

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 28, 2013 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Mike Booth, Debbie MacDonald and Jim Maxwell; and Town Clerk Joan Flewelling.

ABSENT: Councillor Marg Harding.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

270/13 **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) Town Employee Retirement – Mayor Quartermain, along with Councillor Maxwell as Chair of the Public Works Committee, presented a plaque to Gary Tracy, recognizing his 38 years of dedicated service with the Town.
- (b) Development of a Rail-Trail – Bob Poirier, school teacher and trail enthusiast, presented a PowerPoint presentation, at the request of Deputy Mayor Ames, which expressed his interest with the potential development of a “Rail-Trail” that would connect the “East Coast Greenway”, which begins in Key West, Florida and ends in Calais, Maine with the “Trans-Canada Trail” in Saint John, NB. Mr. Poirier advised that the portion from St. Stephen to Saint John is the “missing link”.

Council stated its interest with the potential development of a "Rail-Trail" to Saint John and Mayor Quartermain, Deputy Mayor Ames, Councillors Booth and MacDonald would be interested in forming a committee. Mr. Poirier suggested he will initially meet with Deputy Mayor Ames and asked the Deputy to contact him.

Mayor Quartermain thanked Mr. Poirier for the information and his enthusiasm.

(c) MADD Canada Project Red Ribbon Day – Proclamation

Mayor Quartermain proclaimed November 1st, 2013 as "Red Ribbon Campaign Day":

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 1st 2013 – January 7th, 2014 to bring extra awareness of impaired driving during the Holiday festivities by planning ahead, being responsible and having a safe drive home.

Now Therefore:

I, John Quartermain, Mayor of the Town of St. Stephen hereby proclaims November 1st, 2013 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 Deputy Mayor Ames

Seconded by Councillor MacEachern

- 271/13 **THAT** the Minutes of the Regular Council meeting held on September 23, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 272/13 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2013 be received. **CARRIED**

PAID BILLS

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

- 273/13 **THAT** the paid bills in the amount of \$2,044,763.24 (two million, forty-four thousand, seven hundred and sixty-three dollars and twenty-four cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 274/13 **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 MacDonald

Seconded by Deputy Mayor Ames

- 275/13 **THAT** the Minutes of the Committee of Council meeting held on September 23, 2013 be approved as circulated. **CARRIED**

**MINUTES
REGULAR COUNCIL
OCTOBER 28, 2013**

4

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 276/13** **THAT** the Minutes of the Committee of Council meeting held on September 26, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 277/13** **THAT** the Minutes of the Committee of Council meeting held on October 8, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 278/13** **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 16, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 279/13** **THAT** the Minutes of the Committee of Council meeting held on October 24, 2013 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 280/13** **THAT** the Minutes of the Planning Advisory Committee meetings held on May 29, 2013 and July 29, 2013 be accepted. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 281/13** **THAT** the following staff reports for the month of September 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; and Department of By-Laws and Building Inspection. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.8 – 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 Maxwell

Seconded by Councillor MacEachern

282/13 **THAT** By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor Booth

283/13 **THAT** the Royal Canadian Mounted Police (RCMP) September 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

APPROVAL OF EVENT – LINK TO LIFE RIBBON CAMPAIGN

Moved by Councillor Booth

Seconded by Councillor Maxwell

284/13 **THAT** the Council of the Town of St. Stephen grants permission to the Charlotte County Suicide Prevention Committee (the Committee) to post ribbons on King Street from the Charlotte Mall to Milltown Boulevard through to Milltown Customs, and with the possibility of a banner raised between poles in an appropriate location, similar to that done by the International “Homecoming” Festival Committee, between February 23 and February 28, 2014 to raise public awareness of formal supports in the community and how to access them.

AND FURTHER THAT it is understood the ribbons and possible banner will be removed by the Committee on March 1, 2014. **CARRIED**

CANADIAN TIRE JUMPSTART PROGRAM

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

285/13 **THAT** the Council of the Town of St. Stephen approves the unbudgeted expenditure in the amount of \$5,000.00 (five thousand dollars) payable to Canadian Tire Jumpstart (Jumpstart), and the Town, in turn, will receive a cheque from Jumpstart in the amount of \$11,000.00 (eleven thousand dollars).

AND FURTHER THAT of the \$11,000.00 (eleven thousand dollars) received Council authorizes \$6,000.00 (six thousand dollars) to be used within Jumpstart, and the remaining \$5,000.00 (five thousand dollars) be placed in the General Operating Fund for general purposes. **CARRIED**

MOVIE LICENSE – MILLTOWN FAMILY NIGHTS

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 286/13** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$950.00 (nine hundred and fifty dollars) for the purchase of a license to play new release movies not yet out on DVD for the Milltown Family Nights at the Milltown Elementary School, formerly known as the “Community Movie Theatre” at the St. Stephen High School, and organized by the Charlotte County Coalition for a Drug Free Community. **CARRIED**

FAST PROGRAM – MILLTOWN ELEMENTARY SCHOOL

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 287/13** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$500.00 (five hundred dollars) to the FAST (Families & Schools Together) program at the Milltown Elementary School to assist with the following four (4) goals: (i) enhance family functioning; (ii) ensure scholastic success; (iii) prevent substance abuse and delinquency; and (iv) engage parents in the education process. **CARRIED**

OLD TOWN HALL BUILDING – BASEMENT CLEANUP

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 288/13** **THAT** the Council of the Town of St. Stephen approves the unbudgeted expenditure of \$9,750.00 (nine thousand, seven hundred and fifty dollars), plus HST, to BELFOR Property Restoration of Saint John, NB for the removal of drywall, insulation and wood studs, from the basement of the old Town Hall building located at 34 Milltown Blvd. as a result of the flooding the end of July 2013.

AND FURTHER THAT the Council approves an additional unbudgeted expenditure of \$3,500.00 (three thousand, five hundred dollars), plus HST, to BELFOR Property Restoration to check files and to remove or destroy same, conditional upon receipt of information regarding Provincial and Federal regulations.

CARRIED

DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 289/13** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$11,500.00 (eleven thousand, five hundred dollars), plus HST, for the design of a new water main to be installed beneath Dennis Stream and the surrounding wetland across an existing easement between Route 170 and the end of driveway at Civic #23 Valley Road. **CARRIED**

**MINUTES
REGULAR COUNCIL
OCTOBER 28, 2013**

7

SALE OF VEHICLE

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 290/13** **THAT** the Council of the Town of St. Stephen authorizes the sale of the 1999 Ford 150 ½ ton pickup, Serial # NB101329 to Charles Giddens in the amount of \$250.00, plus HST. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – SUPPLY AND INSTALL RUBBER FLOORING ON WALKING TRACK

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 291/13** **THAT** the Council of the Town of St. Stephen approves completion of a change order for \$58,000.00, (fifty-eight thousand dollars), plus HST, as outlined by change request # 13, dated August 1, 2013 and issued by DORA Construction Limited, to supply and install rubber flooring on the walking track to provide more comfort and less impact for users, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions. **AND FURTHER THAT** Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST –SUPPLY AND INSTALL GOAL FRAME INSERTS

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 292/13** **THAT** the Council of the Town of St. Stephen approves completion of a change order for \$660.00 (six hundred sixty dollars), plus HST, and including allowance for overhead and profit as provided for by the Contract between DORA Construction Limited and the Town of St. Stephen, to supply and install goal frame inserts, as included in change request # 32, dated October 11, 2013 and issued by DORA Construction Limited, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions. **AND FURTHER THAT** Council does not approve the remainder of the items included on change request # 32. **AND ALSO FURTHER THAT** Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund. **CARRIED**

AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 2 (TOSS13-02)

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 293/13** **THAT** the Council of the Town of St. Stephen hereby awards the bid of \$8.30 (eight dollars and thirty cents) per household, per month, including HST, 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 2 for the period November 1, 2013 to October 31, 2016 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**

JOB DESCRIPTION – PARKS AND RECREATION DIRECTOR

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 294/13** **THAT** the Council of the Town of St. Stephen approves the revised Job Description for the Parks and Recreation Director (copy attached) effective immediately.

AND FURTHER THAT the pay scale and authorization for movement within the pay scale, for the position, be the same as that for the Director, Parks, Recreation and Property Management position.

AND FURTHER THAT the current Director, Parks, Recreation and Property Management be moved to the Parks and Recreation Director position at the same pay scale step. **CARRIED**

CONFIDENTIALITY AGREEMENT – DAWN PARKS

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

- 295/13** **WHEREAS** the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on September 3, 2013 as per Section 10.2(4)(a) of the New Brunswick *Municipalities Act* to draft a confidentiality agreement between the Town, to be signed by the Mayor and Town Clerk on behalf of the Town, and Dawn Parks of Cox Electronics & Communications as a result of her involvement with confidential files.

NOW THEREFORE BE IT RESOLVED THAT the above-noted confidentiality agreement which was executed by the parties on the 10th day of September, 2013 is hereby ratified and approved. **CARRIED**

AMENDMENT TO OPTION AGREEMENT- SPUR LINE PROPERTIES INC.

Moved by Councillor MacDonald

Seconded by Councillor Booth

296/13 **WHEREAS** the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on October 24, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* to proceed with a revision to the Option Agreement between the Town of St. Stephen and Spur Line Properties Inc. in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the above-noted revision to the Option Agreement between the Town of St. Stephen and Spur Line Properties Inc. is hereby ratified and approved, and authorizes the Mayor and Town Clerk to execute same. **CARRIED**

AMENDMENT TO OPTION AGREEMENT – HOME SUPPORT SERVICES INC.

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

297/13 **WHEREAS** the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on October 24, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* to proceed with a revision to the Option Agreement between the Town of St. Stephen and Home Support Services Inc. in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the above-noted revision to the Option Agreement between the Town of St. Stephen and Home Support Services Inc. is hereby ratified and approved, and authorizes the Mayor and Town Clerk to execute same. **CARRIED**

EXERCISE OF OPTION AGREEMENT- HOME SUPPORT SERVICES INC.

(PID # 15041312)

Moved by Councillor Booth

Seconded by Councillor Maxwell

298/13 **WHEREAS** the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on October 24, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* to exercise the Town of St. Stephen's option to purchase PID # 15041312 from Home Support Services Inc. for \$1.00 (one dollar);

NOW THEREFORE BE IT RESOLVED THAT the direction to the Town Solicitor to exercise the Town of St. Stephen's option with Home Support Services Inc. to purchase PID # 15041312 for consideration of \$1.00 (one dollar) is hereby ratified and approved. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Attended all Town meetings.
- Attended a Charlotte Dial A Ride Board meeting.
- Attended a Charlotte Housing Committee meeting.
- Attended an International Festival Committee meeting.
- Attended an Airport meeting.
- Attended meetings with MLA's.

Councillor MacEachern

- Attended all Town meetings.
- Attended the annual Union of Municipalities of New Brunswick (UMNB) Conference.
- Attended a 2014 budget meeting as Chair of Finance and Administration.
- Dealt with several citizens' concerns.

Councillor Booth

- Attended all Town meetings.

Councillor MacDonald

- Attended all Town meetings.
- Attended the annual Union of Municipalities of New Brunswick (UMNB) Conference.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Participated in a pool fundraiser for Chocolate Fest.
- Brought greetings from the Town at the Charlotte County Abuse Prevention Network "Take Back the Night" march.
- Look forward to participation in the Santa Claus Parade on November 15th which the Mayor and Councillors will, once again, be collecting food items along the route for the Food Bank.
- Congratulated Deputy Mayor Ames on his recent win at the Provincial Liberal nomination convention.

MINUTES
REGULAR COUNCIL
OCTOBER 28, 2013

16. QUESTION PERIOD

There were no questions.

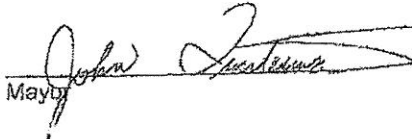
17. ADJOURNMENT

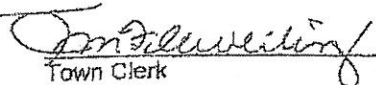
ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor Maxwell

299/13 **THAT** the meeting adjourn at 8:15 p.m. CARRIED


Mayor


Town Clerk

PARKS & RECREATION DIRECTOR

JOB DESCRIPTION

Position Title: Parks & Recreation Director
Status: Regular: Full-time Employee

Description of Work:

The Parks & Recreation Director is the senior employed person responsible for the planning, development, and coordination of a broad range of recreation and leisure services taking place outside of the Garcelon Civic Center.

Examples of Duties Include:

General:

- Acts in an advisory capacity to the Town Council through the Parks & Recreation Committee, Chief Administrative Officer, Arena Board, and to any other community organization requesting help on any matter pertaining to recreation such as: surveys, facility planning, equipment and program development.
- Keeps files, records, and statistics and administers the affairs of the Parks & Recreation Department, the Border Area Community Arena, and the W. T. Booth Community Pool.
- Interprets and implements policies as determined by the Town Council, through the Parks & Recreation Committee and the Arena Board.
- Continually evaluates the programs being sponsored by the Town and the Arena, as well as initiates new programs and activities as required.
- Studies the needs of the community on a regular basis and formulates plans for future development of areas and facilities to meet these needs.
- Meets with private and voluntary organizations with a view to furthering cooperation and coordination of programs and activities.
- Works in cooperation with the Garcelon Civic Center Manager for the overall recreational and leisure activities of the Town.

Reports:

- Prepares monthly reports of the Parks & Recreation Department's activities for submission to Council.
- Prepares monthly reports of the Border Area Community Arena's business for submission to the Arena Board.
- Assists the Parks & Recreation Committee in the preparation of an annual report for presentation to Town Council upon request.

- Prepares the annual Parks & Recreation budget for submission to the Town Treasurer.
- Prepares an annual budget for the Border Area Community Arena, in conjunction with the Arena Board Finance Committee, for submission to the Arena Board.

Areas and Facilities:

- Arranges and supervises the acquisition, planning, design, construction, operation and maintenance of all Parks & Recreation facilities outside of the Garcelon Civic Center.

Planning and Research:

- Studies, analyzes and reports on the effectiveness of the Parks & Recreation Department's recreational and leisure services.
- Prepares and recommends adoption of long-range and immediate plans to meet needs of adequate recreation space, programs and personnel.
- Studies and keeps informed of developments in Facility Management and in the recreation field.

Finance:

- Prepares and justifies budget estimates, work programs and supporting data.

Public:

- Promotes, organizes and encourages community recreation and works to establish and maintain cooperative planning and working relationships with all groups concerned with recreation.

Records and Reports:

- Maintains systematic, complete and accurate records of the Parks & Recreation Department's activities, services, personnel and others, for information to the governing bodies and the community.

Staff:

- Recruits voluntary leadership as required for the conduct of specific recreational activities.
- Offers in-service training courses for volunteers as required.
- Keeps volunteers, part-time staff and persons offering leadership in other organizations informed of leadership training opportunities offered by other external agencies, government and non-government.

- Within the terms of budgets, to employ and have general supervision of all full and part-time staff outside of the Garcelon Civic Center.

Publicity:

- Promotes good public relations at all times.
- Issues publicity through bulletins, press, radio, television, and other means on all services of the Parks & Recreation Department within the terms of the budget, subject to Town policy.

Reporting Relationship:

- The Parks & Recreation Director reports to the Chief Administrative Officer on all matters pertaining to the operation of the Parks & Recreation Department.
- The Parks & Recreation Director will also report to the Arena Board on all matters pertaining to the management and operation of the Border Area Community Arena.

Preferred Qualifications:

- Bachelor's Degree in Recreation Administration or Diploma or Certificate in Community Recreation or related field and/or at least three (3) years experience in a responsible supervisory position relative to recreation administration and facilities management, including operation of arena, pools, sports fields, parks and playgrounds.
- Comprehensive benefit package is offered. Reliable personal transportation is also required.