

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, APRIL 22, 2013 @ 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; Chief Administrative Officer/Development Officer John Ferguson; and, Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth
Seconded by Councillor Maxwell

85/13

THAT the Agenda be approved with one addition: St. Stephen Substandard Properties Appeal Committee – Alternate French Speaking Members be added as 14(f), with the remaining motions re-lettered accordingly under NEW BUSINESS.

CARRIED

4. CONFLICT OF INTEREST

Deputy Mayor Ames declared a conflict of interest on 14(d), (e) and (f) under NEW BUSINESS and left Council Chambers at 7:22 p.m. and returned at 7:25 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

(a) 70th Anniversary of the Battle of the Atlantic – Proclamation

Mayor Quartermain proclaimed that Sunday, May 5, 2013 marks the 70th Anniversary of the Battle of the Atlantic:

WHEREAS the Battle of the Atlantic was the longest running battle of the Second World War and represents the outstanding contribution that Canadians make to the war effort; answering their nation's call during its time of greatest need to fight for the rights and freedoms of all Canadians;

WHEREAS May, 1943, was considered the pinnacle and turning point in favour of the allies in the Battle of the Atlantic and is commemorated by Canada's navy, merchant navy, air force and other Veterans on the first Sunday in May;

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WHEREAS this year, 2013, Sunday, May 5th, marks the 70th Anniversary of the turning point of the Battle of the Atlantic;

NOW THEREFORE in recognition of the 70th Anniversary of the Battle of the Atlantic, I, John Quartermain, Mayor, hereby proclaim that on this Monday, April 22nd 2013, the citizens of the Town of St. Stephen pause to honour the significant achievement of Canada's Second World War Veterans at the Battle of the Atlantic, and to recognize all those who served in Canada's Forces in times of armed conflict and in peace.

(b) May – Community Pride Month - Proclamation

Mayor Quartermain proclaimed the month of May 2013 to be 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

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 2013 to be Community Pride Month.

(c) Disability Awareness Week - Proclamation

Mayor Quartermain proclaimed the week of May 26 – June 1, 2013 to be 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

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

“Ready and Able to Work”;

NOW THEREFORE BE IT KNOWN THAT I, John Quartermain, 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, May 26th to June 1st, 2013.

(d) Immunization Awareness Week – Proclamation

Mayor Quartermain proclaimed the week of April 20 - 27, 2013 to be Immunization Awareness Week:

WHEREAS

Immunize Canada, composed of:

- Association of Medical Microbiology and Infectious Disease Canada
- Canadian Association of Chain Drug Stores
- Canadian Center for Vaccinology
- Canadian Diabetes Association
- Canadian Geriatric Society
- Canadian Gerontological Nursing Association
- Canadian Institute of Child Health
- Canadian Lung Association
- Canadian Medical Association
- Canadian Nurses Association
- Canadian Nursing Coalition for Immunization
- Canadian Paediatric Society
- Canadian Pharmacists Association

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Canadian Public Health Association
College of Family Physicians of Canada
Community and Hospital Infection Control Association
Council of Chief Medical Officers of Canada
Heart and Stroke Foundation of Canada
Meningitis Research Foundation of Canada
Polio Canada
Society of Obstetricians and Gynaecologists of Canada
Victorian Order of Nurses
Public Health Agency of Canada
Public Health Ontario
First Nations and Inuit Health Branch – Health Canada

has identified immunization in Canada as an important public health measure for all Canadians;

AND WHEREAS Parents and health care providers in every community have a responsibility to ensure that children are immunized on time and receive the full schedule of vaccinations required to protect them from serious diseases;

AND WHEREAS A week profiling the importance of immunization in Canada would increase public awareness that many diseases are effectively and safely controlled by immunization, thereby reducing the burden of illness in our communities;

AND WHEREAS Immunization is considered to be the most cost-beneficial health intervention and one of the few that systematically demonstrates far more benefits than costs;

AND WHEREAS Canada is joining other countries around the world to encourage childhood immunization around World Immunization Week, sponsored by the World Health Organization,

NOW, I, John Quartermain

MAYOR of the Town of St. Stephen, New Brunswick

DO HEREBY PROCLAIM the week of April 20 – 27, 2013 Immunization Awareness Week.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

86/13 **THAT** the Minutes of the Regular Council meeting held on March 25, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern
Seconded by Councillor Harding

87/13 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to March 31, 2013 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell
Seconded by Councillor Harding

88/13 **THAT** the paid bills in the amount of \$714,189.14 (seven hundred and fourteen thousand, one hundred and eighty-nine dollars and fourteen cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

89/13 **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 Harding
Seconded by Councillor Maxwell

90/13 **THAT** the Minutes of the Committee of Council meeting held on April 3, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor MacDonald
Seconded by Councillor Maxwell

- 91/13 **THAT** the Minutes of the Committees meeting – Finance and Administration; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Public Works held on April 10, 2013 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Harding
Seconded by Councillor Booth

- 92/13 **THAT** the Minutes of the Planning Advisory Committee meeting held on February 25, 2013 be accepted. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

- 93/13 **THAT** the following staff reports for the month of March 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

BY-LAW NO. S-12.1 – “A BY-LAW TO AMEND BY-LAW NO. S-12, BEING A BY-LAW RESPECTING DANGEROUS OR UNSIGHTLY PREMISES” – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 94/13 **THAT** By-Law No. S-12.1 – “A By-Law to Amend By-Law No. S-12 , being a By-Law Respecting Dangerous or Unsightly Premises” – be given First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

- 95/13 **THAT** the Royal Canadian Mounted Police (RCMP) March 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TEMPORARY PARTIAL SUSPENSION - BY-LAW NO. A-8 – A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

- 96/13 **WHEREAS** Mayor and Council intend to administer by “committee of the whole” the recommendation and selection process of hiring a manager for the Garcelon Civic Center which is presently under construction;

AND WHEREAS the Town of St. Stephen’s By-Law No. A-8, “A By-Law Respecting the Duties and Powers of the Chief Administrative Officer”, assigns the following authority and responsibility to the office of the Chief Administrative Officer (CAO) under Sections 4(1), 4(5), 5(2)(b) and 5(5):

Council and chief administrative officer relationship

4(1) The chief administrative officer is the head of the administrative branch of the government of the town and is responsible to the council for the proper administration of the affairs of the town in accordance with applicable legislation, the by-laws of the town and the policies and resolutions adopted by the council.

4(5) No member of the council, committee or member of a committee established by the council shall instruct or give direction to, either publicly or privately, an employee of the town.

5(2) The chief administrative officer shall

(b) recommend to the council the appointment, employment, suspension or dismissal of any employee and, in situations where considered prudent and necessary by the chief administrative officer, take action to employ or suspend an employee without seeking prior approval of the council, but such action shall be reported to the council as soon as practical, and if two-thirds of the whole council vote in favor, the council may review and take such action as it deems appropriate;

5(5) If a provision of this by-law conflicts with or is inconsistent with a provision of any other municipal by-law, this by-law prevails.

[emphasis added]

AND WHEREAS it is necessary in this instance for Council to temporarily relieve the authority and responsibility granted in that CAO By-Law No. A-8 specific only to the “recommendation” for the hiring of the manager for the Garcelon Civic Center;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Council for the Town of St. Stephen hereby temporarily suspends the authority and responsibility contained in the CAO By-Law No. A-8, “A By-Law Respecting the Duties and Powers of the Chief Administrative Officer”, specific only to the authority and responsibility of the CAO under Sections 4(1), 4(5), 5(2)(b) and 5(5) to recommend to Council such individual to fill the position of manager for the Garcelon Civic Center.
2. The CAO By-Law No. A-8 otherwise remains intact with full authority in respect to any and all duties, responsibilities and powers assigned to the office of the CAO.
3. The temporary suspension of the authority and responsibility of the CAO under Sections 4(1), 4(5), 5(2)(b) and 5(5) of the CAO By-Law No. A-8 granted pursuant to this resolution ends effective immediately following the final recommendation of a manager for the Garcelon Civic Center with no further resolutions required by the Council for the Town of St. Stephen in respect to this temporary suspension.

CARRIED

VOLUNTEER FIREFIGHTER POSITIONS

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

97/13

THAT the Fire Chief’s recommendation to recruit Chris Linton, Brandon Berriault, Leslie Brace, Devin Marshall and Joe Moffatt, Jr. as volunteer firefighters subject to successful completion of the appropriate testing during a six month probationary period be accepted. **CARRIED**

RESCINDING OF RESOLUTION (ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE)

Moved by Councillor Booth

Seconded by Councillor Harding

98/13 **THAT** Resolution # 29/13 as stated in the Minutes of January 28, 2013, which reads

THAT the Council of the Town of St. Stephen appoints the following five (5) members to form the Town's Substandard Properties Appeal Committee for a term of three (3) years commencing February 1, 2013 and expiring January 31, 2016:

- 1) David R. Ames, Q.C. (Chairperson)
- 2) Councillor Mike Booth
- 3) Councillor Jim Maxwell
- 4) Councillor Debbie MacDonald
- 5) Councillor Marg Harding

AND FURTHER THAT the Council of the Town of St. Stephen appoints David A. Bartlett, Solicitor, to be the alternative member who shall act as Chairperson in the absence of the Chairperson for the same term as noted above. **CARRIED**

be rescinded immediately. **CARRIED**

ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE

Moved by Councillor Booth

Seconded by Councillor Harding

99/13 **THAT** the Council of the Town of St. Stephen appoints the following five (5) members to form the Town's Substandard Properties Appeal Committee for a term of three (3) years commencing May 1, 2013 and expiring April 30, 2016:

- 1) David R. Ames, Q.C. (Chairperson)
- 2) Councillor Mike Booth
- 3) Councillor Jim Maxwell
- 4) Councillor Debbie MacDonald
- 5) Councillor Marg Harding

AND FURTHER THAT the Council of the Town of St. Stephen appoints David A. Bartlett, Solicitor, to be the alternative member who shall act as Chairperson in the absence of the Chairperson for the same term as noted above. **CARRIED**

**ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE –
ALTERNATE FRENCH SPEAKING MEMBERS**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 100/13** **THAT** the Council of the Town of St. Stephen appoints the following five (5) French speaking individuals to act as alternate members of the Town's Substandard Properties Appeal Committee, in the event an appellant exercises his or her right to be heard in French, for a term of three (3) years commencing May 1, 2013 and expiring April 30, 2016:

- 1) Jean-Yves Bernard (Chairperson)
- 2) Carole Noël
- 3) André Levesque
- 4) Derek O'Brien
- 5) Natalie Hart

CARRIED

**OUT-OF-PROVINCE TRAVEL: ASSISTANT DIRECTOR, PARKS, RECREATION
AND PROPERTY MANAGEMENT**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 101/13** **THAT** the Council of the Town of St. Stephen retroactively approves the attendance of the Assistant Director, Parks, Recreation and Property Management, at a "Swim for Life" Symposium organized by the Lifesaving Society in Halifax, Nova Scotia, on April 19, 2013. **CARRIED**

APPROVAL OF ST. STEPHEN DEVELOPMENT BOARD EVENTS

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

- 102/13** **THAT** the Council of the Town of St. Stephen grants permission to the St. Stephen Development Board to hold the following four (4) events:

- Town Pride Challenge for Community Pride Month: Thursday, May 9, 2013 from 9:00 a.m. – 1:00 p.m. - "Home Base" at the St. Croix Courier parking lot.
- 1st Annual Town Wide Yard Sale: Saturday, May 25, 2013 from 8:30 a.m. – 1:00 p.m.
- Canada Day Celebrations: Monday, July 1, 2013 from 11:00 a.m. – 3:00 p.m. at the Town Square and the waterfront up to and including the first Visitor Information Centre driveway.
- Summer Musical Concert Series: Thursday evenings (July 11 – August 1, 2013) from 6:30 p.m. – 8:30 p.m. at the David Alison Ganong Chocolate Park. **CARRIED**

PUBLIC WORKS DEPARTMENT - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 103/13** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and imagewear, a division of Mark's, in order to process any future purchases of the Public Works Department from the said company. **CARRIED**

JOB DESCRIPTION – MANAGER – THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

- 104/13** **THAT** the Council of the Town of St. Stephen approves the following Job Description for the position of Manager, Town of St. Stephen’s Garcelon Civic Center:

JOB DESCRIPTION

MANAGER – TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER

PRIMARY ROLE

THE MANAGER OF THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER IS RESPONSIBLE FOR THE DELIVERY OF ALL SERVICES, PROGRAMS, AND EVENTS THAT WILL BE OFFERED AT THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER.

DUTIES AND RESPONSIBILITIES

IN ACCORDANCE WITH A-9 A BY-LAW RESPECTING THE ADVISING COMMISSION OF THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER PREPARE THE ANNUAL OPERATING BUDGET, ENSURING THAT THE BUDGET IS ADMINISTERED IN ACCORDANCE WITH FISCAL POLICIES AND ANY OTHER TOWN BY-LAW.

SUPERVISE AND DIRECT ALL UNIONIZED AND NON-UNIONIZED STAFF ATTACHED TO CIVIC CENTER AND ALL OPERATIONS WITHIN THE FACILITY. THESE DUTIES INCLUDE RECOMMENDATIONS ON HIRING, STAFF SCHEDULING, TRAINING, PERFORMANCE APPRAISAL AND DISCIPLINE. THE MANAGER WILL ENSURE ALL NEW BRUNSWICK WORK PLACE HEALTH AND SAFETY PROGRAMS AND PROCEDURES ARE IMPLEMENTED AND FOLLOWED.

DEVELOP AND RECOMMEND POLICIES AND PROCEDURES GOVERNING THE OPERATION OF THE CIVIC CENTRE. THE MANAGER WILL BE IN CHARGE OF THE COORDINATION, PLANNING AND NEGOTIATING OF ALL FACILITY USES, CONTRACTS, AND APPLICABLE FEES IN RESEPECT TO ALL:

CONCERTS, CONFERENCES, TRADESHOWS, FESTIVALS, SPECIAL AND ENTERTAINMENT EVENTS HOSTED AT THE FACILITY.

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WORK CLOSELY WITH THE CAO, TOWN STAFF, ORGANIZED RECREATIONAL USERS, AND AGENCIES INVOLVED WITH VOLUNTEER ORGANIZATIONS. FOSTER COMMUNITY DEVELOPMENT WITHIN THE COMMUNITY TO ENSURE VOLUNTEER SUPPORT FOR HOSTING EVENTS.

WORK WITH UNIONIZED STAFF IN ACCORDANCE WITH PROVISIONS OF THE COLLECTIVE AGREEMENT.

DEVELOP POLICIES AND PROCEDURES IN CONJUNCTION WITH THE SCHEDULING OF MULTIPLE SPORT, RECREATION, ART AND CULTURAL GROUPS – INCLUDING THE PROVISIONS FOR INTER-EVENT USE AND CONFLICTS.

COORDINATE COMPLEX SCHEDULING THAT MAY INVOLVE THE REMOVAL AND REINSTATEMENT OF THE ICE SURFACE.

MANAGE THE OPERATION FOR ALL COMMUNITY USE OF THE FACILITY IN ACCORDANCE WITH THE REQUIREMENTS OF THE FEDERAL GOVERNMENTS CONTRIBUTION AGREEMENT AND REVENUE CANADA REQUIREMENTS FOR MUNICIPALITIES WHO REGISTER ONE HUNDRED PERCENT FOR HST REIMBURSEMENT.

DEVELOP AND RECOMMEND A USER FEE STRUCTURE FOR DAILY, MONTHLY AND ANNUAL USER FEES, INCLUDING FULL AND PARTIAL MEMBERSHIPS FOR YOUTH, ADULT, SENIOR AND FAMILY TYPE MEMBERSHIPS.

ESTABLISH THE NECESSARY MECHANISMS FOR TICKET AND MEMBERSHIP RECEIVABLES INCLUDING THE BOOK KEEPING AND SERVICE AGREEMENTS FOR ACCOUNTING.

PREPARE AND RECOMMEND SERVICE AGREEMENTS WITH LOCAL TRADE PROFESSIONALS TO ENSURE PROMPT MAINTENANCE AND REPAIR OF ALL PLUMBING, MECHANICAL AND ELECTRICAL COMPONENTS FOR THE CHILLING, HEATING AND ELECTRICAL SYSTEMS, INCLUDING HEAT PUMPS, ELECTRIC/GAS BOILERS, HVAC AND AIR-EXCHANGE SYSTEMS.

ENSURE THAT THE REGULAR OPERATIONS AND PROGRAMS OF THE FACILITY ARE CARRIED OUT IN ACCORDANCE WITH POLICIES AND BY-LAWS ESTABLISHED BY COUNCIL. IN GENERAL, THE REGULAR OPERATIONS INCLUDE THE MAINTENANCE, UPGRADING AND PROPER OPERATION OF ALL FACILITY COMPONENTS AND EQUIPMENT. THE MANAGER WILL DEPLOY STAFF AND OTHER RESOURCES BASED ON A MINIMUM REQUIREMENT IN ORDER ENSURE THAT ALL ASPECTS OF FACILITY AND SERVICES ARE MET ACCORDING TO INDUSTRY AND SAFETY STANDARDS.

And

SUCH OTHER DUTIES AND RESPONSIBILITIES RELATING TO THE OPERATION AND MAINTENANCE OF THE CIVIC CENTRE WHICH ARE ESTABLISHED BY COUNCIL AND ASSIGNED BY THE CHIEF ADMINISTRATIVE OFFICER.

DESIRED QUALIFICATIONS:

- SENIOR MANAGEMENT EXPERIENCE IN A MUNICIPAL SETTING, OR EQUIVALENT SENIOR LEADERSHIP EXPERIENCE WITH A COMPLEX AND DIVERSE ORGANIZATION
- POST-SECONDARY EDUCATION RELATED TO FACILITY AND SPORT ADMINISTRATION
- ETHICAL HABITS AND WELL RESPECTED AMONG PEERS
- DEMONSTRATED VISIONARY LEADERSHIP WITH THE ABILITY TO MOTIVATE AND ENABLE OTHERS IN THE WORK PLACE
- COMMITMENT TO EXCELLENCE IN THE DELIVERY OF SERVICE TO THE PUBLIC.
- CREATIVE AND ACCOUNTABLE
- EXCELLENT COMMUNICATION SKILLS; VERBAL , WRITTEN AND PRESENTATION
- ABILITY TO ESTABLISH EFFECTIVE PARTNERSHIPS AND BUILD STRONG RELATIONSHIPS
- STRONG PROBLEM SOLVING SKILLS
- THE ABILITY TO HANDLE MANY CHALLENGES AND TASKS WHILE UNDER HIGH PRESSURE AND STRESSFUL CONDITIONS
- EXPERIENCE WITH LOCAL, REGIONAL, PROVINCIAL AND NATIONAL GOVERNING BODIES FOR ALL PUBLIC, PRIVATE AND NOT-FOR-PROFIT ORGANIZATIONS.
- EXPERIENCE IN PROMOTION AND MARKETING WITH THE ABILITY TO DEVELOP AND IMPLEMENT A MARKETING PLAN FOR THE CIVIC CENTRE.
- MANAGING EXPERIENCE IN A UNION ENVIRONMENT
- BASIC KNOWLEDGE OF COMPUTER SOFTWARE AND OPERATING PROGRAMS THAT REGULATE THE KUBE SYSTEM FOR MAKING ICE.
- BASIC KNOWLEDGE OF THE INTER-CONNECTIVITY ASSOCIATED WITH REFRIGERATION AND HEATING SYSYEMS. THIS WILL REQUIRE OPERATIONAL AWARENESS OF:
 - *THE KUBE SYSTEM INCLUDING; HEAT PUMP OPERATION AND USE THAT IS BASED ON ENERGY EFFIENCY TECHNIQUES SUPPORTED BY EITHER ELECTRICITY OR NATURAL GAS.*
 - *THE SWIMMING POOL INCLUDING; METHOD OF CHLORINATION, FILTRATION AND CLEANING.*

REPORTING RELATIONSHIPS:

THE MANAGER WILL REPORT TO AND TAKE DIRECTION FROM COUNCIL, THROUGH THE CHIEF ADMINISTRATIVE OFFICER.

HOURS OF WORK:

REGULAR WORK HOURS WILL BE 9:00 AM TO 5:00 PM, MONDAY TO FRIDAY. DUE TO THE NATURE OF THE POSITION; EVENING AND WEEKEND WORK IS ANTICIPATED. THIS DEMAND ON THE MANAGEMENT FUNCTION IS EXPECTED FOR WORK OF THIS NATURE SO THAT ADEQUATE OVERSIGHT AND RESPONSE IS PROVIDED TO ALL PROGRAMS AND SERVICES.

REMUNERATION:

THE MANAGER WILL RECEIVE REMUNERATION IN ACCORDANCE WITH THEIR EDUCATION AND EXPERIENCE AND BE SUBJECT TO A PAY SCALE APPROVED BY THE ST. STEPHEN TOWN COUNCIL.

PROBATIONARY PERIOD:

AN INITIAL PROBATIONARY PERIOD OF SIX MONTHS AT THE COMMENCEMENT OF ALL OPERATIONS IS ESTABLISHED. **CARRIED**

BUILDING INSPECTION SERVICES – THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER

Moved by Councillor Booth

Seconded by Councillor Maxwell

105/13

THAT the Council of the Town of St. Stephen authorizes the unbudgeted expenditure of \$2,500.00 (two thousand, five hundred dollars), plus HST, to Johnson Engineered Solutions Limited of Saint John, NB, for building inspection services with respect to the Garcelon Civic Center.

AND FURTHER THAT the Treasurer is authorized to redirect amounts budgeted and any future related amounts as previously directed to him in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on Wednesday, April 10, 2013. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended International Festival meetings.
- Received many emails and phone calls from constituents with respect to concerns.
- Met with someone who supports the potential airport expansion.
- Had meetings with people on ideas of how to recognize citizens.

Councillor MacEachern

- Attended the Chamber After Hours at the Boys and Girls Club.
- Attended a Growth Imitative meeting at Humphreys’ Funeral Home.
- Received many emails and phone calls from constituents with respect to concerns.

Councillor Harding

- Very glad people are expressing support for an expansion of the airport runway as she has pressed for this for a number of years.
- Commended the Public Works Department for an excellent job on the streets this winter.

Councillor Booth

- Attended a Planning Advisory Committee meeting.
- Attended a St. Stephen Development Board meeting.
- Met with Doug Dougherty with respect to the Charlotte County Museum.
- Attended a Growth Initiative meeting at Humphreys' Funeral Home.

Councillor MacDonald

- Attended a Communities in Bloom meeting.
- Attended Civic Center meetings and a tour of the site.
- Attended various Town meetings.
- Attended a Growth Initiative meeting at Humphreys' Funeral Home.

Councillor Maxwell

- Attended various Town meetings.
- Thanked Councillor Harding and agreed with her compliment to the Public Works Department for an excellent job once again on the streets this winter.

Mayor Quartermain

- Attended many meetings.
- Agreed with Councillor Harding's and Councillor Maxwell's compliments to the Public Works Department and stated his appreciation that the streets are well-maintained.

16. QUESTION PERIOD

Doug Hansen, a former Mayor, questioned whether or not the Town has a list of streets scheduled to be paved, as he stated the winter was hard on various streets, and in particular, he is concerned with the condition of Prince William Street.

Councillor Maxwell, as Chair of the Public Works Committee, advised that the Public Works Department does have a list in place covering the next several years.

The CAO advised that through the new Public Sector Accounting Board principles, all infrastructure is being evaluated and streets will be prioritized according to the condition. He further stated that there is a possibility that some gas tax money may be available for street rehabilitation.

Kathy Bockus, reporter with the *Saint Croix Courier*, asked the following questions:

- Has the Town received any responses to the ad for the Civic Center Manager? The Mayor stated that the Town has received responses.
- Why the CAO By-Law was being temporarily suspended? The CAO advised that since Council chose to administer by committee of the whole the recommendation and selection process of hiring the Manager for the Civic Center, then the by-law would be in contradiction if not temporarily suspended since he cannot recommend as part of the process.
- Why building inspection services from Saint John? The Mayor advised that the Town's building inspector is qualified to a certain level and due to the size of the Civic Center project, a more qualified building inspector will be required from time to time.
- Is the clothing contract new? The CAO advised that the company has been used in the past and it no longer accepts purchase orders, so therefore a credit application is required to be signed to enable future purchases.
- Who picked the colours for the Civic Center seats? Councillor MacDonald advised that after discussion at a site visit, which included Pat Garcelon and Diane Ganong, it was decided to choose green and marigold.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Maxwell

Seconded by Deputy Mayor Ames

106/13 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss a financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

RECESS – CLOSED SESSION

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

107/13 **THAT** the Council of the Town of St. Stephen agree to recess briefly from its closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

RESUME – CLOSED SESSION

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

108/13 **THAT** the Council of the Town of St. Stephen agree to resume its closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

18. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Booth
Seconded by Councillor Harding

109/13 **THAT** the meeting adjourn at 8:20 p.m. **CARRIED**



Mayor



Town Clerk