

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JUNE 25, 2018 @ 7:00 P.M.**

1. MOMENT OF SILENCE

Mayor MacEachern requested a moment of silence.

2. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; and Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer Jeff Renaud.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding

Seconded by Councillor Chisholm

115/18

**THAT** the Agenda be approved unanimously with one (1) addition: Live Music on Rear Deck – Something's Brewing Café be added as (m) under 14. New Business.

**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 Chisholm

Seconded by Councillor Hyslop

116/18

**THAT** the Minutes of the Regular Council meeting held on May 28, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

**PAID BILLS**

Moved by Councillor Harding  
Seconded by Councillor Parker

- 117/18 **THAT** the paid bills in the amount of \$1,323,844.17 (one million, three hundred and twenty-three thousand, eight hundred and forty-four dollars and seventeen cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

**COMMUNICATION FOR INFORMATION FILE**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 118/18 **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 Councillor Wheaton

- 119/18 **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 13, 2018 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 120/18 **THAT** the Minutes of the Committee of Council meeting held on June 20, 2018 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETING**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

- 121/18 **THAT** the Minutes of the Planning Advisory Committee meeting held on May 10, 2018 and approved at its meeting on June 4, 2018 be accepted. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

- 122/18** **THAT** the following staff reports for the month of May 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; and 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 Deputy Mayor Carr

- 123/18** **THAT** the Royal Canadian Mounted Police May 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**MUTUAL AID AGREEMENT – TOWN OF ST. STEPHEN AND CITY OF CALAIS – FIRE DEPARTMENTS**

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 124/18** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Mutual Aid Agreement between The Town of St. Stephen and The City of Calais, in the State of Maine, and in the form presented to Council effective July 1, 2018 and expiring on September 30, 2021. **CARRIED**

**ORGANIZATIONAL REVIEW AND WORKPLACE EVALUATION**

Moved by Deputy Mayor Carr  
Seconded by Councillor Wheaton

- 125/18** **THAT** the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$35,000.00 (thirty-five thousand dollars) of the \$485,277.00 (four hundred and eighty-five thousand, two hundred and seventy-seven dollars) currently allocated to be transferred to the General Capital Reserve for the purpose of funding the Organizational Review and Workplace Evaluation Project;

**AND THAT** the proposal submitted by Gerald Walsh Associates Inc., with a cost of \$27,225.00 (twenty-seven thousand, two hundred and twenty-five dollars), excluding HST, plus disbursements estimated at \$2,500.00 (two thousand, five hundred dollars), be approved. **CARRIED**

**GIDDENS MEMORIAL AIRPORT – RUNWAY MAINTENANCE / REPAIR – CRACK SEALING**

Moved by Councillor Parker

Seconded by Councillor Harding

126/18

**THAT** the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$75,000.00 (seventy-five thousand dollars) of the \$485,277.00 (four hundred and eighty-five thousand, two hundred and seventy-seven dollars) currently allocated to be transferred to the General Capital Reserve for the purpose of funding repairs and maintenance at the Giddens Memorial Airport;

**AND THAT** the quote from AARC - Atlantic Asphalt Restoration Corp. in the amount of \$1.05 (one dollar and five cents) / linear foot, plus HST, with an estimated cost of \$63,000.00 (sixty-three thousand dollars), plus HST, be approved. **CARRIED**

**RESCINDING OF “USE OF TOWN VEHICLES” POLICIES**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

127/18

**THAT** the Council of the Town of St. Stephen rescinds the “Use of Town Vehicles” Policy Nos. 9 and 42 attached. **CARRIED**

**SIGNAGE – ELM STREET NATURE PARK**

Moved by Councillor Chisholm

Seconded by Councillor Harding

128/18

**THAT** the Council of the Town of St. Stephen grants permission to the Elm Street Nature Park Society to erect the following seven (7) signs on various existing street signs, with the basic design and size as placed last year on Queen Street West, Elm Street, and King Street, in order to promote the location of the park:

- (i) King Street, north side at the traffic circle;
- (ii) King Street, north side west of Kent’s driveway;
- (iii) Sign post in front of 272 Milltown Boulevard;
- (iv) Corner of Milltown Boulevard and Hawthorne Street;
- (v) Corner of Hawthorne Street and Union Street;
- (vi) Corner of Parkwood Drive and Hawthorne Street; and
- (vii) Corner of Parkwood Drive and Elm Street.

**AND THAT** the costs of the signage paid by the Town shall not exceed grant funding from the Fundy Community Foundation. **CARRIED**

**REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD**

Moved by Councillor Parker

Seconded by Councillor Hyslop

**129/18** **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, 2018 and expiring June 30, 2019.

**CARRIED**

**APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY**

Moved by Councillor Wheaton

Seconded by Councillor Harding

**130/18** **THAT** the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 7<sup>th</sup> Annual Motorcycle Rally from Friday, August 3 to Sunday, August 5, 2018, and acknowledges receipt of its Certificate of Insurance.

**AND THAT** permission is granted for the following:

- placement of an off-site sign at the corner of Queen Street West and King Street (on the property located at 130 King Street), so placed as to not obstruct traffic, and the sign permit fee shall be waived with the completion of an application;
- vendor licenses for the weekend shall be waived with a full list of vendors submitted to the town; and,
- hold outdoor music concerts in the parking lot of the St. Stephen Legion on Friday, August 3<sup>rd</sup> from 4:00 p.m. to 12 midnight and Saturday, August 4<sup>th</sup> from 2:00 p.m. to 12 midnight.

**CARRIED**

**APPROVAL OF EVENT – ST. CROIX CHRISTIAN CENTRE**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

**131/18** **THAT** the Council of the Town of St. Stephen grants permission to the St. Croix Christian Centre to host Nashville recording artist, Ted Lynch, in the David Allison Ganong Chocolate Park on Saturday, July 21, 2018 from 4:00 p.m. to 7:00 p.m.

**CARRIED**

**AWARDING OF TENDER: STREET IMPROVEMENTS 2018 – MILLTOWN BOULEVARD (PLEASANT STREET TO RIVERSIDE DRIVE) – DILLON PROJECT NO. 18-7514, NBDTI PROJECT NO. 18-D213**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

**132/18** **THAT** of the four (4) tenders received, the low tender of \$262,812.50 (two hundred and sixty-two thousand, eight hundred and twelve dollars and fifty cents), including HST, from Debly Enterprises Limited of Saint John, NB, for street improvements on Milltown Boulevard (Pleasant Street to Riverside Drive) be accepted. **CARRIED**

**TENDER: COMBINED SEWER SEPARATION AND UTILITY RENEWAL –  
MURCHIE AVENUE AND CEDAR STREET – DILLON PROJECT NO. 18-7576**

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 133/18 **THAT** based on the results of the tender for combined sewer separation and utility renewal on Murchie Avenue and Cedar Street, Dillon Project No. 18-7576 opened on June 11, 2018, all received bids be rejected due to bids being in excess of available funding. **CARRIED**

**CONSTRUCTION OF PUBLIC SERVICES AND DEVELOPMENT AGREEMENT –  
THE TOWN OF ST. STEPHEN AND CORDOVA REALTY LTD.**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 134/18 **THAT** the Council of the Town of St. Stephen approves the Construction of Public Services and Development Agreement (the “Agreement”) between The Town of St. Stephen and Cordova Realty Ltd., in the form presented to Council, and authorizes the Mayor and Town Clerk to execute the Agreement. **CARRIED**

**LIVE MUSIC ON REAR DECK – SOMETHING’S BREWING CAFÉ**

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 135/18 **THAT** the Council of the Town of St. Stephen grants permission to *Something’s Brewing Café* located at 140 Milltown Boulevard to hold live music on the rear deck weekly on Saturday evenings from 6:00 p.m. to 9:00 p.m. during the summer and until the end of September 2018. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Attended International Homecoming Festival Committee meetings.
- Attended a Finance meeting.
- Attended the Ambulance NB rally in Town.
- Attended a meeting on a potential mural at the library.
- Attended a Drag Racing Committee meeting.
- Participated in the International Homecoming Festival fundraiser road toll in Calais, Maine.
- Attended a Business Improvement Area meeting.
- Attended all Town meetings.

**Councillor Hyslop**

- Attended a Charlotte County Museum board meeting.
- Attended Canada 1<sup>st</sup> Basketball Committee meetings.
- Attended a concert in the David Alison Ganong Chocolate Park.
- Attended all Town meetings.

Councillor Parker

- Attended the Relay for Life at the Garcelon Civic Center.
- Attended a recent provincial funding announcement by Minister John Ames.
- Met with the Town's Building Inspector.
- Met with the Town's Chief Administrative Officer.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings except the Committee of Council meeting on June 20, 2018.
- Attended a Chocolate Museum Operating Committee meeting.
- Participated in the International Homecoming Festival fundraiser road toll in Calais, Maine.
- Attended a meeting on a potential mural at the library.
- Participated in the Relay for Life at the Garcelon Civic Center.
- Busy with preparations for Canada Day events.

Councillor Harding

- Met with Sergeant Stubbs.
- Attended a recent provincial funding announcement by Minister John Ames.
- Attended a Milltown Development Committee meeting on the "Turning the Corner" project.
- Attended a Planning Advisory Committee meeting.
- Received many telephone calls, mostly dealing with streets and passed them on to Councillor Hyslop as Chair of the Public Works Committee.

Councillor Chisholm

- Attended all Town meetings.
- Met with the Chief Administrative Officer and Director of Parks and Recreation.
- Participated in the International Homecoming Festival fundraiser road toll in Calais, Maine and received many positive comments on the continuation of the festival.

Mayor MacEachern

- Attended various provincial funding announcements.
- Attended the SSHS graduation banquet.
- Attended the groundbreaking ceremony for the extension of the Union Street Atlantic Baptist Church.

- Attended the "Bark in the Park" event at Ganong Nature Park.
- Attended the Relay for Life at the Garcelon Civic Center.
- Attended all Town meetings.

16. QUESTION PERIOD

Mike Smith, Town resident and volunteer attendant at the Giddens Memorial Airport, thanked Council for the approval of funding for the runway maintenance/repair.

Any questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, would be addressed by Mayor MacEachern upon adjournment of the meeting.

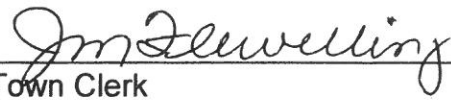
17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

136/18 THAT the meeting adjourn at 7:19 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

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



TOWN  
OF  
ST. STEPHEN

# POLICY

NUMBER		
009		
PAGE	1	OF 1

TITLE	USE OF TOWN VEHICLES
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EFFECTIVE DATE		
DAY	MO.	YR.
01	07	77

## 1.0 PURPOSE

The purpose of this policy is to outline the guidelines for the use of Town owned vehicles.

## 2.1 VEHICLE USE

Town-owned vehicles are purchased and maintained for uses which are a part of the normal working responsibilities of the staff.

2.2 Except as otherwise provided in this policy, and/or directions of the Council, no Town-owned vehicle shall be used for personal purposes including use a means of transportation to and from work.

## 3.0 AUTHORIZED EXCEPTIONS

3.1 Vehicles assigned to Management personnel may be used for travel to and from work.

3.2 All employees on call may use the assigned vehicles for travel to and from work.

3.3 The Town Manager or Department Head may authorize occasional use of Town-owned vehicles for personal use in storms, emergencies or other special circumstances.

3.4 Police vehicles may be used for the purpose of providing transportation to and from work for on-duty police officers.

APPROVED: \_\_\_\_\_



TITLE \_\_\_\_\_

**USE OF TOWN VEHICLES**

EFFECTIVE DATE

DAY	MO.	YR.
17	06	2002

**1.0 Purpose**

The purpose of this policy is to outline the guidelines for the uses of Town-owned vehicles.

**2.0 Vehicle Use**

- 2.1 Town-owned vehicles are purchased and maintained for uses which are a part of the normal working responsibilities of the staff.
- 2.2 Except as otherwise provided in this policy, and/or directions of the Council, no Town-owned vehicle shall be used for personal purposes including use as a means to transportation to and from work.

**3.0 Authorized Exceptions**

- 3.1 Vehicles assigned to Management personnel may be used for travel to and from work.
- 3.2 All employees on call may use the assigned vehicles for travel to and from work.
- 3.3 The Town Manager or Department Head may authorize occasional use of Town-owned vehicles for personal use in storms, emergencies or other special circumstances.
- 3.4 Town vehicles assigned to Management personnel will only be used by other municipal employees when the demonstrated need for such vehicle warrants. As this would be an increase to the Town fleet, approval shall be required from the Town Manager. In such case, mileage accumulated during work use of the employee's private vehicle will be recorded and reimbursement will be made at the prevailing Provincial rates.
- 3.5 The Town Manager and Director of Operations/Assistant Town Manager - Operations will receive a monthly vehicle allowance of no less than \$150/month for the operation and maintenance of their private vehicles.
- 3.6 Use of private vehicle for attending conferences, training sessions, or out of Town associated official functions will be reimbursed at the prevailing Provincial rates for all municipal employees, including elected officials.

APPROVED: \_\_\_\_\_

*Brenda K. Knight*