

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, DECEMBER 19, 2016 @ 7:00 P.M.**

1. PRAYER

In the absence of Pastor Carlos Concepcion, Mayor MacEachern led Council in the Lord's 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; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

**309/16** **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

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 Councillor Hyslop

**310/16** **THAT** the Minutes of the Regular Council meeting held on November 28, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

311/16 **CARRIED**

**PAID BILLS**

Moved by Councillor Harding  
Seconded by Councillor Wheaton

312/16 **THAT** the paid bills in the amount of \$1,034,605.83 (one million, thirty-four thousand, six hundred and five dollars and eighty-three 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

313/16 **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 December 7, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Wheaton  
Seconded by Councillor Harding

314/16 **THAT** the following staff reports for the month of November 2016 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. A-7.11 - 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 Parker

**315/16** **THAT** By-Law No. A-7.11 – 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 Wheaton

**316/16** **THAT** the Royal Canadian Mounted Police November 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**TOWN GRANT – OPERATION CHRISTMAS JOY**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

**317/16** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$138.00 (one hundred and thirty-eight dollars) to Operation Christmas Joy to be applied to the rental cost of the Garcelon Civic Center for its fundraising auction which was held on November 11, 2016, during the St. Stephen Aces hockey game, and which proceeds assist with the purchases of clothing and toys for local children. **CARRIED**

**TRANSFER TO THE GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

**318/16** **THAT** the amount of \$250,000.00 (two hundred and fifty thousand dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

**TRANSFER TO THE GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 319/16 **THAT** the amount of \$214,778.00 (two hundred and fourteen thousand, seven hundred and seventy-eight dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

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

Moved by Councillor Wheaton  
Seconded by Councillor Hyslop

- 320/19 **THAT** the amount of \$12,350.00 (twelve thousand, three hundred and fifty dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

**TRANSFER TO THE WATER AND SEWERAGE OPERATING RESERVE FUND**

Moved by Councillor Parker  
Seconded by Councillor Hyslop

- 321/16 **THAT** the amount of \$8,945.00 (eight thousand, nine hundred and forty-five dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund. **CARRIED**

**TRANSFER TO THE GENERAL OPERATING RESERVE FUND**

Moved by Deputy Mayor Carr  
Seconded by Councillor Wheaton

- 322/16 **THAT** the amount of \$100,000.00 (one hundred thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

**TRANSFER TO THE GENERAL OPERATING RESERVE FUND**

Moved by Councillor Harding  
Seconded by Councillor Hyslop

- 323/16 **THAT** the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

**TRANSFER TO THE GENERAL OPERATING RESERVE FUND**

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

- 324/16 **THAT** the amount of \$12,700.00 (twelve thousand, seven hundred dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

**TOWN-OWNED SURPLUS PROPERTY – PID # 01309079 (70 QUEENSWAY)**

Moved by Councillor Parker  
Seconded by Councillor Harding

325/16 **THAT** the Council of the Town of St. Stephen declares the Town-owned property located at 70 Queensway and identified as PID # 01309079 to be surplus property.

**AND THAT** the Council directs the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase. **CARRIED**

**TOWN-OWNED SURPLUS PROPERTY – PID # 01311935 (32 BOUNDARY STREET)**

Moved by Councillor Wheaton  
Seconded by Deputy Mayor Carr

326/16 **THAT** the Council of the Town of St. Stephen declares the Town-owned property located at 32 Boundary Street and identified as PID # 01311935 to be surplus property.

**AND THAT** the Council directs the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase. **CARRIED**

**BELL MOBILITY CORPORATE ACCOUNT AGREEMENT – RENEWAL**

Moved by Councillor Harding  
Seconded by Councillor Wheaton

327/16 **WHEREAS** the Council of the Town of St. Stephen accepts the renewal, retroactively, for mobile telecommunications for a three (3) year term from October 9, 2016 and expiring on October 9, 2019 as reviewed in its closed session on December 7, 2016 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Corporate Account Agreement between The Town of St. Stephen and Bell Mobility Inc., in the form presented to Council. **CARRIED**

**PAYROLL AUTHORIZATION – EMPLOYEE # E54**

Moved by Councillor Harding  
Seconded by Councillor Parker

328/16 **THAT** the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$1,095.55 (one thousand, ninety-five dollars and fifty-five cents) for additional administrative and relief work. **CARRIED**

**REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9485 – TOWN OF ST. STEPHEN – IMPROVEMENTS**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 329/16** **THAT** the Council of the Town of St. Stephen accepts a financial offer up to \$125,000.00 (one hundred and twenty-five thousand dollars) from the Regional Development Corporation for the stabilization construction of the former Town Hall building located at 34 Milltown Boulevard, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated November 8, 2016 in the form presented to Council, contingent on endorsement of the Development Agreement by Heritage Developments Limited. **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.

**ATLANTIC CANADA OPPORTUNITIES AGENCY PROJECT NO. 208608 – ASSISTANCE UNDER THE INNOVATIVE COMMUNITIES FUND**

Moved by Councillor Parker

Seconded by Councillor Wheaton

- 330/16** **THAT** the Council of the Town of St. Stephen accepts a financial offer of \$125,000.00 (one hundred and twenty-five thousand dollars) from the Atlantic Canada Opportunities Agency for the stabilization construction of the former Town Hall building located at 34 Milltown Boulevard, and authorizes the Mayor and Town Clerk to sign the Contribution Agreement in the form presented to Council, contingent on endorsement of the Development Agreement by Heritage Developments Limited. **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.

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Participated in a video shoot at the Elm Street Nature Park.
- Attended the Charlotte County Ground Search and Rescue Team Inc. annual general meeting.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new "Saint Croix" riding.

**MINUTES  
REGULAR COUNCIL  
DECEMBER 19, 2016**

- Attended a budget meeting as Chair of Finance and Administration.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a Regional Service Commission “brainstorming session” dinner in McAdam.
- Attended a meeting with the Provincial Minister of Finance.
- Wished Mayor, Council, CAO, Town Staff and the community a Merry Christmas and Happy New Year.

Councillor Hyslop

- Attended all Town meetings.
- Attended the St. Croix Vocational Centre’s Christmas party.

Councillor Parker

- Attended the announcement changing the name of the Charlotte-Campobello riding to the new “Saint Croix” riding.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended all Town meetings.
- Stated how great the Town looks with all the Christmas decorations.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Wheaton

- Attended at Town meetings.
- Participated in “Midnight Madness”.
- Volunteered at the “Christmas Market”.
- Attended and enjoyed the SSHS production of “Annie”.
- Volunteered at the Family Resource Centre’s Christmas dinner for their families.
- Participated in Christmas Caroling with the Lionettes at Lincourt Manor, Lonicera Hall and Charlotte County Hospital.
- Attended the annual “Quad Service Dinner” (Lions Club, Lionettes, Kiwanis Club and Rotary Club).
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new “Saint Croix” riding.

Councillor Harding

- Attended all Town meetings.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new “Saint Croix” riding.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Wished everyone a Merry Christmas and Happy New Year.

**MINUTES  
REGULAR COUNCIL  
DECEMBER 19, 2016**

- Stated the community has had two devastating house fires recently, and was pleased that a collection was taken at the staff Christmas dinner for the first victim, and that she plans to arrange a benefit dinner for the other.

Councillor Chisholm

- Attended all Town meetings.
- Attended budget meetings.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Extended Season's Greetings to everyone.

Mayor MacEachern

- Attended a Regional Service Commission "brainstorming session" dinner in McAdam.
- Attended a meeting with the Provincial Minister of Finance.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new "Saint Croix" riding.
- Attended a lunch with a few Mayors from the region.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Stated that it was a nice gesture that Brian Leavitt, a member of the Public Works crew, gave up his seat in advance of the staff Christmas dinner so that a citizen could attend who recently had lost his home to fire.
- Attended a Christmas lunch at the St. Croix Vocational Centre.
- Wished everyone a Merry Christmas and Happy New Year, and thanked Council and staff for their much appreciated dedication.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*, were addressed by the Mayor and Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Confirmation that the Business Improvement Levy is \$0.18 per \$100 of property assessment;
- Confirmation that the Town grant of \$138.00 to Operation Christmas Joy was the total cost of the room rental at the Garcelon Civic Center.
- Exact location of 70 Queensway and 32 Boundary Street;
- Questioned the start time for stabilization of the "Old Town Hall".
- Confirmed the Town's contribution towards the stabilization of the "Old Town Hall" is \$100,000.

**MINUTES  
REGULAR COUNCIL  
DECEMBER 19, 2016**

9

17. CLOSED SESSION

**CLOSED SESSION**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

**331/16** **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Financial Matter and one (1) Labour and Employment Matter as per Section 10.2(4)(c) and (j), respectively, of the New Brunswick *Municipalities Act*.  
**CARRIED**

The Council came out of closed session at 7:54 p.m.

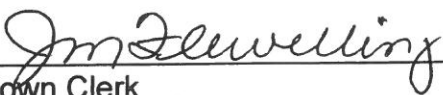
18. ADJOURNMENT

**ADJOURNMENT**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

**332/16** **THAT** the meeting adjourn at 7:54 p.m. **CARRIED**

  
\_\_\_\_\_  
Mayor

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