



**City of Saint John
Common Council Meeting
AGENDA**

Tuesday, April 7, 2026

6:00 pm

2nd Floor Common Council Chamber, City Hall

	Pages
1. Call to Order	
1.1 Land Acknowledgement	
1.2 National Anthem	
2. Approval of Minutes	
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3. Approval of Agenda	
4. Disclosures of Conflict of Interest	
5. Consent Agenda	
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5.7 Street Naming - allée Foreshore Lane (Recommendation in Report)	59 - 61

5.8	Municipal Easement - Arlington Crescent (Recommendation in Report)	62 - 64
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5.14	Correspondence: Fundy Honda and Steele Auto Group - Request to Present re: Crime in the Area - Theft and Damage (Recommendation: Refer to Public Safety Committee)	94 - 95
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5.16	Correspondence: Province of New Brunswick - 2026-2035 Biodiversity Strategy for New Brunswick On-Line Survey (Recommendation: Receive for Information)	97 - 106
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8.	Delegations / Presentations	
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10.	Consideration of By-laws	
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14.	Consideration of Issues Separated from Consent Agenda	
15.	General Correspondence	
16.	Supplemental Agenda	
17.	Committee of the Whole	
17.1	New Lease Bite & Smile City Market	233 - 233
18.	Adjournment	



**City of Saint John
Common Council Meeting
Monday, April 7, 2026**

Committee of the Whole

1. Call to Order

Each of the following items, either in whole or in part, is able to be discussed in private pursuant to the provisions of subsection 68(1) of the Local Governance Act and Council / Committee will make a decision(s) in that respect in Open Session:

5:15 p.m., 2nd Floor Boardroom, City Hall

- 1.1 Approval of Minutes 68(1)
- 1.2 Financial Matter 68(1)(c)
- 1.3 Employment Matter 68(1)(j)
- 1.4 Financial Matter 68(1)(c)
- 1.5 Legal Opinion 68(1)(f)
- 1.6 Legal Opinion 68(1)(f)



Ville de Saint John
Séance du Conseil communal
Mardi 7 avril 2026
18 h

Salle du Conseil communal, 2^e étage, hôtel de ville

Un moyen de communication électronique est utilisé lors de cette séance. Le public peut assister à la séance en personne à la salle du Conseil ou la regarder sur le canal YouTube de la Ville ou sur Rogers TV.

17 h 15, salle de conseil, 2^e étage, hôtel de ville

- 1.1 Approbation du procès-verbal 68(1)
- 1.2 Question financière 68 (1)c
- 1.3 Question relative à l'emploi 68(1)(j)
- 1.4 Question financière 68 (1)c
- 1.5 Question juridique 68(1)f
- 1.6 Question juridique 68(1)f

Séance ordinaire

1. Rappel à l'ordre du jour

1.1 Reconnaissance des terres

1.2 Hymne national

2. Approbation du procès-verbal

2.1 Procès-verbal du 23 mars 2026

3. Approbation de l'ordre du jour

4. Déclaration des conflits d'intérêts

5. Consentement à l'ordre du jour

5.1 Appel d'offres pour des mélanges de béton bitumineux (recommandation dans le rapport)

5.2 Contrat n° 2026-10 – Resurfaçage d'asphalte 2026 (recommandation dans le rapport)

5.3 Contrat n° 2025-19 – Avenue Fallsview – Prolongement du passage du port (recommandation dans le rapport)

- 5.4 Renouvellement des licences Adobe 2026-2029 (recommandation dans le rapport)
- 5.5 Entente relative au Fonds de développement communautaire – Passerelle de la rue Union – Réparation des fondations (recommandation dans le rapport)
- 5.6 Fonds communautaire du Conseil – Demande de J. MacKenzie (recommandation : approuver la demande)
- 5.7 Dénomination des rues – allée Foreshore Lane (recommandation dans le rapport)
- 5.8 Servitude municipale – Arlington Crescent (recommandation dans le rapport)
- 5.9 Servitude de service municipal et remplacement d'un terrain à des fins publiques au 0, promenade Dantes/21, boulevard Elba (recommandation dans le rapport)
- 5.10 Programmation de la date de l'audition publique pour une modification du texte de l'arrêté de zonage (recommandation dans le rapport)
- 5.11 Séance d'information publique : Rue St. John (de la rue Lancaster à la limite de la ville) et de Dufferin Row (de la limite de la ville au 360, Dufferin Row) – Renouvellement des conduites d'eau et des égouts sanitaires et pluviaux, et réfection des rues (recommandation : réception d'information)
- 5.12 Comité consultatif d'urbanisme : Dévolution de la rue publique au 33, rue Garden (intersection de la rue Garden et de la rue Hazen) (recommandation dans le rapport)
- 5.13 Correspondance : Journée de sensibilisation à l'apraxie – Demande de proclamation (recommandation : renvoi au greffier pour la préparation de la proclamation)
- 5.14 Correspondance : Fundy Honda et Steele Auto Group – Demande de présentation concernant la criminalité dans la région – Vols et dégradations (recommandation : renvoi au Comité de la sécurité publique)
- 5.15 Correspondance : Fondation des maladies du cœur et de l'AVC – Campagne porte-à-porte (recommandation : réception d'information)
- 5.16 Correspondance : Province du Nouveau-Brunswick – Sondage en ligne sur la Stratégie de la biodiversité pour le Nouveau-Brunswick 2026-2035 (recommandation : réception d'information)

6. Commentaires des membres

7. Proclamation

- 7.1 Semaine nationale des télécommunicateurs de la sécurité publique – Du 12 au 18 avril 2026

8. Délégations/Présentations

- 9. Audiences publiques – 18 h 30**
- 10. Examen des arrêtés**
 - 10.1** Modification du règlement de zonage – 1360, chemin Old Black River (3^e lecture)
 - 10.2** Rue Cliff – Modification de l'arrêté relatif à la circulation (1^{re} et 2^e lectures)
 - 10.3** Consolidation et modernisation de l'arrêté de procédure du Conseil (1^{re} et 2^e lectures)
- 11. Présentations des membres du Conseil**
 - 11.1** Rapport de l'équipe de sécurité et de sûreté communautaire à toutes les réunions du Comité de la sécurité publique (conseiller Norton)
 - 11.2** Programmation d'une présentation publique par Turner Drake & Partners Ltd. (conseiller Norton)
- 12. Affaires courantes – Fonctionnaires municipaux**
 - 12.1** Plan de travail annuel 2026 à l'appui du Plan stratégique
 - 12.2** Équipe des services de sécurité communautaire – Mise à jour bimestrielle
- 13. Rapports du Comité**
- 14. Examen de questions distinctes des résolutions en bloc**
- 15. Correspondance générale**
- 16. Ordre du jour supplémentaire**
- 17. Comité plénier**
 - 17.1** Nouveau bail Bite & Smile City Market
- 18. Levée de la séance**



The City of Saint John

MINUTES – REGULAR MEETING
COMMON COUNCIL OF THE CITY OF SAINT JOHN
MARCH 23, 2026, AT 6:00 PM
2ND FLOOR COMMON COUNCIL CHAMBER, CITY HALL

An Electronic means of communication will be used at this meeting. The public may attend the meeting in person in the Council Chamber or view the meeting on the City's Website (www.saintjohn.ca) or on Rogers TV.

Present: Mayor Donna Noade Reardon
Deputy Mayor John MacKenzie (virtual attendance)
Councillor-at-Large Gary Sullivan
Councillor-at-Large Brent Harris
Councillor Ward 1 Greg Norton
Councillor Ward 1 Joanna Killen
Councillor Ward 2 Barry Ogden
Councillor Ward 3 Gerry Lowe
Councillor Ward 3 Mariah Darling
Councillor Ward 4 Paula Radwan
Councillor Ward 4 Greg Stewart

Also Present: Chief Administrative Officer I. Fogan
Chief Financial Officer K. Fudge
Fire Chief R. Nichol
Commissioner Public Works M. Hugenholtz
Commissioner Human Resources S. Hossack
Director Legal Services J. Boucher
Director External Relations L. Kennedy
Director Growth and Community Support Services D. Dobbelsteyn
City Clerk J. Taylor
Deputy City Clerk A. McLennan

1. Call to Order

1.1 Land Acknowledgement

Councillor Sullivan read aloud the Land Acknowledgement and called for a moment of reflection.

“The City of Saint John/Menaquesk is situated is the traditional territory of the Wolastoqiyik/Maliseet. The Wolastoqiyik/Maliseet along with their Indigenous Neighbours, the Mi’Kmaq/Mi’kmaq and Passamaquoddy/Peskotomuhkati signed Peace and Friendship Treaties with the British Crown in the 1700s that protected their rights to lands and resources.”

1.2 National Anthem

2. Approval of Minutes

2.1 Minutes of March 9, 2026

Moved by Councillor Stewart, seconded by Councillor Darling:
RESOLVED that the minutes of March 9, 2026, be approved.

MOTION CARRIED.

3. Approval of Agenda

Moved by Councillor Sullivan, seconded by Councillor Stewart:
RESOLVED that the agenda of March 23, 2026, with the addition of items 17.1 Extension of Right to Re-Purchase 160 Thorne Avenue; 17.2 Easement Agreement for Municipal Infrastructure at civic #101 Kennedy Street; and 17.3 Amended and Restated Agreement of Purchase and Sale - Former Hilton Belyea Arena Site, be approved.

MOTION CARRIED.

4. Disclosures of Conflict of Interest

5. Consent Agenda

5.1 RESOLVED that as recommended in the submitted report *M&C 2026-052: Street Naming - boucle Craigie Lea Loop*, Common Council amend the list of Official Street Names and approve the following changes:

1. Add the name “boucle Craigie Lea Loop”.

5.2 RESOLVED that as recommended in the submitted report *M&C 2026-054: The Cove - Funding Agreement Amendment*, the City enter into the amended Active Transportation Fund Contribution Agreement in the form as attached to M&C No. 2026-054 with His Majesty the King in Right of Canada, as represented by the Minister of Infrastructure and Communities for funding under the *Canada Public Transit Fund - Active Transportation Fund* for the project entitled “The Cove” and that the Mayor and City Clerk be authorized to execute said Agreement.

5.3 RESOLVED that as recommended in the submitted report *M&C 2026-050: Microsoft Unified Enterprise Support Services Agreement Renewal*, the City enter a three (3) year term renewal of the Microsoft Enterprise Services Work Order with Microsoft Canada Inc. for user support services as outlined in the forms attached to M&C 2026-050; and that the Mayor and City Clerk be authorized to execute the Work Order and any documents ancillary thereto.

5.4 RESOLVED that as recommended in the submitted report *M&C 2026-057: Regional Development Corporation Financial Support - The City of Saint John - P.R.O. Kids 'Fun'Raising Event*, the City of Saint John enter into the Funding Agreement for Project No: 19305, 19505, 19504, 19507, & 19508 with the Regional Development Corporation generally in the form attached to M&C 2026-057, for the purpose of receiving funding from RDC for the 2025 P.R.O. Kids 'Fun'Raising Dinner, and that the Mayor and Clerk be authorized to execute the said Funding Agreement and any other documents ancillary hereto.

5.5 RESOLVED that as recommended in the submitted report *M&C 2026-061: Municipal Plan Review - Phase 1 Growth Strategy - Project Initiation Council Update*, Common Council direct the Community Planning & Housing team to proceed with planning and preparation for a decennial Municipal Plan update of the adopted PlanSJ: City of Saint John Municipal Plan, pursuant to the Community Planning Act, SNB 2017, c 19, § 21, et. seq.

5.6 RESOLVED that the correspondence from C. Kossatz re: Watershed Protection and Lorneville Drinking Water, be received for information.

Moved by Councillor Sullivan, seconded by Councillor Darling:

RESOLVED that the recommendation set out in each consent agenda item respectively, be adopted.

MOTION CARRIED UNANIMOUSLY.

6. Members Comments

Members commented on various local events.

7. Proclamation

8. Delegations / Presentations

9. Public Hearings – 6:30 p.m.

9.1 Proposed Zoning By-law Amendment with Planning Advisory Committee Report and Staff Presentation - 1360 Old Black River Road (1st and 2nd Reading)

Director Growth and Community Support Services D. Dobbelsteyn stated that the application is for the rezoning of 1360 Old Black River Road to the Rural Mixed Residential zone in order to legalize the placement of a mobile home on the site. Staff are recommending approval of the application.

Planner Y. Mattson reviewed the submitted presentation entitled "1360 Old Black River Road - PID 00340703".

The Mayor called the Public Hearing to Order.

The Mayor called for members of the public to speak against the proposal with no one presenting.

The Mayor called for members of the public to speak in favour of the proposal with no one presenting.

The Mayor closed the Public Hearing.

Moved by Councillor Lowe, seconded by Councillor Killen:

RESOLVED that the by-law entitled, "By-Law Number C.P. 111-218 A Law to Amend the Zoning By-law of The City of Saint John" rezoning on Schedule "A", the Zoning Map of The City of Saint John, a parcel of land having an area of approximately 1,563 square metres, located at 1360 Old Black River Road, also identified as PID 00340703, from Rural Residential (RR) to Rural Mixed Residential (RMX), be read a first time.

MOTION CARRIED.

Read a first time by title, the by-law entitled, "By-Law Number C.P. 111-218 A Law to Amend the Zoning By-law of The City of Saint John."

Moved by Councillor Harris, seconded by Councillor Darling:

RESOLVED that the by-law entitled, "By-Law Number C.P. 111-218 A Law to Amend the Zoning By-law of The City of Saint John" rezoning on Schedule "A", the Zoning Map of The City of Saint John, a parcel of land having an area of approximately 1,563 square metres, located at 1360 Old Black River Road, also identified as PID 00340703, from Rural Residential (RR) to Rural Mixed Residential (RMX), be read a second time.

MOTION CARRIED.

Read a second time by title, the by-law entitled, "By-Law Number C.P. 111-218 A Law to Amend the Zoning By-law of The City of Saint John."

10. Consideration of By-Laws

Having been absent for the Public Hearings for items 10.1 and 10.2, Councillor Killen withdrew from the meeting.

10.1 Street Closure By-law Amendment - Old Lake Trail (3rd Reading)

The City Clerk provided an overview.

Moved by Councillor Harris, seconded by Councillor Darling:

RESOLVED that the by-law entitled "By-law Number L.G. 4-12 A By-law Respecting the Closing of Roads, Streets, or Highways in The City of Saint John" regarding a portion of Old Lake Trail by adding thereto Section 12 immediately after Section 11 thereof, be read.

MOTION CARRIED.

The by-law entitled “By-law Number L.G. 4-12 A By-law Respecting the Closing of Roads, Streets, or Highways in The City of Saint John”, was read in its entirety.

Moved by Councillor Harris, seconded by Councillor Darling:

RESOLVED that the by-law entitled “By-law Number L.G. 4-12 A By-law Respecting the Closing of Roads, Streets, or Highways in The City of Saint John” regarding a portion of Old Lake Trail by adding thereto Section 12 immediately after Section 11 thereof, be read a third time, enacted, and the Corporate Common Seal affixed thereto.

MOTION CARRIED.

Read a third time by title, the by-law entitled “By-law Number L.G. 4-12 A By-law Respecting the Closing of Roads, Streets, or Highways in The City of Saint John”.

10.2 Municipal Plan and Zoning By-law Amendment - 358 ½ Rothesay Avenue (3rd Reading)

The City Clerk provided an overview.

Moved by Councillor Lowe, seconded by Councillor Stewart:

RESOLVED that the by-law entitled “By-law Number C.P. 106-45 A Law to Amend the Municipal Plan By-law” redesignating on Schedule “A” of the Municipal Development Plan, land having an approximate area of 8,360 square metres, located at 358 ½ Rothesay Avenue, also identified as part of PID 55183875, from Park and Natural Area to Employment Area; and redesignating on Schedule “B” of the Municipal Development Plan, land having an approximate area of 8,360 square metres, located at 358 ½ Rothesay Avenue, also identified as part of PID 55183875, from Park and Natural Area to Commercial Corridor, be read.

MOTION CARRIED.

The by-law entitled " By-law Number C.P. 106-45 A Law to Amend the Municipal Plan By-law", was read in its entirety.

Moved by Councillor Sullivan, seconded by Councillor Stewart:

RESOLVED that the by-law entitled “By-law Number C.P. 106-45 A Law to Amend the Municipal Plan By-law” redesignating on Schedule “A” of the Municipal Development Plan, land having an approximate area of 8,360 square metres, located at 358 ½ Rothesay Avenue, also identified as part of PID 55183875, from Park and Natural Area to Employment Area; and redesignating on Schedule “B” of the Municipal Development Plan, land having an approximate area of 8,360 square metres, located at 358 ½ Rothesay Avenue, also identified as part of PID 55183875, from Park and Natural Area to Commercial Corridor, be read a third time, enacted, and the Corporate Common Seal affixed thereto.

MOTION CARRIED.

Read a third time by title, the by-law entitled " By-law Number C.P. 106-45 A Law to Amend the Municipal Plan By-law.”

Moved by Councillor Darling, seconded by Councillor Radwan:

RESOLVED that the by-law entitled “By-law Number C.P. 111-217 A Law to Amend the Zoning By-law of The City of Saint John” rezoning on Schedule “A”, the Zoning Map of The City of Saint John, a parcel of land having an area of approximately 8,360 square metres, located at 358 ½ Rothesay Avenue, also identified as part of PID 55183875, from Park (P) to Corridor Commercial (CC), be read.

MOTION CARRIED.

The by-law entitled “By-law Number C.P. 111-217 A Law to Amend the Zoning By-law of The City of Saint John”, was read in its entirety.

Moved by Councillor Harris, seconded by Councillor Darling:

RESOLVED that the by-law entitled “By-law Number C.P. 111-217 A Law to Amend the Zoning By-law of The City of Saint John” rezoning on Schedule “A”, the Zoning Map of The City of Saint John, a parcel of land having an area of approximately 8,360 square metres, located at 358 ½ Rothesay Avenue, also identified as part of PID 55183875, from Park (P) to Corridor Commercial (CC), be read a third time, enacted, and the Corporate Common Seal affixed thereto.

MOTION CARRIED.

Read a third time by title, the by-law entitled “By-law Number C.P. 111-217 A Law to Amend the Zoning By-law of The City of Saint John.”

Councillor Killen re-entered the meeting.

11. Submissions by Council Members

11.1 Notice of Motion: Reporting by Community Safety & Security Team at all Public Safety Committee Meetings (Councillor Norton)

Councillor Norton read aloud his Notice of Motion re: Reporting by Community Safety and Security Team at all Public Safety Committee Meetings. In accordance with the Procedural By-law section 16.27 the motion is deferred to the next meeting of Council, April 7, 2026, for discussion and vote.

11.2 Notice of Motion: Scheduling of Public Presentation by Turner Drake & Partners Ltd. (Councillor Norton)

Councillor Norton read aloud his Notice of Motion re: Scheduling of Public Presentation by Turner Drake and Partners Ltd. In accordance with the Procedural By-law section 16.27 the motion is deferred to the next meeting of Council, April 7, 2026, for discussion and vote.

12. Business Matters – Municipal Officers

12.1 MoveSJ: The Final Chapters

Commissioner Hugenholtz provided an introduction.

Director Public Works T. O'Reilly reviewed the submitted presentation entitled "Move SJ: The Final Chapters".

Moved by Councillor Stewart, seconded by Councillor Killen:
RESOLVED that as recommended in the submitted report *M&C 2026-058: MoveSJ: The Final Chapters*, Common Council endorse the final two components of the city's transportation Plan (MoveSJ) as attached to M&C 2026-058:

1. Road Classification Strategy
2. Final Report

MOTION CARRIED.

13. Committee Reports

13.1 Finance Committee: 2026 Capital Budget Reallocation - Gault Road / Manawagonish Road / Ocean Westway & Route 7 Ramps - Roundabout Design

Councillor Sullivan provided an overview as Chair of the Finance Committee.

Moved by Councillor Sullivan, seconded by Councillor Killen:
RESOLVED that as recommended by the Finance Committee, having met on March 18, 2026, Common Council approve the reallocation of \$250,000 of City Share funding within the approved 2026 General Fund Capital Program from the Harbour Passage - Riverview Drive Project (26TC04) and add this funding to a new capital project titled Gault Road / Manawagonish Road / Ocean Westway and Route 7 Ramps – Roundabout Design.

MOTION CARRIED.

13.2 Finance Committee: Enterprise Risk Management Update

Councillor Sullivan provided an overview as Chair of the Finance Committee.

Moved by Councillor Sullivan, seconded by Councillor Stewart:
RESOLVED that as recommended by the Finance Committee, having met on March 18, 2026, Common Council approve the Enterprise Risk Management Policy.

MOTION CARRIED.

14. Consideration of Issues Separated from Consent Agenda

15. General Correspondence

16. Supplemental Agenda

17. Committee of the Whole

17.1 Extension of Right to Re-Purchase 160 Thorne Avenue

Moved by Councillor Killen, seconded by Councillor Darling:

RESOLVED that as recommended by the Committee of the Whole, having met on March 23, 2026, the City extend the date by which the Purchaser must obtain a Foundation Permit and complete the footings of the proposed development before the City may exercise its right to repurchase the parcel of land located at 160 Thorne Avenue (PID 55174106) from March 31, 2026, to March 31, 2028; and that the Mayor and Clerk be authorized to execute an amendment to section 2.5 of the Agreement of Purchase and Sale dated June 12, 2024, with 511978 N.B. Inc., for the purpose noted above, in a form satisfactory to the General Counsel, and any other documents necessary to facilitate the said extension.

MOTION CARRIED.

17.2 Easement Agreement for Municipal Infrastructure at civic #101 Kennedy Street

Moved by Councillor Sullivan, seconded by Councillor Darling:

RESOLVED that as recommended by the Committee of the Whole, having met on March 23, 2026, the City enter an Easement Agreement with F.A.S. Holdings Ltd., generally in the form as presented to Committee of the Whole at its meeting held March 23, 2026, for the purpose of acquiring a municipal services easement over a property located at 101 Kennedy Street, identified as PID 377150; and that the Mayor and City Clerk be authorized to execute the said Easement Agreement and any other documents ancillary thereto or necessary to effect the transaction.

MOTION CARRIED.

17.3 Amended and Restated Agreement of Purchase and Sale - Former Hilton Belyea Arena Site

Moved by Councillor Killen, seconded by Councillor Radwan:

RESOLVED that as recommended by the Committee of the Whole, having met on March 23, 2026, the City enter into the Amended and Restated Agreement of Purchase and Sale with Belyea Village Ltd., generally in the form as attached to M&C 2026-022, for the purpose of making amendments to an Agreement of Purchase and Sale dated October 14, 2024; and that the Mayor and Clerk be authorized to execute the said Amended and Restated Agreement of Purchase and Sale and any other documents ancillary thereto or necessary to facilitate the transaction.

MOTION CARRIED.

18. Adjournment

Moved by Councillor Lowe, seconded by Councillor Stewart:

RESOLVED that the meeting of Common Council held on March 23, 2026, be adjourned.

MOTION CARRIED.

The Mayor declared the meeting adjourned at 7:20 p.m.

COMMON COUNCIL REPORT

M&C No.	2026-065
Report Date	March 20, 2026
Meeting Date	April 07, 2026
Service Area	Public Works and Transportation Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Tender for Asphaltic Concrete Mixes

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>John Mascarenhas</i>	<i>Michael Hugenholtz Tim O'Reilly</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that the seasonal tender for the supply of asphaltic concrete mixes be awarded as follows:

- Pre-Construction Season (Start date, to May 4th, 2026) - NRB Construction Company Ltd.
- Construction Season (May 5th, to November 7th, 2026) – NRB Construction Company Ltd.
- Post Construction Season (November 8th, to plant close, 2026) – NRB Construction Company Ltd.

EXECUTIVE SUMMARY

The City of Saint John received two compliant bids for its 2026 asphalt supply tender, with NRB Construction Company Ltd. submitting the lowest bid. Asphalt unit prices are 7.5% greater than 2025. Rising oil prices would cause an additional cost to this contract. Program delivery adjustments are expected relative to the approved budget, impacting the total volume of roadway work.

PREVIOUS RESOLUTION

This is an annual program.

REPORT

Asphalt Supply and Pricing Framework

Each year, the City of Saint John issues a tender to secure a supply of asphaltic concrete mixes. This material supports Public Works and Transportation Services in activities such as utility cut restorations, roadway and sidewalk repairs, overlays, and other maintenance projects.

Asphalt supply is typically divided into three seasonal periods:

1. Pre-construction season: Characterized by limited production and higher associated costs.
2. Construction season: Peak production period when asphalt is readily available.
3. Post-construction season: Like the pre-construction period, with reduced production and higher costs.

Tender Evaluation and Market Conditions

Bidders are required to submit separate pricing for three seasonal periods. City staff recommend awarding the contract to the bidder offering the earliest pre-construction start date combined with the lowest overall pricing across all seasons.

All asphalt tenders incorporate the NBDTI Asphalt Binder Price Index. Asphalt binder adjustments are calculated at the end of the season and adjustments are applied based on monthly index fluctuations relative to the price of asphalt binder at tender opening month, triggered only when price changes exceed +/-5%.

STRATEGIC ALIGNMENT

This report best aligns with the following Council priorities:

- **MOVE:** offering safe and accessible movement of people and goods on roads,
- **PERFORM:** seeking cost competitive asphalt prices, responding to customer inquiries related to road maintenance including pothole patching, and adjusting the program plan in face of a significant rise in asphalt unit costs.

SERVICE AND FINANCIAL OUTCOMES

Financial Considerations

The total estimated value of the 2026 asphalt supply contract is \$991,500, covering all Public Works surface maintenance programs. This includes \$566,500 for asphalt patchwork, roadway and sidewalk maintenance, and overlay programs, and \$425,000 for the Saint John Water cut reinstatement program. Public Works surface maintenance activities involving asphalt may be subject to cost escalation under current market conditions.

Implications for Asphalt Binder Pricing

The 2026 asphalt tendered price is 7.5% higher compared to 2025.

Based on current market conditions and industry forecasts:

- Oil prices, which impact asphalt binder prices, have already increased over 20% in the short term as a result of the current geopolitical instability.
- The NBDTI Asphalt Binder Price Index will likely increase in upcoming monthly publications as these market conditions are reflected locally.
- Should the Asphalt Binder Price Index increase by more than five percent compared to the baseline month contract, payment adjustments will be triggered in accordance with existing provisions.
- The Asphalt Binder Price Index will be monitored over the season to ensure the approved budget is respected.

It is important to note that these adjustments are bidirectional. While increases in the index would result in additional payments to contractors, decreases would result in cost reductions to the City of Saint John.

Operational and Service Delivery Impacts

Any potential increase in asphalt prices during the season will place added pressure on the Public Works surface maintenance program. This may require the scope of work to be reduced or otherwise adjusted. Staff will work within the overall approved budget to try to minimize impacts on the travelling public.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

A public tender call was issued on February 26, 2026, and closed on March 17th, 2026, with two compliant bids received. The results of the tender (excluding HST and haulage rates) are:

	NRB		
	<u>Before Season Start Date to May 4th, 2026</u>	<u>Construction Season May 5 to Nov 7</u>	<u>After Season - Nov 8 till close</u>
SUPERPAVE(19.5mm)	\$140.00	\$125.00	\$140.00
SUPERPAVE(9.5mm)	\$152.00	\$130.00	\$152.00
SUPERPAVE	\$165.00	\$155.00	\$165.00
	Galbraith		
	<u>Before Season – Start Date to May 4th, 2026</u>	<u>Construction Season May 5 to Nov 7</u>	<u>After Season - Nov 8 till close</u>
SUPERPAVE(19.5mm)	\$155.00	\$135.00	\$155.00
SUPERPAVE(9.5mm)	\$165.00	\$140.00	\$160.00
SUPERPAVE	\$190.00	\$170.00	\$190.00

Supply Chain Management and Public Works & Transportation Services staff have reviewed the tenders and found them to be complete and formal in every regard. Staff believe that all tenderers have the necessary resources and expertise to perform the work. NRB Construction Company Ltd. commence their asphalt plant operation the earliest, April 29, 2026, and they are low bidder at all times of the year so they are awarded the supply contract.

The above process is in accordance with the City’s Procurement Policy and Supply Chain Management supports the recommendation being put forth.

ATTACHMENTS

N/A

COUNCIL REPORT

M&C No.	2026-068
Report Date	March 31, 2026
Meeting Date	April 07, 2026
Service Area	Utilities and Infrastructure Services

Her Worship Mayor Donna Noade Reardon and Members of Council

SUBJECT: Contract No. 2026-10 Asphalt Resurfacing 2026

AUTHORIZATION

Primary Author	Dept. Head	Chief Administrator Officer
<i>Rod Mahaney</i>	<i>Michael Baker</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that Contract No. 2026-10: Asphalt Resurfacing 2026 be awarded to the low tenderer, Debly Enterprises Ltd., at their tendered price of \$6,655,941.83 (including HST) as calculated based upon estimated quantities, and further that the Mayor and City Clerk be authorized to execute the necessary contract documents.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council award Contract No. 2026-10: Asphalt Resurfacing 2026 to the low tenderer.

PREVIOUS RESOLUTIONS

February 4th, 2025: M&C 2025-058 – 2024-2028 Capital Investment Plan for the Canada Community – Building Fund (CCBF), approved.

December 1st, 2025: M&C 2025-273 – 2026 General and Utility Capital Programs, approved.

December 1st, 2025: M&C 2025-274 – 2026 General Fund Operating Budget, approved.

December 1st, 2025: M&C 2025-275 – 2026 Utility Fund Operating Budget, approved.

December 15th, 2025: M&C 2026–298 - 2026-2029 Capital Renewal Plan (CRP), approved.

REPORT

The approved 2026 General Fund Operating budget, 2026 Utility Fund Operating budget and the 2026 General Fund Capital Program include funding for the resurfacing of streets in the city. A portion (\$1.5M) of the 2026 General Fund Capital funding for this project is from the Canada Community Building Fund (CCBF) funding program while the remainder (\$5,032,505) of the Capital Funding is from the Province's Capital Renewal Fund (CRF) funding program. Asphalt resurfacing is an annual program to upgrade and maintain deteriorating street surfaces under the capital resurfacing program.

This contract includes all work associated with the resurfacing of a total of 38 streets or segments of streets, which equates to 31 lane kilometers. This work consists generally of the supply of all necessary labour, materials and equipment for the placement of approximately 15,078 tonnes of Superpave hot-mix asphalt. Also included in this contract is the installation of approximately 3,730 lineal metres of concrete curb and 3,188 lineal metres of sidewalk.

TENDER RESULTS

Tenders closed on March 31st, 2026, with the following results, including HST:

1	Debly Enterprises Ltd., Saint John, NB	\$6,655,941.83
2	Galbraith Construction Ltd., Saint John, NB	\$6,917,170.94
3	NRB Construction Company Ltd, Saint John, NB	\$7,631,400.00

The Engineer's estimate for the work was \$6,560,339.00.

ANALYSIS

The tenders were reviewed by staff and were found to be formal in all respects. Staff are of the opinion that the low tenderer has the necessary resources and ability to perform the work and recommend acceptance of their tender.

The asphalt production and placement processes will be closely monitored to ensure conformance with the City's General Specifications. Work on the overall project is currently anticipated to begin the week of April 27th, 2026, and continue until October 15th, 2026. Once the contract is awarded and contracts are signed, the Contractor will supply the City with their construction schedule for the work.

FINANCIAL IMPLICATIONS

The Contract includes work that is funded by the 2026 General and Utility Fund Operating budgets and the 2026 General Fund Capital budget (CCBF & CRF funding).

Assuming award of the Contract to the low tenderer, an analysis has been completed which includes the estimated amount of work that will be performed by the Contractor and Others (i.e. materials testing and inspection).

The analysis is as follows:

Budget	\$ 6,778,623.00
Project net cost	\$ 6,489,257.00
Variance (Surplus)	\$ 289,366.00

STRATEGIC ALIGNMENT

This report aligns with City’s Priorities of **GROW** by investing in key infrastructure upgrades and **PERFORM** by adhering to plans, policies, procedures, and best practices with respect to managing the City’s roadway assets.

SERVICE AND FINANCIAL OUTCOMES

Asphalt pavements, concrete curb and sidewalks are essential infrastructure which directly impacts the quality of life in our community. Roadway infrastructure is important to the economic health of the community and citizens expect these assets to be maintained to an acceptable standard. Proper and timely maintenance of all roadway assets will ensure public safety, extend the service life of the asset, and achieve best value for the investment.

It should be noted that the City of Saint John General Specifications, along with the Contract Particular Specifications, include provisions for price adjustments related to diesel fuel and the NBDTI Asphalt Binder Price Index. These adjustments are triggered when the average diesel fuel price and asphalt binder index price, during the construction period, fluctuates by +/-5% or more, compared to the base contract price. Base prices for both diesel fuel and asphalt binder are set at the time of tender. Current market conditions suggest there is upward pressure on both variables, which could result in a higher cost for the City. It is important to note that these adjustments are bidirectional. While increases in the index or diesel fuel would result in additional payments to contractors, decreases would result in cost reductions to the City of Saint John.

Staff will closely monitor project quantities, diesel fuel pricing and the asphalt binder price index to ensure the total project cost falls within the approved budget. As indicated above there is a surplus in funding available for this project that can be used to address the diesel fuel pricing and asphalt binder price index risk if required.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Name of Service Area/Stakeholder	Name of Staff Person
Supply Chain Management Strategic Services (Finance)	Chris Roberts Craig Lavigne

The tendering process for this project was completed in accordance with the City's Strategic Procurement policy and Supply Chain Management supports the recommendation being put forth.

ATTACHMENT

2026 Asphalt Resurfacing List – Note: streets to be resurfaced are subject to change based on Staff ensuring the project is completed within the project budget.

Asphalt Resurfacing 2026

Street	Limits		Comments
	From	To	
Alward Street	Woodward Avenue	Black Street	
Arrow Walk Road	Hawthorne Avenue Extension	Mount Pleasant Avenue	Concrete Curb and Sidewalk Installation.
Autumn Street	Wright Street	Glenburn Court	Concrete Curb and Sidewalk Installation.
Black Street	Daniel Avenue	Dead End	
Bleury Street	Throughway Overpass	Sand Cove Road	
Charlotte Street West	Lancaster Avenue	Market Place	
Crown Street (1)	Broad Street	Queen Street	
Crown Street (2)	Leinster Street	Union Street	
Donaldson Street	Black Street	Woodward Avenue	
Dorchester Street	Union Street	Carleton Street	
Dufferin Avenue	Wellesley Avenue	Dead End.	Concrete Curb and Sidewalk Installation.
Fegan Court	Wellesley Avenue	Dead End.	Concrete Curb and Sidewalk Installation.
Fourth Street	Cranston Avenue	Parks Street	Concrete Curb and Sidewalk Installation.
Fundy Drive	Sand Cove Road	Lancaster Avenue	
Glenburn Court	Autumn Street	Dead End	Concrete Curb and Sidewalk Installation
Golden Grove Road	Clark Road East	Willis Road	
Grandview Avenue	Boylan Road	Heather Way	Concrete Curb and Sidewalk Installation.
Hawthorne Avenue	Parks Street	Hawthorne Avenue Extension	Concrete Curb and Sidewalk Installation.
Hawthorne Avenue Extension	Hawthorne Avenue	Arrow Walk Road	Concrete Curb and Sidewalk Installation.
Highland Road	McLellan Street	Dead End	Concrete Curb and Sidewalk Installation. To be coordinated with work by others.
Loch Lomond Road	Bayside Drive	Westmorland Road	Milling and Paving are required to be done at night.
Ray Street	Black Street	Woodward Avenue	
Red Head Road	Bayside Drive	Treatment Plant	
Reed Street	Donaldson Street	Millidge Avenue	
Russell Street	Rothesay Avenue	Seely Street	
Seely Street	Thorne Avenue	Bridge Abutment	Milling and Paving are required to be done at night.
Thorne Avenue	Seam at Superstore	Bayside Drive	Milling and Paving are required to be done at night.
Webster Street	Montgomery Crescent	Magazine Street	Concrete Curb and Sidewalk Installation.

M&C No.	2026-077
Report Date	March 31, 2026
Meeting Date	April 07, 2026
Service Area	Utilities and Infrastructure Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Contract 2025-19 - Fallsview Avenue - Harbour Passage Extension

AUTHORIZATION

Primary Author	Dept. Head	Chief Administrative Officer
<i>Mikel Lester</i>	<i>Michael Baker</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that Contract No 2025-19 - Fallsview Avenue - Harbour Passage Extension be awarded to the low tenderer, Galbraith Construction Ltd., at their tendered price of \$1,835,308.00 (including HST) as calculated based on estimated quantities, and further that the Mayor and City Clerk be authorized to execute the necessary contract documents.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council award Contract 2025-19 - Fallsview Avenue - Harbour Passage Extension to the low tenderer.

PREVIOUS RESOLUTIONS

November 25th, 2024: M&C 2024-308 – 2025 General Fund Operating Budget, approved.

December 1st, 2025: M&C 2025-273 - 2026 General and Utility Fund Capital Budget, approved.

REPORT

The approved 2025 General Fund Operating budget (Public Works and Transportation Services Area) and the 2026 General Fund Capital Program includes funding to complete the Fallsview Avenue – Harbour Passage Extension project. This project (\$1.8M) was part of the 2025 asphalt resurfacing program, however, was unable to be completed in 2025 because the construction timeline overlapped with the cruise ship season therefore it was decided to wait to tender and construct the project until 2026.



In late 2025, \$1.8 million dollars of General Fund Operating budget was transferred to reserves so that this project could be tendered and constructed in 2026. This project also includes supplemental funding within the 2026 General Fund Capital Program for new seating and to replace existing fencing within the scope of this project.

The Fallsview Avenue Harbour Passage Extension project includes resurfacing Fallsview Avenue from Douglas Avenue to the end of Fallsview Avenue including Gregory Place. In addition to the resurfacing work, this contract includes constructing a Harbour Passage walkway from Douglas Avenue to the Fallsview Park Lookout, new lighting, upgraded drainage where required, replaced fencing, new seating as well as upgrades to visitor and bus parking in the area of the Fallsview Park Lookout.

TENDER RESULTS

Tenders closed on March 24th, 2026, with the following results, including HST:

1. Galbraith Construction Ltd.	\$1,835,308.00
2. Fairville Construction Ltd.	\$1,892,618.25
3. L. Sanford and Sons Ltd.	\$2,263,399.52

The Engineer's estimate for the work was \$2,382,328.50

ANALYSIS

The tenders were reviewed by staff, and they were all found to be formal in all respects. Staff are of the opinion that the low tenderer has the necessary resources and ability to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

Due to the delay in 2025, the operating funds for this project were transferred into reserves to be utilized in 2026 upon the award of the tender. The overall project budget also includes \$200,000 in supplemental funding within the 2026 General Fund Capital Program.

Assuming the award of the Contract to the low tenderer, an analysis has been completed, which includes the estimated amount of work to be performed by the Contractor and Others (i.e. inspection services, archaeological services, geotechnical support, etc.).

The analysis is as follows:

Budget	\$ 2,000,000.00
Project Net Cost	\$ 1,764,384.00
Variance (Surplus)	\$ 235,616.00

Based on the budget analysis there is a projected surplus of \$235,616. Staff's intention would be to only transfer the required funding from reserves for this project based on actual costs of the project.

POLICY-TENDERING OF CONSTRUCTION CONTRACTS

This recommendation aligns with the Council's policy for the tendering of construction contracts, adhering to the City's General Specifications and specific project specifications.

STRATEGIC ALIGNMENT

This report aligns with Council's Priorities for GROW, GREEN and MOVE as the project involves resurfacing a section of Fallsview Avenue that is currently poor. The work also includes upgrading the existing sidewalk to a Harbour Passage walkway with improved landscaping and lighting from Douglas Avenue to the end of Fallsview Avenue.

A few other noteworthy improvements include:

- Enhanced Drainage – An upgraded drainage system to improve stormwater management throughout the project area.
- New Red-Dyed Harbour Passage Sidewalk – Construction of a 3-metre-wide red-dyed concrete sidewalk along the Harbour Passage to improve pedestrian connectivity and visibility.
- Improved Parking and Traffic Design – Redesign of the parking layout to better accommodate increased pedestrian activity and tour bus movements, including enhanced safety features for both bus operators and pedestrians.
- Pedestrian Access Ramps – Installation of barrier-free access ramps integrated flush with the asphalt roadway at pedestrian crossings. Tactile warning surface indicators will also be installed to improve accessibility and safety for all users.
- New Seating Areas and Trash Receptacles– Installation of new barrier-free seating areas and trash receptacles.
- Landscape Enhancements – Addition of new street trees to improve the streetscape and overall visual quality of the corridor.
- Harbour Passage Lighting – Installation of new lighting along Harbour Passage to improve visibility, accessibility, and safety.
- Decorative Fencing – Replacement of existing fencing with new decorative fencing along the Harbour Passage where required to enhance aesthetics and define pedestrian areas.

SERVICE AND FINANCIAL OUTCOMES

Asphalt pavement and concrete curb and sidewalks are essential infrastructure which directly impacts the quality of life in our community. Roadway infrastructure is important to the economic health of the community and citizens expect these assets to be maintained to an acceptable standard. Proper and timely maintenance of all roadway assets will ensure public safety, extend the service life of the asset, and achieve best value for the investment.

The asphalt surface along Fallsview Avenue is currently in poor condition and requires replacement. This project also improves the City's stormwater management for the area and improves the pedestrian and tourist accessibility for the site. Completing this project provides for the opportunity to make several streetscape enhancements that will improve the safety of Fallsview Avenue for all users of the transportation infrastructure, which is key given the proximity of this project to the City Park.

The City of Saint John General Specifications, along with the Contract Particular Specifications, include provisions for price adjustments related to diesel fuel and the NBDTI Asphalt Binder Price Index. These adjustments are triggered when the base contract price for either diesel fuel or asphalt binder fluctuates by +/-5% during the construction period. Base prices for both diesel fuel and asphalt binder are set at the time of tender. Current market conditions suggest there is upward pressure on both variables, which could result in a higher cost for the City. It is important to note that these adjustments are bidirectional. While increases in the index or diesel fuel would result in additional payments to contractors, decreases would result in cost reductions to the City of Saint John.

Staff intend to monitor project quantities, diesel fuel pricing and the asphalt binder price index on a monthly basis and address possible increased costs within the project contingency. If increased costs are unable to be addressed within the project contingency staff would utilize the surplus in the project budget to cover the overage.

Due to the proximity to known archeological sites within the area of this project the City is required to complete a test pitting program at the start of construction with the Contractor and an archaeologist. Once completed, depending on what is found during the test digs, the City may be required to do additional tasks (i.e. additional test pitting, slower digging during construction for certain areas, additional oversight during the work, re-design, etc.) at the direction of the archaeologist. An allowance for the archaeologist time has been included in the project net cost to allow for their work. Additional time and scope required by the Contractor is intended to be paid for within the project contingency. The exact details of the required extra work will not be known until the test digs are completed.

INPUT FROM OTHER SERVICE AREAS

Name of Service Area/Stakeholder	Name of Staff Person
Supply Chain Management Strategic Services (Finance)	Chris Roberts Craig Lavigne

The project design was reviewed by Utilities and Infrastructure Services as well as Public Works and Transportation Services. City staff met with representatives from Aquilla Tours to gather their feedback on the proposed work. City staff also met with the Saint John Ability Advisory Committee to review the design prior to the tender being posted.

The tendering process for this project was completed in accordance with the City's Strategic Procurement Policy and Supply Chain Management supports the recommendation being put forth.

ATTACHMENTS

N/A

COMMON COUNCIL REPORT

M&C No.	2026-071
Report Date	March 31, 2026
Meeting Date	April 7, 2026
Service Area	Strategic Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Adobe Licenses Renewal 2026-2029

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Sarah Ranson Allan Russell</i>	<i>Kevin Fudge / Stephanie Rackley-Roach</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that:

1. The City accepts the Terms and Conditions provided by Softchoice to renew the City’s Adobe licenses as outlined in the form attached to this M&C 2026-071.
2. That the Mayor and City Clerk be authorized to execute the documents necessary for the transaction.

EXECUTIVE SUMMARY

Adobe is a critical enterprise platform that supports document creation, document management, secure sharing, and digital workflows across the organization. Its seamless integration with Microsoft 365, combined with industry-standard PDF capabilities, enables efficient, compliant, and consistent operations across departments.

While alternative tools exist, they are typically specialized solutions that address only portions of the document lifecycle (e.g., e-signatures or records management) and often require integration with additional products for core functions such as graphic design, editing, redaction, and formatting.

Approval is requested to renew the organization’s Adobe licensing agreement for a three-year term at an annual cost of \$80,924 plus HST. The total cost of the agreement over the three years is \$242,772 plus HST. By approving the agreement, the City will save costs, avoid potential operational disruption, and reduce risk related to efficiency, compliance, and service delivery.

PREVIOUS RESOLUTION

N/A

REPORT

Strategic Value

Adobe is used by more than 200 employees and remains a critical enterprise platform supporting the City's operations:

- **Integration:** Seamless interoperability with Microsoft 365 (Outlook, Word, Excel, SharePoint) and Laserfiche which enable efficient, end-to-end document workflows
- **Standardization:** Adobe is widely used, which enables consistency and compatibility with stakeholders
- **Security & Compliance:** Supports secure document handling, redaction, digital signatures and digital archiving aligned with government requirements
- **Integrated Platform:** Adobe provides a single, integrated platform for document management and advanced content creation
- **Productivity:** Streamlines document creation, approvals, and collaboration, reducing manual processes

Operational Impact

Adobe tools enable staff to effectively deliver key functions, including:

- Managing official documents and records in standardized PDF formats
- Creating and processing forms for public services and internal operations
- Executing secure digital approvals and signatures
- Protecting sensitive information through redaction
- Producing communications, reports, and training materials
- Supporting specialized functions such as design, public communications, and e-learning development

Consideration of Alternatives

Alternative tools, including PDF editors, e-signature platforms, and enterprise content management systems, were reviewed. While some solutions offer strong capabilities in specific areas (e.g., digital signatures or records management), they do not provide a comprehensive, enterprise-wide document solution.

- **Specialized Scope:** Tools such as e-signature platforms focus primarily on agreement workflows and do not support full document creation, editing, and management

- **Fragmented Functionality:** Many alternative solutions require integration with tools like Adobe for core functions such as graphic design, document editing, redaction, and formatting. Multiple tools increase complexity, integration challenges, and user burden
- **Integration Limitations:** Some products do not offer seamless integration with Microsoft 365 and existing enterprise workflows

STRATEGIC ALIGNMENT

The recommendation herein aligns with the Council Priority of Perform. A three-year term for Adobe licensing reduces the costs by \$7,067 plus HST per year and reduces cost uncertainty.

SERVICE AND FINANCIAL OUTCOMES

The current Adobe licensing agreement, based on an annual renewal cycle, is approaching expiry. A one-year renewal for 2026 is available at \$87,991 plus HST, whereas a three-year commitment reduces the annual cost to \$80,924 plus HST. The total cost of the agreement over the three years is \$242,772 plus HST. In addition to direct savings of \$21,200 plus HST, the three-year term mitigates exposure to price increases in a volatile market. Licensing costs are budgeted for in the service areas' operational budgets.

There are other benefits to entering into a three-year agreement. A longer agreement limits operational disruption. It mitigates a reduction in access to Adobe tools through the annual renewal process that could have an impact on document workflows, approvals, and service delivery. This agreement also ensures efficient operations, as transitioning to alternative tools may introduce compatibility issues, require retraining, and reduce productivity.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Supply Chain Management has reviewed this report and is in agreement with the recommendations put forth.

The General Counsel's Office (GCO) review was limited to the Order Form & the Amendment document due to time constraints. Based on the foregoing, GCO did not identify any unacceptable risks.

ATTACHMENTS

Softchoice Quote

Adobe Terms & Conditions

Adobe Terms & Conditions - Amendment



Softchoice LP
 20 Mowat Avenue
 Toronto, ON M6K 3E8

Sales/Order desk
 Phone: (800) 268-7638
 Fax: (800) 268-7639

Quote	Q-2709423
Date	13-Mar-2026

Quote

Ship To :
 Sarah Ranson
 City Of Saint John
 15 MARKET SQUARE - 9TH FLOOR
 SAINT JOHN, NB E2L 4L1

Bill To:
 Sarah Ranson
 City Of Saint John
 PO Box 1971
 SAINT JOHN, NB E2L 4L1

Quote Prepared For	Sarah Ranson City Of Saint John Phone: (506) 721-0496 Email: sarah.ranson@saintjohn.ca
Quote Sent By	Brad Spencer brad.spencer@softchoice.com Phone: (506) 389-4716 Fax:
Comments	Adobe Systems Incorporated Renewal 3-Year Commit 2026-03-31

Item #	Mfg SKU #	Description	Qty	Unit Price	Billing Term	Start Date	End Date	Prorated Price	Extended Price
2000400489		In order to facilitate a seamless renewal experience, orders for Adobe Marketplace renewals should be submitted a minimum of one calendar week before renewal date. A reminder that Adobe Marketplace renewals are subject to auto-renewal and no returns will be accepted after 14 days of auto-renewal. If you do not wish to proceed with this renewal, or otherwise want to turn off the autorenewal functionality, please reach out to your Softchoice contact a minimum of five business days before renewal.							

2001071818	30002980CC1 4A12	INDESIGN FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	7	\$595.00	Upfront	01-Apr-2026	31-Mar-2027	\$595.00	\$4,165.00
2001071535	30002903CC1 4A12	CREATIVE CLOUD FOR TEAMS ALL APPS ALL MULTIPLE PLATFORMS 1 USER SUBSCRIPTION NEW ANNUAL PRO LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	4	\$1,579.00	Upfront	01-Apr-2026	31-Mar-2027	\$1,579.00	\$6,316.00
2001071011	30002133CC1 4A12	ACROBAT PRO FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	115	\$345.00	Upfront	01-Apr-2026	31-Mar-2027	\$345.00	\$39,675.00
2001071904	30002994CC1 4A12	PHOTOSHOP FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	11	\$600.00	Upfront	01-Apr-2026	31-Mar-2027	\$600.00	\$6,600.00
2001071953	30003015CC1 4A12	PREMIERE PRO FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	1	\$595.00	Upfront	01-Apr-2026	31-Mar-2027	\$595.00	\$595.00
2001071713	30004331CC1 4A12	ILLUSTRATOR FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	6	\$595.00	Upfront	01-Apr-2026	31-Mar-2027	\$595.00	\$3,570.00

2001071479	30004152CC1 4A12	CAPTIVATE FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	4	\$725.00	Upfront	01-Apr-2026	31-Mar- 2027	\$725.00	\$2,900.00
2001071228	30002147CC1 4A12	ACROBAT STANDARD FOR TEAMS ALL MULTIPLE PLATFORMS SUBSCRIPTION NEW ANNUAL 1 USER LEVEL 14 100+ (VIP SELECT 3 YEAR COMMIT)	79	\$216.49	Upfront	01-Apr-2026	31-Mar- 2027	\$216.49	\$17,102.71
SUBTOTAL									\$80,923.71
DELIVERY: Ground - 3 to 5 days									\$0.00
HST									\$12,138.56
All currency in this quote is in (CAD).								TOTAL	\$93,062.27

Customer's subscription to the VIP Marketplace (VIPMP) is subject to the ADOBE VALUE INCENTIVE PLAN (VIP) TERMS AND CONDITIONS set out at <https://www.adobe.com/howtobuy/buying-programs/vip-terms.html>. Following Customer's acceptance of this Quote, Softchoice will initiate the VIPMP subscription.

Prices are based on the full billing term (monthly or annual). If applicable, prorated prices reflect the cost of the portion of the term remaining, and the extended price is calculated by multiplying the prorated price by the quantity of the license(s) purchased.

Pricing, availability and special offers are subject to change at any time.

This purchase is subject to Softchoice's online terms of sale, unless you have a separate purchase agreement signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found at:

<https://www.softchoice.com/softchoice-terms-and-conditions-for-products>

Signature :

Name :

Title :

Date :

PO# : {{PO_es_signer1}}



ADOBE VALUE INCENTIVE PLAN TERMS AND CONDITIONS

This Value Incentive Plan (“VIP”) Agreement (“Agreement”) sets forth the terms governing your Products in the Program. The Agreement is effective as of the date of online enrollment. This Agreement is entered into by and between Adobe and the customer identified in on-line enrollment to become a Member. “Adobe” shall mean either ADOBE INC., a Delaware corporation having a place of business at 345 Park Avenue, San Jose, CA 95110-2704, if the Agreement is entered into with a Member’s organization that is located in the United States, Canada, or Mexico, ADOBE SYSTEMS SOFTWARE IRELAND LIMITED, a company incorporated in Ireland and having a place of business at 4 6 Riverwalk, Citywest Business Campus, Dublin 24, Ireland as authorized agent of Adobe Systems Pty Ltd (ABN 72 054 247 835), if the Agreement is entered into with a Member’s organization that is located in Australia, ADOBE KK, a company incorporated in Japan and having a place of business at Gate City Ohsaki East Tower, 1-11-2 Ohsaki, Shinagawa-ku, Tokyo 141-0032, Japan, if the Agreement is entered into with a Member’s organization that is located in Japan, or otherwise with ADOBE SYSTEMS SOFTWARE IRELAND LIMITED, a company incorporated in Ireland and having a place of business at 4-6 Riverwalk, Citywest Business Campus, Dublin 24, Ireland. Member shall license all software, services, and offerings available under the Program (collectively “Product”) to be installed and used within the United States (including United States territories and military bases wherever located), Canada, or Mexico from Adobe Inc. Member shall license all Products to be installed and used in Australia from Adobe Systems Software Ireland Limited, as authorized agent of Adobe Systems Pty Ltd. Member shall license all Products to be installed and used in Japan from Adobe KK. Member shall license all Products to be installed and used in all other countries and territories from Adobe Software Systems Ireland Limited.

1. Program Description.

1.1 General and Program Term. VIP and VIP Marketplace (each “the Program”, as applicable) are flexible licensing programs designed to allow qualified and eligible customers to manage and deploy Product licenses purchased through the Program. The Program is a membership program with License Terms as further defined in Section 3.4 of this Agreement. Once the organization enrolls in a membership through the VIP administration user interface and is accepted by Adobe into the Program, the organization will be a member of the Program (“Member”) until the earliest of when (i) Adobe terminates the Program, or (ii) this Agreement is terminated by either Adobe or Member. Member’s participation is further subject to Member’s compliance with the program guide for the Program, which may be updated from time to time and is available at www.adobe.com/go/vip_program_guide_en (“Program Guide”). The Program Guide is hereby incorporated into the Agreement by reference. Adobe may change the terms of the Program at its sole discretion and any changes that are detrimental to Member will not take effect during Member’s current License Term. Adobe will notify Member by revising the date at the bottom of the Program Guide or this Agreement, as applicable. If the terms of this Agreement change, then

Member may be required to reaccept the terms of this Agreement in the Console. Any notices will be sent to Member's Admin.

1.2 Termination. Notwithstanding the foregoing, either party may terminate the Agreement with or without cause on thirty (30) days prior written notice. Termination of this Agreement shall not affect Member's obligations with regard to any Products ordered prior to the termination date, including without limitation any payment obligations. In addition, Adobe may immediately terminate this Agreement, upon written notice, for a material breach (including but not limited to any misappropriation or infringement of Adobe's intellectual property rights). If this Agreement terminates, then Member's organization shall immediately cease use of the Products, delete the Products from all computer systems and IT equipment on which it resides, and return to Member's Account Manager any media containing the Products as well as any related materials. Account Manager means either (i) Reseller, if a transaction is through a reseller, or (ii) Adobe representative, if a transaction is with Adobe.

1.3 TOU. The access and use of the Products is governed by the applicable Adobe terms of use ("TOU") available at <https://www.adobe.com/legal/terms.html>. The terms of the applicable TOUs are hereby incorporated by reference (including without limitations terms related to governing law and venue). In the event of inconsistency between the terms of this Agreement and the terms of the TOU, the terms of this Agreement shall control.

1.4 Program Products. For a complete list of Products available through the Program, Member may contact its Account Manager or go to the Program web pages located on Adobe.com <http://www.adobe.com/howtobuy/buying-programs/vip.html>. All Products purchased through the Program are solely for use within Member's own organization and all re-sale, sublicensing, and other distribution is prohibited except as set forth in Section 4.1 and/or the Program Guide, if applicable. Most Products are Subscription Products, however, certain offerings may be available for license by purchasing Consumables or Term Licenses, as described in the Offerings section of the Program Guide.

1.5 Affiliates. Adobe agrees that Member's Affiliates may place orders under this Agreement for the Products and use such Products provided hereunder. Member retains ultimate liability for any acts or omissions of such Affiliate. Affiliate means, for Member, any other entity that controls, is controlled by, or under common control with, Member. For the purposes of this Section 1.5, the term "control" means the direct or indirect power to direct the affairs of the other entity through voting power, economic or contractual interest, or otherwise.

2. Participation.

2.1 Adobe ID and VIP ID. An Adobe ID will be required in order to enroll in the Program. Each Agreement will be assigned a VIP ID which must be referenced on all orders. Member is responsible for acts or omissions of anyone who obtains access to and use of the Products through Member.

2.2 Console. The Program administration user interface is the "Admin Console." Once the terms of this Agreement are accepted, the individual accepting on behalf of the organization will be assigned as the Contract Owner. The Contract Owner can add system administrator(s) (each an "Administrator"). The Contract Owner and any Administrator will be provided access to the Admin

Console where they will have the ability to access the Product, manage their licenses, and view their account information. The Admin Console will allow the Administrator to invite additional users within their organization to gain access to the Admin Console. Member authorizes any Administrator or Contract Owner to act on Member's behalf, including accepting the terms of the Agreement.

2.3 Confidentiality. Member shall treat VIP ID as confidential and not share or disclose such information except with Member's Account Manager.

2.4 Memberships. The terms of Exhibit A apply to Education, Government, and Non-Profit Memberships in addition to the terms of this Agreement. Member must use a separate VIP Agreement for any Products made available and ordered for use in the People's Republic of China.

3. Ordering, Pricing, and Fulfillment.

3.1 Ordering and Pricing. Member shall place Product orders with their Account Manager. All fees and payment terms are determined by Member's Account Manager. Adobe cannot guarantee any particular discount, unless Adobe is Member's Account Manager.

3.2 Access and Admin Console. Upon becoming a Member, Member's Administrator will be provided access to the available Products, through the Admin Console. Member may manage Products in the Admin Console.

3.3 Admin Console Deployment, Fulfillment, and Grace Period. Member may add and deploy Products in the Admin Console in order to obtain immediate access to such Products. Adobe must receive an order for any such Products within the Grace Period. The Grace Period for VIP is 14 days after adding such Products in the Admin Console. If Adobe does not receive an order for such Products within the Grace Period, then Member will no longer be allowed to add additional Products until payment is made for all added Products.

3.4 Agreement Anniversary Date, License Term, and Renewals.

3.4.1 Anniversary Date. The Anniversary Date means the date licenses must be renewed by. Member's Anniversary Date is the day twelve months after Adobe accepts Member's initial order. See Program Guide for additional license term options.

3.4.2 License Term. The License Term means the period that a Member may use Products and includes the initial License Term and any renewal License Terms. The initial License Term means the period that begins on Member's initial order date and ends the day prior to the Anniversary Date. With Product renewal, a renewal License Term will begin on the Anniversary Date and continue until the day prior to the next Anniversary Date. Use of Products and any related services co-terminates on the last day of the License Term. Most Consumables must be used within a single License Term, and any such unused Consumables will expire on the last day of the License Term. Additional information may be found in the Program Guide.

3.4.3 License Renewals. Adobe or Account Manager will use reasonable efforts, including by email, to notify Member, approximately 30 days prior to any License Term end date. Licenses must be renewed prior to the Anniversary Date in order to ensure uninterrupted use of Product.

3.5 Upgrade Protection. Purchase of the subscription Product(s) includes upgrade entitlement, meaning Member will be entitled to receive the latest generally available version of a subscription Product purchased under the program as long as the Product license is paid and active at the time Adobe makes the new version of the Product commercially available. In contrast, Term Licenses do not include Product updates or upgrade.

3.6 Returns. Without limiting any rights that a Member may have under any consumer laws in the jurisdiction that Member is located, once a Product is installed or accessed, Member cannot return it. If Member requests a return prior to installation, Member must return the entire order. Member must request the return of Products purchased under the Agreement through Member's Account Manager. Subject to any applicable warranty rights, return requests must be made to Member's Account Manager within fourteen (14) days after Member's original Product order date. Adobe must approve all return requests before any return is valid, as further described in the Program Guide.

3.7 Orders Direct From Adobe. If Member orders direct from Adobe, then this section will apply. Members can add Products at any time via the Admin Console or via an Adobe representative, but you must place an order for all Products with an Adobe representative. Products are priced at the rates current at the time ordered and prorated based on the days remaining in your License Term. Notwithstanding the language in 3.2, 3.3, and 4.2, if you add Products via the Admin Console, then Adobe may invoice you directly for those products at the then current price. Your order may be subject to credit approval. Member will be charged the Product price, plus applicable taxes. For any ordered Products, Member must pay in full within 30 days of the invoice date in accordance with the invoice. Any amounts not paid when due will bear interest at a rate which is the lesser of 1.0% per month or the maximum rate permitted by applicable law on any overdue fees, from the date due until the date the full amount plus interest is paid in-full.

4. VIP Marketplace.

4.1. Section 4 "VIP Marketplace" will only apply to Products licensed through VIP Marketplace.

4.2 License Auto-Renewal. Despite language in Section 3.4.3 above, at the end of your license term in VIP Marketplace, your annual license will automatically renew based on Adobe's partner price: (i) in effect on your Anniversary Date and (ii) for your qualifying discount level, unless changed or cancelled with Adobe at least 3 days before your Anniversary Date or Adobe cancels before your Anniversary Date. If your VIP Marketplace licenses automatically renew, then Adobe will notify you regarding any auto-renewing licenses 30 days prior to Member's Anniversary Date. Your Account Manager will determine your Product fees. Work with your Account Manager to adjust Product licenses. See your Account Manager for their cancellation and auto-renewal terms.

4.3 VIP Marketplace Grace Period. Notwithstanding Section 3.2 and 3.3, the Grace Period for Products ordered through VIP Marketplace is seven days after adding such Products, not 14 days. If Adobe does not receive an order for such Products within the Grace Period, then such Products will be removed.

5. Miscellaneous.

5.1 Transfer of License. The TOU does not govern restrictions regarding the transfer of Products licensed under or in connection with this Agreement. In limited circumstances, Adobe may permit

the transfer of Product licenses under this Agreement in its sole and exclusive discretion. Such requests should be directed to Adobe Customer Service including a description of the reason for the proposed transfer and the contact information of the transferee. Additional information may be found in the Program Guide. For clarity, all offerings are licensed, not sold.

5.2 License Compliance. Member must maintain systems and/or procedures sufficient to ensure an accurate record of the number of copies of the Products that have been installed and/or deployed and retain records of Product installation and/or deployment for two (2) years after the termination of the Agreement. Adobe and/or its representatives may conduct an audit of Member's Product installation/deployment not more than once per year on thirty (30) days written notice. Such audit will require Member to provide an unedited, accurate report of all Products installed/deployed and accessed by Member and all valid purchase documentation for all Products within thirty (30) days after request. If the audit findings demonstrate non-conformity with the Product licenses, Member shall purchase the necessary licenses within thirty (30) days after being so notified. If the above audit process identifies a potential material non-compliance and does not resolve Adobe's concerns, then Adobe reserves the right to conduct an onsite audit of Member license installation and deployment after ten (10) business days' prior written notice during regular business hours. This Section 5.2 shall survive termination of the Agreement for a period of two (2) years.

5.3 Use of Information. Adobe may use information about Member or Affiliate, including name and contact information, for fulfilling obligations under the Agreement, as set out in the TOU. For more information, please see the Adobe Privacy Center (adobe.com/privacy).

5.4 Standing. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods is specifically excluded from application to this Agreement. If Member is an entity of the United States Federal Government, Member agrees that Adobe shall have standing and the right to assert any breach of contract claim arising out of this Agreement under the Contracts Disputes Act of 1978 ("Disputes Act").

5.5 General. The parties are independent contractors, and this Agreement will not be construed to imply that either party is the agent or venturer of the other. Member may not assign this Agreement (by operation of law or otherwise) without the prior written consent of Adobe and any prohibited assignment is null and void. Adobe may, at its sole discretion, assign or novate this Agreement, without the prior written consent of Member. This Agreement will be binding upon and will inure to the benefit of any permitted successors or assignees. No modification will be valid or binding unless in writing. This Agreement (including the Program Guide, applicable TOUs, and any Exhibits or on-line enrollment information, if applicable) represents the entire agreement between the parties on the subject matter of this Agreement. If any provision of this Agreement is held unenforceable, the remainder of the Agreement will continue in full force and effect. If Member's Account Manager is no longer an Authorized Adobe Account Manager, then after notice to Member, Adobe may move Member's account under a then-current Authorized Adobe Account Manager.

This Agreement is prepared and is executed in the English language only. The English language version shall be controlling in all respects, and any version of this Agreement in any other language, shall not be binding and shall have no effect. Further, each party agrees that signature by Member or Adobe on any non-English language version, even if there is no signature(s) on the English

language version shall be deemed execution of the English language version and binding on the parties. Without limiting the foregoing, if there is any conflict or inconsistency between the English language version of this Agreement and any other translated version of this Agreement, the English language version and interpretation shall prevail. All communications or notices to be made or given pursuant to this Agreement and any disputes arising under this Agreement shall be conducted or resolved in the English language.

5.6 Services. The Product may integrate with a variety of services, operated either by Adobe or by third parties, which may contain user-generated content that may be (a) inappropriate for minors, (b) illegal in some countries; or (c) inappropriate for viewing at work. A complete list of integrated services is available here: www.adobe.com/go/integratedservices. If Member wants to prevent viewing of or access to user-generated content services it may (i) disable service access in the Creative Cloud Packager, where that functionality is made available, or (ii) block access to the services via its network firewall. Services are not, under any circumstances, available to users under the age of thirteen (13). Adobe disclaims liability for all user-generated content available via the services. Member is responsible for determining whether use of the services complies with applicable laws in Member's jurisdiction. Member is not entitled to a refund and Adobe is not liable (i) if access to the Products is slowed or blocked as a result of government or service provider action, or (ii) if Adobe reasonably deems it necessary to block access to some or all of the Products in order to be compliant with applicable laws.

EXHIBIT A

EDUCATION, GOVERNMENT, AND NON-PROFIT MEMBERSHIPS

A. EDUCATION MEMBERS

For the Member who is an Education Entity (defined below), the following additional terms apply. Adobe reserves the right to terminate Education memberships if Member is not an Educational Entity.

1. Definitions Applicable to Education Members.

1.1 Education Entity. The following is a non-exhaustive list of qualified educational institutions: (a) Accredited (by official accrediting entities) public or private primary or secondary school providing full-time instruction; (b) Accredited public or private university or college (including community, junior, or vocational college) that grants degrees requiring not less than the equivalent of two years of full-time study; (c) Named educational institutions, if individually approved in writing by Adobe; (d) Hospitals that are wholly owned and operated by an otherwise qualified educational institution, where "wholly owned and operated" means the educational institution is sole owner of the hospital and the only entity exercising control over day to day operations; and (e) Higher education research laboratories that are i - a public institution and recognized by a national or regional educational authority, ii - teach students, and iii - can provide a copy of the bylaws that state the relationship with the controlling university.

The following is a non-exhaustive list of entities that are not qualified educational institutions: (a) Non-accredited schools; (b) Museums or libraries; (c) Hospitals not wholly owned and operated by an otherwise qualified educational institution; (d) Churches or religious organizations that are not

accredited schools; (e) Vocational training centers or schools granting certificates for courses such as computer software training or job training that are not accredited schools or which grant degrees requiring less than the equivalent of two years of full-time study; (f) Military schools that do not grant academic degrees; and (g) Research laboratories not recognized by a national or state ministry overseeing education. For example, institutions recognized by other government branches are not eligible.

The above lists do not apply to the countries as listed in Section 1.2 (Regional-Specific Definition) below.

1.2 Regional-Specific Definition of Education Entity.

(a) Asia Pacific Countries excluding Southeast Asia Countries as defined in sub-paragraph (b) below. If Education Member is resident in Australia, New Zealand, India, Sri Lanka, China mainland, Hong Kong SAR of China., Taiwan region, the Republic of Korea, the People’s Republic of Bangladesh, the Federal Democratic of Nepal, the Republic of the Union of Myanmar, Pakistan or Mongolia or any country designated by Adobe from time to time, “Education Entity” shall mean the entities that satisfy the meaning of “Qualified Educational Users” (except for the sections entitled “Full and Part Time Faculty and Staff” and “Students”) designated by Adobe on <https://www.adobe.com/special/av/education/ap/index2.html> (or its successor web site thereto), as updated by Adobe from time to time.

(b) Southeast Asia Countries. If Education Member is resident in Indonesia, Malaysia, Philippines, Singapore, Thailand and Vietnam, “Education Entity” or “Education Institution” shall have the respective meanings designated by Adobe on https://www.adobe.com/go/edu_entity_sea (or its successor web site thereto), as updated by Adobe from time to time.

(c) Japan. If Education Member is resident in Japan, “Education Entity” or “Education Institution” shall have the respective meanings designated by Adobe on <https://helpx.adobe.com/jp/x-productkb/policy-pricing/cq081918191.html> (or its successor web site thereto), as updated by Adobe from time to time.

1.3 Primary and Secondary Schools. Primary and Secondary Schools are defined in the Program Guide. Adobe may have offers available to members that qualify as Primary and Secondary Schools. Adobe reserves the right to terminate Primary and Secondary School licenses and memberships if Member is not a Primary and Secondary School as defined in the Program Guide. See VIP Education Program Guide for additional details and <http://www.adobe.com/go/primary-secondary-institution-eligibility-guidelines>.

B. GOVERNMENT MEMBERS

For the Member who is a Government Entity (defined below), the following additional terms apply. Adobe reserves the right to terminate Government memberships if Member is not a Government Entity.

1. Definitions Applicable to Government Members.

Government Entity. Participation is contingent upon Member (and each Affiliate) being a “government entity”, which means: (a) a federal, central, or national agency, department,

commission, board, office, council, or authority (executive, legislative, or judicial); (b) a municipality, special district, city, county, or state governmental agency, department, commission, board, office, council, entity, or authority, or any other agency in the executive, legislative, or judicial branch of state or local government that is created by the constitution or a statute of the governing state, including the district, regional, and state administrative offices; or (c) a public agency or organization created and/or funded by federal, state, or local governments and authorized to conduct the business of governing or supporting citizens, businesses, or other governmental entities. For the avoidance of doubt, the following entities are not Government Entities: private “for profit” companies, non-profit organizations, trade or industry associations, higher education institutions, and labor unions, even those conducting work on behalf of or with government agencies, unless such entity has a specific letter of authorization from a U.S Government Entity pursuant to FAR Part 51. Member represents to Adobe that it and its Affiliates are government entities. A list of qualified “Government Entities” for Japan is available at: http://www.adobe.com/jp/aboutadobe/volumelicensing/pdfs/cl5_government_license_table.pdf.

1.1 For France: a Government Entity is either an agency; a minister; a commission, board, office, or council (national, regional, or local); a city; a region; or any entity subject to the French Public Law and under the administration of a government entity.

2. Terms Applicable to United States Government Members.

2.1 Additional Restrictions. For United States Federal Government Members, it is understood that any orders are subject to FAR 52.232-18 (Availability of Funds) and FAR 52.232-19 (Availability of Funds for the Next Fiscal Year) and therefore United States Federal Government Members shall not deploy any Product unless funds are available to pay for such orders. To the extent any state or local government entity is subject to similar requirements, such entities shall not deploy any Product unless funds are available to pay for such orders.

2.2 Termination. This Agreement may be terminated by a Member who is a United States federal government customer pursuant to FAR 52.249-1 (Termination for Convenience of the Government). Adobe may change the terms of this Agreement at its sole discretion.

2.3 Federal Government Members. Notice to U.S. Federal Government End Users (Commercial Items): The Products, provided under this Agreement are “Commercial Item(s),” as that term is defined at 48 C.F.R. §2.101, consisting of “Commercial Computer Software” and “Commercial Computer Software Documentation,” and services related thereto, as such terms are used in 48 C.F.R. §12.212 or 48 C.F.R. §227.7202, as applicable. Consistent with 48 C.F.R. §12.212 or 48 C.F.R. §227.7202-1 through §227.7202-4, as applicable, the Commercial Computer Software and Commercial Computer Software Documentation are being licensed to U.S. Federal Government End Users (a) only as Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions of this Agreement and the TOUs. Unpublished rights are reserved under the laws of the United States- Adobe Inc., 345 Park Avenue, San Jose, CA 95110-2704, USA.

C. NON-PROFIT MEMBERS

Additional terms applicable to Non-Profit Members are contained in the Program Guide. Adobe reserves the right to terminate memberships, if Member is not an eligible non-profit organization, as described on <https://helpx.adobe.com/buying-programs/non-profit.html>.

Adobe Value Incentive Plan Terms and Conditions published and effective as of July 15, 2024

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- [/3-Year Commit Amendment to the Adobe VIP Marketplace Terms and Conditions](#)



AMENDMENT TO ADOBE VALUE INCENTIVE PLAN TERMS AND CONDITIONS

THIS VIP MARKETPLACE THREE-YEAR COMMIT AMENDMENT (“AMENDMENT”) TO THE VALUE INCENTIVE PLAN (“VIP” OR “PROGRAM”) MEMBERSHIP AGREEMENT (“AGREEMENT”) SETS FORTH THE ADDITIONAL TERMS OF YOUR PARTICIPATION AS A MEMBER IN THE PROGRAM. THIS AMENDMENT IS ENTERED INTO BY AND BETWEEN ADOBE (AS DEFINED IN THE AGREEMENT) AND MEMBER.

1. Amendment Term and Termination. Unless terminated earlier according to the terms of this Amendment, the Amendment commences on the Effective Date and ends on the End Date (the “Amendment Term”). The “Effective Date” is the date Member accepts these terms and Adobe approves this Amendment. The “End Date” is one day prior to the third Anniversary Date after the Effective Date. Notwithstanding the foregoing, if Member accepts this Amendment within 30 days before Member’s Anniversary Date, then the End Date is one day prior to the fourth Anniversary Date after the Effective Date. This Amendment automatically terminates if Member has not ordered the Minimum Commitment from Adobe within 30 days after the Effective Date. During the Amendment Term, Member may not terminate the Agreement

pursuant to Section 1.2 of the Agreement, except upon Adobe's uncured material breach after 30 days' written notice.

2. Three Year Commit. Excluding special and promotional pricing, during the Amendment Term, (a) Adobe will offer the same price available on the Effective Date for Products to Adobe's direct channel partner for Member, and (b) Member must auto-renew at least the Minimum Commitment on Member's first and second Anniversary Date after the Effective Date. The "Minimum Commitment" is the quantity and type of licenses identified in the Admin Console before Member accepts this Amendment. The Minimum Commitment is displayed in your Admin Console during the Amendment Term. During the Amendment Term, Member may only return a quantity of licenses that ensures Member maintains the Minimum Commitment. The Minimum Commitment is not eligible for returns.

3. Increasing the Minimum Commitment. If Member would like to increase its Minimum Commitment during the Amendment Term, then Member may re-accept these terms with the increased Minimum Commitment displayed in the Admin Console. After such re-acceptance, the increased Minimum Commitment is effective and will be displayed in the Admin Console for the remainder of the existing Amendment Term. Notwithstanding the language in Section 1 above, if Member re-accepts these terms with an increased Minimum Commitment during the Amendment Term, then the existing Effective Date and End Date of the Amendment will not change. Member may not decrease its Minimum Commitment during the Amendment Term.

4. Migrating VIP 3-Year Commit Members. If Member has a current VIP 3-year commit amendment and migrates to VIP Marketplace and subsequently accepts this Amendment, then this Section 4 applies. Upon acceptance of this Amendment, (a) notwithstanding the language in Section 1 above, your End Date is the same date that your VIP 3-year commit amendment was set to expire, (b) your partner price offer will be based on your VIP 3-year Commit acceptance date, and (c) this Amendment governs for your Amendment Term. As of the Effective Date, your VIP 3-year commit amendment is superseded and replaced with this Amendment

5. *Account Manager*. Your Account Manager is your reseller. Member may change its Account Manager during the term of the Agreement if it so chooses. For clarity, Adobe does not set the pricing that channel partners charge Member and Adobe cannot guarantee any particular discount to Member. Member's actual license fees are determined by its Reseller.

6. Unless otherwise expressly defined in this Amendment, capitalized terms used in this Amendment have the same meaning set forth in the Agreement or the Program Guide. Except for the terms provided in this Amendment, all other terms and conditions of the Agreement remain in full force and effect. Any inconsistency between this Amendment and the Agreement regarding the subject matter of this Amendment shall be resolved in favor of this Amendment. This Amendment may be executed in any number of counterparts, each of which will be deemed an original, but all of which together constitute one instrument.

7. This Amendment is prepared and is executed in the English language only. The English language version is controlling in all respects, and any version of this Amendment in any other language, is not binding and has no effect. Further, each party agrees that signature by Member or Adobe on any non-English language version, even if there is no signature(s) on the English language version will be deemed execution of the English language version and binding on the parties. Without limiting the foregoing, if there is any conflict or inconsistency between the English language version of this Amendment and any other translated version of this Amendment, the English language version and interpretation will prevail. All communications or notices to be made or given pursuant to this Amendment and any disputes arising under this Amendment will be conducted or resolved in the English language

COMMON COUNCIL REPORT

M&C No.	2026-074
Report Date	March 30, 2026
Meeting Date	April 07, 2026
Service Area	Utilities and Infrastructure Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

**SUBJECT: Community Development Fund Agreement: Union Street Pedway Tunnel –
Foundation Repairs**

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Samir Yammine</i>		<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that the City enter into an Agreement with the Regional Development Corporation (RDC) for funding under the Province of New Brunswick Community Development Fund for the following project: Union Street Pedway Tunnel – Foundation Repairs , Project No. 18,375, in the form and upon the terms and conditions as attached; and that the Mayor and City Clerk be authorized to execute the said Agreement effective March 31, 2026.

EXECUTIVE SUMMARY

The purpose of this report is to seek Common Council’s approval to enter into an Agreement with RDC for funding under the Province of New Brunswick Community Development Fund for the following project: Union Street Pedway Tunnel – Foundation Repairs.

PREVIOUS RESOLUTION

NA

REPORT

The City of Saint John has been approved for a financial contribution in the amount of 40% of the eligible expenditure toward the Union Street Pedway Tunnel – Foundation Repairs.



Project Description:

The objective of the project is to repair waterproofing and drainage systems along the affected foundation of the Union Street Pedway Tunnel. This Pedway is a critical asset to the public and enable accessibility to the various community and sport buildings such as the Canada Games aquatic Center and TD-Station.

The proposed upgrades consist of the following:

- Engineering services
- Repair/replace existing weeping tiles.
- Removal of existing insulation and waterproof membrane.
- Localized repairs of the cracks on the foundation wall.
- Rehabilitation work related to new waterproofing membrane at the foundation wall and adequately tied in with the new vertical thru-wall flashing.
- Pouring of new concrete sidewalk, adequately sloped away from the building.

Work was successfully completed in 2025 with a total cost of \$158,580+HST, which is well below the estimated cost of \$260,000+HST.

STRATEGIC ALIGNMENT

The Union Street Pedway Tunnel – Foundation Repairs is clearly aligned with the Council’s Priorities to invest in sustainable City services and municipal infrastructure.

SERVICE AND FINANCIAL OUTCOMES

The City of Saint John will receive a total financial contribution in the amount of 40% of the eligible expenditure or \$104,000 from RDC toward the Union Street Pedway Tunnel Foundation Repairs.

The total cost of the project is \$165,375.95 including HST rebate.

The breakdown in funding for the proposed upgrades is as follows:

Total Project Cost:	\$165,375.95
Regional Development Corporation (RDC):	\$66,150.38
City General Fund 2025 Capital Budget:	\$99,225.57



INPUT FROM OTHER SERVICE AREAS

The agreement has been reviewed by the General Counsel Office, and no concerns have been noted.

Name of Service Area/Stakeholder	Name of Staff Person
General Counsel Office	Melanie Tompkins, Jacqueline Boucher
Utilities and Infrastructure Services	Samir Yammine

ATTACHMENTS

1. Project No.: 18,375 - Agreement with the Regional Development Corporation for funding under the Province of New Brunswick Community Development Fund for the following project: Union Street Pedway Tunnel – Foundation Repairs.

March 27, 2026

Her Worship Donna Reardon
Mayor of The City of Saint John
15 Market Square
Saint John, New Brunswick E2L 4L1

SUBJECT: Project No.: 18375
Project Name: The City of Saint John – Union Tunnel Pedway Foundation
Repairs

Dear Mayor Reardon:

We are pleased to inform you that the above-noted project has obtained support from the Regional Development Corporation (RDC). A financial contribution up to \$104,000 for The City of Saint John (the Applicant) has been approved for this project. Eligible costs and funding for this project are described in Appendix A.

Financing Conditions

The Applicant must provide confirmation to RDC that all other financing has been obtained prior to release of any funds for the project.


Reimbursement Procedures

Claims for reimbursement of the contribution must be supported by copies of invoices and proof of payment of those invoices on forms herein provided. Electronic copies may be obtained at: www.gnb.ca/rdc.

- The Applicant will be responsible to cover any cost overruns and will not request any additional funding from RDC for this project.
- Any unused funding committed in this fiscal year will expire on **March 31, 2026**.

All payments will be made by electronic funds transfer. Please complete the attached Direct Deposit Service form.

All claims must be received by RDC on or before **March 31, 2026**.

A vertical bar on the left side of the page, composed of four colored rectangular segments: gold, maroon, blue, and green.

Regional Development Corporation / Société de développement régional

P.O. Box 6000 / C. P. 6000, Fredericton, New Brunswick / Nouveau-Brunswick E3B 5H1
Tel. / Tél. : (506) 453-5897 Fax / Téléc. : (506) 453-7988

Terms and Conditions

1. No public announcement of funding or milestone events such as official openings and ribbon-cuttings shall be made by the Applicant without the prior written approval of RDC.
2. The Applicant shall not change the project scope, purpose or eligible costs without prior written approval of RDC.
3. RDC may refuse further disbursements if there is a materially adverse change in the financial position of the Applicant or status of the project.
4. The Applicant shall not sell or dispose of any assets purchased under this agreement for a period of 36 months following the completion of this project without prior written approval from an authorized representative of RDC.
5. The Applicant shall keep, for 36 months following project completion, all accounting books, records and statements pertaining to project costs and make these available for auditing and provide any statistical data required by RDC.
6. The Applicant shall allow any authorized representative of RDC reasonable access to the project site(s) and information.
7. The Applicant shall indemnify and save harmless the provincial government from and against all claims, demands, losses, damages, costs of any kind based upon any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Applicant or its servants or agents in carrying out the project.
8. The Applicant must adhere to all labour and environmental laws and regulations.
9. No Members of the Legislative Assembly, their staff, or their immediate family members shall be a party to this project or derive any benefit arising therefrom.
10. Information and documents provided to RDC may be subject to release under the *Right to Information and Protection of Privacy Act*.
11. RDC acknowledges the obligation to make the required payments under this agreement. However, payment of this contribution is subject to appropriation of sufficient funds by the legislature of the Province of New Brunswick.
12. Any costs incurred prior to **April 1, 2024**, are not considered eligible expenses under this offer.

Her Worship Donna Reardon
March 27, 2026
Page 3 of 3

If you are in agreement with the terms and conditions of this offer, please sign and return it and your Direct Deposit Service form to RDC at rdc-sdr@gnb.ca. **Please note that failure to do so within 45 days renders this offer null and void.**

All inquiries with respect to the project are to be forwarded to Litsa Petrakos at 506-607-5754 or at Litsa.Petrakos@gnb.ca.

We look forward to the successful completion of this project.

Sincerely,



Rob Kelly
President

Enc.

cc: Hon. David Hickey, MLA for the riding of Saint John Harbour
Litsa Petrakos, Project Executive

**This offer accepted on behalf of
The City of Saint John for
Project: 18375 – Union Tunnel Pedway Foundation Repairs**

Authorized Signatory: _____

Authorized Signatory: _____

Date: _____

Appendix A

Project 18375

The City of Saint John - Union Tunnel Pedway Foundation Repairs

Total Approved Contribution

2025-2026	Community Development Fund	\$104,000
		Project Total: \$104,000

Regional Development Corporation will reimburse 40% of eligible costs up to the total approved contribution.

Eligible Cost(s)

Union Tunnel Repairs	\$260,000
Total	\$260,000

The portion of Harmonized Sales Tax (HST) refunded by Canada Revenue Agency is considered ineligible.

Objective

Maintaining assets that support the Community



Regional Development Corporation

P.O. Box 6000, Fredericton, New Brunswick E3B 5H1

Claim No:

Final Claim:

Community Development Fund

List all eligible project costs with invoices and cheque numbers on this form. Include a copy of each invoice and proof of payment. Failure to record and support each cost will cause a delay in processing.

Project Number: 18375

Project Name: The City of Saint John - Union Tunnel Pedway Foundation Repairs

Description of costs	Name of Supplier	Cheque No.	Cheque Amount	Invoice Total	HST
Total					
Eligible & supported costs (total-HST refund)					

% of HST refunded by Canada Revenue Agency
 71.43% - municipality
 22.33% - university
 50% - non-profit organization
 100% - other
 0% - none

The undersigned hereby certifies that:
a. the invoices above represent eligible project costs that have been paid in full and the work completed; and
b. no other public financial assistance has been received or is to be received for the part of the project against which this reimbursement is claimed.

Signature	Print Name	Date
Title	Company	Telephone

For office use only

Eligible & supported costs	<input type="text"/>	<hr/>	<hr/>
		Claim Reviewer	Date
Less: previous advance	<input type="text"/>	<hr/>	<hr/>
	122320-14-14	Project Officer	Date
Add: current advance	<input type="text"/>	<hr/>	<hr/>
	122320-14-14	Spending Authority	
	<input type="text"/>	<input type="text" value="4275"/>	
CITYSJ	<input type="text"/>	<input type="text"/>	<hr/>
Vendor	Payment request	account	Payment Authority



Regional Development Corporation
 Application / Change Form
 Direct Deposit Service

Regional Development Corporation use only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Supplier / Employee number

Please send the completed form to the **Regional Development Corporation, P.O. Box 6000, Fredericton, NB E3B 5H1**, or email to RDC-SDR@gnb.ca or fax a copy to (506) 453-7988. For questions, contact us at (506) 453-2277.

All fields must be completed.

Name / Operating Name	
Legal or Corporate Name	
Address	
Contact Name	
Phone Number	
Email Address	

*****IMPORTANT*****

Please attach a **“Void” cheque or cheque specimen** to this form. The document with the banking information **must also be signed** by the same authorized signatories as below.

I/We hereby authorize the Regional Development Corporation (RDC) to credit this account with any payments due from RDC until appropriate authority is received to indicate otherwise.

Please note, for municipalities or non-profit organizations two authorized signatures are required.

Signature _____ Signature _____

Title _____ Title _____

Date _____ Date _____

Definitions:

- Name / Operating Name: Record your individual/Agency/Company/ Business operating name (the name on your invoices or cheques).
- Legal or Corporate Name: Record your Agency/Company/Business legal or corporate name if different than above.
- Address: Record your full mailing address.
- Email Address: Email address where remittance notices will be sent.

Regional Development Corporation use only

Set up	Date	Review	Date
--------	------	--------	------

Council Community Fund Application FORM A

The Information you provide on this form will be used to assess eligibility and consideration for the award of funds at a Common Council meeting.

Program Description

Through the Council Community Fund Policy (the Fund) Council Members may apply for funding for projects or events that enhance the vibrancy and wellbeing of the residents of the City or minor capital expenditures to improve infrastructure. The Fund supplements Council's existing Community Grants program, allowing a timely and flexible approach to requests for smaller initiatives that align with Council priorities that would not otherwise coincide with the timing of the Community Grants Program.

Successful projects will advance one of Council's five priority areas **Grow, Green, Belong, Move and Perform.**



Application and Eligibility for Community-Based Organizations

Applications must comply with the City of Saint John **Council Community Fund Policy**. For a complete description of application and eligibility criteria please review the Council Community Fund Policy.

Applications are always open for submissions during the calendar year.

Community-Based Organizations (CBOs) must be a registered non-profit or registered charitable organization holding its principal activities within the City of Saint John.

Application must also demonstrate that your proposal:

- is based in the City of Saint John
- will spend the funding within the financial year in which it is awarded.

Applications have a funding limit of **\$1500** per Council Member.

FORM A.

Name of the Council Member submitting this application:

Deputy Mayor John MacKenzie

Name of Community-Based Organization:

Saint John North End Food Assistance Group Inc

Non-profit status: (registered non-profit number, registered charitable organization number)

11913023480RR0001

Name and Title of CBO individual responsible for the management of the Funds

Hazel Clarke, Executive Director

Phone Number:

506-634-7403
Cell:506-721-5912

Email Address:

northendfoodbanksj@gmail.com

Address:

211 Main Street, Saint John NB E2K 1H7

Tell us a bit about your group (what does your group do?)

We provide 5-7 days of food to the food insecure in the north end of Saint John. In 2025, we averaged 630 families monthly.

Tell us about what you want to do (describe the project / event / and any small capital asset request to support the project/event)

As a result of some unfortunate things happening at the food bank, we are taking some measures to increase the safety and security of our clients and volunteers. We are purchasing doorbells and cameras and one way window film to cover our glass doors.

Where is the location of your project / event? 211 Main Street, Saint John NB

Council Community Fund Application Form A – EXTERNAL FORM

What do you think the benefits will be to people living in the city?

Increased safety an comfort when accessing our services

How does your project / event contribute to addressing the priorities of Common Council?

How much will your proposal cost?

What do you need to carry out your project or event what is the estimated cost?

Breakdown of costs	Amount
Window film X 2 35.99 each + tax	75.88
Tapo c200 cameras X 59.99 + tax	137.98
Doorbell X 2 69.99 + tax	158.68
TOTAL:374.54	

Please confirm the amount of funds you are requesting:

Estimated completion date:

Will you be able to complete the project / event and obtain any small capital assets within the financial year in which it is requested?	YES
Estimated completion date:	April 10, 2026

To Be Acknowledged by the individual responsible for managing the Funds for the Community-Based Organization named above.

Accountability:Yes

I acknowledge that if funds are provided by the City of Saint John, I will accept responsibility that the funds will be used for the stated purpose and within the timeline stated above.

I acknowledge that I will be responsible for keeping all receipts and/or invoices relating to the project or event above and completing an **Outcome Report** within 45 days of the project or event completion date. YES

Liability Waiver for Community Based Organization Fund Recipients

By submitting this application, I hereby acknowledge and agree that neither the City, its council, nor any of its members, agencies, officers, employees, or agents shall be held liable or responsible for any injury, including death to any person or for any claims, damages, liabilities, losses, costs, or expenses, including legal fees, arising out of or in connection with the use, allocation, distribution, or expenditure of the Council Members Discretionary Community Fund.

I, as an authorized signatory or representative who has legal authority to bind the Community-Based Organization, agree to indemnify and hold harmless the aforementioned entities from all claims, damages, liabilities and losses incurred in relation to or resulting from the use of the allocated funds.

____ Hazel Clarke _____

Printed name of authorized signatory



Signature of authorized signatory

____ March 27, 2026 _____

Date

Your privacy:

We will use the information you provide on this form for the award of funds. The award of funds is reported publicly. All information held by us is liable to disclosure under the Right to Information and Protection of Privacy Act unless it is exempt.

City Clerk acknowledgement: (To be completed by City Clerk or their designate)

I acknowledge that the proposal described above meets the eligibility requirements of the *Council Community Fund Policy (CCFP)* and may proceed to the next public meeting of Common Council.

COMMON COUNCIL REPORT

M&C No.	2026-062
Report Date	March 30, 2026
Meeting Date	April 07, 2026
Service Area	Utilities and Infrastructure Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Street Naming – allée Foreshore Lane

AUTHORIZATION

Primary Author	Dept. Head	Chief Administrative Officer
<i>Yves Léger</i>	<i>Michael Baker</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that Common Council amend the list of Official Street Names and approve the following change:

1. Add the name “allée Foreshore Lane”.

EXECUTIVE SUMMARY

A proposed residential development between 79 and 99 Mabee Road will result in three buildings being accessed off a single private drive which necessitates the assignment of a unique street name in order to meet the New Brunswick 9-1-1 civic addressing requirements. Following consultation with the developer and affected property owners, the name “allée Foreshore Lane” was proposed. The name has been technically reviewed and meets all applicable guidelines; it is therefore recommended for approval.

PREVIOUS RESOLUTION

N/A

REPORT

A proposed residential development, to be located between the existing homes at 79 and 99 Mabee Road, as well as a recent driveway reconfiguration of 79 Mabee Road, will result in three buildings being accessed via a single private drive. Given the number of distinct civic addresses to be served by this access, the assignment of an official and unique street name is required to comply with NB 9-1-1 civic addressing guidelines.

In accordance with the City of Saint John’s Street and Public Space Naming Policy, the developer and affected neighbouring property owners were consulted and jointly proposed the name “allée Foreshore Lane.” The proposed name has undergone a technical review and has been determined to meet all applicable NB 9-1-1 civic addressing requirements and is therefore considered acceptable.

STRATEGIC ALIGNMENT

Ensuring street names meet NB 9-1-1 guidelines aligns directly with Council’s “Vibrant, Safe City” priority.

SERVICE AND FINANCIAL OUTCOMES

The cost to the City of Saint John for this street naming is approximately \$400 associated with installing the new street name sign at the intersection with Mabee Road.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Name of Service Area/Stakeholder	Name of Staff Person
Public Works & Transportation	Tim O’Reilly

Public Works and Transportation will cover the new street name sign costs from their operating budget.

ATTACHMENTS

Schedule A: allée Foreshore Lane

Schedule A: allée Foreshore Lane



COMMON COUNCIL REPORT

M&C No.	2025-066
Report Date	April 02, 2026
Meeting Date	April 07, 2026
Service Area	Growth and Community Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Municipal Easement – Arlington Crescent

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Yeva Mattson</i>	<i>Amy Poffenroth/Pankaj Nalavde</i>	<i>Ian Fogan</i>

RECOMMENDATION

That Common Council assent to any necessary Municipal Servicing Easements for Arlington Crescent, as illustrated on the Rockwood Hills Subdivision Plan, dated March 23, 2026.

EXECUTIVE SUMMARY

The applicant has submitted a proposal for a private street which is often associated with private infrastructure. Due to the configuration of the existing infrastructure in this area, an easement is recommended to allow for the interconnection of two segments of existing municipal watermains across the private development.

PREVIOUS RESOLUTION

This site was rezoned for residential uses in 2004 with a subdivision plan approved for Arlington Crescent in 2008.

REPORT

The applicant has submitted a Local Government Utility Easement that will align with a private street. While the original intention was to complete Arlington Crescent as a public street, the developer proposed that this section of the road be developed as a private street.

An easement for local government services will be required to permit access to this property by the City of Saint John’s personnel or agents for the purposes of municipal infrastructure maintenance and/or renewal. Private water systems may only be permitted with a single point of connection to the municipal system to ensure suitable metering and cross-connection control. The proposed development will interconnect two segments of existing municipal watermains; therefore, it will be necessary to maintain the water main as public infrastructure.

STRATEGIC ALIGNMENT

The recommendation aligns with Council’s priority to GROW and MOVE:

- Grow our population at a rate of 2% annually by the end of Council’s term;
- Achieve 3% annual property tax base growth and on-going work to increase the target;

The approach also aligns with the Municipal Plan through initiatives that target existing neighbourhoods for opportunities to add density and expand housing options. By allowing an easement, it will see the completion of an existing neighbourhood with a private street.

SERVICE AND FINANCIAL OUTCOMES

Common Council’s assent to the easement satisfies the legislative and service obligations of the *Local Governance Act*.

INPUT FROM OTHER SERVICE AREAS

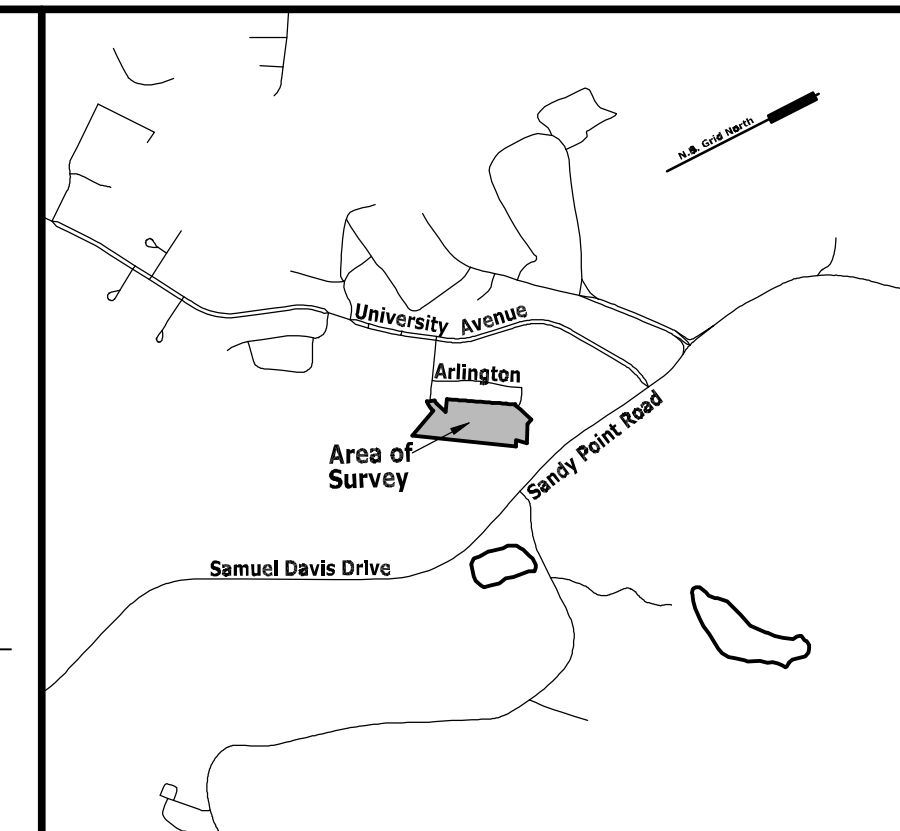
Name of Service Area/Stakeholder	Name of Staff Person
Infrastructure	<i>Jeremy Clack</i>

This proposal was reviewed by Infrastructure Department who are in support of the proposed easement. An easement is preferred, rather than requiring private servicing due to the configuration of the crescent and the design of the public servicing along Arlington Crescent.

Fire hydrants will be needed through the easement corridor at ~90m intervals.

ATTACHMENTS

Tentative Plan of Subdivision



Key Plan
Scale = 1:20,000


Legend	
LANDS DEALT WITH BY THIS PLAN	CONTROL POINT
TABULATED COORDINATE POINT	FENCE
STANDARD SURVEY MARKER PLACED	WELL
STANDARD SURVEY MARKER FOUND	SIGN
CALCULATED COORDINATE POINT	TREE
ROUND IRON BAR FOUND	CULVERT
SQUARE IRON BAR FOUND	LIGHT STANDARD
IRON PIPE FOUND	UTILITY POLE / GUY
SCRIBED WOODEN SURVEY POST	UTILITY LINE
EASEMENT(S) SHOWN THUS	CENTRELINE

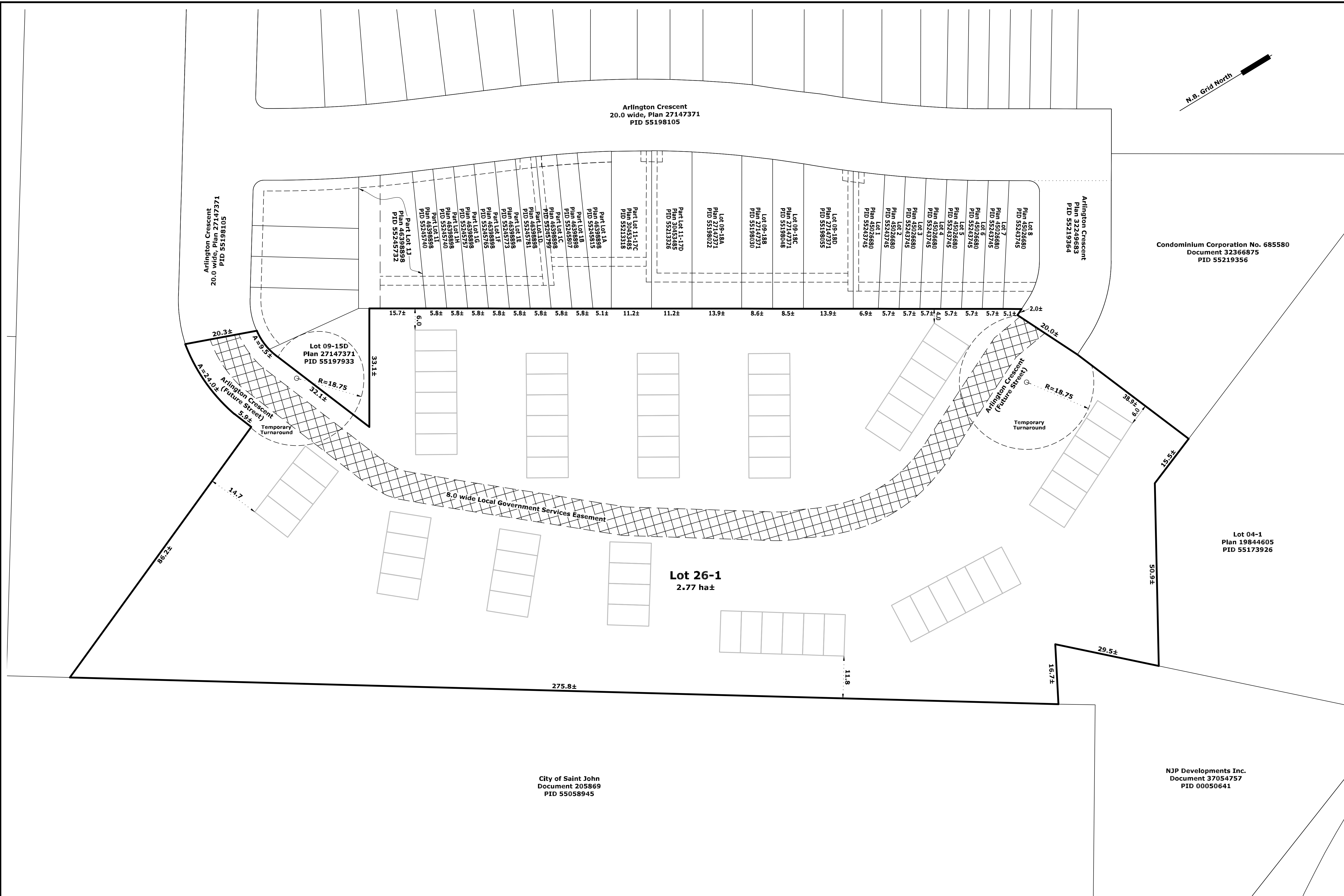
- Notes**
- All computations performed and coordinates shown are based on the New Brunswick stereographic double projection and the NAD83(CSRS) ellipsoid, epoch 2010.
 - All distances shown are in metres and are grid distances calculated using a combined scale factor utilizing geoid model CGG2013a.
 - All directions are New Brunswick grid azimuths established using GNSS.
 - Document and plan numbers referred to are those of the land titles or county registry office.
 - Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a Development Officer.
 - Certification is not made as to covenants set out in the document(s) and the location of any underground services and/or fixtures permanent or otherwise.
 - Peripheral information and adjacent owner information was derived from Service New Brunswick records unless otherwise noted.

- Purpose of Plan**
- To create Lot 26-1.
 - To create a 8.0 wide Local Government Services Easement.
 - To create Future Street.

Subdivision Plan
Rockwood Hills Subdivision
 Arlington Crescent
 City of Saint John
 Saint John County, NB

0 5 10 15 20 25 30 35 40 45 50
 Scale = 1:500


TENTATIVE
 Dated: April 6, 2026
 CHARLES-OLIVIER CYR, N.B.L.S. # 410
Dwg: 24053SDT_Phase4B



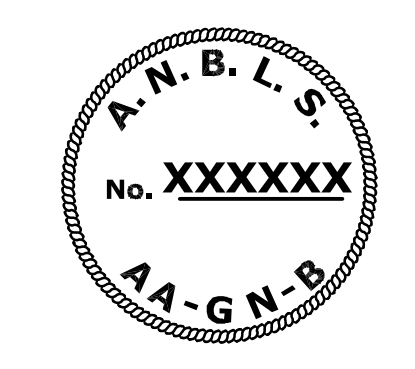
Title Data
PID 55190201
Owner: 727867 NB Ltd.
Document 44794460
Registered: 2024-03-22

Signature of Owners
Tarah Williams, President
for: 727867 NB Ltd.

Public Utility Easements
Pursuant to Section 5 of "Designated Easements" Regulation 2021-83 and Section 88(7)(b) of the Community Planning Act the Public Utility Easements on the plan vest in The Power Commission of the City of Saint John, Bell Canada Inc., and Rogers Communications Inc. with the filing of this plan.

Local Government Services Easements
Pursuant to Section 4 of "Designated Easements" Regulation 2021-83 and Section 88(7)(a) of the Community Planning Act, the Local Government Services Easements on the plan vest in the City of Saint John with the filing of this plan.

Future Streets
These Future Streets vest in the City of Saint John pursuant to Section 88(6)(b) of the Community Planning Act.





COMMON COUNCIL REPORT

M&C No.	2026-067
Report Date	April 02, 2026
Meeting Date	April 07, 2026
Service Area	Growth and Community Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Municipal Servicing Easement and Lands for Public Purpose Dedication at 0 Dantes Drive/21 Elba Boulevard

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Yeva Mattson</i>	<i>Amy Poffenroth / Pankaj Nalavde</i>	<i>Ian Fogan</i>

RECOMMENDATION

1. That Common Council assent to any necessary Municipal Servicing Easements as outlined in the attached River & Rail Holdings Inc. Subdivision, dated March 31, 2026.
2. That Common Council assent to the location of the Land for Public Purpose dedication by approving the attached tentative subdivision plan.

EXECUTIVE SUMMARY

The applicant has submitted a proposal for a Municipal Servicing Easement and the dedication of Lands for Public Purpose (LPP) as part of the subdivision process involving a large site in the Monte Cristo Neighbourhood. Common Council assent is required for the location of land for LPP and any municipal servicing easements.

The LPP location is supported by the Parks Service Area, and the easement is supported by the Infrastructure Development Service as a precursor to further subdivision.

PREVIOUS RESOLUTION

In December 2025, Council assented to the applicant entering into an agreement to construct an undeveloped right-of-way into a city standard street.

The subdivision of a new lot not fronting a public street (adjacent to the undeveloped Chrismah Road and Daryl Drive) was approved by the Planning Advisory Committee on March 17, 2026.

REPORT

The applicant has applied for a subdivision that involves the creation of a Local Government Utility Easement that will align with the layout of the future public street. The applicant wishes to bring infrastructure into the site from Dantes Drive to Gault Road prior to the full construction of the street. An easement for local government services will be required to permit access to this property by the City of Saint John’s personnel or agents for the purposes of municipal infrastructure maintenance and/or renewal. This easement would allow for the development of municipal services and connections prior to the completion of future phased subdivisions.

All subdivisions involving the creation of a new lot require the dedication of lands for public purposes through the dedication of 10% of the land comprising the new lot, or 8% of the land value provided as money-in-lieu. The proposed subdivision involves a portion of the property identified as 21 Elba Boulevard. This site, located on the southern portion of this private site was previously developed as a playground and is currently maintained by the City. As this playground was never vested to the City as LPP, this subdivision application provides an opportunity to facilitate the vesting of this land to the City. 10% of the new lot would equal 1784 square metres of required LPP.

After discussions with the City’s Parks Service area, the applicant has dedicated 3205 square metres for park space, representing 18% of the new lot. This dedication supports possible future park expansion and exceeds the requirement for the current phase. The surplus will be credited toward future subdivisions of the parent lot. Additionally, the developer has committed to paving the frontage fronting the LPP site along Elba Boulevard during Phase 2.

STRATEGIC ALIGNMENT

The recommendation aligns with Council’s priority to GROW and MOVE:

- Grow our population at a rate of 2% annually by the end of Council’s term;
- Achieve 3% annual property tax base growth and on-going work to increase the target;

The approach also aligns with the Municipal Plan through initiatives that target existing neighbourhoods for opportunities to add density and expand housing options. This area is also recognized as an area for Intensification under the Municipal Plan.

SERVICE AND FINANCIAL OUTCOMES

Common Council’s assent to the easement satisfies the legislative and service obligations of the *Local Governance Act*.

Common Council’s assent to the Lands for Public Purpose satisfies the legislative obligations of the *Community Planning Act, Section 88(1)*.

INPUT FROM OTHER SERVICE AREAS

Name of Service Area/Stakeholder	Name of Staff Person
Infrastructure Development	Jeremy Clack
Parks	Marc Dionne



This proposal was reviewed by the Infrastructure Development service area which is in support of the proposed easement. An easement will allow access to and maintenance of infrastructure by the City prior to subdivision and construction of a Public Street.

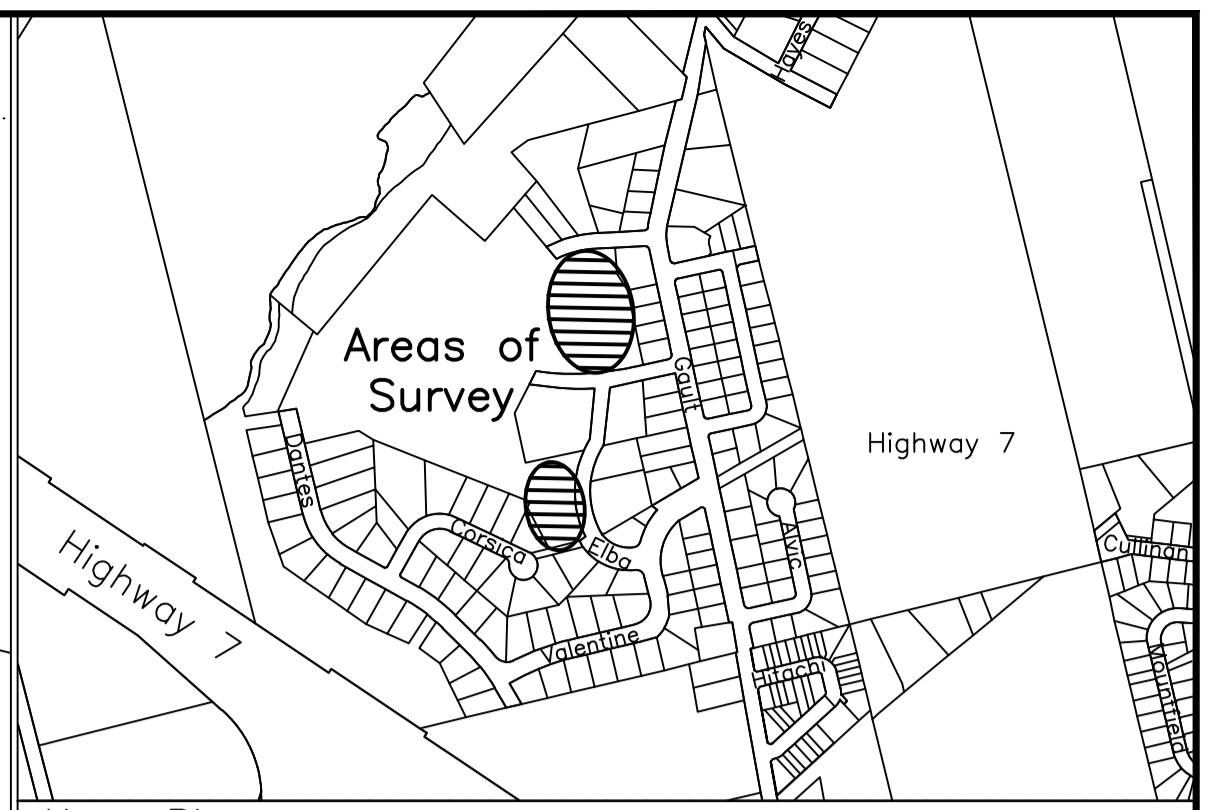
The Parks service area agrees with the location of the LPP and, through conversation with the applicant, has facilitated the expansion of the LPP site to allow for possible future expansion of the park. Any land beyond the 10% requirement will be credited toward future subdivision phases.

ATTACHMENTS

Tentative Plan of Subdivision

ENDORSEMENTS

New Brunswick North
Grid



Key Plan Scale 1 : 10,000

Registration Data

Owner Name : River & Rail Holdings Inc.
 PID : 00413781
 Effective Date : 2024-11-18
 Instrument : Transfer # 45570133 Reg. 2024-11-26

Owners
 River & Rail Holdings Inc. - Daniel Houghton, President

NOTES

- Directions are New Brunswick Grid azimuths derived from tabulated N.B. coordinate survey monuments.
- All distances are in metres and are grid distances, calculated using a combined scale factor and using geoid model HT2_0; to convert to imperial equivalents divide by 0.3048.
- Area of survey outlined thus , peripheral information compiled from various sources.
- All document and plan references refer to the Registry Office for Saint John County or the Land Titles District of New Brunswick.
- Field survey completed on ----.
- All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.
- In accordance with Section 88(6)(c) of the Community Planning Act land indicated hereon as land for public purposes vests in the City of Saint John, free from any lien or encumbrance, as land for public purposes.
- Pursuant to Section 4 of the Designated Easements Regulation - Community Planning Act, the Local Government Services Easement(s) shown on this plan vests in the City of Saint John. Local Government Services Easement(s) shown thus :
- Pursuant to Section 5 of the Designated Easements Regulation - Community Planning Act, the Public Utility Easement(s) shown on this plan vests in Bell Canada, Rogers Communication Inc. and The Power Commission of the City of Saint John. Public Utility Easement(s) shown thus :

Purpose Of Plan

To create Lot 1.
 To create a Land For Public Purposes parcel.
 To create Public Utility Easements.
 To create a Local Government Services Easement.

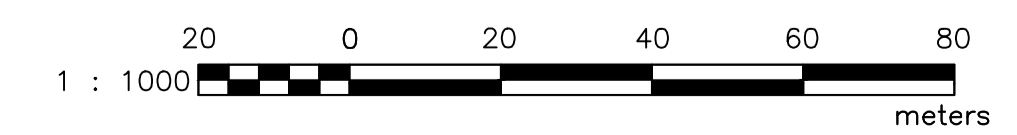
New Brunswick Grid Co-Ordinate Values

Sta.	X	Y	Rmks.

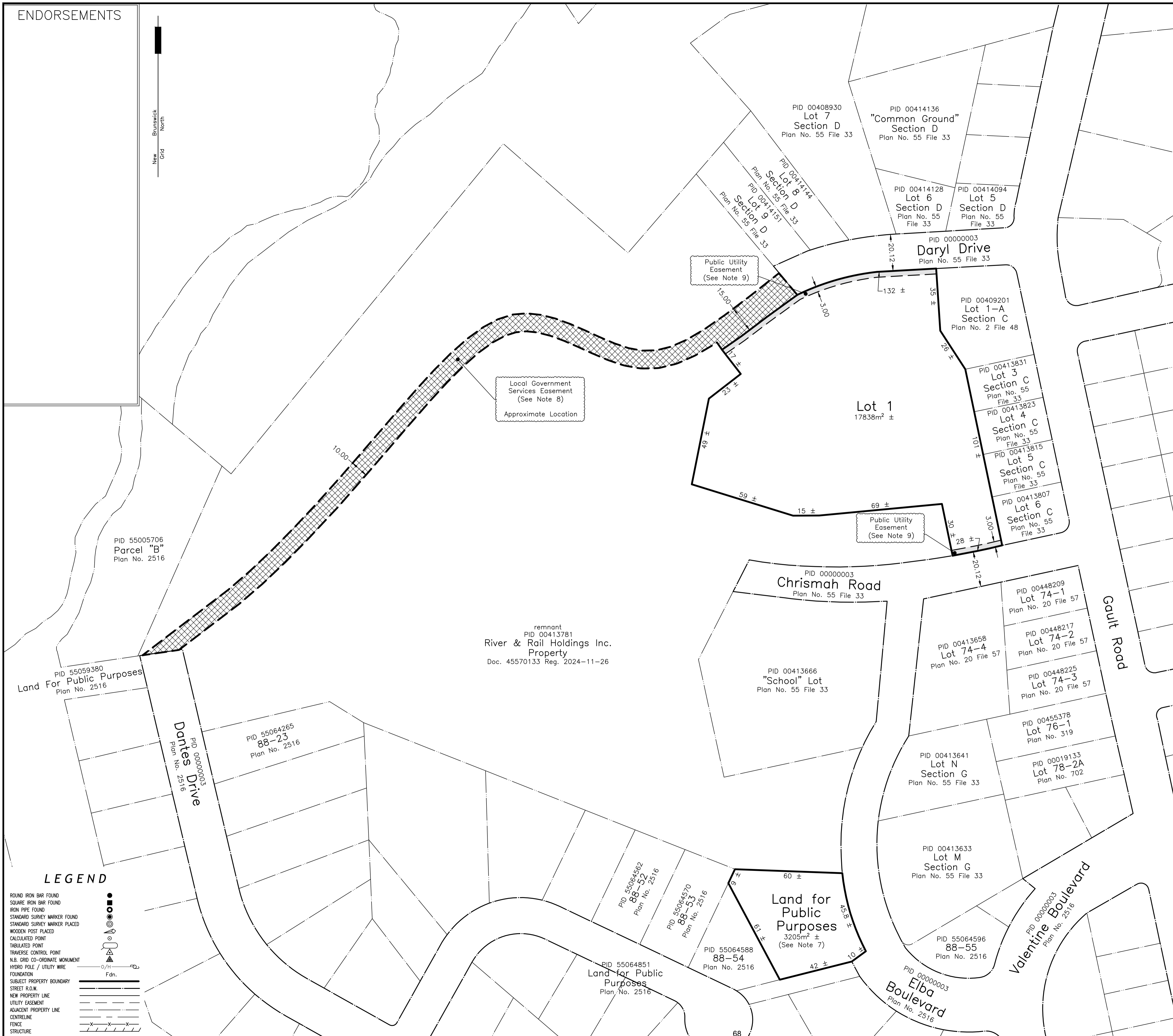
Tentative Subdivision Plan
 River & Rail Holdings Inc. Subdivision,
 Elba Boulevard & Gault Road,
 City of Saint John,
 Saint John County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.

Mar. 31, 2026.
 Date



Dwg. No. S26048	Disk No. 2026	Topos H26048	Disk No. 2026
Dwn. by M.C.B.	Job No. Y26-048	Rev. No.	Map Ref. G/01-Z3C(W)



LEGEND

- ROUND IRON BAR FOUND
- SQUARE IRON BAR FOUND
- IRON PIPE FOUND
- STANDARD SURVEY MARKER FOUND
- STANDARD SURVEY MARKER PLACED
- WOODEN POST PLACED
- CALCULATED POINT
- TABULATED POINT
- TRaverse CONTROL POINT
- N.B. GRID CO-ORDINATE MONUMENT
- HYDRO POLE / UTILITY WIRE FOUNDATION
- SUBJECT PROPERTY BOUNDARY
- STREET B.O.W.
- NEW PROPERTY LINE
- UTILITY EASEMENT
- ADJACENT PROPERTY LINE
- CENTRELINE
- FENCE
- STRUCTURE

COMMON COUNCIL REPORT

M&C No.	2026-073
Report Date	April 02, 2026
Meeting Date	April 07, 2026
Service Area	Growth and Community Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Scheduling of a Public Hearing Date for a Zoning By-Law Text Amendment

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Jennifer Kirchner</i>	<i>Amy Poffenroth/Pankaj Nalavde</i>	<i>Ian Fogan</i>

RECOMMENDATION

RESOLVED That Common Council schedule a public hearing on Monday, July 27, 2026 at 6:30 p.m. for:

Text Amendment

Applicant	Staff Led Submission
To	Amendments to the Zoning By-Law related to Basements or Cellars

Location: Council Chamber, City Hall 2nd floor, 15 Market Square, Saint John, NB.

EXECUTIVE SUMMARY

The purpose of this report is to advise Common Council of the need to schedule a Public Hearing for a text amendment to the Zoning By-Law and to recommend an appropriate public hearing date. The proposed public hearing date is Monday, July 27, 2026.

PREVIOUS RESOLUTION

At its meeting of August 3, 2004, Common Council resolved that:

1. the Commissioner of Planning and Development receive all applications for amendments to the Zoning By-law and Section 39 [now referred as section 59] resolutions/agreements and proceed to prepare the required advertisements; and
2. when applications are received a report will be prepared recommending the appropriate resolution setting the time and place for public hearings and be referred to the Planning Advisory Committee as required by the Community Planning Act.



REPORT

This report addresses the scheduling of a Public Hearing for an application to amend the Zoning By-Law. The Public Hearing is proposed for July 27, 2026. Details of the application is outlined below and will form part of the documentation at the public hearing.

Name of Applicant	Proposed Amendment	Reason
Staff Led Application	Amendments to the Zoning By-Law associated with Basements and Cellars.	To identify when a basement or cellar shall be considered a storey.

While the holding of a public hearing for a Zoning By-law amendment is a legislative requirement of the *Community Planning Act*, it is also a key component of a clear and consistent land development processes envisioned in the One Stop Development Shop Program. This process provides transparency and predictability for the development community and City residents.

STRATEGIC ALIGNMENT

Common Council established five priorities for their 2021-2026 term. The holding of Public Hearings aligns with the Council Priority of “Perform”.

SERVICE AND FINANCIAL OUTCOMES

The scheduling of the public hearing will ensure that the proposed by-law amendment satisfies the legislative and service requirements as mandated by the *Community Planning Act* including the required Public Notification of the Public Hearing.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Name of Service Area/Stakeholder	Name of Staff Person
The proposed amendment will be circulated to other City Service Areas and External Agencies and Governmental Departments for Feedback as part of the application review process. This information will form part of the Planning Advisory Committee Report for the application.	

ATTACHMENTS

None

COUNCIL REPORT

M&C No.	2026 -076
Report Date	March 30, 2026
Meeting Date	April 07, 2026
Service Area	Utilities and Infrastructure Services

Her Worship Mayor Donna Noade Reardon and Members of Council

SUBJECT: Public Information Session: St. John Street (Lancaster Street to City Line) and Dufferin Row (City Line to Civic # 360 Dufferin Row) – Water, Sanitary and Storm Sewer Renewal and Street Reconstruction

AUTHORIZATION

Primary Author	Dept. Head	Chief Administrative Officer
<i>Holly Young</i>	<i>Michael Baker</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that this report be received and filed.

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the Public Information Session that will be held in relation to the following project: St. John Street (Lancaster Street to City Line) and Dufferin Row (City Line to Civic # 360 Dufferin Row) - Water, Sanitary and Storm Sewer Renewal and Street Reconstruction.

PREVIOUS RESOLUTION

October 28th, 2024: M&C 2024-287 - 2025 Draft General and Utility Fund Capital Budgets, approved.

REPORT

The approved 2025 Water & Sewerage Utility Fund and General Fund Capital Programs include Other Share funding (Canada Community Building Fund - CCBF) for the design and construction of watermain, sanitary sewer renewal, storm sewer installation and street reconstruction for St. John Street (Lancaster Street to City Line) and Dufferin Row (City Line to Civic # 360 Dufferin Row). The tender for this project is expected to close on April 9th, 2026. Construction is expected to start in June and will continue until the end of October 2026.

The project will have an impact on the local area during construction in 2026. It is for this reason that staff have decided to hold a Public Information Session to allow local residents and businesses an opportunity to view the project drawings and ask questions about the project.

The following Public Information Session will be held:

**St. John Street (Lancaster Street to City Line) and
Dufferin Row (City Line to Civic # 360 Dufferin Row) - Water, Sanitary and
Storm Sewer Renewal and Street Reconstruction**

Wednesday, April 15th, 2026
3:00 pm – 7:00 pm
Assumption Centre (721 Chapel Street)

This report is being provided for the information of Council and to extend an invitation to any Councillors who may wish to attend the Public Information Session.

The Public Information Session will be posted on the City's website and a copy of the attached notice will be delivered door to door in the project area.

STRATEGIC ALIGNMENT

This report aligns with Council's Priorities for GROW, MOVE, GREEN AND PERFORM as the project includes reconstructing City streets that are currently in poor condition while leveraging Other Share funding.

SERVICE AND FINANCIAL OUTCOMES

The municipal infrastructure on these streets is in poor condition and requires replacement. The renewal of the water and sewer infrastructure will reduce the likelihood of future service disruptions to the local businesses and residents. The storm water and sanitary sewer flows will be separated on these sections of St. John Street and Dufferin Row. The asphalt road resurface will be new with grass medians added. This work will also support the opening of a new development in the area. The approved Capital Programs include funding for the design and construction of the project. "Other Share" funding for the project will come from the Canada Community-Building Fund (CCBF).

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

N/A

ATTACHMENTS

- St. John Street (Lancaster Street to City Line) and Dufferin Row (City Line to Civic # 360 Dufferin Row) - Street Reconstruction Public Information Session Notice



The City of Saint John

HAND DELIVERED

PUBLIC INFORMATION SESSION

2025-10

ST. JOHN STREET (LANCASTER STREET TO CITY LINE) AND DUFFERIN ROW (CITY LINE TO 360 DUFFERIN ROW)

WATER, SANITARY AND STORM SEWER RENEWAL AND STREET RECONSTRUCTION

The City of Saint John will be undertaking the renewal of watermain and sanitary sewer, installation of a new storm sewer and full street reconstruction in the upcoming 2026 construction season. The purpose of this project is to renew infrastructure that is nearing the end of its useful life.

The construction activities will include:

- Renewal of the existing watermain and sanitary sewer, and installation of a new storm sewer for separation.
- Full street reconstruction including new concrete curb and sidewalk, roadway gravels, asphalt, grass median and trees.
- There will be traffic disruptions during the project; however, construction crews and associated traffic controls will be present. Partial and full street closures are expected and as much as possible, local traffic will be permitted. Signed detours will be established.

This project is part of the City's on-going commitment to continually improve its infrastructure. Funding is included in the City of Saint John's approved 2025 Water & Sewerage Utility Fund and General Fund Capital Programs.

The project is anticipated to begin in June and is expected to be completed by end of October 2026.

Representatives from the City of Saint John will be available to answer questions related to the project. The public is invited to drop in anytime during the following period to attend an information session for this project:

Date: **Wednesday, April 15, 2026**
Place: **Assumption Centre (721 Chapel Street)**
Time: **3:00 pm – 7:00 pm**

For further information about this project please contact Holly Young, P.Eng., City of Saint John, Utilities & Infrastructure at (506) 658-4455.

PLANNING ADVISORY COMMITTEE

March 18, 2026

Her Worship Mayor Donna Noade Reardon and
Members of Common Council

Your Worship and Councillors:



The City of Saint John

**SUBJECT: Vesting of a Public Street located at 33 Garden Street
(intersection of Garden Street and Hazen Street)**

At the March 17, 2026 meeting of the Planning Advisory Committee, the Committee considered the attached report regarding the vesting of a public street.

Roseann George, Planner with Growth and Community Services, provided an overview of the application via a PowerPoint presentation.

1 letter was received in favour regarding the application.

The Committee unanimously adopted the Staff Recommendation to Common Council as presented below.

RECOMMENDATION:

1. That Common Council assent to the tentative plan of subdivision, with respect to the vesting of a portion of PID 00038372, as a Public Street.
2. That Common Council assent to any Municipal Servicing Easements.

Respectfully submitted,

A handwritten signature in black ink that reads "Brad Mitchell".

Brad Mitchell
Chair
Attachments



The City of Saint John

Report Date: March 13, 2026
To: Planning Advisory Committee
From: Growth & Community Services
Meeting Date: March 17, 2026

SUBJECT

Applicant: Curtis Langille (The City of Saint John)
Landowners(s): Province of New Brunswick - Department of Transportation and Infrastructure

Location:

Civic Address:	PID:	Lot Size:
33 Garden Street	Portion of 00038372	229.78 m ²

Plan Designation: Medium to High Density Residential
Zoning Urban Centre Residential (RC) Zone
Application Type: Subdivision
Jurisdiction: The *Community Planning Act* authorizes the Planning Advisory Committee to give its views to Common Council concerning the vesting of public streets.

EXECUTIVE SUMMARY

The proposed subdivision is for the dedication of land as a Public Street, located at the intersection of Garden Street and Hazen Street. The proposed vesting of the public street would expand the street right of way to incorporate all associated built infrastructure that was previously developed as part of the intersection and road network.

Staff are recommending approval of the application.

RECOMMENDATION

1. That Common Council assent to the attached tentative plan of subdivision (His Majesty in Right of the Province of New Brunswick Subdivision, Garden Street and Hazen Street, Dwg. No. S24071B, dated September 29, 2025), with respect to the proposed vesting of a portion of PID 00038372 as a Public Street.

2. That Common Council assent to any necessary Municipal Servicing Easements.

DECISION HISTORY

There is no decision history related to this property.

ANALYSIS

Proposal

The subject site is a 229.78 m² parcel that is located at the southwest corner of the intersection of Garden Street and Hazen Street within the Central Peninsula. The property is a vacant, residentially zoned lot that contains public infrastructure that forms part of the City's road network, including a portion of a City sidewalk and traffic signal infrastructure associated with the Garden Street-Hazen Street intersection.

The proposed subdivision would expand the public road right-of-way to incorporate all public infrastructure associated with the street network.

Municipal Plan and Zoning By-Law

The subject site is designated Medium to High Density Residential within the Municipal Plan. The Medium to High Density Residential designation is applied to lands within the Primary Development Area, that permit a range of housing types with an emphasis on the provision of higher density housing forms such as apartments, condominiums, and townhouse units.

The property is zoned Urban Centre Residential (RC), which permits a range of residential land uses. The remainder of the property will retain this zoning, enabling future residential development on the site. The remaining portion of the lot will meet the minimum lot standards for the RC zone. The one exception is the minimum lot depth, of which the existing lot does not currently achieve.

The vesting of the public street that would aid in the continuation of the street right of way would support the overall function of the broader neighbourhood. Public infrastructure is an important component of land use development and supports the implementation of the City's Municipal Plan and the Zoning By-Law. Approval of the proposed subdivision is recommended.

Subdivision

The attached Tentative Plan of Subdivision, His Majesty in Right of the Province of New Brunswick Subdivision, Garden Street and Hazen Street, Dwg. No. S24071B, dated September 29, 2025, identifies a portion of PID 00038372, illustrated as Garden Street, to be vested as a public street. The street vesting will align the right-of-way with the existing built infrastructure of Garden Street. The vesting of public streets requires the assent of Common Council, and a recommendation from the Planning Advisory Committee.

Service Area Review

Internal Service Areas	Feedback
Infrastructure	No concerns.

Building	No concerns.
Fire & Emergency Management	No concerns.
Public Works & Transportation - Waste	No concerns.
Public Works & Transportation - Traffic	No concerns.
Public Works & Transportation - Parking	No concerns.
GIS	No concerns.
External Agencies	
Rogers Communications	No concerns.
Liberty Utilities	No concerns.
Bell Aliant	No concerns, provided there are no plans to widen the street.
Saint John Energy	No concerns, provided there are no plans to widen the street.

The application was circulated to Internal Service Areas and External Agencies for review and feedback. No concerns were identified for the proposal.

Conclusion

The vesting of land as a Public Street to align the right-of-way with existing public infrastructure, aligns with the intent of the City's plans and by-laws. The street vesting will ensure that the built infrastructure is located within the street right-of-way and is under City of Saint John ownership. As this application meets the intent of the Municipal Plan, Zoning By-Law, and Subdivision By-Law, approval of the application is recommended by Staff.

ALTERNATIVES AND OTHER CONSIDERATIONS

No alternatives were considered.

ENGAGEMENT

In accordance with the Committee's Rules of Procedure, notification of the proposal was sent to landowners within 100 metres of the subject property on February 25, 2026. As of the date of this report, 1 letter was received in support (Submission 2), and no letters in opposition to the application.

APPROVALS AND CONTACT

Manager	Director	Commissioner
Jennifer Kirchner RPP, MCIP	Pankaj Nalavde RPP, MCIP	Amy Poffenroth P.Eng., MBA

Contact: Roseann George
Telephone: (506) 639-6376
Email: Roseann.George@saintjohn.ca
Application: 26-0004

APPENDIX

Map 1: **Aerial Photography**

Map 2: **Future Land Use**

Map 3: **Zoning**

Attachment 1: **Site Photography**

Submission 1: **Tentative Plan of Subdivision**

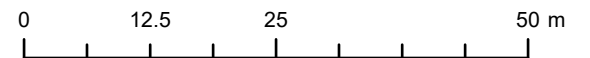
Submission 2: **Letter Received**

Aerial Context - 33 Garden Street

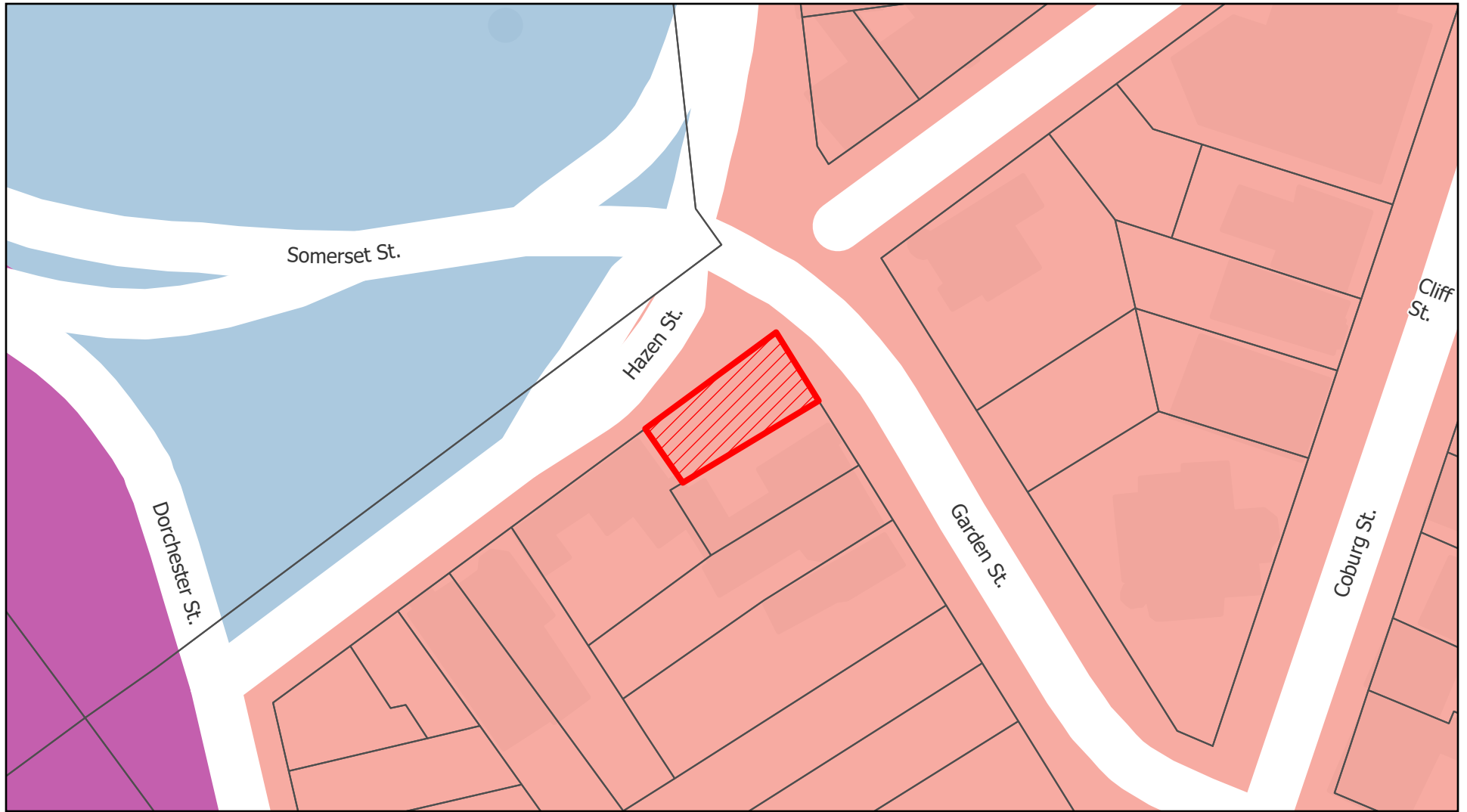






 Subject Property

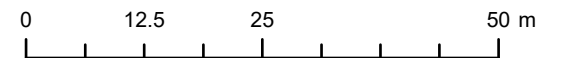
 Public Street Vesting



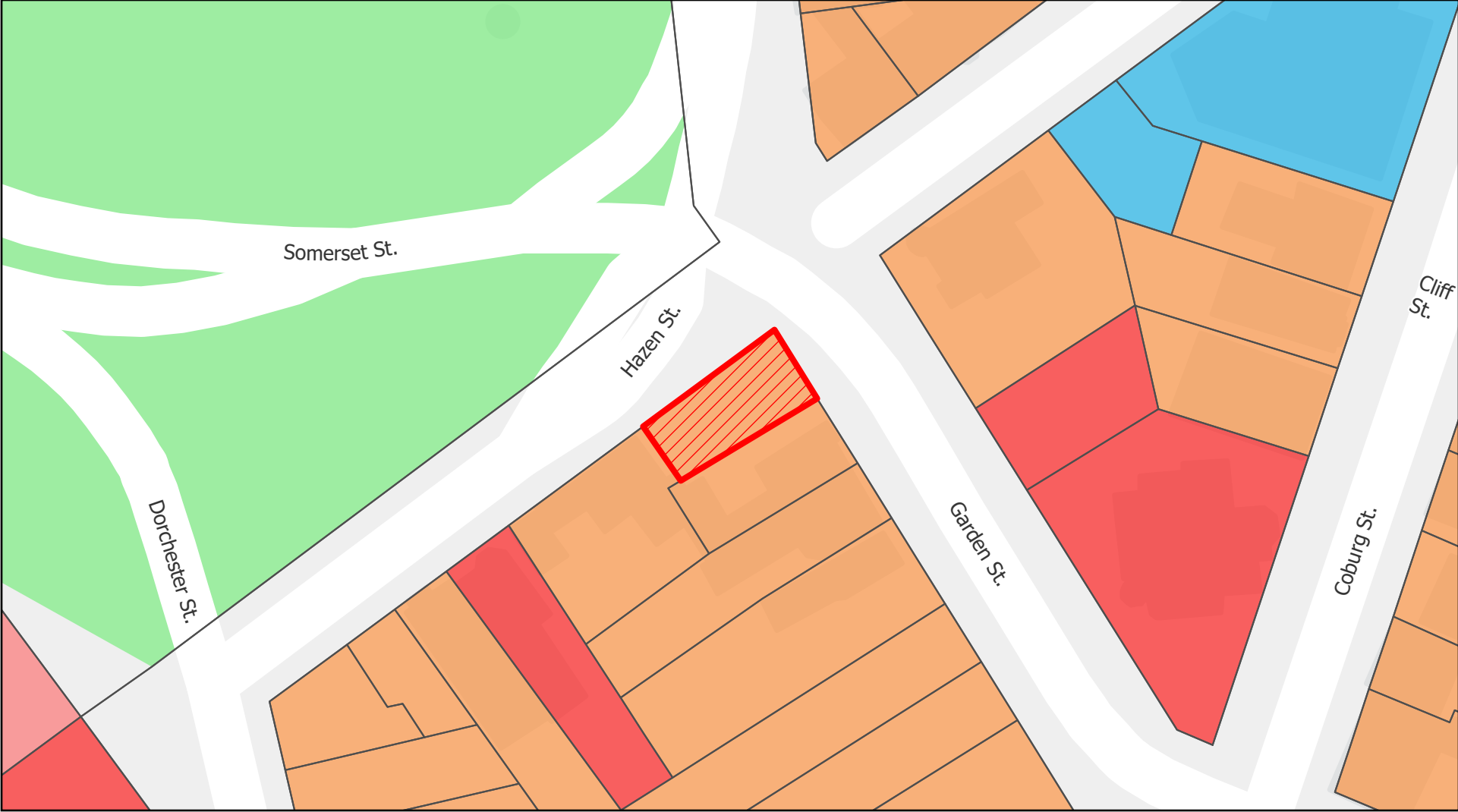
Municipal Plan - 33 Garden Street










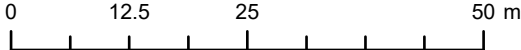
-  Subject Property
- Future Land Use**
-  Medium to High Density Residential
-  Primary Centre
-  Commercial Corridor



Zoning - 33 Garden Street



-  Subject Property
-  Corridor Commercial (CC)
-  Zoning
-  Neighbourhood Community Facility (CFN)
-  Urban Centre Residential (RC)
-  Park (P)
-  Uptown Commercial (CU)





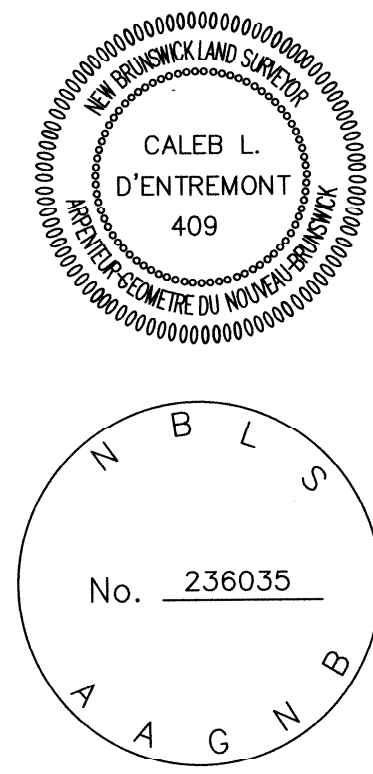






TO
VEHS
100

ENDORSEMENTS



Remnant PID 00038372
 His Majesty the King in right of
 the Province of New Brunswick
 as represented by the Minister
 of Transportation and
 Infrastructure Property
 Doc. 233358 Vol 661 Pg 959
 Reg. 1972-01-18
 19.3m²

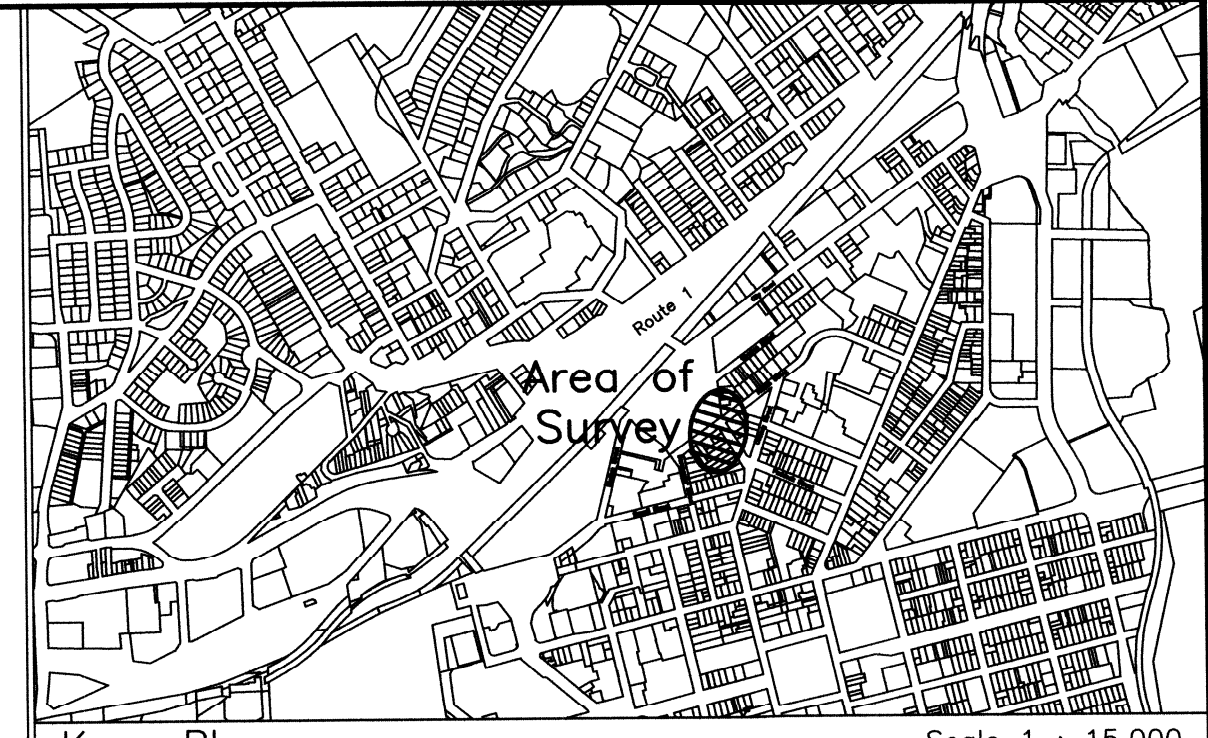
PID 55194682
 Yafang Zhang Property
 Doc. 28399542
 Reg. 2010-02-22

See Surveyor's
 Real Property Report
 Prepared by
 Fulton Surveys Ltd.
 dated: 03-12-1993

PID 00038364
 Charles J. O'Brien Property
 Doc. 304483 Vol. 986 Pg. 437
 Reg. 1982-11-15

PID 00038356
 Precision NDT Ltd.
 Doc. 41370348 Reg. 2021-06-04

PID 00038687
 Chelsea J. Laclelle Miller, Barbara J.
 and Terrence B. Miller Property
 Doc. 41409153 Reg. 2021-06-15



Key Plan Scale 1 : 15,000

Registration Data

Doc. 233358 Vol. 661 Pg. 959 Reg. 1972-01-18
 Her Majesty the Queen, Phillip W. Hastings, Committee of the Estate and Person of Ethel Maude Moore to
 Her Majesty the Queen in Right of the Providence of New Brunswick

Owners
 Minister of Transportation and Infrastructure - Hon. Chuck Chaisson

NOTES

- Directions are New Brunswick Grid azimuths derived from tabulated N.B. coordinate survey monuments.
- All distances are in metres and are grid distances, calculated using a combined scale factor of 1.000034 and using geoid model HT2_0; to convert to imperial equivalents divide by 0.3048.
- Area of survey outlined thus , peripheral information compiled from various sources.
- All document and plan references refer to the Registry Office for Saint John County or the Land Titles District of New Brunswick.
- Field survey completed on May 14, 2024.
- All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.
- In accordance with Section 88(6)(a) of the Community Planning Act land indicated hereon as a Public Street vests in the City of Saint John free from any lien or encumbrances as a local government street.

Purpose Of Plan

To create a portion of Garden Street, (a public street) from a portion of PID 00038372

New Brunswick Grid Co-Ordinate Values

Sta.	X	Y	Rmks.
43	2 534 547.682	7 364 261.891	FD. S.M.
2001	2 534 520.165	7 364 271.480	CALC. PT.
2002	2 534 525.966	7 364 262.166	S.S.M.
2005	2 534 507.392	7 364 250.364	CALC. PT.
2006	2 534 501.615	7 364 258.224	CALC. PT.
2012	2 534 514.325	7 364 267.307	S.S.M.
3502	2 534 482.704	7 364 244.709	FD. S.M.
1959	2 533 580.954	7 364 165.336	N.B. MON (HPN OBS.)
28160	2 535 354.190	7 363 188.696	N.B. MON (HPN)

Subdivision Plan
 H.M in Right of the Province of New Brunswick Subdivision,
 Garden Street and Hazen Street,
 City of Saint John,
 Parish of Saint John,
 Saint John County, New Brunswick
HUGHES SURVEYS & CONSULTANTS INC.

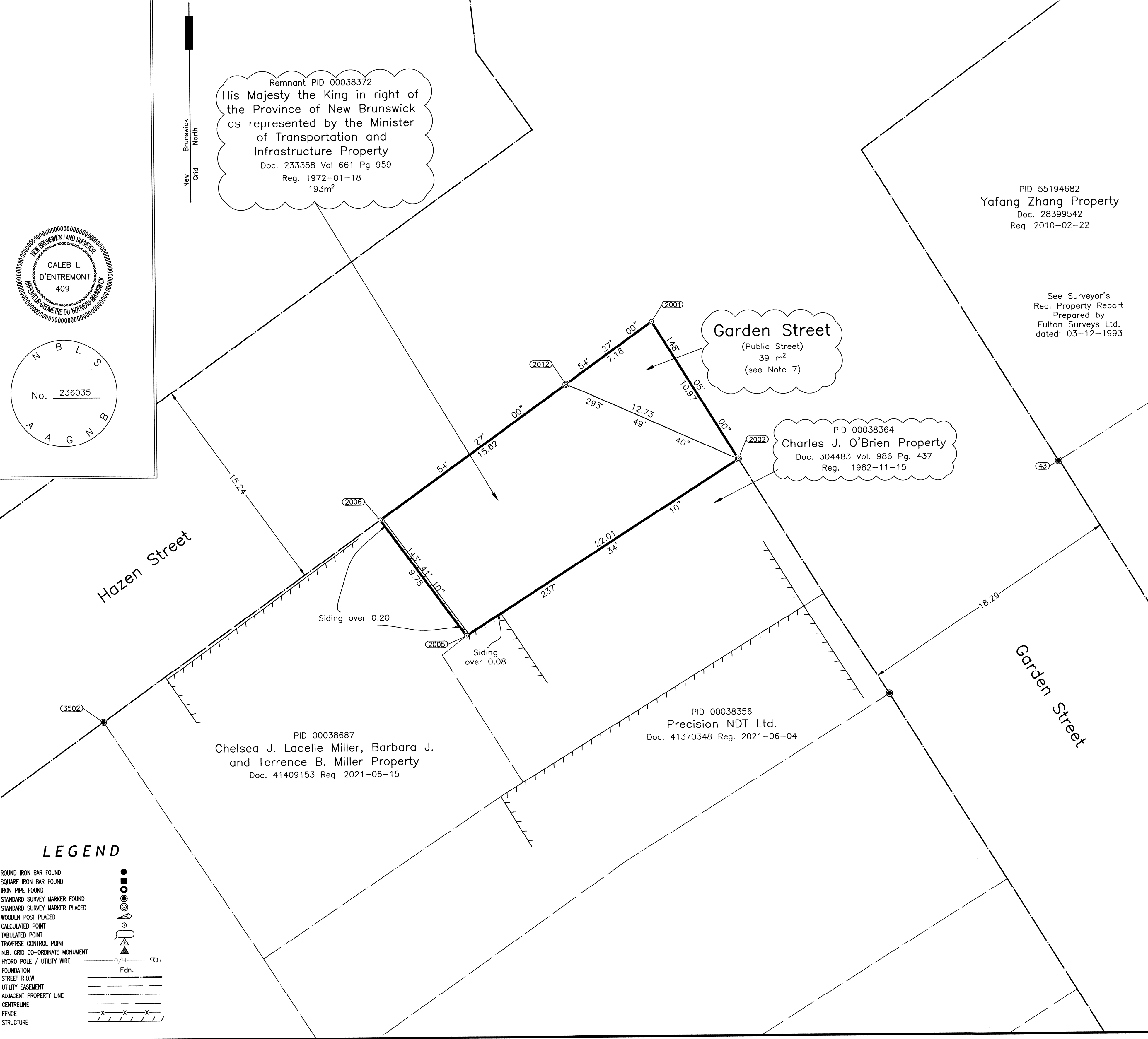
Surveyed by *Caleb L. d'Entremont* Sept 29, 2025
 Date
 Caleb L. d'Entremont

New Brunswick Land Surveyor # 409
 3 0 3 6 9 12
 1 : 150 meters

Dwg. No. S24071B	Disk No. 2024	Topos H24071	Disk No. 2024
Dwn. by A.M.J	Job No. Y24-071	Rev. No.	Map Ref. G/08-T1D-SE

LEGEND

- ROUND IRON BAR FOUND
- SQUARE IRON BAR FOUND
- IRON PIPE FOUND
- STANDARD SURVEY MARKER FOUND
- STANDARD SURVEY MARKER PLACED
- WOODEN POST PLACED
- CALCULATED POINT
- TABULATED POINT
- TRANSVERSE CONTROL POINT
- N.B. GRID CO-ORDINATE MONUMENT
- HYDRO POLE / UTILITY WIRE
- FOUNDATION
- STREET R.O.W.
- UTILITY EASEMENT
- ADJACENT PROPERTY LINE
- CENTRELINE
- FENCE
- STRUCTURE



Planning Advisory Committee Comment Form

Project Location: Garden Street and Hazen Street (portion of PID 00038372)

Project Description: Subdividing portion of lot to vest as public street

PAC Meeting: Tuesday, March 17, 2026

Your Name:

Your Address:



1. Do you support the proposed development?

Yes

2. What are your top two or three concerns about the proposed development?

none

3. How does the proposed development directly impact you?

does not

4. What are your recommendations for improving the proposal?

5. Would you support the development as proposed?

Yes

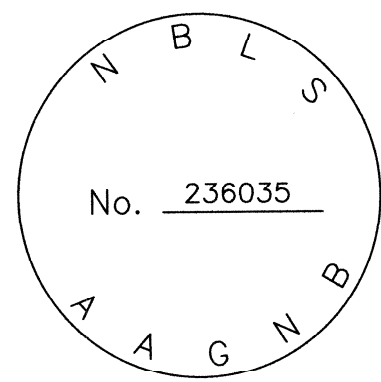
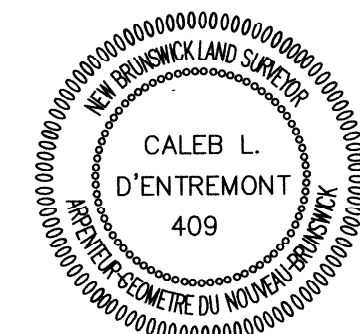
6. Would you support the development with some changes?

Yes

Mar 4/26

*Philip Massey
6424987*

ENDORSEMENTS



Remnant PID 00038372
His Majesty the King in right of the Province of New Brunswick as represented by the Minister of Transportation and Infrastructure Property
Doc. 233358 Vol 661 Pg 959
Reg. 1972-01-18
19.3m²

PID 55194682
Yafang Zhang Property
Doc. 28399542
Reg. 2010-02-22

See Surveyor's Real Property Report Prepared by Fulton Surveys Ltd. dated: 03-12-1993

Garden Street
(Public Street)
39 m²
(see Note 7)

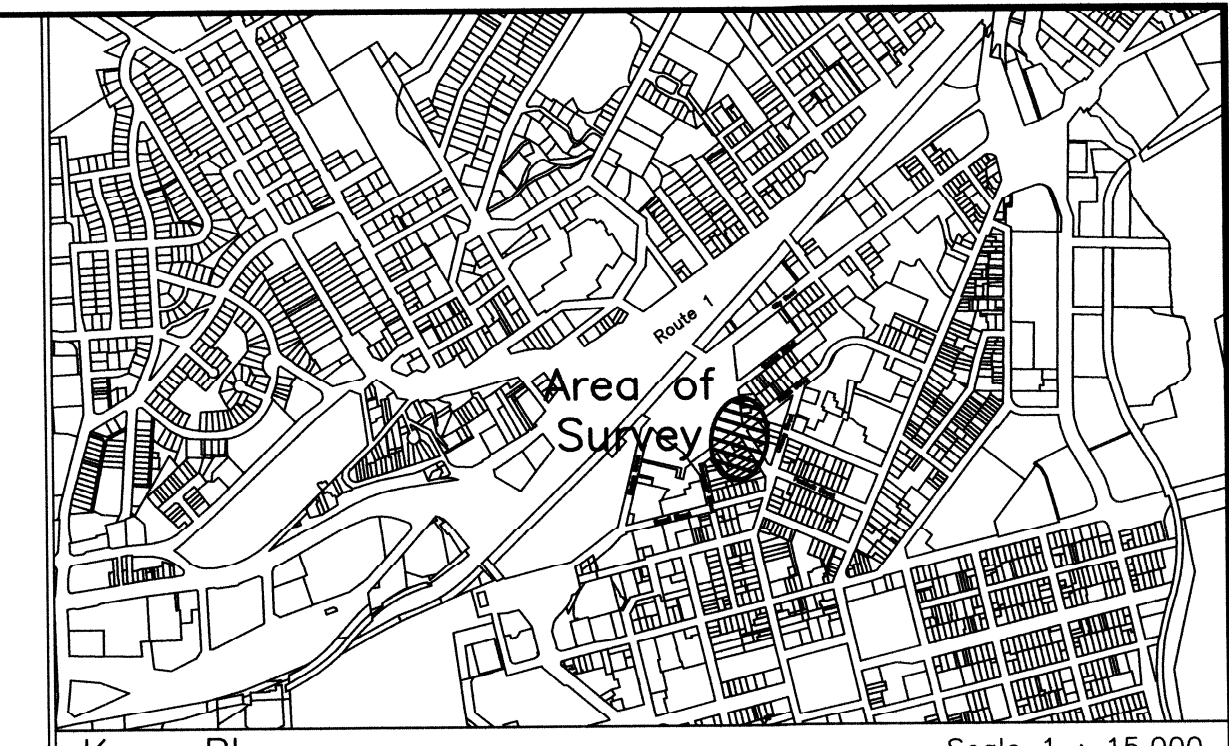
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Key Plan Scale 1 : 15,000

Registration Data

Doc. 233358
Vol. 661 Pg. 959
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Owners
Minister of Transportation and Infrastructure - Hon. Chuck Chaisson

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H.M in Right of the Province of New Brunswick Subdivision,
Garden Street and Hazen Street,
City of Saint John,
Parish of Saint John,
Saint John County, New Brunswick
HUGHES SURVEYS & CONSULTANTS INC.

Surveyed by *Caleb L. d'Entremont* Sept 29, 2025
Caleb L. d'Entremont Date

New Brunswick Land Surveyor # 409

1 : 150 meters

Dwg. No. S24071B	Disk No. 2024	Topos H24071	Disk No. 2024
Dwn. by A.M.J	Job No. Y24-071	Rev. No.	Map Ref. G/08-T1D-SE

From: City of Saint John, New Brunswick <webform-noreply@saintjohn.ca>
Sent: Monday, March 30, 2026 8:51 AM
To: Common Clerk <commonclerk@saintjohn.ca>
Subject: Webform submission from: Submission to Council Form

[External Email Alert] **Please note that this message is from an external sender. If it appears to be sent from a Saint John employee, please forward the email to spamsample@saintjohn.ca or contact the IT Service Desk.**

Submitted on Mon, 03/30/2026 - 08:50

Submitted by: Anonymous

Submitted values are:

About Person/Group Submitting

First name

Norah

Last name

Denis

Name of organization/group (where applicable)

Apraxia Kids

Mailing Address

Saint John. E2M 4J9

Telephone

Email

If you do not wish to have your personal information (address, phone number, email) become part of the public record, please check this box.

Yes

About your Submission

Topic of submission

Request for Proclamation for Apraxia Awareness Day - May 14, 2026

Purpose for submission (what is the ask of council):

Asking the City to proclaim May 14, 2026 as Apraxia Awareness Day.

Executive summary

Apraxia is a speech disorder that affects 1 in 1,000 children, and impacts a persons ability to form the movements required for speech. Increasing apraxia awareness helps children receive the early, appropriate and intensive speech therapy required for them to learn to speak and increases future independence and employment opportunities.

Document Uploads

[Proclamation-Saint John New Brunswick 2026.docx](#) (17.83 KB)

2026 PROCLAMATION FOR APRAXIA AWARENESS DAY

Whereas, May 14, 2026, marks Apraxia Awareness Day during which awareness will be raised throughout Saint John, New Brunswick, about childhood apraxia of speech, an extremely challenging speech disorder that affects 1-in-1,000 children with 1/3 having a genetic causal basis.

Whereas, childhood apraxia of speech (CAS) causes children to have significant difficulty learning to speak and is among the most severe speech deficits in children;

And, as the act of learning to speak comes effortlessly to most children, those with apraxia require early, appropriate, and intensive speech therapy, often for many years to learn to speak.

Whereas, without appropriate speech therapy intervention, children with apraxia will have diminished communication skills, but are also placed at high risk for secondary impacts in reading, writing, spelling, and other school-related skills;

And, that such primary and secondary impacts diminish future independence and employment opportunities and challenge the ability to become productive, contributing citizens if not resolved or improved.

Whereas, public awareness about childhood apraxia of speech is essential for families of children with this neurological disorder and the professionals who support them to achieve the needed services for those learning to use their own voice.

Whereas, our highest respect goes to these children, as well as their families, for their effort, determination, and resilience in the face of such obstacles.

Let it be resolved, that May 14, 2026, is “Apraxia Awareness Day” and citizens of Saint John and surrounds are encouraged to work within their communities to increase awareness and understanding of childhood apraxia of speech.

Apraxia Kids is the leading nonprofit that strengthens the support systems in the lives of children with apraxia of speech. Please visit www.apraxia-kids.org for more information.

From: [City of Saint John, New Brunswick](#)
To: [Common Clerk](#)
Subject: Webform submission from: Request to Present to Council Form
Date: Thursday, March 26, 2026 1:10:32 PM

[External Email Alert] **Please note that this message is from an external sender. If it appears to be sent from a Saint John employee, please forward the email to spamsample@saintjohn.ca or contact the IT Service Desk.**

Submitted on Thu, 03/26/2026 - 13:10

Submitted by: Anonymous

Submitted values are:

About Person/Group Presenting

First Name:

Cody

Last Name:

Francis

Name of Organization/Group (where applicable):

Fundy Honda & Steele Auto Group

Address:

160 Rothesay Ave
Saint John, New Brunswick. E2J 2B5
Canada

Day Time Phone Number:

Email

If you do NOT wish to have your personal information (address, phone number, email) become part of the public record, please check this box.

No

About your Request

Topic of Presentation:

Crime in the area - Theft and Damage

Purpose for Presentation (what is the ask of Council):

I am requesting the opportunity to speak to council to raise awareness of ongoing and escalating issues with vandalism, theft, and property damage affecting our business, our customers, and our employees.

Background Information:

These are no longer isolated incidents — to date, approximately 70 vehicles, many belonging to customers, have been impacted, resulting in roughly \$35,000 in damages, along with significant disruption to our operations and added strain on our team. Beyond the financial impact, this is affecting customer confidence and creating real concerns around safety on our property, particularly during early and late hours. This is not just a business issue, but a broader community concern that may be impacting other local businesses as well. We are looking to work collaboratively with council to bring attention to this issue and explore practical solutions that improve safety, restore confidence, and help protect both businesses and the customers we serve.

Are you making a request for funding?

No

March 2026

To Whom it May Concern:

The Heart and Stroke Foundation's annual door-to-door campaign is scheduled to happen from April 2026 to September 2026. The money raised during these months allows the Foundation to continue funding our mission of preventing heart disease, saving lives, and promoting recovery.

The Heart and Stroke Foundation is active throughout New Brunswick with programs and initiatives in schools, workplaces, and communities. We are dedicated to helping people live active and healthy lifestyles.

This letter is to inform you and the council that our volunteers will be canvassing door-to-door throughout the month of April 2026 to September 2026 throughout all communities in New Brunswick.

If you need anything else, don't hesitate to reach out.

Sincerely,



Xavier Shannon
Manager, Operations & HR
xshannon@hsf.nb.ca
506-634-1620



904 06 0006

March 24, 2026

Stakeholders:

I am inviting you, as a key stakeholder, to share your views on draft Biodiversity Goals, Statements, and Actions, to influence the 2026-2035 Biodiversity Strategy for New Brunswick. The new Biodiversity Strategy, which will build on the initial one adopted in 2009, will be released in the summer. The Goals, Statements, and Actions will provide a framework to guide government programs and initiatives and call on society to play a part in the conservation of nature.

Over 10 per cent of New Brunswick's known species are deemed of conservation concern based on General Status of Wildlife Assessments. New Brunswick isn't isolated; one million species are facing extinction around the world. To address this global crisis, the United Nations Convention on Biological Diversity adopted an ambitious Global Biodiversity Framework in December 2022 and Canada responded with its Nature Strategy in 2024. New Brunswick's new strategy is meant to contribute meaningfully towards the global and national strategies, while maintaining provincial relevance.

Draft Goals, Statements, and Actions for New Brunswick are appended for your review. These were crafted to align with the global and national biodiversity Goals and Targets. They were also shaped by input from provincial experts in biodiversity and conservation received during an in-person session, as well as broader stakeholder engagement.

You are invited to complete an on-line survey, available until **April 17, 2026**, to indicate your level of confidence in the draft Actions and to identify concerns, possible risks, and gaps. Survey responses will serve to determine the level of support for this proposal and will be considered in the completion of the new Biodiversity Strategy.

Natural Resources / Ressources naturelles

P.O. Box 6000, Fredericton, New Brunswick E3B 5H1 / C.P. 6000, Fredericton, Nouveau-Brunswick E3B 5H1

Stakeholders
March 24, 2026
Page 2

The survey link is attached to the email. If you have questions on this initiative, please contact the Department of Natural Resources by email at nature@gnb.ca.

Once completed, the 2026-2035 Biodiversity Strategy will not be implemented in isolation. Its Actions will be delivered in alignment with key elements of government strategies on economic development, natural resources including forestry and minerals, climate change, and energy. Our vision is for government departments and agencies to work together towards the coordinated and complimentary delivery of all government strategies. Achieving nature conservation goals also depends on broad support from society as a whole. You'll note that the new Biodiversity Strategy explicitly recognizes this need by presenting calls to action for other levels of government, the private sector, and private citizens to contribute to the solution.

New Brunswick's 2026-2035 Biodiversity Strategy will revitalize the province's commitment to conserving biodiversity now and into the future. We are striving for an effective strategy that all New Brunswickers can embrace. I hope that you will take this opportunity to help shape nature priorities in New Brunswick.

Sincerely,

A handwritten signature in blue ink, appearing to be 'JPH', enclosed in a blue rectangular box.

Hon. John Herron
Minister of Natural Resources

Enclosure

NEW BRUNSWICK BIODIVERSITY STRATEGY

DRAFT GOALS, STRATEGY STATEMENTS AND ACTIONS

PREFACE

The conservation of nature is a shared responsibility, and a collective effort is key to success. The 2026-2035 Biodiversity Strategy sets Goals and Strategy Statements describing desired goal-related outcomes. It further pledges Government of New Brunswick (GNB) Actions to reduce threats to biodiversity, to improve its sustainability, and to enable a broad range of societal contributions. Furthermore, societal Calls to Action provide all-of-society guidance to inspire behavioral change and contribute to success.

GOALS

- The genetic, species and ecosystem diversity of New Brunswick is conserved,
- New Brunswick's biological resources are used and managed sustainably,
- Aboriginal and treaty rights are respected and protected in New Brunswick's biodiversity conservation efforts, and
- Biodiversity is valued by New Brunswickers and considered in daily activities.

General Calls to Action

To benefit biodiversity...

- ❖ An all-of-society effort supports the delivery of a successful Biodiversity Strategy.

- ❖ Businesses, conservation organizations, and all levels of government seek to create more opportunities for First Nations communities and Indigenous experts to inform and guide New Brunswick's conservation efforts (e.g. in land planning, species management, invasive species, pollution, restoration).

Statement 1: Biodiversity considerations are integrated in land use planning and resource management processes to ensure that:

- biodiversity and areas of high importance to biodiversity conservation endure,
- maintenance and restoration of ecosystem function and ecological connectivity are prioritised, and
- negative impacts of climate change are minimized, and biodiversity's resilience is increased through nature-based solutions and ecosystem-based approaches that help ecosystems adapt to changing conditions and contribute to reducing greenhouse gas emissions.

GNB Actions

1. By 2030, GNB develops and promotes tools and resources to support the integration of biodiversity and climate change considerations in land use plans, resource management, and development. These tools continue to evolve post 2030 to reflect current knowledge and processes.

They include:

- A geospatial Biodiversity library that maps terrestrial and marine areas of high biodiversity value and of conservation priority, which is made available by 2027 to inform planning and management at multiple levels and is supported by training and educational resources.
 - High resolution predictive maps of important biodiversity features such as wet forests, shrub cover, tree species, large trees, coarse woody debris, snags, and eelgrass beds, based on LiDAR and other remote sensing data and tools, and with new tools created when needed.
 - Beneficial Management Practices and potential biodiversity gains, published by 2029, addressing habitat degradation, incidental mortalities, and invasive species, to reduce adverse impacts to species of conservation interest, including climate-vulnerable species.
 - Tools and resources to support the integration of biodiversity values in land use plans and in the development of bylaws to conserve ecosystem services, including those required by the Community Planning Act, as well as urban Beneficial Management Practices.
2. By 2030, GNB develops policy to reduce human-induced biodiversity impacts in New Brunswick through avoidance, mitigation, restoration, offsets, and compensation. The policy includes requirements to determine expected development impacts on pre-development conditions and ecosystem services and establishes monitoring requirements to determine if intended biodiversity outcomes are achieved.

Calls to Action

To benefit biodiversity...

- ❖ Efforts are made to overlap land uses, when possible, and new land developments target lands that are already disturbed.
- ❖ Researchers and scientific institutions continue to advance knowledge of New Brunswick's ecosystems and species, and of innovative approaches to reduce environmental pressures. New findings better inform biodiversity monitoring and protection, the management of ecosystems and land use, ecosystem restoration, and new technologies.

Priority focus for research includes:

- Climate change impacts on native biodiversity
- Ecological processes and applied ecology
- Ecological connectivity
- Quantifying the economic benefits of ecosystem services.

Statement 2: Ecosystem functions and services are maintained, restored, and enhanced for the benefit of biodiversity and people through ecosystem-based approaches and nature-based solutions.

GNB Actions

3. By 2028, GNB advances a plan to cultivate nature-literacy and nature-connections and to promote positive actions from New Brunswickers. Transformative change is fostered by a network of conservation organisations that educates, empowers, and facilitates actions that benefit biodiversity.
4. By 2028, GNB dedicates resources to ensure that biodiversity and climate change concepts are integrated in school curricula at all levels in a structured and holistic fashion to impart the value of biodiversity and instil a connection to New Brunswick's natural heritage.
5. By 2035, GNB develops and maintains a repository of information on nature-based solutions, as alternates to built-infrastructure, that simulate or restore a natural state, for use by land managers and the general public.
6. By 2029, GNB publishes a Restoration Blueprint, in which lands with restoration potential are identified, mapped, and prioritised to strategically direct restoration efforts that will have the greatest benefits to ecosystem function, now and in the future. The Blueprint is developed in collaboration with nongovernment and Indigenous subject matter experts.

Call to Action

To benefit biodiversity ...

- ❖ A *community of practice* guides climate-resilient ecological restoration efforts, relying on evolving knowledge and adaptive approaches and exploring restoration opportunities that would have meaningful, long-term biodiversity outcomes across the landscape. Ecological restoration in New Brunswick relies on science-based expertise and a source of suitable, native, climate resilient plant species.

Statement 3: Protected and conserved areas are expanded and continue to conserve New Brunswick's biodiversity now and over the long term through the effective protection of these core areas against human-caused pressures, upholding and respecting Aboriginal and treaty rights, and ensuring that any sustainable use is fully consistent with the conservation of biodiversity.

GNB Actions

7. Governments, communities, First Nations, biodiversity specialists and natural resource sectors collaborate to expand New Brunswick's system of protected and conserved areas.
 - a. In 2027, GNB advances a comprehensive plan to guide the establishment and recognition of protected and effectively conserved areas in New Brunswick, and to progress towards the conservation of 30 per cent of the landscape.
 - b. In 2027, at least 15 percent of New Brunswick's land and water is protected and conserved in an ecologically representative, well-connected system of protected areas, other effective area-based conservation measures (OECMs) and conservation management areas that support healthy and resilient ecosystems and populations of native species, and that recognize and respect Aboriginal and treaty rights, while ensuring that any use is consistent with the conservation of biodiversity.

8. By 2027, GNB establishes a trust fund under the *Protected Natural Areas Act* to support the expansion of the protected areas system and its effective management.

Call to Action

To benefit biodiversity...

- ❖ Protected areas and OECMs are managed in ways that conserve biodiversity and ecosystem integrity and resiliency over seven generations by effectively managing recreation, undertaking ecological restoration, advancing progressive approaches to infrastructure, and cultivating partnerships and resource sharing among protected and conserved area managers.

Statement 4: Natural spaces are maintained in populated areas, allowing ecosystems and native species to co-exist with people and providing ecosystem services, including opportunities to connect with nature.

GNB Actions

9. By 2027, GNB explores avenues to incentivise municipalities to maintain or establish protected areas, OECMS and other natural areas on municipal lands.

Call to Action

To benefit biodiversity...

- ❖ Natural spaces are maintained in urban areas to provide recreational and nature connection opportunities, while serving as green infrastructure (e.g. provision of cooling effects and control of stormwater runoff).

Statement 5: Healthy, connected, and resilient native ecosystems are maintained to support viable populations of native flora, fauna, and other organisms through time and across their ecological ranges; the genetic diversity within and between populations of wild species is maintained; and human-caused pressures are alleviated to reduce the risks of species extirpation.

GNB Actions

10. By 2028, GNB develops and adopts a provincial biodiversity monitoring program. This program integrates and effectively leverages efforts conducted by different groups, including scientific institutions, government departments, conservation partners, and citizen scientists. It sets monitoring priorities, and the monitoring results inform thresholds, research, management, and wild species population assessments.
 - a. By 2027, GNB develops and adopts a systematic plot measuring program, designed by a team of regional scientists, to contribute to the understanding of the province's biodiversity.
11. By 2028, ecological thresholds for New Brunswick (i.e. abundance, distribution, and condition of priority ecosystems that ensure their ecological viability through time), which consider the greatest pressures on ecosystems, are published, integrated in Crown management plans, and inform other land use plans.

12. By 2030, GNB sets recovery direction for all species added to the Species at Risk list before 2028, and supports the active recovery of those species by fostering partnerships and dedicating resources.

Calls to Action

To benefit biodiversity...

- ❖ Landowners seek opportunities to maintain and enhance their property's contribution to sustaining wild species and ecosystems.
- ❖ Land managers, developers, and other stakeholders apply Beneficial Management Practices to limit habitat degradation and incidental mortalities, and to address invasive species.

Statement 6: The impacts of invasive alien species are minimized or mitigated, and the likelihood of new introductions is significantly reduced.

GNB Actions

13. By 2027, GNB establishes a dedicated invasive species program to develop and advance new legislation and a plan to coordinate prevention, early detection, and response efforts across provincial departments, governments, stakeholders, and the public.
 - a. By 2028, GNB adopts an invasive species plan and publishes resources that include educational and early detection tools. The plan, formulated with other governments and the Invasive Species Council of New Brunswick, guides the allocation of funds and early response, charts collaborative efforts between the federal, provincial/territories and municipal governments and the north-eastern States, considers partnerships, and calls on an all-of-society approach.
 - b. By 2030, GNB enacts new legislation aimed at controlling the introduction and spread of invasive species that recognizes a formal invasive species list, provides the authority to establish species specific management zones, provides the authority to regulate possession, sale and movement of species, and establishes responsibilities and a supporting governance structure.
14. By 2027, GNB Departments, Crown corporations and provincially funded organisations lead by example and adopt evolving agency-specific Beneficial Management Practices, implementing safeguards and championing measures that reduce the risk of invasive species introductions and spread.
15. By 2030, GNB, in collaboration with subject matter experts, develops a strategic plan to build New Brunswick capacity and increase the availability and planting of native, locally sourced plant species, adapted to New Brunswick's environment now and in the future. The availability and planting of native plants are meant to disrupt a common pathway of invasive species introductions while preserving the native genetics and increasing the province's climate resilience.

Calls to Action

To benefit biodiversity...

- ❖ New Brunswickers take action to prevent the introduction and spread of invasive species.

- ❖ Provincial and municipal governments and local businesses become leaders in the use of native, locally sourced plants in landscaping.

Statement 7: The harvest of wild species is carried out sustainably to maintain biodiversity and ecosystem function and services, and to ensure that current and future generations have equitable access to these resources, while upholding and respecting Aboriginal and treaty rights.

GNB Actions

16. By 2035, GNB builds on existing efforts to monitor trends in the harvesting of all wild species so that policies and regulations are responsive to emerging pressures and the economic and social value of ecosystem goods is recognized.

Call to Action

To benefit biodiversity...

- ❖ People harvest wild species responsibly and sustainably to protect nature so future generations can enjoy the same traditions.

Statement 8: Biodiversity is considered in the design, establishment and operation of production land, and negative impacts to associated ecosystems are mitigated.

GNB Actions

17. By 2028, GNB expands educational resources and publishes a set of conservation measures that would benefit biodiversity in working forests and agricultural landscapes, including ecological thresholds (Action 11) and Beneficial Management Practices (Action 1), and champions these measures on Crown lands. For example, the Environmental Farm Plan questionnaire includes Biodiversity questions based on evolving knowledge and adaptive approaches.
18. By 2030, GNB establishes incentives for private landowners to voluntarily contribute to biodiversity conservation on properties within production landscapes. For example, biodiversity conservation approaches are integrated into forest management plans that are funded through the private woodlot silviculture program.

Calls to Action

To benefit biodiversity...

- ❖ New Brunswick's sustainable forest management conservation objectives for Crown Lands are a model for all lands, advancing the conservation of priority ecosystems that are needed to support long term ecological integrity and healthy and resilient populations of native New Brunswick species.
- ❖ Production lands enable the movement of wild species between protected and conserved areas and other important habitats by maintaining ecological corridors.

Statement 9: The impact of pollution on biodiversity is controlled, reduced or eliminated, and the management of contaminant sources is improved.

GNB Actions

19. GNB explores restrictions and alternatives to pesticide use, while considering the overall risks to New Brunswick Biodiversity, human health, and the economy, and by 2027, releases its conclusions.

Call to Action

To benefit biodiversity...

- ❖ New Brunswickers take action to reduce wastes and to dispose of it responsibly to keep it out of nature.

Statement 10: Sectors and businesses are aware of the risks and pressures that their actions have on biodiversity and are accountable in taking steps to reduce impacts.

GNB Actions

20. By 2030, GNB adopts a set of sector-specific biodiversity Indicators, informed by the UN Environment Programme World Conservation Monitoring Centre, to support voluntary self-reporting on biodiversity issues.

Call to Action

To benefit biodiversity...

- ❖ Pressures on biodiversity are managed by sectors and businesses taking tangible action.
 - Strategies or action plans that are developed for major natural resource, energy, agricultural and aquacultural sectors consider biodiversity, climate change, restoration, invasive species and pollution. This is supported by research, emerging techniques, and emerging industries that advance more biodiversity-friendly practices.
 - Industry and businesses apply the avoid, reduce, restore, offset principle.

Statement 11: Financing mechanisms and strategic partnerships support the delivery of priority conservation efforts.

GNB Actions

21. GNB explores avenues to finance the long-term implementation of the Biodiversity Strategy, including trust fund and incentive options.

Statement 12: Relevant government agencies have the necessary authority, expertise, and capacity to take responsible action to steward biodiversity and biodiversity considerations are integrated into operational processes across all levels of government and all sectors that have direct impacts on biodiversity.

GNB Actions

22. By 2027, GNB dedicates resources to the implementation of the Biodiversity Strategy and to the effective education and enforcement of new policies and regulations.

23. GNB expands on the integration of Biodiversity and climate change considerations in government decisions, in the delivery of government programs, and in government operations (e.g. integrating Beneficial Management Practices in the construction of infrastructure such as roads, bridges, and buildings) and communicates notable success stories.
24. By 2035, GNB strengthens legislation and formal processes to better serve biodiversity conservation.
25. Every five years, as of 2030, GNB publishes a report on the State of Nature and reports on biodiversity indicators.



The City of Saint John

PROCLAMATION

WHEREAS: emergencies can occur at any time requiring police, fire or emergency medical services; and

WHEREAS: when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS: the safety of our police officers, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens contacting the Public Safety Communications Centre; and

WHEREAS: the Public Safety Communications Centre is the first link to citizens seeking emergency services; and

WHEREAS: every year during the second week of April, the telecommunications personnel in the public safety community are honored nationally; and

WHEREAS: April 12 - 18, 2026, is recognized as National Public Safety Telecommunicators Week; and

WHEREAS: National Public Safety Telecommunicators Week is a time to celebrate and thank the Public Safety Communications Centre Operators for their compassion, understanding and professionalism in their performance of duty serving the public.

NOW THEREFORE: I, ***Mayor Donna Reardon***, of ***Saint John*** do hereby proclaim the week of April 12 to April 18, 2026, as “***National Public Safety Telecommunicators Week***”, in honour of those whose diligence and professionalism keep our city and citizens safe.

In witness whereof I have set my hand and affixed the official seal of the Mayor of the City of Saint John.



Staff Recommendation for Council Resolution

1360 Old Black River Road (PID 00340703) – Rezoning

Public Hearing, 1st and 2nd Reading occurred on March 23, 2026

3rd Reading: April 7, 2026

Item:	Required: (Y/N)	Recommendation
Municipal Plan Amendment	No	
Zoning By-Law Amendment	Yes	That Common Council give 3 rd reading to By-Law Number C.P. 111-218 a Law to Amend The Zoning By-Law of the City of Saint John.
Recission of Previous s. 39/s. 59 Conditions	No	
Section 59 Conditions	No	
Section 59 Agreement	No	
Section 131 Agreement	No	
Subdivision	No	
Other	No	

**BY-LAW NUMBER C.P. 111-218
A LAW TO AMEND THE ZONING BY-LAW
OF THE CITY OF SAINT JOHN**

Be it enacted by The City of Saint John in
Common Council convened, as follows:

The Zoning By-law of The City of Saint John
enacted on the fifteenth day of December, A.D.
2014, is amended by:

Rezoning on Schedule "A", the Zoning Map of
The City of Saint John, a parcel of land having an
area of approximately 1,563 square metres,
located at 1360 Old Black River Road, also
identified as PID 00340703, from **Rural
Residential (RR)** to **Rural Mixed Residential
(RMX)**.

- all as shown on the plan attached hereto
and forming part of this by-law.

IN WITNESS WHEREOF The City of
Saint John has caused the Corporate Common
Seal of the said City to be affixed to this by-law
the X day of XXX, A.D. 2026 and signed by:

Mayor/Mairesse

City Clerk/Greffier de la municipalité

First Reading – March 23, 2026
Second Reading – March 23, 2026
Third Reading - X

**ARRÊTÉ NO C.P. 111-218
ARRÊTÉ MODIFIANT L'ARRÊTÉ DE
ZONAGE DE THE CITY OF SAINT
JOHN**

Lors d'une réunion du conseil
communal, The City of Saint John a décrété
ce qui suit :

L'arrêté sur le zonage de The City of Saint
John, décrété le quinze décembre 2014, est
modifié par :

La modification de l'annexe «A», Plan de
zonage de la ville de Saint John,
permettant de modifier la désignation
pour une parcelle de terrain d'une
superficie d'environ 1536 mètres carrés,
situé au 1360 chemin Old Black River,
également identifié comme le NID
00340703, de **Zone résidentielle rurale
(RR)** à **Zone résidentielle mixte rurale
(RMX)**

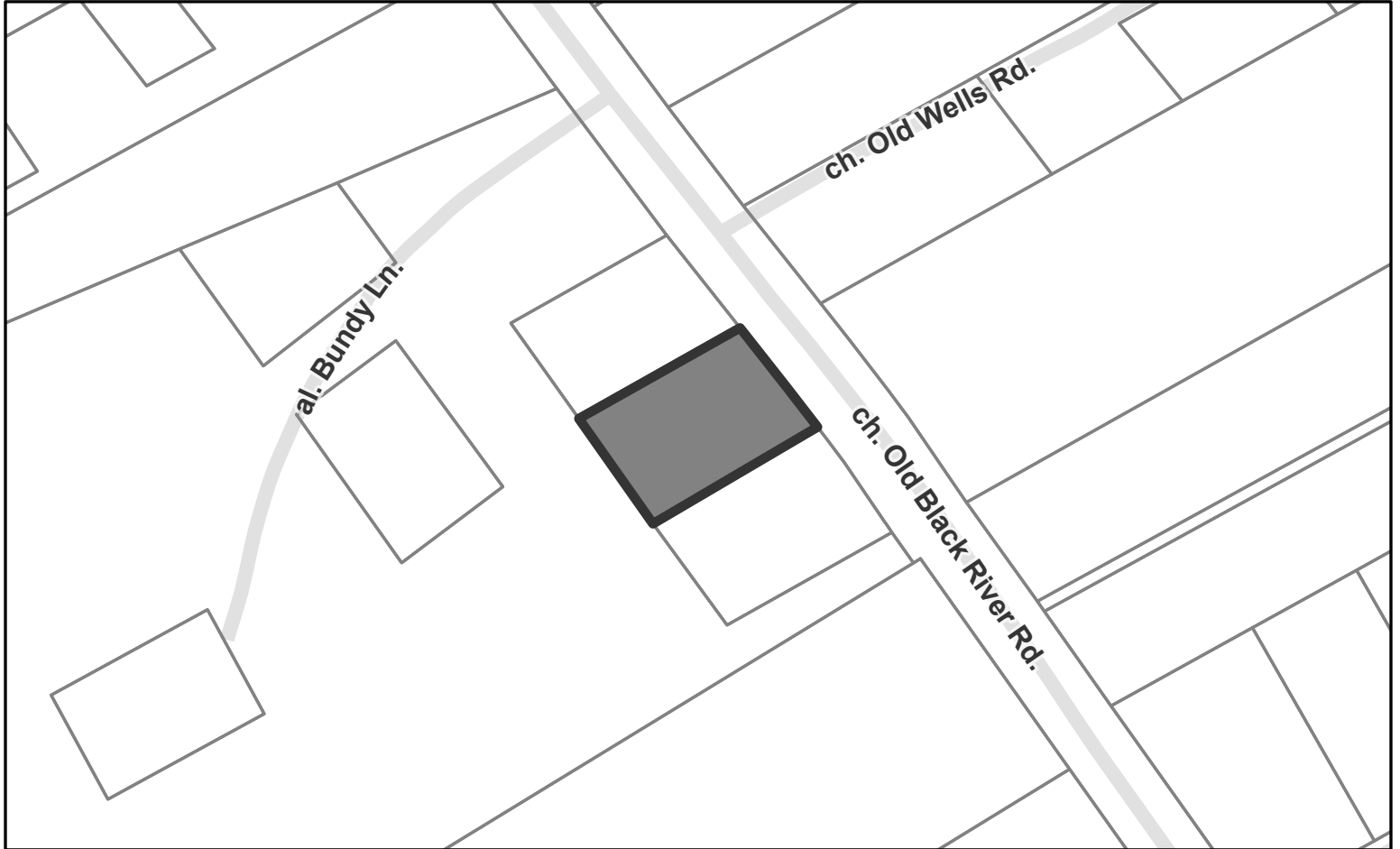
- toutes les modifications sont
indiquées sur le plan ci-joint et font partie du
présent arrêté.

EN FOI DE QUOI, The City of Saint John a
fait apposer son sceau communal sur le
présent arrêté le X XXX 2026, avec les
signatures suivantes:

Première lecture – 23 mars 2026
Deuxième lecture – 23 mars 2026
Troisième lecture - X

REZONING / REZONAGE

Amending Schedule "A" of the Zoning By-Law of The City of Saint John
Modifiant Annexe «A» de l'Arrêté de zonage de The City of Saint John



FROM / DE

Rural Residential
Zone résidentielle
rurale

RR



RMX

TO / À

Rural Mixed
Residential
Zone résidentielle
rurale mixte

Applicant: Gerald Laskey
Location: 1360 Old Black River Road
PID(s)/NIP(s): 00340703

Considered by P.A.C./Considéré par le C.C.U.: February 18 février, 2026

Enacted by Council/Approuvé par le Conseil:

Filed in Registry Office/Enregistré le:

By-Law #/Arrêté #:

Drawn by/Crée par: AJP

Date drawn/Carte créée: February 3 février, 2026

COUNCIL REPORT

M&C No.	2026-059
Report Date	March 16, 2026
Meeting Date	April 07, 2026
Service Area	Public Works and Transportation Services

Her Worship Mayor Donna Noade Reardon and Members of Council

SUBJECT: Cliff Street – Traffic By-Law Amendment

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Jill DeMerchant</i>	<i>Tim O'Reilly</i> <i>Michael Hugenholtz</i>	<i>Ian Fogan</i>

RECOMMENDATION

City Staff recommend Council authorize 1st and 2nd Readings of the Amendment to the Saint John Traffic By-law, By-law Number MV-10.2 that is attached to M&C 2026-059.

EXECUTIVE SUMMARY

The purpose of this report is to recommend to Council that the Saint John Traffic By-law be amended to change on-street parking rules to support a new daycare. The changes involve isolating on-street parking to the east side of Cliff Street between Coburg Street and Waterloo Street, including introducing a 15-minute parking restriction for a portion of the day.

PREVIOUS RESOLUTION

N/A

REPORT

In 2021, Council approved the rezoning of a property on Cliff Street to support the construction of a multi-use development on the site. The proposed site plan envisioned a multi-unit residential building with 56 dwelling units along with a day care facility with an enrollment of 80 students. A Development Officer Variance was granted to reduce the parking required on site from 58 spaces to 44 spaces. The applicant submitted a Traffic Impact Statement to support their rezoning application. The Statement recommended that the existing on-street parking on Cliff Street be reconfigured to include dedicated short-term parking to support

day care operations as there is no dedicated student drop off or pick up area on site.

City staff followed up with the applicant to confirm how much space would be required on street to support day care operations while also balancing the demand for on-street parking for residents and other on-street parking users (including residents of the residential component of this development). Based on the currently projected day care enrollment of 120 children (which is a 50% increase from the enrollment proposed within the rezoning), it was recommended that a total of 8 spaces be provided for student drop offs and pick ups. This equates to approximately 48 metres of curbside parking. Based on the projected peak hours for pick ups and drop offs, it was recommended that a length of 48 metres of existing on-street parking nearest the day care entrance be restricted to 15-minute parking between the hours of 7 AM – 9 AM and 4 PM – 6 PM. In addition to this, one parking space within this area would maintain the 15-minute parking restriction for the entirety of the day care’s operating hours (6 AM to 6 PM) to provide a space for non-peak hour drop off and pick ups. Outside of the times mentioned above, the on-street parking spaces will remain as 2-hour parking.

To accommodate these changes to on-street parking, it is also recommended that the alternate side parking be removed, with parking permitted on the east side of the street only. City staff have reviewed the width of Cliff Street and have determined that the street is too narrow to safely accommodate parking on both sides of the street. It is therefore recommended that parking be maintained on the development side of the street so that drop offs and pick ups can be accommodated directly in front of the building.

The above noted changes to on-street parking will affect parking capacity, particularly during the morning and afternoon peak periods. Based on the volume of permits sold for the residential parking zone A (which includes the entirety of Cliff Street), the existing on-street parking demand is essentially met by the current supply on the street. In consultation with the Parking Department, it was also noted that some challenges may be faced with respect to compliance and enforcement of the proposed drop off/ pick up spaces, as similar challenges can be observed in other areas in the City where 15-minute parking is in place.

STRATEGIC ALIGNMENT

This proposed by-law amendment aligns with Council’s Priority for GROW and BELONG as it supports the development of new housing units as well as a new much needed day care facility in a densely populated area.

SERVICE AND FINANCIAL OUTCOMES

Adoption of this Amendment to the Saint John Traffic By-law will support operations of a new day care facility. The addition of the 15-minute spaces will result in the removal of approximately 8 on-street parking spaces during the hours that the 15-minute parking will be in place. Residential parking permit holders in the immediate area may experience additional challenges finding nearby parking as a result. Staff will monitor the situation in the future and are prepared to respond with additional enforcement or further updates to the parking rules in this area as appropriate.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Name of Service Area/Stakeholder	Name of Staff Person
Parking	Jill Good
General Counsel	Maria K. Powell

ATTACHMENTS

Amendment to the Saint John Traffic By-law, By-law Number MV-10.2

**A BY-LAW TO AMEND A BY-LAW
RESPECTING THE TRAFFIC ON STREETS
IN THE CITY OF SAINT JOHN, BY-LAW
NUMBER MV-10.2, AND AMENDMENTS
THERETO**

Be it enacted by the Common Council of The City of Saint John as follows:

A By-law of The City of Saint John entitled “A By-law respecting the Traffic on Streets in The City of Saint John, By-law Number MV-10.2” and amendments thereto, enacted on the 7th day of October, A.D. 2019, is hereby amended as follows:

1. Schedule “A-1” - Parking for Specified Times 08:00 to 17:00 is amended by deleting the following words under the following headings:

Street	Side	Limits	Time
Cliff Street	Both	Waterloo Street to Coburg Street	2 hrs

2. Schedule “A-1”- Parking for Specified Times 08:00 to 17:00 is amended by adding the following words under the following headings:

Street	Side	Limits	Time
Cliff Street	East	Waterloo Street to Coburg Street	2 hrs

3. Schedule “A-2” Parking For Specified Times is repealed and replaced with the following:

SCHEDULE “A-2” PARKING FOR SPECIFIED TIMES				
Street	Side	Limits	Time	Time Limit
Cliff Street	East	Waterloo Street to a point 42m northerly	Monday to Friday 7:00 to 9:00 16:00 to 18:00	15 minutes
Cliff Street	East	42m north of Waterloo Street to a point 6m northerly	Monday to Friday 6:00 to 18:00	15 minutes
Douglas Avenue	West	Clarendon Street to Civic No. 135	Sunday 10:00 to 14:00	Unlimited

**ARRÊTÉ MODIFIANT L’ARRÊTÉ
RELATIF À LA CIRCULATION DANS LES
RUES DE THE CITY OF SAINT JOHN,
ARRÊTÉ NUMÉRO MV-10.2, ET
MODIFICATIONS AFFÉRENTES**

Lors d’une réunion du conseil municipal, The City of Saint John a décrété ce qui suit :

Par les présentes, l’arrêté de The City of Saint John intitulé « Arrêté relatif à la circulation dans les rues de The City of Saint John, Arrêté numéro MV-10.1 » et modifications afférentes, décrété le 7^e jour d’octobre 2019, est modifié comme suit :

1. L’annexe « A-1 » - Stationnement à des heures précisées 8 h à 17 h est modifié par la suppression des mots suivants sous les titres suivants:

Rue	Côté	Limites	Durée
rue Cliff	des deux côtés	de la rue Waterloo à la rue Coburg	2 h

2. L’annexe « A-1 » - Stationnement à des heures précisées 8 h à 17 h est modifié par l’adjonction des mots suivants sous les titres suivants:

Rue	Côté	Limites	Durée
rue Cliff	est	de la rue Waterloo à la rue Coburg	2 h

3. L’annexe « A-2 » - Stationnement à des heures précisées est abrogée et remplacé par ce qui suit:

ANNEXE “A-2” STATIONNEMENT À DES HEURES PRÉCISÉES				
Rue	Côté	Limites	Durée	Limites de durée
rue Cliff	est	de la rue Waterloo à un point situé 42 mètres plus loin en direction nord	du lundi au vendredi de 7h à 9h et de 16h à 18h	15 minutes
rue Cliff	est	d’un point situé à 42 mètres au nord de la rue Waterloo à un point situé 6 mètres plus	du lundi au vendredi de 6h à 18h	15 minutes

Duke Street West	North	Champlain Street to City Line	Sunday 10:00 to 14:00	Unlimited
Duke Street West	South	City Line to Watson Street	Sunday 10:00 to 14:00	Unlimited
Sydney Street	Both	Duke Street to Princess Street	Saturday and Sunday 08:00 to 17:00	Unlimited

		loin en direction nord		
avenue Douglas	ouest	de la rue Clarendon jusqu'à l'adresse municipale N°135	dimanche de 10h à 14h	illimitée
rue Duke ouest	nord	de la rue Champlain à la ligne City	dimanche de 10h à 14h	illimitée
rue Duke ouest	sud	de la ligne City à la rue Watson	dimanche de 10h à 14h	illimitée
rue Sydney	des deux côtés	de la rue Duke à la rue Princess	Samedi et dimanche de 8 h à 17 h	illimitée

4. Schedule "B"- No Parking Anytime is amended by adding the following words under the following headings:

Street	Side	Limits
Cliff Street	West	Waterloo St. to Coburg St.

5. Schedule "G"- Alternate Side Parking is amended by deleting the following words under the following headings:

Street	Limits
Cliff Street	Entire Length

6. Schedule "N"- Streets For Residential Zone Parking Permits is amended by deleting the following words under the following headings:

Street	Side	Limits
Cliff Street	Both	Waterloo Street to Coburg Street

7. Schedule "N"- Streets For Residential Zone Parking Permits is amended by adding the following words under the following headings:

Street	Side	Limits
Cliff Street	East	Waterloo Street to Coburg Street

4. L'annexe « B » - Interdiction de stationner en tout temps est modifié par l'adjonction des mots suivants sous les titres suivants:

Rue	Côté	Limites
rue Cliff	ouest	de la rue Waterloo à la rue Coburg

5. L'annexe « G » - Stationnement en alternance est modifié par la suppression des mots suivants sous les titres suivants:

Rue	Limites
rue Cliff	sur toute sa longueur

6. L'annexe « N » - Rues concernant les permis de stationnement dans une zone résidentielle est modifié par la suppression des mots suivants sous les titres suivants:

Rue	Côté	Limites
rue Cliff	des deux côtés	de la rue Waterloo à la rue Coburg

7. L'annexe « N » - Rues concernant les permis de stationnement dans une zone résidentielle est modifié par l'adjonction des mots suivants sous les titres suivants:

Rue	Côté	Limites
rue Cliff	est	de la rue Waterloo à la rue Coburg

IN WITNESS WHEREOF The City of Saint John has caused the Corporate Common Seal of the said City to be affixed to this by-law the ____ day of _____, A.D., 2026 signed by:

EN FOI DE QUOI, The City of Saint John a fait apposer son sceau municipal sur le présent arrêté le _____ 2026, avec les signatures suivantes :

Mayor / mairesse

City Clerk / Greffier de la municipalité

First Reading -
Second Reading -
Third Reading -

Première lecture -
Deuxième lecture -
Troisième lecture -

COMMON COUNCIL REPORT

M&C No.	2026-079
Report Date	March 31, 2026
Meeting Date	April 07, 2026
Service Area	General Counsel

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Consolidation and Modernization of Council’s Procedural By-law

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Mélanie C. Tompkins, K.C.</i>	<i>Mélanie C. Tompkins, K.C.</i>	<i>Ian Fogan</i>

RECOMMENDATION

That Common Council give 1st and 2nd reading to the attached “By-law Respecting the Procedures of the Common Council of The City of Saint John”.

EXECUTIVE SUMMARY

Since the current Procedural By-law was enacted on May 3, 2021, four amendments to it have been adopted by Council. In 2025, Council resolved to further amend the Procedural By-law to revise the procedure for selecting the Deputy Mayor. The purpose of this report is to seek 1st and 2nd reading of a consolidated and modernized version of the City’s Procedural By-Law.

PREVIOUS RESOLUTION

March 24, 2025 Council Resolution:

RESOLVED that staff be directed to prepare an amendment to Council’s Procedural by-law to allow the Mayor, after interviewing all interested Councillors, to nominate a Councillor-elect to serve as Deputy Mayor for a 4-year term, at the first meeting of a new Council.

REPORT

Pursuant to s. 10 of the Local Governance Act, local governments in New Brunswick are legislatively required to adopt a by-law “respecting procedures at Council meetings”.

Common Council enacted its current “By-law Respecting the Procedures of the Common Council of The City of Saint John” on May 3, 2021. Since the by-law was enacted, 4 amendments to it were enacted between 2021 and 2023. Then, in 2025, Council directed staff to further amend the by-law to change the procedure for the appointment of the Deputy Mayor.

In light of the upcoming May municipal election and council’s decision to change the process by which the Deputy Mayor is appointed, the General Counsel Office prepared a consolidated version of the Procedural by-law that incorporates all amendments made to the By-law since it was enacted in 2021 and the new process for the selection of the Deputy Mayor, as directed by Council. GCO used this opportunity to complete a jurisdictional scan and modernize the by-law, by removing references to obsolete procedures and concepts, improving the public hearing process and generally aligning Council’s procedure with that of other local governments of similar size in NB and elsewhere.

The attached proposed by-law has been properly translated and complies with the City’s obligations under the *Official Languages Act*. It was prepared with input from, and reviewed by, the Clerk, the Deputy Clerk, and the Director of planning and Senior Manager of Planning as it relates to improvements to the Public Hearing process.

It is appropriate for Council to give first and second to the said proposed by-law

STRATEGIC ALIGNMENT

This aligns with Council’s priority of Perform.

SERVICE AND FINANCIAL OUTCOMES

N/A

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Name of Service Area/Stakeholder	Name of Staff Person
Clerk’s Office	Jonathan Taylor and Amy McLennan
Growth and Community Services	Pankaj Nalavde and Jennifer Kirchner

ATTACHMENTS

1. Proposed “By-law Respecting the Procedures of the Common Council of The City of Saint John”.



CITY OF SAINT JOHN NEW BRUNSWICK

**A By-law Respecting the
Procedures of the Common
Council of The City of Saint
John**

**Arrêté Concernant le
Règlement Intérieur du
Conseil Communal de The
City of Saint John**

By-law Number LG-15

Arrêté numéro LG-15

An uncertified copy of this By-law
is available online

Une copie non certifiée de l'arrêté
est disponible en ligne

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RECITALS

WHEREAS, paragraph 10(2)(a) of the *Local Governance Act*, S.N.B. 2017, c. 18, provides that a local government shall make by-laws respecting procedures at council meetings, including any matters prescribed by regulation;

AND WHEREAS, The City of Saint John deems it advisable to pass this By-law because it will establish procedures for the better regulation and conduct of meetings of The City of Saint John Common Council;

AND WHEREAS, The City of Saint John deems it advisable that such procedures be supplemental to and interpreted in accordance with the statutory provisions of the *Local Governance Act*;

AND WHEREAS, notice of this By-law, and of the Common Council Meeting at which this By-law was discussed, was provided in accordance with the provisions of the *Local Governance Act*.

NOW THEREFORE, the Common Council of The City of Saint John, enacts as follows:

Title

1.1 This By-law may be cited as the *Procedural By-law* (hereinafter the “By-law”).

Definitions

2.1 The following definitions apply in this By-law.

“**Applicant**” means the person, group, organization, or a representative advocating for a proposal being considered at a Public Hearing (*demandeur*)

PRÉAMBULE

CONSIDÉRANT, l’alinéa 10(2)(a) de la *Loi sur la gouvernance locale*, L.N.-B. 2017, ch. 18, prévoit que les gouvernements locaux doivent faire des règlements concernant les procédures lors des réunions du conseil, y compris toutes les questions prescrites par la réglementation;

ATTENDU QUE, The City of Saint John juge opportun de prendre le présent arrêté destiné à établir des procédures aux fins de la réglementation et de la conduite efficace des séances du conseil communal de The City of Saint John;

ATTENDU QUE, The City of Saint John juge opportun que lesdites procédures soient complémentaires aux dispositions législatives de la *Loi sur la gouvernance locale* et qu’elles soient interprétées conformément à cette loi;

ATTENDU QUE, avis du présent arrêté et de la réunion du conseil communal à laquelle il a été débattu a été donné conformément à la *Loi sur la gouvernance locale*.

À CES CAUSES, le conseil communal de The City of Saint John édicte :

Titre

1.1 Le présent arrêté peut être cité sous le titre *Arrêté sur les procédures* (ci-après « l’arrêté »).

Définitions

2.1 Les définitions qui suivent s’appliquent au présent arrêté.

« **Demandeur** » désigne la personne, le groupe, l’organisme, ou le représentant qui présente ou défend une proposition examinée lors d’une audience publique (*Applicant*);

“ Chief Administrative Officer ” means the person appointed to the position of Chief Administrative Officer by Council under the provisions of the <i>Local Governance Act</i> , S.N.B. 2017, c.18. (<i>administrateur en chef</i>);	« Administrateur en chef » s’entend de la personne nommée à ce poste par le conseil sous le régime de la <i>Loi sur la gouvernance locale</i> , L.N.-B. 2017, ch. 18 (<i>Chief Administrative Officer</i>);
“ City ” means The City of Saint John (<i>municipalité</i>).	« Municipalité » désigne The City of Saint John (<i>City</i>).
“ Clerk ” means the City Clerk or the Deputy Clerk of the City (<i>greffier</i>);	« Greffier » désigne le greffier ou le greffier adjoint de la municipalité (<i>Clerk</i>);
“ Committee ” means a committee provided for or created by Common Council (<i>comité</i>);	« Comité » désigne un comité sous la direction du conseil communal ou créé par ce dernier. (<i>Committee</i>);
“ Committee of the Whole ” means a committee of Council composed of all of the Members sitting in committee as Committee of the Whole (<i>comité plénier</i>);	« Comité plénier » désigne un comité du conseil communal sur lequel siègent tous les membres du conseil. (<i>Committee of the Whole</i>);
“ Corporation ” means The Corporation of The City of Saint John (<i>corporation</i>);	« Corporation » désigne la corporation de The City of Saint John (<i>corporation</i>);
“ Council ” means the Mayor and Councillors of the City (<i>conseil</i>);	« Conseil » désigne le maire et les conseillers de la municipalité (<i>Council</i>);
“ Councillor ” means a Member of Council other than the Mayor (<i>conseiller</i>);	« Conseiller » désigne un membre du conseil autre que le maire (<i>Councillor</i>);
“ Deputy Mayor ” means the Member of Council who has been elected to act in the place or stead of the Mayor in the absence or incapacity of the Mayor (<i>maire adjoint</i>);	« Maire adjoint » désigne le membre du conseil élu afin d’agir au nom du maire en cas d’absence ou d’incapacité du maire (<i>Deputy Mayor</i>);
“ Holiday ” means any holiday as defined in the <i>Interpretation Act</i> (<i>jour férié</i>);	« Jour férié » désigne tout jour férié tel qu’il est défini par la <i>Loi d’interprétation</i> (<i>Holiday</i>);
“ Mayor ” means the Member of Council holding the office of Mayor (<i>maire</i>);	« Maire » désigne le membre du conseil qui est titulaire du poste de maire (<i>Mayor</i>);

“**Meeting**” means any regular, special, or other meeting of the Council (*séance*);

« **Séance** » désigne toute séance ordinaire, extraordinaire ou autre tenue par le conseil (*Meeting*);

“**Member**” means any person elected to the Council and includes the Mayor (*membre*);

« **Membre** » désigne toute personne élue pour siéger au conseil, y compris le maire (*Member*);

“**Point of Information**” means a request directed to the Presiding Officer or to another Member or to City staff, for information relevant to the business at hand, but not related to a Point of Procedure (*question de renseignement*);

« **Question de renseignement** » désigne une demande adressée au président du conseil, à un autre membre ou à un employé de la municipalité, relative à des renseignements visant la question sous étude, non liée à une question de procédure (*Point of Information*);

“**Point of Order**” means the raising of a question by a Member for the purpose of calling attention to any departure from this By-law or the customary modes or proceedings in debate or in the conduct of the Council’s business including;

« **Rappel au règlement** » désigne une question soulevée par un membre afin de souligner toute dérogation au présent arrêté municipal ou aux moyens ou délibérations habituels de la tenue d’un débat ou à la conduite des affaires du conseil, y compris ce qui suit :

- (a) any breaches of this By-law;
- (b) any defect in the constitution of any Meeting of the Council;
- (c) the use of improper, offensive, or abusive language;
- (d) notice of the fact that the matter under discussion is not within the scope of the motion; or
- (e) any other informality or irregularity in the proceedings of Council.

- (a) toute violation du présent arrêté;
- (b) tout défaut relatif à la constitution d’une séance du conseil;
- (c) l’utilisation d’un langage inapproprié, offensif, ou abusif;
- (d) avis donné que la question sous étude ne relève pas de la matière de la proposition; ou
- (e) toute autre absence de formalité ou toute irrégularité relative aux délibérations du conseil.

(*rappel au règlement*);

(*Point of Order*);

“**Point of Procedure**” means a question directed to the Presiding Officer to obtain information on a matter of the procedural rules or the rules of the Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a Point of Order or understand the parliamentary situation or the effect of a motion (*point de procédure*);

« **Point de procédure** » désigne une question adressée au président du conseil visant à obtenir de l’information portant sur les règles de procédure ou les règlements du conseil relativement aux activités qui font l’objet de délibérations afin d’aider un membre à présenter la proposition adéquate, à invoquer un règlement ou à comprendre la situation parlementaire ou les conséquences d’une motion (*Point of Procedure*);

“**Presiding Officer**” means the Mayor, or in their absence the Deputy Mayor, or in the absence of both of them, the Member appointed under section 12.3 to act in their absence, while presiding at Meetings of Council (*président du conseil*);

“**Prohibited Item**” means any object that could be used to threaten, intimidate, or harm another person or property, including weapons as defined in the *Canadian Criminal Code, RSC 1985, c C-46* (*objet interdit*);

“**Public Hearing**” means a Meeting of Council or that portion of a Meeting of Council dedicated to considering matters pursuant to any legislation which requires Council to hear interested parties or to afford them an opportunity to be heard before taking action, passing a by-law, or making a decision (*audience publique*);

“**Question of Privilege**” means the raising of a question or request for the immediate consideration of a matter affecting the comfort, safety, or orderliness of a Member or the Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or the Council, or when they believe their comments have been misunderstood or misinterpreted by another Member or Members (*question de privilège*);

“**Quorum**” means the majority of all the Members elected to the Common Council which constitutes a Quorum at any regular or special Meeting of the Common Council (*quorum*);

“**Recorded Vote**” means

- (a) a vote taken by a show of hands or by saying “yea” or “nay” during a Meeting with participation in-person; or

« **Président du conseil** » désigne le maire ou, en son absence, le maire adjoint, en l’absence du maire et du maire adjoint, le membre nommé aux termes de l’article 12.3, pour agir en leur absence, au chapitre de la présidence des réunions du conseil (*Presiding Officer*);

« **Objet interdit** » désigne tout objet qui pourrait être utilisé pour menacer, intimider ou nuire à une autre personne ou à des biens, y compris les armes telles que définies dans *le Code criminel canadien, LRC 1985, c C-46* (*Prohibited item*);

«**Audience publique**» désigne une séance du conseil ou telle partie d’une séance du conseil, dédiée à la considération d’une question législative, qui exige que toute partie intéressée puisse se présenter devant le conseil ou soit donnée l’occasion de se présenter devant le conseil avant que le conseil entreprenne tout acte, édicte tout arrêté municipal ou prenne une décision (*Public Hearing*)

« **Question de privilège** » désigne l’intervention à laquelle un membre peut avoir recours à l’étude d’une question ou d’une demande relativement à toute affaire touchant le bien-être, la sécurité ou la discipline d’un membre ou du conseil, collectivement, lorsqu’un membre est d’avis qu’un autre membre s’est prononcé irrespectueusement à son égard ou à l’égard du conseil ou lorsqu’il est d’avis que ses commentaires sont mal compris ou mal interprétés par un autre membre (*Question of Privilege*);

« **Quorum** » La majorité de tous les membres élus au conseil communal constitue un quorum relativement à toute réunion ordinaire ou extraordinaire du conseil communal (*Quorum*);

« **Vote enregistré** » désigne

- (a) un vote à main levée ou en déclarant « pour » ou « contre », en personne, lors d’une réunion ; ou

(b) a vote taken by roll call during a regular, special, or emergency Meeting, or a Committee of the Whole Meeting closed to the public, with electronic participation.

A vote is taken by roll call when each Member votes “yea” or “nay” as their name is called by the Presiding Officer, so that the names of Members voting on each side are recorded (*vote enregistré*);

“**Rules of Procedure**” means the rules provided in this By-law (*règles de procédures*);

“**Security Personnel**” means a hired security guard, or other such qualified individual, who shall be on call and act under the authority and instructions of the Presiding Officer (*personnel de sécurité*);

“**Special Committee**” means a committee of Council, except Committee of the Whole, which is established to consider and report on a specific subject, project, or undertaking (*comité spécial*);

“**Whole of Council**” means those Members of Council, including the Mayor, who are not disqualified from voting (*conseil plénier*);

“**Written Consent**” means consent given by a Member either by letter, facsimile, or electronic message from a City email address, to the Clerk (*consentement écrit*);

(b) un vote par appel nominal au cours d’une réunion ordinaire, une réunion extraordinaire ou d’une réunion d’urgence, ou d’une réunion du comité plénier à huis clos, avec participation par voie électronique.

Un vote par appel nominal a lieu lorsque chaque membre vote par « pour » ou par « contre » lorsque le président du conseil appelle son nom pour que le nom des membres qui votent en faveur et contre soit enregistré (*Recorded Vote*);

« **Règles de procédures** » désigne les règles prévues au présent arrêté (*Rules of Procedure*);

« **Personnel de sécurité** » désigne un agent de sécurité engagé ou un autre individu qualifié qui sera de garde et agira sous l’autorité et les instructions du président du conseil (*Security personnel*);

« **Comité Spécial** » désigne un comité du conseil, à l’exclusion du Comité plénier, créé afin d’étudier et de faire le compte rendu relatif à un sujet, un projet ou un engagement particulier (*Special Committee*);

« **Conseil Plénier** » désigne les membres du conseil, y compris le maire, qui ne sont pas privés du droit de voter (*Whole of Council*);

« **Consentement écrit** » désigne un consentement donné au greffier par un membre, soit par lettre, par fax ou par message électronique provenant d’une adresse de courriel de The City of Saint John (*Written Consent*);

Interpretation

3.1 Rules for interpretation of the language used in this By-law are contained in the lettered paragraphs as follows:

- (a) The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.
- (b) This By-law is to be read with all changes of gender or number required by the context.
- (c) Each reference to legislation in this By-law is printed in italic font. The reference is intended to include all applicable amendments to the legislation, including successor legislation. Where this By-law references other by-laws of the City, the term is intended to include all applicable amendments to those by-laws, including successor by-laws.
- (d) The requirements of this By-law are in addition to any requirements contained in any other applicable by-laws of the City or applicable provincial or federal statutes or regulations.
- (e) If any section, subsection, part or parts or provision of this By-law, is for any reason declared by a court or tribunal of competent jurisdiction to be invalid, the ruling shall not affect the validity of the By-law as a whole, nor any other part of it.

General Provisions

4.1 Rules - observed by Council

The rules contained in this By-law shall be observed in all proceedings of the Council and shall be the rules for the order and dispatch of business in Council, Committees, and Committee of the Whole.

Interprétation

3.1 Les règles d'interprétation suivantes s'appliquent au présent arrêté comme suit :

- (a) Les titres, intertitres et numéros des dispositions ne servent qu'à faciliter la consultation de l'arrêté et ne doivent pas servir à son interprétation.
- (b) Le genre ou le nombre grammaticaux doivent être adaptés au contexte.
- (c) Les renvois législatifs paraissent en italique. Le renvoi à une loi vise également les modifications qui s'y appliquent, y compris toute législation de remplacement. Les renvois à d'autres arrêtés de la municipalité visent également les modifications qui s'y appliquent, y compris tout arrêté de remplacement.
- (d) Les obligations qu'il crée s'ajoutent à celles découlant d'autres arrêtés applicables de la municipalité ou des lois et règlements applicables des gouvernements fédéral ou provincial.
- (e) Si une disposition quelconque est déclarée invalide par un tribunal compétent pour quelque motif que ce soit, la décision n'entache en rien la validité de l'arrêté dans son ensemble ni de toute autre disposition.

Dispositions Générales

4.1 Règlements - observés par le conseil

Les règlements prévus au présent arrêté doivent être observés au cours de la tenue de toutes les délibérations du conseil et constituent les règlements relatifs à l'ordre et au traitement des activités du conseil, des comités, et du comité plénier.

4.2 Reference – Robert’s Rules of Order

When any matter relating to proceedings in Council or in Committees or Committee of the Whole arises which is not covered by a provision of this By-law, the procedure to be followed shall be decided with reference to the most recent edition of *Robert’s Rules of Order*.

4.3 Conflict - Robert’s Rules of Order

In the event of any conflict between the provisions of this By-law and the provisions of the authority referred to in section 4.2, the provisions of this By-law shall apply.

4.4 Conflict - statutory provisions

The provisions of this By-law are subject to any statutory provisions in effect from time to time and in the event of any conflict between such statutory provisions and the provisions of this By-law, the statutory provisions shall apply.

4.5 Rules - suspension - alteration –two-thirds consent required

Notwithstanding any other provision of this By-law, in the absence of any statutory obligation, the rules and regulations contained in this By-law may be suspended or altered for a single occasion with the consent of not less than two-thirds of the total membership of Common Council.

4.6 Quorum - not present – adjournment

If, at any Meeting, the number of Members is reduced to less than a Quorum, subject to the provisions of the *Local Governance Act*, the Council Meeting shall stand adjourned.

4.2 Référence - Règles de procédure de Robert

Lorsque aucune disposition du présent arrêté ne prévoit une affaire soulevée relativement aux délibérations du conseil ou à une question sous étude par un comité ou le comité plénier, l’édition la plus récente des *Règles de procédure de Robert* doit être consultée afin d’établir la procédure adéquate.

4.3 Conflit - Règles de procédure de Robert

Dans le cas d’un conflit entre les dispositions du présent arrêté et les dispositions des pouvoirs stipulés en vertu de l’article 4.2, les dispositions prévues au présent arrêté s’appliquent.

4.4 Conflit - dispositions législatives

Les dispositions du présent arrêté sont sujettes à toute disposition législative en vigueur, à tout moment, et dans le cas d’un conflit entre telles dispositions législatives et les dispositions du présent arrêté, les dispositions législatives ont préséance.

4.5 Règlements – suspension – altération - le consentement des deux tiers est exigé

Nonobstant toute autre disposition prévue au présent arrêté, en l’absence d’une obligation législative, les règlements prévus au présent arrêté peuvent être suspendus temporairement ou modifiés pour une seule occasion moyennant le consentement d’au moins les deux tiers du nombre total des membres du conseil communal.

4.6 Quorum – absences - ajournement

Lorsque le nombre de membres présents à une réunion est insuffisant pour former le quorum, en vertu des dispositions de *la Loi sur la Gouvernance Locale*, la réunion du conseil doit être levée.

4.7 Decisions - Council - expressed - resolutions - by-laws

The Corporation makes decisions and expresses itself by Council passing resolutions and enacting by-laws. No act or decision of Council is valid unless it is authorized or adopted by a by-law or resolution at a regular or special Council Meeting.

4.8 Resolutions - by-laws - passed - enacted - majority vote

Except as otherwise provided, resolutions and by-laws are passed and enacted by majority vote.

4.9 Motion to rescind

A motion to rescind may be made to repeal or annul any by-law, policy, resolution, or decision of Council provided that:

- (a) the by-law, policy, resolution, or decision has continuing force and effect; and
- (b) the by-law, policy, resolution, or decision was properly made in accordance with the requirements of the *Local Governance Act*.

4.9.1 Motion to rescind – with notice

A motion to rescind requires a majority vote of Council provided that a notice of intention to rescind has been filed with the Clerk and that said notice:

- (a) states the complete substance of the proposed motion;
- (b) has been included in the Council agenda package; and
- (c) has been provided to Members in advance of the Council Meeting.

4.7 Décision du conseil - par voie de résolution - arrêté municipal

La Corporation prend des décisions et s'exprime au moyen de l'adoption de résolutions et de la promulgation d'arrêtés municipaux. Aucun acte entrepris ni décision prise par le conseil n'est valide à moins que l'acte ou la décision ne soit autorisé ou adopté en vertu d'un arrêté municipal ou d'une résolution au cours d'une réunion ordinaire ou extraordinaire du conseil.

4.8 Résolutions, arrêtés municipaux - adoptés, édictés - vote majoritaire

Sauf dispositions contraires du présent arrêté, les résolutions et les arrêtés sont adoptés et édictés par vote majoritaire.

4.9 Proposition de révocation

Une proposition de révocation peut être effectuée pour abroger ou annuler un arrêté, une politique, une résolution, ou une décision du conseil pourvu :

- (a) que l'arrêté, la politique, la résolution, ou la décision soit en vigueur; et
- (b) que l'arrêté, la politique, la résolution, ou la décision ait été effectué conformément aux exigences de la *Loi sur la gouvernance locale*.

4.9.1 Proposition de révocation – avec avis

Une proposition de révocation exige un vote majoritaire du conseil pourvu qu'un avis d'intention de révoquer ait été déposé auprès du greffier et que ledit avis :

- (a) énonce le contenu entier de la proposition présentée;
- (b) ait été inclus dans la trousse de l'ordre du jour du conseil; et
- (c) ait été remis aux membres avant la réunion du conseil.

4.9.2 Motion to rescind – without notice

A two-thirds vote of the entire membership of Council is required where notice of intention to rescind, made pursuant to subsection 4.9.1, has not been provided in advance of the Meeting.

4.9.2 Proposition de révocation – sans avis

Un vote des deux tiers du nombre total des membres du conseil est requis lorsqu'un avis d'intention de révoquer, donné conformément au paragraphe 4.9.1 n'a pas été remis avant la réunion.

4.10 Reconsideration - any decision

A motion to reconsider any action taken by Council may be made only during the same Meeting or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing sides, but may be seconded by any Member, takes precedence over all other motions, may be made at any time, requires a majority vote of the Members present and it shall be debatable. Nothing herein shall be construed to prevent any Member of Council from making or remaking the same or any other motion at a subsequent Meeting of Council.

4.10 Réexamen - toute décision

Une proposition visant le réexamen d'un acte entrepris par le conseil communal ne peut être présentée que pendant ladite réunion ou au cours d'une séance suspendue ou reportée. Une telle proposition doit être présentée par un membre qui a voté avec le camp qui l'a emporté, mais peut être appuyée par n'importe quel membre, a préséance sur toutes les autres propositions, peut être présentée en tout temps, exige un vote majoritaire des membres présents et fait l'objet de délibérations. Aucune disposition du présent arrêté n'a pour effet d'empêcher un membre du conseil communal de présenter ou de présenter de nouveau la même proposition ou toute autre proposition au cours d'une réunion ultérieure du conseil communal.

4.11 Adjournment - due to hour

A regular or special Meeting of Council shall adjourn no later than 10:00 p.m. and shall reconvene at such other day and time as Council by resolution may direct.

4.11 Ajournement de la séance - en raison de l'heure tardive

Une réunion ordinaire ou extraordinaire du conseil doit être levée à 22 h au plus tard et doit être convoquée de nouveau au jour et à l'heure précisés par le conseil par voie de résolution.

4.12 Meeting - extension- not beyond 11:00 p.m.

Notwithstanding section 4.11, Council may agree to an extension of a meeting beyond 10:00 p.m., but not beyond 11:00 p.m., if a majority of the Members agree to do so.

4.12 Prolongation de la réunion: jusqu' à 23 h au plus tard

Nonobstant l'article 4.11, le conseil peut convenir de prolonger la réunion jusqu' à 23 h au plus tard, lorsque la majorité des membres sont d'accord.

4.13 Adjournment - Meeting not extended

If a Council Meeting is still in session at 10:00 p.m., or if extended, at 11:00 p.m., the Clerk shall rise to notify Council and members of the public that the Meeting is adjourned and of the date and time to which the Meeting is adjourned.

4.13 Ajournement de la réunion - non prolongée

Lorsqu'une réunion du conseil est toujours en séance à 22 h ou lorsqu'elle est prolongée jusqu' à 23 h, le greffier doit soulever le point, avisant les membres du conseil et le public que la réunion est

levée et indiquer la date et l'heure fixées pour la reprise de la séance.

4.14 Orders – authority - reserved - with Council

No order or authority for the City or any of its employees to do any matter or thing shall be recognized as emanating from a Committee or Committee of the Whole, the authority of Committees and Committee of the Whole being limited to the making of recommendations to Council, provided, notwithstanding anything in this By-law to the contrary, a Committee shall have the authority to direct employees to report to it on any matter within that Committee's jurisdiction as set forth in this By-law.

4.15 Recording - permitted - exception – closed Meetings

Council and Committee of the Whole Meetings which are not closed to the public may be recorded by the Clerk or their designate as a means of assisting in the preparation of the minutes of that Meeting.

4.16 Recording - broadcasting - permitted – conditions

Council and Committee of the Whole Meetings which are not closed to the public in accordance with this By-law may be recorded and/or broadcast provided this is done in a manner that does not interfere with the proceedings at the Meeting.

4.17 Amendment – repeal - majority vote - required

This By-law may be amended or repealed by a majority vote of the Whole of Council.

4.14 Ordonnances – autorité - décisions en délibéré au sein du conseil municipal

Aucune ordonnance ou autorité visant l'exécution d'un acte, au nom de la Corporation et de ses employés, ne peut émaner d'un comité ou du Comité plénier, l'autorité investie aux comités et au Comité plénier étant limitée à la formulation de recommandations à l'intention du conseil, pourvu que, nonobstant toute disposition contraire prévue au présent arrêté, le comité soit investi de l'autorité de charger ses employés à lui faire un compte rendu relatif à toute question relevant de la compétence de tel comité, tel que le précise le présent arrêté.

4.15 Enregistrement sonore - autorisé – exceptions - réunions à huis clos

Le greffier ou son représentant peut enregistrer les réunions du conseil et du comité plénier qui ne sont pas tenues à huis clos afin de faciliter la rédaction du procès-verbal de lesdites réunions.

4.16 Enregistrement sonore - diffusion - autorisé, conditions

Les réunions du Conseil et du comité plénier qui ne sont pas tenues à huis clos conformément au présent arrêté peuvent être enregistrées et/ou diffusées à condition que cela se fasse d'une manière qui n'interfère pas avec les délibérations à la réunion.

4.17 Modification - révocation - vote majoritaire - requis

Le présent arrêté peut être modifié ou abrogé par un vote majoritaire du Conseil plénier.

Meeting

5.1 First meeting – *Local Governance Act* - applicable

The first Meeting of Council after a regular election shall be held no later than the fifteenth day in June following the Council's election.

5.2 First Meeting - date - place - fixed by Clerk

The first Meeting of Council after a regular election shall be held at a time and place fixed by the Clerk.

5.3 Council business - regular Meetings - Mondays

Except for the first Meeting in a term of Council, or as otherwise provided, regular Meetings of Council shall be held every other Monday for the purpose of transacting all business of Council, with the provision for a Council and/or Committee of the Whole Meeting as required on the alternate Monday. Business which was originally scheduled for a regular Council Meeting and is left unfinished or is to be reconsidered shall be scheduled for the next regular Council Meeting. A reduced meeting schedule for the summer months may be approved by Council by way of resolution.

5.4 Regular Meeting - location

Unless otherwise specifically set out in the notice for a Meeting, all regularly scheduled Meetings of Council, shall be held in the Council Chamber on the second floor of City Hall, 15 Market Square, City of Saint John.

5.5 Special Meeting - other committee Meeting - location

Special or closed Meetings of Council, Committee of the Whole and Meetings of other Committees

Réunion

5.1 Première réunion - *la Loi sur la Gouvernance Locale* - applicabilité

La première réunion du conseil convoquée après une élection ordinaire doit se tenir au plus tard le quinzième jour de juin à la suite de l'élection du conseil.

5.2 Première réunion, date, lieu, fixée par le greffier

La première réunion du conseil convoquée après une élection ordinaire doit se tenir au lieu et à l'heure fixés par le greffier.

5.3 Activités du conseil - réunions ordinaires – les lundis

À l'exception de la première réunion du conseil ou sauf disposition contraire, les réunions ordinaires du conseil doivent se tenir à la quinzaine, le lundi, et ont pour but la conduite de l'ensemble des affaires du conseil, avec la provision pour une réunion ordinaire du conseil et/ou du comité plénier comme exigé sur le lundi alternatif. Les points initialement à l'ordre du jour d'une réunion ordinaire du conseil qui ne sont pas réglés ou qui doivent être reconsidérés doivent figurer à l'ordre du jour de la prochaine réunion ordinaire du Conseil. Un horaire réduit des réunions pour les mois d'été peut être approuvé par le Conseil par voie de résolution.

5.4 Réunion ordinaire - lieu

Sauf indication contraire dans l'avis d'une réunion, toutes les réunions périodiques du conseil sont tenues dans la salle du conseil, au deuxième étage de l'Hôtel de Ville, au 15 Market Square, Ville de Saint John.

5.5 Réunion extraordinaire - autres réunions de comités - lieu

Les réunions extraordinaires ou à huis clos du conseil, du comité plénier et les réunions de différents comités formés en vertu du présent arrêté

created under this By-law shall be held at a place and time set out in the notice for the Meeting.

5.6 Holiday - Meeting - following day - not Holiday

If a regular Meeting falls on a Holiday, the Meeting shall be at the same hour on the following day not being a Holiday, unless otherwise determined by Council.

5.7 Public Meeting – time – commencement

Regular Meetings referred to at section 5.4 shall commence no earlier than 5:00 p.m. and no later than 7:00 p.m. as determined by the Clerk and set out in the notice for the Meeting.

5.8 Public Meeting - notice

The Clerk must give public notice of the time and place of a regular Council or Committee of the Whole Meeting by posting the meeting agenda on The City of Saint John website (www.saintjohn.ca) the Friday before the date of the regular Meeting.

5.9 Public Meeting - notice – cancellation - rescheduled

The Clerk must give public notice of a cancelled or rescheduled Meeting or of the change of time or location by posting notice to the public on The City of Saint John website (www.saintjohn.ca) at least twenty-four (24) hours before the date and time on which the Regular Council or Committee of the Whole Meeting was to have been held.

5.10 Additional - subsequent Meeting- majority vote

Council, by a majority vote of Members present at a regular Meeting of Council, may determine that a subsequent Meeting is to be held on a day or at a time different from that specified at sections 5.3, 5.6, and 5.7.

sont tenues au lieu et à l'heure fixés dans l'avis de la réunion.

5.6 Jour férié - réunion le jour non férié suivant

Si une réunion ordinaire tombe un jour férié, la réunion doit se tenir à la même heure le jour non férié suivant, à moins d'indication contraire du conseil.

5.7 Réunion publique – heure - début

Les réunions ordinaires auxquelles il est fait référence à l'article 5.4 doivent débuter au plus tôt à 17 h et au plus tard à 19 h, comme le définit le greffier et comme il est fixé dans l'avis de la réunion.

5.8 Réunion publique - avis

Le greffier doit donner un avis public de l'heure et du lieu d'une réunion ordinaire du conseil, ou du comité plénier, en affichant l'agenda de la réunion sur le site de web de The City of Saint John (www.saintjohn.ca) le vendredi précédant la date de la réunion ordinaire.

5.9 Réunion publique – avis – annulation - changement de date

Le greffier doit donner un avis public qu'une réunion est annulée ou reportée, ou que l'heure ou le lieu de la réunion est modifié en affichant un avis destiné au public sur le site Web de The City of Saint John (www.saintjohn.ca) au moins vingt-quatre (24) heures avant la date et l'heure auxquelles la réunion ordinaire du conseil, ou du comité plénier devait se tenir.

5.10 Supplémentaire - réunion subséquente - vote majoritaire

Le conseil, par vote majoritaire des membres présents à une réunion ordinaire du conseil, peut décider de tenir une réunion subséquente à une date ou à une heure différente de ce qui est indiqué aux articles 5.3, 5.6, et 5.7.

5.11 Audience - Council Meeting - restrictions

Members of the public who constitute the audience in the Council Chamber during a Council Meeting:

- (a) shall provide their full name and undergo security screening conducted by authorized Security Personnel prior to entering the Council Chamber;
- (b) shall not address Council or approach the podium or the Council table without permission of the Presiding Officer;
- (c) shall maintain order and quiet,
- (d) shall not interrupt or interfere with the proceedings;
- (e) shall not display signs or placards;
- (f) shall not bring large bags or backpacks into the Council Chamber;
- (g) shall not bring or consume food or beverages in the Council Chamber, other than water; and
- (h) shall not bring any other Prohibited Items in the Council Chamber.

5.12 Public member - expulsion - improper conduct

Any person who does not comply with section 5.11 or who makes personal, impertinent, or slanderous remarks or who shall become boisterous while in the Council Chamber or addressing Council and refuses to apologize or withdraw their remarks when so directed by the Presiding Officer, or willfully obstructs the conduct of business, and refuses to desist when called upon to do so by the Presiding Officer, may be ordered by the Presiding Officer to leave the Council Chamber for that Meeting, and, if they refuse to do so, they may, on the order of the Presiding Officer, be removed from that Meeting. If necessary, the Presiding Officer shall seek the appropriate assistance from Security Personnel who shall carry out all orders and instructions given by the Presiding Officer for the

5.11 Public - réunion du conseil - restrictions

Les membres du public qui composent l'assistance dans la salle du conseil durant une réunion du conseil:

- (a) doivent fournir leur nom complet et se soumettre à une vérification de sécurité effectuée par le personnel de sécurité autorisé avant d'entrer dans la salle du Conseil;
- (b) ne peuvent s'adresser au conseil ni s'approcher du podium ou de la table du Conseil sans la permission du Président;
- (c) doivent maintenir l'ordre et le silence;
- (d) ne doivent pas interrompre ou gêner les délibérations;
- (e) ne doivent pas exhiber de panneaux ou d'affiches;
- (f) ne doivent pas apporter de grands sacs ou des sacs à dos dans la salle du conseil;
- (g) ne doivent pas apporter ni consommer de nourriture ou de boissons, autre que de l'eau, dans la salle du conseil; et
- (h) ne doivent pas apporter d'autres objets interdits dans la salle du conseil.

5.12 Membre de l'assistance - expulsion - conduite inappropriée

Toute personne qui ne se conforme pas à l'article 5.11 ou qui fait des remarques personnelles, impertinentes ou diffamatoires, ou qui devient turbulente alors qu'elle se trouve dans la salle du conseil ou qu'elle s'adresse au conseil communal et qu'elle refuse de s'excuser ou de retirer ses remarques lorsque le président du conseil le lui ordonne, ou qui intentionnellement entrave le déroulement des affaires et qui refuse de se désister lorsque le président du conseil le lui demande, peut se faire demander, par le président du conseil, de quitter la salle du conseil communal pour cette réunion, et si elle refuse, elle peut être renvoyée de la réunion sur l'ordre du président du conseil. Au besoin, le président du conseil doit obtenir l'aide appropriée du personnel de sécurité qui exécutera les ordres et directives donnés par le président du

purposes of maintaining order and decorum at the Council Meeting.

5.13 Regular Meeting – cancellation

Except for the first Meeting of Council as specified in subsection 5.1, a regular Meeting may be cancelled:

- (a) by resolution adopted by a majority of Members, at a regular Meeting; or
- (b) upon the Written Consent of a majority of the Members if twenty-four (24) hour notice of cancellation is subsequently provided by the Clerk to each Member in accordance with the provisions of section 6.3, and also to the public in accordance with the provisions of subsection 5.9; or
- (c) where notice is not provided in accordance with the provisions of subparagraph (b), upon the Written Consent of two-thirds of the Members if notice of cancellation is subsequently provided by the Clerk to each Member in accordance with the provisions of section 6.3; and the Clerk endeavours to post notice of cancellation on the City of Saint John's website (www.saintjohn.ca).

Special Meeting

6.1 Summoned - by Mayor- at any time

The Mayor may, at any time, through the City Clerk summon a special Meeting of Council.

6.2 Request to summon Council - by Clerk

The Clerk, upon written request, including by email, of any three (3) Members shall summon a special Meeting for the purpose and at the time specified in the request.

6.3 Notice - 24 hours in advance - requirements

Except as provided at sections 6.4 and 6.5, and upon authorization by the Mayor or Members responsible for calling the special Meeting, the Clerk must give at least a twenty-four (24) hour

conseil afin de maintenir l'ordre et le décorum de la réunion du conseil.

5.13 Réunion ordinaire - annulation

À l'exception de la première réunion du conseil conformément à l'article 5.1, une réunion ordinaire peut être annulée:

- (a) par résolution adoptée par la majorité des membres, lors d'une réunion ordinaire; ou
- (b) avec le consentement écrit de la majorité des membres, si un avis d'annulation d'au moins vingt-quatre (24) heures est subséquemment donné à chaque membre par le greffier, conformément aux dispositions de l'article 6.3, ainsi qu'au public conformément à l'article 5.9; ou
- (c) lorsqu'un avis n'est pas donné conformément aux dispositions du sous-alinéa (b), avec le consentement écrit des deux tiers des membres, si un avis d'annulation est subséquemment donné à chaque membre par le greffier/la greffière, conformément à l'article 6.3; et que le greffier tente d'afficher l'avis d'annulation sur le site Web de The City of Saint John.

Réunion Extraordinaire

6.1 Convoquée par le maire - en tout temps

Le maire peut, en tout temps, par l'intermédiaire du greffier, convoquer une réunion extraordinaire du conseil.

6.2 Demande de convocation – par le greffier

Le greffier peut, sur demande écrite, y compris par courriel, de trois (3) membres du conseil convoquer une réunion extraordinaire dont le but et l'heure sont précisés dans la demande.

6.3 Avis - 24 heures à l'avance - exigences

Sous réserve des articles 6.4 et 6.5, et avec la permission du maire ou des membres responsables d'avoir convoqué une réunion extraordinaire, le greffier doit donner un avis écrit d'au moins vingt-

notice in writing stating the date and hour of the Meeting and the purpose for which the Meeting was called, to each Member, either:

- (a) by leaving a copy of the notice with the Member;
- (b) by leaving a copy of the notice at the place of residence or business of the Member; or
- (c) by sending a copy to the Member's City email address.

6.4 Emergency - prior notice - not required

The notice requirement at section 6.3 shall not apply to a special Meeting summoned to deal with an emergency.

6.5 Emergency - notice - method - location

For an emergency Meeting the Clerk shall use their best efforts to give notice of the emergency Meeting and the purpose or purposes of the Meeting to each Member, either by email, verbally, or in writing, and notice shall be given as far in advance of the Meeting as practicable.

6.6 Business - stated - in notice - other - prohibited

No business other than that stated in the notice shall be considered at the special Meeting. Council may determine with the unanimous consent of the Members present to suspend this provision.

6.7 Special Meeting - notice - public

The Clerk must give public notice of the time and place of a special Meeting by posting notice of the meeting to the public on the City of Saint John's website (www.saintjohn.ca) twenty-four (24) hours before the date and hour of the Meeting.

6.8 Special Meeting – cancellation

1. A special Meeting summoned pursuant to section 6.1, may be cancelled:

quatre (24) heures, indiquant la date et l'heure de la réunion et l'objectif visé par cette réunion, et ce, à chaque membre du conseil, soit :

- (a) en laissant une copie de l'avis au membre;
- (b) en laissant une copie de l'avis au lieu de résidence ou d'affaires du membre; ou
- (c) en envoyant une copie à l'adresse courrielle de la ville du membre.

6.4 Urgence - avis préalable - aucune exigence

L'obligation de donner un avis qui est stipulée à l'article 6.3 ne s'applique pas dans le cadre d'une réunion extraordinaire convoquée pour faire face à une urgence.

6.5 Urgence – avis – moyen - lieu

Dans le cadre d'une réunion d'urgence, le greffier doit faire tout son possible pour aviser chaque membre du conseil de la tenue d'une réunion d'urgence et de l'objectif ou des objectifs visés par la réunion, verbalement ou par écrit ou par courriel, et l'avis doit être donné à l'avance, dans un délai réalisable.

6.6 Activités – précisées - dans l'avis - seulement

Aucune affaire autre que celle qui est mentionnée dans l'avis ne doit être considérée lors de la réunion extraordinaire. Le conseil peut décider, avec le consentement unanime des membres présents, de suspendre cette disposition.

6.7 Réunion extraordinaire – avis – public

Le greffier doit donner un avis public de l'heure et du lieu d'une réunion extraordinaire en affichant un avis de la réunion, destiné au public, sur le site Web de The City of Saint John (www.saintjohn.ca) vingt-quatre (24) heures avant la date et l'heure de la tenue de la réunion.

6.8 Réunion extraordinaire - annulation

1. Une réunion extraordinaire, convoquée en vertu de l'article 6.1, peut être annulée :

- (a) by the Mayor through the Clerk if notice of cancellation is provided by the Clerk to each Member in accordance with section 6.3, and also to the public in accordance with section 6.7; or
 - (b) where notice is not provided in accordance with subparagraph (a), by the Mayor through the Clerk upon the Written Consent of two-thirds of the Members if notice of cancellation is subsequently provided by the Clerk to each Member in accordance with the provisions of paragraphs 6.3.
2. A special Meeting, summoned pursuant to the provisions of section 6.2, may be cancelled:
- (a) upon the Written Consent of the petitioning Members if notice of cancellation is provided by the Clerk to each Member in accordance with section 6.3, and also to the public in accordance with section 6.7; or
 - (b) where notice is not provided in accordance with paragraph (a), upon the Written Consent of two-thirds of the Members if notice of cancellation is subsequently provided by the Clerk to each Member in accordance with section 6.3.
- (a) par le maire par l'entremise du greffier, si un avis d'annulation est donné à chaque membre conformément à l'article 6.3, ainsi qu'au public conformément à l'article 6.7; ou
 - (b) lorsqu'un avis n'est pas donné conformément au sous-alinéa (a), par le maire par l'entremise du greffier, avec le consentement écrit des deux tiers des membres, si un avis d'annulation est subséquemment donné à chaque membre par le greffier, conformément à l'article 6.3.
2. Une réunion extraordinaire, convoquée conformément à l'article 6.2, peut être annulée:
- (a) avec le consentement écrit des membres requérants, si un avis d'annulation est donné à chaque membre par le greffier, conformément à l'article 6.3, ainsi qu'au public conformément à l'article 6.7; ou
 - (b) lorsqu'un avis n'est pas donné conformément au sous-alinéa (a), avec le consentement écrit des deux tiers des membres, si un avis d'annulation est subséquemment donné à chaque membre par le greffier, conformément à l'article 6.3.

Council Meetings

7.1 Council Meetings – types

There shall be the following types of Council Meetings: regular, special, and emergency.

7.2 Open to public – exception

Unless a Meeting or portion thereof is closed to the public in accordance with the terms of applicable provincial legislation, a member of the public may be excluded or removed from a Council Meeting only for misconduct.

Réunions du Conseil

7.1 Réunions du conseil – types

Il existe les types de réunions du conseil suivants: ordinaire, extraordinaire, et d'urgence.

7.2 Ouvertes au public - exception

À moins qu'une réunion ne soit à huis clos ou que le public ne soit pas admis à une partie de celle-ci conformément aux dispositions des lois provinciales applicables, un membre du public ne peut être exclu ou renvoyé de la réunion du conseil que pour mauvaise conduite.

7.3 Closed - reasons

A Meeting shall not be closed to the public unless and until the Council has adopted a resolution to that effect, in compliance with the *Local Governance Act*.

7.4 Closed - compliance - statutory requirements

Council proceedings and the record to be kept thereof are subject to the provisions of the *Local Governance Act*, including those provisions dealing with the obligations of Members of Council to vote when present; the circumstances in which the public may be excluded from a Meeting; the scope of decisions which may be made at a Meeting closed to the public, as well as the record which must be kept of such a Meeting and its availability to the public.

7.5 Electronic Participation

1. Requirements:
Provided the conditions set out at section 69 of the *Local Governance Act* are met, a Member may participate in any Council Meeting, Committee of the Whole Meeting, or other Council Committee Meeting by means of a telephone conference call or video conference.
2. Quorum calls:
The Presiding Officer shall establish the presence of Quorum by roll call at the beginning of the Meeting and on demand of any Member. Such a demand may be made following the departure of any Member or following the taking of any vote for which the announced totals add to less than a Quorum.
3. Obtaining the floor:
To seek recognition by the Presiding Officer, a Member shall address the Presiding Officer and state their own name.

7.3 Fermées au public - justification

Une réunion ne doit pas être fermée au public à moins et jusqu' à ce que le conseil adopte une résolution à cet effet, laquelle doit être en conformité avec la *Loi sur la Gouvernance Locale*.

7.4 Fermées au public - conformité - exigences législatives

Les délibérations du conseil et le dossier correspondant devant être tenu sont assujettis aux dispositions de la *Loi sur la gouvernance locale*, y compris les dispositions concernant l'obligation, de la part des membres du conseil, de voter lorsqu'ils sont présents; les circonstances selon lesquelles le public n'est pas admis à une réunion; la portée des décisions qui peuvent être prises lors d'une réunion privée, ainsi que le dossier qui doit être tenu d'une telle réunion et sa disponibilité pour le public.

7.5 Participation par voie électronique

1. Exigences:
Lorsque les conditions établies à l'article 69 de la *Loi sur la gouvernance locale* sont remplies, un membre peut participer à toute séance du conseil, à toute séance du comité plénier ou à toute séance d'un comité du conseil par conférence téléphonique ou par vidéoconférence.
2. Vérification du quorum:
Le président du conseil procède à la vérification du quorum par appel nominal au début de la réunion et à la demande d'un membre. Une telle demande peut être effectuée à la suite du départ d'un membre ou à la suite de la tenue d'un vote où le total des votes est inférieur au quorum.
3. Obtenir la parole:
Afin d'être reconnu par le président du conseil, un membre s'adresse au président du conseil et donne son nom.

4. Voting methods:
Roll call votes will be taken only upon request by a Member of Council.
 5. Technical Malfunctions and Requirements:
Each Member is responsible for their connection to the telephone conference call or video conference. No action shall be invalidated on the grounds that the loss, or poor quality, of a Member's individual connection prevented them from participating in the Meeting.
 6. Link interruptions:
If there is an interruption in the communications' link to a Member who is participating electronically, the Presiding Officer may:
 - (a) decide on a short recess until it is determined whether or not the link can be re-established; or
 - (b) continue the Meeting and treat the interruption in the same manner as if a Member who is physically present leaves the meeting room.
 7. Forced disconnections:
The Presiding Officer may direct a Member to disconnect or mute their connection to the telephone conference call or video conference if it is causing undue interference with the telephone conference call or video conference. The Presiding Officer's decision to do so, which is subject to an undebatable appeal that can be made by any Member, shall be announced and recorded in the minutes.
4. Modes de scrutin:
Les votes par appel nominal ne seront effectués que sur demande d'un membre du Conseil.
 5. Défaillances techniques et exigences:
Chaque membre est responsable de son branchement à la conférence téléphonique ou à la vidéoconférence. Aucune action ne sera annulée sous prétexte que la perte de branchement ou la mauvaise qualité du branchement d'un membre l'a empêché de participer à la réunion.
 6. Interruption de la voie de communication:
Advenant le cas où il y aurait une interruption de la voie de communication avec un membre qui participe par voie électronique, le président du conseil peut:
 - (a) décider de prendre une courte pause jusqu'à ce qu'on détermine si la communication peut être rétablie; ou
 - (b) continuer la réunion et traiter l'interruption de la communication comme une situation où un membre qui est physiquement présent quitte la salle de réunion.
 7. Débranchement forcé:
Le président du conseil peut demander à un membre d'interrompre le branchement si le branchement cause une perturbation excessive avec la conférence téléphonique ou la vidéoconférence. La décision du président du conseil d'agir ainsi, sujette à un appel qui ne peut être discuté et qui peut être fait par tout membre, doit être annoncée et inscrite au procès-verbal.

Quorum

8.1 Quorum - present – Meeting – call to order

When there are sufficient Members present to constitute a Quorum at the time set for the commencement of the Meeting or as soon thereafter as the Quorum is present, the Mayor, or if the Clerk has been advised that the Mayor will be absent or late, the Deputy Mayor, shall act as Presiding Officer and call the Meeting to order.

8.2 Mayor absent - Deputy Mayor - call to order - presiding

In the event the Mayor does not attend within ten (10) minutes after the time appointed, the Deputy Mayor shall act as Presiding Officer and call the Members to order, and if a Quorum is present, preside during the Meeting or until the arrival of the Mayor.

8.3 Mayor - Deputy Mayor - absent - procedure

In the absence of the Mayor and Deputy Mayor, if a Quorum is present within ten (10) minutes after the appointed time, the Clerk shall call the Meeting to order and a Presiding Officer shall be chosen, in accordance with section 12.3 of this By-law, from the Members present, who shall preside during the Meeting or until the arrival of the Mayor or Deputy Mayor.

8.4 Quorum - not present - in 30 minutes - adjournment

If there is no Quorum within thirty (30) minutes after the time appointed for the Meeting, the Clerk shall record the names of all Members present at that time and the Meeting shall be deemed to be adjourned until the next regular Meeting, unless a special Meeting is called for that purpose in the meantime.

8.5 Adjournment - agenda – consideration - subsequent

Quorum

8.1 Quorum – présences – réunion – ouverture

Lorsqu'un nombre suffisant de membres sont présents pour constituer le quorum au moment fixé pour le début de la réunion ou aussitôt après qu'un quorum est formé, le maire ou, lorsque le greffier est avisé que le maire sera absent ou en retard, le maire adjoint, assume la présidence et procède à l'ouverture de la réunion.

8.2 Absence du maire, maire adjoint, ouverture, présidence

Dans le cas où le maire ne se présente pas à la réunion dans un délai de dix (10) minutes suivant l'heure précisée, le maire adjoint doit assumer la présidence, rappeler les membres à l'ordre et, lorsqu'un quorum est formé, présider la réunion ou présider jusqu'à l'arrivée du maire.

8.3 Maire – maire adjoint – absence – procédure

En l'absence du maire et du maire adjoint, lorsqu'un quorum est formé à l'intérieur d'une durée de dix (10) minutes suivant l'heure fixée pour la réunion, le greffier doit ouvrir la réunion et un président du conseil est choisi, conformément à l'article 12.3, parmi les membres présents afin de présider la réunion ou de présider jusqu'à l'arrivée du maire ou du maire adjoint.

8.4 Quorum – absences –en 30 minutes – ajournement

Si le quorum n'est pas formé à l'intérieur de trente (30) minutes suivant l'heure fixée pour la tenue de la réunion, le greffier doit inscrire les noms de tous les membres présents à ce moment et la réunion est présumée suspendue jusqu'à la prochaine réunion ordinaire, à moins qu'une réunion extraordinaire ne soit convoquée à ces fins entre-temps.

8.5 Ajournement - ordre du jour – examen – subséquent

If Council is unable to meet for want of a Quorum, the agenda for that Council or Committee Meeting shall be considered at the next Council or Committee Meeting prior to consideration of the agenda for the subsequent Meeting, or it shall be the agenda for a special Meeting called for that purpose.

Lorsque le quorum n'est pas atteint et que le conseil est donc incapable de se réunir, l'ordre du jour établi pour ladite réunion du conseil ou d'un comité sera examiné à la prochaine réunion du conseil ou du comité, avant que soit examiné l'ordre du jour de la réunion subséquente, ou ledit ordre du jour sera examiné au cours d'une réunion extraordinaire convoquée à ces fins.

Agenda

Ordre du Jour

9.1 Agenda - Order of business

The normal order of business for regular and special Meetings of Council shall be as set forth in the agenda prepared by the Clerk.

9.1 Ordre du jour – points

L'ordre habituel des délibérations de réunions ordinaires et extraordinaires du conseil doit correspondre à l'ordre du jour préparé par le greffier.

9.2 Agenda - Order of business - alteration

A Member may, during a Council Meeting, request that items on the agenda be rearranged in order to conduct the business before Council more expeditiously.

9.2 Ordre du jour – points – modification

Un membre peut, au cours d'une réunion du conseil, demander la modification de l'ordre des points inscrits à l'ordre du jour afin de traiter plus expéditivement les dossiers présentés devant le conseil.

9.3 Consent agenda – consideration of recommendations

The consent agenda items of business are considered to be routine and do not require debate or discussion. The items listed will be disposed of with one unanimous motion. Items on the consent agenda for regular Meetings of Council may include the approval of minutes of previous Meetings, correspondence from citizens, groups and organizations and reports containing recommendations from the Clerk, from the Committee of the Whole, from other Committees, or from the Chief Administrative Officer or other Council appointees. Any of the items on the consent agenda will be transferred to the regular agenda for consideration and debate upon the request of any Member at the time of adopting the consent agenda.

9.3 Résolutions en bloc, étude des recommandations

Les questions soumises pour résolutions en bloc sont censées être de nature courante et ne requièrent aucun débat ni discussion. Les points inscrits seront traités au moyen d'une proposition unanime. Les points à l'ordre du jour des réunions ordinaires pour résolutions en bloc peuvent inclure l'approbation des procès-verbaux de réunions précédentes, la correspondance reçue des citoyens, des groupes et des organismes ainsi que les rapports formulant des recommandations présentés par le greffier, le Comité plénier, les autres comités ou l'administrateur en chef ou autre personne nommée par le conseil. Tout point à l'ordre du jour pour résolution en bloc sera porté à l'ordre du jour habituel aux fins d'examen et de débat sur demande déposée par tout membre au moment de l'adoption de l'ordre du jour pour résolutions en bloc.

9.4 Headings - order - prepared by Clerk

Promptly at the hour set by this By-law on the day of each regular Meeting, the Councillors, the City Clerk, Chief Administrative Officer, Chief Financial Officer, General Counsel, and Mayor shall take their regular seats in the Council Chamber, and the business of the Common Council shall be taken up for consideration and disposition. The Clerk shall prepare for the use of Members at all regular Meetings of Council, other than Committee of the Whole, an agenda under the following headings:

1. Call to Order;
2. Approval of Agenda;
3. Disclosures of Conflict of Interest;
4. Consent Agenda;
5. Members Comments;
6. Proclamation;
7. Delegations/Presentations;
8. Public Hearing(s);
9. Consideration of By-laws;
10. Submissions by Council Members;
11. Business Matters - Municipal Officers;
12. Committee Reports;
13. Consideration of Issues Separated from Consent Agenda;
14. General Correspondence;
15. Supplemental Agenda;
16. Committee of the Whole; and
17. Adjournment.

9.5 Agenda and Agenda Packages

The Clerk shall prepare for the use of the Members at all regular Council Meetings an agenda and Council agenda package, in electronic format, which shall include all items in respect of the agenda matters.

9.6 Agenda package Delivery - to Members - prior to meeting

9.4 Titres – points – rédigés par le greffier

À l'heure exacte précisée par le présent arrêté, le jour de chaque réunion ordinaire, les conseillers, le greffier, l'administrateur en chef, le directeur financier, l'avocat général et le maire prennent leur siège habituel dans la salle du conseil et les dossiers du conseil communal sont examinés et réglés. Le greffier doit rédiger, à l'intention des membres présents à toutes les réunions ordinaires du conseil, autres que les réunions du Comité plénier, l'ordre du jour selon les titres suivants:

1. Ouverture de la réunion;
2. Adoption de l'ordre du jour;
3. Divulgence de conflits d'intérêts;
4. Adoption de l'ordre du jour pour résolutions en bloc;
5. Commentaires présentés par les membres;
6. Proclamations;
7. Délégations et présentations;
8. Audiences publiques;
9. Étude des arrêtés municipaux;
10. Présentations par les membres du conseil;
11. Affaires municipales évoquées par les fonctionnaires municipaux;
12. Rapports présentés par les comités;
13. Étude des sujets écartés de l'ordre du jour pour résolutions en bloc;
14. Correspondance générale;
15. Ordre du jour supplémentaire;
16. Comité plénier; et
17. Ajournement

9.5 Ordre du jour et trousse de documents

Le greffier prépare pour les membres, l'ordre du jour de chaque réunion ordinaire du conseil ainsi qu'une trousse de documents sous forme électronique, qui doit inclure tous les éléments relatifs aux points inscrits à l'ordre du jour.

9.6 Distribution de la trousse - aux membres - avant la réunion

The Clerk shall use best efforts to ensure that copies of the Council agenda package for regular Meetings of Council are delivered in electronic format to each Member so that they are received in each case by 4:30 p.m. on the Thursday immediately preceding the regular Meeting.

Le greffier doit faire tout en son pouvoir pour s'assurer que les copies de l'ordre du jour et la trousse de documents relatifs aux réunions ordinaires du conseil sont distribuées sous forme électronique de manière à ce que chaque membre les reçoive avant 16 h 30 le jeudi précédant la réunion ordinaire.

9.6.1 Correspondence –advanced distribution

In the event that the Chief Administrative Officer determines that correspondence and any associated material, addressed to Council, a Committee, or the City Clerk's office, should be distributed to Members in advance of the distribution of the Council agenda package, no Member shall disclose the existence, the substance, or provide a copy of such correspondence and/or material prior to the Council agenda package in which it will be included, being available to the public pursuant to section 9.8.

9.6.1 Correspondance – distribution avancée

Dans l'éventualité où l'administrateur en chef estime qu'une correspondance et tout matériel connexe adressés au conseil, à un de ses comités ou au greffier devraient être distribués aux membres avant la distribution de la trousse de documents relative aux réunions du conseil, aucun membre ne divulgue l'existence, le contenu ni ne fournit une copie de ladite correspondance ou du matériel connexe avant que la trousse de documents relative aux réunions du conseil dans laquelle ils seront inclus ne soit mise à la disposition du public conformément à l'article 9.8.

9.7 Agenda package made available – to officers and staff

The Clerk shall use best efforts to ensure that electronic copies of the agenda package for regular Meetings of Council are made available to all City officers and staff who are to receive copies thereof as determined by the Chief Administrative Officer on the Thursday immediately preceding the Meeting.

9.7 Mis à la disposition des dirigeants et des employés

Le greffier, le jeudi précédant la réunion, fait tout en son pouvoir pour s'assurer que l'ordre du jour et la trousse de documents relatifs aux réunions ordinaires du conseil, sont transmis sous forme électronique à tous les dirigeants et employés de la Corporation qui doivent les avoir reçus, comme l'indique l'administrateur en chef.

9.8 Agenda package made available – public

The Clerk shall use best efforts to ensure that the agenda package for regular Meetings of Council is made available to the general public on the website of the City of Saint John by 4:30 p.m. on the Friday immediately preceding the regular Meeting.

9.8 Disponibilité de la trousse – grand public

Le greffier doit faire tout en son pouvoir pour s'assurer que l'ordre du jour et la trousse de documents relatifs aux réunions ordinaires du conseil sont mis à la disposition du grand public sur le site Web de la Ville de Saint John avant 16h30 le vendredi précédent la réunion ordinaire.

9.9 Agenda package submissions – to Clerk – deadline

9.9 Propositions au greffier pour l'agenda– date et heure limite

All submissions for inclusion on the agenda for regular Meetings of Council shall be submitted to the Clerk no later than 4:00 p.m. on the Wednesday immediately prior to the day on which the agenda package is to be distributed pursuant to sections 9.6 and 9.7.

Toute proposition devant être inscrite à l'ordre du jour des réunions ordinaires du conseil doit être remise au greffier avant 16h le mercredi précédant la date à laquelle l'ordre du jour et la trousse de documents y afférent doivent être distribués en vertu des articles 9.6 et 9.7.

9.10 Agenda package submissions – to Clerk – past deadline

- (a) Where the Clerk receives a submission for inclusion on the agenda past the deadline stipulated in section 9.9 and such submission is deemed by the Chief Administrative Officer to be a matter requiring Council's immediate consideration at its next regular Meeting, then the Clerk shall deliver copies of the submission to each Member as soon as possible and present it to the Council at the beginning of the regular Meeting and Council may vote to include the submission on the agenda.
- (b) Where Council votes to include a late submission on the agenda at the regular Meeting, the Clerk shall add the late submission as an item under the "Supplemental Agenda" heading on the agenda.

9.10 Propositions au greffier pour l'agenda - après la date limite

- (a) Lorsque le greffier reçoit une proposition devant être inscrite à l'ordre du jour à une date ultérieure à celle indiquée à l'article 9.9 et que l'administrateur en chef est d'avis que ladite proposition requiert l'attention immédiate du Conseil à sa prochaine réunion ordinaire, le greffier ou la greffière délivrera dès que possible une copie de ladite proposition à chaque membre et la présentera au Conseil au début de la réunion ordinaire et le Conseil peut voter pour ajouter ladite proposition à l'agenda.
- (b) Si, à la réunion ordinaire, le Conseil vote en faveur d'ajouter à l'ordre du jour une proposition soumise après la date limite, le greffier ajoutera ladite proposition sous l'entête «Ordre du jour supplémentaire » à l'ordre du jour.

9.11 Special Meeting – preparation – requirements

For special Meetings, the agenda shall be prepared as the Mayor, or in the case of a petition, the Clerk, may direct.

9.11 Réunion extraordinaire – préparation – exigences

L'ordre du jour des réunions extraordinaires est rédigé sous la direction du maire, ou dans le cas d'une pétition, selon les directives du greffier.

9.12 Not delivered – on schedule – meeting valid

Failure by the Clerk to meet any deadline set out herein shall not invalidate the Council Meeting or any proceedings thereat.

9.12 Défaut de distribution en temps opportun – validité de la réunion

Si le greffier ne respecte pas le calendrier établi par le présent arrêté, la réunion du conseil ou les délibérations n'en seront pas invalidées pour autant.

9.13 Member Comments – Limitation

During the "Members Comments" order of business on the agenda, each member may, one

9.13 Commentaires présentés par les membres – limite

time only and for a maximum of two (2) minutes, speak to make community announcements, congratulatory remarks, or acknowledgments, but they shall not raise business matters.

Durant la partie « Commentaires présentés par les membres » à l'ordre du jour, chaque membre peut intervenir une fois seulement et pour une durée maximale de deux (2) minutes, pour faire des annonces communautaires, pour offrir des félicitations ou des remerciements, mais il ne soulève pas d'affaires municipales.

9.14 Statutory Public Hearing – Meeting

A Public Hearing required under the *Community Planning Act* will be scheduled at a regular or special Meeting of Council.

9.14 Audience publique – réunion

Une audience publique requise en vertu de la *Loi sur l'urbanisme* sera convoquée lors d'une réunion ordinaire ou extraordinaire du conseil.

9.15 Statutory Public Hearing – procedure

Where a Public Hearing is required under the *Community Planning Act*, the Public Hearing shall follow the procedure described at Schedule “B”, which is attached to and forms part of this By-law.

9.15 Audience publique – procédure

Lorsqu'une audience publique est requise en vertu de la *Loi sur l'urbanisme*, l'audience suit la procédure décrite à l'annexe « B » qui est jointe au présent arrêté et qui est considérée comme en faisant partie.

Reports – Petitions – Communications from the Public

Rapports, Pétitions, Communications du Public

10.1 Included on agenda - by Clerk

On receipt of a petition intended for Council, the Clerk, at the direction of the Chief Administrative Officer, may include it as an item on the agenda for the next regular Meeting of Council for which the Clerk is accepting agenda items.

10.1 Inscription à l'ordre du jour par le greffier

Le greffier peut, sur réception d'une pétition destinée au conseil et sous la direction de l'administrateur en chef, l'ajouter comme point à l'ordre du jour de la prochaine réunion ordinaire du conseil pour laquelle le greffier accepte des points à l'ordre du jour.

10.2 Public Reports - Planning Advisory Committee

If a public Meeting has been scheduled at the direction of the Planning Advisory Committee prior to consideration of its report by Council, then all documents, staff reports, and plans shall be made available for viewing before and at such public Meeting of the Planning Advisory Committee.

10.2 Rapports publics – Comité consultatif d'urbanisme

Lorsqu'une réunion publique est convoquée par le comité consultatif d'urbanisme avant que le conseil ait étudié son rapport, toute la documentation, les rapports des employés et les cartes d'aménagement doivent être mis à la disposition du public avant et pendant la tenue de ladite réunion publique du Comité consultatif d'urbanisme.

10.3 Communications from the public

1. Communications from the public submitted to the Clerk and addressed to Council or a Committee:
 - (a) Except as otherwise stated in this By-law, all communications from the public that meet the requirements of this By-law are placed on the agenda and included in the agenda package and form part of the public record.
 - (b) All communications referred to at paragraph (a) are made available to Members and to the public prior to the Meeting at which they will be considered.

2. Requirements for communications from the public submitted to the Clerk and addressed to Council, or a Committee:
All communications from the public shall be in writing and:
 - (a) be delivered in person or sent by mail or email;
 - (b) be addressed to Council, a Committee, or to the Clerk;
 - (c) be legible;
 - (d) be in a reproducible format;
 - (e) include the name and mailing address, and the telephone number or email address of the author; and
 - (f) not contain offensive language or subject matter, defamatory language, or unproven allegations.

3. Communications from the public to be referred to Chief Administrative Officer:
Communications from the public that, at the Chief Administrative Officer's determination, relate to the following will not be placed on the agenda and will be

10.3 Communications du public

1. Les communications du public présentées au greffier, et adressées au conseil ou à un comité:
 - (a) Sauf indication contraire dans le présent arrêté, toute communication du public qui est conforme aux dispositions du présent arrêté est placée à l'ordre du jour et incluse dans la trousse de documents y afférent et fait partie des archives publiques.
 - (b) Toute communication mentionnée à l'alinéa (a) est mise à la disposition des membres et du public avant la réunion à laquelle est sera considérée.

2. Exigences relatives aux communications du public remises au greffier et adressée au conseil ou à un comité:
Toute communication du public est faite par écrit et :
 - (a) est livrée en personne ou envoyée par la poste ou par courriel;
 - (b) est adressée au conseil, à un comité, ou au greffier;
 - (c) est lisible;
 - (d) est dans un format reproductible;
 - (e) inclut les nom et adresse postale, et le numéro de téléphone ou l'adresse courrielle de l'auteur; et
 - (f) ne contient pas de propos ou de sujets offensants, de propos diffamatoires, ou d'allégations non prouvées.

3. Communications publiques qui doivent être référées à l'administrateur en chef:
Les communications du public qui sont reliées aux sujets qui suivent, comme l'indique l'administrateur en chef, ne seront pas incluses à l'ordre du jour et seront

referred to the Chief Administrative Officer for follow-up action:

- (a) Staff performance;
- (b) Labor relations;
- (c) Any legal matter or potential or ongoing legal proceedings; or
- (d) Solicitation of business.

Council or Committee shall be advised by email that the communication was not placed on the agenda.

4. Communications from the public not to be included on agenda:

Communications from the public that, at the Chief Administrative Officer's determination, relate to the following will not be placed on the agenda:

- (a) Matters which are not within Council's jurisdiction;
- (b) Matters which have been decided upon by Council; and
- (c) Matters which have been referred to staff for a report, until the matter is before Council or Committee.

Council or Committee shall be advised by email that the communication was not placed on the agenda.

5. Communications from the public requiring action or related to an item on the agenda:

Subject to paragraphs 10.3(3) and 10.3(4) and the agenda deadline stipulated at section 9.9, the Clerk will place communications requiring action by Council or Committee or related to an item of business before Council or Committee on the agenda that the Chief Administrative Officer determines is appropriate in relation to the subject matter of the communication. Communications related to an item of business before Council or Committee received after the agenda

référéées à l'administrateur en chef pour des mesures de suivi :

- (a) La performance du personnel;
- (b) Les relations de travail;
- (c) Toute question juridique ou des poursuites judiciaires potentielles ou en cours; ou
- (d) La sollicitation commerciale.

Le conseil ou le comité concerné sera informé par courriel que la communication n'a pas été incluse à l'ordre du jour.

4. Communications publiques à ne pas inscrire à l'ordre du jour:

Les communications du public qui sont reliées aux sujets qui suivent, comme l'indique l'administrateur en chef, ne seront pas incluses à l'ordre du jour :

- (a) Les affaires qui ne relèvent pas du conseil;
- (b) Les affaires concernant lesquelles le conseil a pris une décision; et
- (c) Les affaires qui ont été référéées au personnel, jusqu'à ce que l'affaire soit devant le conseil ou le comité.

Le conseil ou le comité concerné sera informé par courriel que la communication n'a pas été incluse à l'ordre du jour.

5. Communications du public nécessitant une action ou reliée à un point à l'ordre du jour:

Sous réserve des paragraphes 10.3(3) et 10.3(4) et de la date limite pour l'ordre du jour stipulée à l'article 9.9, le greffier inscrira à l'ordre du jour les communications nécessitant une action par le conseil ou le comité ou reliées à un point à l'ordre du jour devant le conseil ou le comité, si l'administrateur en chef indique que le sujet de la communication est approprié. Les communications reliées à un point à l'ordre du jour devant le conseil ou le comité qui sont reçues après la date limite stipulée à l'article 9.9 pourront être ajoutées à l'ordre

deadline stipulated in section 9.9 may be placed on the agenda at the Chief Administrative Officer's discretion. Communications unrelated to an item of business before Council or Committee received after the agenda deadline stipulated in section 9.9 may be included in a subsequent Meeting agenda at the Chief Administrative Officer's discretion.

6. Public communications and public record: Personal information and opinions in communications shall become part of the public record, unless the author of the communication requests the removal of their personal information when submitting it, or the Clerk determines that the release of personal information contravenes the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6, and amendments thereto.
7. Consideration of communications by city officer:
 - (a) If the Chief Administrative Officer determines that a City officer should consider any communication prior to a Meeting, the Clerk shall forward a copy of the communication to the appropriate City officer.
 - (b) If paragraph (a) applies, the City officer may submit a report directly to Council or the Committee in response to the communication.

10.4 Submission received subsequent to a Public Hearing

In the event submissions or representations are received subsequent to the conclusion of a statutorily mandated Public Hearing held by

du jour, à la discrétion de l'Administrateur en chef. Les communications sans rapport avec un point à l'ordre du jour qui sont reçues après la date limite stipulée à l'article 9.9 pourront être incluses à l'ordre du jour d'une séance ultérieure, comme l'indique l'administrateur en chef.

6. Communications publiques et archives publiques:

Toute information personnelle et opinion contenues dans les communications font partie des archives publiques, à moins que l'auteur de la communication demande que son information personnelle soit retirée lorsqu'il la présente ou si le greffier juge que la diffusion de l'information personnelle contrevient à la *Loi sur le droit à l'information et la protection de la vie privée*, L.N. B. 2009, ch. R-10.6 et les modifications afférentes.
7. Examen des communications par un dirigeant de la municipalité :
 - (a) Si l'administrateur en chef considère qu'un dirigeant de la municipalité devrait examiner une communication avant une séance, le greffier retransmet une copie de la communication au dirigeant de la municipalité concerné.
 - (b) Si l'alinéa (a) s'applique, le dirigeant de la municipalité peut soumettre un rapport directement au conseil ou au comité en réponse à la communication.

10.4 Soumission reçue après une audience publique

Advenant le cas où des soumissions ou des représentations sont reçues après la fin d'une audience publique mandatée par la loi tenue par le

Council, the Clerk shall retain those submissions or representations in the Clerk's records but not make them available to Members until Council's final decision on the subject matter of the Public Hearing, unless the General Counsel advises that providing such submissions or representations prior to Council's final decision is appropriate from a legal perspective and the author of such submissions or representations is advised by the Clerk of the foregoing direction.

conseil, le greffier conserve ces soumissions ou ces représentations dans les dossiers du greffier, mais ne les met pas à la disposition des membres jusqu'à ce que le conseil ait pris une décision définitive sur le sujet de l'audience publique, sauf si le avocat général avise que la présentation de telles soumissions ou représentations, avant que le conseil ait pris une décision définitive, est appropriée du point de vue juridique et que l'auteur desdites soumissions ou représentations est avisé par le greffier de la direction prise.

Delegations/Presentations – Public

11.1 Delegations/Presentations - request on agenda - prior notice

When a member of the public or a representative of any group of persons seeks to address Council, they shall submit a request, in writing addressed to Mayor and Council, a Committee, or the Clerk prior to 4:00 p.m. on the Wednesday preceding the scheduled Council Meeting. The Clerk will include the request on the agenda of the next regular Meeting.

11.2 Delegations/Presentations - permission to appear

Upon considering the request to make a presentation or hear a delegation, Council may:

- (a) decline to hear the delegation/presentation; or
- (b) set a date, no earlier than the next regular Meeting, to hear the delegation/presentation; or
- (c) instruct the Clerk to schedule a mutually convenient time and date to hear the delegation/presentation.

Délégations et Présentations Publiques

11.1 Délégations et présentations – demandes inscrites à l'ordre du jour – préavis

Lorsqu'un membre du public ou un représentant d'un groupe de personnes veut s'adresser au conseil, il doit présenter une demande par écrit adressée au maire et au conseil, à un comité ou au greffier avant 16 h le mercredi précédant une réunion ordinaire du conseil. Le greffier doit ajouter la demande à l'ordre du jour de la réunion ordinaire suivante.

11.2 Délégations et présentations, permission accordée afin de se présenter

Après avoir considéré la demande de présentation ou de présentation par une délégation, le conseil peut:

- (a) refuser d'entendre la délégation ou la présentation;
- (b) fixer une date, qui ne doit pas être antérieure à la réunion ordinaire suivante, pour entendre la délégation ou la présentation; ou
- (c) informer le greffier qu'il doit planifier une rencontre pour entendre la délégation ou la présentation dont la date et l'heure conviennent aux deux parties.

11.3 Delegations and presentations - submission of materials

When a member of the public or a representative of any group is scheduled to address Council, a copy of their presentation and any additional materials they wish to bring to Council's attention shall be submitted to the Clerk prior to 4:00 p.m. on the Wednesday preceding the scheduled Council meeting. This presentation and any other materials shall not include any unauthorized copyrighted content or any information deemed offensive, abusive, defamatory, or unlawful.

11.4 Delegations and presentations - requested – at Meeting – two-thirds majority consent

No member of the public or representative of any group of persons will be permitted to address Council without the prior consent of two-thirds of the total membership, other than persons entitled by statute to be heard or persons invited by notice authorized by Council, who have not been included in the agenda by the Clerk.

11.5 Delegations and presentations – maximum duration - limitations

Except with consent of Council, no member of the public, group of persons or organization shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put to them by Council.

11.6 Delegations and Presentations - addressing Council

Each member of the public or spokesperson on behalf of a delegation addressing the Council shall give their name and address. All remarks shall be addressed to the Council as a body and not to any Member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the

11.3 Délégations et présentations – transmission du matériel

Lorsqu'un membre du public ou un représentant d'un groupe doit s'adresser au conseil, une copie de la présentation et de toute autre information additionnelle qu'il désire porter à l'attention du conseil doit être soumise au greffier avant 16h le mercredi précédant la réunion prévue du conseil. Cette présentation et autre information ne doivent pas inclure de contenu non autorisé protégé par le droit d'auteur ni de matériel jugé offensant, abusif, diffamatoire ou illégal.

11.4 Délégations et présentations - demandes - durant une réunions - consentement à la majorité des deux tiers

Aucun membre du public ou représentant d'un groupe de personnes n'a le droit de s'adresser au conseil sans le consentement préalable de la majorité des deux tiers du nombre total des membres, à l'exception des personnes qui ont le droit d'être entendues ou des personnes qui ont été invitées par un avis autorisé par le conseil, que le greffier n'a pas inclus à l'ordre du jour.

11.5 Délégations et présentations - durée maximale - restrictions

Sauf sur consentement du conseil, un membre du public, groupe de personnes, ou organisation ne peut s'adresser au conseil pendant plus de dix (10) minutes, sans compter le temps nécessaire pour répondre aux questions que lui pose le conseil.

11.6 Délégations et présentations - devant le conseil

Tous les membres du public ou les porte-parole d'une délégation qui s'adressent au conseil doivent donner leur nom et leur adresse. Toutes les remarques doivent être adressées au conseil en tant qu'organisme et non à l'un de ses membres en particulier. En aucun cas une personne, autre que celle qui a la parole, a le droit de participer à une discussion sans la permission du président du

Presiding Officer. No question shall be asked except through the Presiding Officer.

11.7 Delegations and presentations - finalization of matters

Finalization of matters presented by a delegation shall not be dealt with until after all items on the agenda have been dealt with.

Roles – Mayor, Deputy Mayor, Presiding Officer, and Councillors

12.1 Role of the Mayor - preside and provide leadership

The Mayor shall;

- (a) preside at all Meetings of Council, except as provided for otherwise in this By-law;
- (b) provide leadership to Council;
- (c) communicate information and recommend actions to Council for the improvement of the municipality's finances, administration and government;
- (d) speak on issues of concern to the municipality on behalf of Council; and
- (e) perform any other duties conferred upon them by this By-law or any Act or by Council.

12.2 Deputy Mayor - appointment - by election

- (a) Within one (1) week following the certification of municipal election results, any Councillor- elect who wishes to be considered for appointment as Deputy Mayor shall submit to the Mayor a written request indicating their interest in the position.
- (b) The Mayor- elect shall, prior to the first regular Meeting of Council, conduct interviews with all Councillors- elect who have submitted an expression of interest in the Deputy Mayor position in accordance with subsection (a).

conseil. Toutes les questions doivent être posées par l'entremise du président du conseil.

11.7 Délégations et présentations - conclusion des activités

La conclusion des activités présentées par une délégation ne doit pas être abordée avant que ne soient examinés tous les points à l'ordre du jour.

Rôles Assumés par le Maire, le Maire Adjoint, le Président du Conseil, et les Conseillers

12.1 Rôle du maire – présidence et leadership

Le maire doit :

- (a) présider toutes les réunions du conseil, sauf disposition contraire du présent arrêté;
- (b) faire preuve de leadership dans ses rapports avec le conseil;
- (c) communiquer de l'information et recommander au conseil des mesures à prendre pour l'amélioration des finances, de l'administration et de la gouvernance;
- (d) s'exprimer sur des préoccupations de la municipalité au nom du conseil; et
- (e) s'acquitter de toutes autres fonctions qui lui sont conférées par le présent arrêté, par toute autre loi ou par le conseil.

12.2 Maire adjoint - nomination par voie d'élection

- (a) Les conseillers élus peuvent exprimer leur intérêt à être nommés au poste de maire adjoint en soumettant une demande écrite au maire dans un délai d'une (1) semaine suivant la finalisation des résultats électoraux.
- (b) Avant la première réunion ordinaire du conseil, le maire élu passe une entrevue à tous les conseillers qui ont officiellement exprimé leur intérêt pour le poste de maire adjoint conformément à l'alinéa (a).
- (c) Lors de la première réunion ordinaire du conseil nouvellement élu, le maire

- (c) At the first regular Meeting of the newly elected Council, the Mayor shall nominate one (1) Councillor for appointment as Deputy Mayor for a term of four (4) years for Council's consideration.
- (d) In the event that Council votes down the Mayor's nominee, the Mayor shall submit an alternative nomination for Council's consideration.
- (e) In the event the Deputy Mayor voted in by Council becomes unable or unwilling to continue as Deputy Mayor at any time during their election term, the Mayor shall notify Council as soon as practicable, and the process to fill the vacancy shall comply with this section.

12.3 Mayor/Deputy Mayor – absence or inability to act

In the absence or inability of the Mayor and Deputy Mayor to act, Council, by a majority vote, may appoint any other Member to act in the place of the Mayor.

12.4 Deputy Mayor - powers and duties

In the absence or inability of the Mayor to act, or if the office of Mayor is vacant, the Deputy Mayor shall act in the place of the Mayor, and while so acting, they possess the powers and shall perform the duties of the Mayor as designated under the *Local Governance Act* and this By-law.

12.5 Councillors - responsibilities - participation and duties

A Councillor shall;

- (a) consider the welfare and interests of the entire municipality when making decisions;
- (b) bring to the attention of Council matters that may promote the welfare or interests of the municipality;
- (c) participate in developing and evaluating the policies and programs of the municipality;

recommande au conseil un conseiller pour occuper le poste de maire adjoint pour un mandat de quatre (4) ans.

- (d) Si le conseil vote contre la personne recommandée par le maire, le maire recommande au conseil un autre conseiller pour le poste de maire adjoint.
- (e) Si le maire adjoint approuvé par le conseil à tout moment durant son mandat, devient incapable ou refuse de continuer à exercer ses fonctions, le maire doit en informer le conseil dès que possible et la procédure pour remplir le poste se fait conformément au présent article.

12.3 Maire adjoint – absence ou incapacité d'agir

En l'absence ou l'incapacité d'agir du maire et du maire adjoint, le conseil, par voie de vote majoritaire, peut nommer tout autre membre pour agir au nom du maire.

12.4 Maire adjoint – pouvoirs et devoirs

En cas d'absence ou d'incapacité du maire, ou en cas de vacance de son poste, le maire adjoint le remplace et, pendant sa suppléance, celui-ci possède toutes les attributions et remplit toutes les fonctions du maire, comme le stipulent *la Loi sur la Gouvernance Locale* et le présent arrêté.

12.5 Conseillers – responsabilités – participation et devoirs

Le conseiller doit:

- (a) tenir compte du bien-être et des intérêts de toute la municipalité lors de la prise de décisions;
- (b) porter à l'attention du conseil des questions qui peuvent promouvoir le bien-être ou les intérêts de la municipalité;
- (c) participer à l'élaboration et à l'évaluation des politiques et des programmes de la municipalité;

- (d) participate in Meetings of Council, Council committees and any other body to which they are appointed by Council; and
- (e) perform any other duties conferred upon them by this or any other act or by Council.

12.6 Presiding Officer – duties at meetings

It is the duty of the Presiding Officer to:

- (a) open Meetings of Council by taking the chair and calling the Meeting to order;
- (b) receive and submit, in the proper manner, all written motions presented by Members;
- (c) put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings;
- (d) determine what motions or amendments are in order, subject to an appeal to Council, and decline to put any motion or amendment before Council which they deem to be out of order or contrary to law;
- (e) state every question coming before Council, and announce the decision of Council on all subjects;
- (f) follow the Rules of Procedure and keep the Members, when engaged in debate, within the Rules of Procedure;
- (g) observe and enforce on all occasions order and decorum among the Members and the public;
- (h) call by name any Member persisting in breach of the Rules of Procedure and, subject to a majority vote of members present, order them to vacate the Council Chamber;
- (i) consider proclamations and announce them to the Council;
- (j) authenticate by their signature, when necessary, all by-laws, contracts, and other documents as required by statute or by-law or as authorized by Council resolution;

- (d) participer aux réunions du conseil, des comités du conseil et de tout autre organisme auquel il a été nommé par le conseil; et
- (e) s'acquitter de toutes autres fonctions qui lui sont conférées par le présent arrêté, par toute autre loi ou par le conseil.

12.6 Président du conseil: fonctions exercées au cours des réunions

Le président du conseil doit:

- (a) ouvrir la réunion du conseil en assumant la présidence et convoquer la réunion;
- (b) accueillir et soumettre, de la manière adéquate, toutes les propositions présentées par les membres;
- (c) soumettre au vote toutes les questions qui sont habituellement proposées et appuyées ou qui surviennent nécessairement au cours des délibérations;
- (d) déterminer la recevabilité des propositions et des modifications, sous réserve d'un appel lancé au conseil et rejeter toute proposition ou modification dont est saisi le conseil qu'il juge irrecevable ou à l'encontre de la loi;
- (e) prononcer chaque question posée devant le conseil et annoncer la décision prise par le conseil sur toutes les questions;
- (f) suivre les règles de procédure et s'assurer que les membres respectent ces règles pendant le débat;
- (g) observer et maintenir en tout temps l'ordre et le décorum des membres et du public;
- (h) appeler par son nom tout membre qui persiste à violer les règles de procédure et, sous réserve de la majorité des voix des membres présents, lui ordonner de se retirer de la salle du conseil;
- (i) étudier les proclamations et les annoncer au conseil;
- (j) officialiser par sa signature, lorsqu'il s'avère nécessaire, tous les arrêtés municipaux, les contrats et les autres

- (k) respond to Council regarding Points of Order, when so requested by a Member or Members;
- (l) represent and support Council; and
- (m) if they consider it necessary because of grave disorder, to adjourn the sitting or suspend the sitting for a time to be named by them.

- documents exigés en vertu de la loi ou des arrêtés municipaux ou autorisés par résolution du conseil;
- (k) répondre aux questions posées à l'intention du conseil par un membre relativement à un rappel au règlement;
- (l) représenter et appuyer le conseil; et
- (m) dans le cas où il le juge nécessaire en raison de graves perturbations, ajourner ou suspendre la séance pour la durée qu'il précise.

Rules of Conduct - Debate

13.1 Speaking- Presiding Officer

The Presiding Officer may answer questions and may, if they wish, speak on a question, take a definite position, and endeavour to persuade Council to support that position, while continuing to chair the Meeting. The Presiding Officer will leave the chair if they wish to introduce a motion.

13.2 Speaking - order - determined - by Presiding Officer

When two (2) or more Members wish to speak, the Presiding Officer shall name the Member who is to speak first.

13.3 Speaker - recognition – by Presiding Officer

When a Member wishes to speak at a Council Meeting, they shall be recognized by the Presiding Officer before doing so. No Member will speak on any subject other than the subject in debate.

13.4 Speaking - twice only - exception - Council approval

Members shall not speak more than twice on a motion except with the consent of the Presiding Officer.

Règles de Procédures: Débats

13.1 Intervention du président(e) du conseil

Le président du conseil peut répondre aux questions et, s'il le désire, intervenir dans une affaire, prendre une position définitive et tenter de persuader le conseil d'appuyer cette position, tout en continuant de présider la réunion. Le président du conseil quitter la chaise s'il veut présenter une proposition.

13.2 Intervention: le président du conseil détermine l'ordre

Lorsque deux (2) ou plusieurs membres désirent intervenir, le président du conseil doit nommer le membre qui peut intervenir en premier.

13.3 Intervention: reconnaissance par le président du conseil

Lorsqu'un membre désire intervenir au cours d'une réunion du conseil, il doit avoir été reconnu au préalable par le président du conseil. Aucun membre ne peut intervenir sur une question autre que celle qui fait l'objet d'un débat.

13.4 Interventions – deux seulement – exceptions - approbation du conseil

Les membres ne peuvent intervenir que deux fois dans une proposition, sauf avec le consentement du président du conseil.

13.5 Speaking - twice - all Members heard from

No Member shall speak a second time unless all Members have had an opportunity to speak once.

13.5 Interventions - deux fois - après tous les membres

Aucun membre ne peut intervenir une deuxième fois à moins que tous les membres aient eu l'occasion d'intervenir une fois.

13.6 Motion – Member making – additional 3 minutes

Notwithstanding sections 13.3 through 13.5 inclusive, the Member who has made a motion (other than a motion for an amendment or a procedural motion) shall be allowed to close the debate for a maximum of an additional three (3) minutes after all other Members have been given an opportunity to speak.

13.6 Proposition – par un membre – 3 minutes additionnelles

Nonobstant les articles 13.3 à 13.5, inclusivement, le membre qui a présenté une proposition (autre qu'une proposition modificatrice ou une proposition procédurale) peut clore le débat pendant une durée supplémentaire maximale de trois (3) minutes, lorsque tous les autres membres ont eu l'occasion d'intervenir.

13.7 Speaking - time limitation

A Member shall speak for a maximum of three (3) minutes each time when speaking on a main motion and three (3) minutes each time when speaking on any amendment.

13.7 Intervention: temps limité

Un membre ne peut intervenir que pour une durée maximale de trois (3) minutes chaque fois qu'il intervient dans une proposition principale ou une modification.

13.8 Question - put through - Presiding Officer

A Member may ask a question of a previous speaker only through the Presiding Officer and the question must relate to the speaker's remarks but, in any event, a Member may ask a question of the Presiding Officer or of staff through the Presiding Officer prior to the motion being put to a vote.

13.8 Question - posée au président du conseil

Un membre ne peut adresser une question à un intervenant antérieur que par l'entremise du président du conseil et cette question doit être liée aux commentaires formulés par cet intervenant, mais de toute façon, un membre peut poser une question au président du conseil ou aux employés par l'entremise du président du conseil préalablement au vote sur la proposition.

13.9 Motion - in debate - read - at any time

Any Member may require the motion under debate to be read by the Clerk at any time during the debate.

13.9 Proposition – pendant un débat – lecture – en tout temps

Tout membre peut exiger que la proposition débattue soit lue par le greffier à tout moment durant le débat.

13.10 Disturbance - disorderly conduct - prohibited

No Member shall disturb the proceedings of Council or another Member by any disorderly conduct.

13.11 Insults - offensive words - prohibited

No Member shall use offensive words or insulting expressions in referring to Council, any other Member, any employee of the City, or any member of the public.

13.12 Disobedience – rules - Presiding Officer - prohibited

No Member shall disobey the Rules of Procedure or a decision of the Presiding Officer or of Council on a Point of Order or on the interpretation of the Rules of Procedure.

13.13 Disturbance - leaving seat during vote - prohibited

No Member shall leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

13.14 Interruption - speaker - prohibited - exception

No Member shall interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege.

Question of Privilege – Point of Information/Order

14.1 Consideration - immediate

Whenever a Question of Privilege or a Point of Order arises, it shall be considered immediately.

13.10 Atteinte à l'ordre - inconduite - interdiction

Aucun membre ne peut perturber les délibérations du conseil ou tout autre membre en raison de son inconduite.

13.11 Insultes - mots offensifs - interdiction

Aucun membre ne doit utiliser de mots injurieux ou d'expressions insultantes concernant le conseil, un membre du conseil, un employé de la Ville, ou un membre du public lorsqu'il s'adresse au conseil.

13.12 Désobéissance – règles - président du conseil - interdiction

Aucun membre ne peut désobéir aux règles de procédure ou aux décisions du président du conseil ou du conseil sur des rappels au règlement ou sur l'interprétation des règles de procédure.

13.13 Désobéissance - quitter son siège pendant le vote - interdiction

Aucun membre ne doit quitter son siège, faire du bruit ou déranger durant l'enregistrement d'un vote ou avant le dévoilement des résultats.

13.14 Interruption - intervenant – interdiction - exceptions

Aucun membre ne doit interrompre un autre membre alors que celui-ci parle, sauf pour invoquer un rappel au règlement ou une question de privilège.

Question de Privilège – Question de Renseignement/Ordre

14.1 Examen - immédiatement

Lorsqu'une question de privilège ou un rappel au règlement se présente, il faut en tenir compte immédiatement.

14.2 Question of privilege - procedure - over all matters

A Member may raise at any time a Question of Privilege, and a Question of Privilege shall take precedence over all other matters.

14.3 Point of Information - answer - by Presiding Officer

When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member or staff member.

14.4 Speaker - interruption - decision - Presiding Officer

A Member may interrupt the person who has the floor to raise a Point of Order or a Point of Procedure when such Member feels that there has been a deviation or departure from the Rules of Procedure and upon hearing such Point of Order or Point of Procedure, the ruling of the Presiding Officer shall be final unless a challenge is made pursuant to sections 14.5 and 14.6. If a Member, while speaking, is called to order, they shall cease speaking until the question of order is determined, and, if in order, they shall be permitted to proceed.

14.5 Presiding Officer- challenged – overruled - procedure

Whenever a Member wishes to challenge the ruling of the Presiding Officer on a Point of Order, including a determination that a motion is out of order, they shall make a motion substantially as follows: “That the decision of the Presiding Officer be overruled.” Thereafter the question shall be put to Council and Council shall decide the matter, by majority vote of Members present, immediately without debate and this decision shall be final.

14.6 Call to order - Member - decision to expel

If any Member uses insulting or improper language to the Presiding Officer or any Member, and refuses to apologize or withdraw their remarks

14.2 Question de privilège – ordre – préséance sur toutes les questions

Un membre du conseil peut, en tout temps, soulever une question de privilège, et celle-ci a préséance sur toute autre affaire.

14.3 Question de renseignement – réponse - Président du conseil

Lorsqu’une question de renseignement est soulevée, le président du conseil doit répondre à la question ou la soumettre au membre ou à l’employé municipal approprié.

14.4 Intervenant – interruption - décision – président du conseil

Un membre peut interrompre la personne qui a la parole pour soulever un rappel au règlement ou un point de procédure lorsqu’il pense qu’il y a eu un écart ou une dérogation aux règles de procédure. Une fois que le président du conseil a entendu ce rappel au règlement ou ce point de procédure, sa décision est finale à moins qu’elle ne soit contestée en vertu des articles 14.5 et 14.6. Si un membre qui a la parole est rappelé à l’ordre, il doit cesser de parler jusqu’à ce que le rappel au règlement soit déterminé et, s’il est autorisé, il peut poursuivre.

14.5 Président(e) - contestation - rejet - procédure

Lorsqu’un membre souhaite contester une décision du président relativement à un rappel au règlement (y compris lorsqu’il est déterminé qu’une proposition est irrégulière), il doit présenter une proposition essentiellement comme suit: «Que la décision du président soit réformée» Par la suite, la question doit être présentée au conseil qui doit décider de l’affaire immédiatement au moyen d’un vote majoritaire des membres présents, et ce, sans en débattre, et la décision est finale.

14.6 Rappel à l’ordre – membre - décision d’expulser

Si un membre du conseil utilise un langage insultant ou inapproprié à l’endroit du président du

when so directed by the Presiding Officer, or willfully obstructs the conduct of business, and refuses to desist when called upon to do so by the Presiding Officer, they may be ordered by the Presiding Officer to leave the Council Chamber for that Meeting, and, if they refuse to do so, they may, on the order of the Presiding Officer, be removed; and on making an apology to the Presiding Officer and to any Member insulted by them, may by a majority vote of Council be permitted to resume their place at such Meeting.

Conflict of Interest

15.1 Ethical standards - reporting conflicts

Council Members shall be expected to maintain high ethical standards appropriate to their public office and shall be expected to report any conflict of interest, as required by the *Local Governance Act*.

15.2 Disclosure - file with Clerk – upon assuming office

Upon assuming office, each Member shall file with the Clerk in the form prescribed, a statement disclosing any conflict of interest of which they have knowledge or should reasonably have knowledge; but a Member need not disclose particulars of their financial interest or the extent of any interest in any matter giving rise to a conflict of interest.

15.3 Disclosure of conflict - while in office

A disclosure similar to that described at section 15.2 shall forthwith be made by each Member where a conflict of interest arises while they are in office.

15.4 Disclosure – to be filed with Clerk’s office

Every disclosure of a conflict of interest filed shall be recorded and kept in a file by the Clerk, and that

conseil ou d’un autre membre, et qu’il refuse de s’excuser ou de retirer ses remarques lorsque le président du conseil le lui ordonne, ou qu’il entrave intentionnellement le déroulement des affaires et qu’il refuse de se désister lorsque le président du conseil le lui ordonne, le président du conseil peut lui donner l’ordre de quitter la salle du conseil dans le cadre de la présente réunion, et s’il refuse, il peut être renvoyé sur l’ordre du président du conseil; et en présentant des excuses au président du conseil et à tout membre qu’il a insulté, il peut, par vote majoritaire du conseil communal, être autorisé à reprendre sa place au sein de la réunion.

Conflit d’Intérêts

15.1 Normes éthiques - signalement des conflits

Les membres du conseil sont tenus d’observer des normes éthiques strictes qui conviennent à leurs fonctions officielles et de signaler tout conflit d’intérêts, comme l’exige la *Loi sur la Gouvernance Locale*.

15.2 Divulgence – dépôt au greffier au moment de l’entrée en fonction

Chaque membre qui entre en fonction doit déposer auprès du greffier, sous la forme prescrite, un énoncé indiquant tout conflit d’intérêts dont il a connaissance ou dont il devrait raisonnablement avoir connaissance; mais un membre n’est pas tenu de révéler les détails de ses intérêts d’ordre financier ou l’étendue d’un quelconque intérêt dans n’importe quelle affaire donnant lieu à un conflit d’intérêts.

15.3 Divulgence des conflits - en fonction

Une divulgation semblable à celle qui est décrite à l’article 15.2 doit être faite sans délai par chaque membre lorsqu’un conflit d’intérêts survient alors que celui-ci est en fonction.

15.4 Divulgence – dépôt au greffe

Toute divulgation de conflit d’intérêts qui est déposée doit être consignée et conservée dans un

file shall be open during regular office hours for inspection or examination by any person qualified to vote under the *Municipal Elections Act*.

15.5 Disclosure - during meeting

Where a Member has a conflict of interest with respect to any matter in which the Council is concerned and they are present at a meeting of Council, a Committee of Council, or any other Meeting at which the business of Council is conducted and/or at which the matter is a subject of consideration they shall,

- (a) as soon as the matter is introduced, disclose that they have a conflict of interest in the matter; and
- (b) forthwith withdraw from the meeting room while the matter is under consideration or vote.

15.6 Declaration of conflict - must not participate

After making the declaration of conflict of interest, the Member must not attempt in any way, whether before, during, or after the Meeting, to influence the voting on any question in respect of the matter.

15.7 Declaration - Clerk to record

When a verbal declaration of conflict of interest is made;

- (a) the person recording the minutes of the Meeting must record the Member's declaration, the reasons given for it, and the times of the Member's departure from the meeting room and, if applicable, of the Member's return, and
- (b) the person presiding at the Meeting must ensure that the Member is not present at the Meeting at the time of any vote on the matter.

dossier par le greffier, et toute personne ayant droit de vote en vertu de *la Loi sur les élections municipales* a le droit de consulter ou d'examiner ce dossier.

15.5 Divulgateion - au cours d'une réunion

Lorsqu'un membre est en conflit d'intérêts relativement à toute affaire touchant le conseil et lorsqu'il assiste à une réunion du conseil, d'un comité du conseil, ou à toute autre réunion traitant des affaires du conseil et/ou l'affaire est mise à l'étude, il doit,

- (a) divulguer qu'il a un conflit d'intérêts dans l'affaire aussitôt que celle-ci est présentée; et
- (b) se retirer immédiatement de la salle de réunion pendant que l'affaire est à l'étude ou fait l'objet d'un vote.

15.6 Déclaration de conflit d'intérêts - interdiction de participer

Après avoir fait une déclaration de conflit d'intérêts, le membre ne doit pas tenter, de quelque façon que ce soit, avant, durant ou après la réunion, d'influencer le vote sur une question relative à l'affaire.

15.7 Déclaration - inscription par le greffier

Lorsqu'une déclaration verbale de conflit d'intérêts est faite;

- (a) la personne qui rédige le procès-verbal doit consigner la déclaration du membre, les raisons à l'appui de la déclaration et l'heure à laquelle le membre a quitté la salle de réunion et, le cas échéant, l'heure de son retour, et
- (b) le président de la réunion doit s'assurer que le membre dont il est question n'assiste pas à la réunion au moment de voter sur la question.

15.8 Member required to withdraw - Quorum

Where the number of Members who, by reason of the provisions of the *Local Governance Act*, are required to withdraw from a Meeting is such that at that Meeting the remaining Members are not of sufficient number to constitute a Quorum, notwithstanding any other general or special Act, the remaining Members shall be deemed to constitute a Quorum if there are not fewer than three (3).

15.8 Exigence visant le retrait d'un membre - quorum

Lorsque le nombre de membres qui, en raison des dispositions de *la Loi sur la Gouvernance Locale*, doivent quitter une réunion est tel que le nombre de membres restants à cette réunion n'est pas suffisant pour constituer le quorum, les membres restants sont considérés comme constituant le quorum s'ils sont au moins trois (3), et ce, nonobstant toute autre loi générale ou spéciale.

Motions - Order

16.1 Moved - seconded - before debate - vote

A motion shall have no standing and debate on it shall not commence until it has been moved and seconded and has been stated by the Presiding Officer as pending before the Council.

Propositions – Ordre

16.1 Proposition et appui - avant un débat - vote

Une proposition ne doit pas faire l'objet de discussion et aucun débat à son sujet ne peut être entamé jusqu'à ce qu'elle ait été présentée et appuyée et que le président du conseil ait déclaré qu'elle peut faire l'objet d'un débat.

16.2 Withdrawal - at any time - before vote

After a motion has been moved and seconded and stated by the Presiding Officer, it is in the possession of Council for consideration but, with the consent of the majority of Council and without debate, it may be withdrawn by the mover and seconder at any time before it has been voted on.

16.2 Retrait - en tout temps - avant le vote

Une fois qu'une proposition a été présentée, appuyée et soumise par le président du conseil, elle est prise en considération par le conseil, mais, avec l'appui de la majorité du conseil et sans aucun débat, elle peut être en tout temps retirée par l'auteur et l'appuyeur avant de faire l'objet d'un vote.

16.3 Public - to be heard- motion only after Hearing

If members of the public are to be heard on a matter, no motion shall be received until they have been heard.

16.3 Public - droit de parole - proposition seulement à la suite d'une audience

Dans le cas où le public avait droit de parole sur une question, aucune proposition ne peut être reçue avant que celui-ci n'ait été entendu.

16.4 Motion Put - public participation - prohibited

No further public participation on a matter will be allowed after the motion has been duly made and seconded.

16.4 Proposition - participation du public - interdiction

La participation du public sur une question ne sera pas permise après que la proposition ait été dûment présentée et appuyée.

16.5 Debate - amendment - permitted

All motions which properly are before Council for consideration are open to debate and may be amended except as specifically provided elsewhere in this By-law.

16.6 In order - procedure

When a motion has been moved and seconded and is being considered by Council, no motion shall be received except a motion:

- (a) to set the time to adjourn;
- (b) to adjourn the Meeting;
- (c) to lay the question on the table;
- (d) to put the previous question (close the debate);
- (e) to defer the question to a certain time or date;
- (f) to refer the question to some other person or group for consideration;
- (g) to amend the amendment; or
- (h) to amend the main motion;

which shall have precedence in the order in which they are named and as more particularly referred to in Schedule "A".

16.7 Adjourn - requirements

A motion to adjourn:

- (a) shall not be amended or debated; and
- (b) shall always be in order except when a Member is speaking or the Members are voting.

16.8 Adjourn - time specified - amendable

Notwithstanding section 16.7 where a motion to adjourn includes the time at which the adjourned Meeting will continue, that motion may be amended and debated as to that time.

16.5 Débat – modification - autorisation

Toutes les propositions qui sont prises en considération par le conseil comme il se doit peuvent faire l'objet d'un débat et peuvent être modifiées, sauf dispositions contraires dans le présent arrêté.

16.6 Recevabilité – procédure

Dans le cas où une proposition a été présentée, appuyée et est prise en considération par le conseil, aucune proposition ne peut être reçue, sauf s'il s'agit d'une proposition:

- (a) pour fixer l'heure d'ajournement;
- (b) pour lever la séance;
- (c) pour reporter la proposition;
- (d) pour mettre la question préalable aux voix (mettre fin au débat);
- (e) pour reporter la question à une autre heure et à une autre date;
- (f) pour soumettre la question à une autre personne ou à un autre groupe pour examen;
- (g) pour amender la modification; ou
- (h) pour modifier la proposition principale;

pour lesquelles la priorité est accordée selon l'ordre de présentation et plus particulièrement selon l'annexe «A».

16.7 Ajournement - exigences

Une proposition d'ajournement:

- (a) ne doit pas être modifiée ni faire l'objet d'un débat; et
- (b) doit toujours être recevable, sauf lorsqu'un membre prend la parole ou que les membres procèdent au vote.

16.8 Ajournement - heure indiquée - modifiable

Nonobstant l'article 16.7 selon laquelle une proposition d'ajournement stipule l'heure à laquelle la séance ajournée se poursuivra, cette proposition peut être modifiée et faire l'objet d'un débat relativement à l'heure en question.

16.9 Proceed - beyond 10:00 p.m. - requirements

Subject to section 4.12, a motion to proceed beyond the hour of 10:00 p.m.:

- (a) shall not be amended or debated; and
- (b) shall always be in order except when a Member is speaking or the Members are voting.

16.10 Tabling Motion - requirements

A motion to table a motion shall state a reason, always be in order and shall not be debatable. A motion to take up a tabled matter is not subject to debate or amendment. A motion that has not been taken from the table for six (6) months is deemed to be withdrawn.

16.11 Put the Previous Question – requirements

A motion to put the question:

- (a) shall not be amended or debated;
- (b) shall not be received in any Committee or in the Committee of the Whole; and
- (c) requires the affirmative vote of two-thirds of the Members present.

16.12 Defer- certain time

A motion to defer to a certain time or date:

- (a) shall be open to debate only as to advisability of postponement; and
- (b) may be amended as to the time or date to which the matter is deferred.

16.9 Prolongation - plus tard que 22 h - exigences

Sous réserve de l'article 4.12, une proposition visant à poursuivre la séance après 22 h :

- (a) ne doit pas être modifiée ni faire l'objet d'un débat; et
- (b) doit toujours être recevable, sauf lorsqu'un membre prend la parole ou que les membres procèdent au vote.

16.10 Présentation d'une proposition - exigences

Une proposition pour reporter une proposition doit énoncer une raison, toujours être recevable et ne pas faire l'objet d'un débat. Une proposition pour étudier une question qui a été reportée ne doit pas donner lieu à un débat ni à une modification. Une proposition qui a été reportée et n'a pas été étudiée depuis six (6) mois est considérée comme retirée.

16.11 Évocation d'une question préalable – exigences

Une proposition pour que les membres du conseil se prononcent sur la question:

- (a) ne doit pas être modifiée ni faire l'objet d'un débat;
- (b) ne doit pas être reçue par quelque comité que ce soit ou le comité plénier; et
- (c) nécessite le vote affirmatif des deux tiers des membres présents.

16.12 Report - heure précise

Une proposition pour reporter la séance à une autre heure ou à une autre date:

- (a) ne peut faire l'objet d'un débat qu'en ce qui a trait à la pertinence du report; et
- (b) peut être modifiée, mais seulement une modification de l'heure ou de la date à laquelle la proposition est reportée est possible.

16.13 Defer - indefinitely

A motion to defer a pending resolution or by-law indefinitely, is debatable and requires a majority vote to adopt. Its effect is to dispose of the resolution or by-law without a direct vote on it. The resolution or by-law which is postponed indefinitely cannot be brought up again at the same meeting. There is no obligation to take the resolution up at a future meeting, but it can be raised at a future meeting.

16.14 Refer- requirements

A motion to refer a matter under consideration to Committee of the Whole, a Committee, the Chief Administrative Officer, the General Counsel, the City Clerk, or as otherwise directed:

- (a) shall be open to debate only on the propriety of referring the question and may be amended; and
- (b) shall include the terms on which the motion is being referred and may include the time at which the matter is to be returned and whatever explanation may be necessary as to the purpose of the motion.

16.15 Amendment - requirement

An amendment is a motion that the wording of another motion be changed before the vote on it is taken. The following main rules apply to amendments:

- (a) An amendment must be in one of these three (3) forms:
 - (i) to amend by inserting or adding text; or
 - (ii) to amend by striking out text; or
 - (iii) to amend by striking out text and inserting other text in its place.
- (b) An amendment is debatable and requires a majority vote to adopt.
- (c) An amendment must be germane (closely related to, or in some way involve) to the

16.13 Report - indéfiniment

Une proposition pour reporter une résolution ou un arrêté en instance indéfiniment peut faire l'objet d'un débat et nécessite un vote majoritaire pour être adoptée. La conséquence d'une telle proposition consiste à rejeter la résolution ou l'arrêté sans procéder à un vote direct. La résolution ou l'arrêté qui est reporté indéfiniment ne peut être mentionné de nouveau au cours de la même réunion. Il n'est pas obligatoire d'aborder la résolution au cours d'une réunion future, mais il est possible de le faire.

16.14 Soumission - exigences

Une proposition pour soumettre une affaire en délibération au comité plénier, à un comité, à l'Administrateur en chef, à l'avocat général, au greffier, ou autre:

- (a) ne peut faire l'objet d'un débat que relativement au bien-fondé de la soumission d'une question et elle peut être modifiée; et
- (b) doit inclure les conditions selon lesquelles la proposition est soumise et peut préciser l'heure à laquelle la proposition est reportée et les explications qui peuvent être nécessaires quant au but de la proposition.

16.15 Modification - exigences

Une modification est une proposition pour que le libellé d'une autre proposition soit changé avant qu'un vote ne soit enregistré pour cette dernière proposition. Les principales règles suivantes s'appliquent aux modifications:

- (a) Une modification doit prendre l'une des formes suivantes :
 - (i) modifier en insérant ou en ajoutant du texte; ou
 - (ii) modifier en rayant du texte; ou
 - (iii) modifier en rayant du texte et en ajoutant un autre texte à la place.
- (b) Une modification peut faire l'objet d'un débat et nécessite un vote majoritaire pour être adoptée.

motion which it seeks to modify and shall not be directly contrary to the main motion.

(c) Une modification et la proposition visée par la modification doivent être germaines (étroitement liées ou reliées d'une quelconque façon) et la proposition ne doit pas être directement opposée à la proposition principale.

16.16 Amendment - one at a time - limitation

There may be up to two (2) amendments pending at the same time, while the resolution or by-law is on the floor:

- (a) a primary amendment (an amendment to the main motion);
- (b) a secondary amendment (an amendment to the amendment);
- (c) only one amendment at a time shall be presented to the main motion and only one amendment at a time shall be presented to an amendment.

16.16 Modification - une à la fois - limite

Pas plus de deux (2) modifications peuvent être en instance en même temps pendant que la résolution ou l'arrêté est sujet à débat :

- (a) une modification primaire (une modification à la proposition principale);
- (b) une modification secondaire (une modification à la modification);
- (c) une seule modification à la fois peut être apportée à la proposition principale et une seule modification à la fois peut être apportée à une modification.

16.17 Amendment - put - reverse order - voting procedure

The Presiding Officer shall put amendments in the reverse order to which they have been moved and when all amendments are voted upon, the Presiding Officer shall put the main motion, incorporating any adopted amendments.

16.17 Modification – proposition - ordre inverse - procédures relatives au vote

Le président du conseil doit présenter les modifications selon l'ordre inverse de leur adoption et lorsque toutes les modifications auront fait l'objet d'un vote, le président du conseil doit présenter la proposition principale en incluant toute modification ayant été adoptée.

16.18 Introduction - without notice - leave

Except as otherwise provided in this By-law, only the motions set out in sections 16.19 through 16.23 inclusive, may be introduced orally without notice and without leave.

16.18 Introduction - sans préavis - autorisation

Sauf dispositions contraires du présent arrêté, seules les propositions énoncées aux articles 16.19 à 16.23 inclusivement peuvent être présentées oralement sans avis et sans autorisation.

16.19 Matter - on agenda

A motion on any subject matter that appears on the agenda for that Meeting may be introduced orally without notice and without leave.

16.19 Point - à l'ordre du jour

Une proposition sur un sujet apparaissant à l'ordre du jour d'une réunion peut être présentée oralement sans avis et sans autorisation.

16.20 Procedure - introduced orally

Motions listed in section 16.6 may be introduced orally without notice and without leave.

16.20 Procédure - proposition orale

Les propositions énumérées à l'article 16.6 peuvent être présentées oralement sans avis et sans autorisation.

16.21 Suspend - rules - regulations

A motion to suspend the rules of this By-law may be introduced orally without notice and without leave.

16.22 Point of Order - Procedure – Information - Privilege

A motion on a Point of Order, Point of Procedure, Point of Information, or Question of Privilege may be introduced orally without notice and without leave.

16.23 Other - routine - as required

Other motions made upon routine proceedings as may be required for the observance of the proprieties of Council; the maintenance of the authority of Council; the arrangement of its proceedings; the correctness of its records; or the fixing of its Meetings or the dates and times of its Meetings, may be introduced orally without notice and without leave.

16.24 Motion by Member – notice – to Clerk, Chief Administrative Officer and Mayor – time limitation

A Member wishing to place an item on the agenda, other than a motion referred to in sections 16.19 through 16.23 inclusive, for consideration by Council shall deliver a motion, in writing, to the Clerk, the Chief Administrative Officer, and the Mayor, not later than 4:00 p.m. on the Wednesday in the week that immediately precedes the day of the Council meeting.

16.25 Motion by Member - added in full to Council agenda package

The motion mentioned at section 16.24 shall be added in full for inclusion in the agenda package for that Meeting of the Council.

16.21 Suspension - règlements

Une proposition visant à suspendre les règlements du présent arrêté peut être présentée oralement sans avis et sans autorisation.

16.22 Rappel au règlement – procédure - renseignement - privilège

Une proposition sur un rappel au règlement, un point de procédure, une question de renseignement, ou une question de privilège peut être présentée oralement sans avis et sans autorisation.

16.23 Autre – usage - comme exigé

Toute proposition faite sur des affaires courantes pouvant être requise pour le respect des bienséances du conseil; le maintien de l'autorité conféré au conseil; le remaniement de ses délibérations; l'exactitude de ses dossiers; ou l'établissement des réunions ou des dates et heures des réunions du conseil, peut être présentée oralement sans avis et sans autorisation.

16.24 Proposition présentée par un membre - avis au greffier, à l'administrateur en chef et au Maire - délai

Un membre qui souhaite inscrire un point à l'ordre du jour, autre qu'une des propositions présentées aux articles 16.19 à 16.23 inclusivement, aux fins d'étude par le conseil, doit remettre la proposition au greffier, à l'administrateur en chef, et au maire, avant 16h le mercredi de la semaine qui précède immédiatement le jour prévu de la tenue de la séance du conseil.

16.25 Proposition présentée par un membre - inscription intégrante à l'ordre du jour

La proposition mentionnée à l'article 16.24 est entièrement incluse dans la trousse de documents relatifs aux séances du conseil présentée aux membres dans la cadre de la présente séance du conseil.

16.26 Motion by Member — in writing — template – mover — signature

The motion mentioned at section 16.24 shall be submitted to the Clerk, the Chief Administrative Officer and the Mayor in writing using the prescribed Notice of Motion template attached as Schedule “D” which the Member will fill out to the best of their ability, providing as much background information as possible. The said Notice of Motion will bear the signature of the Member submitting the motion and be submitted in person or electronically, from the Member’s City email.

16.27 Motion by Member — read into public record — no discussion or vote

The Clerk shall place the Member’s motion on the Council agenda for the next Meeting of Council. At that Meeting, the Member will be provided an opportunity to read their motion into the public record. No discussion or vote on that motion shall take place during this meeting.

16.28 Motion by Member — deferral to subsequent Meeting

The Member’s motion mentioned at section 16.27 shall be deferred to the following Council Meeting agenda, at which time Council may debate and vote on the motion.

Voting

17.1 Motion - multiple - distinct propositions

When a motion under consideration contains two (2) or more distinct propositions, where any Member so requests the vote upon each proposition shall be taken separately.

17.2 Motion - after all spoken - put by Presiding Officer

16.26 Proposition présentée par un membre - par écrit – formulaire – auteur – signature

La proposition mentionnée à l’article 16.24 doit être soumise au greffier, à l’administrateur en chef et au maire par écrit en utilisant le formulaire intitulé Avis de proposition à l’annexe « D », que le membre remplira au meilleur de ses connaissances en procurant autant d’information que possible. Le formulaire d’Avis de proposition sera signé par le membre qui soumet l’Avis de proposition en personne ou électroniquement à partir du courriel de la ville du membre en question.

16.27 Proposition présentée par un membre – lue dans le registre public – aucune discussion ou aucun vote

Le greffier place la proposition présentée par un membre à l’ordre du jour de la prochaine séance du conseil. À cette séance, le membre en question a l’occasion de lire sa proposition dans le registre public. Aucune discussion n’a lieu et aucun vote n’est effectué sur ladite proposition lors de cette séance du conseil.

16.28 Proposition présenté par un membre – reporté à la séance suivante

La proposition présentée par un membre, mentionnée à l’article 16.27, est reportée à l’ordre du jour de la séance suivante du conseil à laquelle le conseil pourra débattre la proposition et un vote sur celle- ci pourra être effectué.

Vote

17.1 Proposition – multiplicité - propositions distinctes

Lorsqu’une proposition à l’étude contient deux (2) propositions distinctes ou plus et qu’un membre le demande, le vote sur chaque proposition sera effectué séparément.

17.2 Proposition – à la suite de toutes interventions – par le président du conseil

The Presiding Officer shall put a motion to a vote immediately after all Members desiring to speak on the motion have spoken.

Le président du conseil doit procéder à un vote sur une proposition immédiatement après que tous les membres désirant s'exprimer sur la proposition ont eu l'occasion de le faire.

17.3 Motion - put to vote – speaking – prohibited
After a motion is put to a vote by the Presiding Officer, no Member shall speak to that motion.

17.3 Proposition – vote – intervention – interdiction
Après que le président du conseil a tenu un vote sur la proposition, aucun membre ne peut s'exprimer sur ladite proposition.

17.4 Motion – vote – required – unless disqualified
Unless disqualified to vote by reason of conflict of interest or otherwise upon a by-law, resolution, motion or for any other purpose, each Councillor present shall announce their vote openly and individually, and the Clerk shall record the decision, and no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

17.4 Proposition – vote, exigences – sauf si le Conseiller est privé de voter
Sauf lorsqu'un conflit d'intérêts ou tout autre motif le prive du droit de voter sur un arrêté, une résolution ou une proposition ou sur toute autre question, chaque conseiller présent doit faire connaître publiquement et personnellement son vote qui doit être constaté par le greffier; le vote ne peut avoir lieu par bulletin ou par toute autre méthode garantissant l'anonymat; tout vote effectué dans ces conditions est nul et sans effet.

17.5 Failure – to vote – deemed affirmative
Every Councillor present at a Meeting who is not disqualified from voting in accordance with section 17.4, shall be deemed to be voting in the affirmative for the motion if they fail to announce their vote.

17.5 Défaut – vote – affirmatif
Tous les conseillers qui assistent à une réunion et qui ne sont pas privés du droit de vote, conformément à l'article 17.4, sont considérés comme ayant voté en faveur de la proposition s'ils négligent de faire connaître leur vote.

17.6 Mayor - to have casting vote
The Mayor shall not vote except to have a casting vote in the event of a tie.

17.6 Maire – voix prépondérante
Le maire ne vote pas sauf dans le cas du partage des voix, auquel cas il a voix prépondérante.

17.7 Result - announced by Presiding Officer
The Presiding Officer shall announce the result of every vote.

17.7 Résultats - annonce du président de la réunion
Le président du conseil annonce le résultat de chaque vote.

17.8 Result – disagreement – immediate – vote recorded
If a Member disagrees with the announcement by the Presiding Officer of the result of any vote, they may object immediately to the Presiding Officer's

17.8 Résultats – désaccord – immédiat – vote enregistré
Lorsqu'un membre est en désaccord avec l'annonce du résultat d'un vote émise par le président du conseil, il peut s'opposer

declaration and require that a Recorded Vote be taken.

17.9 Recorded Vote - when requested - or required

A Recorded Vote shall be taken when called for by any Member immediately prior or immediately subsequent to the taking of a vote or when required by law or under this By-law.

17.10 Recorded Vote - order

When a Recorded Vote is taken, all Councillors must vote unless disqualified by statute and any failure to vote by a Councillor who is not disqualified shall be deemed to be an affirmative vote.

17.11 Names - votes - negative - position - recorded

Unless required by any Member present, only the names of those who voted against a motion shall be entered in the minutes. The Members may request that the reasons for their “nay” vote be noted in the minutes.

17.12 Majority - requirement – by by-law

Whenever this By-law requires a vote of a simple majority of Council, the requirement shall be interpreted as meaning such majority of the Members who are present and qualified to vote on the matter provided that this By-law or a relevant statute does not specify differently.

17.13 Greater than majority - required - Recorded Vote

Whenever this By-law or any statute requires that a by-law be passed or any other action taken by a vote of two-thirds or any other fraction of Council greater than a majority, that vote shall be taken by Recorded Vote.

immédiatement à la déclaration du président et demander l’enregistrement du vote.

17.9 Vote enregistré - sur demande - exigence

On procède à l’enregistrement d’un vote lorsqu’un membre le demande immédiatement avant ou après la mise aux voix, lorsque la loi l’exige ou en vertu du présent arrêté.

17.10 Vote enregistré - ordonnance de voter

Lorsqu’on procède à l’enregistrement d’un vote, tous les conseillers doivent voter à moins d’être privés du droit de voter en vertu de la loi; tout défaut de voter par un Conseiller ayant le droit de voter, doit être considéré comme un vote affirmatif.

17.11 Noms – votes – négatif - position - enregistrement

À moins qu’un membre présent ne le demande, seuls les noms des personnes ayant voté contre une proposition figurent dans le procès-verbal. Les membres peuvent exiger que les raisons de leur vote négatif soient indiquées dans le procès-verbal.

17.12 Majorité – exigences - en vertu d’un arrêté

Lorsque le présent arrêté exige un vote à la majorité simple du conseil, l’exigence doit être interprétée comme signifiant une telle majorité des membres présents et ayant le droit de voter sur la question, à condition que le présent arrêté ou une ordonnance pertinente ne mentionne pas autre chose.

17.13 Supérieur à la majorité – exigences - vote enregistré

Lorsque le présent arrêté ou une ordonnance exige qu’un arrêté soit adopté ou qu’une mesure soit prise à la majorité des deux tiers des voix ou de toute autre fraction du conseil supérieure à une majorité, on doit procéder à l’enregistrement du vote.

17.14 Greater than majority – required - financial policies

Any change to the financial policies contained in Schedule “C” requires a two-thirds vote of the total membership of Council, unless the proposed changes are recommended by the Chief Financial Officer, in which case a majority vote of Council is required.

17.15 Recorded Vote – minutes

A Recorded Vote shall be entered in the minutes.

Business

18.1 New business – consideration - requirements

No Member shall present any matter to Council for its consideration at a Meeting unless:

- a) the matter appears on the agenda for that Meeting; or
- b) it is in accordance with sections 16.7 through 16.23 inclusive; or
- c) Council by two-thirds of the total membership of Council grants leave to include the matter on the agenda without prior notice.

18.2 Motion - not on agenda - Presiding Officer - advised

The Presiding Officer shall be advised of any motions proposed to be introduced which are not on the agenda and which do not come within sections 16.7 through 16.23 inclusive at the time of adoption of the agenda.

18.3 Motion - not on agenda - staff request

The Chief Administrative Officer, the General Counsel, the Chief Financial Officer, or the City Clerk may request that Council consider a matter not included in the agenda which calls for immediate and urgent consideration and Council, by a vote of two-thirds of the total membership of

17.14 Supérieur à la majorité - requis- politiques financières

Tout changement aux politiques financières contenues dans l’Annexe « C » nécessite un vote de des deux tiers de l’ensemble des membres du Conseil, sauf si les changements proposés sont recommandés par le Directeur des Finances, auquel cas un vote majoritaire du Conseil est requis.

17.15 Vote enregistré — procès-verbal

Un vote enregistré est inscrit au procès-verbal

Activités

18.1 Nouvelles activités – examen - exigences

Lors des réunions, aucun membre de doit présenter au conseil des questions aux fins d’examen à moins que:

- a) la question ne figure à l’ordre du jour de cette réunion;
- b) la question ne soit conforme aux articles 16.7 à 16.23 inclusivement; ou
- c) le conseil, par le deux tiers du nombre total de ses membres, n’autorise l’inclusion de la question à l’ordre du jour sans préavis.

18.2 Proposition - non inscrite à l’ordre du jour – président du conseil - avis

Au moment de l’adoption de l’ordre du jour, le président du conseil doit être avisé de la présentation des propositions ne figurant pas à l’ordre du jour et non comprises aux articles 16.7 à 16.23 inclusivement.

18.3 Proposition: non inscrite à l’ordre du jour, demande du personnel

L’administrateur en chef, l’avocat général, le directeur financier, ou le greffier peuvent demander que le conseil examine une question non incluse à l’ordre du jour et exigeant un examen immédiat et urgent, au moyen du vote des deux

Council, shall determine whether or not to consider this matter.

tiers du nombre total des membres du conseil qui détermineront l'examen ou non de cette question.

By-Laws – Reports – Resolutions – Contracts

Arrêtés Municipaux, Rapports, Résolutions et Contrats

19.1 Consideration – approval by General Counsel and Chief Administrative Officer

All by-laws, resolutions, contracts, or other instruments shall, before presentation to the Council, have been approved as to form and legality by the General Counsel or their authorized representative, and shall have been examined and approved for administration by the Chief Administrative Officer or their authorized representative where there are substantive matters of administration involved.

19.1 Examen: approbation de l'avocat général et de l'administrateur en chef

Avant d'être présentés au conseil communal, tous les arrêtés, résolutions, ententes contractuels et autres documents doivent avoir été approuvés, relativement à la forme et à la légalité, par l'avocat général ou son représentant autorisé et doivent avoir été examinés et approuvés aux fins d'application par l'Administrateur en chef ou son représentant autorisé lorsque des questions de fonds sur l'application sont soulevées.

19.2 Bylaws - 3 readings – same day not permitted

Unless otherwise provided by statute, a by-law shall be adopted in both official languages and may not receive three (3) readings on the same day.

19.2 Arrêtés municipaux - 3 lectures - le même jour interdiction

À moins d'indication contraire dans la loi, un arrêté doit être adopté dans les deux langues officielles, et il ne reçoit pas les trois (3) lectures le même jour.

19.3 Reports, resolutions – filed with City Clerk

All reports and motions shall be filed with the City Clerk.

19.3 Rapports, résolutions: dépôt au greffe

Tous les rapports et propositions doivent être produits au dossier du greffier.

Minutes

Procès - Verbal

20.1 Information - requirements - taken by Clerk

The Clerk or their designate shall take minutes of each Council Meeting which minutes shall record, without note or comment:

- (a) the place, date, and time of Meetings;
- (b) the name of the presiding Member and the record of attendance of the Members and senior staff members;
- (c) the adoption of the minutes of prior Meetings, and if requested, correction; and
- (d) all resolutions, decisions and other proceedings of Council.

20.1 Renseignements – exigences – soumission au greffier

Le greffier ou son représentant doit rédiger les procès-verbaux de chaque réunion du conseil et consigner sans notes ni commentaires :

- (a) le lieu, la date et l'heure des réunions;
- (b) les nom du président et les présences des membres et du personnel de gestion;
- (c) l'adoption du procès-verbal des réunions précédentes et, au besoin, la correction de ces derniers; et
- (d) toutes les résolutions, décisions et autres délibérations du conseil.

20.2 Previous meeting – not read aloud

The minutes of the previous Meeting shall be presented to Council for approval subject to corrections of any errors found therein and shall not be read aloud.

20.3 Approval of minutes and Recommendations from Committee of the Whole

The minutes of all regular Council and special Council Meetings shall be adopted at a regular Council Meeting. The minutes of a Committee of Council shall be approved at a Meeting of that Committee of Council and the recommendations from Committee of the Whole shall be considered for adoption at a regular Council Meeting.

20.4 Approval of Minutes - closed Meeting

The minutes of any Meeting or portion of a Meeting of Council or a Committee of Council that was closed to the public shall be approved at the following closed Meeting of Council or Committee of Council. The minutes of any Meeting or portion of a Meeting of Council or a Committee of Council that was closed to the public pursuant to subsection 68(1) of the *Local Governance Act* shall not be open for inspection or examination by members of the public.

20.5 Public Record - closed Meeting

A record of the closed Meetings shall be prepared and signed by the City Clerk containing only the following:

- (a) the type of matter under subsection 68(1) of the *Local Governance Act* that was discussed during the Meeting; and
- (b) the date of the Meeting.

20.2 Dernière réunion – pas de lecture vive

Le procès-verbal de la dernière séance est présenté au conseil aux fins d’approbation, sous réserve d’une rectification des erreurs s’y trouvant et il ne doit pas être lu à voix haute.

20.3 Approbation du procès-verbal et recommandations du comité plénier

Le procès-verbal de chaque réunion ordinaire ou extraordinaire du conseil doit être adopté à une réunion ordinaire du conseil. Le procès-verbal d’un comité du conseil doit être approuvé à une réunion dudit comité, et les recommandations du comité plénier seront examinées aux fins d’adoption lors d’une réunion ordinaire du conseil.

20.4 Approbation du procès-verbal – réunions à huis clos

Les procès-verbaux de toute réunion ou de toute partie d’une réunion du conseil ou d’un comité du conseil qui était fermée au public doivent être approuvés lors de la prochaine réunion à huis clos du conseil ou du comité du conseil. Les procès-verbaux de toute réunion ou de toute partie d’une réunion d’un conseil ou d’un comité du conseil qui était fermée au public en application du paragraphe 68(1) de *la Loi sur la Gouvernance Locale* ne peuvent pas être consultés et examinés par les membres du public.

20.5 Archives publiques - réunions à huis clos

Un registre des réunions à huis clos doit être préparé et signé par le greffier et doit contenir seulement ce qui suit :

- (a) le type de questions en vertu du paragraphe 68(1) de *la Loi sur la Gouvernance Locale* qui ont été discutées pendant la réunion; et
- (b) la date de la réunion.

Committees

21.1 Establishment - standing Committees - as necessary

Council may by by-law or resolution create such standing Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Corporation and shall establish generally or in detail the duties and responsibilities, composition, and duration of a Committee established.

21.2 Special Committee - appointment by Council

Council may by resolution appoint a Special Committee to consider and report on a specific subject, project, or undertaking.

21.3 Chair - appointed - procedures - determined - Council

When a Special Committee has been appointed by Council, Council shall:

- (a) name the Member of that Special Committee who is to act as Committee Chair, and in the absence of such direction the Committee shall appoint its own chair; and
- (b) shall determine whether or not the rules of procedure for Committee of the Whole apply to that Special Committee.

21.4 Work - report - complete - Committee dissolved

When a Special Committee has completed its work and made its report to Council, that committee shall be deemed to be dissolved.

21.5 Mayor - ex-officio member - all committees

The Mayor shall be ex-officio a member of all standing and Special Committees, has all the privileges of Committee membership, including the right to make motions and to vote but is not

Comités

21.1 Création - comités permanents - au besoin

Le conseil peut, par voie d'arrêté ou de résolution, créer des comités permanents jugés nécessaires au traitement ordonné et efficace des affaires de la Corporation, et doit établir, en général ou en détail, les tâches et responsabilités, la composition et la durée d'un comité nommé.

21.2 Comité spécial - nomination par le conseil

Le conseil peut, par voie de résolution, nommer un comité spécial afin qu'il étudie un sujet, un projet, ou un engagement particulier et en fasse le compte rendu.

21.3 Président nomination – procédures – détermination - conseil

Lorsqu'un comité spécial a été nommé par le conseil, le conseil doit :

- (a) nommer le membre dudit comité qui agira à titre de président du comité, et en l'absence de telles directives, le comité doit nommer son propre président/présidente; et
- (b) doit déterminer si les règles de procédure du comité plénier s'appliquent ou non au comité spécial.

21.4 Travaux – rapport – intégralité - dissolution du comité

Lorsqu'un comité spécial a rempli son mandat et soumis son rapport final au conseil, ledit comité est considéré avoir été dissous.

21.5 Maire – membre d'office – tous les comités

De par ses fonctions, le maire doit être membre de tous les comités permanents et spéciaux, posséder tous les privilèges des membres du comité, y comprise droit de faire des propositions et de voter,

counted in determining the number required for a Quorum or whether a Quorum is present.

21.6 Committee Meetings - open to public

All meetings of a Committee of Council shall be open to the public. Sections 7.3 to 7.4 inclusive shall apply if it is necessary to close a Committee Meeting or portion of a Committee Meeting to the public.

Committee of the Whole – Procedure

22.1 Agenda package - prepared by Clerk

The Clerk shall prepare an agenda package for all Committee of the Whole Meetings.

22.2 Agenda package- delivery - to Members - prior to Meetings

The Clerk shall use their best efforts to ensure that the agenda package for regular and special Meetings of Committee of the Whole are distributed in electronic format to each Member so that they will be received in each case on the Thursday of the week preceding the week of the Meeting.

22.3 Agenda package - to officials - staff

The Clerk shall use their best efforts to ensure that copies of the agenda package for regular and special Meetings of Committee of the Whole are distributed in electronic format to all City officials and staff, who are to receive copies thereof as determined by the Chief Administrative Officer, on the Thursday of the week preceding the week of the Meeting.

22.4 Agenda package - not delivered on schedule - Meeting valid

Failure by the Clerk to meet the schedule set out at sections 22.2 and 22.3 will not invalidate the

mais n'est pas compté dans la détermination du nombre requis pour un quorum ou s'il y a quorum.

21.6 Réunions des comités – ouvertes au public

Toutes les réunions d'un comité du conseil doivent être ouvertes au public. Les articles 7.3 à 7.4 inclusivement s'appliquent s'il s'avère nécessaire de fermer au public une réunion ou une partie d'une réunion d'un comité.

Comité Plénier – Procédures

22.1 Ordre du jour - rédigé par le greffier

Le greffier prépare un ordre du jour et une trousse de documents s'y afférent pour toutes les réunions du Comité plénier.

22.2 Ordre du jour et trousse de documents - distribution préalable aux membres

Le greffier fait tout son possible pour s'assurer que l'ordre du jour et la trousse de documents s'y afférent relatifs aux séances ordinaires, et extraordinaires du comité plénier sont distribués sous forme électronique à chaque membre de manière à ce qu'ils les reçoivent toujours le jeudi de la semaine précédant celle où se tiendra la séance.

22.3 Ordre du jour - fonctionnaires et employés

Le greffier doit faire tout son possible pour s'assurer que des copies de l'ordre du jour et de la trousse présentée aux membres dans le cadre des réunions ordinaires et extraordinaires du Comité plénier soient transmises sous forme électronique à tous les fonctionnaires et employés de la Corporation qui les recevront, comme l'a indiqué le directeur, le jeudi de la semaine précédant celle où se tiendra la réunion.

22.4 Ordre du jour et trousse - défaut de distribution à temps - validité de la réunion

Si le greffier ne respecte pas le calendrier établi aux articles 22.2 et 22.3, la réunion du Comité plénier

Committee of the Whole Meeting or any proceedings thereat.

ou les délibérations n'en seront pas invalidées pour autant.

22.5 Agenda package - submission - filing deadline

All submissions for inclusion in the agenda package for regular and special Meetings of Committee of the Whole shall be submitted to the Clerk not later than 4:00 p.m. on the Wednesday prior to the date of the Meeting.

22.5 Ordre du jour – présentations - délai de dépôt

Le greffier doit avoir reçu toutes les présentations à mettre à l'ordre du jour des réunions ordinaires et extraordinaires du Comité plénier au plus tard à 16 h le mercredi précédant la date de la réunion.

22.6 Agenda - special Meetings - preparation

For special Meetings of the Committee of the Whole, the agenda shall be prepared as the Committee Chair, or in the case of a petition, the Clerk, may direct.

22.6 Ordre du jour - réunions extraordinaires - rédaction

Dans le cadre des réunions extraordinaires du Comité plénier, l'ordre du jour est préparé selon les exigences du président du comité ou, dans le cas d'une pétition, du greffier.

22.7 Chair - to preside - all meetings - voting authority

The Mayor, and in their absence the Deputy Mayor, shall serve as the Chair of the Committee of the Whole. The Committee Chair, or in their absence, such other Member of the Committee as may be chosen by the Committee, shall preside at every Meeting and may vote on all questions submitted.

22.7 Président – présidence – toutes les réunions – droit de vote

Le maire ou, en l'absence du maire, le maire adjoint doit assumer la présidence du Comité plénier. Le président du comité ou, en l'absence du président, un autre membre du comité choisi par le comité doit présider chaque réunion et peut voter sur toutes les questions présentées.

22.8 Vote - equal - deemed - negative

In a case of an equal division of votes, the Committee chair shall not have a second or casting vote and the question shall be deemed to have been decided in the negative.

22.8 Vote – égalité - négatif

Dans le cas d'un partage égal des votes, le président du comité ne dispose pas d'un second vote ou d'une voix prépondérante et on doit juger que la question a fait l'objet d'une décision négative.

22.9 Presiding Officer - powers - responsibilities

Except as otherwise provided in this By-law, the Committee Member presiding at a Committee of the Whole Meeting, while presiding, shall have all of the powers and responsibilities of the Presiding Officer at a Meeting of Council.

22.9 Président(e) du conseil – pouvoirs - responsabilités

Sauf indications contraires du présent arrêté, le membre du comité présidant à une réunion du Comité plénier disposera, au moment où il préside, de tous les pouvoirs et responsabilités du président du conseil lors d'une réunion du conseil.

22.10 Quorum - majority of Members

A Quorum of any Committee of the Whole shall be the majority of its members.

22.11 Meeting – day, time, and cancellation

1. Unless otherwise provided by resolution at a regular Council Meeting, Meetings of the Committee of the Whole shall be scheduled prior to a regular Council Meeting commencing at a time to be set by the Clerk or on the Monday of the week when a regular Council Meeting is not being held.
2. A Committee of the Whole Meeting may be cancelled:
 - (a) by resolution adopted by a majority of the Committee of the Whole Members, at a regular Meeting of that Committee; or
 - (b) upon the Written Consent of a majority of the Members of the Committee of the Whole if twenty-four (24) hours' notice of cancellation is provided by the Clerk to each Member of the Committee of the Whole in accordance with the provisions of section 6.3 and also to the public in accordance with section 5.9; or
 - (c) where notice is not provided in accordance with the provisions of subparagraph (b), upon the Written Consent of two-thirds of the Members of the Committee of the Whole if notice of cancellation is subsequently provided by the Clerk to each Member of the Committee of the Whole in accordance with section 6.3; and the Clerk endeavours to post notice of cancellation on the City of Saint John's website (www.saintjohn.ca).

22.10 Quorum - majorité des membres

«Quorum» désigne la majorité des membres du Comité plénier.

22.11 Réunion – jour, heure, et annulation

1. Sauf indications contraires introduites par résolution lors d'une réunion ordinaire du conseil, les réunions du Comité plénier sont fixées avant la tenue d'une réunion ordinaire du conseil à une date que fixera le greffier ou le lundi d'une semaine durant laquelle une réunion ordinaire n'est pas tenue.
2. Une réunion du Comité plénier peut être annulée :
 - (a) par résolution adoptée par la majorité des membres du Comité plénier, lors d'une réunion ordinaire de ce comité; ou
 - (b) avec le consentement écrit de la majorité des membres du Comité plénier, si un avis d'annulation d'au moins vingt-quatre (24) heures est donné à chaque membre du Comité plénier par le greffier, conformément à l'article 6.3, ainsi qu'au public conformément à l'article 5.9; ou
 - (c) lorsqu'un avis n'est pas donné conformément au sous-alinéa (b), avec le consentement écrit des deux tiers des membres du Comité plénier, si un avis d'annulation est subséquemment donné à chaque membre du Comité plénier par le greffier, conformément à l'article 6.3; et que le greffier tente d'afficher l'avis d'annulation sur le site de Web de la ville de Saint John (www.saintjohn.ca).

22.12 Special Meeting – called - by Chair

A special Meeting of a Committee of the Whole may be called by the Committee Chair whenever they consider it necessary.

22.12 Réunion extraordinaire - convoquée par le président

Une réunion extraordinaire d'un Comité plénier peut être convoquée par le président du comité lorsqu'il le juge nécessaire.

22.13 Special Meeting - called - written request - majority

The Committee Chair, or in the case of their neglect or failure, the Clerk, shall call a special Meeting of Committee of the Whole whenever three (3) Members of that Committee request in writing such a special Meeting.

22.13 Réunion extraordinaire - convocation - demande par écrit - majorité

Le président du comité ou, en cas de négligence ou de manquement du président, le greffier peut convoquer une réunion extraordinaire du Comité plénier lorsque trois (3) des membres de ce comité demandent par écrit la tenue d'une telle réunion.

22.14 Special Meeting- Committee of the Whole - procedures

The provisions of section 6, with necessary modifications, apply to special Meetings of Committee of the Whole.

22.14 Réunion extraordinaire - Comité plénier, procédures

Les dispositions de l'article 6 s'appliquent aux réunions extraordinaires du Comité plénier, avec les modifications nécessaires.

22.15 Business - procedure - exceptions

The business of Committee of the Whole shall be conducted in accordance with the rules governing the procedure of Council, so far as they are applicable, except as otherwise set out in this section.

22.15 Activités – procédures - exceptions

Les activités du Comité plénier sont menées conformément aux règles régissant la procédure du conseil, dans la mesure où elles peuvent s'appliquer, sauf indications contraires du présent article.

22.16 Speaking – limitation

There is no limit to the number of times a Member may speak to a motion in Committee of the Whole, however each time a Member speaks to a motion, they shall only speak for a maximum of three (3) minutes.

22.16 Intervention - limites

Un membre peut s'exprimer sur une proposition autant de fois qu'il ou elle le veut en Comité plénier, toutefois chaque fois qu'un membre s'exprime sur une proposition, il ne s'exprimera que pour une durée maximale de trois (3) minutes.

22.17 Speaking - to motion – once - until all spoken

A Member shall not speak more than once to a motion until every Member who desires to speak has spoken once in Committee of the Whole.

22.17 Intervention – proposition - une fois - jusqu'à ce que tous soient intervenus

Un membre pourra s'exprimer à nouveau sur une proposition après que tous les membres qui veulent s'exprimer aient parlé une fois en Comité plénier.

22.18 Recorded vote - not required

No recorded vote shall be required.

22.18 Vote enregistré: non exigé

Aucun vote enregistré n'est exigé.

22.19 Motion - to close debate - prohibited

A motion to put the previous question shall not be permitted in Committee of the Whole.

22.19 Proposition - mettre fin au débat - interdiction

Une proposition visant à mettre la question précédente aux voix n'est pas autorisée en Comité Plénier.

22.20 Chair - permitted a position - without leaving

The Committee Chair or other presiding Member may take a definite position and endeavour to persuade the Committee of the Whole on that position without leaving the chair in Committee of the Whole.

22.20 Président - autorisé à adopter une position - sans quitter la présidence

Le président du comité ou un autre membre présidant peut adopter une position ferme et s'efforcer de persuader les membres du Comité plénier de cette position sans quitter la présidence du Comité Plénier.

22.21 Point of Order - procedure - decision - chair

When a Point of Order or a Point of Procedure is raised or when a Member is called to order in Committee of the Whole, the same procedure shall be adopted as in Council.

22.21 Rappel au règlement - procédure - décision - président

Lorsqu'un membre formule un rappel au règlement ou soulève une question de procédure, ou qu'il est rappelé à l'ordre au Comité plénier, la même procédure doit être adoptée comme elle l'est au conseil.

22.22 Delegations - hearing of - rules

When a person or a representative of any group is scheduled to address Committee of the Whole, a copy of the presentation and any additional materials they wish to bring the Committee's attention shall be submitted to the Clerk prior to 4:00 p.m. on the Wednesday preceding the scheduled Committee of the Whole Meeting. This presentation and other materials shall not include any copyrighted content or any material deemed offensive, abusive, defamatory, or unlawful.

22.22 Délégations - intervention - règles

Lorsqu'une personne ou le représentant d'un groupe doit s'adresser au Comité plénier, une copie de la présentation et de toute autre information qu'on désire apporter à l'attention du comité plénier doivent être soumis au greffier avant 16 h le mercredi précédant la réunion prévue du Comité plénier. Cette présentation et autre information ne doivent pas inclure de contenu protégé par le droit d'auteur ni de matériel jugé offensant, abusif, diffamatoire ou illégal.

22.23 Delegation/Presentation - prior notice

When a person or representative of any group of persons wishes to address Committee of the Whole they shall submit a request in writing to the Clerk, addressed to the Mayor and Council, prior to 4:00 p.m. on the Wednesday preceding a regular Council Meeting.

22.23 Délégations et présentations - préavis

Lorsqu'une personne ou le représentant d'un groupe de personnes veut s'adresser au Comité plénier, il doit présenter une demande par écrit au greffier, adressée au maire et au conseil, avant 16 h le mercredi précédant une réunion ordinaire du conseil.

22.24 Address - no notice - majority consent - required

No person or representative of a group of persons who has not received the prior consent of the Council or Committee of the Whole will be permitted to address the Committee without the consent of a majority of the Members of Council.

22.25 Address - maximum duration

Except with the majority consent of the Committee of the Whole, no person shall address the Committee for more than fifteen (15) minutes, exclusive of the time required to answer questions put to them by the Committee.

22.26 New motion - notice - in writing - deadline

A Member of Committee of the Whole wishing to introduce a motion, other than the type listed in sections 16.7 through 16.23 inclusive, for consideration by Committee of the Whole shall deliver the motion in writing to the Clerk by 4:00 p.m. on the Wednesday before the meeting of Committee of the Whole and shall provide the background associated with the item and the proposed motion.

22.27 Report - to Council - all matters - recommendations

Committee of the Whole shall report to Council on all matters connected with the duties imposed on it and all matters referred to it and shall recommend such action as it deems appropriate.

22.28 Minutes - Committee of the Whole - taken by Clerk

The Clerk or any City employee designated by the Clerk shall take minutes of the Committee of the Whole meetings.

22.29 Open meetings - exception

The provision of sections 7.2 through 7.4 inclusive, regarding closing Meetings to the public, apply to

22.24 Adresse - aucun avis, consentement majoritaire - exigence

Une personne ou le représentant d'un groupe de personnes qui n'a pas reçu de consentement préalable du conseil ou du Comité plénier ne peut s'adresser au comité sans obtenir le consentement de la majorité des membres du conseil.

22.25 Adresse - durée maximale

Sauf sur consentement majoritaire du Comité plénier, personne ne peut s'adresser au comité pendant plus de quinze (15) minutes, sans compter le temps nécessaire pour répondre aux questions que lui pose le comité.

22.26 Nouvelle proposition – avis - par écrit - délai

Un membre du Comité plénier qui veut présenter une proposition différente de celles énumérées aux articles 16.7 à 16.23 inclusivement aux fins d'examen par le Comité plénier doit présenter la proposition par écrit au greffier avant 16 h le mercredi précédant la réunion du Comité plénier et celle-ci doit comprendre des renseignements généraux relatifs à la question et à la proposition présentée.

22.27 Rapport - à l'intention du conseil - toutes questions - recommandations

Le Comité plénier doit faire rapport au conseil sur les questions liées aux tâches qui lui sont imposées et à toutes les questions qui lui sont transmises. Il doit également recommander des mesures lorsqu'il le juge approprié.

22.28 Procès-verbal - Comité plénier - rédigé par le greffier

Le greffier ou un employé de la Corporation nommé par le greffier rédige les procès-verbaux des réunions du Comité plénier.

22.29 Réunions publiques - exceptions

Les dispositions prévues aux articles 7.2 à 7.4, inclusivement, concernant la tenue de séances

regular and special Meetings of Committee of the Whole and except as permitted or provided in the *Local Governance Act*, Committee of the Whole Meetings shall be open to the public.

22.30 Proceedings - adopted- confirmed - by Council - motion

The recommendations of Committee of the Whole Meetings may be adopted by Council in a single motion and the passage of such motion shall be taken to confirm all of the proceedings taken in the Committee of the Whole meeting except for those matters dealt with or voted on separately.

22.31 Recommendation - vote - requested

A Member may request prior to the adoption of the Committee of the Whole report or recommendations that Committee recommendations be voted on separately and such a request shall not require the introduction of a motion.

Enactment

23.1 Effective Date

This By-law shall come into force on the date it receives 3rd reading.

Repeal

24 A by-law of The City of Saint John enacted on the 3rd day of May, 2021 entitled “*By-law Number LG-15, A By-law Respecting the Procedures of the Common Council of The City of Saint John*” and all amendments thereto are repealed.

privées s’appliquent aux séances ordinaires et extraordinaires du comité plénier. De plus, les séances du comité plénier sont publiques, sous réserve de la *Loi sur la gouvernance locale*.

22.30 Procédures – adoption – confirmation - par le conseil - proposition

Les recommandations formulées lors des réunions du Comité plénier peuvent être adoptées par le conseil en une seule proposition et l’adoption d’une telle proposition doit être menée à bien pour confirmer toutes les délibérations du Comité plénier, à l’exception des questions traitées séparément ou qui ont fait l’objet d’un vote distinct.

22.31 Recommandations – vote - demande

Avant que ne soient adoptés le rapport ou les recommandations du Comité plénier, un membre peut demander que les recommandations soient soumises à un vote distinct et une telle demande ne requière pas la présentation d’une proposition.

Entrée en Vigueur

23.1 Date d’entrée en vigueur

Le présent arrêté entrera en vigueur à la date où il recevra la 3^e lecture.

Abrogation

24 L’arrêté de la ville de Saint John édicté le 3 mai, 2021 et intitulé « *Arrêté N° LG-15, Arrêté concernant le Règlement Intérieur du Conseil Communal de la Ville de Saint John* », ensemble ses modifications, est abrogé.

IN WITNESS WHEREOF the City of Saint John has caused the Corporate Common Seal of the said City to be affixed to this By-law the _____ day of _____, A.D. 2026 and signed by:

EN FOI DE QUOI, la Ville de Saint John a fait apposer son sceau municipal sur le présent arrêté le _____ 2026, avec les signatures suivantes :

Mayor/maire

City Clerk/greffier

First Reading	-	Première lecture	-
Second Reading	-	Deuxième lecture	-
Third Reading	-	Troisième lecture	-

SCHEDULE A

TABLE OF PRECEDENCE

<p>1. MOTION TO SET THE DATE AND TIME OF THE NEXT MEETING</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires, for adoption, a majority vote- May be debated, but only as to the date and time	<ul style="list-style-type: none">• Ensure that those who must leave, know the time and place of the next Meeting
<p>2. MOTION TO SET THE TIME TO ADJOURN</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires, for adoption, a majority vote- May be debated, but only as to the time of the adjournment	<ul style="list-style-type: none">• To limit the length of the Meeting
<p>3. MOTION TO ADJOURN</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires for adoption, a majority vote- May not be debated	<ul style="list-style-type: none">• To terminate Meeting
<p>4. MOTION TO RECESS</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a majority vote- Must not be debated	<ul style="list-style-type: none">• Cooling off period
<p>5. MOTION TO RAISE A QUESTION OF PRIVILEGE</p> <ul style="list-style-type: none">- Requires a mover only, who may interrupt another speaker- Requires no vote- Must not be debated	<ul style="list-style-type: none">• Ventilation• Disorder in gallery• Any rights of Members
<p>6. MOTION TO RAISE A POINT OF ORDER</p> <ul style="list-style-type: none">- Requires a mover only, who may interrupt another speaker- Requires no vote- Must not be debated	<ul style="list-style-type: none">• To call attention• Failure to observe rules
<p>7. MOTION TO LAY ON THE TABLE OR MOTION TO REMOVE FROM THE TABLE</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a majority vote- Must not be debated	<ul style="list-style-type: none">• Consider immediately
<p>8. MOTION TO PUT THE PREVIOUS QUESTION</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a two-thirds vote- Must not be debated	<ul style="list-style-type: none">• To limit amendments and force a direct vote on the main motion

<p>9. MOTION TO DEFER TO A DEFINITE DATE AND TIME</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a majority vote- May be debated, but only as to the time	<ul style="list-style-type: none">• Make way for more urgent business• Cooling off period• Postpone• Way of determining support
<p>10. MOTION TO REFER (e.g. TO A STANDING OR SPECIAL COMMITTEE)</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a majority vote- May be debated only on the propriety of the referral	<ul style="list-style-type: none">• When additional information or discussion is needed
<p>11. MOTION TO AMEND</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a majority vote- May be debated	<ul style="list-style-type: none">• To add, delete, or substitute words in the main motion
<p>12. THE MAIN MOTION</p> <ul style="list-style-type: none">- Requires a mover and a seconder- Requires a majority vote- May be debated	<ul style="list-style-type: none">• The proposal before the meeting
<p>13. MOTION TO RESCIND</p> <ul style="list-style-type: none">- Requires a mover and seconder- Requires a majority vote when a notice of motion has been provided- Requires a two-thirds vote when a notice of motion has not been provided to Council- May be debated	<ul style="list-style-type: none">• Annul a motion that has been passed

ANNEX A

TABLE DE PRÉCÉDENCE

<p>1. PROPOSITION POUR FIXER LA DATE ET L'HEURE DE LA PROCHAINE REUNION</p> <ul style="list-style-type: none">- Requiert un auteur et un appuieur- Pour que la proposition soit adoptée, le vote doit être majoritaire	<ul style="list-style-type: none">• Pour assurer que les personnes devant s'absenter connaissent la date, l'heure et le lieu de la prochaine réunion
<p>2. PROPOSITION VISANT À FIXER L'HEURE DE L'AJOURNEMENT</p> <ul style="list-style-type: none">- Requiert un auteur et un appuieur- Pour que la proposition soit adoptée, le vote doit être majoritaire- La proposition peut faire l'objet d'une discussion ne portant que sur l'heure de l'ajournement	<ul style="list-style-type: none">• Pour limiter la durée de la réunion
<p>3. PROPOSITION D'AJOURNEMENT</p> <ul style="list-style-type: none">- Requiert un auteur et un appuieur- Pour que la proposition soit adoptée, le vote doit être majoritaire- Ne doit pas faire l'objet d'une discussion	<ul style="list-style-type: none">• Pour mettre fin à la réunion
<p>4. PROPOSITION DE PAUSE</p> <ul style="list-style-type: none">- Requiert un auteur et un appuieur- La proposition nécessite un vote majoritaire- Ne doit pas faire l'objet d'une discussion	<ul style="list-style-type: none">• Période de détente
<p>5. PROPOSITION POUR SOULEVER UNE QUESTION DE PRIVILÈGE</p> <ul style="list-style-type: none">- Ne requiert qu'un auteur qui peut interrompre un autre intervenant- Ne requiert aucun vote- Ne doit pas faire l'objet d'une discussion	<ul style="list-style-type: none">• Ventilation• Désordre dans la tribune• Tous les droits des membres
<p>6. PROPOSITION POUR FORMULER UN RAPPEL AU RÈGLEMENT</p> <ul style="list-style-type: none">- Ne requiert qu'un auteur qui peut interrompre un autre intervenant- Ne requiert aucun vote- Ne doit pas faire l'objet d'une discussion	<ul style="list-style-type: none">• Pour porter une question à l'attention des membres• Défaut de se conformer aux règles

<p>7. PROPOSITION POUR SOUMETTRE UNE QUESTION OU PROPOSITION POUR RETIRER UNE QUESTION</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur - La proposition nécessite un vote majoritaire - Ne doit pas faire l'objet d'une discussion 	<ul style="list-style-type: none"> • Prendre en consideration immédiatement
<p>8. PROPOSITION POUR QUE LES MEMBRES SE PRONONCENT SUR LA QUESTION PRÉCÉDENTE</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur - Pour être adoptée, la proposition nécessite les deux tiers des votes - Ne doit pas faire l'objet d'une discussion 	<ul style="list-style-type: none"> • Pour limiter les modifications et forcer un vote direct sur la proposition principale
<p>9. PROPOSITION POUR REPORTER UNE QUESTION À UNE DATE ET À UNE HEURE PRÉCISES</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur - La proposition nécessite un vote majoritaire - La proposition peut faire l'objet d'une discussion ne portant que sur la date et l'heure 	<ul style="list-style-type: none"> • Faire place à des questions plus urgentes • Période de détente • Report • Façon de déterminer le soutien
<p>10. PROPOSITION POUR TRANSMETTRE UNE QUESTION (p. ex. À UN COMITÉ PERMANENT OU À UN COMITÉ SPÉCIAL)</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur - La proposition nécessite un vote majoritaire - Pourrait être seulement débattu sur la bienséance de la référence 	<ul style="list-style-type: none"> • Lorsqu' il est nécessaire d'obtenir des renseignements supplémentaires ou de tenir d'autres discussions
<p>11. PROPOSITION DE MODIFICATION</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur. - La proposition nécessite un vote majoritaire. - Peut faire l'objet d'une discussion. 	<ul style="list-style-type: none"> • Pour ajouter, supprimer ou substituer des mots dans la proposition principale
<p>12. LA MOTION PRINCIPALE</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur - La proposition necessite un vote majoritaire - Peut faire l'objet d'une discussion 	<ul style="list-style-type: none"> • La proposition soumise à l'assemblée
<p>13. PROPOSITION DE RÉVOCATION</p> <ul style="list-style-type: none"> - Requier un auteur et un appuieur - La proposition nécessite un vote majoritaire lorsqu'un avis d'intention a été donné - La proposition nécessite le vote des deux tiers du nombre total des membres du conseil lorsqu'un avis d'intention n'a pas été donné au conseil - Peut faire l'objet d'une discussion 	<ul style="list-style-type: none"> • Pour annuler une proposition qui a été adoptée

SCHEDULE B

PROCEDURE FOR STATUTORY PUBLIC HEARING

1. Except for the Applicant, members of the public who wish to address Council during the Public Hearing must register using one of the following methods:
 - (a) Advanced Registration:
 - (i) The registrant must contact the Office of the City Clerk no later than 12:00 p.m. on the day of the Public Hearing to provide their first and last name and indicate their intention to address Council and specify whether they wish to speak in support of or in opposition to the proposal being considered by Council at the Public Hearing; or
 - (b) In-Person Registration:
 - (i) The registrant must provide their first and last name for inclusion on the speakers' list, located outside Council Chambers, on the second floor of City Hall, and specify whether they intend to speak in support of or in opposition to the proposal being considered by Council at the Public Hearing.
 - (ii) In-person registration opens thirty (30) minutes prior to the Council Meeting where the Public Hearing will take place being Called to Order and closes five (5) minutes prior to that same Meeting being Called to Order.

During the registration process, the registrant's contact information may be requested. Failure to provide contact information may limit Council's ability to follow up with the registrant.

2. Any presentation materials, including audiovisual components and handouts intended for Council's consideration at the Public Hearing shall be submitted to the Clerk no later than 4:00 p.m. on the Wednesday preceding the Public Hearing. This presentation and other materials shall not include any unauthorized copyrighted content or any material deemed offensive, abusive, defamatory, or unlawful.
3. All members of the public attending a Public Hearing shall comply with section 5.11 of this By-law upon entering the Council Chamber.
4. Immediately prior to the opening of the Public Hearing, and at the discretion of the Chief Administrative Officer, City staff and the Applicant may each make a presentation to Council providing an overview of the proposal.
5. The Presiding Officer opens the Public Hearing.
6. Using the list of registered speakers, the Mayor or Clerk then calls upon those members of the public who registered to speak to voice their objections to the

proposal. Each member of the public who registered to speak will be allotted a maximum of five (5) minutes to address Council, inclusive of any audiovisual presentation.

7. Once the Mayor, or Clerk, exhausted the list of members of the public who registered to speak in opposition to the proposal, they call upon registered members of the public to speak in favour of the proposal. Each member of the public who registered to speak will be allotted a maximum of five (5) minutes to address Council, inclusive of any audiovisual presentation.
8. The Mayor may ask the Applicant to respond to questions or concerns raised during the Public Hearing.
9. Following each member of the public's allotted speaking time, Members of Council may pose questions to them.
10. Once steps 1 to 9 above have been completed, the Presiding Officer shall declare the Public Hearing closed.
11. If a continuation of the Public Hearing is required, only those registrants who did not have an opportunity to speak at the initial Public Hearing may speak at the continuation of the Public Hearing.
12. Once the Public Hearing is closed, Members of Council may ask questions to the Chief Administrative Officer or staff on the proposal.
13. Once the Public Hearing is closed, Council may:
 - (a) debate the proposal;
 - (b) make amendments that do not require re-advertising or reopening of the Public Hearing;
 - (c) pass, defeat or postpone the item; or
 - (d) refer the item to the Chief Administrative Officer.

ANNEXE B
PROCÉDURE RELATIVE AUX AUDIENCES PUBLIQUES

1. À l'exception du demandeur, les membres du public qui désirent s'adresser au conseil lors d'une audience publique doivent d'abord s'inscrire en utilisant l'une des méthodes suivantes :
 - (a) Inscription avancée :
 - (i) Toute personne désirant s'inscrire doit contacter le Bureau du Greffier au plus tard à midi (12h) le jour de l'audience publique afin de donner son prénom et son nom et d'indiquer son intention d'adresser le conseil et de préciser si elle appuie ou oppose la proposition à l'étude par le conseil lors de l'audience publique; ou
 - (b) Inscription en personne :
 - (i) La personne désirant s'inscrire doit donner son prénom et son nom qui seront ajoutés à la liste des inscriptions, située à l'extérieur de la salle du conseil, au 2^e étage de l'Hôtel de ville, et préciser si elle appuie ou oppose la proposition à l'étude par le conseil lors de l'audience publique.
 - (ii) Les inscriptions en personne commencent 30 minutes avant l'ouverture de la réunion du conseil à laquelle l'audience publique est tenue et ferment 5 minutes avant l'ouverture de cette réunion du conseil.

Durant l'inscription, il se peut qu'on demande les coordonnées de la personne qui désire s'inscrire. La capacité du conseil de faire un suivi avec les personnes inscrites sera limitée si ces coordonnées ne sont pas fournies.
2. Toute présentation, y inclus du matériel audio-visuel et autres, que les membres du public désirent porter à l'attention du conseil lors de l'audience publique doit être soumise au greffier au plus tard à 16h le mercredi précédant l'audience publique. Ces présentations et autres matériaux ne doivent pas inclure de contenu non autorisé protégé par le droit d'auteur ni de matériel jugé offensant, abusif, diffamatoire ou illégal.
3. Tous les membres du public qui assistent à une audience publique doivent se conformer à l'article 5.11 du présent arrêté dès qu'ils entrent dans la salle du conseil.

4. Immédiatement avant l'ouverture de l'audience publique, et à la discrétion de l'administrateur en chef, les employés de la ville et le demandeur peuvent chacun faire une présentation au conseil qui résume la proposition.
5. Le président ouvre l'audience publique.
6. En utilisant la liste d'inscription, le maire, ou le greffier, invite ceux qui se sont inscrits et qui s'opposent à la proposition à prendre parole. Chaque membre du public qui s'est inscrit peut adresser le conseil pour une durée maximale de cinq (5) minutes, incluant toute présentation audio-visuelle.
7. Une fois que tous ceux qui sont sur la liste d'inscription et qui s'opposent à la proposition ont adressé le conseil, le maire, ou le greffier, invite ceux qui se sont inscrits et qui appuient la proposition à prendre parole. Chaque membre du public qui s'est inscrit peut adresser le conseil pour une durée maximale de cinq (5) minutes, incluant toute présentation audio-visuelle.
8. Le maire peut demander au demandeur de répondre à des questions ou inquiétudes soulevées lors de l'audience publique.
9. À la fin de la présentation de 5 minutes de chaque personne sur la liste d'inscription, les membres du conseil ont l'occasion de leur poser des questions.
10. Une fois que les étapes 1 à 9 ci-haut sont complétées, le président ferme l'audience publique.
11. Si l'audience publique n'a pu conclure et doit se poursuivre à une date ultérieure, seulement les membres du public qui sont sur la liste d'inscription et qui n'ont pas eu l'occasion d'adresser le conseil durant l'audience publique originale seront invités à prendre parole lors de la continuation de l'audience publique.
12. Une fois que l'audience publique est fermée, les membres du conseil ont l'occasion de poser des questions à l'administrateur en chef et aux employés de la ville concernant la proposition.
13. Une fois que l'audience publique est fermée, le conseil peut :
 - (a) Discuter la proposition;

- (b) Apporter des modifications qui ne nécessitent pas une nouvelle annonce ou une réouverture de l'audience publique;
- (c) Adopter, rejeter ou reporter le point; ou
- (d) Renvoyer le point à l'administrateur en chef.

SCHEDULE C/ANNEXE C

FINANCIAL POLICIES

- 1) **FAS-001** Asset Management Policy/ Politique de gestion des actifs
- 2) **FAS-002** Investment Management Policy/ Politique de gestion des placements
- 3) **FAS-003** Reserves Policy/ Politique sur les réserves
- 4) **FAS-004** Operating Budget Policy/ Politique sur les budgets de fonctionnement
- 5) **FAS-005** Capital Budget Policy/ Politique sur les budgets d'immobilisations
- 6) **FAS-006** Debt Management Policy/ Politique de gestion de la dette
- 7) **FAS-007** Wage Escalation Policy/ Politique sur l'escalade des salaires
- 8) **FAS-020** Long-term Financial Plan Policy/ Politique sur le plan financier à long terme
- 9) **FAS-021** Budget Monitoring Policy/ Politique sur le suivi budgétaire
- 10) **FAS-028** Internal Audit Charter/ Charte de l'audit interne

SCHEDULE D

NOTICE OF MOTION

Date Submitted	
Meeting Date	
Open or Closed	

Her/His Worship Mayor _____ and Members of Common Council:

SUBJECT: [Council Member describes the topic that is the subject of the Notice of Motion]

Primary Author	Input from Council	Input from Staff
[Council Member' s Name]	[Council Member lists the other Members of Council who have been consulted]	[Council Member lists the names of City Staff who have been consulted]

PROPOSED MOTION:

[Council Member provides the proposal for the motion. The exact language of the motion should be provided here. Members of Council are encouraged to consult with City Staff and Common Clerk for assistance.]

BACKGROUND INFORMATION:

[Council Member provides detailed background information. This section is intended to provide sufficient and relevant information for council members to make an informed decision on the proposed motion. Consider including the following:

1. The Reason for the motion: outline the issue the motion is intended to address. Consider including relevant reference materials which support the proposed motion. Consider relying on objective reliable third-party sources.
2. The Context of the motion: consider addressing whether the proposed motion falls within the City' s authority, and whether the city is already working on the issue. If it is, consider touching upon what is currently being done and how the motion would affect this. Consider referencing past decisions and planning documents to help set the context.
3. The Solution being proposed: consider explaining how the motion will help solve the problem or how it will solve it better if the City is already addressing the issue). Consider addressing the impact of the motion (e.g., what will the impact be, will it displace other priorities, will there be related resource issues, etc.?)

STRATEGIC ALIGNMENT:

[Council Member should describe here how the proposed motion will align with corporate strategies and/or Council priorities.]

BUDGET IMPLICATIONS:

[Council Member should list here the potential impact of the proposed motion on the approved budget]

INPUT FROM OTHERS:

[Council Member should list here the parties consulted in the preparation of the Motion, including: City Staff, other Council Members, Agencies, Other Stakeholders, etc.]

ATTACHMENTS:

[Council Member may list here and attach to this form relevant information related to the motion.]

ANNEXE D

AVIS DE PROPOSITION

Date soumise	
Date de la séance du conseil	
Séance publique ou fermée au public	

Monsieur le/Madame le Maire _____ et membres du conseil communal:

SUJET: [Le membre du conseil décrit ici le sujet de la proposition]

Auteur(e)	Contribution des membres du conseil	Contribution de l'administration
[Nom du membre du conseil qui soumet la proposition]	[Le membre du conseil liste ici les autres membres du conseil qui ont été consultés]	[Le membre du conseil liste ici le nom des employés de la ville qui ont été consultés]

PROPOSITION:

[Le membre du conseil fournit ici le texte exact de la proposition. On encourage les membres du conseil à consulter les employés de la ville et le greffier pour de l'assistance.]

CONTEXTE:

[Le membre du conseil fournit ici les détails pertinents concernant la proposition. Le but de cette partie du formulaire est de fournir toute l'information nécessaire et pertinente aux autres membres du conseil pour leur permettre de prendre une décision éclairée sur la proposition. Le membre du conseil devrait considérer inclure ce qui suit:

1. La raison de la proposition: présenter ici la question que la proposition tente d'adresser. On peut faire référence ici à des sources qui supportent la proposition, préférablement des sources objectives de tierces parties.
2. Le contexte de la proposition: considérer la compétence de la ville à traiter la question soulevée par la proposition. Considérer aussi si la ville travaille déjà sur la question. Si la ville y travaille déjà, fournir les détails de ce qui a été entrepris et l'impact de la proposition sur ce travail déjà entamé. Le membre du conseil pourrait inclure ici une liste des décisions antécédentes sur la question et des plans

ou autres documents adoptés par le conseil qui sont pertinents à la question soulevée dans la proposition, pour mieux décrire le contexte.

3. La solution proposée; la membre pourrait expliquer ici comment la proposition résoudra la question (ou comment elle la résoudra mieux si la ville y travaille déjà). Le membre pourrait aussi fournir ici de l'information sur l'impact de la proposition (par exemple, si elle déplacera d'autres priorités, si elle causera des défis de ressources financières, humaines et autres, etc.)

DIRECTION STRATÉGIQUE:

[Le membre du conseil décrit ici comment la proposition s'aligne avec la direction stratégique et les priorités du conseil.]

ENJEUX BUDGÉTAIRES:

[Le membre du conseil liste ici les répercussions potentielles de la proposition sur le budget approuvé par le conseil.]

AUTRE CONTRIBUTIONS:

[Le membre du conseil liste ici la liste des personnes qui ont été consultées dans la proposition, y inclut les employés de la ville, les autres membres du conseil, les agences, les autres parties prenantes, etc.]

PIÈCES JOINTES:

[Le membre du conseil liste ici et place en pièce jointe toute information pertinente à la proposition.]

COUNCIL NOTICE OF MOTION

Received Date	March 17, 2026
Meeting Date	March 23, 2026
Open or Closed	Open Session

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT : Reporting by Community Safety & Security Team at all Public Safety Committee Meetings

Primary Author	Input from Council	Input from Staff
Councillor Greg Norton	Police Commission	Chief of Police

PROPOSED MOTION:

That the CAO be directed to make the necessary steps to include reporting updates by the Community Safety and Security Team at all Public Safety Committee Meetings.

BACKGROUND INFORMATION:

Whereas The City of Saint John is moving forward with a two-year pilot program to introduce a Community Safety and Security (CSS) Team, a visible, non-police presence dedicated to enhancing safety and resilience in Waterloo Village, Uptown, and around local shelter areas.

Whereas The City is also launching a Community Resilience Fund to support small businesses across Saint John

Whereas CSS Team will run 24 hours a day, seven days a week, maintaining a proactive on-the-ground presence and responding to non-emergency concerns.

Be It Resolved That: The CSS Team and Community Resilience Fund providing reporting similar to the regular reporting that the Saint John Board of Police Commissioners would receive.

Be It Further Resolved That: That the CAO provide appropriate notice and include the presentation on the official agenda of the next Public Safety Committee in accordance with standard Council procedures.



STRATEGIC ALIGNMENT:

Council priority of Grow and Belong

SERVICE AND FINANCIAL OUTCOMES: N/A

INPUT FROM OTHERS: N/A

ATTACHMENTS: N/A



SAINT JOHN

P.O. Box 1971 Saint John, NB Canada E2L 4L1 | www.saintjohn.ca | C.P. 1971 Saint John, N.-B. Canada E2L 4L1

COUNCIL NOTICE OF MOTION

Received Date	March 17, 2026
Meeting Date	March 23, 2026
Open or Closed	Open Session

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT : Scheduling a Public Presentation by Turner Drake & Partners Ltd.

Primary Author	Input from Council	Input from Staff
Councillor Greg Norton		

PROPOSED MOTION:

That the Clerk be directed to schedule a public presentation from representatives of Turner Drake & Partners Ltd. at a date mutually agreeable to the presenters and the Clerk’s Office, and further, that the Clerk provide appropriate notice and include the presentation on the official agenda in accordance with standard Council procedures.

BACKGROUND INFORMATION:

Whereas Turner Dake & Partners Ltd. is an expert in providing commercial real estate advice and market analysis for cities across Atlantic Canada.

Whereas Turner Drake & Partners Ltg. has documented that rental rates are a leading indicator of problems for cities in Atlantic Canada.

Whereas City Council recognizes the importance of supporting development and understands rental rates act as a leading indicator of problems for cities because they reflect economic conditions before those problems show up in broader statistics like unemployment or population decline.

Be It Resolved That: The Common Clerk be directed to schedule a public presentation from representatives of **Turner Drake & Partners Ltd.** at an upcoming meeting of Common Council, at a date mutually agreeable to the presenters and the Clerk’s Office.

Be It Further Resolved That: the Clerk provide appropriate notice and include the presentation on the official agenda in accordance with standard Council procedures.



STRATEGIC ALIGNMENT:

Council priority of Grow and Belong

SERVICE AND FINANCIAL OUTCOMES: N/A

INPUT FROM OTHERS: N/A

ATTACHMENTS – Turner Drake & Partners “The Goose That Used to Lay the Golden Egg” Winter



SAINT JOHN

P.O. Box 1971 Saint John, NB Canada E2L 4L1 | www.saintjohn.ca | C.P. 1971 Saint John, N.-B. Canada E2L 4L1

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6182 North Street,
Halifax, N.S., B3K 1P5
Tel.: (902) 429-1811

St. John's, N.L.
Tel.: (709) 722-1811

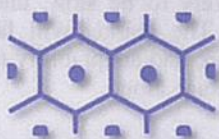
Charlottetown, P.E.
Tel.: (902) 368-1811

Moncton, N.B.
Tel.: (506) 389-1811

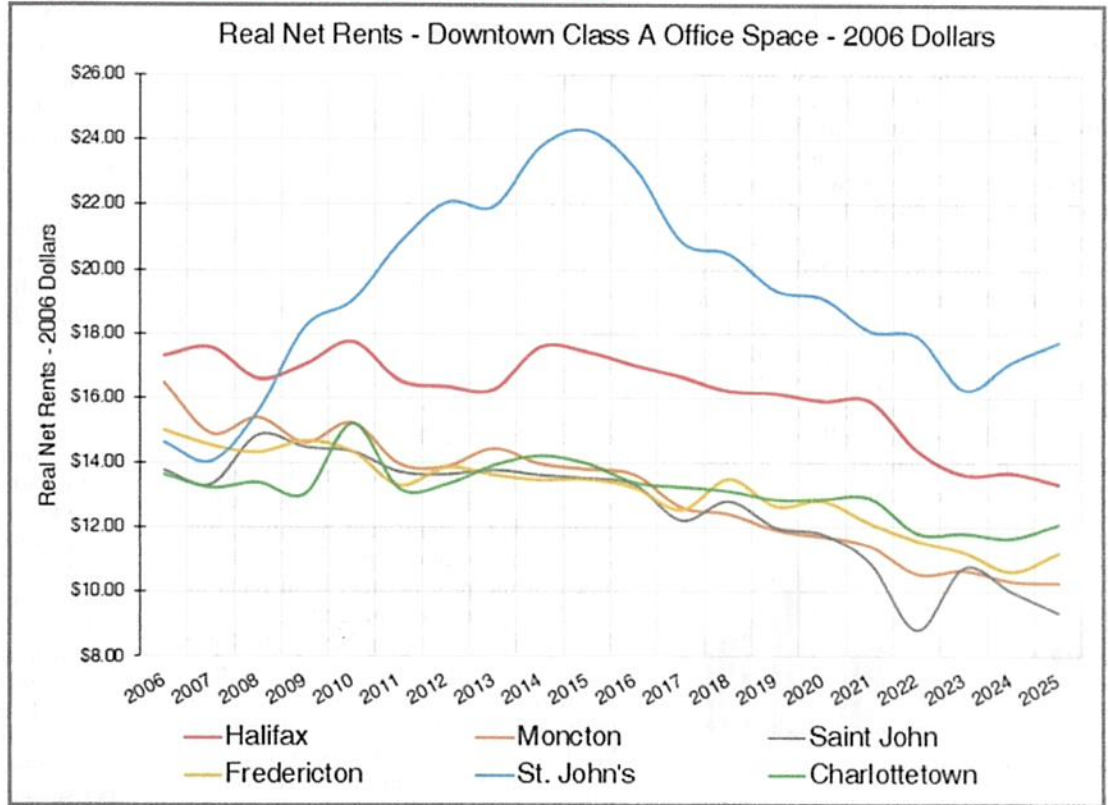
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Internet: www.turnerdrake.com



The Goose That Used to Lay the Golden Egg



Source: Turner Drake & Partners Ltd. Economic Intelligence Unit.

Downtowns define communities, they are its heart and soul. The hollowing out of smaller towns that occurred in the 1960s and 1970s as shoppers became more mobile and gravitated instead to free standing centres on greenfield sites, killed their character. Some, lucky enough to have a university or community college as an anchor, have witnessed something of a revival in recent decades hosting coffee shops, bakeries, pubs and restaurants. But most were dealt a body blow from which they never recovered. Larger towns and cities suffered too from the exodus of shoppers, leaving behind the carcasses of once thriving multi-level department stores and street level facades gazing forlornly over empty streets. Then, during the 1970s and 1980s office expansion rode to the rescue, high rises to be sure, but they helped populate the downtown during working hours. In the past decade residents have returned to the downtowns in many cities in the Atlantic Region, partly baby boomers retiring with time available to enjoy the finer things in life. It is true that the financial base of Central Business Districts (CBDs) has always ebbed and flowed. In Atlantic Canada they, like their urban host, were founded to live off the water transportation routes, by the ocean or on river banks. And that is part of their charm,

bounded by the water on one side and often by topography on the other, they are compact and (somewhat) walkable, offering chance glimpses of the water and vessels traversing it. They are usually guardians too of our built heritage, grounding us in the hope that they will still be there no matter the idiocrasies on our southern border. Nevertheless, many Central Business Districts are in trouble, no matter that they are enjoying a temporary respite from the Baby Boomers (who enjoyed peak retirement in 2025 and will fade away post 2030). Offices continue to struggle and while some government departments are now implementing the end of working from home, the dire state of many office markets hide in plain sight.

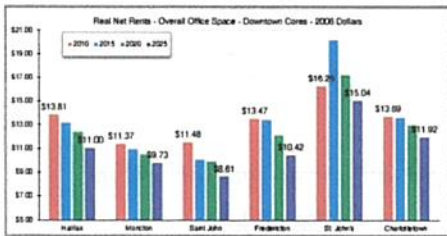
Much of the national and industry commentary on office markets still leans on a familiar storyline: asking rents continue to rise, even as vacancy increases. The implicit message is that landlords are holding rate discipline, markets remain fundamentally strong, and weakness is mostly transitional. The problem is that this narrative is derived almost exclusively from nominal asking rents. It rarely accounts for inflation, inducements, concessions, or changing lease structures. In other words, it tells us what landlords would like to achieve, not what occupiers are actually paying in real economic terms. Once we adjust rents for inflation and look across time, the story changes. As the "Real Net Rents - Downtown Class A Office Space

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(2006 Dollars)" graph on Page 1 shows, real net absolute rents across downtown office markets in Atlantic Canada have not been rising. Although our data set does not go back to 1990, we were active in the market and real rents peaked that year. With a few ups but mainly downs it has been a remorseless downward slide in most markets since then. There was a brief rally in most cities' real rental rates between the mid-2000s and early 2010s but they have since declined by \$3 to \$6 per square foot in inflation-adjusted terms, depending on market and class. In some places, such as Halifax and Moncton, the erosion has been gradual but persistent. In others, such as St. John's, the market first experienced a powerful commodity-led surge, followed by a pronounced retracement and a long period of elevated vacancy.



Source: Economic Intelligence Unit.

It is easy to be fooled. When commentators say that office rents are "resilient," they are usually referring to nominal face rates. But what matters for investment, taxation, asset value, and municipal revenue is real economic rent and sustained lease-up. Our analysis shows that when we strip away inflation and look at what's actually happened in the downtown cores of Atlantic cities over the past two decades, the trend is unambiguous: real office rents have generally fallen, while vacancy has materially increased. Ignoring that reality leads to flawed planning and policy conclusions. It risks overstating market strength at the very time when many downtown office districts are undergoing structural adjustment that will define their urban economies for the next decade. (Skip to the end of the article to look at how real rents were calculated).

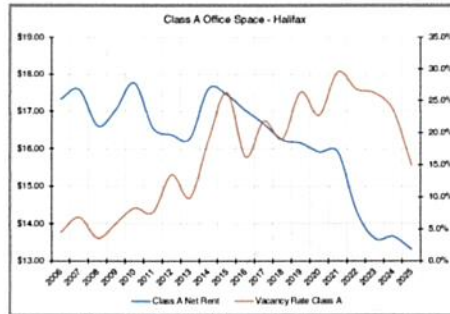
Notes and Considerations

- All analyses done in this study are for the downtown areas and do not include any area outside the downtown core.
- Inflation adjustment uses provincial CPI.
- Vacancy reflects space physically available, not shadow vacancy.

Our analysis looked at all three Classes (A, B, C) of office space but we have focused on Class A space in this

Newsletter because of space constraints. If you are interested in the Full Monty you will find it on our corporate web site www.turnerdrake.com/news-research/research/

Halifax



Source: Economic Intelligence Unit.

Class A space has experienced the most volatile cycle. It has historically commanded a significant premium, but vacancy has been exceptionally high for much of the past decade. Real rents in the Class A segment peaked in the pre-2015 period, averaging \$17 to \$18 per square foot. After 2015, Class A rent stabilized at approximately \$16 to \$17 through 2019. The COVID era marks a break in that trend, Class A net rent declined to \$15.91 in 2020 and \$15.92 in 2021, before falling further to \$14.35 in 2022 and \$13.60 in 2023. In 2024, Class A rent registered at \$13.65 per square foot, with a further decline to \$13.32 in 2025. This represents a \$4 to \$5 per square foot reduction compared to pre-2015 levels.

Vacancy in Class A space has been structurally elevated for more than a decade. Class A vacancy was already 13.5% in 2012, then surged to 18.9% in 2014 and 26.3% in 2015. Unlike other asset classes, Class A vacancy remained extremely high, fluctuating between 19.0% and 30.0% from 2016 onward. The market peaked at 29.6% vacancy in 2021, followed by 26.8% in 2022, 26.2% in 2023, and 23.5% in 2024. The first meaningful improvement occurs in 2025, when Class A vacancy fell to 15.0%. This is still elevated, but materially better than the near 30% level observed earlier in the decade. The implication is straightforward. Class A supply significantly overshot demand in the mid-2010s, hybrid work amplified the imbalance, and only now is absorption meaningfully catching up.

Main Takeaways

- Halifax's office market has structurally repriced lower. Overall rent has fallen from approximately \$14/sf in the mid-2000s to \$11/sf today.
- The major adjustment occurred via vacancy, not rent collapse. Vacancy

rose from 4% to 6% pre-2010 to 15% to 20%+ for the past decade.

- Class A vacancy was the true shock absorber. It reached nearly 30% in 2021, representing chronic oversupply relative to demand.
- Class B has been the market's stabilizer. Rents have softened but space remains broadly absorbable.
- Class C faces existential risk. Vacancy repeatedly exceeds 20%, reflecting functional obsolescence.
- A turning point may be emerging. Overall vacancy declined sharply from 20.0% in 2023 to 14.8% in 2025.

Outlook

The data indicates that the Halifax office market is entering a period of stabilization following more than a decade of incremental oversupply and three years of pandemic-era demand shock. However, stabilization should not be misunderstood as recovery to pre-2010 conditions. Hybrid work, efficient space planning, and sectoral shifts mean that total office space demand per worker is structurally lower than it once was. As such, it is unlikely that rents will revert to the \$14 to \$17 per square foot environment of the mid-2000s. Instead, the likeliest trajectory is a slow consolidation phase, characterized by:

- Moderate absorption of higher-quality space;
- Continued selective tenant movement "up market";
- Stagnant or declining values for obsolete stock;
- A widening performance gap between viable and non-viable assets.

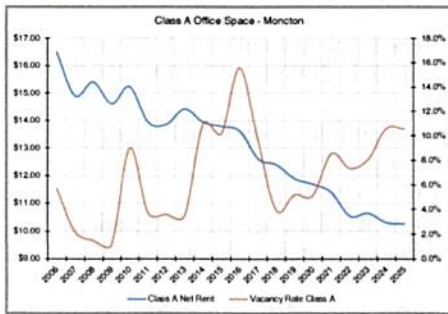
Class A space will remain the preferred location for institutional and professional tenants, but landlords should expect sustained negotiation leverage from occupiers.

Class B will continue to serve cost-sensitive demand and is likely to remain the true backbone of the market.

Class C faces the most difficult future. Without reinvestment, significant portions of this inventory will continue to experience chronic vacancy.

The reduction in overall vacancy to 14.8% in 2025 is encouraging. If realized, it would indicate that the worst of the imbalance has passed. But the recovery is likely to be slow, uneven, and selective. The market will favour quality, location, and adaptability rather than age or vintage alone.

Moncton



Source: Economic Intelligence Unit.

Class A office in Moncton has seen meaningful rent erosion and a sharp increase in vacancy. Rents peaked in the \$15 to \$16 per square foot range in the mid-2000s. Through the 2010s, Class A rent declined into the \$13 to \$14 range, with \$13.79 in 2015 and \$13.62 in 2016. The post-pandemic period saw rents fall further to \$11.40 in 2021, \$10.53 in 2022, and \$10.63 in 2023, before settling at \$10.30 in 2024 and \$10.26 in 2025. This represents a decline of approximately \$6 per square foot from cycle peak to present.

Vacancy has followed an even more dramatic trajectory. While Class A vacancy averaged 2% to 10% through most of the pre-COVID period, it spiked to 15.6% in 2016, retreated to 3.9% in 2018, then moved sharply higher post-2020: 8.6% in 2021; 7.4% in 2022; 8.1% in 2023; and 10.6% in both 2024 and 2025. These numbers are lower than Halifax Class A vacancy but still represent a meaningful deterioration from historical norms. The pattern suggests that while Class A demand remains comparatively resilient, it has not been immune to downsizing and hybrid-work dynamics.

Main Takeaways

- Moncton’s office market has structurally weakened since 2020. Overall vacancy has risen from 6.9% in 2019 to 17.5% in 2024, before an improvement to 14.9% in 2025.
- Rents have repriced downward, but in a controlled fashion. Overall rent has declined from \$12.81 in 2006 to ~\$9.7 to \$9.8 today.
- Class A is losing pricing power but remains preferred. Rents have declined from \$16 to \$15/sf historically to ~\$10.3, while vacancy has lifted into the ~10% range.
- Class B is structurally oversupplied. Vacancy now exceeds 20%, signalling space redundancy rather than temporary softness.
- Class C remains volatile and marginal. Occupancy shifts reflect episodic leasing rather than durable

demand.

- The post-pandemic period represents a decisive break in trend. Vacancy growth has been faster and broader than earlier cycles.

Outlook

Moncton’s office market now sits in a materially softer position than it did prior to COVID. Vacancy levels above 15% indicate meaningful surplus capacity, particularly in the mid-market segment. Unlike earlier cycles, this surplus is unlikely to be absorbed quickly. Hybrid work, more efficient space usage, and disciplined corporate cost management have structurally lowered demand for traditional office footprints.

The decline in vacancy to 14.9% in 2025 suggests that withdrawal of obsolete space, selective tenant movement, or incremental leasing momentum may already be improving balance. However, the market still must contend with:

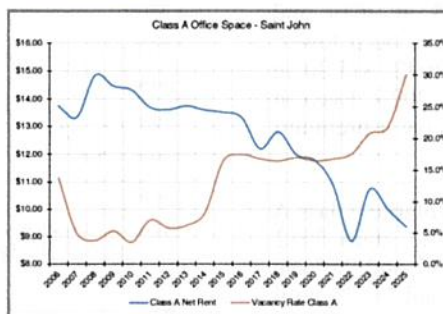
- Reduced space per employee;
- Value-driven tenant behaviour;
- An aging building stock in need of modernization.

Class A will remain the strongest performing segment, though landlords should expect tenants to retain bargaining leverage.

Class B space will continue to bear the most pressure, particularly where buildings lack modernization or location advantages.

Class C will remain highly tactical. It will be viable primarily where users prioritize cost above all else, or where buildings can be repurposed or repositioned.

Saint John



Source: Economic Intelligence Unit.

The overall Saint John’s office market shows a long-term erosion in rents combined with a decisive and ongoing surge in vacancy that has intensified materially in the past five years. Class A space in Saint John has not been immune to this deterioration, and in the most recent period it has been hit

particularly hard. Class A rent peaked near \$14 to \$15 per square foot in 2008 and 2009. Through the 2010s, rents drifted down into the \$12 to \$13.5 range, sitting at \$13.31 in 2016, \$12.20 in 2017, and \$12.80 in 2018. In the pandemic and post-pandemic period, rents continued to decline: \$11.78 in 2020, \$10.89 in 2021, \$8.84 in 2022, \$10.74 in 2023, and \$10.01 in 2024. By 2025, Class A rent had fallen to \$9.36 per square foot. Compared to the late 2000s peak, this represents a \$5 to \$6 per square foot decline, and it places Class A rents only modestly above Class B.

Vacancy trends are even more striking. Class A vacancy sat within 3% to 7% through the 2006–2012 period, then began to climb: 16.5% in 2015, 17.5% in 2016, 16.8% in 2017, and 16.5% in 2020. After 2021, vacancy accelerated, increasing from 16.8% in 2021 to 17.5% in 2022, 20.8% in 2023, 21.8% in 2024, and 30.1% in 2025. This means that nearly one-third of Class A office space in Saint John is now vacant. The premium segment of the market, which is traditionally the most resilient, is now absorbing the full force of excess supply.

Main Takeaways

- Saint John’s office market is now one of the softest in Atlantic Canada. Overall vacancy has risen from 7.0% in 2012 to 30.8% in 2025.
- Real rents have structurally reset downward. Overall rent has fallen from \$11.49 to \$11.50 in 2008–2009 to \$8.61 in 2025.
- Class A is no longer insulated. Vacancy now sits at 30.1%, representing deep oversupply even at the top end of the market.
- Class B is under the most severe pressure. Vacancy reached 40.0% in 2023 and remains 34.4% in 2025 signalling fundamental demand loss.
- Class C remains unstable and largely marginal. Vacancy exceeding 20% to 25% continues to be commonplace.
- The post-2015 period marks a structural turning point. Vacancy prior to 2015 rarely exceeded 10%; now 30%+ is the norm.

Outlook

Saint John’s office market faces the most challenging environment among the Atlantic urban centres reviewed. With overall vacancy now exceeding 30%, the market is firmly in surplus-capacity territory, and traditional cyclical improvement will not be sufficient to restore balance.

Hybrid work has amplified pre-existing

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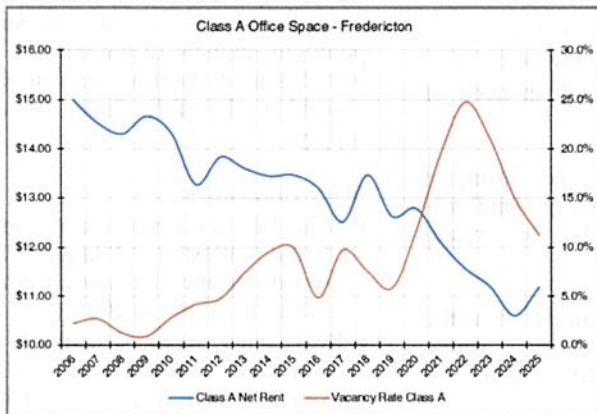
weakness, but it did not cause it. The more fundamental issue is demand contraction in a market with limited net new tenant growth and an aging building inventory. Combined, these forces have eroded both occupancy and pricing power.

Going forward, the following dynamics are likely:

- Class A landlords will compete aggressively on economics, trading face-rate stability for concessions, inducements, and flexibility.
- Class B will remain structurally disadvantaged, caught between tenant aspirations for quality and aggressive Class A negotiation.
- Class C outcomes will be binary. It will be viable only where specific use-cases align or where conversion/redevelopment economics can be justified.

Without strategic withdrawal of inventory through conversion, redevelopment, or demolition, Saint John's vacancy is likely to remain elevated for an extended period. The City's competitive advantage will therefore rely less on price leadership and more on repositioning effort, amenity strategy, and modern workplace suitability.

Fredericton



Source: Economic Intelligence Unit.

Class A space in Fredericton has experienced downward rent adjustment, but demand has remained relatively resilient compared to other markets. Class A rents peaked at \$15.00 to \$14.66 per square foot between 2006 and 2009, before gradually easing into the \$13 to \$14 range during the 2010s. Representative values include \$13.60 in 2013, \$13.45 in 2014, and \$13.48 in 2015, declining to \$12.63 in 2019 and \$12.79 in 2020. More recent levels have been lower, including \$12.10 in 2021, \$11.56 in 2022, \$11.20 in 2023, \$10.61 in 2024, and \$11.19 in 2025. Even at current levels, Class A continues to carry a premium over B and C.

Vacancy, however, has become more volatile. Class A vacancy sat at 2% to 5% during the 2006–2012 period, before climbing to 7.5% in 2013 and 9.6% in 2014. It then stabilized between 4.9% and 11.7% until 2020. The pandemic period marked a sharp break in trend, with Class A vacancy rising to 19.6% in 2021 and 24.8% in 2022. Since then, demand has strengthened and vacancy declined to 21.1% in 2023, 15.0% in 2024, and 11.3% in 2025. This represents a meaningful recovery in the highest-quality segment.

Main Takeaways

- Fredericton's office market remains more stable than its Atlantic peers. While vacancy rose sharply

to 19.9% in 2022, it has since declined to 12.4% in 2025.

- Real rents have softened but not collapsed. Overall rent declined from \$14.98 in 2006 to ~\$10.4 to \$10.8 in the current period.
- Class A vacancy spiked and then recovered strongly. Rising from 2% to 5% pre-2013 to 24.8% in 2022, before improving to 11.3% in 2025.
- Class B vacancy is now trending upward suggesting late-cycle consolidation and flight-to-quality behaviour.
- Class C remains niche but relatively stable with vacancy reverting to 3.0% in 2025 after temporary volatility.
- Fredericton is arguably the most balanced office market in the region today. With improving fundamentals and measured price correction.

Outlook

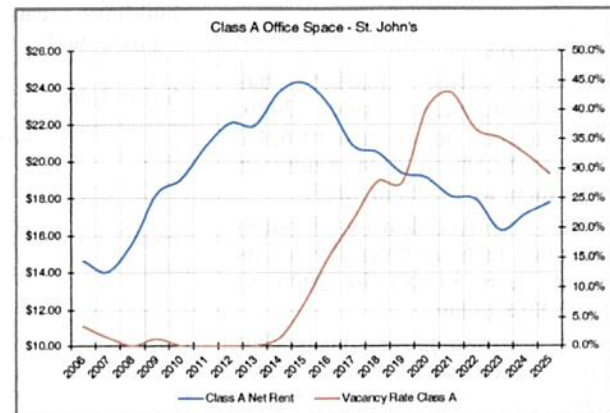
Fredericton stands out among Atlantic Canadian office markets as a comparatively resilient centre. Despite a significant rise in vacancy through 2021–2022, the market has since demonstrated genuine stabilization, with overall vacancy falling from 19.9% in 2022 to 12.4% in 2025. This trajectory contrasts notably with Saint John, where vacancy continues to climb, and with Moncton, where adjustment remains ongoing.

The most likely outlook is one of gradual normalization rather than deep structural reset. Key dynamics include:

- Reabsorption of quality Class A space, as rents now align more competitively with tenant expectations.
- Continued pressure on Class B, as demand bifurcates between quality and cost-driven alternatives.
- Steady niche demand for Class C, supported by affordability and smaller-tenant requirements.

Absent a major supply shock or economic downturn, Fredericton appears positioned to stabilize in the 10% to 14% vacancy range, with rents anchored near current levels. Among Atlantic markets, it currently represents the most balanced, least volatile office environment.

St. John's



Source: Economic Intelligence Unit.

Class A space in St. John's led the price expansion during the boom and has borne the brunt of the vacancy correction.

Class A net rent surged from \$14.63 in 2006 to \$22.07 in 2012, \$21.95 in 2013, and \$23.78 in 2014, peaking at \$24.28 per square foot in 2015. Since then, rents have fallen materially: \$23.12 in 2016, \$20.86 in 2017,

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\$19.36 in 2019, \$19.12 in 2020, then \$18.10 in 2021, \$17.93 in 2022, \$16.29 in 2023, \$17.13 in 2024, and \$17.75 in 2025. Even at current levels, Class A still commands the highest real rents in the region, but the spread has narrowed significantly.

Vacancy tells an even more striking story. Class A vacancy was effectively 0% from 2008 to 2013, before rising modestly to 1.5% in 2014. From there, it surged to 7.3% in 2015, 15.1% in 2016, 21.4% in 2017, 28.0% in 2018, 27.8% in 2019, and 40.2% in 2020. The high-vacancy environment persisted at 43.0% in 2021, 36.7% in 2022, 35.2% in 2023, 32.6% in 2024, and 29.2% in 2025. This means nearly one-third of prime office space remains vacant, despite rent correction.

The market is still working through the legacy of a supply pipeline that was calibrated for a much stronger economy than exists today.

Main Takeaways

- St. John’s experienced the steepest rent boom in Atlantic Canada. Overall rents rose from \$13.08 in 2006 to \$20.16 in 2015; a ~55% increase.
- The market then entered a prolonged oversupply period. Overall vacancy increased from ~4% pre-2015 to 41.6% in 2021, easing to 28.4% in 2025.
- Class A remains expensive, but under-occupied. Even at \$17.75/sf, vacancy sits near 30%.
- Class B shows signs of normalization. Vacancy has fallen from 31%+ to 10% to 11%, although rents have weakened.
- Class C remains opportunistic and volatile. Vacancy remains well above balanced-market levels.
- The structural issue is not price; it is demand. The market was built for a higher-growth economy than currently exists.

Outlook

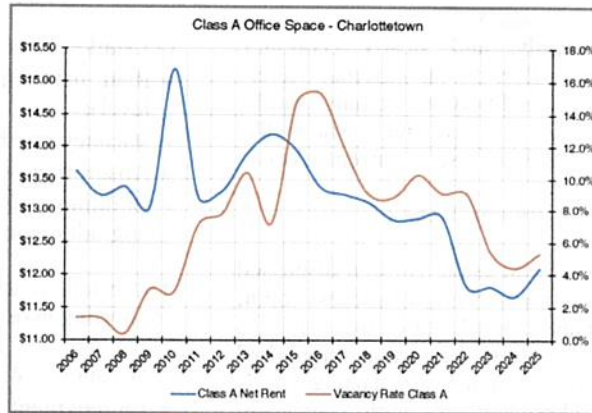
St. John’s remains in the later stages of a structural market correction. The worst of the vacancy surge appears to be behind it but the market is still significantly oversupplied relative to sustainable tenant demand. For the foreseeable future:

- Class A will remain tenant-favoured, with landlords competing through concessions and flexibility rather than nominal rate cuts.
- Class B is likely to remain the value segment, attractive to cost-conscious firms or those seeking smaller footprints.
- Class C demand will remain episodic, driven primarily by price sensitivity and niche needs.

Meaningful recovery will depend on either employment expansion in office-using sectors or permanent structural withdrawal of inventory from the market. Absent those drivers, St. John’s is likely to stabilize at elevated vacancy levels, even as real rents remain above regional peers.

Charlottetown

Class A rents in Charlottetown have remained comparatively stable, reflecting limited inventory and consistent tenant demand. Class A rent moved within a narrow band ranging from \$11.7 to \$15.2 per square foot, peaking at \$15.20 in 2010, before moderating gradually: \$13.96 in 2015, \$13.12 in 2018, \$12.86 in 2019, \$12.88 in 2020, and \$12.90 in 2021. Recent values include \$11.82 in 2022, \$11.82 in 2023, \$11.67 in 2024, and \$12.10 in 2025.



Source: Economic Intelligence Unit.

2019, \$12.88 in 2020, and \$12.90 in 2021. Recent values include \$11.82 in 2022, \$11.82 in 2023, \$11.67 in 2024, and \$12.10 in 2025.

Vacancy in Class A tightened through the 2006–2012 period, then rose during the mid-2010s adjustment phase, from 10.4% in 2013 to 14.7% in 2015 and 15.3% in 2016. Since 2018, the trend has improved materially: vacancy declined from 9.0% in 2018 to 8.8% in 2019, 10.3% in 2020, then 9.1% in both 2021 and 2022, further tightening to 5.4% in 2023, 4.4% in 2024, and 5.3% in 2025.

In other words, Class A office has largely normalized, sitting firmly within healthy occupancy ranges.

Main Takeaways

- Charlottetown is one of the most stable office markets in Atlantic Canada. Real rents have moved narrowly, and vacancy sits at 6.1% in 2025, down from 17.5% in 2015. The market has rebalanced organically. Absorption has worked through oversupply without major rent erosion.
- Class A is healthy and competitive. Vacancy has normalized to ~4% to 6%, signalling firm tenant demand.
- Class B is recovering. Vacancy has fallen sharply, from 25% in 2015–2016 to 6.1% in 2025.
- Class C remains chronically oversupplied. Vacancy near 16% remains standard.
- The defining feature is stability for Charlottetown, not volatility. Unlike Moncton, Saint John, or St. John’s, the market has avoided structural disruption.

Outlook

Charlottetown enters the current cycle in a position of relative strength. With overall vacancy near 6%, the market now sits well inside balanced-to-tight territory. Real rents, while modest by national standards, have proven remarkably resistant to downward pressure. Instead, the market has adjusted through occupancy cycles rather than price resets. Looking ahead:

- Class A will likely retain pricing stability, with limited new supply and consistent institutional or professional demand.
- Class B should continue to be firm, supported by cost-conscious tenants and a shrinking pool of available space.
- Class C will remain structurally challenged, although affordability may continue to support niche uptake.

Charlottetown lacks the boom-and-bust dynamics seen elsewhere. Instead, it reflects measured demand,

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modest supply, and steady economic momentum. Barring an external shock, conditions are likely to remain stable, with vacancy anchored near 6% to 8% and rents holding close to current levels.

CRE as a Municipal Asset

Commercial real estate is often discussed as an investment class, a business input, or an urban design feature. But it is also one of the most important municipal financial assets in any city. That reality is rarely acknowledged with sufficient clarity.

When a building produces rental income, there are three primary beneficiaries:

- (1) Mortgage lenders, through interest payments;
- (2) Municipal governments, through property taxes; and
- (3) Property owners, through net operating income.

This means downtown office buildings are not simply private investments, but rather pillars of the municipal fiscal base. They help fund transit, policing, water, waste, housing supports, recreation, climate adaptation, and economic development.

Which leads to the fact that a structural weakness in the downtown office market is a structural weakness in municipal finance. When vacancy rises and rents adjust lower in real terms, assessed values flatten or decline. Meanwhile, costs for service delivery continue to rise. The funding gap either shifts onto residents and businesses elsewhere in the city, or services are reduced.

This should change how cities think about commercial real estate policy. Office assets are not just private risks to be borne by landlords and lenders. They are civic infrastructure. And because of that, municipal decision-making i.e., zoning, taxation, permitting, incentives, and public realm investment, plays a direct role in shaping their long-term viability.

Measuring Downtown Success

If downtown office space is a civic asset, we need better ways to measure whether the downtown itself is succeeding. Relying on surface impressions or legacy narratives is no longer sufficient. A credible, defensible framework should draw from measurable, repeatable indicators that reflect economic health, livability, and long-term competitiveness.

A balanced dashboard should include at least the following:

(1) Market Health Indicators:

- Real net office rent (trend, not just level);
- Vacancy rate by class;
- Absorption over time;
- Building reinvestment rate (retrofits, upgrades, conversions).

These tell us whether market demand is supporting asset value.

(2) Economic & Employment Indicators:

- Employment density in the core;
- Share of regional office employment located downtown;
- Business formation rate.

These reflect whether the core is still the primary economic node.

(3) Urban Vitality Indicators:

- Pedestrian activity and dwell time;
- Retail occupancy and turnover;
- Residential population growth downtown;
- Amenity mix and hours of operation.

These measure whether the downtown functions as a living urban environment rather than a commuter workplace district.

(4) Accessibility & Connectivity Indicators:

- Transit access and ridership to/from the core;
- Active transportation mode share;
- Parking utilization (not just supply).

These reflect whether the core is reachable and attractive.

(5) Fiscal Indicators:

- Contribution of downtown properties; to municipal tax base; ;
- Change in assessment vs. city-wide trend.

These link market performance directly to civic finance.

A “successful” downtown is not one where office vacancy is artificially low or where rents are pushed up at the expense of competitiveness. It is one where economic activity is dense, diverse, resilient, and fiscally supportive of the services a city needs to thrive.

Implications for Municipalities, Investors, and Economic Development

Across much of Atlantic Canada, real office rents have fallen and vacancy has risen, most recently since the mid-2010s and accelerating through the pandemic era. This is not a temporary blip; it is evidence of structural adjustment driven

by hybrid work, space efficiency, sectoral change, and aging building stock.

For Municipalities

Municipalities need to recognize office real estate as part of the public finance system, not simply as private-market inventory. That means:

- Planning for lower long-run real rent environments;
- Protecting assessment stability where possible;
- Supporting reinvestment, modernization, and selective conversion;
- Proactively managing land-use to concentrate economic activity.

For Investors & Owners

Investors should recalibrate expectations. Many downtown assets will not return to peak-cycle pricing. Competitive advantage will accrue to buildings that:

- Deliver workplace quality and experience;
- Support smaller and more flexible footprints;
- Are energy-efficient and modernized;
- Are well-located within true amenity-rich cores.

Class B and C inventory will increasingly face a choice between reinvest, repurpose, or gradually lose relevance.

For Economic Development

Economic development strategies should recognize that vibrant downtowns remain competitive assets, even in a hybrid world. The path forward is not nostalgia for the 2010s office market or that of the 1970s and 1980s. It is building the next version of the urban core, where residential, institutional, cultural, and commercial uses reinforce one another, and where the office remains important, but more selective, efficient, and experience-driven.

How Real Rents Were Calculated

This analysis is only possible because Turner Drake has built the most comprehensive commercial real estate dataset in Atlantic Canada. Our firm has been surveying the region’s office and industrial markets twice every year since the early 2000s, compiling consistent, class-segmented data on asking rents, vacancy, absorption, inventory, and building characteristics across the major downtown cores. This long-running dataset gives us a uniquely detailed view into how markets evolve over time, across multiple periods of expansions and contractions.

Drawing from this dataset, we converted

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nominal downtown office net rents into inflation-adjusted (real) rents so that long-term rent trends could be meaningfully compared.

The calculation followed standard economic practice:

- Nominal net rents were taken from our semi-annual market surveys for each year and Building Class (A, B, C, and overall).
- These annual rent figures were then deflated using their respective provincial Consumer Price Index (CPI) to remove the effect of inflation.
- A base year was established, meaning all rents are expressed in constant dollars relative to that year. The base year for our study was 2006.

The resulting figures represent the real purchasing-power value of rent per square foot, rather than the face rent at the time, allowing us to directly compare rent paid in 2006 with one paid in 2025. If nominal rents increased but inflation increased faster, then real rents actually fell, which is what we observed across many downtown markets in Atlantic Canada.

The adjustment was applied consistently to:

- Overall downtown office market rents.
- Class A, B, and C rents.

This ensures that differences across cities reflect true economic performance, not inflation distortions.

It is worth noting that this method is conservative:

- It does not incorporate inducements, free rent, or improvement allowances.
- It assumes landlords achieved face rates.
- It reflects market conditions even before incentives are layered in.

So where real rents are already declining after adjusting for inflation, the true effective rental return is likely lower still.

🌐 Our commercial real estate dataset also includes industrial properties in each of the six major cities in Atlantic Canada. For more information on these and other analyses, contact Jigme Choerab, Manager, Economic Intelligence Unit, by email at ichoerab@turnerdrake.com or 1-800-567-3033 Ext. 323. Our EIU works in close conjunction with our Planning Division, to provide unique data-based solutions to planning issues. They also undertake primary and secondary research to provide clients with practical real estate solutions to problems they face in today's rapidly changing world (market surveys,

site selection, trade area analysis, supply and demand analysis, demographic reports, impact and economic analysis). Visit our web site at www.turnerdrake.com/services/economic-intelligence/ for a detailed look at the services EIU provides.

Economic Intelligence Unit



What does Turner Drake's Economic Intelligence unit do? We asked Artificial Intelligence.

"Turner Drake's Economic Intelligence Unit provides market research and data analysis for real estate, offering services like Market Surveys, Site Selection, Trade Area Analysis, and Supply/Demand Studies to help clients understand property trends, forecast future conditions, and make informed decisions, using GIS and proprietary databases to analyze demographics, rents, and economic impacts for commercial and residential properties across Atlantic Canada and beyond. They blend real estate expertise with tech. to offer practical, data-driven solutions for property owners, developers, and even municipalities." **Google AI.**

Wow! Couldn't have put it better myself. So, what makes them special?

"Turner Drake's Economic Intelligence Unit (EIU) stands out due to its deep focus on Atlantic Canada's unique real estate markets, proprietary data platform CompuVal®, rigorous semi-annual market surveys, integration of demographic/fiscal data for predictive modeling, and the combined expertise of its in-house salaried professionals. They don't just collect data; they transform overwhelming information into practical, actionable real estate solutions using their unique IT tools, building long-term relationships and providing specialized insights for landlords, tenants, and developers." **Google AI.**

Golly! Is Turner Drake's economic intelligence unit staffed with egg heads?

"Yes, Turner Drake's website uses

the term "Egg Head" affectionately for their Economic Intelligence Unit, referring to their data-focused, analytical experts who provide insights on real estate markets, with people like Mark B. Turner, B.Comm., AACI., involved in providing these specialized surveys and reports for clients." **Google AI.**

No Google AI! You are hallucinating! Mark Turner is the Company President; you know, the guy who picks up the garbage, shovels snow, drives a pickup truck, has a dog that eats socks, likes his eggs scrambled... keeps our show on the road.

Property Tax Division

To Appeal or Not to Appeal...



Photo Credit: BigStock Photo

... that is the question. To be clear, the purpose of an appeal is not to minimize your property tax load per se (though on occasion, we may have carelessly couched it that way) but rather to ensure that you are not unfairly assessed and thus bear more of the tax burden than should be your lot in life. Deciding whether to appeal should be driven by logic, not emotion. Generally, there are two broad decision rules that determine whether you have reason for appeal:

(1) Is my property's Assessed Value greater than its Market Value on the Base Date having regard to its condition on the State Date? In Nova Scotia and New Brunswick, for example, the Base Date for the 2026 assessment year is January 1st 2025 (Nova Scotia) and January 1st 2026 (New Brunswick) having regard to the property's state (condition) on the date the assessment roll closed in Nova Scotia (December 1st 2025) or at the beginning of the prior tax year in New Brunswick (January 1st 2025). If the answer is "yes" you should file an appeal. If the answer is "no" there is a further legal ground of appeal in most provinces other than New Brunswick.

(2) Is my property's Assessed Value greater than those of similar properties in the municipality? If the answer is "yes" you should probably file an appeal. This is commonly referred to the "uniformity"

(Continued from page 7)

or "equity" rule and, amongst other things, is designed to ensure that the assessment authority does not assess properties below Market Value and thus deprive property owners of their right of appeal even when they shoulder more of the tax burden than similar properties. New Brunswick is the only province in Atlantic Canada which eschews this provision; however, its property tax system is currently under formal review following an election commitment made in 2024 so we are hopeful this sad omission may soon be rectified. However, the way the "uniformity/equity" rule is applied may vary by provincial assessment authority. In Nova Scotia, for example, case law has determined that it should be calculated by application of the "General Level of Assessment" (GLA) by property category (commercial or residential) in the municipality. The GLA is calculated by PVSC, the assessment authority, by totaling all of the 2026 assessments, for those properties whose sales occurred during the calendar year 2024, and dividing this by the aggregate of their sale prices, in each municipality. PVSC usually publishes its municipal GLAs at close to 100% but we have access to all sales in the province courtesy of our proprietary CompuVal® IT system and it generally tells a different tale. In Nova Scotia, properties whose Assessed Value > (Market Value × GLA) are over-assessed.

It Matters Where You Live

Our Property Tax Division represents clients with properties located coast to coast so they have experience with many assessment authorities. Over the decades most have become more transparent, sometimes because the provincial ombudsman has weighed in on the taxpayer's behalf as was the case in New Brunswick. Within the Atlantic Region, PVSC (Nova Scotia) is the most open, professional and transparent. In the other provinces it depends on the individual assessor.

Cost Effective?

There is little point in appealing your property's assessment unless the tax savings outweigh the cost of the appeal. And of course, there is always the risk that the appeal may not be successful. However, having successfully fought this battle for almost four decades we can usually accurately gauge the probable outcome... and there is also the fact that a reduction in assessed value, following an appeal, may well form the base for future assessments.

It has been some time since we compared

tax savings with the cost of the appeal to calculate the ratio. But Mark Turner (yes, the same guy who shovels the snow and runs the generators when the power goes out) also works in that Division when the weather allows. He also keeps track of the money he saves clients. We caught him on his snow break, asked him about tax savings over the past three years, and compared that with the cost of the appeal. On average Mark recovers \$4 to \$5 in annual taxes for every dollar spent on the appeal... and most of these annual savings will continue in future years. We anticipate similar success rate with other senior personnel in the Division. They have an edge; CompuVal® our proprietary multi-million IT platform which incorporates a family of intelligent databases that talk to each other and analyse data on the fly. And they are supported by unsung heroes, a cadre of enthusiastic, highly tech savvy, younger (and less expensive) junior tax agents and our excellent Support Staff team (most of whom have been with us for decades). Less visible, but critical components for success.

Of course, the "taxes saved versus cost incurred" ratio is not the only measure of success. Our Property Tax staff are salaried professionals, rather than being on commission, *so there is no temptation to just go for the low hanging fruit.* Property taxes are a function of the Tax Rate and the Property Assessment. Since we cannot control the Tax Rate, we focus on the Property Assessment... and the Property Class if the taxing authority has multiple classifications. Often the initial negotiation with the Assessment Authority will yield the bulk of the tax savings, but not all. To get the remainder it may be necessary to go to court or the review panel, a worthwhile strategy so long as the tax savings are greater than the cost of achieving them. This will be a more time intensive process than the initial negotiations but it can stimulate negotiations with the Assessment Authority resulting in additional tax savings for future years. As indicated earlier, it pays off in another way as well: an assessment reduction this year will usually follow through in future years, so it is worthwhile pushing to get the most appropriate assessment reduction because this is a gift that keeps on giving. This is where our long-term relationships with clients through our PAMS® Property Tax Manager program pays off in aggregate tax savings. In appealing, we can focus on tax savings in future years not just the year under appeal. We have also measured the impact of PAMS® on discouraging tax increases in future years, without intervention by our tax team, and it is significant. The fact that the property is protected by the PAMS®

umbrella, and will be part of a larger family, significantly reduces the chance that they will be included when the Assessment Authority implements "across the board" assessment increases. *If your property is not yet enrolled in our PAMS® you are paying too much in taxes.*

We also measure client satisfaction more broadly through a semi-annual anonymous survey, a requirement of our ISO 9001 Quality System. 97% of clients surveyed rated our Property Tax Division as good (21%) or excellent (76%) on a five-point scale ranging from poor, fair, average, good, excellent. These are similar ratings to the remaining Divisions in the company where 96% of clients answered good (20%) or excellent (76%) to the same question. These statistics are based on the past three years but are consistent over that time frame. Most of our work is for private sector clients: a dollar saved drops down to their bottom line.

Fees (Insider Knowledge)

Your commercial property taxes are too high (you think) and you would like to retain a property tax agency to negotiate a reduction in your Property Assessment. The most obvious fee structure is one based on a percentage of the tax savings, aka a "Contingency Fee". As property owner you eliminate your risk and incentivise the tax agency to get the highest reduction. Yes? Not really! But this is the way 80% of tax agencies are compensated because it is the easiest way to sell their service, especially to large corporations. Our Property Tax Division also takes some assignments on this basis; we have to compete... and some clients insist. However, it is often the most expensive and sub-optimal fee structure and can actually achieve the reverse of the property owner's intentions. Think about it. Property owners often focus on negotiating the lowest Contingency Fee and tax agencies compete on this basis. So, achieving the lowest Contingency Fee and paying the tax agency the lowest fee, incentivises them to make the greatest effort? How does that work? And compensating the tax agency this way ensures that they will fight for the greatest tax savings by going to court or the appeal board if necessary, rather than maximising their hourly earnings by harvesting only the low hanging fruit? (Not to mention that Courts will reject or discount expert witness testimony if the tax agent benefits from the outcome of the case, considering it biased, effectively foreclosing that opportunity for a tax agent working on a Contingency basis). Not convinced? You are not alone, over

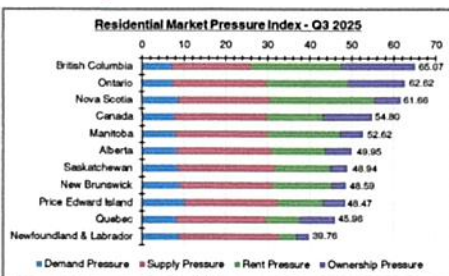
(Continued on page 9)

(Continued from page 8)
half voted for Trump.

Our fees for our PAMS® program are based on our "time and expenses", much the same way you retain other professionals. We are transparent: all invoices spell out what we did, how many hours were spent and by whom, their hourly rate and all expenses in detail. We are heavily invested in information technology to reduce costs and increase effectiveness; this is an ongoing commitment. Our CompuVal® IT platform is proprietary and focuses on data acquisition and analysis across all of our Divisions. We partially fund that commitment by including an IT expense in each invoice, based on 10% of our labour cost (it saves you more than this amount and is less expensive than recouping it through our hourly rates). While you enroll your property for life, and we so warn the Assessment Authority, you can terminate the contract without penalty at any time. Additionally, if our Valuation Division has valued your property, we will have full details in our CompuVal® IT system so your first-year cost will be lower.

If you prefer we can also provide our Property Tax service on a "time and expenses" basis outside PAMS®, or on a "fixed fee", and yes on a "Contingency" basis (we don't recommend it but we will still fight for the optimum tax savings... old habits die hard).

RMPI Update



Source: Economic Intelligence Unit and Statistics Canada.

Housing stress has become Canada's defining economic issue, but until recently, there hadn't been a single, consistent way to measure it. Home prices tell part of the story. Rents tell another. Construction numbers suggest progress that, too often, doesn't reach the people who need housing most. Turner Drake's Residential Market Pressure Index (RMPI) aka. "rimpee", bring these signals together. First introduced in our [Fall 2025 Newsletter](#) for Quarter 2 2025 it translates the tension between demand, supply, and affordability into one clear score. It reveals where Canada's housing markets are overheating, and where they're finally cooling. The graph above ranks the provinces by RMPI for Quarter

3 2025.

Residential market pressure remains elevated across much of Canada in Q3 2025, with British Columbia (65.1), Ontario (62.6), and Nova Scotia (61.7) recording the highest index scores. In these provinces, pressure is being driven by a combination of persistent supply constraints and heightened rent and ownership burdens.

Notably, Nova Scotia's pressure remains comparable to Ontario's despite having a far smaller market, reflecting the far greater rental pressure in the province. Nationally, Canada posts an RMPI score of 54.8, indicating that affordability and availability challenges are still firmly entrenched, even as some regions show modest stabilization.

Conditions are somewhat less acute in the Prairie provinces and Atlantic Canada outside Nova Scotia, although pressures remain far from benign. Manitoba (52.6), Alberta (50.0), Saskatchewan (48.9), and New Brunswick (48.6) sit close to the national midpoint, while Prince Edward Island (48.5) and Quebec (46.0) fall slightly below. Newfoundland and Labrador continues to stand apart with the lowest score in the country at 39.8, reflecting comparatively soft rent and ownership pressures

Overall, the Q3 data underscores an increasingly uneven housing landscape: while some provinces retain manageable pressure levels, Canada's largest and fastest-growing regions continue to experience sustained housing stress driven by tight rental markets, price escalation, and chronic under-supply relative to demand.

RMPI thresholds: 0 to 25: Low Pressure; 26 to 50: Moderate Pressure; 51 to 75: High Pressure; Above 75: Very High / Extreme Pressure.

Double Your Money!



Photo Credit: Turner Drake.

The Brunswick Street Mission, and others like it, helps people get back on their feet and into the workforce if they are able to work. ~~207~~ Mission gets no

government support, they depend on donations from all of us. We are again partnering with the Brunswick Street Mission in Halifax by matching your financial donations to an aggregate amount of \$5,000 (if you are located elsewhere and prefer to donate to a charity in your home town email us your receipt and we will match your donation without derogating from our Brunswick Mission commitment). So far you have helped raise almost all of the \$5,000.... we are just \$280 short of that goal. If the \$5,000 goal is exceeded we will match the excess as well.

The Mission provides a hot breakfast during the week, a "choice model" food bank, a tax clinic and access to a social worker through their Outreach Program. Their food programs have experienced a dramatic increase in demand in the past two years, with over 18,000 breakfasts served and 4,195 food bank visits in 2024 (up from 11,000 breakfasts and 3,576 food bank visits in 2023).

Through their tax clinic, available to individuals earning \$35,000 or less a year, the Mission helps those who have a job, pay their taxes.... and amongst other things, access benefits such as Employment Insurance, Social Security and the Child Benefit. The Mission files over 1,000 tax returns for clients every year.

Your donation is tax deductible and easily made through their web site at www.brunswickstreetmission.org/turnerdrake.

JOIN A SELECT GROUP

Many readers have already chosen to receive our Newsletter by email. If you are not yet a regular subscriber but wish to rectify that sorry circumstance, you can register for your free subscription at <https://sub.turnerdrake.com/Signup>.

You can also follow us on:

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**Small City,
Big Heart.**

**2026
Annual Work Plan in
Support of the Strategic
Plan**

April 7, 2026
Common Council



Advancing the Strategic Plan

CITY OF SAINT JOHN

Recommendation

Common Council Receive and file the 2026 Annual
Work plan



2026 Work Plan Development

- Review of 2025 Initiatives Plan status and identification of 2026 deliverables for multi-year initiatives.
- Evaluate initiatives from the 10-Year Strategic Plan, Council resolutions, and budget commitments to be considered for 2025 (i.e., deliverables and effort).
- Focus on strategic work – “on the business” – to achieve the long-term vision and goals for Saint John.



Vision

- Saint John is more than a place – it's the people that make it home. We uplift all citizens, raising our community to new heights. Together, we will continue to foster growth, inclusion, and diversity, while strengthening our foundation of quality services and accountability, to help Saint Johners thrive.



Four goals to uplift the community

Vibrant

We value a city that pulsates with life through arts, culture, recreation, education, employment, innovation and diversity.

Prosperous

We are creating an environment where all our citizens, neighbourhoods, natural spaces and businesses thrive

Service

We are a professional public service and an engaged, informed community working together to ensure quality and innovative service delivery that benefits all citizens in a growing Saint John.

Accountable

We are committed, with our partner agencies, boards and commissions, to demonstrate transparency in financial stewardship, performance management and reporting outcomes so our taxpayers and customers see value in their investments.



CATALYTIC PROJECTS

Strategic Plan

FOUR KEY INFRASTRUCTURE PROJECTS:

- 1 Innovative Central Peninsula Learning Commons
- 2 Redevelopment of Fundy Quay
- 3 A new comprehensive recreational facility
- 4 Investment in industrial parks

FOUR ADVOCACY EFFORTS:

- 1 Comprehensive tax reform
- 2 Matching dollars for bilateral funding
- 3 Affordable housing
- 4 Post-secondary education

Vibrant: We value a city that pulsates with life through arts, culture, recreation, education, employment, innovation and diversity.



Strategic Goal	Initiative	Priority	Owner	2026 Planned Deliverables
Vibrant	Housing Accelerator Fund Program	High	GCS	<p>Project 1 – North End Secondary Plan Final plan approval (Q2)</p> <p>Project 2 – Housing Concierge Award HAF and Affordable Housing grants</p> <p>Project 7 – E-permitting Award of contract for system and implementation (Q2) Implementation of Phase 1 functionality (Q4)</p>
Vibrant	Housing For All Strategy Implementation	High	GCS	<p>Create Expanded Green Zone and Transfer Responsibility to GNB (Completed by Q2)</p> <p>Implement Red Zone Monitoring and Encampment Cleanups (Ongoing)</p>
Vibrant	Arts & Culture Policy	Medium	GCS	Start Policy work (Q3/4); engage consultant
Vibrant	Municipal Plan Update	Medium	GCS	Growth Strategy; engage consultant
Vibrant	Canada Games Aquatic Centre (CGAC)	High	U&I	Readiness
Vibrant	Harbour Passage	Medium	PWT	Complete main network

Prosperous: We are creating an environment where all our citizens, neighbourhoods, natural spaces and businesses thrive



Strategic Goal	Initiative	Priority	Owner	2026 Planned Deliverables
Prosperous	Continue the development of the comprehensive recreation facility (Catalytic Project)	High	PWT	Secure funding to support the commencement of detailed design Plan for the kick-off of fund-raising campaign
Prosperous	Advocacy for Fiscal Reform and Property Tax Reform including Transferring Heavy Industrial Tax (Catalytic Project)	High	CAO - CFO	Continue to advocate for the Heavy Industrial Tax
Prosperous	Simms Corner	High	CAO	Advocacy for intersection improvements with key stakeholders
Prosperous	Saint John Energy	High	CAO	Advocacy for corporatization
Prosperous	Comprehensive Parking Study		PWT	Parking Study in South Central Peninsula to be finalized in Q2 2026
Prosperous	Transforming Transit	Medium	PWT - Transit	CAD/AVL implementation On-demand services for paratransit Transit Code (of conduct)
Prosperous	City Market Strategic Plan Implementation 2026	Medium		Governance Review (completed by Q2) Celebrate 150th Anniversary of the City Market (Completed by Q4) Major capital work (2 aisle layout & the Deck Seating Area) (Phase 1 Completed by Q3)

Service: We are a professional public service and an engaged, informed community working together to ensure quality and innovative service delivery that benefits all citizens in a growing Saint John.



Strategic Goal	Initiative	Priority	Owner	2026 Planned Deliverables
Service	Police Commission Review	High	CAO / GCO	Third party consultant report
Service	Fire Strategic Plan Implementation	Medium	Fire	Service levels established Phased in implementation of Fire Strat Plan under the 3 Pillars Service Excellence and Our People
				Our Community,
Service	Universal Metering	High	U&I – SJW	Feasibility study to develop plan to phase in metering
Service	Website Refresh	Medium	Communications – IT Enablement	Strategy for website hosting approach Design requirements and framework Governance framework
Service	Move SJ Implementation	Medium	PWT	Roundabout strategy Cycling Strategy improvements (up to 5) Safety and accessibility roadway actions (up to 5) Accessible signalized intersection improvements (target is 60%) Implement the MoveSJ Goods Movement Strategy priorities
Service	Winter Management Plan Audit	High	Finance – Risk	Internal audit report with recommendations on our winter management program
Service	Play SJ	High	PWT	Review PlaySJ and develop scorecard of activity Update scope consider: Harbour Passage Connections, Rockwood and District Parks

Service: We are a professional public service and an engaged, informed community working together to ensure quality and innovative service delivery that benefits all citizens in a growing Saint John.



Strategic Goal	Initiative	Priority	Owner	2026 Planned Deliverables
Service	Water Master Plan	Medium	U&I - SJW	Develop capital investment plan (3rd party engagement)
Service	Enhance Security at City Facilities	High	U&I - Facilities	Chambers Customer Service City Hall Gates at Adelaide Street Complex
Service	Roundabouts	Medium	U&I	Funding for roundabout implementation
Service	Climate Change Adaptation Capital projects	Medium	U&I	Causeway Design Charlotte Street Stormwater
Service	Continued implementation of 20 major traffic calming projects in accordance with the Traffic Calming policy	Medium	PWT	Speed cushions on four (4) streets
Service	Upgrade 40 of designated accessible parking spaces	High	PWT	Installation of 5 planned

Accountable: We are committed, with our partner agencies, boards and commissions, to demonstrate transparency in financial stewardship, performance management and reporting outcomes so our taxpayers and customers see value in their investments.



Strategic Goal	Initiative	Priority	Owner	2026 Planned Deliverables
Accountable	ERP (Enterprise Resource Management) Migration	High	CFO – Corporate Performance	<p>Award of RFP for implementation and system.</p> <p>Plan phased implementation for financial, human resource, payroll functionality</p> <p>Develop strategies for development, training, change management, testing, data migration, and go-live</p> <p>Implement Phase 1 planned core functionality (go-live dates anticipated in 2027)</p>
Accountable	Council Transition and Governance Alignment	High	CAO	<p>Onboarding Members of Council</p> <p>Governance Training</p> <p>Service, Policy, and Strategic Plan Orientation</p> <p>Priority Setting and Strategic Plan Alignment</p>
Accountable	Human Resource Strategy Implementation	High	HR	<p>Design and implement succession planning for leadership and critical roles.</p> <p>Design, source, and launch management development program, and leadership learning and development opportunities.</p>
Accountable	Safety Program Transformation	High	HR	<p>Develop a Health and Safety Strategy and execute on priority actions including a Contractor Safety Management Policy.</p>

Accountable: We are committed, with our partner agencies, boards and commissions, to demonstrate transparency in financial stewardship, performance management and reporting outcomes so our taxpayers and customers see value in their investments.



Strategic Goal	Initiative	Priority	Owner	2026 Planned Deliverables
Accountable	Enterprise Risk Management	High	CFO – Finance supported by Risk Owners	Create ERM policy Conduct regular internal updates on the top 6 risks for 2026 1. Health and Safety 2. Process Ecosystem 3. Aging Infrastructure 4. IT Infrastructure and Support 5. HR Management and Culture 6. Business Continuity and Resilience
Accountable	Records and Data Management	Medium	CIO and Clerk	Develop policy/procedures on records/data retention and tools Identify corporate responsibilities for records and data management Complete risk analysis on data management and identify Develop plan to migrate risks considering tools currently available
Accountable	Asset Management	Medium	U&I	Implementation of CityWorks for all service areas in scope Condition assessment for Millidgeville Wastewater Treatment Plant, Parks and Recreation inventory and condition assessments
Accountable	Gen AI Adoption Roll Out	Medium	CFO – CIO	Gen AI Policy Impact and risk assessment Requirements for adoption Dependency on Records and Data Management Initiative



Service Area Initiatives

Plant 1000 Trees

Spruce Lake Industrial Park Expansion

Boars Head Road Works Depot Relocation

DEI Action plan

East Saint John, Implementation plan for community support. (Needs assessment)



Advancing the Strategic Plan

CITY OF SAINT JOHN

Recommendation

Common Council Receive and file the 2026 Annual
Work plan



**Small City,
Big Heart.**

2026 Annual Work Plan in Support of the Strategic Plan

April 7, 2026
Common Council

COMMON COUNCIL REPORT

M&C No.	2026-071
Report Date	March 30, 2026
Meeting Date	April 07, 2026
Service Area	Growth and Community Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Community Safety Services Team – Two-Month Update

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Benn Purinton</i>	<i>A Poffenroth / C McKiel</i>	<i>Ian Fogan</i>

RECOMMENDATION

It is recommended that Common Council receive and file this report.

EXECUTIVE SUMMARY

The Community Safety Services Team is operating as intended in its early implementation phase, providing a visible, non-police response to nuisance and public disorder issues in the pilot area. From February 2 to March 21, 2026, the Team recorded 93 public assists, 69 calls for service, and only 9 escalations to police or 911.

PREVIOUS RESOLUTION

N/A

REPORT

The Community Safety Services (CSS) Team launched in February 2026 as a visible, non-police service focused on proactive patrol, non-emergency response, and achieving voluntary compliance. Early results from the program indicate that the service is operating as intended and is providing practical value within the pilot area.

From February 2 to March 21, 2026, the CSS Team recorded 93 public assists, responded to 69 service calls, and carried out 109 wellness checks. Over that same period, 9 matters were escalated to police or emergency services, indicating that the majority of issues are being resolved by the Team without the need for escalation. Of those 9 escalations, 2 were medical emergencies that appropriately

required a 911 response. The Team's average response time during the reporting period was under five minutes.

These early results are encouraging. Most matters are being resolved within the CSS Team's intended scope of addressing nuisance and public disorder concerns without unnecessarily drawing on police resources. The activity mix also shows that the Team is providing more than a visible presence alone. "Public assists" is a broad category and includes matters such as moving disruptive individuals away from business entrance and helping manage crowd control during an emergency. Combined with the 109 wellness checks recorded to date, this reflects the practical, community-based role Council intended the service to fill.

The Team is also producing tangible quality-of-life improvements in public spaces. As of March 21, the Team had returned 39 abandoned shopping carts and collected 216 sharps, addressing highly visible issues for residents and businesses. All 216 sharps were collected during the final two weeks of the reporting period, as snow cover receded and previously concealed needles became exposed. This activity is expected to increase further through the spring as more areas become accessible.

These early results are especially encouraging given the timing of the launch. This reporting period reflects the program's early implementation phase that occurred during winter, including periods of cold weather, snow, and freezing rain that reduce foot traffic and generally suppress activity in public spaces. Even within those conditions, the Team has already demonstrated steady use and visible value. In addition to the activity data, staff has received consistently positive anecdotal feedback from businesses and residents within the pilot area. The community engaged on the ground has been highly receptive to the service, which suggests the CSS Team is being viewed as a helpful and welcome addition to the area.

The next phase of implementation will focus on building awareness of the service within the pilot area so that residents, businesses, and institutions better understand how and when to use it. Staff intends to proceed with a targeted mailout to addresses within the service area that would include an informational handout that outlines the role of the CSS Team and provides the Team's contact number. This approach is expected to increase demand while ensuring appropriate use of the service.

Overall, the first seven weeks suggest the CSS Team is filling the intended service gap: a flexible, non-police presence that can respond to nuisance concerns, support community wellbeing, improve conditions in public spaces, and escalate only when necessary. Staff will continue to monitor activity levels, response patterns, and service awareness as the pilot matures, and will bring forward a more detailed 90-day review to the Public Safety Committee at the end of April.

STRATEGIC ALIGNMENT

The CSS Team reinforces the City's BELONG strategic priority by emphasizing a voluntary-compliance first approach, respectful engagement with people experiencing homelessness, addictions, or mental health challenges, and coordinated referral to outreach and social supports rather than enforcement as a first resort.

SERVICE AND FINANCIAL OUTCOMES

N/A

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

N/A

ATTACHMENTS

Presentation

April 7, 2026

Community Safety Services Two-Month Update

CITY OF SAINT JOHN

Overview of CSS Team

- A visible, presence focused on nuisance / public disorder in :
 - Waterloo Village,
 - Portions of the Uptown, and
 - Thorne/Rothesay Avenue area.
- Combines proactive patrols with dispatched response to non-emergency situations using voluntary-compliance first approach.
- Delivered via a two-year pilot. Focused, measurable, and adaptable based on data and partner feedback.



COMMUNITY SAFETY SERVICES
Performance Indicators

Service Demand	Public Improvements
69 Service Calls (5-min response)	39 Shopping Carts Returned
93 Public Assists	216 Sharps Collected
109 Wellness Checks	

- Measured from February 2 – March 21, 2026.
- 9 Escalations (5.6%) over timeframe.



Early Results and Feedback

- The Community Safety Services Team is performing as expected.
- Low escalation rate shows the Team is handling issues without unnecessary police involvement.
- Results for implementation period are encouraging. Winter conditions likely suppressed overall activity.
- Activity data does not fully capture deterrence or preventative impact.
- Very positive on the ground feedback.



Next Steps

- Broaden awareness of the service within the pilot area through a targeted mailout.
- Develop more detailed service data, including heat mapping and activity trends.
- Return to Public Safety Committee at the end of April with 90-day review.



Questions?

COMMITTEE OF THE WHOLE OPEN REPORT

M&C No.	2026-053
Report Date	March 05, 2026
Meeting Date	April 07, 2026
Service Area	Growth and Community Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: New Lease Bite & Smile City Market

EXECUTIVE SUMMARY OF COMMITTEE OF THE WHOLE REPORT FOR OPEN SESSION OF COUNCIL

Staff has reached an agreement with Claudia Jimenez Revilla, dba Bite & Smile Crepes to enter into a new lease in stall 2, as shown in Schedule "A". This exciting new food stall will focus on sweet and savory crepes and occupy the former Jo's Samosas space. They are expected to open in June 2026.

COUNCIL RESOLUTION

1. NOW THEREFORE BE IT RESLOVED that the City enter into a lease generally in the form as attached to M&C 2026-053 for stall 2 and ancillary spaces in the City Market with Claudia Jimenez Revilla, and:
2. FURTHER BE IT RESOLVED that the Mayor and City Clerk be authorized to execute any necessary documents.