

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 23, 2013 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

243/13

THAT the Agenda be approved with 14.(o) under NEW BUSINESS being replaced with a revised version, and with the addition of 14.(q). **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 Harding as Chair of the Police and Fire Committee, presented a plaque to Charles Giddens recognizing his 36 years of dedicated service with the Town. Fire Chief Richardson, along with members of the Fire Department, were also in attendance.

(b) St. Croix Theatre Company – Bill Breuer, board member, provided Council with a fact sheet on the St. Croix Theatre Company which will celebrate its 20th anniversary next year. As noted in the fact sheet, the Theatre Company is interested in providing entertainment opportunities at the new Civic Center, as well as the hotel, and invited the public to visit its website @:
www.stcroixtheatrecompany.com.

6. NOTICES OF MOTIONS

No notices of motions.

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7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor MacEachern

Seconded by Councillor Harding

244/13 **THAT** the Minutes of the Regular Council meeting held on August 26, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Booth

Seconded by Councillor MacEachern

245/13 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2013 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Harding

246/13 **THAT** the paid bills in the amount of \$1,886,392.43 (one million, eight hundred and eighty-six thousand, three hundred and ninety-two dollars and forty-three cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

No items in the file this month.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor MacDonald

247/13 **THAT** the Minutes of the Committee of Council meeting held on August 26, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 248/13** **THAT** the Minutes of the Committee of Council meeting held on September 3, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 249/13** **THAT** the Minutes of the Committees meeting – Finance and Administration; Planning, Promotion and Tourism; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Public Works held on September 11, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

- 250/13** **THAT** the Minutes of the Committee of Council meeting held on September 17, 2013 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 251/13** **THAT** the following staff reports for the month of August 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**

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 252/13** **THAT** the Royal Canadian Mounted Police (RCMP) August 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

DONATION – THE CHARLOTTE GARDENERS

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 253/13** **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$100.00 (one hundred dollars) for a grant to The Charlotte Gardeners to be used for the Charlotte County Blooms 10th Annual Gardening Seminar to be held at the St. Stephen High School on Saturday, September 28, 2013.

AND FURTHER THAT the Council agrees to waive the Town's Lapel Pin Policy No. 41 to allow the allotment of 200 pins to be inserted into welcome bags for the gardeners. **CARRIED**

APPROVAL OF EVENT – SANTA CLAUS PARADE

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 254/13** **THAT** the Council of the Town of St. Stephen grants permission to the Retailers' Christmas Promotion to hold the Santa Claus Parade, which includes music, on Friday, November 15, 2013, commencing at 6:30 p.m., followed by the tree lighting at Town Square. **CARRIED**

AGREEMENT AMENDING LEASE – THE TOWN AND THE PROVINCE OF NEW BRUNSWICK

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 255/13** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement Amending Lease between the Town and the Province of New Brunswick for one (1) year commencing April 1, 2014 and expiring March 31, 2015 for the lease of the Visitor Information Center at 5 King Street. **CARRIED**

EXECUTION OF AIRPORT LEASES

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 256/13** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute individual leases between the Town and the following seven (7) lessees for a period of five (5) years retroactive to January 1, 2013 and terminating December 31, 2018 for the lease of property at the St. Stephen Municipal Airport, also known as the Giddens Memorial Airport:

Michael Smith
Timothy J. Foulkes
Darcy Reynold Brittain
Peter Conboy
Vance Fiander
St. Croix Valley Flying Club
Cole G. Bridges

CARRIED

ARCHAMBAULT NEATHWAY & RIDEOUT – ENGAGEMENT LETTER

Moved by Deputy Mayor Ames
Seconded by Councillor MacDonald

- 257/13** **THAT** the Council of the Town of St. Stephen authorizes the accounting firm of Archambault Neathway & Rideout of St. Stephen, NB, to provide the services for the management of the tender process for the Town's general and liability insurance, including review of submissions and recommendation to Council, for a fee not to exceed \$5,300 (five thousand, three hundred dollars) plus HST, and an additional fee of \$250.00 (two hundred and fifty dollars) for each tender response in excess of two responses.

AND FURTHER THAT Council authorizes the Mayor and Town Clerk to execute an engagement letter with the firm as to the agreed terms of the engagement as described in the letter dated September 9, 2013 and as previously discussed in a closed session on September 11, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

GIDDENS MEMORIAL AIRPORT – ATTENDANT SERVICES

Moved by Councillor Harding
Seconded by Councillor Booth

- 258/13** **THAT** the Council of the Town of St. Stephen authorizes the continuation of payments to George Laviolette, for airport attendant services, during his leave of absence, for the months of October, November and December 2013 at the Giddens Memorial Airport. **CARRIED**

USED TRUCK PURCHASE

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 259/13** **THAT** the Council of the Town of St. Stephen authorizes the purchase of a used truck for the Water & Sewerage Department up to a maximum of \$16,000.00 (sixteen thousand dollars) with funding from the Water & Sewerage Capital Reserve Fund.

AND FURTHER THAT a motion will be considered at a future Council meeting for the actual fund transfer when final costs are known. **CARRIED**

DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED

Moved by Councillor Harding
Seconded by Councillor Booth

- 260/13** **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 and contract/construction administration of a sewer overflow chamber on Budd Avenue to be paid from authorized borrowing from 2012 streets rehabilitation. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – DESIGN CHANGE TO SHOW POOL SAUNA CHANGE ROOMS LOCATED ON EAST WALL

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 261/13** **THAT** the Council of the Town of St. Stephen approves completion of a change order for \$Nil cost, as outlined by change request # 5, dated August 17, 2012 and issued by DORA Construction Limited, for a design change to show pool sauna change rooms location on east wall, 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. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – DESIGN CHANGE OF LAYOUT FOR THE POOL AREA

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 262/13 **THAT** the Council of the Town of St. Stephen approves completion of a change order for \$Nil cost, as outlined by change request # 6, dated August 22, 2012 and issued by DORA Construction Limited, for a design change to reflect change of layout for the pool area 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. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – ELIMINATE INVERTOR AND REPLACE WITH POWER PACKS

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 263/13 **THAT** the Council of the Town of St. Stephen approves completion of a change order for \$Nil cost, as outlined by change request # 10, dated June 25, 2013 and issued by DORA Construction Limited, for a design change to eliminate invertor and replace by power pack emergency lights and energy efficient lights in foyer area and reception 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. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – STRUCTURAL SUPPORT FOR ROOFTOP VENTILATION UNITS OVER KITCHEN

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 264/13 **THAT** the Council of the Town of St. Stephen approves completion of a change order for \$8,222.50, (eight thousand, two hundred and twenty-two dollars and fifty cents), plus HST, as outlined by change request # 21, dated August 20, 2013 and issued by DORA Construction Limited, to supply and install materials for structural support for rooftop ventilation units over kitchen, 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 provided for as part of the allowance for kitchen equipment supply and install that is included in the base contract price with DORA Construction

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Limited and The Town of St. Stephen's Garcelon Civic Center Design Build Contract – Section 11.0 (a) – Scope of Work Requirements. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE
REQUEST – SEAMLESS DASHER BOARDS UPGRADE**

Moved by Councillor Harding

Seconded by Councillor MacDonald

265/13

THAT the Council of the Town of St. Stephen approves completion of a change order for \$14,000.00, (fourteen thousand dollars), plus HST, as outlined by change request # 25, dated September 4, 2013 and issued by DORA Construction Limited, to upgrade the dasher board system to a seamless dasher board system, 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 IN THE ARENA 20' HIGH NHL APPROVED
BLACK NYLON SAFETY NETTING ON THE ENDS/RADI**

Moved by Councillor Maxwell

Seconded by Councillor Booth

266/13

THAT the Council of the Town of St. Stephen approves completion of a change order for \$6,050.00, (six thousand and fifty dollars), plus HST, as outlined by change request # 27, dated September 9, 2013 and issued by DORA Construction Limited, to supply and install in the arena 20' high NHL approved black nylon safety netting on the ends/radii, 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**

**AGREEMENT WITH INFRASTRUCTURE CANADA – BUILDING CANADA FUND
– THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER CONSTRUCTION
– ENVIRONMENTAL REPORTING**

Moved by Councillor MacEachern

Seconded by Councillor Harding

267/13

THAT the Council of the Town of St. Stephen authorizes an extension of the contract with Fundy Engineering & Consulting Ltd., dated October 25, 2011 to permit it to provide services to enable the submissions of environmental reports as directed by the Town’s agreement with Infrastructure Canada – Building Canada Fund related to the construction of the Garcelon Civic Center, and as directed by the report entitled “CEAA Environmental Screening Report” dated August 12, 2011, and referred to in the agreement with Infrastructure Canada – Building Canada Fund as it relates to environmental reporting.

AND FURTHER THAT Council authorizes the services be performed by Fundy Engineering & Consulting Ltd., at an agreed fee of \$1,000.00 (one thousand dollars) plus HST, per quarter retroactive to February 1, 2013 until completion of the project, and as required by the agreement with Infrastructure Canada – Building Canada Fund. **CARRIED**

**THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – CHANGE
REQUEST – INSTALL ELECTRIC DOOR OPERATORS TO THREE OVERHEAD
DOORS**

Moved by Councillor Harding

Seconded by Councillor MacDonald

268/13

THAT the Council of the Town of St. Stephen approves completion of a change order for \$6,160.00, (six thousand one hundred and sixty dollars), plus HST, as outlined by change request # 15, dated August 14, 2013 and issued by DORA Construction Limited, to add electric door operators complete with power supply to three overhead doors, 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**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Attended all Town meetings.
- Responded to several citizens on various municipal matters.
- Looks forward to the public forum on Wednesday, September 25th at the Border Community Area Arena with respect to its future.

Councillor MacEachern

- Attended the Fall Fair at the Ganong Nature Park.
- Attended and assisted with the Charlotte Dial A Ride “ball drop” fundraiser.
- Attended all Town meetings.

Councillor Harding

- Attended the St. Stephen Fall Fair.

Councillor Booth

- Attended both the St. Stephen Fall Fair and Charlotte County Fall Fair.
- Attended all Town meetings.

Councillor MacDonald

- Participated in the tour of the Garcelon Civic Center with Premier Alward.
- Attended all Town meetings.
- Attended the Fall Fair at the Ganong Nature Park.

Councillor Maxwell

- Attended all Town meetings.
- Attended the St. Stephen Fall Fair and brought greetings from the Town.
- Attended the Charlotte County Fall Fair.
- Experienced the busiest month ever which included four fundraising projects.

16. QUESTION PERIOD

There were no questions.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor MacEachern

269/13 THAT the meeting adjourn at 7:40 p.m. CARRIED


Mayor


Town Clerk