

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 15, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Councillors Allan MacEachern, Marg Harding, Mike Booth, and Debbie MacDonald; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Deputy Mayor John Ames and Councillor Jim Maxwell.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding

Seconded by Councillor MacDonald

251/14

THAT the Agenda be approved with fourteen (14) additions: By-Law Enforcement Officer – Appointment and Contract; Public Works Department – Operator – Job Recommendation; Garcelon Civic Center – Lifeguard – Job Recommendation (Chiasson); Garcelon Civic Center – Lifeguard – Job Recommendation (Simmonds); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Gullison); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Lusk); Garcelon Civic Center – Student Lifeguard – Job Recommendation (McCray); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Beck); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Cook); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Groom); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Johnston); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Avery); Garcelon Civic Center – Maintenance/Custodial Labourer – Job Recommendation; and Garcelon Civic Center – Maintenance/Custodial Labourer – Job Recommendation be added as 14. (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y), (z), (aa) and (ab), respectively, under **NEW BUSINESS. CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) RCMP Retired Member – Mayor Quartermain, along with Councillor Harding as Chair of the Police and Fire Committee, presented a plaque to retired Sergeant Bob MacKnight recognizing his 32 years of dedicated service with the Royal Canadian Mounted Police and, in particular, the last eight years in the Town.
- (b) Teed Saunders Doyle & Co. – Peter Logan, Auditor, presented the 2013 Audited Financial Statements. He commended the Treasurer and staff for their preparation and the Mayor thanked Mr. Logan for a job well done.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor Mike Booth

252/14 **THAT** the Minutes of the Regular Council meeting held on August 25, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor MacDonald

Seconded by Councillor Harding

253/14 **THAT** the paid bills in the amount of \$676,157.18 (six hundred and seventy-six thousand, one hundred and fifty-seven dollars and eighteen cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacEachern

Seconded by Councillor Booth

254/14 **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 MacDonald

Seconded by Councillor Harding

255/14 **THAT** the Minutes of the Committee of Council meeting held on August 25, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern

Seconded by Councillor Mike Booth

256/14 **THAT** the Minutes of the Committee of Council meeting held on August 28, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor MacEachern

Seconded by Councillor Harding

257/14 **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 September 3, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Mike Booth

Seconded by Councillor Marg Harding

258/14 **THAT** the Minutes of the Committee of Council meeting held on September 10, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

259/14 **THAT** the following staff reports for the month of August 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" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Councillor MacDonald

26014

THAT leave now be given to introduce a by-law entitled By-law No. A-10 – "A By-law Respecting the Duties and Powers of the Chief Administrative Officer" - for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor MacDonald

261/14

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

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Harding

Seconded by Councillor Booth

262/14

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 LifeguardDepot.com, an online store of the Lifesaving Society, in order to process any future purchases of the Town from the said company. **CARRIED**

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor MacDonald

Seconded by Councillor Booth

263/14

THAT the amount of \$73,479 (seventy three thousand, four hundred and seventy-nine dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchased furniture and equipment for the Garcelon Civic Center. **CARRIED**

PURCHASE OF CHRISTMAS DECORATIONS

Moved by Councillor Harding

Seconded by Councillor MacDonald

264/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$325.00 (three hundred and twenty-five dollars) (US funds) each, plus all other applicable charges from the St. Stephen Business Improvement Area Inc. (BIA) for the purchase of twenty-seven (27) three foot (3') Winterfest Snowflakes.

AND FURTHER THAT the Council of the Town of St. Stephen commits to including in its 2015 General Operating Fund Budget amounts to purchase in 2015 an additional twenty-seven (27) three foot (3') Winterfest Snowflakes, in the amount of \$325.00 (three hundred and twenty-five dollars) (US funds) each, plus all other applicable charges, from the BIA. **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 MacEachern voting against the motion.

APPROVAL OF EVENT – ST. STEPHEN'S UNIVERSITY'S FOLK FESTIVAL

Moved by Councillor Booth

Seconded by Councillor MacDonald

265/14 **THAT** the Council of the Town of St. Stephen grants permission to St. Stephen's University to hold an outdoor music and arts festival between 1:00 p.m. and 7:00 p.m. on Saturday, October 4, 2014 at 8 Main Street (front lawn on Milltown Blvd.).
CARRIED

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

Moved by Councillor MacDonald

Seconded by Councillor Harding

266/14 **THAT** the Council of the Town of St. Stephen approves the 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.

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

DEMOLITION – 450 MILLTOWN BOULEVARD

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 267/14 **THAT** the Council of the Town of St. Stephen declares 450 Milltown Boulevard (PID # 01309376), 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 \$87,900.00 (eighty-seven thousand, nine hundred dollars), plus HST, being the low quote of two (2) quotes obtained. **CARRIED**

TERM AGREEMENT – THE TOWN AND LINDA THERIAULT

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 268/14 **WHEREAS** the Council of the Town of St. Stephen and Linda Theriault have negotiated a Term Agreement in the form presented to Council at its closed session on September 10, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen and Linda Theriault of St. Stephen, NB for the position of Human Resource and Office Manager for a one (1) year term commencing on the Commencement Date and expiring on the date which is one (1) year therefrom, and in the form of agreement presented to Council at its above-noted meeting. **CARRIED**

GARCELON CIVIC CENTER – STUDENT ASSISTANT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Harding

Seconded by Councillor Booth

- 269/14 **THAT** Catherine Grace Lloyd be offered the position of Student Assistant Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 and as outlined in the letter of offer in the form presented to Council at its closed session on September 10, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Catherine Grace Lloyd. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT ASSISTANT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 270/14 **THAT** Cassandra Acheson be offered the position of Student Assistant Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, conditional on her successful completion of Standard First Aid Certification, and as outlined in the letter of offer in the form presented to Council at its closed session on September 10, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Cassandra Acheson. **CARRIED**

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

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 271/14 **THAT** the Council of the Town of St. Stephen approves the Garcelon Civic Center Aquatic Supervisor to attend an Aqua Fit Instructor Certification Course at the Sackville Sports Stadium in Lower Sackville, NS from September 19 – 20, 2014, inclusively. **CARRIED**

**AWARDING OF QUOTE: TURF MAINTENANCE – PASSIVE PARKS, TOT LOTS
AND OTHER TURF AREAS**

Moved by Councillor Booth
Seconded by Councillor Harding

- 272/14 **THAT** of the two (2) quotes received, the low quote of \$10,400.00 (ten thousand, four hundred dollars), plus HST, from Sharpe's Lawn Care, Mayfield, NB, for the turf maintenance of the passive parks, tot lots and other turf areas be accepted retroactively from September 1, 2014 to November 30, 2014. **CARRIED**

**PUBLIC WORKS DEPARTMENT - SUPERVISOR I POSITION - JOB
RECOMMENDATION**

Moved by Councillor MacDonald
Seconded by Councillor MacEachern

- 273/14 **THAT** Blair Furlotte be appointed to the position of Supervisor I for the Public Works Department effective September 19, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

2013 AUDIT

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 274/14 **THAT** the 2013 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

BY-LAW ENFORCEMENT OFFICER – APPOINTMENT AND CONTRACT

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 275/14 **THAT** the Council of the Town of St. Stephen appoints Brent MacDougall of Border Investigations & Security Inc. to be the Town's By-Law Enforcement Officer effective September 16, 2014.

AND FURTHER THAT Brent MacDougall shall have all the responsibilities and powers of the By-Law Enforcement Officer as Agent for Border Investigations & Security Inc., in accordance with the terms of Tender # TOSS14-06.

AND ALSO FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Contract for By-Law Enforcement Officer Services with Border Investigations & Security Inc., in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 276/14 **THAT** David Boudreau be appointed to the position of Operator for the Public Works Department effective September 16, 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 - LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 277/14 **THAT** Brook Chiasson be offered the position of Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 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 - LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 278/14 **THAT** Christa Simmonds be offered the position of Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 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 – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 279/14 **THAT** Megan Gullison be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Megan Gullison. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 280/14 **THAT** Kody Lusk be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Kody Lusk. **CARRIED**

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

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 281/14 **THAT** Joelle McCray be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Joelle McCray. **CARRIED**

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

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 282/14 **THAT** Alexandra Beck be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Alexandra Beck. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 283/14 **THAT** Allyson Cook be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Allyson Cook. **CARRIED**

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

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 284/14** **THAT** William Groom be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and William Groom. **CARRIED**

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

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 285/14** **THAT** Eric Johnston be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Eric Johnston. **CARRIED**

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

Moved by Councillor Booth

Seconded by Councillor Harding

- 286/14** **THAT** Malcolm Avery be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Malcolm Avery. **CARRIED**

GARCELON CIVIC CENTER - MAINTENANCE/CUSTODIAL LABOURER - JOB RECOMMENDATION

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 287/14 **THAT** Daniel Hovey be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective September 16, 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 - MAINTENANCE/CUSTODIAL LABOURER - JOB RECOMMENDATION

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 288/14 **THAT** Jason Gowan be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor MacEachern

- Attended the BBQ at Town Square for the sculptors.
- Attended the exhibition game of the Charlotte County Aces at the Garcelon Civic Center.
- Attended an Opening Events Planning Committee meeting.
- Participated in job interviews for the Garcelon Civic Center.

Councillor Harding

- Wished retired Sergeant Bob MacKnight all the best.
- Pleased that Acting Sergeant Scott MacKenzie meets regularly with herself and the Mayor.
- Stated that she did not attend the first event at the Garcelon Civic Center, the exhibition game of the Charlotte County Aces; however, commended the Mayor, Councillor MacDonald, and Garcelon Civic Center staff.
- Attended the BBQ at Town Square for the sculptors.
- Recommended everyone attend the public meeting on September 24th at the St. Stephen Legion @ 7:00 p.m. in order to voice opinions on the future of the old Town Hall.

Councillor Booth

- Attended all Town meetings.
- Glad to see the attendance at the Charlotte County Aces hockey games.
- Attended the Fall Fair at the Ganong Nature Park.
- Reiterated Councillor Harding's comments with respect to attending the public meeting on September 24th at the St. Stephen Legion @ 7:00 p.m. to voice opinions on the future of the old Town Hall.

Councillor MacDonald

- Attended all Town meetings.
- Attended both Charlotte County Aces hockey games.
- Attended a Charlotte County Aces development camp meeting in St. Andrews.
- Attended an Opening Events Planning Committee meeting.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended the BBQ at Town Square for the sculptors.
- Attended the Sculpture Symposium in Saint John.
- Participated in job interviews for the Garcelon Civic Center.
- Commended Natalie Reid, the Garcelon Civic Center Manager, for all her hard work.
- Attended the candidates' night hosted by the Chamber of Commerce at the St. Stephen Legion for the Provincial candidates elect.
- Attended the Fall Fair at the Ganong Nature Park and commended the many volunteers.
- Announced that Garcelon Civic Center memberships are now on sale, and stated that the pool should be open by early to mid October.

Mayor Quartermain

- Thanked the many volunteers who assisted with the opening exhibition game of the Charlotte County Aces at the Garcelon Civic Center.

16. QUESTION PERIOD

A resident asked for confirmation that the CAO By-law which received first reading, short title only, had minor changes from the current by-law.

MINUTES
REGULAR COUNCIL
SEPTEMBER 15, 2014


14

17. ADJOURNMENT


ADJOURNMENT

Moved by Councillor Booth
Seconded by Councillor Harding

289/14 THAT the meeting adjourn at 8:05 p.m. CARRIED



Mayor



Town Clerk