



**Municipal District of St. Stephen Council  
AGENDA**

**Wednesday, March 26, 2025, 6:00 p.m.  
Moosehead Room at the Garcelon Civic Center**

**Pages**

- 
- A. CALL TO ORDER**
- B. FIRST NATION RECOGNITION**  
Before we begin, I would like to respectfully acknowledge that we are gathered today on the ancestral, unceded territory of the Peskotomuhkati people.
- C. APPROVAL OF THE AGENDA**  
Proposed Resolution:  
**That** the Agenda for the Regular Council Meeting of MARCH 26, 2025, be approved with the addition of the of the following late agenda item:  
  
Requests for Decisions:  
  
h. 18 Marks Street
- D. DISCLOSURE OF CONFLICT OF INTEREST**
- E. PUBLIC AND STATUTORY HEARINGS**  
  
1. Public Presentation of proposed new Municipal Plan By-law No. M-4 5  
Proposed Resolution:  
**That** the presentation of the proposed new Municipal Plan By-law No. M-4 be acknowledged and received for information.
- F. ADOPTION OF MINUTES**  
  
1. Regular Council Meeting 66  
Proposed Resolution:  
**That** the Minutes of the Regular Council Meeting held on FEBRUARY 26, 2025, be approved as presented.
- G. PUBLIC DELEGATIONS**  
  
1. Lydia's 3rd Annual Community Clean Up Event Presentation by Lydia 74
- H. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER** 75  
Proposed Resolution:  
**That** the Report of the Chief Administrative Officer be acknowledged and received.

**I. PUBLIC COMMENT PERIOD**

**J. REPORTS**

Proposed Resolution:

**That** the Departmental Information Reports be acknowledged and received.

- |    |                                                             |     |
|----|-------------------------------------------------------------|-----|
| 1. | <u>Deputy CAO Report</u>                                    | 94  |
| 2. | <u>Southwest NB Service Commission - MD Planning Report</u> |     |
|    | a. Monthly Planning Report                                  | 98  |
| 3. | <u>Community Services Report</u>                            | 105 |
| 4. | <u>Assistant Treasurer's Report</u>                         | 110 |
| 5. | <u>Future St. Stephen Economic Development Report</u>       | 122 |

**K. NEW BUSINESS**

- |    |                                                                                                                                                                                                             |     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. | <u>Requests for Decisions</u>                                                                                                                                                                               |     |
|    | a. Extension of Appointment to Library Board - Yvette Sawyer and Frances Megilley                                                                                                                           | 123 |
|    | <u>Proposed Resolution:</u>                                                                                                                                                                                 |     |
|    | <b>That</b> Yvette Sawyer and Frances Megilley both be re-appointed to the St. Croix Library Board for a 3-year term ending in March 2028.                                                                  |     |
|    | b. Rebranding Project Proposal                                                                                                                                                                              |     |
|    | <u>Proposed Resolution:</u>                                                                                                                                                                                 |     |
|    | <b>That</b> Council authorizes the expenditure of \$15,750 plus applicable taxes and travel disbursements as outlined in the Rebranding Project Proposal dated January 14, 2025, with Marketing on Purpose. |     |
|    | c. Medical Professional Recruitment Policy                                                                                                                                                                  | 125 |
|    | <u>Proposed Resolution:</u>                                                                                                                                                                                 |     |
|    | <b>That</b> Council approve the Medical Professional Recruitment Policy as presented.                                                                                                                       |     |
|    | d. Non-Union, Full-Time Employee Vacation Policy                                                                                                                                                            | 131 |
|    | <u>Proposed Resolution:</u>                                                                                                                                                                                 |     |
|    | <b>That</b> Council approve the Non-Union, Full-Time Employee Vacation Policy as presented.                                                                                                                 |     |
|    | e. Request to Change April Council Meeting Date                                                                                                                                                             | 133 |
|    | <u>Proposed Resolution:</u>                                                                                                                                                                                 |     |
|    | <b>That</b> Council change the date of the next Regular Council Meeting from April 23, 2025, to April 30, 2025.                                                                                             |     |

- f. 11 Milltown Blvd. (dangerous building façade) 134

Proposed Resolution:

**That Council** order the mitigation (remove, secure, or protect) of the structural collapse hazard as cited in engineering reports, resulting in the reopening of the sidewalk and parking spots in front of 11 Milltown Blvd, no later than June 1, 2025, and that all work to complete the required repairs to the structure be completed by the end of the 2025 construction season and no later than October 31, 2025.

- g. Naming of Private Drive 135

Proposed Resolution:

**That Council** approves the naming of a private drive located in Hills Point as Sea View Lane, subject to NB911 approval.

- h. 18 Marks Street 136

Proposed Resolution:

**That Council authorizes the expenditure of \$17,497.00 + HST** to McGregor Construction Ltd to undertake the demolition and clean-up of the property located at 18 Marks Street, to bring the property into bylaw compliance, upon completion of the provincial registration of the Notice to Comply with the province.

**L. CORRESPONDENCE**

Proposed Resolution:

**That** the within correspondence be acknowledged and received by Council.

1. Purple Day Proclamation 2025 promoting Epilepsy Awareness 137
2. Royal Canadian Air Force - May Day Event 139  
Scheduled for May 10, 2025.

**M. COUNCIL REPORTS**

Proposed Resolution:

**That** the Council Reports be acknowledged and received.

1. Mayor MacEachern 142
2. Deputy Mayor Wheaton 143
3. Councillor Greenlaw 144
4. Councillor Eastman 145
5. Councillor Wright 146
6. Councillor Cornish 147

**N. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

Proposed Resolution:

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

1. Potential Litigation Matter

O. **ADJOURNMENT**

Proposed Resolution:

**That** the meeting be adjourned at \_\_\_\_ p.m.



# ST. STEPHEN'S MUNICIPAL PLAN



By-law No. M-4

Municipal Plan By-law for the  
Municipal District of St. Stephen

**DRAFT**

Page 5 of 147







# PURPOSE & VISION

## Plan Purpose

The purpose of the Municipal Plan (herein “the Plan”) is to provide Council with a 10-year plan to make informed and transparent decisions on the community’s future land use and development, capital budgets, and municipal service levels. The Plan must meet minimum benchmarks set out for it under the Province’s [\*Statements of Public Interest Regulation\*](#). Those required benchmarks include protecting Municipal District of St. Stephen’s economic well-being and the natural environment through a sustainable land use and settlement pattern. The Plan should also respond to the community’s priorities as they were expressed by members of the public to Council during the plan-making process. Those main community priorities can be generally summarized by the ten issues listed below; each of these community desires are areas of focus for the Plan:

- Facilitate the development of affordable apartments and houses.
- Support industrial employers and small businesses to expand.
- Reduce costs and lower municipal fees and taxes that impede development.
- Protect water quality, natural watercourses and drinking water supplies.
- Revitalize downtown and improve its image for visitors/hotel development.
- Make parks more fun and increase year-round recreation/events for all-ages.
- Address resident homelessness in a fair and compassionate manner.
- Improve local streets and the quality of municipal infrastructure.
- Direct focus to crime prevention and unsightly/dangerous premises.
- Protect rural freedom, promote agricultural development, and support local farms.

The Plan is divided into certain categories as established under the [\*Community Planning Act\*](#). The Plan sets out Council’s policies within these categories. The policies state what Council’s general position is on matters relating to land use, infrastructure, and services. The policies frame the next part of the Plan, the proposals.

Proposals state what actions Council can take to enact its policies. The proposals may outline changes to municipal services, assets, infrastructure, local by-laws, or zoning. Council is not required to carry-out any of the proposals, but it cannot take actions that would prevent a proposal from ever being carried-out in the future. Council can instead choose to go through the public process to amend the Plan if it conflicts with a desired future policy or course of action.

There are also maps attached to the Plan which show where the Plan’s policies and proposals are meant to apply within the Municipal District of St. Stephen. Finally, there is a special capital budget and implementation schedule. The capital budget outlines approximate infrastructure costs/revenues of any proposal contemplated by the Plan. The implementation schedule outlines the timing and the key municipal departments that may be involved in carrying out a Plan proposal.

## Plan Vision

**“St. Stephen is a cherished town and beautiful countryside where families choose to settle; with a bright future built by its people, businesses, and institutions, who are driven by the community’s proud legacy, entrepreneurial spirit, and advantageous location.”**

# BY-LAW TABLE OF CONTENTS

## Municipal Plan Sections

- 1.0 By-law Title & Scope (pg. 5)
- 1.1 Development and Use of Land in the Municipality (pg. 6-13)
- 1.2 Conservation and Improvement of the Physical Environment (pg. 14-15)
- 1.3 Climate Change Adaptation and Mitigation (pg. 16-17)
- 1.4 Control and Abatement of Pollution of the Natural Environment (pg. 18-19)
- 1.5 Development of Communication, Utility and Transportation Systems (pg. 20-25)
- 1.6 Reservation and Projected Use of Land for Municipal Purposes (pg. 26-27)
- 1.7 Provision of Municipal Services and Facilities (pg. 28-43)
- 1.8 Housing, Including Affordable Housing and Rental Housing (pg. 44-47)
- 1.9 Co-ordination of Programs of the Council Relating to the Economic,  
Social and Physical Development of the Municipality (pg. 48-57)
- 1.10 Five-year Capital Improvement Plan & Implementation Measures (pg. 58-59)

Under the [\*Community Planning Act\*](#) (the “Act”), I certify that the following content meets the requirements of the Act.

---

Alex Henderson, RPP (NB), MCIP Planning Director

Co-author: Alexander Gopen, RPP (NB), MCIP

Southwest New Brunswick Service Commission



# MUNICIPAL PLAN BY-LAW

## 1.0 By-law Title & Scope

The Council of the Municipal District of St. Stephen, under the authority vested in it under the [\*Community Planning Act\*](#) makes the following Municipal Plan By-law.

1. By-law No. M-4 the Municipal District of St. Stephen Municipal Plan By-law, is hereby adopted.
2. This By-law may be cited as “St. Stephen’s Municipal Plan.”
3. This By-law applies to the Municipal District of St. Stephen local government boundaries as outlined in Subsection 68 of [\*Regulation 2022-50\*](#) under the [\*Local Governance Act\*](#).
4. This Municipal Plan By-law contains:
  - i. statements of policy with respect to section 24(5) of the [\*Community Planning Act\*](#) regarding the coordination of services and by-laws that pertain to the municipality’s development.
  - ii. proposals that is, in the opinion of the Council, advisable for the implementation of policies referred to in the Plan.
  - iii. descriptions of the measures to be taken in order to implement the Plan.
  - iv. a five-year capital budget for the physical development of the municipality.
5. For the purposes of this By-law, the zones into which the municipality is proposed to be divided as shown on Map 1, 2, and 3.
6. The following by-laws and regulations or portions of by-laws and regulations that regulate lands within the Municipal District of St. Stephen are hereby repealed and replaced:
  - i. By-law M-2, A By-Law to Adopt the Town of St. Stephen Municipal Plan, enacted on December 29, 2020, and all amendments thereto;
  - ii. St. Croix River South Planning Area Rural Plan Regulation - [\*Community Planning Act\*](#), enacted in 2021;
  - iii. St. David Planning Area Rural Plan Regulation - [\*Community Planning Act\*](#), enacted in 2009, and all amendments thereto; and,
  - iv. Dufferin Planning Area Rural Plan Regulation, enacted in 2022, - [\*Community Planning Act\*](#).
7. Notwithstanding the repeal of the St. David Planning Area Rural Plan Regulation - [\*Community Planning Act\*](#) detailed in section 6., Part A, B, and C of that Rural Plan shall remain in force with the necessary modifications to the Zoning Map of Schedule A to exclude the territory within the local government boundaries of the Municipal District of St. Stephen referred to in section 3.
8. Notwithstanding the repeal of the St. Croix River South Area Rural Plan Regulation - [\*Community Planning Act\*](#) detailed in section 6., Part A, B, and C of that Rural Plan shall remain in force with the necessary modifications to the Zoning Map of Schedule A to exclude the territory within the local government boundaries of the Municipal District of St. Stephen referred to in section 3.

READ FIRST TIME:

READ SECOND TIME:

READ THIRD TIME AND ENACTED:

---

Mayor, Allan MacEachern

---

Clerk, Jeff Renaud









# PLAN POLICIES & PROPOSALS



# 1.1 Development and Use of Land in the Municipality

## 1.1.1 Policies

### **SEPARATE URBAN AND RURAL DEVELOPMENT AREAS**

1. Council shall map the boundaries of the municipal sewer and/or water system and establish an urban service boundary (MAP 1) to separate urban development zones and rural development zones that generally correspond with the development capacity of the land.

### **EFFICIENT DEVELOPMENT AND USE OF INFRASTRUCTURE**

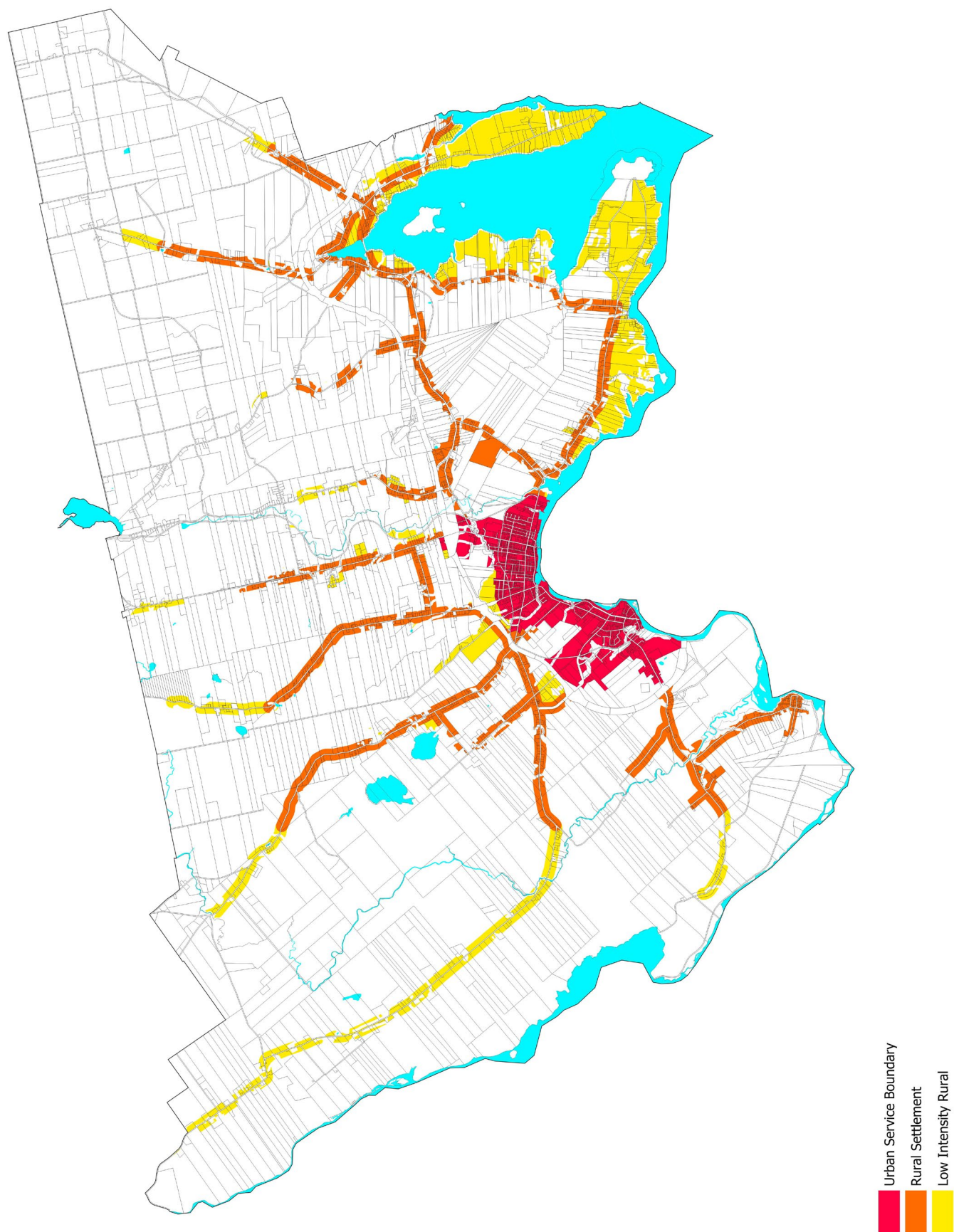
2. Council shall encourage efficient development of existing, serviced lands within the Urban Service Boundary, and it shall be prioritized for growth over land outside of the Urban Service Boundary that requires an expansion of new infrastructure.
3. Council shall use the Zoning By-law to limit inefficient growth patterns and urban sprawl and concentrate residential subdivisions along existing public road and street frontages.
4. Council shall map stable, rural areas with limited population growth potential and establish a Low Intensity Rural area (MAP 1) to protect against the intrusion of incompatible land uses.
5. Council shall map areas adjacent to maintained public roads and establish the Rural Settlement area (MAP 1) for mixed-uses including commercial, residential, institutional, tourism uses, and agriculture, light industrial, or fishery uses at a small-scale or with a low-impact.

### **OVERLAY ZONES & REZONING**

6. Council shall use the Zoning By-law to establish overlay zones that correspond to special policy areas of the Municipal Plan.
7. Council may consider proposals to rezone any land to another zone or the integrated development (ID) zone, where the applicant demonstrates how their development will meet the intent of the policies and proposals of the Plan and how it will reasonably limit potentially negative impacts on adjacent land uses. In approving a rezoning application, the Council may enter into a development agreement or establish reasonable terms and conditions that are binding on the development. A rezoning application shall address, and Council shall have specific regard for, the following matters:
  - a. building design, accesses, landscaping, and site layout;
  - b. industrial, fishing, mineral resources, or agricultural operations that could be impacted by a proposed residential development;
  - c. noise-mitigation, night-sky friendly lighting, pollution controls, visual screening of storage or loading areas, setbacks, and buffering;
  - d. environmental protection, landscaping and drainage plans that incorporate and preserve important natural features, such as wetlands, watercourses, riparian areas, sensitive coastal areas, and old growth forest; and,
  - e. available municipal services or available groundwater supplies.



MAP 1.



# 1.1 Development and Use of Land in the Municipality

## 1.1.1 Policies (continued)

### **PROTECTING FARMING & RURAL RESOURCES**

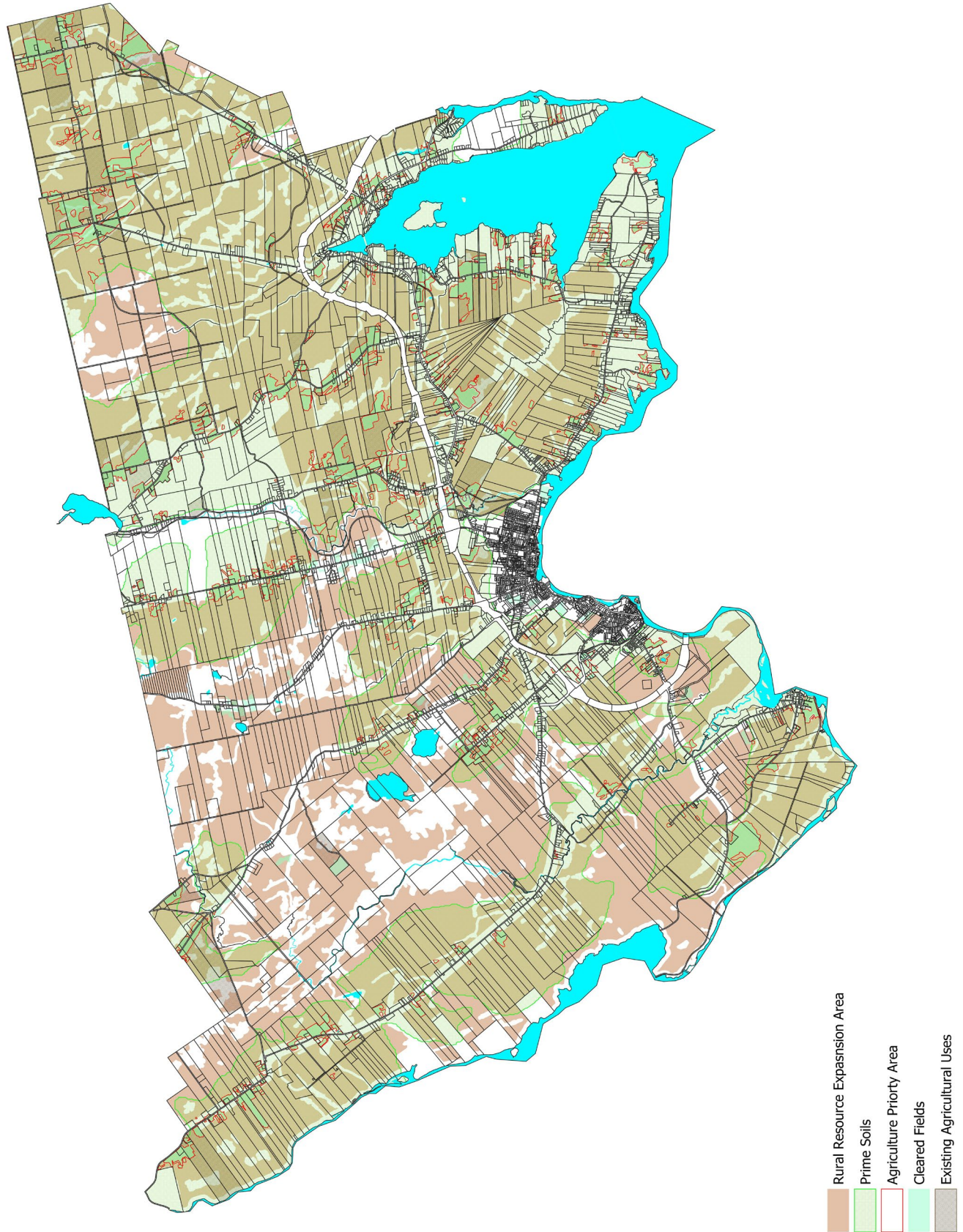
8. Council shall protect the future viability of agricultural production in the Agricultural Priority Area by applying zoning provisions that limit the subdivisions of land in prime soil areas and where cleared fields exist (MAP 2) and by supporting agricultural uses in these areas.
9. Council shall use the Zoning map to identify and protect viable Rural Resource Expansion Areas and apply the Zoning By-law to limit potential land use conflicts between resource-based uses and residential land uses.

### **WELL-PLANNED SUBDIVISIONS**

10. Council shall require that as new areas of the Municipal District are developed the layout of public roads, streets, and trails incorporate connections with other neighbourhoods in a grid-like pattern to promote better traffic circulation. Subdivisions shall incorporate stub-outs for future streets to any adjacent undeveloped lands and shall avoid overly-long private lanes, cul-de-sacs, or dead ends, to reduce the risks associated with natural hazards or inhibited emergency response.
11. Council shall require that at least eight percent (8%) of the area of a multi-lot subdivision with new streets, or other accesses, be set aside as lands for public purpose. Where appropriate, this land may be used for a building lot dedicated for the purpose of municipal-led development in the public interest, such as affordable housing, community recreation, or a utility use. It may also be used for access to bodies of water, public beaches or shorelines, ecologically sensitive areas, viewsheds, parks, greenbelt, trails and/or pedestrian pathways. Cash-in-lieu may be provided as an exception in cases such as where the proposed dedication of lands for public purposes is rejected by the Council.
5. Council shall have specific regard for the following when accepting lands for public purpose and assenting to new subdivision plans:
  - a. Accessibility of this space to the new subdivision;
  - b. Accessibility to existing neighbourhoods;
  - c. Connectivity with other parks, trails, open spaces, and recreation facilities;
  - d. The existence of similar facilities in the immediate area to avoid duplication or low utilization; and
  - e. The needs of the community or the natural environment.



MAP 2.



# 1.1 Development and Use of Land in the Municipality

## 1.1.2 Proposals

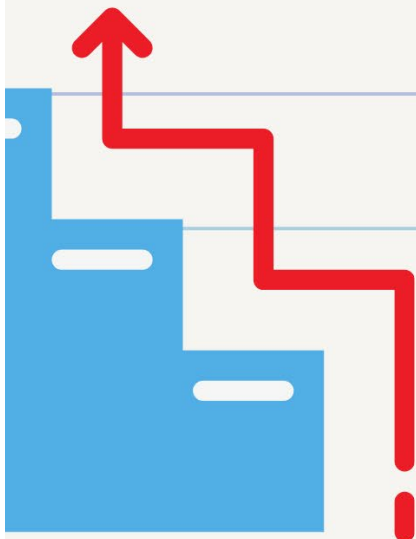
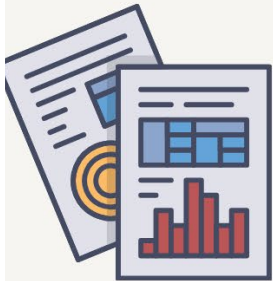
### DEVELOPMENT ZONES

1. It is proposed that Council establishes the following zones in the Zoning By-law :
  - a. Higher Priority Conservation (C-1) for conservation of the natural environment with extremely limited new development and no new population density.
  - b. Lower Priority Conservation (C-2) for low-impact development and low population density, passive recreation, and other minimal impact land uses, to protect water sources, riparian areas, and important natural areas.
  - c. Low Intensity Rural (R-1) for stable rural areas with limited population growth potential; prevent intrusion of incompatible uses such as intensive resource development or industrial uses. Small-scale or low-intensity agriculture (such as small apiaries or hobby farms), resource development, commercial, and tourism uses (such as campgrounds), developed with limitations and at a scale that is compatible with established rural residential uses.
  - d. Rural Settlement (R-2) for corridor, mixed-use rural settlement with population growth potential. Small-scale commercial; residential; institutional; tourism; and small-scale, low-impact agriculture, light industrial, or low-impact fishery uses.
  - e. Rural Resource (R-3) for low population density, development of agricultural land uses, forestry uses, mineral resource developments, recreation, utility, and secondary residential land uses that do not conflict with other rural resource developments.
  - f. Low Intensity Urban Settlement (U-1) for up to 4-unit residential; home-based business/secondary small-scale commercial/institutional.
  - g. Medium Intensity Urban Settlement (U-2) for up to 8-unit residential (scaled with lot size); neighbourhood commercial; neighbourhood institutional.
  - h. High Intensity Urban Settlement (U-3) for High-density residential; large-scale commercial; large-scale institutional.
  - i. Industrial (I-1) for industrial, industrial agriculture (such as an abattoir), utility, forestry (such as pulp mills or industrial wood products), industrial fishery uses.
2. It is proposed that Council classifies each zone by the following development intensities or development capacities.
  - j. Lower intensity: C-1; C-2; R-1
  - k. Medium intensity: R-2; U-1; U-2
  - l. Higher intensity: R-3; U-3; I-1
  - m. Higher development capacity: U-1; U-2; U-3; I-1
  - n. Lower development capacity: R-1; R-2; R-3; C-1; C-2



# ZONING BY DEVELOPMENT INTENSITY & CAPACITY

The Municipal District of St. Stephen proposes to zone land for development based on the intensity of the development and capacity of the land or sanitary/water mains to service the development.



## INDUSTRIAL ZONES

- Industrial (I-1)

## URBAN ZONES

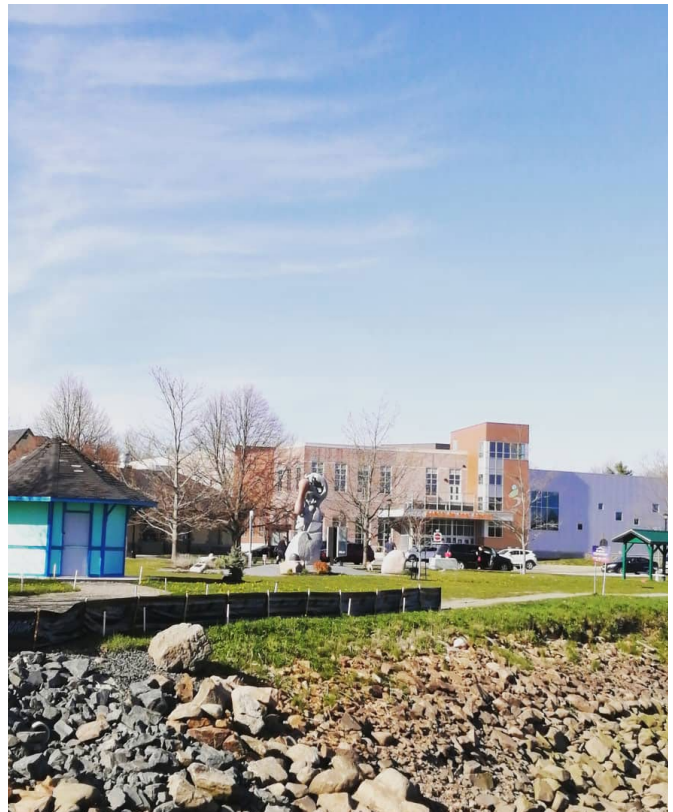
- High Intensity Urban Settlement (U-3)
- Medium Intensity Urban Settlement (U-2)
- Low Intensity Urban Settlement (U-1)

## RURAL ZONES

- Rural Resource (R-3)
- Rural Settlement (R-2)
- Low Intensity Rural (R-1)

## CONSERVATION ZONES

- Lower Priority Conservation (C-2)
- Higher Priority Conservation (C-1)



## 1.2 Conservation and Improvement of the Physical Environment

---

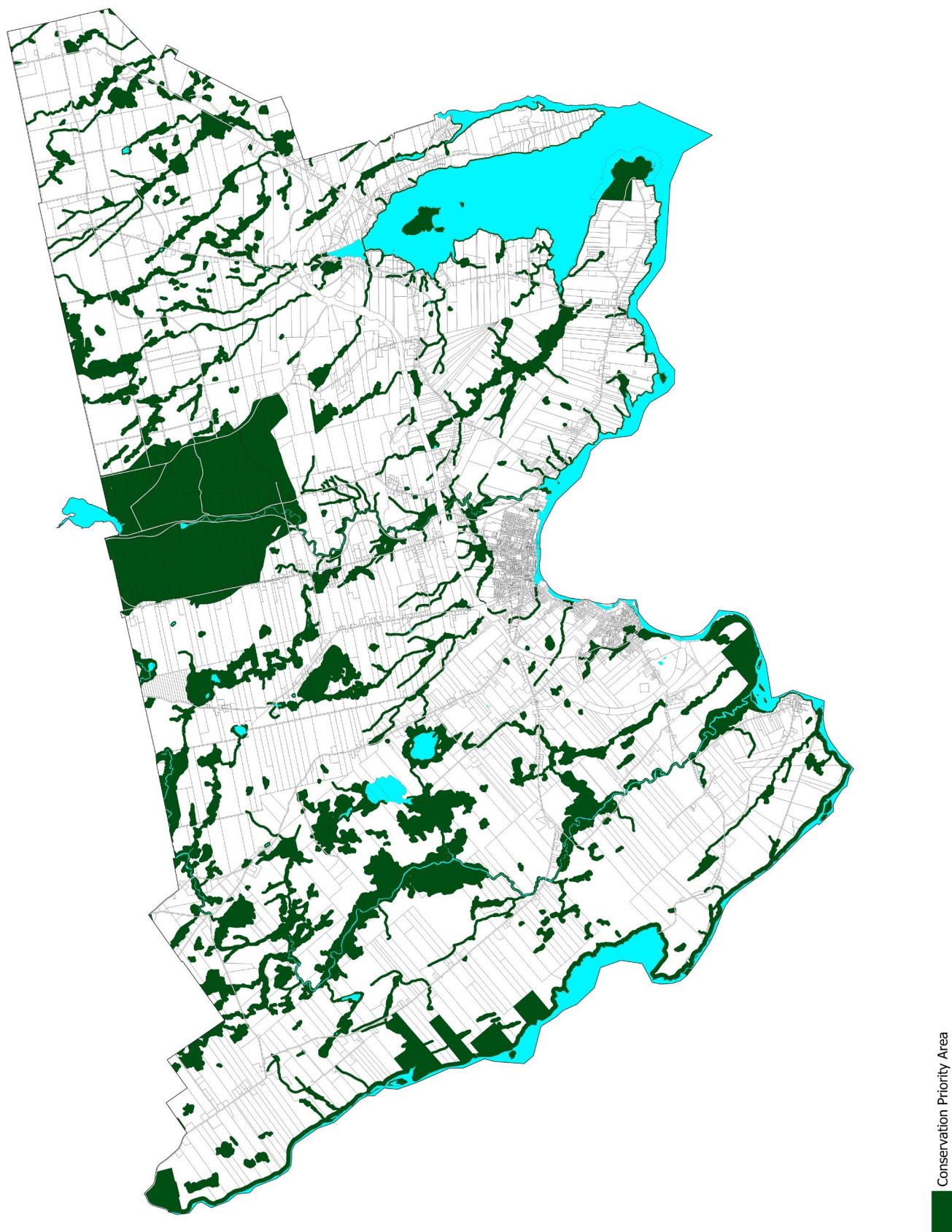
### 1.2.1 Policies

#### **RIVERS, LAKES, WETLANDS & AQUIFERS**

1. Council shall establish Conservation Priority Areas (MAP 3) that are based on Provincial and Federal conservation lands, land owned by conservancy groups, coastlines, sensitive wetlands and the Moores Mills drinking watershed designated area, and other environmentally significant features on the land. Zoning in the Conservation Priority Areas shall ensure that the development rights of private properties within this priority area are maintained subject to reasonable limitations necessary to protect the natural environment.
2. Council shall ensure that the downstream effects of water runoff and drainage shall be considered in the development and subdivision application approval process, allowing for consideration of innovative environmental solutions where warranted.
3. Council shall protect natural coastlines and maintain the provisions of the [\*St. Croix Corridor South Area Rural Plan Regulation\*](#) in rural areas and encourage the use of green shore protection methods for naturalized shore protection works to limit coastal erosion.

#### **NATURAL INFRASTRUCTURE**

4. Council shall account for, protect and utilize natural infrastructure, such as wetlands, bioswales, vegetation, street trees, or forests, to maintain or enhance its municipal infrastructure (such as trails, streets, or drainage).





## 1.3 Climate Change Adaptation and Mitigation

### 1.3.1 Policies

#### CLIMATE CHANGE ADAPTATION

1. Council shall use zoning regulations to ensure lots developed in Projected 2100 High Tide and Projected 2100 Flood Zone areas (MAP 4) are adapted to future risks and shall encourage the use of climate-resilient, green shore protection methods to naturally limit coastal erosion caused by development around the St. Croix River and Oak Bay.
2. Council shall identify Infrastructure at Risk (MAP 4) and work with other levels of government to adapt or relocate it, where necessary.
3. Council shall ensure land use planning for new developments, subdivisions and emergency preparedness plans include the risks of wildfire, inland flooding, coastal inundation, extended power outages, and other emerging climate change impacts.
4. Council shall prioritize building up local food security and access to fresh food by encouraging the production and sale of locally-grown agricultural products to reduce the risk of dependence on global food supply chains.

#### CLIMATE CHANGE MITIGATION

5. Council shall plan out the community's future settlement patterns so that denser, mixed use, and infill development in the Urban Service Boundary is prioritized first over sprawling urban development that disrupts forests, farms, or lightly developed rural areas, in order to promote environmental sustainability, reduced fuel consumption, and mitigate the community's contribution to climate change.
6. Council shall have regard for the QUEST community energy planning reports for St. Stephen when making decisions that may alter future energy consumption or involve renewable energy for municipal facilities or vehicle fleets.

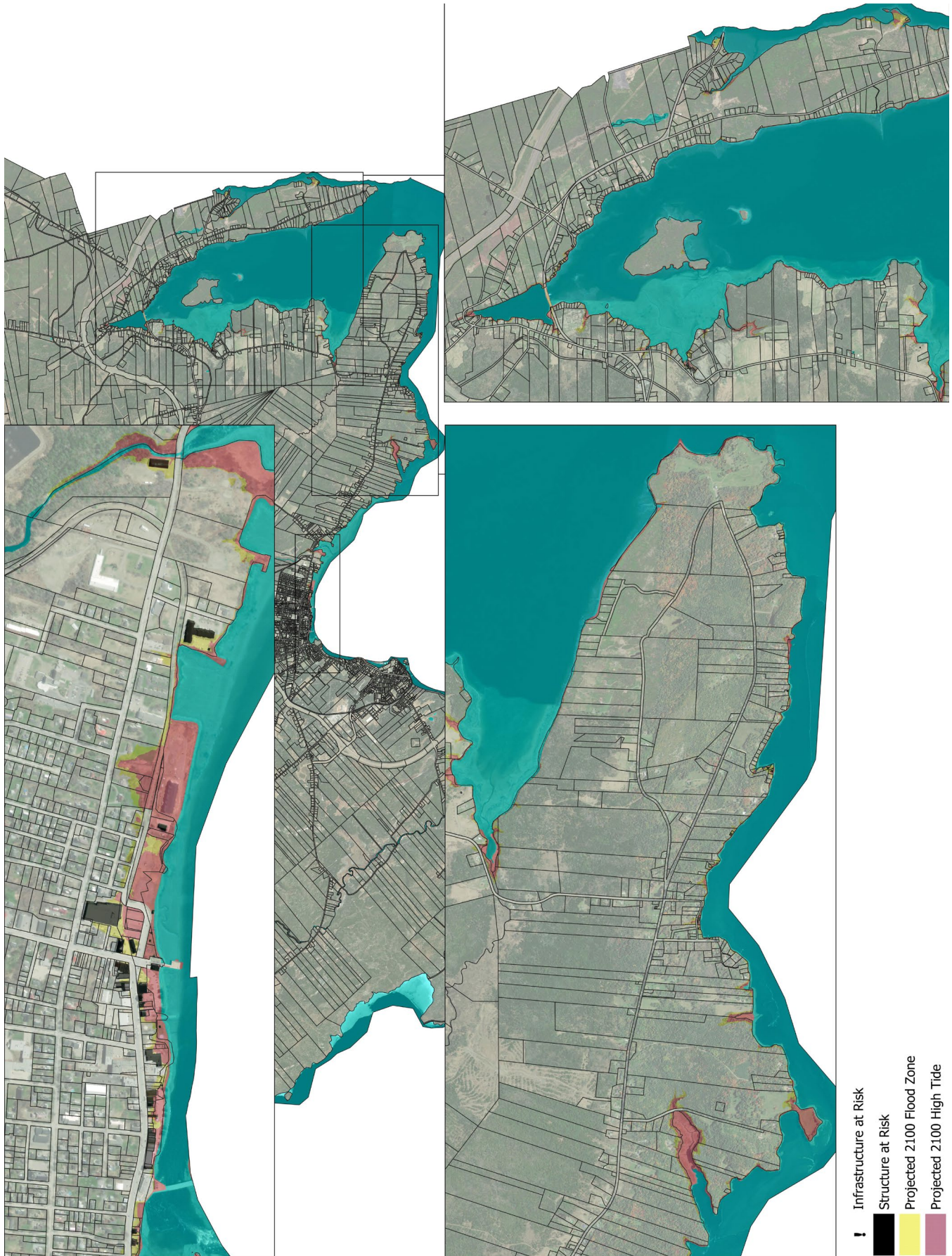
### 1.3.2 Proposals

#### WILDFIRE PREPAREDNESS

1. Council proposes that any subdivision involving the creation of a new road or private access longer than 365 m for residential use, be subject to a requirement that the final subdivision plan approval is contingent on the completed construction of a second driveway egress point.
2. Council proposes that residents be educated on the risks for wildfire and that new developments be encouraged to apply fire smart criteria.



MAP 4.



## 1.4 Control and Abatement of Pollution of the Natural Environment

---

### 1.4.1 Policies

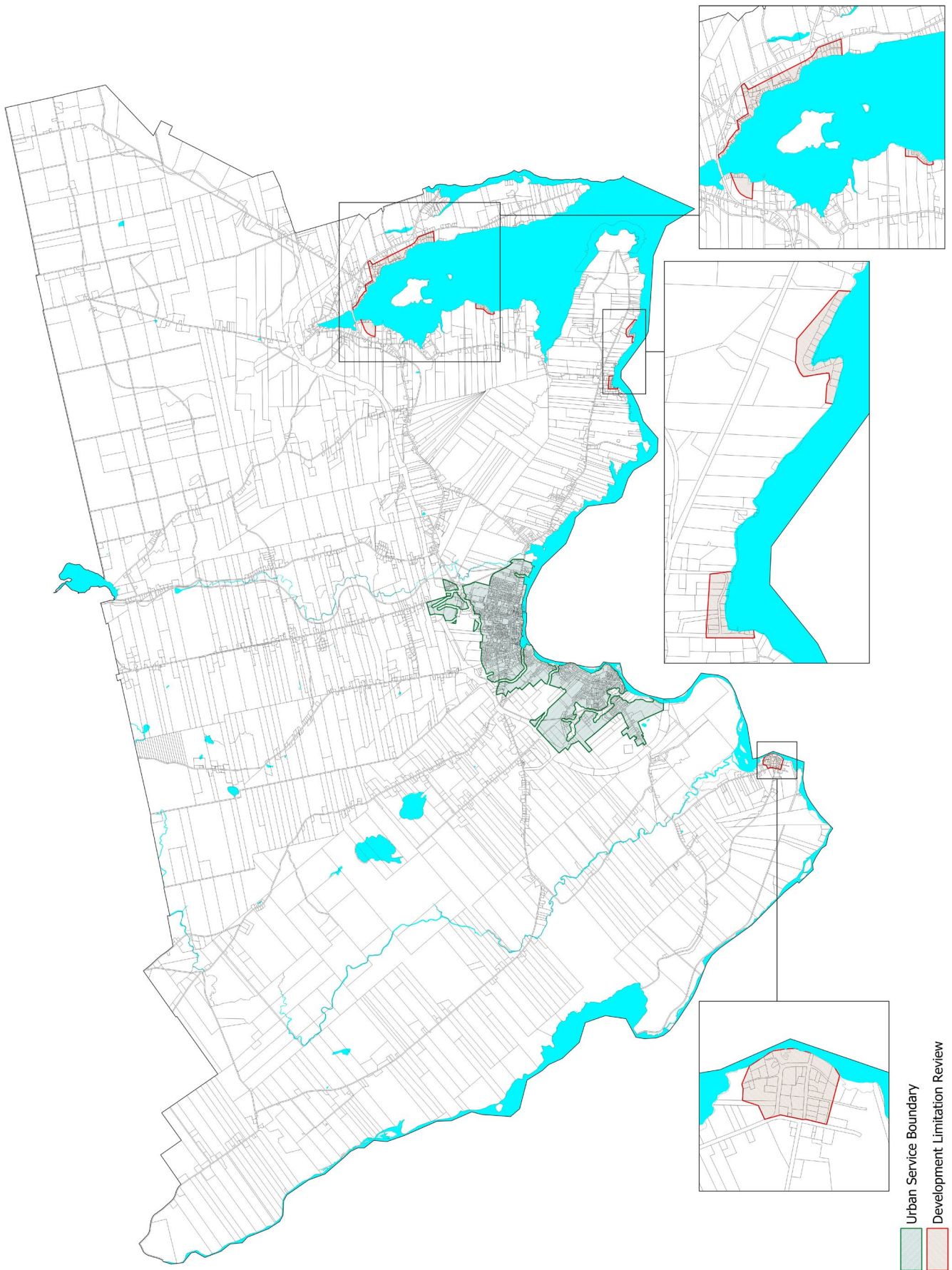
#### **RESTORING HEALTH TO THE ST. CROIX RIVER**

1. Council shall ensure that the municipal sanitary treatment system does not cause pollution of the St. Croix River.
2. Council shall connect all properties with the Urban Service Boundary to the municipality's sanitary sewer system at the time of development approval review or by way of a local improvement by-law under the [\*Local Governance Act\*](#).
3. Council shall work with the Provincial government and waterfront property owners to abate water pollution in the Causeway, at the Oak Bay Provincial Park, and to notify the public when unsafe swimming conditions are present.

#### **PROTECT DRINKING WATER**

4. Council shall apply a Conservation Zone to create a development setback around riparian areas and limit certain developments in Moores Mills drinking watershed to prevent non-point source pollution from contaminating the Municipality's water supply.
5. Council shall apply standards in the Zoning By-law to separate livestock and resource excavation uses from private wells to protect the well water supplies of rural residents.
6. Council shall identify Development Limitations Review Areas (MAP 5) that require special attention to ensure that the density of unserviced dwelling units does not exceed the carrying capacity of the land and that an Overlay Zone is applied in these locations to ensure that new development is limited to not compromise well water supplies.





## 1.4 Control and Abatement of Pollution of the Natural Environment

---

### 1.4.2 Proposals

#### **RESTORING HEALTH TO THE ST. CROIX RIVER**

1. Council proposes to install back-up power generation capacity for the municipal sanitary treatment system to eliminate chances of any untreated sewage entering the St. Croix River during power outages.
2. Council proposes to not approve any new main or secondary use on a lot that requires plumbing within the Urban Service Boundary if the lot or building is not adequately connected to the municipality's sanitary sewer system.
3. Council proposes implement a local improvement by-law within the Urban Service Boundary to require connection to the municipality's sanitary sewer system if any existing building is not adequately connected to it and is resulting in untreated sewage entering a natural water body.
4. Council proposes to phase-out septic disposal fields located within 15 m of the St. Croix River, or the Oak Bay causeway, by requiring connection to another on-site sewage disposal system located further than 15 m from of a waterbody, or to a sewage holding tank approved by the Department of Health, and to have this requirement come into effect prior to any subdivision approval or a development approval involving a new dwelling unit.





# 1.5 Development of Communication, Utility and Transportation Systems

## 1.5.1 Policies

### **PRUDENT ASSET MANAGEMENT**

1. Council shall seek to limit its financial liabilities regarding future replacement costs of utility or transportation infrastructure by limiting the extension of any utility or transportation services beyond the Urban Service Boundary, including but not limited to, not voluntarily taking over administrative control over any roads that are currently privately owned or under the jurisdiction of the Department of Transportation and Infrastructure.
2. Council shall bring the Municipality's existing streets, sidewalks and water system into a state of good repair by reducing non-essential capital liabilities, raising adequate revenues, and following a pre-determined schedule for the Public Works & Utility capital budget expenditures as outlined in a long-term Asset Management Plan that is approved by Council but prepared by a Professional Engineer and regularly reviewed/updated by the CAO and Treasurer as well as department directors.
3. Council shall seek to limit its ownership of non-essential assets to avoid its capital budget being spread too-thin, and reduce the burden associated with future capital replacement costs, but Council shall not seek to sell any assets that have a clear community benefit without a plan for their continued operation by another competent entity, or without a plan to leverage that sale to create another community benefit.

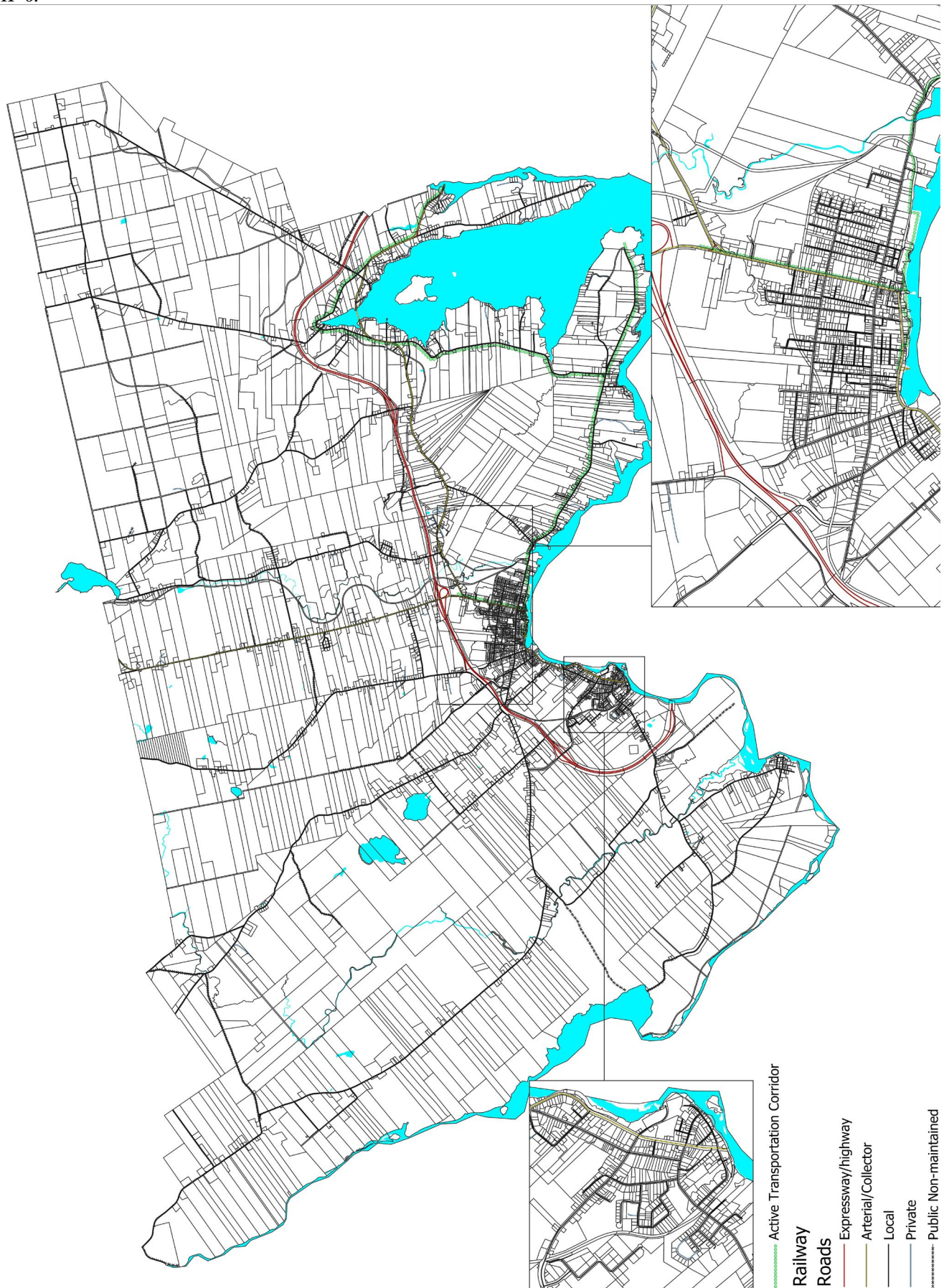
### **LOCAL COMMUNICATION SYSTEMS**

4. Council shall promote the use of its Alertable communication system (or another similar system) for its emergency notifications as well as educate business owners and residents on the use of E-1-1 (or another similar system) as a means to communicate with the municipality about immediate local government concerns, such as potholes or park vandalism.

### **SAFE STREETS & ROADS**

5. Council shall consider the needs and safety of people of all ages and shall consider transportation modes other than automobiles (e.g. recreational vehicles, horse riding, pedestrians, cyclists, e-scooters, or wheelchairs) in its transportation planning, recreation planning, or in by-laws regulating parking.
6. Council shall encourage the Department of Transportation and Infrastructure to establish, and maintain where applicable, separated multi-use pathways, or paved widened shoulders for safer pedestrian travel on rural roads along the mapped active transportation corridor (MAP 6).





# 1.5 Development of Communication, Utility and Transportation Systems

## 1.5.2 Proposals

### RESURFACING AND IMPROVING ROADS, STREETS AND SIDEWALKS

1. Council proposes to apply the following transportation planning policy during all major re-surfacing projects or during subdivision approval processes that involve locally-controlled roads or streets:
  - a. Streets (and other accesses and laneways) should be designed to be narrow, with sharper turns, to slow traffic to increase safety for children, pedestrians and cyclists, while also being designed to be visually appealing and integrate well with the surrounding community, through the use of street trees, landscaping, with pavement and lighting features that create a sense of “place” that add value to the land in adjacent residential or commercial areas. Most Type-2 subdivisions involve “streets” and most public right of ways that are maintained by the Municipal District are ‘streets.’ Streets may facilitate on-street parking according to their class and standards. Milltown Boulevard and King Street are examples of a collector class of ‘street,’ but Elm Park and Duke Street are examples of local class of ‘street.’
  - b. Roads should be designed to be wider, with gentle curves and fewer driveway accesses, to safely speed up vehicle traffic and provide clear lines of sight for drivers. Road should also be able to connect communities within the region and serve industrial or rural resource developments. Route 3 and Route 170, are examples of “roads.” Roads shall not have on-street parking and pedestrian facilities must be separated or provided on a wide, paved shoulder.

### FUTURE MANAGEMENT OF ST. STEPHEN’S AIRPORT

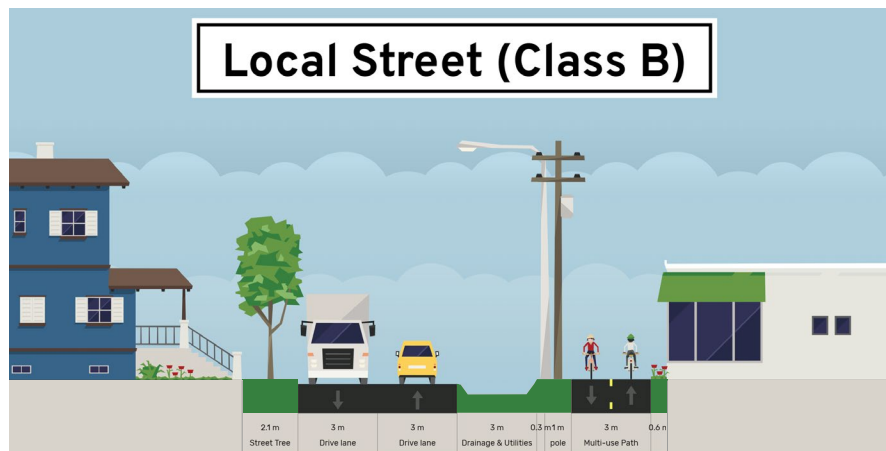
2. Council proposes to either sell the Municipal Airport to a private entity that agrees to a restrictive covenant limiting its use to an airport, or to gift the airport to another public entity. Council may also follow the recommendation of an independent expert consultant that demonstrates the cost-benefit analysis of continued municipal ownership of the airport with improvements under the long-term Asset Management Plan.

### SAFER MOTORIZED RECREATIONAL VEHICLE USE AND TRAILS

3. Council proposes to encourage the development of snowmobile and all-terrain vehicle managed trails in rural areas, subject to the [\*Off-Road Vehicle Act\*](#), but will withdraw and withhold consent for the use of all-terrain vehicles or snowmobiles on the paved Waterfront Trail, or within any parks within the Urban Service Boundary where pedestrians are more likely to utilize a trail, such as the Elm Street Nature Park.



Fig. 1.



## 1.6 Reservation and Projected Use of Land for Municipal Purposes

### 1.6.1 Policies

#### SERVICING OR ACQUIRING LANDS FOR FUTURE DEVELOPMENT

1. Council shall reserve and designate long-term future growth areas with an overlay zone for urban development expansion areas that will necessitate extending municipal streets and/or water and sewer infrastructure beyond the current Urban Service Boundary or the Housing Priority Areas (MAP 7).
2. Council shall reserve and designate future growth areas for expansion of the Industrial Park according to the Town of St. Stephen Industrial Park Secondary Municipal Plan By-law M-3.
3. Notwithstanding By-law M-3 and section 10(b) of this Plan, if a business makes a development proposal for a new expansion of manufacturing operations or increased employment in the industrial park that otherwise conflicts with any part of that secondary plan, that development proposal is permitted by Council despite any conflict with that by-law.
4. Prior to acquiring additional lands for land banking purposes, Council shall seek to develop its inventory of underutilized, non-ecologically significant, and serviced lands that are owned by the Municipal District of St. Stephen with the goals including, but not limited to, increasing the affordable housing supply or increasing industrial or small business development.
5. Notwithstanding section 10 (c) of this Plan, Council shall acquire new public lands through the subdivision approval process, according to section 1(h) of this Plan, and may acquire properties through sections 53(2)(e) and 105 of the [\*Community Planning Act\*](#) and may acquire lands that are necessary for carrying out a Plan proposal.

### 1.6.2 Proposals

1. Council proposes to consider extensions to the Urban Service Boundary for new residential or commercial development areas once suitable infill locations are exhausted, or Housing Priority Areas are developed or, in the case of commercial uses, vacancies fall below the national average.
2. Council proposes to mandate Future St. Stephen to carry-out pre-development tasks and the marketing of lands in the industrial park according to the Town of St. Stephen Industrial Park Secondary Municipal Plan, By-law M-3.

MAP 7.



# 1.7 Provision of Municipal Services and Facilities

## 1.7.1 Policies

### **SEWAGE COLLECTION, TREATMENT AND DISPOSAL**

1. Council shall require a connection to sanitary sewage system for all new building lots created within the urban service boundary and address those serviceable but unconnected lots by way of section 1.4 this Plan.

### **WATER SUPPLY AND DISTRIBUTION**

2. Council shall apply a policy to reduce utility charges on multi-unit dwellings to encourage the construction of needed housing and replace that lost utility revenue with a special levy on vacant or abandoned properties that are disconnected from available services. The policy is to ensure that all properties with available sewer and water at their lot line contribute to the utility system and also intended to promote infill development and discourage speculative holding of vacant properties.

### **SOLID WASTE DISPOSAL**

3. Council shall harmonize the residential solid waste collection program in the rural areas and urban service areas of the municipality by ensuring that residents, in all housing types, receive the same level services that are paid for by both owners and renters through property taxes. This policy shall also serve to reduce costs for developing, owning, or renting apartment dwellings within the former Town of St. Stephen.

### **EDUCATIONAL AND CULTURAL INSTITUTIONS**

4. Council shall partner with the Anglophone South School District to make available school sports fields, theatres, gymnasiums available to the community for after-hours use under an equitable cost sharing program.
5. Council shall permit adaptive re-use of cultural facilities through mixed-use zoning for churches, the curling club, and community halls, to provide greater flexibility and economic potential for continuing these institutions.
6. Council shall support St. Stephen's University's development and growth.

### **RECREATION, PARKS, PLAYGROUNDS AND PUBLIC OPEN SPACES**

7. Council shall improve its recreational facilities and parks under a tiered service level approach and direct a greater share of its staff time and funding support towards major recreational facilities and parks that are used the most by residents throughout the year.
8. Council shall concentrate its limited resources to improve its parks and recreational facilities using capital funds generated by the sale of unused or underutilized open areas.
9. Council shall foster the concept of volunteerism and community ownership over its low-use parks, memorial gardens, open spaces, and other non-municipal recreational assets.
10. Council shall adopt a "winter town" approach to its facilities, event planning, and parks, to promote quality of life in a season when recreation is harder and resident well-being can be adversely impacted.





## 1.7 Provision of Municipal Services and Facilities

### 1.7.1 Policies (continued)

#### **POLICIES FOR FIRE AND POLICE SERVICES**

11. Council shall provide the combined Municipal District of St. Stephen Fire Department with a central, appropriately-sized fire station, and shall regularly review the needs and capabilities of the Fire Department with respect to response times, equipment and training, and include the schedule for acquiring or upgrading new buildings or equipment within the Municipality's long-term asset management plan.
12. Council shall seek to reduce operational costs and liabilities related to providing the RCMP a municipally-owned police station building but may maintain ownership of the property if it is required for continued police presence.

#### **POLICIES FOR CEMETERIES AND CREMATORIA**

13. Council shall encourage public access and passive recreation uses, like walking trails, in cemeteries and support the continued expansion, maintenance, and beautification of existing rural cemeteries.
14. Council shall establish standards in the zoning by-law to protect known First Nations or settler burial sites from development.
15. Council shall permit the development of new cemeteries or crematoria as a high-impact institutional use of land in the zoning by-law subject to air-quality control or other environmental standards.

#### **POLICIES FOR URBAN RENEWAL AND RURAL REVITALIZATION**

16. Council's policy is to clean-up or repair, if possible, dilapidated, dangerous, and unsightly premises at the expense of the owners. Council shall enforce this by-law to help improve community safety, deter property crime and improve the environment for investment. Council may also acquire such properties for municipal purposes according to sections 53(2)(e) and 105 of the [\*Community Planning Act\*](#).
17. It is a policy of Council to shape its land use regulations and coordinate the efforts of its municipal corporations with the aim of revitalizing downtown as a vibrant, mixed-use residential/commercial area to support small business owners and improve downtown's image for residents, visitors, and hotel developers.





## 1.7 Provision of Municipal Services and Facilities

### 1.7.1 Policies (continued)

#### **POLICIES FOR THE PRESERVATION OF BUILDINGS AND SITES OF HISTORICAL INTEREST**

18. Council shall encourage the:

- Ongoing cultural expression and heritage of the indigenous Peskotomuhkati people; and,
- Conservation of heritage buildings, such as the Parsons Printing Building at 8 King Street (proposed site of World's Oldest Basketball Museum), in a manner that respects their value to the community, ensures their integrity, and enables their functional viability; and,
- Sensitive rehabilitation and reuse of valuable heritage structures and sites, such as Maxwell Crossing or Salmon Falls, archeological areas and items of cultural importance.

#### **POLICIES FOR THE PROVISION OF HEALTH AND SOCIAL SERVICES**

19. Council shall work together with other governmental and non-governmental partners to develop permanent, safe, affordable, and dignified transitional, supportive, and complex-care housing and health services to meet the needs of unsheltered residents and work to eliminate the need for permanent emergency shelters.
20. Council shall plan future sites for any temporary emergency shelters so that land use conflicts with residential or commercial areas are mitigated to the greatest extent possible, the locations are accessible to other services, and appropriate site supervision can be assured by the local or provincial government to residents.
21. Council shall work with other government and non-governmental partners to ensure that appropriate medical services and facilities are developed and appropriately located to encourage and attract doctors and registered nurses to establish their practice in the St. Stephen.

#### **POLICIES FOR THE PROVISION OF MUNICIPAL ADMINISTRATION FACILITIES**

22. Council shall develop government administrative buildings, such as its Council chambers, in downtown St. Stephen to support downtown's development and to promote its central role in the community's identity.
23. Council shall work together with other governmental and non-governmental partners to develop a highly-visible, attractive, and accessible visitor information centre in the downtown, within proximity to Ferry Point Bridge, one of Atlantic Canada's busiest border crossings, with dedicated free on-street parking spots nearby to meet the Department of Tourism Heritage and Culture's standards.





## 1.7 Provision of Municipal Services and Facilities

### 1.7.2 Proposals

#### PROPOSALS FOR WATER SUPPLY AND DISTRIBUTION

1. Council proposes to adopt a by-law under section 117(15)(b) of the [\*Local Governance Act\*](#) to raise and levy special utility charges on disconnected or vacant properties within the urban service boundary that have water or wastewater services available at a lot line but do not have a utility account and do not contribute to the utility system's upkeep.

#### PROPOSALS FOR SOLID WASTE DISPOSAL

2. Council proposes to amend By-law No. S-7 so that multi-unit residential receives the same solid waste pick-up services throughout St. Stephen.

#### PROPOSALS FOR RECREATION, PARKS, PLAYGROUNDS AND SQUARES

3. Council proposes to adopt tiered planned service levels for the categories of the recreational facilities, parks, playgrounds, and other public open spaces found in the Municipal District of St. Stephen (see Fig. 2):
  - a. *Non-Municipal Owned Assets* – Foster volunteerism and community ownership of these non-municipal assets and provide limited support of grants/in-kind services according to a Council-approved policy.
  - b. *Low-use Recreational Facilities* – As a minimum requirement, all low-use recreational facilities require a year-round waste receptacle, bench, and trees. The Municipality should further designate each low-use park either as open space, playground or memorial site.
  - c. *Medium-Use Recreational Facilities* – As a minimum requirement, medium-use recreational facilities require the same facilities found in the low-use category. Medium-use facilities should also contain a sporting element and be used for year-round organized recreational programs run by the Municipality.
  - d. *Special-Use Public Squares* – Special-use public squares serve an important civic role in community identity, culture, commerce and local agriculture, but tend to be used at different intensities throughout the year. As a minimum requirement, public squares require paved pedestrian areas with power outlets to accommodate market stalls and/or mobile food trucks, benches with shade, and year-round waste receptacles. Local farmers may sell at these squares without fees or permits. Public squares should be designed to be used for public events and include public art and outdoor space heaters or firepits for wintertime activities such as Christmas markets.
  - e. *Major-use Recreational Facilities* – As a minimum requirement, major-use recreational facilities require the facilities found in both low-use and medium use facilities. Major-use facilities should also contain water play structures, drinking fountains, and access to public restrooms. Major-use park facilities should receive the best recreational equipment and be prioritized for capital expenditures and recreational programming.



Fig. 2.

# RECREATIONAL FACILITIES

## Tiered service levels for recreational facilities

### Non-Municipal Owned

\$

- Anglophone South School District sports fields & facilities
- World's Oldest Basketball Court
- Boat launches on DTI roads
- Charlotte County Museum
- Chocolate Museum
- Coastal link trail on DTI road shoulders
- Ganong Nature Park
- Oak Bay Provincial Park
- Rural cemeteries
- Rural community halls
- Snowmobile or ATV trails

### Low-use Recreation Facilities

\$

- Abbot Street Tot Lot (playground)
- Cenotaph (memorial site)
- Cotton Mill Workers Monument (memorial site)
- Cove Park (open space)
- Elm Park Tot Lot (playground)
- John E. Jake Donahue Park (memorial)
- Loyalist cemetery (memorial site)
- Riverside Drive Park (open space)

### Medium-use Recreation Facilities

\$\$

- Dover Hill Park (tobogganing)
- Elm Street Nature & Dog Park (snowshoeing/cross-country skiing)
- Kiwanis Centennial Skateboard Park (skateboarding)
- Milltown Boat Launch (fishing/boats)
- Milltown Tennis Courts (tennis)
- Rotary Field (soccer/baseball/pickle-ball)
- St. Stephen Boat Launch & Lighthouse Wharf (wharf events/marina/boats).

### Special-use Public Squares

\$\$

- Municipal Square (between 5 Kings and Library)
- Turning the Corner (former Milltown Post Office site)

### Major-use Recreation Facilities

\$\$\$

- Garcelon Civic Centre
- W.T. Booth Centennial Pool & Basketball Court
- Waterfront Trail & Chocolate Park

Fig. 3.

# PARK IMPROVEMENTS

Invest in upgrades to the Chocolate Park's splashpad and play equipment so that the park is more fun for a wider age-range. Consider low-cost methods to encourage wintertime usage such as piling up snow hills for children to use.

A

CHOCOLATE PARK

WATERFRONT TRAIL

B

Explore snow plowing/grooming options for the Waterfront Trail to increase wintertime safety and usage. Consider ending its status as a dedicated snowmobile trail given the snowpack is too inconsistent to attract many snowmobilers.

Improvements to this major park may include adding benches to the basketball court, adding a beach volleyball court, and improving the shade/lounging/picnic facilities around the pool.

C

W.T. BOOTH CENTENNIAL POOL & BASKETBALL COURT

TURNING THE CORNER

D

Improvements could include removing the boulders and planting flowering cherry trees or paving with a high-quality material. Consider installation of a functional clock and adding power outlets for market stalls or food trucks.

Improvements could include adding a pickle ball court, re-configuring the soccer pitch to a shorter regulation length, and moving the existing fences and paving a off-street parking area next to Queen Street West.

E

ROTARY FIELD PARK

MILLTOWN TENNIS COURT

F

Consider improving nighttime lighting systems and add a 24-hour online booking system with a digital key code lock.

Improvements may include picnic area, small swing set, paving the parking area. Signage could include River wayfinding maps that identify hazards. With Dam removal, explore the site's opportunity with river tour outfitters.

G

MILLTOWN BOAT LAUNCH

DOVER HILL PARK

H

Consult with DTI regarding a pedestrian cross walk at the end of West Street. Explore wintertime uses for Dover Hill Park, including installing a flexible safety fence at the bottom of the hill to encourage safe tobogganing.

Improvements might include things such as a picnic table, gazebo, larger playground equipment, small year-round sport equipment like a frisbee golf basket, and a flower garden near the northern triangle of the park.

I

ELM PARK TOT LOT

JOHN E. JAKE DONAHUE PARK

J

Consider raising the profile of this small park by designating it 'the' memorial park for citizens to sponsor tributes to various events, people, or organizations that have local relevance to the history of the community.

Park is not easily accessible, but serves as a public viewing point to the St. Croix River and a natural buffer. Flowering dwarf shrubs could replace high-maintenance lawns/gardens and sight-lines to the water could be restored.

K

COVE PARK

ABBOT ST. TOT LOT

L

Improvements include adding new playground equipment, a bench, a little free library, and a community noticeboard on the smaller portion of the park (PID 01333301).



## 1.7 Provision of Municipal Services and Facilities

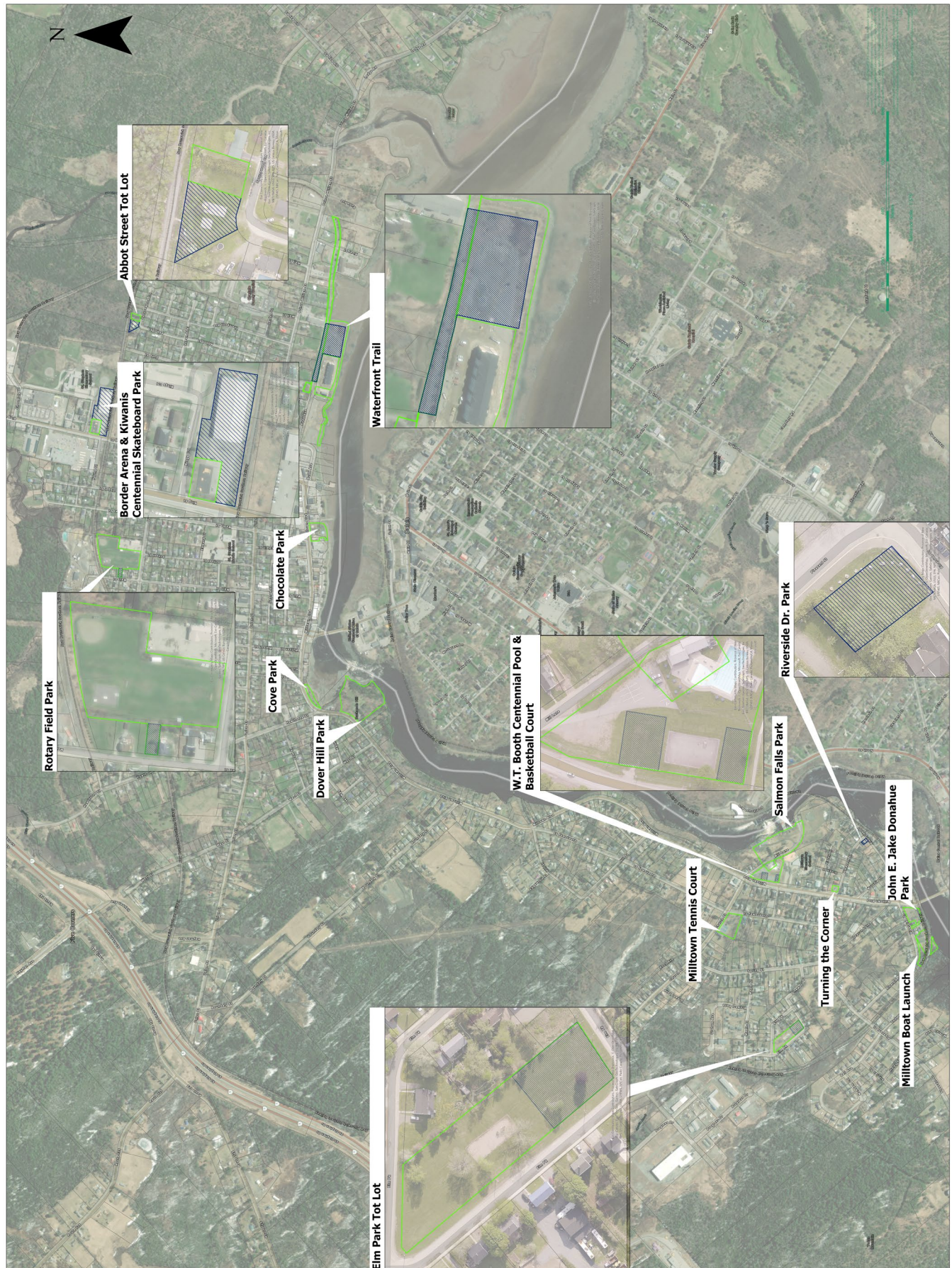
### 1.7.2 Proposals (continued)

#### PROPOSALS FOR PARK RATIONALIZATION & IMPROVEMENTS

4. Council proposes to reduce the amount of underutilized parkland and recreational assets within the urban service boundary to help reduce annual maintenance costs and to create a funding pool to make strategic upgrades to park and recreation facilities. The goal is to efficiently utilize limited financial resources while making the municipality's parks and recreational facilities more enjoyable and encourage greater year-round use by residents of all-ages. Council proposes to fund the following actions based on sales of underutilized park assets (see Fig 3. & MAP 8):
  - a. *Abbot Street Tot Lot* – Consider a sale of PID 01333293 at full market value as a building lot.
  - b. *Border Arena & Kiwanis Centennial Skateboard Park* – Subdivide a ~36 m wide x 56 m deep lot for continued skateboard park as well as several adjacent parking spaces. Sell building and majority of parking lot for a residential or mixed-use development. Given the state of the old arena, Council may consider a below-market sale with a binding development agreement timeline. Establish public easements for continued access to the skate park as well as underground utilities.
  - c. *Elm Park Tot Lot* – Consider rationalizing the size of this large (1.35 acre) underutilized tot lot. One option includes selling two, ~22 m wide x ~37 m deep, building lots subdivided from the underutilized southern end of the park.
  - d. *Rotary Field Park* – Consider a sale of a ~14 m wide x 34 m deep building lot from the unused, small segment of the Rotary Field Park (PID 15001969) that fronts on Main Street.
  - e. *Milltown Boat Launch*– May make a boundary adjustment with the adjacent surplus property at PID 01332659 so that the boat launch has adequate frontage onto Riverside Drive. Consider a below market value sale of the adjacent surplus property (PID 01332659) to a tour/boat rental company subject to a development agreement.
  - f. *Riverside Drive Park* – Consider decommissioning park status for PID 01310697 as it is underutilized. May sell as a ~15 m x 23 m building lot.
  - g. *W.T. Booth Centennial Pool & Basketball Court* – Subdivide and sell unused land, including a ~30 m wide x ~31 m deep building lot in-between the outdoor basketball court and parking area and subdivide a second unused ~17m x ~40 m deep lot on the west side of the basketball court beside Milltown Elementary School.
  - h. *Waterfront Trail* – Decommission old trail and subdivide a large, ~17,800 sqm building lot beside the Beacon Apartments from PIDs 15211964 and 15175706 and offer the land for below market value as it is a brownfield site that also needs to be adapted for sea level rise.



MAP 8.





## 1.7 Provision of Municipal Services and Facilities

### 1.7.2 Proposals (continued)

#### PROPOSALS FOR FIRE AND POLICE FACILITIES

5. Council proposes to acquire centrally located land with good highway access near to the intersection of Route 1 and Route 3 to construct a combined modernized fire station equipped to cover the whole Municipal District of St. Stephen. The current fire station at 199 Union Street is proposed to be maintained for continued use as a public works depot. The rural fire station on Route 170 may be deemed surplus or converted for use as a municipal equipment storage facility.
6. Where a sale can be made directly to the federal government, or where a sale to a third-party does not cause RCMP's presence in St. Stephen to be diminished, the Council may sell 16 Hawthorne Street and utilize the real estate proceeds to fund crime prevention initiatives. Crime prevention initiatives may include increasing night-sky friendly lighting in pedestrian areas, such as within parks and along trails, and by establishing a permanent revolving fund to increase the number of by-law enforcement actions (repairs or demolitions) that the Municipality undertake through the Dangerous or Unsightly Premises By-law.

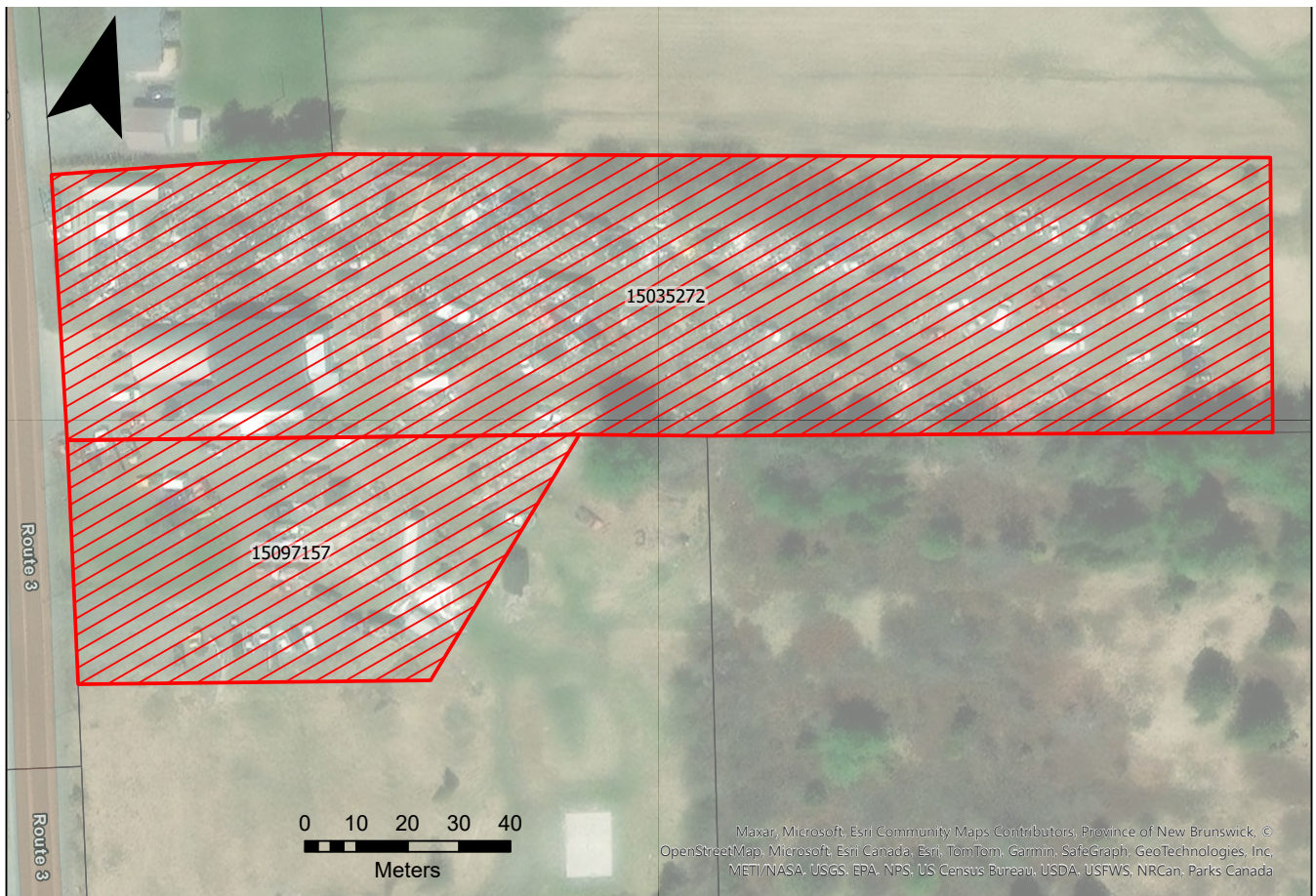
#### PROPOSALS FOR URBAN RENEWAL OR RURAL REVITALIZATION

7. Council proposes to acquire the following property for municipal purposes or enforce reasonable standards under section 61 of the [\*Community Planning Act\*](#) to ensure compatibility with the surrounding area:
  - a. 9305 Route 3, PID 15035272 and 15097157 (MAP 9).
8. Council proposes to implement the following actions to revitalize downtown:
  - a. Special Zoning District – establish a downtown 'overlay zone' that regulates land use in a way that encourages vibrant commercial and residential mixed-use development:
    - Require public notification and terms and conditions to limit the impact/scale of new institutional uses.
    - Permit development without off-site parking lots and total lot coverage, reduced lot width minimums, and up to six storeys.
    - Require new buildings to have façades built along the front lot line with pedestrian-oriented storefronts or 'live-work' units (spaces that combine living quarters with workspace) abutting the sidewalk with large windows, doors, and transparent glazing.
    - Encourage good-quality urban design, including code-compliant exterior cladding that affordably mimics traditional building materials.
  - b. Coordination of Council's Programs – coordinate Council's municipal corporations downtown development efforts according to section 1.9 of this Plan.





MAP 9.



## 1.7 Provision of Municipal Services and Facilities

### 1.7.2 Proposals (continued)

#### PROPOSALS FOR URBAN RENEWAL OR RURAL REVITALIZATION

8. Council proposes to develop its Downtown St. Stephen landholdings by advertising/offering them at below market value and/or with incentive packages in exchange for agreements with developers to build, under binding construction timeframes, multi-storey, mixed-use or residential buildings with active commercial storefronts (or ground floor live-work units). These buildings are to be designed by professional architects and complement St. Stephen's built heritage and to add vibrancy to downtown's image for visitors. Council proposes to utilize the following PID(s) to achieve these purposes (MAP 10):
  - a. *Site A* (PID 01299486, 01299304, 15104797) preserve most existing trees to maintain integrity of the slope but subdivide or prepare a small (~16 deep x 11 m wide) building site close to Milltown Boulevard in front of the former Don Sweeney memorial site.
  - b. *Site B* (PID 01305945, 01306786) may be developed for a single building with rear access parking spaces on a ~19.5 m wide x 23 m deep building lot that is consolidation of both PIDs and where a parcel is added from the adjoining PID 15021918. The adjacent parking spaces may be added to this building lot.
  - c. *Site C* (PID 15207749) may be developed for a single building with rear access parking spaces on a ~15 m wide x 24 m deep building lot that is subdivided off this parcel. The remnant parcel (trail and boat launch area) may be added to the adjoining Chocolate Park.
  - d. *Site D* (PID 15053622) may be subdivided to add a small parcel to the neighbouring vacant lot at 32 King Street (PID 01301720) to provide a valuable rear access to that private land, subject to a binding development agreement with Council.
  - e. *Site E* (PID 01301738, 15049885) may be developed by the Municipality as a parking facility for the buildings on Site F. The land with PID 15049885 is proposed to be acquired by the Municipality to serve as a public laneway to provide access to all adjacent property.
  - f. *Site F* (PID 01301787, 01301621, 01301712, 01301506, 01305812, 01301563, 01301951) may be developed as three to five separate buildings having narrow facades fronting onto King Street with long rectangular building footprints, where off-street parking facilities are provided to the lots on Site E.
  - g. *Site G* (PID 15080955, 01301894, 15080963) the land with PID 15080955 is proposed to be acquired by the Municipality to serve as a public laneway and increase the development potential of the adjacent downtown properties. Council may further connect PID 15080955 to the lane at PID 15080963 by acquiring a small parcel.







## 1.7 Provision of Municipal Services and Facilities

### 1.7.2 Proposals (continued)

#### **PROPOSALS FOR THE PRESERVATION OF BUILDINGS AND SITES OF HISTORICAL INTEREST**

9. Council proposes to encourage the preservation of character-defining elements of heritage buildings through the Development Incentive By-law and through a downtown façade improvement grant program.
10. Council proposes to apply a Zoning By-law requirement for Archeological Impact Assessments (AIA) for major excavations, such as resource developments.

#### **PROPOSALS FOR THE PROVISION OF HEALTH AND SOCIAL SERVICES FACILITIES**

11. Council proposes to create an overlay zone that allows temporary emergency shelters so that any nearby residents or businesses are consulted regarding any emergency shelter proposal outside of a pre-designated area that is zoned according to the siting policy of section 1.7.1.20.
12. Council proposes to work with non-profit partners to eventually phase-out the existing emergency shelter site and zone locations for any future temporary emergency shelters based upon the policy of the Plan.

#### **PROPOSALS FOR THE PROVISION OF MUNICIPAL ADMINISTRATION FACILITIES**

13. Council proposes to develop new Council chambers for the Municipal District of St. Stephen to provide an appropriately sized, accessible and conducive space for discussions of municipal business, to encourage members of the public to attend and observe, and to more easily allow members of the public to join in the discussions of municipal business during the public hearings or comment periods.
14. Council proposes to develop a stand-alone visitor information centre on land that the municipality owns, or co-located inside of another municipal administrative building, according to the siting policy of section 1.7.1.23.





## 1.8 Housing, Including Affordable Housing and Rental Housing

---

### 1.8.1 Policies

#### **ENCOURAGING AFFORDABLE HOUSING DEVELOPMENT**

1. Council shall designate Housing Priority Areas and support and encourage the development of affordable residential developments in these locations (MAP 7).
2. Council shall permit and incentivize the development of a broad range of residential and mixed-use housing types to meet the economic, social, and physical needs of current and future residents.
3. Council shall direct the development of small-scale multi-unit housing towards Urban and Rural Settlement Areas subject to Zoning Standards and plumbing permits issued by the Department of Justice and Public Safety.
4. Council shall prioritize and support affordable housing development with shelter costs below 30% of 50% area median household income (adjusted for inflation).
5. Council shall permit the use of on-street or off-street public parking facilities to promote infill affordable housing development in walkable areas, such as downtown, where on-site private parking facilities are not feasible.
6. Council shall limit short-term rental uses to secondary uses of main dwellings within the Urban Service Boundary.





# 1.8 Housing, Including Affordable Housing and Rental Housing

## 1.8.2 Proposals

### **PREPARE AFFORDABLE HOUSING DEVELOPMENT SITES**

1. Council proposes to incentivize, and/or contribute to upgrades of municipal streets, water or sanitary sewer infrastructure, to help encourage development in the Housing Priority Areas (MAP 7) for new residential developments that include affordable housing for either rent or purchase.
2. Council proposes to carry-out the site preparation work to develop the municipal snow dump site (~ 80 m wide x 120 m deep) at 34 Boundary Street into a multi-lot, subdivision geared to affordable housing. Council shall retain the remnant lot with a potential future public street to connect onto a Long-term Future Growth Area beyond the subject lot boundaries. Council may move the snow dump to a more suitable location, such as in-behind of the public works yard at 199 Union, on the northside of the railroad tracks and accessible from Hayman Avenue (PID 01337138) and close to Route 1.

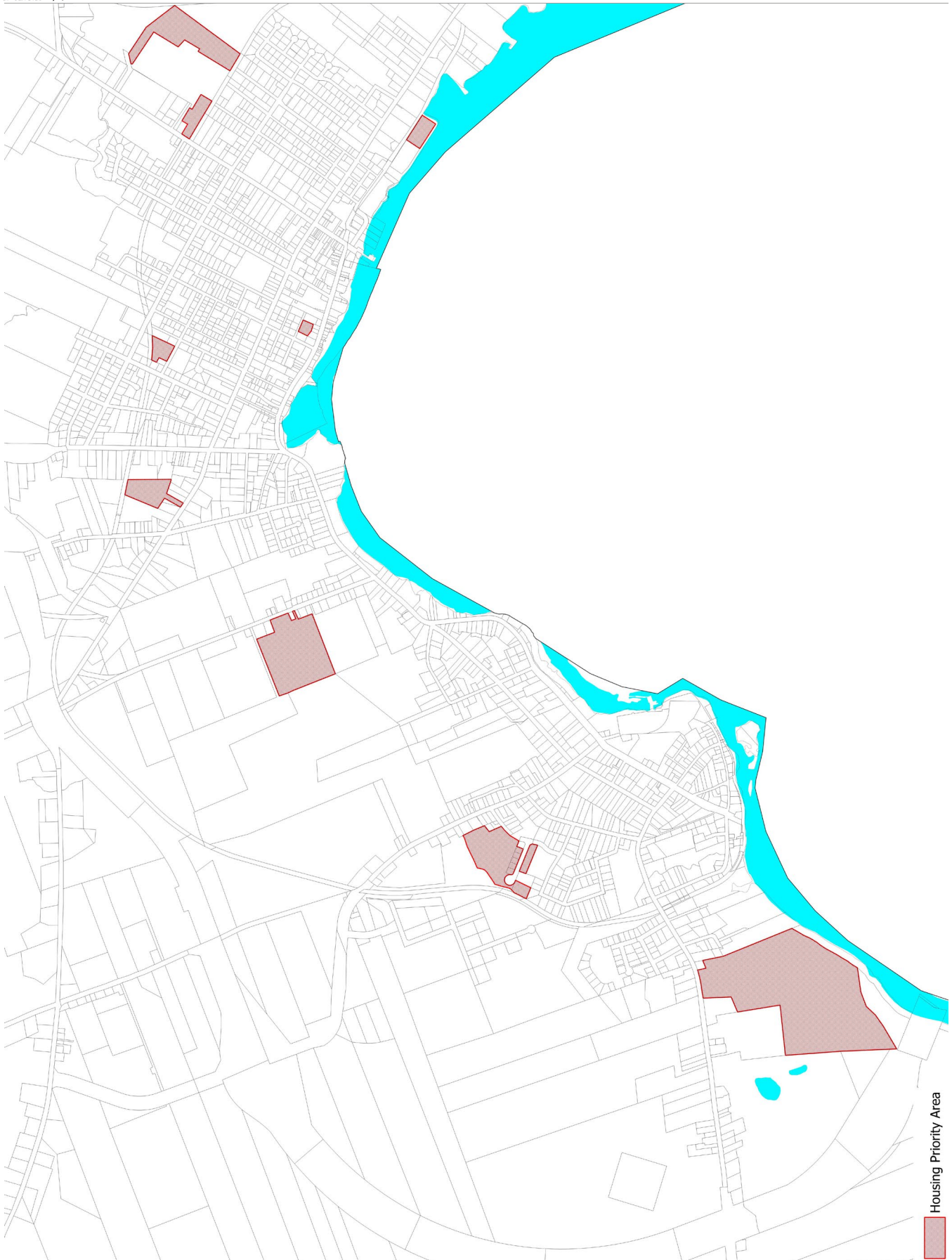
### **INCENTIVIZE ACCESSORY DWELLING UNITS FOR FAMILIES**

3. Council proposes to amend the Development Incentives By-law to include a simplified grant program for small accessory dwelling units that are exempt from the National Building Code, to help more families build wealth, address the rental shortage, or to help families create multi-generational properties.

### **LOCAL ECONOMIC DEVELOPMENT ROLE**

4. Council shall mandate Future St. Stephen with certain roles to facilitate the development of affordable housing according to section 1.9 of this Plan.

MAP 7.





## 1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

---

### 1.9.1 Policies

#### **ALIGNING THE MUNICIPAL CORPORATIONS AROUND DEVELOPMENT**

1. Council shall co-ordinate the programs of Future St. Stephen, the Business Improvement Area, and the Municipal District of St. Stephen, as they relate to the economic, social, and physical development of the Municipality, so that the mandates are clear, duplication is avoided, and the efforts of the three municipal corporations are efficient, focused and aligned to stimulate the development envisioned by Council and the community.

# WE'RE

# OPEN!





# 1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

## 1.9.2 Proposals

### FUTURE ST. STEPHEN

1. Council proposes to co-ordinate the programs of Future St. Stephen (FSS), or a similar municipal economic development agency, as they relate to the economic, social, and physical development of the Municipality in the following ways:
  - a. ***Industrial Park Development*** – FSS is mandated to:
    - Engage with external entities on behalf of the Industrial Park, including prospective industries, consultants, the federal and provincial governments, and the regional service commission's (RSC) Economic & Workforce Development Division.
    - Support existing industries in the Industrial Park and serve as advocate regarding any redevelopment or expansion plans.
    - Support the Municipal District of St. Stephen (MDSS) on the acquisition, holding, surveying, subdividing, selling, and leasing of development-ready sites for industrial developments.
    - Support the MDSS on future land assembly efforts and infrastructure improvements for the Industrial Park.
    - Promote eco-industrial development potential, where one business' by-product becomes an opportunity for a co-located industry.
    - Work with the RSC to research and apply for grants for the development and capital improvement of the Industrial Park.
    - Attract industrial businesses and local talents to the Industrial Park by marketing of its services, labour pool, transportation links, and its advantageous proximity to the Eastern U.S. market.
    - Work with the MDSS to install new signage and other visual aesthetics to improve the Industrial Park's image.
  - b. ***Small Business & Downtown Development*** – FSS is mandated to:
    - Work with the RSC's Economic & Workforce Development Division to share and distribute data from shopping surveys and business gap analyses and assist the RSC with the promotion of business training, such as business bootcamps or summits.
    - Welcome new local business owners to the community and promote new local business offerings.
    - Connect small business owners and entrepreneurs with lenders, funders, support, permitting, or relevant government agencies.
    - Promote the downtown as a business and shopping area.
    - Provide limited grants to cover a portion of downtown storefront façade improvements that maintain historic character-defining elements and/or where traditional building materials are used.





# 1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

## 1.9.2 Proposals (continued)

### FUTURE ST. STEPHEN (CONTINUED)

- c. *Affordable Housing Development* – FSS is mandated to:
  - Work with the MDSS and RSC Planning to ensure municipally owned lands are appropriately subdivided, zoned, serviced, and ready for affordable housing developments.
  - Promote development-ready properties in St. Stephen to housing developers and encourage affordable housing by way of the Development Incentives By-law.
  - Work with the RSC's Housing Specialist to publish and distribute data from housing market research published by the RSC.
- d. *Hotel Development* – FFS is mandated to:
  - Promote hotel development-ready properties in St. Stephen to hotel developers, especially but not limited to the downtown.
  - Attract hotel developers to St. Stephen based on targeted marketing/promotion of the Development Incentives By-law and the findings of a professional hotel feasibility study.

### BUSINESS IMPROVEMENT AREA

- 5. Council proposes to co-ordinate the programs of Business Improvement Area (BIA) as they relate to the economic, social, and physical development of the Municipality in the following ways:
  - a. *Reduction of Property Tax Downtown* – the BIA is mandated to:
    - Reduce the tax burden on downtown properties or businesses through a reduction of the BIA levy from its current maximum rate of \$0.20 for each \$100 of assessed value to the minimum of \$0.01.
    - Transfer administrative staff and responsibilities of carrying out downtown promotion and beautification programs to the MDSS or FSS.
  - b. *Special BIA Grant Applications* – the BIA is mandated to:
    - Approve special BIA grant applications for any one-off downtown projects, as identified by the BIA Board, with direct administrative support from the MDSS and FSS staff.





# 1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

## 1.9.2 Proposals (continued)

### MUNICIPAL DISTRICT OF ST. STEPHEN

1. Council proposes to co-ordinate the programs of the Municipal District of St. Stephen (MDSS) as they relate to the economic, social, and physical development of the Municipality in the following ways
  - a. *Development Incentive Program* – the MDSS is mandated to:
    - Review development incentive applications with administrative support from RSC Planning Division.
  - b. *Development Agreements and Property Sales* – the MDSS is mandated to:
    - Arrange for surplus municipal property sales through real estate agents, or requests for proposals with administrative support from FSS. Draft development agreements with administrative support from the RSC Planning Division.
  - c. *Safety and Dangerous or Unsightly Premises Enforcement* – the MDSS is mandated to:
    - Clean-up and repair dilapidated or unsightly properties that negatively impact the community's perception of crime or willingness to invest.
    - Utilize some proceeds of the sale of surplus municipal properties to create a revolving fund for dangerous or unsightly premises enforcement and to fund improved night-sky friendly lighting for pedestrian areas.
    - Encourage community groups to form independent watch associations to liaison directly with the RCMP.
  - d. *Competitive Costs to Spur Housing Development* – the MDSS is mandated to:
    - Amend By-law No. S-7, which regulates garbage collection, to include municipal curbside waste pick-up for multi-unit dwellings.
    - Amend By-law No. W-1, which sets the user charges for municipal water and sewer, to ensure that the water and sewer rates for multiple-unit dwellings are competitive with other NB communities.
  - e. *Transportation & Utility System* – the MDSS is mandated to:
    - Develop a long-term Asset Management Plan with a professional engineer and support from all departments.
    - Tender local street reconstruction projects using the street standards found in Fig. 1 of this Plan.
    - Engage with external entities on behalf of the airport, including prospective airport operators, consultants, the federal and provincial governments, and the RSC.





# 1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

## 1.9.2 Proposals (continued)

### MUNICIPAL DISTRICT OF ST. STEPHEN (CONTINUED)

- c. *Park Improvements & Year-round Events* – MDSS is mandated to:
- Make recreational facility and park improvements according to the tiered planned service levels, (Fig. 2) using the funds generated by the sale of underutilized assets, and prioritizing the most utilized assets as identified in this Plan (Fig. 3).
  - Program year-round recreational events as well as design and service parks for use during winter months.
  - Promote the peddler's by-law exemption for local farmers to directly sell their locally grown agricultural products at designated public squares without fees or permits.
- c. *Partner to Address Homelessness Fairly & Compassionately* – MDSS is mandated to:
- Advocate to other governmental and non-governmental partners to support the provision of safe, affordable, and dignified transitional, supportive, and complex-care housing and health services to meet the needs of the unsheltered residents of St. Stephen.
  - Work with non-profit partners to eventually phase-out the existing emergency shelter site and zone locations for any future temporary emergency shelters based upon the policy of the municipal plan or through a site-specific rezoning and consultation.





## 1.10 Five-year Capital Improvement Plan and Implementation Measures

### 1.10.1 Policies

#### PLAN IMPLEMENTATION

1. Council shall implement the Municipal Plan By-law through its development approvals, asset management, capital budget, municipal programs, land disposition/acquisition, and other municipal by-laws.

### 1.10.2 Proposals

1. Council shall consider the 5-year capital improvement plan (C.I.P) attached to this plan (Fig. 4) when making annual budgets for capital expenditures within the Municipality.
2. Council shall annually update the C.I.P to reflect its current capital budget priorities that relate to the physical development of the Municipality.
3. Other measures by Council needed to implement the Municipal Plan By-law, include:
  - a. **Zoning By-law** – adopting a new Zoning By-law for the whole Municipal District of St. Stephen that reflects the planning policy of the Municipal Plan, and implements the plan through:
    - Development approvals;
    - Rezoning approvals;
    - Variance approvals;
    - Terms & conditions and other planning approvals; and,
    - Subdivision approvals.
  - b. **Local Improvement By-law** – adopting a Local Improvement By-law to require connection to the municipal sanitary system for any properties able to be connected but without a permitted on-site sewage disposal system.
  - c. **By-law Amendments** – adopting amendments to the following By-laws:
    - Amendments to the By-law to Regulate the Collection and Disposal of Garbage and Other Material, No. S-7, to reduce costs and encourage multiple-unit housing development.
    - Amendments to Water & Sewer Rates and Charges By-law, No. W-1, to reduce costs and encourage multiple-unit housing development.

FIG. 4

Proposals	C.I.P. (5-year approx.)	Project Lead(s)	Years
Predevelopment work towards a new fire station	\$50,000	CAO/Protective Services	5
New Council chamber space & renovation	\$250,000	CAO	1
Visitor information center renovation/small bldg.	\$50,000	CAO/Community Services	2
Housing Priority Areas & downtown lot servicing + moving snow dump	\$600,000	CAO/FSS	4
Land & parcel acquisitions	\$250,000	CAO/FSS	2
Contribution to Industrial Park to lot servicing & improvements	\$100,000	CAO/FSS	2
Re-surface local streets & sidewalks per Dillon's Roads Condition Assessment and Needs Analysis report	\$9,070,000	CAO/Public Works	5
Dangerous & unsightly repairs revolving fund	\$250,000	CAO/Protective Services	2
Nighttime lighting improvements	\$50,000	CAO/Public Works	2
Park & recreation improvements	\$275,000	CAO/Community Services	5
Downtown façade grant program	\$50,000	CAO/FSS	1
<b>TOTALS</b>	<b>\$10,995,000 ~ approximate over 5 years</b>		













**MUNICIPAL DISTRICT OF ST. STEPHEN**  
**REGULAR COUNCIL MINUTES**

**February 26, 2025, 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 B. Cornish, Councillor J. Wright, Councillor W. Greenlaw, Councillor E. Eastman, Councillor E. Rodas

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

Others Present: Genevieve Coates, Future St. Stephen; Frank Godsoe, Assistant Treasurer; Alex Henderson, Southwest New Brunswick Service Commission;

---

**A. CALL TO ORDER**

Mayor MacEachern called the meeting to order.

**B. FIRST NATION RECOGNITION**

**C. APPROVAL OF THE AGENDA**

**RES. NO. 16/25**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Eastman

**That** the Agenda for the Regular Council Meeting of FEBRUARY 26, 2025, be approved.

**MOTION CARRIED**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

No conflicts declared.

**E. ADOPTION OF MINUTES**

**1. Regular Council Meeting**

**RES. NO. 17/25**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Cornish

**That** the Minutes of the Regular Council Meeting held on JANUARY 29, 2025, be approved as presented.

**MOTION CARRIED**

**2. Special Council Meeting**

Correction made to the draft February 6th Special Council Minutes that are attached to this meeting agenda, which amends the incorrect approval amount shown for St. Croix Wellness and Renewal Centre.

**RES. NO. 18/25**

**Moved by** Councillor Wright

**Seconded by** Councillor Eastman

**That** the Minutes of the Special Council Meeting held on FEBRUARY 6, 2025, be approved as amended.

**MOTION CARRIED**

**F. PUBLIC DELEGATIONS**

**1. Presentation of the audited 2023 Consolidated Financial Statements by Teed Saunders Doyle & Co.**

**2. Joe Moffatt - Leaseholder for Oak Bay Campground**

Presentation made by Joe Moffatt.

**G. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER**

CAO Jeff Renaud presented his report.

**RES. NO. 19/25**

**Moved by** Councillor Wright

**Seconded by** Councillor Cornish

**That** the Report of the Chief Administrative Officer be acknowledged and received.

**MOTION CARRIED**



## **H. PUBLIC COMMENT PERIOD**

Susan Thomas, owner of Casa Breeze Inn in Oak Bay.

David Whittingham, Ward 2.

Bernadette Cunningham, Ward 2.

## **I. REPORTS**

### **RES. NO. 20/25**

**Moved by** Councillor Harding

**Seconded by** Councillor Eastman

**That** the Departmental Information Reports be acknowledged and received.

**MOTION CARRIED**

### **1. Deputy CAO Report**

Deputy CAO, Sean Morton presented his report.

### **2. Southwest NB Service Commission - MD Planning Report**

Alex Henderson, Planning Director at the Southwest NB Regional Service Commission, presented his report.

### **3. Community Services Report**

Kev Sumner, Director of Community Services, presented his report.

### **4. Assistant Treasurer's Report**

Frank Godsoe, Assistant Treasurer, presented his report.

### **5. Future St. Stephen Economic Development Report**

Genevieve Coates presented the report for Future St. Stephen.

**J. BYLAWS**

**1. THIRD AND FINAL READING of BYLAW 03-23-1, A BYLAW TO AMEND BYLAW 03-23**

**RES. NO. 21/25**

**Moved by** Councillor Harding

**Seconded by** Councillor Greenlaw

**That** Bylaw 03-23-1, A Bylaw to Amend Bylaw 03-23, A By-law Respecting the Remuneration of Council for the Municipal District of St. Stephen, be given third and final reading by title.

**MOTION CARRIED**

**K. NEW BUSINESS**

**1. Requests for Decisions**

- a. Adoption of the audited 2023 Consolidated Financial Statements presented by Teed Saunders Doyle & Co.

**RES. NO. 22/25**

**Moved by** Councillor Wright

**Seconded by** Councillor Eastman

**That** the audited 2023 Consolidated Financial Statements be approved as presented.

**MOTION CARRIED**

- b. Municipal Plan By-law M-4

**RES. NO. 23/25**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Hyslop

**That** Council set the date for public presentation of the proposed Municipal Plan at the next meeting of Council on March 26, 2025, in compliance with the *Community Planning Act*.

**MOTION CARRIED**



c. Scotiabank Borrowing Resolution

Council unanimously agrees to waive reading.

**RES. NO. 24/25**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Harding

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Municipal District of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$566,322.00 (five hundred and sixty six thousand, three hundred and twenty two dollars), to meet current expenditures of the Corporation for the year 2025. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Municipal District of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Municipal District of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all the monies collected or received from any other source.

**MOTION CARRIED**

d. RBC Borrowing Resolution

Council unanimously agrees to waive reading.

**RES. NO. 25/25**

**Moved by** Councillor Eastman

**Seconded by** Councillor Greenlaw

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Municipal District of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2025, the sum of \$1,417,161 (one million, four hundred and seventeen thousand one hundred and sixty one dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Municipal District of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Municipal District of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the said sum of \$1,417,161 (one million, four hundred and seventeen thousand one hundred and sixty one dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from



time to time, but no renewal shall fall due later than the 31st day of December next.

**MOTION CARRIED**

**L. COUNCIL REPORTS**

**RES. NO. 26/25**

**Moved by** Councillor Greenlaw

**Seconded by** Deputy Mayor Wheaton

**That** the Council Reports be acknowledged and received.

**MOTION CARRIED**

1. **Mayor MacEachern**
2. **Deputy Mayor Wheaton**
3. **Councillor Eastman**
4. **Councillor Wright**
5. **Councillor Greenlaw**
6. **Councillor Cornish**

**M. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**RES. NO. 27/25**

**Moved by** Councillor Cornish

**Seconded by** Councillor Eastman

**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 an Agreement**
2. **Third Party Confidentiality**
3. **Third Party Confidentiality**
4. **Financial Matter**

**N. ADJOURNMENT**

**RES. NO. 28/25**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Rodas

**That** the meeting be adjourned at 8:31 p.m.

**MOTION CARRIED**

---

Mayor

---

Clerk

# **LYDIA'S THIRD ANNUAL COMMUNITY CLEAN UP**

**JOIN NEIGHBOURS AND  
FRIENDS FOR A DAY OF  
COMMUNITY PRIDE!!  
LET'S WORK TOGETHER  
TO CLEAN UP AND MAKE  
CHARLOTTE COUNTY A  
BETTER PLACE FOR  
EVERYONE.**



**RAIN DATE APRIL 27TH**



**SATURDAY**

**APRIL 26TH**

**BORDER ARENA PARKING LOT**

**12:30**





INFORMATIONAL REPORT  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
March 2025



---

**RECOMMENDATION:** That Council receives this report for informational purposes.

The activities of the CAO Office may be summarized as follows:

1. **CANADA 1<sup>ST</sup> BASKETBALL**

Negotiations surrounding the Restrictive Covenant continue on this file. Lawyers from both sides continue dialogue regarding language.

2. **Human Resources Management and Payroll Systems RFP**

The Request for Proposals on this project closed on March 14<sup>th</sup>. Four submissions were received prior to the deadline. These proposals are currently under review by the administrative evaluation team.

3. **Realtor Services RFP**

This request for proposals has been posted. It closes on April 4<sup>th</sup>, 2025. Awarding of this contract will be a vital part in achieving Council's goal of not holding any surplus property by the end of 2025.

4. **Meeting with Minister Kennedy**

CAO joined Mayor MacEachern in hosting the Minister of Local Government for a meeting held at the Garcelon Civic Center. The conversation was very positive and provided a great opportunity to share perspectives on a number of issues facing local governments as well as identifying ways in which we can work together.

5. **Community Safety Survey**

In accordance with Council direction, administration has initiated work with the Canadian Centre for Safer Communities on the creation of a Community Safety Survey. At the time of writing, a draft survey is currently under review. Our current timeline will have the survey posted on April 2<sup>nd</sup>, 2025 and be available until April 30<sup>th</sup>, 2025.

**6. New Councillor Orientation Program**

In preparation for welcoming a new Council in May of 2026, as well as being a Council goal, administration has begun work on the development of a formalized program of orientation for the incoming Council. Councillor Eastman has graciously agreed to work with the CAO in preparation of a draft program that can be presented to Committee of the Whole for further Council input.

**7. Re-Branding Strategy**

In anticipation of Council approval of the rebranding project, which was an identified Council goal, administration has engaged in preliminary discussions with the proposed contract recipient. Should Council approve the project as proposed later in this agenda, administration is well positioned to begin work on the project in short order.

**8. Policy Development:**

Significant work during this reporting period was put into the drafting of a Medical Professional Recruitment policy. While this policy was not a previously identified goal of Council, it emerged as a priority. This policy was drafted and presented to Committee of the Whole for review. It has now been placed on this agenda for Council review and possible decision.

CAO office has also put work into the development of a Municipal Reserves Policy that will be presented at the next Committee of the Whole meeting. This policy will provide direction on the management of funds held in reserve by the municipality.

**9. SMART Goals**

CAO office has been working on updating the SMART Goal sheets that have previously been presented to Council. Updated sheets are attached to this report for reference.

### **March 2025 (Executive Assistant activities since last CAO report)**

- Attended February 26<sup>th</sup> Regular Council meeting to take minutes and enable video connection for live stream. Finalized minutes, created video tags for posting to website and forwarded Resolutions and replies to relevant parties/departments after the meeting.
- Assisted with agenda preparation for monthly Committee of the Whole meeting held March 12<sup>th</sup>; attended meeting to take minutes and enable video connection for livestream. Finalized minutes and created video tags for posting to website.
- Final reporting of results of the Council Grant Program to all applicants.
- Preparation of the agenda and taking minutes at weekly Senior Management team meetings.
- Discussions with Bell and Xplore on phone/internet lines at Oak Bay Community Hall.
- Online attendance at the latest eScribe webinar in preparation of future upgrade to eScribe 6.
- Provide support to CAO and Mayor with various correspondence and meeting arrangements.
- Assisting various citizens/businesses with their inquiries and concerns on varying topics received by telephone, email and in person.
- Daily review and update of issues and concerns received through the AccessE11 Citizen Web Portal.
- Assisting with job postings, new hire documentation, and other HR duties, as required.
- Ongoing review of current Town of St. Stephen/Municipal District of St. Stephen policies and bylaws for updates; assist in drafting/review of new policies and bylaws, as required.
- Online attendance at training sessions and meetings with Questica team.
- Ongoing discussion and correspondence with Canadian Centre for Safer Communities regarding the Community Safety & Well-Being Survey project scheduled for release in the month of April.
- Assist with agenda preparation for March 26<sup>th</sup> Regular Council meeting.



# SMART GOALS WORKSHEET

<p style="text-align: center;"><b>GOAL</b></p> <p><i>Be specific and concise. Include the measure and time frame.</i></p> <p>Undertake a re-branding exercise led by a qualified consultant to enhance visibility of corporate activities and communication with implementation completed by end of 2025.</p>	Project Lead:	✓
	CAO	
	Specific	<input checked="" type="checkbox"/>
	Measurable	<input checked="" type="checkbox"/>
	Attainable	<input checked="" type="checkbox"/>
<p style="text-align: center;"><b>PURPOSE</b></p> <p><i>Why is the goal relevant? What are the benefits?</i></p> <p>Consistent branding allow for greater transparency and accountability to the public.</p>	Relevant	<input checked="" type="checkbox"/>
	Time-bound	<input checked="" type="checkbox"/>
<p style="text-align: center;"><b>CHALLENGES</b></p> <p><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <p>Implementation plan will need to be funded and will likely be a multi-year process.</p>	<p style="text-align: center;"><b>COMPLETION DATE</b></p> <p style="text-align: center;">31/Dec/2025</p>	

<p style="text-align: center;"><b>KEY STEPS</b></p> <p><i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
Research Branding Options	Aug 2024		
Identify Funding in Budget	October 2025		
Confirm Deliverables with Council	December 2025		
Draft Branding RFP	January 2025		
Release RFP	January 2025		
Award Project	March 2025		
Final Presentation on Phase 1 – Research and Discovery	June 2025		

<p style="text-align: center;"><b>MEASURE</b></p> <p><i>Keep a log of your progress.</i></p>	
Date	Measure
Aug/25	Research on Branding RFPs released by other municipalities to assist with identifying
Sept/ 25	Sample budget number identified for presentation in draft budget
Mar 12/25	Committee of the Whole presentation of proposal
Mar 26/25	On Council agenda for approval

# SMART GOALS WORKSHEET

<p style="text-align: center;"><b>GOAL</b></p> <p><i>Be specific and concise. Include the measure and time frame.</i></p> <p>Creation of Handbooks for new Councillor Orientation (both Pre- &amp; Post Election Forums) prior to next general election.</p>	<p>Project Lead:</p> <p>CAO</p>	<p>✓</p>
	<p>Specific</p>	<p>S</p>
	<p>Measurable</p>	<p>M</p>
<p style="text-align: center;"><b>PURPOSE</b></p> <p><i>Why is the goal relevant? What are the benefits?</i></p> <p>- To allow prospective Council candidates more information "pre-election". - To have a quicker Councillor "setting in" period.</p>	<p>Attainable</p>	<p>A</p>
	<p>Relevant</p>	<p>R</p>
	<p>Time-bound</p>	<p>T</p>
<p style="text-align: center;"><b>CHALLENGES</b></p> <p><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <p>Determining what information to provide in each case.</p>	<p style="text-align: center;"><b>COMPLETION DATE</b></p>	

<p style="text-align: center;"><b>KEY STEPS</b></p> <p><i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
Interview current Councillors	March 2025		
Draft Packages	January 2026		
Final Packages ready	February 2026		
Public Release	March 2026		

<p style="text-align: center;"><b>MEASURE</b></p> <p><i>Keep a log of your progress.</i></p>	
Date	Measure
March 19/25	Initial working meeting with CAO and Council Eastman.

# SMART GOALS WORKSHEET

<p style="text-align: center;"><b><u>GOAL</u></b></p> <p style="text-align: center;"><i>Be specific and concise. Include the measure and time frame.</i></p> <p>That the MDSS holds no surplus land assets by December 31, 2025.</p>	<p>Project Lead:</p> <p style="text-align: center;"><b>CAO</b></p>	✓
	<p>Specific</p>	S
	<p>Measurable</p>	M
	<p>Attainable</p>	A
<p style="text-align: center;"><b><u>PURPOSE</u></b></p> <p style="text-align: center;"><i>Why is the goal relevant? What are the benefits?</i></p> <p>To encourage development of under utilized land assets.</p>	<p>Relevant</p>	R
	<p>Time-bound</p>	T
	<p style="text-align: center;"><b>COMPLETION DATE</b></p> <p style="text-align: center; font-size: 1.2em;">31/DEC/2025</p>	
<p style="text-align: center;"><b><u>CHALLENGES</u></b></p> <p style="text-align: center;"><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- Strategic land banking should be considered.</li> <li>- Establishing price points.</li> <li>- No current process (policy development required)</li> </ul>	<p style="text-align: center;"><b>COMPLETION DATE</b></p> <p style="text-align: center; font-size: 1.2em;">31/DEC/2025</p>	

<p style="text-align: center;"><b>KEY STEPS</b></p> <p style="text-align: center;"><i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
Land Disposition Policy adopted by Council	June 2024	August 28 <sup>th</sup> , 2024	✓
Surplus declarations	May 2025	On-going	

<p style="text-align: center;"><b>MEASURE</b></p> <p style="text-align: center;"><i>Keep a log of your progress.</i></p>	
Date	Measure
August 28 <sup>th</sup> , 2024	Council Adoption of new Land Disposition Policy
March 14, 2025	Request for Proposal for Commercial Real Estate released – closes April 4 <sup>th</sup> .



# SMART GOALS WORKSHEET

<p style="text-align: center;"><b><u>GOAL</u></b>  <i>Be specific and concise. Include the measure and time frame.</i></p> <p>To consider a multi-jurisdictional economic development organizational design by January 2025.</p>	<p><b>Project Lead:</b>  <b>CAO</b></p>	<p>✓</p>
<p style="text-align: center;"><b><u>PURPOSE</u></b>  <i>Why is the goal relevant? What are the benefits?</i></p> <p>A Regional effort may be more economical while rendering the same or better results.</p>	<p>Specific</p>	<p>S</p>
	<p>Measurable</p>	<p>M</p>
	<p>Attainable</p>	<p>A</p>
	<p>Relevant</p>	<p>R</p>
<p style="text-align: center;"><b><u>CHALLENGES</u></b>  <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- Establishing common ground with other jurisdictions.</li> <li>- Organizational design.</li> <li>- Politics of changes.</li> </ul>	<p>Time-bound</p>	<p>T</p>
	<p style="text-align: center;"><b>COMPLETION DATE</b></p>	

<div> <b>KEY STEPS</b> </div> <div>How will you achieve your goal? What are the milestones and key steps?</div>			
Description	Start Date	Complete Date	✓
CAO's meet for exploration of idea.	April 4, 2024	April 4, 2024	✓
Drafting of initial thoughts by CAOs	April 4, 2024	April 10, 2024	✓
Present proposals to Mayors	April 19, 2024	April 19, 2024	✓
Proposal presented to Council	April 24, 2024	April 24, 2024	✓
Proposal adopted by Council	September 11 <sup>th</sup> , 2024	September 11, 2024	✓

<div> <b>MEASURE</b> </div> <div>Keep a log of your progress.</div>	
Date	Measure
April 4	CAO's meeting held online.
April 12	Draft model prepared by C. Spear and review by CAO's
April 18	Meeting of CAO's and Mayors to review draft proposal
April 24	Concept presented to MDSS Council
Sept 11/24	Council agrees in principle with proceeding
Oct 17 <sup>th</sup> , 2024	Meeting of the three parties scheduled
Dec 2024	Eastern Charlotte elects not to proceed. Administration considers this matter closed until further guidance from Council

# SMART GOALS WORKSHEET

<p align="center"><b>GOAL</b></p> <p align="center"><i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will have an Economic Development Strategy Prepared by a qualified consultant by September 11<sup>th</sup>, 2024</p>	<p><b>Project Lead:</b> <b>CAO/FSS</b></p>	<p align="center">✓</p>
<p align="center"><b>PURPOSE</b></p> <p align="center"><i>Why is the goal relevant? What are the benefits?</i></p> <p>The Municipal District of St. Stephen is comprised of a much larger geographic area than the former Town of St. Stephen. An Economic Development Strategy specifically contemplating both the rural and urban components of our municipality will enhance our regional prosperity.</p>	<p>Specific</p>	<p align="center">S</p>
	<p>Measurable</p>	<p align="center">M</p>
	<p>Attainable</p>	<p align="center">A</p>
	<p>Relevant</p>	<p align="center">R</p>
<p align="center"><b>CHALLENGES</b></p> <p align="center"><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <p>Council has established a tight timeline for this project. Will require a qualified consultant be engaged. Will require funding be assigned to complete task</p>	<p>Time-bound</p>	<p align="center">T</p>
	<p align="center"><b>COMPLETION DATE</b></p> <p align="center"><b>TBD</b></p>	

<p align="center"><b>KEY STEPS</b></p> <p align="center"><i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
Create a Request for Proposals			
Release RFP			
Evaluate Proposals			
Council Awards Contract			
Consultant provides final report			

<p align="center"><b>MEASURE</b></p> <p align="center"><i>Keep a log of your progress.</i></p>	
Date	Measure
Apr. 8, 2024	Initial research on development of RFP



# SMART GOALS WORKSHEET

<p style="text-align: center;"><b>GOAL</b> <i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will upgrade the Milltown Tennis Courts by 2025</p>	<p><b>Project Lead:</b> Dir. Comm. Servs.</p>	<p>✓</p>
<p style="text-align: center;"><b>PURPOSE</b> <i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- Our tennis court surface was last resurfaced in 2018, maintenance will be needed in the next 5 years</li> <li>- Adding tennis &amp; pickleball lines to meet the demands of the community</li> <li>- A great FREE asset for competitions &amp; recreational play for residents and visitors</li> </ul>	<p>Specific</p>	<p>S</p>
<p style="text-align: center;"><b>CHALLENGES</b> <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- The cost of products and materials continue to increase</li> <li>- Risk of vandalism as this area is unsecured and meeting the expectations of community,</li> <li>- It is not just resurfacing, foundation work is needed to stop cracks forming in the future</li> </ul>	<p>Measurable</p>	<p>M</p>
	<p>Attainable</p>	<p>A</p>
	<p>Relevant</p>	<p>R</p>
	<p>Time-bound</p>	<p>T</p>
<p style="text-align: center;"><b>COMPLETION DATE</b> Fall 2025</p>		

<p style="text-align: center;"><b>KEY STEPS</b> <i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
MDSS staff research estimates for groundwork/resurfacing	Winter 2024/25		
MDSS staff apply for project funding from Feds/GNB			
MDSS staff ensure funding is secured/potential borrowing			
Coordinate the groundwork and resurfacing tender	Spring 2025		
Select the appropriate bidder from the tender			
Begin the installation, aim for completion in 1-2 months			

<p style="text-align: center;"><b>MEASURE</b> <i>Keep a log of your progress.</i></p>	
Date	Measure
August 2024	Community delegation presents to MDSS council on history of the courts, requesting upgrade.
Winter 2024/25	Atlantic Canada has a limited number of court resurfacers, MDSS staff is aware of potential contractors
Dec 2024	MDSS Council approve upgrade for court surfaces, capital funding used for project
March 2025	Staff working with Canoe procurement to access court resurfacing companies



# SMART GOALS WORKSHEET

<p align="center"><b>GOAL</b></p> <p><i>Be specific and concise. Include the measure and time frame.</i></p> <p>The St. Croix River and Waterfront as a tourism asset</p>	<p>Project Lead: ✓</p> <p>Dir. Comm. Servs.</p>	
<p align="center"><b>PURPOSE</b></p> <p><i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- To attract tourists and residents to the waterfront, trails and Downtown area with accessible amenities and attractions</li> <li>- To stimulate the economic benefits from increased tourism as tourist dollars would support businesses</li> <li>- We need to attract and keep the tourists visiting Charlotte County going to the Chocolatier and factory and coming through the border heading both ways rather than the those that stop for gas and leave.</li> <li>- Our Neighbouring community of St. Andrews attracts tourists, we could tap into the summer draw of St. Andrews and in the future the potential attraction of the World's oldest basketball court.</li> <li>- E-bikes/scooter rentals could be added to our existing paddleboard rentals as we have waterfront trails and heritage tours in the downtown area.</li> </ul>	<p>Specific</p>	<p>S</p>
	<p>Measurable</p>	<p>M</p>
	<p>Attainable</p>	<p>A</p>
	<p>Relevant</p>	<p>R</p>
	<p>Time-bound</p>	<p>T</p>
<p align="center"><b>CHALLENGES</b></p> <p><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- The St. Croix is a tidal river and so visitors are restricted with the movements of the tide, with the suggestion of a water taxi between here and St. Andrews this would be only operational during the summer and shoulder seasons as our wharf is removed over the winter</li> <li>- There is no hotel to accommodate the visitors at the moment.</li> <li>- Additional storage and infrastructure for rental equipment would be required</li> <li>- The Provincial Government has informed us the current VIC will not approved as a provincial VIC because of the size is not big enough.</li> </ul>	<p align="center"><b>COMPLETION DATE</b></p> <p align="center">Fall 2025</p>	

KEY STEPS			
How will you achieve your goal? What are the milestones and key steps?			
Description	Start Date	Complete Date	✓
Paddleboards rentals were introduced in 2022	Spring/Summer 2022		✓
MDSS staff worked with a tourism operator in 2021, a tourism initiative report was produced with recommendations in 2022	Winter/Spring 2022		✓
Creation of a VIC joint working group	Fall/Winter 2024		
Link to MDSS Municipal Plan	Fall/Winter 2024		

MEASURE	
Keep a log of your progress.	
Date	Measure
Dec 2024	VIC Working Group provides recommendations to Council.
March 2025	Building/WAWA permits developed for demolition of old kiosk,
July 2025	VIC to open for Canada Day with new cabin building

# SMART GOALS WORKSHEET

<p style="text-align: center;"><b><u>GOAL</u></b></p> <p style="text-align: center;"><i>Be specific and concise. Include the measure and time frame.</i></p> <p style="text-align: center;">The Municipal District of St. Stephen to host 6 “big” events per year</p>	<p>Project Lead: ✓</p> <p>Dir. Comm. Servs.</p>	
<p style="text-align: center;"><b><u>PURPOSE</u></b></p> <p style="text-align: center;"><i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- To increase community engagement and pride and revenue generation.</li> </ul>	Specific	S
	Measurable	M
	Attainable	A
	Relevant	R
<p style="text-align: center;"><b><u>CHALLENGES</u></b></p> <p style="text-align: center;"><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- There is a financial risk if these events do not sell out</li> <li>- Acts or attractions are expensive to attract, large upfront costs.</li> <li>- There is no hotel to accommodate the visitors, we also have limited parking around the GCC</li> </ul>	Time-bound	T
	<p style="text-align: center;"><b>COMPLETION DATE</b></p> <p style="text-align: center;">Fall 2025</p>	

<p style="text-align: center;"><b>KEY STEPS</b></p> <p style="text-align: center;"><i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓

<p style="text-align: center;"><b>MEASURE</b></p> <p style="text-align: center;"><i>Keep a log of your progress.</i></p>	
Date	Measure



# SMART GOALS WORKSHEET

<p style="text-align: center;"><b>GOAL</b> <i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will look to enhance community aesthetics</p>	<p>Project Lead: ✓ Dir. Comm. Servs.</p>	
<p style="text-align: center;"><b>PURPOSE</b> <i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- To make the waterfront and downtown properties more attractive to tourists and potential businesses</li> <li>- Help direct residents and visitors to the amenities that are available using signage and lighting</li> <li>- Increased community pride and community engagement</li> <li>- Identifiable waterfront properties and landmarks, e.g. lighthouse, chocolate factory, oldest basketball court</li> </ul>	<p>Specific <input checked="" type="checkbox"/></p>	
	<p>Measurable <input checked="" type="checkbox"/></p>	
	<p>Attainable <input checked="" type="checkbox"/></p>	
	<p>Relevant <input checked="" type="checkbox"/></p>	
	<p>Time-bound <input checked="" type="checkbox"/></p>	
<p style="text-align: center;"><b>CHALLENGES</b> <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- The properties are privately owned and the owners may not be able to make these changes</li> <li>- Engaging the owners to see if these improvements are available or can be incentivized</li> <li>- Accessing funding or 3<sup>rd</sup> party grants (such as the BIA) to assist with these projects</li> <li>- Infrastructure for additional signage and lighting will be needed and may lead to increase costs in places such as along the trail or in the downtown core.</li> </ul>	<p style="text-align: center;"><b>COMPLETION DATE</b></p> <p style="text-align: center;">Fall 2025</p>	

<p style="text-align: center;"><b>KEY STEPS</b> <i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
MDSS staff identify locations for additional lighting/signage	Spring/Summer 2025		
MDSS staff look for funding opportunities or develop business incentives for new frontages			

<p style="text-align: center;"><b>MEASURE</b> <i>Keep a log of your progress.</i></p>	
Date	Measure
Spring/Summer 2025	Identify and apply for grants and funding ops



# SMART GOALS WORKSHEET

<p align="center"><b><u>GOAL</u></b></p> <p align="center"><i>Be specific and concise. Include the measure and time frame.</i></p> <p align="center">The Municipal District of St. Stephen to implement non-business hours access to users of the GCC fitness center</p>	<p><b>Project Lead:</b> ✓</p> <p><b>Dir. Comm. Servs.</b></p>	
<p align="center"><b><u>PURPOSE</u></b></p> <p align="center"><i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- To look into expanding on the opening hours of the GCC (typically 8am – 10pm) for those users that can't make those times</li> <li>- This offers more service to the community</li> </ul>	<p>Specific</p>	S
	<p>Measurable</p>	M
	<p>Attainable</p>	A
	<p>Relevant</p>	R
<p align="center"><b><u>CHALLENGES</u></b></p> <p align="center"><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- Ensuring users are safe within the GCC if they are in the building alone/unsupervised</li> <li>- Installing the new access equipment needed would be expensive</li> <li>- This would take business away from the other fitness centers/gyms in St. Stephen</li> </ul>	<p>Time-bound</p>	T
	<p align="center"><b>COMPLETION DATE</b></p> <p align="center"><b>Fall 2025</b></p>	

<b>KEY STEPS</b>			
<i>How will you achieve your goal? What are the milestones and key steps?</i>			
Description	Start Date	Complete Date	✓
MDSS staff surveyed the users to see if there was a demand for an increase to hours, very few users wanted to come in.	Winter 2022		✓
Council resolution approved the 8am opening time	Winter 2022		✓
GCC staff informed to monitor enquires into earlier opening times	February 2025		

<b>MEASURE</b>	
<i>Keep a log of your progress.</i>	
Date	Measure

# SMART GOALS WORKSHEET

<p align="center"><b>GOAL</b> <i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will get an agreement in place for the usage of the ASD-S athletic fields by our community groups by 2026</p>	<p><b>Project Lead:</b> <b>Dir. Comm. Servs.</b></p>	<p align="center">✓</p>
<p align="center"><b>PURPOSE</b> <i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- We know what fields are available, MDSS only has one athletic field while ASD-S has 9 fields</li> <li>- Safer facilities for the community, a number of ASD-S had safety issues</li> <li>- Increased community pride as they represent St. Stephen</li> <li>- Increased community engagement, opportunity to host provincials or other sports tourism events</li> </ul>	<p>Specific</p>	<p align="center">S</p>
	<p>Measurable</p>	<p align="center">M</p>
	<p>Attainable</p>	<p align="center">A</p>
	<p>Relevant</p>	<p align="center">R</p>
	<p>Time-bound</p>	<p align="center">T</p>
<p align="center"><b>CHALLENGES</b> <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- The ASD-S fields are not always available</li> <li>- Their fields have had safety issues, broken back stops and fences, sinkholes, etc.</li> <li>- Liability and who is responsible for incidents during public access</li> <li>- ASD-S Scheduling software has not always been working for community teams</li> </ul>	<p align="center"><b>COMPLETION DATE</b>  <b>Fall 2025</b></p>	

<p align="center"><b>KEY STEPS</b> <i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
Meeting with ASD-S executive – Oct 16 in Saint John	Fall/Winter 2024		
MDSS & ADS-S develop an agreement	Spring/Summer 2025		
ASD-S athletic fields available to the community	Spring/Summer 2026		

<p align="center"><b>MEASURE</b> <i>Keep a log of your progress.</i></p>	
Date	Measure
Nov 2019	Meeting with SSHS staff and developed plan for fields
April 2020	COVID pandemic means no outdoor activities, contract not renewed
Spring 2021	Meeting with TOSS Mayor, Cllr Chisholm & Kev Sumner – no agreement developed, no shared costs
Spring 2025	Upgrades made to Rotary Field parking lot with fencing



# SMART GOALS WORKSHEET

<p align="center"><b>GOAL</b></p> <p align="center"><i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will add year-round waste/recycling efforts</p>	<p><b>Project Lead:</b></p> <p><b>Dir. Comm. Servs.</b></p>	<p align="center">✓</p>
<p align="center"><b>PURPOSE</b></p> <p align="center"><i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- To increase the number of waste/recycling receptacles within the community</li> <li>- Reduce the amount of garbage seen within the downtown business area and along King Street</li> <li>- Increases community pride and builds a strong reputation as a clean, tidy municipality</li> </ul>	<p>Specific</p>	<p align="center">S</p>
<p align="center"><b>CHALLENGES</b></p> <p align="center"><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- Adding new receptacles will mean additional costs for the equipment</li> <li>- Staff will have move on regular duties to clear the additional receptacles</li> <li>- Locations of receptacles cannot impact snow clearing, possibly adding them to street lights</li> </ul>	<p>Measurable</p>	<p align="center">M</p>
	<p>Attainable</p>	<p align="center">A</p>
	<p>Relevant</p>	<p align="center">R</p>
	<p>Time-bound</p>	<p align="center">T</p>
<p align="center"><b>COMPLETION DATE</b></p> <p align="center"><b>Spring 2026</b></p>		

<b>KEY STEPS</b>			
<i>How will you achieve your goal? What are the milestones and key steps?</i>			
Description	Start Date	Complete Date	✓
MDSS staff identify locations for additional receptacles	Winter 2024		
MDSS to research costs of receptacles	Winter 2024		
MDSS staff to add expenses to 2025 operational budget	Winter 2024		

<b>MEASURE</b>	
<i>Keep a log of your progress.</i>	
Date	Measure
2025	MDSS staff to monitor the downtown area for potential locations for new receptacles



# SMART GOALS WORKSHEET

<p align="center"><b><u>GOAL</u></b>  <i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen (MDSS) will develop a pickleball court in collaboration with the St. Stephen Pickleball Association (SSPA) by 2026</p>		Project Lead: ✓
		Dir. Comm. Servs.
		Specific S
		Measurable M
<p align="center"><b><u>PURPOSE</u></b>  <i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- More players of all ages = a healthier and vibrant community</li> <li>- More tourists/visitors to the businesses and amenities in the MDSS = More \$\$\$</li> <li>- Healthier community = less impact on our health system</li> </ul>		Attainable A
		Relevant R
		Time-bound T
<p align="center"><b><u>CHALLENGES</u></b>  <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- Volunteers need to fundraise over \$125,000+</li> <li>- Obtaining and competing for grant dollars for capital projects</li> <li>- The cost of products and materials continue to increase</li> </ul>		<p align="center"><b>COMPLETION DATE</b>  <b>October 31 2026</b></p>

<p align="center"><b>KEY STEPS</b>  <i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
MDSS Council approves staff to assist with grants	Sept 2023	April 2024	✓
MDSS Council designates former skatepark as site for courts	March 2024	March 2024	✓
SSPA fundraises all project costs	Sept 2023	Fall 2025	
Tender package developed and posted to NBON	Winter 2025	Spring 2026	
Contract awarded to successful bidder	Spring 2026	Spring 2026	
Construction begins at Pickleball Courts at Rotary Field	Summer 2026	Fall 2026	
Grand opening of Pickleball Courts	Fall 2026	Fall 2026	

<p align="center"><b>MEASURE</b>  <i>Keep a log of your progress.</i></p>	
Date	Measure
Sept 2023	MDSS staff unsuccessfully applied for the 2023 New Horizon for Seniors Grant
Dec 2023	MDSS staff unsuccessfully applied for the ESIC Community Action Grant - unsuccessful
April 2024	MDSS staff applied for RDC's Community Initiative Fund, we received \$7500
April 2024	St. Stephen Pickleball applied to "Chase the Ace" competition for funding
Sept 2024	MDSS staff applied for the 2024 New Horizon for Seniors Grant – decision coming in April 2025
March 2025	Fencing contractors contacted, quotes for fencing work at Rotary Field

# SMART GOALS WORKSHEET

<p style="text-align: center;"><b>GOAL</b> <i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will develop a beach volleyball by 2025</p>	<p><b>Project Lead:</b> <b>Dir. Comm. Servs.</b></p>	<p>✓</p>
	<p>Specific</p>	<p>S</p>
	<p>Measurable</p>	<p>M</p>
	<p>Attainable</p>	<p>A</p>
<p style="text-align: center;"><b>PURPOSE</b> <i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- Introduce a new Sports &amp; Recreation facility to the community</li> <li>- Healthier community = less impact on our health system, another attraction for MDSS</li> <li>- A great asset for competitions &amp; recreational play</li> </ul>	<p>Relevant</p>	<p>R</p>
	<p>Time-bound</p>	<p>T</p>
	<p style="text-align: center;"><b>COMPLETION DATE</b> <b>Summer 2027</b></p>	
<p style="text-align: center;"><b>CHALLENGES</b> <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- The cost of products and materials continue to increase</li> <li>- Potentially developing/landscaping the site at the Milltown Outdoor Pool or other location</li> <li>- Risk of vandalism as this area is unsecured</li> </ul>		

<p style="text-align: center;"><b>KEY STEPS</b> <i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
MDSS staff research specifications for court	March 2024	April 2024	✓
MDSS staff apply for funding for equipment & materials			
MDSS parks/works crew install court			
MDSS Beach Volleyball court opens			

<p style="text-align: center;"><b>MEASURE</b> <i>Keep a log of your progress.</i></p>	
Date	Measure
Spring 2024	Aaron Muzzatti receives specifications of court from Dillon Eng./City of St. John
Spring 2025	MDSS staff identify area at Milltown Pool or Oak Bay Provincial Beach for potential court



# SMART GOALS WORKSHEET

<p style="text-align: center;"><b><u>GOAL</u></b>  <i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will upgrade the Chocolate Park Splash Pad by 2027</p>	<p><b>Project Lead:</b>  <b>Dir. Comm. Servs.</b></p>	<p>✓</p>
<p style="text-align: center;"><b><u>PURPOSE</u></b>  <i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- Our splash pad was built in 2004, it needs upgrading as it is quite basic in functionality and newer materials</li> <li>- An upgraded splashpad will be an amazing attraction for residents and tourists</li> <li>- A splashpad could rival St. Georges version or St. Andrews playground</li> </ul>	<p>Specific</p>	<p>S</p>
	<p>Measurable</p>	<p>M</p>
	<p>Attainable</p>	<p>A</p>
	<p>Relevant</p>	<p>R</p>
	<p>Time-bound</p>	<p>T</p>
<p style="text-align: center;"><b><u>CHALLENGES</u></b>  <i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- A new splash pad could be several hundred thousand dollars, if we want more features</li> <li>- Vandalism, Chocolate Park is often a victim of damaged property and graffiti</li> <li>- This is one of many facilities with MDSS that need upgrading</li> </ul>	<p style="text-align: center;"><b>COMPLETION DATE</b>  <b>Fall 2027</b></p>	

<p style="text-align: center;"><b>KEY STEPS</b>  <i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	✓
MDSS can secure quotes for estimates for an idea of costs	Summer 2024		
MDSS staff ensure funding is secured/potential borrowing			
MDSS staff develop a tender package for the splashpad project			
Review the tender/bidders and select successful bid			
Coordinate the groundwork and resurfacing tender			

<p style="text-align: center;"><b>MEASURE</b>  <i>Keep a log of your progress.</i></p>	
Date	Measure
Fall/winter 2026	Staff can reach out to splash pad contractors for approximate costs



# SMART GOALS WORKSHEET

<p align="center"><b>GOAL</b></p> <p align="center"><i>Be specific and concise. Include the measure and time frame.</i></p> <p>The Municipal District of St. Stephen will upgrade the arena acoustics in the GCC by 2029</p>		<p>Project Lead: <input checked="" type="checkbox"/></p> <p>Dir. Comm. Servs.</p>
		<p>Specific <input checked="" type="checkbox"/></p>
		<p>Measurable <input checked="" type="checkbox"/></p>
<p align="center"><b>PURPOSE</b></p> <p align="center"><i>Why is the goal relevant? What are the benefits?</i></p> <ul style="list-style-type: none"> <li>- To complete the 2<sup>nd</sup> phase of acoustics in the GCC arena</li> <li>- This will improve the sound quality at events and hockey games</li> </ul>		<p>Attainable <input checked="" type="checkbox"/></p>
		<p>Relevant <input checked="" type="checkbox"/></p>
		<p>Time-bound <input checked="" type="checkbox"/></p>
<p align="center"><b>CHALLENGES</b></p> <p align="center"><i>What are the challenges to Overcome? What resources and skills are needed?</i></p> <ul style="list-style-type: none"> <li>- The cost of adding the 2<sup>nd</sup> phase of sound panels to the GCC</li> <li>- They may help the issue but not eradicate it</li> </ul>		<p align="center"><b>COMPLETION DATE</b></p> <p align="center"><b>Fall 2029</b></p>

<p align="center"><b>KEY STEPS</b></p> <p align="center"><i>How will you achieve your goal? What are the milestones and key steps?</i></p>			
Description	Start Date	Complete Date	<input checked="" type="checkbox"/>
MDSS can secure quotes for estimates for an idea of costs	Summer 2024		
MDSS staff ensure funding is secured/potential borrowing			
MDSS staff develop a tender package for the panels			
Review the tender/bidders and select successful bid			
Install the sound panels			

<p align="center"><b>MEASURE</b></p> <p align="center"><i>Keep a log of your progress.</i></p>	
Date	Measure
Summer 2024	Staff can reach out to contractors for approximate costs



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

**To: CAO Jeff Renaud**

**From: Dep. CAO Sean Morton**

**Resource Staff: Supervisor II, Supervisor I, Treatment Plant Operator, Dillon Engineering, Bylaw Enforcement Officer, Building Inspector, Animal Control Officer**

**Date of Meeting: March 26, 2025**

**Subject: March 2025 Report**

---

<b>Recommendation: That Council Accept this report for informational purposes.</b>
------------------------------------------------------------------------------------

### **Public Works**

1. Water System (Month of February)
  - a. Repaired 4 water service leaks (34 Duke, 112 Pleasant, 337 Milltown, and 3 Watson).
  - b. Repaired 2 mainline leaks on Church Street.
  - c. Reading water meters.
  - d. Extensive work at Maxwell Crossing pumping station.
2. Streets (Month of February)
  - a. Cold patching potholes.
  - b. Salted and plowed streets and sidewalks. Sand was applied in some locations.
  - c. Snow removal.
3. Wastewater (Month of February)
  - a. Cleared sewer main plug St. James Street.
  - b. Infrastructure locates at 16 School, Intersection Rose and Queen, 59 Main.
  - c. Videoed 21 Spring, 67 Duke, 337 Milltown, 38 Union.
  - d. Rodded 38 Union.
  - e. Changed Chloro Vac unit at wastewater discharge site.
  - f. Cleared catch basins for rain storms.
4. General (Month of February)
  - a. Cleared debris at 18 Marks Street.
  - b. Two day First Aid course for a large group of staff.

## **Director of Infrastructure Activities**

1. Street name and civic number applications.
2. Development approvals.
3. E11 files.
4. Job postings and interviews.
5. Water rate structure review.
6. St. Stephen Drinking Water Sampling Plan submission to Dept. of Health.
7. St. Stephen Drinking Water Approval to Operate submission to Dept. of Env. & Local Gov.
8. Asphalt program 2025 preparation.
9. 18 Marks cleanup related activities.
10. Lagoon Building tender release activities.

## **Fire Department**

### **Alarms February 20 – March 18**

<b>Alarms</b>	<b># Calls</b>
1. Alarm	2
2. MVA (Motor Vehicle Accident)	5
3. Ambulance Assist	1
4. Gas Smell/Leak	2
5. Vehicle Fire	1
6. Outside Fire	1
7. Structure Fire (Calais)	3
8. Structure Fire	3
9. Rubbish Fire	1
10. Water Leak	1
11. NB Power	2
<b>Total</b>	<b>23</b>

## **Fire Department Activities**

1. Monthly meeting.
2. Curling Bonspiel planning.
3. Monthly training session.



## **Fire Chiefs Activities**

1. Monthly reporting to OFM (Office of the Fire Marshal).
2. Monthly payroll entries for volunteers.
3. JHSC (Joint Health and Safety Committee) meetings and related work.
4. Bylaw Enforcement related issues.
5. Dangerous and Unsightly files.
6. Two day First Aid recertification.
7. Fire Service Boundaries review. Fire Insurance Underwriters overlays.
8. Inquiries with the Office of the Fire Marshal related to youth firefighters (under the age of 18).
9. Repurposing of Unit 834 (3/4 ton service vehicle from Oak Bay Station) for use as multi-purpose Protective Services vehicle (Fire, Bylaw, Building Inspection).
10. Melanie continues working on the Joint Health and Safety policies/procedures binder, updating it and getting it ready for distribution to staff, in addition to a Personal Protective Equipment Policy.

## **Bylaw Enforcement**

Please find enclosed the report for By-Law –Enforcement. We handled 32 occurrences. These are broken down to:

### **Assist other Dept. (11)**

- .. (4) Public Works
- .. (3) Public Safety issues
- .. (4) Building Inspection

### **Assist general public (12)**

- .. (6) General By Law issues and questions
- .. (2) Property issues
- .. (4) Development questions

### **Parking (8)**

### **Dog Complaints (1)**

Regards,

Brent MacDougall, By Law Enforcement

## **Animal Control Officer**

I continued to patrol the Town daily and responded to all calls and complaints. Dogs left out in the yard and barking incessantly. Very hostile dog owner warning issued. Spoke with people walking dogs without a leash. One lost dog found and returned. I received many calls from outlying areas, referred on.

Regards,

Mike Shannon

Animal Control Officer

## **Building Inspector**

The month of February brought in a total of 6 (six) Building Permits.

The yearly total to date is 10 (ten) Building Permits.

No Stop Work Orders were issued in the month of February.

This office has 7 (seven) open files under By-Law 23-12 A By-Law Respecting Dangerous or Unsightly Premises.

This office responded to and dealt with 12 (twelve) onsite inspections and or occurrences.

It should be noted that prior to the issue of a building permit a review of the development officer's report is conducted to determine if a building permit is needed. If needed a plan review is conducted, (some instances do not warrant a permit as the work may be deemed maintenance only) ongoing inspections are conducted throughout the construction period.

Manzer Young

Building Inspector



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

**To: Council**

**From: Southwest New Brunswick Service Commission**

**Resource Staff: Alex Henderson, RPP (NB), MCIP**

**Date of Meeting: March 26, 2025**

**Subject: Monthly Planning Report**

---

### **Planning Update:**

- Presenting the MDSS municipal plan which is the beginning of the formal public consultation process outlined in the Community Planning Act; and,
- The Municipal Plan By-law will be circulated for comment by the various agencies of the Departments of the Province of New Brunswick and any required revisions will be brought forward to Council in the draft by-law at 1<sup>st</sup> reading.

### **Development Update for 2025:**

- Fifteen (15) building permits approved for zoning compliance and referred to building inspector year to date (YTD) – nine (9) new permits in last month's report period;
- Four (4) development permits approved in the last month;
- One (1) sign permit YTD;
- Two (2) subdivision approvals YTD, four (4) new building lots added YTD.
- Three (3) zoning confirmation letters issued YTD, one (1) new in report period.
- One (1) approval/exemption of document for the Registry approved YTD
- Eight (8) new homes/dwelling units permitted YTD – five (5) new in report; and,
- Total permitted construction value added to MDSS in 2025 YTD: \$2,282,177.00.

<b>Recommendation: That Council Accept this report for informational purposes.</b>
------------------------------------------------------------------------------------



Type	Address of Development Site	Value	Issue Date	Description of Approval
Building or Demolition Permit	Old Bay Road, St. Stephen	1000000	Mar 19, 2025	New blower building  Conditions or Other Important Notes for Constructor: Must supply my office with the Stamped completed for construction drawings prior to start of project.
Building or Demolition Permit	199 Union Street, St Stephen	50000	Mar 10, 2025	One 25ft (w) by 42 ft (lg) Greenhouse
Building or Demolition Permit	46 Duke St	5000	Mar 10, 2025	rebuild front 2x6 wall of porch to accept new front door lower roof pitch to 6-12 to 2-12 pitch installing new 2x10 rafters and new metal roofing on rear porch section only
Building or Demolition Permit	Waterfront Trail, Budd Avenue	18000	Mar 18, 2025	14X 16 Cabin
Building or Demolition Permit	119 Board Rd., Oak Bay	200000	Mar 10, 2025	Build a 24X36 house with 6ft porch on 3 sides. property already has existing garage, barn, well and septic
Building or Demolition Permit	420 Ledge Road Crocker Hill, N.	275000	Mar 03, 2025	Install New 75'x16' Maple Leaf Mini Home
Building or Demolition Permit	130 MOSHER ROAD	24500	Feb 27, 2025	CONSTRUCTION OF 24'X24' GARAGE  Conditions or Other Important Notes for Constructor: Discuss earthquake support for the buildings wall with the building Inspector prior to applying the buildings sheathing.

Building or Demolition Permit	45 Main Street, St. Stephen	20000	Feb 20, 2025	<p>Replace windows and siding</p> <p>Conditions or Other Important Notes for Constructor:  3.7(2) Existing Buildings - Notwithstanding anything contained in this By-law, where a building or structure has been in existence before the effective date of this Bylaw having less than the minimum lot size, lot frontage, lot depth, front yard, flankage yard, side yard or rear yard than is required by this By-law, or exceeding the maximum lot coverage or building height, such building or structure may be enlarged, reconstructed, repaired, or renovated provided that:  a) the enlargement, reconstruction, repair or renovation of an existing building or structure does not further reduce the required minimum front yard, flankage yard, side yard, or rear yard, and does not further exceed the required</p>
Building or Demolition Permit	2 Island View Drive, Oak Bay	100000	Feb 20, 2025	Building a 14x30 dwelling with a loft area, with an attached 14x30 garage.
Building or Demolition Permit	8 Fraser Lane, Dufferin Charlott	90000	Feb 04, 2025	Install a 14'x50' mini. New construction.
Building or Demolition Permit	86 Hayman Ave St. Stephen E3L	9677.25	Jan 30, 2025	We are getting a small home built (16'x46') up in plaster rock area and are looking to getting it shipped to 86 Hayman Ave.
Building or Demolition Permit	178 Route 740, Heathland	350000	Jan 23, 2025	2 Bedroom modern house with attached garage

Building or Demolition Permit	25 Milltown Blvd., St. Stephen	30000	Feb 06, 2025	<p>To demolish an existing commercial/residential structure</p> <p>Conditions or Other Important Notes for Constructor:  Conditions required are subject to letter sent on January 22, 2025  You will need written permission from both the Municipal district of St. Stephen and any adjoining property owners for permission to access their properties with excavation and trucking equipment which will be used in the undertaking of the demolition process.  The site will need to be protected from any possible debris that could affect the adjoining properties at all times during the demolition.</p>
Building or Demolition Permit	25 Milltown Blvd., St. Stephen	10000	Jan 09, 2025	<p>Removing drywall to install insulation and repair wall.</p>
Building or Demolition Permit	139 Union Street Saint Stephen	1000	Jan 09, 2025	<p>Replace a cracked concrete door header with 4x4 steel post, to open up a door way into a basement room.  4x4 post will be supporting flooring joists and reinforced with 2x10 wood to then frame the door way. Please see attached drawings for further information.</p>
Development Permit	42 Thompson Ave., St. Stephen	7000	Mar 07, 2025	<p>Replacing part of a residential deck that surrounds a pool as shown in the submitted site plan.</p> <p>Important Notes:  Any door therein, other than a door to a dwelling or rooming unit, shall be self-closing and equipped with a self-latching device at least 1.5 m (5 ft) above the bottom of the door.  No person is to alter or replace a swimming pool enclosure without a development permit.  No person shall allow sections of the swimming pool enclosure to be removed or become dilapidated so that it no longer conforms to this By-law;  and  No person is to allow materials to be placed, piled, attached, hung or leaned against or near the swimming pool enclosure that could facilitate the climbing of the enclosure or diminish the structural</p>



Zoning Confirmation or Compliance Letter	73 Milltown Blvd, St Stephen		Mar 07, 2025	<p>6.1.1 DT Permitted Uses</p> <p>Any land, building or structure in the DT Zone may be used for the purposes of:</p> <p>(a) One or more of the following main uses:</p> <p>(i) downtown commercial use;</p> <p>(ii) a high density residential use, not located within ten (10) meters of any façade on the groundfloor.</p> <p>(b) One or more of the following accessory uses:</p> <p>(i) An accessory building, structure or use incidental to the main use of the land, building or structure if such main use is permitted in this section.</p> <p>Important Notes:</p> <p>Commercial Use, Downtown - means the use of a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p>
Development Permit	358 Mohannes Rd, Mohannes	50000	Mar 03, 2025	Building a 20'X20', 1.5-storey cabin. The total square footage must not exceed 625 square feet.
Development Permit	7 Church St., St. Stephen	7000	Feb 20, 2025	Building a 10'X16', 1-storey shed, a permitted accessory structure for the main use of the lot (single unit dwelling).
Development Permit	528 Ledge Rd. Dufferin NB.	20000	Feb 20, 2025	Building a 24'X24', 1-storey cabin and a 12'X12', 1-storey shed on a lot in the Rural Residential Zone.
Development Permit	43 Duke St, St Stephen	15000	Feb 20, 2025	Building a 24'x24', 1-storey detached garage for personal. To be located as shown in new plans provided.

Approval or Exemption of Documents for Registration	Route 170, Oak Bay		Jan 23, 2025	<p>Please note, your documents for registration have now been approved by - Judy Hartford (judy.hartford@snbsc.ca) and are ready to be picked up.</p>
Zoning Confirmation or Compliance Letter	Milltown Boulevard, St. Stephen		Jan 23, 2025	<p>6.1.1 DT Permitted Uses</p> <p>Any land, building or structure in the DT Zone may be used for the purposes of:</p> <p>(a) One or more of the following main uses:</p> <p>(i) downtown commercial use;</p> <p>(ii) a high density residential use, not located within ten (10) meters of any façade on the groundfloor.</p> <p>(b) One or more of the following accessory uses:</p> <p>(i) An accessory building, structure or use incidental to the main use of the land, building or structure if such main use is permitted in this section.</p> <p>Important Notes:</p> <p>SNBSC assumed planning responsibility for St. Stephen in 2020. To our knowledge, there would appear to be no noted outstanding issues or orders regarding the above-mentioned property.</p> <p>Please note, that an office is a permitted main use in the DT Zone.</p> <p>Commercial Use, Downtown - means the use of a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p>

Zoning Confirmation or Compliance Letter	42 Milltown Boulevard, St. Stephen	Jan 20, 2025	<p>6.1.1 DT Permitted Uses</p> <p>Any land, building or structure in the DT Zone may be used for the purposes of:</p> <p>(a) One or more of the following main uses:</p> <p>(i) downtown commercial use;</p> <p>(ii) a high density residential use, not located within ten (10) meters of any façade on the groundfloor.</p> <p>(b) One or more of the following accessory uses:</p> <p>(i) An accessory building, structure or use incidental to the main use of the land, building or structure if such main use is permitted in this section.</p> <p>Important Notes:</p> <p>SNBSC assumed planning responsibility for St. Stephen in 2020. To our knowledge, there would appear to be no noted outstanding issues or orders regarding the above-mentioned property.</p> <p>Please note, that an office is a permitted main use in the DT Zone.</p> <p>Commercial Use, Downtown - means the use of a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p>
Sign Permit	5 NB-170, St Stephen	Jan 22, 2025	Locating a temporary 2 week portable sign on site (Burger King).
Subdivision of Lot(s)	Route 740, Heathland	Jan 08, 2025	Re-approval is valid until September 21, 2025.
Subdivision of Lot(s)	Todds Point Road, Dufferin	Feb 03, 2025	To create lots 2025-1 to 2025-4 from PID 15004575 in the Rural Residential Zone and Agriculture and Forestry Zone, for residential purposes.





## **Municipal District of St. Stephen INFORMATIONAL REPORT Report: Community Services Report March 2025**

**To: Jeff Renaud, Chief Administrative Officer**  
**From: Kev Sumner, Director of Parks & Community Services**  
**Resource Staff: Aaron Muzzatti, Jeremy McShane & Michelle Vest**  
**Date of Meeting: March 26, 2025**  
**Subject: Community Services – March 2025**

<b>Recommendation: That Council Accept this report for informational purposes.</b>
------------------------------------------------------------------------------------

---

### **Community Services & Parks Monthly Report**

The MDSS received the 2024 Lifesaving Society of New Brunswick's Recognition Award, please see Aaron's report. This is an achievement for St. Stephen and the Garcelon Civic Center, we are extremely proud of this and the great work that Aaron and his team has done for the community. Aaron just passed his 5-year anniversary of working in St. Stephen and his training programs has seen the number of employees triple within the department. Aaron has introduced new programs and collaborated with several community groups including St. Stephen Elementary and Middle Schools, Special Olympics, the Great Barrier Busters (which helps autistic children and those that suffer from Cerebral Palsy) as well as the Lifesaving Society. We have also successfully applied for many grants that have paid for these programs and have made them either free or very reasonably priced.

We have applied for permits for building and demolition work on projects lined up for the Spring and Summer, including the Visitor Information Center kiosk which will be removed. We had to apply for a Wetland & Watershed Alteration (WAWA) permit for this project which has now been approved. I have also been working with the Canadian Urban Institute on Climate Readiness to help us work towards preventing future flooding along our waterfront.

We will begin reviewing and updating the GCC policies in the next few months, a few of them have become outdated in the last 10 years and so the best new practices or standard operating procedures need to be developed. In recent years we have seen Service Dogs more often in the GCC and how and when animals can be allowed into facilities can be confusing, so we will endeavour to clarify that for users and staff alike.

I have been coordinating with the three high schools in Charlotte County as we administer the annual JAD Campbell on behalf of St. Stephen, St. Andrews and St. George. Administration has also been updating student wages in line with GNB's announcement that the minimum wage is being increased.

Administration have also been collaborating with a member of the community regarding the 3<sup>rd</sup> annual Lydia's clean up. We will be providing garbage bags, gloves and other resources for their event on April 26<sup>th</sup>.

## **Aquatics – Aaron Muzzatti**

### **Past Month's Events:**

The circulation pump in the Therapy Pool was replaced after roughly a week with it being down resulting in lower-than-normal temperatures. Replacement parts are ordered, and normal service should be resumed in the next week. We are also waiting for the contractor that repaired the pool deck to return and repair the therapy jets in the small pool, we are waiting on a timeline for that work.

In addition to the three grants received in February from GNB totaling just shy of \$15,000.00 for programming, a fourth grant has been applied for to expand the Multi-Sport program to include track and field as well as soccer.

Three positions for Multi-Sport instructor have been opened for summer 2025. This job competition is open to students and will close on the 30<sup>th</sup> of April.

### **Update on Aquatic & Recreation Programming:**

The March Break Junior Lifeguard courses took place from March 2-7, with 14 total enrolled candidates.

The Wellness Centre in Whiby Ontario will send trainers to the facility to observe and train staff through the months of April and May.

St. Stephen Aquatics was ranked by the New Brunswick Lifesaving Society for 2024 as the number one training facility in the province among facilities in communities with a population of under 20,000 people. This ranking was determined by the number of individuals trained, as well as the level of training courses offered by the department. Please see the attached letter from the NB Lifesaving Society.

### **Facility Maintenance – Jeremy McShane**

GCC - The Small pool boiler has gone offline. After investigation it was determined the high-pressure flow pumps on the back of boilers have failed, those were both ordered and when starting to install them found the reason they failed. We discovered the tubes in the heat exchanger had failed, allowing chlorinated water into the heating closed loop therefore destroying the pumps. Currently waiting for the supplier to provide updates on new heat exchanger. Pool is about 9-degrees cooler than normal, but we are maintaining that temp with the help of reclaiming heat through the "dectron" in the roof which is an energy recycling dehumidifier. The small pool floor drain covers broke, new parts have been installed. The water we use in town is very hard on our equipment, there isn't anything we can do about this but monitor the surfaces, parts and equipment.

St. Croix Publix Library – Jeremy continues to work very closely with Tracy, the Librarian and her staff. The HVAC parts needed have just arrived and the installation has been scheduled in the weeks ahead. New LED bulbs have been installed within the library as their staff noticed several burned out. Jeremy has coordinated with the electronic sign company, and we were finally able to get the contractor to visit the sign, they have repaired the sign, and it is currently working.

Oak Bay Community Hall – A new shingled roof has been ordered by Jeremy and will be completed in April/May, this priority was identified last fall and the work is budgeted for. The main phone line to the hall was found to be damaged on the exterior of the building, Bell was onsite and repaired all the phones lines in the middle of the month. In addition to this work, our staff noticed the front door did not

latch and lock properly (possibly caused by the heaving frost) and so a contractor was onsite and repaired this issue very quickly. Sadly, the Bell internet service is not very strong, so we are exploring other options for a provider.

RCMP building – In March, we have seen water appear in the basement at Hawthorne St. due to runoff against the south side of building. Ice and frozen ground don't help as usually the rain will flow across the driveway; we will work with the Works dept. to mitigate this and look for long-term solutions. The rear door of the attachment was not latching correctly, so the contractor was onsite and fixed this issue. Jeremy is also researching pricing to have floors replaced in 3 offices in 2025.

### **Events – Michelle Vest, Community Services Coordinator:**

#### **Current & Future Events:**

Hockey Tournaments:

April 4-6 – Ice Dogs Tournament

April 18-19 – Ice Dogs Tournament

Other Events:

May 2<sup>nd</sup> – 4<sup>th</sup> – 2<sup>nd</sup> Annual St. Stephen Shopping Getaway Weekend

May 2<sup>nd</sup> – Municipal wide yard sale and Border Arena trunk sale

May 2<sup>nd</sup> & 3<sup>rd</sup> – Charlotte County Home and Recreation Show – currently 45% sold

May 4<sup>th</sup> – Indoor Flea Market at the GCC + Community Registration session (sports, service providers, etc.)

May 24<sup>th</sup> – Wall of Fame Banquet

June 6-8<sup>th</sup> – St. Stephen Pop Up Play Place at the GCC

June 17<sup>th</sup> – Grand March at the GCC

June 20<sup>th</sup> – Canada Circus Spectacular at the GCC

International Homecoming Festival – August 6<sup>th</sup> – 10<sup>th</sup>

#### **Additional Information:**

MDSS will be running the Vendor's Market for one more season as the vendors working on creating a board will not be able to do so in time for this season. Market will run mid-May – end of September, 10am-2pm (one hour later start as requested by vendors and better for staff scheduling).

Ice is out April 28<sup>th</sup> to June 27<sup>th</sup>

MDSS has assumed booking responsibilities for Oak Bay Hall, Michelle is coordinating a commercial cleaning company to come into the hall as we are starting to receive bookings for the facility.

Working on updating website – requested assistance from Chamber and BIA to ensure accuracy of businesses listed under where to eat/shop/stay.

March was Epilepsy Awareness Month in Canada. The month is dedicated to raising awareness about epilepsy and reducing stigma, we changed the lights on the waterfront and the GCC to show support for those that suffer from Epilepsy. If anyone would like more information, we shared a post on the MDSS Facebook page with many helpful links.





We will be hosting a community membership sign up session on the arena surface on May 4th, 10am-2pm.



## CALLING ALL SPORTS TEAMS, CLUBS AND SERVICE GROUPS



**Community  
membership  
drive and  
team sign  
ups!**



### Key Requirements

Must be operating within the boundaries of the Municipal District of St. Stephen

One table and 2 chairs are provided in a 10x10 space. Limited number of spaces available

No charge for qualified organizations



[michelle.vest@chocolatetown.ca](mailto:michelle.vest@chocolatetown.ca)

**May 4th, 2025 ~ 10am-2pm ~ Garcelon Civic Center**



LIFESAVING SOCIETY®  
SOCIÉTÉ DE SAUVETAGE™

*The Lifeguarding Experts*  
*Les experts en surveillance aquatique*

March 7<sup>th</sup>, 2025

Kev Sumner  
Director of Community Services  
Municipal District of St. Stephen  
22 Budd Avenue  
St. Stephen NB, E3L 1E9

New Brunswick  
Nouveau-Brunswick

Dear Kev,

On behalf of the Lifesaving Society – New Brunswick, it is my pleasure to inform you that the Municipal District of St. Stephen has earned the Affiliate recognition award for operating the largest lifesaving program in a municipality with a population under 20,000 in 2024.

Standings were as follows:

Recognition Award – Under 20,000		
1 <sup>st</sup>	Municipal District of St. Stephen	3,115
2 <sup>nd</sup>	City of Miramichi	2,963
3 <sup>rd</sup>	Woodstock Recreation & Community Services	2,116
4 <sup>th</sup>	Nutrien Civic Centre	2,099
5 <sup>th</sup>	Pavilion Sportif d'Edmundston	1,346

This recognition award will be presented at our Annual General Meeting (AGM) on Saturday April 26<sup>th</sup>, 2025 at the Killarney Lake Lodge, hosted by the City of Fredericton. Registration and reception for AGM attendees begins at 5:00 p.m. followed by the AGM at 6:00 p.m.

Please contact me ([sarahh@lifesavingnb.ca](mailto:sarahh@lifesavingnb.ca)) by April 11<sup>th</sup>, 2025 with the name and title of the person who will accept the award on behalf of St. Stephen on April 26<sup>th</sup> 2025.

Congratulations to you and your aquatic staff on this achievement. I look forward to hearing from you.

Sincerely,

Sarah Hebb  
CEO

Copy: Aaron Muzzatti

Reg. Charity No. / Numéro d'enregistrement 89029 3897 RR0001

70 rue Melissa Street  
Fredericton, New Brunswick / Nouveau-Brunswick  
E3A 6W1 Canada

Tel: 506-455-5762 ~~506-455-7946~~  
E-mail: [info@lifesavingnb.ca](mailto:info@lifesavingnb.ca)  
[www.lifesavingnb.ca](http://www.lifesavingnb.ca)



## Municipal District of St. Stephen Information Report to Council Report: March 2025

---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Frank G. Godsoe, CPA, CA – Assistant Treasurer  
**Resource Staff:** Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Corporate Services Manager, Events Staff (Assist with Payables Posting)  
**Date of Meeting:** March 26, 2025  
**Subject:** ASSISTANT TREASURER INFORMATIONAL REPORT  
A) Staff activity since last report  
B) February 2025 cheque register listing.

---

**Recommendation:** That this report be received for informational purposes.

### Staff Activity since last report:

#### **1) Monthly accounting procedures:**

- a) Accounts Receivable processing (Invoicing, payment processing, deposits, and collection for both the Utility and General Funds).
  - Staff is currently busy recording and posting daily payments and responding to customer calls.
  - Property sale turnover procedures- 6 Property Water and Sewer Account Transfers including Transfer Authorizations Processed in February.

Posting of Water and Sewer and General Fund Receipts to February 28, 2025  
- 1,104 Water and Sewer receipts, totaling \$319,340.51 was collected and recorded in February. 8 General Fund receipts totaling \$120,212.03 was collected and recorded in February.

Staff have been busy with answering phone calls, meeting with customers, and daily posting activities. Work has also started to prepare for April's billings as review and posting of meter readings has started. Staff are also assisting with other activities such as bank deposits.

- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town) – 75 Payments totaling \$666,706.61 processed in February. AP Manager was absent for part of the month resulting in our requesting the assistance of Patty Anderson, from events department, who has assisted in the past with payables processing. Also significant amount of time from Nikki Mott, Corporate Services Manager, assisting on coding, posting, and processing payments to bring our payables processing up to date. I wish to personally thank both Patty and Nikki for their hard work and dedication.  
Both staff members have significant other duties that still require their attention.



- c) Payroll processing (Timesheet review, payroll entries) and other processing requirements). – **192 payroll payments totaling \$192,950.18 (Net) in February**

-HR procedures-Nikki and Frank assist with Time sheet review and Nikki update of Employee tracking totals for Vacation, Sick Leave, Banked time.

- ci) Garcelon Civic Center (Revenue analysis for import to accounting software) ongoing.
- cii) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).  
Audited Financial Statements for 2023 have been received from the Auditors and have been sent to the Province and are now posted.

### **Compliance Filing**

Frank completed preparation of T4's (170) and T4A's (6) during the month including required CRA filings. In addition, Pension reporting of individual employee Pension Adjustment calculations, Pension remittance, Annualized Earnings and Break In Service were calculated and report remitted to Telus Health.

Frank also completed on Worksafe NB Compliance Filing for Actual 2024 Pensionable earnings and estimated premium calculation and estimated 2025 earnings and estimated premium calculation.

Worksafe also requires the Municipality to prepare a report listing all contractor work, by Contractor, completed during 2024, including contract values, and estimate of 2025 contract work and values, by contractor. Both Kim Ste-Marie and Nikki Mott worked on this project with review and submission to Worksafe NB by Frank.

Both the employee Worksafe compliance filings and the Contractor compliance filings were completed and filed before the February 28<sup>th</sup> deadlines.

Record of Employment (ROE) filings were completed and filed by Frank as required during the month.

### **Meetings**

- f) Various meetings during the month, including SMT, Questica (Budget Software Meetings) and meetings with CAO and various staff.

## **2) Questica Budget Software**

Work on the Questica Budget Software training continued during the month and will continue after May 1, 2025.

Work on the 2024 Audit file is progressing. Auditors have informed us that they would be prepared to begin Audit starting in early April and staff are busy preparing file to ensure that we are ready to meet Auditors schedule.

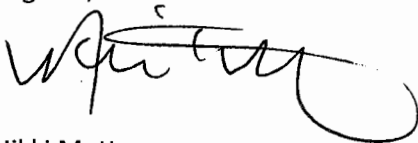
# memo

**To:** Frank Godsoe, Assistant Treasurer  
**From:** Nikki Mott, Corporate Services Manager  
**Date:** March 18, 2025  
**Re:** FEBRUARY 2025 CHEQUE REGISTER LISTING

---

Please find the February 2025, Cheque Register Listing with Paid Bills in the amount of \$666,706.61 (Six Hundred Sixty-Six Thousand, Seven Hundred and Six Dollars and Sixty-One Cents).

Regards,

A handwritten signature in black ink, appearing to read 'Nikki Mott', with a large, stylized loop at the end.

Nikki Mott  
Corporate Services Manager

## MUNICIPAL DISTRICT OF ST. STEPHEN

BNK1 - General Bank Account [11-555-5550418]

Cheques from 0000000001 to 0000034237 dated between 02/01/2025 and 02/28/2025

## CHEQUE REGISTER

Printed: 11:16:13AM 03/18/2025

Page 1 of 4

Number	Issued	Amount
0000034047	02/04/2025 ACCT #903240047015	193.77
	JANUARY2025DIS VOLUNTEER FIRE DISABILITY DEDUCTIONS-JANUARY 2025	193.77
0000034048	02/04/2025 ACCT 8025-280	1,702.94
	JANUARY2025 LOCAL 770 UNION DUES-JANUARY 2025	1,702.94
0000034049	02/04/2025 COX ELECTRONICS + HOME FURNISHINGS	280.52
	79743 PS-FIREHALL-MATTRESS PROTECTORS, CAT6 LOW TEMP CBL	280.52
0000034050	02/04/2025 FUNDY BUILDING INSPECTION	3,680.00
	25-07 PS-BUILDINGINSPECTOR-JAN 19 - 31/25	3,680.00
0000034051	02/04/2025 IRVING ENERGY	2,463.66
	941330 TS-STIS-DIESEL	2,463.66
0000034052	02/04/2025 JEFF RENAUD	300.00
	JANUARY2025 GG-CAO-MONTHLY VEHICLE ALLOWANCE	300.00
0000034053	02/04/2025 LIBERTY UTILITIES NB	4,499.38
	200002501704JAN25 CC/GG-BUILDING-NATURAL GAS	4,499.38
0000034054	02/04/2025 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17610 PS-BYLAWS-JAN 20 - 31/25 FEE	1,400.00
0000034055	02/04/2025 ORKIN CANADA CORPORATION	114.89
	C-5046513 CC-BUILDING-MONTHLY PEST CONTROL	114.89
0000034056	02/04/2025 PARK FUELS LTD.	1,358.86
	18396 PS-FIREHALL-PROPANE HEATING FUEL	1,358.86
0000034057	02/04/2025 PUROLATOR COURIER LTD.	488.99
	520098019 GG-ADMIN-CHEQUES SENT OUT DUE TO POSTAGE STRIKE	488.99
0000034058	02/04/2025 SEAN MORTON	300.00
	JANUARY2025 PS-FIRECHIEF-MONTHLY VEHICLE ALLOWANCE	300.00
0000034059	02/04/2025 SOURCE ATLANTIC LIMITED	124.96
	5086356 TS-STAFF-CLOTHING ALLOWANCE	124.96
0000034060	02/04/2025 STATIONERY PLUS LTD	347.72
	149616 RC-ADMIN-INKJET CARTRIDGE, PAPER	27.12
	149893 TS-STIS-WRITING PADS	6.88
	150109GG* GG-ADMIN-FOLDBACK CLIPS	-8.04
	150726GG GG-ADMIN-FILE FOLDERS, FOLDBACK CLIPS, PEN	59.20
	151672 TS-STIS-FLAGS	82.78
	152059 PS-ADMIN-NCR FORMS	12.64
	152328 TS-STIS-NOTEBOOK, CALENDAR DESK PAD	30.68
	152384GG GG-ADMIN-LASER TONER, PENS	119.81
	152401 GG-ADMIN-ENVELOPE SEALER, PLANNER	16.65
0000034061	02/04/2025 TROY LIFE & FIRE SAFETY LTD	661.25
	1000994927 CC-MAINTENANCE-SEMI-ANNUAL WET ITM	661.25
0000034062	02/04/2025 UAP INC.	1,097.43
	961-614926 TS-#24-SPRING NUT	12.41
	961-615001 TS-#24-BODY NUT	12.41
	961-615567 TS-SHOP-STD. TIE STRAP CLEAR	11.48
	961-615784 TS-STIS-HYDRAULIC HOSES, 18.94L OIL AND CONT. HOSES	453.31
	961-616005 CC-MAINTENANCE-CRC WHITE LITHIUM GREASE	38.27
	961-616215 TS-#7-COUPPLING	7.96
	961-616746 TS-STIS-IMPACT SOCKET, REGULAR SOCKET, RG. SKIT 10MM	26.88
	961-616948 TS-#23-UNIVERSAL JOINTS	466.90

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



## MUNICIPAL DISTRICT OF ST. STEPHEN

BNK1 - General Bank Account [11-555-5550418]

Cheques from 0000000001 to 0000034237 dated between 02/01/2025 and 02/28/2025

## CHEQUE REGISTER

Printed: 11:16:13AM 03/18/2025

Page 2 of 4

Number	Issued	Amount
	961-616952 TS-#23-UNIVERSAL JOINT	30.73
	961-617035 TS-SHOP-FLEECE	37.08
0000034064	02/04/2025 ACCT #903240047015	290.00
	JANUARY2025 VOLUNTEER FIRE MEMBERSHIP DUES-JANUARY 2025	290.00
0000034067	02/04/2025 ST. CROIX PUBLIC LIBRARY	10,474.25
	JAN-MAR2025 GG-GRANT-JANUARY-MARCH 2025	10,474.25
0000034068	02/04/2025 ST.STEPHEN DEVELOPMENT BOARD	28,250.00
	JAN-MAR2025 GG-GRANT-JANUARY -FEBRUARY 2025	28,250.00
0000034069	02/04/2025 ALLAN MACEACHERN	186.72
	CLINICSITETOUR25 GG-MAYOR-HEALTH CLINIC & APPRATMENT DEV SITE TOUR	186.72
0000034070	02/12/2025 AARON MUZZATTI	42.00
	42.00 CC-POOL-WATER DUE TO WATER BOIL ORDER	42.00
0000034071	02/12/2025 ALL GAS TANKS	105.74
	129486 PS-FIRE-NITROGEN BOTTLE	105.74
0000034072	02/12/2025 ATLANTIC COASTAL EQUIPMENT LTD.	125.63
	IN0003499 TS-#28-CENTRAL SNOW GUARDS (RIGHT & LEFT)	125.63
0000034074	02/12/2025 CARR'S TRANSMISSION 2000 LTD.	3,755.71
	27960 TS-#1-COMPUTER SCAN, TRANSMISSION COOLER, PUMP, ETC.	3,755.71
0000034075	02/12/2025 CIBC MELLON GLOBAL SECURITIES 1614261240	36,647.24
	JANUARY2025 GG-PENSIONPLANTCONTRIBUTIONS-JANUARY 2025	36,647.24
0000034076	02/12/2025 CNH INDUSTRIAL CAPITAL CANADA LTD.	1,738.42
	IN12204 TS-SHOP-VARIOUS FUEL FILTERS	1,735.12
	NOVEMBERINT2024 TS-ST5-NOVEMBER INTEREST 2024	3.00
	OCTOBERINT2024 TS-ST5-OCTOBER INTEREST 2024	0.30
0000034077	02/12/2025 CONNORS DIVING SERVICES	1,531.47
	32488 PS-FIRE-BREATHING AIR COMPRESSOR SERVICE	1,531.47
0000034078	02/12/2025 DILLON CONSULTING LIMITED	3,579.95
	307711 GG-PROFESSIONSERVICES-ROAD CONDITION ASSESSMENT	3,579.95
0000034079	02/12/2025 EDWARD A. MACKIE	145.34
	145.34 CC-POOL-CLOTHING ALLOWANCE	145.34
0000034080	02/12/2025 IRVING ENERGY	16,084.24
	127976 TS-ST5-GAS	6,401.20
	357683 TS-ST5-DIESEL	558.21
	537575 TS-ST5-GAS	7,087.22
	538833 TS-ST5-GAS	558.47
	622880 TS-ST5-DIESEL	1,479.14
0000034081	02/12/2025 LIFESAVING SOCIETY - NB Branch	487.50
	9042A CC-POOL-LIFESAVING INSTRUCTOR MANUAL, FIRST AID INSTRUCTOR MANUALS	487.50
0000034082	02/12/2025 MARMAK INFORMATION SERVICES	1,380.00
	1406 CC-RINK-SUB-ZERO 2025 SUBSCRIPTION-1 PAD	1,380.00
0000034084	02/12/2025 N. B. POWER	1,685.61
	19051703FEB25 TS-AIRPORT-ELECTRICITY	401.52
	19051801FEB25 TS-AIRPORT-ELECTRICITY	94.22
	65919138FEB25 PS-OB-COMMUNITY HALL	829.13
	76139807FEB25 PS-OB-ELECTRICITY	360.74
0000034085	02/12/2025 PAMELA WILLIAMS	463.81
	463.81 CC-CANTEEN-FOOD SUPPLIES	463.81
0000034086	02/12/2025 PARK FUELS LTD.	1,168.23

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

## MUNICIPAL DISTRICT OF ST. STEPHEN

BNK1 - General Bank Account [11-555-5550418]

Cheques from 0000000001 to 0000034237 dated between 02/01/2025 and 02/28/2025

## CHEQUE REGISTER

Printed: 11:16:13AM 03/18/2025

Page 3 of 4

Number	Issued		Amount
	18487	TS-SHOP-PROPANE HEATING FUEL	1,168.23
0000034087	02/12/2025	PAYROLL TRANSFER	91,714.39
	PAY032025	GG-TRANSFER-JAN 24 - FEB 06/25	91,714.39
0000034088	02/12/2025	PCS SALES (CANADA) LTD.	7,090.03
	6980027	TS-ST5-ROAD SALT	2,372.51
	6980686	TS-ST5-ROAD SALT	2,351.89
	6981422	TS-ST5-ROAD SALT	2,365.63
0000034089	02/12/2025	PITNEY WORKS	383.75
	JANUARY132025GG	GG-ADMIN-POSTAGE METER REFILL	383.75
0000034090	02/12/2025	PROTECH CLEANING SOLUTIONS	1,619.73
	367082	CC-MAINTENANCE-VAC MOTOR REPAIR	1,619.73
0000034091	02/12/2025	QUODDY ELECTRIC	892.69
	1106	PS-FIREHALL-LIGHT FIXTURE REPAIR	235.75
	1109	PS-FIREHALL-RENOVATION WORK MATERIALS	656.94
0000034092	02/12/2025	RECEIVER GENERAL FOR CANADA	49,024.26
	PAY032025	GG-REMITTANCE-JAN 24 - FEB 06/25	49,024.26
0000034093	02/12/2025	RICHWIL TRUCK CENTRE LTD.	1,097.47
	160623	TS-#5-ANTILOCKS	1,097.47
0000034094	02/12/2025	SPEEDY GLASS	584.41
	8768-5983281	TS-#3-WINDSHIELD, MOULDING KIT, URETHANE	584.41
0000034095	02/12/2025	STEPHEN GROOM	763.44
	PAYMENT2025	CC-ADMIN-PAYMENT 2025	763.44
0000034096	02/12/2025	TRP	55.06
	52TRP916129	TS-SHOP-WINTER WASH	55.06
0000034097	02/12/2025	ULTRA ALARM SERVICES	625.53
	VFP304223*	CC-BUILDING-PULL STATION STUCK IN ALARM	625.53
0000034098	02/12/2025	BLAKNEY'S TRUCKING INC.	6,394.24
	1573*	TS-ST5-ROAD SALT DELIVERY	6,394.24
0000034099	02/12/2025	BELL ALIANT	3,625.98
	06336721JAN25	TS-AIRPORT-LANDLINE PHONE	198.70
	1136889125*	GG-TOWNHALL-LANDLINE PHONES	856.96
	1137866JAN25	PS/TS-199UNIONST-LANDLINE PHONES	393.75
	11395944JAN25	PS-FIRE-LANDLINE PHONES	1,003.44
	15772965JAN25	RC-REC/POOL-LANDLINE PHONES	485.97
	47424130JAN25	CC-CIVICCENTER-LANDLINE PHONE	280.18
	47780283JAN25	CC-ADMIN-IT, INTERNET, TV	406.98
0000034100	02/14/2025	MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17615	PS-BYLAW-FEB 07 - 14/25 FEE	1,400.00
0000034101	02/15/2025	FUNDY BUILDING INSPECTION	3,680.00
	25-08	PS-BUILDINGINSPECTOR-FEB 02 - 15/25 FEE	3,680.00
0000034102	02/19/2025	BAYVIEW TRUCKS AND EQUIPMENT LTD.	10,476.21
	MUN45679	RC-PARKS-KUBOTA ZERO TURN MOWER	10,476.21
0000034103	02/19/2025	INTACT PUBLIC ENTITIES	1,106.88
	INV000028232	GG-INSURANCE-CLAIM PAYMENT	1,106.88
0000034104	02/19/2025	MICHAEL SHANNON	1,611.83
	JANUARY2025*	PS-ANIMALCONTROL-MONTHLY VEHICLE & ANIMAL CONTROL	1,611.83
0000034106	02/19/2025	PETTY CASH - GARCELON CIVIC CENTER	154.63
	JANUARY052025	CC-CANTEEN-FOOD SUPPLIES	34.50

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

## MUNICIPAL DISTRICT OF ST. STEPHEN

BNK1 - General Bank Account [11-555-5550418]

Cheques from 0000000001 to 0000034237 dated between 02/01/2025 and 02/28/2025

## CHEQUE REGISTER

Printed: 11:16:13AM 03/18/2025

Page 4 of 4

Number	Issued	Amount
	JANUARY092025 GG-EVENTS-LED SNOWFLAKE DECORATIONS	20.13
	JANUARY312025 GG-EVENTS-CHRISTMAS POLE DECORATING CONTEST 2024	100.00
0000034107	02/19/2025 SERVICE NEW BRUNSWICK	10,815.67
	PID0671290023/24 WS-PID06812900-SEWERAGE SITE LOT 2021-1 FOR 2023/2024	10,815.67
0000034108	02/19/2025 SHEILA GIDNEY	109.25
	109.25 CC-POOL-CLOTHING ALLOWANCE	109.25
0000034109	02/19/2025 N. B. POWER	49,800.27
	10126106FEB25 TS-XINGLIGHTS-KING STREET	31.69
	17935200FEB25 TS-KING/UNIONST-TRAFFIC LIGHHTS	72.01
	18169205FEB25 RC-POOL-MILL LANE	95.30
	18988703FEB25 TS/PS-199UNIONST-ELECTRICITY	2,229.69
	216000030308FEB25 TS-ST5-Area LIGHTS	15,152.02
	50660140FEB25 RC-PARKS-ROTARY CHANGING ROOMS	31.69
	54187672FEB25 TS-KING/QUEENSTREET-TRAFFIC LIGHTS	70.52
	54253127FEB25 CC/GG-BUILDING-ELECTRICITY	26,113.96
	54653258FEB25 TS-KING/SUPERSTORE-TRAFFIC LIGHTS	80.22
	55160607FEB25 RC-COTTONMILL-LIGHTS	60.06
	55917471FEB25 TS-ST5-WATERFRONT LIGHTS	61.56
	57955782FEB25 RC-PARKS-BANDSTAND IN CHOCOLATE PARK	31.69
	65083030FEB25 RC-PARKS-MILLTOWN BOAT LAUNCH	48.48
	66126787FEB25 RC-6KINGST-CONSERVE THE COURT	980.61
	71315207FEB25 PS-RCMP-ELECTRICITY	1,885.67
	72924306FEB25 RC-PARKS-BANDSTAND	78.19
	73006038FEB25 RC-LIBRARY-ELECTRICITY	2,549.68
	82122207FEB25 RC-PARKS-BASKETBALL COURT	31.69
	83278804FEB25 TS-ST5-PARKS SHED	129.87
	84960501FEB25 RC-PARKS-RIVERSIDE DR LIGHTS	65.67
0000034110	02/26/2025 GHISLAINE WHEATON	160.16
	25SUSTAINABLECOMMUNI GG-COUNCILLOR-2025 SUSTAINABLE COMMUNITIES CONFERENCE	160.16
0000034111	02/26/2025 MUNICIPAL DISTRICT OF ST. STEPHEN	551.00
	FAMILY DAY 2025 GG-CIVIC-2025 FAMILY DAY FREE SKATE-SWIM	551.00
0000034112	02/26/2025 PAYROLL TRANSFER	101,608.76
	PAY042025 GG-TRANSFER-FEB 7/25 TO FEB 20/25	101,608.76
0000034113	02/26/2025 PETTY CASH	28.95
	JANUARY072025 PS-BUILDINGINSPECTOR-POSTAGE FOR LETTER	3.95
	JANUARY242025 PS-BUILDINGINSPECTOR-REGISTERED LETTER	18.10
	JANUARY272025 PS-BUILDINGINSPECTOR-POSTAGE FOR LETTER	6.90
0000034114	02/26/2025 RECEIVER GENERAL FOR CANADA	57,583.08
	PAY042025 GG-REMITTANCE-FEB 7/25-FEB 20/25	57,583.08

Total Issued (62): \$530,113.90

Total Voided (0): \$0.00

Grand Total: \$530,113.90

Number of Cheques Listed: 62

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



## MUNICIPAL DISTRICT OF ST. STEPHEN

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 0000000001 to 0000011450 dated between 02/01/2025 and 02/28/2025

## CHEQUE REGISTER

Printed: 11:17:05AM 03/18/2025

Page 1 of 2

Number	Issued		Amount
0000011391	02/04/2025	PUROLATOR COURIER LTD.	240.95
	520098019WS	SCD-DISPOSAL-TO HARRIS INDUSTRIAL	240.95
0000011392	02/04/2025	RESEARCH & PRODUCTIVITY COUNCIL	1,593.05
	435689	WS-SOURCE-DRINKING WATER LAB TESTS	427.23
	435933	WS-SOURCE-DRINKING WATER LAB TESTS	466.33
	435934	WS-SOURCE-DRINKING WATER LAB TESTS	699.49
0000011393	02/04/2025	STATIONERY PLUS LTD	205.21
	150002	SCD-DISPOSAL-HANGING FOLDERS, SHEET PROTECTORS	52.15
	150109UTI**	WS/SCD-ADMIN-FOLDBACK CLIPS	-8.04
	150726UTI	WS/SCD-ADMIN- FILE FOLDERS, PEN, FOLDBACK CLIPS	59.20
	151074	SCD-DISPOSAL-BINDERS	15.62
	152297	WS-SOURCE-PLANNER, BINDERS, DESK CALENDAR, LABELS	81.48
	152384UTI	WS/SCD-ADMIN-PENS	4.80
0000011394	02/04/2025	THE PANEL SHOP INC.	1,327.22
	ITPS004718	WS-SOURCE-TROUBLESHOOT TURBIDITY METER	1,055.82
	ITPS004719	WS-SOURCE-REMOTE SUPPORT (CONTACT MELANIE NEILSON)	271.40
0000011395	02/04/2025	UAP INC.	84.23
	961-615557	WS-SOURCE-FLEECE	37.08
	961-617092	WS-#105-PROFORMER SWAY BAR	59.62
	961-617093	WS-#105-U-JOINT	47.15
	961-617198	WS-#105-WARRANTY	-59.62
0000011396	02/12/2025	BELL ALIANT	303.52
	11366812JAN25	WS-SOURCE-PUMP STATION	136.94
	19002807JAN25	SCD-DISPOSAL-OLD BAY WASTERWATER TREATMENT PLANT	166.58
0000011397	02/12/2025	HARTLAND ARMATURE WORKS LTD	682.85
	3881856	SCD-DISPOSAL-CHLORINE PUMP REPAIR	682.85
0000011398	02/12/2025	N. B. POWER	11,537.48
	36839807FEB25	WS-3-119MAXWELLCROSSING-BUILDING	1,109.74
	50228902FEB25	WS-MAXWELLCROSSING-PUMP	336.72
	53473043FEB25	WS-SOURCE-CHLORINE RESIDUAL	140.51
	61230004FEB25	WS-MAXWELLCROSSING-PUMP	4,695.05
	66525025FEB25	SCD-218OLDBAYRD-WASTEWATER TREATMENT PLANT	605.26
	66775102FEB25	SCD-LAGOONFIRE-ELECTRICITY	4,301.77
	82291006FEB25	WS-SOURCE-RESERVOIR	348.43
0000011399	02/12/2025	PITNEY WORKS	383.75
	JANUARY132025UTI	WS/SCD-ADMIN-POSTAGE METER REFILL	383.75
0000011400	02/19/2025	ATLAS COPCO COMPRESSORS CANADA	8,625.00
	1125001304	SCD-LAGOONFIRE-TRAILER RENTAL	8,625.00
0000011401	02/19/2025	N. B. POWER	6,481.43
	53123617FEB25	SCD-ST5-DECHLORINATION CHAMBER	318.96
	53158875FEB25	SCD-ST5-BUDD AVE LIFT STATION	2,268.50
	54807440FEB25	SCD-ST5-159A MILLTOWN BLVD. LIFT STATION	49.62
	56356048FEB25	SCD-ST5-18 RIVERSIDE DR LIFT STATION	52.04
	61204006FEB25	SCD-2-216KINGSTREET-LIFT STATION	190.28
	61224002FEB25	SCD-ST5-358A MILLTOWN BLVD LIFT STATION	1,177.46
	61236008FEB25	SCD-ST5-BUDD AVE LIFT STATION	1,853.24
	66007941FEB25	SCD-ST5-4 RIVERSIDE DRIVE LIFT STATION	218.34
	84934906FEB25	SCD-ST5-6-58A RIVERSIDE DR LIFT STATION	164.96

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 0000000001 to 0000011450 dated between 02/01/2025 and 02/28/2025

CHEQUE REGISTER

Printed: 11:17:05AM 03/18/2025

Page 2 of 2

Number	Issued		Amount
	84943406FEB25	WS-ST5-TODD HILL RESERVOIR	188.03
Total Issued (11):			\$31,464.69
Total Voided (0):			\$0.00
Grand Total:			\$31,464.69
Number of Cheques Listed:			11

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**MUNICIPAL DISTRICT OF ST. STEPHEN**

BNK4 - Civic Center Bank Account [11-555-5550416]

Cheques from 0000000001 to 0000000113 dated between 02/01/2025 and 02/28/2025

**CHEQUE REGISTER**

Printed: 11:17:36AM 03/18/2025

Page 1 of 1

Number	Issued		Amount
0000000112	02/12/2025	MUNICIPAL DISTRICT OF ST. STEPHEN	77,000.00
	77000.00	CC-TRANSFER-TO GENERAL OPERATING FUND	77,000.00

Total Issued (1): \$77,000.00

Total Voided (0): \$0.00

Grand Total: \$77,000.00

Number of Cheques Listed: 1



## MUNICIPAL DISTRICT OF ST. STEPHEN

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]

Cheques from 0000000001 to 0000001562 dated between 02/01/2025 and 02/28/2025

## CHEQUE REGISTER

Printed: 11:17:51AM 03/18/2025

Page 1 of 1

Number	Issued	Amount
0000001547	02/05/2025 MK AUTO RECYCLERS-VISA	494.50
	JANUARY082025 TS-#12-TRANSFER CASE ASSEMBLY	494.50
0000001549	02/05/2025 ZOOM-VISA	24.71
	DECEMBER272024 GG-ADMIN-CONFERENCING SOFTWARE SUBSCRIPTION	24.71
0000001550	02/05/2025 TODD'S CYCLE WORKS	1,865.93
	DECEMBER182024** TS-#30-MOTOR AND CARB	1,865.93
0000001551	02/05/2025 AOC/ACP - VISA	240.00
	JANUARY132025 WS-STAFF-EXAM REWRITE'S FEE	240.00
0000001552	02/05/2025 ATLANTIC SUPERSTORE-VISA	39.69
	DECEMBER192024 PS-FIREHALL-CHRISTMAS PARTY	39.69
0000001553	02/05/2025 CROWNE PLAZA-VISA	764.13
	DECEMBER162024* WS-STAFF-CONFERENCE ACCOMMODATION	764.13
0000001554	02/05/2025 NATIONAL RESEARCH COUNCIL FINANCE-VISA	124.95
	JANUARY092025 PS-BUILDINGINSPECTOR-NATIONAL BUILDING CODE	124.95
0000001555	02/05/2025 GOLDEN CHINESE RESTAURANT-VISA	159.88
	DECEMBER202024 CC-STAFF-LUNCH FOR TRAINING MEETING	159.88
0000001556	02/05/2025 MUNICIPAL DISTRICT OF ST. STEPHEN	16.73
	DECEMBER202025 CC-STAFF-POP & JUICE FOR TRAINING MEETING	16.73
0000001557	02/05/2025 DOLLARAMA-VISA	21.56
	DECEMBER162025 CC-CANTEEN-FOOD SUPPLIES	21.56
0000001558	02/05/2025 GOLDEN CHINESE RESTAURANT-VISA	533.83
	DECEMBER202024* TS/PS-199UNIONST-2024 CHRISTMAS PARTY	533.83
0000001559	02/05/2025 ULINE - VISA	1,406.62
	DECEMBER182024 RC-DOGPARK-36GAL BONNET METAL RECEPTCLE-DOG PARK GRANT	1,406.62
0000001560	02/05/2025 CANADA POST-VISA	18.38
	JANUARY022025 GG-REMEDIATION REQUEST FOR RECOVERY	18.38
0000001561	02/05/2025 PIZZA DELIGHT-VISA	80.34
	DECEMBER232024 GG-CORPORATE SERVICES-2024 CHRISTMAS LUNCH	80.34

Total Issued (14): \$5,791.25

Total Voided (0): \$0.00

Grand Total: \$5,791.25

Number of Cheques Listed: 14

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

## **Bank Direct Withdrawals**

### **Chamber of Commerce Withdrawals**

**February 2025**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 8,122.14
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 14,214.63
Total:	<u>\$ 22,336.77</u>

## March 2025

### Organization Updates

- Welcomed Rivers Corbett into our President role on March 10, 2025
- Last two weeks have been focused on getting Rivers immersed in all things St. Stephen and making the rounds of introductions.
- We would invite everyone to continue to reach out with their economic development questions and projects to our president@futureststephen.ca email address.

### Meetings/Events/Activities

- Onboarding meetings with Rivers Corbett and Chair Genevieve Coates
- Rivers has met with many local leaders, organizers and partners since his start date.
- Ongoing discussions with Downtown St. Stephen, St Stephen Area Chamber of Commerce and MDSS
- Bi-Monthly board meetings
- Ongoing strategic planning
- Administrative work
- Ongoing management of the business park

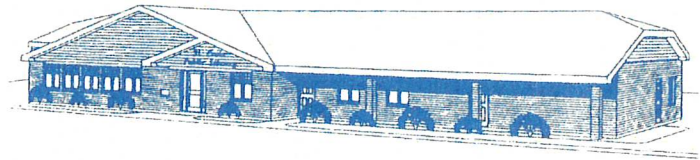
### Welcome Program

- 0 new submission

### Rental Space/Property Inquires

- We continue to gather/maintain a list of available commercial properties so we recommend anyone looking for space for their new business or business expansion to reach out to us or our partners like St. Stephen Chamber of Commerce and Downtown St. Stephen.





March 5, 2025

His Worship Allan MacEachern  
Mayor, Municipal District of St. Stephen  
22 Budd Avenue  
St. Stephen, NB  
E3L 1E9

Dear Mr. Mayor:

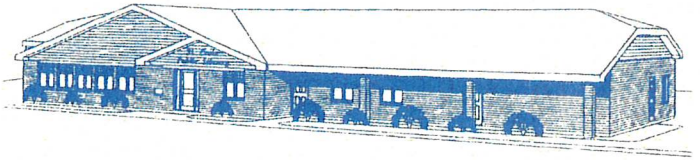
Please receive this request to extend the term for Yvette Sawyer on the St. Croix Public Library Board. Ms. Sawyer has been a great supporter of the library and would very much like to continue her service.

She has been a Board member since 2010 and is our current Board Chair. Her present term expires at the end of March 2025. We request that her membership on the Board be extended for three years.

Thank you for your consideration.

Sincerely,

Tracy Pomeroy  
Acting Library Director



March 5, 2025

His Worship Allan MacEachern  
Mayor, Municipal District of St. Stephen  
22 Budd Avenue  
St. Stephen, NB  
E3L 1E9

Dear Mr. Mayor:

Please receive this request to extend the term for Frances Megilley on the St. Croix Public Library Board. Ms. Megilley has been a great supporter of the library and would very much like to continue her service.

She has been a Board member since 1996. Her present term expires at the end of March 2025. We request that her membership on the Board be extended for three years.

Thank you for your consideration.

Sincerely,

Tracy Pomeroy  
Acting Library Director

# Municipal District of St. Stephen

Date: March 26, 2025



**To:** Mayor and Members of Council

**Department:** CAO's Office

**Staff Contact:** Jeff Renaud, CAO

---

---

**Subject: Medical Professional Recruitment Policy**

---

---

## Recommendation:

**That** Council approve the Medical Professional Recruitment Policy as presented.

## Background:

It is important to preface this report by reiterating that health care is **NOT** a municipal responsibility. The responsibility for the health care crisis we are now dealing with lies solely with the New Brunswick government and every resident, business and organization needs to hold the Province accountable for resolving this issue. Despite the recommendations in this report, management wants to make it clear that the municipality should **NOT** be in the recruitment business for any health care providers and that this policy is only being recommended as a way of competing for the scarce resources that are available in New Brunswick. Council and the community must work diligently to lobby the Provincial government to make the much-needed changes to the health care system to ensure **ALL** residents have proper access to immediate health care. Once the health care system has been properly fortified, this policy will no longer be required.

The attached policy will look at many different options related to the attraction of primary health care practitioners.



## **Financial/Analysis:**

The proposed policy (attached) looks at the attraction of three different types of health care practitioners: Family Physicians, Specialists (including ER), and Nurse Practitioners. After careful review, management is proposing the following incentives:

New Family Physicians: \$125,000 in return for a 5-year commitment of full-time service.

Established Family Physicians (out of Province): A key principle in the proposed recruitment program is not to entice or incent a practicing physician from another community to leave their patients and move to St. Stephen. However, management realizes that some established physicians from outside of New Brunswick may be looking to move to New Brunswick because of the policies/situations they are facing in their current province. There are also times when an established family physician has decided to move from their current province/county for personal reasons which have nothing to do with an incentive. These physicians may be looking to New Brunswick as a place to settle and if St. Stephen had an incentive, it could tip the scales in our favour when it comes to deciding which New Brunswick community they will settle in. In this case, the incentive will cover moving and set up costs and not necessarily tuition or education reimbursement. Management recommends that MDSS offer a \$75,000 incentive paid over five years to an existing out of Province family physician that is interested in settling here and opening a full-time practice for at least 5 years.

Specialists/Emergency Room Physicians: Management recommends working with staff from Charlotte County Hospital and Horizon Health to identify those specialists for which there is a critical need and provide the option of a \$75,000 incentive to attract them to St. Stephen for a minimum five-year return of service. In addition to attracting specialist physicians, management is recommending that we extend that funding to include ER physicians at Charlotte County Hospital. With the shortage of Family Doctors and Nurse Practitioners, many residents are ending up at the emergency room. This has put an exceptional strain on the staff in the ER. Given the complex and varied nature of the patients using this centralized ER, a higher skill set is required. Management recommends that MDSS provide a \$75,000 incentive to ER trained family physicians that will take on a full-time position at Charlotte County Hospital. The funding would be payable over a five-year period and would be in exchange for a five-year commitment of service.

### International Medical Graduates (IMG's):

IMG's represent a great opportunity for MDSS to attract physicians to work in underserved communities in New Brunswick. Management recommends that they be eligible under the recruitment program to receive an incentive once they are enrolled in good standing with a Canadian Medical School completing their residency or observership requirements. The incentive would be up to \$125,000 paid in \$25,000 installments in exchange for a minimum five-year commitment of service.

### Nurse Practitioners:

Nurse Practitioners (NP's) are a tremendously underutilized resource in the health care system although that has started to change. Hospitals, nursing homes and other health care facilities are using NP's as an essential part of the patient care team. Although, funding or an incentive is not required to support their education, it may be in the MDSS best interest to offer an incentive to any new fully licensed NP that is employed full-time in St. Stephen. An incentive of \$10,000 is recommended - \$5,000 when their employment at a St. Stephen job has started, and another \$5,000 after 6 months, in return for a five-year commitment of service in St. Stephen.

### Recruitment Consultants:

As the recruitment business for physicians becomes increasingly competitive, the opportunity to use specialized consultants or "headhunters" for this service becomes more palatable. Management recommends that where a consultant can bring forward a physician that has signed with St. Stephen, that a fee of not more than \$25,000 be paid. This service is to be financed out of the funds that would normally be paid to the physician. For example, if a specialist physician would be entitled to a \$75,000 incentive, they would receive \$50,000 with the additional \$25,000 paid to the recruiter. No exclusivity contract will be signed with any specific recruitment firm/individual and MDSS will consider all companies that represent physicians that would be eligible to establish in St. Stephen.

### Financial Impacts:

The program being proposed herein represents a new, and currently unfunded, program. Management is recommending that MDSS Council establish a new budget line within the annual operating budget in the amount of \$100,000 to support the proposed program. Any unused funds each year should be transferred to reserve for future use.

### **Conclusion:**


The purpose of the attached policy is to formalize MDSS offerings in terms of attracting certain health care professionals. Ensuring a clear direction when attracting professionals will allow us to target our efforts and be as efficient as possible.

It is also recommended that this policy be reviewed from time to time by management to determine its relevance and the need to update it based on trends and changes in the health sector.

The policy is to be implemented subject to available budget and deviations from the policy should be brought forward for Council consideration.

### **Attachments:**

[Medical Professional Recruitment Policy](#)

Category:		Effective Date: March 26, 2025
Policy No. :		Date of Next Review:

## **Medical Professional Recruitment Policy**

### **1. PURPOSE**

The purpose of this policy is to guide and focus the municipal efforts to recruit the most needed medical professionals in the community. With limited resources, it is important that efforts target primary health care practitioners as they are the foundation of a proactive and healthy community for residents and businesses. In addition to the attraction of primary health care practitioners, MDSS may also choose to attract certain specialty physicians where an extreme need in the community has been identified and the funding allows.

In addition to targeting family physicians, MDSS will also review and assess the need for other supports that could impact the supply and availability of clinical health care practitioners in St. Stephen.

### **2. APPLICABILITY**

This policy will apply to all municipal efforts to attract health care practitioners to practice in the community. Although health care is not a municipal responsibility, MDSS has stepped up to attract primary health care practitioners because of the extensive need in the community. This policy will only apply as long as there is a need and funding and resources are available to support the attraction program.

### **3. GENERAL**

MDSS shall annually assess the need for primary health care practitioners and specialists in the area and determine how many (if any) are needed and will budget accordingly.

#### **Family Medicine Physicians:**

MDSS may offer a financial incentive for family medicine students, residents or recently graduated family physicians in the amount of \$125,000, payable in \$25,000 annual installments in return for a five-year commitment of full-time service to the Municipal District of St. Stephen. Family physicians will be required to operate a full-time community-based clinic within the Municipal District. This incentive is not intended to apply to family physicians that will work only at the hospital, but it will support physicians that will work at a Charlotte County Hospital or other organization where patients are rostered to the physician. This \$125,000 incentive will not be paid to an existing physician that will be leaving an established practice elsewhere in the Province of New Brunswick.



Family Medicine Physician/Emergency Medicine:

MDSS may offer a financial incentive to a Family Physician Emergency Medicine Doctor in the amount of \$75,000 in exchange for a 5-year commitment of full-time service to Charlotte County Hospital. This incentive is to be paid in annual \$15,000 installments and is to be in place only while the shortage of CCFP/ER doctors is considered acute.

Specialist Physicians:

MDSS may offer a financial incentive for a medical student, resident or recently graduated Specialist Physician, where such skills have been deemed in critical need in the community. The incentive will total \$75,000 payable in \$15,000 annual installments in return for a five-year commitment of full-time service to MDSS. Critical need specialties will be determined by MDSS in consultation with Charlotte County Hospital, Horizon Health and other health related organizations. Under exceptional circumstances, MDSS may consider paying an incentive of up to \$125,000.

International Medical Graduates (IMG):

The Municipal District of St. Stephen will consider offering a financial incentive to a Family Physician International Medical Graduate (IMG) provided they have relocated to New Brunswick, are eligible to work in New Brunswick, and are enrolled in good standing with a Canadian Medical School and/or actively studying for/taking accreditation exams. The incentive can be up to \$125,000 paid in \$25,000 installments, in return for a five-year commitment of service.

Established Family Physicians:

MDSS will not provide a financial incentive to a physician that is leaving an existing practice and patients in another community in New Brunswick to move to St. Stephen. However, Council will consider providing a \$75,000 incentive to any existing family physician that relocates to St. Stephen from outside of New Brunswick provided they are fully licensed to practice medicine in New Brunswick and provided they will open a clinic-based practice here and will roster their own patients. The incentive is to be paid in \$15,000 installments in return for a five-year commitment of service.

Nurse Practitioners:

MDSS may provide a \$10,000 incentive for new graduates to choose a St. Stephen position. The incentive will pay \$5,000 when the student starts a position in St. Stephen and another \$5,000 after six months, in return for a two-year commitment of service to St. Stephen.

### Recruitment Consultants:

Where a recruitment firm or individual brings forward a candidate for the family physician or specialist program and that candidate signs a return of service agreement with the Municipal District of St. Stephen, a recruitment fee may be paid. A maximum fee of \$25,000 per recruit is possible. In instances where a recruitment firm is used, the \$125,000 or \$75,000 incentive is capped, and all recruitment fees shall be paid out of the incentive for the physician (ie. \$25,000 recruitment fee, \$100,000 incentive to the physician or \$25,000 recruitment fee, \$50,000 to the physician).

No exclusive contract will be signed with any specific company and MDSS will consider any and all companies that represent physicians that would agree to establish in St. Stephen.

**Council reserves the right to review every individual situation if warranted and may adjust the terms of this policy as needed to attract the health care professionals required.**

Approved:

\_\_\_\_\_  
Allan MacEachern, Mayor

\_\_\_\_\_  
Jeff Renaud, Chief Administrative Officer

Category:		Effective Date:
Policy No. :		Date of Next Review:

## **Non-Union Full Time Vacation Policy**

The purpose of this policy is to set expectations for the utilization of earned vacation time, authorization to hold over vacation time on a year-to-year basis, and the payment of vacation time not taken or previously paid to the staff member.

This policy only applies to employees hired on a full-time year-round basis. Employees hired on a casual, part-time or seasonal basis are paid vacation with each regular pay run based on employment standards requirements.

### **Vacation Earned**

Employees will be offered Vacation based on their Employment Contract except that at a minimum employees will be offered the following:

- |                                                       |                           |
|-------------------------------------------------------|---------------------------|
| On hiring and less than 10 years service              | - Three weeks of Vacation |
| 10 years of service and less than 20 years of service | - Four weeks of Vacation  |
| 20 Years of service or greater                        | - Five weeks of Vacation  |

Department Managers, with the approval of the Chief Administrative Officer, can alter this schedule to provide for individual vacation leave in excess of the minimum where it is warranted as part of an employee's compensation package provided the total vacation granted does not exceed Five weeks of vacation per year.

### **Vacation Leave**

Vacations will, where possible, be granted at the employee's request with due consideration of the operating needs of the department they work for.

Where two or more employees request the same vacation period, and where this request would cause operational difficulties by having more than one employee absent at the same time, vacation requests will be approved on priority basis based on when the request was received for approval.

### **Carry Over and Payment of Vacation Credits**

Requests for carrying forward of unused vacation shall be made in writing no later than November 1<sup>st</sup> of each year and vacation credits cannot be carried over for greater than one year. Where requests are not made, any unused vacation credits will be paid out by the end of January immediately following.

Vacations that are carried over, and taken as vacation time, will be paid at the current rate approved for the period that the employee takes the vacation time.



Vacations that are carried over and not taken by the end of the subsequent year, will be paid out by the end of January immediately following. Where vacations are paid out, they will be paid out at the wage base of the employee as of December 31<sup>st</sup> of the year immediately preceding.

Where more than one year of carryover is owed to an employee and not previously paid, payment will be made to that employee so that only one year of carryover is owed to the employee along with the current year's vacation credits.

Approved:

---

Allan MacEachern, Mayor

---

Jeff Renaud, Chief Administrative Officer



---

## REQUEST FOR DECISION

### **Recommendation:**

**That** Council change the date of the next Regular Council Meeting from April 23, 2025, to April 30, 2025.

### **Background:**

Pursuant to the Council Proceedings Bylaw, Regular meetings of Council are held on the last Wednesday of each month [section 6(2)]. Regular Council meetings may also be cancelled by resolution of Council, or postponed to a different day, time, and place by the Mayor [section 6(4)].

### **April 23rd Scheduled Date:**

On December 18, 2024, Council established the meeting dates for 2025 and agreed to advance the Regular Council Meeting date to April 23<sup>rd</sup> instead of April 30<sup>th</sup>. The CAO will now be away to attend the RiskPro Communities Insurance and Risk Management Education Symposium on April 23<sup>rd</sup> and makes this recommendation to change the date back to the last Wednesday of the month, being April 30<sup>th</sup>; this change of date would also accommodate the recommended timeline for the proposed new Municipal Plan By-law process.

### **Options:**

Option 1—Change Council meeting dates: That Council change the date of the next Regular Council Meeting from April 23, 2025, to April 30, 2025.

Option 2—Status Quo: That Council elects to maintain the current schedule and proceed with the meeting on April 23, 2025.



## REQUEST for DECISION

**SUBJECT: 11 Milltown Blvd (dangerous building façade)**

**RECOMMENDATION:** That Council order the mitigation (remove, secure, or protect) of the structural collapse hazard as cited in engineering reports, resulting in the reopening of the sidewalk and parking spots in front of 11 Milltown Blvd, no later than June 1, 2025, and that all work to complete the required repairs to the structure be completed by the end of the 2025 construction season and no later than October 31, 2025.

**KEY ISSUE(S)/CONCEPTS DEFINED:**

- Protective Services received complaints on this property beginning on January 6, 2024.
- Protective Services solicited an engineer's report that indicated the façade of 11 Milltown Blvd was unstable and barricading the sidewalk and parking spaces located in the potential collapse zone would be in order (received May 15, 2024).
- On July 8, 2024 the first notice of inspection was sent out.
- Subsequent required notifications were issued accordingly.
- Notice to comply was issued October 2, 2024.

- On December 18, 2024 the owner responded with his own engineer's report that confirmed the instability of the façade, confirmed the validity of the barricades, and stated that repairs to stabilize the façade should be completed within one (1) year.

**RELEVANT POLICY:** Bylaw 12-23 A By-Law Respecting Dangerous or Unsightly

Premises

**DESIRED OUTCOME(S):** Bylaw compliance, reopening of sidewalk

and streetside parking in front of 11 Milltown Blvd.

**RESPONSE OPTIONS:**

1. Accept the recommendation of staff.
2. Modify the recommendation of staff.
3. Reject the recommendation.

**Submitted by: Sean Morton**



## REQUEST for DECISION

**SUBJECT:** Naming of private drive

**RECOMMENDATION:** That Council approves the naming of a private drive located in Hills Point as Sea View Lane, subject to NB911 approval.

**KEY ISSUE(S) / CONCEPTS DEFINED:**

- Protective Services received a request for a civic address on March 17, 2025 for PAN 01407182.
- This property is on a private unnamed lane serving three building lots.
- Civic addressing linked to the Hills Point Road for these three parcels is not acceptable.
- The applicant(s) submitted some suggested names in order of preference for confirmation by NB911 as acceptable.
- Protective Services has done a search of the Master Street Address Guide (MSAG) and it is our belief that the preferred proposed road name will be acceptable.
- The recommended name has been submitted to NB911 for approval.

---

**RELEVANT POLICY:** GNB Master Street Address Guide

**DESIRED OUTCOME(S):** Naming of private drive for purposes of civic addressing.

**RESPONSE OPTIONS:**

1. Direct staff to proceed with the recommendation.
2. Reject the recommendation.

Submitted by: Sean Morton





## REQUEST for DECISION

**SUBJECT: 18 Marks Street**

**RECOMMENDATION:** That Council authorizes the expenditure of \$17,497.00 + HST to McGregor Construction Ltd to undertake the demolition and clean-up of the property located at 18 Marks Street, to bring the property into bylaw compliance, upon completion of the provincial registration of the Notice to Comply with the province.

**KEY ISSUE(S)/CONCEPTS DEFINED:**

- Protective Services received complaints on this property beginning in the fall of 2024.
- On November 6, 2024, the first notice of inspection was sent out.
- Subsequent required notifications were issued accordingly.
- The owner(s) have failed to respond or comply.
- The required timelines and notifications have occurred.
- Staff has consulted with the province on this file.
- Staff have received three quotes for demolition and cleanup.

**RELEVANT POLICY:** Bylaw 12-23 A By-Law Respecting Dangerous or Unsightly

Premises

**DESIRED OUTCOME(S):** Bylaw compliance

**RESPONSE OPTIONS:**

1. Direct staff to proceed with the recommendation.
2. Reject the recommendation.
3. \_\_\_\_\_

**Submitted by: Sean Morton**



Dear Municipalities,

The Epilepsy Association of the Maritimes (EAM) and Purple Day are reaching out to all three Maritime provinces to encourage participation in Purple Day on March 26th. Many municipalities have supported this initiative in the past, and this year, we hope to see all municipalities, towns, and cities take part.

Purple Day was created in 2008 by Cassidy Megan, inspired by her own experiences with epilepsy. Her goal was to spark conversations, dispel myths, and let those living with seizures know they are not alone. The Epilepsy Association of the Maritimes proudly partnered with Cassidy that same year to help develop what is now a globally recognized awareness initiative.

We invite every municipality to participate in Epilepsy Awareness Month this March by showing support for community members living with epilepsy. We can provide purple ribbons for all council members to wear on Purple Day and throughout the month. Your participation helps reduce stigma, spread awareness, and foster a more inclusive community.

For over 40 years, EAM has been dedicated to providing education, programming, and support for individuals living with epilepsy and their families across the Maritime provinces. We offer advocacy, navigation support, and educational resources for workplaces, schools, and community groups.

To arrange ribbon delivery and access additional resources for your community, please reach out to us. We have also attached a copy of our Purple Day proclamation in both English and French. The proclamation is read in the House of Commons and recognized by many cities and towns throughout the Maritimes and across Canada.

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

Best regards,



EAM President  
[Angela.McCarthy@epilepsymaritimes.org](mailto:Angela.McCarthy@epilepsymaritimes.org)  
(902)292-0198



Founder, Purple Day  
[Cassidy@purpleday.org](mailto:Cassidy@purpleday.org)

## Purple Day Proclamation 2025

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, 2025, “Purple Day”, in an effort to raise awareness of epilepsy in Canada.

Signed \_\_\_\_\_



---

**To:** Jeff Renaud  
**Subject:** RE: Request Confirmation for May Day, St. Stephen, 2025-05-10

---

**From:** Tinker, Justin <[Justin.Tinker@saintjohn.ca](mailto:Justin.Tinker@saintjohn.ca)>  
**Sent:** Wednesday, March 19, 2025 3:53:44 PM  
**To:** Mayor Allan MacEachern <[mayor@chocolatetown.ca](mailto:mayor@chocolatetown.ca)>  
**Cc:** [jamieson@tradeforcesolutionsltd.com](mailto:jamieson@tradeforcesolutionsltd.com) <[jamieson@tradeforcesolutionsltd.com](mailto:jamieson@tradeforcesolutionsltd.com)>; [mesmith@nb.sympatico.ca](mailto:mesmith@nb.sympatico.ca) <[mesmith@nb.sympatico.ca](mailto:mesmith@nb.sympatico.ca)>; [cbartlett@theflint.ca](mailto:cbartlett@theflint.ca) <[cbartlett@theflint.ca](mailto:cbartlett@theflint.ca)>  
**Subject:** FW: Request Confirmation for May Day, St. Stephen, 2025-05-10

Good Afternoon Mayor MacEachern,

Thanks again for taking my call this afternoon and discussing the planned static and aerial displays coming for May Day 2025. Below is the email received from RCAF's Special Events group. For reference, we have formally requested a static display of a CH-149 Cormorant ([CH-149 Cormorant - Aircraft - Royal Canadian Air Force - Canada.ca](https://www.crest.ca/en/CH-149-Cormorant-Aircraft-Royal-Canadian-Air-Force-Canada.ca)) as well as a flyover from the CC-130H Hercules ([CC-130H Hercules - Aircraft - Royal Canadian Air Force - Canada.ca](https://www.crest.ca/en/CC-130H-Hercules-Aircraft-Royal-Canadian-Air-Force-Canada.ca)). Informally, all branches and groups of first responders have been very supportive of this event and we are cautiously optimistic that the static display and flyover will both be confirmed in the coming weeks. We may even get lucky enough to see an air display or demo (though a 500' buffer is a challenge to provide)!

I have highlighted below the reference to needing mayor/municipality approval to perform low-altitude flyovers, which we would be appreciative to receive town/mayor approval on this front.

As always, if you have any questions please reach out any time!

Best wishes,

**Justin Tinker**

Technical Services Engineer / Ingénieur des Services Techniques  
Growth & Community Services / Services de la croissance et du développement communautaire  
City of Saint John / La Ville de Saint John  
Office / Bureau: (506) 658-4455  
Cell / Cellulaire: (506) 721-5677 (Personal)

[Website](#) | [Facebook](#) | [Shape Your City](#) | [Instagram](#)





----- Forwarded message -----

From: **RCAF Special Events** <[specialevents@forces.gc.ca](mailto:specialevents@forces.gc.ca)>

Date: Wed, Mar 19, 2025, 3:14 p.m.

Subject: Request Confirmation for May Day, St. Stephen, 2025-05-10

To: [silkspith@gmail.com](mailto:silkspith@gmail.com) <[silkspith@gmail.com](mailto:silkspith@gmail.com)>

Good Day,

Thank you for requesting Royal Canadian Air Force participation at the May Day.

In addition to the information included in your original request, we will require the following documents:

**For a flyby:**

1. A letter from the mayor or town council of agreeing with the flyby altitude of 500 ft (template attached). In order to seek approval for the flyby to take place as low as 500 feet, your letter must include the sentence completed below with the following information:

The Municipality of "event town" is supportive of a flyby by RCAF Aircraft as low as 500 feet, for the "name of your event" being held in "event location" for transit, practice and shows on "date".

2. A map showing the requested flyby routing (example attached).

**For a static display with a helicopter:**

1. A Google Earth image of the landing site that meets the requirements of paragraph 2.4.6 of the Air Display Organizers Manual; if not landing at an authorized airport.

2. A landing authorization letter (example attached); if not landing at an authorized airport.

3. A flyby Letter from the Mayor agreeing to a 500ft flyby -letter as attached.

4. A Google Earth image of the static display location.

**For a static display with a fixed wing aircraft:**

1. A map of the static display location.

**For an air display or a demo:**

1. A sterile air display area (SADA) (1000 x 3000ft for helicopters, and 3000 x 7000ft for fixed wing).

Please email these documents back to us as soon as possible. (NLT 3 weeks prior to your event)

Please review the attached Air Display Organizer Manual for more details. For static displays, see Appendix 3A. For international events, please refer to section 2.4.1, Chapter 3 and 4.

If you wish to update any information, please don't hesitate to contact us by email with the corrections/changes and we will amend our database.

If we are able to support, you will be notified by email 7 days prior to your event.

Have a great day,

Special Events Division, 1 Canadian Air Division HQ - Canadian NORAD Region / CAOC  
Canadian Armed Forces

# March 2025



## Activity Report

**Allan MacEachern**  
**Mayor**



March 3rd, Attended Mr. Harry Brown funeral World War 2 veteran, invited, and attended with the Legion members.

March 3rd, CTV interview on Tariffs.

March 4th, CTV interview on Tariffs.

March 5th, Global News interview on Tariffs.

March 5th, News Center Maine interview on Tariffs.

March 6th, Border Mayor's Alliance meeting.

March 12th, MDSS / Chamber / BIA / Future St Stephen meeting.

March 12th, MDSS committee of whole meeting.

March 13th, Border Mayor's Alliance meeting.

March 13th, Regional Service Commission board meeting in St George, with Minister Kennedy.

March 14th, Meeting with Minister Kennedy and CAO in St Stephen office.

March 14th, CBC radio Winnipeg interview on Tariffs.

March 17th, LLAC shelter board meeting.

March 18th, CBC radio interview on health care requirement incentive.

March 19th, Future St Stephen board meeting.

March 20th, Wildfire Season Provincial Level presentation.

March 20th, Major event development collaboration meeting with New Brunswick municipalities.

March 20th, Meeting with MDSS Treasurer department.

March 20th, Border Mayor's Alliance meeting.

March 21st, Border Mayor's Alliance URGENT-- Border Community Press Conference, Border communities sound the alarm on economic crisis and urgent need for federal action.

March 25th, Chamber AGM.

March 26 and 27th, UMNb Advocacy Days, Fredericton.

March 27th, Regional Service Commission board meeting.



## **Councillor Activity Report – March 26<sup>th</sup>, 2025**

### **Council Meetings**

- 26-Feb      Attended Council Meeting
- 12-March    Attended Committee of the Whole Meeting

### **Committees, Commissions, and Boards**

- Updated on the Logistics for NB Health Link Registration Event in St George.
- 19- March    Zoom Meeting "Climate Caucus"

### **Other Meetings**

- 02- Feb      Attended Planning Meeting for a Regional Accessible Bus.

### **Appearances**

- Attended several Basketball and Hockey Games featuring students from our local schools.

### **Community Activities**

- 22-Feb      Coldest Night of the Year Event was very successful.  
Thank you to the many committed volunteers and participants.
- 07-March    World Day of Prayers Event held at the Union Street Baptist Church.

### **Miscellaneous**

- Continued to promote the "Alertable" App
- Promoted special events offered at the GCC during March Break.
- Updating on UMNb weekly bulletins
- Keeping current on the "Trade War" situation

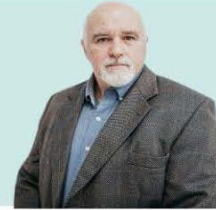


# March 2025



**Councillor  
Activity Report**

**Wade Greenlaw  
Councillor**



(NOTE: MDSS is the Municipal District of St Stephen, BIA is the Business Improvement Area, Chamber refers to the local Chamber of Commerce, and UMNb refers to the Union of Municipalities NB.)

## **Council Meetings**

Mar 12            Committee of the Whole Meeting

## **Committee and Board Meetings:**

Mar 6            Provincial Policing Cost Share Formula Consultation Committee  
Mar 11           BIA Board Meeting  
Mar 11           Chamber of Commerce Board Meeting  
Mar 12           Partner meeting MDSS/BIA/Chamber/Future St. Stephen  
Mar 13           UMNb Executive Committee Meeting  
Mar 25           Chamber of Commerce Annual AGM

## **Other:**

Mar 6            New England Canada Business Council webinar on Impacts of Tariffs on Key Business Sectors.  
Mar 11           Meeting with a developer trying to re establish Junior Hockey in NB.  
Mar 12           Canadian Center for Safer Communities Webinar Building Safer Communities.  
Mar 19           Meeting on Junior Hockey League with other participating NB Municipalities.  
Mar 20           Meeting with local economic development groups on the effects of Tariffs.  
Mar 26/27       Union of Municipalities Advocacy Conference.

## **MISC:**

- Review of the RCMP occurrence report and the quarterly report for Region 10.
- Reviewed Provincial Budget released on March 18 for municipal finance items and other things that can affect us as a municipality.
- Reviewed the RSC meeting from Feb 26 for items affecting the region and MDSS directly. I encourage all residents to watch these meetings either live or on you tube afterwards. The links can be found on the RSC website at <http://SNBSC.ca>
- Sent a 2nd request for an update on the Environmental Clearances for the Milltown Dam site and baseball field since Spring is just around the corner.
- Several discussions with residents on economic development and the status of the hotel property.
- Continued discussions with a developer interested in getting Junior Tier II hockey reintroduced to the municipality for the 2025/26 season.
- Correspondence with individuals on potential effects of the Tourism Levy.
- Prepared Councillor's report for BIA and Chamber Boards.

2025



## Councillor Activity Report

**Earle Eastman**  
Councillor



### COUNCIL MEETINGS

12 Mar 25 - Committee of the Whole Meeting

26 Mar 25 - Council Meeting

### COMMITTEES, COMMISSIONS AND BOARDS

### OTHER MEETINGS

19 Mar 25 - Meeting with CAO with respect to creating new Councillor training package prior to next election.

### APPEARANCES

03 Mar 25 - Attended funeral of Harry Brown who was the MDSS 2nd from last WW2 Veteran.

### COMMUNITY ACTIVITIES

25 Mar 25 - Attended Chamber of Commerce AGM.

### CONFERENCES

### MISCELLANEOUS

Answered several telephone calls, email and Facebook concerns & questions from MDSS citizens.

Participated in a variety of MDSS Council emails.

### FUTURE AGENDA ITEMS

### EXPENSE REPORTS



Wednesday, February 26, 2025 - Regular Council Meeting

Wednesday, March 12, 2025 - Regular Committee of the Whole meeting

Saturday, March 15, 2025 - Chocolate Park cleanup (Thanks to Richard Fulton for being the one to initiate that event!)

Thursday, March 20, 2025 - meeting with CAO re an upcoming project (details to follow)

Ongoing: emails, phone calls, documents to read, conversations with citizens

2025



**Councillor  
Activity Report**

**Brian Cornish  
Councillor**



- Met with and received calls about Marks Street house closure.
- Held a one-on-one conversation with RCMP Sgt. Scott Mackenzie to clarify some of the legal procedures that I did not understand.
- Actively investigating ways to get the road leading to Hansen's Cove re-assigned as a maintained road due to dangers of forest fires, water rescue, trafficking of drugs and people plus providing emergency ambulance services to the river and, last but not least, gaining safe access to a recreation area for our residents and sport fishing.
- Used the Access E11 system to identify potholes in Ward 1.
- Drove my Ward again this month to observe and note any improvements we may need in the future.
- Attended monthly PRAC meeting.
- Attended the MDSS COW meeting.
- Received many calls about the loss of water to the MDSS and answered questions to the best of my knowledge.

Attending at least one Council meeting and a COW meeting every month

Active member of the PRAC