

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 26, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain (arrived @ 7:20 p.m. and Deputy Mayor Ames continued as Acting Mayor and chaired the meeting); Deputy Mayor John Ames (Acting Mayor); Councillors Allan MacEachern, Marg Harding, Mike Booth, and Jim Maxwell; and Town Clerk Joan Flewelling.

ABSENT: Councillor Debbie MacDonald.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth

Seconded by Councillor Harding

127/14 **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) Disability Awareness Week - Proclamation

Deputy Mayor Ames, Acting Mayor, proclaimed the week of June 1 to June 7, 2014 as Disability Awareness Week:

WHEREAS, the municipality of St. Stephen, New Brunswick, is committed to assisting citizens with disabilities to participate fully in our community; and

WHEREAS, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

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WHEREAS, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

WHEREAS, we support the theme

“The Right Person for the Right Job”;

NOW THEREFORE BE IT KNOWN THAT I, John Ames, Acting Mayor of the Town of St. Stephen, do hereby request the citizens of St. Stephen to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, June 1st to June 7th, 2014.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

128/14 **THAT** the Minutes of the Regular Council meeting held on April 28, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern

Seconded by Councillor Booth

129/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Harding

130/14 **THAT** the paid bills in the amount of \$1,130,352.36 (one million, one hundred and thirty thousand, three hundred and fifty-two dollars and thirty-six cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Councillor Booth

131/14 **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 Booth
Seconded by Councillor Harding

132/14 **THAT** the Minutes of the Committee of Council meeting held on April 28, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Harding

133/14 **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 May 14, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor MacEachern

134/14 **THAT** the following staff reports for the month of April 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 Harding

Seconded by Councillor Maxwell

135/14 **THAT** the Royal Canadian Mounted Police (RCMP) April 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

AMENDED

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

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

136/14 **THAT** Resolution #123/14 as stated in the Minutes of April 28, 2014, which reads

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**

shall be amended by changing the company name from "Big Eric's Ltd." to "Big Eric's Inc.", which shall now read:

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 Inc. 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

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

Moved by Councillor Booth

Seconded by Councillor Harding

- 137/14** **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter to hold a fundraising road toll on Queen Street West between Marks Street and Porter Street on Saturday, June 21, 2014 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, September 27, 2014 between the hours of 9:00 a.m. and 5:00 p.m. **CARRIED**

APPROVAL OF EVENT: CARNIVAL - ST. STEPHEN-MILLTOWN ROTARY CLUB

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 138/14** **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to host the East Coast Amusements Carnival on the grounds of the Border Area Community Arena from Wednesday, July 2, 2014 to Sunday, July 6, 2014 as a fundraiser which enables the Club to continue to support the organizations and people in the community requiring assistance, contingent on receipt by the Town of the Club's Certificate of Insurance. **CARRIED**

PURCHASE OF GARBAGE CANS

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 139/14** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$5,138.65 (five thousand, one hundred and thirty-eight dollars and sixty-five cents), plus HST, from the St. Stephen Business Improvement Area (BIA) for the purchase of five (5) garbage cans.

AND FURTHER THAT the BIA shall cost share one-half (1/2) of the above-noted cost of the garbage cans. **CARRIED**

Councillor MacEachern voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Harding voting against the motion.

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding
Seconded by Councillor Booth

- 140/14 **THAT** the amount of \$2,657.43 (two thousand, six hundred and fifty-seven dollars and forty-three cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of five (5) garbage cans. **CARRIED**

Councillor MacEachern voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Harding voting against the motion.

APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 141/14 **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**

FIRE DRIVER JOB RECOMMENDATION

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 142/14 **THAT** Dwayne Richards be appointed to the position of Fire Driver for the St. Stephen Fire Department effective May 27, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – POOL EQUIPMENT

Moved by Councillor Harding
Seconded by Councillor Booth

- 143/14 **THAT** the Council of the Town of St. Stephen approves completion of a change order for a credit of \$11,900.00, (eleven thousand, nine hundred dollars), plus HST, as outlined by change credit notice # 11-TOSS-2014, dated May 14, 2014 and issued by Kingsley Bailey, Town of St. Stephen's Garcelon Civic Center Project Manager, as a credit to the design build contract with DORA Construction Limited, and representing work not completed for pool equipment, and specifically pool lifeguard ladders and standing starts, as described on the change credit notice # 11-TOSS-2014. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – CABINET WORK

Moved by Councillor Harding
Seconded by Councillor Booth

- 144/14** **THAT** the Council of the Town of St. Stephen approves completion of a change order for a credit of \$37,500.00, (thirty-seven thousand, five hundred dollars), plus HST, as outlined by change credit notice # 12-TOSS-2014, dated May 14, 2014 and issued by Kingsley Bailey, Town of St. Stephen's Garcelon Civic Center Project Manager, as a credit to the design build contract with DORA Construction Limited, and representing work not completed as per contract drawings for cabinet work in coat check and maintenance department as described on the change credit notice # 12-TOSS-2014. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - AUTHORIZATION TO INSTALL POOL EQUIPMENT

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 145/14** **THAT** the Council of the Town of St. Stephen approves the unbudgeted expenditure in the amount of \$5,259.50 (five thousand, two hundred and fifty-nine dollars and fifty cents), plus HST, for the Town of St. Stephen's Garcelon Civic Center pool equipment, and specifically for pool lifeguard ladders and standing starts, from SCP Distributors Canada Inc. of Bedford, NS and authorizes the Town of St. Stephen's Garcelon Civic Center Project Manager to arrange for installation of the equipment in the Garcelon Civic Center.

AND FURTHER THAT Council authorizes the payment from the Garcelon Civic Center project bank account. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - AUTHORIZATION TO PURCHASE PORTABLE COAT RACKS

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 146/14** **THAT** the Council of the Town of St. Stephen approves the unbudgeted expenditure in the amount of \$1,407.00 (one thousand, four hundred and seven dollars), plus HST, for portable coat racks to be purchased from Office Interiors of Fredericton, NB, for the Town of St. Stephen's Garcelon Civic Center.

AND FURTHER THAT Council authorizes the payment from the Garcelon Civic Center project bank account. **CARRIED**

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

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 147/14** **THAT** of the three (3) proposals received, the lowest proposal of \$2,700.00 (two thousand, seven hundred dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB, to supply one (1) convection oven 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 Harding

Seconded by Councillor Maxwell

- 148/14** **THAT** of the three (3) proposals received, the lowest proposal of \$1,690.00 (one thousand, six hundred and ninety dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB, to supply two (2) fryers 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 Harding

- 149/14** **THAT** of the three (3) proposals received, the lowest proposal of \$3,185.00 (three thousand, one hundred and eighty-five dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB, to supply one (1) ice cuber 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 MacEachern
Seconded by Councillor Maxwell

- 150/14** THAT of the three (3) proposals received, the lowest proposal of \$549.00 (five hundred and forty-nine dollars), plus HST, from Davidson Food Equipment and Supplies Ltd. of Fredericton, NB, to supply one (1) microwave oven 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

- 151/14** THAT of the three (3) proposals received, the lowest proposal of \$470.00 (four hundred and seventy dollars), plus HST, from Summertime Food Equipment Ltd. of Saint John, NB, to supply one (1) pot 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**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – USER AGREEMENT

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 152/14** WHEREAS the Council of the Town of St. Stephen and the Charlotte County Hockey Club Inc. have negotiated terms of a User Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a User Agreement between The Town of St. Stephen and the Charlotte County Hockey Club Inc. for the use of the Garcelon Civic Center for a one (1) year term commencing June 1, 2014, and in the form of agreement presented to Council. **CARRIED**

GARCELON CIVIC CENTER AQUATIC AND FITNESS CENTER MEMBERSHIPS RATES AND GUIDELINES POLICY

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 153/14 **THAT** the Council of the Town of St. Stephen approves the Garcelon Civic Center Aquatic and Fitness Center Memberships Rates and Guidelines Policy No. 63 attached. **CARRIED**

DEMOLITION – 8 BREWERS LANE

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 154/14 **THAT** the Council of the Town of St. Stephen declares 8 Brewers Lane (PID # 01311406), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building retroactively to May 12, 2014, in the unbudgeted amount of \$7,096.40 (seven thousand, ninety-six dollars and forty cents), including HST. **CARRIED**

ST. STEPHEN WRESTLING CLUB – GRANT

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 155/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant of \$2,000.00 (two thousand dollars) to the St. Stephen Wrestling Club in sponsorship of the 2014 Canada East Wrestling Championships which were held in St. Stephen from May 9 – 11, 2014. **CARRIED**

ELIMINATION OF PERFORMANCE BASED PAY SCALE GRIDS

Moved by Councillor Booth

Seconded by Councillor Harding

- 156/14 **THAT** the Council of the Town of St. Stephen authorizes the elimination of management and administrative staff performance based pay scale grids, with the exception of those staff who have previously entered into signed employment agreements.

AND FURTHER THAT the management and administrative staff affected by the elimination of the performance based pay scale grids shall remain at their current level of salary compensation and benefits. **CARRIED**

USE OF TOWN VEHICLES POLICY – AMENDED

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 157/14 **THAT** the Council of the Town of St. Stephen approves the amended Use of Town Vehicles Policy No. 42-A attached. **CARRIED**

CHARLOTTE COUNTY MUSEUM – GRANT

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 158/14** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$6,000.00 (six thousand dollars) to the Charlotte County Museum for interior renovations. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor MacEachern

- Attended a Chamber of Commerce business mixer at Dooly's.
- Attended NB Sports Hall of Fame Banquet and Induction Ceremony Committee meetings.
- Attended all Town meetings.

Councillor Harding

- Attended a Chamber of Commerce business mixer at Dooly's.
- Attended all Town meetings.
- Attended Judy Fahey's retirement party at John Williamson, the Member of Parliament's Office, and extended best wishes to Judy.

Councillor Booth

- Attended all Town meetings.
- Attended three Charlotte County Museum meetings.

Councillor Maxwell

- Attended a Chamber of Commerce business mixer at Dooly's.
- Attended NB Sports Hall of Fame Banquet and Induction Ceremony Committee meetings.
- Attended all Town meetings.

Mayor Quartermain

- Thanked Councillor Maxwell for his dedicated work with the maintenance of the St. Stephen Rural Cemetery and stated that the cemetery looks great.

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Deputy Mayor Ames (Acting Mayor)

- Attended all Town meetings.
- Attended a trail meeting.
- Attended a Two Nation Vacation announcement.
- Participated in the Town booth at the Kiwanis Trade Show.
- Attended a Charlotte County Housing board meeting.
- Attended a Chamber of Commerce business mixer at Dooly's.
- Attended a St. Croix River boating adventures meeting.
- Attended NB Sports Hall of Fame Banquet and Induction Ceremony Committee meetings.
- Met with facilitators for Reef to Cove-Weddings by-the-Sea.
- Participated in the Town Pride Challenge.

16. QUESTION PERIOD

Pat Cummins, resident, stated there are a number of unsightly premises on Milltown Blvd. and the Acting Mayor advised him to provide the addresses at the Town office.

Mr. Cummins further expressed his concern with the number of animals being tied up outside for long periods of time and suggested a section in the appropriate by-law should be drafted to address it.

Mr. Cummins further addressed the amount of garbage throughout Town streets with Councillor Harding and Councillor Harding advised that her recent comments with respect to the purchase of garbage cans were related to the high cost of the cans, and not directed to the need for them.

Kathy Bockus, reporter with the *Saint Croix Courier*, questioned whether or not the Garcelon Civic Center would be ready to host the NB Sports Hall of Fame Induction Banquet and Ceremony on June 7, 2014, and Mayor Quartermain advised that they should know the answer by the next day.


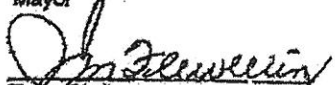
17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Booth

159/14 THAT the meeting adjourn at 7:40 p.m. CARRIED


Mayor

Town Clerk



TOWN OF ST. STEPHEN

POLICY

Title: <u>Garcelon Civic Center Aquatic and Fitness Center Memberships Rates and Guidelines</u>	Policy No. <u>63</u>
	Page <u>1</u> of <u>8</u>
	Effective Date: <u>May 26, 2014</u>
	Approved by Council: <u>May 26, 2014</u>

1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the Membership Rates and Guidelines 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 rates and guidelines as contained herein.

3) Definitions/Terms:

- *Renter: refers to the organization or individual customer of the Town of St. Stephen's 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.*
- *Student: ages 12 to 18 or student ID card.*
- *Seniors: ages 60 plus.*
- *Adult: ages 19 to 59.*
- *Family: individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof.*
- *Youth: ages 2-11. Under 2 free.*
- *Couple: two adults/or seniors, or combination thereof, who are connected by way of marriage or common-law.*

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4) Responsibilities:

It shall be the responsibility of the Town to manage, allocate, and distribute memberships for the Civic Center.

Council Shall:

- Approve Rates and operations policies.

Garcelon Civic Center Advising Commission Shall:

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

Garcelon Civic Center Manager Shall:

- Ensure compliance with the Membership Rates and Guidelines Policy;
- Review and recommend to Council any changes or amendments to the Membership Rates and Guidelines Policy;
- Review and recommend to Council and Advising Commission all rates;
- Analyze and evaluate all proposed rates.

Garcelon Civic Center Staff Shall:

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

5) Hours of Operation (Fitness Center):

a) Monday – Friday: 6:00am-9:00pm

b) Saturday: 8:00am-9:00pm

c) Sunday: 12noon-9:00pm

d) 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.

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e) The Town reserves the right to adjust the hours of operation to meet seasonal and operational demands. Adjusted times shall be posted.

6) Aquatic & Fitness Center Memberships Types:

Membership Types	Membership Description & Inclusions
Full Membership (Full)	<ul style="list-style-type: none"> • Access to the Aquatic and Fitness Center • Fitness orientation/consultation • Public skating • Lap swims • Public swims • Some aqua fitness classes • (Youth membership excludes Fitness Center access)

7) Membership Rates (taxes included):

Individual

Individual Membership	Membership Type	Day	1-Month	6-Months	Annual
Adult (19-59)	Full	\$8	\$45	\$256	\$486
Student (12-18 or proof of Student ID card) & Senior (60+)	Full	\$5	\$35	\$200	\$378
Youth (11 & under; 2 & under free)	Full	\$5	\$20	\$120	\$216

- **Adult:** individuals between the ages of 19 and 59.
- **Student:** individuals between the ages of 12-18 or proof of student ID card.
- **Senior:** individuals 60 Plus.
- **Youth:** individuals 11 & under; Ages 2 & under free.

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Group

Group Membership	Membership Type	Day	1-Month	6-Months	Annual
Family (2 Adults & unlimited children)	Full	\$20	\$100	\$570	\$870
Couple (2 adults)	Full	-	-	-	\$800
Couple (2 seniors)	Full	-	-	-	\$600

- **Family:** requires a minimum of three individuals including up to two adults and however many children 21 years of age and under living in the same house. Family must be related by blood, marriage, common-law, adoption or legal guardianship to be eligible for a family membership.
 - **Couple:** requires two adults/or seniors, or combination thereof, who are connected by way of marriage or common-law to be eligible for discounted annual memberships only when both memberships are obtained at the same time. The oldest person in the couple determines which layer price they qualify for.
- Manager to establish specials and promotional pricing.
 - Town reserves the right to adjust prices without notice.
 - Members may be eligible for discounts in some areas such as the culture, community, and conference center etc.

8) General Terms & Conditions:

- a) A membership card is necessary to enter the Aquatic & Fitness Center of the facility. It ensures that our security practices are followed for the safety of staff and members. Membership cards and privileges are not transferable to others. If you lose your membership card, report it immediately to Customer Services. There is a \$15 replacement card fee.
- b) Memberships are subject to automatic fee adjustments based on age categories at any time during the year.
- c) Members paying memberships in full will be issued a renewal reminder notice. Continuous members shall roll over unless you cancel the membership in person. Members shall notify the Civic Center of changes to personal information.

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- d) Changes to your account information can be made at any time. Members shall notify the Civic Center of any changes in phone numbers, addresses or email addresses to ensure that the facility is able to notify members regarding their membership.
- e) Changes must be made 14 days prior to next payment date in order to be applied to the next payment. If there is a change to credit cards/accounts, or the credit card expires, members shall bring in a new void cheque or credit card.
- f) Members must keep their accounts in good standing. Individuals owing money may be denied entry.

9) Access:

- a) Members must present their membership card in order to access the Aquatic & Fitness Center. Specialty programs may require an additional fee.
- b) All non-members must identify themselves at Customer Services to access the facility.

10) Returned/Declined Payments:

- a) Returned/Declined payments will result in an administrative charge and must be paid in full before access to the area will be granted. Returned payments are subject to \$25 administrative fee. The Administrative Clerk, Programs and Marketing Coordinator can assist members with special arrangements. Memberships will be cancelled if the returned payment has not been received 14 days before the next payment date. Membership shall be reinstated once payment is received in full.

11) Membership Cancellations, Refunds, and Transfers:

- a) To cancel a recurring membership (no contract), complete and return a membership cancellation form to Customer Services. Monthly payments must be received 14 days prior to your next payment. Cancellations will not be taken over the phone.
- b) No refund for month to month paid memberships.
- c) Refunds for six (6) month and annual memberships are pro-rated from the date the cancellation is received in person. Pro-rated refunds will only be given to those with approval from the Civic Center Manager by way of a doctor's note, proof of moving out of the area, etc. Facility usage is not considered when calculating refunds.

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12) Lost and Found:

- a) Report all lost items to Customer Services in person. The Civic Center does not accept responsibility for lost or stolen items. We will keep all found items in storage for two (2) weeks. Unclaimed items shall be donated to a charity.

13) Locker Rooms:

- a) Lockers are for day use only. If left overnight, locks will be cut and contents will be removed and stored at lost and found.
- b) To ensure the safety of all our patrons, the family locker room is intended for families with children under 12 years of age and children must be accompanied by an adult.
- c) Women may bring their preschool sons (4 years and under) into the female's locker room.
- d) Men may bring their preschool daughters (4 years and under) into the men's locker room.
- e) Parents who accompany their opposite gender children (5 years and older) must use the family locker room

14) Etiquette:

- a) To create an enjoyable atmosphere in respecting the rights of all Civic Center members, volunteers, and staff. Unsafe, disrespectful, or inappropriate behavior could result in the removal of membership access.
 - i. Please be courteous and practice good hygiene in the showers and locker rooms.
 - ii. Please leave jackets and bags in the locker room rather than bringing them up to the Fitness Center.
 - iii. Parents are asked to enforce appropriate behavior to ensure their children's safety.
 - iv. For the safety and enjoyment of other members and guests, please refrain from using cell phones while working out or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

15) Safety & Security:

- a) Emergency procedures are in place at the Civic Center. Emergency Exits and emergency exit routes are marked.

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- b) In the event of an emergency, immediately contact a staff member. If the fire alarm sounds, stop all activity and wait for staff instruction. Please report any suspicious activity to the Civic Center staff immediately.

16) Photo Policy:

- a) Photography of any kind within the Aquatic & Fitness Center shall not be permitted without prior consent. Camera cell phone use is not permitted in the Aquatic & Fitness Center, including the locker rooms.

17) Cell Phone Use:

- a) Members are asked to refrain from cell phone use while working out or in the change rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

18) Release and Indemnity Waiver:

- a) All members shall sign the waiver as part of the membership process, or in the event of children ages 12-15, the parent or guardian on file shall sign.

19) Ages:

- a) Children under the age of 12 are not permitted to use the Fitness Center.
- b) Children aged 12-14 must take our fit start orientation and be approved by the Administrative Clerk, Programs, and Marketing Coordinator or designate in order to use the Fitness Center.

20) Physical Activity Readiness Questionnaire (PAR-Q):

- a) All members shall complete a Par-Q as part of the membership process. The PAR-Q is a self-screening tool used by anyone who is planning to start an exercise program. It is used by fitness trainers or coaches to determine the safety or possible risk of exercising for an individual based upon their answers to specific health history questions.

21) Fitness Center Rules and Regulations:

- a) Be courteous to other members (no bullying or hanging out).
- b) Ensure proper safety when using equipment.
- c) We ask members to share equipment and allow others to work out between sets.
- d) Please put all equipment back after use.

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- e) Spray and wipe equipment down when finished.
- f) Foul language is not permitted.
- g) Do not drop the weights.
- h) No outside footwear in the Fitness Center.
- i) Members must be 12 years of age or older to use Fitness Center.
- j) No taking of pictures of yourself or others.
- k) Appropriate attire is required.
- l) Refrain from speaking on your cell phone.
- m) Food is not permitted.
- n) Personal items are not to be stored in the Fitness Center.
- o) Have fun!

Approved:  _____
Town Clerk



TOWN OF ST. STEPHEN

POLICY

Title: **USE OF TOWN VEHICLES**

Policy No. 42-A

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Original Effective Date: June 17, 2002

Amendment Effective Date: May 26, 2014

(Originally Approved by Council June 17, 2002)

(Amended Version Approved by Council May 26, 2014)

1.0 **PURPOSE**

The purpose of this policy is to outline the guidelines for the uses of Town-owned vehicles.

2.0 **VEHICLE USE**

- 2.1 Town-owned vehicles are purchased and maintained for uses which are a part of the normal working responsibilities of the staff.
- 2.2 Except as otherwise provided in this policy, and/or directions of the Council, no Town-owned vehicle shall be used for personal purposes, including use as a means for transportation to and from work.

3.0 **AUTHORIZED EXCEPTIONS**

- 3.1 Vehicles assigned to Management personnel may be used for travel to and from work.
- 3.2 All employees on call may use the assigned vehicles for travel to and from work.
- 3.3 The Chief Administrative Officer or Department Head may authorize occasional use of Town-owned vehicles for personal use in storms, emergencies or other special circumstances.

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- 3.4 The Chief Administrative Officer or Department Head may authorize occasional use of Employee owned vehicles for Town business emergencies or other special circumstances for which the Employee will be reimbursed at the prevailing Municipal rates.
- 3.5 Use of a private vehicle for attending conferences, training sessions, or out of Town travel associated with official functions, by an Employee or Elected Official will be reimbursed at the prevailing Municipal rates.

Approved:


Town Clerk