

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 23, 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 Harding

160/14 **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) Old Town Hall Building – Margaret Williamson spoke to her letter dated June 20, 2014, and as a result:

- The Town will release the engineering report on the structural condition sometime after review in closed session by Council at its Committees meeting on July 16th.
- The Mayor confirmed that no decision on the fate of the building will take place in the near future.
- Council agreed that two experts with historic buildings, as recommended by Ms. Williamson, can coordinate with the Town's Property Manager and visit the building to provide their comments at no cost to the Town.
- Council supports the formation of a committee of citizens and Councillors that would explore possibilities for the future of the building.

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6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Harding

161/14 **THAT** the Minutes of the Regular Council meeting held on May 26, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Maxwell

Seconded by Councillor Harding

162/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Harding

Seconded by Councillor MacDonald

163/14 **THAT** the paid bills in the amount of \$2,145,203.47 (two million, one hundred and forty-five thousand, two hundred and three dollars and forty-seven cents) be received. **CARRIED**

9. COMMUNICATIONS

No communication.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 164/14 **THAT** the Minutes of the Committee of Council meeting held on May 26, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 165/14 **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 June 11, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

- 166/14 **THAT** the following staff reports for the month of May 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 Deputy Mayor Ames

Seconded by Councillor MacEachern

- 167/14 **THAT** the Royal Canadian Mounted Police (RCMP) May 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

AMENDED

APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

168/14 **THAT** Resolution #141/14 as stated in the Minutes of May 26, 2014, which reads

THAT Kathy Mallory be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective June 1, 2014 and expiring May 31, 2014, filling the vacancy left by the retirement of Diana Boyd. **CARRIED**

shall be amended by changing the expiry year from 2014 to 2017, which shall now read:

THAT Kathy Mallory be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective June 1, 2014 and expiring May 31, 2017, filling the vacancy left by the retirement of Diana Boyd. **CARRIED**

APPROVAL OF EVENT - LOVE ST. STEPHEN

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

169/14 **THAT** the Council of the Town of St. Stephen approves the request from the Christian Community of St. Stephen to host their “Love St. Stephen” event which will be comprised of barbecues, car washes, and a children’s fair, all provided free to the public on Saturday, July 12, 2014, between 10:00 a.m. – 2:00 p.m., with a rain date of Saturday, July 19, 2014, at locations between the Charlotte Mall and the David Alison Ganong Chocolate Park, as well as a barbecue at the W. T. Booth Community Pool if the swim team is not holding a fundraising barbecue the same day.

AND FURTHER THAT Council grants permission to the Christian Community for the use of the Town Square for groups to provide music from 6:00 p.m. – 8:00 p.m. on July 12th or the rain date of July 19th. **CARRIED**

VOLUNTEER FIREFIGHTER POSITIONS

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

170/14 **THAT** the Fire Chief’s recommendation to recruit Jeremy McShane as a volunteer firefighter subject to the appropriate medical and records background check and a three (3) month probationary period be accepted.

AND FURTHER THAT the Fire Chief’s recommendation to recruit Chris Linton, a former volunteer firefighter with the St. Stephen Fire Department, as a volunteer firefighter, and who is fully-trained, be accepted. **CARRIED**

OPERATOR/MECHANIC JOB RECOMMENDATION

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 171/14 **THAT** Donald O. Merritt be offered the position of Operator/Mechanic for the St. Stephen Public Works Department effective July 7, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

BELL MOBILITY WIRELESS AGREEMENT – AMENDMENT FOR SUPPLIER OF HARDWARE

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 172/14 **WHEREAS** the Council of The Town of St. Stephen (the “Town”) and Bell Mobility Inc. (Bell) have negotiated an amendment to the Bell Mobility Corporate Account Agreement dated March 25, 2014 (the “Agreement”);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the amendment, in the form presented to Council, which authorizes the purchase of hardware covered by the Agreement from WorldLynx Wireless LP (WorldLynx), and all other terms and conditions as outlined in the Agreement shall continue in full force and effect.

CARRIED

SCULPTURE SAINT JOHN – RECEPTIONS

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 173/14 **WHEREAS** the Council of the Town of St. Stephen previously agreed by resolution at its meeting on June 24, 2013 to participate in the creation of an International Sculpture Trail between New Brunswick and Maine;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$2,500.00 (two thousand, five hundred dollars) to cover the cost of three (3) receptions for the Sculptors. **CARRIED**

TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2015 – 2019 – DESIGNATED HIGHWAY PROGRAM

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 174/14 **THAT** the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2015 – 2019 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

SERVICE NEW BRUNSWICK - SERVICE AGREEMENT # 14-005

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 175/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a three (3) year Service Agreement # 14-005 with Service New Brunswick, in the form of agreement presented to Council, to process various municipal payments effective July 1, 2014 and expiring on June 30, 2017.

CARRIED

MUNICIPAL GENERAL INSURANCE POLICY – OPTION TO REDUCE DEDUCTIBLE LIMITS

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 176/14 **WHEREAS** there is an option under our Municipal General Insurance Liability contract to reduce the deductible, for our Municipal Liability, Errors and Omissions and Sewer Backup risk coverage, from \$10,000.00 to \$5,000.00, for an additional annual premium of \$2,875.00,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen directs the Treasurer to instruct our Broker, Guy R. Day and Son Ltd., to reduce the deductible limits to be effective June 24, 2014. **CARRIED**

TRAINING SALES AGREEMENT – NEW BRUNSWICK COMMUNITY COLLEGE CORPORATION

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

- 177/14 **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 6th day of June, 2014, copy attached, for the Fire Investigator Report & Writing Course for the attendance of two volunteer firefighters from the St. Stephen Fire Department at the New Brunswick Community College, Miramichi Campus. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended all Town meetings.
- Participated in a “Jail and Bail” at Ganong Nature Park.
- Attended a tablet training session.
- Attended the Annual General Meeting of Charlotte County Alternative Transportation.
- Attended the NB Sports Hall of Fame Banquet and Induction Ceremony.
- Participated in the Relay for Life.
- Attended the Grand March at the Border Arena.

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- Attended graduation at SSSHS.
- Advised that Keith Minchin, Photographer, is taking group photos of particular regions in NB called "Group Hugs", and he invites St. Stephen to join St. Andrews in front of the Kennedy Inn on Water Street at 3:00 p.m. on July 1st for such a photo shot.

Councillor MacEachern

- Attended the Relay for Life.
- Participated in the interviews for the Operator/Mechanic job position.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Interviewed by ATV on the rabid raccoon situation.

Councillor Booth

- Attended all Town meetings.
- Donated plants to the Charlotte County Museum and stated that the painting and restoration work is almost completed in preparation for its opening on July 1st.

Councillor MacDonald

- Out of town for a period of time.
- Attended all Town meetings.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended the NB Sports Hall of Fame Banquet and Induction Ceremony.

Councillor Maxwell

- Attended all Town meetings.
- Participated in the interviews for the Operator/Mechanic job position.
- Attended the NB Sports Hall of Fame Banquet and Induction Ceremony.
- Attended two Chocolate Museum Operating Committee meetings.
- Organized and selling tickets as a fundraiser for the Chocolate Museum and the Food Bank.

Mayor Quartermain

- Thanked Councillor Booth for his donation of plants to the Charlotte County Museum and all the volunteers who worked hard in preparation of the July 1st opening.

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- Thanked the Public Works crew who are working hard with sweeping streets and with the spring clean up, and stated that there is more refuse this spring due to the rough winter; and further stated that the crew is going above and beyond as the Town's by-law states "bagged leaves and bundled or bagged twigs".
- Thanked the Town's Financial Advisor and Town Clerk for their many hours involved with the tablets in preparation for paperless meetings.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *Saint Croix Courier*, asked when a new Chief Administrative Officer will be hired, and the Mayor advised that Council may discuss it at next month's Committees meeting.

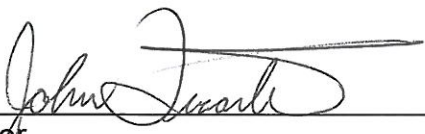
Derwin Gowan, reporter with the *Telegraph-Journal*, asked when the Garcelon Civic Center will be completed. The Mayor stated that it may be completed within four to six weeks and suggested contacting Kingsley Bailey, the Project Manager. He further stated that no information has been received from DORA Construction.

17. ADJOURNMENT

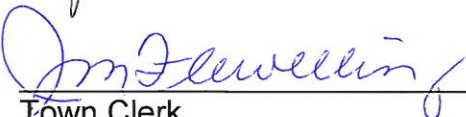
ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor MacDonald

178/14 **THAT** the meeting adjourn at 7:55 p.m. CARRIED



Mayor



Town Clerk

TOWN OF ST. STEPHEN

**DESIGNATED HIGHWAY
FIVE YEAR PRIORITIES**

Year 2015

Up Grade to Tanning House Brook Culvert - Milltown Blvd \$215,000

Year 2016

Curb & Gutter, Milltown Blvd., both sides
Hill St. to Church St. - 440 meters.
Street parking to change to parallel and greening
added by sidewalks. \$245,000

Year 2017

Curb & Gutter, Milltown Blvd., both sides
Boundary St. to Hill St. - 840 meters \$405,000

Year 2018

Curb & Gutter, Milltown Blvd., both sides
Church St. to Milltown Customs - 640 meters
Street parking to change to parallel and greening
added by sidewalks. \$310,000

Year 2019

Mill and Seal Milltown Blvd., Watson St. to Civic # 267
350 Meters. \$120,000
Seal Milltown Blvd., Civic # 267 to Milltown Customs
2550 Meters \$550,000



Campus : Miramichi

N° T55

Training Sales Agreement

Agreement entered into this 6th day of June , 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>Report & Writing</u>
Course(s) code	<u></u>
Number of trainees:	<u>2 – Joey Richardson & Jason St. Peter</u>
Instructor's name:	<u>Wayne chapedelaine</u>
Training dates:	<u>June 11 – 13, 2014</u>
Schedule (days):	<u>3</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>400.00</u>
Total cost:	<u>400.00</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: July 15, 2014
Amount: \$400.00

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)

Signature
Purchaser's Witness

Schedule A

Specific Course Objectives / Program Objectives

Prepared by NBCC
Training Sales Agreement CSP N° T55
Date: May 26, 2014