

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
DECEMBER 19, 2011 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor G. L. (Jed) Purcell; Deputy Mayor Jim Maxwell; Councillors Ralph Williams, Jeremy Copeland, Gavin Toumishey and Robert Tinker; Chief Administrative Officer/Development Officer John Ferguson; and, Town Clerk Joan Flewelling.

ABSENT: Councillor Barb Donovan.

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

300/11 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

No conflicts were declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

No petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Williams

Seconded by Deputy Mayor Maxwell

301/11 **THAT** the Minutes of the Regular Council meeting held on November 21, 2011 be approved as circulated. **CARRIED**

8. ACCOUNTS

No accounts.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Tinker

Seconded by Councillor Toumishey

302/11 **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 Williams

Seconded by Councillor Copeland

303/11 **THAT** the Minutes of the Committees meeting – Public Safety & Environment; Planning & Priorities; Community Services; and Finance & Administration held on December 7, 2011 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Williams

Seconded by Deputy Mayor Maxwell

304/11 **THAT** the Minutes of the Committee of Council meeting held on December 15, 2011 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

305/11 **THAT** the following staff reports for the month of November 2011 be adopted: Treasury 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-7.6 – 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 Toumishey
Seconded by Councillor Williams

- 306/11 **THAT** By-Law No. A-7.6 – 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. M-1.1 – AMENDMENT TO MUNICIPAL PLAN – PID # 01304500 (15 QUEEN STREET WEST) – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Maxwell
Seconded by Councillor Williams

- 307/11 **THAT** By-Law No. M-1.1 – “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law” – PID # 01304500 (15 Queen Street West) – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. Z-1.1 – REZONING – PID # 01304500 (15 QUEEN STREET WEST) – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Williams
Seconded by Councillor Toumishey

- 308/11 **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” – PID # 01304500 (15 Queen Street West) – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

CONTINENTAL NICKEL LIMITED – EXPLORATION

Moved by Deputy Mayor Maxwell
Seconded by Councillor Williams

- 309/11 **THAT** the Council of the Town of St. Stephen grants permission to Continental Nickel Limited of Bathurst, NB to drill a hole at the edge of a wooded area immediately west of the Elm Street Nature Park to explore the prospectivity of nickel, as long as government regulations and environmental guidelines are followed.

AND FURTHER THAT permission is granted to temporarily remove the cement blocks located at the entrance of the park which are to be replaced after the drill has left the site. **CARRIED**

COMBINED SEWER SEPARATION (PRINCE WILLIAM STREET TO BUDD AVENUE) – PROJECT NO. 09-2731 – OVERAGE

Moved by Councillor Williams

Seconded by Councillor Toumishey

- 310/11 **THAT** the Council of the Town of St. Stephen retroactively approves the amount of \$4,755.10 (four thousand, seven hundred and fifty-five dollars and ten cents) to H. E. Merchant and Sons Ltd. which represents an overage due to extra rock and the removal of a leaking water line encountered during the Combined Sewer Separation Project No. 09-2731, all of which is under the original Gas Tax Budget. **CARRIED**

BREAKAGE OF SEWER LATERAL (PRINCE WILLIAM STREET AND BUDD AVENUE) – H. E. MERCHANT AND SONS LTD.

Moved by Councillor Williams

Seconded by Deputy Mayor Maxwell

- 311/11 **RESOLVED** that a discrepancy between the payment by the insurer for H. E. Merchant and Sons Ltd. (Merchant) and the damages caused by breakage of a sewer lateral located between Prince William Street and Budd Avenue be resolved by Merchant paying the \$2,500.00 (two thousand, five hundred dollars) deductible and the Town paying damage to property depreciation of \$2,791.69 (two thousand, seven hundred and ninety-one dollars and sixty-nine cents), subject to the execution of all necessary documents prepared by the Town solicitor, including a release that contains a denial of liability. **CARRIED**

FIRE EMERGENCY DISPATCH SERVICE – MCADAM FIRE DEPARTMENT

Moved by Councillor Williams

Seconded by Councillor Tinker

- 312/11 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide dispatch service to the McAdam Fire Department retroactive to December 2, 2011 until a final agreement is negotiated.

AND FURTHER THAT subject to mutually agreed upon terms, conditions and rates, an agreement will be considered at a future Council meeting. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND – FIRE DEPARTMENT RADIO REPEATER

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

- 313/11 **THAT** the amount of \$10,500.00 (ten thousand, five hundred dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

**TRANSFER TO GENERAL OPERATING RESERVE FUND – RENOVATIONS
TOWN HALL**

Moved by Councillor Williams

Seconded by Councillor Toumishey

- 314/11 **THAT** the amount of \$50,000.00 (fifty thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Williams

Seconded by Councillor Toumishey

- 315/11 **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 TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Williams

Seconded by Councillor Tinker

- 316/11 **THAT** the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund, representing the 2011 budgeted amount for “Downtown Development”, for future downtown capital development as recommended by the St. Stephen Business Improvement Area (BIA) and the Town of St. Stephen. **CARRIED**

AWARDING OF TENDER: ONE (1) NEW 6 X 4 60,000 LB GVWR CAB AND CHASSIS

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

- 317/11 **THAT** of the four (4) tenders received, the low tender of \$107,146.60 (one hundred and seven thousand, one hundred and forty-six dollars and sixty cents), including HST, from Valley Equipment Limited of Hartland, NB for one (1) new 6 x 4 60,000 lb GVWR cab and chassis be accepted.

AND FURTHER THAT the purchase of an extended warranty in the amount of \$4,264.20 (four thousand, two hundred and sixty-four dollars and twenty cents), including HST, be accepted. **CARRIED**

AWARDING OF TENDER: ONE WAY SNOW PLOW

Moved by Councillor Tinker

Seconded by Deputy Mayor Maxwell

- 318/11 **THAT** of the three (3) tenders received, the low tender of \$50,793.50 (fifty thousand, seven hundred and ninety-three dollars and fifty cents), including HST, from Phil Larochele Equipment Inc. of Moncton, NB for one way snow plow be accepted. **CARRIED**

**BANKING SERVICES – TEMPORARY CAPITAL FINANCING TENDER #
2011-12**

Moved by Councillor Williams
Seconded by Councillor Tinker

- 319/11 **THAT** of the three (3) tenders received, the tender proposal received from the Royal Bank of Canada (RBC) for Banking Services – Temporary Capital Financing for The Town of St. Stephen's Garcelon Civic Center Project is approved. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT –
CAPITAL EXPENDITURE POLICY**

Moved by Councillor Tinker
Seconded by Councillor Williams

- 320/11 **THAT** the Council of the Town of St. Stephen approves The Town of St. Stephen's Garcelon Civic Center Project – Capital Expenditure Policy dated December 1, 2011 (copy attached), and directs the Chief Administrative Officer and Treasurer to review all Capital expenditures related to The Town of St. Stephen's Garcelon Civic Center Project for compliance with the policy. **CARRIED**

FINANCIAL ADVISOR/PROJECT ACCOUNTANT

Moved by Councillor Williams
Seconded by Councillor Copeland

- 321/11 **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, 2012 to December 31, 2012. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – LETTER OF
INTENT**

Moved by Councillor Williams
Seconded by Councillor Toumishey

- 322/11 **THAT** the Council of the Town of St. Stephen approves the selection of respondent DORA Construction Limited of Dieppe, NB for the Design Build Contract for The Town of St. Stephen's Garcelon Civic Center Project, and subject to the terms of an agreement being completed as indicated in a "Letter of Intent" sent by the Chief Administrative Officer, and as previously endorsed in a Closed Committee meeting on December 7, 2011 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

MINI DESIGN BUILD AND FIXED COST PROPOSAL – J. W. LINDSAY ENTERPRISES LIMITED

Moved by Councillor Williams
Seconded by Councillor Tinker

- 323/11 **THAT** the Council of the Town of St. Stephen approves the payment of \$10,000.00 (ten thousand dollars), plus HST, to J. W. Lindsay Enterprises Limited for the submission of a Mini Design Build and Fixed Cost Proposal for The Town of St. Stephen's Garcelon Civic Center Project. **CARRIED**

MINI DESIGN BUILD AND FIXED COST PROPOSAL – MARCO MARITIMES LIMITED

Moved by Councillor Williams
Seconded by Councillor Tinker

- 324/11 **THAT** the Council of the Town of St. Stephen approves the payment of \$10,000.00 (ten thousand dollars), plus HST, to Marco Maritimes Limited for the submission of a Mini Design Build and Fixed Cost Proposal for The Town of St. Stephen's Garcelon Civic Center Project. **CARRIED**

UNUSED VACATION DAYS – NON-UNION EMPLOYEES

Moved by Councillor Williams
Seconded by Councillor Tinker

- 325/11 **THAT** the Council of the Town of St. Stephen approves the carryover into 2012 of all non-union employees' unused vacation day credits as at December 31, 2011.

AND FURTHER THAT the Council approves the payout of unused vacation days as at December 31, 2011 upon request of the non-union employee and approval of the Chief Administrative Officer, with the Mayor's approval of any carryover and/or payout for the Chief Administrative Officer. **CARRIED**

MANAGEMENT - SALARY TREATMENT PAY FOR PERFORMANCE

Moved by Councillor Williams
Seconded by Deputy Mayor Maxwell

- 326/11 **THAT** the Council of the Town of St. Stephen approves the Chief Administrative Officer's memo dated December 1, 2011 (copy attached).

AND FURTHER THAT the salary treatment pay for performance, new pay scale grids (Appendix A), and authorization for grid progression as described in this memo and attachment be approved effective December 19, 2011. **CARRIED**

CHIEF ADMINISTRATIVE OFFICER/DEVELOPMENT OFFICER - SALARY TREATMENT PAY FOR PERFORMANCE

Moved by Councillor Tinker

Seconded by Councillor Copeland

- 327/11 **THAT** the Mayor and Council of the Town of St. Stephen approve the Treasurer's memo dated December 7, 2011 (copy attached).

AND FURTHER THAT the salary treatment pay for performance, new pay scale grid (Appendix A), and authorization for grid progression as described in this memo and attachment be approved effective December 19, 2011. **CARRIED**

ONE TIME SALARY TREATMENT – MANAGER OF COMPENSATION AND BENEFITS/ACCOUNTS RECEIVABLE AND COLLECTIONS

Moved by Councillor Tinker

Seconded by Deputy Mayor Maxwell

- 328/11 **THAT** the Council of the Town of St. Stephen approves the payment of a one time salary treatment of \$3,000.00 (three thousand dollars) to the Manager of Compensation and Benefits/Accounts Receivable and Collections based on a satisfactory performance review as approved by the Treasurer and Chief Administrative Officer. **CARRIED**

VOLUNTARY ROAD TOLL – INTERNATIONAL “HOMECOMING” FESTIVAL

Moved by Councillor Williams

Seconded by Councillor Tinker

- 329/11 **THAT** the Council of the Town of St. Stephen approves the request from the International “Homecoming” Festival to hold a voluntary road toll on Saturday, June 16, 2012 on Union Street between S. O. Mehan & Son Funeral Home Ltd. and Humphreys’ Funeral Home between the hours of 10:00 a.m. and 4:00 p.m., with a rain date of Saturday, June 23, 2012 between the hours of 10:00 a.m. and 4:00 p.m. **CARRIED**

CHANGE OF DATE – JANUARY 2012 REGULAR TOWN COUNCIL MEETING

Moved by Deputy Mayor Maxwell

Seconded by Councillor Copeland

- 330/11 **THAT** the Council of the Town of St. Stephen changes the date of the January Regular Town Council Meeting from the third (3rd) Monday, 16th day of January, 2012 at 7:00 p.m., to the fourth (4th) Monday, 23rd day of January, 2012 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, “A By-Law Respecting Procedures of the Town Council and Town Administration” to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

15. THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER UPDATE

The attached update dated December 15, 2011 was provided by the Chief Administrative Officer (CAO).

16. REPORTS OF MAYOR AND COUNCILLORS

Councillor Toumishey

- Experienced a busy month.
- Wished everyone a Merry Christmas and Happy New Year.

Deputy Mayor Maxwell

- Attended various Town meetings.
- Attended the 1st Annual Premier's Provincial Prayer Breakfast on behalf of the Mayor.
- Attended the Home Support Services Christmas Tree Lighting.
- Attended Ethel Dewar's 106th birthday party at Lincourt Manor Nursing Home.
- Attended the Town's Christmas party.
- Attended the Hospice Tree Lighting at Humphreys' Funeral Home.
- Attended the Christmas party at the CAO's home.
- Attended the annual St. Croix Vocational Centre's Christmas party.
- Interviewed by CBC with respect to the nickel exploration in the Elm Street Nature Park (former old dump site).
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Williams

- Attended various Town meetings.
- Attended the Town's Christmas party.
- Attended the Christmas party at the CAO's home.
- Stated the year ahead will be exciting – lots of activity – especially with the Municipal Election in May.
- Suggested people remember the Food Bank, especially during the holiday season.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Tinker

- Stated that the International Festival Committee has been reinvigorated with new members, and pleased that some former members remain.
- Stated that he is a member of the "Rally In The St. Croix Valley" committee, a new not for profit event (Border Bikerfest) which will honour Veterans and those who serve, and at the same time could bring a major boost to the local economy of St. Stephen/Calais during the first week of July.

Councillor Copeland

- Attended various Town meetings.
- Attended the Town's Christmas party.
- Thanked the CAO for hosting a Christmas party.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor Purcell

- Attended various Town meetings.
- Stated that most of his attention remains focused on the Civic Center.

17. QUESTION PERIOD

Messrs. Wilfred Torunski and Ed Zammit, residents, and members of an Elm Street Nature Park Restoration Committee, expressed concern with the nickel exploration in the park area. Mr. Zammit also spoke on behalf of concerned citizens in the area who have wells.

The Chief Administrative Officer advised that the Town will work with the Committee, and stated that he will provide their contact information to the nickel company, who can then contact them directly to address all concerns.

18. ADJOURNMENT


ADJOURNMENT

Moved by Deputy Mayor Maxwell
Seconded by Councillor Copeland

331/11 THAT the meeting adjourn at 7:50 p.m. CARRIED



Mayor



Town Clerk

Town of St. Stephen's Garcelon Civic Center Project
Capital Expenditure Policy
December 1, 2011

THAT the policy of the Town of St. Stephen for the authorization and approval for payment of work performed on behalf of the Town of St. Stephen's Garcelon Civic Center Project will be as follows:

1. All work performed is to be authorized by Council or at the direction of the External Project Manager, with consultation and approval of the Chief Administrative Officer where directed in the respective contracts or where required to ensure that the project is completed on time and within budget.
2. The External Project Manager is responsible for oversight on the project and will review all invoicing and sign to provide assurance that the work completed was approved, agrees with supporting documentation related to costs and is within the scope and terms of the Contract or was required to meet legislative or regulatory compliance or to ensure that the project is completed on time and on budget.
3. The Project Accountant is responsible for reviewing all invoices submitted for payment to ensure that the External Project Manager 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 be responsible for advising and determining the need to advise Council of matters related to expenditures, timing or procedural matters related to the completion of the Town of St. Stephen's Garcelon Civic Center Project.



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

MEMO

To: Mayor Purcell and St. Stephen, Town Council
From: John Ferguson Chief Administrative Officer
Date: December 1, 2011
Subject: Management - Salary Treatment Pay for performance.

The organizational renewal has resulted in the reduction of two full-time staff and increased demands on our existing staff. The challenge of this increased demand has been assigned to several municipal departments. Many offices have been affected by increases in workload. Our managers have embraced the challenges this year with professionalism. Our managers understand and anticipation further challenges in the coming years.

As a result, operational efficiencies will be pursued again this year to reduce operational expenditures that will minimize the existing pressure on our tax rate. This will increase citizen expectation of our managers. These expectations will be based on performance that creates operational expense reductions.

The two key areas of focus will be:

- Management positions most likely to be affected by succession pressure.
- Management positions impacted by increased responsibility and demand.

Performance will be met based on reductions found in each budget. This is necessary to streamline our operations and prepare for succession of our management team. The intent is to seek cost reduction efficiencies over the next 3 years with the intent of mentoring new managers prior to retirement of existing managers. This will ensure a smooth transition of responsibilities so the managing expectations of service and programs are not adversely affected.

In addition managers will be required to find efficiencies and reduce their specific budget unit. They will receive a portion, in part, of that salary treatment based on that cost reduction.

It is recommended that a pay scale be approved for each of the following positions listed in Appendix A - attached. This pay scale will have a minimum control point and a maximum control point. At the discretion of the Office, the office of The Chief Administrative Officer will be given full authority to implement pay increases and steps based on the successful completion of performance reviews and budget reduction expectations.

The management offices that will be receiving salary treatment for performance include: The Office of The Director of Operations, The office of the Chief Financial Officer, The Office of The Fire Chief, The Office of the Director of Parks, Recreation and Property management, and the Assistant Director of Parks, Recreation and Property Management. The Office of the Chief Administrative Officer will be impacted by performance expectations as determined by Mayor and Council. It should be stated that other areas of management have met and exceeded the existing performance expectations. I do plan on recommending to council a pay for performance system for the managing offices not provided in the appendices, that report and recommendation will be prepared in the New Year.

These positions are critical to the operation of the town. These positions do not receive overtime pay and must be ready to work extended hours and respond to various needs of our municipality. Council's expectation of our senior management is high and the individuals in these positions must meet these expectations. The municipality will be required to do more.

The Town will continue to review efficiencies that include an acceptable workforce reduction including attrition. This process will require steadfast support of our senior management and the necessary leadership to ensure we deliver the services that are expected by our valued citizens.

Recommendation

Be it resolved,

That the Mayor and Council of the Town of St. Stephen approve the salary treatment pay for performance as describe in this report and attachment.

Appendix A

**Town of St. Stephen
Proposed Pay Scale Grids
2011-2012
Version#2 11/12/06**

Chief Financial Officer (Treasurer)

-New grid based on Council Approval December 19, 2011

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$69,042	\$70,920	\$72,798	\$74,676	\$76,554	\$78,431

minimum control point

maximum control point

-Revised grid for 2012 based on a 2% non-union and administrative staff annual increase

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$70,423	\$72,338	\$74,254	\$76,170	\$78,085	\$80,000

minimum control point

maximum control point

-Step 1* is current salary including all increases from Appendix A Organizational Renewal document

-Progression through grid will be based on written authorization from Chief Administrative Officer

based on satisfactory performance

-Non-union and administrative staff annual increases will apply to entire grid

Fire Chief

-New grid based on Council Approval December 19, 2011

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$63,042	\$63,775	\$64,508	\$65,241	\$65,974	\$66,708

minimum control point

maximum control point

-Revised grid for 2012 based on a 2% non-union and administrative staff annual increase

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$64,303	\$65,051	\$65,798	\$66,546	\$67,293	\$68,042

minimum control point

maximum control point

-Step 1* is current salary including all increases from Appendix A Organizational Renewal document

-Progression through grid will be based on written authorization from Chief Administrative Officer

based on satisfactory performance

-Non-union and administrative staff annual increases will apply to entire grid

Director of Operations (Works and Water & Sewerage Utility)

-New grid based on Council Approval December 19, 2011

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$69,042	\$70,920	\$72,798	\$74,676	\$76,554	\$78,431

minimum control point

maximum control point

-Revised grid for 2012 based on a 2% non-union and administrative staff annual increase

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$70,423	\$72,338	\$74,254	\$76,170	\$78,085	\$80,000

minimum control point

maximum control point

-Step 1* is current salary including all increases from Appendix A Organizational Renewal document

-Progression through grid will be based on written authorization from Chief Administrative Officer

based on satisfactory performance

-Non-union and administrative staff annual increases will apply to entire grid

Director of Parks, Recreation and Property Management (Municipal Plan)

-New grid based on Council Approval December 19, 2011

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$55,286	\$56,974	\$58,662	\$60,350	\$62,038	\$63,725

minimum control point

maximum control point

-Revised grid for 2012 based on a 2% non-union and administrative staff annual increase

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$56,392	\$58,113	\$59,835	\$61,557	\$63,279	\$65,000

minimum control point

maximum control point

-Step 1* is current salary including all increases from Appendix A Organizational Renewal document

-Progression through grid will be based on written authorization from Chief Administrative Officer

based on satisfactory performance

-Non-union and administrative staff annual increases will apply to entire grid

Assistant Recreation Director and Border Arena Manager

-New grid based on Council Approval December 19, 2011

Step 1* Step 2 Step 3 Step 4 Step 5 Step 6

\$43,431	\$44,163	\$44,895	\$45,627	\$46,359	\$47,089
----------	----------	----------	----------	----------	----------

minimum control point

maximum control point

-Revised grid for 2012 based on a 2% non-union and administrative staff annual increase

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

\$44,300	\$45,046	\$45,793	\$46,540	\$47,286	\$48,031
----------	----------	----------	----------	----------	----------

minimum control point

maximum control point

-Step 1* is current salary including all increases from Appendix A Organizational Renewal document

-Progression through grid will be based on written authorization from Chief Administrative Officer

based on satisfactory performance

-Non-union and administrative staff annual increases will apply to entire grid



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

Memo

To: Finance and Administration Committee
From: Tim Tozer, Treasurer
Date: 07 December 2011
Subject: Chief Administrative Officer/Development Officer-Salary Treatment Pay for Performance

As requested by the Finance and Administration Committee, attached in Appendix A, is a proposed new pay scale grid for the Chief Administrative Officer/Development Officer.

This pay scale will have a minimum control point and a maximum control point. At the discretion of the Office, the Office of The Mayor will be given full authority to implement pay increases and steps based on the successful completion of performance reviews.

Recommendation:

Be it resolved,

That the Mayor and Council of the Town of St. Stephen approve the salary treatment pay for performance as described in this report and attachment.

Tim Tozer, CMA
Treasurer

Appendix A

**Town of St. Stephen
Proposed Pay Scale Grid
2011-2012
Version#2 11/12/06**

Chief Administrative Officer/Development Officer

-New grid based on Council Approval December 19, 2011

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$84,270	\$86,043	\$87,816	\$89,589	\$91,362	\$93,137

minimum control point **maximum control point**

-Revised grid for 2012 based on a 2% non-union and administrative staff annual increase

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$85,955	\$87,764	\$89,572	\$91,381	\$93,189	\$95,000

minimum control point **maximum control point**

-Step 1* is current salary based on previous pay scale grid

-Progression through grid will be based on written authorization from Mayor based on satisfactory performance

-Non-union and administrative staff annual increases will apply to entire grid



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"


The Town of St. Stephen's Garcelon Civic Center

Update #4 – December 15, 2011

Site Update:

- The demolition of the existing buildings is now complete.
 - All demolished material has been remediated according to standard practices.
- In addition the subsoil work beneath the footprint is now complete:
 - Under the direction of the geotechnical and environmental consultants all necessary material has been removed and remediated according to standard practices.
 - Under the direction of the geotechnical consultant - All backfilling and compaction is now complete
- The town has issued a "Letter of Intent" to negotiate a final agreement with DORA Construction Limited. DORA has offices in Nova Scotia and New Brunswick.
- Fundy Contractors Ltd. in consultation with our oversight consultant and the design build team will ready the site for the new facility following specific footprint detail that:
 - Determines the site impact fill requirements and volumes.
 - Isolates the future pool location for a surcharge of engineered fill – "stockpiling for compaction" in preparation for full construction in the spring.
- Final detail in respect to facility design, mechanical design, electrical and lighting systems will commence following the signed contract agreement.
- The project is proceeding within budget expectations.
- Architectural and detail floor plans are being prepared in unison with our design and function proposed changes. We have requested that the architect have these available for the civic center committee and subsequently the general public prior to the end of December.

Respectfully submitted,



John Ferguson

Chief Administrative Officer