

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 22, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern;
Councillors Marg Harding, Mike Booth, Debbie MacDonald, and Jim Maxwell;
Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

ABSENT: Councillor Abby Pond.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor Booth

142/15 **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 Maxwell
Seconded by Councillor MacDonald

143/15 **THAT** the Minutes of the Regular Council meeting held on May 25, 2015 be approved as circulated. **CARRIED**

**MINUTES
REGULAR COUNCIL
JUNE 22, 2015**

2

8. ACCOUNTS

PAID BILLS

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

144/15 **THAT** the paid bills in the amount of \$905,626.83 (nine hundred and five thousand, six hundred and twenty-six dollars and eighty-three cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding

Seconded by Councillor Maxwell

145/15 **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 Deputy Mayor MacEachern

Seconded by Councillor Harding

146/15 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on June 10, 2015 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor Booth

147/15 **THAT** the following staff reports for the month of May 2015 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. M-1.2 - "A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor MacDonald

Seconded by Councillor Booth

148/15 **THAT** By-Law No. M-1.2 – “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law” – be given Third and Final Reading – Short Title Only. **CARRIED**

149/15 **BY-LAW NO. Z-1.3 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Harding

Seconded by Councillor Maxwell

THAT By-Law No. Z-1.3 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

150/15 **THAT** the Royal Canadian Mounted Police May 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

DONATION – ST. STEPHEN-MILLTOWN KIWANIS CLUB

Moved by Councillor Maxwell

Seconded by Councillor Booth

151/15 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$300.00 (three hundred dollars) to the St. Stephen-Milltown Kiwanis Club as a donation for providing services at a Town of St. Stephen Staff Appreciation barbeque held on May 29, 2015. **CARRIED**

PROPOSED BANDSTAND – DAVID ALISON GANONG CHOCOLATE PARK

Moved by Councillor Booth

Seconded by Councillor Harding

- 152/15 **THAT** the Council of the Town of St. Stephen supports, in principle, the concept of the erection of a bandstand in the David Alison Ganong Chocolate Park by the St. Stephen-Milltown Rotary Club.

AND THAT Council directs the Chief Administrative Officer/Development Officer to approve the above-noted project contingent on compliance with any applicable Town by-laws and any necessary permits. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 153/15 **THAT** the amount of \$100,000.00 (one hundred thousand dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

CONTRIBUTION FOR LEGAL ASSISTANCE – PROPOSED COURT CLOSURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 154/15 **WHEREAS** the Province of New Brunswick may close the Provincial Court in the Town of St. Stephen;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure up to a maximum of \$2,500.00 (two thousand, five hundred dollars) to the Regional Service Commission 10 as a contribution to assist with the cost of retaining out-of-province constitutional lawyers who have been successful in other provinces to reverse decisions on court closures, if required. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 155/15 **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 ORMAC Industrial Supply Inc. in order to process any future purchases of the Town from the said company. **CARRIED**

AWARDING OF QUOTE: SNOW BLOWER ATTACHMENT

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 156/15** **THAT** the quote in the amount of \$16,900.00 (sixteen thousand, nine hundred dollars), plus HST, from Saunders Equipment Ltd. of Fredericton, NB, for a snow blower attachment be accepted.

AND THAT Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

AWARDING OF QUOTE: DUMP-SANDER BODY SHELL

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 157/15** **THAT** the quote in the amount of \$21,795.00 (twenty-one thousand, seven hundred and ninety-five dollars), plus HST, from Parts For Trucks Inc. of Fredericton, NB, for a dump-sander body shell be accepted.

AND THAT Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

ST. STEPHEN FIRE DEPARTMENT – RESCUE TOOLS

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 158/15** **THAT** the Council of the Town of St. Stephen authorizes the retroactive expenditure in the amount of \$11,995.00 (eleven thousand, nine hundred and ninety-five dollars), plus HST, for the purchase of a RAM eDRAULIC from Code 4 Fire & Rescue Inc. of Hagersville, Ontario.

AND THAT Council authorizes the payment from the Fire Department's General Operating Budget, and a contribution from the St. Stephen Volunteer Fire Department in the amount of \$2,000.00 (two thousand dollars) will be used against the expenditure. **CARRIED**

FORMER CLARK BUILDING – REPLACEMENT OF HEAT/AIR CONDITIONING PUMP SYSTEM

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 159/15** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the estimated amount of \$5,460.00 (five thousand, four hundred and sixty dollars) from East Coast Air of Crocker Hill, NB, to replace the heat/air conditioning pump system in one of the units located in the former Clark building at 78 Milltown Boulevard. **CARRIED**

**APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN
ROTARY CLUB**

Moved by Councillor MacDonald
Seconded by Councillor Maxwell

- 160/15 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, October 18, 2015 from 8:30 a.m. to 12 noon, a fundraiser which enables the Club to continue to support the organizations and people in the community requiring assistance, contingent on receipt by the Town of the Club's Certificate of Insurance. **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

Moved by Councillor Booth
Seconded by Councillor Harding

- 161/15 **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter to hold a fundraising road toll on Queen Street West between Marks Street and Porter Street on Saturday, September 26, 2015 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, October 3, 2015 between the hours of 8:00 a.m. and 6:00 p.m. **CARRIED**

**APPROVAL OF EVENT – N. B. ANTIQUE AUTO CLUB INC., PASSAMAQUODDY
REGION AND THE ST. STEPHEN AREA CHAMBER OF COMMERCE – “SHOW
AND SHINE ANTIQUE AND CLASSIC CAR SHOW”**

Moved by Councillor MacDonald
Seconded by Councillor Booth

- 162/15 **THAT** the Council of the Town of St. Stephen grants permission to the N. B. Antique Auto Club Inc., Passamaquoddy Region (the Club), and the St. Stephen Area Chamber of Commerce, to play music at its “Show and Shine Antique and Classic Car Show” event on Sunday, July 26, 2015 from 11:00 a.m. – 3:00 p.m. at the Kent Home Improvement parking lot, contingent on receipt by the Town of the Club's Certificate of Insurance. **CARRIED**

DAVID ALISON GANONG CHOCOLATE PARK – SUNDAY WORSHIPS

Moved by Deputy Mayor MacEachern
Seconded by Councillor MacDonald

- 163/15 **THAT** the Council of the Town of St. Stephen grants permission to the St. Croix Christian Centre to hold Sunday Worship in the David Alison Ganong Chocolate Park, which will include music, from 6:00 p.m. – 7:00 p.m. on the following four (4) dates:

- Sunday, August 2, 2015
- Sunday, August 9, 2015
- Sunday, August 16, 2015
- Sunday, August 23, 2015

CARRIED

JOB DESCRIPTION – EVENT DEVELOPMENT COORDINATOR

Moved by Councillor Harding
Seconded by Councillor Booth

- 164/15 **THAT** the Council of the Town of St. Stephen approves the attached job description for the position of Event Development Coordinator and directs the Chief Administrative Officer to advertise the position. **CARRIED**

APPOINTMENT – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.

Moved by Councillor MacDonald
Seconded by Councillor Maxwell

- 165/15 **THAT** Joni Donahue be appointed to the Board of Trustees of the Charlotte County Hospital Foundation, Inc., for a three year term retroactive to May 1, 2015 and expiring April 30, 2018, filling the vacancy left by the resignation of Patricia Frost. **CARRIED**

AWARDING OF TENDER: WATER TRANSMISSION MAIN TWINNING – ROUTE 170 AND VALLEY ROAD – PROJECT NO. 13-8637

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 166/15 **THAT** of the four (4) tenders received, the low tender of \$419,959.00 (four hundred and nineteen thousand, nine hundred and fifty-nine dollars), including HST, from E. Cummings Contracting Inc. of Woodstock, NB, for the water transmission main twinning – Route 170 and Valley Road be accepted. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Busy with his daughter's SSHS graduation events.

Councillor Harding

- Absent from June's Committees meeting due to illness.
- Ongoing participation every Monday morning in meetings with the RCMP Acting Sergeant and the Mayor.
- Received four complaints recently from upset residents on people not picking up after their dogs and urges people to do so.

Councillor Booth

- Attended all Town meetings.
- Attended SSHS graduation events.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Parks and Recreation meeting.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Chocolate Fest meeting.
- Attended the Staff Appreciation BBQ and free swim at the Garcelon Civic Center.

16. QUESTION PERIOD

Questions/comments from Vern Faulkner, Editor of *The Saint Croix Courier* and *Courier Weekend*, were addressed. In particular, the questions/comments referred to the following:

- Whether or not the Canada Border Services Agency (CBSA) would be affected if the Province closed the court in St. Stephen as the CBSA, from time to time, require the services of the RCMP, who could be out of town attending court in Saint John.
- Clarification of an item on the cheque register.
- Was a decision made on whether or not the public could become members of the various committees.
- Update on a potential skate board park sponsored by the Kiwanis Club.
- Clarification for the reason of eliminating the salary on the job description for the Event Development Coordinator.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked for clarification on the resolution with respect to the "Contribution for Legal Assistance – Proposed Court Closure".

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

167/15 THAT the meeting adjourn at 7:30 p.m. CARRIED



Mayor



Town Clerk

Job Description
EVENT DEVELOPMENT COORDINATOR
Economic Development – Tourism and Promotion
Town of St. Stephen

The **Event Development Coordinator** will develop the culture and sport tourism potential in the community of St. Stephen. This director will facilitate an active relationship with the Garcelon Civic Center, the Parks and Recreation Department, Economic Development, school extra-curricular programs, local business, community events and attractions, and the regional tourism association. The work will stimulate economic development and promote tourism. The director will meet monthly with a tourism and promotion advisory committee and report directly to the Chief Administrative Officer for the Town of St. Stephen.

Responsibilities include, but are not limited to:

- Develop and implement a culture and sport tourism strategy in collaboration with the Tourism and Promotion Action Committee.
- Attract and coordinate the development of events that will generate significant economic benefits to the community and region.
- Collaborate with the Garcelon Civic Center, Parks and Recreation, Director of Economic Development, local business, and community partners to promote and coordinate events in the community.
- Develop and maintain an inventory of visitor services and provide a range of information on local resources and facilities.
- Plan and write funding applications, creative messages, media information
- Develop relationships with national, international, and regional tourism associations and, culture and sport organizations.
- Attend meetings, conventions, and workshops to further knowledge and keep informed of changes in the tourism industry.

The successful applicant will have:

- Education and/or experience equal to five years in tourism, hospitality sales, marketing, public relations, or a closely related field.
- Experience networking, building relationships, and building a client base with partners, staff, and volunteers.
- Ability to work independently and exercise independent judgment, discretion and initiative while utilizing tact and courtesy in frequent contact with business and industrial representatives, government officials and the general public.
- Demonstrated community involvement.
- Collaboration skills.
- Demonstrated skills in planning, organization and effective communication both verbal and written.
- Entrepreneurial experience, financial knowledge, and computer literacy.
- Experience reporting and tracking success and working in results-driven roles guided by strategy and vision

**Event Development Coordinator
Economic Development – Tourism and Promotion**

Page Two

- Enthusiasm and initiative to meet job responsibilities and accountabilities with the ability to anticipate work required, plan for the completion, and with a minimum of supervision and instruction.
- Computer literacy.

An emphasis will given to individuals who also have:

- Current knowledge of the cultural and sport assets in the community, the available resources of the region
- Experience with the promotion of tourism and marketing.
- Previous experience in a Convention and Visitors Bureau.
- Previous experience with an advertising agency and/or with media negotiations.

Approved By:	Council
Date Approved:	June 22, 2015
Updated:	