



**TOWN OF ST. STEPHEN  
REGULAR COUNCIL MINUTES**

**February 23, 2022, 5:00 p.m.  
Moosehead Room at the Garcelon Civic Center**

**Members Present:** Mayor A. MacEachern, Deputy Mayor G. Wheaton, Councillor M. Harding, Councillor K. Parker, Councillor P. Chisholm, Councillor D. Hyslop, Councillor V. Thiessen

**Staff Present:** T. Tozer, Director of Corporate Services, K. Sumner, Director of Community Services

**Staff Absent:** J. Renaud, CAO/Town Clerk, L. Johnson, Director of Operations Public Works, S. Morton, Director of Protective Services

---

**A. CALL TO ORDER**

Mayor MacEachern called the meeting to order

**B. MOMENT OF REFLECTION**

Mayor MacEachern requested a moment of reflection.

**C. ADDITION OF LATE ITEMS**

**D. ADOPTION OF AGENDA**

**RES. NO. 21/22**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Hyslop

**That** the Agenda for the Regular Council Meeting of February 23, 2022, be approved.

**MOTION CARRIED**

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

Mayor MacEachern spoke about the St. Croix Library's hours of operation, COVID-19 challenges, and fundraising efforts.

**F. DISCLOSURE OF CONFLICT OF INTEREST**

**G. PUBLIC AND/OR STATUTORY HEARINGS**

**H. ADOPTION OF MINUTES**

**1. Regular Council Meeting**

**RES. NO. 22/22**

**Moved by** Councillor Parker

**Seconded by** Councillor Harding

**That** the Minutes of the Regular Council Meeting held on January 26, 2022, be approved as presented.

**MOTION CARRIED**

**I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

**J. CORRESPONDENCE**

**K. BYLAWS, PERMITS, AND POLICIES**

**1. Town of St. Stephen Secondary Municipal Plan By-law M-3 (Industrial Park)**

**RES. NO. 23/22**

**Moved by** Councillor Thiessen

**Seconded by** Deputy Mayor Wheaton

**That** Town of St. Stephen Secondary Municipal Plan By-law M-3 (Industrial Park) be given first reading and a public virtual presentation be set for 6:30 p.m. March 16, 2022.

**MOTION CARRIED**

**L. NEW BUSINESS**

**1. Departmental Reports**

**RES. NO. 24/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

**That** the Departmental Information Reports be acknowledged and received.

**MOTION CARRIED**

- a. CAO Report
- b. Planning Report
  - a. February Town Planning Report
- c. Community Services Report
  - a. EDC Informational Report
  - b. Update on Aquatic Programming for February
  - c. Community Services Monthly Report
  - d. Municipal Facilities Coordinator Report
- d. Protective Services Report
- e. Treasurer's Report
  - a. Treasurer Informational Report
- f. Public Works Report
  - a. Public Works Information Report
  - b. Progress Update
- g. Future St. Stephen Report
  - a. Future St. Stephen Economic Development monthly report

**2. Requests for Decisions**

- a. Transfer from the Water and Sewerage Operating Reserve Fund-2022 Water and Sewerage Operating Fund Budget - CS-005-2022

**RES. NO. 25/22**

**Moved by** Councillor Parker

**Seconded by** Councillor Harding

**That** the amount of \$60,000 (sixty thousand dollars) be transferred from the Water and Sewerage Operating Reserve Fund to the Water and Sewerage Operating Fund.

**MOTION CARRIED**

- b. Tourism Committee – Request for Decision

**RES. NO. 26/22**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Chisholm

**That** the Tourism Committee Request for Decision be moved to the closed session of the agenda.

**MOTION CARRIED**

- c. Environmental Trust Fund Letter of Offer

**RES. NO. 27/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

**That** the Environmental Trust Fund Letter of Offer for GUDI Screening for two (2) wells be accepted as presented.

**MOTION CARRIED**

- d. Awarding of Tender TOSS22-01 - Flail Mower

**RES. NO. 28/22**

**Moved by** Councillor Chisholm

**Seconded by** Councillor Hyslop

**That** Town Council authorizes the awarding of Tender TOSS22-01 for a 2022 Model Flail Mower for the tendered price of \$40,446.00 (forty thousand four hundred forty-six dollars) plus HST to Saunders Equipment, Ltd., located at 57 Pipen Road, Fredericton, NB B3B 8J9.

**MOTION CARRIED**

- e. Dial-A-Ride Grant Request

**RES. NO. 29/22**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Harding

**That** Council approve a community grant for Charlotte Dial-A-Ride in the amount of \$3,000.00 (three thousand dollars).

**MOTION CARRIED**

**M. QUESTION PERIOD**

**N. MAYOR AND COUNCILLOR ITEMS/REPORTS**

**1. Councillor Thiessen**

- Attended all meetings of Council

**2. Councillor Parker**

- Attended all meetings of Council
- Received several calls from citizens

**3. Councillor Harding**

- Attended all meetings of Council
- Attended a Chamber of Commerce meeting and applauded their new Facebook Discussion Group for members
- Discussed the future of the Milltown Dam
- Received several calls about inappropriate signage on local vehicles

**4. Councillor Chisholm**

- Attended all meetings of Council
- Attended Wall of Fame Committee meeting - date of 2022 event to be determined
- Observed and pleased to see the Garcelon Civic Center busy on Family Day

**5. Deputy Mayor Wheaton**

- Attended all meetings of Council
- Received several calls from citizens

- Applauded the affordable housing articles in the St. Croix Courier
- Promoted the Garcelon Civic Center as a great place for indoor physical activity during the cold weather

**6. Councillor Hyslop**

- Attended all meetings of Council
- Attended Canada 1st Basketball meeting and advised of updates on the website and Facebook page
- Attended a Milltown Dam Legacy Committee meeting

**7. Mayor MacEachern**

- Attended all meetings of Council
- Attended several municipal reform meetings and took several calls
- Attended doctor recruitment meetings
- Encouraged citizens to get out and about and to enjoy the Garcelon Civic Center and the outdoors

**O. NOTICE OF CLOSED MEETING**

**RES. NO. 30/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Thiessen

**That** pursuant to section 68(1) of the Local Governance Act, Council move to a closed session for the purpose of discussing:

**MOTION CARRIED**

**1. Legal Matter**

**P. RECONVENE TO REGULAR MEETING**

**1. Cordova Realty Ltd.**

**RES. NO. 31/22**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Chisholm

**That** Council approves the agreement between the Town of St. Stephen and Cordova Realty Ltd. in the form presented to Council; and that the

Mayor and Clerk be authorized to execute the necessary documents to execute the agreement.

**MOTION CARRIED**

**2. Tourism Committee**

**RES. NO. 32/22**

**Moved by** Councillor Chisholm

**Seconded by** Councillor Thiessen

**That** Town Council establishes an ad hoc committee of Council to develop a tourism initiative for the community to be chaired by Councillor Parker; and appoint Jeremy Barham, John Ames, Xander Gopen, and Genevieve Coates as the four members of the Tourism Initiative.

**MOTION CARRIED**

**Q. ADJOURNMENT**

**RES. NO. 33/22**

**Moved by** Councillor Parker

**Seconded by** Councillor Harding

**That** the meeting be adjourned at 6:14 p.m.

**MOTION CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Clerk