

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, APRIL 28, 2014 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

**PRESENT:** Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

97/14

**THAT** the Agenda be approved with three additions: The Town of St. Stephen's Garcelon Civic Center – Kitchen Equipment; The Town of St. Stephen's Garcelon Civic Center – Kitchen Equipment; and The Town of St. Stephen's Garcelon Civic Center – Kitchen Equipment be added as 14.(r), (s) and (t) under NEW BUSINESS.

**CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) May – Community Pride Month - Proclamation

Mayor Quartermain proclaimed the month of May 2014 as Community Pride Month:

**WHEREAS** St. Stephen was settled by hardy people and developed by enterprising business men and women, and

**WHEREAS**, from the earliest days the St. Croix River defined St. Stephen as a border community with Calais, Maine and is now the busiest border crossing in Atlantic Canada, and

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**WHEREAS** the Town, incorporated in 1871, is an historic community with spacious homes and tree lined streets, museums and fine shops, flower adorned parks and spectacular views of the St. Croix River, and

**WHEREAS** the residents and businesses of the Town of St. Stephen are known for their hospitality and friendliness, and are proud of the Town's rich heritage, and

**WHEREAS** the Town Pride Campaign will do much to enhance the appearance of our Town by incorporating our local Townspeople, businesses and groups to volunteer their time to participate in various projects such as litter pickup, painting, repair and general cleanup of all the community including Town parks, and

**WHEREAS** the dedication and commitment of our Townspeople in keeping St. Stephen a vital, picturesque, progressive community exemplifies the true spirit of our Town,

**THEREFORE**, I, John Quartermain, Mayor of the Town of St. Stephen, do hereby proclaim the month of May 2014 to be Community Pride Month.

(b) Honorary Citizen – Nancy Morrison - Proclamation

Mayor Quartermain proclaimed pending NB Sports Hall of Fame Inductee Nancy Morrison as an "Honorary Citizen":

**WHEREAS**, in St. Stephen, we are fortunate to have a connection to Nancy Morrison of Quispamsis, pending New Brunswick Sports Hall of Fame inductee for June 2014 at the Garcelon Civic Center; and

**WHEREAS**, Nancy's direct family connection to the late Morris and Rachael Prilutsky (great grandparents), and their five (5) children, Esther Prilutsky (grandmother), Ab Prilutsky (great uncle), Nat Prilutsky (great uncle), Sadie Prilutsky (great aunt), and Bertha Prilutsky (great aunt) of St. Stephen, and officiating mentor Fran McHugh, former "hometown" resident of St. Stephen; and

**WHEREAS**, Nancy, a gifted softball player in her youth, continued her involvement in the sport as an umpire, achieving international certification in 1998. She has officiated at five (5) national events as Umpire in Chief, and was selected in 2008 as Umpire for the Beijing Olympics. Morrison is also a certified basketball referee and volunteer athletic director at Kennebecasis Valley High School.

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**NOW THEREFORE**, I, Mayor John Quartermain of the Town of St. Stephen, do hereby proclaim Nancy Morrison an "honorary citizen" for her ties to the community, her outstanding accomplishments in sport officiating, and for her pending induction to the New Brunswick Sports Hall of Fame this June 7, 2014 at the Garcelon Civic Center. Residents are encouraged to show their support by attending the New Brunswick Sports Hall of Fame Induction Ceremony and Banquet.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Booth

**98/14** **THAT** the Minutes of the Regular Council meeting held on March 24, 2014 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Booth  
Seconded by Councillor Harding

**99/14** **THAT** the Minutes of the Special Council meeting held on April 23, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Maxwell  
Seconded by Councillor MacEachern

**100/14** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to March 31, 2014 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor MacEachern  
Seconded by Councillor Maxwell

**101/14** **THAT** the paid bills in the amount of \$1,538,688.14 (one million, five hundred and thirty-eight thousand, six hundred and eighty-eight dollars and fourteen cents) be received. **CARRIED**

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9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Booth

Seconded by Councillor MacDonald

102/14 **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 Maxwell

Seconded by Councillor MacDonald

103/14 **THAT** the Minutes of the Committee of Council meeting held on March 24, 2014 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor Harding

Seconded by Councillor Booth

**THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on April 16, 2014 be approved as circulated.

**AMENDED**

**COMMITTEES MEETING**

Moved by Councillor Maxwell

Seconded by Councillor Booth

104/14 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on April 16, 2014 be amended as follows:

**THAT** the second paragraph as stated under the Report of the Fire Department in the Police and Fire Committee minutes shall be substituted for the following:

As noted in the Fire Chief's report, the Fire Department provided mutual aid to Baileyville, Maine, and the Fire Chief advised Council that it was at the request of Calais, and the Assistant Fire Chief was sent due to his expertise with industrial buildings.

**CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Maxwell

Seconded by Councillor Harding

105/14

**THAT** the following staff reports for the month of March 2014 be adopted:  
Finance Department; Public Works Department; Parks and Recreation Department;  
Fire Department; By-Laws and Building Inspection Services; Property Management  
Services; Development Office; and Office of the Garcelon Civic Center Manager.

**CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Booth

Seconded by Councillor MacEachern

106/14

**THAT** the Royal Canadian Mounted Police (RCMP) March 2014 report for  
the St. Stephen Municipal Post, District # 1, be received for information and filed.

**CARRIED**

**TRAINING SALES AGREEMENT – NEW BRUNSWICK COMMUNITY COLLEGE  
CORPORATION**

Moved by Councillor Maxwell

Seconded by Councillor Harding

107/14

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk  
to execute a Training Sales Agreement with the New Brunswick Community College  
Corporation retroactive to the 7<sup>th</sup> day of April, 2014, copy attached, for the Fire  
Investigator Level 11 Course for the attendance of one volunteer firefighter from the  
St. Stephen Fire Department at the New Brunswick Community College, Miramichi  
Campus. **CARRIED**

**REPAIR OF TRAFFIC LIGHTS – CHARLOTTE MALL ENTRANCE**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 108/14** **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$7,390.20 (seven thousand, three hundred and ninety dollars and twenty cents), including HST, to Orr Electric & Alarm Ltd. of St. Stephen, NB, to replace underground cables and equipment for the repair of the traffic lights at the Charlotte Mall entrance. **CARRIED**

**PEDDLER’S LICENSE – JAMIE HALL**

Moved by Councillor Booth  
Seconded by Deputy Mayor Ames

- 109/14** **THAT** the Council of the Town of St. Stephen approves the issuance of a Peddler’s License to Jamie Hall which will expire on the 31<sup>st</sup> day of December, 2014, in accordance with the Town’s By-Law No. L-2, “A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers”. **CARRIED**

**TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 110/14** **THAT** the amount of \$151,436.25 (one hundred and fifty-one thousand, four hundred and thirty-six dollars and twenty-five cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for a new ice resurfacer for the Garcelon Civic Center. **CARRIED**

**SCOTIABANK BORROWING AUTHORITY**

Moved by Councillor Booth  
Seconded by Councillor MacEachern

- 111/14** **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 Scotiabank (the “Bank”), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$340,313.00 (three hundred and forty thousand, three hundred and thirteen five dollars), to meet current expenditures of the Corporation for the year 2014. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

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**THAT** the Treasurer, Assistant Treasurer or Clerk 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, Assistant Treasurer or Clerk 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 of the monies collected or received from any other source. **CARRIED**

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

Moved by Councillor Harding

Seconded by Councillor Booth

**112/14** **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, 2014, the sum of \$1,107,149.00 (one million, one hundred and seven thousand, one hundred and forty nine dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the said sum of \$1,107,149.00 (one million, one hundred and seven thousand, one hundred and forty nine 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. **CARRIED**

**APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY – 3<sup>RD</sup> ANNUAL INTERNATIONAL MOTORCYCLE FESTIVAL**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

**113/14** **THAT** the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 3<sup>rd</sup> Annual International Motorcycle Festival from Friday, July 4 to Sunday, July 6, 2014, contingent on receipt by the Town of its Certificate of Insurance.

**AND FURTHER THAT** permission is granted for the placement of an off-site sign at Tim Hortons, so placed as to not obstruct traffic; hold outdoor concerts and DJ music in the rear parking lot of the St. Stephen Legion on Friday, July 4 and Saturday, July 5 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; and vendor licenses for the weekend shall be waived. **CARRIED**

**ST. STEPHEN DEVELOPMENT BOARD – MARKETING STRATEGY**

Moved by Councillor Maxwell

Seconded by Councillor Harding

**114/14**

**THAT** the Council of the Town of St. Stephen (the Council) accepts, in principal, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board (the Board) in 2013.

**AND FURTHER THAT** the Council approves an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy, and the final three (3) quarterly payments being contingent on review and approval by the Council at the end of the first quarter.

**AND ALSO FURTHER THAT** the Council approves an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final three (3) estimated quarterly payments being contingent on review and approval by the Council at the end of the first quarter. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – RINK SEATS**

Moved by Councillor MacEachern

Seconded by Councillor Harding

**115/14**

**THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$1,500.00 (one thousand, five hundred dollars), plus HST, to Global Sport Resources of Brampton, Ontario, for the purchase of thirty (30) additional rink seats in the Garcelon Civic Center. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - HEATED BANQUET WARMING UNITS AND PLATE COVERS**

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

**116/14**

**THAT** of the three (3) proposals received, the lowest proposal of \$20,931.00 (twenty thousand, nine hundred and thirty-one dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB, to supply heated banquet warming units and plate covers to be used by caterers and event organizers at the Garcelon Civic Center, an unbudgeted expenditure, be accepted. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - PLATE**

**CARRIERS**

Moved by Councillor MacEachern  
Seconded by Deputy Mayor Ames

- 117/14 **THAT** of the three (3) proposals received, the lowest proposal of \$2,319.20 (two thousand, three hundred and nineteen dollars and twenty cents), plus HST, from Big Eric's Inc. of Moncton, NB, to supply plate carriers to be used by caterers and event organizers at the Garcelon Civic Center, an unbudgeted expenditure, be accepted.

**CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - PERFECT**

**FRYER**

Moved by Councillor Harding  
Seconded by Councillor MacEachern

- 118/14 **THAT** of the two (2) proposals received, the lowest proposal of \$6,590.00 (six thousand, five hundred and ninety dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB, to supply a Perfect Fryer for the canteen at the Garcelon Civic Center, an unbudgeted expenditure, be accepted. **CARRIED**

**GARCELON CIVIC CENTER CONFERENCE/MEETING ROOM RENTAL FEES & GUIDELINES POLICY**

Moved by Councillor MacEachern  
Seconded by Councillor Booth

- 119/14 **THAT** the Council of the Town of St. Stephen approves the Garcelon Civic Center Conference/Meeting Room Rental Fees & Guidelines Policy No. 62 attached.

**CARRIED**

**CANADA'S D-DAY TRIBUTE CAMPAIGN**

Moved by Councillor Maxwell  
Seconded by Deputy Mayor Ames

- 120/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$500.00 (five hundred dollars) payable to the Juno Beach Centre Association of Burlington, Ontario for the purchase of a Tribute Marker in memory of Private Earl Roderick Palmer, North Shore Regiment, St. Stephen, NB, one of the 359 Canadians killed in action on the beaches of Normandy on June 6, 1944.

**AND FURTHER THAT** the Council of the Town of St. Stephen grants permission for the Tribute Marker, which will serve as a visual memorial from June 6 to November 11, 2014, to be donated to a war memorial in one of the small towns in Normandy that the Canadians fought to liberate in June of 1944. **CARRIED**

**EXTENSION OF TURF MAINTENANCE TENDER #2011-01**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 121/14 **THAT** the Council of the Town of St. Stephen authorizes the extension of the Turf Maintenance Tender #2011-01, "Playing Fields" to Sharpe's Lawn Care, Mayfield, NB, for a one (1) year term effective May 1, 2014 in the amount of \$38, 779.72 (thirty-eight thousand, seven hundred and seventy-nine dollars and seventy-two cents), including HST. **CARRIED**

**CONFIDENTIALITY AGREEMENT – DAVE DINSMORE**

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 122/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Confidentiality Agreement, in the form presented to Council, between The Town of St. Stephen and Dave Dinsmore of Dave Dinsmore Web Design, St. Stephen, NB commencing April 29, 2014 as a result of his involvement with confidential files. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - KITCHEN EQUIPMENT**

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 123/14 **THAT** of the three (3) proposals received, the lowest proposal of \$6,997.65 (six thousand, nine hundred and ninety-seven dollars and sixty-five cents), plus HST, from Big Eric's Ltd. of Moncton, NB to supply three (3) upright sliding glass coolers for the Garcelon Civic Center, an unbudgeted expenditure, be accepted.

**AND FURTHER THAT** Council authorizes the payment from the redirection of funds budgeted in 2014 as a transfer to the General Capital Reserve Fund. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - KITCHEN EQUIPMENT**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 124/14 **THAT** of the three (3) proposals received, the lowest proposal of \$12,189 (twelve thousand, one hundred and eighty-nine dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB to supply a stainless steel freezer and a door style dishwasher for the Garcelon Civic Center, an unbudgeted expenditure, be accepted.

**AND FURTHER THAT** Council authorizes the payment from the redirection of funds budgeted in 2014 as a transfer to the General Capital Reserve Fund. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - KITCHEN EQUIPMENT**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 125/14 **THAT** of the proposal received, for \$3,500 (thirty-five hundred dollars), plus applicable taxes, from Diane Ganong of St. Stephen, NB to supply kitchen equipment (stove, grill, grease trap, pre-rinse unit, and stainless steel table with a built in sink) for the Garcelon Civic Center, an unbudgeted expenditure, be accepted.

**AND FURTHER THAT** Council authorizes the payment from the redirection of funds budgeted in 2014 as a transfer to the General Capital Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended all Town meetings.
- Assisted Pat Zwicker with preparations for the 2014 Canada East Wrestling Championships.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a St. Croix Sportsman Club meeting.
- Attended an International Festival meeting.
- Attended a joint council meeting with Calais, Baileyville, Princeton and Eastport.
- Attended a Kiwanis Fishermen's Breakfast.
- Congratulated Nancy Morrison on her upcoming induction into the NB Sports Hall of Fame.

Councillor MacEachern

- Absent from the April 16<sup>th</sup> Committees meeting due to the birth of his granddaughter.
- Attended a NB Power Energy Efficiency Seminar at the St. Stephen Legion.
- Attended a joint council meeting with Calais, Baileyville, Princeton and Eastport.
- Attended Garcelon Civic Center meetings.
- Participated in the Garcelon Civic Center Aquatic Supervisor's interviews.
- Attended a NB Sports Hall of Fame Banquet and Induction Ceremony Committee meeting.

Councillor Harding

- Attended a joint council meeting with Calais, Baileyville, Princeton and Eastport.
- Stated she neglected to vote against the “Paid Bills” motion that included the Town Solicitor’s charges which, in her opinion, are too high, and will continue to be against in the future.

Councillor Booth

- Attended Town meetings.
- Very busy with his greenhouses.

Councillor MacDonald

- Absent from the April 16<sup>th</sup> Committees meeting due to one week’s vacation.
- Attended Garcelon Civic Center meetings.
- Participated in the Garcelon Civic Center Aquatic Supervisor’s interviews.
- Attended a NB Sports Hall of Fame Banquet and Induction Ceremony Committee meeting.
- Spoke at a St. Stephen-Milltown Rotary Club meeting to provide an update on the Garcelon Civic Center, as well as provided information on the upcoming NB Sports Hall of Fame Induction Banquet and Ceremony.

Councillor Maxwell

- Attended all Town meetings.
- Attended a NB Sports Hall of Fame Banquet and Induction Ceremony Committee meeting.
- Attended a joint council meeting with Calais, Baileyville, Princeton and Eastport.
- Attended a Chocolate Museum Operating Committee meeting.
- Organized a clean-up at the St. Stephen Rural Cemetery and will organize same in the future.

Mayor Quartermain

- Thanked Pat Zwicker for his preparation with the 2014 Canada East Wrestling Championships, and stated that it was unfortunate that the Garcelon Civic Center was not opened for the event as originally planned.
- Clarified the Town Solicitor’s billings and, in particular, noted the following explanations:

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- (i) resolved issues with the language in the contract with DORA Construction Limited;
- (ii) engineering firm hired to ensure proper billings from DORA Construction Limited;
- (iii) acquisition of the Foreshore Property from the Province;
- (iv) issues related with the easements to the third bridge;
- (v) review of some Town by-laws.

- Attended a joint council meeting with Calais, Baileyville, Princeton and Eastport on economic development.

16. QUESTION PERIOD

There were no questions.


17. ADJOURNMENT

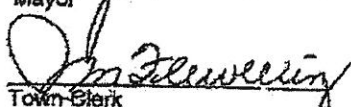
ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor MacEachern

126/14 **THAT** the meeting adjourn at 7:50 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

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



Campus : Miramichi

N°

### Training Sales Agreement

Agreement entered into this 7<sup>th</sup> day of April, 2014

BETWEEN The New Brunswick Community College Corporation represented by the President and CEO responsible for the Corporation (hereinafter called "the President"), of the first part;

AND Town of St. Stephen  
112-73 Milltown Boulevard, St. Stephen, NB E3L 1G5

Name, address and telephone number of the "Purchaser", (hereinafter called the "Purchaser"), of the second part;

WHEREAS the President is responsible for the provision of post-secondary, non-university education in New Brunswick;

AND WHEREAS the President is empowered, under the authority of the *Community College Act*, to establish and operate post-secondary training institutions;

AND WHEREAS the President has established an institution (hereinafter called "NBCC"); under the New Brunswick Community College Corporation;

AND WHEREAS the President has further established campuses under the operation of NBCC, one of these campuses being party to this agreement;

AND WHEREAS the parties have agreed that the training courses hereinafter referred to shall be conducted under the direction of the training institution relevant to this agreement;

NOW THIS AGREEMENT WITNESSETH:

1. The aforementioned Campus shall provide training as follows:

Program Title: (if applicable):	<u>Fire Investigator</u>
Course(s) Title	<u>Level II</u>
Course(s) code	<u>FFPI 1040</u>
Number of trainees:	<u>1 – Joey Richardson</u>
Instructor's name:	<u>Various Instructors throughout the week</u>
Training dates:	<u>April 7 – 11, 2014</u>
Schedule (days):	<u>5</u>
Hours:	<u>From: 8:00 a.m. To: 5:00 p.m.</u>

Specific course objectives or general program objective: As per schedule "A" hereto attached.

2. Costs:

Development cost:	<u>N/A</u>
Training cost:	<u>300.00</u>
Total cost:	<u>300.00</u>

Total cost of training shall be paid for in one payment or in accordance with the following schedule of payments, within 30 days of receipt of an invoice from the President. Otherwise, it can be paid for based on an agreement between the Purchaser and the Campus. All payments are to be made in the name of the NBCC.

**Payment # 1**

Date due: May 22, 2014  
Amount: \$300.00

**Payment # 3**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Payment # 2**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Payment # 4**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

3. The training may be canceled, by notice in writing or fax, by either party without cost, at any time prior to 2:00 P.M. on N/A.
4. When a trainee, in the opinion of the President in consultation with the purchaser, is not progressing satisfactorily, or is otherwise determined to be undesirable, the trainee shall be withdrawn from the course.
5. All trainees are clients of NBCC, and as such, must abide by NBCC student Policies including, but not limited to:
  - NBCC-9319 Academic Integrity
  - NBCC-9320 Student Code of Conduct
  - NBCC-9321 Student Standing and Timely Completion
  - NBCC-9227 Student Issues and Complaints
  - NBCC-9323 Student Assessment and Appeal
6. The President shall provide administrative and instructional staff, facilities, materials and tests needed to conduct the course.
7. The purchaser agrees, in consideration of being awarded this contract, to indemnify and save harmless the President and the New Brunswick Community College Corporation including all officers and employees of the Corporation, from and against any claims for damage or injury that may be caused or sustained by a trainee during the period of training.
8. All equipment purchased by the President for the purpose of this agreement shall remain the property of the President.
9. Both parties may amend this agreement upon mutual consent in writing.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day and year first above written.

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:**

\_\_\_\_\_  
**President's Representative**  
(Print in block letters)

\_\_\_\_\_  
**Signature**  
**President's Representative**

\_\_\_\_\_  
**President's Witness**  
(Print in block letters)

\_\_\_\_\_  
**Signature**  
**President's Witness**

X

X

\_\_\_\_\_  
**Purchaser's Representative**  
(Print in block letters)

\_\_\_\_\_  
**Signature**  
**Purchaser's Representative**

X

X

\_\_\_\_\_  
**Purchaser's Witness**  
(Print in block letters)

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**Signature**  
**Purchaser's Witness**

## Schedule A

**Specific Course Objectives / Program Objectives**

Prepared by NBCC  
Training Sales Agreement CSP N° T54  
Date: October 30,2013



## TOWN OF ST. STEPHEN

### POLICY

Title: Garcelon Civic Center Conference/

Policy No. 62

Meeting Room Rental Fees & Guidelines

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Effective Date: April 28, 2014

Approved by Council: April 28, 2014

#### 1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the conference/meeting rooms of the Garcelon Civic Center shall operate.

#### 2) Authority:

It shall be the policy of the Town of St. Stephen to confer upon the Garcelon Civic Center Manager the authority and responsibility for implementation of the fees and guidelines as contained herein.

#### 3) Definitions/Terms:

- *Renter: refers to the organization or individual customer of the Town of St. Stephen Garcelon Civic Center.*
- *Manager: refers to the Garcelon Civic Center Manager.*
- *Town: refers to the Town of St. Stephen.*
- *Advising Commission: Garcelon Civic Center Advising Commission.*
- *Council: Town Council of St. Stephen.*
- *Civic Center: Garcelon Civic Center.*

#### 4) Responsibilities:

It shall be the responsibility of the Town to manage, and allocate room rentals for the Garcelon Civic Center.

##### *Council Shall:*

- Approve fees and operations policies.

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*Garcelon Civic Center Advising Commission Shall:*

- Advise and provide recommendations to the Manager on fees and operations policies;
- Participate in regular review of fees.

*Garcelon Civic Center Manager Shall:*

- Ensure compliance with the Conference/Meeting Room Rental Policy;
- Review and recommend to Council any changes or amendments to the Conference/Meeting Room Rental Policy;
- Review and recommend to Council and Advising Commission all fees;
- Analyze and evaluate all proposed fees.

*Garcelon Civic Center Staff Shall:*

- Ensure compliance with the policy;
- Participate in regular review of fees.

**5) Hours of Operation:**

a) Monday – Sunday 8:00am-1:00am

b) Holidays:

- The facility will remain open for All Statutory holidays, unless otherwise stated
- December 24: closing at 12:00pm for remainder of the day.
- December 25: closed all day.
- December 26: closed all day.
- January 1: closed all day.

c) Other times may be arranged upon mutual agreement of the Manager and the Renter.

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**6) Rates (taxes included):**

a) Business/Private Rate Categories:

<b>Room</b>	<b>Per Hr.</b>	<b>Per Half Day (4 hrs.)</b>	<b>Per Day (8 hrs.)</b>	<b>Full Day Rate</b>
LK Toomb Conference Room 205 (includes access to balcony)	\$ 30	\$ 90	\$ 150	\$ 210
QM Construction Conference Room 206	\$ 30	\$ 90	\$ 150	\$ 210
The Halstead Room Conference Room 207	\$ 30	\$ 90	\$ 150	\$ 210
Full Conference Room * (Rm 205,206, & 207)	\$ 80	\$ 240	\$ 360	\$ 450
Two Conference Rooms (combination of 205, 206, or 207)	\$ 55	\$ 180	\$ 240	\$ 300
Small Boardroom 026	\$ 20	\$ 60	\$ 120	\$ 180
Moosehead Boardroom 028	\$ 35	\$ 95	\$ 155	\$ 215
Rotary Club Crush Area 203	\$ 20	\$ 60	\$ 120	\$ 180
Disher Kitchen 211	-	-	-	\$ 65
Guy R Day & Son Pool Viewing Room 214	\$ 20	\$ 60	\$ 120	\$ 180

\*All three conference rooms combined.

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b) Non-Profit/Youth Rate Categories:

<b>Room</b>	<b>Per Hr.</b>	<b>Per Half Day (4 hrs.)</b>	<b>Per Day (8 hrs.)</b>	<b>Full Day Rate</b>
LK Toomb Conference Room 205	\$ 27	\$ 81	\$ 135	\$ 189
QM Construction Conference Room 206	\$ 27	\$ 81	\$ 135	\$ 189
The Halstead Family Conference Room 207	\$ 27	\$ 81	\$ 135	\$ 189
Full Conference Room * (Rooms 205,206,and 207)	\$ 72	\$ 200	\$ 139.50	\$ 405
Two Conference Rooms (combination of rooms 205,206, and 207)	\$ 54	\$ 162	\$ 216	\$ 270
Small Boardroom 026	\$ 18	\$ 54	\$ 108	\$ 162
Moosehead Boardroom 028	\$ 31.50	\$85.50	\$ 139.50	\$ 193.50
Rotary Club Crush Area 203	\$ 18	\$ 54	\$ 108	\$ 162
Disher Kitchen Rental 211	-	-	-	\$ 65
Guy R Day & Son Pool Viewing Room 214	\$18	\$ 54	\$108	\$ 162

\*All three meeting rooms combined.

c) Special Rates:

<b>Function</b>	<b>Rate</b>
Weddings: 9am to 1am (includes full conference room, balcony access, crush area, projector, drop down screens, microphones, kitchen access or caterer pre-time, table and chair set-up, and next morning clean-up by 9am).	\$600

d) Additional Fees:

- I. Rental Deposit: is required with weddings and large events in order to hold the date.
- II. Damage Deposit: is required in the form of cash or cheque made payable to the Town of St. Stephen.

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e) Equipment Fees:

<b>Equipment</b>	<b>Fee* (taxes included)</b>
Podium	Complimentary
Stacking Chairs	Complimentary
Flip Charts	Complimentary
Flip chart paper pads	\$15/each
Projector & Drop down screen**	\$15
Portable Smart Board	\$15
Microphones**	\$15
Table Linens	\$6/each
Smart Board***	\$15
Tables	Complementary

\*Prices area charged on a per day usage; \*\*Available conference meeting room 207 and 205; \*\*\* Available in the Halstead Family Boardroom 028.

- f) Rates are subject to change without notice.
- g) When the facility is being booked for a major event, the Manager will have the ability to negotiate a specialized contract agreement. Approval shall be in writing and signed off by the Manager and the Chief Administrative Officer.

**7) Booking/Payment:**

- a) Bookings are on a first come, first serve bases, and are to be made through the Manager or designate.
- b) All individuals renting the facility must complete and sign rental agreement.
- c) A rental deposit equal to one hour rental rate is due at the time of the booking. Users must complete facility rental agreement and pay in full the established fees at least three (3) weeks prior to the event or the booking shall be considered cancelled and the deposit forfeited.

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- d) In the case of large functions (i.e. weddings and parties) a damage/rental deposit of \$250 is due at the time of the booking. The rental fee is to be paid and the rental agreement signed sixteen (16) weeks in advance of the booking, otherwise the booking is considered cancelled and the deposit forfeited.
- e) Deposit can be made in the form of cash or cheque and will be released after the event providing no damages or extra clean up services have been assessed, and all payments have been received. The deposit will be released within five (5) businesses days.
- f) Rental requests less than three (3) working days from the rental date are subject to staff availability.
- g) Payments will be accepted between the hours of 9am – 5pm Monday through Friday. A receipt shall be issued for all payments.
- h) Payments are to be payable to the “Town of St. Stephen”.
- i) Cash, cheque, and debit payment accepted.

**8) Cancellations:**

- a) In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Manager or designate fourteen (14) business days before the rental date. Otherwise, the rental fee shall be forfeited, and only the deposit will be refunded; excluding large functions such as weddings/parties.
- b) In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Manager or designate six (6) weeks before the rental date. Otherwise the rental fee will be forfeited and only the deposit will be refunded.
- c) Bookings for less than five (5) hours may be subject to cancellation if the Garcelon Civic Center receives a full day booking.
- d) The Town reserves the right to cancel a booking at any time, with or without cause, and to change schedules to accommodate special events. Users will be advised of these events in advance.

**9) Processing/Allocation of Rentals:**

- a) Bookings are on a first come, first serve bases, and are made through the Manager or designate.

**10) General Rules, Regulations, Terms, and Conditions:**

- a) Catering:
  - i. Clients have the option of choosing their own caterer and cuisine.

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b) Cleaning:

- i. After the function, the client will be required to remove all decoration and personal items from the facility by the end of the rental period.
- ii. Tables must be emptied of garbage, dishes etc.; linens from the facility may remain on the tables.
- iii. All garbage must be placed in garbage bags; users are not responsible to remove the garbage from the building.
- iv. Users are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.
- v. Cleaning the kitchen is the responsibility of the user, if used. It must be left in its original condition.

c) Equipment:

- i. Use of furniture or equipment within the building must be approved prior to the event by the Manager.
- ii. No equipment (tables, chairs etc.) is permitted outside the building.
- iii. Specific requirements for audio visual equipment must be confirmed at the time of the booking. Equipment is available on a first come, first serve bases. Clients are welcome to bring their own equipment.

d) Alcohol Use and Liquor License:

- i. The Town of St. Stephen owns the liquor license for the Garcelon Civic Center. No one is permitted to bring their own liquor; bought or homemade. Any users requiring liquor for any function must advise the Manager at the time of the booking.
- ii. No alcoholic drinks are allowed outside the facility, including the parking lot area. The bar is cash only.
- iii. No charge for bar service.

e) Décor:

- i. When decorating, the following is NOT permitted:
  - Tape (scotch, packing, and duct) mac tack, poster putty, nails, push pins or tacks of any kind. The only acceptable tape is the green/blue painters tape.
  - No confetti or rice in or around the facility or parking lot. This includes held confetti/streamer poppers.
  - The use of open flame devices and candles are not permitted.
  - Decorations and any equipment used during the event must be removed immediately.

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- No foreign substances are to be placed on the floor, i.e. powdered wax, sand, etc. or any other substance used for dancing. "Smoke" or "Fog" machines are not permitted.
- f) Upper Kitchen (Room 211) facility use:
- i. The upper kitchen is available for rental as per the established fee.
  - ii. Kitchens supplies and equipment are available such as dishes, cutlery, urns, and chaffing pans etc. The kitchen is not equipped with appliances for cooking.
  - iii. The user group is responsible to clean the kitchen to its original condition. A portion of the damage deposit may be kept if additional cleaning is required.
- g) Smoking:
- i. No smoking is permitted inside the facility, in compliance with the New Brunswick Provincial "*Smoke –Free Places Act*". No smoking is permitted outside within 30 meters of the entrances or exits.
- h) Noise:
- i. Under the Town of St. Stephen's By-Law No. S-1 Respecting Disturbance by Noise, a person may seek to obtain a function permit and shall make application in writing to Council thirty (30) days in advance of the function.
- i) Loss of Rental Privileges:
- i. Repercussions for failing to adhere to the established policies includes:
    - Future scheduled time(s) will be revoked for use by the group(s) in question.
    - Cost of the repairs or damage done to the facility will be billed to the group or associations for payment.
    - Future rental agreements will be ceased until payment is received for additional costs.
- j) Other:
- i. Only Persons 19 years of age or older may rent the facilities and identification shall be required.
  - ii. The rental group is responsible for all equipment, including damaged, lost or stolen items, and agrees not to hold the Town of St. Stephen responsible for any injury or loss of personal belongings. The rental group agrees to indemnify and save harmless the Town of St. Stephen of and from any and all manner of claims, damages, loss, costs, and charges whatsoever occasioned to, or suffered by, or imposed upon the

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Town or its property, either directly or indirectly in respect of any matter or thing in consequences of or in connections with or arising out of the rental group's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from on account of the same, The rental group's covenants for indemnity herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, his or its servants or agents, and by reason or any insufficiency in said structure and whether or not same have been approved by the Town, its servants or agents.

- iii. The rental group will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises or which may make void or voidable any policy of insurance, but in such event the rental groups shall thereupon pay the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
- iv. The rental group shall, during the term of their rental, ensure all fire exits of the said premises are kept open and clear from obstructions.
- v. It is the responsibility of the group to be aware of the equipment and supplies available at the facility as their location.
- vi. The personal information gathered relating to the rental is subject to the *New Brunswick Right to Information and Protection of Privacy Act*. Information collected will only be used for the purposes in which it is collected.
- vii. Any deviation to the rental fees and guidelines contained herein established shall be referred to the Town Council of St. Stephen.
- viii. Larger functions such as wedding and events may be required to provide proof of general liability coverage, subject to the discretion of the Manager.

Approved:   
Town Clerk