

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, AUGUST 27, 2018 @ 7:00 P.M.**

1. MOMENT OF SILENCE

Mayor MacEachern requested a moment of silence and, in particular, to remember the casualties and their families of the recent tragedy in Fredericton.

2. RECORDING OF ATTENDANCE

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

ABSENT: Councillor David Hyslop.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

**161/18** **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

There were no petitions/presentations/proclamations.

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 Wheaton

**162/18** **THAT** the Minutes of the Regular Council meeting held on July 23, 2018 be approved as circulated. **CARRIED**

**PUBLIC HEARING OF OBJECTIONS/SUPPORT – CREATION OF PROPOSED NEW ZONE AND PROPOSED REZONING OF 51 BUDD AVENUE (FORMER SANITARY SEWER LAGOON SITE – PID # 15194285)**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 163/18** **THAT** the Minutes of the Public Hearing of Objections/Support with respect to the property known as PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) be approved as circulated. **CARRIED**

8. **ACCOUNTS**

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 164/18** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2018 and June 30, 2018 be received. **CARRIED**

**PAID BILLS**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 165/18** **THAT** the paid bills in the amount of \$1,341,233.65 (one million, three hundred and forty-one thousand, two hundred and thirty-three dollars and sixty-five cents) be received. **CARRIED**

9. **COMMUNICATIONS**

**COMMUNICATION FOR INFORMATION**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 166/18** **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 Parker

Seconded by Deputy Mayor Carr

- 167/18** **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 August 15, 2018 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETING**

Moved by Councillor Wheaton  
Seconded by Deputy Mayor Carr

- 168/18** **THAT** the Minutes of the Planning Advisory Committee meeting held on June 4, 2018 and approved at its meeting on August 1, 2018 be accepted. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Harding  
Seconded by Councillor Parker

- 169/18** **THAT** the following staff reports for the month of June 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; and Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**BY-LAW NO. A-13 - A BY-LAW RESPECTING THE CODE OF CONDUCT FOR MEMBERS OF THE TOWN COUNCIL – SECOND READING – SECTION NUMBERS ONLY**

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

- 170/18** **THAT** By-Law No. A-13 – “A By-Law Respecting the Code of Conduct for Members of the Town Council” – be given Second Reading – Section Numbers Only **CARRIED**

**BY-LAW NO. Z-1.7 - 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 Harding  
Seconded by Deputy Mayor Carr

- 171/18** **THAT** leave now be given to introduce a by-law entitled By-Law No. Z-1.7 – “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 Wheaton

Seconded by Councillor Parker

- 172/18 **THAT** the Royal Canadian Mounted Police July 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

**CARRIED**

**SPEED REDUCTION – YOUNG STREET**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 173/18 **THAT** the Council of the Town of St. Stephen authorizes the speed limit on Young Street to be reduced from 50 kilometers per hour to 30 kilometers per hour and directs the Chief Administrative Officer to install proper signage. **CARRIED**

**WRITTEN VIEWS – PLANNING ADVISORY COMMITTEE – CREATION OF PROPOSED NEW ZONE AND PROPOSED REZONING OF 51 BUDD AVENUE (FORMER SANITARY SEWER LAGOON SITE – PID # 15194285)**

Moved by Councillor Parker

Seconded by Councillor Harding

- 174/18 **THAT** the Council of the Town of St. Stephen receives the attached written views of the Planning Advisory Committee (PAC) dated August 2, 2018 on the proposed By-Law No. Z-1.7 to amend the Zoning By-Law whereby a new zone entitled “Waterfront (WF)” is created, and the Zoning Map of the Zoning By-Law, for PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) be changed from Downtown (DT) Zone to Waterfront (WF) Zone for the purpose of increasing the development potential of the property. **CARRIED**

**OUT-OF-PROVINCE TRAVEL: CHIEF ADMINISTRATIVE OFFICER**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 175/18 **THAT** the Council of the Town of St. Stephen approves the out-of-province travel for the Chief Administrative Officer to attend the 104<sup>th</sup> Annual Conference of the International City/County Managers Association in Baltimore, Maryland from September 23 – 26, 2018. **CARRIED**

**REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 11137 – TOWN OF ST. STEPHEN – EQUIPMENT PURCHASE**

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 176/18 **THAT** the Council of the Town of St. Stephen accepts a financial offer up to \$9,700.00 (nine thousand, seven hundred dollars) from the Regional Development Corporation for equipment purchase, namely starting blocks for the pool at the Garcelon Civic Center, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated June 1, 2018 in the form presented to Council. **CARRIED**

**GARCELON CIVIC CENTER – PURCHASE AND INSTALLATION OF STARTING BLOCKS**

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

177/18

**THAT** the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$13,000.00 (thirteen thousand dollars), currently allocated for the Garcelon Civic Center operating expenditures, for the funding of the purchase and installation of six (6) starting blocks for the Aquatics department;

**AND THAT** the quote from Aquam Inc. in the amount of \$18,677.00, (eighteen thousand, six hundred seventy seven dollars), plus HST, and the estimated costs of installation of \$1,500.00 (one thousand, five hundred dollars), plus HST, be approved;

**AND FURTHER THAT** the amendment to the 2018 General Operating Fund Budget, and purchase and installation costs are conditional on the approval of funding from the Regional Development Corporation for 50% (fifty percent) of the approved costs to a maximum of \$9,700.00 (nine thousand, seven hundred dollars). **CARRIED**

**APPROVAL OF EVENT – OLD RIDGE UNITED PENTECOSTAL CHURCH**

Moved by Councillor Parker  
Seconded by Councillor Wheaton

178/18

**THAT** the Council of the Town of St. Stephen grants permission to the Old Ridge United Pentecostal Church to hold two (2) services in the David Alison Ganong Chocolate Park, retroactively on Sunday, August 19, 2018 from 6:30 p.m. – 8:00 p.m., and September 9, 2018 from 6:30 p.m. – 8:00 p.m., and both evenings will consist primarily of singing. **CARRIED**

**TOWN OF ST. STEPHEN – DESIGNATED HIGHWAYS FIVE YEAR PRIORITIES (2019 – 2023) – MUNICIPAL DESIGNATED HIGHWAY PROGRAM**

Moved by Deputy Mayor Carr  
Seconded by Councillor Wheaton

179/18

**THAT** the Council of the Town of St. Stephen approves the attached Designated Highways Five Year Priorities (2019 - 2023) under the Municipal Designated Highway Program, and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended International Homecoming Festival Committee meetings.
- Attended Chocolate Fest events.
- Attended the “Hands Across the Border” International Homecoming Festival opening ceremony on the Ferry Point Bridge.
- Attended International Homecoming Festival events.
- Attended the “Old Iron Car Show” presented by the Passamaquoddy Region of the NB Antique Auto Club.
- Attended all Town meetings.

Councillor Parker

- Attended a Planning Advisory Committee meeting.
- Attended the “Hands Across the Border” International Homecoming Festival opening ceremony on the Ferry Point Bridge.
- Attended Chocolate Fest events.
- Attended International Homecoming Festival events.
- Met with the Town’s Building Inspector.
- Met with the Acting Librarian of the St. Croix Public Library.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a luncheon with Minister Scott Brison hosted by Karen Ludwig, MP.
- Attended International Homecoming Festival Committee meetings.
- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended a number of successful Chocolate Fest events.
- Attended several Thursday night concerts in the David Alison Ganong Chocolate Park.
- Attended several International Homecoming Festival events.
- Attended NB Day events.
- Attended the “Old Iron Car Show” presented by the Passamaquoddy Region of the NB Antique Auto Club.
- Attended an Aces exhibition hockey game.

Councillor Harding

- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.
- Meet monthly with Sergeant Stubbs.
- Responded to many phone calls.

Councillor Chisholm

- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended all Town meetings.
- Attended Chocolate Fest events.
- Attended International Homecoming Festival events.
- Met with the Director of Parks and Recreation.

Mayor MacEachern

- Attended the “Hands Across the Border” International Homecoming Festival opening ceremony on the Ferry Point Bridge.
- Met with an American woman on NB Day who had found a Canadian penny several years ago on the walking trail and who wanted to return it.
- Attended NB Day events.
- Attended the open house for the new Ambulance New Brunswick building.
- Attended Chocolate Fest events.
- Attended International Homecoming Festival events.
- Attended a 50<sup>th</sup> wedding anniversary reception for Bonnie and Garry McGaw.
- Attended the ground breaking ceremony for the second stage housing project at the Fundy Region Transition House.
- Attended the 60<sup>th</sup> business anniversary celebration of Downey Ford.
- Met with Sergeant Stubbs and RCMP Commissioner Brenda Lucki who chose St. Stephen to visit recently.
- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.

16. QUESTION PERIOD

Pam Russell, a resident of Thompson Avenue, was in attendance and stated her concern with possible flooding on Thompson Avenue as a result of the proposed development of the former sanitary sewer lagoon site.

Ms. Russell was advised that the brook/stream she referred to will not be disturbed.

Lorraine Matthews, a resident of Thompson Avenue/Sprucewood Court, thanked Council for recently providing "in-kind" support at the Charlotte County Museum, and also commended the crew on the repair work required as a result of last year's construction project on Thompson Avenue.

Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, had no questions or comments.

17. CLOSED SESSION

CLOSED SESSION

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

180/18 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*. **CARRIED**

The Council came out of closed session at 8:02 p.m.

18. ADJOURNMENT


ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

181/18 **THAT** the meeting adjourn at 8:02 p.m. **CARRIED**

  
\_\_\_\_\_  
Mayor

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



# TOWN OF ST. STEPHEN

Incorporated 1871

*"Canada's Chocolate Town"*

Planning Advisory Committee  
Town of St. Stephen

August 2, 2018

Mayor and Councillors  
Town of St. Stephen, NB

**Re: Creation of Proposed New Zone and Proposed Rezoning of 51 Budd Avenue (former Sanitary Sewer Lagoon Site – PID # 15194285)**

Further to the following resolution which was passed at a Regular Session of Council on July 23, 2018,

**COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – CREATION OF PROPOSED NEW ZONE AND PROPOSED REZONING OF 51 BUDD AVENUE (FORMER SANITARY SEWER LAGOON SITE – PID # 15194285)**

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-Law No. Z-1.7 (copy attached) to amend the Zoning By-Law whereby a new zone entitled "Waterfront (WF)" is created, and the Zoning Map of the Zoning By-Law, for PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) be changed from Downtown (DT) Zone to Waterfront (WF) Zone.

**AND THAT** the purpose of the proposed change in zoning is to increase the development potential of the property.

the Planning Advisory Committee (PAC) met on August 1, 2018 to review the proposed Zoning By-Law amendment and the following resolution was passed:

It was MOVED by Allan Gillmor and SECONDED by Marg Harding that the Planning Advisory Committee (PAC) recommend to Council to amend the Zoning By-Law in order to create a new zone known as Waterfront (WF), and to rezone the property at 51 Budd Avenue (former sanitary sewer lagoon site – PID # 15194285) as requested in this application to increase the development potential.

Yours truly,

  
Jeff Renaud, Secretary  
Planning Advisory Committee

**TOWN OF ST. STEPHEN**  
**DESIGNATED HIGHWAYS**  
**FIVE YEAR PRIORITIES**

**Year 2019**

*DTI Portion:*

- Milltown Boulevard – Boundary to Hill (approx. 870 metres)
  - Add curb and gutter both sides (770m) and curb and gutter one side (100m), storm sewer improvements. (Estimate: \$520,000 + HST)
  
- Milltown Boulevard – Hawthorne to Boundary (approx. 700 metres)
  - Mill and seal full width. (Estimate: \$172,000 + HST)

*Total DTI Portion: \$692,000*

*Municipal Portion:*

- Milltown Boulevard – Boundary to Hill (approx. 770 metres)
  - Replace sidewalk behind new curb and gutter. (Estimate: \$175,000 + HST)

*Total Municipal Portion: \$175,000*

**Year 2020**

*DTI Portion:*

- Milltown Boulevard – Boundary to Milltown Customs (approx. 1950 metres)
  - Mill and seal full width. (Estimate: \$478,000 + HST)

*Total DTI Portion: \$478,000*

**Year 2021**

*DTI Portion:*

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
  - Mill & Seal - Church Street - Milltown Blvd. to Railway
  - Curb - Queensway to Railway, north side
  - Curb - Brewers Lane to Railway, south side
  - Add storm sewer where needed for adequate drainage.

*Total DTI Portion: \$940,000*

**Year 2022 & 2023**

*DTI Portion:*

- Pleasant Street – Milltown Boulevard to Town Limit – Phase I & II (approx. 1760 metres)
  - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
  - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
  - Storm sewer (as required) - Spring St. to Town limit (1510 metres)

*Total DTI Portion: \$1,850,000*