

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 24, 2020 @ 6:00 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 David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

ABSENT: Councillor Marg Harding and Councillor Ghislaine Wheaton.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

15/20 **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**

(a) **Municipal Plan** – Stephen Stone, Associate, Dillon Consulting Limited presented an overview of the proposed Municipal Plan and, in particular, he noted:

- Municipal Plan Process
- Engagement – What was heard from various public groups.
- Community Vision
- Areas of Change Review
- Legislative Process Overview

(b) Mayor MacEachern proclaimed March 26, 2020 as Purple Day for Epilepsy.

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

16/20 **THAT** the Minutes of the Regular Council meeting held on January 27, 2020 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

17/20 **THAT** the paid bills in the amount of \$1,243,156.18 (one million, two hundred and forty-three thousand, one hundred and fifty-six dollars and eighteen cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Chisholm

Seconded by Councillor Parker

18/20 **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 Hyslop

Seconded by Deputy Mayor Carr

19/20 **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 February 12, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Parker

Seconded by Councillor Chisholm

- 20/20** **THAT** the following staff reports for the month of January 2020 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-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 21/20** **THAT** leave now be given to introduce a by-law entitled By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 22/20** **THAT** By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – be given Second Reading – Reading in its Entirety.
CARRIED

14. NEW BUSINESS

MUNICIPAL PLAN 2020

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 23/20** **THAT** the Council of the Town of St. Stephen accepts the recommendation by the Chief Administrative Officer to initiate the legislative adoption process for the repeal and replacement of the Town’s Municipal Plan (the “Plan”) as prescribed by the New Brunswick *Community Planning Act*, as it is Council’s intention to update the Plan to reflect the community’s vision and intention for future land use, economic development, and an enhanced quality of life.

AND THAT as a result of the Public Presentation by Dillon Consulting Limited at tonight's meeting, residents are hereby notified that objections to the proposed Plan may be made by delivering to the Town Office written correspondence to the attention of the Town Clerk by March 25, 2020; and that the public can review the Plan at the Town Office between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday inclusive, holidays excepted, or by visiting: <https://town.ststephen.nb.ca/>. **CARRIED**

RESCINDING OF FILLING OF SWIMMING POOLS POLICY

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

24/20 **THAT** the Council of the Town of St. Stephen rescinds the "Filling of Swimming Pools" Policy No. 30. **CARRIED**

RESCINDING OF WATER USAGE – RURAL FIRE DEPARTMENT POLICY

Moved by Councillor Parker
Seconded by Councillor Hyslop

25/20 **THAT** the Council of the Town of St. Stephen rescinds the "Water Usage – Rural Fire Department" Policy No. 31. **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

26/20 **THAT** the revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective April 1, 2020. **CARRIED**

AWARDING OF PROPOSAL: INSTALLATION OF NEW PHONE SYSTEM – NEW TOWN HALL – GARCELON CIVIC CENTER

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

27/20 **THAT** of the four (4) proposals received, the low proposal of \$15,395.00 (fifteen thousand, three hundred and ninety-five dollars), plus HST, from Southern New Brunswick Office Equipment Ltd. of Saint John, NB, for the installation of a new phone system within the new Town Hall at the Garcelon Civic Center be accepted, subject to the terms and conditions of the vendor's proposal. **CARRIED**

DISPOSITION OF ASSETS – BORDER AREA COMMUNITY ARENA

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

28/20 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to negotiate the terms for the disposition of assets, namely former bowling equipment acquired by the Town and stored at the Border Area Community Arena, to an interested party. **CARRIED**

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

29/20

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$376,005.00 (three hundred and seventy-six thousand, and five dollars), to meet current expenditures of the Corporation for the year 2020. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

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

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

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

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

30/20

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2020, the sum of \$1,182,322.00 (one million, one hundred and eighty-two thousand, three hundred and twenty-two dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer,

together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the said sum of \$1,182,322.00 (one million, one hundred and eighty-two thousand, three hundred and twenty-two dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next. **CARRIED**

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –
GENERAL FUND**

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

31/20

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Purpose

	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Interim Financing-Waterfront Trail Upgrades	\$524,000	3 Years

CARRIED

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –
GENERAL FUND**

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

32/20

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Interim Financing- West Street Utility Renewal	\$234,000	3 Years

CARRIED

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – WATER AND SEWERAGE FUND

Moved by Councillor Parker

Seconded by Councillor Hyslop

33/20

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Interim Financing- West Street Utility Renewal	\$381,000	3 Years

CARRIED

2020 EXPENDITURE PLANS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

34/20

THAT the Council of the Town of St. Stephen approves the 2020 expenditure plans as described for the General Capital Reserve Fund, General Operating Fund, General Operating Reserve Fund, Water and Sewerage Capital Reserve Fund, and Water and Sewerage Operating Reserve Fund, in the form presented to Council.

CARRIED

OUT-OF-PROVINCE TRAVEL: ATLANTIC RECREATION & FACILITIES CONFERENCE AND TRADE SHOW

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

35/20

THAT the Council of the Town of St. Stephen approves up to two (2) employees, chosen at the discretion of the Chief Administrative Officer, to attend the Atlantic Recreation & Facilities Conference and Trade Show in St. John's, Newfoundland from May 26 – 30, 2020. **CARRIED**

APPROVAL OF MUSIC – SPRING AND SUMMER 2020 EVENTS

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

36/20

THAT the Council of the Town of St. Stephen grants permission for music to be played at various events during the spring and summer of 2020, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town's Events Development Coordinator. **CARRIED**

**AWARDING OF CONTRACT: WATERFRONT REVITALIZATION – DILLON
PROJECT NO. 18-7081B**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 37/20** **THAT** of the two (2) contracts received, the low bid of \$55,200.00 (fifty-five thousand, two hundred dollars), including HST, from Acadian Marine & Diving Ltd. of Caraquet, NB, for the Pedestrian Gangway as part of the waterfront revitalization project be accepted. **CARRIED**

**AWARDING OF CONTRACT: WATERFRONT REVITALIZATION – DILLON
PROJECT NO. 18-7081C**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 38/20** **THAT** of the two (2) contracts received, the low bid of \$131,985.50 (one hundred and thirty-one thousand, nine hundred and eighty-five dollars and fifty cents), including HST, from Fundy Contractors Limited of Bethel, NB, for the Floating Docks as part of the waterfront revitalization project be accepted. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL
SERVICES – WATERFRONT TRAIL UPGRADES**

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

- 39/20** **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 Waterfront Trail Upgrades which includes enhancement to a 1.8 kilometre section of existing trail between the Ferry Point Bridge and the Old Axe Factory, in the amount of \$78,000.00 (seventy-eight thousand dollars), plus HST. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Charlotte County Museum board meeting.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended a Heritage Fair at the Garcelon Civic Center.
- Unable to attend a recent Canada 1st Basketball Committee meeting.
- Attended various activities for Provincial candidates.

Councillor Parker

- Attended all Town meetings.
- Responded to phone calls.

Councillor Chisholm

- Attended all Town meetings.
- Attended Wall of Fame Committee meetings in preparation of this year's banquet and induction ceremony.
- Had an informal meeting with the Director of Community Services.

Mayor MacEachern

- Attended a strategic planning session.
- Attended a Regional Community Policing meeting.
- Attended a Regional Collaboration meeting.
- All Town meetings.
- Participated in a conference call with the Province and NB Power on the Milltown Generating Station.
- Attended many meetings.

16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

ADJOURNMENT


Moved by Councillor Parker

Seconded by Councillor Chisholm

40/20 **THAT** the meeting adjourn at 6:34 p.m. **CARRIED**



Mayor



Town Clerk