

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
SATURDAY, APRIL 14, 2012 @ 10:00 A.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor G. L. (Jed) Purcell; Deputy Mayor Jim Maxwell; Councillors Barb Donovan, Jeremy Copeland, Ralph Williams, and Robert Tinker; CAO/Development Officer John Ferguson; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Tinker

Seconded by Councillor Copeland

50/12 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. NEW BUSINESS

Both the Mayor and Chief Administrative Officer advised that negotiations were still ongoing between legal counsels for the Town and DORA Construction Limited with respect to the Design Build Contract, so therefore the following motion would not be considered at this time.

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – DESIGN BUILD CONTRACT

Moved by

Seconded by

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the Design Build Contract with DORA Construction Limited of Dieppe, NB for The Town of St. Stephen's Garcelon Civic Center.

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER –
GOVERNANCE MODEL**

Moved by Councillor Tinker

Seconded by Councillor Williams

51/12

THAT the Council of the Town of St. Stephen adopt the attached draft governance model for the Advisory Commission of The Town of St. Stephen's Garcelon Civic Center.

AND FURTHER THAT Council instructs the Chief Administrative Officer to prepare an appropriate by-law for the implementation of this model for consideration by Council in June of 2012. **CARRIED**

6. **ADJOURNMENT**


ADJOURNMENT

Moved by Councillor Williams

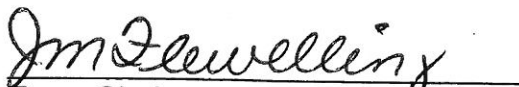
Seconded by Councillor Tinker

52/12

THAT the meeting adjourn at 10:10 a.m. **CARRIED**



Mayor



Town Clerk

Town of St. Stephen's Garcelon Civic Center Advising Commission

Background: The Town of St. Stephen is establishing the Town of St. Stephen's Garcelon Civic Center in cooperation with the Government of Canada and the Province of New Brunswick and through the individual financial contributions of its citizens and their neighbours in Calais, Maine in order to promote and build the social, economic, and cultural growth of the Town of St. Stephen.

It is therefore the intention of the Town of St. Stephen to establish a Civic Center Advising Commission through legislation to ensure that the goals and objectives for which the Town of St. Stephen in concert with its funding partners is establishing the Town of St. Stephen's Garcelon Civic Center are adhered to and carried out in an effective and cost-efficient manner.

Civic Center Mandate: The Town of St. Stephen's Garcelon Civic Center will provide a venue through its various facilities and services that highlight St. Stephen and environs as a place in which to live, work and invest through a variety of programs and services that:

- Foster and promote health and wellness for all ages through information sessions, training programs, physical activities, and the extensive use of recreational facilities.
- Develop and promote the personal growth of individuals through a wide variety of programs and training in social and physical skills and the extensive use of training and recreational facilities that are provided within the complex as outlets for these skills.
- Promote cultural growth in the community through training programs and offerings in music, theatre, hobbies, and crafts through the extensive use of its training rooms and facilities.
- Host recreational and competitive sporting events at the local, regional, and national level, concerts and competitive festivals in music and theatre, and trade shows that are regional, national, and international in scope.

Duties of the Civic Center Advising Commission: It will be the duty and responsibility of the Town of St. Stephen's Garcelon Civic Center Advising Commission to advise the Town of St. Stephen through the Civic Center Manager and the Chief Administrative Officer of the Town of St. Stephen on efficient and economical means to deliver on the civic center mandate and the capital maintenance of the facility.

The Civic Center Advising Commission will advise Town Council on the progress made on meeting the civic center mandate and on maintenance of the facility complete with recommendations on improvements in both areas of responsibility, namely on mandate and

capital maintenance through an annual presentation each June in consultation with the Civic Center Manager and will do so through a report to Town Council in open session.

The Civic Center Advising Commission in concert with the Civic Center Manager will present the civic center's operating budget for the subsequent fiscal year to Town Council in October of each year complete with plans for generating revenues.

The Civic Center Advising Commission in concert with the Civic Center Manager will also present the civic center's capital budget to Town Council each year at the time of presenting the civic center's operating budget.

The Civic Center Advising Commission will carry out its duties and responsibilities in an equitable and transparent manner and without conflict of interest in respect to any particular user group or citizen.

Authority – Civic Center Advising Commission: The members of the Civic Center Advising Commission will not have authority over the Civic Center manager. Consistent with the By-law respecting the office of the Chief Administrative Officer the Civic Center Manager will report to directly to the Chief Administrative Officer. The Civic Center Manager is required to advise, consult and receive feedback from the Civic Center Advising Commission prior to final agreements associated with special events and the financial decisions resulting. Regardless, the Civic Center Manager will have full decision making authority following the Civic Center Advising Commission input.

Civic Center Advisory Board Composition: The Civic Center Advising Commission will consist of five (5) members, both male and female, holding board/governance skills and possessing professional and business skills in the matters most important to the civic center including:

- Real estate/property development and management.
- Law.
- Accounting/banking/ financial services/ and insurance.
- Recreational and social development leadership.
- Working with government.

Term of Office: Civic Center Advising Commission members are appointed for a term of three years and are eligible for re-appointment to a second term of three years.

Town Council will appoint a chairperson who will hold office for three years and who will be eligible for re-appointment for a second term of three years.

The appointed chairperson may only be removed by unanimous vote of the entire Town Council inclusive of Mayor and Councillors.

All other members of the Civic Center Advising Commission are appointed for a term of three years and may be re-appointed for a second term of three years.

All other members of the Civic Center Advising Commission may only be removed from office upon a 2/3rds vote of Town Council within a two week time frame at the end of the six month probationary period immediately following initial appointment to the Civic Center Advising Commission or for matters arising from conflict of interest including failure to disclose such conflict of interest thereby impeding the equitable and transparent operation of the Town of St. Stephen Garcelon Civic Center at any time during their term of appointment.

All other members of the Civic Center Advising Commission may only be removed at the end of the six month probationary period and in the manner described above for demonstrated lack of commitment due to absence, unpreparedness for meetings, or for lack of follow-up on commitments made to commission colleagues on business matters affecting the efficient operation of the commission. Notification of such must be made to Town Council and acted upon by Town Council within the two week timeframe denoted above.

Conflict of interest includes any manner in which the appointed member of the Civic Center Advising Commission or any member of their family stands to gain monetarily from a decision made by the Commission or in any matter affecting a user or user group in which the commission member has a specific interest either directly or indirectly through family relationships.

Members of the Civic Center Advising Commission intending to resign must provide two months written notice of their intention to Town Council.

Town Council will appoint an individual who will hold office for the remainder of the term of an individual who dies, resigns, vacates, or is removed from office. Individuals so appointed may be re-appointed for a second term of three years.

Quorum: The quorum for a meeting shall be all five members of the Civic Center Advising Commission.