



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

**January 26, 2022, 5:00 p.m.  
via Zoom**

**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:** J. Renaud, CAO/Town Clerk, T. Tozer, Director of Corporate Services, S. Morton, Director of Protective Services, K. Sumner, Director of Community Services

**Staff Absent:** L. Johnson, Director of Operations Public Works

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**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**

**RES. NO. 1/22**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Chisholm

**THAT** one item, Personnel Matter, be added to the closed agenda.

**MOTION CARRIED**

**D. ADOPTION OF AGENDA**

**RES. NO. 2/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Parker

**THAT** the Agenda for the Regular Council Meeting of January 26, 2022, be approved.

**MOTION CARRIED**

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

**F. DISCLOSURE OF CONFLICT OF INTEREST**

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

**1. Canada 1st Basketball Project Update**

Richard Fulton and Robert Otto presented an update on the project.

**H. ADOPTION OF MINUTES**

**1. Regular Council Meeting**

**RES. NO. 3/22**

**Moved by** Councillor Hyslop

**Seconded by** Deputy Mayor Wheaton

**THAT** the Minutes of the Regular Council Meeting held on December 29, 2021, be approved as presented.

**MOTION CARRIED**

**I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

**J. CORRESPONDENCE**

**RES. NO. 4/22**

**Moved by** Councillor Thiessen

**Seconded by** Councillor Harding

**THAT** the following item be received for information.

**MOTION CARRIED**

**1. Heritage Preservation Letter - Darren McCabe**

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

**L. NEW BUSINESS**

**1. Departmental Reports**

**RES. NO. 5/22**

**Moved by** Councillor Parker

**Seconded by** Councillor Hyslop

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

**MOTION CARRIED**

- a. CAO Report
  - a. CAO 01-22
- b. Planning Report
  - a. Planning & Development Report
- c. Community Services Report
  - a. Aquatics Informational Report
  - b. EDC Informational Report
  - c. Community Services Monthly Report
  - d. Building services report
- d. Protective Services Report
  - a. January Report
- e. Treasurer's Report
  - a. Treasurer Informational Report
- f. Future St. Stephen Report
  - a. Future St. Stephen Economic Development monthly report
- g. Public Works Report

**2. Requests for Decisions**

- a. Royal Bank of Canada Borrowing Authority - CS-002-2022

**RES. NO. 6/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Parker

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2022, the sum of \$1,319,850 (one million, three hundred and nineteen thousand eight hundred and fifty dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the said sum of \$1,319,850 (one million, three hundred and nineteen thousand eight hundred and fifty dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next.

**MOTION CARRIED**

- b. Tourism St. Stephen Tourism Initiative

**RES. NO. 7/22**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Thiessen

**THAT** Town Council establishes an ad hoc committee of Council to develop a tourism initiative for the community.

**MOTION CARRIED**

- c. Scotiabank Borrowing Authority - CS-003-2022



**RES. NO. 8/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$396,626.00 (three hundred and ninety six thousand, six hundred and twenty six dollars), to meet current expenditures of the Corporation for the year 2022. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the

current year and for any preceding years and all the monies collected or received from any other source.

**MOTION CARRIED**

- d. 2 Armstrong Street

**RES. NO. 9/22**

**Moved by** Councillor Parker

**Seconded by** Councillor Harding

**THAT** Council authorizes staff to undertake the necessary actions, up to and including demolition, to bring the property located at 2 Armstrong Street into bylaw compliance, in the most efficient and economical manner possible.

**MOTION CARRIED**

- e. ACTIVEnet Recreation Management Software – Request for Decision

**RES. NO. 10/22**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Thiessen

**THAT** the Mayor and Clerk are authorized to enter into an agreement with ACTIVE Network, of Dallas, TX, on behalf of the Town of St. Stephen, for the implementation and subscription of ACTIVEnet Recreation Management Software Services for the agreed proposed pricing of \$39,303 plus tax which includes proposed implementation fees of \$31,353 and annual subscription costs of \$7,950.

**MOTION CARRIED**

- f. Regional Fire Dispatch Contract

**RES. NO. 11/22**

**Moved by** Councillor Harding

**Seconded by** Councillor Parker

**THAT** Council authorizes Mayor and Clerk to execute the necessary documents to transition to Regional Fire Dispatch through Saint John Public Safety Answering Point.

**MOTION CARRIED**

- g. 19 Church St Zoning Bylaw Non-compliance

**RES. NO. 12/22**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Harding

**THAT** Council approves staff to act, up to and including court proceedings to bring 19 Church Street into compliance with Zoning Bylaw Z-2.

**MOTION CARRIED**

- h. Built Heritage Program Grant TOSS-C1Bi

**RES. NO. 13/22**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Thiessen

**THAT** Council approves the application for the GNB Built Heritage Program Grant for 6 King Street.

**MOTION CARRIED**

- i. Community Grants Fund 2022

**RES. NO. 14/22**

**Moved by** Councillor Parker

**Seconded by** Councillor Harding

**That** Council approve the following Community Grants:

Boys & Girls Club	\$5,000
Charlotte County Museum (Insurance)	\$2,800
Chocolate Festival	\$1,500
St. John Regional Hospital Foundation	\$3,000
*Charlotte County Hospital Foundation	\$3,000

Santa's Helpers	\$500
Sophia's Recovery Centre	\$5,000
Rose Commons Project	\$3,000

**MOTION CARRIED**

**M. QUESTION PERIOD**

There were no questions from the Facebook Live feed.

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

**1. Councillor Chisholm**

- Attended all meetings of Council
- Very pleased with the public interest in the Canada 1st Basketball Project
- Commended the Town's Public Works crew on snow removal
- Congratulated the 150 Committee on a job well done

**2. Councillor Harding**

- A heartfelt farewell to Sergeant Peter Stubbs on his upcoming retirement from the RCMP, many thanks for his 6 years of dedicated service to the Town of St. Stephen, and well wishes for the future and his new role as Pastor of the King's Church.

**3. Councillor Thiessen**

- Attended all meetings of Council
- Followed-up with Raymond Funk, Vibrant Communities, about opportunities for Town Council to assist with local housing needs
- Following up on a request to set up a produce stand in Town

**4. Councillor Parker**

- Received positive feedback on the snow removal this season
- Received calls with questions about Entity 57
- Received concerns with the demolition of the Sullivan building on King St.



**5. Deputy Mayor Wheaton**

- Thanked Councillor Chisholm for his compliments to the 150 Committee
- Attended meetings with Neighbourhood Works and advised they will be recruiting volunteers for the new community hub at the former Rosary Church
- Advised that benches were being donated to the Turning the Corner Project and finishing touches would be complete next summer
- Following up on a request to set up a produce stand in Town
- Spoke with Parks & Recreation about public concern of the deterioration of the Loyalist Cemetery
- Thanked all staff for their hard work including Public Works for the great job on snow removal this season

**6. Councillor Hyslop**

- Attended all meetings of Council
- Busy with the Canada 1st Basketball Project
- Worked on projects for the Charlotte County Museum including a 5-min clip on the Cotton Mill for an upcoming Heritage Film
- Attended Legacy Committee meetings for the Milltown Dam - invited Council members to submit their name if interested in representing Town Council at future meetings

**7. Mayor MacEachern**

- Glad to see Council representation being requested for the Legacy Committee meetings (Milltown Dam)
- Busy with work on Municipal Reform
- Attended a Canada 1st Basketball meeting
- Seeing movement from doctor recruitment meetings
- Thanked Sergeant Peter Stubbs for his years of service to the Town of St. Stephen and wished him well

**O. NOTICE OF CLOSED MEETING**

**RES. NO. 15/22**

**Moved by** Councillor Chisholm

**Seconded by** Councillor Harding

**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. **Potential Land Acquisition/Disposition**

2. **Confidential Item**

3. **Personnel Matter**

**P. RECONVENE TO REGULAR MEETING**

**Q. ADJOURNMENT**

**RES. NO. 16/22**

**Moved by** Councillor Chisholm

**Seconded by** Councillor Harding

**THAT** the meeting be adjourned at 7:43 p.m.

**MOTION CARRIED**



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Mayor

  
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Town Clerk