

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 26, 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, and Jim Maxwell; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Abby Pond.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

244/15 **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

(a) Town Employee Retirement - Mayor Quartermain, along with Councillor Maxwell as Chair of the Public Works Committee, presented a plaque to Lawrence Peters recognizing his 11 years of dedicated service with the Town.

(b) Teed Saunders Doyle & Co. – Peter Logan, Auditor, presented the 2014 Audited Financial Statements. He commended the Treasurer and staff for their preparation and the Mayor thanked Mr. Logan for a job well done.

(c) MADD Canada “Project Red Ribbon Day” – Proclamation

Mayor Quartermain proclaimed November 1st, 2015 as “Red Ribbon Campaign Day”:

Whereas:

The effects of impaired driving is the cause of widespread suffering and death in our communities.

**MINUTES
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Whereas:

MADD is taking positive action to reduce disabilities and deaths caused by impaired driving by

- (1) Providing our multimedia presentation to each high school in Charlotte County to educate our youth
- (2) Providing and informing citizens of consequences of impaired driving
- (3) Help within the community by saving lives and supporting victims

Whereas:

MADD Annual Red Ribbon Campaign from November 1st 2015 – January 4th, 2016 to bring extra awareness of impaired driving during the Christmas festivities by planning ahead and having a safe drive home.

Now Therefore:

I, John Quartermain, Mayor of the Town of St. Stephen, hereby proclaims November 1st, 2015 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

245/15 **THAT** the Minutes of the Regular Council meeting held on September 28, 2015 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Harding

246/15 **THAT** the Minutes of the Special Council meeting held on October 14, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

247/15 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2015 be received. **CARRIED**

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3

PAID BILLS

Moved by Councillor Maxwell
Seconded by Councillor Harding

248/15 **THAT** the paid bills in the amount of \$1,273,550.38 (one million, two hundred and seventy-three thousand, five hundred and fifty dollars and thirty-eight cents) be received. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Councillor Booth

249/15 **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

250/15 **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 October 14, 2015 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Maxwell
Seconded by Councillor MacDonald

251/15 **THAT** the Minutes of the Committee of Council meeting held on September 28, 2015 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

252/15 **THAT** the Minutes of the Committee of Council meeting held on October 15, 2015 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETINGS

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 253/15 **THAT** the Minutes of the Planning Advisory Committee meetings held on June 29, 2015 and August 5, 2015 be accepted. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 254/15 **THAT** the following staff reports for the month of September 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. L-10 - "TOWN OF ST.STEPHEN BUILDING BY-LAW" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Booth
Seconded by Councillor Harding

- 255/15 **THAT** leave now be given to introduce a by-law entitled By-Law No. L-10 – "Town of St. Stephen Building By-Law – for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. A-7.10 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Booth
Seconded by Deputy Mayor MacEachern

- 256/15 **THAT** leave now be given to introduce a by-law entitled By-law No. A-7.10 – "A By-law to Amend By-law No. A-7, 'A By-law to Impose a Special Business Improvement Levy'" - for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

2014 AUDIT

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 257/15 **THAT** the 2014 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 258/15 **THAT** the Royal Canadian Mounted Police September 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

DONATION – MADD CHARLOTTE COUNTY

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 259/15 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$150.00 (one hundred and fifty dollars) to MADD Charlotte County as a donation to its Red Ribbon Campaign kickoff fundraiser, which proceeds assist with education to communities within Charlotte County. **CARRIED**

CHANGE OF DATE: DECEMBER 2015 REGULAR TOWN COUNCIL MEETING

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 260/15 **THAT** the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 28th day of December, 2015 at 7:00 p.m., to the third (3rd) Monday, 21st day of December, 2015 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**

GARCELON CIVIC CENTER - NEW BRUNSWICK LIQUOR LICENCE

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 261/15 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to complete the necessary documentation required to apply for a New Brunswick Liquor Licence in the name of the Garcelon Civic Center.

AND THAT the Council authorizes the expenditure of \$1,025.00 (one thousand, twenty-five dollars) to Service New Brunswick in payment of the New Brunswick Liquor Licence Application. **CARRIED**

RENEWAL OF LICENCE AGREEMENT – PRO-SHOP SERVICES

Moved by Councillor Maxwell

Seconded by Councillor Harding

262/15

WHEREAS The Town of St. Stephen (the “Town”) and Robert Dougherty (the “Licensee”) entered into a Licence Agreement for six (6) months which commenced on November 1, 2014 and terminated on April 1, 2015 to provide Pro-Shop Services in the Garcelon Civic Center.

AND WHEREAS the Town and the Licensee have agreed to extend and continue the original Licence Agreement for an additional term of six (6) months commencing November 1, 2015 and terminating on April 1, 2016 with all terms and conditions as stated in the original Licence Agreement to remain.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Renewal of Licence Agreement between The Town of St. Stephen and Robert Dougherty, providing a licence for Robert Dougherty to provide Pro-Shop Services in the Garcelon Civic Center in the form of Renewal of Licence Agreement presented to Council.

CARRIED

GARCELON CIVIC CENTER – STUDENT LIFEGUARD – JOB RECOMMENDATION

Moved by Councillor MacDonald

Seconded by Councillor Harding

263/15

THAT Alexandria Novakowski be offered the position of Student Lifeguard for The Town of St. Stephen’s Garcelon Civic Center effective October 27, 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 Alexandria Novakowski. **CARRIED**

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

264/15

THAT Eliza Casey be offered the position of Casual Lifeguard for The Town of St. Stephen’s Garcelon Civic Center effective October 27, 2015 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

LICENCE AGREEMENT - CONCESSION AND LICENSED BEVERAGE SERVICES – GARCELON CIVIC CENTER (TOSS15-06)

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

265/15

WHEREAS the Chief Administrative Officer and the St. Stephen Curling Club, Limited have negotiated a Licence Agreement which provides a licence from The Town of St. Stephen to the St. Stephen Curling Club, Limited to operate concession and licensed beverage services in the Garcelon Civic Center effective November 1, 2015 and expiring June 30, 2017.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Licence Agreement between The Town of St. Stephen and the St. Stephen Curling Club, Limited to operate concession and licensed beverage services in the Garcelon Civic Center on the terms and as more particularly set out in the form of Licence Agreement presented to Council. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Harding

Seconded by Councillor Maxwell

266/15

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 Hertz Equipment Rental in order to process any future purchases of the Town from the said company. **CARRIED**

LETTER OF INTENT – NORTHAMPTON BREWING COMPANY LTD.

Moved by Councillor Booth

Seconded by Councillor MacDonald

267/15

THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to draft a Letter of Intent to Northampton Brewing Company Ltd. which indicates support, in principle, for the opening of a microbrewery/restaurant in the former train station located at 5 King Street as a result of a business proposal presented at a closed session on October 14, 2015 as per Section 10.2.4(c) of the NB *Municipalities Act*.

AND THAT Council further directs the Chief Administrative Officer to negotiate a lease between The Town of St. Stephen and Northampton Brewing Company Ltd. for review and approval at a future meeting. **CARRIED**

AWARDING OF BID: SOLID WASTE COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 1 (TOSS15-07)

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 268/15** **THAT** the Council of the Town of St. Stephen hereby awards the bid of \$8.19 (eight dollars and nineteen cents) per household, per month, including HST, for Zone 1, as defined in the tender, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 1 for the period November 1, 2015 to October 31, 2018.

AND FURTHER THAT the awarding of this bid is subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in compliance with the Town's By-Law No. S-7, "A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material", and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered. **CARRIED**

DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED – PRINCE WILLIAM STREET INFRASTRUCTURE RENEWAL

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 269/15** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the estimated amount of \$384,000.00 (three hundred and eighty-four thousand dollars), plus HST, for design, tender and construction administration phase services for the proposed renewal of selected infrastructure (water, storm and sanitary sewers) on a 1.3 kilometer section of Prince William Street, contingent on project funding approval from the Municipal Capital Borrowing Board. **CARRIED**

APPROVAL OF EVENTS – ST. STEPHEN COMMUNITY EVENTS OFFICE

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 270/15** **THAT** the Council of the Town of St. Stephen grants permission to the St. Stephen Community Events Office to hold the following two (2) events:
- Holiday Lamppost Decorating Contest – to be held between Wednesday, November 18 and Friday, November 20, 2015 and removed between Saturday, December 26, 2015 and Saturday, January 2, 2016.
 - Santa Claus Parade – to be held on Friday, November 20, 2015 commencing at 6:30 p.m. from the Charlotte Mall and Ganong Bros. Limited parking lots, down King Street to Milltown Boulevard and up Main Street to St. Stephen's University, and some entries will include music. **CARRIED**

TOWN OFFICE – HERITAGE COURT HOLDINGS LIMITED

Moved by Councillor Harding
Seconded by Councillor Booth

- 271/15 **THAT** the Council of the Town of St. Stephen approves the extension of the lease with Heritage Court Holdings Limited (Heritage Chocolate Inc.) on a month-to-month basis, retroactive to October 1, 2015, and upon the same terms and conditions as contained in the lease in so far as the terms and conditions are applicable to a monthly tenancy. **CARRIED**

**DISSOLUTION OF BOARD OF DIRECTORS – BORDER AREA COMMUNITY
ARENA INCORPORATED**

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 272/15 **THAT** the Council of the Town of St. Stephen, upon execution of the required legal documentation by the Board of Directors and the registration of same, accepts the operational expenditures of the Border Area Community Arena. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Attended the Chamber of Commerce business recognition dinner.

Councillor Booth

- Attended all Town meetings.

Councillor MacDonald

- Attended all Town meetings.
- Out-of-town on business and unable to attend the Chamber of Commerce business recognition dinner.

Councillor Maxwell

- Attended all Town meetings.
- Thanked the Public Works Department and the RCMP with their diligent work during the recent flood.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the meeting in which the St. Croix Estuary Project and Dillon Consulting shared the report on the Billy Weston Brook and the flooding issues.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier and Courier Weekend*, were addressed by the Mayor and Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Clarification on the Liquor Licence for the Garcelon Civic Center.
- When to expect approval from the Municipal Capital Borrowing Board on the Prince William Street infrastructure renewal project.
- Clarification on Heather Donahue's position with respect to community events and Alex Reid, the new Events Development Coordinator.
- Status of a proposed Pita Pit; Giant Tiger and Best Western Hotel.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked for clarification on the land for the proposed Best Western Hotel reverting to the Town if it does not proceed, and confirmation on Home Support Services remaining in its present location.

17. ADJOURNMENT

ADJOURNMENT

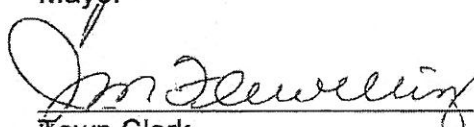
Moved by Councillor Booth

Seconded by Councillor Harding

273/15 THAT the meeting adjourn at 7:45 p.m. **CARRIED**



Mayor



Town Clerk