

# ST. STEPHEN'S MUNICIPAL PLAN



By-law No. M-4

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

**DRAFT**





# 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 approve developments 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

PLACED  
IN  
HONOR  
OF  
G. Myron DeLong

# 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.

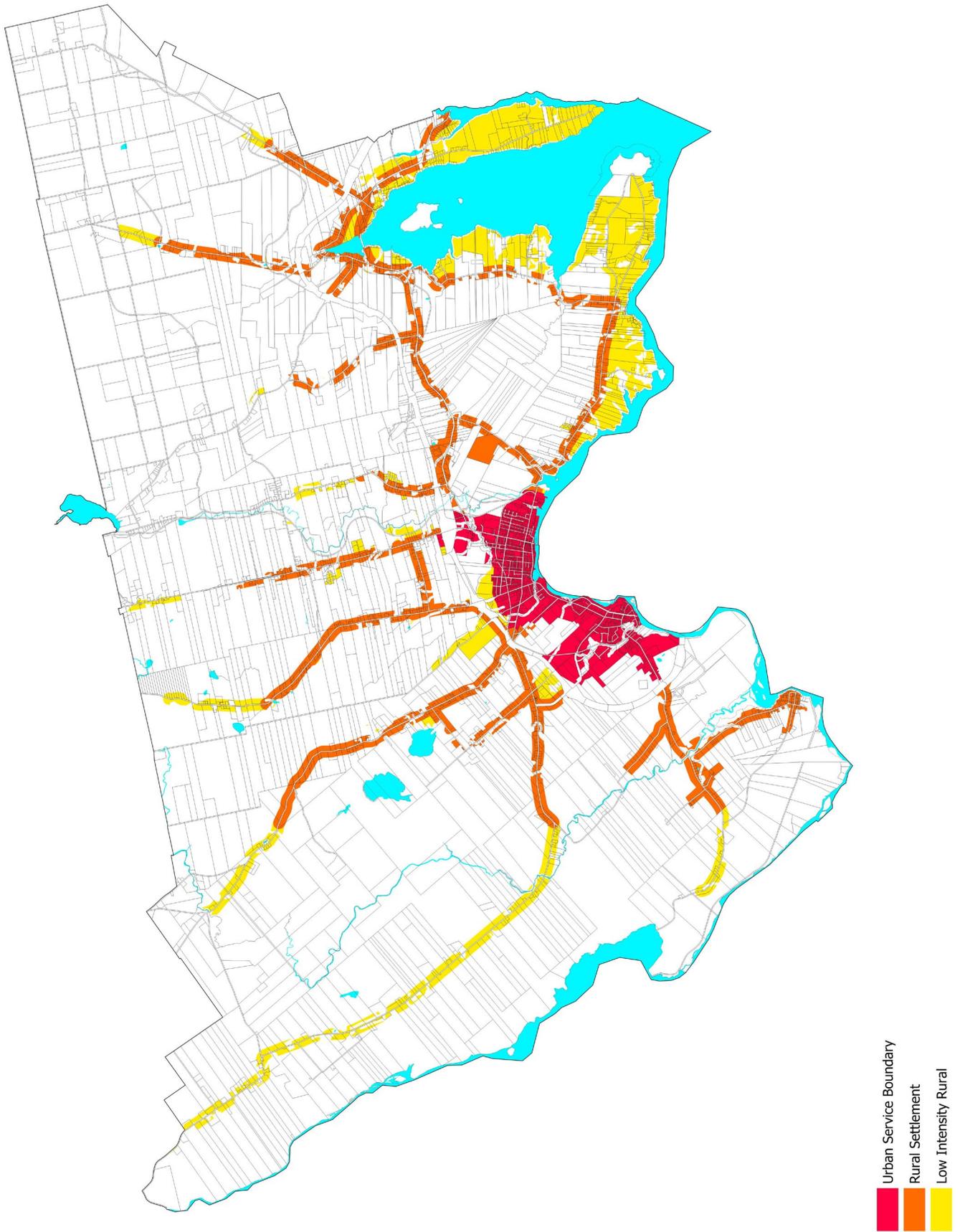
### **EFFICIENT DEVELOPMENT AND USE OF INFRASTRUCTURE**

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)

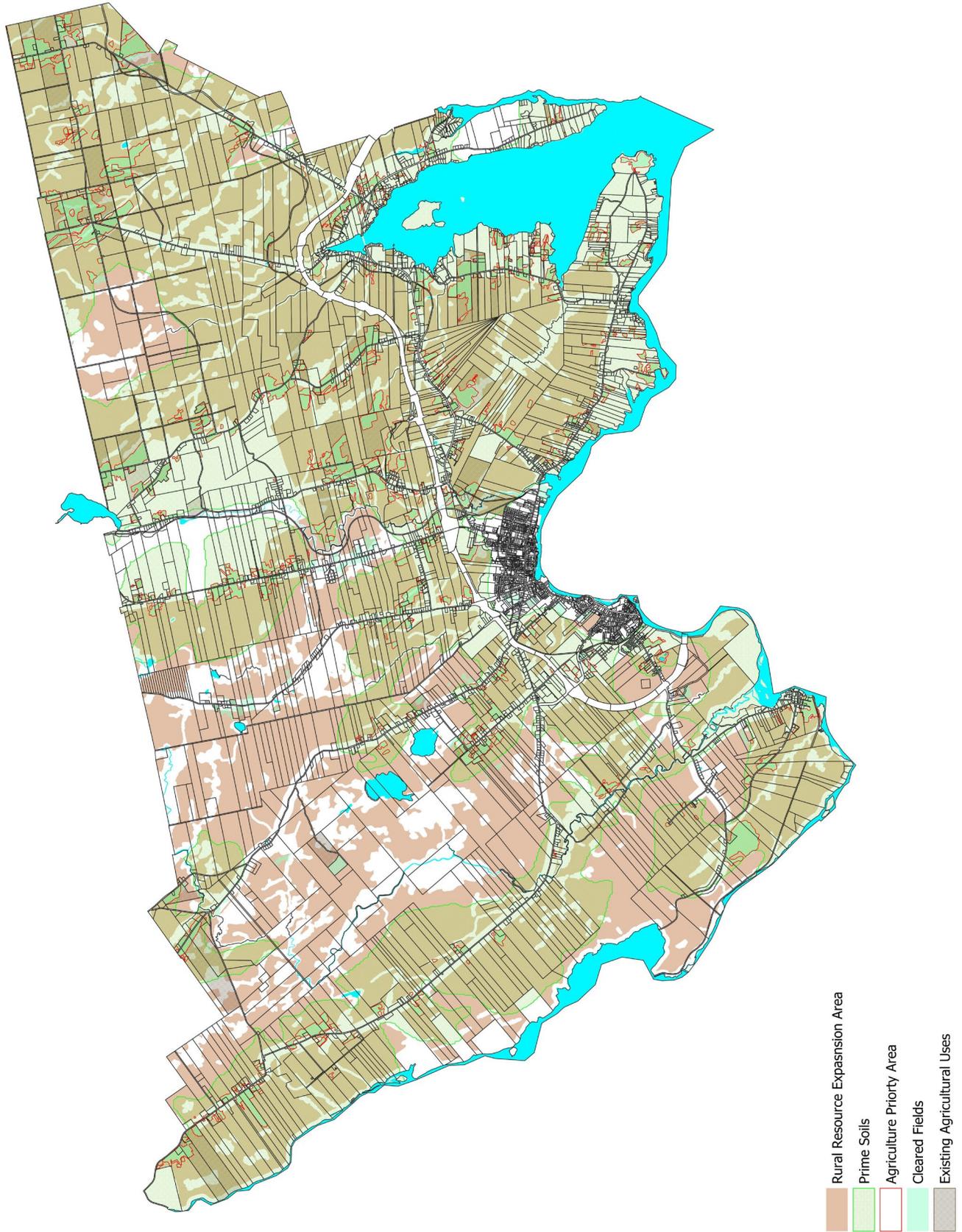
### **PROTECTING FARMING & RURAL RESOURCES**

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, view sheds, 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

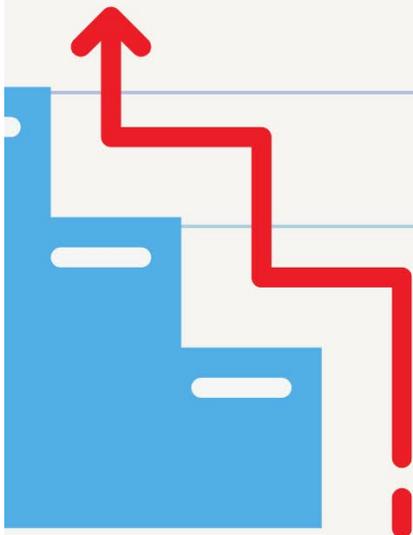
## 1.1.2 Proposals

### 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.
  - a. Lower intensity: C-1; C-2; R-1
  - b. Medium intensity: R-2; U-1; U-2
  - c. Higher intensity: R-3; U-3; I-1
  - d. Higher development capacity: U-1; U-2; U-3; I-1
  - e. 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

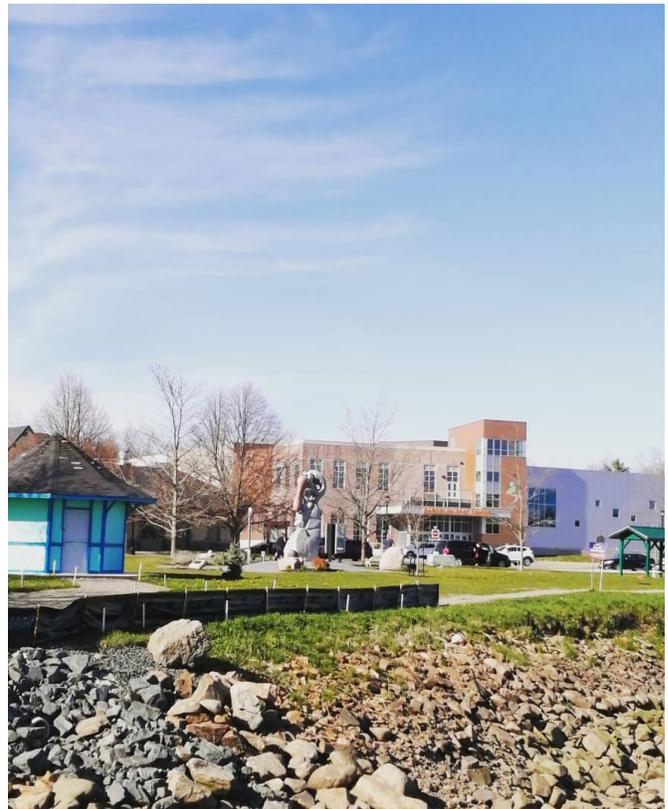
- High Intensity Urban Settlement (U-3)
- Medium Intensity Urban Settlement (U-2)
- Low Intensity Urban Settlement (U-1)

## 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

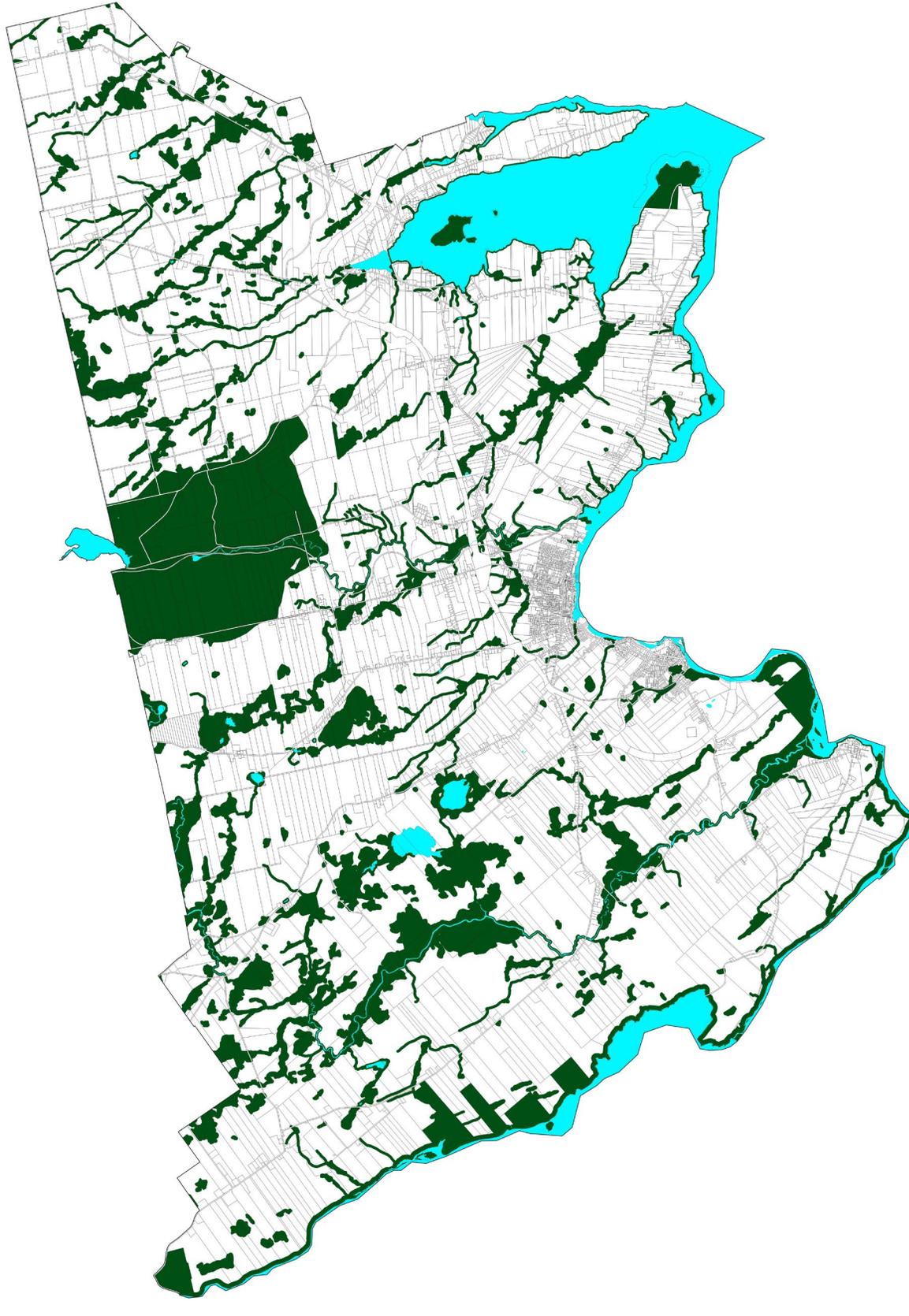
### **RIVERS, LAKES, WETLANDS & AQUIFERS**

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).

MAP 3.



Conservation Priority Area



# 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**

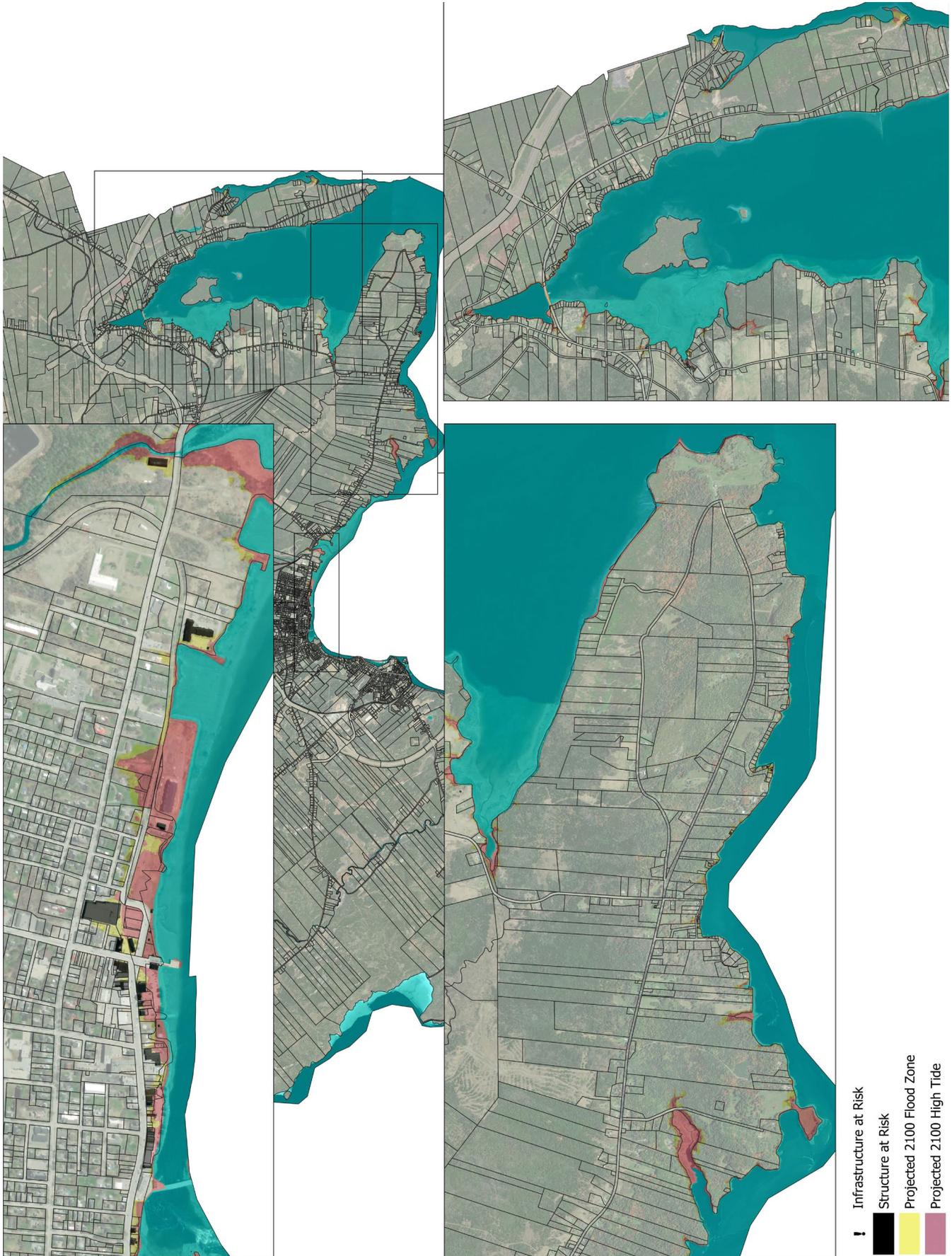
5. Council shall plan out the community's future settlement patterns so that denser, mixed use, and infill development in the Urban Service Boundary is prioritized first over sprawling urban development that disrupts forests, farms, or lightly developed rural areas, in order to promote environmental 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

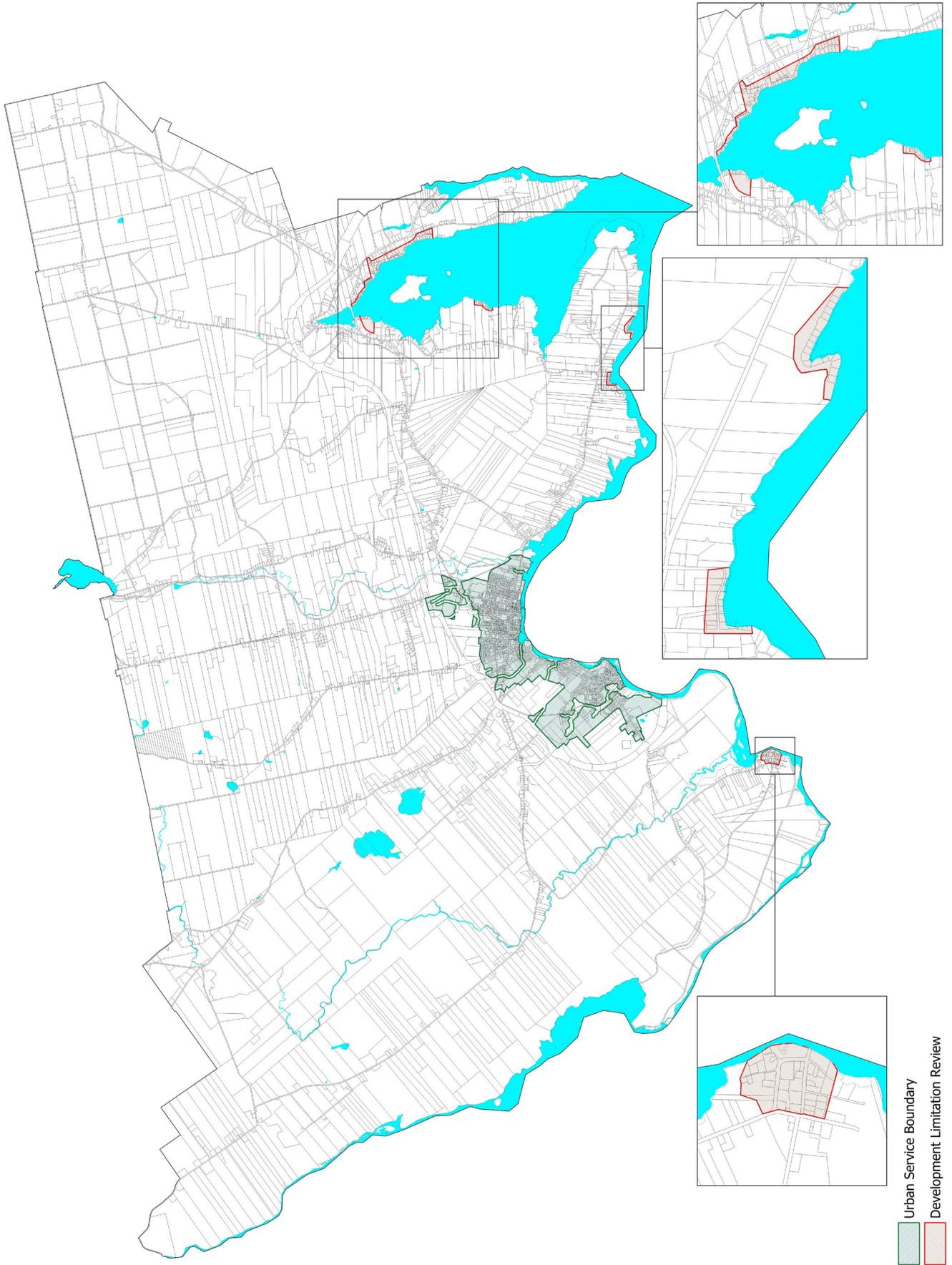
### **RESTORING HEALTH TO THE ST. CROIX RIVER**

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.

MAP 5.



# 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 water body, 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**

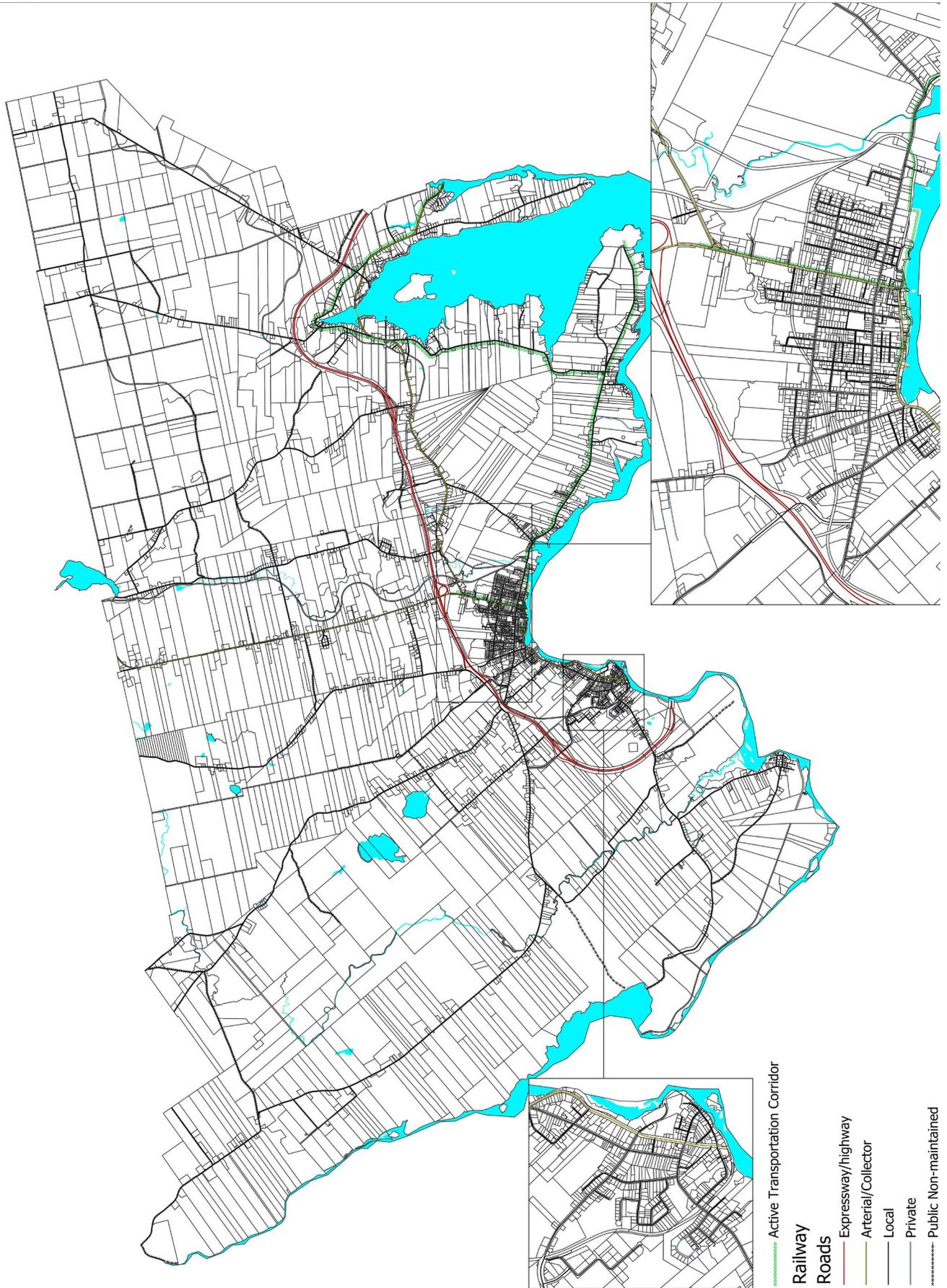
1. Council shall seek to limit its financial liabilities regarding future replacement costs of utility or transportation infrastructure by limiting the extension of any utility or transportation services beyond the Urban Service Boundary, including but not limited to, not voluntarily taking over administrative 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.

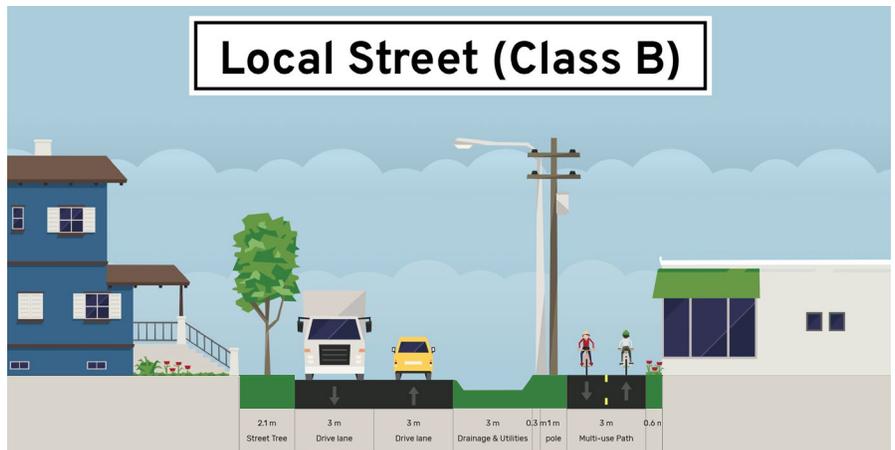
### FUTURE MANAGEMENT OF ST. STEPHEN'S AIRPORT

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, archaeological 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 fire pits 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).

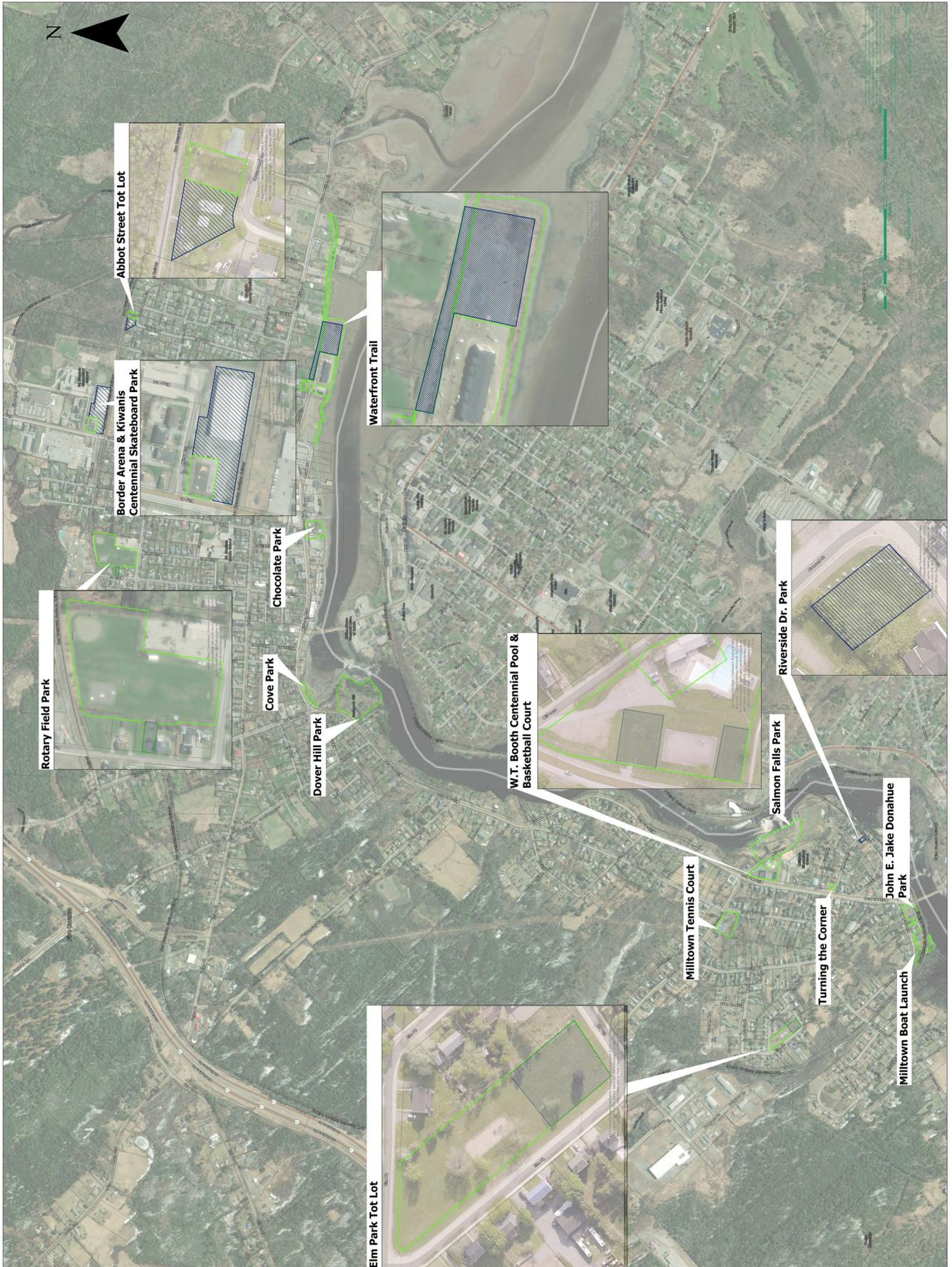
# 1.7 Provision of Municipal Services and Facilities

## 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

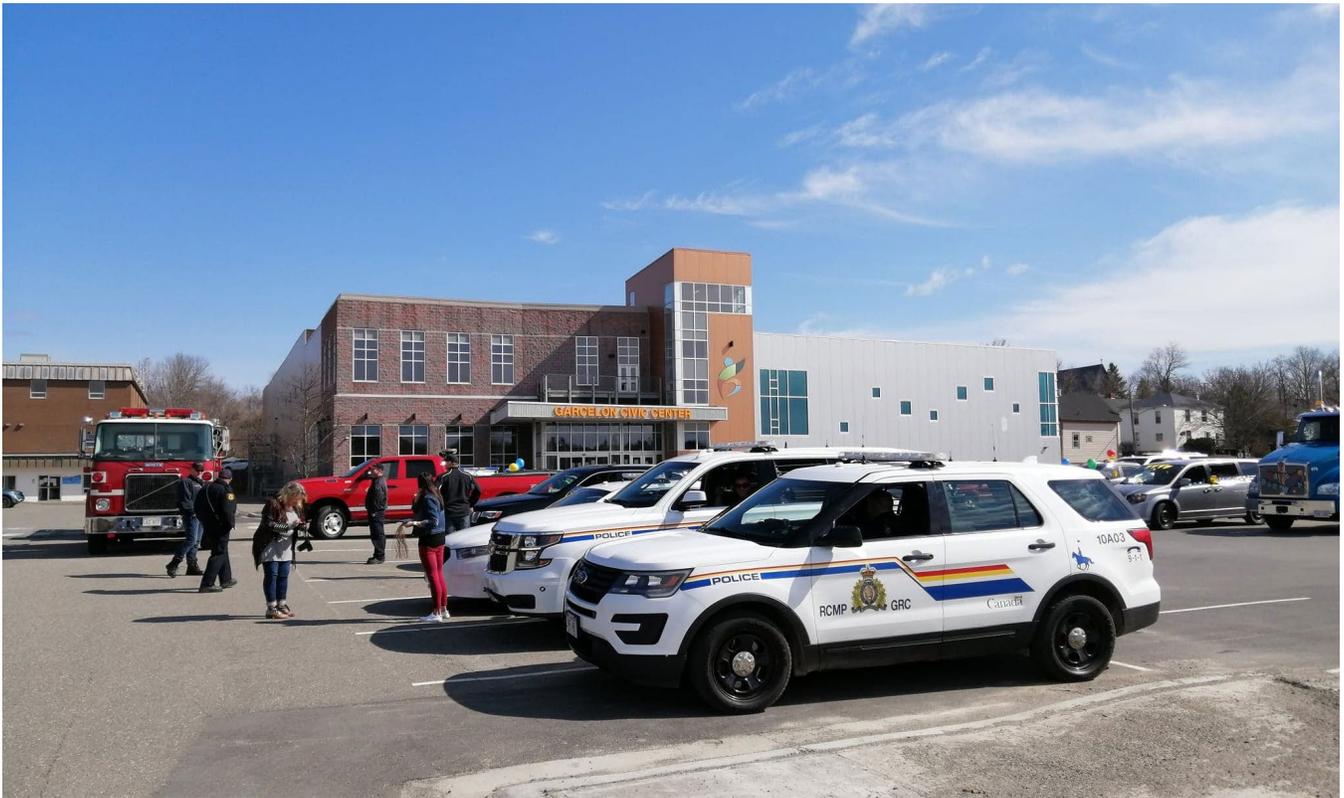
## 1.7.2 Proposals (continued)

### PROPOSALS FOR FIRE AND POLICE FACILITIES

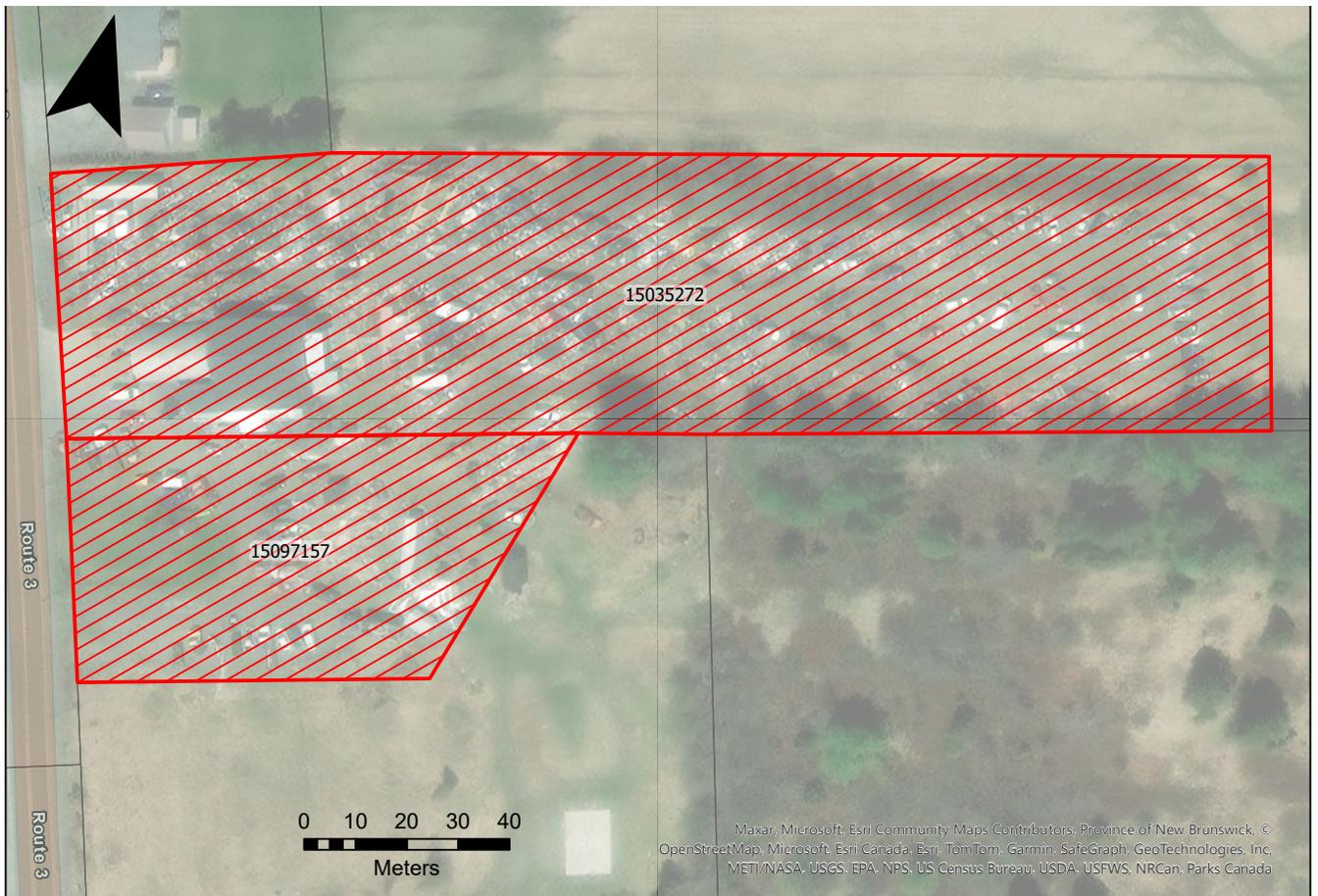
5. Council proposes to acquire centrally located land with good highway access near to the intersection of Route 1 and Route 3 to construct a combined modernized fire station equipped to cover the whole Municipal District of St. Stephen. The current fire station at 199 Union Street is proposed to be 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

9. 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 time frames, commercial, 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 (~16 m deep x 22 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 multi-story 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, 01305606) may be developed for a small building on a ~13 m wide x 12 m deep building lot that is subdivided off these parcels. The boat launch maneuvering area may be leveled and paved, with lowered curbs around the trail, to improve the boat launch as well as create dedicated boat launch parking spaces.
  - 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 multi-story 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, 15080963) given that the old laneways with PID 15080955 and 15080963 have 'unknown ownership,' they may be acquired by the Municipality. PID 15080955 is needed as a public laneway. PID 15080963 may be acquired to be offered to the abutting property owner to increase their development potential.



# 1.7 Provision of Municipal Services and Facilities

## 1.7.2 Proposals (continued)

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

10. 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.
11. Council proposes to apply a Zoning By-law requirement for Archaeological Impact Assessments (AIA) for major excavations, such as resource developments.

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

12. 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.
13. 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**

14. 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.
15. 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 and mixed income 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.
    - Support downtown business owners to make applications to the MDSS downtown storefront façade improvement program.



# 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* – FSS 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

- 2. 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

3. 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 Unsanitary 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)

- f. 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.
- g. 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.
- h. Downtown Façade Improvement Program* – MDSS is mandated to:
- Provide limited grants to cover a portion of downtown building façade improvements that include traditional building materials to architecturally enhance non-heritage buildings or preserve existing historic character.



# 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>		



