

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
FRIDAY, JUNE 29, 2018 @ 3:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

- (i) Agenda – Emergency Special Council Meeting

3. CONFLICT OF INTEREST

4. NEW BUSINESS

- (i) Feasibility Report – Annexation of Four Properties of the LSD of Dennis-Weston to the Town of St. Stephen
- (ii) Federal Gas Tax Fund – Dennis-Weston LSD – Water and Sanitary Sewer Extension – Project Funding and Management Agreement – Project No. 6934.201.0107
- (iii) Dillon Consulting Limited – Agreement for Professional Services – Water and Sanitary Sewer System Extension (Route 3)

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 29, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA - EMERGENCY SPECIAL COUNCIL MEETING

THAT the Council of the Town of St. Stephen accepts the recommendation of the Mayor to call an emergency Special Council meeting as outlined in the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", Section 9.02(1)(b) and approves the agenda as circulated.

AND THAT this Emergency Special Council Meeting replaces the advertised Special Council Meeting for Thursday, July 5, 2018 at 4:30 p.m.

RESOLUTION NO.: _____

DATE: June 29, 2018

MOVED BY: _____

SECONDED BY: _____

FEASIBILITY REPORT – ANNEXATION OF FOUR PROPERTIES OF THE LSD OF DENNIS-WESTON TO THE TOWN OF ST. STEPHEN

THAT the Council of the Town of St. Stephen approves the Feasibility Report, copy attached, from the Department of Environment and Local Government, as formally requested by Council at its meetings on July 12, 2017 and April 23, 2018.

AND THAT PID # 15066830, # 15174329, # 01263599, and # 15182553 which represents the four (4) properties of the LSD of Dennis-Weston be annexed to the Town of St. Stephen.



***Annexation of four properties of the LSD of
Dennis-Weston to The Town of St. Stephen***

Feasibility Report

May 2018

Table of Contents

1. Provision of Services	3
3. Objectives.....	4
4. Financial Repercussions.....	5
5. Consultations.....	5
6. Recommendation.....	5

Feasibility Report

On July 12, 2017, the municipal council of the Town of St. Stephen passed a resolution pursuant to subsection 14(2) of the *Municipalities Act* in order to request a feasibility study into the annexation of three parcels of land on the extension of King Street (Route 3). On April 23, 2018 the town council passed an additional resolution to request the annexation of an additional parcel of land, which is adjacent to the other three parcels. The resolutions in question are appended hereto and identified as Appendix A. Two of the parcels are owned by the Provincial Department of Transportation and Infrastructure (DTI), and the other two properties affected by this request is being considered for private development.

The four properties are identified by the PIDs #15182553, #15066830, #01263599 and #15174329, and are situated on the northwestern corner of the intersection of Highway #1 and Highway #3, currently in the local service district (LSD) of Dennis-Weston. The surface area of the properties being considered for development is approximately 7 hectares (43 acres) as illustrated on the attached map identified as Appendix B.

1. Provision of Services

The Town of St. Stephen will be responsible for the provision of water and sewer services to the private property with funding assistance from the Province of New Brunswick for capital installation.

The private properties are ideally suited for annexation. Because of this location and the relatively small size, there are no anticipated problems or concerns in extending various town services to the proposed area of annexation. The following sections will present a brief description of the various services.

1.1 Development Services

The Development Officer for the Town of St. Stephen is responsible for the approval of all development under its Municipal Plan (By-law M-1), and any rezoning under its Zoning By-law (By-law Z-1). Upon application by the owners the development of the properties will be subject to all the mentioned by-laws. Since the proposed use of the properties is for commercial development, it is very similar to the adjacent uses within the town.

1.2 Public Works

The Public Works Department of the Town is responsible for the approval, operation, and maintenance of the town's municipal infrastructure including roads and streets, water and sanitary sewer and storm drainage systems. Water and

sanitary sewer services to the proposed development would be constructed in a similar fashion to what already exists in the community.

1.3 Fire Services

The Town of St. Stephen Fire Department is responsible for the provision of fire services to all areas of the town. No additional staff or equipment is required by the proposed annexation.

1.4 Police Services

The RCMP will provide services to the proposed annexation area with no significant increased demand.

1.5 Administration

No staffing or other issues are necessary for the proposed annexation.

2. Objectives

The two properties owned by DTI are being annexed to provide contiguity to the parcel that is being considered for development. These properties are part of Highway #1 between Calais, Maine and Saint John, N.B.

The other two properties are currently vacant and largely cleared or bushed. They are privately owned, and were recently purchased by Cordova Realty Ltd. It is proposed that a development led by Cordova Realty will result in the immediate construction of a number of businesses including a 4-storey hotel with 94 rooms, a gas bar, food service restaurants, and a small retail space for the area. It is the objective of the town to support this development by having water and sewer services provided from municipal infrastructure. To do this, the town requires annexation of the properties, and the resultant property tax revenue.

From the concept of the Town the proposed area is compatible with the Town's Municipal Plan, which will need to be amended in the near future.

Objective 3.3.3 of the Council of St. Stephen states "Council will position the Town to benefit from the new border crossing and highway alignment through boundary expansion.

1. Council will actively pursue expansion of the boundaries to include areas on the northern side of the NB Route 1 and use these lands for future development
2. Council and staff will assess the viability of annexation of lands near the new highway that presently fall outside Town limits".

3. Financial Repercussions

From the perspective of the Town, the concept for the proposed area is compatible with the town's current vision for the area and could be provided with all town services with minimal impact. The development is expected to generate tax revenues to more than cover the associated delivery costs.

The two properties belonging to DTI are not assessed or taxed. The other two properties, which are undeveloped, are private property in the LSD. The one with PID #15182553 is only assessed at \$7,000. The other property, PID #01263599, was a residential property that Cordoba Realty recently purchased and demolished the residence in order to increase the area to be developed. This property has an assessed value of \$84,200, based on the value of the house and lot. The LSD tax rate is \$1.0118/\$100 assessment. However, if these two private-sector properties become annexed to the town, the tax rate for year 2018 would be \$2.37/\$100 as a commercial property. Once developed the assessed value of the property will be greatly increased. Thus, the property taxes for these parcels of land when annexed to the Town of St. Stephen would more than offset the cost of providing the required services.

The financial repercussions to the LSD of Dennis-Weston will be insignificant.

4. Consultations

The developer, who recently purchased the said private properties, has requested that they be annexed to the Town.

The members of the advisory committee for the LSD of Dennis Weston have given consent that they have no objection to the proposed annexation (Appendix C).

DTI was asked whether the annexation would result in the purchase of any roads. They stated that the corner where the proposed development was to take place (intersection of Route 1 and Route 3) was on the border of two provincial roads. Therefor there would be no effect to DTI (Appendix D).

5. Recommendation

The revised legal boundaries for The Town of St. Stephen and the local service district of Dennis-Weston are attached as Appendix E,

In light of the feasibility study, it is recommended that the four properties with PIDs #15066830, #15174329, #01263599 and #15182553 be annexed to The Town of St. Stephen.



OFFICE OF THE MAYOR
TOWN OF ST. STEPHEN

Appendix A1

Incorporated 1871

"Canada's Chocolate Town"

July 13, 2017

Hon. Serge Rousselle, Q.C.
Minister of Environment and Local Government
Province of New Brunswick
P. O. Box 6000
Fredericton, NB
E3B 5H1

Dear Minister Rousselle:

At a Special Council Meeting on Wednesday, July 12, 2017, a resolution was unanimously passed (certified copy attached) which indicates the Town's interest and intent to annex properties outlined on Appendix "A" and map which are attached to the resolution for future development.

As noted in the resolution, a feasibility study is requested to be carried out by the Department of Environment and Local Government as outlined in Section 14 of the *Municipalities Act*.

We look forward to working with your Department on the proposed annexation and also look forward to future development in the area.

Yours truly,

Allan MacEachern

cc: Hon. John Ames, Minister of Tourism, Heritage and Culture
Derek O'Brien, Chief Administrative Officer

Att.



RESOLUTION NO.: 571-7

DATE: July 13, 2017

MOVED BY: Councillor Hyslop

SECONDED BY: Councillor Chisholm

PROPOSED ANNEXATION

WHEREAS, it is a required step in the Department of Environment and Local Government municipal annexation overview process and based on the background information included as part of this motion for Council's consideration,

AND WHEREAS, The Town of St. Stephen, in all likelihood, would only consider potential development proposals within its own Town boundaries,

AND WHEREAS, the potential property to be annexed will likely include other properties to meet a legislative process or policy guideline requiring a contingent flow of properties connecting to the Town's existing boundary,

THEY:

BE IT RESOLVED, the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Environment and Local Government the Town's interest and intent to annex the said properties (Appendix "A" and map) (copies attached); and further request that a feasibility study be carried out by the Department of Environment and Local Government (Section 14 of the *Municipalities Act*). **CARRIED**

TOWN OF ST. STEPHEN
CERTIFIED TRUE COPY

[Signature]
TOWN CLERK

[Signature]
DATE



RESOLUTION NO.: 88/18

DATE: April 23, 2018

MOVED BY: Deputy Mayor Carr

SECONDED BY: Councillor Wheaton

PROPOSED ANNEXATION

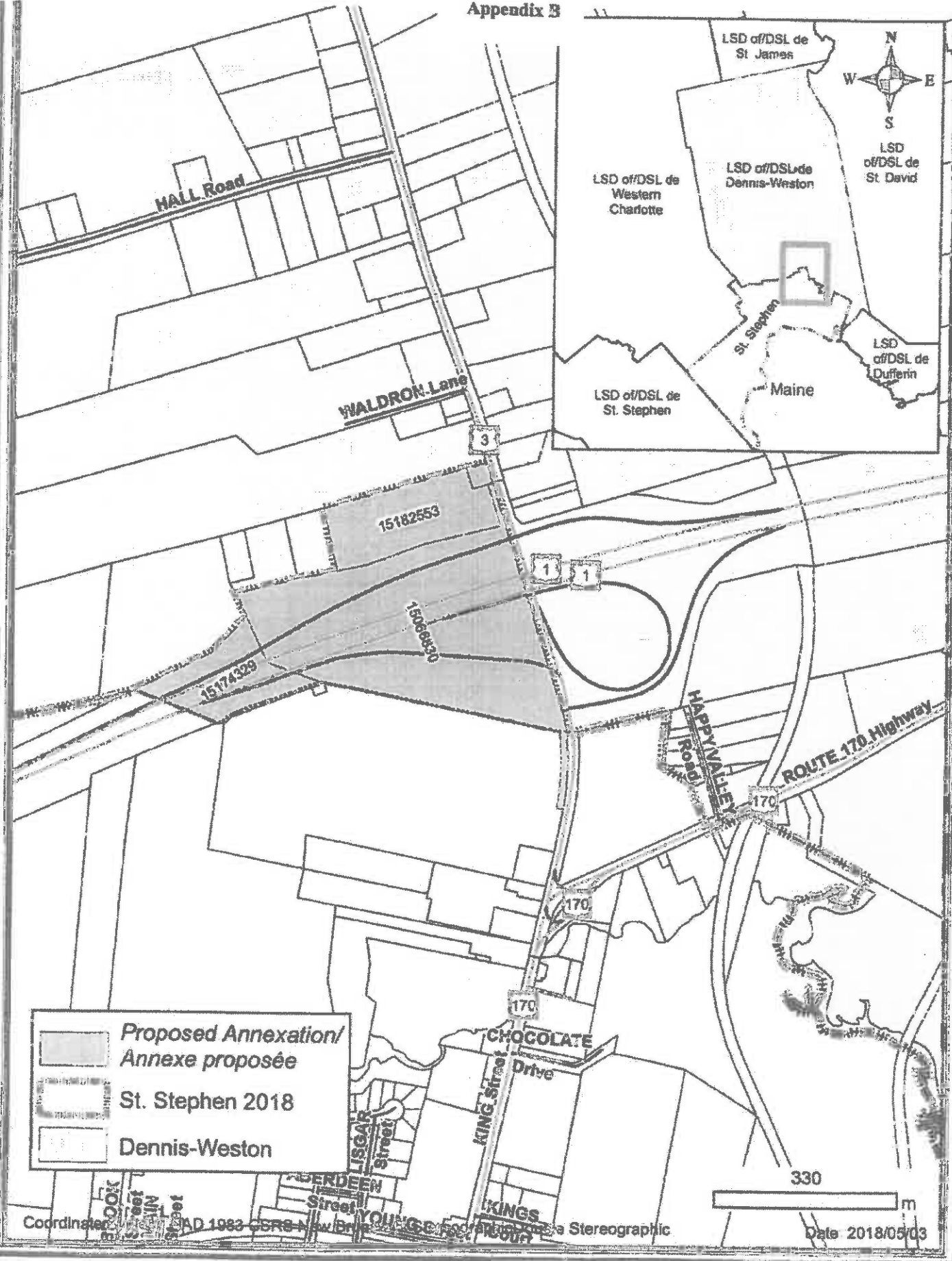
THAT the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Environment and Local Government that an amendment be made to the previously requested feasibility study to include PID # 01263599, also known as Cordova Realty Ltd., with an area of 15,625 square feet and as outlined on the attached Appendix "A" and map. **CARRIED**

TOWN OF ST. STEPHEN
CERTIFIED TRUE COPY

Jan Dewell
TOWN CLERK

April 24, 2018
DATE

Appendix 3



	Proposed Annexation/ Annexe proposée
	St. Stephen 2018
	Dennis-Weston



Coordinates

AD 1983 CSRS New Brunswick Stereographic

Date 2018/05/03

Smith, Wayne (ELG/EGL)

From: McCabe, Darren (ELG/EGL)
Sent: Monday, July 17, 2017 9:23 AM
To: Smith, Wayne (ELG/EGL); Donaghy, Ryan (ELG/EGL)
Subject: FW: Feedback Required - Development Proposal

Good Morning Gents,

Joyce Wright is the Chairperson of LSD Dennis Weston and has given the project her stamp of approval. There are only two remaining residents who make up the committee, as one resigned and the other moved into LSD Western Charlotte. I would guarantee that Joyce will be a strong proponent of the development and boundary adjustment.

*Darren McCabe, Local Services Manager
Department of Environment and Local Government
41 King Street
St. Stephen, NB E3L 4Y2
Phone: 466-7370
Fax: 466-7373*

From: J Wright [mailto:mamanana426@gmail.com]
Sent: Monday, July 17, 2017 9:10 AM
To: McCabe, Darren (ELG/EGL)
Subject: Re: Feedback Required

I am absolutely in favor of the development!

On Jul 17, 2017 9:07 AM, "McCabe, Darren (ELG/EGL)" <Darren.McCabe@gnb.ca> wrote:
Good Morning,

I'm not sure if you are aware, however there is a proposed major business development for a property currently in Dennis Weston. It is located immediately after the new highway, and just before you get to George Stevenson's. Myself, I have not seen the proposal diagrams, as I was out on leave the week prior when the town met with officials from our department. This is a very substantial development, which will include a hotel, full service fueling station, convenience store and boutique shops. This will certainly generation a substantial amount of employment and economic activity. However, it will require a municipal water supply, and therefore the town will have to own the land in order to service it. After consultation with our department, the proposal will require that the town boundary extend up to and including this piece of land. Currently the boundary already sits at the Highway 1 boundary, therefore it will basically jump the highway and take in that property. Currently, the value of the property is \$7,000 and adds \$127.00 to LSD Dennis Weston revenues.

I know your committee is just the two of you, however we really need your earliest feedback as committee members on this proposal.

Sincerely,

Darren McCabe, Local Services Manager
Department of Environment and Local Government

Smith, Wayne (ELG/EGL)

From: Pelkey, Veronica (DTI/MTI)
Sent: Friday, November 03, 2017 4:22 PM
To: Smith, Wayne (ELG/EGL)
Subject: St. Stephen

Hi Wayne,

I am so sorry for the delay in responding to your St. Stephen request. Since this annexation is in the area of Route 1 which falls under Gateway Operations we wanted to make sure they were aware of this annexation and confirm that they had no issues. Since both Route 1 and Route 3 would remain with the province, there would be no effect to DTI with this annexation.

If you have any questions, please let me know.

Veronica

From: Smith, Wayne (ELG/EGL)
Sent: Tuesday, September 19, 2017 9:11 AM
To: Pelkey, Veronica (DTI/MTI)
Cc: Donaghy, Ryan (ELG/EGL)
Subject: RE: Village of Chipman - Roads to Evaluate with DTI

Hi Veronica,

Have you got any answers on the St. Stephen project yet?

Wayne

From: Pelkey, Veronica (DTI/MTI)
Sent: Monday, September 11, 2017 3:25 PM
To: Smith, Wayne (ELG/EGL)
Subject: RE: Village of Chipman - Roads to Evaluate with DTI

Hi Wayne,

It may be tomorrow afternoon before I can send you a response on this. The person I need to talk to is out this afternoon and I am out tomorrow morning.

Veronica

From: Smith, Wayne (ELG/EGL)
Sent: Monday, September 11, 2017 10:55 AM
To: Pelkey, Veronica (DTI/MTI)
Subject: FW: Village of Chipman - Roads to Evaluate with DTI

Hi Veronica,

Please see the email below that was sent to you earlier. We are looking at taking the St. Stephen annexation project to Cabinet in the near future.

RESOLUTION NO.: _____

DATE: June 29, 2018

MOVED BY: _____

SECONDED BY: _____

**FEDERAL GAS TAX FUND – DENNIS-WESTON LSD – WATER AND SANITARY
SEWER EXTENSION - PROJECT FUNDING AND MANAGEMENT AGREEMENT –
PROJECT NO. 6934.201.0107**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the Water and Sanitary Sewer Extension Project Funding and Management Agreement between the Province of New Brunswick and the Town of St. Stephen, in the form presented to Council.

RESOLUTION NO.: _____

DATE: June 29, 2018

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATER AND SANITARY SEWER SYSTEM EXTENSION (ROUTE 3)

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$161,250.00 (one hundred and sixty-one thousand, two hundred and fifty dollars), plus HST, for the extension of the Town's water and sanitary sewer system to the north side of the Route 1 highway on Route 3.

RESOLUTION NO.: _____

DATE: June 29, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.