



Municipal District of St. Stephen Committee of the Whole  
AGENDA

Wednesday, March 13, 2024, 6:15 p.m.  
Moosehead Room at the Garcelon Civic Center

Pages

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<b>A. CALL TO ORDER</b>	
<b>B. FIRST NATION RECOGNITION</b>	
Before we begin, I would like to respectfully acknowledge that we are gathered today on the ancestral, unceded territory of the Peskotomuhkati [Pes-ko-te-muh-ka-ti] people.	
<b>C. APPROVAL OF THE AGENDA</b>	
<u>Proposed Resolution:</u> <b>THAT</b> the Agenda for the Committee of the Whole Meeting of MARCH 13, 2024, be approved.	
<b>D. DISCLOSURE OF CONFLICT OF INTEREST</b>	
<b>E. ADOPTION OF MINUTES</b>	2
<u>Proposed Resolution:</u> <b>THAT</b> the Minutes of the Committee of the Whole Meeting held FEBRUARY 15, 2024, be approved as presented.	
<b>F. NEW BUSINESS</b>	
1. <u>Minimum Property Standards Committee Update</u>	7
2. <u>Conserve the Court/World's Oldest Basketball Court Update</u> Monthly update, if any, to be provided by Councillor Hyslop.	
3. <u>Wishing Well Proposal</u>	10
4. <u>Draft Amendment to Council Procedure Bylaw 05-2023</u>	11
5. <u>Gateway Park - Welcome Site Proposal</u>	12
6. <u>Financial Services Review - RFP Deliverables</u>	15
7. <u>Purple Day Proclamation</u>	18
<b>G. ADJOURNMENT</b>	
<u>Proposed Resolution:</u> <b>THAT</b> the meeting be adjourned at ____ p.m.	



**MUNICIPAL DISTRICT OF ST. STEPHEN  
COMMITTEE OF THE WHOLE MINUTES**

**February 15, 2024, 6:00 p.m.  
Moosehead Room at the Garcelon Civic Center**

Members Present: Mayor A. MacEachern, Deputy Mayor G. Wheaton, Councillor M. Harding, Councillor D. Hyslop, Councillor J. Wright, Councillor W. Greenlaw, Councillor E. Eastman

Members Absent: Councillor B. Cornish, Councillor E. Rodas

Staff Present: J. Renaud, CAO/Town Clerk, K. Sumner, Director of Community Services, Celeste Caswell, Executive Assistant

Staff Absent: T. Tozer, Director of Corporate Services, S. Morton, Deputy CAO

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**A. CALL TO ORDER**

Mayor MacEachern called the meeting to order.

**B. FIRST NATION RECOGNITION**

**C. APPROVAL OF THE AGENDA**

**RES. NO. CW-5/24**

**Moved by** Councillor Harding

**Seconded by** Councillor Eastman

**That** the Agenda for the Committee of the Whole Meeting on FEBRUARY 15, 2024, be approved.

**MOTION CARRIED**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

None.

**E. ADOPTION OF MINUTES**

**RES. NO. CW-6/24**

**Moved by** Councillor Wright

**Seconded by** Deputy Mayor Wheaton

**That** the Minutes of the Committee of the Whole Meeting held JANUARY 17, 2024, be approved as presented.

**MOTION CARRIED**

**F. STRATEGIC INITIATIVES UPDATE**

N/A

**G. NEW BUSINESS**

**1. Accounts Receivable Write-Off Policy**

CAO presents draft Policy to Council. To set various levels of authority - see on first page of the policy.

Bad debt is an accounting transaction - the debt will still exist and can still be collected. Must pay off old debt before any new accounts are created.

Staff has reviewed and some adjustments have been made to last draft.

There will be regular reporting to Council on written off accounts; policy states semi-annual reporting but could do more frequently in first year.

Question on why waiting 60 days for verbal communication to the customer? Suggestion to change to 30 days instead.

Main source of the write offs would be outstanding water bill debts.

**2. Weather Station Licence Agreement**

This was presented previously to Council and has addressed the concerns discussed; this is just a renewal of the existing agreement as it is written.

Under CAO Bylaw, the CAO has authority to sign but wanted consent of Council as well.

Council agrees.

**3. Potential Amendments to Bylaw 05-23, being the Council Procedural Bylaw**

CAO advised there are two items pertaining to same bylaw.

First question is on Recording Votes: recommendation is to leave "as is" - *Local Governance Act* requirement is clear that anyone can ask for a recorded vote at the time of the meeting for each individual vote.

Escribe has a digital voting feature that can record votes or can see visually on the video as well.

Next item is on the Annual Deputy Mayor election: could amend if Committee chooses to make a change.

Discussion regarding option of urban v. rural mixture for Mayor and Deputy Mayor going forward. Would like to see for the full term still.

Some disagreement with urban v. rural as person could move mid-term; best to vote for the person vs. where they reside. Also, would like to see two-year term minimum.

Question about open vote - if that's possible to change. No secret ballot procedure allowed in the *Act*.

Question on how the number of members of Council is decided. Confirmed it is set by bylaw and is possible to change by Council.

Will need to bring this back to a Council meeting. Council agrees to change it to having vote for Deputy Mayor every two years. There is no agreement on the urban v. rural consideration at this time. CAO will draft for first reading with two-year term then debate further at first reading.

**4. Road Condition Assessment - Offer of Service**

CAO presentation. First step of road infrastructure work requested at budget is to conduct a Road Condition Assessment. Timeline and cost is included for this assessment being completed between April and July. We have a Master Services agreement that allows CAO to sign for this to proceed. CAO recommends proceeding with this work. It is technical work that cannot be done in house. Their equipment views the infrastructure under the pavement. This study will only review the former Town of St. Stephen roads including Milltown Blvd. and King Street. Might look to review rural roads/highways in the future.

## 5. Council Grants Program

CAO presents draft of a Grants Program policy with process on how to process Council Grants moving forward. This month administration will review current requests outside of this policy. Policy would go into effect for 2025. Need to be mindful about funding normal operating costs from grant requests. Looking for feedback from Council.

Comment on exclusion of "Cemetery Boards" on first page. Might want to say "operational funding" as the exclusion instead of a specific board being excluded. Wants to review / caution with exclusions.

Question on accountability - how do we prove it was spent on what they requested. Could possibly use a funding agreement for that; maybe set a specific grant level for those requests.

Ineligible: does that preclude the donations? For those that are regular charitable donations should go under a separate budget item.

Will do some more work on this and bring it back for more discussion.

## 6. Fee Waiver / Reduction Request Policy

These types of requests should be expensed from somewhere - Community Grants for now but would like to create a system to separate it away and have their own category going forward if this policy were to be approved by Council.

Council in agreement with that.

## H. MOTION TO MOVE TO CLOSED SESSION

### RES. NO. CW-7/24

**Moved by** Councillor Harding

**Seconded by** Councillor Wright

**That** pursuant to section 68(1) of the Local Governance Act, Council move to a closed session for the purpose of discussing:

**MOTION CARRIED**

## 1. Negotiation of Agreement

**I. ADJOURNMENT**

**RES. NO. CW-8/24**

**Moved by** Councillor Wright

**Seconded by** Councillor Harding

**THAT** the meeting be adjourned at 7:15 p.m.

**MOTION CARRIED**

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Mayor

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Clerk



## **Municipal District of St. Stephen INFORMATIONAL REPORT Report:**

**To: CAO Jeff Renaud**  
**From: Director of Protective Services Sean Morton**  
**Resource Staff: Councilor Wright, Councilor Harding**  
**Date of Meeting: March 13, 2024**  
**Subject: Minimum Residential Property Standards Committee**

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**Recommendation: That Committee of the Whole accept this report for informational purposes.**

The following is an overview of the bylaws/regulations related to property standards as they pertain to property status, and the agencies of jurisdiction . This is not a complete listing but does touch on the most relevant aspects.

### **New Construction**

Zoning Bylaw (Development Permit) – Regional Service Commission  
National Building Code (Building Bylaw/Building Permit) – Building Inspector  
Technical Inspections (depending on occupancy type) - Office of Fire Marshal

### **Occupied Property**

Fire Prevention Inspections/Fire prevention Act – Office of Fire Marshal/Fire Chief  
Minimum Property Standards Bylaw – Discretionary Municipal Bylaw (May have, not shall have)  
– Building Inspector/Bylaw Enforcement Officer  
Health violations – Dept. of Health  
Dangerous and Unsightly Premises – Building Inspector

### **Vacant Properties**

Dangerous and Unsightly Premises – Building Inspector

## Notes

Dangerous and Unsightly is prescribed legislation from the province that has very strict application process. Only applies to specific situations laid out in legislation from GNB. Can be applied to either occupied or vacant properties.

Minimum Property Standards can apply to life safety/living conditions related to occupied residential properties. These sections are designed to protect tenants of rental properties, so it does not generally apply to vacant properties. Vacant buildings are dealt with using Dangerous and Unsightly if they meet the strict criteria. If they are secure and at no eminent risk to the public, the building itself does not typically qualify as Dangerous and Unsightly. Certain types of refuse within yard space can qualify for clean up at these sites, despite the building being off limits.

Minimum Property Standards can also apply to “cosmetic” issues such as paint, landscaping, etc and are typically referenced by neighbours or other citizens who disapprove of the appearance of a property. These sections can be subjective and tougher to enforce, for example, when is a building’s paint deemed unfit? From the standpoint of the Protective Services department, we shouldn’t care what color or how well an outside step is painted, but we should be concerned whether it might collapse, in our opinion.

Long grass/weeds are not covered under Dangerous and Unsightly regulations. It can be dealt with under Minimum Residential Standards for occupied properties, but that doesn’t work so well for vacant property, as the use of this bylaw in protection of tenants that do not exist is not sensible. An alternative to deal with long grass/weeds for vacant properties is to have a bylaw specific to this situation.

## Recommendations

I have found that communities that chose to have minimum property standards bylaws typically adopt in whole or in part Regulation 84-86 under the Municipalities Act. The Town of St. Stephen had adopted 84-86 in whole, but it was rescinded early last year at the recommendation of staff because we were unprepared to carry out the prescribed requirements in the bylaw. The powers granted were very onerous in terms of scope and staff did not feel we had the bandwidth to carry it out. This type of power may not be very popular with landlords if tenants use it to complain about living conditions within their rental space. Also, there are sections of 84-86 that can be covered more effectively under other legislation, such as garbage bylaw, building bylaw, dangerous and unsightly, etc.

That being said, it is important that **tenants** have some level of protection when dealing with landlords when it comes to living conditions. So, it could be due diligence to adopt a Minimum Property Standards Bylaw with only life safety sections of 84-86 being adopted, to cover the basic needs of tenants without being too onerous on landlords and limiting the amount of interaction Enforcement is required to undertake. Protective Services would recommend an emphasis on safety aspects while disregarding, for the most part, cosmetic aspects.

I have found two examples in NB where long grass is dealt with in its own bylaw. In both cases it is for vacant properties and limits grass and weeds to 0.2m (8 inches), between June and October. This can be imposed on the whole property or in part, such as front and flankage yards. The two examples I found



do not require “manicured” lawns but do have the ability to force owners to at least knock it down on a couple of occasions over the summer. This will not take care of the cosmetic aspects of long grass but may address the safety aspect of it. From an enforcement standpoint, this would be much simpler than trying to have everyone meet a 3” requirement, for example. The June to October timeline would suit the environmentalists and “No Mow May” enthusiasts. Adopt a Long Grass Bylaw to apply to all properties, vacant and occupied.

In summary, it is the recommendation of the Protective Services division to adopt bylaws (Minimum Property Standards and Long Grass/Weeds) that emphasize the enforcement of life safety issues while avoiding the grey areas associated with getting into the weeds of cosmetic aspects.

## Municipal District of St. Stephen INFORMATIONAL REPORT Report: March 2024

To: Jeff Renaud, Chief Administrative Officer  
From: Kev Sumner, Director of Community Services  
Resource Staff:  
Date of Meeting: March 13, 2024  
Subject: Community Services – March 2024

**Recommendation: That Council Accept this report for informational purposes.**

### **Background**

MDSS administration was approached by the Rotary Club volunteers in St. Stephen to ask if they could install their own charity coin funnel (see the example in the photo below). We evaluated the pros/cons of a community group having their own fundraising option in the Garcelon Civic Center (GCC). We felt that in the spirit of fairness to the community we could



install our own charity/donation option and offering the various community groups, charities, or non-profits in the MDSS the opportunity to receive the donations for one month during the 7-month winter season (between September and March) this is the busiest time at the GCC and will provide the biggest donations.

If approved, then the plan would be that any group that would like to apply if they meet the criteria we need. We have yet to develop the criteria for the fundraising option, but we wanted to share this proposal with Council to determine their thoughts on the proposal.

### **Pros for installation**

- Community Groups could apply for one month's donations, which helps with their fundraising goals as it is one of the busiest buildings in Charlotte County.
- Having their group's donations posted in the GCC would help bring attention to their organization.
- Several groups can apply for the donations rather than having just one have exclusivity or having multiple fundraising options throughout the GCC.
- Our security cameras can monitor the chosen location.

### **Cons for installation**

- Theft or vandalism would be a concern as these funnels can hold hundreds of dollars.
- Time needed to develop a policy and administer the monthly operation of the fundraising.



INFORMATIONAL REPORT  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
Procedural Bylaw Amendment: Deputy Mayor  
March 2024



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**RECOMMENDATION:** That Committee reviews and provides feedback on the draft amendments.

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**BACKGROUND**

COTW has previously requested that administration prepare a draft bylaw which, if passed by Council, would amend the provisions of the Council Procedural Bylaw pertaining to the election of the Deputy Mayor.

During the previous discussion it was determined that the draft bylaw should establish a two-year term for the position of Deputy Mayor.

**AMENDED BYLAW PROVISIONS (DRAFT)**

**Designation of Member to act in place of the Mayor**

11. (1) At the first meeting of Council following a General Election, or in the event of a vacancy in the position, Council shall select a Member to serve as Deputy Mayor. The Deputy Mayor shall act in the place of the Mayor when the Mayor is absent or otherwise unable to act.
- (2) A Member selected under subsection (1) above shall serve in the capacity of Deputy Mayor for a renewable 2 year term.
- (2) If both the Mayor and Deputy Mayor are absent or otherwise unable to act, a Member shall be selected in accordance with the Local Governance Act.
- (3) Further to subsections (1) and (2), in the event that the Office of Mayor becomes vacant, the Council may designate a Member as Acting Mayor and such Acting Mayor shall continue in office until such time as another Mayor is elected or otherwise appointed.
- (4) Any Member designated under subsections (1) to (3) above have the same powers and duties of the Mayor while serving on behalf of the Mayor.



March 5, 2024

Municipal District of St. Stephen  
22 Budd Avenue  
St. Stephen, NB  
E3L 1E9

Attention: Mr. Jeff Renaud  
Chief Administrative Officer and Development Officer

Offer of Services – Border Crossing Welcome Site

Dillon Consulting Limited (Dillon) is pleased to submit this Offer of Services for the proposed Border Crossing Welcome Site project located at Milltown Boulevard and Main Street. In general, the scope of the project will include a concept for the renewal of the existing parkette space, including an order of magnitude cost estimate.

The concept plan will include integrating a 14'x16' visitor information center (provided by the Client) and washroom facility with provision for a parking space for staff or maintenance vehicle; removal of the existing covered bridge structure; and integration of other site elements to be considered, including a "Welcome" sign, planting bed locations for horticultural displays and a pathway connection to the existing Cenotaph. The concept plan will address overall site circulation, seating options and general site layout of the programming elements. Precedent imagery of design elements such as paving, lighting, and planting may be included to help convey the design inspiration.

## Proposed Scope, Fees & Schedule

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Dillon's Landscape Architecture team led by Kate Preston, will lead the conceptual design, with design and graphic support by Kenric Tsui. Dillon's engineering and facilities staff will provide input into the design requirements of the washroom facility, as needed. In respect of the overall project scope described above, our understanding of the scope of professional services required is outlined as follows:

### Phase 1: Data Compilation

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- Project management and administration;
- Project start-up meeting with the Client to confirm needs and priorities to inform concept development in Phase 2;
- Utilizing GeoNB to gather all appropriate geographical base mapping; and
- Prepare AutoCAD base file of existing conditions.

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## Phase 2: Concept Development

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- Develop and submit two (2) preliminary concepts (hand sketches) for Client review and associated order of magnitude cost estimates;
- Review concepts with engineering and facilities team to understand and confirm servicing requirements for washroom facility;
- Based on client feedback, prepare a final concept consisting of either concept alternative or hybrid of the two, including a final order of magnitude cost estimate;
- Submission of final concept design and order of magnitude costing; and
- Virtual presentation of the two (2) preliminary concepts to Client by Landscape Architectural team.

## Schedule

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Work is expected to commence within two weeks of acceptance of this Offer of Services. We anticipate that Phase 1 can be completed within one week and Phase 2 can be completed within three weeks; however, this target date can be negotiated.

## Exclusions

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The services outlined above do not include (if required):

1. Structural engineering;
2. Geotechnical engineering;
3. Arborist reporting and tree assessment;
4. Irrigation design;
5. Design of the washroom facility; and
6. Planting plan, grading plan or a detailed layout plan.

## Design Fees

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We propose a lump sum fee for conceptual design (Phase 1 and 2) of \$9,800, excluding HST.



The overall fee breakdown is below:

Phase Description	Fee
Phase 1: Data Compilation	\$1,315.00
Phase 2: Concept Development	\$8,485.00
Total:	\$9,800.00, plus HST

## Closing

These services will be governed by the Master Services Agreement between Dillon Consulting Limited and the Municipal District of St. Stephen dated March 17, 2021. Upon review and acceptance, please provide your written confirmation to proceed.

If you have any questions, please feel free to contact me at your convenience.

Yours truly,

DILLON CONSULTING LIMITED

Kate Preston, OALA, CSLA  
Associate

KP:lmk

cc: Tim Tozer – Municipal District of St. Stephen  
Kev Sumner – Municipal District of St. Stephen  
Rory Pickard, P.Eng. – Dillon Consulting Limited

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INFORMATIONAL REPORT  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
Financial Services Review—RFP Deliverables  
March 2024



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**RECOMMENDATION:** That Committee provides administration with its feedback on the proposed RFP Deliverables.

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**BACKGROUND**

The Treasurer and CAO have, on a number of occasions discussed the challenges currently being faced by our finance department. During our conversations it was agreed that a Third-Party review of the practices employed by the department could yield findings and recommendations that could modernize and increase the efficiency of the department moving forward.

During the Council strategic plan session, Council also identified a desire to improve the efficiency and effectiveness of the finance department. During the session the concept of a Third-Party review was also considered as a “tactic” to achieve this objective.

**PROPOSED PROJECT**

In order to maximize the potential results from such a review, it will be important that the final report from the Consultant on this project be received prior to our budgetary processes for the 2025 municipal budget. This would allow for the identification of necessary funds for implementation of any proposed actions.

In an effort to initiate this project, I have prepared the draft project deliverables for a Request for Proposals document that would, if Council approves the project to proceed, be utilized to solicit proposals from qualified vendors to undertake this work.

## **APPENDIX D – RFP PARTICULARS**

### **A. THE DELIVERABLES**

#### **1. General Requirements**

##### **Objectives:**

The objectives of this Project are to perform a modernization review of the Recipient's financial processes.

The Proponent will:

- Conduct a review of the current financial management and practices of the Municipal District of St. Stephen and any prior years found relevant.
- Perform a comprehensive review of existing financial software and operational processes with a focus on achieving greater efficiency, reducing operating costs, and establishing long-term sustainability. The review will also suggest opportunities for improvement and best practices.
- Perform a departmental review of existing culture, structures, roles and responsibilities of the finance department with a goal of modernizing administrative processes and practices.
- Provide an implementation plan, including budgetary requirements to achieve desired results.



**Requirement:**

The Proponent will work with municipal staff and council members. The municipality will provide its full cooperation and access to staff, council members and financial records for the purposes of the financial management and practices review.

**Deliverables:****Consultant's Report**

1. The report will summarize the Consultant's findings and identify specific, actionable recommendations and alternative solutions for cost-effective software enhancements.
2. Analysis of existing and future technological needs and best use of new and existing software platforms.
3. The Consultant shall review project findings, draft reports and proposed recommendations with the Clerk Administrator and the Treasurer and others as deemed appropriate on or before [INSERT DATE].
4. The Consultant shall appear, if needed, before Council on [INSERT DATE] to present the final draft report of discovery and recommendations.
5. The Proponent will submit the Consultant's Final Report, to the Chief Administrative Officer no later than [INSERT DATE]



Dear Municipalities,

The Epilepsy Association of the Maritimes (EAM), and Purple Day, are reaching out to all three Maritime Provinces to support Purple Day on March 26<sup>th</sup>. Many have participated in the past and we are hoping this year, all Municipalities, Towns, and Cities participate.

Cassidy Megan created Purple Day in 2008, motivated by her struggles with epilepsy. Cassidy's goal is to get people talking about epilepsy to dispel myths and inform those with seizures that they are not alone. The Epilepsy Association of The Maritimes came on board in 2008 to help develop Cassidy's idea which is now known as Purple Day.

We are asking every municipality to participate in Epilepsy Awareness Month this March, to show support for your community members who live with epilepsy. We can provide purple ribbons for all council members to wear on Purple Day and throughout epilepsy awareness month. By participating in our initiative, you're helping to reduce stigma and spread awareness.

EAM has been providing education, programming, and support for persons living with epilepsy and their families in the Maritime Provinces for over 40 years. We provide education, support, advocacy, and navigation for those living with epilepsy, their families, and our communities.

Contact us to arrange receiving ribbons and check out some of our attached resources that could be of value to your community. We have attached a copy of our proclamation for Purple Day, in English and French. We would be delighted to share photos from these meetings. The proclamation is read in the House of Commons, and many other cities and towns throughout the Maritimes and across the country.

Thank you for your time! We look forward to hearing from you about receiving ribbons and seeing pictures from your council meetings!

Kindest regards,

Angela McCarthy  
Chair, Fundraising  
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## Purple Day Proclamation 2024

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

**Now, therefore, I do hereby proclaim March 26, 2024, “[Purple Day](#)”, in an effort to raise awareness of epilepsy in Canada.**

**Signed** \_\_\_\_\_