

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 16, 2013 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor Maxwell

331/13

THAT the Agenda be approved with one addition: The Town of St. Stephen's Garcelon Civic Center – Appointment of exp Project Services Inc. as Payment Certifier for The Town of St. Stephen's Garcelon Civic Center Project be added as 14. (z) under 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

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor MacEachern

332/13

THAT the Minutes of the Regular Council meeting held on November 25, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Maxwell
Seconded by Councillor Booth

333/13 **THAT** the paid bills in the amount of \$3,013,475.08 (three million, thirteen thousand, four hundred and seventy-five dollars and eight cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

No items in the file this month.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor MacEachern
Seconded by Councillor Harding

334/13 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on December 4, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

335/13 **THAT** the Minutes of the Committee of Council meeting held on December 11, 2013 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Maxwell

336/13 **THAT** the following staff reports for the month of November 2013 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Department and Property Management. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.8 – A BY-LAW TO AMEND BY-LAW NO. A-7 – “A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Booth

Seconded by Councillor Maxwell

337/13 **THAT** By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor Harding

338/13 **THAT** the Royal Canadian Mounted Police (RCMP) November 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

HYDRAULIC STUDY – BILLY WESTON BROOK

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

339/13 **THAT** the Council of the Town of St. Stephen approves a 2014 expenditure up to a maximum of \$12,000.00 (twelve thousand dollars), including HST, to St. Croix Estuary Project Inc. (SCEP), to conduct a hydraulic study of Billy Weston Brook contingent on SCEP receiving the additional funding necessary to carry out the study. **CARRIED**

NOMINATION – 2014 NEW BRUNSWICK SPORTS HALL OF FAME ANNUAL INDUCTION CEREMONY AND BANQUET

Moved by Councillor Maxwell

Seconded by Councillor Booth

340/13 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the nomination form to nominate the St. Stephen St. Croix Baseball Team (1957 – 1960) for induction into the 2014 New Brunswick Sports Hall of Fame (Sports Hall of Fame) at its induction ceremony and banquet in June of 2014 if selected by the Sports Hall of Fame Selection Committee. **CARRIED**

GRANT – ST. STEPHEN DEVELOPMENT BOARD

Moved by Councillor Booth
Seconded by Councillor Harding

- 341/13** **THAT** the Council of the Town of St. Stephen approves a 2013 unbudgeted special project grant in the amount of \$7,500.00 (seven thousand, five hundred dollars) to the St. Stephen Development Board.

AND FURTHER THAT the Council approves an additional 2014 special project grant in the amount of \$7,500.00 (seven thousand, five hundred dollars) to the St. Stephen Development Board in January of 2014. **CARRIED**

MUNICIPAL GENERAL INSURANCE PROPOSAL - # TOSS13-05

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 342/13** **THAT** the proposal from Guy R. Day & Son Ltd. of St. Stephen, NB, for \$97,906.00 (ninety-seven thousand, nine hundred and six dollars) be accepted for one (1) year effective December 31, 2013.

AND FURTHER 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 8% (eight percent) annually, as provided in the three (3) price stability agreement stipulated in the proposal from Guy R. Day & Son Ltd., by committing to a second and third year term. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - PROJECT ACCOUNTANT AND FINANCIAL ADVISOR

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

- 343/13** **THAT** the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Project Accountant and Financial Advisor for The Town of St. Stephen's Garcelon Civic Center from January 1, 2014 to December 31, 2014. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 344/13** **THAT** the amount of \$292,105.75 (two hundred and ninety-two thousand, one hundred and five dollars and seventy-five cents) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 345/13** **THAT** the amount of \$164,340.00 (one hundred and sixty-four thousand, three hundred and forty dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

ESTABLISHMENT OF A RESTRICTED BANK ACCOUNT

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 346/13** **THAT** the Council of the Town of St. Stephen approves the establishment of a restricted bank account to accumulate required funding amounts for vested post employment benefits and sick leave liability.

AND FURTHER THAT the amount of \$321,267.98 (three hundred and twenty- one thousand, two hundred and sixty-seven dollars and ninety-eight cents) be transferred from the General Operating Fund bank account to this restricted account.

AND ALSO FURTHER THAT the amount of \$90,032.26 (ninety thousand and thirty-two dollars and twenty-six cents) be transferred from the Water and Sewerage Operating Fund bank account to this restricted account. **CARRIED**

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 347/13** **THAT** the Council of the Town of St. Stephen authorizes all permanent non-union management and administrative staff be awarded a 1.0% (one percent) salary increase for the 2014 calendar year effective January 1, 2014. **CARRIED**

BUILDING INSPECTION SERVICES – CONTRACT RENEWAL

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 348/13** **THAT** the Council of the Town of St. Stephen authorizes the renewal of the contract for building inspection services with Fundy Building Inspection & Drafting Services Ltd. (Fundy) for one (1) year effective January 1, 2014 to December 31, 2014 on the terms and conditions contained in the draft contract dated December 17, 2013, in the form presented to Council, to be signed and sealed by Manzer H. Young, President of Fundy, and the Council authorizes the Mayor and Town Clerk to execute the contract and affix the Town Seal. **CARRIED**

**MINUTES
REGULAR COUNCIL
DECEMBER 16, 2013**

6

PAYROLL AUTHORIZATION

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 349/13** **THAT** the Council of the Town of St. Stephen authorizes the budgeted payroll payment to Employee # E54 in the amount of \$1,407.15 (one thousand, four hundred and seven dollars and fifteen cents) for additional administrative and relief work. **CARRIED**

AMENDMENT TO TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

- 350/13** **WHEREAS** the Council of the Town of St. Stephen and Kingsley Bailey have negotiated an amendment to the Term Agreement which commenced on August 19, 2013 and expires on February 13, 2014;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment to Term Agreement between The Town of St. Stephen (the “Town”) and Kingsley Bailey of Saint John, NB which extends the term for one (1) year to February 13, 2015, renewable upon agreement between the Town Council and Kingsley Bailey, and amends the responsibilities to include Property Management and Municipal Planning Officer in the form of agreement presented to Council. **CARRIED**

RESCINDING OF RESOLUTION (APPOINTMENT – MUNICIPAL PLANNING OFFICER)

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 351/13** **THAT** Resolution # 23/11 as stated in the Minutes of January 24, 2011, which reads

THAT the Council of the Town of St. Stephen appoints the Chief Administrative Officer to act as the Town’s Municipal Planning Officer as outlined in Section 16(1)(a)(ii) of the *Community Planning Act*, and who shall also be the Town’s Development Officer as outlined in Section 16(2) of the *Community Planning Act*, retroactive to November 15, 2010. **CARRIED**

be rescinded effective immediately. **CARRIED**

APPOINTMENT – MUNICIPAL PLANNING OFFICER

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 352/13** **THAT** the Council of the Town of St. Stephen appoints Kingsley Bailey to act as the Town’s Municipal Planning Officer as outlined in Section 16(1)(a)(ii) of the *Community Planning Act*, and who shall also be the Town’s Development Officer as outlined in Section 16(2) of the *Community Planning Act* effective immediately and expiring February 13, 2015. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT -
PROJECT MANAGER RESIGNATION**

Moved by Councillor Booth

Seconded by Councillor MacEachern

353/13

THAT the Council of the Town of St. Stephen accepts the resignation of E.A. Farren, Limited as Project Manager for The Town of St. Stephen's Garcelon Civic Center Project, as requested in a letter from E. A. Farren, Limited dated December 13, 2013.

AND FURTHER THAT Council directs that the resignation include the role of Payment Certifier for The Town of St. Stephen's Garcelon Civic Center Project.

AND ALSO FURTHER THAT Council approves the payment of all outstanding invoices for E. A. Farren, Limited received to the date of resignation as recommended by The Town of St. Stephen's Garcelon Civic Center Project Accountant/Financial Advisor and the Town's Acting Chief Administrative Officer. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT -
APPOINTMENT OF PROJECT MANAGER**

Moved by Councillor Booth

Seconded by Councillor MacDonald

354/13

THAT the Council of the Town of St. Stephen hereby appoints Kingsley Bailey as Project Manager for The Town of St. Stephen's Garcelon Civic Center Project, reporting to the Chief Administrative Officer (CAO), and directs the Project Manager to:

- Be responsible for daily management of the Project on behalf of the Town of St. Stephen, including project completion and commissioning of the facility;
- Oversee the planning, execution and completion of the design and construction of The Town of St. Stephen's Garcelon Civic Center to reduce risk to the Town of St. Stephen, including risks related to quality control, cost control and completion on a timely basis;
- Ensure compliance with relevant laws, by-laws and regulations;
- Apply project management procedures and standards using appropriate methods and technologies;
- Communicate effectively with all project participants, and ensure such communication is delivered on a timely basis as required by the Town of St. Stephen, and any agreements to which the Town of St. Stephen is a party and which relate to the successful completion and financing of this project;
- Maintain standards for performance (time, cost, quality);
- Maintain appropriate documentation to support the quality and quantity of work performed and to support any findings, recommendations and communications provided by the Project Manager;

**MINUTES
REGULAR COUNCIL
DECEMBER 16, 2013**

- Advise the Payment Certifier, on a timely and regular basis, of any issues relating to quality control, cost control or delay in completion of the project and respect and acknowledge the role of the Payment Certifier to review and provide an independent decision of the appropriateness of any concerns and to address those concerns with the General Contractor as deemed necessary;
- Review and provide recommendations to the Town of St. Stephen and the Payment Certifier as it relates to issues related to management of the agreement (Contract) with the Town of St. Stephen and DORA Construction Limited as signed on May 3, 2012, including issues related to approval decisions related to issuance of change directives or change orders;
- Assist with the timely and effective management of the project to ensure that the relationship between the General Contractor, Payment Certifier and the Town of St. Stephen is maintained;
- Maintain a close professional and communication relationship with the Construction Committee, Agreement Management Committee with Infrastructure Canada, CAO, Treasurer, Project Accountant/Financial Advisor and Mayor and Council of the Town of St. Stephen, including attendance at various meetings required to maintain communications with these parties and provide regular updates as to the status of the project or to assist with the timely payment of invoices or claim submissions for financing from the various funding partners;
- Maintain and respect the confidentiality of all parties, including prior or future communication, documentation or knowledge to which the Project Manager has access to whether or not such information is considered to have been made public; and
- Provide other information, on a timely basis, as requested by the Town of St. Stephen, including its Council, Mayor, Treasurer, Project Accountant/Financial Advisor or any committee of same. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT -
DIRECTION TO PAY SEPTEMBER 2013 PROGRESS CLAIM OF DORA
CONSTRUCTION LIMITED**

Moved by Councillor Harding

Seconded by Councillor Maxwell

355/13

THAT the Council of the Town of St. Stephen authorizes and directs Frank G. Godsoe Chartered Accountant, Garcelon Civic Center Project Accountant, to pay the September 30, 2013 progress claim, Draw #17, in the amount of \$1,264,350.33 (one million, two hundred and sixty- four thousand, three hundred and fifty dollars and thirty-three cents) from DORA Construction Limited relating to the Garcelon Civic Center in the form presented to Council at its Closed Session on December 11, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND FURTHER THAT this payment is being provided on the condition that its provision is without prejudice any rights the Town of St. Stephen may have to review and assess the work completed and for which the progress payments to date are claimed. **CARRIED**

RESCINDING OF RESOLUTION (AMENDING OF RESOLUTION (THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE COMPOSITION))

Moved by Councillor Booth

Seconded by Councillor Maxwell

356/13 **THAT** Resolution # 167/12 as stated in the Minutes of August 27, 2012, which reads

AMENDING OF RESOLUTION (THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE COMPOSITION)

THAT Resolution # 149/12 as stated in the Minutes of July 23, 2012, which reads

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE COMPOSITION

THAT the Council of the Town of St. Stephen accepts, in addition to the previously appointed Mayor John Quartermain and Councillor Debbie MacDonald, the following as members of the Civic Center Construction Committee: CAO John Ferguson; Project Manager Ed Farren; and Financial Advisor/Project Accountant Frank Godsoe.

AND FURTHER THAT the Civic Center Construction Committee shall keep all members of Council updated on a monthly basis. **CARRIED**

be amended by adding Sid Lodhi, Project Engineer, and Alison Estey, Recording Secretary, as members of the Civic Center Construction Committee. **CARRIED**

be rescinded effective immediately. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE COMPOSITION

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

357/13 **THAT** the Council of the Town of St. Stephen accepts, in addition to the previously appointed Mayor John Quartermain and Councillor Debbie MacDonald, the following as members of the Civic Center Construction Committee:

Financial Advisor/Project Accountant Frank Godsoe

Project Manager Kingsley Bailey

Alison Estey, Recording Secretary **CARRIED**

SPUR LINE PROPERTIES INC. – SALE OF PROPERTY AND INDEMNITY AGREEMENT

Moved by Councillor Harding

Seconded by Councillor Maxwell

358/13

WHEREAS Spur Line Properties Inc. has delivered to The Town of St. Stephen a letter exercising its option pursuant to section 3 of an Option to Purchase Agreement dated the 25th day of October, 2012 which was amended pursuant to an Option to Purchase Agreement – Agreement as to Compensation Payable dated the ___ day of January, 2013 and was also amended pursuant to an Amendment to Option to Purchase Agreement And Agreement as to Compensation Payable dated the 16th day of December, 2013 (collectively, the “Option to Purchase Agreement”) with respect to those lands identified in such agreement (the “Property”);

AND WHEREAS pursuant to the terms of the Option to Purchase Agreement such agreement became an Agreement of Purchase and Sale upon the issuance of such letter exercising Spur Line Property Inc.’s option to purchase the Property (the “Agreement of Purchase and Sale”);

AND WHEREAS by resolution of Council dated the 14th day of August, 2013 Council directed the Mayor to sign a letter of commitment to Spur Line Properties Inc. containing, among other things, a commitment toward any environmental liability which may arise from the Property;

NOW THEREFORE BE IT RESOLED THAT:

1. The Council of the Town of St. Stephen:

(1) accepts Spur Line Properties Inc’s letter exercising its option to purchase the Property,

(2) approves the sale of the Property pursuant to the terms of the Agreement of Purchase and Sale, and

(3) authorizes the Mayor and Clerk to execute the Agreement of Purchase and Sale and all such other documents as may be necessary or desirable to fulfill the obligations of The Town of St. Stephen contained therein; and

2. The Council of the Town of St. Stephen approves the Indemnity and Release Agreement in the form presented to Council by which the Town agrees to indemnify Spur Line Properties Inc. for any claim relating to environmental matters existing on the closing date (as further defined in such agreement) on a 50% basis up to a maximum financial commitment by the Town of \$50,000.00 and authorizes the Mayor and Clerk to execute such Indemnity and Release Agreement on behalf of The Town of St. Stephen. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

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 MacEachern voting against the motion.

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER CONSTRUCTION COMMITTEE AND EXPENDITURE POLICY – AMENDED

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 359/13 **THAT** the Council of the Town of St. Stephen approves the amended Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55-A attached. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – AQUATIC SUPERVISOR AND ADMINISTRATIVE CLERK, PROGRAMS, AND MARKETING COORDINATOR - JOB DESCRIPTIONS

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 360/13 **THAT** the Council of the Town of St. Stephen approves the job descriptions (copies attached) for the following two (2) positions for The Town of St. Stephen's Garcelon Civic Center:

- 1) Aquatic Supervisor
- 2) Administrative Clerk, Programs, and Marketing Coordinator **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER –REDIRECTION OF 2013 BUDGET

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 361/13 **THAT** the Council of the Town of St. Stephen approves the redirection of overall surplus funds, in the 2013 Operating Budget for The Town of St. Stephen's Garcelon Civic Center, to be used for startup supplies and equipment. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – FIRE SAFETY PLAN AND EVACUATION MAPPING – SERVICE AGREEMENT

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 362/13 **THAT** of the three (3) quotes received, the lowest quote of \$7,538.50 (seven thousand, five hundred and thirty-eight dollars and fifty cents), excluding HST, from IPECC Project Management Inc. of Halifax, Nova Scotia, to complete the Fire Safety Plan and Evacuation Mapping for The Town of St. Stephen's Garcelon Civic Center be accepted.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with IPECC Project Management Inc. in the form of agreement presented to Council. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - APPOINTMENT OF EXP PROJECT SERVICES INC. AS PAYMENT CERTIFIER FOR THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 363/13 **THAT** the Council of the Town of St. Stephen hereby appoints exp Project Services Inc., as Payment Certifier for the Town of St. Stephen's Garcelon Civic Center Project, reporting to the Construction Committee of the Town of St. Stephen, for the purpose of carrying out those duties and responsibilities identified in the Consultant Agreement presented to Council;

THAT the Council of the Town of St. Stephen authorizes and directs the Mayor and Town Clerk to execute a Consulting Agreement between The Town of St. Stephen and exp Project Services Inc. for the provision of Payment Certifier and other consulting services identified therein in the form of agreement presented to Council.

CARRIED

15. REPORTS OF MAYOR AND COUNCILLORS

Councillor Maxwell

- Wished everyone a Merry Christmas and healthy and prosperous New Year.

Deputy Mayor Ames

- Wished everyone a Merry Christmas and Happy New Year.

Councillor MacEachern

- Wished everyone a Merry Christmas and Happy New Year.
- Attended all Town meetings.
- Attended the Chambers After Hours event at Speedy Glass.

Councillor Harding

- Commented on the great generosity of John and Peggy McNay who plan to open their diner from 12 noon to 4:00 p.m. on Christmas day to provide free meals to those in need.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Booth

- Attended all Town meetings.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor MacDonald

- Attended the Christmas Business Mixer at Dooly's.
- Attended and very much enjoyed the staff Christmas lunch at the St. Croix Christian Centre, and thanked Councillor Harding who arranged the venue.
- Attended a number of various meetings.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor Quartermain

- Thanked Councillor Harding for her preparations with the staff Christmas lunch.
- Commended staff for their dedicated work and, in particular, the Public Works crew who keep the streets and sidewalks plowed and who do so in severe weather conditions.

16. QUESTION PERIOD

Charles Monaghan, a resident, wished everyone a Merry Christmas and Happy New Year.

17. ADJOURNMENT


ADJOURNMENT

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

364/13 THAT the meeting adjourn at 7:40 p.m. CARRIED



Mayor



Town Clerk



TOWN OF ST. STEPHEN

POLICY

Title: **The Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy** Policy No. 55 - A
Page 1 of 4
Effective Date: August 27, 2012

(Amended version approved by Council December 16, 2013)

Part 1: The Town of St. Stephen's Garcelon Civic Center Construction Committee

Purpose:

That the roles and responsibilities of the Town of St. Stephen's Garcelon Civic Center Construction Committee will be as follows:

The Committee is an advisory committee consisting of the Mayor and one or more Councillors, chosen by Council, with advisory personnel to assist with the effective management of the Committee.

The Roles of the Committee are to:

- Provide guidance to the Mayor and Council on the overall design and scope of the project.
- Evaluate specific changes to blueprint of the project to maximize efficiency and effectiveness of the design, within context of the overall approved design.
- Approve minor design changes where those changes approve efficiency and effectiveness of the overall design and do not result in any budgetary or scope changes to the project. Changes resulting in budgetary considerations are to be managed in accordance with expenditure policy for the Civic Center project.
- Recommend more extensive design/scope changes where those changes would change the overall design or scope of the project or where those changes result in budgetary changes to the project.
- Provide overall responsibility for the management of the project, on behalf of the Town of St. Stephen and on behalf of Council, as directed by Council, including receiving of regular reports from external project manager or other consultants.
- Ensure that the Mayor and Council are provided with regular information on the progress of the project or any matter which requires approval of Council to proceed.

Responsibilities of Committee Members:

- Mayor and appointed Councillor(s) – Provide guidance to the Committee as representatives of Council and have ultimate responsibility for approval of any decisions of the Committee, including decision to recommend Committee decisions to Council for approval.
- Other members (chosen and/or invited) - Will provide guidance to the Committee based on their respective roles such as the Chief Administrative Officer, Project Manager, Payment Certifier, Project Accountant and Recording Secretary.
- As directed by the Expenditure Policy all timing and procedural matters are to be brought forward by the Chief Administrative Officer for consideration by the Committee to enable the Committee to provide advice and guidance to Council.
- All members will be invited, and expected, to provide comments where those comments assist the Mayor and appointed Councillor(s) to come to the proper conclusions and/or decisions, including the decision to make recommendations to Council for approval.
- All members of the Committee will be permitted to obtain copies of the minutes of any meeting and the Mayor and any appointed Councillors must be provided a copy of the minutes of any meeting, in their absence, prior to any decision being made.
- Decisions of the Committee are not binding until approved by Council unless such decision is minor in nature and does not result in any financial or material structural changes.

Part 2: The Town of St. Stephen's Garcelon Civic Center Expenditure Policy

Purpose:

That the policy of the Town of St. Stephen for the authorization and approval for expenditures incurred on behalf of the Town of St. Stephen's Garcelon Civic Center Project will be as follows:

Authorization for Work Performed:

1. All expenditures are to be authorized by Council prior to expenditure being incurred, or authorized, unless subject to emergency provisions or minor expenditures approved by the Chief Administrative Officer as directed by this policy.
2. Emergency provisions apply when, at the direction of the Payment Certifier, approval for the expenditure is required to mitigate an environmental issue that in the absence of immediate response would, in the opinion of the professional engineer, result in the Town not being in compliance with Environmental standards, or could result in the potential for loss of life or property if not acted upon immediately.
3. All expenditures outside of previously authorized limits by Council require the authorization of the Payment Certifier, Project Accountant or Treasurer, Chief Administrative Officer and Mayor prior to commencement of the work being performed.
4. Evidence for all expenditures are to be by Purchase Order signed by the above.
5. Previously approved (budgeted) expenditures are to be evidenced by a copy of the Council Resolution and signed by the Payment Certifier, Project Accountant and Chief Administrative Officer and submitted for final approval to the Mayor and Treasurer.
6. Chief Administrative Officer has authority to approve minor expenditures up to a limit of \$1,000.00. Such expenditures will be evidenced by a Purchase Order signed by the Project Manager, Project Accountant and Chief Administrative Officer.
7. Expenditures over \$1,000.00 have to be approved by Council prior to commitment being made (except for emergency expenditures). Interim approval can be obtained by obtaining approval of a quorum of the Council members through a phone poll, with such approval ratified at the next available Council

meeting. Such approval is evidenced by the signature of the Mayor. A Purchase Order signed by the Payment Certifier, Project Accountant, Chief Administrative Officer and Mayor is required to commence work.

8. Council is to be informed at the next available Committee meeting of all expenditures authorized, or payments made, and the nature of the authorization or payment. Ratification to occur at the next Council meeting.

Payment Approval Procedure for all Expenditures:

1. The Construction Committee is responsible for oversight of the project and delegates responsibility for day to day oversight of the project to the Project Manager.
2. The Payment Certifier will review all invoicing and sign to evidence approval that the work completed was as approved as directed by the Policy, work was completed as billed, supporting documentation is available to support costs within the scope and terms of the Contract or approval as evidenced by Purchase Order.
3. The Project Accountant is responsible for reviewing all invoices submitted for payment to ensure that the Payment Certifier has provided their assurance as to work completed and invoiced and will review to ensure that the invoice meets audit and compliance criteria as required by our auditors and funding partners for payment of claims submitted. The Project Accountant will determine and expedite filing of claims to various funding partners as required to maximize receipt of cash flows.
4. The Chief Administrative Officer will review the work completed by the External Project Manager and Project Accountant and provide final approval for payment. The Chief Administrative Officer will ensure that the expenditure meets the conditions of the expenditure policy and prior Council approval had been obtained prior to the expenditure unless otherwise directed by this policy. The Chief Administrative Officer will ensure that all timing or procedural matters are brought forward for consideration by the Construction Committee.

Approved:



Town Clerk

Job Description

The Town of St. Stephen GARCELON CIVIC CENTER

Job Title:	Aquatic Supervisor
Job Type:	Full-Time, Contract (1 year)
Reports To:	Civic Center Manager
Direct Reports:	Day Time Lifeguards Lifeguards/Instructors

Job Purpose

The Aquatic Supervisor is responsible for supervising, monitoring and ensuring the safety of patrons of the aquatic area of the Garcelon Civic Center as well as promoting fun, safe leadership skills through instructions to all ages in a healthy aquatic environment while providing excellent customer service as part of a team environment. Other administrative and custodial duties will be required.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the incumbent in the role of the Aquatics Supervisor. 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 Manager, and/or CAO/Development Officer.

1. Monitors and ensures safe use of the aquatic area.

- Safeguards patrons in using the aquatic area;
- Provides swim instruction for the purpose of developing skills and awareness of water safety;
- Leads and enforces rules and regulations of the aquatic area;
- Knowledge of emergency procedures and the ability to initiate them when necessary.

2. Maintains and ensures a clean and safe aquatic area and maintains related inventory.

- Performs pool maintenance, custodial tasks, as well as other programs and services;
- Leads and completes records, inspections, and reports;
- Oversees and maintains an inventory of pool program and event supplies and equipment;
- Prepares, submits, and inspects the aquatic area on a daily schedule and reports unsafe conditions or equipment to Civic Center Manager.

3. Serves as a key point of contact for aquatic support, services, and customer service for the facility.

- Promotes and maintains positive public relations;

- Maintains a thorough knowledge of the Garcelon Civic Center, its programs, services, and promotions;
 - Assists with the updating of approved social media outlets such as Facebook, twitter, and website;
 - Assists with the preparation and distribution of the information to the public on programs, services, and events using appropriate media outlets (flyers, brochures, newsletters, etc);
 - Acts in a discrete and confidential manner in the exchange of sensitive and private communications.
- 4. Coordinates planning, development, and evaluation of aquatic programs, events, and services for the facility.**
- Remains current with aquatic trends, philosophies, and program directions;
 - Assesses aquatic requirements of the facility, conducts research and consults with community groups to understand needs, interests, and desires of all segments of the community;
 - Identifies opportunities and priorities for new aquatic programs, events, and services, and makes recommendations to the Civic Center Manager;
 - Follows directive of Civic Center Manager;
 - Develops a comprehensive annual plan for aquatic programs and services, under the direction of the Civic Center Manger;
 - Provides input to the Civic Center Manager on the aquatic budgeting and procurement needs, as part of the annual budgeting process;
 - Undertakes monitoring and evaluation of aquatic programs, services, and events, under the direction of the Civic Center Manager;
- 5. Provides ongoing leadership and direction to aquatic staff and volunteers in the delivery of aquatic programs, events, and training for the facility.**
- Works closely with the Civic Center Manager, facility staff, and volunteers involved in aquatic program or event delivery to ensure the objectives, timelines, and deliverables for the facility are met;
 - Assists in the establishment and enforcement of aquatic rules, regulations, and procedures;
 - Supervises, leads, and participates in in-service training sessions and other professional development for aquatic staff and volunteers;
 - Completes scheduling of aquatic staff and volunteers;
 - Provides supervision for aquatic staff and volunteers;
 - Performs Lifeguard and/or Instructor duties as required;
 - Brings forward performance or disciplinary matters to the Civic Center Manager;
 - Conducts opening/closing duties.
- 6. Performs administrative functions and other duties as required.**
- Maintains clear, concise, and complete records of aquatic programs, activities, and events, for the facility;
 - Assist with fitness center monitoring and orientation as well as special event set up as required;
 - Approves and submits payroll information to Civic Center Manager;

- Serves as a back-up to the Administrative Clerk, Programs, & Marketing Coordinator, as required;
- Performs cash handling, and balances cash at the end of shift.

Qualifications

- Completion of a post-secondary degree or diploma in Recreation, Kinesiology, or a relevant discipline;
- 1-3 years of experience directly related to aquatics;
- Current First Aid & CPR;
- Current Nationals Lifeguard Service Certification;
- Current Lifesaving Society Water Safety Instructor Certification;
- Bronze Cross;
- AED Training;
- Criminal record check;
- Basic Fitness Theory (or willingness to obtain);
- High Five Training (or willingness to obtain); and
- Equivalent combination of education and experience may be considered.

Knowledge, Skills, and Abilities

The following knowledge, skills, and abilities are required:

- Knowledge of aquatic administration, management, and delivery;
- Knowledge of any relevant policies, procedures, rules or regulations, Occupational Health and Safety, Privacy Act, and records management;
- Skill in using office equipment, computers and software, including proficiency in Microsoft Office programs;
- Knowledge and understanding of the social, cultural, and demographic composition of the Town of St. Stephen, including the aquatic opportunities and challenges that face the municipality;
- Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise;
- Attention to detail and the commitment to maintain high standards in order to ensure a clean, safe, healthy and attractive facility;
- Flexibility, including the ability to adapt to work effectively within a variety of situations, and with various individuals or groups;
- Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively, and support others in challenging situations;
- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, subordinates, council members, residents, government officials, auditors, contractors/suppliers, business representatives, and other stakeholders.

Working Conditions

- The incumbent works on uneven and/or slippery surfaces and is periodically exposed to hazardous conditions/situations.

Physical Requirements

- The incumbent is frequently required to run, swim, paddle, and walk long distances; stand and sit for long periods; climb or balance; stoop, kneel, bend, crouch or crawl; reach with hands and arms; talk and hear both in person from close and long distances and by phone or radio; use hands to finger, handle, feel or operate lifesaving equipment. The incumbent will also have to do some lifting, pushing, and pulling of persons or equipment. The incumbent must be able to deal effectively with members of the public in a courteous and respectful manner. The incumbent may be interrupted frequently to meet the needs and requests of residents. The incumbent may find the environment to be busy, noisy, and sometimes chaotic, and will need excellent organizational and time and stress management skills to keep activities and events on track and accomplish required tasks in a timely and effective manner. The incumbent must be prepared to deal with injuries, accidents, and emergencies as a result of facility use.

Hours of work

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

Certification and Approval

Employee and Supervisor Certification

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

Approved By:	
Date Approved:	
Updated:	

Job Description

The Town of St. Stephen GARCELON CIVIC CENTER

Job Title:	Administrative Clerk, Programs, and Marketing Coordinator
Job Type:	Full-Time, Contract (1 year)
Reports To:	Civic Center Manager
Direct Reports:	Customer Service Attendants Service Staff

Job Purpose

The Administrative Clerk, Programs, & Marketing Coordinator is responsible for leading and providing receptionist, administrative, sales, and general clerical office duties as well as the planning, delivery, and marketing of programs, services, and events of the Garcelon Civic while providing excellent customer service as part of a team environment.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the incumbent in the role of the Administrative Clerk, Programs, & Marketing Coordinator. 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 Manager, and/or CAO/Development Officer.

- 1. Acts as the primary point of contact for administrative support and service for the facility.**
 - Processes facility bookings, registrations, memberships, special event bookings, requisitions, payments, transfers, and withdrawals;
 - Maintains facility schedules, registrations, and memberships;
 - Handles and responds to routine correspondence, public inquiries, and requests in a timely manner;
 - Provides administrative support to internal staff;
 - Maintains inventory of office supplies and office equipment;
 - Maintains clear, concise, and complete records of the facility;
 - Performs data entry and record keeping;
 - Tracks and processes invoicing;
 - Leads and performs account receivable exporting with the finance department;
 - Leads and handles processes and procedures for cash handling, and balances cash at the end of shift;
 - Completes reports as required;
 - Conducts opening/closing duties.

2. **Serves as a key point of contact for customer service, public relations, marketing, and promotion for the facility.**
 - Maintains a thorough knowledge of the Garcelon Civic Center, its programs, services, and promotions;
 - Promotes programs and services in order to ensure the residents are aware of available opportunities and benefits;
 - Performs updating of the approved social media outlets such as Facebook, Twitter, and website;
 - Prepares and distributes information to the public on programs, services, and events using appropriate media outlets (flyers, brochures, newsletters, etc);
 - Promotes and maintains positive public relations;
 - Provides orientation and event booking support for special events such as weddings, trade shows, and concerts;
 - Assists with room set up/clean up as required and ensures that patrons have the amenities as per bookings;
 - Acts in a discrete and confidential manner in the exchange of sensitive and private communications.

3. **Assists with the coordination, planning, development, and evaluation of the health, wellness, and fitness programs, and events for the facility.**
 - Remains current with trends, philosophies, program directions, and funding sources for health, wellness, and fitness;
 - Assists in assessing the health, wellness, and fitness requirements for the facility, conducts research and consults with community groups to understand the needs, interest, and desires of all segments of the community;
 - Assists in identifying opportunities and priorities for new health, wellness, and fitness programs, events, and services and makes recommendations to the Civic Center Manager;
 - Assists in the development of a comprehensive annual plan for health, wellness, and fitness programs and services as well as events of the facility;
 - Assists with the monitoring and evaluation of health, wellness, and fitness programs and services;
 - Provides input to the Civic Center Manager on the customer service, marketing, programs, and event budget and procurement needs, as part of the annual budget process.

4. **Provides ongoing leadership and direction to customer service staff and volunteers in the delivery of services, programs, events, and training for the facility.**
 - Assists in the establishment and enforcement of customer service, program, and event rules, regulations and procedures;
 - Works closely with the Civic Center Manager, facility staff, volunteers involved in customer service, program or event delivery to ensure objectives, timelines, and deliverables for the facility are met;
 - Provides orientation, on the job training, work direction, and technical/functional guidance to customer service employees;
 - Assists with the orientation, recruitment, training, scheduling, and coaching of volunteers of the fitness areas of the facility;

- Schedules and assigns work to customer service employees, and facility volunteers;
- Brings forward performance and disciplinary matters to the Civic Center Manager;
- Approves and submits payroll information to Civic Center Manager;
- Advises the Civic Center Manager of major issues concerning customers, facility maintenance, cancellation of programs, and handling of cash. Supervises and monitors patrons;
- Determines major work requirements and priorities, in consultation with the Civic Center Manager;
- Consults with the Civic Center Manager on the availability of back-up and support staff to help with the planning and execution of programs and events;
- Works closely and acts as the liaison with the Civic Center Manager, Aquatic Supervisor, and Operations/Maintenance Coordinator to ensure clear communication among facility employees to ensure seamless operations.

Qualifications

- Completion of post-secondary degree or diploma in Office Administration, Communications, Marketing, Recreation/Kinesiology, or relevant discipline;
- Current First Aid & CPR;
- AED Training;
- Two to five years of administrative experience and/or two to five years of experience in the development and delivery of sports, recreation, and leisure programs and events;
- Basic Fitness Training Certification (or willingness to obtain);
- High Five Training (or willingness to obtain);
- Criminal record check; and
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities

The following knowledge, skills, and abilities are required:

- Strong skill in using office equipment, computers, software, point of sale, including proficiency in Microsoft Office programs;
- Knowledge of any relevant policies, procedures, rules or regulations, Occupational Health and Safety, Privacy Act, and records management;
- Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise;
- Attention to detail and the commitment to maintain high standards in order to ensure a clean, safe, healthy and attractive facility;
- Flexibility, including the ability to adapt to work effectively within a variety of situations and with various individuals or groups;
- Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations;

- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, subordinates, council members, residents, government officials, auditors, contractors/suppliers, business representatives and other stakeholders;
- Analytical and problem solving skills, including the ability to research, analyze and evaluate alternatives and develop recommendations for improved customer service to the Civic Center Manager.

Working Conditions

- The incumbent must be able to deal effectively with members of the public in a courteous and respectful manner. The incumbent may be interrupted frequently to meet the needs and requests of residents. The incumbent may find the environment to be busy, noisy, and sometimes chaotic, and will need excellent organizational and time and stress management skills to keep activities and events on track and accomplish required tasks in a timely and effective manner. The incumbent must be prepared to deal with injuries, accidents, and emergencies as a result of facility use.

Physical Requirements

- The incumbent is located in a busy, open office area. The incumbent is faced with constant interruptions and meets with others on regular bases. The incumbent will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The incumbent will also have to do some lifting of supplies and material from time to time. There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people and various issues.

Hours of work

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

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>
--	---

Approved By:	
Date Approved:	
Updated:	