

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, NOVEMBER 23, 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 Abby Pond; and Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer Derek O'Brien.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell

Seconded by Councillor Harding

**274/15** **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 Councillor MacDonald

Seconded by Councillor Booth

**275/15** **THAT** the Minutes of the Regular Council meeting held on October 26, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

**PAID BILLS**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

**276/15** **THAT** the paid bills in the amount of \$730,953.45 (seven hundred and thirty thousand, nine hundred and fifty-three dollars and forty-five cents) be received.  
**CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Booth  
Seconded by Councillor MacDonald

**277/15** **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 November 12, 2015 be approved as circulated. **CARRIED**

**AMENDED**

**PLANNING ADVISORY COMMITTEE MEETINGS**

Moved by Councillor Harding  
Seconded by Councillor Booth

**278/15** **THAT** Resolution # 253/15 as stated in the Regular Session of Council Minutes of October 26, 2015 which reads

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

**CARRIED**

shall be amended by substituting the minutes of June 29, 2015 referred to above with the attached minutes of June 29, 2015 which were approved by the Planning Advisory Committee at its meeting on August 5, 2015. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor MacDonald

Seconded by Councillor Harding

278/15

**THAT** the following staff reports for the month of October 2015 be adopted: Chief Administrative Officer; 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. A-7.10 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY**

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

279/15

**THAT** 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” - be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

280/15

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

**TOWN GRANT – OPERATION CHRISTMAS JOY**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

281/15

**THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$81.00 (eighty-one dollars) to Operation Christmas Joy to be applied to the rental cost of the Garcelon Civic Center for its silent auction fundraiser which was held on November 21, 2015 and which proceeds assist with the purchases of clothing and toys for local children. **CARRIED**

**PURCHASE AND SALE AGREEMENT – 76-78 MILLTOWN BOULEVARD**

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

- 282/15 **WHEREAS** the Council of the Town of St. Stephen and Guy R. Day & Son Ltd. have negotiated terms of a Purchase and Sale Agreement for the property located at 76-78 Milltown Boulevard 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 Purchase and Sale Agreement between The Town of St. Stephen and Guy R. Day & Son Ltd. in the form presented to Council, contingent on a final building inspection. **CARRIED**

**APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY – 5<sup>th</sup> ANNUAL INTERNATIONAL MOTORCYCLE FESTIVAL**

Moved by Councillor Booth

Seconded by Councillor Harding

- 283/15 **THAT** the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 5<sup>th</sup> Annual International Motorcycle Festival from Friday, July 29 to Sunday, July 31, 2016, contingent on receipt by the Town of its Certificate of Insurance.

**AND THAT** permission is granted for the placement of an off-site sign at Tim Hortons, so placed as to not obstruct traffic; hold outdoor music concerts in the rear parking lot of the St. Stephen Legion on Friday, July 29 and Saturday, July 30 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; and vendor licenses for the weekend shall be waived. **CARRIED**

**COLLECTIVE AGREEMENT WITH CUPE LOCAL UNION NO. 770 – MEMORANDUM OF UNDERSTANDING**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 284/15 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Agreement with CUPE Local Union No. 770 effective November 24, 2015 and expiring on December 31, 2017 in the form presented to Council. **CARRIED**

**JOB DESCRIPTION – RECEPTIONIST AND HOSPITALITY ATTENDANT**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 285/15 **THAT** the Council of the Town of St. Stephen approves the attached job description for the position of Receptionist and Hospitality Attendant which Council directed the Chief Administrative Officer in a closed session as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act* to advertise the position. **CARRIED**

**RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION**

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

- 286/15 **THAT** Christina Tapley be offered the position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective November 30, 2015, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – BUILDING CONDITION ASSESSMENT OF FORMER TOWN HALL AND REVIEW OF BORDER AREA COMMUNITY ARENA**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 287/15 **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 amount of \$11,310.00 (eleven thousand, three hundred and ten dollars), plus HST, to complete a building condition assessment of the former Town Hall located at 34 Milltown Boulevard, as well as an assessment of the Border Area Community Arena located at 163 King Street for suitability as the municipal office. **CARRIED**

**GARCELON CIVIC CENTER – KITCHEN VENTILATION SYSTEM**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 288/15 **THAT** the Council of the Town of St. Stephen accepts the quote from MC Ventilation Ltd. of Saint John, NB, in the amount of \$26,252.00 (twenty-six thousand, two hundred and fifty-two dollars), plus HST, for the completion of the kitchen ventilation system as outlined in the engineered drawings 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 WALLS AND RAILING**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 289/15 **THAT** the Council of the Town of St. Stephen accepts the quote from Cloney Construction of St. Stephen, NB, in the amount of \$4,109.82 (four thousand, one hundred and nine dollars and eighty-two cents), plus HST, for the construction of two (2) walls and one (1) railing as outlined in the engineered drawings of the kitchen 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 – STUDENT LIFEGUARD - JOB RECOMMENDATION**

Moved by Councillor Booth

Seconded by Councillor Harding

- 290/15 **THAT** Morgan Parks has accepted the position of Student Lifeguard for The Town of St. Stephen’s Garcelon Civic Center retroactive to August 16, 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 Morgan Parks. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD – HOURLY RATE INCREASE**

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 291/15 **WHEREAS** Joelle McCray was offered the position of Student Lifeguard for The Town of St. Stephen’s Garcelon Civic Center effective September 16, 2014 and accepted the position as outlined in the letter of offer;

**NOW THEREFORE BE IT RESOLVED THAT** Joelle McCray has passed the Swim for Life Instructor Course and shall receive an increase of \$0.25 (twenty-five cents) per hour retroactive to August 16, 2015. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended a Regional Service Commission police meeting
- Attended the Santa parade.
- Laid a wreath at the St. Stephen cenotaph on behalf of the town on Remembrance Day.
- Attended the “Chamber After Hours” event with the Charlotte County Aces.
- Attended the micro-brewery/restaurant announcement at the St. Stephen Train Station.
- Attended all Town meetings.

Councillor Pond

- Attended the micro-brewery/restaurant announcement at the St. Stephen Train Station.
- Attended the Remembrance Day service in Milltown.
- Attended the Santa parade.

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- Attended Santa's arrival at the Garcelon Civic Center.
- Attended a recent Tourism Summit with Premier Gallant.
- Attended Town meetings.

Councillor Harding

- Did not feel well most of the month.
- Wants to see a good attendance at the upcoming Community Public Policing Forum on Thursday, November 26, 2015 at 7:00 p.m. at the Garcelon Civic Center.

Councillor Booth

- Attended all Town meetings.
- Busy making wreaths.

Councillor Maxwell

- Attended all Town meetings.
- Attended the Remembrance Day service in St. Stephen.
- Attended the ceremony at the bandstand in the David Alison Ganong Chocolate Park whereby the St. Stephen-Milltown Rotary Club turned over ownership of the bandstand to the Town.
- Attended the Santa parade and congratulated the organizers for a job well done.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Parks and Recreation Committee meeting.
- Attended the Remembrance Day service in Milltown.
- Attended the ceremony at the bandstand in the David Alison Ganong Chocolate Park whereby the St. Stephen-Milltown Rotary Club turned over ownership of the bandstand to the Town.
- Participated in the interview process for the Receptionist and Hospitality Attendant position.
- Attended the Santa parade.
- Attended the micro-brewery/restaurant announcement at the St. Stephen Train Station.

Mayor Quartermain

- Thanked the many volunteers who make all the Town events so successful.

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16. QUESTION PERIOD

Daryl Spires and Brandon McGee of Guy R. Day & Son Ltd. were in attendance and Mr. Spires thanked Council for accepting their offer to purchase the former Clark building, and stated that hopefully the final building inspection goes well.

Derwin Gowan, reporter with the *Telegraph-Journal*, stated that Carman's Diner will be happy if the Border Area Community Arena becomes the future Town Office. He also questioned the status of the Best Western hotel and the Mayor stated that he was unsure.

17. ADJOURNMENT

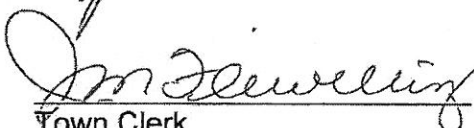
ADJOURNMENT

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

292/15 THAT the meeting adjourn at 7:20 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

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

## MINUTES

### Planning Advisory Committee

Monday, June 29, 2015

The Planning Advisory Committee for the Town of St. Stephen met on Monday, June 29, 2015 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

#### Attending

Ted Moore	Allan Gillmor	Garth Orchard	Marg Harding
Ed Zammit	Geoff Knight	Mike Booth	Derek O'Brien

#### Regrets

Mark Porter

#### Approval of Agenda

It was moved by Allan Gillmor and seconded by Ed Zammit THAT THE AGENDA BE APPROVED AS CIRCULATED. Carried.

#### Approval of Minutes

It was moved by Marg Harding and seconded by Ed Zammit THAT THE MINUTES OF THE PLANNING ADVISORY COMMITTEE HELD ON WEDNESDAY, APRIL 1, 2015 BE APPROVED AS CIRCULATED. Carried

#### Review of Building Permit Application

(i) Garage Replacement – The application was brought to the Planning Advisory Committee to request a variance as the proposed height exceeds the allowances outlined in the following section of the Town's *Zoning By-Law* which states in part:

##### **4.1.9 Accessory Buildings and Structures in a Residential Zone**

- (1) *Accessory uses, buildings and structures* shall be permitted in zone but shall not:
  - (a) exceed one *storey* or 4.9 m (16 ft) in *height* or in the case of a *garden suite*, exceed 6 m (20 ft) in height or in the case of a *single family dwelling*, the *height* of the *main building*;

**PAC Minutes**

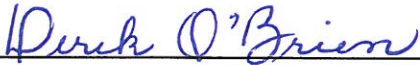
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It was moved by Garth Orchard and seconded by Marg Harding THAT THE VARIANCE REQUIRED FOR THE PROPOSED ADDITIONAL HEIGHT OF THE REPLACEMENT GARAGE TO BE LOCATED AT 63 MAIN STREET AS OUTLINED ON THE BUILDING PERMIT APPLICATION BE APPROVED. Carried

**Adjournment**

It was moved by Geoff Knight THAT THERE BEING NO FURTHER BUSINESS THIS MEETING OF PLANNING ADVISORY COMMITTEE BE ADJOURNED.



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Derek O'Brien, Secretary



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Ted Moore, Chair