

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, APRIL 23, 2018 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

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

76/18 **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**

Mayor MacEachern proclaimed the following:

- (a) Human Values Day – April 24, 2018
- (b) Canadian Mental Health Association Mental Health Week – May 7 – 13, 2018
- (c) Lyme Awareness Month – May 2018
- (d) Disability Awareness Week – May 27 – June 1, 2018

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

77/18 **THAT** the Minutes of the Regular Council meeting held on March 26, 2018 be approved with one amendment: Resolution # 63/18 – Staff Reports – be replaced with the following correct resolution:

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

THAT the following staff reports for the month of February 2018 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; and Garcelon Civic Center. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

78/18 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 28, 2018 be received. **CARRIED**

PAID BILLS

Moved by Councillor Wheaton
Seconded by Councillor Harding

79/18 **THAT** the paid bills in the amount of \$1,897,048.93 (one million, eight hundred and ninety-seven thousand, and forty-eight dollars and ninety-three cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

80/18 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Chisholm

81/08 **THAT** the Minutes of the Committee of Council meeting held on March 26, 2018 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

82/08 **THAT** the Minutes of the Committee of Council meeting held on April 4, 2018 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

83/18 **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 April 11, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Parker

84/18 **THAT** the following staff reports for the month of March 2018 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-12 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – SECOND READING – SECTION NUMBERS ONLY

Moved by Councillor Chisholm
Seconded by Deputy Mayor Carr

85/18 **THAT** By-Law No. A-12 – "A By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Second Reading – Section Numbers Only. **CARRIED**

BY-LAW NO. A-12 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

86/18 **THAT** By-Law No. A-12 – "A By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – 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 Hyslop

87/18 **THAT** the Royal Canadian Mounted Police March 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

PROPOSED ANNEXATION

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

88/18 **THAT** the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Environment and Local Government that an amendment be made to the previously requested feasibility study to include PID # 01263599, also known as Cordova Realty Ltd., with an area of 15,625 square feet and as outlined on the attached Appendix "A" and map. **CARRIED**

REAPPOINTMENTS - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

Moved by Councillor Hyslop
Seconded by Councillor Harding

89/18 **THAT** Richard Purcell and Joni Donahue be reappointed to the Board of Trustees of the Charlotte County Hospital Foundation Inc. for a three (3) year term effective May 1, 2018 and expiring April 30, 2021. **CARRIED**

**AWARDING OF TENDER # TOSS18-01 - TURF MAINTENANCE –
PLAYING FIELDS**

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 90/18** **THAT** the tender of \$180,000.00 (one hundred and eighty thousand dollars), plus HST, being the only tender received and representing the total cost for a three (3) year term effective May 1, 2018, from Sharpe’s Lawn Care, Mayfield, NB, be approved for the Turf Maintenance - Playing Fields – Tender # TOSS18-01. **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

Moved by Councillor Chisholm
Seconded by Councillor Parker

- 91/18** **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter (the “Shelter”) to establish a voluntary road toll for fundraising purposes on Queen Street West between Marks Street and Porter Street on Saturday, June 16, 2018 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, September 29, 2018 between the hours of 8:00 a.m. and 6:00 p.m., and contingent on receipt by the Town of the Shelter’s Certificate of Insurance. **CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 92/18** **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club (the “Club”) to establish a voluntary road toll for fundraising purposes near the intersection of Wall Street and Prince William Street on Saturday, September 15, 2018 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 22, 2018 between the hours of 8:00 a.m. and 4:00 p.m., and contingent on receipt by the Town of the Club’s Certificate of Insurance. **CARRIED**

**APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN
ROTARY CLUB**

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 93/18** **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, September 23, 2018 from 8:00 a.m. to 2:00 p.m. (actual run/walk from 9:00 a.m. – 11:00 a.m.), a fundraiser which enables the Club to continue to support youth and promote health contingent on receipt by the Town of the Club’s Certificate of Insurance. **CARRIED**

PUBLIC WORKS DEPARTMENT – WATER QUALITY TECHNICIAN II - JOB RECOMMENDATION

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 94/18** **THAT** Randy Bartlett be appointed to the position of Water Quality Technician II for the St. Stephen Public Works Department effective May 4, 2018, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

SICK LEAVE BANK – CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE), LOCAL 770

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 95/18** **THAT** the Council of the Town of St. Stephen agrees to supply sixty (60) days from the Union Sick Leave Bank for Employee # E05 retroactively to March 27, 2018, as requested by the Canadian Union of Public Employees (CUPE), Local 770, and outlined in Article 18.06 of its Collective Agreement. **CARRIED**

ROYAL CANADIAN MOUNTED POLICE - LEASE AGREEMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 96/18** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a five (5) year Lease Agreement with the Royal Canadian Mounted Police retroactive to April 1, 2018 and terminating March 31, 2023 and in the form presented to Council. **CARRIED**

EMPLOYEE BENEFITS PROGRAM

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 97/18** **THAT** the Council of the Town of St. Stephen approves the change in carrier for the Employee Benefits Program for both non-union employees and CUPE Local 770 employees to Chambers of Commerce Group Insurance Plan.

AND THAT the Council authorizes the Mayor and Town Clerk to execute any documents necessary to effect this change of service provider. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STREET IMPROVEMENTS 2018 (MILLTOWN BOULEVARD)

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 98/18** **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 for the design, tender and construction phases, in the amount of \$38,985.00 (thirty-eight thousand, nine hundred and eighty-five dollars), plus HST, for the addition/replacement of concrete curb and gutter on each side of Milltown Boulevard between Riverside Drive and Pleasant Street and complete with site restoration. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – MUNICIPAL ASSET MANAGEMENT PLAN DEVELOPMENT

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 99/18** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the development of a Municipal Asset Management Plan, in the amount of \$24,800.00 (twenty-four thousand, eight hundred dollars), plus HST. **CARRIED**

FEDERATION OF CANADIAN MUNICIPALITIES – MUNICIPAL ASSET MANAGEMENT PROGRAM FUNDING

Moved by Councillor Parker

Seconded by Councillor Harding

- 100/18** **THAT** the Council of the Town of St. Stephen authorizes Dillon Consulting Limited to submit an application for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program for the development of the Town of St. Stephen's Capital Asset Management Plan. The Town commits to complete the activities, as listed in the application, including, but not limited to:

- Examine and confirm existing asset inventory; and,
- Develop a capital asset management plan document.

AND THAT the Town of St. Stephen commits a financial contribution of \$4,960.00 (four thousand, nine hundred and sixty dollars), plus applicable taxes, from its budget towards the cost of this project. **CARRIED**

PERMISSION FOR MUSICAL ENTERTAINERS - ST. STEPHEN FARMERS' MARKET

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

101/18

THAT the Council of the Town of St. Stephen grants permission for musical entertainers at the St. Stephen Farmers' Market on any given Friday between May 4, 2018 and October 12, 2018, during Market hours (9:00 a.m. – 2:00 p.m.), with the understanding that should any nearby business apply to the Town to request a musical event on a Friday, that business shall be given priority. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a Finance and Administration Committee meeting.
- Attended the hockey fundraiser for the Humboldt Broncos tragedy.
- Attended the James Mullenger concert.

Councillor Hyslop

- Attended Canada 1st Basketball Committee meetings and stated its Annual General Meeting will be held on April 26, 2018.
- Attended a Charlotte County Museum board meeting and stated the museum plans to open on Canada Day.
- Attended the James Mullenger concert.
- Attended all Town meetings.

Councillor Parker

- Met with Elva Hatt at the St. Croix Public Library and followed up with the Chief Administrative Officer.
- Met with the Chief Administrative Officer on some building issues.
- Attended all Town meetings except the Committee of Council meeting on April 4th.

Councillor Harding

- Met with Sergeant Stubbs.
- Attended the retirement party for Fire Chief Jeff Richardson.
- Attended a Regional Service Commission Community Policing meeting.

Councillor Wheaton

- Attended all Town meetings.
- Attended the retirement party for Fire Chief Jeff Richardson.
- Volunteered at the U18 National Curling Championship in St. Andrews.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. board meeting.
- Attended a Christmas Planning Committee meeting.
- Attended the St. Stephen's University Convocation Ceremony.
- Plans to attend a retirement reception for Elva Hatt who has been the Librarian of the St. Croix Public Library for 46 years.

Councillor Chisholm

- Met with the Director of Parks and Recreation.
- Attended all Town meetings.
- Attended Wall of Fame meetings and looks forward to the upcoming Wall of Fame banquet and induction ceremony.

Mayor MacEachern

- Attended a "Chase the Ace" celebration at 5 Kings Restaurant & Picaroons Brewhouse hosted by the Fundy Region Transition House who made a profit of over \$630,000.00.
- Participated in the Original Six hockey fundraiser for the Humboldt Broncos tragedy.
- Attended a Health Alliance meeting.
- Attended the James Mullenger concert.
- Attended a Finance and Administration Committee meeting.
- Attended the retirement party for Fire Chief Jeff Richardson.
- Visited the U18 National Curling Championship in St. Andrews and pleased to see so many volunteers from St. Stephen.
- Plans on attending three (3) events on Saturday: Child Abuse and Neglect Prevention Awareness Walk – Ganong Nature Park; retirement reception for Elva Hatt, St. Croix Public Library; and the Wall of Fame banquet and induction ceremony.

16. QUESTION PERIOD

There were no questions from the public and questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern and Chief Administrative Officer Jeff Renaud. In particular, the questions/comments referred to the following:

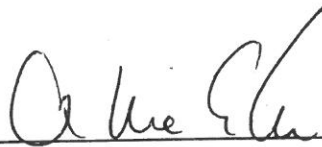
- Clarification on the Dillon Consulting Limited – Agreement for Professional Services – Municipal Asset Management Plan Development; and
- Clarification on the Federation of Canadian Municipalities – Municipal Asset Management Program Funding.

17. ADJOURNMENT

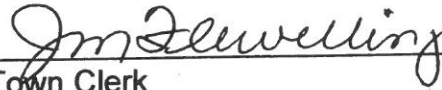
ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Parker

102/18 **THAT** the meeting adjourn at 7:45 p.m. **CARRIED**



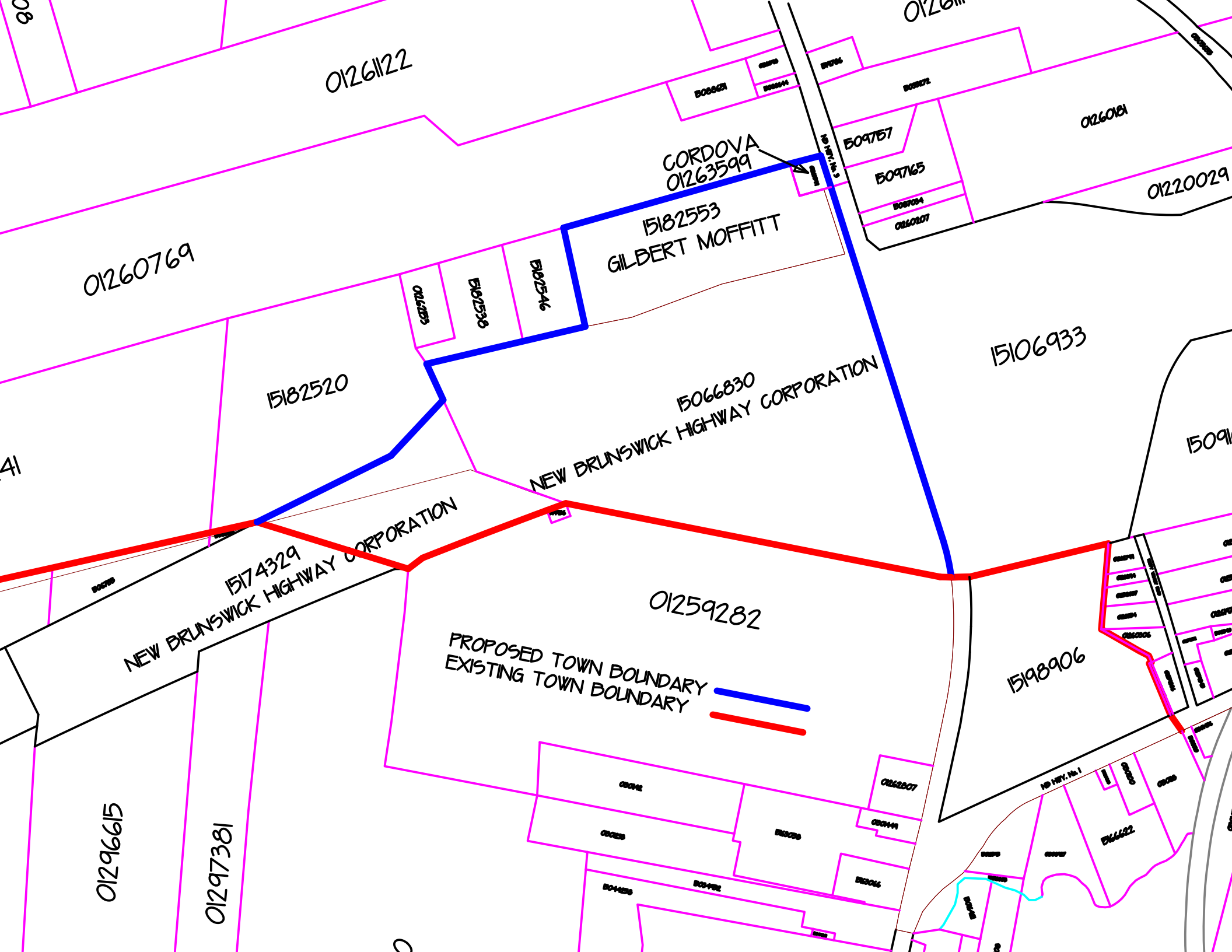
Mayor



Town Clerk

APPENDIX "A"

<u>PID #</u>	<u>OWNER'S NAME</u>	<u>FIRST NAME</u>	<u>AREA</u>
15066830	New Brunswick Highway Corporation		132300.00
15174329	New Brunswick Highway Corporation		69598.00
15182553	Moffitt	Gilbert	33200.00
01263599	Cordova Realty Ltd.		15625.00



0126122

0126111

01260769

CORDOVA
01263599

15182553
GILBERT MOFFITT

01260181

509757

509765

509784

0126027

01220029

15182520

012675

5182538

5182546

15106933

15066830
NEW BRUNSWICK HIGHWAY CORPORATION

15091

15174329
NEW BRUNSWICK HIGHWAY CORPORATION

01259282

PROPOSED TOWN BOUNDARY
EXISTING TOWN BOUNDARY

15198906

01296615

01297381

0126212

0126213

504228

504492

504016

0126207

0126441

NO. 1 HWT. No. 1

0126442