

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 17, 2018 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding
Seconded by Councillor Hyslop

237/18 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

238/18 **THAT** the Minutes of the Regular Council meeting held on November 26, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 239/18** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2018 be received.
CARRIED

PAID BILLS

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 240/18** **THAT** the paid bills in the amount of \$1,125,120.08 (one million, one hundred and twenty-five thousand, one hundred and twenty dollars and eight cents) be received.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 241/18** **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on December 5, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 242/18** **THAT** the following staff reports for the month of November 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Development / Property Management Office. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.13 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Councillor Hyslop

243/18

THAT By-law No. A-7.13 – A By-law to Amend By-law No. A-7, "A By-law to Impose a Special Business Improvement Levy" – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Parker

244/18

THAT the Royal Canadian Mounted Police November 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

ACQUISITION OF DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE PROPERTY – PID # 15068000

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

245/18

THAT the Council of the Town of St. Stephen approves the purchase of property owned by the Department of Transportation and Infrastructure, known as PID # 15068000, which consists of a parcel of land containing approximately 9.3 hectares (23 acres), in the amount of \$767.00 (seven hundred and sixty-seven dollars), plus HST, per hectare, along with legal fees (including any required registration fees), and survey costs, for the purpose of expanding the Elm Street Nature Park.

AND THAT the above-noted transaction is contingent on Provincial Ministerial approval.

AND FURTHER THAT the Chief Administrative Officer ensure that the required funds are identified in the 2019 municipal budget. **CARRIED**

REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 246/18** **THAT** Mark Porter and Allan Gillmor be reappointed to the Planning Advisory Committee, both for a three (3) year term, effective January 1, 2019 and expiring December 31, 2021. **CARRIED**

AUDITOR'S SERVICES

Moved by Councillor Parker

Seconded by Councillor Harding

- 247/18** **THAT** the Council of the Town of St. Stephen approves a one (1) year extension for the accounting firm of Teed Saunders Doyle of Saint John, NB, to act as the Town's auditor for the fiscal year 2018 for a fee of \$16,000.00 (sixteen thousand dollars), plus HST. **CARRIED**

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 248/18** **THAT** the amount of \$30,674 (thirty thousand, six hundred and seventy-four dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 249/18** **THAT** the amount of \$11,221 (eleven thousand, two hundred and twenty-one dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 250/18** **THAT** the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 251/18** **THAT** the amount of \$375,352 (three hundred and seventy-five thousand, three hundred and fifty-two dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

252/18

THAT the amount of \$363,550 (three hundred and sixty-three thousand, five hundred and fifty dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a Steering Committee meeting for “Hockey Night in St. Stephen”.
- Attended the Christmas Parade.
- Attended the well-attended and well-organized staff Christmas party.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Steering Committee meeting with Eastern Charlotte Waterways.
- Participated in Midnight Madness.
- Curled on the Town team in the Lincourt Manor fundraising bonspiel.
- Attended the “Shrek” play at SSHS.
- Attended the Canada 1st Basketball Committee Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Volunteered with the Kiwanis Club and drove seniors around to view Christmas lights.

Councillor Parker

- Attended several Christmas events.
- Attended and enjoyed the staff Christmas party.
- Attended all Town meetings.
- Wished everyone happy holidays.

Councillor Wheaton

- Attended all Town meetings.
- Attended several Christmas Promotion meetings.

- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Trail meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. meeting.
- Participated in Midnight Madness.
- Curled on the Town team in the Lincourt Manor fundraising bonspiel.
- Assisted with decorating the Town float for the Christmas parade.
- Attended the Christmas parade.
- Assisted with preparations for Santa's Arrival and volunteered during Santa's Arrival.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the staff Christmas party.
- Attended the "Shrek" play at SSSS.

Councillor Harding

- Attended all Town meetings.
- Attended the staff Christmas party.
- Attended a meeting on the repurposing of the Milltown United Church.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Chisholm

- Attended all Town meetings.
- Attended the Christmas parade.
- Attended the staff Christmas party.
- Attended a Wall of Fame meeting.
- Pleased with the repair work on a portion of the walking trail and commended David Beach, Public Works Supervisor, who made it happen in a timely manner.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor MacEachern

- Assisted with decorating the Milltown bandstand and attended the lighting ceremony a week later.
- Commended all the families and businesses for their participation with decorating the Milltown bandstand for the Christmas season.
- Attended the staff Christmas party and thanked the Events Development Coordinator and all the volunteers who assisted with the preparation.
- Attended the CBC Harbour Lights campaign at Something's Brewing Café.

MINUTES
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- Accepted a "Friendship Award" on behalf of the Town from the Royal Canadian Legion, Branch No. 9, which recognizes people for their support of Legion activities, i.e. involvement with the military banners.
- Assisted with serving food at the SSHS Christmas luncheon and commended Trent Seeley for his dedication in his role as chef at the school.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the Christmas parade.

16. QUESTION PERIOD

There were no questions from the public and Sari Green, reporter with *The Saint Croix Courier* and *Courier Weekend*, had no questions.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

253/18 **THAT** the meeting adjourn at 7:40 p.m. **CARRIED**



Mayor



Town Clerk