

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 17, 2012 @ 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; Acting Chief Administrative Officer Lee Johnson (left at 7:20 p.m.); Chief Administrative Officer/Development Officer John Ferguson (arrived at 7:20 p.m.); Town Treasurer Tim Tozer (arrived at 7:50 p.m.); and, Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

Deputy Mayor Ames requested a personnel matter be added to the closed session as per Section 10.2(4)(a), (b), (c), (f) and (j) of the New Brunswick *Municipalities Act*.

Councillor MacDonald objected as she suggested the agenda was full and Councillor MacEachern agreed; therefore, without the unanimous consent of all Councillors present as outlined in Section 12.03(3) of the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", the proposed addition was denied.

Deputy Mayor Ames then asked the Town Clerk to place the matter on a future agenda and the Town Clerk stated that she prepares an agenda in consultation with the Mayor, as outlined in Section 12.03(1) of the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", at which time the Mayor agreed that the matter could be placed on a future agenda.

The Town Clerk advised Council that she was given a document that morning by the Chief Administrative Officer to be added to the closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* if Council agreed.

Councillor MacDonald objected for the same reason as noted above; therefore, without the unanimous consent of all Councillors, the proposed addition was denied.

AGENDA

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

251/12

THAT the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

Councillor Booth declared a conflict of interest on paid bill to Canada Post and left Council Chambers at 7:15 p.m. and returned at 7:16 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Plaque Presentation – Mayor Quartermain presented a plaque to Ian MacMichael, long-time resident of St. Stephen, in recognition of his many years of dedicated service to the community as a teacher, coach and volunteer.

Mr. MacMichael thanked the Mayor and Council and stated he was very pleased to receive the plaque and advised he has finally retired from the past many years of driver training.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

252/12 **THAT** the Minutes of the Regular Council meeting held on November 26, 2012 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor MacDonald

253/12 **THAT** the Minutes of the Special Council meeting held on November 28, 2012 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Maxwell
Seconded by Councillor Booth

254/12 **THAT** the paid bills in the amount of \$1,073,640.90 (one million, seventy-three thousand, six hundred and forty dollars and ninety cents) be ratified. **CARRIED**

PAID BILL: CONFLICT OF INTEREST – CANADA POST

Moved by Councillor Harding
Seconded by Councillor MacEachern

255/12 **THAT** the Petty Cash paid bill (Cheque # 011358) with the amount of \$10.01 (ten dollars and one cent) included for Canada Post, be ratified. **CARRIED**

9. **COMMUNICATIONS**

No items in the file this month.

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Maxwell

256/12 **THAT** the Minutes of the Committee of Council meeting held on November 28, 2012 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

257/12 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration held on December 5, 2012 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Maxwell

258/12 **THAT** the Minutes of the Committee of Council meeting held on December 6, 2012 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

THAT the Minutes of the Committee of Council meeting held on December 10, 2012 be approved as circulated.

AMENDED
COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 259/12 **THAT** the Minutes of the Committee of Council meeting held on December 10, 2012 be amended to include Councillor Jim Maxwell and Councillor Mike Booth in attendance. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Booth

- 260/12 **THAT** the following staff reports for the month of November 2012 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

BY-LAW NO. A-7.7 – 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 Maxwell
Seconded by Councillor Harding

- 261/12 **THAT** By-Law No. A-7.7 – 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**

BY-LAW NO. Z-1.1 – “A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW” – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 262/12 **THAT** By-Law No. Z-1.1 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. L-9 – A BY-LAW RESPECTING A SIDEWALK CAFÉ – SECOND READING – SECTION NUMBERS ONLY

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

- 263/12 **THAT** By-Law No. L-9, being “A By-Law Respecting a Sidewalk Café – be given Second Reading – Section Numbers Only. **CARRIED**

BY-LAW NO. A-9 – A BY-LAW TO ASSIST WITH THE ADMINISTRATION OF THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

- 264/12 **THAT** By-Law No. A-9, being “A By-Law to Assist with the Administration of the Town of St. Stephen’s Garcelon Civic Center” – be given First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 265/12 **THAT** the Royal Canadian Mounted Police (RCMP) November 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 266/12 **THAT** the amount of \$10,000.00 (ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 267/12 **THAT** the amount of \$14,232.83 (fourteen thousand, two hundred and thirty-two dollars and eighty-three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a backup blower at the sewerage lagoons. **CARRIED**

APPOINTMENT - PLANNING ADVISORY COMMITTEE

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 268/12** **THAT** Councillor Mike Booth be appointed to the Planning Advisory Committee (PAC) to join Councillor Marg Harding as the two members of Council on the PAC as outlined in Section 2.02 of the Town of St. Stephen's By-Law No. A-4, "A By-Law to Establish a Planning Advisory Committee". **CARRIED**

APPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Councillor Harding

Seconded by Councillor Booth

- 269/12** **THAT** Allan Gillmor and Mark Porter be appointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2013 and expiring December 31, 2015, filling the vacancies left by Greg Farrell and André Levesque. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND – PARKS AND RECREATION VEHICLE

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 270/12** **THAT** the amount of \$10,794.00 (ten thousand, seven hundred and ninety-four dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund for the purchase of a vehicle for the Parks and Recreation Department. **CARRIED**

FINANCIAL ADVISOR/PROJECT ACCOUNTANT

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 271/12** **THAT** the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Financial Advisor/Project Accountant for The Town of St. Stephen's Garcelon Civic Center from January 1, 2013 to December 31, 2013. **CARRIED**

RESCINDING OF RESOLUTION (2012 BUDGET TRANSFER – CHIEF ADMINISTRATIVE OFFICER/DEVELOPMENT OFFICER TRAINING)

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

272/12 THAT Resolution # 70/12 as stated in the Minutes of April 16, 2012, which reads

2012 BUDGET TRANSFER – CHIEF ADMINISTRATIVE OFFICER/DEVELOPMENT OFFICER TRAINING

Moved by Councillor Tinker

Seconded by Councillor Williams

THAT the Council of the Town of St. Stephen approves the transfer of \$15,000.00 (fifteen thousand dollars) from amounts budgeted in 2012 for Transfer to General Operating Reserve to the 2012 budget for Chief Administrative Officer/Development Officer Training, with expenditures from the transfer subject to education leave approved by the Mayor. **CARRIED**

be rescinded immediately. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND

Moved by Councillor Booth

Seconded by Councillor Harding

273/12 THAT the amount of \$131,020.00 (one hundred and thirty-one thousand and twenty dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended numerous meetings and functions for the following:
 - BIA
 - Chamber of Commerce
 - Calais City Council
 - The Chocolate Museum
 - Churches
 - Economic Development
- Stated that he is a proud contributing member of the Town and Council and is encouraged as Deputy Mayor of the resilience of Council and encourages continuous support and feedback from one another.
- Thanked all the many volunteers for their contribution to the Town.

Councillor Booth

- Attended many meetings.

Councillor MacDonald

- Attended many meetings.
- Attended a Civic Center Board meeting.
- Enjoyed the Christmas staff luncheon which was well-attended.

Councillor Maxwell

- Attended various meetings.
- Busy selling tickets for the Chocolate Museum Operating Committee's annual fundraiser which supports the Food Bank and Museum.
- Wished everyone a Merry Christmas and Happy New Year.
- Stated his Christmas wish was for the Council and asked that the Mayor, Council and Town staff always be respectful of one another.

Councillor Harding

- Enjoyed the Christmas staff luncheon today – a great meal at St. Pat's Hall.
- Attended many meetings.
- Attended a Planning Advisory Committee meeting.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor MacEachern

- Attended various Town meetings.
- Attending various budget meetings as Chair of Finance and Administration.
- Attended the "Chamber After Hours" event at Devine Wines.
- Attended the staff Christmas luncheon.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor Quartermain

- Attended various meetings.
- Enjoyed the Christmas staff luncheon – a great meal.
- Wished everyone a Merry Christmas and Happy New Year.

MINUTES
REGULAR COUNCIL
DECEMBER 17, 2012

16. QUESTION PERIOD

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

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Harding

Seconded by Councillor MacDonald

274/12 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss a labour and employment matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, and a financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**


18. ADJOURNMENT

ADJOURNMENT

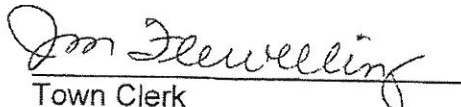
Moved by Councillor Booth

Seconded by Councillor Harding

275/12 **THAT** the meeting adjourn at 9:00 p.m. **CARRIED**



Mayor



Town Clerk