

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 25, 2013 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth and Debbie MacDonald; Chief Administrative Officer/Development Officer John Ferguson; and, Acting Town Clerk Alison Estey.

ABSENT: Councillor Jim Maxwell and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

58/13

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

- (a) Save Ocean Science (SOS) – Nancy Aiken, Member of the SOS Committee presented to Council, and requested that the Town of St. Stephen write a letter of support to Minister Keith Ashfield detailing the importance of the library to our communities.

It was MOVED by Deputy Mayor Ames and SECONDED by Councillor Booth to direct the Chief Administrative Officer to draft a letter of support to Minister Keith Ashfield from Mayor Quartermain.

- (b) Daffodil Month and Daffodil Day – Proclamation

Mayor Quartermain proclaimed the month of April 2013 as “Daffodil Month” and April 27, 2013 as “Daffodil Day”:

**MINUTES
REGULAR COUNCIL
MARCH 25, 2013**

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WHEREAS, another Canadian is diagnosed with cancer every three minutes; and

WHEREAS, the Canadian Cancer Society is working to eradicate all cancers and improve the quality of life for people living with cancer; and

WHEREAS, *Daffodil Month* and *Daffodil Day* are opportunities for residents of St. Stephen to show their support in the fight against cancer; now, therefore, be it

RESOLVED, that I, John Quartermain, ask that all residents of St. Stephen join the Canadian Cancer Society in the fight against cancer; and be it further

RESOLVED, that April is officially recognized as *Daffodil Month*, and April 27, 2013 is officially recognized as *Daffodil Day*.

I, John Quartermain, Mayor of St. Stephen, do hereby proclaim April to be "Daffodil Month", and April 27, 2013, to be "Daffodil Day" and strongly encourage all residents of St. Stephen to continue to recognize and support the Canadian Cancer Society and the fight against cancer.

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6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

59/13 **THAT** the Minutes of the Regular Council meeting held on February 25, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Councillor Booth

60/13 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 28, 2013 be received. **CARRIED**

PAID BILLS

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

- 61/13** **THAT** the paid bills in the amount of \$1,172,822.47 (one million, one hundred and seventy-two thousand, eight hundred and twenty-two dollars and forty-seven cents) be received. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 62/13** **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 Booth
Seconded by Councillor MacEachern

- 63/13** **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 March 13, 2013 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Booth
Seconded by Deputy Mayor Ames

- 64/13** **THAT** the Minutes of the Planning Advisory Committee meeting held on December 10, 2012 be accepted. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 65/13** **THAT** the following staff reports for the month of February 2013 be adopted: Finance 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

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

66/13 **THAT** the Royal Canadian Mounted Police (RCMP) February 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

APPLICATION FOR FINANCING – WATER & SEWERAGE FUND

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

67/13 **BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$104,000 (one hundred and four thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
Refinancing Debenture No. AO 23	\$104,000	10 Years

CARRIED

Deputy Mayor Ames voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor MacEachern voting against the motion.

COST OF LIVING FREEZE – MAYOR AND COUNCILLORS

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 68/13 **THAT** the Council of the Town of St. Stephen agrees to freeze its annual, not to exceed 3% Cost of Living, as outlined in Section 5.05 of the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", retroactive to December 1, 2012 to November 30, 2013.
CARRIED

OUT-OF-PROVINCE TRAVEL: MANAGER, BY-LAWS AND BUILDING INSPECTION

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 69/13 **THAT** the Council of the Town of St. Stephen approves the Manager, By-Laws and Building Inspection, to attend the Atlantic Bylaw Officers Association 2013 Conference and Training in Bay Roberts, Newfoundland and Labrador, June 17 – 19, 2013, inclusively. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.
Councillor MacEachern voting in favour of the motion.
Councillor Harding voting in favour of the motion.
Councillor Booth voting against the motion.
Councillor MacDonald voting against the motion.

REAPPOINTMENTS – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 70/13 **THAT** Steven Backman, Richard MacMillan, John Stewart, Dorothy Hyslop and Samantha Kinney be reappointed to the Board of Trustees of the Charlotte County Hospital Foundation, Inc. for a three year term commencing May 1, 2013 and expiring April 30, 2016. **CARRIED**

CHAIR AND VICE-CHAIR APPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 71/13 **THAT** Ted Moore be reappointed as Chair to the Planning Advisory Committee for a one (1) year term retroactive to January 1, 2013 and expiring December 31, 2013.

AND FURTHER THAT Garth Orchard be appointed as Vice-Chair for a one (1) year term retroactive to January 1, 2013 and expiring December 31, 2013. **CARRIED**

COUNCIL APPOINTEE – 2013 COMMUNITIES IN BLOOM COMMITTEE

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

- 72/13 **THAT** the Council of the Town of St. Stephen appoints Councillor Debbie MacDonald to act as its member on the 2013 Communities in Bloom Committee.
CARRIED

COUNCIL APPOINTEE - ST. STEPHEN DEVELOPMENT BOARD

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 73/13 **THAT** Mayor John Quartermain be appointed to the St. Stephen Development Board (the Board) to join Councillor Mike Booth as the two members of Council on the Board as outlined in its Supplementary Letters Patent. **CARRIED**

RESCINDING OF RESOLUTION (PARKS AND RECREATION DEPARTMENT – VEHICLE PURCHASE – 2007 DODGE DAKOTA)

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 74/13 **THAT** Resolution # 54/13 as stated in the Minutes of February 25, 2013, which reads

THAT the Council of the Town of St. Stephen authorizes the purchase of a used 2007 Dodge Dakota, Serial No. 1D7HE42K87S266946 for \$12,919.00 (twelve thousand nine hundred and nineteen dollars), including HST, and license fee from St. Croix Auto Ltd. **CARRIED**

be rescinded immediately. **CARRIED**

RESCINDING OF RESOLUTION (TRANSFER FROM GENERAL CAPITAL RESERVE FUND)

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 75/13 **THAT** Resolution # 55/13 as stated in the Minutes of February 25, 2013, which reads

THAT the amount of \$11,837.45 (eleven thousand eight hundred and thirty seven dollars and forty five cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2007 Dodge Dakota for the Parks and Recreation Department. **CARRIED**

be rescinded immediately. **CARRIED**

PARKS AND RECREATION DEPARTMENT - VEHICLE PURCHASE – 2008

DODGE DAKOTA

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

- 76/13** **THAT** the Council of the Town of St. Stephen authorizes the purchase of a used 2008 Dodge Dakota, Serial No. 1D7HE32K68S529429 for \$13,597.00 (thirteen thousand, five hundred and ninety-seven dollars), including HST, and license fee from St. Croix Auto Ltd. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor MacEachern voting against the motion.

TRANSFER FROM GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 77/13** **THAT** the amount of \$12,458.02 (twelve thousand, four hundred and fifty- eight dollars and two cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2008 Dodge Dakota for the Parks and Recreation Department. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor MacEachern voting against the motion.

FUNDRAISING ROAD TOLL – CHOCOLATE FESTIVAL OPERATING COMMITTEE

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

- 78/13** **THAT** the Council of the Town of St. Stephen approves the request from the Chocolate Festival Operating Committee to hold a fundraising road toll in the vicinity of 35 Union Street (corner of Union and School Streets) on Saturday, June 15, 2013 between the hours of 10:00 a.m. and 5:00 p.m., with an alternate date of Saturday, June 22, 2013 between the hours of 10:00 a.m. and 5:00 p.m. **CARRIED**

APPROVAL OF EVENT – CHOCOLATE FEST

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

- 79/13** **THAT** the Council of the Town of St. Stephen grants permission to Chocolate Fest to hold its festival from Saturday, August 3 to Saturday, August 10, 2013 as outlined in its brochure. **CARRIED**

**HOST PROPOSAL – 2014 NEW BRUNSWICK SPORTS HALL OF FAME
ANNUAL INDUCTION CEREMONY AND BANQUET**

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

80/13

THAT the Council of the Town of St. Stephen approves the bid application and with the full intent to meet the required responsibilities as described by the New Brunswick Sports Hall of Fame in their letter dated February 1, 2013.

AND FURTHER THAT the Council of the Town of St. Stephen approves the bid-bond payment in the amount of \$2,000.00 (two thousand dollars) due within 30 (thirty) days of being selected as the host community. **CARRIED**

**RECRUITMENT - THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER
MANAGER**

Moved by Councillor Harding

Seconded by Councillor MacDonald

81/13

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement between the Town and Arthur T. Doyle Associates for the recruitment of The Town of St. Stephen's Garcelon Civic Center Manager in the amount of \$12,000.00 (twelve thousand dollars), plus HST. **MOTION DEFEATED**

Deputy Mayor Ames voting against the motion.

Councillor MacEachern voting against the motion.

Councillor Booth voting against the motion.

Councillor Harding voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

GENERAL CAPITAL RESERVE FUND TRANSFER

Moved by

Seconded by

THAT the Council of the Town of St. Stephen approves the reallocation of \$12,000.00 (twelve thousand dollars), plus HST, from amounts budgeted in 2013 for "Transfer to General Capital Reserve" to the budget line "Other Research" for the payment of the recruitment of The Town of St. Stephen's Garcelon Civic Center Manager.

**MOTION NOT CONSIDERED AS PREVIOUS MOTION WAS DEFEATED -
"RECRUITMENT - THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER
MANAGER"**

VACATION CARRY-OVER

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

82/13

THAT the Council of the Town of St. Stephen approves the 2012 non-union vacation credit carry-over of 15 (fifteen) days for employee # E26. **MOTION DEFEATED**

Deputy Mayor Ames voting against the motion.

Councillor MacEachern voting against the motion.

Councillor Booth voting against the motion.

Councillor Harding voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Involved with interscholastic activities.
- Replaced the Mayor of Saint Andrews at a Union of Municipalities of New Brunswick meeting in Fredericton.
- Attended a Growth Initiative meeting at Humphreys' Funeral Home.

Councillor MacEachern

- Attended a Growth Initiative meeting at Humphreys' Funeral Home.
- Attended the Chamber After Hours at "Bistro on the Boulevard".
- Attended the Chamber of Commerce Annual General Meeting.
- Attended the Arena Board and Committees meetings.

Councillor Harding

- Congratulated the RCMP in curtailing crime in St. Stephen and urged residents to keep their eyes open and report any illegal activities.
- Wished everyone a happy Easter.

Councillor Booth

- Attended the Chamber of Commerce Annual General Meeting.
- Attend two Charlotte County Historical Society meetings.

Councillor MacDonald

- Attended committees meeting.
- Attended a Civic Center board meeting.
- Attended the Chamber of Commerce Annual General Meeting.

Mayor Quartermain

- Attended numerous meetings.
- Attended the Chamber of Commerce Annual General Meeting.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *Saint Croix Courier*, inquired about a runway extension at the St. Stephen (Giddens Memorial) Airport.

Mayor Quartermain stated that he has had discussions with Mike Smith, citizen and member of the airport, and Development St. Stephen, both of whom are generating lists of people for support, and that the Town will be setting up a committee to support the runway extension.

Mrs. Bockus further inquired about the process the Town will follow in hiring a manager for the Town of St. Stephen's Garcelon Civic Center.

Mayor Quartermain stated that Council will schedule a meeting to finalize the draft job description and to determine the manner in which they advertise for this position.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Booth

Seconded by Councillor Harding

83/12

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

18. ADJOURNMENT

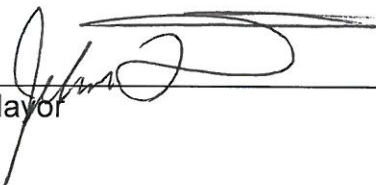
ADJOURNMENT

Moved by Councillor Harding


Seconded by Councillor MacEachern

84/13

THAT the meeting adjourn at 8:35 p.m. **CARRIED**



Mayor



Acting Town Clerk