

TOWN OF ST. STEPHEN
REGULAR COUNCIL
MONDAY, MAY 25, 2020 @ 7:00 P.M.

In response to the outbreak of the COVID-19 virus, the meeting was conducted by Electronic Participation and 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 Hyslop

Seconded by Councillor Wheaton

65/20 **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) Mayor MacEachern proclaimed the month of May 2020 as Lyme Awareness Month.

(b) Mayor MacEachern proclaimed the week of May 31st to June 6th, 2020 as Disability Awareness Week.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

66/20 **THAT** the Minutes of the Regular Council meeting held on March 23, 2020 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

67/20 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 29, 2020 and March 31, 2020 be received. **CARRIED**

PAID BILLS – MARCH AND APRIL 2020

Moved by Councillor Harding

Seconded by Councillor Parker

68/20 **THAT** the paid bills for the month of March, 2020, in the amount of \$1,273,534.61 (one million, two hundred and seventy-three thousand, five hundred and thirty-four dollars and sixty-one cents) be received.

AND THAT the paid bills for the month of April, 2020, in the amount of \$768,721.29 (seven hundred and sixty-eight thousand, seven hundred and twenty-one dollars and twenty-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

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

69/20 **THAT** the Minutes of the Committee of Council meeting held on April 28, 2020 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 70/20** **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 May 13, 2020 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 71/20** **THAT** the following staff reports for the months of March and April 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. L-11 – SUBDIVISION BY-LAW – SECOND READING – SECTION NUMBERS ONLY

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 72/20** **THAT** By-law No. L-11 – “Subdivision By-law” – be given Second Reading – Section Numbers Only. **CARRIED**

BY-LAW NO. L-12 – A BY-LAW TO REGULATE THE DELIVERY OF FLYERS – SECOND READING – SECTION NUMBERS ONLY

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 73/20** **THAT** By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – be given Second Reading – Section Numbers 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 – SECOND READING – SECTION NUMBERS ONLY

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 74/20 **THAT** By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – be given Second Reading – Section Numbers Only. **CARRIED**

BY-LAW NO. A-15 - A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN POWERS TO THE CHIEF ADMINISTRATIVE OFFICER – SECOND READING – SECTION NUMBERS ONLY

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 75/20 **THAT** By-Law No. A-15 – “A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer” – be given Second Reading – Section Numbers Only. **CARRIED**

BY-LAW NO. A-16 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A RECREATION ADVISORY COMMITTEE – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 76/20 **THAT** By-Law No. A-16 – “A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee” – be given Second Reading – Reading in its Entirety. **CARRIED**

14. **NEW BUSINESS**

WRITTEN VIEWS – PLANNING REVIEW AND ADJUSTMENT COMMITTEE – PROPOSED BY-LAW NO. L-11 – SUBDIVISION BY-LAW

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 77/20 **THAT** the Council of the Town of St. Stephen receives the written views of the Planning Review and Adjustment Committee (PRAC) dated April 22, 2020 on the proposed By-Law No. L-11, “Subdivision By-law”, which repeals and replaces By-law No. L-4, “Subdivision By-law”, and which was reviewed at the Committees Meeting on May 13, 2020. **CARRIED**

WRITTEN VIEWS – PLANNING REVIEW AND ADJUSTMENT COMMITTEE – PROPOSED BY-LAW NO. M-2 – MUNICIPAL PLAN

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 78/20 **THAT** the Council of the Town of St. Stephen receives the written views of the Planning Review and Adjustment Committee (PRAC) dated April 23, 2020 on the proposed By-Law No. M-2, “Municipal Plan”, which repeals and replaces By-law No. M-1, “Municipal Plan”. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND
(SCADA SYSTEM UPGRADE)**

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

79/20

THAT the amount of \$11,709.23 (eleven thousand, seven hundred and nine dollars and twenty-three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a SCADA System Upgrade. **CARRIED**

COMMUNITY GRANTS FUND – CHARLOTTE COUNTY MUSEUM

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

80/20

THAT the Council of the Town of St. Stephen approves a community grant in the amount of \$2,500.00 (two thousand, five hundred dollars) to the Charlotte County Museum. **CARRIED**

COMMUNITY GRANTS FUND – MAKE-A-WISH CANADA – NB CHAPTER

Moved by Councillor Harding

Seconded by Councillor Hyslop

81/20

THAT the Council of the Town of St. Stephen approves a community grant in the amount of \$500.00 (five hundred dollars) to the Make-A-Wish Canada – NB Chapter. **CARRIED**

GARCELON CIVIC CENTER ARENA – METAL HANDRAILS

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

82/20

THAT the Council of the Town of St. Stephen approves the expenditure of up to \$17,000 (seventeen thousand dollars), subject to normal procurement methodology, to address the installation of metal handrails at the Garcelon Civic Center arena.

AND THAT \$7,000 (seven thousand dollars) of funding will be from a redirection of funds currently identified as contributions in the 2020 General Operating Fund Budget to the General Operating Reserve Fund.

AND FURTHER THAT \$10,000 (ten thousand dollars) of funding will be from the General Capital Reserve Fund. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STREET IMPROVEMENTS 2020 (MILLTOWN BOULEVARD – BOUNDARY STREET TO HILL STREET)

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 83/20 **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 street improvements on Milltown Boulevard between Boundary Street and Hill Street in the amount of \$107,385.00 (one hundred and seven thousand, three hundred and eighty-five dollars), plus HST. **CARRIED**

UPGRADE OF CULVERT STRUCTURES AT BILLY WESTON BROOK AGREEMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 84/20 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Upgrade of Culvert Structures at Billy Weston Brook Agreement with New Brunswick Southern Railway Company Limited in the form presented to Council at its closed session on May 13, 2020, as per Section 68(1)(c) of the NB *Local Governance Act*. **CARRIED**

2020 SPRING CLEANUP

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

- 85/20 **THAT** the Council of the Town of St. Stephen approves the unbudgeted quote from Southern Sanitation Ltd. of Oak Bay, NB in the amount of \$125.00 (one hundred and twenty-five dollars) per hour for the 2020 Spring Cleanup, consisting of only bagged leaves and bundled or bagged twigs. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Participated electronically in Town meetings.

Councillor Hyslop

- Participated electronically in Town meetings.
- Participated electronically in Charlotte County Museum board meetings.
- Participated electronically in Canada 1st Basketball Committee meetings.

Councillor Parker

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

Councillor Chisholm

- Participated electronically in Town meetings.
- Stated that the Wall of Fame Committee lost a very dedicated member with the death of Linda Lowe.
- Responded to a few inquiries from concerned residents.

Councillor Harding

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Received a few calls with respect to unsightly premises and passed the information on to Councillor Parker and the Chief Administrative Officer.

Councillor Wheaton

- Participated electronically in Town meetings.
- Participated electronically in Chocolate Fest and Chocolate Museum Operating Committee meetings.
- Stated a virtual Chocolate Fest will take place this summer.
- Busy with plans for St. Stephen's 150th Anniversary next year.

Mayor MacEachern

- Participated electronically in Town meetings.
- Attends ongoing meetings with respect to the COVID-19 outbreak and asked the public to be patient with the various closures, as the Town must continue to follow Provincial guidelines.

16. QUESTION PERIOD

No questions were posted on the Town's Facebook page just prior to adjournment; however, Mayor MacEachern advised the public that should any be posted after the meeting, they would be addressed accordingly.

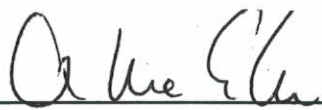
17. ADJOURNMENT

ADJOURNMENT

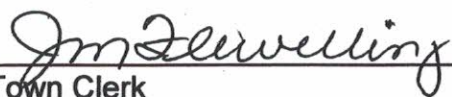
Moved by Councillor Hyslop

Seconded by Councillor Wheaton

86/20 THAT the meeting adjourn at 7:35 p.m. CARRIED



Mayor



Town Clerk