Jeff Renaud.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

103/18 **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) Mayor MacEachern proclaimed June 2, 2018 as National Health & Fitness Day.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Wheaton

104/18 **THAT** the Minutes of the Regular Council meeting held on April 23, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 105/18** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to March 31, 2018 be received. **CARRIED**

PAID BILLS

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 106/18** **THAT** the paid bills in the amount of \$876,444.92 (eight hundred and seventy-six thousand, four hundred and forty-four dollars and ninety-two cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 107/18** **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 Deputy Mayor Carr

Seconded by Councillor Parker

- 108/18** **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 May 9, 2018 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETINGS

Moved by Councillor Parker

Seconded by Councillor Chisholm

- 109/18** **THAT** the Minutes of the Planning Advisory Committee meeting held on November 2, 2016 and approved at its meeting on February 7, 2018 and the Minutes of February 7, 2018 approved at its meeting on May 10, 2018 be accepted. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 110/18** **THAT** the following staff reports for the month of April 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

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

- 111/18** **THAT** the Royal Canadian Mounted Police April 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

APPROVAL OF EVENT – INTERNATIONAL HOMECOMING FESTIVAL PARADE

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 112/18** **THAT** the Council of the Town of St. Stephen grants permission to the International Homecoming Festival Committee to hold its 45th annual parade on Saturday, August 11, 2018 which begins in Calais, Maine at 1:00 p.m. (Atlantic Standard Time) and ends on Chocolate Drive, with street closures on all intersecting streets between Ferry Point Bridge and Chocolate Drive during the hours of 12 noon and 2:30 p.m.
CARRIED

MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY – REVISED

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 113/18** **THAT** the Council of the Town of St. Stephen adopts the revised Major Industry and Economic Incentive Policy No. 57-A attached. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended International Homecoming Festival meetings.
- On behalf of Mayor MacEachern, attended a Horizon Health meeting with Karen McGrath, President and CEO.
- Attended Flavours New Brunswick.
- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.
- Attended the 98.1 Charlotte FM launch.
- Attended all Town meetings.
- Participated in the Kiwanis Trade Show.

Councillor Hyslop

- Attended the Child Abuse and Neglect Prevention Awareness Walk at the Ganong Nature Park.
- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended Canada 1st Basketball Committee meetings.
- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.
- Attended a Charlotte County Museum board meeting.
- Attended the Kiwanis Trade Show.
- Attended at the St. Croix Vineyard to hear Joshua Hyslop, a Canadian Folk Singer-Songwriter.
- Attended the Business Improvement Area "Back to the Boulevard" barbeque.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended the St. Croix Theatre "A Bad Year for Tomatoes" play.
- Attended a play at the W. C. O'Neill Arena in St. Andrews.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.

Councillor Parker

- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Met with the Building Inspector on various unsightly premises.
- Attended at the St. Croix Public Library to check on the new roof installation.
- Received several calls on the Spring Cleanup.
- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.
- Attended the Kiwanis Trade Show.

Councillor Wheaton

- Attended all Town meetings.
- Attended two Chocolate Fest meetings and Chocolate Fest will be held August 4 – August 10, and tickets are available for the Chicken Bone Pink Carpet Gala which features Shawn Richard.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended an International Homecoming Festival meeting in Calais.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.
- Attended the St. Stephen Middle School Showcase Performance.
- Attended a Milltown Development Committee meeting on the “Turning the Corner” project.
- Attended the IWK Kids’ Carnival.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the New Brunswick Multicultural Council “New Conversations” meeting.
- Participated in the Town-wide yard sale.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended the Official Opening of the Provincial Land Registration Office.
- Attended the St. Croix Theatre “A Bad Year for Tomatoes” play.
- Attended the Business Showcase at The Algonquin Resort for The Chocolate Museum.
- Attended the opening of the Visitor Information Centre.

Councillor Harding

- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Met with Sergeant Stubbs.
- Attended the Sports Wall of Fame banquet and induction ceremony and was pleased that former Councillor Jim Maxwell was inducted.
- Glad to see that the Rainbow Crosswalk was painted.

Councillor Chisholm

- Attended the Sports Wall of Fame banquet and induction ceremony and commended the committee for their dedicated work, most of whom are volunteers.
- Met with the Director of Parks and Recreation.
- Attended all Town meetings.
- Visited all of the Town’s green spaces to compile information for potential projects.
- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.

- Met with Richard Fulton, President of Future St. Stephen.
- Had coffee with citizens to discuss their potential project.
- Attended the Kiwanis Trade Show.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.

Mayor MacEachern

- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.
- Attended a Union of Municipalities of New Brunswick zone meeting.
- Attended a meeting for the upcoming Saint John Sea Dogs vs. Moncton Wildcats hockey game.
- Attended the Child Abuse and Neglect Prevention Awareness Walk at the Ganong Nature Park.
- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended the Kiwanis Trade Show.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.
- Attended a Regional Service Commission meeting to discuss the recreational plan.
- Attended the Anglophone South School District "Turnaround Achievement Awards" Ceremony.
- Attended the New Brunswick Multicultural Council "New Conversations" meeting.
- Attended the Business Improvement Area "Back to the Boulevard" barbeque.
- Attended the 98.1 Charlotte FM launch.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended a rugby game at the St. Stephen High School.
- Attended the opening of the Visitor Information Centre.
- Attended the NB Legion Ladies' Auxiliary Ceremony.

16. QUESTION PERIOD

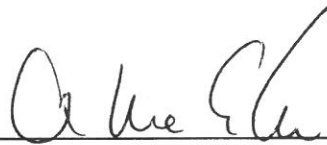
There were no questions from the public and questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, and Jessi Hatt, reporter with *98.1 Charlotte FM*, were addressed by Mayor MacEachern upon adjournment of the meeting.

17. ADJOURNMENT

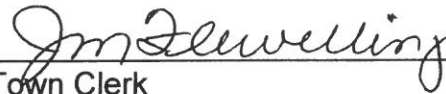
ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

114/18 THAT the meeting adjourn at 7:22 p.m. CARRIED



Mayor



Town Clerk



TOWN OF ST. STEPHEN

Corporate Policy & Procedure

Policy Title: Major Industry and Economic Incentive

Policy No.: 57 – A

Section:	Economic Development	Subsection:	Incentives
Effective Date:	May 28, 2018	Last Review Date:	May 28, 2018
Approved by:	Council	Owner Division/Contact:	CAO/Development Office

I. PURPOSE

The Major Industry and Economic Incentive Policy (the “**Policy**”) is to provide development incentives to industry that will assist with their capital and operating expenses in support of a business case.

This Policy applies to new projects which will employ between 30 and 50 employees or projects which have the potential to increase employment by a minimum of 20 persons; or increased employment for 10 percent of existing employers employing in excess of 200 employees.

This Policy is not intended to, nor will it guarantee, that a grant will be allocated. Applications to the Town will be evaluated on a case by case basis.

This Policy shall not apply to existing renovations or retrofits. It shall only apply to new construction or new expansions.

II. DEFINITIONS

The Chief Administrative Officer (“**CAO**”) includes the Chief Administrative Officer for the Town of St. Stephen (the “**Town**”) and such person as is designated by the Chief Administrative Officer to act on the Chief Administrative Officer’s behalf.

Unusual circumstance means unique development obstacles in infrastructure or site development (“**unusual circumstances**”). Examples of unusual circumstances may include, but shall not necessarily be limited to, a lift station which may be required; ledge which may have to be removed; a railway crossing which may be needed; unexpected environmental conditions which may have to be overcome or innovative practices to minimize waste or reduce the impact on existing infra-structure.

III. CONTENT OF APPLICATION

To be considered under this Policy, all applications shall be made by the applicant prior to the start of any construction. Applications presently on hold qualify as applications retroactive to the start date of this policy.

All applications must include the following:

- (i) Description of the capital project –
 - a. Specification of development costs (capital and otherwise) in excess 5 million dollars.
 - b. The application must demonstrate “environmental sustainability” indicating measures and methods to minimize the impact on municipal infra-structure.
 - c. The description of the capital project shall include new and innovative technologies and/or best practices and efficient use of the building footprint and operations.
 - d. The application must describe the number of jobs created during construction and expected total long term operating employment.
- (ii) The developer must submit a business plan, including a capital and operation budget for the project, which demonstrates features beneficial the Town’s infrastructure, local economy and job creation.
- (iii) The amount of grant for which the application is being made.

Special consideration may be given to applications which demonstrate a need to overcome unusual circumstances. Preference may be given to applications which demonstrate development that takes advantage of and minimizes the impact on existing infra-structure.

IV. STATUTORY AUTHORITY FOR POLICY

Section 90.01 (1) of the *Municipalities Act* states in part:

90.01(1) Subject to subsection (4), a municipality may, by resolution of council, make grants to the following upon such terms and conditions as determined by council:

*...
(c) any other organization or corporation if, in the opinion of council, the grant will assist in the development of the municipality.*

V. PROCESS FOR APPROVAL OF APPLICATION

Section 1 – Regular Application

All applications shall be made to and evaluated by the CAO who may, at his or her sole discretion, either reject the application or make a recommendation to the St. Stephen Town Council (the “Council”). All applications will be evaluated on a case by case basis.

The CAO shall consult with the Town Treasurer (the “Treasurer”) with respect to any application prior to making a recommendation to Council.

Following a recommendation from the CAO, all grants determined by Council to assist the community, which determination is in the sole discretion of Council, will be paid to the developer beginning no earlier than in the calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). Subject to the foregoing, grants approved hereunder will be paid in installments up to \$10,000 per year not exceeding 20 years.

Following Council approval, the Town shall draft a development agreement specifying such conditions of the grant as herein contained and such further conditions as deemed necessary by the Town, in its sole discretion, that must be signed by the developer, Mayor and Town Clerk accompanied by the official seals of each party to the agreement.

Section 2 – Unusual Circumstances

For situations that may qualify as unusual circumstances described above, a developer may request a recommendation from the CAO, who will consult with the Public Works Department and the Building Inspector for the Town, and jointly this group may advise the developer that a grant may be available under the category of unusual circumstances contained in Article V, Section 2 of the Policy, subject to approval of the Council.

Following a recommendation from the CAO under the category of unusual circumstances, all grants determined by Council to assist the community, which determination is in the sole discretion of Council, will be paid to the developer beginning no earlier than in the calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). Subject to the foregoing, grants approved hereunder will be paid in installments up to \$2,000 per year not exceeding 10 years.

Following Council approval, the Town shall draft a development agreement specifying such conditions of the grant as herein contained and such further conditions as deemed necessary by the Town, in its sole discretion, that must be signed by the developer, Mayor and Town Clerk accompanied by the official seals of each party to the agreement.

VI. DISCRETION OF COUNCIL

Notwithstanding anything contained in this Policy, the Council shall have full discretion to approve any application for grant made under this policy that, in its opinion, assists the development of the Town.

VII. OBLIGATIONS OF DEVELOPERS/CONDITIONS OF GRANT

Upon approval of an application for a grant, the following provisions shall apply:

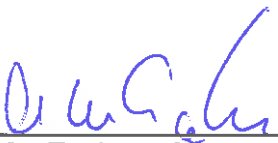
- Developers shall complete such development in accordance with Town policies and by-laws.
- To continue to receive grant monies approved under this policy, a developer is required to maintain full operations. However, a measure of flexibility is permitted, and therefore a grant approved under this Policy shall not be discontinued so long as a developer maintains 80 percent of the new employment created by the development.
- If the new employment created by the development drops below 80 percent, the Council may continue the grant through authorizing a temporary variance setting out a specified time period during which the reduced employment will be permitted.

- The Town will cease payments if: (a) a temporary variance expires and the new employment level created by the development is not returned to the required 80 percent level, or (b) the employment level drops below 60 percent of the new employment created by the development. Payments may be reinstated if employment numbers return to above 60 the percent level through a temporary variance as specified above.
- Grants allotted under this Policy will be for the sole purpose of the stated project.
- If a developer changes the original stated purpose and criteria for which the grant was approved, the Town reserves the right to cancel such grant and recover any previous payments made to the developer under this Policy.
- All grants approved under this policy are non-transferable. If the ownership of a developer changes or the ownership of the development changes, any grant awarded under this Policy will null and void.
- The Town reserves the right to confirm employment numbers at two year intervals beginning no later than January 30th in a calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). The employment numbers will be confirmed by the CAO.

Revision History

Revision Date	Description
October 22, 2012 (Note: Retroactive to January 31, 2011.)	Original adoption.
August 26, 2013	Reduced employment numbers in section I, paragraph 2.
May 28, 2018	Deleted paragraph 2 in section VI.

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

Approved: 
Allan MacEachern, Mayor


Jeff Renaud, Chief Administrative Officer