

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, DECEMBER 16, 2019 @ 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 Deputy Mayor Carr

**195/19** **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 reading of 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 Councillor Wheaton

**196/19** **THAT** the Minutes of the Regular Council meeting held on November 25, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 197/19** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2019 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 198/19** **THAT** the paid bills in the amount of \$1,239,828.35 (one million, two hundred and thirty-nine thousand, eight hundred and twenty-eight dollars and thirty-five cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 199/19** **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Harding

Seconded by Councillor Parker

- 200/19** **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 4, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 201/19** **THAT** the following staff reports for the month of November 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services.  
**CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. A-7.14 - 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 Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 202/19** **THAT** By-law No. A-7.14 – 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

**UNSIGHTLY PREMISES – 10 GREEN STREET**

Moved by Councillor Parker  
Seconded by Councillor Harding

- 203/19** **THAT** the Council of the Town of St. Stephen declares 10 Green Street (PID # 01309905), St. Stephen, NB, to be unsightly as outlined in the Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises" and directs the Chief Administrative Officer/Development Officer to cause the said premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner. **CARRIED**

**TRANSFER TO GENERAL OPERATING RESERVE FUND**

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 204/19** **THAT** the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

**TRANSFER FROM GENERAL OPERATING RESERVE FUND**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 205/19** **THAT** the amount of \$418.57 (four hundred and eighteen dollars and fifty-seven cents) be transferred from the General Operating Reserve Fund to the General Operating Fund. **CARRIED**

**TRANSFER TO GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 206/19** **THAT** the amount of \$14,251.41 (fourteen thousand, two hundred and fifty-one dollars and forty-one cents) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

**TRANSFER TO GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 207/19** **THAT** the amount of \$145,500 (one hundred and forty-five thousand, five hundred dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

**TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND**

Moved by Councillor Wheaton  
Seconded by Councillor Harding

- 208/19** **THAT** the amount of \$40,000 (forty thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

**TRANSFER FROM GENERAL OPERATING RESERVE FUND**

Moved by Councillor Hyslop  
Seconded by Councillor Parker

- 209/19** **THAT** the amount of \$3,580.00 (three thousand, five hundred and eighty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund. **CARRIED**

**TRANSFER FROM GENERAL OPERATING RESERVE FUND**

Moved by Deputy Mayor Carr  
Seconded by Councillor Wheaton

- 210/19** **THAT** the amount of \$3,685.00 (three thousand, six hundred and eighty-five dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund. **CARRIED**

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND (TOWN HALL RELOCATION TO GARCELON CIVIC CENTER – DESIGN AND CONSTRUCTION)**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

- 211/19 **THAT** the amount of \$245,000 (two hundred and forty-five thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Town Hall Relocation to Garcelon Civic Center – Design and Construction. **CARRIED**

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND (WATERFRONT REVITALIZATION PROJECT)**

Moved by Councillor Parker  
Seconded by Councillor Hyslop

- 212/19 **THAT** the amount of \$279,000 (two hundred and seventy-nine thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization Project. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND (NEW PUMP MOTOR AT MAXWELL CROSSING)**

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 213/19 **THAT** the amount of \$15,000 (fifteen thousand) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for the purchase of a new pump motor at Maxwell Crossing. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND (WORK ON WELL HOUSING)**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

- 214/19 **THAT** the amount of \$4,066.80 (four thousand, sixty-six dollars and eighty cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for work on well housing. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND (DE-CHLORINATION BUILDING REPAIRS)**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 215/19 **THAT** the amount of \$7,473.03 (seven thousand, four hundred and seventy-three dollars and three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for de-chlorination building repairs. **CARRIED**

**AWARDING OF TENDER: FINANCIAL AUDIT AND PROFESSIONAL SERVICES  
– TENDER # TOSS19-07**

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 216/19** **THAT** of the two (2) tenders received, the low tender from Teed Saunders Doyle of Saint John, NB for a total of \$88,500 (eighty-eight thousand, five hundred dollars), plus HST, over the five (5) year term, commencing with the Audit for the year ending December 31, 2019 be accepted. **CARRIED**

**INFORMATION TECHNOLOGY (I.T.) SERVICES**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 217/19** **THAT** the Council of the Town of St. Stephen approves the acceptance of the offer of services provided by BrunNet Inc. of Fredericton, NB and authorizes the Mayor and Town Clerk to execute retroactively to December 5, 2019, the “Agreement to Perform Managed IT Support Services to Town of St. Stephen”.

**AND THAT** the Council also approves the offer of services provided by BrunNet Inc. for Email migration and authorizes the Mayor and Town Clerk to execute same.

**AND FURTHER THAT** the Chief Administrative Officer ensure that the required funds for the Email migration are identified in the 2020 municipal budget and project initiation as soon as practical following budget adoption. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL  
SERVICES – INFRASTRUCTURE RENEWAL (WEST STREET)**

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 218/19** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the renewal of selected infrastructure (water and sanitary sewer) and minor drainage improvements on a 280 meter section of West Street (Schoodic Street to Milltown Boulevard), in the amount of \$92,750.00 (ninety-two thousand, seven hundred and fifty dollars), plus HST. **CARRIED**

**STANDING OFFER OF SUPPORT – OPERATION OF A JUNIOR “A” HOCKEY  
TEAM**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 219/19** **THAT** the Council of the Town of St. Stephen approves the “Standing Offer of Support for the Operation of a Junior “A” Hockey Team”, and authorizes the Mayor and Town Clerk to sign in the form presented. **CARRIED**

**MUNICIPAL GENERAL AND LIABILITY INSURANCE TENDER - # TOSS19-08**

Moved by Councillor Hyslop  
Seconded by Councillor Parker

- 220/19** **THAT** of the three (3) tenders received, one (1) being rejected for non-compliance, and two (2) being considered, the low tender from Frank Cowan Company Limited of Princeton, Ontario for \$106,938 (one hundred and six thousand, nine hundred and thirty-eight dollars) be accepted for one (1) year effective December 31, 2019, and authorizes renewal of the coverage on a year to year basis for up to four (4) additional years, or negotiate with another provider or re-tender, based on management's evaluation of service and reasonableness of renewal price increases.

**CARRIED**

**2020 GENERAL OPERATING FUND BUDGET**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 221/19** **THAT** the sum of \$9,400,123 (nine million, four hundred thousand, one hundred and twenty-three dollars) be the total operating budget of the local government, that the sum of \$5,402,445 (five million, four hundred and two thousand, four hundred and forty-five dollars) be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.5800 (one dollar and fifty-eight cents).

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of St. Stephen. **CARRIED**

**2020 WATER AND SEWERAGE OPERATING FUND BUDGET**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 222/19** **THAT** pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the St. Stephen utility for the ensuing year would consist of total revenues of \$2,364,643 (two million, three hundred and sixty-four thousand, six hundred and forty-three dollars), and total expenditures of \$2,364,643 (two million, three hundred and sixty-four thousand, six hundred and forty-three dollars). **CARRIED**

**SCHEDULE "A" – BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 223/19** **THAT** the revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective January 1, 2020. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the staff Christmas party.
- Attended the Christmas parade.
- Attended the opening of John Williamson's, MLA, office.
- Attended the dedication of a new Habitat for Humanity home at 32 Boundary Street on behalf of Mayor MacEachern.
- Attended all Town meetings.

Councillor Hyslop

- Attended Black Friday at the Garcelon Civic Center.
- Attended a public forum with Dialogue NB at the Garcelon Civic Center.
- Attended the opening of John Williamson's, MLA, office.
- Attended Elf Jr. the Musical at St. Stephen High School.
- Attended the Christmas parade.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the staff Christmas party.
- Attended the Farmers' Market.
- Attended the dedication of a new Habitat for Humanity home at 32 Boundary Street.
- Attended a Coffee House at the St. Croix Vineyard.

Councillor Parker

- Attended the Farmers' Market.
- Attended the opening of John Williamson's, MLA, office.
- Attended the Christmas parade.
- Attended the staff Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended all Town meetings.
- Wished everyone Happy Holidays.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended "Make Your Own Christmas Decorations" event at the Garcelon Civic Center.
- Attended a public forum with Dialogue NB at the Garcelon Civic Center.
- Attended Black Friday at the Garcelon Civic Center.



- Attended “Journey to Bethlehem”.
- Attended the staff Christmas party.
- Attended and participated in the Christmas parade.
- Participated at “Santa’s Arrival”.
- Congratulated the new group of volunteers who looked after “Santa’s Helpers” this year after the Lions Club retired from the event after hosting for 48 years.
- Attended the annual Christmas Quad Service dinner.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended the Christmas party at Lonicera Hall.
- Attended “The Cantata” at Kirk McColl church.
- Looking forward to planning events for St. Stephen’s 150<sup>th</sup> anniversary in 2021.

Councillor Harding

- Stated the Christmas lights around town look great.
- Attended the Farmers’ Market.
- Attended the staff Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the opening of John Williamson’s, MLA, office.
- Thanked staff for their work on the budgets.
- Wished everyone Merry Christmas and Happy New Year.

Councillor Chisholm

- Attended the Farmers’ Market.
- Attended the opening of John Williamson’s, MLA, office.
- Attended the Christmas parade.
- Attended the staff Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended all Town meetings.
- Stated that the many Christmas events have been great and well-organized.
- Wished everyone Merry Christmas and Happy New Year.

Mayor MacEachern

- Attended the Christmas parade.
- Participated in this year’s new Santa’s Helpers and commended all the volunteers for a great job.
- Attended the Milltown Bandstand Christmas lighting event.
- Attended a public forum with Dialogue NB at the Garcelon Civic Center.
- Attended the opening of John Williamson’s, MLA, office.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.

- Apologized for missing the staff Christmas party due to a work emergency.
- Thanked staff for their work on the budgets.
- Wished everyone Merry Christmas and Happy New Year.

16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

224/19

THAT the meeting adjourn at 7:52 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Clerk