

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, NOVEMBER 28, 2016 @ 7:00 P.M.**

1. PRAYER

Mayor MacEachern called upon Pastor Gord Walsh to administer a prayer.

2. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

**287/16** **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

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Parker  
Seconded by Councillor Hyslop

**288/16** **THAT** the Minutes of the Regular Council meeting held on October 24, 2016 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

289/16 **THAT** the Minutes of the Special Council meeting held on November 21, 2016 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

290/16 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2016 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

291/16 **THAT** the paid bills in the amount of \$1,450,980.27 (one million, four hundred and fifty thousand, nine hundred and eighty dollars and twenty-seven cents) be received. **CARRIED**

9. **COMMUNICATIONS**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

292/16 **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 Parker  
Seconded by Deputy Mayor Carr

293/16 **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 November 16, 2016 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETING**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 294/16 **THAT** the Minutes of the Planning Advisory Committee meeting held on September 7, 2016 and approved at its meeting on November 2, 2016 be accepted. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 295/16 **THAT** the following staff reports for the month of October 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**

**BY-LAW NO. A-7.11 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Wheaton  
Seconded by Councillor Harding

- 296/16 **THAT** leave now be given to introduce a by-law entitled By-law No. A-7.11 – “A By-law to Amend By-law No. A-7, ‘A By-law to Impose a Special Business Improvement Levy’” - for First Reading – Short Title Only. **CARRIED**

**BY-LAW NO. A-7.11 - 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 Parker  
Seconded by Deputy Mayor Carr

- 297/16 **THAT** By-Law No. A-7.11 – 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 Councillor Harding

Seconded by Deputy Mayor Carr

- 298/16** **THAT** the Royal Canadian Mounted Police October 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

**REAPPOINTMENT AND APPOINTMENT – PLANNING ADVISORY COMMITTEE**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 299/16** **THAT** Garth Orchard be reappointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2017 and expiring December 31, 2019.

**AND THAT** Alex Henderson be appointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2017 and expiring December 31, 2019, filling the vacancy left by the retirement of Geoff Knight. **CARRIED**

**TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (JOLLY FARMER)**

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 300/16** **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 Jolly Farmer in order to process any future purchases of the Town from the said company. **CARRIED**

**TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (GORDON FOOD SERVICE)**

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 301/16** **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 Gordon Food Service in order to process any future purchases of the Town from the said company.  
**CARRIED**

**UPDATED JOB DESCRIPTION – RECEPTIONIST AND HOSPITALITY ATTENDANT**

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

- 302/16** **THAT** the Council of the Town of St. Stephen approves the attached updated job description for the position of Receptionist and Hospitality Attendant which Council reviewed at its Committee meeting on November 16, 2016, and directed the Chief Administrative Officer to advertise and recommend an additional candidate for one (1) casual position at a future meeting. **CARRIED**

**JOB DESCRIPTION – STUDENT EVENT STAFF**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 303/16 **THAT** the Council of the Town of St. Stephen approves the attached job description for the position of Student Event Staff at the Garcelon Civic Center which Council reviewed at its Committee meeting on November 16, 2016, and directed the Chief Administrative Officer to advertise and hire the required positions. **CARRIED**

**COUNCIL APPOINTEE - TOURISM AND PROMOTION ACTION COMMITTEE**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

- 304/16 **THAT** the Council of the Town of St. Stephen appoints Councillor Ghislaine Wheaton to act as its member on the Tourism and Promotion Action Committee. **CARRIED**

**APPROVAL OF EVENTS – COLLABORATIVE CHRISTMAS PLANNING COMMITTEE**

Moved by Councillor Parker  
Seconded by Deputy Mayor Carr

- 305/16 **THAT** the Council of the Town of St. Stephen grants permission to the Collaborative Christmas Planning Committee (Business Improvement Area, Chamber of Commerce, Town of St. Stephen) to hold the various events as outlined in the “2016 St. Stephen Community Christmas” brochure. **CARRIED**

**PURCHASE AND SALE – PORTION OF PID # 01332667**

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

- 306/16 **WHEREAS** the Council of the Town of St. Stephen, at its Regular Session on September 26, 2016, declared a portion of Town-owned property located on Riverside Drive and identified as PID #01332667 to be surplus property, and directed the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase.

**AND WHEREAS** the Town has received and accepts the Request for Proposal from Robert Beach 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**

**MUNICIPAL GENERAL AND LIABILITY INSURANCE PROPOSAL - # TOSS16-08**

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

307/16

**THAT** the proposal from Guy R. Day & Son Ltd. of St. Stephen, NB, for \$97,135.00 (ninety-seven thousand, one hundred and thirty five dollars) be accepted for one (1) year effective December 31, 2016.

**AND THAT** the Town accepts the option to lock in average auto and property rates for a three (3) year period, as well as liability and errors & omissions insurance to be capped at a maximum premium increase of 5% (five percent) annually, as provided for in the three (3) year rate stability agreement stipulated in the proposal from Guy R. Day & Son Ltd., by committing to a second and third year term.

**AND FURTHER THAT** the Town reserves the option, at the end of the third term, to negotiate for a fourth and/or fifth term with Guy R. Day & Son Ltd., or retender at the Town's discretion. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the Business Improvement Area annual general meeting, as well as the regular monthly meeting.
- Participated in the launch of Mothers Against Drunk Driving Project Red Ribbon Campaign during a recent St. Stephen Aces hockey game.
- Attended the Elm Street Park Society annual general meeting.
- Attended a Concerned Citizens of Charlotte County (C4) meeting.
- Laid a wreath on behalf of the Town at the St. Stephen cenotaph.
- Participated (Olde Carr Auto) in the Santa Claus parade.
- Attended The Five Kings Restaurant soft opening.
- Attended Future St. Stephen's refocus meeting at the Garcelon Civic Center.
- Attended a Revitalizing Southwest NB dinner meeting at the Garcelon Civic Center and Jim Diers, Internationally acclaimed speaker, presented.

Councillor Hyslop

- Attended The Five Kings Restaurant soft opening.
- Attended Future St. Stephen's refocus meeting at the Garcelon Civic Center.
- Attended the Elm Street Park Society annual general meeting.
- Attended all Town meetings.
- Attended a Revitalizing Southwest NB dinner meeting at the Garcelon Civic Center and Jim Diers, Internationally acclaimed speaker, presented.

**MINUTES  
REGULAR COUNCIL  
NOVEMBER 28, 2016**

Councillor Parker

- Attended the Remembrance Day Service at the St. Stephen cenotaph.
- Attended the Santa Claus parade and served hot chocolate and cookies from Top Shelf Cabinets.
- Attended The Five Kings Restaurant soft opening.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Southwest New Brunswick Transit Authority Inc. presentation in Fredericton with Minister Fraser.
- Attended a "Christmas in St. Stephen 2016" planning committee meeting.
- Attended a Business Improvement Area information meeting.
- Attended a New Brunswick Trail meeting.
- Attended Future St. Stephen's refocus meeting at the Garcelon Civic Center.
- Attended a Southwest New Brunswick Transit Authority Inc. meeting in St. George.
- Attended a Milltown Development Committee meeting.
- Attending the weekly Wellness (seniors) sessions at the Garcelon Civic Center.
- Attended the tree lighting and Santa Claus parade.
- Worked with the Lionettes at Santa's Arrival.
- Attended The Chocolate Museum annual general meeting.
- Attended the Chocolate Fest annual general meeting.
- Attended Santa Helpers.

Councillor Harding

- Attended all Town meetings.
- Attended a luncheon meeting with Minister John Ames.
- Attended The Five Kings Restaurant soft opening.
- Attended a Milltown Development Committee meeting.
- Stated that the Christmas decorations around Town look great.

Councillor Chisholm

- Attended The Five Kings Restaurant soft opening.
- Attended a "Wall of Fame" meeting at the Garcelon Civic Center.
- Attended the Elm Street Park Society annual general meeting.
- Attended all Town meetings.
- Attended a Garcelon Civic Center Advising Commission meeting.

MINUTES  
REGULAR COUNCIL  
NOVEMBER 28, 2016

Mayor MacEachern

- Attended a Veterans' dinner at the St. Stephen Legion.
- Laid a wreath on behalf of the Town at the Milltown cenotaph.
- Participated in the launch of Mothers Against Drunk Driving Project Red Ribbon Campaign during a recent St. Stephen Aces hockey game.
- Attended the Elm Street Park Society annual general meeting.
- Attended The Five Kings Restaurant soft opening.
- Attended a Revitalizing Southwest NB dinner meeting at the Garcelon Civic Center and Jim Diers, Internationally acclaimed speaker, presented.
- Attended Future St. Stephen's refocus meeting at the Garcelon Civic Center.
- Attended the Tree Lighting and Santa Claus parade.
- Attended an International Festival Committee meeting with the former Calais Mayor.
- Attended Santa Helpers.
- Attended a New Brunswick Trail meeting.

16. QUESTION PERIOD

Questions/comments from 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 Deputy Mayor Carr  
Seconded by Councillor Harding

308/16 THAT the meeting adjourn at 7:26 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

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

**Job Description**  
**The Town of St. Stephen and the Garcelon Civic Center**  
**Receptionist and Hospitality Attendant**

Job Title:	Receptionist and Hospitality Attendant
Job Type:	Casual – part-time (union)
Reports to:	Treasurer and Administrative and Accounting Clerk Coordinator
Direct Reports:	None

**Job Purpose:**

The Receptionist and Hospitality Attendant is responsible for reception, administrative and clerical duties, general accounting, customer service, and the hosting of events at the Town of St. Stephen and the Garcelon Civic Center to ensure the efficient operations and effective customer service in both facilities. This person will provide friendly and welcoming service to guests and patrons.

**Duties and Responsibilities:**

The following are the primary job duties and responsibilities of the Receptionist and Hospitality Attendant and 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. The Treasurer or the Administrative and Accounting Coordinator may assign other duties and responsibilities.

- Greet guests and patrons, manage registrations and memberships, and collect payments.
- Answer and direct telephone calls and provide information.
- Provide information regarding Town and Civic Center services, facilities, and fees.
- Compute bills and receive payments.
- Conduct general office duties including correspondence, e-mails, switchboard, accounting, balancing cash, data entry, record keeping, and filing.
- Sort, code and enter invoices into Town Suite.
- Bank reconciliations.
- Prepare bank deposits.
- Report maintenance issues and cleanliness problems to the appropriate department.
- Assist with facilities events including room set up, technology requirements, linen preparation, event material preparation, and nutrition breaks.
- Perform cleaning and maintenance tasks on the front desk and in the reception areas.
- Build a rapport with patrons and guests, and resolve issues to maintain high quality customer service.
- Ensure a comfortable and pleasant experience at the facility.
- Conducts opening / closing duties.

**Job Description**  
**The Town of St. Stephen and the Garcelon Civic Center**  
**Receptionist and Hospitality Attendant**  
**Page Two**

**Knowledge, skills, and abilities:**

- Friendly and welcoming approach.
- High standards of dress and presentation.
- Ability to remain calm during difficult situations and in a very busy environment.
- Ability to work with minimal supervision.
- Excellent interpersonal skills, including a pleasant telephone manner.
- Collaborative skills.
- Accounting software, payroll procedures, employment records.
- Microsoft Word, Excel, PowerPoint, and website updates.
- Effective communication verbally and in writing.
- Flexibility to adapt to a variety of work situations with various individuals or groups.
- Time management and multi-tasking to prioritize work, manage multiple demands, meet deadlines, and respond calmly to challenging situations.
- Ability to building and maintain effective working relationships with peers and members of the public.

**Experiences:**

- Previous experience in customer service, hospitality, event planning.
- Previous experience with accounting – Accounts Payable and Accounts Receivable.
- Previous experience with Workers' Compensation, Canada Revenue Agency forms, and Insurance forms.

**Qualifications:**

- College diploma in business administration and / or hospitality.
- A minimum of 3-5 years of administrative and / or hospitality experience or in a similar customer service environment.
- Valid driver's license.
- Criminal record check.

**Location:**

- Garcelon Civic Center and / or Town Hall.

**Hours of work:**

- Flexible to meet the operational needs of the organization.
- Day, evening, and weekend work is required.

**Salary range:** \$ 15.00-18.00 / hour based on qualifications and experience.

<b>Approved By:</b>	Council
<b>Date Approved:</b>	November 23, 2015
<b>Updated:</b>	November 28, 2016



Job Description  
The Town of St. Stephen  
**GARCELON CIVIC CENTER**

<b>Job Title:</b>	Student Event Staff
<b>Job Type:</b>	Part-time Casual, Non-Union
<b>Reports To:</b>	Administrative and Finance Coordinator
<b>Direct Reports:</b>	None

### **Job Purpose**

The Student Event Staff is responsible for food and beverage service during events including but not limited to hockey games, conferences and receptions as well as providing excellent customer service as part of a team environment.

### **Duties and Responsibilities**

The following are the primary job duties and responsibilities of the Student Event Staff. 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. Other duties and responsibilities may be assigned by the Garcelon Civic Center Management Team.

#### **Food and Beverage Service**

- Prepare food and beverage items
- Serve food and beverage, including alcoholic beverage items
- Clean and clear dining tables
- Handle cash
- Maintain a safe and clean work environment
- Maintain inventory

### **Knowledge, Skills and Abilities**

The following knowledge, skills, and abilities are required:

- Friendly and welcoming approach.
- High standards of dress and presentation.
- Ability to remain calm during difficult situations and in a very busy environment.
- Ability to work with minimal supervision.
- Collaborative skills.
- Flexibility to adapt to a variety of work situations with various individuals or groups.
- Ability to build and maintain effective working relationships with peers and members of the public.

- A good stamina and ability to stand for long hours while serving customers.

### Experiences

- Previous experience in customer service, hospitality, food and beverage service.
- Previous experience with food preparation.

### Qualifications

- Food Safe Handling Certificate, or ability to obtain, an asset.
- Pro Serve or Smart Serve, or ability to obtain, an asset.
- Criminal record check.

### Hours of work

- The hours of work are flexed to meet operational needs.
- Day, evening, and weekend work is required.

### Rate of Pay

Hourly rate of pay at the provincial minimum wage.

This job description does not represent an exclusive list of all duties that an employee may be asked to perform and is meant to be a general description of the job requirements. The Town may make modifications or the incumbent may request changes at any time.

### Certification and Approval

#### Employee and Supervisor Certification

<p>I certify that I have read and understand the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Employee signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to the position.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
--	---

<b>Approved By:</b>	Town Council
<b>Date Approved:</b>	November 28, 2016
<b>Updated:</b>	