



**TOWN OF ST. STEPHEN  
NOTICE OF SECOND READING  
OF THE FOLLOWING PROPOSED BY-LAWS:**

The residents of the Town of St. Stephen are hereby advised that the Council of the Town is considering Second Reading of the following proposed by-laws (copies attached) at the Regular Session of Council on Monday, May 25, 2020 commencing at 7:00 p.m.:

- **By-law No. L-11 – Subdivision By-law** – the purpose of this by-law is to provide for regulation of the subdividing of land in the Town of St. Stephen.
- **By-law No. L-12 – A By-law to Regulate the Delivery of Flyers** – the purpose of this by-law is to regulate the manner in which flyers/advertisements are delivered within the Town of St. Stephen.
- **By-law No. S-14 – A By-law to Prohibit Excessive Noises** – the purpose of this by-law is to regulate activities which may cause excessive noises within the Town of St. Stephen.
- **By-law No. A-15 – A By-law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer** – the purpose of this by-law is to empower the Chief Administrative Officer to undertake certain actions for the effective and efficient operation of the Town of St. Stephen.

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

## TOWN OF ST. STEPHEN

### BY-LAW NO. L-11

#### SUBDIVISION BY-LAW

The Council of the Town of St. Stephen, under authority vested in it by the *Community Planning Act*, R.S.N.B. (2017), and amendments thereto, hereby makes the following by-law:

#### **1. Definitions**

##### **1.1 In this By-law**

"Act" means the *Community Planning Act*.

"Arterial street" means a roadway with the primary function to move large volumes of through traffic with limited direct access to adjacent development.

"Collector street" means a roadway with the functions of providing land access and traffic movement as equal importance.

"Council" means the Mayor and Councillors of the Town of St Stephen.

"Developer" means an individual or corporation seeking to obtain the approval of a subdivision plan, or who enters into a subdivision agreement with the Town.

"Planning Advisory Committee" means the Planning Advisory Committee established by Council or the Regional Service Commission.

"Development Officer" means the Development Officer of the Town of St. Stephen appointed by Council or the planning director as defined in the *Regional Services Delivery Act*.

"Gradient" means the degree of rise or descent of a street.

"Land for public purposes" means land other than streets for the recreational or other use for the enjoyment of the general public such as:

- (a) an access to a lake, river, stream, sea, or other body of water;
- (b) a beach or scenic area along the shore of a lake, river, stream, sea, or other body of water;
- (c) a conservation area;
- (d) land adjoining a school for joint recreational purposes;
- (e) land for a community hall, public library, recreational use or other similar community facility;
- (f) open space to provide air and light to afford a view to or from a development, or

- to a lake, river, stream, sea, or other body of water, or for other purposes;
- (g) a park, greenbelt, or buffer area dividing developments, parts of highway, or development and a highway;
- (h) a pedestrian way to a school, shopping centre, recreational area, or other facility.

"Local street" means a roadway whose major function is to provide direct land access to abutting properties and is designed to carry low traffic volumes for short distances.

"Lot" means a parcel of land or two or more adjoining parcels held by the same owner and used or intended to be used as a site for a building or structure or an appurtenance thereof.

"Municipal Plan" means the Municipal Plan of the Town of St. Stephen and its amendments thereto.

"Other access" means a private access other than a street that may be approved by the Planning Advisory Committee or the Regional Service Commission, as the case may be.

"Type 1 Subdivision" means a Subdivision of land that does not involve the construction or extension of a Street or Land for Public Purposes.

"Type 2 Subdivision" means a Subdivision of land that does involve the construction or extension of a Street (or other access), or Land for Public Purposes.

"Width" means, in relation to a lot,

- i. where the side lot lines are parallel, the distance measured across the lot right angles to such lines, or
- ii. if the side lot lines are not parallel, lot width is the horizontal distance between the side lot lines measured parallel to the front lot line at the minimum front or flankage yard setback as required by the applicable provisions of the Zoning By-Law.

"Zoning By-law" means the Zoning By-law of the Town of St. Stephen and its amendments thereto.

## **2. Purpose**

**2.1** The purpose of this By-law is to provide for regulation of the subdividing of land in the Town of St. Stephen.

### **3. Streets**

**3.1** In a subdivision, unless otherwise stipulated by Council,

- (a) arterial streets shall have a width of 20 metres;
- (b) collector streets shall have a minimum width of 20 metres;
- (c) local streets shall have a width of 20 metres;
- (d) a cul-de-sac shall not exceed 200 metres in length, and shall terminate with a circular area having a radius of 18 metres; and,
- (e) no street may have a gradient in excess of 8 percent.

**3.2** Where entry will be gained to a subdivision by means of an existing street or other access, by whomever owned, the person seeking approval of the plan of such subdivision shall make provision to bring the existing access to the same standard as is required for streets within the proposed subdivision, with the full cost to be borne by the person seeking approval of the plan unless otherwise agreed by Council.

**3.3** Reserve strips abutting a street in a subdivision are prohibited, except where such strips are vested in the municipality.

**3.4** In arriving at a decision regarding a recommendation with respect to the location of streets in a proposed subdivision, the Planning Advisory Committee shall give consideration to the relationship between such location, and

- (a) the topography of the land;
- (b) the provision of lots suitable for the intended use;
- (c) street intersections and interceptions being as nearly as possible at right angles;
- (d) convenient access to the proposed subdivision and to lots within it; and,
- (e) the convenient further subdividing of the land or adjoining land.

**3.5** Names of streets in a subdivision are subject to approval of the Council.

### **4. Lots, blocks and other parcels**

**4.1** Every lot, block and other parcel of land in a subdivision shall abut a street owned by the Crown or the municipality, or such other access as may be approved by the Planning Advisory Committee for the development of land.

**4.2** The dimensions and the area of a lot in a subdivision are subject to the requirements of the Zoning By-law.

**4.3** Subject to subsection 4.4, a block in a subdivision shall be at least 128 metres

and not more than 311 metres long, and shall have a depth of not less than two lots.

**4.4** Where a proposed subdivision contains a series of crescents and cul-de-sacs, a block may exceed 311 metres in length if pedestrian walkways are provided for access or circulation to schools, libraries, playgrounds or other such facilities.

## **5. Land for public purposes**

**5.1** Subject to this section, as a condition of approval of a subdivision plan, land in the amount of eight (8) percent of the area of the proposed subdivision exclusive of streets intended to be publicly-owned, at such location as may be recommended by the Planning Advisory Committee or otherwise approved by Council, is to be set aside as land for public purposes and brought to street elevation, and so indicated on the plan.

**5.2** Council may require, in lieu of land set aside under section 5.1, a sum of money to be paid to the municipality in the amount of eight (8) percent of the market value of the land in the proposed subdivision at the time of submission for approval of the subdivision plan exclusive of streets intended to be publicly-owned.

**5.3** Nothing in this section shall affect the ability of the applicant and the Town of St. Stephen to enter into an agreement providing for the setting aside of part land and part cash-in-lieu, provided that the aggregate value to the Town shall not be less than that provided in subsections 5.1 or 5.2.

**5.4** Notwithstanding anything contained in this by-law, subsections 5.1, 5.2, and 5.3 do not apply:

- (a) in the case of a parcel of land that is being created for the purpose of being added to and forming part of an adjoining parcel;
- (b) in the case of a subdivision plan that involves the assembly of land for future subdivision;
- (c) in the case of a lot that is being created to accommodate a useable main building, provided such building existed prior to this by-law coming into force;
- (d) in the case of a lot that is being created which abuts a publicly-owned street that on the coming into force of this by-law was paved and had water and sewer facilities installed therein;
- (e) in the case of a lot that is being created for the purpose of being conveyed to the Town of St. Stephen.

**5.5** Where, as a condition of approval of a subdivision plan, land has been set aside under subsections 5.1, 5.2 or 5.3, no further setting aside of land for public purposes or payment of additional sums shall be required as a condition of approval of any further or other subdividing of the land with respect to which the land has been set aside or sum paid.

## **6. Municipal facilities**

**6.1** Where a developer proposes to subdivide land in such manner that pursuant to section 4 a street is required to be provided, or in such location that municipal water or sewer facilities or both are required to be provided, the Development Officer shall not approve a subdivision plan unless, in the opinion of the Council,

- (a) the Council will be able in the near future to provide the proposed subdivision with streets, water and sewer lines, light, recreational areas or other facilities required by the by-law for that subdivision, or the person proposing the subdivision has made satisfactory arrangements for providing the facilities; and,
- (b) the person proposing the subdivision has made satisfactory arrangements to enter into an agreement with the Council that is binding on his or her heirs, successors and assigns to comply with a provision under paragraph (a); and,
  - (i) deposits with the Town of St. Stephen a sum sufficient to cover the cost with respect to facilities that the by-law requires him or her to pay under subsection 7.2, or
  - (ii) deliver to the Town of St. Stephen a performance bond acceptable to the Council in an amount sufficient to cover the cost referred to in clause (i) in accordance with subsection 7.5(d).

## **7. Responsibilities of the subdivider**

**7.1** The developer shall submit a tentative subdivision plan to the Development Officer who will process it, and if it is approved, will instruct the person who is subdividing to hire a surveyor to draw up a final subdivision plan.

**7.2** The construction of streets shall be asphalt. The developer who is subdividing is responsible for the entire cost of construction of streets and services within the subdivision, and engineering inspection services when so determined by the Council.

**7.3** If there are new streets, water lines, sanitary sewers or storm sewers involved, plans and profiles of these facilities must be developed by a Professional Engineer and delivered to the Director of Operations for his or her perusal, comments and final approval, and delivery of "Record Drawings" to the Director of Operations when the sanitary sewer video inspection and waterline pressure test reports have been completed.

**7.4** Except for Type I subdivisions, new utilities such as hydro, fiberoptic, cable and telephone shall be buried in underground ducting and designed to the satisfaction of the Director of Operations.

**7.5** Pursuant to section 88 of the *Community Planning Act*, Council shall not approve

a subdivision plan until the following steps have been taken:

- (a) that the Planning Advisory Committee has first recommended to the Council the location of the streets, or the land for public purposes, or both, as the case may be, within the proposed subdivision;
- (b) that the Director of Operations has approved the plans and profiles for the installation of streets and services and has also approved the materials and types of appurtenances to be installed within the subdivision;
- (c) that pursuant to Regulation 82-126 under the *Clean Environment Act*, the Department of Environment and Local Government has approved the plans and profiles for the installation of water lines, gate valves, hydrants, storm sewers, catch basins, sanitary sewers, lift stations and manholes, and a copy of the certificate of approval to construct has been delivered to the Director of Operations;
- (d) if required by an agreement under subsection 6.1(b)(ii), that the developer makes a deposit with the Clerk for sufficient money, bonds or securities to cover fifty (50) percent of the cost for the installation and construction of all services within the subdivision and has given a performance bond to guarantee the labour and materials within the subdivision for a period of twelve (12) months after the date of final inspection and acceptance by the Town of these services; and,
- (e) that Council reserves the right to ask for a videotape inspection of any part of the underground system if deemed necessary by the Town of St. Stephen's Public Works Department.

## **8. Conditions precluding approval of a subdivision plan**

**8.1** The Development Officer shall not approve a subdivision plan if, in his or her opinion, and in the opinion of the Planning Advisory Committee,

- (a) the land is not suited to the purpose for which it is intended or may not reasonably be expected to be used for that purpose within a reasonable time after the plan is approved; or
- (b) the proposed manner of subdividing will prejudice the possibility of further subdividing the land or the convenient subdividing of adjoining land.

## **9. Enforcement**

**9.1** Where a development is undertaken in contravention of this by-law or any of the

terms and conditions imposed pursuant thereto, a person authorized by Council may order,

- (a) cessation of the development,
- (b) alteration of such development so as to remove the contravention,
- (c) the doing of anything required restoring the land, building, or structure to its condition immediately prior to the undertaking of such development, or
- (d) the payment of costs recoverable by the municipality under the terms of this by-law.

**9.2** For the purposes of enforcement, a person authorized by Council shall act in accordance with sections 134 and 135 of the *Community Planning Act*.

## **10. Fees**

**10.1** A person who applies to a development officer for approval of a tentative plan shall pay the following fee:

- (a) for a type 1 subdivision (abuts an existing street), \$200 plus \$25 for each lot in the subdivision;
- (b) for a type 2 subdivision (access off a new street or other access), \$500 plus \$50 for each lot in the subdivision; or,
- (c) for a subdivision re-application administration fee, \$100.

## **11. Repeal provision**

**11.1** By-law No. L-4, Subdivision By-law, adopted by Town Council on April 16, 2012, is hereby repealed.

**11.2** The repeal of By-law No. L-4, A Subdivision By-law, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or 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.





TOWN OF ST STEPHEN

BY-LAW NO. L-12

**A BY-LAW TO REGULATE THE DELIVERY OF FLYERS**

**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. Definitions**

(1) In this by-law,

“Town” shall refer to the Town of St. Stephen;

“Director” means the Director of Protective Services for the Town;

“Distributor” means any person, which distributes, permits to be distributed or causes to be distributed any flyer which promotes activities outlined in section 3 of this by-law;

“Flyer” means any non-subscription based printed or written matter, and includes a circular, leaflet, pamphlet, paper, booklet, postcard, coupon, or any other printed or otherwise reproduced matter;

“Municipality” means the geographic area constituted as the Town of St. Stephen;

“Newspaper” means any newspaper or magazine of general circulation for which the occupant has paid or requested delivery;

“person” included a business company, organization or corporation and the heirs, executors, administrators or other legal representatives of a person;

“residential property” means the property or part thereof used or intended to be used for residential purposes but does not include the portion of a hotel or motel used for the purpose of lodging for the public or an apartment hotel.

**2. Application**

(1) This by-law applies to any flyer distributed within the municipality that:

- a. Advertises or otherwise promotes any merchandise, product, commodity, or thing;

- b. Directs attention to any business or mercantile or commercial establishment or other activity, for the purpose of either directly or indirectly promoting the interests thereof;
- c. Directs attention to or advertises any meeting, theatrical performance, exhibition or event of any kind for which an admission is charged for the purpose of commercial gain or profit.

### **3. General**

(1) Any owner or occupier of a residential property may post a sign or notice stating they do not wish to receive flyers.

(2) Subject to subsection (1), an owner or occupier may:

- a. Post a sign or notice provided by the Town, or
- b. Create a sign or notice to post, provided the sign or notice meets the following specifications:
  - i. Is a minimum 11cm (4.5in) wide by 12.5cm (5in) high,
  - ii. Consists of lettering that is black font on a white background, and
  - iii. Contains the phrase "NO FLYERS" in a font size of at least 38pt in a sans serif (plain) font type such as Arial.

(3) A sign or notice stating the owner or occupier does not want to receive flyers shall be posted at the entrance to the residential property in a manner such that the sign or notice is visible at the applicable locations as outlined in section 3(6).

(4) No distributor shall distribute, or cause to be distributed, a flyer at or on a residential property if a sign or notice has been posted pursuant to section 3(3).

(5) Section 3(4) of this by-law shall not apply to the following:

- a. Any election advertising material which is permitted to be transmitted or delivered pursuant to any applicable federal, provincial or municipal legislation or regulation;
- b. Newspapers delivered to paying subscribers;
- c. Community association newsletters or newspapers that do not contain flyers;

- d. Information circulars produced by federal, provincial or municipal government;
- e. Information circulars produced by a member of Town Council, a member of the New Brunswick Legislative Assembly or a member of the federal Parliament;
- f. An apartment building containing six or more units.

(6) No distributor shall distribute or cause to be distributed any flyers on residential property other than:

- a. In a mailbox;
- b. In a mail slot;
- c. In a tube or other receptacle designated for this purpose;
- d. On a doorstep.

(7) No distributor shall distribute or cause to be distributed any flyers to a residential property where the flyers have not been collected for two consecutive weeks.

#### **4. Offences**

(1) Any person who violates any provision of this by-law is guilty of an offence and is liable on conviction to a fine.

(2) The minimum fine for an offence committed under this by-law is \$140 and the maximum fine for an offence committed under this by-law is \$2,100.

(3) If an offence committed under this by-law continues for more than one day:

- a. The minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and
- b. The maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

**5. Enforcement**

- (1) The Director is responsible for the administration of this by-law.
- (2) The Director and every person duly appointed by Council as by-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this by-law.
- (3) The Director, any peace officer or by-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law, or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this by-law.

**6. Severability**

- (1) Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an order to the contrary.

**7. Effective Date**

- (1) This by-law shall be effective as of June 1<sup>st</sup>, 2020.

**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: March 23, 2020

Second Reading:

Third Reading and Enacted:

\_\_\_\_\_  
Mayor

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

TOWN OF ST. STEPHEN

BY-LAW NO. S-14

**A BY-LAW TO PROHIBIT EXCESSIVE NOISES**

**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. Definitions**

“Noise” shall refer to all noise or sound that causes a public nuisance or otherwise disturb the Town’s inhabitants.

**2. Prohibitions**

(1) No one may make, continue or cause, or allow to be made, or cause the making of noise.

**3. Exemptions**

(1) The provisions of this by-law shall not apply to:

- a. Agents, servants or employees of the Municipality in the course of their duties;
- b. Construction work between 7am and 10pm or of an emergency nature;
- c. Emergency vehicles;
- d. Vehicles utilized by the personnel and/or contractors to perform maintenance and/or construction work by or on behalf of the Town;
- e. Public transit vehicles;
- f. Church bells for religious services;
- g. Alarms sounding for not more than twenty minutes;
- h. Commercial vehicles operating on a truck route;
- i. Festivals, events and activities organized by or on behalf of the Town;
- j. Festivals and events with which the Town has concluded partnership agreements;
- k. Construction work and road improvement projects carried by or on behalf of the Town;
- l. Celebration, reception or private celebration between the hours of 7:00 a.m. and 10:00 p.m.;
- m. Snow removal; and
- n. Athletic and recreational activities held in green and public areas between 7:00 a.m. and 11:00 p.m.

**4. Application to make noise:**

- (1) Subject to subsections 4(2), 4(3), 4(4), and 4(5), applications may be made to the Council in order to allow the making of noises otherwise prohibited hereunder for a special event. The application must be made in writing to the Clerk not less than thirty (30) days prior to the date on which the special event is to be held.
- (2) Prior to making an application to Council, the applicant must advise in written format, residents living within 200m of the noise source of their application for exemption. Such notice must include a copy of the application.
- (3) The application to Council must be accompanied by a written statement from the applicant, attesting that they have advised the residents in accordance with subsection 4(2).
- (4) A resident who was advised as per subsection 4(2) may submit his written comments to the Clerk no later than the Thursday preceding the date on which Council will address the application pursuant to subsection 4(1).
- (5) Council may attach any terms and conditions it considers appropriate for an approval given under subsection 4(1).

**5. Offences and Penalties**

- (1) An individual who violates any provision of this by-law is guilty of an offence and is liable on conviction to a minimum fine of one hundred and fifty dollars (\$150.00), and a maximum fine of seven hundred and fifty dollars (\$750.00).
- (2) A corporation who violates any provision of this by-law is guilty of an offence and is liable on conviction to a minimum fine of three hundred dollars (\$300.00), and a maximum fine of one thousand and five hundred dollars (\$1,500.00).

**6. Repeal**

By-Law No. S-1 entitled *A By-law Respecting Disturbance by Noise*, adopted on the 7<sup>th</sup> day of July, 2010, is hereby repealed.

**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: March 23, 2020

Second Reading:

Third Reading and Enacted:

\_\_\_\_\_  
Mayor

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



TOWN OF ST. STEPHEN

BY-LAW NO. A-15

**A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN POWERS TO THE  
CHIEF ADMINISTRATIVE OFFICER**

**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. PREAMBLE:**

Pursuant to the *Local Governance Act*, no contract, instrument or other document to which a local government is a party has any force or effect unless it is sealed with the corporate seal of the local government and signed by the Mayor and Clerk.

Further, pursuant to Section 9 of the *Local Governance Act*, a council may, by by-law, delegate any of its powers, duties or functions to an officer of the local government.

As the Town of St. Stephen enters into many contracts each year, for a wide range of goods and services, including small operational items (e.g., cellular phones) and large capital projects. Generally speaking, it is recognized that a municipality may only act through its council. However, it is also recognized that some contracts are of such a routine, day to day nature, and fall within spending authorities approved by Council, that approval to enter into such contracts should not require the attention and approval of Council.

Through this by-law, the Town of St. Stephen Council wishes to delegate some power to approve certain contracts to the Chief Administrative Officer, who may delegate such authority as he/she deems appropriate. This policy further serves to clarify the proper approvals and authorities required to enter into a contract on behalf of the Town of St. Stephen.

**2. PURPOSE:**

The purpose of this policy is to:

- Specify the signing authority required for various types of contracts which may be entered into on behalf of the Town;
- Specify which types of contracts require approval of Council; and
- Specify which types of contracts require legal review prior to execution.

**3. APPLICATION:**

This policy applies to all contracts to which the Town is a party including, but not limited to, contracts involving the Town's departments, operating units, and/or unincorporated entities.

This policy shall not apply to:

- Cheques and other banking instruments;
- Applications for funding or other in-kind assistance from other levels of government or other organizations;

**4. DEFINITIONS:**

In this by-law,

“Contract” means any written agreement, deed or other document which creates an obligation or which may be binding upon the Town of St. Stephen;

“Council” means the duly elected Council for the Town of St. Stephen;

“Signing Authority” means an individual with authority to execute a contract on behalf of the Town of St. Stephen.

**5. AUTHORITIES:**

No member of Town administration is authorized to enter into any contract on behalf of the Town unless authority to do so has been provided for in this policy, in another policy or by-law, or by resolution of Council.

**1) Execution of Contracts**

- a) All contracts shall be sealed with the corporate seal of the Town, and signed by the Mayor and Clerk.
- b) “The Town of St. Stephen” is the legal entity which must be listed as a party on all contracts entered into on behalf of the Town. Internal departments (St. Stephen Fire Department, Garcelon Civic Center, etc.) are not permitted to enter into contracts in their own names.

## 2) Council Approval of Contracts

- a) Subject to (b), approval to enter into a contract on behalf of the Town shall require authorization of Council.
  
- b) Council hereby delegates approval of the following types of contracts to the Chief Administrative Officer, who may sub-delegate such approval authority as deemed appropriate at his/her sole discretion:
  - i) Facility rental agreements;
  
  - ii) Awarding of contracts for the purchase of goods or services through any procurement method, within the spending authorities below the level Council has established under the Town's Purchasing Policy, and provided that such purchases are in compliance with the Purchasing Policy; and
  
  - iii) Lease or rental agreements for equipment or vehicles.
  
- c) Despite (b),
  - i) Any agreement for the acquisition or disposition of land shall always require Council authorization via by-law or resolution, regardless of value;
  
  - ii) Any contract may be brought forward to Council for approval when deemed by the Chief Administrative Officer to be in the best interests of the Town; and
  
  - iii) Any contract prescribed by legislation to be made by Council shall only be approved by Council.

## 3) Legal Review

- a) The Chief Administrative Officer shall establish administrative protocols which establish criteria which will determine whether a contract requires review. In establishing such administrative protocols, the Chief Administrative Officer shall take into consideration:
  - i) Financial obligations on the Town;
  - ii) Level of risk to the Town;
  - iii) Whether the contract is of a routine nature;

