

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 27, 2015 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell, and Councillor Abby Pond; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth

Seconded by Councillor Harding

171/15

THAT the Agenda be unanimously approved with two (2) additions: Awarding of Tender: Storm and Sanitary Sewer Improvements – Bell Avenue and Todd Street – Project No. 15-1718; and Public Works Department – Water Quality Technician – Job Recommendation be added as 14. (o) and (p) respectively 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 Deputy Mayor MacEachern

Seconded by Councillor Harding

172/15 **THAT** the Minutes of the Regular Council meeting held on June 22, 2015 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor MacDonald

Seconded by Councillor Harding

173/15 **THAT** the Minutes of the Special Council meeting held on July 21, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Pond

Seconded by Councillor Booth

174/15 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2015 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Booth

175/15 **THAT** the paid bills in the amount of \$915,460.07 (nine hundred and fifteen thousand, four hundred and sixty dollars and seven cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding

Seconded by Councillor Pond

176/15 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Harding

- 177/15 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on July 15, 2015 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Maxwell
Seconded by Deputy Mayor MacEachern

- 178/15 **THAT** the Minutes of the Planning Advisory Committee meeting held on April 1, 2015 be accepted. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 179/15 **THAT** the following staff reports for the month of June 2015 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. Z-1.4 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Maxwell
Seconded by Councillor Pond

- 180/15 **THAT** By-Law No. Z-1.4 – "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" – be given Second Reading – Reading in its Entirety. **CARRIED**

BY-LAW NO. Z-1.4 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 181/15 **THAT** By-Law No. Z-1.4 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor Harding

- 182/15 **THAT** the Royal Canadian Mounted Police June 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – GENERAL FUND

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 183/15 **THAT** the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Prince William Street Infrastructure Renewal	\$ 655,000	10 Years
Interim Financing-Prince William Street Infrastructure Renewal	<u>\$ 1,491,000</u>	3 Years
	<u>\$2,146,000</u>	

CARRIED

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – WATER AND SEWERAGE FUND

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

184/15

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Prince William Street Infrastructure Renewal	\$ 276,000	10 Years
Interim Financing- Prince William Street Infrastructure Renewal	<u>\$ 628,000</u>	3 Years
	<u>\$ 904,000</u>	

CARRIED

TOWN GRANT – MILLTOWN ELEMENTARY SCHOOL

Moved by Councillor Booth

Seconded by Councillor Harding

185/15

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$1,000.00 (one thousand dollars) in support of the various programs offered at the Milltown Elementary School. **CARRIED**

AWARDING OF TENDER: 2015 EXTENDED HOE LOADER/BACKHOE – RFQ # TOSS15-04

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

186/15

THAT of the four (4) tenders received, the low tender of \$88,325.00 (eighty-eight thousand, three hundred and twenty-five dollars), plus HST, from Maritime Case Ltd. of Hanwell, NB, for the 2015 extended hoe loader/backhoe be accepted.

AND THAT Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

POTENTIAL TOWN HALL - FORMER TRAIN STATION/VISITOR INFORMATION CENTRE

Moved by Councillor Pond
Seconded by Councillor Maxwell

187/15 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to pay Carol McShane of St. Stephen, NB her fees of \$20.00 (twenty dollars) per hour to complete scale drawings of the former Train Station/Visitor Information Centre and design for potential Town Hall space up to a maximum of \$2,000.00 (two thousand dollars).

AND THAT should the invoice exceed \$2,000.00 (two thousand dollars), the Chief Administrative Officer shall seek further approval by Council. **CARRIED**

VOLUNTEER ATTENDANT - GIDDENS MEMORIAL AIRPORT

Moved by Councillor Harding
Seconded by Councillor Maxwell

188/15 **THAT** the Council of the Town of St. Stephen appoints Mike Smith as the volunteer attendant at the Giddens Memorial Airport, replacing George Laviolette, and directs the Chief Administrative Officer to pay an annual honorarium in the amount of \$5,000.00 (five thousand dollars), paid on a quarterly basis, for his services.

CARRIED

REAR DECK - SOMETHING'S BREWING CAFÉ

Moved by Councillor Booth
Seconded by Councillor Pond

189/15 **THAT** the Council of the Town of St. Stephen grants permission to *Something's Brewing Café* located at 140 Milltown Boulevard to serve alcohol on the rear deck of the café with the following conditions:

- 1) all drinks to remain on the deck at all times;
- 2) no music to be piped outdoors;
- 3) the Town will be relieved of all liabilities;
- 4) area to be kept clean of debris at all times;
- 5) hours of operation no later than 10:00 p.m.;
- 6) approval can be rescinded within 24 hours' notice;
- 7) either party may renegotiate within 24 hours' notice.

AND THAT such permission is required as the deck is located on town-owned property. **CARRIED**

RESIGNATIONS – GARCELON CIVIC CENTER ADVISING COMMISSION

Moved by Councillor Booth

Seconded by Councillor Harding

- 190/15** **THAT** the Council of the Town of St. Stephen accepts the resignations of Kevin Thiessen and Bob Coates as former members of the Garcelon Civic Center Advising Commission.

AND THAT the Council of the Town of St. Stephen directs the Garcelon Civic Center Advising Commission to make recommendations to fill the two (2) vacancies.

CARRIED

DONATION – THE TOWN OF ST. STEPHEN

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 191/15** **THAT** the Council of the Town of St. Stephen accepts the donation in the amount of \$1,063.10 (one thousand, sixty-three dollars and ten cents) from Scotiabank, St. Stephen Branch.

AND THAT the Council of the Town of St. Stephen authorizes, as part owner of Chocolate Festival Inc., a donation to Chocolate Fest in the amount of \$1,063.10 (one thousand, sixty-three dollars and ten cents). **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY HOUSING COUNCIL, INC.

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 192/15** **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Housing Council, Inc. to hold a fundraising road toll at the junction of Queen Street West and Main Street on Friday, September 11, 2015 between the hours of 2:00 p.m. and 6:00 p.m., with an alternate date of Friday, September 18, 2015 between the hours of 2:00 p.m. and 6:00 p.m. **CARRIED**

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 193/15** **THAT** Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term retroactive to July 1, 2015 and expiring June 30, 2016. **CARRIED**

CASUAL CLERK/RECEPTIONIST POSITION

Moved by Councillor Booth
Seconded by Councillor Pond

- 194/15 **THAT** Susan Hastey be offered the temporary casual position of Clerk/Receptionist for the Town of St. Stephen retroactive to June 30, 2015 and as outlined in the letter of offer in the form presented to Council.

AND THAT the Chief Administrative Officer will advertise the casual Clerk/Receptionist position for both the Town Office and the Garcelon Civic Center as Council directed at its closed session on July 15, 2015 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

AMENDMENT TO EMPLOYMENT AGREEMENT – THE TOWN AND DEREK O'BRIEN

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 195/15 **WHEREAS** the Council of the Town of St. Stephen and Derek O'Brien have negotiated an amendment to the Employment 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 Clerk to execute the Amendment to Employment Agreement between The Town of St. Stephen and Derek O'Brien effective July 28, 2015, and in the form of amended agreement presented to Council. **CARRIED**

AWARDING OF TENDER: STORM AND SANITARY SEWER IMPROVEMENTS – BELL AVENUE AND TODD STREET - PROJECT NO. 15-1718

Moved by Councillor Maxwell
Seconded by Councillor MacDonald

- 196/15 **THAT** of the three (3) tenders received, the low tender of \$418,770.00 (four hundred and eighteen thousand, seven hundred and seventy dollars), including HST, from Southwest Concrete & Const. Ltd. of St. Stephen, NB, for the storm and sanitary sewer improvements on Bell Avenue and Todd Street be accepted. **CARRIED**

PUBLIC WORKS DEPARTMENT – WATER QUALITY TECHNICIAN - JOB RECOMMENDATION

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 197/15 **THAT** Derek Morrow be offered the position of Water Quality Technician for the St. Stephen Public Works Department effective August 4, 2015, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Continues to meet with the Mayor and the RCMP Acting Sergeant Jayson Hansen on Monday mornings whenever he is available, and Acting Sergeant Hansen advised that Citizens on Patrol will be leaving notices on vehicle windshields throughout the town recommending people lock their vehicles due to many recent thefts.

Councillor Booth

- Attended all Town meetings.
- Attended a board meeting of the Charlotte County Museum.

Councillor MacDonald

- Participated in interviews for the Operations/Maintenance Coordinator for the Garcelon Civic Center.
- Attended a Parks and Recreation meeting.
- Attended Canada Day celebrations in both St. Stephen and St. Andrews.
- Attended the Business Improvement Area breakfast at the Garcelon Civic Center.
- Attended a Community Health and Wellness Advisory Committee meeting.
- Attended a Garcelon Civic Center Advising Commission meeting.

Councillor Maxwell

- Attended all Town meetings.
- Attended the 25th anniversary open house at The Chocolate Museum.
- Attended a Chocolate Museum Operating Committee meeting.
- Selling tickets on a fundraiser for The Chocolate Museum to help pay for new highway signage and the winner will receive chocolate for a year.
- Participated in interviews for the Water Quality Technician position.
- Attended the Business Improvement Area breakfast at the Garcelon Civic Center.
- Recently celebrated his 50th wedding anniversary.

Councillor Pond

- Absent from a few meetings due to illness.
- Attended the Business Improvement Area breakfast at the Garcelon Civic Center.
- Attended a meeting with respect to Charlotte County transportation.
- As a resident on Boundary Street, attended a picnic which has occurred annually since 1941.

Mayor Quartermain

- Attended the "Show and Shine Antique and Classic Car Show" and thanked Judy Lowery of the Chamber of Commerce and all the many volunteers who made it a successful event.

16. QUESTION PERIOD

Kathy Bockus, reporter with *The Saint Croix Courier*, asked for clarification on the following resolutions:

- (i) Applications to the Municipal Capital Borrowing Board with respect to the Prince William Street project;
- (ii) Casual Clerk/Receptionist Position;
- (iii) Amendment to the Employment Agreement of the Chief Administrative Officer; and
- (iv) Potential Town Hall – Former Train Station/Visitor Information Centre.

17. ADJOURNMENT

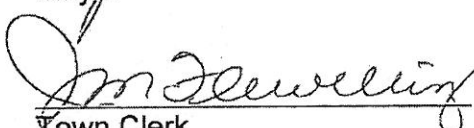
ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Maxwell

198/15 THAT the meeting adjourn at 7:35 p.m. CARRIED



Mayor



Town Clerk