

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 23, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Marg Harding and Chief Administrative Officer Derek O'Brien.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Booth

30/15 **THAT** the Agenda be approved as circulated. **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 Booth
Seconded by Deputy Mayor MacEachern

31/15 **THAT** the Minutes of the Regular Council meeting held on January 26, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 32/15 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2015 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 33/15 **THAT** the paid bills in the amount of \$821,348.96 (eight hundred and twenty-one thousand, three hundred and forty-eight dollars and ninety-six cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 34/15 **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 MacDonald

Seconded by Councillor Booth

- 35/15 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism held on February 11, 2015 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 36/15 **THAT** the Minutes of the Committee of Council meeting held on February 17, 2015 be approved as circulated. **CARRIED**

**MINUTES
REGULAR COUNCIL
FEBRUARY 23, 2015**

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11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

- 37/15** **THAT** the following staff reports for the month of January 2015 be adopted:
Finance Department; Public Works Department; Parks and Recreation
Department; Fire Department; By-Laws; Property Management Services;
Development Office; and Office of the Garcelon Civic Center Manager. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. A-10.1 - "A BY-LAW TO AMEND A BY-LAW RESPECTING THE
DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – SECOND
READING – READING IN ITS ENTIRETY**

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

- 38/15** **THAT** By-Law No. A-10.1 – "A By-Law to Amend a By-Law Respecting the Duties
and Powers of the Chief Administrative Officer" – be given Second Reading –
Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 39/15** **THAT** the Royal Canadian Mounted Police (RCMP) January 2015 report for
the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 40/15** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk
to sign a commercial credit application between the Town and SMS Equipment in
order to process any future purchases of the Town from the said company.
CARRIED

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

41/15

BE IT RESOLVED THAT the Mayor or such other person as the Council of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$362,380.00 (three hundred and sixty two thousand, three hundred and eighty dollars), to meet current expenditures of the Corporation for the year 2015. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source. **CARRIED**

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Booth

Seconded by Councillor Maxwell

42/15

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2015, the sum of \$1,137,506.00 (one million, one hundred and thirty seven thousand, five hundred and six dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the said sum of \$1,137,506.00 (one million, one hundred and thirty seven thousand, five hundred and six dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next. **CARRIED**

CHARLOTTE COUNTY FALL FAIR – "IN KIND" SUPPORT

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

43/15

THAT the Council of the Town of St. Stephen authorizes "in kind" support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 11 – 13, 2015, inclusively, which support encompasses the use of bleachers, picnic tables, garbage cans, tables and chairs, along with support staff for event set up and tear down.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Part E – Confirmation of Support from Municipal Government or Equivalent Authority" form as part of the federal grant application submitted by St. Croix Estuary Project Inc. on behalf of the Charlotte County Fall Fair. **CARRIED**

ESTABLISHMENT - TOURISM AND PROMOTION ACTION COMMITTEE

Moved by Councillor Booth
Seconded by Councillor Pond

44/15

THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to establish a Tourism and Promotion Action Committee to promote and market the Town of St. Stephen with the goal of developing and implementing an integrated Sports, Culture, and Tourism Strategic Plan with the following Terms of Reference and Membership:

Terms of Reference:

1. Develop role, recruit, and recommend the hiring of a Tourism and Promotion Coordinator for the Town of St. Stephen.
2. Direct the work of Tourism and Promotion Coordinator.
3. Develop an integrated Sports, Culture and Tourism Strategic Plan.
4. Collaborate with the Charlotte County Regional Tourism Association (CCRTA) to develop opportunities.
5. Develop and implement an event evaluation process for both direct and indirect benefits.
6. Collaborate with all community assets (accommodations, retail, restaurants, service clubs, special events, festivals, sports, culture, and tourism and coordinate efforts.
7. Develop an events calendar for coordination and public relations.
8. Develop and implement an integrated Sports, Culture, and Tourism Strategic Plan.

Committee Members:	
ORGANIZATION	PERSON
Town of St. Stephen	Councillor, Promotion and Tourism
Town of St. Stephen	Planning and Development Officer
Chocolate Festival Inc. (Chocolate Fest and the Chocolate Museum)	President
Garcelon Civic Center	Advisory Committee
Parks and Recreation	Advisory Committee
St. Stephen Chamber of Commerce	Promotion Committee
St. Stephen Development Board / BIA	Executive Member
Ganong Nature Park	Board Member
Education – Athletics	Teacher / Coach
Arts and Culture / St. Stephen University	
Accommodations Sector	Motel / B&B Manager
Charlotte County Regional Tourism Association	St. Stephen Board Member
Task Force Member	

CARRIED

COMMITTEE OF COUNCIL - TOURISM AND PROMOTION ACTION COMMITTEE

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 45/15 **THAT** the Council of the Town of St. Stephen approves the Tourism and Promotion Action Committee (the "Committee") as a Committee of Council, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

AND THAT the Chief Administrative Officer will provide regular updates to Council, and the Committee's budget will be reviewed by the Town Treasurer. **CARRIED**

COUNCIL APPOINTEE - TOURISM AND PROMOTION ACTION COMMITTEE

Moved by Councillor MacDonald
Seconded by Councillor Maxwell

- 46/15 **THAT** the Council of the Town of St. Stephen appoints Councillor Abby Pond to act as its member on the Tourism and Promotion Action Committee. **CARRIED**

ST. STEPHEN DEVELOPMENT BOARD INC. – AGREEMENT

Moved by Councillor Booth
Seconded by Councillor Pond

- 47/15 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to send a letter to the St. Stephen Development Board to advise that the agreement between The Town of St. Stephen and the St. Stephen Development Board Inc. will be re-examined and updated before renewal in June 2015.

AND THAT the Council of the Town of St. Stephen also directs the Chief Administrative Officer to work with representatives from the St. Stephen Development Board and others, as required, to propose a new agreement to Council. **CARRIED**

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED –
STORM AND SANITARY SEWER IMPROVEMENTS (BELL AVENUE AND
TODD STREET)**

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 48/15 **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 Fredericton, NB to provide consulting engineering services, in the amount of \$67,000 (sixty-seven thousand dollars), plus HST, for design, tender and construction administration phase services for the proposed storm and sanitary sewer improvements on Bell Avenue and Todd Street. **CARRIED**

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED –
WATER MAIN TWINNING AT DENNIS STREAM/VALLEY ROAD**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 49/15 **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 Fredericton, NB to provide consulting engineering services, in the amount of \$70,250.00 (seventy thousand, two hundred and fifty dollars), plus HST, for design, tender and construction administration phase services for the proposed water main twinning under Dennis Stream and Valley Road. **CARRIED**

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –
GENERAL FUND**

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

- 50/15 **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>Transportation Services</u>		
Interim Financing-Overflow Storm Sewer And Sanitary Sewer Renewal	<u>\$ 397,000</u>	3 Years
<u>CARRIED</u>		

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

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 51/15 **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 Transmission Main Replacement	<u>\$ 409,000</u>	3 Years
<u>CARRIED</u>		

AMENDED

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

52/15 **THAT** Resolution # 323/14 as stated in the Minutes of October 27, 2014 which reads

THAT Julie Lord be offered the position of Casual Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective October 28, 2014 contingent on successful completion of a National Lifesaving Society Course, a Standard First Aid Course, and a Criminal Record Check by November 24, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

shall be amended by changing the completion date of November 24, 2014 to February 3, 2015. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth

Seconded by Councillor MacDonald

53/15 **THAT** Keenan Kennedy be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective February 24, 2015, and as outlined in the letter of offer in the form presented to Council at its closed session on February 11, 2015 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Keenan Kennedy. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

54/15 **THAT** Lexi Brisley be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center retroactive to February 19, 2015, and as outlined in the letter of offer in the form presented to Council.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Lexi Brisley. **CARRIED**

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

55/15

THAT the Council of the Town of St. Stephen authorizes, as approved in the 2015 budget for permanent non-union management and administrative staff, a 1.0% (one percent) salary increase for the 2015 calendar year retroactive to January 1, 2015.

CARRIED

UNUSED VACATION DAYS – NON-UNION EMPLOYEE (PAYOUT)

Moved by Councillor Booth
Seconded by Councillor Maxwell

56/15

THAT the Council of the Town of St. Stephen approves the payout of twenty-three and one-eighth (23.125) days of unused vacation as at February 13, 2015 for Employee # E97. **CARRIED**

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

Councillor Pond voting against the motion.

BUILDING INSPECTION SERVICES – APPOINTMENT AND CONTRACT

Moved by Councillor Maxwell
Seconded by Councillor Pond

57/15

THAT of the five (5) proposals received, the Council of the Town of St. Stephen appoints Manzer Young of Fundy Building Inspection & Services Ltd., who received the highest score of the proposal evaluations, to be the Town's Building Inspector effective February 24, 2015.

AND THAT Manzer Young shall have all the responsibilities and powers of the Building Inspector as Agent for Fundy Building Inspection & Drafting Services Ltd., in accordance with the terms of Tender # TOSS15-01.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Contract for Building Inspection Services with Fundy Building Inspection & Drafting Services Ltd., in the form presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Attended a recent Union of Municipalities of New Brunswick (UMNB) meeting in Fredericton as a board member representing Zone 4.
- Attended all Town meetings.
- Attended the unveiling of the new mammography unit at the Charlotte County Hospital.
- Attended the Chamber of Commerce annual general meeting and dinner.

Councillor Pond

- Attends and enjoys the Aces hockey games.
- Commended the young athletes who performed very well at the recent Canada Games from the St. Croix Sportsman Club, and which Council recognized at its February Committees meeting prior to their departure.

Councillor Booth

- Stated he was not well in February and, therefore, was absent from the monthly Committees meeting.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Civic Center Advising Commission meeting.
- Attended various capital budget meetings.
- Attended the Chamber of Commerce annual general meeting and dinner.

Councillor Maxwell

- Attended all Town meetings.
- Participated in a fundraiser for the St. Croix Vocational Centre.
- Attended the recent Aces hockey game and very pleased to see the number of fans, along with the number of people utilizing the pool and track.
- Pleased to have received a prize during "Fan Appreciation Night" at the recent Aces hockey game.
- Reminded everyone to attend the last home Aces hockey game on March 7th.

Mayor Quartermain

- Congratulated the local Canada Games athletes.
- Attended the recent "Think Tank" at the New Brunswick Community College in St. Andrews.
- Attended the Chamber of Commerce annual general meeting and dinner.

16. QUESTION PERIOD

Derwin Gowan, reporter with the *Telegraph-Journal*, commented that a 1% staff salary increase was low, to which the Mayor responded that Council is being fiscally responsible, and further stated that the staff received a higher percentage approved by the former Council.

Mr. Gowan questioned whether or not the future work on Bell Avenue and Todd Street is a result of the flooding two years ago, and the Mayor confirmed that it was and will be covered by gas tax funding, but explained that a municipality is required to borrow the money short term prior to reimbursement.

Mayor Quartermain responded to Mr. Gowan's further questions as follows:

- the contract for Building Inspection Services is a three year contract with the ability of termination with a minimum of 60 days' written notice;
- deficiencies at the Garcelon Civic Center are still being worked on; and,
- the plowing budget, as of last week, is approximately \$15,000 over budget.

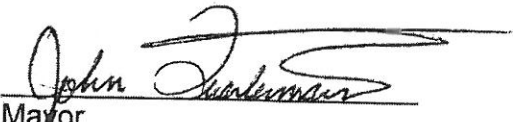
17. ADJOURNMENT

ADJOURNMENT

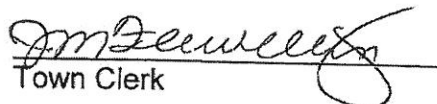
Moved by Councillor Booth

Seconded by Councillor Pond

58/15 THAT the meeting adjourn at 7:40 p.m. CARRIED



Mayor



Town Clerk