

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

1. **PRAYER**

The Lord's Prayer was recited led by Mayor Allan MacEachern.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

225/17

THAT the Agenda be unanimously approved with one (1) addition: motion to move into Closed Session, after the Question Period, to discuss one (1) Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **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 Harding

226/17

THAT the Minutes of the Regular Council meeting held on September 25, 2017 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 227/17 **THAT** the Minutes of the Special Council meeting held on October 16, 2017 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 228/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2017 be received. **CARRIED**

PAID BILLS

Moved by Councillor Parker
Seconded by Councillor Chisholm

- 229/17 **THAT** the paid bills in the amount of \$2,004,825.93 (two million, four thousand, eight hundred and twenty-five dollars and ninety-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 Harding
Seconded by Deputy Mayor Carr

- 230/17 **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 October 11, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 231/17 **THAT** the Minutes of the Committee of Council meeting held on September 25, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 232/17 **THAT** the Minutes of the Committee of Council meeting held on October 2, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Councillor Parker

- 233/17 **THAT** the Minutes of the Committee of Council meeting held on October 18, 2017 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 234/17 **THAT** the following staff reports for the month of September 2017 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

BY-LAW NO. A-7.12 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 235/17 **THAT** leave now be given to introduce a by-law entitled By-law No. A-7.12 – "A By-law to Amend By-law No. A-7, 'A By-law to Impose a Special Business Improvement Levy'" - for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Parker

- 236/17 **THAT** the Royal Canadian Mounted Police September 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN GRANT – OPERATION CHRISTMAS JOY

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

237/17

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$204.00 (two hundred and four dollars) to Operation Christmas Joy to be applied to the rental cost of the Garcelon Civic Center for its fundraising auction which will be held on November 4, 2017, during the St. Stephen Aces hockey game, and for which proceeds assist with the purchases of clothing and toys for local children. **CARRIED**

ST. STEPHEN FIRE DEPARTMENT – AIR BAG LIFTING SYSTEM

Moved by Councillor Harding

Seconded by Councillor Wheaton

238/17

THAT the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$11,050.00 (eleven thousand and fifty dollars), plus HST, for the purchase of an Air Bag Lifting System from Micmac Fire & Safety Source Ltd. of Dartmouth, Nova Scotia.

AND THAT the St. Stephen Volunteer Fire Department will contribute to the Town the net cost of the expenditure adjusted for the refundable portion of HST.

CARRIED

SIGNAGE – ELM STREET NATURE PARK

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

239/17

THAT the Council of the Town of St. Stephen grants permission to the Elm Street Nature Park Society to erect the following three (3) signs on various existing signs in order to promote the location of the park:

- (i) King Street on the west side of the street just past Subway;
- (ii) King Street on the east side of the street just past McNay's; and
- (iii) Queen Street West on the south side of Lindsay Lane.

AND THAT the signage referred to above will be the same design and size as placed last year on Queen Street West and Elm Street. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (TRANE ATLANTIC)

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

240/17

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 TRANE Atlantic in order to process any future purchases by the Town from the said company.

CARRIED

AWARDING OF TENDER: 2018 WHEEL LOADER; 2017 LOADER MOUNTED SNOWBLOWER; AND 108" NEW PICKUP BROOM - TENDER # TOSS17-07

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

241/17

THAT of the four (4) tenders received, the low tender from Maritime Case Ltd. of Hanwell, NB, for the following equipment be accepted:

- 2018 Wheel Loader in the amount of \$245,950.00 (two hundred and forty-five thousand, nine hundred and fifty dollars), plus HST;
- 2017 Loader Mounted Snowblower in the amount of \$117,685.00 (one hundred and seventeen thousand, six hundred and eighty-five dollars), plus HST; and
- 108" New Pickup Broom in the amount of \$27,380.00 (twenty-seven thousand, three hundred and eighty dollars), plus HST. **CARRIED**

SCHOOL CROSSWALK GUARDS – HOURLY WAGE RATE

Moved by Councillor Chisholm

Seconded by Councillor Harding

242/17

THAT the Council of the Town of St. Stephen approves a \$1.00 (one dollar) per hour wage increase for both Crosswalk Guards, located at the St. Stephen Elementary School and the Milltown Elementary School, retroactive to September 5, 2017 and as outlined in the 2017 General Operating Fund Budget. **CARRIED**

OFFICE SPACE AGREEMENT – 120 MILLTOWN BOULEVARD

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

243/17

THAT the Council of the Town of St. Stephen accepts the agreement from Future St. Stephen (St. Stephen Development Board Inc.); St. Stephen Area Chamber of Commerce; Business Improvement Area (BIA); and Chocolate Fest to rent office space in the town-owned building located at 120 Milltown Boulevard and in the form presented to Council at its closed session on Wednesday, October 11, 2017 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND THAT the effective rental date for Future St. Stephen (St. Stephen Development Board Inc.) and the St. Stephen Area Chamber of Commerce is retroactive to October 1, 2017.

AND FURTHER THAT the effective rental date for the Business Improvement Area (BIA) and Chocolate Fest is November 1, 2017. **CARRIED**

CONFIDENTIALITY AGREEMENT – RICHARD FULTON

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

244/17

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Confidentiality Agreement, in the form presented to Council, between The Town of St. Stephen and Richard Fulton of the St. Stephen Development Board Inc., retroactively to October 10, 2017, as a result of his involvement with confidential files. **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 Harding voting against the motion.

Councillor Parker voting against the motion.

OUT-OF-PROVINCE TRAVEL: FIREFIGHTERS

Moved by Councillor Chisholm

Seconded by Councillor Harding

245/17

THAT the Council of the Town of St. Stephen approves the out-of-province travel for two (2) firefighters, Bill Euloth and Jason Giddens, to attend a Leadership Seminar at The Debert Hospitality Centre, Debert, Nova Scotia, on October 28 – 29, 2017.

CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a Regional Service Commission recycling meeting.
- Attended the Foster Parent Awareness flag raising ceremony.
- Attended the Chamber of Commerce Business Gala.
- Attended a Business Improvement Area meeting.

Councillor Hyslop

- Received many calls and e-mails.
- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Attended a Canada 1st Basketball Committee meeting and a consultant has been hired.
- Will be attending the Charlotte County Museum annual general meeting.

Councillor Parker

- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Received many calls and e-mails.

Councillor Wheaton

- Attended all Town meetings.
- Attended several Chocolate Museum meetings and the museum is in the process of filling the position of Manager/Director.
- Participated in the "Terry Fox Walk" at the St. Stephen Elementary School.
- Attended a "100th Birthday Party" for a lovely lady, Thelma Flewelling.
- Attended Chocolate Fest meetings.
- Attended Christmas Events meetings.
- Volunteered at the Charlotte County Hospital Foundation Fundraiser Radiothon.
- Attended the Chamber of Commerce Business Gala.
- Participated in Family Resource Centre interviews.
- Volunteered at the Lions Club's Hunters' breakfast.
- Attended the Poor Boy supper.

Councillor Harding

- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Had lunch with Sergeant Peter Stubbs.
- Attended Trudy Higgins' retirement reception from Home Support Services.
- Received many calls with respect to the Town's by-laws.

Councillor Chisholm

- Attended all Town meetings.
- Met with Richard Fulton and events team at the Garcelon Civic Center.
- Spoke with John Hyslop and Bob Sweeney with respect to crowd control at the Aces hockey games.
- Had two meetings with Mike O'Connell.
- Met with Ed Zammit with respect to the Elm Street Nature Park.
- Toured the Elm Street Nature Park recently and commended the volunteers for their great work.

Mayor MacEachern

- Participated in the Charlotte County Hospital Foundation Fundraiser Radiothon.
- Attended the Chamber of Commerce Business Gala.
- Attended the Country Music Awards ceremony.
- Attended the Canada 150 Heritage announcement.
- Participated in the Walk to Remember.
- Attended Thelma Flewelling's 100th birthday celebration.
- Attended the Gas Tax Fund announcement for upgrades to the Southwest New Brunswick Service Commission's solid waste facility.
- Attended the Business Improvement Area annual general meeting.
- Attended Provincial Emergency Measures Organization meetings.
- Very concerned with the lack of response to the fire alarm by the people who attended a recent Aces hockey game, and plans to meet with the Fire Chief and Councillor Harding.

16. QUESTION PERIOD

There were no questions from the public or from Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, and Derwin Gowan, reporter with the *Telegraph-Journal*.

17. CLOSED SESSION

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

246/17 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

18. ADJOURNMENT


ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

247/17 **THAT** the meeting adjourn at 7:50 p.m. **CARRIED**



Mayor



Town Clerk