

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 24, 2014 @ 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; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Harding

352/14 **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

353/14 **THAT** the Minutes of the Regular Council meeting held on October 27, 2014 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

354/14 **THAT** the Minutes of the Special Council meeting held on November 3, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 355/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 356/14 **THAT** the paid bills in the amount of \$1,189,264.76 (one million, one hundred and eighty-nine thousand, two hundred and sixty-four dollars and seventy-six cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 357/14 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 358/14 **THAT** the Minutes of the Committee of Council meeting held on October 27, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

- 359/14 **THAT** the Minutes of the Committee of Council meeting held on November 3, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

- 360/14 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on November 12, 2014 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 361/14 **THAT** the following staff reports for the month of October 2014 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 Office of the Garcelon Civic Center Manager. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

BY-LAW NO. A-10 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Booth
Seconded by Councillor Harding

- 36214 **THAT** By-law No. A-10 – “A By-law Respecting the Duties and Powers of the Chief Administrative Officer” – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. A-7.9 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor MacEachern
Seconded by Councillor MacDonald

- 363/14 **THAT** By-Law No. A-7.9 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” - be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Booth

- 364/14 **THAT** the Royal Canadian Mounted Police (RCMP) October 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

EMPLOYMENT CONTRACT - CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

- 365/14 **THAT** the Council of the Town of St. Stephen directs the Town Solicitor to prepare a contract between the Town of St. Stephen and Derek O'Brien of St. Stephen for the role of Chief Administrative Officer of the Town, commencing January 5, 2015, for review by both parties. **CARRIED**

HANDICAPPED PARKING SPACE

Moved by Councillor Booth

Seconded by Councillor Harding

- 366/14 **THAT** the Council of the Town of St. Stephen agrees to provide a designated handicapped parking space for Bone Physiotherapy & Wellness of 166 Milltown Boulevard to be located at the rear of the building. **CARRIED**

FIRE EMERGENCY DISPATCH RATES – INCREASE

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

- 367/14 **THAT** the Council of the Town of St. Stephen approves an increase to the “Rates for Provision of Services” contained in the Fire Emergency Dispatch and Administrative Calls Dispatch Agreements pursuant to which the Town provides dispatch services for other municipalities and local service districts by an amount equal to ten percent (10%) of the current rate beginning January 1, 2015 and , on each of January 1, 2016 and January 1, 2017 such rate shall increase by an additional five percent (5%) of the rate immediately prior to such increase, subject to the exception that due to the fact that the Towns of St. George and St. Andrews have just recently entered into agreements with the Town of St. Stephen, the rate increase for January 1, 2015 shall not apply to their agreements.

AND THAT the Fire Chief will arrange for and have prepared appropriate amendments to the existing agreements incorporating the rate changes which will be brought back to a future meeting to authorize the execution of same. **CARRIED**

FIREFIGHTER JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 368/14 **THAT** Joseph Richardson be appointed to the position of Firefighter for the St. Stephen Fire Department effective December 5, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 369/14 **THAT** Lieutenant Joseph Richardson be promoted to the position of Captain for the St. Stephen Fire Department effective December 1, 2014. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 370/14 **THAT** Lieutenant Jason St. Peter be promoted to the position of Captain for the St. Stephen Fire Department effective December 1, 2014. **CARRIED**

GARCELON CIVIC CENTER PROJECT – PLUMBING SERVICES FOR POOL

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 371/14 **THAT** the Council of the Town of St. Stephen approves for payment invoices for unbudgeted capital expenditures totaling \$6,778.10 (six thousand, seven hundred and seventy-eight dollars and ten cents), including HST, for items as recommended by the Project Manager, and as presented to Council at its Closed Session on November 12, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND THAT the invoices being paid are for materials and labour to install sensors for pool level controllers. **CARRIED**

GARCELON CIVIC CENTER PROJECT – LOWER CANTEEN PLUMBING SERVICES

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 372/14 **THAT** the Council of the Town of St. Stephen approves for payment invoices for unbudgeted capital expenditures totaling \$4,822.22 (four thousand, eight hundred and twenty-two dollars and twenty-two cents), including HST, for items as recommended by the Project Manager, and as presented to Council at its Closed Session on November 12, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND THAT the invoices being paid are for materials and labour to install a kitchen sink and water lines to the lower canteen. **CARRIED**

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 373/14 **THAT** Kara Helpert be offered the position of Casual Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective November 25, 2014 contingent on successful completion of a National Lifesaving Society Certification, a Standard First Aid Course, and a Criminal Record Check by February 28, 2015, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

GARCELON CIVIC CENTER - BEVERAGE SUPPLY AND EQUIPMENT

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 374/14 **THAT** of the two (2) proposals received, the proposal from Coca-Cola Refreshments Canada Company (CCRC) for beverage supply and equipment at the Garcelon Civic Center be accepted.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement between the Town of St. Stephen (Garcelon Civic Center) and CCRC in the form of agreement presented to Council at its closed session on November 12, 2014 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

GRANT – CHARLOTTE COUNTY HOCKEY CLUB INC.

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 375/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$6,000.00 (six thousand dollars) to the Charlotte County Hockey Club Inc. for ice rental at the W. C. O'Neill Arena Complex in Saint Andrews, NB, prior to the opening of the Garcelon Civic Center. **CARRIED**

SALE OF SURPLUS 2010 ¾ TON TRUCK BODY

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 376/14 **THAT** the Council of the Town of St. Stephen authorizes the sale of the 2010 ¾ ton truck body to Carson Gullison in the amount of \$600.00 (six hundred dollars), plus HST. **CARRIED**

Councillor Harding voting in favour of the motion.

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.

AMENDED

STREET LIGHT INSTALLATION – CENTER STREET

Moved by Councillor Maxwell

Seconded by Councillor Booth

377/14 **THAT** Resolution # 320/14 as stated in the Minutes of October 27, 2014, which reads

THAT the Council of the Town of St. Stephen approves the installation of one (1) flood light, with a Plexiglas covering, on Pole # F1C/s435 located on Center Street, near The Knights of Pythias International Lodge # 61 hall.

shall be amended by changing the words “one (1) flood light, with a Plexiglas covering” to “one (1) street light”. **CARRIED**

PIZZA DELIGHT LEASE EXTENSION AGREEMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

378/14 **THAT** the Council of the Town of St. Stephen authorizes a one (1) year Lease Extension Agreement from January 1, 2016 to December 31, 2016, plus an option for one (1) ten (10) year renewal, with 600633 NB LTD (Pizza Delight).

AND THAT the Council of the Town of St. Stephen directs the Town Solicitor to prepare a Lease Extension Agreement on such terms for review by both parties.

CARRIED

AWARDING OF TENDER: PAVING 2014 - WEST STREET, DOW STREET AND GARCELON CIVIC CENTER, ST. STEPHEN, NB – PROJECT NO. 14-1182

Moved by Councillor Harding

Seconded by Councillor Maxwell

379/14 **THAT** of the two (2) tenders received, the low tender of \$93,885.75 (ninety-three thousand, eight hundred and eighty-five dollars and seventy-five cents), including HST, from Classic Construction (2012) Ltd. of Saint John, NB, for the paving on West Street, Dow Street, and at the Garcelon Civic Center be accepted. **CARRIED**

REQUEST FOR PROPOSALS – THE OLD TOWN HALL

Moved by Councillor Harding

Seconded by Councillor Maxwell

380/14 **WHEREAS** at the regular meeting of Council dated July 28, 2014 the Council for the Town of St. Stephen established the Old Town Hall Restoration Committee to investigate funding for the potential restoration and repurposing of the building known as the Old Town Hall Building (the “Old Town Hall”);

AND WHEREAS the Town has received inquiries from certain parties indicating interest in purchasing and repurposing the Old Town Hall;

NOW THEREFORE BE IT RESOLVED as follows:

THAT the Council of the Town of St. Stephen authorizes and directs the Chief Administrative Officer to direct staff to proceed with the preparation of a Request for Proposals which shall provide an opportunity for any interested party to submit a proposal to the Town for the restoration and repurposing of the Old Town Hall.

CARRIED

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Participated in the CAO interviews.
- Laid a wreath in Milltown on behalf of the town on Remembrance Day.
- Attended Garcelon Civic Center Opening Events Planning Committee meetings.

Councillor Marg Harding

- Attended all Town meetings.
- Gave the Toast to Canada at the Veterans' dinner in Milltown in the absence of the Mayor.
- Participated in interviews for positions with the Fire Department.
- Enjoy meeting with Acting Sergeant Scott MacKenzie and the Mayor every Monday morning.

Councillor Booth

- Attended all Town meetings.
- Participated in the CAO interviews.
- Busy with wreath making.

Councillor MacDonald

- Attended the Remembrance Day service in Milltown.
- Attended the Santa Parade.
- Participated in the CAO interviews.
- Attended Garcelon Civic Center Advising Commission meetings.
- Stated that the three opening events of the Garcelon Civic Center went very well.
- Stated that the pool and gym are partially opened.
- Extended condolences to the family of Dorothy Tucker.

**MINUTES
REGULAR COUNCIL
NOVEMBER 24, 2014**

Councillor Maxwell

- Attended all Town meetings.
- Attended the Remembrance Day service in Milltown.
- Organized and participated in a pool tournament in memory of Bob Boyd.
- Pleased with the three opening events at the Garcelon Civic Center, and further stated that a great number of children lined up to have pictures taken with Santa.
- Attended an Open House at The Chocolate Museum.
- Thanked Heather Donahue, BIA Coordinator, for her dedicated work in making the Santa Parade successful once again.
- Participated in interviews for positions with the Fire Department.
- Attended the unveiling of the Donors' Wall at the Garcelon Civic Center.
- Congratulated Derek O'Brien, the successful candidate in the CAO competition, and looks forward to working with him.

Mayor Quartermain

- Reiterated Councillor Maxwell's comments with respect to Derek O'Brien.
- Laid a wreath at the St. Stephen Cenotaph on Remembrance Day.
- Thanked all volunteers and staff for their dedicated work in making the past numerous events successful.

16. QUESTION PERIOD


Questions from the public, as well as from the media (Kathy Bockus, reporter, *Saint Croix Courier*, and Derwin Gowan, reporter, *Telegraph-Journal*), were addressed after the meeting was adjourned.

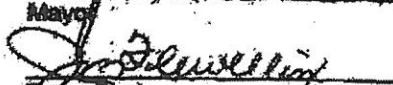
17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Booth

381/14 THAT the meeting adjourn at 7:30 p.m. CARRIED



Mayor


Town Clerk