

AGENDA
ST. STEPHEN TOWN COUNCIL
MONDAY, SEPTEMBER 28, 2020 @ 7:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB

Public Attendance via Town's Facebook Page

1. **MOMENT OF SILENCE**

2. **RECORDING OF ATTENDANCE**

3. **APPROVAL OF AGENDA**

Recommended Motion

"That the Agenda be approved as presented".

4. **CONFLICT OF INTEREST**

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

- i) Presentation from Future St. Stephen President Kendall Kadatz

Recommended Action

"That Council directs administration to consider the requests of Future St. Stephen in the development of the 2021 municipal budget process."

6. **NOTICES OF MOTIONS**

7. **APPROVAL OF COUNCIL MINUTES**

- (a) Regular Council Meeting – August 24, 2020

Recommended Motion

"That the minutes of the Council meeting held on August 24, 2020 be approved as presented".

8. ACCOUNTS

- (b) Paid Bills

Recommended Motion:

“That the paid bills in the amount of \$1,092,709.74 (One Million, Ninety-two Thousand, Seven Hundred and Nine Dollars and Seventy-four Cents) be received”.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

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 – September 16, 2020.

Recommended Motion:

“That the minutes of the Committees meeting held on September 16th, 2020 be approved as presented”.

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

Recommended Motion

“That the staff reports presented at the September 16th Committee meeting be acknowledged and received for information”.

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) Bylaw No. A-18 –Procedural Bylaw—First Reading

Recommended Motions

“That Bylaw No. A-18, being the Procedural Bylaw, be given first reading”.

“That Bylaw No. A-18, being the Procedural Bylaw, be given second reading”.

- (b) Bylaw No. M-2, being the Town of St. Stephen Municipal plan.

Recommended Motions

“That Bylaw No. M-2, being the Town of St. Stephen Municipal Plan be given first reading”.

“That Bylaw No. M-2, being the Town of St. Stephen Municipal Plan be given second reading”.

- (c) Bylaw No A-17, being the Council Remuneration Bylaw—Second Reading

Recommended Motion

“Bylaw No. A-17, being the Council Remuneration Bylaw, be given second reading.”

14. NEW BUSINESS

- (a) Adoption of Vehicle Usage Policy

Recommended Motion:

“That the Vehicle Usage Policy be adopted as presented”.

- (b) Vehicle and Equipment Telematics System

Recommended Motion:

“That Council approve the installation of a Vehicle and Equipment Telematics system on appropriate Town assets, and that TitanGPS be the vendor of choice based upon their proposal dated July 29th, 2020”.

- (c) Transfer of Reserve Funds

Recommended Motion:

“That Council approve the transfer of \$10,000 from the General Capital Reserve Fund to the General Capital Fund for the purpose of funding the installation of handrails within the Quartermain Arena”.

- (d) Request from St. Croix Public Library Board—Board Appointment

Recommended Motion:

“That Council, at the request of the St. Croix Public Library Board, renews the appointment of Ms. Elva Hatt to the St. Croix Public Library Board for a two-year term expiring on September 30, 2022”.

- (e) Future of St. Stephen Bateau

Recommended Motion:

“That Council provide direction to administration that the Bateau s be restored to a condition sufficient to allow it to be placed in static display along the upgraded waterfront trail”.

- (f) Garcelon Civic Center Logo—Discontinuation of Use

Recommended Motion:

“That Council rescind resolution 29/14 and directs administration to discontinue the use of the Garcelon Civic Center logo in favour of the use of the Town of St. Stephen logo”.

- (g) Contract 20-2637—Expansion of Scope

Recommended Motion:

***“That Council approves a change in project scope for contract 20-2637 to include approximately 144 metres of curb and sidewalk restoration. Further, that Council approve the amended total tender price of \$703,603.34 plus non-recoverable HST.*”**

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

Future St. Stephen Report to Town Council September 2020

Highlights:

- 14 net new small businesses in 2019/20 to date
- Engaging developers interested in St. Stephen, including: Beacon apartments, industrial park developers, Dairy Queen, hotelier, Mashup Labs
- Supporting groups aiming to improve the community, including: Coastal Link Trail, Canada 1st Basketball Inc., Salt River Fund, Ganong Nature Park, W.F. Ganong Sculpture Citizens Committee
- Developing/continuing working relationships with ACOA, RDC, Working NB, ONB, MP, MLA, and getting St. Stephen projects in front of them for support/input/funding
- Town survived two significant crises by working together effectively: Arauco layoffs due to line shutdown, and Covid-19

Construction/significant renovation/new businesses - actual

Project	Assessed Value- est.	Property Tax	Town Revenue
Beacon apartments	\$3,000,000	\$137,000	\$64,000
Downey Ford	\$2,000,000	\$92,000	\$46,000
McDonalds/Ultramar	\$1,500,000	\$71,000	\$35,500
Tidal Health	\$1,900,000	\$73,000	\$36,500
Stewart Farms	\$1,500,000	\$71,000	\$35,500
Total	\$8,900,000	\$444,000	\$217,500

- Cycling trail, Milltown Market, wharf upgrade, SimCorp expansion, Candy Creations, Infinity Fitness relocation

Construction - short and long term projects - potential

Project	Assessed Value- est.	Property Tax	Town Revenue
2nd Beacon apartments	\$3,000,000	\$137,000	\$64,000
Hotel	\$7,000,000	\$320,000	\$160,000
Dairy Queen	\$1,500,000	\$71,000	\$35,500
Industrial park client	\$50,000,000	\$2,280,000	\$1,140,000
Stewart Farms	\$10,000,000	\$460,000	\$230,000
Total	\$71,500,000	\$3,268,000	\$1,629,500

- Land lease community
- Additional housing units
- Old Canada Post/Town Hall renovation
- Business park expansion infrastructure
- Canadian Basketball Hall of Fame/Museum
- Milltown Dam decommission/renovation
- Co-working space
- Sobeys' repurposing
- Fire training center
- Airport expansion

Business infrastructure/support Future St. Stephen engaged in:

- Business park expansion proposal
- Labour Market survey, report
- Tourism development plan
- Housing study
- NBCC OASIS program launch
- Dream Business program proposal
- Immigration project to support local employers
- Essential Skills for Atlantic Fisheries project
- Covid-19 responses - togetherststephen.ca/Community Spirit page, business follow up
- Frank McKenna public event
- Francis McGuire event for business leaders
- CEDC development - Salt River Fund
- UNB CEL proposal - employee capacity training program
- Junior Achievement
- Jobs board on Town website
- Consultations with individuals and businesses

Data Future St. Stephen maintains or procures to inform ongoing planning:

- Population report for St. Stephen
- Labour market report
- St. Stephen new/renovated businesses list
- Commercial properties for sale/lease/rent list
- Tourism numbers for Charlotte County
- St. Stephen and area school numbers
- Border crossing numbers
- Housing sales
- Unemployment numbers for Charlotte, Queens counties

Social infrastructure supports Future St. Stephen has been engaged in:

- W.F. Ganong Statue logistics lead
- Green Paper review event w EECD, Dialogue NB
- Future Ready NB Charlotte County program - UNB, SSU
- Welcome Wagon
- Milltown Dam Community Liaison Committee
- Doors Open partner
- Peskotomuhkati interactions
- Transportation
- Main contact for individuals interested in moving here

Marketing initiative to get people to visit, move and build businesses here:

- Relaunch of marketing campaign in July

FSS 2020-21 Priorities

1. Business park expansion plan, attract developers to park, develop land acquisition process
2. Housing - identify and promote locations and development types to developers
3. Review economic incentive policies to effectively encourage development
4. Immigration - ensure St. Stephen, Charlotte County businesses continue receiving required support to meet workforce needs
5. Small business acceleration - identify and support startup and scale up supports for local businesses
6. Tourism strategy development - work with ACOA, Province, Town, local stakeholders to develop tourism strategy for St. Stephen
7. Continue gathering information to inform planning - business gap analysis update, new business tracking, population/immigration statistics, etc.
8. Marketing - continue marketing campaign to attract people to visit, move and build businesses here, bring province on board to support project
9. Downtown plan - work with BIA, Town and Service Commission to determine timing and process of a downtown plan
10. Welcome system - identify lead organization, secure funding to initiate project

Specific areas to work closely with Town on in the coming year:

- Economic incentive review
- Long term agreement with Future St. Stephen
- Land development strategy

Future St. Stephen budget for 2021

- \$25k shortfall without provincial support on marketing initiative
- \$12k shortfall with provincial support on marketing initiative
- Asking Town to set aside \$15k to support marketing initiative if province does not
- Asking Town to increase operational grant to \$92k for 2021 to offset operational budget deficit

TOWN OF ST. STEPHEN
REGULAR COUNCIL
MONDAY, AUGUST 24, 2020 @ 7:00 P.M.

In response to the outbreak of the COVID-19 virus, the public was not permitted to attend the meeting; however, the meeting was broadcast live on the Town's Facebook page.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor 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 Deputy Mayor Carr
Seconded by Councillor Harding

119/20 **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**

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

120/20 **THAT** the Minutes of the Regular Council meeting held on July 27, 2020 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Chisholm

Seconded by Councillor Harding

121/20 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2020 be received.

CARRIED

PAID BILLS

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

122/20 **THAT** the paid bills in the amount of \$764,390.36 (seven hundred and sixty-four thousand, three hundred and ninety dollars and thirty-six cents) be received.

CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

123/20 **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 August 12, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding

Seconded by Councillor Parker

124/20 **THAT** the following staff reports for the month of July 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services and Events. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-17 - A BYLAW RESPECTING THE REMUNERATION OF MEMBERS OF TOWN COUNCIL – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

125/20 **THAT** leave now be given to introduce a by-law entitled By-Law No. A-17 – “A Bylaw Respecting the Remuneration of Members of Town Council” – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS – PROPOSED MUNICIPAL PLAN BY-LAW

Moved by Councillor Parker

Seconded by Councillor Chisholm

126/20 **THAT** a Public Hearing of Objections to proposed By-Law No. M-2, being the “Town of St. Stephen Municipal Plan Bylaw”, which will repeal and replace the existing By-Law No. M-1, be set for Wednesday, September 16, 2020 at 5:00 pm at the Garcelon Civic Center, 22 Budd Avenue, St. Stephen, NB.

AND THAT staff arrange to conduct the hearing in a manner which will permit electronic public participation in the hearing, as well as public attendance at the meeting, if such attendance can be done in accordance with public health directives in place at the time of the meeting. **CARRIED**

EMPLOYEE CODE OF CONDUCT

Moved by Councillor Harding

Seconded by Councillor Chisholm

127/20 **THAT** the Council of the Town of St. Stephen adopts the Employee Code of Conduct as presented at the Committees meeting on August 12, 2020. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Due to the COVID-19 outbreak, it has been a quiet month.
- Attended Town meetings.

Councillor Parker

- Attended all Town meetings.
- Due to the COVID-19 outbreak, it has been a quiet month.
- Responded to phone calls.

Councillor Harding

- Thanked Town Clerk Joan Flewelling for her dedication and assistance over the past many years and wished her a happy retirement.

Councillor Chisholm

- Agreed with Councillor Harding's comments.
- Participated in a Friends of the Dog Park Committee meeting.
- Attended all Town meetings.

Councillor Wheaton

- Thanked Town Clerk Joan Flewelling for her dedication and assistance over the past years and wished her a happy retirement.
- Attended all Town meetings.
- Participated electronically in a Chocolate Fest meeting.
- Busy working on next year's St. Stephen's 150th Anniversary Celebrations and encouraged people to check out the St Stephen 150 Facebook page.
- Glad to see people using the Milltown Pool and the walking track at the Garcelon Civic Center.

Mayor MacEachern

- Thanked Town Clerk Joan Flewelling for her dedication and assistance over the past many years and wished her a happy retirement.
- Attended all Town meetings.

16. QUESTION PERIOD

Any questions posted on the Town's Facebook page will be addressed by the Chief Administrative Officer.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

128/20 **THAT** the meeting adjourn at 7:12 p.m. **CARRIED**

Mayor

Town Clerk

MEMORANDUM

TO: JEFF RENAUD, CAO
FROM: KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER
SUBJECT: AUGUST 2020 REGULAR COUNCIL MOTIONS FOR ACCOUNTS PAYABLE LISTING
DATE: SEPTEMBER 21, 2020

Please find 1 (One) Draft Motion for consideration at the September, 2020, Regular Council pertaining to Bills Paid for the month of August, 2020:

THAT the paid bills in the amount of \$1,092,709.74 (One Million, Ninety-two Thousand, Seven Hundred and Nine Dollars and Seventy-four Cents) be received.

Regards,



Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000058 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:22:58AM 09/22/2020

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Number	Issued	Amount	SC	Status	Status Date
000056	08/11/2020 TOWN OF ST. STEPHEN 2000.00 CC-FUNDTRANSFER-TO GENERAL (2,000.00 2,000.00	A/P	OUT-STD	08/11/2020
Cheque Totals Issued:		2,000.00			
Void:		0.00			
Total Cheques Generated:		2,000.00			
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 000062 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:23:48AM 09/22/2020

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Number	Issued		Amount	SC	Status	Status Date
000056	08/26/2020	KING CONSTRUCTION LTD.	12,119.23	A/P	OUT-STD	08/26/2020
	7065	Garcelon Interior Fit-Up	12,119.23			
		Cheque Totals Issued:	12,119.23			
		Void:	0.00			
		Total Cheques Generated:	12,119.23			
		Total # of Cheques Listed:	1			

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** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 026379 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:24:25AM 09/22/2020

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Number	Issued	Amount	SC	Status	Status Date
026159	08/05/2020 ACCT #903240047015 JULY2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	OUT-STD	08/05/2020
026160	08/05/2020 ACCT 8025-280 JULY2020 LOCAL 770 UNION DUES-JULY 2020	1,354.38 1,354.38	A/P	OUT-STD	08/05/2020
026161	08/05/2020 ALLAN MACEACHERN MINISTERMASON GG-MAYOR-MINISTER MASON MEE'	40.00 40.00	A/P	OUT-STD	08/05/2020
026162	08/05/2020 BELL MOBILITY INC. 523889487JUL20CC CC-ADMIN-CELL PHONE CHARGES 523889487JUL20CRE TS/GG-CELL PHONE CREDITS 523889487JUL20GG GG/RC/PS/TS-CELL PHONE CHARGI	875.03 157.62 -42.38 759.79	A/P	OUT-STD	08/05/2020
026163	08/05/2020 BRIGGS PLUMBING INC. 1572223 PM-RCMP-REPLACED LEAKING FLU	366.76 366.76	A/P	OUT-STD	08/05/2020
026164	08/05/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JULY2020 GG-MUNICIPALPLAN-JULY 2020 (Pension)	28,133.64 28,133.64	A/P	OUT-STD	08/05/2020
026165	08/05/2020 DOW JENNIFER YEARENDLUNCH20 RC-HORT-STAFF YEAR-END LUNCH	116.45 116.45	A/P	OUT-STD	08/05/2020
026166	08/05/2020 FLEET READY LTD. 14322 PS-FIRE-ALTERNATING FLASHER	205.19 205.19	A/P	OUT-STD	08/05/2020
026167	08/05/2020 JEFF RENAUD BROADCAST EQUIP GG-COUNCIL-PART FOR COUNCIL E JULY2020 GG-CAO-MONTHLY VEHICLE ALLOW	360.20 110.20 250.00	A/P	OUT-STD	08/05/2020
026168	08/05/2020 KEITH'S BUILDING SUPPLIES 197344 RC-MILLPOOL-POOL SLIDE 197362 PS-FIRE-BOLT LAGS 197526 TS-STORMSEWER-CULVERTS 197634 TS-ST-CULVERT 197688 TS-SHOP-ABS PIPE, PVC/ABS CEME	1,783.44 41.35 40.25 1,448.60 206.94 46.30	A/P	OUT-STD	08/05/2020
026169	08/05/2020 KENT BUILDING SUPPLIES 1753008 RC-PARKS-TAP ANCHORS, CARB BI 1759595 RC-HORT-GRASS 1760095 RC-HORT-HOSE REEL 1762145 CC-ARENA-BATTERIES 1763958 CC-ARENA-LIQUID PLUMBER 1764642 TS-SHOP-LUMBER 1764719 CC-ARENA-50MM POLY OVAL, MINI 1765123 CC-ARENA-CLAMP HOSES, NIPPLE 1765128 CC-ARENA-GARBAGE BIN 1766106 PS-FIRE-WATER 1766138 CC-POOL-DNOSTN/DFS-S/C LTX-OX 1766679 TS-SHOP-RAPE, UTILITY KNIFE, FIBI 1766977 RC-MILL POOL-DNOSTN/DFS-S/C LT 1767045 TS-SHOP-GRASS SEED 1767705 CC-POOL-PAINT, PAINT TAPE 1768432 CC-POOL-PAINT TAPE 1770297 PS-FIRE-GREEN TURF, CARRIAGE E 1770686 CC-ARENA-WELDABLE ANGLES 1771321 CC-ARENA-PLYWOOD 1771387 RC-PARKS-WALLPLATE, EAR PLUGS	2,999.30 70.25 13.89 85.55 162.85 13.78 9.20 24.45 18.89 105.88 18.56 48.66 65.37 48.66 73.78 135.01 8.53 97.90 91.93 198.90 37.69	A/P	OUT-STD	08/05/2020

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 026379 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:24:25AM 09/22/2020

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Number	Issued		Amount	SC	Status	Status Date
	1771626	CC-ARENA-METAL PAN SCREWS	8.44			
	1772089	RC-COMMUNITYBILLBOARD-HEX NL	16.46			
	1773196	CC-ARENA-ROUND SHANK BITS	28.84			
	1773928	TS-SHOP-KRYLON PAINT	36.32			
	1774298	CC-ARENA-GALVANIZED NIPPLE	1.92			
	1774587	CC-ARENA-PREMIUM ADVANCED, V	20.30			
	1775752	RC-MILLPOOL-HEX NUTS, HEX BOL	8.59			
	1776569	CC-ARENA-PICT HANG/BRASS, 20V	441.19			
	1777739	TS-GANONG MONUMENT-LUMBER	66.73			
	1777826	TS-GANONG MONUMENT-GREAT ST	21.77			
	1778050	TS-SHOP-HEX NUTS, HEX BOLTS	13.66			
	1778302	CC-ARENA-LUMBER, PLYWOOD	350.37			
	1778516	CC-ARENA-DRYWALL SCREWS	14.74			
	1778995	CC-ARENA-LUMBER	84.71			
	1778998	CC-ARENA-50MM ANG SHORT HDL	17.09			
	1779016	TS-TURN THE CORNER-PLASTIC LE	316.51			
	1779125	TS-SHOP-PLYWOOD	52.93			
	1780417	RC-PARKS-BRUSH SET, CARRIAGE	72.65			
	1780420	RC-PARKS-LUMBER	10.52			
	1780616	RC-PARKS-KEYTAGS, KEYS MADE	11.09			
	1781492	TS-SHOP-HEX BOLTS	54.74			
026170	08/05/2020	LIBERTY UTILITIES	1,233.99	A/P	OUT-STD	08/05/2020
	2020052005008-1016227-0	CC-BUILDING-NATURAL GAS	492.99			
	00					
	2020072203008-1016227-0	CC-BUILDING-NATURAL GAS	741.00			
	00					
026171	08/05/2020	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/05/2020
	WEEK312020	EMPLOYEE DEDUCTIONS-AUG 02-0	209.30			
026172	08/05/2020	PROMO HEROES	218.37	A/P	OUT-STD	08/05/2020
	19942	RC-PARKS-UNIFORMS	218.37			
026173	08/05/2020	SOUTHWEST CONCRETE & CONS LTD	5,878.23	A/P	OUT-STD	08/05/2020
	IN000009519	RC-COMMUNITY BOARD-UNDERLO/	303.60			
	IN000009522	RC-TURNING THE CORNER-LIMEST	426.65			
	IN000009567	TS-ST5-EQUIPMENT RENTAL	4,449.35			
	IN000009568	TS-ST5-EQUIPMENT RENTAL	698.63			
026174	08/05/2020	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	08/05/2020
	JULY2020	EMPLOYEE DEDUCTIONS - JULY 20:	40.00			
026176	08/05/2020	YELLOW PAGES GROUP	83.04	A/P	OUT-STD	08/05/2020
	INV00987335	GG-YELLOWPAGES-MEDIA/20	83.04			
026177	08/01/2020	HERITAGE COURT HOLDINGS LIMITED	5,417.62	A/P	OUT-STD	08/01/2020
	RC000032280	GG-TOWNHALL-AUGUST/20 LEASE	5,417.62			
026178	08/10/2020	BAYVIEW TRUCKS AND EQUIPMENT LTD.	78.73	A/P	OUT-STD	08/10/2020
	02P46990	TS-#28-HYD FILTERS	78.73			
026179	08/10/2020	CARMICHAEL ENGINEERING LTD.	7,578.50	A/P	OUT-STD	08/10/2020
	FR-1694503	CC-POOL-DECTRON SYSTEM MAIN	4,025.00			
	FR-1694504	CC-BUILDING-HEAT PUMPS AND CC	3,553.50			
026180	08/10/2020	COX ELECTRONICS & COMMUNICATIONS	9.19	A/P	OUT-STD	08/10/2020
	1-040462	CC-MOOSEHEADROOM-USB EXTEN	9.19			
026181	08/10/2020	EAGLE XPRESS COURIER SERVICE	339.25	A/P	OUT-STD	08/10/2020

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 026379 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

Printed: 9:24:25AM 09/22/2020

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Number	Issued		Amount	SC	Status	Status Date
	681508	TS-#11-FROM MARITIME CASE	28.75			
	688128	TS-#18-TO LSW	46.00			
	688129	TS-#16-TO MARITIME CASE	34.50			
	706509	TS-#34-TO SAUNDERS EQUIPMENT	28.75			
	706531	TS-SHOP-FR PARTS FOR TRUCKS	28.75			
	706532	TS-#5-FR RICHWIL	34.50			
	706543	TS-SWEEPER-FROM SAUNDERS EC	46.00			
	706556	TS-SHOP-FROM BAYVIEW	46.00			
	706627	TS-#34-FROM SAUNDERS EQUIPME	46.00			
026182	08/10/2020	MCINNES COOPER	4,679.59	A/P	OUT-STD	08/10/2020
	188345	GG-LEGAL-AGREEMENT	1,845.75			
	2020012294	GG-LEGAL-GENERAL	184.58			
	2020012302	GG-LEGAL-FLOOD MITIGATION WOF	1,168.98			
	2020012306	GG-LEGAL-SALE	914.25			
	2020015521	GG-LEGAL-BY-LAW	566.03			
026183	08/10/2020	MERCEDES MCGINLEY	105.00	A/P	OUT-STD	08/10/2020
		POOLRENTALREFUND CC-REFUND-POOL RENTAL	105.00			
026184	08/10/2020	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/10/2020
	WEEK322020	EMPLOYEE DEDUCTIONS-AUG 09-1	209.30			
026185	08/10/2020	PITNEY WORKS	112.45	A/P	OUT-STD	08/10/2020
	JULY132020	GG-POSTAGEMETER-FINANCE CHA	11.94			
	JUNE142020	GG-POSTAGEMETER-FINANCE & O1	100.51			
026186	08/10/2020	SOURCE ONE SUPPLIES	237.18	A/P	OUT-STD	08/10/2020
	25234	PS-FIRE-GARBAGE BAGS	34.37			
	25284	PM-LIBRARY-GLOVES, BATHROOM	202.81			
026187	08/10/2020	TRACTION FREDERICTON (591)	420.49	A/P	OUT-STD	08/10/2020
	591232477	TS-#16-SPIRAX S4 TXM TRAN OIL	420.49			
026188	08/10/2020	FUNDY BUILDING INSPECTION	2,484.00	A/P	OUT-STD	08/10/2020
	20-89	PS-BUILDINGINSPECTOR-JUL 26 - A	2,484.00			
026189	08/10/2020	MACDOUGALL PROFESSIONAL SECURITY & DOCUI	1,610.00	A/P	OUT-STD	08/10/2020
	15512	PS-BYLA-W JULY 27-AUG07/20 FEE	1,610.00			
026190	08/18/2020	BELL ALIANT	2,820.39	A/P	OUT-STD	08/18/2020
	11368891JUL20	GG-TOWNHALL-LANDLINE PHONES	1,594.52			
	11395944JUL20	PS-FIRE-LANDLINE PHONES	864.89			
	47780283JULCC	CC-ADMIN-FIBE CHARGES	360.98			
026191	08/18/2020	BERNARD YOUNG	805.00	A/P	OUT-STD	08/18/2020
	806155	CC-BUILDING-STRIPPING & WAXINC	805.00			
026192	08/18/2020	BRUNET INC.	63.25	A/P	OUT-STD	08/18/2020
	IN45040	CC-ADMIN-COMPUTER SERVICE	63.25			
026193	08/18/2020	CANADIAN TIRE	2,143.10	A/P	OUT-STD	08/18/2020
	N17129202	RC-PARKS-WATER	12.78			
	N17129214	RC-MILLPOOL-SUNSCREEN	37.92			
	N17129229	RC-PARKS-SCREWS	42.45			
	N17129230	CC-ARENA-PAINT, PAINT TRAY	32.82			
	N17129234	RC-HORT-MESH WASHER, HOSE W	45.97			
	N17129236	TS-SHOP-PUSH BROOM	42.49			
	N17129258	CC-ADMIN-HONEYWELL MINI TOWE	57.49			
	N17129260	RC-PARKS-COVID SIGN BOLTS	23.23			

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Number	Issued		Amount	SC	Status	Status Date
	N17129274	GG-EVENTS-BATTERIES	33.50			
	N17129278	TS-SHOP-BRUSHES	41.37			
	N17129313	CC-ARENA-KEY TAGS	17.87			
	N17129409	RC-PARKS, PAINT, TRAYS	57.44			
	N17129419	RC-MILLPOOL-PUMP	137.99			
	N17129431	PS-FIRE-12V OUTLET	22.99			
	N17129433	RC-PARKS-CUT KEY, WATER	60.30			
	N17129442	RC-PARKS-RUST PAINT	18.39			
	N17129447	CC-POOL-HOOKS, LIGHT LINER, FL	49.38			
	N17129459	RC-MILLPOOL-FLUID FILM, KEYS CL	50.51			
	N17129465	PS-FIRE-WASP HORNET SPRAY, PA	55.18			
	N17129468	CC-POOL-SPRAY BOTTLES	14.32			
	N17129475	RC-MILLPOOL-UMBRELLAS	275.93			
	N17129488	RC-HORT-PERENNIAL ASST	27.55			
	N17129503	RC-POOL-MR CLEAN MAGIC ERASE	18.35			
	N17129506	CC-POOL-PAINT BRUSHES, BATTEF	24.13			
	N17129511	PS-FIRE-DRILL BITS, TWINE	49.17			
	N17129523	PS-FIRE-TOOL KIT	45.99			
	N17129527	RC-MILLPOOL-COM MED WIRE HK, I	25.27			
	N17129528	PS-FIRE-OTY CLEANER, COUPLING:	23.32			
	N17129530	RC-PARKS-REGULAR KEYS CUT	30.99			
	N17129531	PS-FIRE-ABSDWV ADPT HUB	1.67			
	N17129532	RC-PARKS-TIES, KEYS CUT	35.60			
	N17129534	RC-ROTARYSOCCERNETS-SKEWEF	19.52			
	N17129536	PM-RCMP-PAINT TRAY	19.49			
	N17129544	CC-POOL-PRESSURE WASHER	289.78			
	N17129576	PS-FIRE-CLEAR TOTE	28.74			
	N171295787	RC-LIBRARY-ROPE, EYE BOLTS	27.29			
	N17129596	TS-SHOP-WATER	38.34			
	N17129597	TS-SHOP-WATER	76.68			
	N17129600	CC-ADMIN-TREASURER OFFICE KE'	9.18			
	N17129659	RC-PARKS-BUG SPRAY, 4" FOAM, P	50.47			
	N17129715	RC-MILLPOOL-DUCK TAPE	5.74			
	N17129716	PS-FIRE-PAINT, WATER	29.38			
	N17129789	RC-PARKS-AC RUST PAINT	136.13			
026194	08/18/2020	CINTAS CANADA LIMITED	642.46	A/P	OUT-STD	08/18/2020
	5017951178A	GG-TOWN HALL-FIRST AID SUPPLIE	9.14			
	5017951178B	TS-ST5-FIRST AID SUPPLIES	479.96			
	5017951178D	PS-FIRE-FIRST AID SUPPLIES	98.49			
	5017951178G	CC-ZAMBONI-FIRST AID SUPPLIES	54.87			
026195	08/18/2020	CNH CAPITAL	277.61	A/P	OUT-STD	08/18/2020
	IN95501	TS-#16-BELTS	76.73			
	IN95664	TS-#11-RELAYS, SWITCHES	15.74			
	IN95664A	TS-#11-RELAYS	58.42			
	IN95682	TS-#11-SWITCH, TERMINALS, CONN	115.43			
	JUNE/20INTEREST	TS-#18-INTEREST	11.29			
026196	08/18/2020	CONNORS DIVING SERVICES	1,354.70	A/P	OUT-STD	08/18/2020
	27946	PS-FIRE-SERVICE BREATHING AIR (1,354.70			
026197	08/18/2020	DEMPSEY'S PLUMBING & HEATING	301.90	A/P	OUT-STD	08/18/2020

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	4150 RC-LIBRARY-CAPPED OFF WATER/I	301.90			
026198	08/18/2020 DYNAMIC ONLINE MARKETING CORP. 127878 PS-FIRE-COVID19 PPE, VOLUNTEEF	897.00 897.00	A/P	OUT-STD	08/18/2020
026199	08/18/2020 FOUR SEASONS SPORTS LTD. 03229 TS-AIRPORT-LINE PAINTING	3,680.00 3,680.00	A/P	OUT-STD	08/18/2020
026200	08/18/2020 FRONTLINE OUTFITTERS 0000048549 PS-FIRE-CLOTHING ALLOWANCE	338.39 338.39	A/P	OUT-STD	08/18/2020
026201	08/18/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 417597 TS-ST5-DIESEL	1,546.03 1,546.03	A/P	OUT-STD	08/18/2020
026202	08/18/2020 JAMER MATERIALS LTD. 4062 RC-TURNINGTHECORNER-STONE, E	2,303.74 2,303.74	A/P	OUT-STD	08/18/2020
026203	08/18/2020 KONICA MINOLTA BUSINESS 7638011 CC-ADMIN-PHOTOCOPIER LEASE-A	297.46 297.46	A/P	OUT-STD	08/18/2020
026204	08/18/2020 L.E.WHITTAKER CO., LTD. 42674 PS-FIRE-20 LB ABC F/X HYDROSTA1	100.74 100.74	A/P	OUT-STD	08/18/2020
026205	08/18/2020 LEVITT SAFETY LIMITED 1496900-00 PS-FIRE-SERVICE INSTRUMENTATI	131.19 131.19	A/P	OUT-STD	08/18/2020
026207	08/18/2020 MAYFIELD GARDENS INC. 170 RC-HORT-FLOWER SUPPLIES 178 RC-HORT-FLOWER SUPPLIES 179 RC-HORT-FLOWER SUPPLIES 180-2020 GG-EVENTS-CHRISTMAS TREE 181 RC-TURNING THE CORNER-IVORY S	11,369.31 3,945.90 943.92 5,329.51 459.99 689.99	A/P	OUT-STD	08/18/2020
026208	08/18/2020 MINISTER OF FINANCE WEEK332020 EMPLOYEE DEDUCTIONS - AUG 16-	209.30 209.30	A/P	OUT-STD	08/18/2020
026209	08/18/2020 N. B. ELECTRIC POWER 54253127JUL20 CC-BUILDING-ELECTRICITY	10,201.03 10,201.03	A/P	OUT-STD	08/18/2020
026210	08/18/2020 NANCY PERRY 1 CC-POOL-EXAMINER PAYMENT	146.00 146.00	A/P	OUT-STD	08/18/2020
026211	08/18/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 467586 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	08/18/2020
026212	08/18/2020 OK TIRE & AUTO SERVICE IN054706 TS-#13-TRUCK VALVES	23.00 23.00	A/P	OUT-STD	08/18/2020
026213	08/18/2020 ORKIN CANADA CORPORATION C-1871685 PS-FIRE-MONTHLY PEST CONTROL	161.58 161.58	A/P	OUT-STD	08/18/2020
026214	08/18/2020 PAYROLL TRANSFER WEEK332020 GG-TRANSFER-JUL31 - AUGUST 13/	82,882.00 82,882.00	A/P	OUT-STD	08/18/2020
026216	08/18/2020 RECEIVER GENERAL FOR CANADA WEEK332020 GG-REMITTANCE-JULY 31 - AUGUS	37,771.86 37,771.86	A/P	OUT-STD	08/18/2020
026217	08/18/2020 SEAN MORTON SEARCH&RESCUE PS-FIRE-SEARCH AND RESCUE INC	63.66 63.66	A/P	OUT-STD	08/18/2020
026218	08/18/2020 SHANNON MICHAEL JULY2020 PS-ANIMALCONTROL-MONTHLY FEI	1,611.83 1,611.83	A/P	OUT-STD	08/18/2020
026219	08/18/2020 SOJOURN ENTERPRISES LIMITED 79412 TS-ST5-STREET SIGNS	788.91 788.91	A/P	OUT-STD	08/18/2020
026220	08/18/2020 SOURCE ONE SUPPLIES 25194 CC-ARENA-PAPER TOWELS 25415 CC-ARENA-HAND SANITIZER, BACKI	2,112.09 104.28 2,007.81	A/P	OUT-STD	08/18/2020

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026221	08/18/2020 SOUTHWEST CONCRETE & CONS LTD IN000009662* RC-TURNING THE CORNER-GRAVEI IN000009669 RC-TURNING THE CORNER-LIMEST	1,221.30 977.50 243.80	A/P	OUT-STD	08/18/2020
026222	08/18/2020 SOUTHERN SANITATION LTD. 183580 GG-TOWN HALL-GARBAGE COLLEC	15,039.59 15,039.59	A/P	OUT-STD	08/18/2020
026223	08/18/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 2020-02 GG-QUARTERLYBILLING-COLLABO/ 2020-03 GG-QUARTERLYBILLING-COLLABOF	31,366.50 15,683.25 15,683.25	A/P	OUT-STD	08/18/2020
026224	08/18/2020 SPEEDY GLASS 87680345721 RC-MILLPOOL-1PC 36 X 96 3MM LEX 8768-355931 CC-ARENA-ALUMINUM DOOR CLOSI	504.85 303.60 201.25	A/P	OUT-STD	08/18/2020
026225	08/18/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 31113* RC-PARKS-COVID PARK STICKERS	328.93 328.93	A/P	OUT-STD	08/18/2020
026226	08/18/2020 ST. STEPHEN AREA CHAMBER 3184 GG-EVENTS-SHARE OF COST FOR :	300.00 300.00	A/P	OUT-STD	08/18/2020
026227	08/18/2020 STATIONERY PLUS 66373 PS-FIRE-LASER TONER 66871 CC-ADMIN-CORRECTION TAPE, TAF 67084 GG-TOWN HALL-PENCIL LEADS 67112 CC-COMM SERVICES-DRY ERASE B 67126 CC-AQUATICS-RUBBER STAMP 67237 GG-TOWN HALL-TONER, DRUM UNI 67238 GG-TOWN HALL-BANKER BOXES 67269 CC-ADMIN-KEYBOARD/MOUSE COM 67313 GG-TOWN HALL-BANKER BOXES 67347 CC-ADMIN-STAPLER 67391 CC-ADMIN-MARKERS, PAPER, STAM 67602 GG-TOWNHALL-FILE FOLDERS, BINI 67630 CC-ADMIN-INKJET CARTRIDGES 67813 CC-ADMIN-LASER TONER, SCISSOF 67829 CC-ADMIN-ADD ROLLS, PENS, MOU 67891 PS-FIRE-LASER TONERS, FORMS 67933 GG-GENERAL FUND-CHEQUES 67941 GG-TOWN HALL-LASER TONER 67979** GG-TOWNHALL-PAPER, MARKER, P 68005 GG-TOWN HALL-INDEX DIVIDERS	2,454.18 137.99 43.70 2.51 117.28 26.36 268.96 48.23 69.85 32.15 37.36 36.31 62.07 73.16 121.98 106.64 240.09 775.10 107.97 145.68 0.79	A/P	OUT-STD	08/18/2020
026228	08/18/2020 TOWN OF ST. STEPHEN 12490.72 GG-FUNDTRANSFER-TO GENERAL I	12,490.72 12,490.72	A/P	OUT-STD	08/18/2020
026229	08/18/2020 TRACTION FREDERICTON (591) 591232307 TS-#11, #16-ROTT T4 T15W40CK4 6 I 591232308 TS-SHOP-ROT T4TRIPPRO 15W40CK4	727.20 552.79 174.41	A/P	OUT-STD	08/18/2020
026230	08/18/2020 UNIFIRST CANADA LTD. 7100215618 CC-BUILDING-FLOOR MATS	45.23 45.23	A/P	OUT-STD	08/18/2020
026231	08/18/2020 YELLOW PAGES GROUP INV00995475 PS-FIRE-DIGITAL & MEDIA LISTING-	40.60 40.60	A/P	OUT-STD	08/18/2020
026232	08/18/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 402839 CC-BUILDING-NATURAL GAS	409.73 409.73	A/P	OUT-STD	08/18/2020
026233	08/18/2020 MICMAC FIRE & SAFETY SOURCE LTD.	112.70	A/P	OUT-STD	08/18/2020

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	NS-00875478	PS-FIRE-SUBASSEMBLY PARTS SE'	112.70			
026234	08/18/2020 MIDLAND COURIER		45.31	A/P	OUT-STD	08/18/2020
	9951484	PS-FIRE-TO LEVITT SAFETY	45.31			
026235	08/26/2020 A.M.A.N.B.		416.60	A/P	OUT-STD	08/26/2020
	FEE2020-107	GG-MEMBERSHIPS-APRIL 1/20-MAR	416.60			
026236	08/26/2020 AQUAM		811.74	A/P	OUT-STD	08/26/2020
	317585	CC-POOL-V-BLOCK SPINEBOARD, F	811.74			
026237	08/26/2020 BELL ALIANT		1,624.12	A/P	OUT-STD	08/26/2020
	06336721JUL20	TS-AIRPORT-LANDLINE PHONE	169.37			
	11378668JUL20	TS/PS-199UNIONST-LANDLINE PHOI	369.32			
	15772965JUL20	RC-REC/POOL-LANDLINE PHONES	250.19			
	46435731JUL20	RC-PARKS-CHOCOLATE PARK CAME	117.24			
	47424130JUL20	CC-ADMIN-LANDLINE PHONES	718.00			
026238	08/26/2020 CC METALS		2,769.20	A/P	OUT-STD	08/26/2020
	00542	RC-PARKS-GREEN STEEL ROOFING	2,769.20			
026239	08/26/2020 CRISSY O'ROURKE		117.50	A/P	OUT-STD	08/26/2020
	LESSONSREFUND	CC-POOL-SWIM LESSONS REFUND	117.50			
026240	08/26/2020 DISHER HOMES LTD.		1,173.00	A/P	OUT-STD	08/26/2020
	07222020-02	CC-ARENA-BUCKET TRUCK USAGE	1,173.00			
026241	08/26/2020 FUNDY BUILDING INSPECTION		2,484.00	A/P	OUT-STD	08/26/2020
	20-98	PS-BUILDINGINSPECTOR-AUG 9-22/	2,484.00			
026242	08/26/2020 HATT ENTERPRISES (2010) LTD.		575.00	A/P	OUT-STD	08/26/2020
	900548	CC-ARENA-DISPLACE CASE FINISHI	575.00			
026243	08/26/2020 IRVING ENERGY DISTRIBUTION AND MARKETING		5,124.10	A/P	OUT-STD	08/26/2020
	432936	TS-STG-GAS	4,265.84			
	745338	TS-STG-DIESEL	858.26			
026244	08/26/2020 JACK MERRILL		624.00	A/P	OUT-STD	08/26/2020
	JUNE9-AUG13/20	RC-PUBLICLIBRARY-PUBLIC WASHF	624.00			
026245	08/26/2020 KENT BUILDING SUPPLIES		75.61	A/P	OUT-STD	08/26/2020
	1735645	RC-LIBRARY-WALLSAND DUAL ANG	75.61			
026246	08/26/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI		1,610.00	A/P	OUT-STD	08/26/2020
	15522	PS-BYLAW-AUGUST 10-21/20 FEE	1,610.00			
026247	08/26/2020 MICMAC FIRE & SAFETY SOURCE LTD.		1,115.50	A/P	OUT-STD	08/26/2020
	NS-00875509	PS-FIRE-EXTINGUISHER SUPPLIES	1,115.50			
026248	08/26/2020 MINISTER OF FINANCE		209.30	A/P	OUT-STD	08/26/2020
	WEEK342020	EMPLOYEE DEDUCTIONS-AUG 23-2	209.30			
026249	08/26/2020 MINISTER OF FINANCE AND TREASURY BOARD		300.00	A/P	OUT-STD	08/26/2020
	1047112-39	CC-ELEVATOR-OPERATING PERMIT	300.00			
026250	08/26/2020 MOFFITT DODGE CHRYSLER LTD.		57.96	A/P	OUT-STD	08/26/2020
	RM92781	RC-PARKS-DIAGNOSE AND REPOR'	57.96			
026251	08/26/2020 N. B. ELECTRIC POWER		7,657.84	A/P	OUT-STD	08/26/2020
	10126106AUG20	TS-XINGLIGHTS-KING STREET	26.86			
	17935200AUG20	TS-KING/UNIONST-TRAFFIC LIGHT	40.94			
	18169205AUG20	RC-POOL-MILL LANE	3,761.95			
	18988703AUG20	TS/PS-199UNIONST-ELECTRICITY	1,049.65			
	19051703AUG20	TS-AIRPORT-ELECTRICITY	167.13			
	19051801AUG20	TS-AIRPORT-ELECTRICITY	45.57			
	19055406AUG20	RC-ARENA-ELECTRICITY	407.38			

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	50660140AUG20	RC-PARKS-ROTARY CHANGING RO	26.86			
	54187672AUG20	TS-KING/QUEENST-TRAFFIC LIGHTS	39.70			
	54653258AUG20	TS-KING/SUPERSTORE-TRAFFIC LIK	77.44			
	55160607AUG20	RC-COTTONMILL-LIGHTS	61.82			
	55917471AUG20	TS-ST5-WATERFRONT LIGHTS	58.26			
	57955782AUG20	RC-PARKS-BANDSTAND IN CHOCOL	28.88			
	65083030AUG20	RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207AUG20	PS-RCMP-ELECTRICITY	828.12			
	72924306AUG20	RC-PARKS-BANDSTAND	42.79			
	73006038AUG20	RC-LIBRARY-ELECTRICITY	813.38			
	82122207AUG20	RC-PARKS-BASKETBALL COURT	26.86			
	83278804AUG20	TS-ST5-PARKS SHED	33.20			
	84960501AUG20	RC-PARKS-RIVERSIDE DR LIGHTS	81.62			
026252	08/26/2020	ORCHARD'S PAINT 2014 LTD.	726.38	A/P	OUT-STD	08/26/2020
	581757	CC-ARENA-PAINT	480.65			
	776271	CC-ARENA-PAINT	201.25			
	776285	CC-ARENA-PAINT	44.48			
026253	08/26/2020	PAYROLL TRANSFER	82,021.00	A/P	OUT-STD	08/26/2020
	WEEK352020	GG-TRANSFER-AUG 14 - AUG 27/20	82,021.00			
026254	08/26/2020	PETTY CASH - GARCELON CIVIC CENTER	54.10	A/P	OUT-STD	08/26/2020
	JULY072020*	CC-POOL-FREEZER BAGS, PENS	10.10			
	JULY312020	CC-ADMIN-KITCHEN SUPPLIES	44.00			
026255	08/26/2020	RECEIVER GENERAL FOR CANADA	2,850.00	A/P	OUT-STD	08/26/2020
	PID15207749*	GG-42 MILLTOWN BLVD-PARCELA	2,850.00			
026256	08/26/2020	SAUNDERS EQUIPMENT LTD.	423.20	A/P	OUT-STD	08/26/2020
	0000080943	CC-ZAMBONI-WATER CONTROL BR.	423.20			
026257	08/26/2020	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	183.11	A/P	OUT-STD	08/26/2020
	31190	CC-ARENA-FLOOR STICKERS	183.11			
026258	08/26/2020	THE MINISTER OF FINANCE AND TREASURY BOAR	296,813.50	A/P	OUT-STD	08/26/2020
	33155	PS-RCMP-POLICING CONTRACT FO	296,813.50			
026259	08/26/2020	TOROMONT CAT (MARITIMES)	677.19	A/P	OUT-STD	08/26/2020
	AFC004682-001	TS-#13-LATCH KITS, GLASS, GASKE	491.72			
	AFC004682A-001	TS-#13-GASKETS, LATCH KIT	93.76			
	AFC004682B-001	TS-ST5-LATCH KIT, GASKET	91.71			
026260	08/26/2020	TOTAL FALL PROTECTION	432.40	A/P	OUT-STD	08/26/2020
	1233429	PS-FIRE-HARNESS INSPECTIONS, V	432.40			
026261	08/26/2020	UNIFIRST CANADA LTD.	54.11	A/P	OUT-STD	08/26/2020
	7100216376	CC-BUILDING-FLOOR MATS	54.11			
026262	08/26/2020	VALLEY EQUIPMENT LTD	548.22	A/P	OUT-STD	08/26/2020
	IY12281	PS-#202-PARTS GENERAL	65.30			
	IY12515	PS-#202-TENSION BELT	482.92			
026263	08/26/2020	WATER & ICE NORTH AMERICA INC.	142.97	A/P	OUT-STD	08/26/2020
	50222	CC-ARENA-MECHANICAL SEALS	142.97			
026264	08/26/2020	YELLOW PAGES GROUP	10.47	A/P	OUT-STD	08/26/2020
	INV01037070	GG-TOWN HALL-911 LISTING	10.47			
026265	08/26/2020	RECEIVER GENERAL FOR CANADA	37,906.17	A/P	OUT-STD	08/26/2020
	WEEK352020	GG-REMITTANCE-AUG 14 - 27/20	37,906.17			

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Cheque Totals Issued:		747,214.02			
Void		0.00			
Total Cheques Generated:		747,214.02			
Total # of Cheques Listed:		104			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008666 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008585	08/05/2020 BELL MOBILITY INC. 523889487JUL20UTI WS/SCD-CELL PHONE CHARGES	916.90 916.90	A/P	OUT-STD	08/05/2020
008586	08/05/2020 BRIGGS PLUMBING INC. 1572235 WS-TRANS&DIST-INSTALL 4" WATEI	839.50 839.50	A/P	OUT-STD	08/05/2020
008587	08/05/2020 KEITH'S BUILDING SUPPLIES 196426 WS-TRANS&DIST-WAFER #1, UNDEI 197507 WS-TRANS&DIST-RAKE WOOD BOW	2.00 -50.88 52.88	A/P	OUT-STD	08/05/2020
008588	08/05/2020 KENT BUILDING SUPPLIES 10087384 WS-TRANS&DIST-BATTERIES 1761510 WS-TRANS&DIST-PAINT, TARP 1762547 WS-TRANS&DIST-PAINT 1768612 WS-TRANS&DIST-PLYWOOD 1773945 WS-TRANS&DIST-FLEXTRA BLACK 1774308 WS-TRANS&DIST-FLAT WASHERS, S 1781086 WS-TRANS&DIST-BATTERIES 1781087 WS-TRANS&DIST-BATTERIES	150.49 -19.24 79.18 9.61 17.08 10.36 15.02 19.24 19.24	A/P	OUT-STD	08/05/2020
008589	08/05/2020 SERVICE NEW BRUNSWICK CTH7982020 WS-TRANS&DIST-2016 FORD F250	19.00 19.00	A/P	OUT-STD	08/05/2020
008590	08/10/2020 EAGLE XPRESS COURIER SERVICE 681507 WS-#20-FROM PARTS FOR TRUCKS 681511 WS-SOURCE-FROM RPC 688121 WS-SOURCE-TO RPC 706514 WS-SOURCE-TO RPC 706550 WS-SOURCE-TO RESEARCH AND PI 706618 WS-SOURCE-TO RESEARCH & PRO	207.00 34.50 34.50 34.50 34.50 34.50 34.50	A/P	OUT-STD	08/10/2020
008591	08/10/2020 EMCO CORPORATION 12514288-02 WS-TRANS&DIST-16 DUAL WEDGE 12514605-00 WS-TRANS&DIST-150MM BIONAX C/	1,200.48 397.27 803.21	A/P	OUT-STD	08/10/2020
008592	08/10/2020 N. B. SOUTHERN RAILWAY COMPANY LIMITED 81541 WS-TRANS&DIST-ANNUAL LEASE 2I	115.00 115.00	A/P	OUT-STD	08/10/2020
008597	08/18/2020 A ONE PUMPING SERVICE LTD. 3037 SCD-DISPOSAL-VIDEO INSPECTION	708.40 708.40	A/P	OUT-STD	08/18/2020
008598	08/18/2020 BRIGGS PLUMBING INC. 1572356 WS-TRANS&DIST-COUPPLING, CRIMF	156.59 156.59	A/P	OUT-STD	08/18/2020
008599	08/18/2020 CANADIAN TIRE N17129235 SCD-DISPOSAL-THERMOMETER N17129237 WS-TRANS&DIST-SPADE BIT N17129273 WS-SOURCE-BATTERIES, SAW BLA N17129277 WS-SOURCE-BUCKET, WASHERS, S N17129413 WS-SOURCE-DRILL BITS, LYSOL, D/ N17129415 WS-TRANS&DIST-ANTOUT, FANTAS N17129519 WS-SOURCE-SKILL SAW BATTERY N17129712 WS-TRANS&DIST-BATTERIES N7129522 SCD-DISPOSAL-AA PROTECTANT, Z	1,054.76 48.28 10.84 123.98 141.20 87.53 139.32 287.49 178.19 37.93	A/P	OUT-STD	08/18/2020
008600	08/18/2020 CINTAS CANADA LIMITED 5017951178C WS-TRANS&DIST-FIRST AID SUPPLI 5017951178E SCD-DISPOSAL-FIRST AID SUPPLIE 5017951178F WS-SOURCE-FIRST AID SUPPLIES	663.18 230.71 76.59 355.88	A/P	OUT-STD	08/18/2020

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Town of St. Stephen
 BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
008601	08/18/2020 FREDERICTON TOYOTA SF33916 SCD-#4-OIL & FILTER SERVICE, BRA	74.37 74.37	A/P	OUT-STD	08/18/2020
008602	08/18/2020 HARRIS INDUSTRIAL TESTING SERVICES LTD. 7869 SCD-DISPOSAL-RAINBOW TROUT 11	287.50 287.50	A/P	OUT-STD	08/18/2020
008603	08/18/2020 JAMER MATERIALS LTD. 4062* WS-TRANS&DIST-STONE, BASE, RIF	11,422.60 11,422.60	A/P	OUT-STD	08/18/2020
008604	08/18/2020 S. FRASER INSPECTION LTD. 2020-006 WS-SOURCE-WATER TANK ROV INS	5,635.00 5,635.00	A/P	OUT-STD	08/18/2020
008605	08/18/2020 SOURCE ONE SUPPLIES 25296 WS-TRANS&DIST-PAPER TOWELS	48.86 48.86	A/P	OUT-STD	08/18/2020
008606	08/18/2020 SOUTHWEST CONCRETE & CONS LTD IN000009648 WS-TRANS&DIST-EQUIPMENT RENT IN000009662 WS-TRANS&DIST-UNDERLOADS EQ IN000009702 WS-TRANS&DIST-EQUIPMENT RENT	7,907.98 2,844.53 310.50 4,752.95	A/P	OUT-STD	08/18/2020
008607	08/18/2020 STATIONERY PLUS 66479 WS/SCD-TOWN HALL-BINDERS 67238* WS/SCD-TOWN-BANKER BOXES 67313* WS/SCD-TOWN HALL-BANKER BOXES 67561 SCD-DISPOSAL-HARD DRIVE 67602* WS/SCD-FILE FOLDERS, BINDING C 67901 SCD-DISPOSAL-INKJET CARTRIDGE 67979* WS/SCD-TOWN HALL-MARKER, PEN 68005* WS/SCD-TOWN HALL-INDEX DIVIDE	353.51 16.08 48.23 32.16 149.49 62.08 36.75 7.91 0.81	A/P	OUT-STD	08/18/2020
008608	08/18/2020 THE PANEL SHOP ITPS003199 SCD-LIFT STATION-INSTALL SOFTS*	2,180.47 2,180.47	A/P	OUT-STD	08/18/2020
008609	08/18/2020 TOWN OF ST. STEPHEN 61737.54 WS-FUNDTRANSFER-TO GENERAL	61,737.54 61,737.54	A/P	OUT-STD	08/18/2020
008610	08/18/2020 TOWN OF ST. STEPHEN 62327.63 WS-FUNDTRANSFER-TO GENERAL	62,327.63 62,327.63	A/P	OUT-STD	08/18/2020
008611	08/18/2020 TOWN OF ST. STEPHEN 64889.30 WS-FUNDTRANSFER-TO GENERAL	64,889.30 64,889.30	A/P	OUT-STD	08/18/2020
008612	08/18/2020 TOWN OF ST. STEPHEN 67786.74 WS-FUNDTRANSFER-TO GENERAL	67,786.74 67,786.74	A/P	OUT-STD	08/18/2020
008613	08/26/2020 ALL GAS TANKS 103460 WS-TRANS&DIST-ANTI-VIBRATION C	222.69 222.69	A/P	OUT-STD	08/26/2020
008614	08/26/2020 BELL ALIANT 11366812JUL20 WS-SOURCE-PUMP STATION 19002807JUL20 SCD-DISPOSAL-OLD BAY WASTERW	322.57 136.37 186.20	A/P	OUT-STD	08/26/2020
008615	08/26/2020 CLONEY CONSTRUCTION INC. 00936 SCD-DISPOSAL-SEWER LINE BEHIN	6,407.23 6,407.23	A/P	OUT-STD	08/26/2020
008616	08/26/2020 DEAN MCCULLOUGH 51 SCD-SEWER-GRAVEL	662.40 662.40	A/P	OUT-STD	08/26/2020
008617	08/26/2020 MEGA-LAB MANUFACTURING CO. LTD. 157394 SCD-LIFT STATION-CAPTIVE8 157396 WS-TRANS&DIST-DISINFECTANT CL 157397 WS-SOURCE-CRYSTAL, DISINFECT/	2,371.94 1,687.51 236.33 448.10	A/P	OUT-STD	08/26/2020
008618	08/26/2020 N. B. ELECTRIC POWER 36869807AUG20 WS-3-119MAXWELLCROSSING-BUIL	8,192.40 836.49	A/P	OUT-STD	08/26/2020

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 008666 dated between 08-01-2020 and 08-31-2020

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	50228902AUG20	WS-MAXWELLCROSSING-PUMPS	159.80			
	53123617AUG20	SCD-ST5-DECHLORINATION CHAME	126.55			
	53158875AUG20	SCD-ST5-BUDD AVE LIFT STATION	2,732.23			
	53473043AUG20	WS-SOURCE-CHLORINE RESIDUAL	28.88			
	54807440AUG20	SCD-ST5-159A MILLTOWN BLVD. LI	34.60			
	56356048AUG20	SCD-ST5-18 RIVERSIDE DR LIFT S	31.51			
	61204006AUG20	SCD-2-216KINGSTREET-LIFT STATI	319.06			
	61224002AUG20	SCD-ST5-358A MILLTOWN BLVD LIF	907.63			
	61230004AUG20	WS-MAXWELLCROSSING-PUMP	2,636.49			
	76139807AUG20	SCD-ST5-5-4 RIVERSIDE DR LIFT	51.61			
	82291006AUG20	WS-SOURCE-RESERVOIR	166.84			
	84934906AUG20	SCD-ST5-6-58A RIVERSIDE DR LIF	101.11			
	84943406AUG20	WS-ST5-TODD HILL RESERVOIR	59.60			
008619	08/26/2020	RESEARCH & PRODUCTIVITY COUNCIL	1,502.82	A/P	OUT-STD	08/26/2020
	291942	WS-SOURCE-DRINKING WATER LAE	450.85			
	291943	WS-SOURCE-DRINKING WATER LAE	300.56			
	292384	WS-SOURCE-DRINKING WATER LAE	300.56			
	292787	WS-SOURCE-DRINKING WATER LAE	450.85			
008620	08/26/2020	SCOTIA TECH FLUID SERVICES	75.87	A/P	OUT-STD	08/26/2020
	15149	WS-TRANS&DIST-UY2 CONNECTOR	75.87			
008621	08/26/2020	SUBWAY	99.05	A/P	OUT-STD	08/26/2020
	1378	WS-TRANS&DIST-WATER BREAK MI	99.05			
008622	08/26/2020	BRIGGS PLUMBING INC.	135.69	A/P	OUT-STD	08/26/2020
	1572352	WS-PUMPHOUSE-RELIEF VALVE	135.69			
		Cheque Totals Issued	310,677.46			
		Void	0.00			
		Total Cheques Generated:	310,677.46			
		Total # of Cheques Listed:	34			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000145 to 000159 dated between 09-01-2020 and 09-21-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000145	07/08/2020 THE 5 KINGS BREW PUB-VISA	19.55	A/P	CLEARED	07/16/2020
	MAY222020 GG-CAO-WORKING LUNCH	19.55			
000146	07/08/2020 THE GREAT COURSES PLUS-VISA	34.50	A/P	CLEARED	07/16/2020
	MAY282020 GG-CAO-ONLINE COURSE SUBSCR	34.50			
000147	07/08/2020 TIM HORTONS-VISA	41.74	A/P	CLEARED	07/16/2020
	JUNE032020 GG-CAO-MEETING SUPPLIES	21.62			
	JUNE122020 GG-CAO-WORKING LUNCH	8.49			
	MAY292020 GG-CAO-WORKING MEETING	11.63			
000148	07/08/2020 ZOOM-VISA	20.00	A/P	CLEARED	07/16/2020
	MAY272020 GG-ADMIN-VIRTUAL MEETING SOFT	20.00			
000149	08/06/2020 AMAZON MARKETPLACE-VISA	190.72	A/P	CLEARED	08/31/2020
	JULY012020* CC-POOL-FOAM PULL BUOYS, FLOA	-201.60			
	JULY022020 RC-PLAYGROUND-BASKETBALL GO	47.82			
	JULY042020 CC-POOL-PRIME MEMBERSHIP FEE	9.19			
	JUNE182020 RC-PARKS-BOTTLE SHOWER DISPE	59.80			
	JUNE182020* RC-MILLPOOL-COVERALLS	61.92			
	JUNE182020** RC-MILLPOOL-COVERALLS	20.64			
	JUNE202020 CC-POOL-FACE MASKS	192.95			
000150	08/06/2020 ATLANTIC SUPERSTORE-VISA	23.43	A/P	CLEARED	08/31/2020
	JUNE192020 RC-PARKS-SUPPLIES	23.43			
000151	08/06/2020 DOLLARAMA-VISA	20.99	A/P	CLEARED	08/31/2020
	JULY022020 CC-POOL-ENVELOPES	5.18			
	JUNE182020 GG-EVENTS-CABLE TIES, BATTERIE	11.50			
	JUNE252020 RC-MILLPOOL-NOTE BOOKS	4.31			
000152	08/06/2020 IRVING - VISA	51.14	A/P	CLEARED	08/31/2020
	JUNE252020 CC-ADMIN-KITCHEN SUPPLIES	51.14			
000153	08/06/2020 JEAN COUTU - VISA	81.57	A/P	CLEARED	08/31/2020
	JULY032020 CC-POOL-MASKS	31.02			
	JULY132020 CC-POOL-MASKS, GLOVES	50.55			
000154	08/06/2020 PIZZADELIGHT-VISA	63.34	A/P	CLEARED	08/31/2020
	JUNE192020 RC-MILLPOOL-STAFF MEAL	63.34			
000155	08/06/2020 ST. STEPHEN GUARDIAN - VISA	323.08	A/P	CLEARED	08/31/2020
	JULY032020 CC-POOL-FIRST AID SUPPLIES	306.99			
	JULY132020 RC-MILLPOOL-WOOD WYANT KEEP	16.09			
000156	08/06/2020 WAL-MART-VISA	46.00	A/P	CLEARED	08/31/2020
	JUNE132020 GG-COMMUNITYEVENTS-RADIOS	46.00			
000157	09/05/2020 BELL ALIANT-VISA	120.73	A/P	CLEARED	09/05/2020
	JULY162020 TS-STIS-NEW CELL PHONE OTTER E	120.73			
000158	09/05/2020 BEST BUY - VISA	149.49	A/P	CLEARED	09/05/2020
	JULY152020 GG-COUNCIL-ASSESSORY TO AID II	149.49			
000159	09/05/2020 ZOOM-VISA	23.00	A/P	CLEARED	09/05/2020
	JULY272020 GG-ADMIN-SOFTWARE FOR VIRTUA	23.00			

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Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000145 to 000159 dated between 09-01-2020 and 09-21-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		1,209.28			
Void:		0.00			
Total Cheques Generated:		1,209.28			
Total # of Cheques Listed:		15			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

SERVICE NEW BRUNSWICK:

JULY, 2020

Invoice #1351365 (Fee for Utility Payment Acceptances at Service New Brunswick)

260.61

Total

\$ 260.61

CHAMBERS OF COMMERCE:

AUGUST, 2020

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)

8,032.92

Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)

11,196.22

Total

\$ 19,229.14

Grant Total

\$ 19,489.75

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 16, 2020 @ 5:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB

Public Attendance via Town's Facebook Page

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; and Chief Administrative Officer Jeff Renaud.

ABSENT: Councillor Marg Harding

2. **APPROVAL OF AGENDA**

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the agenda be approved with two (2) additions: Terry Fox Proclamation to be addressed immediately after Conflict of Interest Declarations; and Proposed Additional Contract work added as (ii) under the Public Works Committee.

CARRIED

3. **CONFLICT OF INTEREST**

There were no conflicts of interest.

4. **ITEMS**

POLICE AND FIRE - Chaired by Mayor MacEachern in Councillor Harding's absence.

(i) **Report of the Fire Department** – Information Report: FD 18-20 from the Fire Chief was received and reviewed for informational purposes.

(iii) **Report of the By-Laws Office** – The report of the By-Law Enforcement Officer for August 2020 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 for August 2020 was received and reviewed.

- (ii) Town Planning & Development Services – The report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, as of September 2, 2020, was received and reviewed for informational purposes.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 29-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Presentation of Draft Procedural By-Law – Request for Direction Report: CAO 28-20 from the Chief Administrative Officer was received and reviewed, and first reading of the by-law will be considered at the next Regular Session of Council on Monday, September 28, 2020.
- (iii) Draft Vehicle Usage Policy – Request for Direction Report: CAO 30-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2020 to adopt the Vehicle Usage Policy as presented.
- (iv) Vehicle and Equipment Telematics System - Request for Direction Report: CAO 32-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2020 for the installation of a Vehicle and Equipment Telematics System on appropriate Town assets, and that TitanGPS be the vendor of choice based upon their proposal dated July 29th, 2020, and the successful experience with the demonstration unit.
- (v) Report of the Finance Department – Information Report: TR 15-20 from the Treasurer was received and reviewed for informational purposes.
- (vi) Transfer of Reserve Funds - Request for Direction Report: TR 16-20 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2020 that the amount of \$10,000.00 (ten thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Garcelon Civic Center Arena Metal Handrails.
- (vii) Request from St. Croix Public Library Board – Request from the St. Croix Public Library Board was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2020 to extend the term for Elva Hall on the St. Croix Public Library Board for (2) years.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 12-20 from the Director of Community Services was received and reviewed for informational purposes.
- (ii) Future St. Stephen Bateau – Request for Decision Report: CMS 13-20 from the Director of Community Services was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2020 to rebuild the bateau just for display purposes.
- (iii) Garcelon Civic Center Logo – Request for Decision Report: CAO 31-20 from the CAO was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2020 to discontinue the use of the Garcelon Civic Center logo in favour of the Town of St. Stephen logo.
- (iv) Waterfront Trail Maintenance - Request for Decision Report: CMS 14-20 from the Director of Community Services was received. Direction was provided to administration to undertake additional work on a maintenance plan.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 09-20 from the Events Development Coordinator was received and reviewed for informational purposes.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 10-20 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Proposed Additional Contract Work – Memo from Dillon Consulting Ltd. With respect to a proposed addition to a current contract was reviewed. Direction provided to administration to place matter on upcoming Council agenda with a recommended motion to approve the work as presented.

5. **NEW BUSINESS**

No new business.

6. CLOSED SESSION

Committee revert to a closed session pursuant to the Local Governance Act, as the subject matter being considered relates to section 68(1):

b) personal information as defined in the Right to Information and Protection of Privacy Act.

It was MOVED by Councillor Parker and SECONDED by Deputy Mayor Carr that the above item be moved into closed session as per section 68(1)(b) of the New Brunswick Local Governance Act. CARRIED

7. RECONVENE TO REGULAR MEETING

8. ADJOURNMENT

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Parker that the meeting be adjourned at 7:15pm. CARRIED

Jeff Renaud
Acting Town Clerk

Dated

Allan MacEachern
Mayor

Dated

BY - LAW NO. A - 18

**A BY-LAW OF THE TOWN OF ST STEPHEN
REGULATING THE PROCEEDINGS OF COUNCIL**

The Council of the Town of St. Stephen, under authority vested in it by the *Local Governance Act of New Brunswick*, enacts as follows:

1. TITLE

- A. This by-law may be cited as the Procedural By-law.

2. DEFINITIONS

- A. In this by-law:

- i. "Act" shall refer to the *Local Governance Act, SNB 2017, C18*, and any amendments thereto;
- ii. "Ad hoc Committee" means a Committee established by Council, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist;
- iii. "Clerk" means the Clerk appointed by the Council of the Town of St. Stephen;
- iv. "Committee of Council" means a Committee appointed by Council whose sole reporting responsibility is to Council. It does not include Regional Commissions or Regional Committees.
- v. "Council" means the Council of the Town of St. Stephen, and includes all Councillors and the Mayor;
- vi. "Councillor" means a Member of the Council other than the Mayor;
- vii. "Deputy Mayor" means the Councillor so elected pursuant to this by-law;
- viii. "Majority Vote" means an affirmative vote of more than one half

(½) of those Members of Council present, including the Mayor, who are not disqualified from voting;

- ix. “Majority Vote of the Whole Council” means an affirmative vote of more than one half (½) of all the Members of Council, including the Mayor, who are not disqualified from voting;
- x. “Mayor” means the Mayor of the Town of St. Stephen;
- xi. “Member” means a person elected to the Council and includes both Councillors and Mayor;
- xii. “Point of Order” means;
 - a. any breach of the procedural by-law; or
 - b. any defect in the constitution of any meeting of the Council; or
 - c. the use of improper, offensive or abusive language; or
 - d. notice of the fact that the motion under discussion is not in order; or
 - e. any other informality or irregularity in the proceedings of Council;
- xiii. “Presiding Officer” means the Mayor, or if the Mayor is absent, the Deputy Mayor, or if the Deputy Mayor is also absent, then the Member elected by a majority vote to act as Presiding Officer.
- xiv. “Question of Privilege” means
 - a. any scandalous or libelous reflection on the proceedings of the Council or on any Member;
 - b. a pressing situation affecting a right or privilege of the Council or individual Member thereof;
 - c. introduction of a confidential subject matter in the presence of guests or the public;
- xv. “Regional Commission” means a commission, Committee or

board whose members include other municipalities and/or organizations, which the Town is mandated to belong to or has entered into a formal agreement to create, and whose mandate is to provide a regional service;

- xvi. "Regional Committee" means a Committee or board whose members include other municipalities, organizations or businesses which the Town has voluntarily joined;
- xvii. "Standing Committee" means a Committee established by Council to perform a continuing function and remains in existence until dissolved by a majority vote of Council.
- xviii. "Tie Vote" means an equal number of "yea" and "nay" votes of those Members present;
- xix. "Two-thirds (b) Majority Vote of the Whole Council" means a two-thirds (b) affirmative vote of all the Members of Council, including the Mayor, who are not disqualified from voting.

3. FUNDAMENTAL PRINCIPLES

- A. The fundamental principles of this by-law are as follows:
 - i. Focus on the matter under consideration;
 - ii. The majority rules;
 - iii. The minority has a right to be heard subject to the four fundamentals of parliamentary law:
 - a. To facilitate action, not to obstruct it;
 - b. To enable the Council to express its will;
 - c. To give every Member a fair hearing;
 - d. To maintain order.
- B. Members should follow the decorum of normal debate by being brief, confining remarks to the question before them, avoiding personal attacks, always being courteous and not speaking until recognized by the Presiding Officer.
- C. The procedural rules contained in this by-law shall be observed in all proceedings of the Council and shall be the rules for the order and

dispatch of business in the Council and in the Committees of Council thereof. Notwithstanding the forgoing, provisions of this by-law may be suspended by a two-thirds majority vote of the Whole Council, when such suspension is not contrary to any Provincial Act or Regulation.

- D. In all matters, points of order or questions of procedure arising and not provided for in this by-law, proceedings in Council, Committee of the Whole and Committees of Council shall be as near as may be practicable to that set out in 'Roberts Rules of Order' and in such case the decision of the Presiding Officer, subject to appeal, shall be final.

4. CONFLICT OF INTEREST

- A. Sections 87 to 98 inclusive of the Act shall apply.

5. VACANCIES IN COUNCIL

- A. When a Council seat becomes vacant, pursuant to Section 50 of the Act the Clerk shall notify the Council of that vacancy at the next regular meeting of Council.

6. REGULAR MEETINGS

- A. A newly elected Council:
- i. shall hold its first meeting in the Council Chambers at 5:00 P.M. on the fourth (4th) Monday in May, unless the Clerk has fixed another date pursuant to Section 63(1) of the Act.
 - ii. shall transact no business at its first meeting until the oaths of office have been taken and subscribed to by all Members who present themselves for that purpose;
 - iii. shall elect at their first meeting, and thereafter at any time when a vacancy occurs, a Deputy Mayor from among the Members; and
 - iv. shall call upon the Clerk to allot a seat within the Council chambers to each Councillor who shall occupy that seat at all Council meetings.

Council meetings.

- B. Unless otherwise determined on a majority vote, the Council shall hold regular meetings at the Garcelon Civic Center at 5:00 p.m. on the final Wednesday of each month.
- C. When the day for a regular meeting of Council is a statutory holiday, the Council shall, unless otherwise determined by a resolution of Council, meet at the same hour on the next following day which is not a statutory holiday.
- D. Unless authorized by the Act to be closed, all regular meetings are open to the public and no member of the public shall be excluded therefrom except for improper conduct.
- E. Public notice of regular meetings of Council shall be given by posting such notice on the Town of St. Stephen's official website.
- F. No item of business may be dealt with at a Council meeting after eight (8:00) p.m. unless a time extension is approved by a majority vote.

7. SPECIAL MEETINGS

- A. The Mayor may at any time summons a Special Meeting on twenty- four (24) hour notice to the Members, or, upon receipt by the Clerk of the petition of the majority of the Members, the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition;
 - i. The Clerk shall cause to be delivered to the residence or place of business of each Member, or in such manner or location as may be agreed to by each individual Member, not later than twenty four (24) hours before the time fixed for the Special Meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted thereat;
 - ii. Written notice is deemed to have been delivered if:
 - a. It is delivered to the residence or place of business of the Member; or
 - b. It is electronically transmitted to a Member, and receipt is

acknowledged.

- B. Notwithstanding Subsection 7.(A.), if the purpose of the Special Meeting is to discuss the declaring of a State of Local Emergency, the meeting may be called as soon as a quorum can be established regardless of the notice period.
- C. Business at a special meeting shall be considered in the order in which it appears on the notice of meeting. Except by unanimous consent with all the Members present, Council shall not at a special meeting consider any business except that specified in the notice of the meeting.
- D. Unless authorized by the Act to be closed, all special meetings are open to the public and no member of the public shall be excluded therefrom except for improper conduct.

8. ELECTRONIC MEETINGS

- A) It is permitted to use electronic means of communication in a Council Meeting or a Committee of Council meeting if it allows members of Council to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the members.
- B) Only a member of Council who, at the time of the meeting, is outside of the Town of St. Stephen or is physically unable to attend the meeting may participate in the manner referred to in subsection (A).
- C) Except for reasons of disability, a member of Council shall not participate in the manner referred to in subsection (A) at more than 25% of the Regular Council meetings held in a one-year period or at more than four Special Council meetings held in a one-year period.
- D) A member of Council who intends to participate in a meeting in the manner referred to in subsection, (A), shall provide sufficient notice to the Clerk to ensure that the relevant materials may be sent to the member and to ensure that the appropriate electronic means of communication are available and, if the meeting is open to the public, that public notice referred to in subsection G) is given.
- E) A member of Council who participates in a meeting closed to the public

in the manner referred to in subsection (A) shall, at the beginning of the meeting, confirm that he or she is alone.

- F) A member of Council who participates in a meeting in the manner referred to in subsection (A) shall be deemed to be present at the meeting.
- G) If a Council meeting or a Committee of Council meeting is open to the public, use of an electronic means of communication is permitted only if a notice of the meeting is given to the public that includes the following information:
 - (i) a statement that an electronic means of communication will be used at the meeting; and
 - (ii) the location where the public may see or hear the meeting.
- H) Notice to the public shall be in accordance with the provisions of Section 70 of the Act.

9. QUORUM

- A. Four (4) Members must be present at any Regular or Special meeting of Council to constitute a quorum.
- B. If a quorum is present at the time fixed for the holding of the Council meeting, the Presiding Officer shall take the chair and call the meeting to order.
- C. If no quorum is present fifteen (15) minutes after the time appointed for the Council meeting, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- D. If a Member knows in advance that he/she will be unable to attend a meeting, the Clerk should be so advised; and if this notice is given to the Clerk at least Forty Eight (48) hours in advance of the scheduled meeting and it is determined by the Clerk that as a result of the non-attendance there will be no quorum, the Clerk is authorized to conduct an email poll or telephone poll of Council as to whether the meeting should be cancelled. If it is determined that the meeting should be cancelled, the Clerk is authorized to advertise the postponement of the meeting to the date of the next regular meeting. The advertising may be in a newspaper or on the Town's website and posted on the Town Hall door.

10. PRESIDING OFFICER

- A. For all Council and Committee of the Whole meetings the Presiding Officer shall be the Mayor, or if the Mayor is absent, the Deputy Mayor, or if the Deputy Mayor is also absent, then the Member elected by a majority vote to act as Presiding Officer.
 - i. If the Presiding Officer is other than the Mayor or Deputy Mayor, he/she shall preside until the arrival of the Mayor or Deputy Mayor (as the case may be), at which time the chair shall be turned over to him/her.
- B. A Presiding Officer, whether the Deputy Mayor, or elected by Council to act in the absence of the Mayor and the Deputy Mayor, shall have the same authority while presiding at a meeting as the Mayor would have if present and occupying the chair.

11. ORDER OF THE DAY (AGENDA)

- A. The Clerk shall have prepared and printed for the use of the Members at the regular meeting of Council an agenda under the following headings:
 - i. Moment of Reflection
 - i.i Approval of Agenda
 - i.ii Mayor's Comments/Proclamations
 - ii. Disclosure of Interest
 - iii. Public Presentations/Public Hearings
 - iv. Minutes of the Previous meeting
 - v. Unfinished Business
 - vi. Correspondence
 - vii. By-laws
 - viii. New Business
 - ix. Councillor Reports

- x. Question Period
 - xi. Closed Session
 - xii. Adjournment
- B. No matter shall be placed on the Agenda for consideration at any regular Council meeting unless the request for consideration of the matter is received by the Clerk, in writing, before the close of business on the Monday of the week preceding the day on which the meeting is to be held;
- i. Every communication, including a petition, application or tender designed to be presented to the Council, shall be legibly written, printed or typed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and include their name and address and be filed with the Clerk prior to the close of business of the Monday of the week preceding the day on which the meeting is to be held. If this criterion is not met, the Clerk shall not place the communication on the agenda. Notwithstanding the foregoing, if the Clerk can verify the name and address of the sender, and in the case of an email, the identity of the sender, then the communication may be placed on the agenda.
- C. Notwithstanding Subsection 12.(B.), any business may be introduced and dealt with at a regular meeting with the approval of a majority vote.
- D. The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by majority vote.
- E. The items listed under Unfinished Business shall be in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council, and for which there is new information. The date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by majority vote.
- F. The Clerk shall cause to be delivered to each Member, not later than forty-eight (48) hours before the time fixed for each regular meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted there at, including minutes to be approved and other documents pertaining to the meeting.

- i. Written notice is deemed to have been delivered if it is:
 - a. delivered to the residence or place of business of the Member; or
 - b. electronically transmitted to a Member, and receipt is acknowledged.

12. MOTIONS

- A. Unless otherwise stated in other sections of this By-law, all motions shall require a seconder.
- B. After a motion is presented by the Presiding Officer, it shall be deemed to be in possession of Council but may be withdrawn by both the mover and seconder at any time before a vote is taken or amendment made.
- C. Where the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall so advise Council and cite, without argument or comment, the rule or authority applicable thereto.
- D. These motions are listed in order of precedence. If a motion is pending, and one of a lower rank is offered, it is not in order and should not be allowed:
 - i. Incidental Motions - These motions have no order of precedence within this group, but must be decided before debate can continue:
 - a. Point of Order - Raised by a Member when it is thought there is a deviation from the agenda or the rules of order. A Point of Order does not require a seconder, is not amendable and normally is not debatable, and is decided by the Presiding Officer. It is debatable only if the Presiding Officer is unsure of the answer and opens the floor to debate;
 - b. Suspend the Rules - A motion to temporarily set aside the provisions of this by-law. It is not amendable, but is debatable and requires a two-thirds (b) majority vote of the

Whole Council;

- c. Appeal the Decision of the Presiding Officer - Questions the Presiding Officer's ruling on a specific issue and asks Council to decide. It is not amendable nor debatable;
 - d. Division of Council - Call for a vote to be retaken by a show of hands if a Member disagrees with the Presiding Officer's statement of results. This motion does not require a seconder, is not amendable nor debatable;
 - e. Division of a Question - Dividing of a question into parts so that each may be considered individually. Parts must be such that they can stand alone. It is not amendable nor debatable;
- ii. Fix the Time to Which to Adjourn - This motion is used to extend the time of adjournment past eight (8) p.m.;
 - iii. Adjourn - Motion to close the meeting immediately. It is not amendable nor debatable;
 - iv. Recess - Motion to take a short break, after which business resumes from where it was left off. It is amendable, but not debatable;
 - v. Raise a Question of Privilege - Can be privilege of the Council or of an individual Member. Motion does not require a seconder, is not amendable nor debatable, and is decided by the Presiding Officer;
 - vi. Table - Used to delay further consideration of a motion to a time, after an event, or until more information is obtained, and a reason for tabling must always be stated in the motion. It is not amendable nor debatable. The item may be placed back on the

Agenda by the Clerk once the reason for the motion has been satisfied;

- vii. Move (call) the Previous Question - To close debate and vote immediately. It is not amendable nor debatable and requires a two-thirds (b) majority vote of the Whole Council;
- viii. Limit Debate or Extend Limits of Debate - To give more or less time in debate than allowed by this by-law. It is not amendable nor debatable and requires a two-thirds (b) majority vote of the Whole Council;
- ix. Refer - Used to postpone debate for purposes of referring an item to staff, a Committee or other persons or organizations for further information or study and/or a recommendation. It is amendable and debatable only as to the desirability of referring;
- x. Amend - Applied to main motion or previous amendment. Must not change the intent of the pending motion, but to make it more acceptable. It is debatable if applied to a debatable motion;
- xi. Postpone Indefinitely - Used if Council prefers to not express an opinion on the main motion, effectively killing the main motion if adopted. It is not amendable, but is debatable and opens the main motion to debate at the same time;
- xii. Main Motion - Used to introduce new business. It is debatable and amendable. Some types of main motions are:
 - a. Receive and File - Council acknowledges receipt of a report or other correspondence and files it. No further action need be taken by Council on the item;
 - b. Adopt, Accept or Agree to - Council accepts, adopts or agrees to the report or action being suggested.

13. BY-LAWS

- A. The provision for enactment of all by-laws shall be as set out in Section 10 of the Act, and/or other applicable legislation of the Province of New Brunswick.
- B. Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act or Regulation of the Province of New Brunswick and shall be complete with the exception of the number and date thereof.

14. LIMITS OF DEBATE

- A. A Member at any time during a debate, but not so as to interrupt a Member when speaking, may request that the motion under discussion be read by the Clerk.
- B. No Member, without permission of Council, shall speak to the same motion or in reply for a longer period than fifteen (15) minutes.
- C. When the Presiding Officer wishes to participate in the debate at a Council meeting, he/she shall call on the Deputy Mayor if present or, if not present, a Councillor to preside until he/she is finished speaking.

15. ORDER AND PRIVILEGE

- A. No Member shall:
 - i. speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor-General or person administering the Government of Canada or of the Lieutenant- Governor or of a person administering the government of the Province of New Brunswick;
 - ii. use offensive words against the Council, any Member thereof, or any staff member or advisor;
 - iii. speak beside the question or motion in debate;
 - iv. reflect upon any vote of the Council except for the

purpose of moving that the vote be rescinded;

- v. refuse to obey this by-law;
 - vi. disobey the decision of the Presiding Officer on questions of order or practice.
- B. Where a Member refuses to obey the rules of Council or disobeys the decision of the Presiding Officer on a question of order or practice, the Presiding Officer may order him/her to leave his/her seat for that meeting and he/she shall be required to leave provided that where the Member apologizes, he/she may, on a majority vote, forthwith resume his/her seat.
- C. The Presiding Officer shall preserve order and decorum at the Council meetings and decide all questions of privilege and points of order, subject to an appeal to Council upon motion, which motion may be made at any time in accordance with the provisions of Section 13. of this by-law.
- D. When the Presiding Officer or a Member is speaking or putting a motion, no Member shall leave his/her seat or make any noise or disturbance or interrupt him/her except to raise a point of order or question of privilege.
- E. All remarks, comments and questions shall be addressed through the Presiding Officer.

16. ADMITTING MEMBERS OF THE PUBLIC BEFORE COUNCIL

- A. Any person or persons or delegation wishing to address Council shall request to do so in writing, legibly written, printed or typed and shall not use any obscene or improper language and such request shall be signed by at least one person, and include their name and address and be filed with the Clerk prior to the close of business of the Monday of the week preceding the day on which the meeting is to be held. The request to speak shall include information as to the subject matter to be discussed and all supporting documentation intended to be provided to Council. If this criteria is not met, the Clerk shall not place the request on the agenda.
- i. Persons being heard by Council shall be limited in speaking to not more than ten (10) minutes except that when two (2) or more persons appear on the same

subject they shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.

- B. Council, by majority vote, may allow or deny anyone to address the Council for whatever time period stipulated in the motion.
- C. When, in the opinion of the Presiding Officer, a member of the public is guilty of improper conduct at a Council meeting, the Presiding Officer may require that person to leave the meeting forthwith.
- D. Except by unanimous consent of the Whole of Council, Council shall not render a decision on any matter brought forth by public presentation until the following meeting of Council in order to allow staff to prepare an appropriate report on the subject matter.

17. PUBLIC HEARINGS

- A. If a Member did not attend a public hearing where statutory procedures for the adoption of such motion and/or bylaw required a public hearing, the Member is precluded from taking part in the debate and must vacate his/her seat during debate on the motion.
- B. Generally, unless provided for in other legislation, the procedure to be followed in Public Hearings is:
 - i. Presentation by the Proponent;
 - ii. Those wishing to speak for/against the proposal shall be given the opportunity to be heard;
 - iii. Proponent makes final summation;
 - iv. Council Members may ask questions;
 - v. A motion may be heard and voted upon.

18. VOTING

- A. Unless otherwise stated in this By-law or required by

Provincial Legislation, all motions of Council shall require a majority vote to be adopted.

- B. After a motion is put to the meeting by the Presiding Officer, no Member shall speak to the motion or make any other motion until after the result of the vote has been declared and the decision of the Presiding Officer, as to whether or not the motion has been put, is conclusive.
- C. When a motion is put, every Member present at the meeting shall vote unless the Member:
 - i. Did not attend a public hearing where statutory procedures for the adoption of such motion and/or bylaw required a public hearing; or
 - ii. Has declared a conflict of interest under Section 5.
- D. Each Member present shall announce his/her vote openly both verbally and by raising their hand when called for.
- E. When required by law or upon a division of Council upon any motion, or whenever any Member calls for a recorded vote, the Clerk shall enter into the minutes the names of the Members who vote for and those who vote against the motion.
- F. No Member is permitted to explain his/her vote during the voting process.

19. RECONSIDERATION

- A. Only upon a two-thirds (2/3) majority vote of the Whole Council, may any by-law, motion or matter that has been voted on or otherwise disposed of within the three (3) previous months be reconsidered.

20. MINUTES

- A. The Clerk shall be the secretary of all meetings of Council.
- B. The Clerk shall record in the minutes:

- i. the place, date and time of meeting;
 - ii. the names of the Presiding Officer or officers and record of the attendance of the Members, staff and advisors;
 - iii. the reading, if requested, correction and adoption of the minutes of prior meetings;
 - iv. all other proceedings of the meeting without note or comment.
- C. Minutes of the preceding regular or special meetings shall be approved by majority vote, or amended and approved, at the next regular meeting.
- D. Minutes shall not be read at the meeting unless a Member so requests, in which case the Clerk shall read the minutes before the Council deals with the business before it.

21. COMMITTEES

- A. Council may establish standing and/or ad hoc Committees as it deems necessary, and for the purposes as the constituting resolution states. Ad hoc Committees exist until they have reported finally to the Council, at which time they shall be functus officio.
- B. In the appointment of Committee members, including members of regional Committees and regional commissions, the Mayor, Deputy Mayor and one other Councillor shall form a nominating Committee of three (3) and shall recommend to Council prospective Committee members for approval by Council.
- C. All Committee and commission members shall be appointed to serve for a specific term as determined by Council, or in the case of regional commissions or regional Committees, for a term as specified in the regional agreement or legislation;
- i. Notwithstanding the forgoing, members of Committees of Council, Regional Commissions and Committees, serve at the pleasure of Council and may be removed at any time by a majority vote.

- D. If requested by Council to do so, a Committee shall forward to Council, approved minutes of all meetings of the particular Committee within thirty (30) days of the approval of such minutes and shall continue to forward such minutes until directed by Council to do otherwise.
- E. A majority of Committee members must be present at any meeting of a Committee to constitute a quorum. If no quorum is present fifteen (15) minutes after the time scheduled for the commencement of a meeting of the Committee, the secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting.
- F. Committee meetings may be open or closed to the public in accordance with the Act.
- G. The Mayor and any Councillor may attend the meetings of any Committee of Council of which he/she is not a member but may not vote. He/she may take part in any discussion or debate in the Committee with the permission of the majority of the Committee members present.
- H. The general duties of all Committees of Council, in addition to any specific duties as may be set out in the constituting resolution, are as follows:
- i. to report only to Council from time to time and wherever desired by Council and as often as the interests of the municipality may require on all matters connected with the duties imposed on the Committee and to recommend such action by Council in respect thereto as they deem necessary;
 - ii. to consider and report on any and all matters referred to them by Council;
 - iii. to adhere in the transaction of all business to the rules prescribed by by-laws;
 - iv. to present to Council, on or before the last regular Council meeting in each and every year, for the information of Council and of the citizens generally as well as for the guidance of the Committees of the following year, a general report of the state of the various matters referred to them or under their control

during the year, the work or business done through or by each Committee, and the expenditures made under their authority or supervision, stating the number of meetings held by each Committee during the year, the number of meetings at which a quorum was present and the number of times each Member was absent, and containing suggestions regarding future action of the succeeding Committees;

22. BY-LAW REPEALED

- A. By-law Number A-2 "A By-law Respecting Procedures of the Town Council and Town Administration", and amendments thereto are hereby repealed.

23. EFFECTIVE DATE

- A. This by-law comes into effect on the date of final enactment thereof.

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 unserved 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 grading and storm water management; and
 - viii. 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;

- 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

- 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 unserved industrial uses in the Town. Council may consider an unserved 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.

Town of St. Stephen Municipal Plan By-law

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;

- 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

TOWN OF ST. STEPHEN

BY-LAW NO. A-17

A BYLAW RESPECTING THE REMUNERATION OF MEMBERS OF TOWN COUNCIL

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. Title

- a. This bylaw shall be known and cited as the "Council Remuneration Bylaw."

2. Application

- a. This bylaw applies to all duly elected members of the municipal Council for the Town of St. Stephen.

3. Definitions

"Act" shall reference the Local Governance Act, SNB 2017, C-18, and any amendments thereto.

"Chief Administrative Officer" shall refer to the administrative head of the Town of St. Stephen as appointed by Council.

"Compensation" means a form of monetary payment for the performance of some work or service.

"Council" shall reference the Mayor and Councillors as a collective body.

"Councillor" shall refer to a member of Council other than the Mayor.

"Remuneration" means both monetary and non-monetary payment for the performance of some work or service.

4. Remuneration of Council Members

- a. The Mayor shall be paid remuneration for discharge of the duties of the office in accordance with Schedule A, attached to and forming part of this bylaw.
- b. The Deputy Mayor shall be paid remuneration for discharge of duties of the office in accordance with Schedule A.
- c. Each Councillor shall be paid remuneration for discharge of duties of the office in accordance with Schedule A.

Remuneration of Members of Town Council

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- d. Where any member of Council does not serve a full 12-month term, remuneration shall be pro-rated on a monthly basis for the time served.
- e. Remuneration shall be issued to members of Council in two installments as follows:
 - i. The first installment shall be issued in the month of May for services rendered between during the preceding months of December through May.
 - ii. The second installment shall be issued in the month of November for services rendered between the preceding months of June through November.

5. Travel Expenses

- a. Members of Council shall be entitled to reimbursement of legitimate expenses incurred as a result of their duties as office holders of the municipality in accordance with Schedule A.

6. Revisions to this Bylaw

- a. A review of Council salaries shall be completed by Council one year prior to a municipal election to ensure Council salaries are in line with other comparable communities. Council may approve a salary adjustment that can only take effect at the beginning of the new Council term.

7. Repeal

By-law No. A-2.2 entitled *A By-Law to Amend By-Law No. A-2, "A By-law Respecting Procedures of the Town Council and Town Administration"* adopted on July 20, 2009, is hereby repealed.

SCHEDULE A

RATES OF REMUNERATION

Mayor	\$ 16,718 per annum
Deputy Mayor	\$ 9,888 per annum
Councillor	\$ 8,359 per annum

ANNUAL COST OF LIVING ADJUSTMENT

Annually, the rates of remuneration shall be adjusted for changes in the cost of living by applying the percentage change in the Consumer Price Index for January of the previous year compared to January of the current year, for the Province of New Brunswick as prepared by Statistics Canada. Such adjustment shall be calculated by the Treasurer and reviewed by the Chief Administrative Officer prior to application. New rates shall be rounded to the nearest dollar.

In the event that Consumer Price Index should fall below zero, remuneration rates shall remain at the previous level.

TRAVEL EXPENSES

- Mileage: Eligible mileage shall be reimbursed at the rates established by policy from time to time.
- Meals: Members of Council shall be eligible to claim meal allowances in accordance with the terms for such reimbursement as set by policy from time to time
- Incidentals: Member of Council shall be eligible for reimbursement of incidental costs associated with travel while on approved Town business. Such expenses may be approved by policy as established, or by resolution of Council.

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

TOWN OF ST. STEPHEN VEHICLE USAGE POLICY

1. POLICY

- 1.1 To provide effective and efficient delivery of the Town of St. Stephen fleet services through the delivery of safe, reliable, economical and environmentally sound transportation and related support services that are responsive to the needs of stakeholder divisions, while conserving vehicle value and equipment investment.

2. PURPOSE

- 2.1 Communicate responsibilities of all employees in the use and safe-guarding of Town vehicles and equipment including:

- How vehicles are assigned
- Who can drive a Town vehicle
- Responsibilities and obligations of employees driving Town vehicles.

3. SCOPE

- 3.1 This Policy covers the use of all Town of St. Stephen supplied vehicles.

4. RESPONSIBILITY

- 4.1 Chief Administrative Officer and Senior Management Team are responsible to:

- 4.1.1 Support this policy and ensure compliance and adherence by the Town Departments.
- 4.1.2 Assign Town vehicles to positions based on specific criteria described in this policy.
- 4.1.3 Review mileage and related financial information provided by Finance annually and determine continued eligibility for vehicles assigned to a position.

- 4.2 The Chief Administrative Officer or designate is responsible to:

- 4.2.1 Ensure the communication, distribution and availability of this Policy to all Town employees.
-

422 Review the policy content, effectiveness and scope periodically and initiate required revisions.

43 The Directors and their Subordinates are responsible to:

451 Provide and communicate applicable policies, procedures and protocols pertaining to the use of Town vehicles and equipment to the employees whom they supervise.

452 Ensure that employees receive appropriate training in the safe use of vehicles and equipment where required.

453 Regularly monitor use of Town Vehicles to ensure proper and safe usage.

454 Issue discipline for misuse of a Town Vehicle or for violations of the rules, regulations or conditions of its use.

455 Advise all staff of the appropriate contacts in the event of an accident.

456 Complete and submit to Human Resources Coordinator all accident/incident reports within 48 hours.

457 Contact public works for service in the event of a vehicle/equipment failure.

44 Town of St. Stephen Employees must:

4.6.1 Abide by all required legislation in relation to the Motor Vehicle Act, the Income Tax Act and related Town of St. Stephen by-laws, policies and procedures as they relate to the use of Town vehicles.

4.6.2 Employees driving Town Vehicles must possess and maintain an appropriate driver's license for the class of vehicle being operated.

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45 The Corporate Services department is responsible to:

- 4.7.1 Obtain a copy of valid driver's licenses of prospective drivers for the purpose of completing a Drivers Abstract Report.
- 4.7.2 Complete annual Drivers Abstract searches on all active Town drivers to ensure the validity of driver licenses.
- 4.7.3 Provide training courses related to the use of Town vehicles to facilitate compliance with legislative requirements.

46 The Corporate Services department is responsible to:

- 4.8.1 Ensure that all vehicles and equipment used in the undertaking of Town business activity are appropriately insured.
- 4.8.2 Facilitate communication with insurance companies in case of injury and/or property damage and obtain appropriate recoveries.
- 4.8.3 Respond to staff inquiries as they pertain to insurance coverage of Town owned/leased vehicles and equipment.
- 4.8.4 Obtain liability slips from the Town's insurance company for all Town owned/leased vehicles and equipment.
- 4.8.5 Calculate taxable benefits and mileage reimbursements.
- 4.8.6 Annually review the mileage reimbursement of employees and reporting the amount annually to the CAO.
- 4.8.7 Annually review vehicles assigned to an employee and/or position as described in section 5.3.2.

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5. GOVERNING RULES, STATUTES AND REGULATIONS

51 Rules, Regulations and Policies that impact on fleet use include:

- 5.1.1** Vehicle Usage Policy
- 5.1.2** Town of St. Stephen Travel Expense Policy
- 5.1.3** Motor Vehicle Act
- 5.1.4** Occupational Health and Safety Act
- 5.1.5** Provincial and Town non-smoking legislation and by-laws
- 5.1.6** Collective Agreements
- 5.1.7** Income Tax Act
- 5.1.8** Provincial Offences Act

52 Assignment of a Town Vehicle to a Department

- 5.2.1** Assignment of vehicles is subject to review by the corporate Senior Management Team and the budgetary process.
- 5.2.2** As part of the annual review of fleet requirements, departments shall rationalize their assigned vehicles for possible consolidation or elimination.

53 Assignment of a Town Vehicle to an Employee and/or a Position

- 5.3.1** Vehicles assigned to an employee and/or position will be based on the following criteria:
 - 5.3.1.1** working conditions (i.e. requires travel that may damage a personal vehicle such as off road, construction sites, etc.)
 - 5.3.1.2** bona-fide job requirements and responsibilities (e.g. continuous monitoring of conditions outside of normal working hours such as public safety)
 - 5.3.1.3** requirement of a vehicle for frequent emergency availability
 - 5.3.1.4** emergency or other equipment is contained in the vehicle
 - 5.3.1.5** number of kilometres driven annually on Town business by the employee and the point at which it is more economical to utilize a Town vehicle in accordance with Schedule A.

- 532 Vehicles will be assigned at the discretion of the Chief Administrative Officer.
- 533 Assignment of a Town vehicle may be revoked if the employee and/or position does not meet the criteria described in 5.3.1 for two consecutive years.

54 Town Vehicle Use

- 5.4.1 Vehicles are for municipal business during working hours.
 - 5.4.2 Vehicles are not permitted outside the limits of the Town of St. Stephen without prior authorization from the employee's immediate supervisor.
 - 5.4.3 Vehicles are not to be used for personal matters.
 - 5.4.4 Under normal circumstances, the vehicle shall not be used for the transportation of any persons other than Town of St. Stephen employees or persons engaged in Town of St. Stephen business without prior authorization from the employee's Director or designate. Only in exceptional or emergency situations will passage in a Town Vehicle by non-employees be permitted.
 - 5.4.5 Vehicles should contain only those items for which the vehicle is designed.
 - 5.4.6 Employees are to keep vehicles clean.
 - 5.4.7 Employees shall report any malfunction or damage to their supervisor immediately.
 - 5.4.8 All Employees must wear seatbelts during the operation of the vehicle, whether a driver or a passenger.
 - 5.4.9 Employees must not, under any circumstance, operate municipal vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.
 - 5.4.10 Employees are responsible to ensure that any materials or equipment being transported in their vehicle is secure at all times. Covers, ties or other restraining devices can be requested from their supervisor as required.
 - 5.4.11 Employees are responsible to remove ice and snow build-up that may fly from the top of a Town vehicle prior to its use to ensure the safety of other motorists and the general public.
 - 5.4.12 Employees are to ensure they take every precaution to avoid a collision when reversing a vehicle.
 - 5.4.13 Employees driving Town Vehicles shall obey all applicable traffic and parking regulations, ordinances and laws.
 - 5.4.14 Employees shall not unnecessarily idle their vehicle in contravention of any bylaw or legislation in place at the time.
 - 5.4.15 Employees will be personally responsible for any and all traffic/parking violations or other fines incurred during their use of a Town vehicle.
 - 5.4.16 If the suspension of an employee's driver's license occurs while driving a Town vehicle, and if the Town vehicle is impounded or towed, any costs incurred to obtain the release of the Town vehicle and any legal costs may be the responsibility of the employee.
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5.4.17 Employees who are issued citations for any offence while using a Town vehicle must notify their supervisor immediately if practical, otherwise within 24 hours at the maximum.

5.4.18 Smoking is not allowed in Town vehicles.

5.4.19 No modifications are permitted to a Town vehicle without the approval of the Senior Management Team.

55 In case of an Accident

5.5.1 The Motor Vehicle Act sets out criteria for motor vehicle collisions in New Brunswick. Where applicable, employees must report a collision to local police service.

5.5.2 Accident Reporting Procedure

- All employees and others involved in an accident should obtain appropriate medical attention in the circumstances.
- Report the accident to Police; if required
- Report the accident to immediate supervisor.
- Request that parties and property remain at the scene of the accident until the accident investigation is completed.
- Refrain from making statements regarding the accident with anyone other than the investigating officer, municipal officials or municipal insurance company representatives. Statements should be confined to factual observations.
- Complete an Accident/Incident report and forward to appropriate parties.

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56 Change in License Status – Duty to Report

561 An employee who must have a valid driver's license as a requirement of his/her job must report any change in the status of his/her driver's license which results in the loss and/or suspension of the license required to do his/her job. This may include, but is not limited to:

- Impaired Driving Conviction
- Failure or refusal to provide a breath sample
- 90 day Administrative Driver's License suspension
- Criminal Code conviction other than Impaired Driving
- Motor Vehicle Act conviction
- Mandatory demerit point suspension
- Failure to pay judgment suspension
- Novice driver violation suspension
- Family support enforcement suspension
- Compulsory Automobile Insurance Act suspension
- Defaulted Fine suspension
- Youth Criminal Justice Act suspension
- Medical downgrade
- Conviction for a related offence in the U.S.A. or conviction for a related offence in another province or territory in Canada.

562 An employee must report in writing to his/her supervisor immediately upon learning of any change in his/her driver's license status. The report will explain the nature of the change in the driver's license status.

563 Failure to report any changes in the status of a driver's license will result in disciplinary action up to and including dismissal.

564 The Town of St. Stephen reserves the right to verify an employee's driver's license with the province of New Brunswick provided the employee is required to drive a Town vehicle as part of his/her job function.

565 The Town of St. Stephen reserves the right to examine at any time the driving record of an employee whose job function requires him/her to drive a Town vehicle.

57 Distracted Driving

57.1 With the exception of first responders while responding to an emergency, drivers must not talk, text, type, and dial or email using hand-held cell phones and other hand-held communications and entertainment devices while driving.

58 Out of Town Vehicles

- 5.8.1.** Marked Town vehicles may be used for business purposes out of town.
- 5.8.2.** Use of Town vehicles for out of town business travel is strongly encouraged as the first choice to avoid third party costs including mileage reimbursement to staff, while cars are available and unused. Use of alternative means of transportation must be justified within the travel and expense advance approval form, giving regard to the most economical means of transportation.

59 Parking of Town Vehicles

- 5.9.1** When finished with the Town Vehicle, it must be returned to the appropriate and safe location. Vehicles must be locked and keys are not to be left in the vehicle.
- 5.9.2** No operator of a Town owned or leased vehicle shall take said vehicle to a location which may negatively impact upon the reputation of the Town. Such locations include, but are not limited, bars, casinos and adult entertainment establishments.

5.10 Take Home Privileges

- 5.10.1** Except for vehicles specifically assigned under 5.3, vehicles are not to be taken home without the permission of the immediate supervisor. Permission shall only be granted for urgent circumstances.
- 5.10.2** After working hours, vehicles shall be used only to respond to situations within the scope of the employee's duties and for no other purpose.
- 5.10.3** Vehicles are not to be used for personal matters. The personal driving of a Town of St. Stephen vehicle for purposes not related to his or her employment is a taxable benefit for the employee. This includes personal use during an employee's vacation, driving to conduct personal activities and travel between home and work (even if the employee is directed to drive the vehicle home). Travel from home to a point of call (such as responding to a call after hours) is not considered personal driving. The taxable benefit shall be calculated as outlined by the Canadian Revenue Agency (CRA) subject to amendment from time-to-time.

5.11 Car Allowance

- 5.11.1** For employees entitled to a car allowance (whether paid monthly, quarterly, annually, or on any other basis) this is a taxable benefit as per the Income Tax Act and included as remuneration.
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