

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 27, 2016 @ 7:00 P.M.

1. PRAYER

Mayor MacEachern called upon Pastor Jody MacBeth to administer a prayer.

2. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Harding, Wheaton, Hyslop, Chisholm, and Parker; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

144/16 **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

Mayor MacEachern congratulated both the Town Treasurer and Fire Chief for their achievements as noted below:

- (a) Recognition – Tim Tozer, Town Treasurer – Certificate in Local Government Financial Administration
- (b) Recognition – Jeff Richardson, Fire Chief – Member of the Board of Directors for the NB Association of Fire Chiefs – 21 years

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

145/16 **THAT** the Minutes of the Regular Council meeting held on May 24, 2016 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

146/16 **THAT** the Minutes of the Special Council meeting held on May 30, 2016 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Parker

147/16 **THAT** the Minutes of the Special Council meeting held on June 15, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Chisholm
Seconded by Councillor Harding

148/16 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2016 be received. **CARRIED**

PAID BILLS

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

149/16 **THAT** the paid bills in the amount of \$978,527.49 (nine hundred and seventy-eight thousand, five hundred and twenty-seven dollars and forty-nine cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Parker
Seconded by Councillor Hyslop

150/16 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

**MINUTES
REGULAR COUNCIL
JUNE 27, 2016**

3

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

151/16 **THAT** the Minutes of the Committee meeting – Public Works – held on June 10, 2016 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Wheaton
Seconded by Councillor Parker

152/16 **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 June 15, 2016 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Chisholm
Seconded by Councillor Harding

153/16 **THAT** the following staff reports for the month of May 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 Deputy Mayor Carr
Seconded by Councillor Hyslop

154/16 **THAT** the Royal Canadian Mounted Police April 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

MEDAVIE BLUE CROSS – GROUP HEALTH POLICY AMENDMENT

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 155/16 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to sign a Group Health Policy Amendment with Medavie Blue Cross to add massage therapy as an Extended Health Benefit effective June 28, 2016. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION (LIEUTENANTS)

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 156/16 **THAT** Bill Euloth, Jason Giddens, and Jason Richardson each be promoted to the position of Lieutenant for the St. Stephen Fire Department effective June 28, 2016. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION (BACKUP DRIVER)

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 157/16 **THAT** Bill Euloth be appointed to the position of Backup Driver for the St. Stephen Fire Department effective June 28, 2016 with applicable wages. **CARRIED**

**COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED
REZONING OF 27 ELM STREET**

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 158/16 **THAT** the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed by-laws to amend the Municipal Plan By-Law and the Zoning By-Law whereby the use designation on the Generalized Future Land Use Map of the Municipal Plan, and the Zoning Map of the Zoning By-Law, for PID # 01295799, 27 Elm Street, be changed from Single & Two Family Residential (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a bakery and catering business. **CARRIED**

**SETTING DATE FOR PUBLIC PRESENTATION – PROPOSED REZONING OF 27
ELM STREET**

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 159/16 **THAT** Wednesday, July 13, 2016 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Presentation of proposed By-Law M-1.3, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", which would see the consideration of the property known as 27 Elm Street (PID # 01295799) rezoned from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a bakery and catering business. **CARRIED**

REMOVAL OF FEES - W. T. BOOTH COMMUNITY POOL

Moved by Councillor Harding
Seconded by Councillor Parker

160/16

WHEREAS the Council of the Town of St. Stephen approved, by Resolution at its Regular Session on April 27, 2015, the following fee structure, including HST, for the W. T. Booth Community Pool which commenced on opening day:

- Daily Pass - \$ 2.00
- Season Pass - \$35.00
- Family Pass - \$70.00

NOW THEREFORE BE IT RESOLVED THAT the Council authorizes the removal of all fees for the W. T. Booth Community Pool effective immediately. **CARRIED**

Councillor Harding voting in favour of the motion.
Councillor Wheaton voting in favour of the motion.
Councillor Hyslop voting in favour of the motion.
Councillor Parker voting in favour of the motion.
Deputy Mayor Carr voting against the motion.
Councillor Chisholm voting against the motion.

GARCELON CIVIC CENTER – RATE FEES ADJUSTMENTS

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

161/16

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to administer rate fees adjustments at the Garcelon Civic Center due to the 2% (two percent) HST increase effective July 1, 2016. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARDS - JOB RECOMMENDATIONS

Moved by Councillor Wheaton
Seconded by Councillor Harding

162/16

THAT Sara Urdang and Megan Haley be offered the position of Student Lifeguards for the Garcelon Civic Center effective June 28, 2016. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Parker
Seconded by Councillor Harding

163/16

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 Acklands Grainger in order to process any future purchases of the Town from the said company.

CARRIED

APPROVAL OF EVENT – INTERNATIONAL HOMECOMING FESTIVAL

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 164/16 **THAT** the Council of the Town of St. Stephen grants permission to the International Homecoming Festival Committee to hold its festival from Wednesday, August 3 to Sunday, August 7, 2016 as outlined in its calendar of events. **CARRIED**

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Parker

Seconded by Councillor Wheaton

- 165/16 **THAT** Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective July 1, 2016 and expiring June 30, 2017. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STREET IMPROVEMENTS (MILLTOWN BOULEVARD)

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 166/16 **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 amount of \$54,300.00 (fifty-four thousand, three hundred dollars), plus HST, for street improvements on Milltown Boulevard to consist of the addition/replacement of concrete curb and gutter on each of the streets between Hill Street and Church Street (approximately 440 meters) complete with site restoration. **CARRIED**

PURCHASE AND SALE – 220 UNION STREET

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 167/16 **WHEREAS** the Council of the Town of St. Stephen declares Town-owned property located at 220 Union Street and identified as PID #01306315 to be surplus property as outlined in the "Sale of Surplus Property – Tender # TOSS14-04A";

AND WHEREAS the Town has received and accepts the Request for Quotation from Dale Matheson's Towing and Repair in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting.

CARRIED

PURCHASE AND SALE OF A PORTION OF PID # 01246057

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

168/16

WHEREAS the Council of the Town of St. Stephen declared, at its meeting on January 25, 2016, the Town-owned property located at 37 School Street, also known as the former Kiwanis Pool area, and identified as PID # 01306851, as well as the adjacent rear Town-owned property identified as PID # 01246057 to be surplus properties;

AND WHEREAS the Council, at its meeting on January 25, 2016, directed the Chief Administrative Officer to send letters of offer to acquire portions of the above-noted land, at reasonable costs, to adjacent property owners;

AND WHEREAS the Council of the Town of St. Stephen and Kathleen Ann Shaw and William Harold Shaw have negotiated terms of a Purchase and Sale Agreement for a portion of the property identified as PID # 01246057 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 Kathleen Ann Shaw and William Harold Shaw, and the said Council authorizes the Mayor and Town Clerk to execute an Appointment of Agent, Form 2 Affidavit of Applicant, HST Certificate and Form 13 Transfer, all in the form presented to Council, and Council further authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, if necessary, as recommended by the Town Solicitor.

CARRIED

PURCHASE AND SALE OF PID # 01306851 AND PART OF PID # 01246057

Moved by Councillor Hyslop
Seconded by Councillor Harding

169/16

WHEREAS the Council of the Town of St. Stephen declared, at its meeting on January 25, 2016, the Town-owned property located at 37 School Street, also known as the former Kiwanis Pool area, and identified as PID # 01306851, as well as the adjacent rear Town-owned property identified as PID # 01246057 to be surplus properties;

AND WHEREAS the Council, at its meeting on January 25, 2016, directed the Chief Administrative Officer to send letters of offer to acquire portions of the above-noted land, at reasonable costs, to adjacent property owners;

AND WHEREAS the Council of the Town of St. Stephen and Donald Norman Brown have negotiated terms of a Purchase and Sale Agreement for the property identified as PID # 01306851, and part of PID # 01246057 in the form presented to Council;

**MINUTES
REGULAR COUNCIL
JUNE 27, 2016**

8

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 Donald Norman Brown, and the said Council authorizes the Mayor and Town Clerk to execute an Appointment of Agent, Form 2 Affidavit of Applicant, HST Certificate and Form 13 Transfer, all in the form presented to Council, and Council further authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, if necessary, as recommended by the Town Solicitor. **CARRIED**

JOB DESCRIPTION – HORTICULTURE TECHNICIAN

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

170/16 **THAT** the Council of the Town of St. Stephen approves the revised Job Description for the Horticulture Technician, copy attached. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended the Municipal Orientation sessions in Fredericton.
- Attended Future St. Stephen meetings.
- Attended a working group meeting of the Finance and Administration Committee.

Councillor Hyslop

- Attended a working group meeting of the Public Works Committee.
- Attended the Municipal Orientation sessions in Fredericton.
- Attended the monthly Committees meeting.
- As the Council appointee, attended a Charlotte County Museum board meeting and the museum plans to open on July 2nd, with voluntary donations at the door.
- Visited the W. T. Booth Community Pool and pleased that it is underway for the season.

Councillor Wheaton

- Attended, and will continue to attend, meetings in preparation as the official host of the NB Day ceremonies.
- As the Council appointee, attended a Chocolate Museum Operating Committee meeting.
- Pleased to see the new Visitor Information Centre at the St. Stephen Irving – Circle K coming along well.
- Attended the Municipal Orientation sessions in Fredericton.

**MINUTES
REGULAR COUNCIL
JUNE 27, 2016**

- Visited the W. T. Booth Community Pool and pleased that it is underway for the season.

Councillor Parker

- Attended the monthly Committees meeting.
- Attended the Grand Opening of the Giant Tiger.

Councillor Chisholm

- Attended the Municipal Orientation sessions in Fredericton.
- Attended the monthly Committees meeting.
- As the Council appointee, attended an International Festival Committee meeting.
- Attended a working group meeting of the Parks and Recreation Committee and is very pleased with the group of summer students.

Councillor Harding

- Attended the Grand Opening of the Giant Tiger.
- Attended all Town meetings.
- Pleased with the Council support on the removal of fees from the W. T. Booth Community Pool.

Mayor MacEachern

- Attended the Grand Opening of the Giant Tiger and welcomed the business to the Town.
- Attended the SSHS Graduation Banquet.
- Attended a meeting in preparation as the official host of the NB Day ceremonies.
- Attended all Town meetings.

16. QUESTION PERIOD

Yolande Stewart, resident, thanked Council for its decision in removing the fees from the W. T. Booth Community Pool.

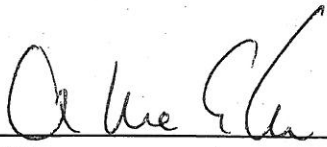
Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*; Jessie Smith, reporter with *The Tide 98.1*; and Derwin Gowan, reporter with the *Telegraph-Journal* were addressed by the Mayor and Chief Administrative Officer upon adjournment of the meeting.

17. ADJOURNMENT

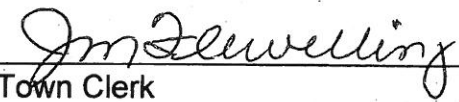
ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

1711/16 THAT the meeting adjourn at 7:35 p.m. CARRIED



Mayor



Town Clerk



Job Description
The Town of St. Stephen
PARKS & RECREATION

Job Title:	Horticulture Technician
Job Type:	Full-Time, Unionized
Reports To:	Director of Parks & Recreation
Direct Reports:	Parks Students

Summary

This is professional work in the field of ornamental horticulture for 40 weeks per year. Methods of performing tasks are usually left to the judgement of the employee. Work is performed under general direction and is reviewed upon completion.

The Horticulture Technician will also work 12 weeks per year for the Public Works Department under the supervision of Superintendent of Public Works or the Supervisor II.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the incumbent in the role of the Horticulture Technician. The following statements are intended to describe the nature of work and level of work being performed, but may not be an exhaustive list of all duties and responsibilities of the position.

- Responsible for the selection, ordering, planting, and maintenance of trees, shrubs, ground covers, and turf grasses.
- Plans and designs annual and perennial flower beds.
- Trains and supervises personnel in the proper methods and techniques of planting ornamental plants.
- Trains and supervises personnel in the techniques of pruning, wound dressing, cavity repair, and the cabling and bracing of trees and shrubs.
- Prepares orders for and maintains records of various types of plants and seeds.
- Inventories, maps, and labels trees and shrubs for instructional and maintenance purposes.
- Assists in the preparation of maintenance programs for the control of plant diseases and insects.
- Prepares fertilizer programs for various types of plants.
- Performs related duties and duties in the Public Works Department as required.

Education and Experience

Graduation from an accredited college or university in a Horticulture curriculum and a minimum of two years' experience related to this class of work; or any equivalent combination of training and experience.

Knowledge, Skills, and Abilities

- Thorough knowledge of ornamental horticulture in all phases.
- Thorough knowledge of plant propagation and culturation.
- Knowledge of the principles of supervision.
- Knowledge of the elementary principles of landscaping.
- Ability to supervise the work of others.

Rate of Pay

This is a regular fulltime Union 770 position based on 40 weeks per year between April and December as Horticulture Technician at the current contract rate of pay and 12 weeks in the Public Works Department as a Labourer at the current contract rate of pay.

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and understand the duties and responsibilities assigned to this position. _____ Employee signature _____ Printed Name _____ Date	I certify that this job description is an accurate description of the duties and responsibilities assigned to the position. _____ Supervisor's Signature _____ Printed name _____ Date
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Approved By:	Town Council
Date Approved:	June 27, 2016
Updated:	