

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 22, 2016 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Debbie MacDonald.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor Pond

28/16 **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 Booth
Seconded by Councillor Maxwell

29/16 **THAT** the Minutes of the Regular Council meeting held on January 25, 2016 be approved as circulated. **CARRIED**

MINUTES
REGULAR COUNCIL
FEBRUARY 22, 2016

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 30/16 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2015 be received. **CARRIED**

PAID BILLS

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 31/16 **THAT** the paid bills in the amount of \$1,167,522.15 (one million, one hundred and sixty-seven thousand, five hundred and twenty-two dollars and fifteen cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 32/16 **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

- 33/16 **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 February 10, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 34/16 **THAT** the following staff reports for the month of January 2016 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

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Pond

Seconded by Councillor Harding

35/16 **THAT** the Royal Canadian Mounted Police January 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

CARRIED

CHANGE OF DATE: MARCH 2016 REGULAR TOWN COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

36/16 **THAT** the Council of the Town of St. Stephen changes the date of the March Regular Town Council Meeting from the fourth (4th) Monday, 28th day of March, 2016 at 7:00 p.m., to the third (3rd) Monday, 21st day of March, 2016 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend 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**

CHANGE OF DATE: MAY 2016 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Pond

37/16 **THAT** the Council of the Town of St. Stephen changes the date of the May Regular Town Council Meeting from the fourth (4th) Monday, 23rd day of May, 2016 at 7:00 p.m., to the fourth (4th) Tuesday, 24th day of May, 2016 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend 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**

SCOTIABANK BORROWING AUTHORITY

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

38/16

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$363,018.00 (three hundred and sixty-three thousand, and eighteen dollars), to meet current expenditures of the Corporation for the year 2016. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source. **CARRIED**

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Booth

Seconded by Councillor Harding

39/16

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2016, the sum of \$1,147,005.00 (one million, one hundred and forty-seven thousand, and five dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the

**MINUTES
REGULAR COUNCIL
FEBRUARY 22, 2016**

5

Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the said sum of \$1,147,005.00 (one million, one hundred and forty-seven thousand, and five dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – COMBINED SEWER OVERFLOW (CSO) AND SANITARY SEWER OVERFLOW (SSO) LONG TERM CONTROL PLAN

Moved by Councillor Pond

Seconded by Councillor Booth

40/16

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 unbudgeted amount of \$10,250.00 (ten thousand, two hundred and fifty dollars), plus HST, to develop a Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – SIGNALIZED CROSSWALK ON ROUTE 3

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

41/16

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 unbudgeted amount of \$7,200.00 (seven thousand, two hundred dollars), plus HST, for the design of an RA-5 style crosswalk across Route 3 in St. Stephen adjacent to the High School property. **CARRIED**

GIDDENS MEMORIAL AIRPORT – GPS NAVIGATION SYSTEM

Moved by Councillor Harding

Seconded by Councillor Maxwell

42/16

THAT the Council of the Town of St. Stephen accepts the quote from Air Navigation Data in the amount of \$25,600.00 (twenty-five thousand, six hundred dollars), plus HST, to design a Global Positioning System (GPS) for the Giddens Memorial Airport.

AND THAT the Council authorizes the Mayor and Clerk to execute an Engineering Services Agreement with Air Navigation Data effective February 23, 2016, and in the form presented to Council at the Committees Meeting on February 10, 2016.

CARRIED

PEDDLER'S LICENSE – SANDRO'S CATERING

Moved by Councillor Booth

Seconded by Councillor Pond

- 43/16 **THAT** the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Sandro's Catering which will expire on the 31st day of December, 2016, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers". **CARRIED**

CANADIAN TIRE JUMPSTART PROGRAM

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 44/16 **THAT** the Council of the Town of St. Stephen approves the unbudgeted expenditure in the amount of \$5,000.00 (five thousand dollars) payable to Canadian Tire Jumpstart (Jumpstart), and the Town, in turn, will receive a cheque from Jumpstart in the amount of \$11,000.00 (eleven thousand dollars).

AND FURTHER THAT of the \$11,000.00 (eleven thousand dollars) received Council authorizes \$6,000.00 (six thousand dollars) to be used within Jumpstart, and the remaining \$5,000.00 (five thousand dollars) be placed in the General Operating Fund for general purposes. **CARRIED**

OUT-OF-PROVINCE TRAVEL: DIRECTOR, PARKS AND RECREATION

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 45/16 **THAT** the Council of the Town of St. Stephen approves the out-of-province travel for the Director, Parks and Recreation, to attend the Atlantic Recreation & Facilities Conference (ARFC) at the Rath Eastlink Community Centre, Truro, NS from April 6 - 8, 2016. **CARRIED**

CHARLOTTE COUNTY FALL FAIR – "IN KIND" SUPPORT

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

- 46/16 **THAT** the Council of the Town of St. Stephen authorizes "in kind" support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 17 and 18, 2016, which support encompasses the use of bleachers, picnic tables, garbage cans, tables and chairs, along with support staff for event set up and tear down.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Part E – Confirmation of Support from Municipal Government or Equivalent Authority" form as part of the federal grant application submitted by St. Croix Estuary Project Inc. on behalf of the Charlotte County Fall Fair which outlines the "in kind" support, as well as the grant of \$1,000.00 (one thousand dollars) outlined in the Town's 2016 budget. **CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 47/16 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll near the intersection of Wall Street and Prince William Street on Saturday, September 17, 2016 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 24, 2016 between the hours of 8:00 a.m. and 4:00 p.m. **CARRIED**

CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM INC. - REACTIVATION

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 48/16 **THAT** the Council of the Town of St. Stephen recognizes and supports, in principle, the reactivation of the Charlotte County Ground Search and Rescue Team Inc. **CARRIED**

GARCELON CIVIC CENTER – FULL-TIME MAINTENANCE/CUSTODIAL LABOURER - JOB RECOMMENDATIONS

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 49/16 **THAT** Robert Dougherty, Charles Fairweather, and Daniel Hovey be offered the positions of full-time Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective February 23, 2016 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 the public presentation by Dillon Consulting Limited on the old Town Hall building.
- Attended a Regional Service Commission 10 police meeting.
- Attended a welcoming reception for the refugee family.
- Attended the Super Bowl Party at the Civic Center.

Councillor Harding

- Attended all Town meetings.
- Meet regularly with the RCMP.
- Attended the "kitchen party" dinner at the Garcelon Civic Center.

Councillor Booth

- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.
- Attended all Town meetings.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.

Councillor Pond

- Attended Town meetings.
- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.
- Attended the “kitchen party” dinner at the Garcelon Civic Center.
- Attended a South West New Brunswick Transit Authority board meeting.
- Attended a Union of Municipalities of New Brunswick (UMNB) board meeting and will be attending meetings of UMNB on the weekend.
- Attended the St. Stephen-Milltown Rotary Club’s Super Draw dinner.
- Participated in the “Curl for Cancer” bonspiel which raised approximately \$9,000.00

16. QUESTION PERIOD

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

- Clarification on the Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan;
- Clarification on the signalized crosswalk on Route 3;
- Clarification on the GPS Navigation System for the Giddens Memorial Airport; and,
- Clarification on the three full-time maintenance/custodial labourer positions at the Garcelon Civic Center.

**MINUTES
REGULAR COUNCIL
FEBRUARY 22, 2016**

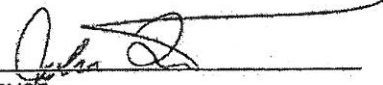
In addition to questions/comments with respect to the agenda, Kathy Bockus advised that Jackie Bateman, a member of the organizing committee who hosted a tea in the David Alison Ganong Chocolate Park last September in recognition of Queen Elizabeth the Second's reign and who had forwarded that information to Buckingham Palace, was very pleased to have received an acknowledgment.

17. ADJOURNMENT

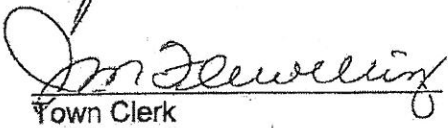
ADJOURNMENT

Moved by Deputy Mayor MacEachern
Seconded by Councillor Pond

50/16 **THAT** the meeting adjourn at 7:25 p.m. CARRIED



Mayor



Town Clerk