

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, APRIL 25, 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 Maxwell

Seconded by Councillor Harding

83/16

**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

- (a) St. Stephen Middle School Entrepreneurial Adventure Program – Josh Cheney, St. Stephen Middle School teacher, along with Andrew Smith, Emily McLean, and Dale Brunnell, grade 8 Language Arts students and members of the SSMS Entrepreneurial Adventure Committee gave a brief presentation on the Entrepreneurial Adventure Program and their business experiences at the “Marketplace”. Mr. Cheney spoke on behalf of Gracie Pomeroy and Chantelle Cook, two other students involved in the program and unable to attend, who enjoyed the experience and thanked the Town for its financial contribution.

The grade 8 Language Arts classes collaborated with The Learning Partnership and worked diligently with individual businesses, most of whom agreed to join together to form a “Marketplace” to sell their products or services at the Garcelon Civic Center which was held on Thursday, March 24, 2016 from 10:00 a.m. – 2:00 p.m. All of the profits each business earned were donated to a charity of that business’s choice.

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The students thanked the Town of St. Stephen who partnered with Sweeney International to assist with the rental costs at the Garcelon Civic Center for the "Marketplace".

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.

(b) Community Pride Month (May 2016) – Proclamation

Mayor Quartermain proclaimed the month of May 2016 as Community Pride Month:

**WHEREAS** the Town of St. Stephen is excited to declare the month of May "Community Pride Month". This is particularly exciting in 2016 because there is a Municipal Election. There is no better time to engage the community, gather with our neighbours, and celebrate all that we have in our town than during an election - one of the basic elements of our democracy and one of our civic responsibilities!

**WHEREAS** "St. Stephen - the middle of everywhere!" is striving to be the best little town in the world and the enthusiasm that we generate during "Community Pride Month" will fuel the positive momentum in our town. St. Stephen is a great place to live, work, and play!

**WHEREAS** the Mayor and Council challenge every citizen to fully participate in "Community Pride Month"!

- Take time to tidy up your property.
- Work with our Town staff, service clubs, businesses, and other organizations to clean up our parks, streets, and other public areas.
- Host neighbourhood events with your friends and families.
- Enjoy the assets of our community and take part in the variety of events planned this month.

We have a lot to be proud of in St. Stephen!

**THEREFORE**, I, John Quartermain, Mayor of the Town of St. Stephen, do hereby proclaim the month of May 2016 to be "Community Pride Month".

(c) Mayor Quartermain pledged St. Stephen to be a Breastfeeding Friendly Community:

The Town of St. Stephen will create a supportive environment for our employees and others in our community who choose to breastfeed by:

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- Informing all staff that the right to breastfeed anywhere, anytime is protected by the Canadian Charter of Rights and Freedoms.
- Openly showing support by displaying the Breastfeeding Friendly sign in our buildings and posting our pledge and signs on our town website.
- Providing a place for a mother to breastfeed discretely if requested.
- Defending a mother's right to breastfeed in public if she is criticized for doing so.
- Offering employees sufficient break time to either feed their infant or pump milk.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Booth

Seconded by Councillor Pond

**84/16** **THAT** the Minutes of the Regular Council meeting held on March 21, 2016 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

**85/16** **THAT** the Minutes of the Special Council meeting held on April 18, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

**86/16** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 29, 2016 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Maxwell

Seconded by Councillor Pond

**87/16** **THAT** the paid bills in the amount of \$1,129,525.50 (one million, one hundred and twenty-nine thousand, five hundred and twenty-five dollars and fifty cents) be received. **CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION FILE**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

88/16 **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 MacDonald

Seconded by Councillor Booth

89/16 **THAT** the Minutes of the Committee of Council meeting held on March 21, 2016 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

90/16 **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 April 13, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Pond

Seconded by Councillor Harding

91/16 **THAT** the following staff reports for the month of March 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 Booth

Seconded by Councillor Pond

92/16 **THAT** the Royal Canadian Mounted Police March 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

**CARRIED**

**TEMPORARY CROSSWALK GUARD – ST. STEPHEN HIGH SCHOOL AND ST. STEPHEN IRVING – CIRCLE K**

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

93/16 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to hire a temporary crosswalk guard on Route 3 between St. Stephen High School and the St. Stephen Irving – Circle K prior to the RA-5 Pedestrian Signal Installation, and to remunerate at minimum wage, retroactive to April 20, 2016.

**CARRIED**

**OUT-OF-PROVINCE TRAVEL: FIRE DEPARTMENT MEMBERS**

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

94/16 **THAT** the Council of the Town of St. Stephen retroactively approves an unbudgeted expenditure up to \$350.00 (three hundred and fifty dollars), plus the use of a Town vehicle, for out-of-province travel for four (4) members of the Fire Department to attend a funeral service in Parrsboro, NS on Friday, April 15, 2016. **CARRIED**

**TOWN-OWNED SURPLUS PROPERTY – 2 KING STREET**

Moved by Councillor Pond

Seconded by Councillor Harding

95/16 **THAT** the Council of the Town of St. Stephen declares the Town-owned property located at 2 King Street, also known as the Pizza Delight building, and identified as PID # 15010341 to be surplus property.

**AND THAT** the Council confirms the direction to the Chief Administrative Officer at the Committees meeting on April 13, 2016 to send out a Request for Proposals for the sale of the building and property. **CARRIED**

**DEED TRANSFER – THE ROYAL CANADIAN LEGION**

Moved by Councillor MacDonald  
Seconded by Councillor Maxwell

96/16 **WHEREAS** the Council of the Town of St. Stephen in 1965 agreed to transfer the property utilized by St. Croix Branch No. 9, The Royal Canadian Legion (the “Legion”) to the Legion;

**AND WHEREAS** there has not been a conveyance previous hereto;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen transfers the property for the nominal amount of \$1.00 (one dollar) and authorizes the Mayor and Town Clerk to execute the Deed in the form presented to Council. **CARRIED**

**ST. CROIX RIDGE RUNNERS – WALKING TRAIL**

Moved by Councillor Maxwell  
Seconded by Deputy Mayor MacEachern

97/16 **THAT** the Council of the Town of St. Stephen grants the St. Croix Ridge Runners (snowmobile club) access to the walking trail from Prince William Street to Budd Avenue during the winter season.

**AND THAT** any snowmobiler who uses the trail shall carry at least \$1,000,000.00 (one million dollars) of public liability insurance.

**AND FURTHER THAT** the snowmobile club will provide signage as required by the Town. **CARRIED**

**APPROVAL OF CONCERTS – MILLTOWN BANDSTAND AND ROTARY BANDSTAND**

Moved by Councillor Booth  
Seconded by Councillor Harding

98/16 **THAT** the Council of the Town of St. Stephen grants permission to Ron Brisley, along with other local musicians, to hold musical concerts, scheduled through the Parks and Recreation Department, at the Milltown Bandstand on various Sundays from 6:00 p.m. – 8:00 p.m. commencing in June 2016 and continuing pending weather.

**AND THAT** the Council of the Town of St. Stephen grants permission to Ron Brisley, along with other musicians, to hold musical concerts occasionally, scheduled through the Parks and Recreation Department, at the Rotary Bandstand located in the David Alison Ganong Chocolate Park.

**AND FURTHER THAT** permission is granted to Ron Brisley to carry out minor repairs to the Milltown Bandstand, in consultation with the Director of Parks and Recreation, to be paid from voluntary concert donations. **CARRIED**

**AWARDING OF QUOTE: 2014 FORD F-150 EXTENDED CAB**

Moved by Councillor Maxwell

Seconded by Councillor Pond

99/16

**THAT** of the quotes received, the quote of \$24,877.74 (twenty-four thousand, eight hundred and seventy-seven dollars and seventy-four cents), including HST and registration, from St. Croix Auto Ltd. of Oak Bay, NB, for a 2014 Ford F-150 Extended Cab to be used by the Parks and Recreation Department be accepted.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2016 as a transfer to the General Capital Reserve Fund. **CARRIED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Pond voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

**SIGNAGE – ELM STREET NATURE PARK**

Moved by Councillor Pond

Seconded by Councillor Harding

100/16

**THAT** the Council of the Town of St. Stephen grants permission to the Elm Street Nature Park Society to erect the following two signs on park property: (i) replacement of entrance sign; and (ii) reinstallation of a former sign.

**AND THAT** the Council of the Town of St. Stephen grants further permission to erect the following signs on various existing signs in order to promote the location of the park: (i) corner of Elm Street and Parkwood Drive; (ii) east side of Elm Street approximately 680 meters south of Queen Street West; (iii) north side of Queen Street West approximately 680 meters east of the intersection of Queen Street West and Elm Street; and (iv) north side of Queen Street West and Lisgar Street.

**AND FURTHER THAT** the signage referred to above will be the size and construction as outlined in the information presented to Council at its Committees meeting on April 13, 2016. **CARRIED**

**GARCELON CIVIC CENTER – FUNDY COMMUNITY FOUNDATION GRANT APPLICATION**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

- 101/16 **THAT** the Council of the Town of St. Stephen accepts the recommendation of the Project Coordinator, New Horizons for Seniors, to apply for a grant in the amount of \$1,500.00 (one thousand, five hundred dollars) through the Fundy Community Foundation, and if successful, such funding would subsidize the “50 Shapes of Fit” program, a fitness program for 50 years old and older which program includes Tai Chi, circuit training, dance, yoga, etc.

**AND THAT** the Council authorized the Mayor and Town Clerk at its Committees meeting on April 13, 2016 to retroactively sign such application due to the submission deadline of April 15, 2016, and in the form presented to Council.

**CARRIED**

**GARCELON CIVIC CENTER – CANADA-NEW BRUNSWICK JOB GRANT APPLICATION**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Pond

- 102/16 **THAT** the Council of the Town of St. Stephen accepts the recommendation of the Project Coordinator, New Horizons for Seniors, to apply for a training grant through a Canada-New Brunswick Job Grant application, and if successful, such funding would cover two-thirds of the total cost of \$700.00 (seven hundred dollars), including tuition and text books, for training the Project Coordinator, who in turn would assist seniors in the workout room.

**AND THAT** the remaining one-third of the training cost would be paid by the Town through a previously approved grant from NB Active Communities.

**AND FURTHER THAT** the Council authorizes the Mayor and Town Clerk to sign such application, in the form presented to Council. **CARRIED**

**ECONOMIC DEVELOPMENT AGREEMENT – THE TOWN OF ST. STEPHEN AND ST. STEPHEN DEVELOPMENT BOARD INCORPORATED**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Harding

- 103/16 **WHEREAS** the Council of the Town of St. Stephen and the St. Stephen Development Board Incorporated have negotiated terms of an Economic Development Agreement in the form presented to Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Economic Development Agreement is hereby approved and the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Economic Development Agreement between The Town of St. Stephen and the St. Stephen Development Board Incorporated in the form presented to Council. **CARRIED**

**SALE OF TOWN-OWNED SURPLUS VEHICLES**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

104/16 **THAT** of the bids received, Council of the Town of St. Stephen authorizes the sale of the following three (3) surplus vehicles:

<b><u>Vehicle</u></b>	<b><u>Purchaser</u></b>	<b><u>Purchase Price</u></b>
2000 Dodge Ram Pickup Serial No. 1B7HF13Y9YJ119552	Ryan Orchard	\$350.00, plus HST
2002 Chev Silverado Pickup Serial No. 1GCHK24U32Z157655	Ryan Orchard	\$275.00, plus HST
2000 GMC Sierra Pickup Serial No. 1GTEC14V4YE163631	Tim Belyea	\$171.00, plus HST

**CARRIED**

**GARCELON CIVIC CENTER – OPERATIONS/MAINTENANCE COORDINATOR POSITION**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor MacDonald

105/16 **WHEREAS** the Council of the Town of St. Stephen directed the Chief Administrative Officer to advertise for the position of Operations/Maintenance Coordinator at the Garcelon Civic Center filling the vacancy left by the resignation of Andrew Giddens, and such position was advertised and closed on April 1, 2016.

**AND WHEREAS** the Chief Administrative Officer, upon completion of the interview process, will bring a recommendation to a future meeting.

**NOW THEREFORE BE IT RESOLVED THAT** the Council accepts the offer from Andrew Giddens to assist during this transition period and for required orientation, and authorizes payment from payroll, based on his former salary, retroactive to April 2, 2016. **CARRIED**

**EMPLOYMENT AGREEMENT – THE TOWN AND BARBARA TUCKER**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Pond

106/16 **WHEREAS** the Council of the Town of St. Stephen and Barbara Tucker have negotiated an Employment 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 an Employment Agreement between The Town of St. Stephen and Barbara Tucker of Dufferin, NB for the position of Administrative & Finance Coordinator of the Garcelon Civic Center commencing April 28, 2016, and in the form of agreement presented to Council.

**CARRIED**

**AWARDING OF TENDER: RA-5 PEDESTRIAN SIGNAL INSTALLATION – KING STREET (ROUTE 3) - PROJECT NO. 16-3395**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 107/16 **THAT** of the two (2) tenders received, the low tender of \$34,970.00 (thirty-four thousand, nine hundred and seventy dollars), including HST, from K-Line Construction Ltd. of Beardsley, NB, for an RA-5 Pedestrian Signal Installation on King Street (Route 3) adjacent to St. Stephen High School be accepted.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2016 as a transfer to the General Capital Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Participated in candidates' night at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Attended the IWK Carnival at the Garcelon Civic Center.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Participated in candidates' night at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Pleased to see the new St. Stephen Irving – Circle K is now open.
- Expressed "good luck" to all candidates in the upcoming Municipal Election.

Councillor Booth

- Attended all Town meetings.
- Very busy with his greenhouses.
- Expressed "good luck" to Deputy Mayor MacEachern and Councillor Pond in their mayoral race.

Councillor MacDonald

- Away on vacation for part of the month.
- Urged everyone who is eligible to exercise their right to vote in the upcoming Municipal Election.
- Expressed "good luck" to all candidates.

Councillor Maxwell

- Attended all Town meetings.
- Attended the tea at the Kirk McColl United Church Hall in recognition of Queen Elizabeth II's 90<sup>th</sup> birthday.
- Expressed "good luck" to all candidates.
- Worked 150+ volunteer hours on spring cleanup at the St. Stephen Rural Cemetery and continues to do so.

Councillor Pond

- Attended all Town meetings.
- Attended a presentation in Saint John where UNB SJ tourism students presented their projects assessing St. Stephen from a tourism perspective.
- Attended a Union of Municipalities of New Brunswick (UMNB) board meeting.
- Attended Future St. Stephen meetings.
- Participated in candidates' night at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Interviewed by CBC Radio One as a Mayoral Candidate in the upcoming Municipal Election.

Mayor Quartermain

- Expressed "good luck" to all candidates.
- Thanked Council for their passion and dedication to the Town over the past four years, with many accomplishments, and in particular noted the following:
  - construction of the Garcelon Civic Center;
  - reduced operating costs to ensure a stable tax and utility rate;
  - resolution of two law suits;
  - numerous equipment purchases paid for out of capital reserve funds;
  - no long term new borrowing except for the Garcelon Civic Center and Prince William Street project;
  - completed projects on Tan House Brook and Bell Subdivision to mitigate flooding problems;
  - restructured and funded the transition from Development St. Stephen to Future St. Stephen;
  - provided the venue for Picaroons and 5 Kings Restaurant;
  - purchased two large plots of land for development by the Future St. Stephen group;
  - facilitated the information of a group of stakeholders involved with the Billy Weston Brook flooding.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier* 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 new truck for the Parks and Recreation Department.
- Clarification on the Economic Development Agreement between the Town and the St. Stephen Development Board Incorporated, and the role of Future St. Stephen.
- Clarification on payment to Andrew Giddens for his assistance during the transition period until such time as the Operations/Maintenance Coordinator vacancy at the Garcelon Civic Center is filled.
- Clarification on Barbara Tucker's position.
- Clarification on the Chair and board members of Future St. Stephen.

17. ADJOURNMENT

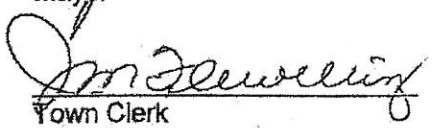
ADJOURNMENT

Moved by Councillor Pond

Seconded by Councillor Harding

108/16 THAT the meeting adjourn at 7:55 p.m. CARRIED

  
Mayer

  
Town Clerk