

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 22, 2018 @ 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 Jeff Renaud; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

01/18 **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) Town Employee Retirement – Mayor MacEachern presented a plaque to Jeff Richardson recognizing his many years of dedicated service with the Fire Department.

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

02/18 **THAT** the Minutes of the Regular Council meeting held on December 18, 2017 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

- 03/18** **THAT** the Minutes of the Special Council meeting held on December 27, 2017 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

PAID BILLS

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 04/18** **THAT** the paid bills in the amount of \$3,297,833.49 (three million, two hundred and ninety-seven thousand, eight hundred and thirty-three dollars and forty-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 Councillor Hyslop
Seconded by Councillor Chisholm

- 05/18** **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 10, 2018 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 06/18** **THAT** the Minutes of the Committee of Council meeting held on January 17, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

07/18 **THAT** the following staff reports for the month of December 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. W-1.1 - A BY-LAW TO AMEND BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding
Seconded by Councillor Chisholm

08/18 **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 Third and Final Reading – Short Title Only. **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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

09/18 **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 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

10/18 **THAT** the Royal Canadian Mounted Police December 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

2018 GENERAL OPERATING FUND BUDGET

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 11/18** **THAT** the sum of \$9,350,797 (nine million, three hundred and fifty thousand, seven hundred and ninety-seven dollars) be the total operating budget of the Municipality, that the sum of \$5,356,765 (five million, three hundred and fifty-six thousand, seven hundred and sixty-five 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**

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.

2018 WATER AND SEWERAGE OPERATING FUND BUDGET

Moved by Councillor Chisholm
Seconded by Councillor Parker

- 12/18** **THAT** pursuant to paragraph 117(4) of the *Local Governance Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,355,391 (two million, three hundred and fifty-five thousand, three hundred and ninety-one dollars), and total expenditures of \$2,355,391 (two million, three hundred and fifty-five thousand, three hundred and ninety-one dollars).
CARRIED

SCHEDULE "A" – BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 13/18** **THAT** the attached revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted retroactive to January 1, 2018.
CARRIED

TOWN GRANT – "WE'VE GOT YOUR BACK" FUNDRAISER

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

- 14/18** **THAT** the Council of the Town of St. Stephen authorizes a grant in the amount of \$350.00 (three hundred and fifty dollars) for the "We've Got Your Back" fundraiser, payable to the Garcelon Civic Center, to offset the rental cost for their event on Saturday, February 3, 2018. **CARRIED**

TOWN GRANT – CHARLOTTE COUNTY IWK FUNDRAISING COMMITTEE

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 15/18** **THAT** the Council of the Town of St. Stephen authorizes a grant in the amount of \$350.00 (three hundred and fifty dollars) for the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, to offset the rental cost for their annual IWK Kids' Carnival to be held on Saturday, May 12, 2018. **CARRIED**

TOWN GRANT – ST. STEPHEN MIDDLE SCHOOL ENTREPRENEURIAL ADVENTURE COMMITTEE

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 16/18** **THAT** the Council of the Town of St. Stephen authorizes a grant in the amount of \$600.00 (six hundred dollars) for the St. Stephen Middle School Entrepreneurial Committee, payable to the Garcelon Civic Center, to offset the rental cost for their fundraising event on Monday, May 7, 2018. **CARRIED**

COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED REZONING OF 14 HAWTHORNE STREET (FORMER HAWTHORNE STREET KIWANIS TOT LOT)

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 17/18** **THAT** the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed by-laws to amend the Municipal Plan By-Law and the Zoning By-Law (copies attached) whereby the use designation on the Generalized Future Land Use Map of the Municipal Plan, and the Zoning Map of the Zoning By-Law, for PID # 15023542 (14 Hawthorne Street – former Hawthorne Street Kiwanis Tot Lot) be changed from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building. **CARRIED**

SETTING DATE FOR PUBLIC PRESENTATION – PROPOSED REZONING OF 14 HAWTHORNE STREET (FORMER HAWTHORNE STREET KIWANIS TOT LOT)

Moved by Councillor Parker

Seconded by Councillor Harding

- 18/18** **THAT** Wednesday, February 14, 2018 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Presentation of proposed By-Law M-1.4, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", which would see the consideration of the property located at 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) (PID # 15023542) rezoned from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building. **CARRIED**

CHARLOTTE COUNTY FALL FAIR – “IN KIND” SUPPORT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

19/18

THAT the Council of the Town of St. Stephen authorizes “in kind” support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 15 and 16, 2018, which support encompasses the use of bleachers, picnic tables, garbage cans, and tables, along with support staff for event set up and tear down.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign “Confirmation of Support from Municipal Government or Equivalent Authority” form as part of the federal grant application submitted by the Ganong Nature Park Manager on behalf of the Charlotte County Fall Fair which outlines the “in kind” support, as well as the grant of \$1,000.00 (one thousand dollars) outlined in the Town’s 2018 budget. **CARRIED**

ACTUARIAL SERVICES – CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA PUBLIC SECTOR ACCOUNTING STANDARDS

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

20/18

THAT the Council of the Town of St. Stephen approves the amount of \$9,750.00 (nine thousand, seven hundred and fifty dollars), plus HST, to Morneau Shepell Ltd. of Fredericton, NB for the provision of actuarial services as required to determine actuarial valuations for post employment benefits, related to calculation and disclosure of the accrued benefit obligation and annual benefit cost of the retirement allowance benefit and sick leave benefit, for the year ended December 31, 2017, and in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

AND THAT the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the agreement(s) with Morneau Shepell Ltd. to provide the above-noted services. **CARRIED**

RECEPTIONIST AND HOSPITALITY ATTENDANT POSITION

Moved by Councillor Chisholm

Seconded by Councillor Parker

21/18

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on December 18, 2017, agreed 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 Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement (Collective Agreement);

NOW THEREFORE BE IT RESOLVED THAT Michelle Vest be offered the full-time position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective Thursday, February 1, 2018, with applicable wages and benefits as outlined in the Collective Agreement. **CARRIED**

UNUSED VACATION CARRYOVER – NON-UNION EMPLOYEES

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

22/18

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2017 for non-union employees as follows:

Employee # E18	-	0.5 day
Employee # E26	-	100 days
Employee # E63	-	54 days
Employee # E131	-	28.5 days
Employee # E133	-	4 days

CARRIED

UNUSED VACATION CARRYOVER – UNION EMPLOYEES

Moved by Councillor Wheaton

Seconded by Councillor Harding

23/18

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2017 for union employees as follows:

Employee # E03	-	7 days
Employee # E04	-	32 days
Employee # E14	-	4.75 days
Employee # E23	-	2.25 days
Employee # E51	-	1 day

CARRIED

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended Karen Ludwig's holiday gathering.
- Attended the Mayor's Levee.
- Attended a Drag Racing Committee meeting.

Councillor Hyslop

- Attended all Town meetings, except one.
- Attended Karen Ludwig's holiday gathering.
- Attended Provincial funding announcement which will fill the remaining piece of trail network between St. Stephen and Saint John, so the connection between the United States East Coast Greenway and the Trans Canada Trail can be made.
- Attended the Mayor's Levee.

Councillor Parker

- Attended a meeting with the Chief Administrative Officer and Treasurer.
- Attended a Labour and Employment meeting.
- Attended the Mayor's Levee.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended the grand reopening of Scotiabank.
- Attended a highway signage meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. board meeting and stated that a new interim general manager has been appointed.
- Attended a Tourism and Promotion Action Committee meeting.
- Attended Provincial funding announcement which will fill the remaining piece of trail network between St. Stephen and Saint John, so the connection between the United States East Coast Greenway and the Trans Canada Trail can be made.
- Attended a round table session on the above-noted coastal trail.
- Attended a Chocolate Museum Operating Committee meeting and stated that a new manager has been hired to replace the current manager who has accepted a full-time position with the Town.
- Attended a very interesting Innovation Session for The Chocolate Museum.

Councillor Harding

- Attended the Mayor's Levee.
- Met with Sergeant Stubbs.
- Received several police related phone calls.
- Met with the Building Inspector, By-Law Enforcement Officer, Councillor Parker and the Chief Administrative Officer on by-laws.
- Commended the Treasurer on his diligent work with the budgets.

Councillor Chisholm

- Attended all Town meetings.
- Commended the Treasurer on his diligent work and all who assisted with the budgets.
- Attended the Mayor's Levee.
- Wall of Fame meetings are ongoing.

Mayor MacEachern

- Attended all Town meetings.
- Congratulated staff on the budgets and pleased with no tax rate increase.
- Attended Karen Ludwig's holiday gathering.
- Pleased with the number of people at the Mayor's Levee.
- Interviewed by *CBC*, as well as the *Saint Croix Courier*, on the year review and upcoming year.
- Attended Provincial funding announcement which will fill the remaining piece of trail network between St. Stephen and Saint John, so the connection between the United States East Coast Greenway and the Trans Canada Trail can be made.
- Attended a round table session on the above-noted coastal trail.
- Had a tour of the newly renovated Scotiabank.
- Attended a St. Stephen-Milltown Rotary Club meeting where the new Chief Administrative Officer was the guest speaker.

16. QUESTION PERIOD

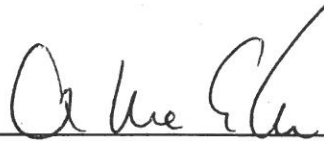
There were no questions from the public and any questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern and Council upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

24/18 THAT the meeting adjourn at 7:32 p.m. CARRIED



Mayor



Town Clerk

REVISED

SCHEDULE "A"

To

By-law No. W-1, A By-law Respecting Water and Sewer Rates and Charges

1. The water and sewer rates for a property the water supply of which is not metered shall be \$106.30 per family unit per quarterly billing basis and such sum shall be due and payable 30 days after the date of each billing.
2. The water rates for a property the water supply of which is metered shall consist of the base rate of \$37.24 for 500 cubic feet plus \$2.29 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
3. The water rates for a Rental property the water supply of which is metered shall consist of the base rate of \$37.24 per unit for 500 cubic feet per unit plus \$2.29 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
4. The water rates for water purchased in bulk at a location approved by the Director of Operations for that purchase shall be \$2.29 per 100 cubic feet and such sum shall be due and payable 30 days after the date of each billing.
5. The owner of a property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$69.06 for the same 500 cubic feet (not an additional), plus \$4.37 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
6. The owner of a Rental property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$69.06 per unit for the same 500 cubic feet per unit (not an additional), plus \$4.37 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
7. Interest at the rate of 1.5% per month will be charged on all overdue accounts 30 days after the date of each billing.

REVISED 01/22/18