

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**SEPTEMBER 24, 2012 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Chief Administrative Officer/Development Officer John Ferguson; and, Town Clerk Joan Flewelling.

ABSENT: Deputy Mayor John Ames

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding

Seconded by Councillor MacDonald

**175/12** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

No conflicts declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

No petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Maxwell

Seconded by Councillor Booth

**176/12** **THAT** the Minutes of the Regular Council meeting held on August 27, 2012 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 177/12** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2012 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 178/12** **THAT** the paid bills in the amount of \$795,540.44 (seven hundred and ninety-five thousand, five hundred and forty dollars and forty-four cents) be ratified. **CARRIED**

Councillor MacEachern 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.

Councillor Harding voting against the motion.

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Booth

Seconded by Councillor Harding

- 179/12** **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 MacDonald

- 180/12** **THAT** the Minutes of the Committee of Council meeting held on August 29, 2012 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor Booth

Seconded by Councillor Harding

- 181/12 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration held on September 12, 2012 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 182/12 **THAT** the following staff reports for the month of August 2012 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**BY-LAW NO. T-1 – A BY-LAW TO REGULATE VEHICULAR TRAFFIC – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 183/12 **THAT** By-Law No. T-1, being “A By-Law to Regulate Vehicular Traffic” which will repeal the existing By-Law No. T-1, being “A By-Law to Regulate Vehicular Traffic” – be given Third and Final Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 184/12 **THAT** the Royal Canadian Mounted Police (RCMP) August 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**FIRE EMERGENCY DISPATCH SERVICE – WELSFORD FIRE DEPARTMENT**

Moved by Councillor Maxwell  
Seconded by Councillor MacEachern

- 185/12 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide dispatch service to the Welsford Fire Department at mutually agreed upon terms, conditions and rate of \$1,087.46 (one thousand, eighty-seven dollars and forty-six cents) per annum, and authorizes the Mayor and Clerk to sign the dispatch agreement. **CARRIED**

**TRACTOR PERMIT – 43 MARKS STREET**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

- 186/12 **THAT** the Council of the Town of St. Stephen approves the application of Wayne Colpitts to travel to and from work to his place of residence at 43 Marks Street, also known as Property Identifier Number (PID #) 01302900 with his tractor only, and a permit will be signed by the Chief Administrative Officer as outlined in Section 14 of By-Law No. T-1, "A By-Law to Regulate Vehicular Traffic".  
**CARRIED**

**APPLICATION FOR FINANCING – GENERAL FUND**

Moved by Councillor Maxwell  
Seconded by Councillor MacEachern

- 187/12 **BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$485,000 (four hundred and eighty five thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Recreation and Cultural Services</u></b>		
New Construction/Renovations Pool Building	\$233,000	20 Years
<b><u>Transportation Services</u></b>		
Sidewalk and Street Improvements - 2010	\$ 65,000	10 Years
Tandem Plow Truck	\$159,000	10 Years
<b><u>Protective Services</u></b>		
Truck	<u>\$ 28,000</u>	5 Years
	<u>\$485,000</u>	

**CARRIED**

**OUT-OF-PROVINCE TRAVEL POLICY**

Moved by Councillor Booth

Seconded by Councillor Harding

- 188/12 **THAT** the Council of the Town of St. Stephen approves the Out-of-Province Travel Policy No. 56 attached. **CARRIED**

**NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE**

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 189/12 **THAT** the Council of the Town of St. Stephen appoints Chief Administrative Officer John Ferguson 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**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – NATURAL GAS SERVICE**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 190/12 **THAT** the Council of the Town of St. Stephen accepts the terms and conditions outlined in the Application for Natural Gas Service for the connection and distribution of natural gas to the Town of St. Stephen's Garcelon Civic Center, with Enbridge Gas New Brunswick (EGNB) retroactive to September 17, 2012, as previously discussed in a Closed Committee meeting on September 12, 2012 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – COMMERCIAL NATURAL GAS SALE AGREEMENT**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 191/12 **THAT** the Council of the Town of St. Stephen accepts the terms and conditions outlined in the Commercial Natural Gas Sale Agreement with Irving Energy Services Limited of Saint John, NB, for the commodity supply of natural gas to the Town of St. Stephen's Garcelon Civic Center, as previously discussed in a Closed Committee meeting on September 12, 2012 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

**PROPOSED ANNEXATION**

Moved by Councillor Booth

Seconded by Councillor Harding

192/12 **WHEREAS**, it is a required step in the Department of Local Government municipal annexation overview process and based on the background information included as part of this motion for Council's consideration,

**AND WHEREAS**, The Town of St. Stephen, in all likelihood, would only consider potential development proposals within its own Town boundaries,

**AND WHEREAS**, The Town of St. Stephen desires to annex Town owned property outside of the Town's municipal boundaries,

**AND WHEREAS**, the potential property to be annexed will likely include other properties to meet a legislative process or policy guideline requiring a contingent flow of properties connecting to the Town's existing boundary,

**THEN**,

**BE IT RESOLVED**, the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Local Government the Town's interest and intent to annex the said properties (Appendix "A") (copy attached); and further request that a feasibility study, only if deemed necessary, be carried out by the Department of Local Government (Section 14 of the *Municipalities Act*).

**CARRIED**

**ROYAL CANADIAN LEGION BRANCH #48**

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

193/12 **THAT** Council of the Town of St. Stephen directs the Chief Administrative Officer to research the property and building ownership(s) of the Royal Canadian Legion Branch #48 located at 444 Milltown Blvd., also known as Property Identifier Number (PID #) 01311901, and further directs a recommendation be brought to a future Property, By-Laws and Environment Committee meeting. **CARRIED**

**ROYAL LIFESAVING SOCIETY CANADA – NATIONAL CONFERENCE**

Moved by Councillor Harding

Seconded by Councillor MacEachern

194/12 **THAT** the Council of the Town of St. Stephen approves the attendance of the Assistant Director, Parks, Recreation and Property Management, to attend the National Conference of the Royal Lifesaving Society Canada (the Society) in Ottawa, Ontario from October 11 – 14, 2012 in her capacity as a Director of the Board, representing the Province of New Brunswick, with all expenses paid by the Society. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Councillor MacEachern

- Served breakfast at the Charlotte County Fall Fair.
- Attended a “Run for the Cure” fundraiser at the St. Stephen Legion.
- Attended a Municipal Orientation Session hosted by the Department of Environment and Local Government at the World Trade and Convention Centre in Saint John.

Councillor Harding

- Served breakfast at the Charlotte County Fall Fair.
- Attended the St. Stephen Fall Fair.
- Participated in the “Take Back The Night March” hosted by the Charlotte County Abuse Prevention Network with former Councillor Al Corbett which recognizes a major health concern for women, both physically and mentally.
- Stated that Fundy Region Transition House is celebrating its 30<sup>th</sup> anniversary this year, and is very proud to be the founder, along with Ann Breault and served on the board for many years.
- Commended Al Corbett and Jackie Matthews who continue to be board members after 27 years of dedicated service.

Councillor Booth

- Attended a Municipal Orientation Session hosted by the Department of Environment and Local Government at the World Trade and Convention Centre in Saint John.
- Served breakfast at the Charlotte County Fall Fair.
- Attended the St. Stephen Fall Fair at the Border Arena.
- Anticipates a report on the status of the Charlotte County Museum in the near future.

Councillor MacDonald

- Attended the Charlotte County Fall Fair.
- Attended various Garcelon Civic Center meetings.

Councillor Maxwell

- Attended various Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Participated in a fundraiser for the Fundy Region Transition House.
- Unable to participate this year in the “Take Back The Night March”.
- Enjoyed the joint Council picnic this year hosted by the Calais Council.

Mayor Quartermain

- Enjoyed the joint Council picnic this year hosted by the Calais Council.
- Commended Councillor Harding on her dedicated service to Fundy Region Transition House.
- Welcomed the public and participated in the “Take Back The Night March”.
- Commended and thanked the many dedicated volunteers in the area, and in particular, the volunteers who have served on the Fundy Region Transition House board for so many years.

16. QUESTION PERIOD

Carl Young, a resident, thanked the Chief Administrative Officer (CAO) for the new sidewalk on Queen Street West, and the CAO in turn stated he will pass the comments on to the Director of Operations.

Pat Cummins, a resident, commented on the following:

- questioned Town vehicles being driven for personal service and was advised that employees who take Town vehicles home are charged accordingly per Revenue Canada;
- stated that the “Money Savers” are still being thrown from cars, as discussed in the July Council meeting, and the Mayor advised that he contacted the “Money Saver” and was informed that they are to be delivered to mailboxes; Mayor Quartermain will contact the “Money Saver” once again;
- stated that he has informed the Town Office that a dog located at 353 Milltown Blvd. whines every morning and the CAO advised he will check into it.

17. ADJOURNMENT

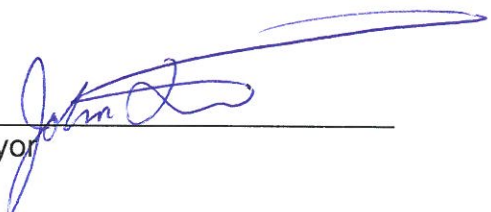
ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Maxwell

195/12 **THAT** the meeting adjourn at 7:45 p.m. **CARRIED**

\_\_\_\_\_  
Mayor



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





## TOWN OF ST. STEPHEN

### POLICY

Title: <u>OUT-OF-PROVINCE TRAVEL</u>	Policy No. <u>56</u>
	Page <u>1</u> of <u>1</u>
	Effective Date: <u>September 24, 2012</u>

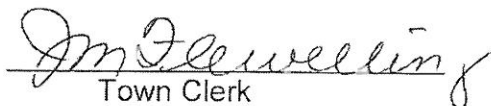
#### Purpose:

The purpose of the Policy shall be to ensure the orderly conduct of all out-of-province travel, either by management staff, union staff, or elected officials, and to ensure that funds are available in the budget prior to any travel.

#### General Procedure:

1. Out-of-province travel shall only be permitted when attending training that is mandatory to maintain licenses or certifications pertaining to an employee's current job position or for an elected official to assist with the fulfillment of his/her duty during his/her term of office.
2. Out-of-province travel shall only be permitted when the above-noted training is not available within the Province of New Brunswick.
3. Council approval by resolution is mandatory prior to the requested travel.
4. A description of the travel and the reason for travel must be supplied to Council prior to seeking Council approval.

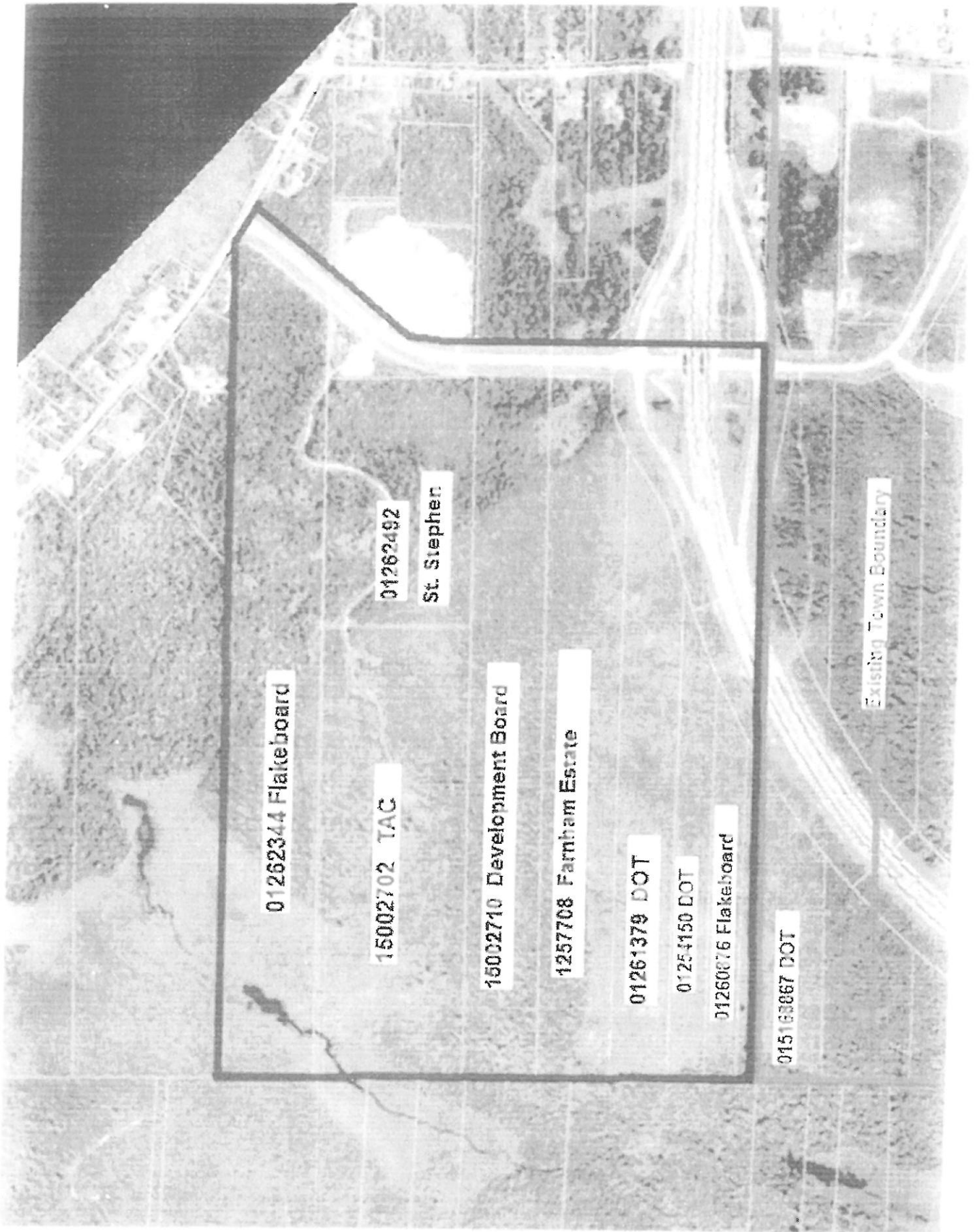
Approved:

  
Town Clerk

Appendix "A"

Town of St. Stephen Proposed Annexation  
Property Identification

<u>PID Number</u>	<u>Owner</u>	<u>Estimated Area</u>
01262344	Flakeboard Company Ltd.	28.1 Ha
15002702	TAC Industries	21.9 Ha
01262492	Town of St. Stephen	13.2 Ha
15002710	St. Stephen Development Board	18.6 Ha
1257708	Farnham Estate	19.0 Ha
01261379	DOT	11.8 Ha
01254150	DOT	5.7 Ha
01260876	Flakeboard Company Inc.	<u>5.7 Ha</u>
	Total	124.0 Ha



01262344 Flakeboard

15002702 TAC

01262492

St. Stephen

15002710 Development Board

1257708 Farnham Estate

01261379 DOT

01254150 DOT

01260076 Flakeboard

015163867 DOT

Existing Town Boundary