

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
JANUARY 23, 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; Chief Administrative Officer/Development Officer John Ferguson; and, Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

01/12 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

No conflicts were declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

(a) RCMP Retirement – Mayor Purcell presented to Constable John MacCready a plaque in recognition of his 38 years as a peace officer and commended him on the many years spent in the Town. Staff Sergeant Larry MacDonald, District Commander and Sergeant Bob MacKnight were both in attendance.

(b) International Development Week

Mayor Purcell proclaimed the week of February 5 – 11, 2012 as “International Development Week:

WHEREAS Canadians significantly help improve the quality of life in various communities around the world by their involvement as international development stakeholders, volunteers, and supporters;

WHEREAS throughout 2012, the Federation of Canadian Municipalities (FCM) will celebrate 25 years of mobilizing the expertise of Canadian municipalities to support local governance, democratic practices, and the provision of essential services in 43 developing countries, and counting;

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WHEREAS since 1987, the FCM has been a valued partner, together with the Canadian International Development Agency and member municipalities, in strengthening the effectiveness and focus of Canada's international aid;

WHEREAS during the first full week of February each year, the Government of Canada celebrates Canada's contribution to international development and its commitment to improving the quality of life in various communities around the world;

THEREFORE, I, G. L. (Jed) Purcell, Mayor of the Town of St. Stephen, hereby proclaim that the week of February 5 - 11, 2012, shall be "International Development Week" in the Town of St. Stephen. I recognize the Federation of Canadian Municipalities' contribution over the past 25 years as a Canadian and world leader in international municipal development. Finally, I invite all citizens to become informed about international development, to show their solidarity with developing countries, and to continue to support Canadian municipalities' international community-building efforts.

(c) February – Heart Month

Mayor Purcell proclaimed the month of February, 2012 as Heart Month:

Whereas:

the effects of heart disease and stroke are responsible for widespread suffering and create serious hardship in our community; and

Whereas:

the Heart and Stroke Foundation of New Brunswick is taking positive action to reduce disability and death from heart and stroke disease through:

- (1) a planned, priority research program
 - (2) an accelerated public and professional heart health promotion program;
- and

Whereas:

the Heart and Stroke Foundation of New Brunswick's Annual Person-to-Person Campaign is being conducted during the Month of February 2012.

Now Therefore:

I, G. L. (Jed) Purcell, Mayor of the Town of St. Stephen, hereby proclaim the month of February, 2012 as Heart Month in St. Stephen and urge all citizens to cooperate in the Heart Fund Drive and all civic, social and fraternal organizations and business establishments to give this campaign the greatest possible support.

(d) Family Literacy Day

Mayor Purcell proclaimed January 27, 2012 as Family Literacy Day:

WHEREAS every year on January 27 Canadians celebrate *Family Literacy Day*;

WHEREAS *Family Literacy Day* is an opportunity for Canadians to come together in their homes and in their communities to participate in literacy and essential skills-building activities;

WHEREAS it is important to set a positive example for our children and to demonstrate the usefulness of reading, writing, numeracy and essential skills in everyday tasks; now, therefore, be it

RESOLVED, that I, G. L. (Jed) Purcell, Mayor of the Town of St. Stephen, NB ask residents of St. Stephen to celebrate *Family Literacy Day* and this year's theme "*Take a Learning Journey*" by reading in the community or participating in local activities taking place; and be it further

RESOLVED, that January 27 is officially recognized as Family Literacy Day.

I, G. L. (Jed) Purcell, Mayor of St. Stephen, do hereby proclaim January 27, 2012, to be "Family Literacy Day" and encourage residents to participate in family literacy activities in the community.

(e) New Brunswick Heritage Week and National Heritage Day

Mayor Purcell proclaimed the week of February 13 – 20, 2012 as Heritage Week and February 20, 2012 as Heritage Day:

WHEREAS the second week in February is provincially recognized as the time to celebrate our heritage; and

WHEREAS the third Monday in February is National Heritage Day in Canada; and

WHEREAS the significant heritage which we have inherited from our ancestors plays a vital role in providing a unique identity to our Town; and

WHEREAS our built heritage provides us with a legacy to be handed down for the benefit and enjoyment of future generations; and

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WHEREAS our heritage has played a vital role in developing the rich social fabric of our Town, and will continue to provide a framework for "*War and Peace in New Brunswick*".

NOW THEREFORE, I, G. L. (Jed) Purcell, Mayor the Town of St. Stephen, do hereby proclaim the week of February 13 – 20, 2012 as **HERITAGE WEEK** in the Town of St. Stephen and Monday, February 20, 2012 as **HERITAGE DAY** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the Town.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Tinker
Seconded by Councillor Williams

02/12 **THAT** the Minutes of the Regular Council meeting held on December 19, 2011 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Maxwell
Seconded by Councillor Tinker

03/12 **THAT** the Minutes of the Special Council meeting held on December 29, 2011 be approved as circulated. **CARRIED**

8. ACCOUNTS

No accounts.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Williams
Seconded by Councillor Donovan

04/12 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

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10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Williams

Seconded by Councillor Tinker

05/12 **THAT** the Minutes of the Committee of Council meeting held on December 21, 2011 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Maxwell

Seconded by Councillor Copeland

06/12 **THAT** the Minutes of the Committee of Council meeting held on December 29, 2011 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

07/12 **THAT** the Minutes of the Committees meeting – Public Safety & Environment; Planning & Priorities; Community Services; and Finance & Administration held on January 11, 2012 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

08/12 **THAT** the Minutes of the Committee of Council meeting held on January 18, 2012 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Donovan

Seconded by Councillor Copeland

09/12 **THAT** the following staff reports for the month of December 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

No by-laws considered.

14. NEW BUSINESS

SMOKE-FREE POLICY

Moved by Councillor Toumishey

Seconded by Councillor Tinker

10/12

THAT the Council of the Town of St. Stephen refers the two draft smoke-free policies: one in Parks and Recreation facilities, and the other in the community as a whole, reviewed on January 11, 2012 at the Planning & Priorities Committee, to the Chief Administrative Officer for his review and recommendation at next month's Planning & Priorities Committee meeting on February 8, 2012. **CARRIED**

TRAFFIC CALMING – PORTER STREET

Moved by Councillor Tinker

Seconded by Councillor Donovan

11/12

THAT the Council of the Town of St. Stephen accepts the recommendation of the Manager, By-Laws and Building Inspection Services, through the Chief Administrative Officer, as follows:

Speed Zone be reduced to 30 km/hr; that through RCMP enforcement/education and encouragement residents, and in particular parents/guardians are encouraged not to park in the no parking zone when dropping off or picking up children from the day care, and such drop offs or pickups should be confined to the west side of the street. **CARRIED**

REAPPOINTMENTS – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Deputy Mayor Maxwell

Seconded by Councillor Williams

12/12

THAT Frances Megilley and Kenneth Jenkins both be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective February 1, 2012 and expiring January 31, 2015; and that Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective February 1, 2012 and expiring January 31, 2013. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – PROJECT MANAGEMENT SERVICES

Moved by Councillor Williams

Seconded by Councillor Tinker

- 13/12 **THAT** the Council of the Town of St. Stephen approves the selection of E. A. Farren, Limited of Saint John, NB for Project Management Services for The Town of St. Stephen's Garcelon Civic Center, in the amount of \$439,120.00 (four hundred and thirty-nine thousand, one hundred and twenty dollars), plus HST, and subject to the terms of an agreement completed as indicated in a "Letter of Intent" dated December 29, 2011 (copy attached) sent by the Chief Administrative Officer, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

CARRIED

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF – SALARY TREATMENT PAY FOR PERFORMANCE

Moved by Councillor Donovan

Seconded by Councillor Williams

- 14/12 **THAT** the Council of the Town of St. Stephen approves the Chief Administrative Officer's memo dated January 19, 2012 (copy attached).

AND FURTHER THAT the salary treatment pay for performance, new pay scale grids and authorization for grid progression as described in Appendix A be approved effective January 24, 2012. **CARRIED**

HUMAN RESOURCE AND OFFICE MANAGER – LETTER OF OFFER

Moved by Deputy Mayor Maxwell

Seconded by Councillor Tinker

- 15/12 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign, as approval, a Letter of Offer dated December 29, 2011 (copy attached) from the Town to Alison Estey which was previously directed to the Chief Administrative Officer in a Closed Committee of Council meeting as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*.

AND FURTHER THAT salary and benefits are effective January 24, 2012.

CARRIED

AGREEMENT AMENDING LEASE – THE TOWN AND THE PROVINCE OF NEW BRUNSWICK

Moved by Councillor Tinker

Seconded by Councillor Williams

- 16/12 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement Amending Lease between the Town and the Province of New Brunswick for one (1) year commencing April 1, 2012 and expiring March 31, 2013 for the lease of the Visitor Information Center at 5 King Street. **CARRIED**

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

The Chief Administrative Officer stated that the Town is still in a very detailed negotiation process with DORA Construction Limited, the design build contractor.

16. REPORTS OF MAYOR AND COUNCILLORS

Councillor Copeland

- Attended various Town meetings.

Councillor Tinker

- Reiterated that the International Festival Committee has been reinvigorated with new members and stated the Festival has a new theme, not disclosed yet.
- Stated that plans for "Rally In The St. Croix Valley" (Border Bikerfest) are well underway for the first week of July.

Councillor Williams

- Pleased with the meeting held on January 18th and looks forward to possibly a second meeting prior to the end of this Council's mandate.
- Stated that he supports the action taken to address the speed on Porter Street, and suggested that a criteria be put in place in order to address any possible future concerns.
- Very pleased with the selection of E. A. Farren, Limited for Project Management Services for the Civic Center.

Deputy Mayor Maxwell

- Attended various Town meetings.
- Attended the Mayor's Levee.
- Attended a Planning Advisory Committee meeting.
- Attended a Chocolate Museum Operational Committee meeting.
- Announced that a pool tournament is scheduled next month as a fundraiser for Dial-a-Ride.

Councillor Donovan

- Stated how pleased she was that she actually saw the New Year in this year.
- Attended an International Festival Committee meeting.
- Attended all Town meetings scheduled after her return home from vacation.

Councillor Toumishey

- Advised that the Smoke-Free Policy was not ready for Council consideration as more work is required, and the CAO will bring it to next month's Committee meeting as noted in tonight's resolution.
- Commended Constable John MacCready on his 38 years as a peace officer and stated that when he moved to St. Stephen as a young social worker, Constable MacCready was the Chief of the Town Police at that time and advised that John's approach on law enforcement assisted him tremendously.

Mayor Purcell

- Reiterated that most of his attention remains focused on the Civic Center.

CLOSED SESSION

Moved by Councillor Tinker

Seconded by Councillor Copeland

- 17/12** **THAT** the Council of the Town of St. Stephen agrees to move into closed session to discuss a financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

The Council immediately recessed from its closed session and returned to open to hold the Question Period.

17. **QUESTION PERIOD**

Derwin Gowan, reporter with the *Telegraph-Journal*, asked for information with respect to the stock pile of engineered fill necessary to surcharge the pool area of the Civic Center to which the Chief Administrative Officer (CAO) responded.

Kathy Bockus, reporter with the *Courier*, queried the resolution for the Project Management Services for the Civic Center and the CAO confirmed that E. A. Farren, Limited was the low bid. She further questioned what the Town plans to do with the Salmon Falls Seniors building and the CAO stated that the building has not yet been turned over to the Town.

When further questioned on what the Town plans to do with the old Town Hall, the Salmon Falls Seniors building, and possibly the Milltown United Church Hall, the CAO stated that there are no plans to date for any of the buildings.

CLOSED SESSION

Moved by Councillor Williams
Seconded by Councillor Copeland


- 18/12 **THAT** the Council of the Town of St. Stephen agrees to move back into closed session to discuss a financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

18. **ADJOURNMENT**

ADJOURNMENT

Moved by Deputy Mayor Maxwell
Seconded by Councillor Copeland

- 19/12 **THAT** the meeting adjourn at 7:55 p.m. **CARRIED**



Mayor

Town Clerk



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

December 29, 2011

E.A Farren Limited
Edward Farren, Managing Director and
Principal Consultant
PO Box 306
Saint John, NB
Canada
E2L 3Y2


Subject: Letter of Intent

Dear Mr. Edward Farren

I am pleased to inform you that the Town of St. Stephen intends to sign an agreement with your firm for the Project Management Services and Oversight in respect to the construction and commissioning of proposed Town of St. Stephen's Garcelon Civic Center.

Your proposal has demonstrated the best approach to risk management and cost efficiencies necessary to complete and commission our new facility. We delight in working with your team to ensure the success of this facility and its extreme importance to the social, cultural, and economic revitalization of the Town of St. Stephen.

Sincerely,


John Ferguson
Chief Administrative Officer

cc. Mr. Edward Farren – E.A Farren Limited
Mr. G.L. (Jed) Purcell – Mayor Town of St. Stephen

Memo

TO: Mayor and Council
FROM: John Ferguson, Chief Administrative Officer
DATE: January 19, 2012
RE: **NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF –
SALARY TREATMENT PAY FOR PERFORMANCE**

As requested by the Finance & Administration Committee, attached in Appendix A, is a proposed pay scale grid for non-union management and administrative staff based on successful completion of performance reviews.

Recommendation:

**NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF – SALARY
TREATMENT PAY FOR PERFORMANCE**

THAT the Council of the Town of St. Stephen approves the Chief Administrative Officer's memo dated January 19, 2012 (copy attached).

AND FURTHER THAT the salary treatment pay for performance, new pay scale grids and authorization for grid progression as described in Appendix A be approved effective January 24, 2012.

Appendix A

Town of St. Stephen 2012 Proposed Pay Scale Grids

Human Resource/Office Manager

-New grid based on Council Approval January 23, 2012

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$40,800	\$41,800	\$42,800	\$43,800	\$44,800	\$45,800

-Step 1* is starting salary based employment agreement

-Progression through grid will be by written authorization from the Chief Administrative Officer based on satisfactory performance

-Non-union management and administrative staff annual cost of living increases will apply to entire grid

Town Clerk

-New grid based on Council Approval January 23, 2012

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$48,049	\$49,049	\$50,049	\$51,049	\$52,049	\$53,049

-Step 1* is budgeted 2012 salary including 2% cost of living increase plus an additional \$14.00 to equalize with the Assistant Treasurer and the Manager of Compensation and Benefits/Accounts Receivable and Collection

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

-Non-union management and administrative staff annual cost of living increases will apply to entire grid

Assistant Treasurer

-New grid based on Council Approval January 23, 2012

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$48,049	\$49,049	\$50,049	\$51,049	\$52,049	\$53,049

-Step 1* is budgeted 2012 salary including 2% cost of living increase

-Progression through grid will be by written authorization from the Chief Administrative officer and Treasurer based on satisfactory performance

-Non-union management and administrative staff annual cost of living increases will apply to entire grid

Manager of Compensation and Benefits/Accounts Receivable and Collections

-New grid based on Council Approval January 23, 2012

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$48,049	\$49,049	\$50,049	\$51,049	\$52,049	\$53,049

-Step 1* is budgeted 2012 salary including 2% cost of living increase plus an additional \$409.00 to equalize with the Assistant Treasurer and Town Clerk

-Progression through grid will be by written authorization from the Chief Administrative officer and Treasurer based on satisfactory performance

-Non-union management and administrative staff annual cost of living increases will apply to entire grid

Manager of Bylaws and Building Inspection

-New grid based on Council Approval January 23, 2012

Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6
\$47,536	\$48,536	\$49,536	\$50,536	\$51,536	\$52,536

-Step 1* is budgeted 2012 salary including 2% cost of living increase

-Progression through grid will be by written authorization from the Chief Administrative Officer based on satisfactory performance

-Non-union management and administrative staff annual cost of living increases will apply to entire grid



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"
Letter of Offer

To: Alison Estey

From: John Ferguson (Chief Administrative Officer)

Date: December 29, 2011

I have been directed by the Town of St. Stephen Mayor and Council to make you the following offer of employment in respect to the Human Resource/Office Manager position. All management benefits and arrangements under policy of the Town of St. Stephen will form part of this offer.

In addition I have attached the proposed salary grid.

If this offer is acceptable to you please sign at the bottom and I will make arrangements to place this offer and acceptance on the next agenda of The Town of St. Stephen Mayor and Council meeting.

Town of St. Stephen 2012 Proposed Pay Scale Grids

Human Resource/Office Manager

-New grid based on Council Approval January 23, 2012

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

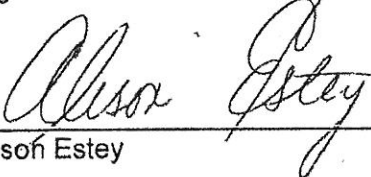
\$40,800	\$41,800	\$42,800	\$43,800	\$44,800	\$45,800
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-Step 1* is starting salary based employment agreement

-Progression through grid will be by written authorization from the Chief Administrative Officer based on satisfactory performance

-Non-union management and administrative staff annual cost of living increases will apply to entire grid

Signature:


Alison Estey

Signature:

Mayor G.L. (Jed) Purcell

Signature:

Clerk: Joan Flewelling