

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 22, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. OATH OF OFFICE – NEWLY ELECTED COUNCILLOR
6. COMMENTS FROM COUNCILLOR ABBY POND
7. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Presentation/confirmation by Mayor Quartermain of the Chairs of the six (6) Standing Committees of the Town.
8. NOTICES OF MOTIONS
9. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – November 24, 2014
10. ACCOUNTS
 - (a) Paid Bills
11. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you letter from the Town of Lac-Mégantic, Quebec dated November 18, 2014.
 - (b) Thank you letter from International Lodge # 61 The Order of the Knights of Pythias.

COMMUNICATION FOR ACTION
12. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – December 4, 2014
 - (b) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – December 10, 2014

13. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
- (c) Parks and Recreation Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Property Management Services
- (g) Development Office
- (h) Office of the Garcelon Civic Center Manager

14. UNFINISHED BUSINESS

15. CONSIDERATION OF BY-LAWS

- (a) 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” – Third and Final Reading – Short Title Only

16. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Appointment – Chief Administrative Officer
- (c) Waterfront Sculpture – Unbudgeted Expenditure
- (d) Garcelon Civic Center Conference/Meeting Room Rental Fees & Guidelines Policy - Amended
- (e) Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy – Amended
- (f) Building Permit Fee Waiver – Spur Line Properties Inc.
- (g) Transfer from the General Capital Reserve Fund
- (h) Transfer to the General Capital Reserve Fund
- (i) Transfer to the Water and Sewerage Capital Reserve Fund
- (j) Restricted Bank Account Transfer – Vesting Future Employee Benefits
- (k) Auditors' Services
- (l) Garcelon Civic Center – Project Accountant and Financial Advisor
- (m) Public Works Department – Operator – Job Recommendation
- (n) Payroll Authorization
- (o) Building Inspection Services – Contract Renewal
- (p) Term Agreement – The Town and Kingsley Bailey

17. REPORTS OF MAYOR AND COUNCILLORS

18. QUESTION PERIOD

19. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on November 24, 2014 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 24, 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 Maxwell
Seconded by Councillor Harding

352/14 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

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth
Seconded by Deputy Mayor MacEachern

353/14 THAT the Minutes of the Regular Council meeting held on October 27, 2014 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

354/14 THAT the Minutes of the Special Council meeting held on November 3, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 355/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 356/14 **THAT** the paid bills in the amount of \$1,189,264.76 (one million, one hundred and eighty-nine thousand, two hundred and sixty-four dollars and seventy-six cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 357/14 **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 Deputy Mayor MacEachern
Seconded by Councillor Booth

- 358/14 **THAT** the Minutes of the Committee of Council meeting held on October 27, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor MacEachern

- 359/14 **THAT** the Minutes of the Committee of Council meeting held on November 3, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 360/14 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 November 12, 2014 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 361/14 THAT the following staff reports for the month of October 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Booth

Seconded by Councillor Harding

- 36214 THAT By-law No. A-10 – "A By-law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Third and Final Reading – Short Title 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" – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 363/14 THAT 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" - be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Booth

- 364/14** THAT the Royal Canadian Mounted Police (RCMP) October 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. CARRIED

EMPLOYMENT CONTRACT - CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Maxwell
Seconded by Deputy Mayor MacEachern

- 365/14** THAT the Council of the Town of St. Stephen directs the Town Solicitor to prepare a contract between the Town of St. Stephen and Derek O'Brien of St. Stephen for the role of Chief Administrative Officer of the Town, commencing January 5, 2015, for review by both parties. CARRIED

HANDICAPPED PARKING SPACE

Moved by Councillor Booth
Seconded by Councillor Harding

- 366/14** THAT the Council of the Town of St. Stephen agrees to provide a designated handicapped parking space for Bone Physiotherapy & Wellness of 166 Milltown Boulevard to be located at the rear of the building. CARRIED

FIRE EMERGENCY DISPATCH RATES – INCREASE

Moved by Councillor MacDonald
Seconded by Deputy Mayor MacEachern

- 367/14** THAT the Council of the Town of St. Stephen approves an increase to the "Rates for Provision of Services" contained in the Fire Emergency Dispatch and Administrative Calls Dispatch Agreements pursuant to which the Town provides dispatch services for other municipalities and local service districts by an amount equal to ten percent (10%) of the current rate beginning January 1, 2015 and , on each of January 1, 2016 and January 1, 2017 such rate shall increase by an additional five percent (5%) of the rate immediately prior to such increase, subject to the exception that due to the fact that the Towns of St. George and St. Andrews have just recently entered into agreements with the Town of St. Stephen, the rate increase for January 1, 2015 shall not apply to their agreements.

AND THAT the Fire Chief will arrange for and have prepared appropriate amendments to the existing agreements incorporating the rate changes which will be brought back to a future meeting to authorize the execution of same. CARRIED

FIREFIGHTER JOB RECOMMENDATION

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 368/14 THAT Joseph Richardson be appointed to the position of Firefighter for the St. Stephen Fire Department effective December 5, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION

Moved by Deputy Mayor MacEachern
Seconded by Councillor Harding

- 369/14 THAT Lieutenant Joseph Richardson be promoted to the position of Captain for the St. Stephen Fire Department effective December 1, 2014. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 370/14 THAT Lieutenant Jason St. Peter be promoted to the position of Captain for the St. Stephen Fire Department effective December 1, 2014. **CARRIED**

GARCELON CIVIC CENTER PROJECT – PLUMBING SERVICES FOR POOL

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 371/14 THAT the Council of the Town of St. Stephen approves for payment invoices for unbudgeted capital expenditures totaling \$6,778.10 (six thousand, seven hundred and seventy-eight dollars and ten cents), including HST, for items as recommended by the Project Manager, and as presented to Council at its Closed Session on November 12, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND THAT the invoices being paid are for materials and labour to install sensors for pool level controllers. **CARRIED**

GARCELON CIVIC CENTER PROJECT – LOWER CANTEEN PLUMBING SERVICES

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 372/14 THAT the Council of the Town of St. Stephen approves for payment invoices for unbudgeted capital expenditures totaling \$4,822.22 (four thousand, eight hundred and twenty-two dollars and twenty-two cents), including HST, for items as recommended by the Project Manager, and as presented to Council at its Closed Session on November 12, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND THAT the invoices being paid are for materials and labour to install a kitchen sink and water lines to the lower canteen. **CARRIED**

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 373/14** THAT Kara Helpert be offered the position of Casual Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective November 25, 2014 contingent on successful completion of a National Lifesaving Society Certification, a Standard First Aid Course, and a Criminal Record Check by February 28, 2015, 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 - BEVERAGE SUPPLY AND EQUIPMENT

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 374/14** THAT of the two (2) proposals received, the proposal from Coca-Cola Refreshments Canada Company (CCRC) for beverage supply and equipment at the Garcelon Civic Center be accepted.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement between the Town of St. Stephen (Garcelon Civic Center) and CCRC in the form of agreement presented to Council at its closed session on November 12, 2014 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

GRANT – CHARLOTTE COUNTY HOCKEY CLUB INC.

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 375/14** THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$6,000.00 (six thousand dollars) to the Charlotte County Hockey Club Inc. for ice rental at the W. C. O'Neill Arena Complex in Saint Andrews, NB, prior to the opening of the Garcelon Civic Center. **CARRIED**

SALE OF SURPLUS 2010 ¾ TON TRUCK BODY

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 376/14** THAT the Council of the Town of St. Stephen authorizes the sale of the 2010 ¾ ton truck body to Carson Gullison in the amount of \$600.00 (six hundred 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.

AMENDED

STREET LIGHT INSTALLATION – CENTER STREET

Moved by Councillor Maxwell
Seconded by Councillor Booth

377/14 **THAT** Resolution # 320/14 as stated in the Minutes of October 27, 2014, which reads

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.

shall be amended by changing the words “one (1) flood light, with a Plexiglas covering” to “one (1) street light”. **CARRIED**

PIZZA DELIGHT LEASE EXTENSION AGREEMENT

Moved by Councillor MacDonald
Seconded by Councillor Harding

378/14 **THAT** the Council of the Town of St. Stephen authorizes a one (1) year Lease Extension Agreement from January 1, 2016 to December 31, 2016, plus an option for one (1) ten (10) year renewal, with 600633 NB LTD (Pizza Delight).

AND THAT the Council of the Town of St. Stephen directs the Town Solicitor to prepare a Lease Extension Agreement on such terms for review by both parties. **CARRIED**

AWARDING OF TENDER: PAVING 2014 - WEST STREET, DOW STREET AND GARCELON CIVIC CENTER, ST. STEPHEN, NB – PROJECT NO. 14-1182

Moved by Councillor Harding
Seconded by Councillor Maxwell

379/14 **THAT** of the two (2) tenders received, the low tender of \$93,885.75 (ninety-three thousand, eight hundred and eighty-five dollars and seventy-five cents), including HST, from Classic Construction (2012) Ltd. of Saint John, NB, for the paving on West Street, Dow Street, and at the Garcelon Civic Center be accepted. **CARRIED**

REQUEST FOR PROPOSALS – THE OLD TOWN HALL

Moved by Councillor Harding
Seconded by Councillor Maxwell

380/14 **WHEREAS** at the regular meeting of Council dated July 28, 2014 the Council for the Town of St. Stephen established the Old Town Hall Restoration Committee to investigate funding for the potential restoration and repurposing of the building known as the Old Town Hall Building (the “Old Town Hall”);

AND WHEREAS the Town has received inquiries from certain parties indicating interest in purchasing and repurposing the Old Town Hall;

NOW THEREFORE BE IT RESOLVED as follows:

THAT the Council of the Town of St. Stephen authorizes and directs the Chief Administrative Officer to direct staff to proceed with the preparation of a Request for Proposals which shall provide an opportunity for any interested party to submit a proposal to the Town for the restoration and repurposing of the Old Town Hall.

CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Participated in the CAO interviews.
- Laid a wreath in Milltown on behalf of the town on Remembrance Day.
- Attended Garcelon Civic Center Opening Events Planning Committee meetings.

Councillor Marg Harding

- Attended all Town meetings.
- Gave the Toast to Canada at the Veterans' dinner in Milltown in the absence of the Mayor.
- Participated in interviews for positions with the Fire Department.
- Enjoy meeting with Acting Sergeant Scott MacKenzie and the Mayor every Monday morning.

Councillor Booth

- Attended all Town meetings.
- Participated in the CAO interviews.
- Busy with wreath making.

Councillor MacDonald

- Attended the Remembrance Day service in Milltown.
- Attended the Santa Parade.
- Participated in the CAO interviews.
- Attended Garcelon Civic Center Advising Commission meetings.
- Stated that the three opening events of the Garcelon Civic Center went very well.
- Stated that the pool and gym are partially opened.
- Extended condolences to the family of Dorothy Tucker.

Councillor Maxwell

- Attended all Town meetings.
- Attended the Remembrance Day service in Milltown.
- Organized and participated in a pool tournament in memory of Bob Boyd.
- Pleased with the three opening events at the Garcelon Civic Center, and further stated that a great number of children lined up to have pictures taken with Santa.
- Attended an Open House at The Chocolate Museum.
- Thanked Heather Donahue, BIA Coordinator, for her dedicated work in making the Santa Parade successful once again.
- Participated in interviews for positions with the Fire Department.
- Attended the unveiling of the Donors' Wall at the Garcelon Civic Center.
- Congratulated Derek O'Brien, the successful candidate in the CAO competition, and looks forward to working with him.

Mayor Quartermain

- Reiterated Councillor Maxwell's comments with respect to Derek O'Brien.
- Laid a wreath at the St. Stephen Cenotaph on Remembrance Day.
- Thanked all volunteers and staff for their dedicated work in making the past numerous events successful.

16. QUESTION PERIOD

Questions from the public, as well as from the media (Kathy Bockus, reporter, *Saint Croix Courier*, and Derwin Gowan, reporter, *Telegraph-Journal*), were addressed after the meeting was adjourned.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Booth

381/14 THAT the meeting adjourn at 7:30 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 24, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 27, 2014
 - (b) Special Council Meeting – November 3, 2014
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from the members of the Charlotte County Fall Fair Committee.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – October 27, 2014
 - (b) Committee of Council Meeting – November 3, 2014
 - (c) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – November 12, 2014

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
- (c) Parks and Recreation Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Property Management Services
- (g) Development Office
- (h) Office of the Garcelon Civic Center Manager

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-law No. A-10 – “A By-law Respecting the Duties and Powers of the Chief Administrative Officer” – Third and Final Reading – Short Title Only
- (b) 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” – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Employment Contract – Chief Administrative Officer
- (c) Handicapped Parking Space
- (d) Fire Emergency Dispatch Rates – Increase
- (e) Firefighter Job Recommendation
- (f) Fire Department – Job Recommendation
- (g) Fire Department – Job Recommendation
- (h) Garcelon Civic Center Project – Plumbing Services for Pool
- (i) Garcelon Civic Center Project – Lower Canteen Plumbing Services
- (j) Garcelon Civic Center – Casual Lifeguard – Job Recommendation
- (k) Garcelon Civic Center – Beverage Supply and Equipment
- (l) Grant – Charlotte County Hockey Club Inc.
- (m) Sale of Surplus 2010 ¾ Ton Truck Body
- (n) Amended: Street Light Installation – Center Street
- (o) Pizza Delight Lease Extension Agreement
- (p) Awarding of Tender: Paving 2014 - West Street, Dow Street and Garcelon Civic Center, St. Stephen, NB – Project No. 14-1182
- (q) Request for Proposals – The Old Town Hall

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$6,886,716.70 (six million, eight hundred and eighty-six thousand, seven hundred and sixteen dollars and seventy cents) be received.

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 015294 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

Printed: 2:58:45PM 12/05/2014

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Number	Issued	Amount	SC	Status	Status Date
013237	11/30/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV30/14	6,088.00 6,088.00	A/P	OUT-STD	11/30/2014
013238	11/30/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV30/14*	35,000.00 35,000.00	A/P	OUT-STD	11/30/2014
013243	11/25/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV25/14	8,189.00 8,189.00	A/P	OUT-STD	11/25/2014
013251	11/06/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV06/14	3,768.75 3,768.75	A/P	OUT-STD	11/06/2014
013252	11/06/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV06/14*	225,000.00 225,000.00	A/P	OUT-STD	11/06/2014
013256	11/19/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV19/14*	1,720.25 1,720.25	A/P	OUT-STD	11/19/2014
013257	11/19/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA NOV19/14	14,000.00 14,000.00	A/P	OUT-STD	11/19/2014
014343	11/15/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA 11/15/14	4,312.50 4,312.50	A/P	OUT-STD	11/15/2014
014397	11/01/2014 HERITAGE COURT HOLDINGS LIMITED LEASE NOV/14	5,323.40 5,323.40	A/P	OUT-STD	11/01/2014
015091	11/01/2014 SHARPE'S LAWN CARE 4911	9,694.93 9,694.93	A/P	OUT-STD	11/01/2014
015102	11/04/2014 TOWN OF ST. STEPHEN 11/04/14	400,000.00 400,000.00	A/P	OUT-STD	11/04/2014
015103	11/04/2014 TOWN OF ST. STEPHEN 11/04/14*	115,674.10 115,674.10	A/P	OUT-STD	11/04/2014
015105	11/05/2014 MINISTER OF FINANCE WEEK45/14	209.30 209.30	A/P	OUT-STD	11/05/2014
015106	11/05/2014 SHANNON MICHAEL 667238	478.44 113.00	A/P	OUT-STD	11/05/2014
	WEEK45/14	167.89			
	WEEK45/14*	197.75			
015107	11/07/2014 BORDER AREA COMMUNITY ARENA NOVEMBER7/14	2,405.14 2,405.14	A/P	OUT-STD	11/07/2014
015108	11/07/2014 BORDER INVESTIGATIONS & SECURITY INC. 13979	3,559.50 3,559.50	A/P	OUT-STD	11/07/2014
015109	11/07/2014 HELGA REISS OCTOBER16/14	463.00 396.00	A/P	OUT-STD	11/07/2014
	OCTOBER24/14	57.00			
015110	11/07/2014 MADD CHARLOTTE COUNTY DONATION2014	150.00 150.00	A/P	OUT-STD	11/07/2014
015139	11/07/2014 N. B. ELECTRIC POWER 54253127**	28,130.53 7,102.73	A/P	OUT-STD	11/07/2014
	54253127OCT14**	19,027.80			
015158	11/13/2014 IRVING ENERGY DISTRIBUTION AND MARKETING 341119	1,560.06 1,560.06	A/P	OUT-STD	11/13/2014
015159	11/13/2014 KINGSLEY BAILEY OCTOBER5/14	145.24 145.24	A/P	OUT-STD	11/13/2014
015160	11/13/2014 MICHELLE ANDERSON 500601*	75.00 75.00	A/P	OUT-STD	11/13/2014
015161	11/13/2014 MINISTER OF FINANCE WEEK46/14	209.30 209.30	A/P	OUT-STD	11/13/2014

* - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 015294 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

Printed: 2:58:45PM 12/05/2014

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Number	Issued	Amount	SC	Status	Status Date
015162	11/13/2014 NATALIE REID	524.92	A/P	OUT-STD	11/13/2014
	NOVEMBER6/14*	CC-GENERALMANAGER-AQUATIC C			
	NOVEMBER6/14**	CC-ADMIN-TEAM BUILDING FUNCTI			
		85.92			
015163	11/13/2014 PAYROLL TRANSFER	53,227.00	A/P	OUT-STD	11/13/2014
	WEEK462014	GG-TRANSFER-NOV 1 - NOV 13/14			
		53,227.00			
015164	11/13/2014 PETTY CASH	44.40	A/P	OUT-STD	11/13/2014
	OCTOBER22/14	PS-BUILDINGINSPECT-REGISTEREI			
	OCTOBER23/14	PS-BUILDINGINSPECT-REGISTEREI			
		10.50			
		33.90			
015165	11/13/2014 RECEIVER GENERAL FOR CANADA	25,022.65	A/P	OUT-STD	11/13/2014
	WEEK462014	GG-REMITTANCE-OCT 31 - NOV 13/14			
		25,022.65			
015166	11/13/2014 SARAH HEBB	84.20	A/P	OUT-STD	11/13/2014
	NOVEMBER6/14	CC-BUILDING-FIRST AID SUPPLIES			
		84.20			
015167	11/13/2014 SHANNON MICHAEL	365.44	A/P	OUT-STD	11/13/2014
	WEEK46/14	PS-ANMLCNTRL-WEEKLY FEE			
	WEEK46/14*	PS-ANMLCNTRL-WEEKLY VEH ALLC			
		167.89			
		197.75			
015170	11/13/2014 STATIONERY PLUS	3,500.56	A/P	OUT-STD	11/13/2014
	337625	RC-MILLPOOL-WILL RETURN SIGN,I			
		26.98			
	338458	RC-HORT-INK COMP, BLK			
		20.32			
	338487	TS-SHOP-SHEET PROTECT, STAPLE			
		9.77			
	338563	CC-OFFICE-COLOURED PAPER			
		42.09			
	338589	CC-OFFICE-FIGURING PAD			
		1.57			
	338631	GG-TOWN HALL-TONER,BCASES,P/			
		207.97			
	338752	PS-FIRE-P-TAPE,TAPE 12MM			
		54.76			
	338882	TS-AIRPORT-FLAG POLE KIT			
		40.66			
	339134*	GG-TOWN HALL-PAPER,BCASES,PC			
		128.42			
	339138	GG-CLERK-PENS			
		15.19			
	339287	TS-AIRPORT-FLAG POLE KIT			
		40.66			
	339321	GG-TOWN HALL-PAPER CLAMPS,PE			
		24.74			
	339382	CC-OFFICE-BINDERS			
		-11.83			
	339693	CC-OFFICE-MARKERS,MASKING TA			
		21.94			
	339746	CC-OFFICE-NOTEPRO,FILE BOX			
		44.87			
	340234	CC-OFFICE-DESK ORGANIZER, FOL			
		873.35			
	340238	CC-OFFICE-SAFE DEPOSITORY			
		196.44			
	340288	GG-TOWN HALL-TONER,PAPER			
		348.71			
	340289	GG-JANET-TONER,DRUM,AIR DUSTI			
		354.68			
	340483	RC-REC DIV-COIN WRAPPER PAPER			
		51.40			
	340706	GG-TOWN HALL-FOLDERS,PENS			
		22.85			
	340815**	GG-TOWN HALL-FOLDBACK CLIPS,F			
		225.77			
	340818	GG-TOWN HALL-STAMP PAD INK			
		2.93			
	340895	GG-HR/OM-DRUM			
		155.32			
	340899	TS-AIRPORT-FLAGS			
		129.10			
	340905	RC-HORT-NOTEBOOK,INK CARTS			
		44.22			
	340906	GG-TOWN HALL-TONER,FOLDERS,F			
		164.16			
	340912	GG-TOWN HALL-PAPER			
		103.73			
	341082**	GG-TOWN HALL-HANGING FILE FOL			
		15.06			
	341092	GG-ASST TREAS-PAPER, PENS			
		2.72			
	341097**	GG-ASST TREAS-SCISSORS,PUNCH			
		5.92			
	341155	RC-REC DIV-INK CART,SCISSORS,S'			
		136.09			
015171	11/13/2014 VAUGHN MCINTYRE	1,695.00	A/P	OUT-STD	11/13/2014
	20262	CC-ADMIN-MONTHLY CONSULTING			
		1,695.00			
015173	11/20/2014 A"PLUS" AUTO GLASS & UPHOLSTERY	214.70	A/P	OUT-STD	11/20/2014
	19399	TS-#22-LED LIGHTS			
		214.70			
015174	11/20/2014 AIR LIQUIDE CANADA	97.41	A/P	OUT-STD	11/20/2014

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	57203146	TS-SHOP-CYLINDER GAS	79.10			
	57209920	TS-SHOP-CYLINDER GAS	18.31			
015175	11/20/2014	AQUAM	100.10	A/P	OUT-STD	11/20/2014
	211321	CC-POOL-POCKET MASKS AQUAM	100.10			
015176	11/20/2014	AREO FIRE	282.50	A/P	OUT-STD	11/20/2014
	236376	PS-FIRE-RECOVERY SYSTEM LICEN	282.50			
015177	11/20/2014	BELL ALIANT	129.17	A/P	OUT-STD	11/20/2014
	06336721OCT14	TS-AIRPORT-TELEPHONE	129.17			
015178	11/20/2014	BRUNSWICK NEWS INC	1,112.74	A/P	OUT-STD	11/20/2014
	1475996	PS-FIRE-COLORING CONTEST	617.31			
	1481976	PS-FIRE-TIME CHANGE	284.91			
	1484251	PS-FIRE-TIME CHANGE	230.52			
015179	11/20/2014	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	80.74	A/P	OUT-STD	11/20/2014
	131806	RC-#308-WHEEL ALIGNMENT	80.74			
015180	11/20/2014	CHARLOTTE COUNTY JANITORIAL	152.55	A/P	OUT-STD	11/20/2014
	2933	PS-FIRE-JANITORIAL SERVICES-OC	152.55			
015181	11/20/2014	CLASSIC ASPHALT LTD.	6,177.26	A/P	OUT-STD	11/20/2014
	14-132	TS-ST5-ASPHALT	2,513.01			
	14-137	TS-ST5-ASPHALT	3,664.25			
015182	11/20/2014	DAVIDSON FOOD EQUIPMENT & SUPPLIES	2,956.49	A/P	OUT-STD	11/20/2014
	46513*	CC-KITCHEN-MISC SUPPLIES	2,281.31			
	47023	CC-KITCHEN-SUPPLIES	125.43			
	47453	CC-KITCHEN-WATER PITCHERS	96.05			
	47552	CC-KITCHEN-UTILITY CARTS	453.70			
015183	11/20/2014	DEMPSEY'S PLUMBING & HEATING	309.62	A/P	OUT-STD	11/20/2014
	874	RC-MILLPOOL-CAPPED 2 6" LINES V	309.62			
015184	11/20/2014	FIRE TRAINING ASSOCIATES LTD.	1,146.31	A/P	OUT-STD	11/20/2014
	1436	PS-FIRE-IN SERVICE TESTING OF L	1,146.31			
015185	11/20/2014	FRANK G GODSOE CHARTERED ACCOUNTANT	3,614.64	A/P	OUT-STD	11/20/2014
	586	GG-COUNCIL-PAPERLESS MEETING	2,349.27			
	592	GG-TREASURY-ACCOUNTING SUPP	188.45			
	587	GG-TOWNHALL-RECEPTION SUPPO	1,078.92			
015186	11/20/2014	FUNDY BUILDING INSPECTION & DRAFTING SERV	2,592.22	A/P	OUT-STD	11/20/2014
	14-164	PS-BUILDINGINSPECT-OCT 19-31 FE	2,592.22			
015187	11/20/2014	GREAT-WEST LIFE ASSURANCE COMPANY	1,642.39	A/P	OUT-STD	11/20/2014
	NOV14/14	GG-PREMIUMS-NOV24-DEC23-DIV 1	1,642.39			
015188	11/20/2014	GREAT-WEST LIFE ASSURANCE COMPANY	1,632.16	A/P	OUT-STD	11/20/2014
	NOV142014*	GG-PREMIUMS-NOV24-DEC23-DIV 2	1,640.53			
	NOV142014**	GG-PREMIUMS-NOV24-DEC23-DIV 2	-108.38			
015189	11/20/2014	GREENLAW'S GARAGE LTD.	1,351.42	A/P	OUT-STD	11/20/2014
	9603	TS-#20-RADIATOR	1,351.42			
015190	11/20/2014	HALL BROS. ENTERPRISES LTD.	104.15	A/P	OUT-STD	11/20/2014
	98704	RC-LAWNMOWER- EXTRA SWITCH	104.15			
015191	11/20/2014	IRVING ENERGY DISTRIBUTION AND MARKETING	4,240.52	A/P	OUT-STD	11/20/2014
	436272	TS-ST5-DIESEL	1,707.70			
	734590	TS-ST5-DIESEL	2,532.82			
015192	11/20/2014	KENT BUILDING SUPPLIES	72.17	A/P	OUT-STD	11/20/2014
	798363	RC-PARKS-PLYWOOD	62.09			
	799042	RC-PARKS-SCRW/METAL PAN	10.08			
015193	11/20/2014	KEVIN SMITH AUTO BODY AND REPAIRS	870.10	A/P	OUT-STD	11/20/2014
	OCTOBER 6,2014	RC-2011GM-REPAIR FENDER	870.10			
015194	11/20/2014	KEY INDUSTRIES	731.74	A/P	OUT-STD	11/20/2014

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	7356	CC-CLOTHING-SCREENING FOR SH	494.44			
	7719	RC-PARKS-CLOTHING ALLOW.	237.30			
015195	11/20/2014	LIFESAVING SOCIETY - NB Branch	198.00	A/P	OUT-STD	11/20/2014
	2014-447	CC-WORKPLACE-STANDARD FIRST	198.00			
015196	11/20/2014	MAYFIELD GARDENS & LANDSCAPE	4,901.94	A/P	OUT-STD	11/20/2014
	6190	CC-BUILDING-CHLORINE	4,901.94			
015197	11/20/2014	MCINNES COOPER	12,114.75	A/P	OUT-STD	11/20/2014
	2014023539	GG-LEGAL-GENERAL	1,412.50			
	2014023546	GG-LEGAL-CONTRACT	10,210.70			
	2014023559	GG-LEGAL-AUDIT	491.55			
015198	11/20/2014	MEDAVIE BLUE CROSS	13,297.73	A/P	OUT-STD	11/20/2014
	DEC01/14	GG-DECHEALTH&DENTALPREMIUM	5,633.76			
	DEC01/14*	GG-DECHEALTH&DENTALPREMIUM	7,663.97			
015199	11/20/2014	MILLTOWN MACHINE & FABRICATION LTD.	234.44	A/P	OUT-STD	11/20/2014
	17105	TS-#20-ANGLE IRON, FLAT BAR	234.44			
015200	11/20/2014	MSC INDUSTRIAL SUPPLY ULC	127.33	A/P	OUT-STD	11/20/2014
	6926730001	TS-SHOP-CAP SCREWS, WASHERS	127.33			
015202	11/20/2014	N. B. ELECTRIC POWER	6,233.62	A/P	OUT-STD	11/20/2014
	17915909NOV14	RC-POOL-SCHOOL ST	71.29			
	17935200NOV14	TS-KING/UNIONST-TRAFFIC LIGHTS	37.67			
	18169205NOV14	RC-POOL-MILL LANE	155.84			
	18986703NOV14	TS/PS-199UNIONST-ELECTRICITY	1,172.50			
	19051703NOV14	TS-AIRPORT-ELECTRICITY	171.88			
	19051801NOV14	TS-AIRPORT-ELECTRICITY	52.95			
	50660140NOV14	RC-PARKS-ROTARY CHANGING RO	24.76			
	54187672NOV14	TS-KING/QUEEN-TRAFFIC LIGHTS	39.52			
	55160607NOV14	RC-COTTONMILL-LIGHTS	57.97			
	55471834NOV14	TS/PS-220UNIONST-ELECTRICITY	251.70			
	55917471NOV14	TS-ST5-WATERFRONT LIGHTS	181.86			
	57579341NOV14	CB-EMPTYSTORE/HAIRDRESSER-E	450.25			
	57955755NOV14	CB-ACTHEAT/HOUSE-ELECTRICITY	196.71			
	57955773NOV14	CB-PHARMACY/BIGAREA-ELECTRIC	206.28			
	57955782NOV14	CB-FORMERCCT-ELECTRICITY	46.47			
	57955782OCT14	CB-FORMERCCT-ELECTRICITY	-35.07			
	57955791NOV14	CB-UPSTAIRSOFICE-ELECTRICITY	146.67			
	57955808NOV14	CB-ACUNIT&HOUSE-ELECTRICITY	194.93			
	57955826nov14	CB-SELFCONTAINEDLIGHT-ELECTR	101.16			
	713:5207NOV14	PS-RCMP-ELECTRICITY	1,058.52			
	72924306NOV14	RC-PARKS-BANDSTAND	47.18			
	73006038NOV14	RC-LIBRARY-ELECTRICITY	1,523.25			
	82122207NOV14	RC-PARKS-BASKETBALL COURT	49.60			
	83278804NOV14	TS-ST5-PARKS SHED	25.32			
	84960501NOV14	RC-PARKS-RIVERSIDE DR LIGHTS	24.61			
015203	11/20/2014	NATALIE REID	534.09	A/P	OUT-STD	11/20/2014
	NOVEMBER062014	CC-GENERALMANAGER-BUSINESS	534.09			
015204	11/20/2014	NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.70	A/P	OUT-STD	11/20/2014
	317215	GG-TOWN HALL-FLOOR MATS	93.70			
015205	11/20/2014	NOVA FIRE EQUIPMENT LTD.	1,880.84	A/P	OUT-STD	11/20/2014
	14480	PS-FIRE-GLOVES	1,880.84			
015206	11/20/2014	ORKIN CANADA CORPORATION	235.04	A/P	OUT-STD	11/20/2014
	IN-5733732	PS-FIRE-PEST CONTROL	117.52			
	IN-5782153	PS-FIRE-PEST CONTROL	117.52			
015207	11/20/2014	PARTS FOR TRUCKS INC.	32.83	A/P	OUT-STD	11/20/2014

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	34193035-00 TS-#7-BRAKE BUDDY	32.63			
015208	11/20/2014 ROYAL CANADIAN LEGION #9 OCTOBER 2014 PS-FIRE-REMEMBRANCE DAY WRE.	30.00 30.00	A/P	OUT-STD	11/20/2014
015209	11/20/2014 SHANNON MICHAEL WEEK47/14 PS-ANIMALCONTROL-WEEKLY FEE WEEK47/14* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	11/20/2014
015210	11/20/2014 STEVE'S ENVIRONMENTAL SERVICE LTD. 29609 TS-SHOP-PUMP OUT SUMPS & SEPI	630.27 630.27	A/P	OUT-STD	11/20/2014
015211	11/20/2014 SOURCE ONE SUPPLIES 7304 CC-JANITORIAL-SUPPLIES	153.04 153.04	A/P	OUT-STD	11/20/2014
015212	11/20/2014 SOUTHERN SANITATION LTD. 151843 GG-TOWN-GARBAGE COLLECTION	8,869.01 8,869.01	A/P	OUT-STD	11/20/2014
015213	11/20/2014 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 089259 TS-SHOP-CASUAL WORKERS AD 089273 GG-CIVIC-PUBLIC MEETING TOWN I 089450 PS-FIRE-FIRE PREVENTION 089456 PS-FIRE-FUND RAISER THANK YOU 089472 PS-FIRE-FIRE PREVENTION 089491 PS-FIRE-FIRE PREVENTION 089824 PS-FIRE-HALLOWEEN SAFETY 21025 RC-PARKS/REC-FALL/WINTER BROX	3,330.42 68.61 52.21 254.25 81.67 67.80 73.45 28.25 2,704.18	A/P	OUT-STD	11/20/2014
015215	11/20/2014 STATIONERY PLUS 340204 CC-RINK-FLAG, COPY SERVICE, LAP 340301 CC-ADMIN-PAPER 340435 CC-ADMIN-FILE FRAMES 340449 CC-ADMIN-HANGING FOLDER, VERT 340470 CC-ADMIN-DROP BOX, 3 HOLE PUNI 340472 CC-ADMIN-INDEX TABS, POST ITS, V 340575 PS-FIRE-LASER TONER 340852 PS-FIRE-BULLETIN BAR 12", PUSH F 340674 PS-FIRE-LASER TONER 340791 CC-ADMIN-TONER CART., PENS, EX 340811 PS-FIRE-PAPER TRIMMER, BLADE F 340849 CC-ADMIN-PLANNING BOARD 341249 CC-ADMIN-TONER CART, WHITEBO 341261 CC-JANITORIAL-NITRILE GLOVES 341388 PS-FIRE-DIARY, REPORT COVERS C 341402 CC-ADMIN-CLIPBOARDS, BINDER, D 341403 CC-ADMIN-FOLDBACK CLIPS, MARK 341451 CC-BUILDING-CORK BOARD 341453 CC-ADMIN-WHITE BOARD, LAMINAT	2,148.55 138.39 132.18 27.01 213.51 571.80 30.24 141.24 53.28 141.24 108.10 101.08 44.06 127.98 33.88 64.90 111.63 23.55 -40.67 124.15	A/P	OUT-STD	11/20/2014
015216	11/20/2014 TRILLIUM SALES GROUP INC. IN088895 PS-FIRE-BLACK PEARL INLAY KNIFE	440.70 440.70	A/P	OUT-STD	11/20/2014
015217	11/20/2014 VAUGHN MCINTYRE 20283 CC-ADMIN-BUS MARKET PLAN	360.98 360.98	A/P	OUT-STD	11/20/2014
015218	11/20/2014 WATSON'S HEATING AND VENTILATION 7009 PS-FIRE-SEAL BEARING REPLACEM	89.27 89.27	A/P	OUT-STD	11/20/2014
015219	11/20/2014 YELLOW PAGES GROUP 14-9032777 GG-TOWN-YELLOW PAGES	9.32 9.32	A/P	OUT-STD	11/20/2014
015220	11/20/2014 MINISTER OF FINANCE WEEK472014 EMPLOYEE DEDUCTIONS-NOV22-2E	209.30 209.30	A/P	OUT-STD	11/20/2014
015221	11/20/2014 UNIFORM WORKS 51255 PS-FIRE-SAFETY BOOT	182.50 182.50	A/P	OUT-STD	11/20/2014

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015222	11/28/2014 DAVIS FUELS LTD. 151276 TS/PS-199 UNION STREET HEATING	313.71 313.71	A/P	OUT-STD	11/28/2014
015223	11/28/2014 DISHER HOMES LTD. POST OFFICE GG-CIVIC-DEMOLIATION SAVOIE PROPERTY GG-CIVIC-PROPERTY DEMOLIATION	107,203.10 99,327.00 7,876.10	A/P	OUT-STD	11/28/2014
015224	11/28/2014 DYNAMIC ONLINE MARKETING CORP. 112142 PS-FIRE-CLOTHING ALLOWANCE	723.20 723.20	A/P	OUT-STD	11/28/2014
015225	11/28/2014 EAST COAST INTERNATIONAL TRUCKS 3-242950011 TS-#5-HORN, HORN ELECT W/BRKT 3-243000014 TS-#7-AY SHIED DUST 3-243000049 TS-SHOP-AY SHIED DUST, SEALAN1 3-243010008 TS-#24-F W SEPR, FLAP MUD 3-243020009 TS-#5-5"EXTRA WHITEFLOOD, SEAL 3-243030016 TS-#24-MUD FLAPS	387.50 80.09 55.42 59.46 55.22 110.24 27.07	A/P	OUT-STD	11/28/2014
015226	11/28/2014 EAST COAST AIR 1037 PM-INFORMATION CENTER-BI-ANNU 1038 PM-LIBRARY-BI-ANNUAL SERVICE C 1039 PS-RCMP STATION-BI-ANNUAL SER	749.87 227.13 240.24 282.50	A/P	OUT-STD	11/28/2014
015227	11/28/2014 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 14-168 PS-BUILDINGINSPECT-NOV 2-15 FEI	732.24 732.24	A/P	OUT-STD	11/28/2014
015228	11/28/2014 GREENLAW'S GARAGE LTD. 9816 PS-#200-COMPRESSOR	738.96 738.96	A/P	OUT-STD	11/28/2014
015229	11/28/2014 GULLISON'S COURIER SERVICE 298026 TS-SHOP-TO TOWN FR/CASR EQUIP 298304 TS-SHOP-TO TOWN FR/ PFT 298329 TS-#6-TO TOWN FR/ RICHWIL 298343 TS-#7-TO TOWN FR/RICHWIL 298446 TS-SHOP-TO TOWN FR/ SAUNDERS 298452 GG-TOWN HALL-TO MARYSVILLE PL	189.50 28.25 28.25 28.25 28.25 28.25 28.25	A/P	OUT-STD	11/28/2014
015230	11/28/2014 IRENE WATTS NOVEMBER202014 GG-XINGGUARDS-CLOTHING ALLOI	110.32 110.32	A/P	OUT-STD	11/28/2014
015231	11/28/2014 JULIA'S SCHOOL OF DANCE OCTOBER 1,2014 RC-JUMPSTART- DONATION	100.00 100.00	A/P	OUT-STD	11/28/2014
015232	11/28/2014 KATRINA'S DANCEWORKS OCTOBER 1, 2014 RC-JUMPSTART- DONATION	100.00 100.00	A/P	OUT-STD	11/28/2014
015233	11/28/2014 KEITH'S BUILDING SUPPLIES 135090* CC-RINK-RUBBER HOSE, HOSE REE	1,062.12 1,062.12	A/P	OUT-STD	11/28/2014
015234	11/28/2014 KEM CANADA MFG 100053* TS-SHOP-HAND CLEANSER	157.36 157.36	A/P	OUT-STD	11/28/2014
015235	11/28/2014 KENT BUILDING SUPPLIES 791780 TS-ST5-LUMBER 797360 PS-FIRE-24" BLUM SLIDE 801881 TS-#24-PLYWOOD 802592 PM-AIRPORT-LUMBER 802712 PM-AIRPORT-LUMBER 802808 PM-AIRPORT-LUMBER 802979 PM-AIRPORT-MASTER FLASH 806589 TS-#29-QUICK LINKS, ANCHR SHOC	914.96 90.04 40.32 115.50 52.27 206.13 26.09 63.00 21.61	A/P	OUT-STD	11/28/2014
015236	11/28/2014 KEVIN SMITH AUTO BODY AND REPAIRS OCTOBER 9,2014 RC-2011 CHEV-FENDER REPAIR	746.57 746.57	A/P	OUT-STD	11/28/2014
015237	11/28/2014 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) 231233140 GG-TOWN HALL-COPIER CHARGES	136.37 136.37	A/P	OUT-STD	11/28/2014

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015238	11/28/2014 KONICA MINOLTA 5299082 GG-TOWNHALL-COPIER LEASE	115.73 115.73	A/P	OUT-STD	11/28/2014
015239	11/28/2014 MILLTOWN MACHINE & FABRICATION LTD. 17132 TS-#24-SQ. TUBING	55.71 55.71	A/P	OUT-STD	11/28/2014
015240	11/28/2014 MILLTOWN ELEMENTARY SCHOOL FAST2014 GG-CIVIC-FAST2014	500.00 500.00	A/P	OUT-STD	11/28/2014
015241	11/28/2014 MINISTER OF FINANCE WEEK482014 EMPLOYEE DEDUCTIONS-NOV 29 -	209.30 209.30	A/P	OUT-STD	11/28/2014
015242	11/28/2014 N. B. ELECTRIC POWER 10126108NOV14 TS-KINGSTSCHOOL-XING LIGHTS 216030308NOV14 TS-STS-AREA LIGHTS 54253127NOV14 CC-BUILDING-ELECTTRICITY 54653258NOV14 TS-KING/SUPERSTORE-TRAFFIC LIK	31,160.85 24.61 10,951.75 20,116.17 68.32	A/P	OUT-STD	11/28/2014
015243	11/28/2014 NOVA FIRE EQUIPMENT LTD. 14514 PS-FIRE-MORNING PRIDE TURNOUT	4,540.48 4,540.48	A/P	OUT-STD	11/28/2014
015244	11/28/2014 OK TIRE & AUTO SERVICE IN028949 TS-#22-BKT SKIDS POWER	293.80 293.80	A/P	OUT-STD	11/28/2014
015245	11/28/2014 ORR ELECTRIC & ALARM LTD. 1454 GG-TOWN HALL- ALARM SYSTEM SI 1547 TS-DECORATIVE STREET-LIGHT RE	597.54 73.45 524.09	A/P	OUT-STD	11/28/2014
015246	11/28/2014 PAYROLL TRANSFER WEEK482014 GG-TRANSFER-NOV 14 - NOV 27/14	57,252.00 57,252.00	A/P	OUT-STD	11/28/2014
015247	11/28/2014 RECEIVER GENERAL FOR CANADA WEEK482014 GG-REMITTANCE-NOV 14-27/14	24,044.59 24,044.59	A/P	OUT-STD	11/28/2014
015248	11/28/2014 RICHWIL TRUCK CENTRE LTD. 108191 TS-#6-FILTERS 108202 TS-#7-UNIVERSAL, KT BOLTS, NUT 319373 TS-#5-SENSOR CM107849 TS-#5-CORE RETURN	254.79 249.01 329.76 292.65 -616.63	A/P	OUT-STD	11/28/2014
015249	11/28/2014 ROYAL CANADIAN LEGION #9 OCTOBER2014 GG-CIVIC-DEPUTY MAYOR TO LAY I	60.00 60.00	A/P	OUT-STD	11/28/2014
015250	11/28/2014 SHANNON MICHAEL WEEK48/14 PS-ANIMALCONTROL-WEEKLY FEE WEEK48/14* PS-ANIMALCONTROL-WEEKLY VEH	385.44 167.69 197.75	A/P	OUT-STD	11/28/2014
015251	11/28/2014 SHARPE'S LAWN CARE 4788 RC-PARKS-PASSIVE PARKS RESOL	11,752.00 11,752.00	A/P	OUT-STD	11/28/2014
015252	11/28/2014 SOURCE ONE SUPPLIES 5746 PM-LIBRARY-GARBAGE BAGS, DISI	203.35 203.35	A/P	OUT-STD	11/28/2014
015253	11/28/2014 SOURCE ATLANTIC 1893193 TS-SHOP-TRAFFIC SASH BELT 1896772 TS-SHOP-FIRE, WELDING,SILICONE 1952018 TS-SHOP-FIBERGLS HANDLE BEAD	384.03 51.77 151.52 180.74	A/P	OUT-STD	11/28/2014
015254	11/28/2014 SOUTHERN SANITATION LTD. 151711 TS/RC-GARAGE/PARKS-GARBAGE C 151813 TS-AIRPORT-GARBAGE COLLECTIO 151840 CB-RENTALS-GARBAGE COLLECTIC 151841 TS/RC-GARAGE/PARKS-GARBAGE C	1,307.53 502.40 32.21 270.52 502.40	A/P	OUT-STD	11/28/2014
015255	11/28/2014 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 161140-161647 GG-TOWN-REGIONAL LANDFILL CO	8,251.50 8,251.50	A/P	OUT-STD	11/28/2014
015256	11/28/2014 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 089108 GG-CIVIC-DOT'S BACK TO SCHOOL 089367 GG-CIVIC-TENDER: TOSS1408	1,281.91 44.07 93.97	A/P	OUT-STD	11/28/2014

* Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 015294 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	089493	PS-FIRE-FIRE PREVENTION	254.25			
	089494	PS-FIRE-FIRE PREVENTION	254.25			
	089510	GG- CIVIC-SECOND READ BY-LAW	60.00			
	089565	GG-CIVIC-SECOND READING	73.09			
	089716	GG-CIVIC-NOTICE OF SECOND REA	60.00			
	089949	PS-FIRE-HALLOWEEN SAFETY	45.20			
	21194	GG-BUILDING INSPECTOR-REPORT	367.08			
015257	11/28/2014	ST. STEPHEN MINOR HOCKEY	300.00	A/P	OUT-STD	11/28/2014
	OCTOBER 1,2014	RC-JUMPSTART-DONATION	300.00			
015258	11/28/2014	TEED SAUNDERS DOYLE & CO.	4,407.00	A/P	OUT-STD	11/28/2014
	4503	GG-TREASURY-2013 AUDIT	4,407.00			
015260	11/28/2014	MILLTOWN ELEMENTARY SCHOOL	920.00	A/P	OUT-STD	11/28/2014
	MOVIELICENSE14	GG-CIVIC-2014 MOVIE LICENSE	920.00			
015261	11/28/2014	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	2,525.75	A/P	OUT-STD	11/28/2014
	2014-04	GG-CIVIC-PLANNING SERVICES	2,525.75			
015262	11/28/2014	WORLDLYNX	58.49	A/P	OUT-STD	11/28/2014
	13048IN22047	PM-CELLPHONE-CHARGER, USB C/	-11.30			
	13048IN22768	RC/TS-CELL PHONE- CASES	180.78			
	13048IN23085	PM-CELLPHONE-HEADSET	-112.99			
		Cheque Totals Issued:	1,299,670.18			
		Void:	0.00			
		Total Cheques Generated:	1,299,670.18			
		Total # of Cheques Listed:	118			

* - Name on Check was modified

TOWN OF ST. STEPHEN BILLS PAID (GENERAL CAPITAL FUND):

NOVEMBER 2014

McInnes Cooper "In Trust" (Dora Construction Limited Design Build Contract - Invoices 4862R, 4905, 4993, 5166, 5118, Cheque #138)	5,498,000.00
Total	<u>\$ 5,498,000.00</u>

Town of St. Stephen
 BNK2 - Utility Bank Account
 Chqques from 000001 to 004899 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
004182	11/25/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI NOV25/14* SERIES "AW" - INTEREST	2,143.75 2,143.75	A/P	OUT-STD	11/25/2014
004200	11/06/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI NOV06/14** SERIES "BB" - INTEREST	67.00 67.00	A/P	OUT-STD	11/06/2014
004201	11/08/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI NOV06/14*** SERIES "BB" - PRINCIPAL	4,000.00 4,000.00	A/P	OUT-STD	11/08/2014
004590	11/15/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI 11/15/14* Series "BK17"-Interest	15,557.75 15,557.75	A/P	OUT-STD	11/15/2014
004819	11/05/2014 XPLORNET INV07234550 WS-MAXWELLXING-SATELLITE SER	35.02 35.02	A/P	OUT-STD	11/05/2014
004820	11/07/2014 TRAVIS CLEGHORN OCTOBER28/14 WS-STS-CLOTHING ALLOWANCE	31.32 31.32	A/P	OUT-STD	11/07/2014
004849	11/13/2014 BERNARD MCFARLANE 22 SCD-DISPOSAL-CHECK 600V CONT/ 372014 SCD-DISPOSAL-CHECK CONTACTO	268.94 186.46 82.49	A/P	OUT-STD	11/13/2014
004850	11/13/2014 BRIAN LEAVITT NOVEMBER6/14 WS-TRANS&DIST-WATER DISTRIBU	903.48 903.48	A/P	OUT-STD	11/13/2014
004851	11/13/2014 J. CLEGHORN 228828 WS-#102-USED READING UTILITY BK	2,486.00 2,486.00	A/P	OUT-STD	11/13/2014
004853	11/13/2014 STATIONERY PLUS 338489 WS-TRANS&DIST-DVD-R 338516 SCD-DISPOSAL-BINDER 338631* WS/SCD-TOWN HALL-TONER, B CAS 338770 SCD-DISPOSAL-SHEET PROTECTS, I 339134** WS/SCD-TOWN HALL-BCASES, PCLJI 339143 WS-SOURCE-PAPER, MARKERS, MIN 339321* WS/SCD-TOWN HALL-PAPER CLAMI 339383 WS/SCD-TOWN-BINDER 339781 WS-SOURCE-TONERS 340706* WS/SCD-TOWN HALL-FOLDERS, PEN 340815* WS/SCD-TOWN HALL-FOLDBACK CL 340818* ES/SCD-TOWN HALL-STAMP PAD IN 340904 SCD-DISPOSAL-CARBON PAPER 340906* WS/SCD-TOWN HALL-FOLDERS, POS 341082*** WS/SCD-TOWNHALL-HANGING FOLI 341092* WS/SCD-ASST TREAS-PAPER, PEN 341097* WS/SCD-ASST TREAS- SCISSORS, F 341297 WS-SOURCE-LABEL LASER	787.11 39.54 5.07 104.23 6.09 24.70 41.50 24.73 16.24 355.00 22.84 40.70 2.82 3.04 22.92 15.05 2.73 5.92 33.89	A/P	OUT-STD	11/13/2014
004854	11/20/2014 ATLANTIC PUMPS AND EQUIP. 662 SCD-DISPOSAL-PUMP REPAIR	7,044.54 7,044.54	A/P	OUT-STD	11/20/2014
004855	11/20/2014 COLE-PARMER CANADA INC. 00507967 WS-SOURCE-CHLOROSENSE SENS 00513586 WS-SOURCE-TURBIDITY METER	2,789.75 521.84 2,267.81	A/P	OUT-STD	11/20/2014
004856	11/20/2014 COX ELECTRONICS & COMMUNICATIONS 2-1709813 WS-SOURCE-COMPUTER LABOUR 2-1710744 WS-SOURCE-COMPUTER LABOUR	118.53 50.79 67.74	A/P	OUT-STD	11/20/2014
004857	11/20/2014 ENTRETIEN CHLORATECH INC. 101897 WS-SOURCE-ANNUAL CHLORINATI	2,033.02 2,033.02	A/P	OUT-STD	11/20/2014
004858	11/20/2014 GREENLAW'S GARAGE LTD. 342014 WS-#105-WIRE SET, SPARK PLUG	858.88 856.88	A/P	OUT-STD	11/20/2014
004859	11/20/2014 HYPERION RESEARCH LTD.	937.14	A/P	OUT-STD	11/20/2014

* - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 004899 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	54122 WS-SOURCE-AEROBIC SPORE COU	937.14			
004860	11/20/2014 JAMER MATERIALS LTD. 2766 WS-TRANS&DIST-BASE, RIP RAP	1,565.15 1,565.15	A/P	OUT-STD	11/20/2014
004861	11/20/2014 KENT BUILDING SUPPLIES 719805 WS-TRANS&DIST-PUMP HOUSE REI 733168 WS-TRANS&DIST-PUMP HOUSE REI 733218 WS-TRANS&DIST-PUMP HOUSE REI 750922 WS-TRANS&DIST-PUMP HOUSE REI 753915 WS-TRANS&DIST-PUMP HOUSE REI 757325 WS-TRANS&DIST-PUMP HOUSE REI 769915 WS-TRANS&DIST-CARRIAGE BOLTS 790041 SCD-DISPOSAL-FOAMULAR INSUL, I 790085 SCD-DISPOSAL-CABLE TIE, DISCHA	575.36 71.27 174.07 136.56 27.30 6.97 11.75 1.77 125.19 20.48	A/P	OUT-STD	11/20/2014
004862	11/20/2014 LASTING LEGACY CARPENTRY 323739 WS-PUMP HOUSE-ROOF REPAIRS	226.00 226.00	A/P	OUT-STD	11/20/2014
004863	11/20/2014 N. B. ELECTRIC POWER 35869807NOV14 WS-3119MAXWELLXING-BUILDING 53228902NOV14 WS-MAXWELLXING-PUMPS 53123617NOV14 SCD-STS-DECHLORINATION CHAME 53158875NOV14 SCD-STS-BUDD AVE LIFT STATION 53473043NOV14 WS-SOURCE-CHLORINE RESIDUAL 54807440NOV14 SCD-STS-158A MILLTOWN BLVD LIF 56356048NOV14 SCD-STS-18 RIVERSIDE DR LIFT ST. 61224002NOV14 SCD-STS-358A MILLTOWN BLVD LIF 61230004NOV14 WS-MAXWELLXING-PUMPS 76139807NOV14 SCD-STS-54 RIVERSIDE DR LIFT ST. 82291006NOV14 WS-SOURCE-RESERVOIR 84934906NOV14 SCD-STS-658A RIVERSIDE DR LIFT 84943406NOV14 WS-STS-TODD HILL RESERVOIR	8,734.13 845.21 347.24 122.12 3,263.63 26.01 27.45 31.71 1,121.73 2,348.60 87.06 215.83 138.58 158.26	A/P	OUT-STD	11/20/2014
004864	11/20/2014 PITNEY BOWES LEASING 111240874337* WS-TOWN HALL-POSTAGE METER I	808.48 808.48	A/P	OUT-STD	11/20/2014
004865	11/20/2014 PIZZA DELIGHT SEPTEMBER 20,2014 WS-TRANS&DIST-WATER BREAK ME	73.60 73.60	A/P	OUT-STD	11/20/2014
004866	11/20/2014 PUROLATOR COURIER LTD. 425451571 WS-SOURCE-TQ HYPERION RESEA	77.07 77.07	A/P	OUT-STD	11/20/2014
004867	11/20/2014 RESEARCH & PRODUCTIVITY COUNCIL 158051 WS-SOURCE-MICROBIOLOGICAL E) 158053 WS-SOURCE-MICROBIOLOGICAL E) 158062 WS-SOURCE-MICROBIOLOGICAL E)	665.23 229.39 229.39 206.45	A/P	OUT-STD	11/20/2014
004868	11/20/2014 RESOURCE SYSTEMS INC. 8E-5534 WS-SOURCE-REPLACEMENT ISO SI	3,316.48 3,316.48	A/P	OUT-STD	11/20/2014
004869	11/20/2014 SAINT JOHN LABORATORY SERVICES LTD. 781-14 SCD-DISPOSAL-TREAT PLANT LAB	1,458.59 1,458.59	A/P	OUT-STD	11/20/2014
004870	11/20/2014 SOUTHERN SANITATION LTD. 151842 WS-BUDDAVE-GARBAGE COLLECTI	115.94 115.94	A/P	OUT-STD	11/20/2014
004871	11/20/2014 THE PANEL SHOP 748-98-87 SCD-DISPOSAL-4 LEVEL REGULATC	836.20 836.20	A/P	OUT-STD	11/20/2014
004872	11/20/2014 WOLSELEY MECHANICAL GROUP 5959830 WS-TRANS&DIST-SERV SADDLES, F 5959831 WS-TRANS&DIST-SADDLE EPDM ZII 5959832 WS-TRANS&DIST-UTILITY PUMP, CC	5,800.56 4,600.29 345.58 854.69	A/P	OUT-STD	11/20/2014
004873	11/20/2014 XYLEM CANADA COMPANY 35580213788 SCD-DISPOSAL-SUMP PUMP REPAII	1,518.04 1,518.04	A/P	OUT-STD	11/20/2014

* - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 004899 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
004874	11/20/2014 CUSTOM EMBROIDERY PLUS C54	189.50 189.50	A/P	OUT-STD	11/20/2014
004875	11/28/2014 EMCO CORPORATION 2815114-00 2815655-00 2818740-00 2817847-00 2817988-00 2818404-00	6,887.70 1,068.90 320.12 248.88 1,387.93 1,580.69 2,280.17	A/P	OUT-STD	11/28/2014
004876	11/28/2014 GULLISON'S COURIER SERVICE 298305 298319 298338 298362 298363 298393 298410 298411 298428 298434 298451 298461 298500	440.70 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90	A/P	OUT-STD	11/28/2014
004877	11/28/2014 J&D ENTERPRISES 157128	140.12 140.12	A/P	OUT-STD	11/28/2014
004878	11/28/2014 JOHNSON LEE NOVEMBER132014	49.09 49.09	A/P	OUT-STD	11/28/2014
004879	11/28/2014 KEITH'S BUILDING SUPPLIES 136545	134.47 134.47	A/P	OUT-STD	11/28/2014
004880	11/28/2014 MEGA-LAB MANUFACTURING CO. LTD. 134593	242.95 242.95	A/P	OUT-STD	11/28/2014
004881	11/28/2014 N. B. ELECTRIC POWER 52557428NOV14 61204006NOV14 61236008NOV14	8,288.98 7,463.93 192.13 633.82	A/P	OUT-STD	11/28/2014
004882	11/28/2014 N.B. SOUTHERN RAILWAY COMPANY LIMITED 66483	113.00 113.00	A/P	OUT-STD	11/28/2014
004883	11/28/2014 PRINCESS AUTO 2440822	422.77 422.77	A/P	OUT-STD	11/28/2014
004884	11/28/2014 RESEARCH & PRODUCTIVITY COUNCIL 158719 159053	558.63 137.63 412.90	A/P	OUT-STD	11/28/2014
004885	11/28/2014 SELDON SMITH & SONS LIMITED 56848	5.18 5.18	A/P	OUT-STD	11/28/2014
004886	11/28/2014 SOURCE ATLANTIC 1883199 1883202 1536754 1936755 1947472 1947474 1E52019 1857514	1,109.77 411.84 62.15 145.77 105.66 107.29 114.92 108.48 36.07	A/P	OUT-STD	11/28/2014

* - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 004899 dated between 11/01/2014 and 11/30/2014

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	1957515	WS-TRANS&DIST-SOCKS	17.81			
004887	11/28/2014	TEED SAUNDERS DOYLE & CO.	1,243.00	A/P	OUT-STD	11/28/2014
	4503*	WS-TREASURY-2013 AUDIT	1,243.00			
004888	11/28/2014	WOLSELEY MECHANICAL GROUP	3,303.81	A/P	OUT-STD	11/28/2014
	5977330	WS-TRANS&DIST-SILENT GLOBE CT	1,785.40			
	5977331	WS-TRANS&DIST-BALL CORP VALVI	192.28			
	5977332	WS-TRANS&DIST-6" GATE VALVE	1,075.70			
	5680418	WS-TRANS&DIST-ZINC PLATED BOL	250.23			
004889	11/28/2014	WORLDLYNX	112.99	A/P	OUT-STD	11/28/2014
	13048IN22766*	SCD-CELL PHONE- HEAD SET	112.99			
		Cheque Totals Issued:	89,046.52			
		Void:	0.00			
		Total Cheques Generated:	89,046.52			
		Total # of Cheques Listed:	46			

* - Name on Check was modified

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

THAT Communication for Information, note and file, be adopted.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on December 4, 2014 be approved as circulated.

COMMITTEE MEETING
THURSDAY, DECEMBER 4, 2014 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ALSO PRESENT: Frank Godsoe, Town's Financial Advisor.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Booth and **SECONDED** by Councillor Harding that the agenda be approved as circulated. **CARRIED**

3. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

It was **MOVED** by Deputy Mayor MacEachern and **SECONDED** by Councillor MacDonald that the above-noted item be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

4. **ADJOURNMENT**

Council came out of closed session at 5:00 p.m., at which time it was **MOVED** by Councillor Booth and **SECONDED** by Deputy Mayor MacEachern that the meeting adjourn at 5:00 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, DECEMBER 4, 2014 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

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 December 10, 2014 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, DECEMBER 10, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – thirteen (13) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

It was MOVED by Councillor MacDonald and SECONDED by Councillor Harding that the above-noted eighteen (18) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor Allan MacEachern (Acting Mayor); Councillors Marg Harding, Mike Booth, Debbie MacDonald, and Jim Maxwell; Acting CAO Lee Johnson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Mayor John Quartermain.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Booth and SECONDED by Councillor Maxwell that the agenda be approved as circulated. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – The report of the NCO, RCMP was received and reviewed.

In addition to his report, Acting Sergeant Scott MacKenzie advised that November was a quiet month, and further advised that with the Christmas season approaching, road checks for potential impaired drivers will be ongoing for the next several weeks.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Councillor Booth

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.
- (iii) Animal Control Report – The Animal Control Report was received and reviewed.
- (iv) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.

The Property Manager clarified the comment in his report with respect to the Border Area Community Arena and advised that the Town Solicitor is drafting proper documentation to dissolve the Arena Board, and confirmed that Council has made no decision to date on the future of the Border Arena.

PARKS AND RECREATION - Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.

The “Mowing Outline and Recommendations” submitted by the Town's Horticulturist dated November 21, 2014 attached to the Director's report will be reviewed during the 2015 budget process.

- (ii) Report of the Garcelon Civic Center Manager – The report of the Garcelon Civic Center Manager was received and reviewed.

- (iii) Garcelon Civic Center – First Concert – The memo from the Garcelon Civic Center Manager dated December 4, 2014 was received and reviewed, and Council expressed its pleasure with the booking of the first concert with Nashville Country legend artist Sammy Kershaw, along with Georgette Jones and East Coast Country star Brian Mallery on May 24, 2014.
- (iv) Garcelon Civic Center – Student Customer Service Attendants & Lifeguards – The memo from the Garcelon Civic Center Manager dated December 4, 2014 was received and reviewed.

Vacancies will be filled as a result of a student resigning and a couple of students being accepted to participate in a mission trip overseas, with a job competition closing date of December 15, 2014.

- (v) Garcelon Civic Center – The Work Progress Update for the month of November 2014 from Kingsley Bailey, Project Manager, was received and reviewed.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern (Acting Mayor)

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for month of November 2014 – The cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 22, 2014.
- (iii) Waterfront Sculpture – Unbudgeted Expenditure – The memo from the Property Manager dated December 1, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 22, 2014 to authorize payment of the unbudgeted expenditures related to the delivery and set up of the sculpture from the Saint John waterfront to the St. Stephen waterfront.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor MacEachern (Acting Mayor) due to the Councillor vacancy

No items this month.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The report of the Public Works Department was received and reviewed.

Councillor Maxwell thanked Lee Johnson for his dedication and hard work during the past year and a half fulfilling the roles of Acting CAO and Director of Operations.

5. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 5:55 p.m. and returned to open session at 8:00 p.m., at which time it was **MOVED** by Councillor Booth and **SECONDED** by Councillor Harding that the meeting adjourn at 8:00 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, DECEMBER 10, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – thirteen (13) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Report of the By-Laws Office

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Councillor Booth

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Animal Control Report
- (iv) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office - with attachment:
 - Mowing Outline and Recommendations Report from the Town's Horticulturist dated November 21, 2014.
- (ii) Report of the Garcelon Civic Center Manager
- (iii) Garcelon Civic Center – First Concert – Memo from Garcelon Civic Center Manager dated December 4, 2014 attached.
- (iv) Garcelon Civic Center – Student Customer Service Attendants & Lifeguards – Memo from Garcelon Civic Center Manager dated December 4, 2014 attached.
- (v) Garcelon Civic Center – Work Progress Update for month of November 2014 from Kingsley Bailey, Project Manager.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of November 2014 – Memo from Assistant Treasurer dated December 3, 2014 with attachment:
 - Cheque Register
- (iii) Waterfront Sculpture – Unbudgeted Expenditures – Memo from Property Manager dated December 1, 2014 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Mayor Quartermain due to the Councillor Vacancy

No items this month.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of November 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.

Memo

To: Lee Johnson, CAO

From: Tim Tozer, Treasurer

Date: 05 December 2014

Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Includes additional items related to new Civic Center, old Arena, and former Clark Building.
 - C) Payroll processing (Bi-weekly).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
 - Month end completed to February 28, 2014.
 - Staff currently working extended hours to for completion of budget and month end procedures.
- 2) Statements of Revenue and Expenditures to September 30, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee meeting-November 12, 2014.
 - B) Royal Bank Representatives-November 19, 2014.
 - C) Group Insurance Broker-December 2, 2014.
 - D) Special Committee meeting-December 4, 2014.
 - E) Department Head budget review meeting-Transportation Services-December 5, 2014.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) Combined Sanitary and Storm Sewer Separation.
 - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
 - 3) Gas Tax Project-West and Dow Streets.
 - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
 - 5) Civic Center.
 - Includes preparation of capital budget.
 - Includes two new application related to Civic Center interim financing and long term financing.
 - Includes 2015 debenture cheques.
- B) 2014 HST audit for Revenue Canada.-In Progress.
- C) 2015 Budget-In Progress.
- D) Upgrade of accounting software.-In Progress.
- E) Civic Center financial controls.-In Progress.
- F) Storage space for accounting files from old Town Hall.-In Progress.

Tim Tozer, CPA, CMA
Treasurer
Town of St. Stephen

Public Works Report for November 2014

FROM: Lee Johnson Director of Operations
DATE: Dec. 02, 2014

1:Water system:

- a) Cleaned Gate Boxes.
- b) Repaired 3 water meters.
- c) Installed 2 new Gate valves.
- d) Repaired 1 Water Main.

2:Streets:

- a) Patched Streets .
- b) Hauled Winter Sand.
- c) Picked up Leaves and Twigs.
- d) Plowed ,Sanded and Hauled Snow..

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 1 Sewer Laterals was videoed.
- c) 1 Sewer Lateral was Rodded.
- d) 21 Sewer Mains were Flushed..
- e) Cleaned Grit Chambers..

**Report of the Parks
and Recreation Office
December 2014**

Parks

- I am waiting on some quotes to repair/replace lights at the Jake Donahue Park.
- I will have the Christmas tree installed at Cotton Mill Site during the week of December 1st, weather depending since the Works Dept will be assisting me.
- Brought in the last of the picnic tables and garbage cans for the season.
- Reviewing Turf Maintenance for Playing Fields tender that expired October 31st, 2014.
- Mowing Report from Jennifer Dow is attached for your information.
- Reviewing Salmon Falls Park lease.
- I have asked the Works Dept to help me close the gap between the fence and bandstand so people can't get through into the tennis court.

Recreation

- Working on 2015 budget.
- Attended Sport NB's Sport Summit November 21st and 22nd. St Stephen athlete Emily Dean won 2 awards, the President's Award and Female Athlete of the Year. Congratulations to her.
- Meeting in Saint Andrews Dec 4th and 5th to work on Recreation NB's 2015 Annual Conference which will be help in Saint Andrews/St Stephen.
- Attended facility management training at the Civic Center.
- Continue working on Jumpstart applications.
- Checking continuously on pool basement to make sure pipes don't freeze.

Arena

- Have spoken to several people interested in using the Border Arena, but nothing substantial yet.
- I have minimal heat on to keep plumbing from freezing.

Meetings

- FRPA
- Sport NB
- RNB
- Health and Safety
- Sport NB Awards
- Civic Center Manager

Michael O'Connell
Director Parks & Recreation

Town of St. Stephen

Park and Recreation Department

Mowing Outline and Recommendations

Submitted By: Jennifer Dow, Horticulturist

November 21, 2014

The Mowing crew, a staff of 3 students, started May 1.

The season started with spring clean-up which was much larger than usual, with substantial material on the ground due to the ice storm. The extended winter also brought large amounts of sand to the edges of lawns. The clean up was done over 3 weeks, with limited time and weather, the staff of 3 could not handle the work, resulting in the help from myself and 3 Hort. Assistants.

The clean up was completed on May 16th, with a total of 275 hours related to the clean-up. The mowing of turf started on the same day.

With the warmer temperatures this spring, we had perfect weather for growing turf. In addition to the mowing crew, myself and 1 Horticultural summer staff helped during the peak season. With these conditions, cutting takes longer during the spring growth flush.

Once we got through the initial growth flush, we followed a mowing schedule, cutting at heights between 2.75"-3.25". Taller grass produces deeper roots, which is the key for survival in hot, dry summer. This reduces stress on the plant and prevents burn out to the turf grass.

There was a total of 1556 turf maintaining hours over the 15 weeks of mowing (May 19 to September 1), with approximately 250 hours being over time. The remaining time was spent on garbage removal, trail maintenance and equipment maintenance.

Hurricane Arthur hit July 5th, it left behind a wake of tree damage and debris across the town. We removed fallen branches and cleaned up debris from lawn areas and within Dover hill Trail. Both the Mowing and Hort. Crew assisted in the clean-up, completed over the following weeks of Arthur with 328.5 hours

Staff completed online training sessions to become familiar with equipment and safety procedures www.wlstraining.com . This will be in place for future new staff and as a refresher for returning.

The mowing season for the town summer staff ended August 31. At that time, a local contractor took over for the fall season. At this of year, the grass begins to slow and go into dormancy; therefore mowing frequencies are less often.

Completing the fall mowing in house would be more cost effective and would allow for more management. The leaf clean-up should be done using a mower vs. a leaf blower that the contractors currently use. Mulching the leaves into the lawn has no detrimental effect on the turf health. The mulched leaves, in fact, help improve the soil conditions by adding beneficial organic matter.

The inventory of the Parks and Green Spaces continue to grow each year. Currently, we maintain 40 areas across the town which differs in size, location and classification. We spend countless hours to ensure that these places are maintained so that St. Stephen's residents and visitors can enjoy them. Of course, this work depends on such variables as weather conditions (too wet or too dry), large amounts of litter and staff and equipment.

Recommendations:

- With the limited time for clean-up, spring mowing, weather and staff availability- **additional staff is required**. Lending myself and horticulture staff does not help with getting horticultural duties done.
- **Another vehicle-** 1/4 ton, 2wd truck (additional truck and staff would give 2crews which would result in more area covered, less overtime)
- **Too many areas to mow-** private and leased properties, vacant lots. One in particular, Cotton Mill Site (NB Power), very large area, it take 3 staff and 4-5 hours to complete. Consider adding to upcoming Playing Field Contract
- **No staff available for fall mowing season.** Instead of contracting, hire a seasonal casual. This could be the additional staff used over the summer months.
- **Additional zero-turn mower.** Over this season, we had a few mechanical problems which lead to us operating with 1 mower. This caused a slow on the mowing; with the extra mower we would not have this down time.

Over all the season went well, looking past the struggles and long hours. The staff was hard working, reliable and took great pride in their work. They lived up to my expectation and then some, the town could not have asked for a better crew.

In my 17 years working for the Town, think the Parks looked their best this year. Having all the maintenance done in house allowed us to have more control such as mowing schedules, the lack of grass clipping in the flower beds and clipping left on the lawns.

This was completely new for me and the staff, not fully knowing the work involved, it was overwhelming at times. Having this added to my already large work load with Flowers and Parks it was definitely stressful at times but I was committed to doing the job and doing it well. I feel with added extra staff and equipment in the upcoming season, it will be an improvement on time management and work load.

I am looking forward to another season.

Mowing

Mowing strategies are influenced by many factors: the rate of turf growth, the availability of the mowing crew and the weather. But our mowing decisions should also consider the plant's life cycle, health and growth factors.

To keep the turf grass healthy, strategies were used to reduce plant injury. Mowing improperly can cause rips, tears or cuts in the plant and increase its susceptibility to disease. Damage to plant tissue reduces the plant's ability to photosynthesis.

Methods used to avoid plant damage:

- Mower blades were kept sharp- reduces shredding of the turf grass
- Avoided mowing during extremely dry periods – reduces stress on the plant, which is already under stress from drought conditions.
- Avoided mowing in extremely wet conditions – as a mower turns, the tires can tear out the grass. The soils are also more prone to compaction.
- Mowing patterns were changed. Turf grass is stressed by constant repeated mowing patterns.

Grass clippings and leaves

Grass clipping and mulched leaves can provide benefits for the soil and the turf grass plants, but they must be managed in a way that is healthy for the turf grass.

- Leaving clippings equal to 1 application of Nitrogen/year and reduce fertilizer needs
- Helps retain moisture.

Equipment purchased and used over the 2014 mowing season

- Gas Powered Zero-Turn Mowers, 48" cutting deck – 2 (1 w/ bagger)
- Gas Powered Push Mower w/ Bagger - 3
- Gas Powered Trimmers - 3
- Gas Powered Leaf Blower - 1
- Galvanized, 16' tandem trailer - 1
- Rear-mounted rotary spreader - 1

Classification	Frequency	Areas Mowed
Class A -includes high profile areas	Weekly	Traffic Circle Former DOT site Loyalist Cemetery WT Booth Pool Centennial Park Doverhill Park Elm Park
Class B -includes downtown area, playgrounds and municipal properties	1x every 2 weeks	Kings Court Arena Grounds Young St. Green Chocolate Park Waterfront VIC NB Power Dam Site* Bog Area Milltown Boat Landing Salmon Falls RCMP Grounds Kiwanis Park Cove Park Milltown Blvd Median Memorial Park & Cannon Area Royal Bank/Pizza Delight Lot Clark Building
Class C -Includes median stripes and green spaces	1x every 3 weeks	King Street Median Union St. to King St. Median Hawthorne St. Median South side of Money Saver Abbott St. Tot Lot Gateway Park Milltown Blvd Median Bell Subdivision Green Space Pleasant St. Green Space Rushton St. Green Space
Class D -includes walking trail, parking lots and vacant municipal parcels	Monthly	Water Front Parking Area Heritage Parking Lot Boat Landing Budd Ave. Lagoon (Walking Trail) Milltown Lagoon* St. Stephen Pool 74 Queensway* Milltown Blvd. (side hill)*

NOTE: Depending on the frequency of use, each type of turf area may be moved up or down in priority

St. Stephen Fire Department Report for November 2014

Alarms for November were: Town Alarms were:	7	
Out of Town Alarms	3	
Mutual Aid –Rural Fire	1	
Total	11	

Alarms are described as :	# of firefighters	hours
1. Alarm System Activation 4	44	59
2. Power Lines Down 2	18	23
3. Mutual Aid 1	10	25
4. Assist Public 1	5	5
5. Motor Vehicle Accident 2	25	39
6. Structure 1	12	18

During the month of November the fire department dispatched 59 calls.

Fire Department Activities :

1. Monthly Meeting of the Fire Department
2. Santa Claus Parade.
3. Meeting of Fire Department Instructors
4. Members attended 2 funerals ; Kirk Lord , St. Andrews

Wade Simmonds , St. Andrews

The fire department provided station coverage for St. Andrews as well as members participated in the Honor Guards at both funerals

5. Sixteen members participated in Remembrance Day Ceremonies

Fire Chiefs Activities:

1. Monthly meeting of the fire department
2. Monthly meeting of committee
3. Meeting of fire department instructors
4. Driver/ Dispatcher 10 shifts
5. Two funerals
6. Meeting of the JHS Committee

TOWN of ST. STEPHEN

By-Law Enforcement

73 Milltown Blvd. St. Stephen NB. E3L-1G5

NOVEMBER REPORT

2014

To: CAO – Town of St. Stephen

Please find enclosed my report for November By-Law –Enforcement.

We handled 22 calls

2 Complaints of Unsightly Premises

2 Assist General Public (Dr. Burbine), overnight parking

1 Parking permit application for Bone Physiotherapy, follow up with her parking space allotment

11 assist other dept. 2 Building, 9 for snow blocking sidewalks

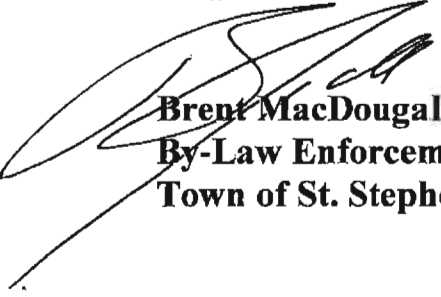
2 Complaints of barking dogs

1 Complaint of unruly tenant

1 Complaint of excessive water in back yard, (Russell) file has been concluded

2 Parking complaints Library and Watson

Respectfully submitted



Brent MacDougall
By-Law Enforcement Officer
Town of St. Stephen

TOWN of ST. STEPHEN

Building Inspection Services

73 Milltown Blvd. St. Stephen NB. E3L-1G5

NOVEMBER REPORT 2014

BUILDING INSPECTION

The month of November brought in a total of 5 (five) ***Building Permits*** which represents in **\$60,900.00** building costs.

We issued no ***Stop Work Orders*** in the month November. This office has **3 (three)** current properties we are dealing with under the ***Unsanitary By-Law S-12***

Our office dealt with and has filed **3 (three) Occurrence Reports** and recorded **7 (seven) Building Inspection Reports**. **Zero (0) Electrical Waivers** were issued.

It should be noted that prior to issue of a building permit a pre-site inspection is conducted to determine if a building permit is needed. All permits are based on the individual pre-inspection of the proposed work. If needed a plan review is conducted, (many instances do not warrant a permit as the work may be deemed maintenance only), and ongoing inspections are conducted throughout the construction period.

Respectively Submitted

Manzer Young
Building Inspector
Town of St. Stephen

Town of St. Stephen
Property Management Report

November 30, 2014

Report on Town Buildings

A. OLD TOWN HALL

- The Town's Finance Department's paperwork has been relocated to a secured location.

B. RCMP BUILDING

- Contract pricing for new window vertical blinds to be installed next year will be completed in the near future. Also, obtaining prices for new floor tile in offices.

C. VISITOR INFORMATION CENTRE

- Heat pumps have been repaired, and as noted last month, the building has been winterized and shut down for the season.
- Moved old large safe to cash office at the Garcelon Civic Center.

D. LIBRARY

- Working on repairs to cracked cement wall which has caused water leakage.

E. WILLIAM T. BOOTH COMMUNITY POOL

- Repairs are required next year as outlined in the insurance inspector's report.

F. BORDER AREA COMMUNITY ARENA

- The Town Solicitor is drafting proper documentation to close the arena.

G. TOWN WHARF

- The wharf is closed for the season.

H. GIDDENS MEMORIAL AIRPORT

- Repair to runway lights is ongoing – six (6) new lights were ordered.

I. FIRE HALL

- Repairs to fire alarm and boiler system were completed.

Respectfully submitted,
Kingsley Bailey, Property Manager

Town of St. Stephen
Development Office Report
November 30, 2014

- Ongoing communications/meetings with a new investor who is interested in constructing a new building at the Giddens Memorial Airport for a new business.
- Checked on two (2) unsafe buildings.
- Two (2) unsafe buildings have been demolished.
- Working with Building Inspector and By-Law Enforcement Officer on various reports.
- Working on the final draft of the Health and Safety manual for the Town of St. Stephen which will be for review and approval at a future meeting.

Meetings

WHMIS (Workplace Hazardous Materials Information System)

Health and Safety

Team Management

Respectfully submitted,

Kingsley Bailey, Development Officer

Garcelon Civic Center Manager

Monthly Report

November 2014

Administration:

- Staff continue to work on the data entry of the new facility management system. To date, all memberships have been added, rentals are being added, and preparation for the upcoming winter swimming lesson registration is being completed.
- Payment processing are in place and ready despite troubleshooting various computer, internet, and equipment malfunctions. Front desk controls are being finalized to align with the facility scheduling software procedures.
- The Marketing and Business plan for the facility continues to be fine-tuned with more research being done on the sport tourism and events sector with the support of the GCC Task Force Group.
- All staff have been undergoing orientation and training through the month that included completing Certified Pool Operators Course, WHIMIS, MaxGalaxy, and in-house sessions.
- Job posting for student lifeguards and customer service attendants was posted. The competition closed on December 15.
- Budget preparations for 2015 is ongoing.
- Various social media updates were completed throughout the month. The Facebook page now has 1810 likes. The site has been very active and is a great tool for Staff to share updates.
- Interior signage to recognize sponsors and way finding for the facility has been installed throughout the building.
- An agreement for exclusive sale of Coke-Cola products was finalized this month.
- The canteen and catering operator starting operating mid-November. Temporary liquor permits were obtained to allow for the serving of liquor at a couple of Aces games while the permanent application is being processed.

Aquatic & Fitness Center:

- This month saw the opening of the aquatic and fitness center on November 24th. The hours offered are being phased in as staff training and construction deficiencies are being addressed. The hours expanded on December 1 and we will continue to work towards the planned hours of operation as soon as possible.
- Planning is underway for our first winter session of swimming lessons. Information on how and when to register is being finalized.
- Fitness Orientation sessions are being offered to new members and are being led by our trained volunteers.
- Special promotional gift cards and New Year's membership packages are being developed.
- Membership sales continue to increase now that the Aquatic and Fitness Center are open.

Culture, Community, & Conference Center:

- The Culture, Community & Conference Center was also busy this month as we hosted several opening events and other community rentals.
- The Opening Open House event and Santa's Arrival held on November 22 was a success with lots of people in attendance. It was a great day to show case the facility and the much anticipated pool and fitness center.
- A media event was held on the 20th where all level of government came together to celebrate the opening of the facility with sharing a few words and a ribbon-cutting.
- A donor event held on November 29 for those that made financial contributions to the facility were thanked.
- The facility also hosted the Boys & Girls Club for their RBC Sport Day Event where families enjoy a free swim and skate.
- The facilities first concert is being finalized for spring of 2015. Ticket sales are expected to start the second week of December.
- The facility will host a number of holiday parties in December including the Mayor's Levee on January 1.
- The incomplete upper kitchen and canteen is impacting rentals and catering offerings.

Quartermain Arena & Walking Track:

- The Quartermain Arena & Walking Track also continues to keep busy with utilization at approximately 80%.
- This month saw the hosting of two High School tournaments one for the Lady Spartans and one for the Spartans.
- The walking and jogging track continues to be a big hit with many community members utilizing the track several times a day. The track hours over the course of the month of were expanded to 6:00am-10:00pm Monday-Sunday.

Meetings:

- Advising Commission Meeting: November 8
- Committees Meeting: November 10
- Event Planning Meeting: November 3

Respectfully Submitted by,

Natalie Reid

Garcelon Civic Center Manager

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

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” – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT 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” be given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



**Royal Canadian Mounted Police
St. Stephen Municipal Post
West District**

**POLICE REPORT
November 2014**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **November 1, 2014 to November 30, 2014 inclusive**. During this time period, the RCMP responded to 158 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	3
Tickets issued	5
Traffic Collision	10
Warnings issued	1

PROVINCIAL STATUTES:

False Abandoned 911	3
Mental Health Act	1
Liquor Act	1
Youth Criminal Justice Act	3
Motor Vehicle Act - Other	1
False alarms	3
Dangerous Driving	1

CRIMINAL CODE:

Assault	8
Break and Enter Residence	3
Careless use of a firearm	2
Disturbing the peace/Causing a disturbance	2
Fail to comply with probation	4
Impaired operation of motor vehicle	3
Mischief damage to and/or Obstruct Enjoyment of Property	11
Other theft under \$5000	2
Uttering threats against person	3
Fraud through mail	1
Criminal Harassment	1
Fraud	2
Possession of property obtained by crime	1
Sexual Interference	1
Fraudulent register title	1
Harassing phone calls	1
Fail to comply with undertaking	5

OTHER FEDERAL STATUTES:

Possession schedule VIII – cannabis	0
Importation/Exportation – schedule II – cannabis	0
Trafficking – Schedule I – other CDSA	1
Trafficking – Schedule II – Cannabis	1

OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	0
Assistance to Canadian Provincial Department	0
Assistance to General Public	5
Assistance to Canadian Federal Department	1

OTHER INVESTIGATIONS:

Crime Prevention	2
Items/lost found	2
Police Certificates	55
Suspicious person	2
Municipal Bylaws	1
Person Reported Missing	4
Information file	1

(Scott MacKenzie), A/Sgt.
Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT - CHIEF ADMINISTRATIVE OFFICER

WHEREAS the Council of the Town of St. Stephen and Derek O'Brien have negotiated terms of an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen appoints Derek O'Brien as the Chief Administrative Officer for the Town of St. Stephen commencing January 5, 2015, and authorizes the Mayor and Town Clerk to execute the Employment Agreement between The Town of St. Stephen and Derek O'Brien in the form presented to Council.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

WATERFRONT SCULPTURE – UNBUDGETED EXPENDITURES

WHEREAS the Council of the Town of St. Stephen previously agreed by resolution at its meeting on June 24, 2013 to participate in the creation of an International Sculpture Trail between New Brunswick and Maine;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes unbudgeted expenditures in the amount of \$3,897.91 (three thousand, eight hundred and ninety-seven dollars and ninety-one cents), including HST, related to the delivery and set up of the sculpture from the Saint John waterfront to the St. Stephen waterfront, and payable as follows:

Milltown Trucking Company Limited	\$ 678.00
Southwest Concrete & Const. Ltd.	\$2,671.89
Source One Supplies	\$ 36.27
Kent Building Supplies	\$ 377.35
Keith's Building Supplies Limited	\$ 134.40

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER CONFERENCE/MEETING ROOM RENTAL FEES & GUIDELINES POLICY – AMENDED

THAT the Council of the Town of St. Stephen approves the amended Garcelon Civic Center Conference/Meeting Room Rental Fees & Guidelines Policy No. 62 – A attached.



TOWN OF ST. STEPHEN

POLICY

Title: Garcelon Civic Center Conference/

Policy No. 62 – A

Meeting Room Rental Fees & Guidelines

Page 1 of 9

Original Effective Date: April 28, 2014

Amendment Effective Date: December 22, 2014

(Original Approved by Council: April 28, 2014)

(Amendment Approved by Council: December 22, 2014)

1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the conference/meeting rooms of the Garcelon Civic Center shall operate.

2) Authority:

It shall be the policy of the Town of St. Stephen to confer upon the Garcelon Civic Center Manager the authority and responsibility for implementation of the fees and guidelines as contained herein.

3) Definitions/Terms:

- *Renter: refers to the organization or individual customer of the Town of St. Stephen Garcelon Civic Center.*
- *Manager: refers to the Garcelon Civic Center Manager.*
- *Town: refers to the Town of St. Stephen.*
- *Advising Commission: Garcelon Civic Center Advising Commission.*
- *Council: Town Council of St. Stephen.*
- *Civic Center: Garcelon Civic Center.*

4) Responsibilities:

It shall be the responsibility of the Town to manage, and allocate room rentals for the Garcelon Civic Center.

Council Shall:

- Approve fees and operations policies.

Garcelon Civic Center Advising Commission Shall:

- Advise and provide recommendations to the Manager on fees and operations policies;
- Participate in regular review of fees.

Garcelon Civic Center Manager Shall:

- Ensure compliance with the Conference/Meeting Room Rental Policy;
- Review and recommend to Council any changes or amendments to the Conference/Meeting Room Rental Policy;
- Review and recommend to Council and Advising Commission all fees;
- Analyze and evaluate all proposed fees.

Garcelon Civic Center Staff Shall:

- Ensure compliance with the policy;
- Participate in regular review of fees.

5) Hours of Operation:

a) Monday – Sunday 8:00am-1:00am

b) Holidays:

- The facility **will** remain open for All Statutory holidays, unless otherwise stated
- December 24: closing at 12:00pm for remainder of the day.
- December 25: closed all day.
- December 26: closed all day.
- January 1: closed all day.

c) Other times may be arranged upon mutual agreement of the Manager and the Renter.

6) Rates (taxes included):

a) Business/Private Rate Categories:

Room	Per Hr.	Per Half Day (4 hrs.)	Per Day (8 hrs.)	Full Day Rate
LK Toombs Chartered Accountants Conference Room 205 (includes access to balcony)	\$ 30	\$ 90	\$ 150	\$ 210
QM Construction Ltd. Conference Room 206	\$ 30	\$ 90	\$ 150	\$ 210
The Halstead Conference Room 207	\$ 30	\$ 90	\$ 150	\$ 210
Full Conference Room * (Rm 205,206, & 207)	\$ 80	\$ 240	\$ 360	\$ 450
Two Conference Rooms (combination of 205, 206, or 207)	\$ 55	\$ 180	\$ 240	\$ 300
Small Boardroom 026	\$ 20	\$ 60	\$ 120	\$ 180
Moosehead Boardroom 028	\$ 35	\$ 95	\$ 155	\$ 215
Rotary Club of St. Stephen-Milltown Reception Area 203	\$ 20	\$ 60	\$ 120	\$ 180
Daryl Spires & Chris (McSorley) Spires Pool Viewing Room 214	\$ 20	\$ 60	\$ 120	\$ 180

*All three conference rooms combined.

b) Non-Profit/Youth Rate Categories:

Room	Per Hr.	Per Half Day (4 hrs.)	Per Day (8 hrs.)	Full Day Rate
LK Toombs Chartered Accountants Conference Room 205	\$ 27	\$ 81	\$ 135	\$ 189
QM Construction Ltd. Conference Room 206	\$ 27	\$ 81	\$ 135	\$ 189
The Halstead Conference Room 207	\$ 27	\$ 81	\$ 135	\$ 189
Full Conference Room * (Rooms 205,206,and 207)	\$ 72	\$ 200	\$ 139.50	\$ 405
Two Conference Rooms (combination of rooms 205,206, and 207)	\$ 54	\$ 162	\$ 216	\$ 270
Small Boardroom 026	\$ 18	\$ 54	\$ 108	\$ 162
Moosehead Boardroom 028	\$ 31.50	\$85.50	\$ 139.50	\$ 193.50
Rotary Club of St. Stephen-Milltown Reception Area 203	\$ 18	\$ 54	\$ 108	\$ 162
Daryl Spires & Chris (McSorley) Spires Pool Viewing Room 214	\$18	\$ 54	\$108	\$ 162

*All three meeting rooms combined.

c) Special Rates:

Function	Rate
Weddings: 9am to 1am (includes full conference room, balcony access, crush area, projector, drop down screens, microphones, table and chair set-up, and next morning clean-up by 9am).	\$600

d) Additional Fees:

- I. Rental Deposit: is required with weddings and large events in order to hold the date.
- II. Damage Deposit: is required in the form of cash or cheque made payable to the Town of St. Stephen.

e) Equipment Fees:

Equipment	Fee* (taxes included)
Podium	Complimentary
Stacking Chairs	Complimentary
Flip Charts	Complimentary
Flip chart paper pads	\$15/each
Projector & Drop down screen**	\$15
Portable Smart Board	\$15
Microphones**	\$15
Table Linens	\$6/each
Smart Board***	\$15
Tables	Complementary

*Prices area charged on a per day usage; **Available conference meeting room 207 and 205; *** Available in the Halstead Conference 028.

- f) Rates are subject to change without notice.
- g) When the facility is being booked for a major event, the Manager will have the ability to negotiate a specialized contract agreement. Approval shall be in writing and signed off by the Manager and the Chief Administrative Officer.

7) Booking/Payment:

- a) Bookings are on a first come, first serve bases, and are to be made through the Manager or designate.
- b) All individuals renting the facility must complete and sign rental agreement.
- c) A rental deposit equal to one hour rental rate is due at the time of the booking. Users must complete facility rental agreement and pay in full the established fees at least

three (3) weeks prior to the event or the booking shall be considered cancelled and the deposit forfeited.

- d) In the case of large functions (i.e. weddings and parties) a damage/rental deposit of \$250 is due at the time of the booking. The rental fee is to be paid and the rental agreement signed sixteen (16) weeks in advance of the booking, otherwise the booking is considered cancelled and the deposit forfeited.
- e) Deposit can be made in the form of cash or cheque and will be released after the event providing no damages or extra clean up services have been assessed, and all payments have been received. The deposit will be released within five (5) businesses days.
- f) Rental requests less than three (3) working days from the rental date are subject to staff availability.
- g) Payments will be accepted between the hours of 9am – 5pm Monday through Friday. A receipt shall be issued for all payments.
- h) Payments are to be payable to the “Town of St. Stephen”.
- i) Cash, cheque, and debit payment accepted.

8) Cancellations:

- a) In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Manager or designate fourteen (14) business days before the rental date. Otherwise, the rental fee shall be forfeited, and only the deposit will be refunded; excluding large functions such as weddings/parties.
- b) In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Manager or designate six (6) weeks before the rental date. Otherwise the rental fee will be forfeited and only the deposit will be refunded.
- c) Bookings for less than five (5) hours may be subject to cancellation if the Garcelon Civic Center receives a full day booking.
- d) The Town reserves the right to cancel a booking at any time, with or without cause, and to change schedules to accommodate special events. Users will be advised of these events in advance.

9) Processing/Allocation of Rentals:

- a) Bookings are on a first come, first serve bases, and are made through the Manager or designate.

10) General Rules, Regulations, Terms, and Conditions:

- a) Catering:

- i. The facility has exclusive onsite concession and catering services for patrons and renters.
- b) Cleaning:
- i. After the function, the client will be required to remove all decoration and personal items from the facility by the end of the rental period.
 - ii. Tables must be emptied of garbage, dishes etc.; linens from the facility may remain on the tables.
 - iii. All garbage must be placed in garbage bags; users are not responsible to remove the garbage from the building.
 - iv. Users are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.
- c) Equipment:
- i. Use of furniture or equipment within the building must be approved prior to the event by the Manager.
 - ii. No equipment (tables, chairs etc.) is permitted outside the building.
 - iii. Specific requirements for audio visual equipment must be confirmed at the time of the booking. Equipment is available on a first come, first serve bases. Clients are welcome to bring their own equipment.
- d) Alcohol Use and Liquor License:
- i. The Town of St. Stephen owns the liquor license for the Garcelon Civic Center. No one is permitted to bring their own liquor; bought or homemade. Any users requiring liquor for any function must advise the Manager at the time of the booking.
 - ii. No alcoholic drinks are allowed outside the facility, including the parking lot area. The bar is cash only.
 - iii. No charge for bar service.
- e) Décor:
- i. When decorating, the following is NOT permitted:
 - Tape (scotch, packing, and duct) mac tack, poster putty, nails, push pins or tacks of any kind. The only acceptable tape is the green/blue painters tape.
 - No confetti or rice in or around the facility or parking lot. This includes held confetti/streamer poppers.
 - The use of open flame devices and candles are not permitted.

- Decorations and any equipment used during the event must be removed immediately.
- No foreign substances are to be placed on the floor, i.e. powdered wax, sand, etc. or any other substance used for dancing. "Smoke" or "Fog" machines are not permitted.

f) Smoking:

- i. No smoking is permitted inside the facility, in compliance with the New Brunswick Provincial "*Smoke –Free Places Act*". No smoking is permitted outside within 30 meters of the entrances or exits.

g) Noise:

- i. Under the Town of St. Stephen's By-Law No. S-1 Respecting Disturbance by Noise, a person may seek to obtain a function permit and shall make application in writing to Council thirty (30) days in advance of the function.

h) Loss of Rental Privileges:

- i. Repercussions for failing to adhere to the established policies includes:
 - Future scheduled time(s) will be revoked for use by the group(s) in question.
 - Cost of the repairs or damage done to the facility will be billed to the group or associations for payment.
 - Future rental agreements will be ceased until payment is received for additional costs.

i) Other:

- i. Only Persons 19 years of age or older may rent the facilities and identification shall be required.
- ii. The rental group is responsible for all equipment, including damaged, lost or stolen items, and agrees not to hold the Town of St. Stephen responsible for any injury or loss of personal belongings. The rental group agrees to indemnify and save harmless the Town of St. Stephen of and from any and all manner of claims, damages, loss, costs, and charges whatsoever occasioned to, or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect of any matter or thing in consequences of or in connections with or arising out of the rental group's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from on account of the same, The rental group's covenants for indemnity

herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, his or its servants or agents, and by reason of any insufficiency in said structure and whether or not same have been approved by the Town, its servants or agents.

- iii. The rental group will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises or which may make void or voidable any policy of insurance, but in such event the rental groups shall thereupon pay the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
- iv. The rental group shall, during the term of their rental, ensure all fire exits of the said premises are kept open and clear from obstructions.
- v. It is the responsibility of the group to be aware of the equipment and supplies available at the facility as their location.
- vi. The personal information gathered relating to the rental is subject to the *New Brunswick Right to Information and Protection of Privacy Act*. Information collected will only be used for the purposes in which it is collected.
- vii. Any deviation to the rental fees and guidelines contained herein established shall be referred to the Town Council of St. Stephen.
- viii. Larger functions such as wedding and events may be required to provide proof of general liability coverage, subject to the discretion of the Manager.

Approved: _____

Town Clerk

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER AQUATIC CENTER OPERATIONS & RENTAL RATES
POLICY - AMENDED**

THAT the Council of the Town of St. Stephen approves the amended Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy No. 64 – A attached.



TOWN OF ST. STEPHEN

POLICY

Title: Garcelon Civic Center Aquatic

Policy No. 64 - A

Center Operations & Rental Rates

Page 1 of 16

Original Effective Date: July 28, 2014

Amendment Effective Date: December 22, 2014

(Original Approved by Council: July 28, 2014)

(Amendment Approved by Council: December 22, 2014)

1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the Aquatic Center of the Garcelon Civic Center shall operate.

2) Authority:

It shall be the policy of the Town of St. Stephen to confer upon the Garcelon Civic Center Manager the authority and responsibility for implementation of the rates and guidelines as contained herein.

3) Definitions/Terms:

- *Renter: The organization or individual customer of the Town of St. Stephen's Garcelon Civic Center.*
- *Manager: The Garcelon Civic Center Manager.*
- *Town: The Town of St. Stephen.*
- *Advising Commission: Garcelon Civic Center Advising Commission.*
- *Council: Town Council of St. Stephen.*
- *Civic Center: Garcelon Civic Center.*
- *Aquatic Supervisor: Aquatic Center Supervisor.*
- *Student: ages 12 to 18 or student ID card.*
- *Adult: ages 19 to 59.*
- *Seniors: ages 60 plus.*

- *Family: individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof.*
- *Youth: ages 2-11. Under 2 free with the exception of programs (lessons).*
- *Bather Load: The number of users in the water and on the pool deck at a given moment or during a specific period of time. The maximum load allowed is regulated in public pools and spas.*

4) Responsibilities:

It shall be the responsibility of the Town to manage, allocate, and distribute aquatic rental, memberships, and programs for the Civic Center.

Council Shall:

- Approve rates and operations policies.

Garcelon Civic Center Advising Commission Shall:

- Advise and provide recommendations to the Manager on rental rates and operations policies;
- Participate in regular review of rates.

Garcelon Civic Center Manager Shall:

- Ensure compliance with the Aquatic Operations and Rental Rates Policy;
- Review and recommend to Council any changes or amendments to the Aquatic Operations and Rental Rates Policy;
- Review and recommend to Council and Advising Commission all rates;
- Analyze and evaluate all proposed rates.

Garcelon Civic Center Staff Shall:

- Ensure compliance with the policy;
- Participate in regular review of rates.

5) Season Schedule:

- a) The Aquatic Center season schedule is a year round operation. The Aquatic Center will close for annual maintenance once annually at a time and duration to be determined by the Manager.
- b) The Aquatic Center and the outdoor W.T. Booth Community Outdoor Pool will work in cooperation during the summer months (June-August) to maximize use of both facilities through the programs and services offered.

6) Hours of Operation (Aquatic Center):

- a) Monday – Friday: 6:00am-9:00pm.
- b) Saturday: 8:00am-9:00pm.
- c) Sunday: 12noon-9:00pm.
- d) Holidays:
 - The facility will remain open for all Statutory holidays, unless otherwise stated:
 - December 24: closing at 12:00pm for remainder of the day.
 - December 25: closed all day.
 - December 26: closed all day.
 - January 1: closed all day.
- e) The Town reserves the right to adjust the hours of operation to meet seasonal and operational demands. Adjusted times shall be posted.

7) Aquatic Center Amenities:

a) Therapy Pool and Slide:

- The therapy pool is a shallow, roughly square-shaped pool with a maximum depth of one point zero six (1.06) meters. It is designed for gentle movement, stretching, creative play and preschool instruction. Entry is via a series of sloped graduated steps with secure handrails for ease of access. It is kept at a slightly warmer water temperature than the leisure pool, with multiple massage jets along a relaxation bench. The therapy pool is also equipped with an Avalanche deck-top twister slide.
- Bather Load (including/excluding slide use): 48 persons.

b) Leisure Pool (25 meter 6 lanes):

- The leisure pool is specifically designed for leisure activities, such as lane swimming, aquatic fitness, swim instruction and recreational swims. The leisure pool is twenty-five (25) meters long, by thirteen (13) meters wide. It may be divided using six (6) swim lanes length-wise or by a boundary rope width-wise, located at the drop-off point. Entry stairs in the shallow end and inset ladders in the deep-end allow for gradual entry. The shallow end is one point two (1.2) meters in depth sloping to a final depth of three (3.0) meters in the deep end.
- Bather Load: 143 persons.

c) Dry Sauna(s):

- A dry sauna is a room designed to provide a dry heat session which would promote a bather to perspire.
- Occupancy Load: 6 persons/sauna.

d) Full Aquatic Facility Occupancy Load:

- Bather Load: 191 persons. This includes persons on the pool deck.

8) Rentals:

a) The pool rental rate(s) below are applicable for either the leisure pool or the therapy pool (includes use of the slide, if required).

b) Business/Private Rentals (taxes included):

Bather Numbers	Hourly Rental Rate One Pool Option (Leisure or Therapy)	Hourly Rental Rate Two Pool Option <small>Hourly Rental Rate Both Pools (Leisure or Therapy)</small>
1-25	\$95	\$155
26-50*	\$115	\$195
51-75	\$135	\$235
76-100	\$155	\$275
100 Plus**	\$175	\$315

(*Therapy pool capacity 48 bathers)

(**191 full Aquatic Facility Bather Load maximum)

c) Non-Profit/School Rentals (taxes included):

Bather Numbers	Hourly Rental Rate One Pool (Leisure or Therapy)	Hourly Rental Rate Two Pool Option (Leisure & Therapy)
1-25	\$65	\$115
26-50*	\$85	\$155
51-75	\$105	\$195
76-100	\$125	\$235
100 plus **	\$145	\$275

(*Therapy pool capacity 48 bathers)

(**191 full Aquatic Facility Bather Load maximum)

d) Swim Team/Competitive Clubs (taxes included):

Pool (Leisure only)	Rental Rate
Lane	\$7.50/lane
Pool Rental	\$45/hour

- Rental rates are subject to change without notice.
 - Pool splitting will be considered by the Aquatic Supervisor and Manager on a case by case basis.
 - When the facility is being booked for a major event, the Manager shall have the ability to negotiate a specialized contract agreement. Approval shall be in writing and signed off by the Manager and the Town's Chief Administrative Officer.
- e) Bookings:
- i) All rentals are first-come, first-served and require approval by the Garcelon Civic Center Staff.
 - ii) All renters must read and sign acknowledgement of facility rules. Non-compliance during the rental will result in cancellation of the rental without refund.
 - iii) Rentals must be made three (3) weeks in advance. Rentals can potentially be made after that point up to three (3) days prior to the desired rental date, dependent on staff availability.
 - iv) Bookings that are less than three (3) hours in duration are subject to cancellation in the event of an all-day rental (Swim Meet, etc.)
- f) Booking Payments and Billings:
- i) Casual users or those not pre-approved for monthly billing will pay at the time of the rental.
 - ii) An invoice will be mailed to regular users monthly, who are pre-approved by the Town for monthly billing. Late payment charges of twenty-five dollars (\$25.00) per month, compounded monthly, will apply to all invoices outstanding more than fifteen (15) days. Cheques which are returned by the bank will be subject to a twenty-five dollar (\$25.00) administrative fee.
 - iii) Payments may be accepted Monday to Friday 9am-5pm. A receipt will be issued for all payments. Debit, cash, and cheques accepted. Cheques payable to the Town of St. Stephen.
 - iv) Returned/Declined payments will result in an administrative charge and must be paid in full before access to the area will be granted. Returned payments are subject to twenty-five dollar (\$25.00) administrative fee. The Administrative Clerk, Programs and Marketing Coordinator can assist members with special arrangements.

g) Booking Cancellations:

- i) The facility will normally remain open during periods of inclement weather. It is the responsibility of the user(s) to decide whether or not to cancel pool time and to notify their members; however, users will still be charged for their allotted pool time, unless a decision to close the facility is made by the Manager.
- ii) The Town reserves the right to cancel the daily schedule or any reserved/booked times upon notification, or by reason beyond the control of the Town, (weather, power outages, pool fouling, major incident, mechanical failure, or any other unforeseen conditions). Any monies paid for cancelled pool times by the Town will be refunded or credited to the account or not be charged to the user.
- iii) Advance notice of **at least seventy-two (72) hours is required for an increase in attendees** into a higher capacity bracket and/or to add the use of the slide on the rental. This is to ensure adequate safety and supervision for all attendees.
- iv) If pool time needs to be cancelled by a user at any time, the user must notify the Manager, or designate **at least seventy-two (72) hours prior to the time being cancelled**. In the event cancellation notice is not received by the Manager or if the facility staff is unable to rent this time to another user for the established rate, the user cancelling the time will be responsible for payment of the original amount.

h) Insurance/Identification Requirements:

- i) It is recommended for users to have a Comprehensive General Liability Insurance, policy with a minimum limit of 1 million dollars (\$1,000,000) in effect for use of the pool portion of the facility. A copy of said insurance certificate may be required prior to the first booking, at the discretion of the Manager.

i) Equipment Use:

- i) Use of external equipment is subject to approval from the Aquatic Supervisor and/or Manager.

9) Programs and Lessons:

- a) The Aquatic Center provides Lifesaving Society swimming lessons, endorsed by the International Lifesaving Federation and the Commonwealth Royal Lifesaving Society. For children transferring from other swim programs such as the Red Cross Swim Kids or the YMCA Learn to Swim Program consult our equivalency chart found in Appendix A.

b) Group Lesson Rates (taxes included):

Swim for Life Program Level	Registration Fee	Age*
Parent & Tot 1	\$45	4-12 months
Parent & Tot 2	\$45	12-24 months
Parent & Tot 3	\$45	Age 2-3
Preschool 1	\$50	Age 3-5
Preschool 2	\$50	Age 3-5
Preschool 3	\$50	Age 3-5
Preschool 4	\$50	Age 3-5
Preschool 5	\$50	Age 3-5
Swimmer 1	\$55	Age 6-16
Swimmer 2	\$55	Age 6-16
Swimmer 3	\$60	Age 6-16
Swimmer 4	\$60	Age 6-16
Swimmer 5	\$60	Age 6-16
Swimmer 6	\$60	Age 6-16
Rookie Patrol	\$65	Age 6-16
Ranger Patrol	\$65	Age 6-16
Star Patrol	\$65	Age 6-16
Adult 1	\$60	Age 16+
Adult 2	\$60	Age 16+
Adult 3	\$60	Age 16+

* Minimum age requirements are set by the Lifesaving Society. Proof of age and prerequisite qualifications are required prior to registration and/or by the first day of the program/activity.

Family Rate: when registering two or more individuals from the same family in the same session the third registration is complementary.) A family is defined as individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof. Excludes advanced lifesaving training (Bronze Star, Bronze Medallion, Bronze Cross, and National Lifeguard Pool).

c) Advanced Lifesaving Training Courses & Rates (taxes included):

Program	Registration Fee	Age*	Prerequisite(s)
Bronze Star	\$100	10-12	Star Patrol
Bronze Medallion	\$150	13+ **	See Below
Bronze Cross	\$150	14+	Bronze Medallion and EFA***
National Lifeguard Pool (NLS)	\$250	16+	Bronze Cross and SFA***

*Minimum age requirements for advanced lifesaving training courses are set by the Lifesaving Society and must be met by the exam date at course’s end. All lifesaving trainings require timed swims of 400-600m, dependent on level.

**Bronze Medallion may be taken prior to age thirteen (13) provided the candidate has successfully completed Bronze Star; once a candidate turns thirteen (13) Bronze Star is not required.

***Lifesaving Society Emergency First Aid (EFA) and Workplace Standard First Aid (SFA) will be offered by the facility as demand requires. First Aid pre-requisites from St. John Ambulance, Canadian Red Cross and Canadian Ski Patrol are also accepted.

d) Private Swim Lesson(s) Types and Rates (taxes included):

Session(s)	Rate
One 30 minute session	\$30
Ten 30 minute sessions	\$250

e) Public Swim Types:

Public Swim Type	Public Swim Type Description
Lap Swim*	Leisure pool lane swimming only. Lanes are divided by speed. Ages 12 & up are welcome. **
Family Swim*	All pools and slide; parents and/or guardians must be with their children in the water**

Public Swim Type	Pubic Swim Type Description
Public Swim*	All pools and slide; general recreational swim. **
Toonie Swim	All pools and slide; special event swim. May be used for mock rescue scenarios.**
Adaptive Swim*	All pools; casual swim open to persons with alternate needs and their attendants, parents and/or guardians. **

*included in Aquatic and Fitness membership.

** See applicable Admission Requirements.

- Individual Public Swim types and rates are offered only as part of the daily usage rate, as per Policy 63 Garcelon Civic Center Aquatic & Fitness Center Membership Rates and Guidelines.
- Manager to establish specials and promotional pricing.
- Town reserves the right to adjust prices without notice.

f) Specialty Programs or Promotions:

- i) The Manager, with the input of the Aquatic Supervisor, shall reserve the right to establish pricing and rates for specialty programs and promotions including but not limited to aqua size, aqua fit, Toonie swim, theme days, etc.

g) Program/Activity Registration:

- i) Registration for swimming lessons and other forms of aquatic instruction will occur on a quarterly basis. The Fall Session will begin in September, Winter Session in January, the Spring Session in April, and the Summer Session in June. Sessions will run for ten (10) weeks, unless otherwise stated. Any scheduled cancellations due to statutory holidays will be noted at the time of registration.
- ii) Registration will occur on a first-come, first-served basis. For children’s lessons, registration in one (1) lesson or level at a time per child shall be permitted. Please wait until your child has completed his/her final lesson session prior to registering for the next. If swimmers wish for additional practice, they are encouraged to attend our Public and Family swims, or to participate in after-school or competitive swim programs.

- iii) Proof of age and prerequisite qualifications are required prior to registration and/or by the first day of the program/activity, with two exceptions. For advanced lifesaving training, candidates may begin a course prior to their fulfillment of the age and first aid prerequisite qualifications. All prerequisites must be completed by the time of the final exam.
 - iv) To register for lessons, please bring the participants most recent progress card. If you do not have a progress card, or have not taken lessons recently, please register for a free swim assessment with one of our instructors by calling 467-3030.
- h) Program/Activity Registration Payment Methods:
- i) Cash, Cheque, debit payments accepted.
 - ii) Postdated cheques are not accepted.
 - iii) Payment must be made in full at the time of registration.
 - iv) Receipt will be issued for payment.
 - v) Returned payments are subject to a twenty-five dollar (\$25.00) administrative fee.
 - vi) Cheques are payable to the Town of St. Stephen.
- i) Program/Activity Refund/Credit Requests:
- i) Refund and/or credit requests for an activity or program will only be considered for medical reasons and must be accompanied by a doctor's note as well as proof of purchase (original receipt). The refund will be pro-rated from the amount used.
 - ii) Those not eligible for a refund may transfer to another activity or program if space allows and if arrangements are made prior to the start of the new activity or program.
- j) Program/Activity Cancellations:
- i) All programs are subject to cancellation if minimum registration numbers are not met by the established registration deadline. For Parent & Tot, Preschool, Swimmer, Swim Patrol and Adult lessons classes will run with a minimum of three (3) registrants. For advanced lifesaving qualifications and Aqua fit a minimum of five (5) registrants will be required. If cancellation due to inadequate numbers occurs, registrants will be notified and issued a full refund or an option to transfer to another program/activity.

- ii) The Town reserves the right to cancel the daily schedule or any programming upon notification, or by reason beyond the control of the Town, (weather, power outages, pool fouling, major incident, mechanical failure, or any other unforeseen conditions). Every attempt will be made to make up classes where possible, but the town cannot guarantee to do so.

10) Aquatic and Fitness Memberships:

- a) As noted in Policy 63, Garcelon Civic Center Aquatic & Fitness Center Membership Rates and Guidelines.

11) Pool Admission Requirements:

- a) All children seven (7) years and under must be accompanied by a responsible adult, sixteen (16) and over, within arm's reach at all times in the pool area, at a ratio of two (2) children per adult. This policy also applies to any swimmer twelve (12) and under requiring a flotation device, at a ratio of six (6) children per adult. In all instances, adults must be in proper bathing attire and in the water.
- b) Children eight to twelve (8-12) capable of swimming independently and passing the facility swim test must have a parent or guardian within the facility in case of emergency.
- c) Any high-risk patron (prone to fainting, disorientation, seizures, or whose cognitive function impairs them from impulse or behavior control) or anyone requiring one-on-one assistance must be accompanied by a responsible adult at a ratio of one (1) attendant per high-risk patron.
- d) Participants with incontinence must wear appropriate swim attire such as Lil' Swimmers swim diapers, plastic swimsuit shields or other containment garments. This is for the health and safety of all participants.
- e) All participants are required to wear appropriate swim attire- no denim or other cotton fibers are permitted in the pool, at the discretion of the Aquatic Staff. Those who plan to use the slide must remove all jewelry, watches, or baggy garments.
- f) Any participant refusing to follow lifeguard directives and facility rules will be required to leave.

12) Personal Care Giver:

- a) Personal Care Givers accompanying individuals with physical and mental disabilities is permitted free admission to the aquatic and fitness center.

13) Pool Rules:

- a) All participants must shower with warm water and soap prior to entering the pool.
- b) Persons with communicable disease or illness, open wounds or sores are forbidden from entering the pool. This includes both eye infections and gastrointestinal illnesses.
- c) Food, drink, gum, and all glass containers are forbidden in the pool area.
- d) Service animals are permitted on the pool deck, but may not enter the water.
- e) Use of cell phones, cameras, and other recording devices are not permitted in the pool area. Exemption for special events requires permission from both the Aquatic Supervisor and the Manager, as well as the written consent of all participants.
- f) Strollers and outdoor footwear are not permitted on the pool deck and must be left in the locker rooms.
- g) Always walk around the pool area and while in locker rooms- floors are slippery when wet.
- h) All spitting, spouting of water and nose-blowing is strictly forbidden in the pool.
- i) The following behaviors are forbidden: boisterous play, dunking, unwanted pushing or pulling, sitting on shoulders, climbing on railings, hiding under foam toys, and diving in shallow areas. Aggressive language and behavior will result in expulsion from the pool area.
- j) Masks, snorkels and personal toys are forbidden. PFDs, flotation belts, and infant flotation devices are available free of charge.
- k) Those intending to use the slide shall remove all jewelry, watches, and baggy garments.
- l) Emergency stop buttons are located in the deep end beside the emergency exit door and in the lifeguard office. Emergency telephone is in the lifeguard office.

14) Slide rules:

- a) All slide users must be one point two (1.2) meters (48in) tall to use the slide. No users over three hundred (300) lbs.
- b) One at a time on the slide. No tandem riding or grouping allowed.
- c) Feet-first sliding on back only. No headfirst sliding, stopping midway, spinning, sliding on knees, running, standing, or diving.
- d) Keep arms and legs within the slide at all times.
- e) Food, drink, gum, and all glass containers are forbidden in the slide area.
- f) Always obey the slide operator.
- g) Leave slide basin promptly.
- h) Remove all jewelry, watches, or baggy garments.
- i) Use of the slide while you are pregnant or have a medical condition such as heart disease, back or joint injury, issues with balance and equilibrium, or any musculoskeletal injury is not recommended. Please consult a physician prior to using the slide if these apply to you.

15) Sauna Rules:

- a) All users must be fifteen (15) years of age or older to use the sauna. No exceptions.
- b) Use of the sauna by persons who suffer from diabetes, heart disease, high blood pressure, low blood pressure, seizures, fainting, disorientation, or who are pregnant is not recommended. Please consult a physician prior to using the sauna if these apply to you.
- c) Swimwear must be worn at all times.
- d) No foam toys or pool equipment is permitted in the sauna.
- e) Limit exposure to ten (10) minutes.
- f) If you experience dizziness, faint headedness, vertigo, or nausea, leave the sauna immediately and notify the lifeguards.
- g) Food, drink, gum, and all glass containers are forbidden in the sauna.
- h) This is a dry electric sauna. Please do not put water on the rocks.
- i) For sanitary reasons, please sit on a towel while using the sauna.

16) Access:

- a) Members must present their membership card in order to access the Aquatic & Fitness Center.
- b) All non-members must identify themselves at Customer Services to access the facility.

17) Lost and Found:

- a) Report all lost items to Customer Services in person. The Civic Center does not accept responsibility for lost or stolen items. We will keep all found items in storage for two (2) weeks. Unclaimed items shall be donated to a charity.

18) Locker Rooms:

- a) Lockers are for day use only. If left overnight, locks will be cut and contents will be removed and stored at lost and found.
- b) To ensure the safety of all our patrons, the family locker rooms are intended for families with children under twelve (12) years of age and children must be accompanied by an adult. They also serve as the alternate needs and handicap accessible locker rooms.
- c) Women may bring their preschool sons (four (4) years and under) into the female's locker room.
- d) Men may bring their preschool daughters (four (4) years and under) into the men's locker room.
- e) Parents who accompany their opposite gender children (five (5) years and older) must use the family locker room.

19) Etiquette:

- a) To create an enjoyable atmosphere in respecting the rights of all Civic Center members, volunteers, and staff. Unsafe, disrespectful, or inappropriate behavior could result in the removal of membership access.
 - i) Please be courteous and practice good hygiene in the showers and locker rooms.
 - ii) Please leave jackets and bags in lockers rather than bringing them onto the Pool deck.
 - iii) Parents are asked to enforce appropriate behavior to ensure their children's safety.
 - iv) For the safety and enjoyment of other members and guests, please refrain from using cell phones while on the pool deck or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

20) Safety & Security:

- a) Emergency procedures are in place at the Civic Center. Emergency exits and emergency exit routes are marked.
- b) In the event of an emergency, immediately contact a staff member. If the fire alarm sounds, stop all activity and wait for staff instruction. Please report any suspicious activity to the Civic Center staff immediately.

21) Photo Policy:

- a) Photography of any kind within the Aquatic & Fitness Center shall not be permitted without prior consent. Camera cell phone use is not permitted in the Aquatic & Fitness Center, including the locker rooms.

22) Cell Phone Use:

- a) Members are asked to refrain from cell phone use while on the pool deck or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

23) Release and Indemnity Waiver:

- a) All members and/or program participants shall sign the waiver as part of the membership/registration process, or in the event of children ages 0-15, the parent or guardian on file shall sign.

24) Disciplinary Action:

- a) Patrons may be requested by staff to leave the property if they violate any facility rules and regulations as listed. R.C.M.P. will be notified to deal with uncooperative patrons when asked to leave or if criminal activities are involved or suspected.
- b) An incident report must be completed by the involved staff for any removal of patrons and submitted to the Manager. Incident reports are found in the reception and must be completed immediately following the incident.
- c) If warranted, the Manager may forbid any patron from future involvement at the Civic Center.
- d) The Manager will advise the patron in writing of this decision. If a complete ban is warranted, a petty trespass notice will be filed and served by the R.C.M.P.
- e) If a patron does not agree with the decision, they may request a meeting with the Manager to review the incident.
- f) If a patron does not agree with the decision by the Manager, they may request a meeting with the Town's Chief Administrative Officer. This request must be made in writing.
- g) In case of criminal actions, discipline will be handled by the courts.

Approved: _____
Town Clerk

APPENDIX A

Swimming Lesson Equivalency Chart



GARCELON
 CIVIC CENTER

Lifesaving Society Swim for Life	Red Cross Swim Kids	YMCA Learn to Swim
Preschool Programs		
Parent & Tot 1 (4-12 mo)	Starfish	Splashers
Parent & Tot 2 (12-24 mo)	Duck	Bubblers
Parent & Tot 3 (2-3 yrs)	Sea Turtle	Bobbers
Preschool 1 (3-5 yrs)	Sea Otter	Floater
Preschool 2 (3-5 yrs)	Salamander	Gliders
Preschool 3 (3-5 yrs)	Sunfish	Divers
Preschool 4 (3-5 yrs)	Crocodile	Divers
Preschool 5 (3-5 yrs)	Whale	Surfers/Dippers
Children's Programs (age 6-10)		
Swimmer 1	Swim Kids 1	Otter/Seal
Swimmer 2	Swim Kids 2	Dolphin
Swimmer 3	Swim Kids 3	Swimmer
Swimmer 4	Swim Kids 4-5	Star 1
Swimmer 5	Swim Kids 6	Star 2
Swimmer 6	Swim Kids 7	Star 3
Rookie	Swim Kids 8	Star 4
Ranger	Swim Kids 9	Star 5
Star	Swim Kids 10	Star 6/7, Master Swimmer

When a child turns six (6) they transition from the Preschool to the Swim program. If you have any questions regarding this transition, please speak with your child's instructor or book a free assessment by calling 467-3030.

Everyone should learn how to swim. If you are outside of these age ranges and want to learn, please call us at 467-3030 for Adult and Private swim instruction options.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

BUILDING PERMIT FEE WAIVER – SPUR LINE PROPERTIES INC.

THAT the Council of the Town of St. Stephen approves the request from Spur Line Properties Inc. to have waived its building permit fee for the future construction of the Best Western Premiere hotel (“the hotel”), also known as Property Identifier Number (PID #) 15194848, contingent upon the town receiving written agreement of the following:

- 1) additional paved parking area for the Garcelon Civic Center is provided for an unlimited time free of charge;
- 2) a man lift (JLG) will be provided to the Garcelon Civic Center for its use at any time free of charge; and,
- 3) the commitment from the town to lease office space in the hotel as outlined in a Letter of Commitment approved at a Special Council meeting on August 14, 2013 be waived.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

THAT the amount of \$2,042.00 (two thousand and forty-two dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a portable bar and linen tablecloths for the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

THAT the amount of \$120,356.35 (one hundred and twenty thousand, three hundred and fifty-six dollars and thirty-five cents) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND
THAT the amount of \$59,110.00 (fifty-nine thousand, one hundred and ten dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

RESTRICTED BANK ACCOUNT TRANSFER-VESTING FUTURE EMPLOYEE BENEFITS

THAT the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund bank account to the restricted bank account for future employee benefits.

AND FURTHER THAT \$8,944.61 (eight thousand, nine hundred and forty-four dollars and sixty-one cents) be transferred from the Water and Sewerage Operating Fund bank account to the restricted bank account for future employee benefits.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

AUDITORS' SERVICES

THAT the Council of the Town of St. Stephen approves a three (3) year extension for the accounting firm of Teed Saunders Doyle & Co. of Saint John, NB, to act as the Town's auditors for the fiscal years 2014, 2015 and 2016 for a fee of \$15,000.00 (fifteen thousand dollars), plus HST per year, with potential inflationary (Consumer Price Index) adjustments in each of the three (3) years.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER - PROJECT ACCOUNTANT AND FINANCIAL ADVISOR
THAT the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Project Accountant and Financial Advisor for The Town of St. Stephen's Garcelon Civic Center from January 1, 2015 to December 31, 2015.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

THAT Brian Leavitt be appointed to the position of Operator for the Public Works Department effective December 23, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

PAYROLL AUTHORIZATION

THAT the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$2,748.11 (two thousand, seven hundred and forty-eight dollars and eleven cents) for additional administrative and relief work.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

BUILDING INSPECTION SERVICES – CONTRACT RENEWAL

THAT the Council of the Town of St. Stephen authorizes the renewal of the contract for building inspection services with Fundy Building Inspection & Drafting Services Ltd. (Fundy) for one (1) year effective January 1, 2015 to December 31, 2015 on the terms and conditions contained in the contract in the form presented to Council at its closed session on December 10, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, to be signed and sealed by Manzer H. Young, President of Fundy, and the Council authorizes the Mayor and Town Clerk to execute the contract and affix the Town Seal.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

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 (the "Town") and Kingsley Bailey of Saint John, NB for a three (3) year term commencing March 17, 2015 and expiring March 16, 2018, renewable upon agreement between the Town Council and Kingsley Bailey, for the position of manager and supervisor of the physical operations of the Garcelon Civic Center (the "Civic Center"), and also to be responsible for Property Management and the Municipal Planning Officer and other non-union duties assigned to him by the Civic Center manager and/or Chief Administrative Officer for the Town in the form of agreement presented to Council.

RESOLUTION NO.: _____

DATE: December 22, 2014

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.