

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 25, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Mike Booth, Debbie MacDonald and Jim Maxwell (left the meeting at 7:15 p.m.); and Town Clerk Joan Flewelling.

ABSENT: Councillor Marg Harding.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth

Seconded by Councillor Maxwell

229/14 **THAT** the Agenda be approved with one (1) addition: The Town of St. Stephen's Garcelon Civic Center – Payment Solutions Provider be added as 14. (m) under **NEW BUSINESS. CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

230/14 **THAT** the Minutes of the Regular Council meeting held on July 28, 2014 be approved as circulated. **CARRIED**

**MINUTES
REGULAR COUNCIL
AUGUST 25, 2014**

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SPECIAL COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

231/14 **THAT** the Minutes of the Special Council meeting held on August 20, 2014 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacDonald
Seconded by Councillor Booth

232/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2014 be received.
CARRIED

PAID BILLS

Moved by Councillor Booth
Seconded by Councillor MacDonald

233/14 **THAT** the paid bills in the amount of \$1,990,104.46 (one million, nine hundred and ninety thousand, one hundred and four dollars and forty-six cents) be received.
CARRIED

9. **COMMUNICATIONS**

No communications.

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Maxwell
Seconded by Councillor Booth

234/14 **THAT** the Minutes of the Committee of Council meeting held on July 28, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

235/14 **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 August 13, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Booth

Seconded by Councillor MacEachern

236/14 **THAT** the following staff reports for the month of July 2014 be adopted: Finance Department; Public Works 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 MacEachern

Seconded by Councillor Maxwell

237/14 **THAT** the Royal Canadian Mounted Police (RCMP) July 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

JOB PROMOTION POLICY FOR THE FIRE DEPARTMENT

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

238/14 **THAT** the Council of the Town of St. Stephen approves the Job Promotion Policy for the Fire Department No. 21 – A(2) attached. **CARRIED**

DONATION – ST. CROIX INTERNATIONAL QUILTERS

Moved by Councillor Booth

Seconded by Councillor MacEachern

239/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$100.00 (one hundred dollars) to the St. Croix International Quilters as a sponsor of its upcoming quilt show which proceeds assist various charities. **CARRIED**

CHANGE OF DATE: SEPTEMBER 2014 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 240/14 **THAT** the Council of the Town of St. Stephen changes the date of the September Regular Town Council Meeting from the fourth (4th) Monday, 22nd day of September, 2014 at 7:00 p.m., to the third (3rd) Monday, 15th day of September, 2014 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – BANK ACCOUNT

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 241/14 **THAT** the Council of the Town of St. Stephen accepts the recommendation of the Town Treasurer as outlined in his Memo dated August 11, 2014, and presented to Council at its closed session on August 13, 2014 as per Section 10.2(4)(c) of the NB *Municipalities Act* for the established Scotiabank General Capital Reserve Fund bank account be changed to a General Operating Fund bank account for the use of The Town of St. Stephen's Garcelon Civic Center. **CARRIED**

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

Moved by Councillor MacDonald

Seconded by Deputy Mayor Ames

- 242/14 **THAT** of the two (2) proposals received, the lowest proposal of \$38,955.00 (thirty-eight thousand, nine hundred and fifty-five dollars), plus HST, from Hatt Enterprises (2010) Ltd., doing business as Classic Woodworking of Oak Bay, NB, to supply and install upper and lower cabinets in Rooms 033 and 211 at the Garcelon Civic Center, 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**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 243/14 **THAT** the amount of \$90,212.00 (ninety thousand, two hundred and twelve dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses. **CARRIED**

EXECUTION OF REVISED LEASE – CYNTHIA FOSTER

Moved by Councillor Booth
Seconded by Deputy Mayor Ames

244/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating March 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease 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 the revised lease between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating February 28, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF REVISED LEASE – 658850 N.B. LTD.

Moved by Councillor MacDonald
Seconded by Councillor Booth

245/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and 658850 N.B. Ltd, doing business as Miss D's Convenience Center (2012), for a period of ten (10) years retroactive to March 1, 2014 and terminating March 1, 2024, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease 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 the revised lease between the Town and 658850 N.B. Ltd., doing business as Miss D's Convenience Center (2012), for a period of ten (10) years retroactive to March 1, 2014 and terminating February 29, 2024, plus five (5) years renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF REVISED LEASE – WANDA SCOTT

Moved by Councillor MacDonald
Seconded by Councillor MacEachern

246/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Wanda Scott, doing business as The Talk of the Town, for a period of one (1) year retroactive to March 1, 2014 and terminating March 1, 2015, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease 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 the revised lease between the Town and Wanda Scott, doing business as The Talk of the Town, for a period of one (1) year retroactive to March 1, 2014 and terminating February 28, 2015, plus one (1) year renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF REVISED LEASE – MOVING FORWARD FOR BETTER INC.

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

247/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Tammy Cooke, doing business as Moving Forward For Better Inc., for a period of five (5) years retroactive to June 1, 2014 and terminating June 1, 2019, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease 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 the revised lease between the Town and Moving Forward For Better Inc., for a period of five (5) years retroactive to June 1, 2014 and terminating May 31, 2019, plus three (3) years renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

**AWARDING OF REQUEST FOR QUOTATION: SANITARY SEWER
OVERFLOW – BUDD AVENUE – PROJECT NO. 13-8513**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 248/14 **THAT** the quoted price of \$48,750.00 (forty-eight thousand, seven hundred and fifty dollars), including HST, being the only quote received, from Southwest Concrete & Const. Ltd. of St. Stephen, NB for the installation of a sewer overflow chamber on Budd Avenue be accepted. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – PAYMENT
SOLUTIONS PROVIDER**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 249/14 **THAT** the Council of the Town of St. Stephen authorizes the Garcelon Civic Center Manager to review proposals and to make a recommendation to the Acting Chief Administrative Officer and Town Treasurer for the Garcelon Civic Center's payment solutions provider.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the necessary documentation based on the approval of the Acting Chief Administrative Officer and Town Treasurer of the recommendation by the Garcelon Civic Center Manager. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended all Town meetings.
- Attended and participated in the Lumberjack Championship during Chocolate Fest.
- Attended a Charlotte County Alternative Transportation (Charlotte Dial A Ride) board meeting.
- Attended Choctail Hour during Chocolate Fest.
- Attended the opening ceremony of the International Festival and participated in the "Friendship" handshake on the Ferry Point Bridge.
- Thanked Heather Donahue and Clarissa Arsenault for their great work with The Chocolate Fest and International Festival, respectively, along with the many volunteers and donors.

Councillor MacEachern

- Attended the Town hosted reception on the waterfront in Saint John for all the artists involved with Sculpture Saint John.
- Attended a Garcelon Civic Center marketing meeting.
- Attended all Town meetings.

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Councillor Booth

- Attended all Town meetings.
- Back to work from two weeks vacation.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Garcelon Civic Center Opening Events Planning Committee meeting.
- Participated in various interviews for positions at the Garcelon Civic Center.
- Attended Chocolate Fest and International Festival activities.

Mayor Quartermain

- Thanked Heather Donahue, Clarissa Arsenault and Sarah Goulding for their hard work with Chocolate Fest and the International Festival.
- Thanked the summer students for their great work with the parks.
- Thanked the Public Works crew for their tireless efforts with brush clean up, road patching, etc. – a busy summer.

16. QUESTION PERIOD

A resident asked for an update on the hotel and the Mayor suggested he contact Tom MacFarlane.

Another resident asked for clarification on the Garcelon Civic Center – Payment Solutions Provider resolution.

Kathy Bockus, reporter with the *Saint Croix Courier*, questioned where the cabinets for the Civic Center were being installed; asked for more information with respect to the sanitary sewer overflow chamber on Budd Avenue; and asked when the Civic Center would open.

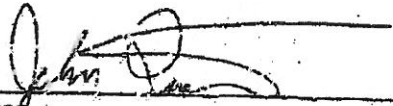
17. ADJOURNMENT

ADJOURNMENT

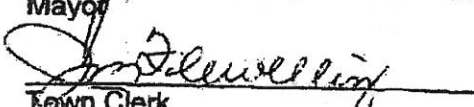
Moved by Councillor Booth

Seconded by Deputy Mayor Ames

250/14 THAT the meeting adjourn at 7:25 p.m. CARRIED



Mayor



Town Clerk



TOWN OF ST. STEPHEN

POLICY

Title: **JOB PROMOTION POLICY
FOR THE
FIRE DEPARTMENT**

Policy No. 21 - A(2)

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Original Effective Date: May 15, 1989

First Amendment Effective Date: May 17, 2004

Second Amendment Effective Date: August 25, 2014

Second Amendment Approved by Council: August 25, 2014

PURPOSE

The purpose of this policy is to outline the guidelines for job promotion within The Town of St. Stephen Fire Department.

1. Job description will be posted on bulletin board for minimum of a two (2) week period. Any firefighter who meets the requirements of the job description may apply, in writing, by submitting a detailed resume.
2. After the closing date has expired, all applications will be checked to ensure that applicant meets criteria of job description for the appropriate position. Any applicant who does not meet this criteria will be notified, in writing, before interviews are held with an explanation of why he/she does not qualify.
3. All applicants who do meet the criteria for the position applied for shall be notified when interviews will be held.
4. If more than one (1) application is received for a particular position, an Interview Board shall be appointed.
5. This Interview Board shall arrange to interview all applicants at a time that is convenient to all parties concerned.

Job Promotion Policy
Fire Department
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6. All applicants shall be scored on an Interview Profile Form. A record of these forms shall be kept on file by the Chair of the Board for at least six (6) months from the time of interview.
7. The successful applicant shall be on a probationary period for a minimum of three (3) months to a maximum of six (6) months.
8. The positions of Fire Chief and Assistant Fire Chief shall be handled by the Chief Administrative Officer or Town Council.
9. The positions of Lieutenants, Captains, Training Officer and Special Events Coordinator shall be handled by the Fire Chief, Assistant Fire Chief and two (2) Chief Officers from the local fire service area.
10. If a conflict of interest should arise, the person in conflict shall excuse himself/herself and another person shall be appointed to the Interview Board.
11. Upon completion of interviews and evaluations, a recommendation shall be made to the Town Council.
12. Upon completion of interviews and evaluations, a list of qualified candidates may be kept on file for a period of one (1) year for future openings, with the possibility of a second (2nd) year if approved by the Town Council.

Approved:


Town Clerk