

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 18, 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; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Hyslop
Seconded by Councillor Harding

278/17 **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

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 Wheaton
Seconded by Deputy Mayor Carr

279/17 **THAT** the Minutes of the Regular Council meeting held on November 27, 2017 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Parker

Seconded by Councillor Harding

280/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2017 be received.

CARRIED

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

281/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2017 be received.

CARRIED

PAID BILLS

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

282/17 **THAT** the paid bills in the amount of \$1,827,000.88 (one million, eight hundred and twenty-seven thousand and eighty-eight 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 Councillor Chisholm

283/17 **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 December 6, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Chisholm

Seconded by Councillor Parker

284/17

THAT the following staff reports for the month of November 2017 be adopted: Chief Administrative Officer; 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” – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

285/17

THAT 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” - be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. W-1.1 - A BY-LAW TO AMEND BY-LAW NO. W-1, “A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES” – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

286/17

THAT By-law No. W-1.1 – A By-law to Amend By-law No. W-1, “A By-law Respecting Water and Sewer Rates and Charges” – be given Second Reading – Reading in its Entirety. **CARRIED**

BY-LAW NO. W-2.1 - A BY-LAW TO AMEND BY-LAW NO. W-2, “A BY-LAW RELATED TO WATER AND SEWER SYSTEMS” – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

287/17

THAT By-law No. W-2.1 – A By-law to Amend By-law No. W-2, “A By-law Related to Water and Sewer Systems” – be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Wheaton

Seconded by Councillor Harding

288/17 **THAT** the Royal Canadian Mounted Police November 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

CARRIED

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

289/17 **THAT** the amount of \$100,000.00 (one hundred thousand dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

CARRIED

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

290/17 **THAT** the amount of \$10,000.00 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Hyslop

291/17 **THAT** the amount of \$407,773.71 (four hundred and seven thousand, seven hundred and seventy-three dollars, and seventy-one cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2018 Wheel Loader; 2017 Loader Mounted Snow Blower; and 108" New Pickup Broom. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

292/17 **THAT** the amount of \$500,279.00 (five hundred thousand, two hundred and seventy-nine dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE OPERATING RESERVE FUND

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

293/17 **THAT** the amount of \$32,731.00 (thirty-two thousand, seven hundred and thirty-one dollars) be transferred from the Water and Sewerage Operating Reserve Fund to the Water and Sewerage Operating Fund. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

294/17

THAT the amount of \$51,111.25 (fifty-one thousand, one hundred and eleven dollars, and twenty-five cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for the purchase of three Chlorine Vac's, one Chlorine Regulator/Injection System and one Chlorine/De-Chlorination Gas Detector. **CARRIED**

AUDITOR'S SERVICES

Moved by Councillor Harding

Seconded by Councillor Wheaton

295/17

THAT the Council of the Town of St. Stephen approves a one (1) year extension for the accounting firm of Teed Saunders Doyle & Co. of Saint John, NB, to act as the Town's auditor for the fiscal year 2017 for a fee of \$15,500.00 (fifteen thousand, five hundred dollars), plus HST. **CARRIED**

PEDDLER'S LICENSE – TWISTED SISTAS FOOD SERVICES

Moved by Councillor Chisholm

Seconded by Councillor Parker

296/17

THAT the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Twisted Sistas Food Services effective January 1, 2018 and which will expire on the 31st day of December, 2018, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers". **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended the Santa Claus Parade.
- Attended a meeting on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a second meeting on a proposed Drag Strip in the area.
- Attended an annual "Quad Service" Christmas dinner.
- Attended the Rotary Invitational Basketball Tournament at SSHS.
- Attended the Chamber of Commerce Breakfast Meeting with the St. Stephen Aces.
- Attended all Town meetings.

Councillor Hyslop

- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended "Moonlight Madness".
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended all Town meetings.

Councillor Parker

- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended all Town meetings.
- Attended the Santa Claus Parade.
- Wished everyone happy holidays.

Councillor Wheaton

- Attended all Town meetings.
- Attended The Chocolate Museum Operating Committee's Annual General Meeting.
- Attended the Tree Lighting at Town Square.
- Prepared and served hot chocolate and cookies with the St. Stephen-Milltown Lionettes at Santa's Arrival.
- Attended the Santa Claus Parade.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a Coffee House at the Vineyard.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Volunteered at the dance sponsored by the Chamber of Commerce and Business Improvement Area.
- Organized caroling for the St. Stephen-Milltown Lionettes at Lonicera Hall, Lincourt Manor, and the Charlotte County Hospital.

Councillor Harding

- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Chisholm

- Attended the Santa Claus Parade.
- Attended a meeting on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.

- Participated in interviews for the Receptionist and Hospitality Attendant position.
- Attended all Town meetings.
- Attended a Greater St. Stephen Sports Wall of Fame meeting at the Garcelon Civic Center.
- Met with the Chief Administrative Officer on the operations of the Garcelon Civic Center.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor MacEachern

- Attended the Tree Lighting at Town Square.
- Attended Santa's Arrival at the Garcelon Civic Center.
- Attended the Santa Claus Parade.
- Attended a meeting on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a Regional Service Commission recycling meeting.
- Attended a "thank you" breakfast at the Fire Hall.
- Attended the Chamber of Commerce Breakfast Meeting with the St. Stephen Aces.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Visited the "Turning the Corner" project site.

16. QUESTION PERIOD

There were no public or media present.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

297/17 **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**

The Council came out of closed session at 7:40 p.m.

RECEPTIONIST AND HOSPITALITY ATTENDANT POSITION

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

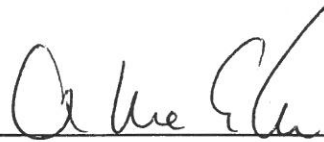
298/17 **THAT** the Council of the Town of St. Stephen agrees with the recommendation of the Chief Administrative Officer to promote the Receptionist and Hospitality Attendant position to full-time status and to re-advertise in accordance with the requirements of the Collective Agreement. **CARRIED**

18. ADJOURNMENT

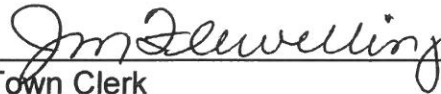
ADJOURNMENT

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

299/17 THAT the meeting adjourn at 7:45 p.m. CARRIED



Mayor



Town Clerk