

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 24, 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.

Mayor Quartermain welcomed four (4) of Cathy Peppard's students from the Office Administration Program of the NBCC, St. Andrews Campus: Julie Cook, Taya Young, Nicole Hannah, and Shelley Chisholm.

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

37/14

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) RCMP Retired Member – Mayor Quartermain, along with Councillor Harding as Chair of the Police and Fire Committee, presented a plaque to retired Staff Sergeant Larry MacDonald recognizing his 35 years of dedicated service with the Royal Canadian Mounted Police and, in particular, the last seven years in Charlotte County.
- (b) Tidal Health Solutions – Darren Marshall and Krista McAllister, both board directors, and Carole Hovey-Smith, the company's financial and marketing consultant presented an update to Council. The company, which will produce medical marijuana, has acquired a building in the Town's Industrial Park and has indicated it will be submitting its final licensing application to Health Canada within the next two weeks.

The company plans to employ 24 individuals, with 20 expected from the local area, and some of those will be part time positions. The numbers could

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increase over the next couple of years as the industry expects to see changes allowing them to produce edibles and oils and other methods of absorbing the cannabis.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Booth

38/14 **THAT** the Minutes of the Regular Council meeting held on January 27, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Councillor Maxwell

39/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Booth
Seconded by Councillor MacEachern

40/14 **THAT** the paid bills in the amount of \$1,610,170.71 (one million, six hundred and ten thousand, one hundred and seventy dollars and seventy-one cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Maxwell
Seconded by Councillor MacDonald

41/14 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

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10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 42/14 **THAT** the Minutes of the Committee of Council meeting held on January 27, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Harding

- 43/14 **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 February 12, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacDonald
Seconded by Councillor Maxwell

- 44/14 **THAT** the Minutes of the Committee of Council meeting held on February 18, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 45/14 **THAT** the following staff reports for the month of January 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation 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

BY-LAW NO. T-5 - "A BY-LAW TO DEDICATE CLARK COURT" – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 46/14 **THAT** By-law No. T-5, being "A By-law to Dedicate Clark Court" - be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Booth

- 47/14 **THAT** the Royal Canadian Mounted Police (RCMP) January 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

APPROVAL OF EVENT – CANADIAN MENTAL HEALTH ASSOCIATION

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 48/14 **THAT** the Council of the Town of St. Stephen grants permission to the Charlotte County Region of the Canadian Mental Health Association to hold a “family fun event” between 12:00 p.m. and 3:00 p.m. on Saturday, May 3, 2014 at the David Alison Ganong Chocolate Park, which will include music. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 49/14 **THAT** the amount of \$31,704.59 (thirty-one thousand, seven hundred and four dollars and fifty-nine cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a new truck for the Water and Sewerage Department. **CARRIED**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 50/14 **THAT** the amount of \$78,660.00 (seventy-eight thousand, six hundred and sixty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses. **CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 51/14 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll in the vicinity of 70 Prince William Street on Saturday, September 13, 2014 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 20, 2014 between the hours of 8:00 a.m. and 4:00 p.m. **CARRIED**

SITE IMPROVEMENTS – ST. STEPHEN REGIONAL CENTRE

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

52/14

THAT the Council of the Town of St. Stephen approves an unbudgeted expenditure in the amount of \$22,329.44 (twenty-two thousand, three hundred and twenty-nine dollars and forty-four cents), including HST, payable to the Minister of Finance for the Province of New Brunswick, which represents the Town's share of site improvements at the St. Stephen Regional Centre located at PID Nos. 01303973 and 15050826. **CARRIED**

AMENDED

AWARDING OF TENDER: TWO (2) 2013 OR 2014 MODEL YEAR ¾ TON 4 X 4 HEAVY DUTY LONG WHEEL BASE TRUCKS WITH PLOWS – TOSS13-04

Moved by Councillor Maxwell

Seconded by Councillor Harding

53/14

THAT Resolution # 327/13 as stated in the Minutes of November 25, 2013, which reads

THAT of the two (2) tenders received, the tender of \$85,921.82 (eighty-five thousand, nine hundred and twenty-one dollars and eighty-two cents), including HST, from Downey's Sales and Service Ltd. of St. Stephen, NB, for two (2) 2013 or 2014 ¾ ton 4 x 4 heavy duty long wheel base trucks with plows be accepted. **CARRIED**

shall be amended by changing the company name from "Downey's Sales and Service Ltd." to "Downey's Sales & Service, which shall now read:

THAT of the two (2) tenders received, the tender of \$85,921.82 (eighty-five thousand, nine hundred and twenty-one dollars and eighty-two cents), including HST, from Downey's Sales & Service of St. Stephen, NB, for two (2) 2013 or 2014 ¾ ton 4 x 4 heavy duty long wheel base trucks with plows be accepted. **CARRIED**

DONATION AGREEMENT - JAC REALCO LTD.

Moved by Deputy Mayor Ames
Seconded by Councillor MacDonald

54/14

BE IT RESOLVED THAT:

The Council of the Town of St. Stephen approves the Donation Agreement in the form presented to Council by which JAC Realco Ltd. agrees to donate to the Town the real property identified as PID Nos. 01305697, 01306778 and 15057706, and the buildings located thereon, and authorizes the Mayor and Clerk to execute such Donation Agreement on behalf of The Town of St. Stephen.

The Council of the Town of St. Stephen approves the payment of the expenses related to the donation as more particularly described in the Donation Agreement and approves the issuance of a donation receipt to JAC Realco Ltd. for such amount as set out in the Donation Agreement. **CARRIED**

DEVELOPMENT GRANT AGREEMENT – GANONG BROS., LIMITED

Moved by Councillor Maxwell
Seconded by Councillor Harding

55/14

THAT the Council of the Town of St. Stephen authorizes that a grant be made under the Town's "Major Industry and Economic Incentive Policy No. 57-A" (the Policy), which provides development incentives to industry that will assist with a recipient's capital and operating expenses in connection with a development, to Ganong Bros., Limited in the amount of \$10,000.00 (ten thousand dollars) per year, for a period of 20 (twenty) years.

AND FURTHER THAT the Council of the Town of St. Stephen approves the said grant on the basis that Ganong Bros., Limited had previously approached the Town and its application was on hold as outlined in Section III – CONTENT OF APPLICATION of the Policy.

AND ALSO FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a Development Grant Agreement with Ganong Bros., Limited in the form presented to Council. **CARRIED**

COST OF LIVING FREEZE – MAYOR AND COUNCILLORS

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

56/14

THAT the Council of the Town of St. Stephen agrees to freeze its annual, not to exceed 3% Cost of Living, as outlined in Section 5.05 of the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", effective December 1, 2013 to November 30, 2014. **CARRIED**

NEW BRUNSWICK SPORTS HALL OF FAME – FINANCIAL GUARANTEE

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 57/14 **THAT** the Council of the Town of St. Stephen approves an unbudgeted expenditure in the form of a deposit for a financial guarantee to the New Brunswick Sports Hall of Fame for the sale of tickets and ads for the upcoming 45th Annual Induction Banquet and Ceremony in the amount of \$28,000.00 (twenty-eight thousand dollars).

CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended all Town meetings.
- Attended a trail meeting.
- Attended an Airport meeting.
- Attended the initial NB Sports Hall of Fame meeting.
- Attended the reopening of the Maxwell Crossing Covered Bridge.
- Attended a Charlotte Dial A Ride board meeting.
- Attended a Charlotte County Housing board meeting.
- Attended a Junior A Hockey meeting.

Councillor MacEachern

- Attended all Town meetings.
- Attended the Chambers After Hours event at Scotiabank.
- Attended a Junior A Hockey meeting.
- Attended the interviews for the Garcelon Civic Center Aquatic Supervisor position.

Councillor Booth

- Attended all Town meetings.

Councillor MacDonald

- Attended a Civic Center Fundraising board meeting.
- Attended a Civic Center Advising Commission meeting.
- Participated in the interview process for two Civic Center positions.
- Attended a NB Sports Hall of Fame Committee meeting.
- Participated in a Civic Center tour.
- Attended a meeting with Infrastructure Canada and ACOA.
- Attended a Junior A Hockey meeting.
- Attended the Chamber of Commerce Annual General Meeting.

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Councillor Maxwell

- Attended all Town meetings.
- Attended the reopening of the Maxwell Crossing Covered Bridge.
- Served at a Valentine's fundraising supper at Kirk McColl.
- Attended a Chocolate Museum Operating Committee meeting.
- Organized The Chocolate Museum Operating Committee's annual fundraiser with proceeds to both the Museum and the Food Bank.
- Attended a benefit supper for Pastor Mousseau.
- Stated a pool tournament will be held at Dooly's on March 15th as a fundraiser for breast cancer.

Mayor Quartermain

- Thanked Council for agreeing to a 0% cost of living.
- Advised that tickets need to be sold for the NB Sports Hall of Fame Induction Banquet and Ceremony.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *Saint Croix Courier*, questioned the future use of the Clark building and the Mayor advised that Council will decide at next month's meeting. She further questioned the amount of the tax receipt and the Mayor advised that he would check on whether or not it was confidential.

David Hyslop, resident, clarified his comment from last month's Council meeting and stated that he was not questioning Kingsley Bailey's qualifications as the Garcelon Civic Center's Project Manager, and the Town's Development Officer and Property Manager, but was questioning the use of the policy that hired him.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked why the Civic Center is not completed and the Mayor advised that reports are now coming to the Town more often which keeps it more informed.

Deborah Roberts, accompanied with David Hyslop, expressed her dissatisfaction with the Mayor's response when she asked for his opinion on the proposed medicinal marijuana business and he refused to express it.

David Hyslop questioned the financial obligation with E. A. Farren, the former Garcelon Civic Center Project Manager, and was advised that E. A. Farren was not paid for the remaining period of his contract.

Mr. Gowan from the *Telegraph-Journal* questioned how delayed the Civic Center project was when the new Project Manager was appointed. He was advised that the Town was not aware that the project was delayed as much as it was, but that more workers are on the site and things are progressing faster.

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17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor MacEachern

Seconded by Councillor Harding

58/14 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* at 7:55 p.m. **CARRIED**

The Council came out of closed session at 8:20 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

59/14 **THAT** the meeting adjourn at 8:20 p.m. **CARRIED**

Mayor

Town Clerk