

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MARCH 21, 2016 @ 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; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Booth  
Seconded by Councillor Harding

51/16

**THAT** the Agenda be unanimously approved with one (1) addition: Town Grant – Future St. Stephen be added as (r) under 14. **NEW BUSINESS. CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Emily Dean – Emily Dean was unable to attend the meeting and Mayor Quartermain will present a cheque, at a future time, in the amount of \$100.00 to Emily Dean in support of her attendance at the International Shooting Sport Federation (ISSF) World Cup in Rio de Janeiro, Brazil between April 11 – 19, 2016.
- (b) Anglophone South School District – Jenny MacDougall, Director of Schools, St. Stephen Education Centre, informed Council on a District initiative, “Attendance Matters” which originated in response to a heightened awareness/concern regarding student tardiness and attendance.

Mrs. MacDougall advised that Administrators, teachers, District Office personnel and members of the District Education Council expressed their concern regarding student attendance, and to that end, a working group was formed to study the concern.

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Mrs. MacDougall further advised that parents/guardians and community members hold the greatest influence with their children and asked everyone to work together to raise awareness about the importance of being present and on time for school.

- (c) St. Stephen Middle School Entrepreneurial Adventure Program – Josh Cheney, St. Stephen Middle School teacher, advised Council that the student members of SSMS Entrepreneurial Adventure Committee were not available to present tonight due to the storm day school closure, but stated he will make arrangements to have them present at a future meeting.

Mr. Cheney advised that the grade 8 Language Arts classes are collaborating with The Learning Partnership and have been working diligently with individual businesses, with most of the businesses agreeing to join together to form a “Marketplace” to sell their products or services at the Garcelon Civic Center on Thursday, March 24, 2016 from 10:00 a.m. – 2:00 p.m. All of the profits each business earns will be donated to a charity of that business’s choice.

Bob Sweeney and Amanda Daigle of Sweeney International were also in attendance and both attend regularly at the SSMS to assist the members of the SSMS Entrepreneurial Adventure Committee.

The Town of St. Stephen has partnered with Sweeney International in helping to cover the rental costs at the Garcelon Civic Center for the “Marketplace” on March 24, 2016.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Harding

Seconded by Councillor Maxwell

52/16

**THAT** the Minutes of the Regular Council meeting held on February 22, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Pond

- 53/16 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2016 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor MacDonald

Seconded by Councillor Pond

- 54/16 **THAT** the paid bills in the amount of \$669,373.86 (six hundred and sixty-nine thousand, three hundred and seventy-three dollars and eighty-six cents) be received. **CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 55/16 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 56/16 **THAT** the Minutes of the Committee of Council meeting held on February 29, 2016 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 57/16 **THAT** the Minutes of the Committee of Council meeting held on March 1, 2016 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor Pond

- 58/16 **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 March 9, 2016 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETING**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 59/16 **THAT** the Minutes of the Planning Advisory Committee meeting held on January 6, 2016, copy attached, and approved at its meeting on March 2, 2016 be accepted. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Maxwell

- 60/16 **THAT** the following staff reports for the month of February 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 Harding  
Seconded by Councillor Maxwell

- 61/16 **THAT** the Royal Canadian Mounted Police February 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**62/16      TOWN GRANT – CHARLOTTE COUNTY IWK FUNDRAISING COMMITTEE**

Moved by Councillor Pond

Seconded by Councillor MacDonald

**THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$350.00 (three hundred and fifty dollars) for the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, to offset the rental cost for their annual IWK Kids Carnival to be held on Saturday, April 23, 2016.

**CARRIED**

**TOWN GRANT – EMILY DEAN**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

**63/16      THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$100.00 (one hundred dollars) to Emily Dean to attend the International Shooting Sport Federation World Cup in Rio de Janeiro, Brazil between April 11 – 19, 2016. **CARRIED**

**APPLICATION FOR FINANCING – WATER & SEWERAGE FUND**

Moved by Councillor Maxwell

Seconded by Councillor Pond

**64/16      BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$41,000 (forty- one thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<b><u>Environmental Health Services</u></b>		
Refinancing Debenture No. AU 21-2006	<u>\$41,000</u>	10 Years

**CARRIED**

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2016 – 2020 – DESIGNATED HIGHWAY PROGRAM**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

**65/16      THAT** the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2016 – 2020 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

**TRAINING GROUNDS – FIRE DEPARTMENT**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 66/16 **THAT** the Council of the Town of St. Stephen grants permission to the Fire Department to use a portion of the land behind the Fire Hall, near the salt shed, to set up metal storage containers (sea cans) to be used for “live fire” evolutions for new recruits, as well as ongoing training for existing members.

**AND THAT** the above-noted area be known as the fire training grounds. **CARRIED**

**SALE OF SURPLUS DEHUMIDIFIERS**

Moved by Councillor MacDonald  
Seconded by Councillor Maxwell

- 67/16 **THAT** the Council of the Town of St. Stephen authorizes the sale of two (2) 7.5 HP Cimco Humicon MK VIII-Scroll Dehumidifiers, in the amount of \$500.00 (five hundred dollars), plus HST, each to the St. Stephen Curling Club, Ltd. **CARRIED**

**GRANT - ST. STEPHEN AREA CHAMBER OF COMMERCE – COMMUNITY EVENTS**

Moved by Councillor Booth  
Seconded by Councillor Pond

- 68/16 **WHEREAS** the Council of the Town of St. Stephen, by resolution at its Regular Session on December 21, 2015, authorized a grant in 2016 to the St. Stephen Area Chamber of Commerce (the Chamber) to fund half of a full-time position;

**NOW THEREFORE BE IT RESOLVED THAT** the Council approve an additional sum of \$2,063.54 (two thousand, sixty-three dollars and fifty-four cents), unbudgeted, to the Chamber to cover half of the payroll deductions (Canada Pension Plan, Employment Insurance, and Group Insurance Premium). **CARRIED**

**GRANT - DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) – COMMUNITY EVENTS**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Pond

**WHEREAS** the Council of the Town of St. Stephen, by resolution at its Regular Session on December 21, 2015, authorized a grant in 2016 to the Downtown Business Improvement Area (BIA) to fund half of a full-time position;

**NOW THEREFORE BE IT RESOLVED THAT** the Council approve an additional sum of \$1,019.98 (one thousand, nineteen dollars and ninety-eight cents), unbudgeted, to the BIA to cover half of the payroll deductions (Canada Pension Plan, Employment Insurance, and Group Insurance Premium).

**AMENDED**

**GRANT - DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) – COMMUNITY EVENTS**

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

**69/16** **THAT** the above-noted motion be amended by removing “Group Insurance Premium” from the payroll deductions,

which shall now read:

**WHEREAS** the Council of the Town of St. Stephen, by resolution at its Regular Session on December 21, 2015, authorized a grant in 2016 to the Downtown Business Improvement Area (BIA) to fund half of a full-time position;

**NOW THEREFORE BE IT RESOLVED THAT** the Council approve an additional sum of \$1,019.98 (one thousand, nineteen dollars and ninety-eight cents), unbudgeted, to the BIA to cover half of the payroll deductions (Canada Pension Plan and Employment Insurance). **CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER**

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

**70/16** **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter to hold a fundraising road toll on Queen Street West between Marks Street and Porter Street on Saturday, June 11, 2016 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, September 10, 2016 between the hours of 8:00 a.m. and 6:00 p.m. **CARRIED**

**APPROVAL OF EVENT – NB ANTIQUE AUTO CLUB INC. AND THE ST. STEPHEN AREA CHAMBER OF COMMERCE – ANNUAL CAR SHOW**

Moved by Councillor Pond

Seconded by Councillor MacDonald

**71/16** **THAT** the Council of the Town of St. Stephen grants permission to the NB Antique Auto Club Inc. (the Club), and the St. Stephen Area Chamber of Commerce, to hold this year’s car show in various downtown parking lots on Sunday, August 14, 2016 from 11:00 a.m. – 3:00 p.m., with live music during the show in the David Alison Ganong Chocolate Park.

**AND THAT** the Council of the Town of St. Stephen acknowledges receipt of the Club’s Certificate of Insurance. **CARRIED**

**APPROVAL OF EVENT: CARNIVAL - ST. STEPHEN-MILLTOWN ROTARY CLUB**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

- 72/16 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to host the East Coast Amusements Carnival on the grounds of the Border Area Community Arena from Wednesday, July 6, 2016 to Saturday, July 9, 2016 as a fundraiser which enables the Club to continue to support the organizations and people in the community requiring assistance, contingent on receipt by the Town of the Club's Certificate of Insurance.  
**CARRIED**

**PARKS MAINTENANCE SUPERVISOR - JOB RECOMMENDATION**

Moved by Councillor Booth  
Seconded by Councillor MacDonald

- 73/16 **THAT** Daniel Hovey be assigned the position of Parks Maintenance Supervisor for the Town of St. Stephen effective March 22, 2016, for thirty-two (32) weeks per year, with the applicable wages and benefits of a Labourer position as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

**PURCHASE AND SALE OF 120 MILLTOWN BOULEVARD**

Moved by Councillor Booth  
Seconded by Councillor Pond

- 74/16 **WHEREAS** the Council of the Town of St. Stephen and Wilgar Ltd. have negotiated terms of a Purchase and Sale Agreement for the property located at 120 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 Wilgar Ltd., and the said Council authorizes the Mayor to execute an Affidavit of Value, both in the form presented to Council. **CARRIED**

**PURCHASE AND SALE AND LEASE OF 128-130 MILLTOWN BOULEVARD**

Moved by Councillor MacDonald  
Seconded by Deputy Mayor MacEachern

- 75/16 **WHEREAS** the Council of the Town of St. Stephen and Perri Ross Rubin have negotiated terms of a Purchase and Sale Agreement and Lease for the property located at 128-130 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 and Lease between The Town of St. Stephen and Perri Ross Rubin, and the said Council authorizes the Mayor to execute an Affidavit of Value, all in the form presented to Council. **CARRIED**

**PURCHASE AND SALE OF 136 MILLTOWN BOULEVARD**

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 76/16 **WHEREAS** the Council of the Town of St. Stephen and John Blenkhorn and Carol Ann Wagstaff have negotiated terms of a Purchase and Sale Agreement for the property located at 136 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 John Blenkhorn and Carol Ann Wagstaff, and the said Council authorizes the Mayor to execute an Affidavit of Value, both in the form presented to Council. **CARRIED**

**TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND – PURCHASE OF MILLTOWN BOULEVARD PROPERTIES**

Moved by Councillor Booth

Seconded by Councillor Harding

- 77/16 **THAT** the amount of \$152,040.26 (one hundred and fifty-two thousand and forty dollars and twenty-six cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of the properties at 120 Milltown Boulevard, 128-130 Milltown Boulevard, and 136 Milltown Boulevard. **CARRIED**

**TOWN GRANT – FUTURE ST. STEPHEN**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 78/16 **THAT** the Council of the Town of St. Stephen authorizes the release of \$40,000.00 of the \$80,000.00 allocated to Future St. Stephen as a grant in the 2016 General Operating Fund Budget, with the remainder paid quarterly over the final two (2) quarters of the year.

**AND THAT** Council authorizes the payments be made to the St. Stephen Development Board Inc. for the use of Future St. Stephen until such time as Future St. Stephen becomes incorporated. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended the Chamber of Commerce AGM dinner.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Attended the Chamber of Commerce AGM dinner.
- Continue to meet regularly with the RCMP on various matters.

Councillor Booth

- Attended all Town meetings.
- Busy with his greenhouses.

Councillor MacDonald

- Attended a Parks and Recreation Committee meeting.
- Attended all Town meetings.
- Attended the Chamber of Commerce AGM dinner.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Public Works Committee meeting.

Councillor Pond

- Attended a Union of Municipalities of New Brunswick (UMNB) directors' meeting.
- Attended a Future St. Stephen meeting.
- Attended the Chamber of Commerce AGM dinner.
- Attended the Chamber of Commerce luncheon and was pleased that Al Corbett was recognized with a life time membership.
- Attended all Town meetings.

16. QUESTION PERIOD

Questions/comments from 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 role of Future St. Stephen; and
- Clarification on the purchase of three Milltown Blvd. properties.

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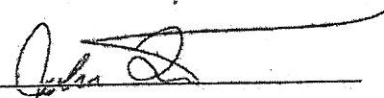
17. ADJOURNMENT

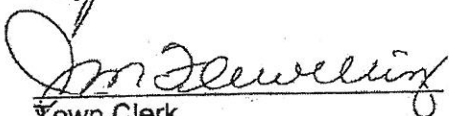
ADJOURNMENT

Moved by Deputy Mayor MacEachern

Seconded by Councillor Pond

79/16 THAT the meeting adjourn at 7:50 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

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

## MINUTES

### Planning Advisory Committee

Wednesday, January 6, 2016

#### A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, January 6, 2016 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

#### Attending

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

#### B. Approval of Agenda

It was MOVED by Allan Gillmor and SECONDED by Marg Harding that the Agenda be approved as circulated. Carried.

#### C. Approval of Minutes

It was MOVED by Garth Orchard and SECONDED by Ed Zammit that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, December 2, 2015 be approved as circulated. Carried

#### D. Review of Section 9.3.2(1)(a&b) Freestanding Signs of the Town's Zoning By-Law

Members of the Planning Advisory Committee reviewed the above-noted section of the Town's Zoning By-Law No. Z-1.

#### E. Review of one (1) request for Variance

- (i) Irving – Request for permission for additional sign area and additional sign height for two (2) new freestanding signs with attached information:
- copy of Variance Application;
  - copy of site plan;
  - copy of sign plan; and,
  - copy of authorization letter for Permit World to act on Irving's behalf.

The application was brought to the Planning Advisory Committee to request a variance as it did not meet the width and height requirements as outlined in Section 9.3.2(1)(a&b) of the Town's Zoning By-Law.

It was MOVED by Allan Gillmor and SECONDED by Marg Harding that the variance required for the additional area and additional height for the two (2) new freestanding signs for the new Irving gas station to be located at 19 Route 170 be approved. Carried

**F. Adjournment**

It was MOVED by Geoff Knight that there being no further business the meeting of the Planning Advisory Committee be adjourned at 6:12 p.m. Carried

  
\_\_\_\_\_  
Derek O'Brien, Secretary

  
\_\_\_\_\_  
Ted Moore, Chair

**TOWN OF ST. STEPHEN**

**DESIGNATED HIGHWAY**  
**FIVE YEAR PRIORITIES**

**Year 2016**

Curb & Gutter, Milltown Blvd., both sides  
Hill St. to Church St. - 440 meters.  
Add storm sewer where needed for adequate drainage \$375,000

**Year 2017**

Curb & Gutter, Milltown Blvd., both sides  
Boundary St. to Hill St. - 840 meters \$405,000

**Year 2018**

Curb & Gutter, Milltown Blvd., both sides  
Church St. to Milltown Customs - 640 meters  
Street parking to change to parallel \$310,000

**Year 2019**

Mill and Seal Milltown Blvd., Watson St. to Civic # 267  
350 Meters. \$120,000  
Seal Milltown Blvd., Civic # 267 to Milltown Customs  
2550 Meters \$550,000

**Year 2020**

Mill and Seal Church Street - Milltown Blvd To Railway  
Install Curb on North Side - Queensway to Railway  
Install Curb on South Side -Brewers Lane to Railway  
Add storm sewer where needed for adequate drainage \$940,000