

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, AUGUST 24, 2015 @ 7:00 P.M.**

1. PRAYER

2. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Mike Booth.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

**199/15** **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

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 Pond

**200/15** **THAT** the Minutes of the Regular Council meeting held on July 27, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Maxwell

Seconded by Councillor Harding

201/15 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2015 be received.

**CARRIED**

**PAID BILLS**

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

202/15 **THAT** the paid bills in the amount of \$1,590,818.43 (one million, five hundred and ninety thousand, eight hundred and eighteen dollars and forty-three cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor MacDonald

Seconded by Councillor Harding

203/15 **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 August 12, 2015 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

204/15 **THAT** the Minutes of the Committee of Council meeting held on July 27, 2015 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 205/15** **THAT** the following staff reports for the month of July 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

No by-laws to be considered.

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 206/15** **THAT** the Royal Canadian Mounted Police July 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**DONATION – ST. STEPHEN-MILLTOWN ROTARY CLUB**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 207/15** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$500.00 (five hundred dollars) to the St. Stephen-Milltown Rotary Club as a donation for the building of a gazebo in the David Alison Ganong Chocolate Park. **CARRIED**

**PAVEMENT MARKINGS**

Moved by Councillor Harding

Seconded by Councillor Pond

- 208/15** **THAT** the Council of the Town of St. Stephen accepts the proposal from Maritime Pavement Markings 1997, A Division of Four Seasons Sports Ltd. of Bathurst, NB, for the highway striping operations in the Town of St. Stephen for a three (3) year period commencing in 2016 with the same terms and unit prices as the previous contract. **CARRIED**

**GARCELON CIVIC CENTER AND TOWN OFFICE – STUDENT CUSTOMER SERVICE ATTENDANT - JOB RECOMMENDATION**

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

**209/15** **THAT** Emily Metzger be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center and Town Office effective August 25, 2015 and as outlined in the letter of offer in the form presented to Council.

**AND FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Emily Metzger. **CARRIED**

**GARCELON CIVIC CENTER – USER AGREEMENT – CHARLOTTE COUNTY HOCKEY CLUB INC.**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

**210/15** **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 commencing August 25, 2015 to May 31, 2016, and in the form of agreement presented to Council. **CARRIED**

**GARCELON CIVIC CENTER CANTEEN SERVICES - AMENDMENT TO LICENCE AGREEMENT**

Moved by Councillor MacDonald

Seconded by Councillor Pond

**211/15** **WHEREAS** The Town of St. Stephen provided a Licence Agreement to a company to be incorporated by Lisa Cobham to provide Kitchen, Canteen and Catering Services in the Garcelon Civic Center for a one (1) year term effective November 1, 2014;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Amendment to Licence Agreement between The Town of St. Stephen and a company which will be incorporated and owned by Lisa Cobham, which amends the licence for such party to provide Canteen Services only in the Garcelon Civic Center retroactive to August 1, 2015 and expiring October 31, 2015 on the terms, and as more particularly set out, in the form of Amendment to Licence Agreement presented to Council.

**CARRIED**

**GARCELON CIVIC CENTER ADVISING COMMISSION MEMBER**

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 212/15** **THAT** the Council of the Town of St. Stephen appoints Kathy Helpert as a member of the Garcelon Civic Center Advising Commission, filling one of the two vacancies, effective August 25, 2015 for the remainder of the current term expiring December 31, 2016. **CARRIED**

**GARCELON CIVIC CENTER – KITCHEN PLUMBING**

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

- 213/15** **THAT** the Council of the Town of St. Stephen accepts the proposal from Seldon Smith & Sons Ltd. in the amount of \$13,500.00 (thirteen thousand, five hundred dollars), plus HST, for plumbing services required to rearrange and install plumbing fixtures as outlined on the kitchen floor plan layout at the Garcelon Civic Center.

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

**GARCELON CIVIC CENTER – KITCHEN WORK**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 214/15** **THAT** the Council of the Town of St. Stephen accepts the proposal from A DAY IN LIFE Foodservice Development of Saint John, NB, in the amount of \$4,500.00 (four thousand, five hundred dollars), plus HST, for assistance with the layout and design of the kitchen at the Garcelon Civic Center and related drawings.

**AND THAT** such cost includes assistance with the recommendation and procurement of required kitchen equipment, along with final inspection and commissioning and training of Garcelon Civic Center staff.

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

**GARCELON CIVIC CENTER – ARCHITECTURAL DRAWINGS**

Moved by Councillor MacDonald

Seconded by Councillor Harding

215/15

**THAT** the Council of the Town of St. Stephen accepts the proposal from Architects Four Limited of Moncton, NB, in the amount of \$18,060.00 (eighteen thousand and sixty dollars), plus HST, for preparation of record drawings and construction documents for the Garcelon Civic Center kitchen, including required mechanical and electrical documents, coordination of required mechanical and electrical subtrades, and submission of formal drawings to New Brunswick Technical Inspection Services for plan review.

**AND THAT** Council authorizes the Mayor and Town Clerk to sign proposals from Architects Four Limited for the above-noted service.

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

**AWARDING OF QUOTATION– GARCELON CIVIC CENTER – AQUATIC LIFT**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

216/15

**THAT** of the two (2) quotes received, the low quote of \$8,546.19 (eight thousand, five hundred and forty-six dollars and nineteen cents), including shipping and HST, from Aquam Inc. of Montreal, Quebec, to supply an aquatic lift at the Garcelon Civic Center be approved.

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

**TOWN REPRESENTATIVE – SOUTH WEST NEW BRUNSWICK TRANSIT AUTHORITY INC. BOARD**

Moved by Councillor Harding

Seconded by Councillor MacDonald

217/15

**THAT** the Council of the Town of St. Stephen authorizes that Councillor Abby Pond be the Town's representative to act as a director on the board of the South West New Brunswick Transit Authority Inc. for a one (1) year term effective August 25, 2015. **CARRIED**

**APPROVAL OF EVENT – A & W**

Moved by Councillor Maxwell  
Seconded by Councillor Pond

- 218/15 **THAT** the Council of the Town of St. Stephen grants permission to A & W to hold its “Cruisin’ to End MS” event, which includes music, from 4:00 p.m. – 9:00 p.m. on Thursday, August 27, 2015. **CARRIED**

**SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION – REDIRECTION OF TIPPING FEES**

Moved by Councillor MacDonald  
Seconded by Deputy Mayor MacEachern

- 219/15 **WHEREAS** E. Cummings Contracting Inc. of Woodstock, NB, was awarded the tender for the water transmission main twinning, Route 170 and Valley Road, which included the cost for acid rock removal tipping fees.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the redirection of payment for acid rock removal tipping fees and directs Southwest New Brunswick Service Commission to invoice the Town in the total amount of \$77,012.00 (seventy-seven thousand and twelve dollars). **CARRIED**

**AWARDING OF TENDER: OVERFLOW CULVERTS – TAN HOUSE BROOK AT MILLTOWN BOULEVARD - DILLON PROJECT NO. 15-2138 AND NBDTI PROJECT NO. 15-D007**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Maxwell

- 220/15 **THAT** of the four (4) tenders received, the low tender of \$236,294.00 (two hundred and thirty-six thousand, two hundred and ninety-four dollars), including HST, from Fairville Construction Ltd. of Saint John, NB, for the installation of overflow culverts – Tan House Brook at Milltown Boulevard - be accepted.

**AND THAT** Council authorizes the payment of the Municipal portion of engineering fees and construction costs from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor MacEachern**

- Attended all Town meetings.
- Attended the “Meet and Greet” at the Garcelon Civic Center with Premier Gallant hosted by the Chamber of Commerce.

Councillor Harding

- Attended all Town meetings.
- Glad to see the airplane dropping bait containing the rabies vaccine, a NB Government project to combat rabies in Charlotte County.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Congratulations to the Saints soccer team for winning its 5<sup>th</sup> Provincial title.
- Attended various activities within The Chocolate Fest and the International Homecoming Festival.
- Attended the 2015 Canadian Horseshoe Pitching Championships at the Garcelon Civic Center and thanked Jason Rideout as President of the St. Stephen Horseshoe Pitchers Club for hosting it.
- Attended the Community Visioning Summit at the Garcelon Civic Center and stated that great things should come from it.

Councillor Maxwell

- Attended all Town meetings.
- Attended the St. Stephen-Milltown Rotary Club BBQ, a fundraiser for the bandstand/gazebo project.
- Attended the International Homecoming Festival opening ceremony “handshake” on the Ferry Point Bridge.
- Attended the unveiling of the plaque at the Loyalist Burial Ground donated by the United Empire Loyalists’ Association of Canada – NB Branch.
- Watched the International Homecoming Festival parade.
- Attended the 2015 Canadian Horseshoe Pitching Championships at the Garcelon Civic Center where many local pitchers won medals, and thanked Jason Rideout as President of the St. Stephen Horseshoe Pitchers Club for hosting it.

Councillor Pond

- Attended, with enthusiasm, the Community Visioning Summit at the Garcelon Civic Center.
- Attended numerous events during The Chocolate Fest and the International Homecoming Festival.
- Attended the unveiling of the plaque at the Loyalist Burial Ground donated by the United Empire Loyalists’ Association of Canada – NB Branch.
- Attended all Town meetings.

**MINUTES  
REGULAR COUNCIL  
AUGUST 24, 2015**

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- Attended the "Meet and Greet" at the Garcelon Civic Center with Premier Gallant hosted by the Chamber of Commerce.
- Attended the St. Stephen-Milltown Rotary Club BBQ, a fundraiser for the bandstand/gazebo project.
- Attended a meeting with respect to Charlotte County transportation.
- Attended a meeting with the Chief Administrative Officer to discuss various Planning, Promotion and Tourism items.

Mayor Quartermain

- Thanked the many dedicated volunteers who assist with the numerous community events.
- Thanked the St. Stephen-Milltown Rotary Club for the construction of a bandstand in the David Alison Ganong Chocolate Park.

16. QUESTION PERIOD

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

- (i) Pavement Markings;
- (ii) Garcelon Civic Center Canteen Services – Amendment to Licence Agreement
- (iii) Garcelon Civic Center Kitchen
- (iv) Garcelon Civic Center Aquatic Lift
- (v) Overflow Culverts – Tan House Brook at Milltown Boulevard

17. ADJOURNMENT

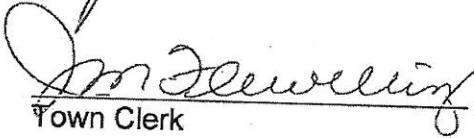
ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Pond

221/15 THAT the meeting adjourn at 7:30 p.m. CARRIED

  
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Mayor

  
\_\_\_\_\_  
Town Clerk