

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, OCTOBER 27, 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 Harding  
Seconded by Councillor Maxwell

302/14

**THAT** the Agenda be unanimously approved with two (2) additions: Jeffrey Irving, Susan Irving and Pauline Thompson v. The Town of St. Stephen, Court File No. S/M/36/11 – Memorandum of Agreement; and The Town of St. Stephen's Garcelon Civic Center – Change Order Amendment to Design-Build Stipulated Price Contract with DORA Construction Limited – Adjustment of Contract Completion Date and Contract Price Adjustment be added as 14. (u) and (v), respectively, under NEW BUSINESS. CARRIED

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Town Employee Retirement – Mayor Quartermain, along with Councillor Maxwell as Chair of the Public Works Committee, presented a plaque to retired Town employee, David Richardson, recognizing his 19 years of dedicated service with the Public Works Department.
- (b) MADD Canada Project Red Ribbon Day – Proclamation

Mayor Quartermain proclaimed November 1<sup>st</sup>, 2014 as “Red Ribbon Campaign Day”:

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**Whereas:**

The effects of impaired driving is the cause of widespread suffering and death in our communities.

**Whereas:**

MADD is taking positive action to reduce disabilities and deaths caused by impaired driving by

- (1) Providing our multimedia presentation to each high school in Charlotte County to educate our youth
- (2) Providing and informing citizens of consequences of impaired driving
- (3) Help within the community by saving lives and supporting victims

**Whereas:**

MADD Annual Red Ribbon Campaign from November 1<sup>st</sup> 2014 – January 5<sup>th</sup>, 2015 to bring extra awareness of impaired driving during the Christmas festivities by planning ahead and having a safe drive home.

**Now Therefore:**

I, John Quartermain, Mayor of the Town of St. Stephen hereby proclaims November 1<sup>st</sup>, 2014 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Booth

Seconded by Councillor Maxwell

**303/14** **THAT** the Minutes of the Regular Council meeting held on September 15, 2014 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Harding

Seconded by Councillor Booth

**304/14** **THAT** the Minutes of the Special Council meeting held on October 2, 2014 be approved as circulated. **CARRIED**

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**SPECIAL COUNCIL MEETING**

Moved by Councillor MacDonald  
Seconded by Councillor Harding

- 305/14** **THAT** the Minutes of the Special Council meeting held on October 10, 2014 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Booth  
Seconded by Deputy Mayor MacEachern

- 306/14** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2014 be received. **CARRIED**

**PAID BILLS**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Harding

- 307/14** **THAT** the paid bills in the amount of \$893,315.81 (eight hundred and ninety-three thousand, three hundred and fifteen dollars and eighty-one cents) be received. **CARRIED**

9. **COMMUNICATIONS**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Booth  
Seconded by Deputy Mayor MacEachern

- 308/14** **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 Councillor Maxwell  
Seconded by Councillor Harding

- 309/14** **THAT** the Minutes of the Committee of Council meeting held on September 14, 2014 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor Booth  
Seconded by Councillor Maxwell

- 310/14 **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 October 15, 2014 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

- 311/14 **THAT** the Minutes of the Committee of Council meeting held on October 17, 2014 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Maxwell  
Seconded by Councillor Booth

- 312/14 **THAT** the following staff reports for the month of September 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" – SECOND READING – SECTION NUMBERS ONLY**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 31314 **THAT** By-law No. A-10 – "A By-law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Second Reading – Section Numbers 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" – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

- 314/14 **THAT** leave now be given to introduce a by-law entitled 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” - for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 315/14 **THAT** the Royal Canadian Mounted Police (RCMP) September 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**APPROVAL OF EVENT – LINK TO LIFE CAMPAIGN**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 316/14 **THAT** the Council of the Town of St. Stephen grants permission to the Charlotte County Suicide Prevention Committee to hang a banner across King Street in the vicinity of the current Aces Welcome banner, for the month of February 2015, Suicide Prevention Month, to promote the Link to Life Campaign. **CARRIED**

**NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 317/14 **THAT** the Council of the Town of St. Stephen appoints Town Treasurer Tim Tozer to act as the “employer representative”, and Greg Pomeroy or his designate of Canadian Union of Public Employees (CUPE) Local 770 to act as the “employee representative” on the New Brunswick Municipal Employees Pension Plan Committee. **CARRIED**

**DONATION – MADD CHARLOTTE COUNTY**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 318/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$150.00 (one hundred and fifty dollars) to MADD Charlotte County as a donation to its Red Ribbon Campaign kickoff fundraiser, which proceeds assist with education to communities within Charlotte County. **CARRIED**

**APPROVAL OF EVENT – SANTA CLAUS PARADE**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 319/14** **THAT** the Council of the Town of St. Stephen grants permission to the St. Stephen Business Improvement Area Inc. to hold the Santa Claus Parade, which includes music, on Friday, November 14, 2014, commencing at 6:30 p.m. from the Charlotte Mall and Ganong Bros. Limited parking lots, down King Street to Milltown Boulevard and up Main Street to St. Stephen's University. **CARRIED**

**FLOOD LIGHT INSTALLATION – CENTER STREET**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 320/14** **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. **CARRIED**

**LICENCE AGREEMENT – KITCHEN, CANTEEN AND CATERING SERVICES**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 321/14** **WHEREAS** the Garcelon Civic Center manager and Lisa Cobham have negotiated a Licence Agreement which provides a licence from The Town of St. Stephen to a company to be incorporated by Lisa Cobham to provide Kitchen, Canteen and Catering Services in the Garcelon Civic Center (the "Licence Agreement");

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Licence Agreement between The Town of St. Stephen and a company which will be incorporated and owned by Lisa Cobham, providing a licence for such party to provide Kitchen, Canteen and Catering Services in the Garcelon Civic Center on the terms and as more particularly set out in the form of Licence Agreement presented to Council.

**CARRIED**

**LICENCE AGREEMENT – PRO-SHOP SERVICES**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

322/14 **WHEREAS** the Garcelon Civic Center manager and Robert Dougherty have negotiated a Licence Agreement which provides a licence from The Town of St. Stephen to Robert Dougherty to provide Pro-Shop Services in the Garcelon Civic Center (the “Licence Agreement”);

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Licence Agreement between The Town of St. Stephen and Robert Dougherty, providing a licence for Robert Dougherty to provide Pro-Shop Services in the Garcelon Civic Center on the terms and as more particularly set out in the form of Licence Agreement presented to Council. **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.

**GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION**

Moved by Councillor Booth  
Seconded by Councillor Harding

323/14 **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. **CARRIED**

**GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION**

Moved by Councillor MacDonald  
Seconded by Councillor Booth

324/14 **THAT** Carrie Thibideau 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. **CARRIED**

**OUT-OF-PROVINCE TRAVEL: GARCELON CIVIC CENTER MANAGER AND AQUATIC SUPERVISOR**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Maxwell

- 325/14 **THAT** the Council of the Town of St. Stephen approves the Garcelon Civic Center Manager and Aquatic Supervisor to attend an Aquatic Management Training Course at the CARI Complex in Charlottetown, PEI retroactive to October 24, 2014.  
**CARRIED**

**GARCELON CIVIC CENTER – ADDITIONAL ELECTRICAL – TELEPHONES – DATA COMMUNICATIONS WORK**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 326/14 **WHEREAS** the Council of the Town of St. Stephen approved an unbudgeted expenditure up to a maximum amount of \$10,000.00 (ten thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB, for additional electrical – telephones – data communications work at the Garcelon Civic Center at its Regular Session on September 15, 2014 with payment from the Garcelon Civic Center project bank account.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen approves an additional unbudgeted expenditure up to a maximum amount of \$2,000.00 (two thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB, for additional electrical – telephones – data communications work at the Garcelon Civic Center.

**NOW THEREFORE BE IT FURTHER RESOLVED THAT** the Council of the Town of St. Stephen authorizes the payment from the Garcelon Civic Center project bank account. **CARRIED**

**GARCELON CIVIC CENTER POOL – ADDITIONAL PROGRAMMING AND WIRING**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

- 327/14 **THAT** the Council of the Town of St. Stephen approves the combined unbudgeted expenditure up to a maximum amount of \$16,000.00 (sixteen thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB; Controls & Equipment Ltd. of Saint John, NB; and Orr Electrical & Alarm Ltd. of St. Stephen, NB, for additional programming and wiring to complete the Garcelon Civic Center pool.

**AND FURTHER THAT** Council authorizes the payment from the Garcelon Civic Center project bank account. **CARRIED**

**AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 3 (TOSS14-08)**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 328/14** THAT the Council of the Town of St. Stephen hereby awards the bid of \$7.35 (seven dollars and thirty-five cents) per household, per month, including HST for Zone 3, as defined in the tender, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 3 for the period November 1, 2014 to October 31, 2017.

**AND FURTHER THAT** the awarding of this bid is subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in compliance with the Town's By-Law No. S-7, "A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material", and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered. **CARRIED**

**DEMOLITION – 458 MILLTOWN BOULEVARD**

Moved by Councillor Harding

Seconded by Councillor Booth

- 329/14** THAT the Council of the Town of St. Stephen declares 458 Milltown Boulevard (PID # 01311265), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building in the unbudgeted amount of \$6,970.00 (six thousand, nine hundred and seventy dollars), plus HST, being the low quote of two (2) quotes obtained. **CARRIED**

**SALE OF SURPLUS HOMEMADE FLAT TRUCK BODY**

Moved by Councillor Booth

Seconded by Councillor Harding

- 330/14** THAT the Council of the Town of St. Stephen authorizes the sale of the surplus homemade flat truck body to George MacVicar in the amount of \$150.00 (one hundred and fifty 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.

**MEETING ROOM RENTAL POLICY – 199 UNION STREET**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 331/14 **THAT** the Council of the Town of St. Stephen approves the Meeting Room Rental Policy No. 46 - A (copy attached) for 199 Union Street. **CARRIED**

**EXECUTION OF LEASE – JOHN B. AMES, MEMBER OF THE LEGISLATIVE ASSEMBLY FOR THE PROVINCE OF NEW BRUNSWICK**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 332/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a lease, in the form presented to Council, between the Town and John B. Ames, Member of the Legislative Assembly for the Province of New Brunswick, for an initial term of three (3) years beginning November 1, 2014 and terminating October 31, 2017, plus one three (3) year renewal, for the office space located at 78 Milltown Blvd., at the rental rate set out in the lease and on the terms and as more particularly described in such lease agreement. **CARRIED**

**CONFIDENTIALITY AGREEMENT – JAMIE WHITE**

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 333/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Confidentiality Agreement, in the form presented to Council, between The Town of St. Stephen and Jamie White of Cox Electronics & Communications commencing October 28, 2014 as a result of his involvement with confidential files. **CARRIED**

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN RESPECTING THE “GTF ADMINISTRATIVE AGREEMENT”**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 334/14 **THAT** the document entitled “Five-Year Capital Investment Plan for the GTF Administrative Agreement (Town of St. Stephen) 2014-2018” (copy attached) be adopted. **CARRIED**

**JEFFREY IRVING, SUSAN IRVING and PAULINE THOMPSON v. THE TOWN OF ST. STEPHEN, COURT FILE NO. S/M/36/11 – MEMORANDUM OF AGREEMENT**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 335/14 **THAT** the Council of the Town of St. Stephen approves a Memorandum of Agreement providing for the settlement of the application for determination of compensation payable arising out of the Town’s expropriation of an easement over the property of the Applicants, Jeffrey Irving, Susan Irving and Pauline Thompson, Court File No. S/M/36/11, wherein the Town agrees to pay the following amounts:

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1. An amount of \$12,608.00 for the provision of security fencing;
2. An amount of \$117,289.79 in full and final settlement of the owners expenses relating to the expropriation;
3. An amount of \$150,000.00 in full and final settlement of the owner's claim for injurious affection to the lands of the owner arising out of the construction of a raised roadway crossing the property; and
4. An amount of \$65,000.00 all-inclusive of costs, damages, interest and other amounts claimed by the Applicants as a result of the expropriation.

**AND FURTHER THAT** the Council of The Town of St. Stephen authorizes the Mayor and the Town Clerk to execute the above described Memorandum of Agreement on behalf of the Town of St. Stephen, in the form presented to Council.  
**CARRIED**

**COUNCIL MEETING RECESSED**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Harding

**336/14** **THAT** the Council of the Town of St. Stephen agrees that the meeting stands recessed at 7:35 p.m. for ten (10) minutes. **CARRIED**

**COUNCIL MEETING RECESSED**

Moved by Councillor Booth  
Seconded by Councillor Harding

**337/14** **THAT** the Council of the Town of St. Stephen agrees to extend the recess at 7:45 p.m. for an additional fifteen (15) minutes. **CARRIED**

**COUNCIL MEETING RECONVENES**

Moved by Councillor Booth  
Seconded by Councillor Harding

**338/14** **THAT** the Council of the Town of St. Stephen agrees that the meeting immediately reconvene at 7:45 p.m. to continue with Item 15. **REPORTS OF MAYOR AND COUNCILLORS. CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended Garcelon Civic Center meetings.
- Attended the annual Union of Municipalities of New Brunswick (UMNB) Conference.
- Attended a public meeting at the St. Stephen Legion with respect to the old Town Hall.
- Attended a public meeting at the Vineyard with respect to the old Town Hall.

Councillor Harding

- Attended all Town meetings.
- As Chair of the Police and Fire Committee, pleased to meet with the Mayor and Acting Sergeant Scott MacKenzie every Monday morning at 9:00.
- Congratulated the RCMP on its recent drug bust.

Councillor Booth

- Attended all Town meetings.
- Attended a Development St. Stephen board meeting.
- Attended a public meeting at the Vineyard with respect to the old Town Hall.
- Busy making wreaths with the Christmas season approaching.

Councillor MacDonald

- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended all Town meetings.
- Attended Garcelon Civic Center Opening Events Planning Committee meetings.
- Attended a meeting with members of the Charlotte County Aces executive.

Councillor Maxwell

- Brought greetings from the Town during the Fall Fair at the Border Arena.
- Attended a public meeting at the St. Stephen Legion with respect to the old Town Hall.
- Attended the Baseball Hall of Fame Induction Ceremony which inducted Jon Lindsay.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended all Town meetings.
- Participated in interviews for casual positions with the Public Works Department.

**COUNCIL MEETING RECESSED**

Moved by Councillor Booth

Seconded by Councillor Harding

**339/14**

**THAT** the Council of the Town of St. Stephen agrees that the meeting, once again, stands recessed at 7:55 p.m. for fifteen (15) minutes. **CARRIED**

**COUNCIL MEETING RECESSED**

Moved by Councillor Booth

Seconded by Councillor Harding

- 340/14 **THAT** the Council of the Town of St. Stephen agrees to extend the recess at 8:10 p.m. for an additional ten (10) minutes. **CARRIED**

**COUNCIL MEETING RECONVENES**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 341/14 **THAT** the Council of the Town of St. Stephen agrees that the meeting reconvene at 8:20 p.m. to consider the following motion which was added to the agenda as 14. (v) under **NEW BUSINESS**. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE ORDER AMENDMENT TO DESIGN-BUILD STIPULATED PRICE CONTRACT WITH DORA CONSTRUCTION LIMITED- ADJUSTMENT OF CONTRACT COMPLETION DATE AND CONTRACT PRICE ADJUSTMENT**

Moved by Councillor Booth

Seconded by Councillor Harding

- 342/14 **THAT** the Council of the Town of St. Stephen approves completion of a change order for a cost of \$1,485,000.00 (One Million Four Hundred Eighty-Five Thousand Dollars and Zero Cents) to the Design-Build Stipulated Price Contract between the Town of St. Stephen and DORA Construction Limited dated May 3, 2012, with such approval subject to the terms and conditions of the Change Order and, among other things, to provide for the adjustment of the Contract Completion Date to September 5, 2014 and to agree to a Contract Price Adjustment for the cost of completion of the work, inclusive of all cash allowances, related to the contract to be set at \$1,485,000.00 (One Million Four Hundred Eighty- Five Thousand Dollars and Zero Cents) subject to Municipal Capital Borrowing Board approval to secure available funding as necessary to fund such payment.

**AND FURTHER THAT** the Council of The Town of St. Stephen authorizes the Mayor and the Town Clerk to execute the above described change order amendment on behalf of the Town of St. Stephen, in the form presented to Council. **CARRIED**

16. **QUESTION PERIOD**

A resident, along with Kathy Bockus, reporter with *The Saint Croix Courier*, asked for clarification on the above-noted change order for a cost of \$1,485,000 to which Mayor Quartermain, as well as Frank Godsoe, the Garcelon Civic Center Project Accountant responded.

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A resident questioned the date for the opening of the Garcelon Civic Center pool and gym to which Councillor MacDonald responded that it is hopeful they will open by mid November.

A resident questioned how the Town will pay for the Irving expropriation settlement to which the Mayor advised that it will be covered through the Utility budget; and then further questioned whether or not utility rates will increase to which the Mayor, in summary, stated that he hopes will not be the case.


17. ADJOURNMENT

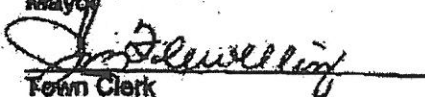
ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor Maxwell

343/14 THAT the meeting adjourn at 8:40 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Clerk



## TOWN OF ST. STEPHEN

### POLICY

Title: **MEETING ROOM RENTAL -  
199 UNION STREET**

Policy No. 46 - A

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Original Effective Date: February 20, 2006

Amendment Effective Date: October 27, 2014

### PURPOSE

The purpose of this policy is to outline the guidelines for use of the meeting room at 199 Union Street.

All users are responsible to leave the room arranged as they found it. All garbage is to be placed in the supplied garbage cans. Any and all damage will be the responsibility of the user.

The use of this room will be on a first come first serve basis with booking of the room being done by the Fire Department. The Town of St. Stephen and its departments will have first use of this room.

The room is available for the use of non-profit organizations for the cost of janitorial services. The following fee schedule shall apply for all other users:

- |                                    |   |          |
|------------------------------------|---|----------|
| • Full day 8:00 a.m. to 5:00 p.m.  | - | \$100.00 |
| • Half day 8:00 a.m. to 12:00 Noon | - | \$ 50.00 |
| • Half day 1:00 p.m. to 5:00 p.m.  | - | \$ 50.00 |
| • Evening 7:00 p.m. to 10:00 p.m.  | - | \$ 30.00 |

Users of this room will not cause a disruption to normal operations of the Public Works Department or the Fire Department.

All users wishing to cancel a booking shall do so at least one (1) week in advance or a late cancellation fee of \$25.00 (twenty-five dollars) may apply.

Audio Visual equipment will not be part of the room usage. All users shall supply their own Audio Visual equipment.

Approved:

  
Town Clerk



**Five-Year Capital Investment Plan  
for the GTF Administrative  
Agreement**

**(Town of St. Stephen)**

**2014 – 2018**

## Capital Investment Plan for the GTF Administrative Agreement

### INTRODUCTION

The *Town of Stephen* has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

### CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**FIVE-YEAR CAPITAL INVESTMENT PLAN  
FOR THE GTF ADMINISTRATIVE AGREEMENT**

**TOWN OF ST. STEPHEN**

**2014- 2018**

**RESOLUTION**

201X-XXX Moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_  
"that the document entitled *(Name of municipality, rural community or regional  
municipality)* \_\_\_\_\_ *Five-Year Capital Investment Plan for  
the GTF Administrative Agreement 2014-2018* be adopted".

Motion Carried

I certify that the above resolution of the council of \_\_\_\_\_ was  
adopted while in *regular/special* session XXXXXX, 201X.

(SEAL)

\_\_\_\_\_  
CLERK  
RURAL COMMUNITY / MUNICIPALITY OF XXXXXXXX

## PROJECTS

### 1) Environmental Risk Assessment (CCME Strategy Compliance) Phase 2

**Project Category:**

Capacity Building

**Project Description:**

This project was initiated under the 2010-2013 round of Gas Tax and will be completed in 2014, with the scope of work in 2014 being "Phase 2". Under Phase 2, the environmental risk assessment for the wastewater effluent discharging from the Town's wastewater treatment plant will be finalized.

EIA Required  Tender Required

**Expected Outcome:**

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

**Proposed indicator(s):**

Copy of Report

Year	GTF Contribution	Total Cost
2014	\$7,861	\$7,861
2015		
2016		
2017		
2018		

**2) Water Transmission Main Replacement**

**Project Category:**

Drinking water

**Project Description:**

A significant portion of the Town's water transmission main was constructed in 1906 and conveys all of the Town's drinking water from the source/treatment location to the distribution system. This project proposes the replacement of one section of water main that crosses beneath a watercourse/wetland and floodplain, making maintenance and repairs difficult and/or impossible during periods of high water. The new 700 (+/-) lineal metre transmission main will be routed along an existing road making future maintenance and repairs easier and less costly and provide enhanced system security.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal meters of transmission main installed.

Year	GTF Contribution	Total Cost
2014		
2015	\$495,000	\$495,000
2016		
2017		
2018		

**3) Overflow Storm Sewer and Sanitary Sewer Renewal**

**Project Category:**

Wastewater

**Project Description:**

This project includes replacement of approximately 200 lineal metres of old sanitary sewer and installation of a separate storm sewer system (approximately 400 lineal metres) on Todd Street and Bell Avenue. Additionally a ditch and inlet pipe will be constructed into the new storm sewer from a low lying area between Bell Avenue and the NBSR Railway that will help alleviate overland flooding from nearby Doodle Brook.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Year	GTF Contribution	Total Cost
2014		
2015	\$600,000	\$600,000
2016		
2017		
2018		

**4) Todd Hill Water Reservoir Re-Coating and Miscellaneous Improvements**

**Project Category:**

Drinking water

**Project Description:**

The existing reservoir is a 5.7 megalitre above-ground welded steel standpipe constructed in 1988. Recent inspection has indicated that areas of the existing surface coating are chipped and peeling. In an effort to preserve the integrity of the standpipe, the interior and exterior of the tank will be repaired and/or re-coated. In addition to coatings, miscellaneous upgrades will be made to the tank including replacement of the existing vent with a frost proof vent/vacuum relief unit, modifications to the existing ladder, addition of a second access manhole at the base and provision of the required safety equipment.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of square metres of tank surface re-coated

Number of years of service life extended

Year	GTF Contribution	Total Cost
2014		
2015		
2016	\$653,328	\$653,328
2017		
2018		

## TOWN OF ST. STEPHEN

### FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$0
Water Transmission Main Replacement		\$495,000				\$7,861
Overflow Storm & Sanitary Sewer Renewal		\$600,000				\$495,000
Todd Hill Reservoir Re-coating and Upgrades			\$653,328			\$600,000
						\$653,328
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Total Capital Expenditures</b>	<b>\$7,861</b>	<b>\$1,095,000</b>	<b>\$653,328</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,756,189</b>

#### SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
Capital Reserve Fund	\$392,042	\$392,042				\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$380,034	\$314,258	\$339,070	\$355,222	\$0
<b>Total Sources of Funds</b>	<b>\$7,861</b>	<b>\$1,095,000</b>	<b>\$653,328</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,756,189</b>