

TOWN OF ST. STEPHEN
REGULAR COUNCIL
GARCELON CIVIC CENTER
22 BUDD AVENUE
MONDAY, MARCH 23, 2020 @ 7:00 P.M.

In response to the outbreak of the COVID-19 virus, the public was not permitted to attend the meeting; however, the meeting was broadcast live on the Town's Facebook page.

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 Wheaton

Seconded by Councillor Chisholm

41/20 THAT the Agenda be approved as circulated. CARRIED

Good Evening everyone,

Thank you all for joining us here this evening. As you can see, we are running things a little differently this evening. I would like to take this opportunity to thank our staff for their creative thinking and hard work in setting up this alternative Council room so that we can continue with the business of the municipality while following the social distancing recommendations of the Chief Medical Officer.

Additionally, I would like to welcome anyone at home that is watching this meeting via our Facebook Live broadcast. This is a first for our community, but it demonstrates our Council's desire to ensure continued public participation in our meetings.

I would also like to take a moment to address the COVID-19 situation. This virus is a threat unlike any other that our community, province, country or planet has faced. Despite that fact, I remain very encouraged by the many ways that our community has responded. I look around our community and I notice the efforts that are being made to mitigate risks,

while also maintaining a community spirit. The Teddy Bear hunt, for instance was a great success. I know that our Community Events Coordinator is working on plans for our community to come together while being apart. Please keep an eye out for that in the near future.

Finally, I would like to make sure that our residents are aware of the work being done behind the scenes to assist our community in managing this situation. The Town of St. Stephen has activated its Emergency Response Plan to Level 2. This means that our senior management team has been working in conjunction with colleagues at other municipalities in our region, as well as the provincial Emergency Measures Organization, to continually monitor, and respond to, the various impacts of COVID-19. *According to today's briefing, no new cases have been reported, leaving the provincial total at 17. Of course, these are only confirmed or presumed cases. We cannot assume these are the only cases, but we can use these numbers as a measure of the success of our mitigation efforts.*

At this time, I ask all residents of St. Stephen, to continue to follow the recommendations of the Chief Medical Officer. To refrain from any unnecessary outings. To practice "Social Distancing" as much possible, and to continue to wash hands routinely. These steps will help to keep our families and community safe.

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Mayor MacEachern proclaimed April 15, 2020 as Talk With Our Kids About Monday (TWOKAM) Day.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

42/20

THAT the Minutes of the Regular Council meeting held on February 24, 2020 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 43/20 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2020 be received. **CARRIED**

PAID BILLS

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 44/20 **THAT** the paid bills in the amount of \$838,012.70 (eight hundred and thirty-eight thousand, and twelve dollars and seventy cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 45/20 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Hyslop

- 46/20 **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 March 11, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 47/20 **THAT** the following staff reports for the month of February 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

48/20 **THAT** By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. L-11 – SUBDIVISION BY-LAW – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

49/20 **THAT** leave now be given to introduce a by-law entitled By-law No. L-11 – “Subdivision By-law” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. L-12 – A BY-LAW TO REGULATE THE DELIVERY OF FLYERS – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

50/20 **THAT** leave now be given to introduce a by-law entitled By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – for First Reading – Short Title Only. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.
Councillor Harding 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 Parker voting against the motion.

BY-LAW NO. S-14 – A BY-LAW TO PROHIBIT EXCESSIVE NOISES – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

51/20 **THAT** leave now be given to introduce a by-law entitled By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. A-15 - A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN POWERS TO THE CHIEF ADMINISTRATIVE OFFICER – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Wheaton
Seconded by Council Chisholm

- 52/20 THAT leave now be given to introduce a by-law entitled By-Law No. A-15 – “A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer” – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. A-16 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A RECREATION ADVISORY COMMITTEE – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Wheaton
Seconded by Councillor Parker

- 53/20 THAT leave now be given to introduce a by-law entitled By-Law No. A-16 – “A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee” – for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

MUNICIPAL PLAN 2020 – PUBLIC HEARING AND PLANNING REVIEW AND ADJUSTMENT COMMITTEE

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 54/20 THAT the Council of the Town of St. Stephen schedule a public hearing for the repeal and replacement of the Municipal Plan, inclusive of a list of required changes, for Monday, April 27, 2020 at 7:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

AND THAT Council refer the Municipal Plan to the Planning Review and Adjustment Committee for its written views and recommendation to be received by Council within ninety (90) days. **CARRIED**

COUNCIL REQUEST – PLANNING REVIEW AND ADJUSTMENT COMMITTEE – PROPOSED BY-LAW NO. L-11 – SUBDIVISION BY-LAW

Moved by Councillor Chisholm
Seconded by Deputy Mayor Carr

- 55/20 THAT the Council of the Town of St. Stephen request the written views of the Planning Review and Adjustment Committee (PRAC) on the proposed By-Law No. L-11, “Subdivision By-law” which repeals and replaces By-law No. L-4, “Subdivision By-law”, to be received by Council within ninety (90) days. **CARRIED**

RESCINDING AND REPLACING – FIRE DRIVERS/DISPATCHERS, BACK-UP DRIVERS AND VOLUNTEER FIREFIGHTERS

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 56/20 **THAT** the Council of the Town of St. Stephen rescinds the “Fire Drivers, Back-up Drivers and Volunteer Firemen Policy No. 025 and replaces it with “Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters” Policy No. 70. **CARRIED**

RESCINDING OF ORGANIZATION AND SUPERVISION OF STAFF POLICY

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 57/20 **THAT** the Council of the Town of St. Stephen rescinds the “Organization and Supervision of Staff” Policy No. 008. **CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor Parker

Seconded by Councillor Harding

- 58/20 **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 19, 2020 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 26, 2020 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**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 59/20 **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 6, 2020 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, October 3, 2020 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 – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 60/20 **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue (CCGSAR) Team to establish a voluntary road toll for fundraising purposes on Prince William Street (between King and Princess Streets) on Saturday, May 2, 2020 between the hours of 9:00 a.m. and 5:00 p.m., and contingent on receipt by the Town of the CCGSAR Team's Certificate of Insurance. **CARRIED**

APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Parker
Seconded by Councillor Hyslop

- 61/20 **THAT** Kendra French be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective April 1, 2020 and expiring March 31, 2023. **CARRIED**

LICENSE AGREEMENT – PRO SHOP SERVICES

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 62/20 **WHEREAS** the Town's Director of Community Services and Mike Bronson have negotiated a License Agreement which provides a license from The Town of St. Stephen to Mike Bronson to provide Pro Shop Services in the Garcelon Civic Center (the "License Agreement");

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the License Agreement between The Town of St. Stephen and Mike Bronson, providing a license for Mike Bronson to provide Pro Shop Services in the Garcelon Civic Center on the terms and conditions outlined in the form of License Agreement presented to Council.

CARRIED

MEMORANDUM OF UNDERSTANDING – COASTAL LINK TRAIL INC.

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 63/20 **WHEREAS** the Town's Chief Administrative Officer and Coastal Link Trail Inc. have negotiated a Memorandum of Understanding regarding the development and operation of approximately two (2) kilometers of the Waterfront Trail which will increase accessibility and promote active transportation among local users and visitors.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Understanding between The Town of St. Stephen and Coastal Link Trail Inc. in the form presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Green Paper on Education in NB organized by the Department of Education and Early Childhood Development.
- Attended the Lunch & Learn Session – New Brunswick Immigration Programs and Your Business hosted by the Chamber of Commerce.
- Attended a Canada 1st Basketball Committee meeting and the Committee recently received the final Feasibility Study and Business Plan from the consultant.
- Stated that due to the COVID-19 outbreak, the Charlotte County Museum Board is uncertain whether or not the museum will open for the season.

Councillor Parker

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Responded to phone calls.
- Attended all Town meetings.

Councillor Wheaton

- Attended March's Committees meeting; however, unable to attend last month's Council meeting on February 24th.
- Due to the COVID-19 outbreak, it has been a very quiet month.

Councillor Harding

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Attended all Town meetings.

Councillor Chisholm

- Attended all Town meetings.
- Participated in a conference call with Wall of Fame Committee members and due to the COVID-19 outbreak, this year's banquet and induction ceremony has been postponed to next year.
- Responded to a few phone calls.

Mayor MacEachern

- Attended a Green Paper on Education in NB organized by the Department of Education and Early Childhood Development.
- Attended many meetings.
- Attends ongoing meetings with respect to the COVID-19 outbreak and commends the group of people involved for their professionalism.

16. QUESTION PERIOD


Comments were posted on the Town's Facebook page that the meeting was inaudible.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop
Seconded by Councillor Parker

64/20 THAT the meeting adjourn at 7:30 p.m. CARRIED



Mayor



Town Clerk