

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
FEBRUARY 20, 2012 @ 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, Barb Donovan and Robert Tinker; Acting Chief Administrative Officer/Development Officer Lee Johnson; and, Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer/Development Officer John Ferguson

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Williams
Seconded by Councillor Tinker

20/12 **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 Donovan
Seconded by Councillor Tinker

21/12 **THAT** the Minutes of the Regular Council meeting held on January 23, 2012 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

22/12 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2012 be received.

CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Donovan

Seconded by Councillor Copeland

23/12 **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 Deputy Mayor Maxwell

Seconded by Councillor Toumishey

24/12 **THAT** the Minutes of the Committees meeting – Public Safety & Environment; Planning & Priorities; Community Services; and Finance & Administration held on February 8, 2012 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETINGS

Moved by Deputy Mayor Maxwell

Seconded by Councillor Tinker

25/12 **THAT** the Minutes of the Planning Advisory Committee meetings held on September 26, 2011; October 24, 2011; and December 20, 2011 be accepted.

CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Tinker

Seconded by Deputy Mayor Maxwell

26/12 **THAT** the following staff reports for the month of January 2012 be adopted: Treasury Department; Public Works Department; Department of Parks, Recreation

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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. L-6 – BUILDING BY-LAW – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Maxwell

Seconded by Councillor Tinker

27/12 **THAT** By-Law No. L-6, being the “Town of St. Stephen Building By-Law” which will repeal the existing By-Law No. L-6, being the “Town of St. Stephen Building By-Law” – be given First Reading – Short Title Only. **CARRIED**

BY-LAW NO. L-4 – SUBDIVISION BY-LAW – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Williams

Seconded by Councillor Tinker

28/12 **THAT** By-Law No. L-4, being the “Town of St. Stephen Subdivision By-Law” which will repeal the existing By-Law No. L-4, being the “Town of St. Stephen Subdivision By-Law” – be given First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

TOWN OF ST. STEPHEN REVISED FOUR-YEAR CAPITAL INVESTMENT PLAN RESPECTING THE “GTF AGREEMENT”

Moved by Deputy Mayor Maxwell

Seconded by Councillor Copeland

29/12 **THAT** the document entitled “Town of St. Stephen Revised Four Year Capital Investment Plan (2010 – 2013) respecting the Gas Tax Fund (GTF) Agreement” (copy attached) be adopted. **CARRIED**

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – WATER AND SEWERAGE FUND

Moved by Councillor Williams
Seconded by Councillor Donovan

30/12

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Interim Financing-Water Main/Sanitary Sewer Renewal and Storm Sewer-West Street and Dow Street	<u>\$ 215,520</u>	3 Years
<u>CARRIED</u>		

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – TRANSPORTATION SERVICES

Moved by Councillor Williams
Seconded by Councillor Toumishey

31/12

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Sidewalks and Streets Rehabilitation	\$250,000	10 Years
Interim Financing-Water Main/Sanitary Sewer Renewal and Storm Sewer-West Street and Dow Street	<u>\$ 324,820</u>	3 Years
	<u>\$574,820</u>	
<u>CARRIED</u>		

DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED

Moved by Councillor Tinker

Seconded by Councillor Copeland

- 32/12 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Saint John, NB to provide consulting engineering services for Water Main/Sanitary Sewer Renewal and Storm Sewer-West Street & Dow Street contingent on project funding approval from Gas Tax Funds and the Municipal Capital Borrowing Board.

CARRIED

SNOW PLOWING – CHARLOTTE COUNTY SPCA ANIMAL SHELTER

Moved by Councillor Donovan

Seconded by Councillor Tinker

- 33/12 **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County SPCA Animal Shelter to plow its driveway located at 112 Prince William Street. **CARRIED**

FIRE EMERGENCY DISPATCH SERVICE – MCADAM FIRE DEPARTMENT

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

- 34/12 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide dispatch service to the McAdam Fire Department at mutually agreed upon terms, conditions and rate of \$1,087.46 (one thousand, eighty-seven dollars and forty-six cents) per annum, and authorizes the Mayor and Clerk to sign the dispatch agreement. **CARRIED**

SMOKE-FREE POLICY

Moved by Councillor Toumishey

Seconded by Councillor Tinker

- 35/12 **THAT** the Council of the Town of St. Stephen approves Smoke-Free Policy No. 54 attached. **CARRIED**

SECURITY FENCING – THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER

Moved by Councillor Williams

Seconded by Deputy Mayor Maxwell

- 36/12 **THAT** the Council of the Town of St. Stephen approves the rental of security fencing for The Town of St. Stephen's Garcelon Civic Center site from Debly Forest Services Ltd. of Saint John, NB, for a period of eighteen (18) months, effective February 5, 2012, at the price of \$14,580.00 (fourteen thousand, five hundred and eighty dollars), plus HST, payable in advance to secure the rate. **CARRIED**

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15. REPORTS OF MAYOR AND COUNCILLORS

Mayor Purcell

- Thanked Deputy Mayor Maxwell for Acting Mayor during his absence.
- Thanked everyone for supporting the Chief Administrative Officer during his trial in Saint John.

Councillor Tinker

- Pleased with the new Smoke-Free Policy and suggests a forum with the Union of Municipalities of New Brunswick (UMNB) to encourage other municipalities to follow suit which could then perhaps lead to the enactment of provincial legislation.
- Advised that the volunteers with the Elm Street Park Society have worked very hard and looks forward to their presentation at next month's Committee meeting.

Councillor Williams

- Attended the Annual General Meeting dinner of the Chamber of Commerce.
- Attended a recent meeting of the Business Improvement Area (BIA), being Council's representative on its Board, and stated that the BIA, due to its upcoming events, needs to be informed in the very near future which areas of the waterfront will be closed as a result of the Civic Center construction.

Deputy Mayor Maxwell

- Attended various Town meetings.
- In the absence of the Mayor, welcomed the public at the official opening of the Public Information Office for the Civic Center.
- Attended the 70th Anniversary of the IODE at The Chocolate Museum.
- Attended the Annual General Meeting dinner of the Chamber of Commerce.
- Commended the volunteers of the Elm Street Park Society and stated that it is the volunteers which make the Town a better place.
- Participated in a fundraiser for the St. Croix Vocational Centre at Dooly's.
- Attended Kay Booth's funeral whose husband was a great community volunteer.

Councillor Copeland

- Attended Civic Center meetings.
- Attended the Annual General Meeting dinner of the Chamber of Commerce.
- Attended various Town meetings.

Councillor Donovan

- Attended the Annual General Meeting dinner of the Chamber of Commerce.
- Stated that it is imperative to make available to the public the waterfront areas during the construction of the Civic Center as it assists with tourism.

Councillor Toumishey

- Further to Councillors Williams' and Donovan's comments with respect to the BIA's concern of waterfront areas closed during construction of the Civic Center stated that the Town is responsible to provide a safe environment for the public, so it may be necessary to close the waterfront areas in question to avoid any potential liability issues.
- Thanked Council for its support with the Smoke-Free Policy and stated that the Smoke-Free Policy Committee will meet to commence the public information component and to develop a strategy for signage.
- Congratulated the SSHS boys' basketball team on their advancement to the Provincial final and wished them good luck.
- Attended a recent Federation of Canadian Municipalities (FCM) Sustainable Communities Conference and Trade Show in Ottawa, and noted the three main themes: (i) municipalities should be prepared for Climate Change and its effects; (ii) municipalities need to be part of the solution for the environment; and, (iii) municipalities should look for the opportunities that the developing Green Economy could offer.
- Stated that he has advised the Mayor of his willingness to re-establish the Environmental Sustainability Committee, with the added area of Wellness.

17. QUESTION PERIOD

There were no questions.


18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Tinker

Seconded by Councillor Copeland

37/12 THAT the meeting adjourn at 7:45 p.m. CARRIED



Mayor



Town Clerk

Capital Investment Plan for the GTF Agreement

TOWN OF ST. STEPHEN

REVISED

FOUR-YEAR CAPITAL INVESTMENT PLAN

RESPECTING THE “GTF AGREEMENT”

(2010 – 2013)

INTRODUCTION

The Town of St. Stephen has prepared a revised four-year Capital Investment Plan for the years 2010 – 2013 respecting the GTF agreement. Included are descriptions, expected outcomes, proposed indicators, and cost estimates for each selected project. These various projects will lead towards cleaner air, cleaner water or lower greenhouse gas emissions.

CAPITAL INVESTMENT PLAN CONTENT

- 1) Certified copy of the resolution from Council adopting the revised four-year Capital Investment Plan for the GTF Agreement of the municipality
- 2) Project Descriptions, Expected Outcomes and Proposed Indicators for each capital project related to the General Operating Fund Four-Year Budget
- 3) General Operating Fund Four-Year Budget Summary
- 4) Project Descriptions, Expected Outcomes and Proposed Indicators for each capital project related to the Water and Sewerage Utility Fund Four-Year Budget
- 5) Water and Sewerage Utility Fund Four-Year Budget Summary
- 6) Baseline Calculation

TOWN OF ST. STEPHEN
REVISED
FOUR-YEAR CAPITAL INVESTMENT PLAN
RESPECTING THE "GTF AGREEMENT"
(2010- 2013)
RESOLUTION

201X-XXX Moved by Councilor _____ and seconded by Councilor _____
"that the document entitled Town of St. Stephen Revised Four year Capital
Investment Plan (2010-2013) be adopted".

Motion Carried

I certify that the above resolution of the council of _____ was adopted while
in *regular/special* session *XXXXXX, 201X*.

(SEAL)

CLERK
TOWN OF ST. STEPHEN

General Operating Fund – Capital Budget

1) PSAB 3150 Compliance & Asset Management System

Project Description:

The purpose of this project is primarily to develop a comprehensive asset inventory database for all capital assets managed by the Town to ultimately address all the Public Sector Accounting Standards Board (PSAB) reporting requirements. The Town will then use this inventory to develop a comprehensive Asset Management System

EIA Required **no** Tender Required **no**

Expected Outcome:

The implementation of PSAB 3150 and an Asset Management System will ensure that critical and up to date asset information is available to Town Staff, funds are spent efficiently, levels of service are maintained and that adequate financial reserves are set aside, to ensure the sustainability of the assets.

Proposed indicator(s):

Copy of Report

Year	Project Name	GTF Contribution	Total Cost
2010	PSAB 3150 & Asset Management	150,000.00	150,000.00
2011			
2012			
2013			

2) Replacement of Open-Bottom Box Culvert/Bridge – Doodle Brook

Project Description:

A recent inspection of the existing open bottom box culvert/bridge at Doodle Brook indicated that the culvert is in poor structural condition and must be replaced. Collapse of the culvert would negatively impact the natural environment as it would result in destruction of fish habitat and damage to surrounding wetland.

EIA Required **no** Tender Required **yes**

Expected Outcome:

Protection of fish habitat and reduction in potential negative impact on surrounding wetlands.

Proposed Indicator(s):

Number of lineal metres of new box culvert installed. Width, height and type of new culvert/bridge.

Year	Project Name	GTF Contribution	Total Cost
2010			
2011	Replacement of Open-Bottom Box Culvert – Doodle Brook	189,588	189,588
2012			
2013			

Include your Capital Fund Form – Public Utility Fund. Please refer to the Excel document named: “General Operating Fund Budget Summary.xls”.

Utility Fund – Capital Budget

1) Combined Sewer Separation and Relocation (Prince William St. to Budd Ave.)

Project Description:

It is proposed to construct separate sanitary and storm sewers between Prince William Street and Budd Avenue (on lands owned by the Town of St. Stephen and/or an easement) to replace an existing 900mm diameter combined sewer.

EIA Required **no** Tender Required **yes**

Expected Outcome :

Installation of separate storm and sanitary sewers will reduce the amount of untreated wastewater that currently flows directly into the St. Croix River by diverting the wastewater flow to the Town’s treatment plant.

Proposed Indicator(s):

Length, diameter as well as type of pipes of storm sewer and sanitary sewer installed.

Year	Project Name	GTF Contribution	Total Cost
2010	Combined Sewer Separation and Relocation (Prince William St. to Budd Ave.)	262,398	262,398
2011			
2012			
2013			

2) Renovations to the Valley Road Reservoir (Phase II)

Project Description:

The existing Valley Road Reservoir is a one million gallon in-ground concrete storage reservoir which was constructed in 1906. It is now over 100 years old and in need of repair and upgrading to allow it to continue to serve as a vital piece of the Town of St. Stephen’s water infrastructure. A detailed interior tank inspection has verified interior cracks and concrete deterioration. It is proposed to make structural improvements to the existing reservoir including pressure cleaning, crack repair, floor overlay, repairs to columns and beams, new access manhole and other miscellaneous repairs. It is also proposed to reconfigure the inlet/outlet piping and install geosynthetic baffles to increase chlorine contact time.

EIA Required **no** Tender Required **yes**

Expected Outcome:

Cleaner water, extend the life expectancy of the existing facility

Proposed Indicator(s):

Measurement will be an increase in the chlorine contact time values as measured by routine sampling and testing before and after project completion. Measurement of estimated increased life expectancy will be reported.

Year	Project Name	GTF Contribution	Total Cost
2010			
2011	Renovations to the Valley Road Reservoir	\$278,590	\$278,590
2012			
2013			

3) Water Main/Sanitary Sewer Renewal and Storm Sewer -West Street & Dow Street

The proposed construction project will see the replacement of approximately 375 lineal meters of sanitary sewer mains (and laterals), 265 lineal meters of water mains (and services), the addition of 232 lineal meters of new storm sewer to improve drainage and reduce localized flooding, and the reconstruction of approximately 670 lineal meters of roadway including granular base and asphalt surface.

Project Description:

EIA Required no Tender Required yes

Expected Outcome:

Cleaner Water, Lower GHG

Proposed indicator(s):

- # meters, size and type of water system piping replaced
- # meters size and type of wastewater system piping replaced and storm sewer piping added
- # km's of road improved to provincial standard

Year	Project Name	GTF Contribution	Total Cost
2010			
2011			
2012	Water Main/Sanitary Sewer Renewal and Storm Sewer	540,340	600,000
2013			

4) Environmental Risk Assessment (CCME Strategy Compliance)

Project Description:

It is proposed to complete an environmental risk assessment for the wastewater effluent discharging from the Town’s wastewater Treatment plant as required under the new CCME Strategy.

EIA Required **no** Tender Required **no**

Expected Outcome:

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

Proposed Indicator(s):

Copy of report

Year	Project Name	GTF Contribution	Total Cost
2010			
2011	Environmental Risk Assessment (CCME Strategy)	64,972.00	64,972.00
2012			
2013			

Include your Capital Fund Form – Public Utility Fund. Please refer to the Excel document named: “Public Utility Fund Budget Summary.xls”.

Base Amount

Base Amount Calculation Table

Year		Total
2005	\$	273,000.00
2006	\$	283,000.00
2007	\$	232,000.00
2008	\$	230,000.00
2009	\$	235,000.00
Average	\$	250,600.00

TOWN OF ST. STEPHEN

FOUR-YEAR CAPITAL BUDGET SUMMARY

Part I - General Operating Fund Section

SERVICES	2010	2011	2012	2013	total
Capacity Building					
<i>PSAB 3150 & Assessmanagement</i>	\$150,000				\$150,000 \$0
Community Energy Systems					
<i>(list projects within that category)</i>					\$0 \$0
Active Transportation Infrastructure					
<i>Replacement of Open-Bottom Box Culvert</i>		\$189,588			\$189,588 \$0
Public Transit					
<i>(list projects within that category)</i>					\$0 \$0
Solid Waste					
<i>(list projects within that category)</i>					\$0 \$0 \$0
Total Capital Expenditures	\$150,000	\$189,588	\$0	\$0	\$339,588
SOURCE OF FUNDS					
GTF Agreement 2010-2013	\$150,000	\$189,588			\$339,588
Capital Reserve Fund					\$0
Operating Fund					\$0
Long Term Borrowing					\$0
Others (specify) _____					\$0
Total Sources of Funds	\$150,000	\$189,588	\$0	\$0	\$339,588

TOWN OF ST. STEPHEN

FOUR-YEAR CAPITAL BUDGET SUMMARY

Part 2 - Public Utility Fund Section

SERVICES	2010	2011	2012	2013	total
Water					
<i>Renovations to the Valley Road Reservoir</i>		\$278,590			\$278,590
<i>Water Main/Sanitary Sewer Renewal & Storm</i>			\$600,000		\$600,000
Wastewater					
<i>Combined Sewer Separation and Relocation (Prince William St. to Budd Ave.)</i>	\$262,398				\$262,398
<i>Environmental Risk Assessment (CCME)</i>		\$64,972			\$64,972
Total Capital Expenditures	\$262,398	\$343,562	\$600,000	\$0	\$1,205,960
 SOURCE OF FUNDS					
GTF Agreement 2010-2013	\$221,472	\$181,884	\$371,472	\$371,472	\$1,146,300
GTF Agreement 2005-2009					\$0
Capital Reserve Fund					\$0
Operating Fund					\$0
Long Term Borrowing			\$59,660		\$59,660
Interim Financing	\$40,926	\$161,678	\$168,868	\$371,472	\$0
Others (specify) _____					\$0
Total Sources of Funds	\$262,398	\$343,562	\$600,000	\$0	\$1,205,960



TOWN OF ST. STEPHEN

POLICY

Title: SMOKE-FREE POLICY

Policy No. 54

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Effective Date: February 21, 2012

PURPOSE

The Town of St. Stephen strives to de-normalize smoking for children and youth, provide protection from second-hand smoke, reduce local smoking rates, protect the environment, and improve quality of life for Town residents and visitors by promoting designated smoke-free outdoor areas.

OBJECTIVE

To create an environment where residents can live, work, learn, and play in a community that promotes a smoke-free environment.

GUIDING PRINCIPLES

The Town of St. Stephen is committed to promoting healthy individuals and improving quality of life for the maximum benefit of the community; therefore, it is within our role to proactively address the following facts:

1. Second-hand smoke contains hundreds of harmful chemicals and carcinogens. It is a serious risk to humans, especially infants, children and pregnant women. It is a risk factor for new cases of asthma in children. There is ample evidence that these risks exist even when exposure occurs in open areas.
2. Tobacco products, once consumed in public spaces, are often discarded on the ground, posing a risk of ingestion to toddlers and pets, and also pose a litter problem.
3. As civic leaders, parents, coaches, officials and adults, we are thought of as role models, and the use of tobacco products around youth has a negative effect on their lifestyle choices, since most smokers start before the age of 18.

DEFINITIONS

- (a) "grounds of a Town building" means the outdoor part of any lot containing a building owned or leased by the Town, and any sidewalk immediately adjacent to the lot.
- (b) "park" means lands in the Town set aside for public recreation use, including playgrounds, pools, athletic fields, tot lots and parks as set out in Schedule "A" attached hereto, and the Council may, by resolution, add a playground, pool, athletic field, tot lot or park to or delete the same from Schedule "A".
- (c) "smoke" means to smoke, hold or otherwise have control over lighted tobacco.
- (d) "street" means a public or private street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith.
- (e) "Town property" means real property owned or leased by the Town, directly or through the medium of a board or commission, including any motor vehicle owned or leased by the Town, directly or through the medium of a board or commission.

POLICY

The following locations will be designated as "Smoke-Free":

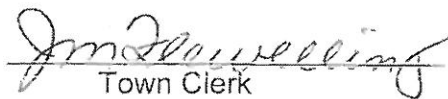
- (a) a park on Town property or property the Town is licensed to maintain;
- (b) an outdoor recreational facility on Town property, including but not limited to a grandstand, seating area or bleacher;
- (c) the grounds of a Town building;
- (d) the grounds of an event on Town property that is open to the public, including but not limited to a festival, market or concert, whether admittance to the event is free or for a fee;
- (e) a cemetery on Town property;
- (f) a trail or path on Town property or property the Town is licensed to maintain;
- (g) a street along a parade route while the parade is in progress.

COMPLIANCE STRATEGY

The following procedure will be used to encourage compliance with this policy:

- (a) The Town establishing promotion and awareness initiatives.
- (b) The Town ensuring that there are "Smoke-Free" signs on its properties.
- (c) Having Town staff inform, educate, and remind people about this policy where appropriate.

Approved:


Town Clerk

SCHEDULE "A"

Passive Parks and Tot Lots

Granville Park
Waterfront Green Space
Chocolate Park
Abbott Street Tot Lot
Rushton Street Green Space
Cove Park
Hawthorne Street/Kiwanis Tot Lot
Memorial Park
Riverside Drive Park
Centennial Park
Elm Park
Elm Street Nature Trail
NB Power Park
Town Square
Dover Hill

Swimming Pools

William T. Booth Community Pool

Athletic Fields

Rotary Fields
Arena Diamond
PIP Diamond
Rod Wilson Field
FAN Fields
Milltown Ball Field
Memorial Park Tennis Courts

St. Stephen Border Arena