

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 24, 2016 @ 7:00 P.M.

1. **PRAYER**

Mayor MacEachern called upon Pastor Jody MacBeth to administer a prayer.

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 Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding
Seconded by Councillor Chisholm

261/16 **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) **Teed Saunders Doyle & Co.** – Peter Logan, Auditor, presented the 2015 Audited Financial Statements. He commended the Treasurer for his preparation and the Mayor thanked the Treasurer for a job well done.

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

262/16 **THAT** the Minutes of the Regular Council meeting held on September 26, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Harding

Seconded by Councillor Wheaton

263/16 **THAT** the paid bills in the amount of \$807,848.94 (eight hundred and seven thousand, eight hundred and forty-eight dollars and ninety-four 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 Councillor Chisholm

264/16 **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 October 12, 2016 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

265/16 **THAT** the Minutes of the Committee of Council meeting held on October 20, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop

Seconded by Councillor Harding

266/16 **THAT** the following staff reports for the month of September 2016 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

267/16 **THAT** the Royal Canadian Mounted Police September 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE

Moved by Councillor Wheaton
Seconded by Councillor Harding

268/16 **THAT** the Council of the Town of St. Stephen appoints Councillor Ghislaine Wheaton or Deputy Mayor Jason Carr to act as the “employer representative”, and accepts the Chief Administrative Officer Derek O’Brien or his designate to act as the “employee representative” on the New Brunswick Municipal Employees Pension Plan Committee. **CARRIED**

PURCHASE OF ALCOHOLIC BEVERAGES POLICY – AMENDED

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

269/16 **THAT** the Council of the Town of St. Stephen approves the amended Purchase of Alcoholic Beverages Policy No. 39-A attached. **CARRIED**

CREDIT CARD – GARCELON CIVIC CENTER

Moved by Councillor Chisholm
Seconded by Councillor Harding

270/16 **THAT** the Treasurer be authorized to apply for a Scotiabank credit card for the Town of St. Stephen in the name of Barbara Tucker, Administrative & Finance Coordinator of the Garcelon Civic Center, with a limit of \$5,000.00 (five thousand dollars), to facilitate purchases for the Garcelon Civic Center. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (COCA-COLA)

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 271/16 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and Coca-Cola Refreshments Canada Company in order to process any future purchases of the Town from the said company. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (SYSCO)

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 272/16 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and Sysco in order to process any future purchases of the Town from the said company. **CARRIED**

APPROVAL OF EVENTS – COLLABORATIVE CHRISTMAS PLANNING COMMITTEE

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 273/16 **THAT** the Council of the Town of St. Stephen grants permission to the Collaborative Christmas Planning Committee (Business Improvement Area, Chamber of Commerce, Town of St. Stephen) to hold the following two (2) events:
- Holiday Lamppost Decorating Contest – to be held between Monday, November 14 and Friday, November 18, 2016 and removed between Monday, December 26, 2016 and Monday, January 2, 2017.
 - Santa Claus Parade – to be held on Friday, November 18, 2016 commencing at 6:30 p.m. from the Charlotte Mall and Ganong Bros. Limited parking lots, down King Street to Milltown Boulevard and up Main Street to St. Stephen's University, and some entries will include music. **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 274/16 **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue Team to hold a fundraising road toll on Union Street (between School and Main Streets) on Saturday, October 29, 2016 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, November 19, 2016 between the hours of 9:00 a.m. and 5:00 p.m. **CARRIED**

ATLANTIC CANADA OPPORTUNITIES AGENCY PROJECT NO. 207978 – TOWN OF ST. STEPHEN – IMPROVEMENTS

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 275/16** **THAT** the Council of the Town of St. Stephen accepts a financial offer of \$104,295.00 (one hundred and four thousand, two hundred and ninety-five dollars) from the Atlantic Canada Opportunities Agency for improvements at the Garcelon Civic Center, namely an ice surface floor covering, and authorizes the Mayor and Town Clerk to sign the Contribution Agreement in the form presented to Council. **CARRIED**

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9254 – TOWN OF ST. STEPHEN – IMPROVEMENTS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 276/16** **THAT** the Council of the Town of St. Stephen accepts a financial offer up to \$46,250.00 (forty-six thousand, two hundred and fifty dollars) from the Regional Development Corporation for improvements at the Garcelon Civic Center, namely an ice surface floor covering, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated July 8, 2016 in the form presented to Council. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 277/16** **THAT** Jamie Linton be appointed to the position of Operator for the Public Works Department effective October 28, 2016, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor Wheaton voting in favour of the motion.

Councillor Hyslop voting in favour of the motion.

Councillor Chisholm voting in favour of the motion.

Councillor Parker voting against the motion.

AWARDING OF BID: SOLID WASTE COLLECTION & DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 2 (TOSS16-05)

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 278/16** **THAT** the Council of the Town of St. Stephen hereby awards the bid of \$6.88 (six dollars and eighty-eight cents) per household, per month, including HST, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Fero Waste & Recycling Inc. of Moncton, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 2 for the period November 1, 2016 to October 31, 2019 subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in compliance with the Town’s By-Law No. S-7, “A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material”, and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered.

CARRIED

2015 AUDIT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 279/16** **THAT** the 2015 Audit as presented by the Town of St. Stephen’s Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

DEVELOPMENT AGREEMENT – “OLD TOWN HALL” – 34 MILLTOWN BOULEVARD

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 280/16** **WHEREAS** the Council of the Town of St. Stephen, at its Regular Session on August 22, 2016, granted to Heritage Developments Limited a 30-day due diligence option period regarding the development of the former Town Hall building located at 34 Milltown Boulevard;

AND WHEREAS Council was advised in its closed session on October 12, 2016 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* that Heritage Developments Limited completed its due diligence and is interested in moving forward with plans to stabilize the building contingent on successful negotiations of a Development Agreement with the Town and St. Stephen Development Board Incorporated (carrying on business under the name Future St. Stephen);

AND WHEREAS Council, in its closed session noted above, directed the Chief Administrative Officer to request the Town Solicitor prepare a Development Agreement for approval at a future meeting;

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AND WHEREAS the Council of the Town of St. Stephen, Heritage Developments Limited, and St. Stephen Development Board Incorporated, have negotiated terms of a Development Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Development Agreement with Heritage Developments Limited and St. Stephen Development Board Incorporated, in the form presented to Council, and further authorizes the unbudgeted investment grant of \$100,000.00 (one hundred thousand dollars) to this project, contingent on confirmation of Federal and Provincial Governments funding and as outlined in the Development Agreement. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

Councillor Wheaton voting in favour of the motion.

Councillor Hyslop voting in favour of the motion.

Councillor Chisholm voting in favour of the motion.

Councillor Parker voting in favour of the motion.

Councillor Harding voting against the motion.

MILLTOWN HEIGHTS DEVELOPMENT COMMITTEE – “TURNING THE CORNER” PROJECT

Moved by Councillor Harding

Seconded by Councillor Parker

281/16 **THAT** the Council of the Town of St. Stephen endorses the community development project “Turning the Corner” in Milltown Heights, St. Stephen, focusing on the continued revitalization of our town and identifies it as a priority for St. Stephen’s recognition and celebration of Canada 150 in 2017;

AND THAT the Council authorizes the receipt of funds and payment of expenses related to this project as a partner. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended Federal and Provincial funding announcements.
- Attended the Chamber of Commerce Business Gala.
- Attended a dinner theatre at the Garcelon Civic Center hosted by the Curling Club.

Councillor Hyslop

- Attended all Town meetings.
- Attended Charlotte County Museum meetings.

Councillor Parker

- Attended all Town meetings.
- Recently toured the Pizza Delight and stated that renovations are going well.

Councillor Wheaton

- Attended all Town meetings.
- Attended a “100 Women Who Care” meeting.
- Volunteered at the “Poor Boy Dinner” with proceeds to the Volunteer Centre of Charlotte County.
- Volunteered at the Farmers’ Market.
- Attended a Chocolate Fest board meeting.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended several “Christmas in St. Stephen 2016” planning committee meetings.
- Attended a “Non-profit Governance Training” session at the Garcelon Civic Center sponsored by United Way.
- Attended several Southwest New Brunswick Transit Authority board meetings.
- Attended meeting on “Electoral Reform” with Karen Ludwig, MP.
- Supported SSHS at Drive 4UR School event.
- Attended a Milltown Heights Development meeting.
- Attended the Chamber of Commerce Business Gala.
- Attending the weekly Wellness sessions at the Garcelon Civic Center.

Councillor Harding

- Attended all, but one, Town meetings.
- Volunteered as a bartender at the Garcelon Civic Center for the dinner theatre hosted by the Curling Club.
- Enjoyed lunch with Sergeant Peter Stubbs and Superintendent John Warr.

Councillor Chisholm

- Attended all Town meetings.

Mayor MacEachern

- Attended the Chamber of Commerce Business Gala.
- Attended a dinner theatre at the Garcelon Civic Center hosted by the Curling Club.
- Pleased to be a member of “100 Men Who Care” with proceeds of the latest fundraiser for Scottie Greene, the injured St. Stephen Aces player.

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- Participated in the Charlotte County Hospital Radio-thon.
- Attended the annual conference of Union of Municipalities of New Brunswick.
- Attended Regional Service Commission meetings.
- Recently toured the Pizza Delight and agreed with Councillor Parker that the renovations are going well.

16. QUESTION PERIOD

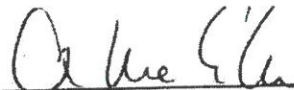
Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*, and Derwin Gowan, reporter with the *Telegraph-Journal*, were addressed by the Mayor and Chief Administrative Officer upon adjournment of the meeting.

17. ADJOURNMENT

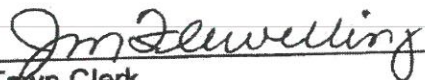
ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

282/16 **THAT** the meeting adjourn at 7:35 p.m. **CARRIED**



Mayor



Town Clerk



TOWN OF ST. STEPHEN

POLICY

TITLE: **PURCHASE OF ALCOHOLIC BEVERAGES**

Policy No. 39-A

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Original Approved/Effective Date: October 15, 2001

First Amendment Approved/Effective Date: May 16, 2005

Second Amendment Approved/Effective Date: October 24, 2016

- (1) The Council will not permit the use of public funds to purchase alcohol.
- (2) Notwithstanding Section (1), the Mayor or Mayor and Council may make exception to this policy in order to provide **alcoholic beverages** at a reception or dinner hosted or sponsored by the Town for the purpose of entertaining visitors, dignitaries, or other such guests.
- (3) Under ordinary circumstances, expense claims for meals will not include the cost of alcoholic beverages. Any expense claim for the purchase of alcohol submitted by any representative of the Town, either employee or elected official, shall not be approved for payment unless voted upon and passed in an open Council Meeting as an individual expense item.
- (4) Notwithstanding Section (1), the Chief Administrative Officer is authorized to approve alcohol purchases to provide licensed beverage concessions at the Garcelon Civic Center.
- (5) Any alteration and/or exception to the above stated policy must be voted upon and passed in an open Council Meeting.

Approved: _____