

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 23, 2017 @ 7:00 P.M.

1. PRAYER

Mayor MacEachern called upon Pastor Dan Jamer 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; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Harding

01/17 **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) Heritage Week – Proclamation

Mayor MacEachern proclaimed the week of February 13 – 20, 2017 as Heritage Week and February 20, 2017 as Heritage Day:

WHEREAS the second week in February is provincially recognized as the time to celebrate our heritage; and

WHEREAS the third Monday in February is National Heritage Day in Canada; and

WHEREAS 2017 marks the 150th anniversary of Confederation in Canada; and

WHEREAS the heritage that we have inherited from our ancestors plays a vital role in providing a unique identity to our community; and

WHEREAS this heritage provides us with a legacy to be handed down for the benefit and enjoyment of future generations; and

WHEREAS the Town of St. Stephen supports preserving heritage buildings, our Chocolate Museum, Charlotte County Museum, and numerous historical sites throughout our community; and

WHEREAS the Town of St. Stephen wishes to remember those who have helped shape our identity, and who have forged a place in the history of this town;

NOW THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim the week of February 13 – 20, 2017 as **HERITAGE WEEK** in the Town of St. Stephen and Monday, February 20, 2017 as **HERITAGE DAY** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the community.

(b) January 27, 2017 Family Literacy Day – “St. Stephen Story Fest 2017” - Proclamation

Mayor MacEachern proclaimed January 27, 2017 as Family Literacy Day and encouraged participation in “St. Stephen Story Fest 2017”:



PROCLAMATION

JANUARY 27, 2017 FAMILY LITERACY DAY

“St. Stephen Story Fest 2017”

WHEREAS every year on January 27 Canadians celebrate *Family Literacy Day*;

WHEREAS *Family Literacy Day* is an opportunity for Canadians to come together in their homes and in their communities to participate in literacy and essential skills-building activities;

WHEREAS it is important to set a positive example for our children and to demonstrate the usefulness of reading, writing, numeracy and essential skills in everyday tasks; now, therefore, be it

RESOLVED, that I, Allan MacEachern, Mayor of the Town of St. Stephen, ask residents of St. Stephen to recognize *Family Literacy Day* by reading in the community or participating in local activities taking place; and be it further

RESOLVED, that, I, Allan MacEachern, Mayor of the Town of St. Stephen encourage the entire community to celebrate literacy in St. Stephen by participating in St. Stephen Story Fest 2017 that will begin on February 7, 2017 with the release of "It's a Mystery, Pig Face!" authored by former resident, Wendy McLeod MacKnight.

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 Chisholm

02/17 **THAT** the Minutes of the Regular Council meeting held on December 19, 2016 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

03/17 **THAT** the Minutes of the Special Council meeting held on December 29, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

04/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2016 be received. **CARRIED**

PAID BILLS

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 05/17 **THAT** the paid bills in the amount of \$6,516,290.29 (six million, five hundred and sixteen thousand, two hundred and ninety dollars and twenty-nine 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 Deputy Mayor Carr
Seconded by Councillor Hyslop

- 06/17 **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 January 11, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 07/17 **THAT** the Minutes of the Committee of Council meeting held on January 16, 2017 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Parker
Seconded by Councillor Harding

- 08/17 **THAT** the following staff reports for the month of December 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

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Wheaton

09/17

THAT the Royal Canadian Mounted Police December 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

CARRIED

2017 GENERAL OPERATING FUND BUDGET

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

10/17

THAT the sum of \$9,096,650 (nine million, ninety-six thousand, six hundred and fifty dollars) be the total operating budget of the Municipality, that the sum of \$5,376,249 (five million, three hundred and seventy-six thousand, two hundred and forty-nine dollars) be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality 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 Municipality of St. Stephen. **CARRIED**

2017 WATER AND SEWERAGE OPERATING FUND BUDGET

Moved by Councillor Hyslop

Seconded by Councillor Harding

11/17

THAT pursuant to paragraph 189(4) of the *Municipalities Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,360,991 (two million, three hundred and sixty thousand, nine hundred and ninety-one dollars), and total expenditures of \$2,360,991 (two million, three hundred and sixty thousand, nine hundred and ninety-one dollars). **CARRIED**

DEMOLITION – 2 GARDEN STREET

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

12/17

THAT the Council of the Town of St. Stephen declares 2 Garden Street (PID # 01300938), Town of St. Stephen, 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 THAT Council directs the Chief Administrative Officer/Development Officer to solicit quotations for demolition which will be approved at a future meeting.

CARRIED

DEMOLITION – 43 MAIN STREET

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 13/17 **THAT** the Council of the Town of St. Stephen declares 43 Main Street (PID # 01302322), Town of St. Stephen, 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 THAT Council directs the Chief Administrative Officer/Development Officer to solicit quotations for demolition which will be approved at a future meeting.

CARRIED

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (CANADA BREAD COMPANY, LIMITED)

Moved by Councillor Wheaton
Seconded by Councillor Parker

- 14/17 **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 Canada Bread Company, Limited in order to process any future purchases of the Town from the said company. **CARRIED**

GARCELON CIVIC CENTER – PREVENTIVE MAINTENANCE AGREEMENT

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

- 15/17 **THAT** the Council of the Town of St. Stephen approves a one (1) year Preventive Maintenance Agreement with Ultra Alarm Services of Moncton, NB effective April 3, 2017 and expiring April 2, 2018 in the amount of \$1,100.00 (one thousand, one hundred dollars), plus HST.

AND THAT the Council authorizes the Mayor and Town Clerk to sign the Preventive Maintenance Agreement with Ultra Alarm Services in the form presented to Council.

CARRIED

OUT-OF-PROVINCE TRAVEL: DIRECTOR, PARKS AND RECREATION

Moved by Councillor Chisholm
Seconded by Deputy Mayor Carr

- 16/17 **THAT** the Council of the Town of St. Stephen approves the out-of-province travel for the Director, Parks and Recreation, to attend the Atlantic Turfgrass Conference & Trade Show at The Lord Nelson Hotel, Halifax, NS from February 21 - 23, 2017. **CARRIED**

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 17/17 **THAT** the amount of \$37,065.00 (thirty-seven thousand and sixty-five dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of an ice floor cover at the Garcelon Civic Center. **CARRIED**

GARCELON CIVIC CENTER – ICE FLOOR COVER PROPOSAL - # TOSS16-09

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

- 18/17 **THAT** of the two (2) proposals received, the proposal from SpaceAge Synthetics, Ltd. for \$187,610.00 (one hundred and eighty-seven thousand, six hundred and ten dollars), plus HST, be accepted to provide the ice floor cover at the Garcelon Civic Center. **CARRIED**

GARCELON CIVIC CENTER – MAINTENANCE / CUSTODIAL LABOURER - JOB RECOMMENDATION

Moved by Councillor Chisholm
Seconded by Councillor Harding

- 19/17 **THAT** Jason Gowan be appointed to the position of Maintenance / Custodial Labourer at the Garcelon Civic Center effective January 24, 2017, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

ATLANTIC CANADA OPPORTUNITIES AGENCY PROJECT NO. 208364 – CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

Moved by Councillor Parker
Seconded by Councillor Harding

- 20/17 **THAT** the Council of the Town of St. Stephen, on behalf of the Kiwanis Club of St. Stephen Inc., accepts a financial offer of \$42,250.00 (forty-two thousand, two hundred and fifty dollars) from the Atlantic Canada Opportunities Agency to upgrade a section of parking lot located at the Border Area Community Arena in order to create a skateboard park.

AND THAT Council authorizes the Mayor and Town Clerk to sign the Contribution Agreement with the Atlantic Canada Opportunities Agency and Kiwanis Club of St. Stephen Inc. in the form presented to Council. **CARRIED**

CLEAN WATER AND WASTEWATER FUND – FUNDING CONTRIBUTION AGREEMENT – ELM PARK, PINEWOOD AND MAPLE

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

21/07

WHEREAS Council of the Town of St. Stephen, at a Special Meeting on June 15, 2016, approved the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled “Storm Water Separation and Infrastructure Renewal (Elm Park, Pinewood, Maple)”;

AND WHEREAS the above-noted application was approved as outlined in the Clean Water and Wastewater Fund Funding Contribution Agreement in the form presented to Council in its closed session on January 11, 2017 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 sign the Funding Contribution Agreement in the form presented to Council contingent on approval from the Municipal Capital Borrowing Board for the Town’s portion of the cost. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STORM SEWER SEPARATION AND UTILITY RENEWAL (ELM PARK INFRASTRUCTURE RENEWAL PROGRAM)

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

22/07

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$362,250.00 (three hundred and sixty-two thousand, two hundred and fifty dollars), plus HST, for storm sewer separation and utility renewal on a 950 meter section of Elm Park, Pinewood and Maple, complete with site restoration, contingent on project funding approval from the Municipal Capital Borrowing Board. **CARRIED**

APPOINTMENT – CHARLOTTE COASTAL REGION TOURISM ASSOCIATION BOARD

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

23/17

THAT the Council of the Town of St. Stephen appoints Councillor Ken Parker to act as its member on the board of the Charlotte Coastal Region Tourism Association. **CARRIED**

UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)

Moved by Councillor Chisholm

Seconded by Councillor Harding

24/17 **THAT** the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2016 for union employees as follows:

Employee # E03	-	5 days
Employee # E04	-	34.5 days
Employee # E13	-	3.5 hours

CARRIED

UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

25/17 **THAT** the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2016 for non-union employees as follows:

Employee # E18	-	1.5 days
Employee # E26	-	70 days
Employee # E37	-	0.5 day
Employee # E45	-	3 days
Employee # E54	-	3 days
Employee # E63	-	34 days
Employee # E127	-	8 days
Employee # E131	-	8.5 days

CARRIED

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE

Moved by Councillor Harding

Seconded by Councillor Chisholm

26/17 **THAT** the Council of the Town of St. Stephen authorizes, as approved in the 2017 budget for permanent non-union management and administrative staff, a 2.0% (two percent) salary increase for the 2017 calendar year retroactive to January 1, 2017.

CARRIED

ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE

Moved by Councillor Parker

Seconded by Councillor Wheaton

- 27/17** **THAT** the Council of the Town of St. Stephen appoints the following five (5) members to form the Town's Substandard Properties Appeal Committee for a term of five (5) years commencing January 24, 2017 and expiring January 31, 2022:

- 1) Ann C. Robinson, Solicitor (Chairperson)
- 2) Ken Parker
- 3) Jason Carr
- 4) Garth Orchard
- 5) Allan Gillmor

AND FURTHER THAT the Council of the Town of St. Stephen appoints David A. Bartlett, Solicitor, to be the alternative member who shall act as Chairperson in the absence of the Chairperson for the same term as noted above. **CARRIED**

**ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE –
ALTERNATE FRENCH SPEAKING MEMBERS**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 28/17** **THAT** the Council of the Town of St. Stephen appoints the following five (5) French speaking individuals to act as alternate members of the Town's Substandard Properties Appeal Committee, in the event an appellant exercises his or her right to be heard in French, for a term of five (5) years commencing January 24, 2017 and expiring January 31, 2022:

- 1) Jean-Yves Bernard, Solicitor (Chairperson)
- 2) Carole Noël
- 3) André Levesque
- 4) Ghislaine Wheaton
- 5) Natalie Hart

CARRIED

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all meetings related to Council.
- Attended the Mayor's Levee.
- Attended the Provincial Government Community Development Program funding announcement for downtown projects to commemorate Canada 150.

- Attended a Union of Municipalities of New Brunswick Zone 4 meeting.
- Attended a St. Stephen Retreat at the Garcelon Civic Center hosted by Future St. Stephen.

Councillor Hyslop

- Attended the Mayor's Levee.
- Attended the Coffee House at the St. Croix Vineyard.
- Attended all Town meetings.
- Attended the Provincial Government Community Development Program funding announcement for downtown projects to commemorate Canada 150.
- Attended a St. Stephen Retreat at the Garcelon Civic Center hosted by Future St. Stephen.
- Attended a Concerned Citizens of Charlotte County meeting.
- Attended a Charlotte County Museum board meeting.
- Attended many ACES hockey games.
- Supports the new Becky's Place Bakery.

Councillor Parker

- Attended the Mayor's Levee.
- Attended all Town meetings.
- Attended the Provincial Government Community Development Program funding announcement for downtown projects to commemorate Canada 150.
- Met with the Chief Administrative Officer, as Chair of the Property, By-Laws and Environment Committee, to discuss potential names for the Substandard Properties Appeal Committee.

Councillor Wheaton

- Attended the Mayor's Levee.
- Attended all, but one, Town meetings.
- Continue to attend Wellness Sessions for Seniors on Monday mornings at the Garcelon Civic Center.
- Attended the Provincial Government Community Development Program funding announcement for downtown projects to commemorate Canada 150.
- Volunteered to bake for the Soup Kitchen.
- Attended the Coffee House at the St. Croix Vineyard.
- Stated the Southwest New Brunswick Transit Authority Inc. board is working diligently to purchase a bus in order to provide affordable, accessible and available public transportation for residents in Charlotte County.

Councillor Harding

- Attended all Town meetings.
- Attended the Mayor's Levee.
- Commended the Town Treasurer on his work with the budgets.
- Attended a lunch meeting with Sergeant Stubbs.

Councillor Chisholm

- Attended many ACES hockey games.
- Attended all Town meetings.
- Attended the Mayor's Levee.
- Attended an Elm Street Nature Park Society meeting.
- Attended the Provincial Government Community Development Program funding announcement for downtown projects to commemorate Canada 150.
- Attended a St. Stephen Retreat at the Garcelon Civic Center hosted by Future St. Stephen.
- Attended an International Festival committee meeting.
- Participated in interviews for the Operations / Maintenance Coordinator's position for the Garcelon Civic Center.

Mayor MacEachern

- Attended all ACES hockey games.
- Participated in the "Teddy Bear Toss" during an ACES hockey game in which the Teddy Bears were donated to the Charlotte County Hospital.
- Attended the Provincial Government Community Development Program funding announcement for downtown projects to commemorate Canada 150.
- Attended a St. Stephen Retreat at the Garcelon Civic Center hosted by Future St. Stephen.
- Commended the Town Treasurer and staff for the work on the budgets.
- Attended a Union of Municipalities of New Brunswick Zone 4 meeting.
- Attended a meeting at the New Brunswick Community College in St. Andrews to discuss promoting the college and potential course development in order to assist new businesses in the area with employment.
- Enjoyed the Mayor's Levee.
- Attended a Southwest New Brunswick Transit Authority Inc. meeting.
- Enjoyed the interview with Rob Patry on CHCO-TV broadcasted in St. Andrews, NB.

16. QUESTION PERIOD

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

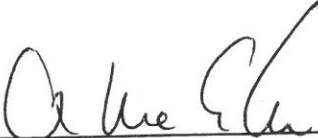
17. ADJOURNMENT

ADJOURNMENT


Moved by Councillor Parker
Seconded by Deputy Mayor Carr

29/17

THAT the meeting adjourn at 7:40 p.m. CARRIED



Mayor



Town Clerk