

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 23, 2015 @ 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 – January 26, 2015
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Letter from Chief Administrative Officer Derek O'Brien to Ann Dempsey, St. Stephen Middle School dated February 16, 2015.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism – February 11, 2015
  - (b) Committee of Council Meeting – February 17, 2015

**11. STAFF REPORTS**

- (a) Finance Department
- (b) Public Works Department
- (c) Parks and Recreation Department
- (d) Fire Department
- (e) By-Laws
- (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-10.1 – “A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer” – Second Reading – Reading in its Entirety

**14. NEW BUSINESS**

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town of St. Stephen – Commercial Credit Application
- (c) Scotiabank Borrowing Authority
- (d) Royal Bank of Canada Borrowing Authority
- (e) Charlotte County Fall Fair – “In Kind” Support
- (f) Establishment – Tourism and Promotion Action Committee
- (g) Committee of Council – Tourism and Promotion Action Committee
- (h) Council Appointee – Tourism and Promotion Action Committee
- (i) St. Stephen Development Board Inc. – Agreement
- (j) Dillon Consulting Limited – Client Authorization to Proceed – Storm and Sanitary Sewer Improvements (Bell Avenue and Todd Street)
- (k) Dillon Consulting Limited – Client Authorization to Proceed – Water Main Twinning at Dennis Stream/Valley Road
- (l) Application to the Municipal Capital Borrowing Board – General Fund
- (m) Application to the Municipal Capital Borrowing Board – Water and Sewerage Fund
- (n) Amended: Garcelon Civic Center – Casual Lifeguard – Job Recommendation
- (o) Garcelon Civic Center – Student Lifeguard – Job Recommendation
- (p) Garcelon Civic Center – Student Lifeguard – Job Recommendation
- (q) Non-Union Management and Administrative Staff Salary Increase
- (r) Unused Vacation Days – Non-Union Employee (Payout)
- (s) Building Inspection Services – Appointment and Contract

**15. REPORTS OF MAYOR AND COUNCILLORS**

**16. QUESTION PERIOD**

**17. ADJOURNMENT**

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AGENDA**

**THAT** the Agenda be approved as circulated.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on January 26, 2015 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 26, 2015 @ 7:00 P.M.**

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor Allan MacEachern (Acting Mayor); Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

ABSENT: Mayor John Quartermain.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding

Seconded by Councillor Maxwell

**05/15** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

(a) Heart Month – February - Proclamation

Acting Mayor MacEachern proclaimed the month of February 2015 as Heart Month:

**Whereas** the effects of heart disease and stroke are responsible for widespread suffering and create serious hardship in our community; and

**Whereas** the Heart and Stroke Foundation of New Brunswick is taking positive action to reduce disability and death from heart disease and stroke through:

- (1) a planned, priority research program to save lives
- (2) a public and professional heart health promotion program to prevent disease
- (3) supporting people living with heart disease and stroke to promote recovery, and

**MINUTES  
REGULAR COUNCIL  
JANUARY 26, 2015**

2

**Whereas** the Heart and Stroke Foundation of New Brunswick's Annual Person-to-Person Campaign is being conducted during the Month of February.

**Now Therefore**, I, Allan MacEachern, Acting Mayor of the Town of St. Stephen, hereby proclaim the month of February 2015 as Heart Month in the Town of St. Stephen and urge all citizens to cooperate in the Heart Month Drive and all civic, social and fraternal organizations and business establishments to give this campaign the greatest possible support.

(b) Heritage Week – Proclamation

Acting Mayor MacEachern proclaimed the week of February 9 – 16, 2015 as Heritage Week and February 16, 2015 as Heritage Day:

**WHEREAS** the second week in February is provincially recognized as the time to celebrate our heritage; and

**WHEREAS** the third Monday in February is National Heritage Day in Canada; and

**WHEREAS** the significant heritage which we have inherited from our ancestors plays a vital role in providing a unique identity to our Town; and

**WHEREAS** 2015 marks the 50<sup>th</sup> anniversary of the adoption of both the Canadian and New Brunswick flags; and

**WHEREAS** these two historic moments represent important milestones in a long tradition of openness in New Brunswick, St. Stephen wishes to celebrate the multitude of stories that make our identity so unique;

**NOW THEREFORE**, I, Allan MacEachern, Acting Mayor of the Town of St. Stephen, do hereby proclaim the week of February 9 – 16, 2015 as **HERITAGE WEEK** in the Town of St. Stephen and Monday, February 16, 2015 as **HERITAGE DAY** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the Town.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor MacDonald

06/15

THAT the Minutes of the Regular Council meeting held on December 22, 2014 be approved as circulated. CARRIED

**SPECIAL COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

**07/15** THAT the Minutes of the Special Council meeting held on January 22, 2015 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

**PAID BILLS**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

**08/15** THAT the paid bills in the amount of \$2,097,090.33 (two million, ninety-seven thousand, ninety dollars and thirty-three cents) be received. **CARRIED**

9. **COMMUNICATIONS**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Booth  
Seconded by Councillor Pond

**09/15** THAT Communication for Information, note and file, be adopted. **CARRIED**

Acting Mayor MacEachern thanked John B. Ames, MLA for District 36, Charlotte-Campobello, for his letter of best wishes to Council on the recent hiring of the new Chief Administrative Officer, Derek O'Brien, as well as congratulations to Mr. O'Brien.

**COMMUNICATION FOR ACTION**

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Booth

**10/15** THAT the Minutes of the Committee of Council meeting held on December 22, 2014 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

- 11/15 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism held on January 14, 2015 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Booth  
Seconded by Councillor Maxwell

- 12/15 **THAT** the Minutes of the Committee of Council meeting held on January 19, 2015 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

- 13/15 **THAT** the following staff reports for the month of December 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-10.1 - "A BY-LAW TO AMEND A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Booth  
Seconded by Councillor MacDonald

- 14/15 **THAT** leave now be given to introduce a by-law entitled By-law No. A-10.1 – "A By-law to Amend a By-law Respecting the Duties and Powers of the Chief Administrative Officer" – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

**15/15** **THAT** the Royal Canadian Mounted Police (RCMP) December 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

**RESCINDING OF RESOLUTION (APPOINTMENT - ACTING TOWN CLERK)**

Moved by Councillor MacDonald  
Seconded by Councillor Pond

**16/15** **THAT** Resolution # 196/13 as stated in the Council Minutes of July 22, 2013, which reads

**THAT** the Council of the Town of St. Stephen appoints the Human Resource and Office Manager to act as the Town Clerk in the absence of the Town Clerk. **CARRIED**

be rescinded effective immediately. **CARRIED**

**APPOINTMENT - ACTING TOWN CLERK**

Moved by Councillor Booth  
Seconded by Councillor Harding

**17/15** **THAT** the Council of the Town of St. Stephen appoints the Chief Administrative Officer (CAO) to act as the Town Clerk (Clerk), in the absence of the Clerk, and the CAO is authorized to direct a member of staff to act from time to time if he so desires. **CARRIED**

**REQUEST FOR PROPOSALS - BUILDING INSPECTION SERVICES**

Moved by Councillor Pond  
Seconded by Councillor Booth

**18/15** **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to issue, through public tender, a Request For Proposals requesting submission of proposals for the provision of Building Inspection Services and provide, through resolution, a recommendation for Council consideration at the regular monthly Council meeting in February 2015. **CARRIED**

**GARCELON CIVIC CENTER – TASK FORCE REPORT**

Moved by Councillor MacDonald

Seconded by Councillor Pond

19/15 **THAT** the Council of the Town of St. Stephen accepts, in principle, the Garcelon Civic Center *Task Force Report* prepared by a group of local business people, copy attached, which includes the Garcelon Civic Center *Business & Marketing Plan* prepared by Vaughn McIntyre Consulting.

**AND THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer, Derek O'Brien, to work with the above-noted two reports, along with the *St. Stephen BIA Urban Design Plan (2014)* prepared by Glenn Group Landscape Architects & Park Planners, in association with Dillon Consulting, for the St. Stephen Business Improvement Area, and the *St. Stephen Marketing Strategy (2013)* prepared by Volution Marketing for the St. Stephen Development Board, both reports previously accepted in principle, as well as with community stakeholders, and the public to create an integrated action plan for the economic development of the Town of St. Stephen. **CARRIED**

**GARCELON CIVIC CENTER – ELECTRICAL EXPENDITURES**

Moved by Councillor Maxwell

Seconded by Councillor Booth

20/15 **THAT** the Council of the Town of St. Stephen approves unbudgeted expenditures in the amount of \$22,265.81 (twenty-two thousand, two hundred and sixty-five dollars and eighty-one cents), including HST, as presented to Council in its closed session on January 14, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*, in addition to the previous three (3) resolutions passed as noted below, for electrical services supplied by Security Electrical Ltd. of Quispamsis, NB; Orr Electric & Alarm Ltd. of St. Stephen, NB; and Controls & Equipment Ltd. of Saint John, NB for the completion of electrical services related to the telephone data installation, pool wiring, and equipment installation as follows:

<b><u>Supplier</u></b>	<b><u>Invoice Number</u></b>	<b><u>Amount</u></b>
Security Electrical Ltd.	2449	\$12,606.08
Security Electrical Ltd.	2458	\$16,099.53
Orr Electric & Alarm Ltd.	1562	\$10,504.25
Orr Electric & Alarm Ltd.	1673	\$ 1,654.35
Orr Electric & Alarm Ltd.	1672	\$ 926.60
Controls & Equipment Ltd.	30287	<u>\$ 8,475.00</u>
		<u>\$50,265.81</u>

<b><u>Council Meeting</u></b>	<b><u>Company</u></b>	<b><u>Amount</u></b>
September 15, 2014	Security Electrical Ltd.	\$10,000.00
October 27, 2014	Security Electrical Ltd.	\$ 2,000.00
October 27, 2014	Security Electrical Ltd., Orr Electrical & Alarm Ltd., and Controls & Equipment Ltd.	\$16,000.00

**AND THAT** Council authorizes the payment from the General Capital Fund.  
**CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARDS - JOB RECOMMENDATIONS**

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 21/15** **THAT** Jasper Soucoup, Kelly Johnston, Sam Backman and Eliza Casey be offered the position of Student Lifeguards for The Town of St. Stephen's Garcelon Civic Center effective January 27, 2015, and as outlined in the individual letters of offer in the form presented to Council at its closed session on January 14, 2015 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

**AND FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letters of offer between The Town of St. Stephen and Jasper Soucoup, Kelly Johnston, Sam Backman and Eliza Casey. **CARRIED**

**APPOINTMENT – MUNICIPAL PLANNING OFFICER**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 22/15** **THAT** the Council of the Town of St. Stephen appoints the Chief Administrative Officer to act as the Town's Municipal Planning Officer as outlined in Section 16(1)(a)(ii) of the *Community Planning Act*, and who shall also be the Town's Development Officer as outlined in Section 16(2) of the *Community Planning Act* effective February 14, 2015. **CARRIED**

**AMENDMENT TO TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY**

Moved by Councillor Harding

Seconded by Councillor Booth

- 23/15** **WHEREAS** the Council of the Town of St. Stephen and Kingsley Bailey have negotiated an amendment to the Term Agreement which commences on March 17, 2015 and expires on March 16, 2016;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment to Term Agreement between The Town of St. Stephen and Kingsley Bailey of Saint John, NB which deletes the role of Municipal Planning Officer in the form of agreement presented to Council at its closed session on January 14, 2015 as outlined in Section 10.2(4)(j) of the NB *Municipalities Act*. **CARRIED**

**UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 24/15** THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2014 for non-union employees as follows:

Employee # E63	-	12 days
Employee # E97	-	16.25 days
Employee # E15	-	1 day
Employee # E26	-	20 days
Employee # E37	-	3 days
Employee # E45	-	5 days
Employee # E54	-	6 days
Employee # E61	-	5 days
Employee # E95	-	14 days

**CARRIED**

**UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)**

Moved by Councillor Booth

Seconded by Councillor Harding

- 25/15** THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2014 for union employees as follows:

Employee # E03	-	10 days
Employee # E04	-	15 days
Employee # E110	-	2.5 day

**CARRIED**

**ACTUARIAL SERVICES – CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA PUBLIC SECTOR ACCOUNTING STANDARDS**

Moved by Councillor Pond

Seconded by Councillor Harding

- 26/15** THAT the Council of the Town of St. Stephen approves the amount of \$9,500.00 (nine thousand, five hundred dollars), plus HST, to Morneau Shepell Ltd. of Fredericton, NB for the provision of actuarial services as required to determine actuarial valuations for post employment benefits, related to calculation and disclosure of the accrued benefit obligation and annual benefit cost of the retirement allowance benefit and sick leave benefit, for the year ended December 31, 2014, and in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

**AND FURTHER THAT** the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the agreement(s) with Morneau Shepell Ltd. to provide the above-noted services. **CARRIED**

**TEMPORARY REPLACEMENT – CROSSWALK GUARD – MILLTOWN  
ELEMENTARY SCHOOL**

Moved by Councillor Maxwell  
Seconded by Councillor MacDonald

- 27/15 **THAT** the Council of the Town of St. Stephen authorizes Theresa Fawkes to act as a temporary replacement crosswalk guard at the Milltown Elementary School retroactive to January 7, 2015, and until such time as the former employee returns to the position. **CARRIED**

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

Moved by Councillor Booth  
Seconded by Councillor Pond

- 28/15 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk, by resolution at its meeting on September 23, 2013, to execute an Agreement Amending Lease between the Town and the Province of New Brunswick for one (1) year commencing April 1, 2014 and expiring March 31, 2015 for the lease of the Visitor Information Center at 5 King Street.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement Amending Lease between the Town and the Province of New Brunswick for a six (6) months extension commencing April 1, 2015 and expiring September 30, 2015 for the lease of the Visitor Information Center at 5 King Street, in the form of agreement presented to Council. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Councillor Harding**

- Attended all Town meetings.
- Continues to enjoy meeting with Acting Sergeant Scott MacKenzie every Monday morning with the Mayor, and recently with the Chief Administrative Officer as well.
- Stated that Council should collectively “pat themselves on the back” for balanced 2015 budgets without tax increases.
- Thanked the Town Treasurer for his dedicated work, especially during the budget process.

Councillor Pond

- Met with various organizations that fall under the Planning, Promotion and Tourism Committee.
- Researching information on the potential one-time purchase of equipment that attaches to poles and would permit the Town staff to raise and lower banners.
- Looking forward to working with the Chief Administrative Officer in striking a Tourism Action Committee in order to create an integrated action plan for the economic development of the Town.

Councillor Booth

- Attended all Town meetings.
- Pleased with the balanced 2015 budgets with no tax increases.

Councillor MacDonald

- Attended Garcelon Civic Center Advising Commission meetings.
- Attended several meetings during the 2015 budget process.

Councillor Maxwell

- Attended all Town meetings.
- A lot of activity at the Garcelon Civic Center over the Christmas holidays.
- Attended the Mayor's Levee at the Garcelon Civic Center.
- Attended a Chocolate Museum Operating Committee meeting.
- Very pleased that the Town has a new Chief Administrative Officer after a long period of time without one.

Acting Mayor MacEachern

- Attended the Mayor's Levee at the Garcelon Civic Center.
- Attended several meetings during the 2015 budget process.
- Attended all Town meetings.
- Glad that Derek O'Brien is the new Chief Administrative Officer and stated that whenever he forwards a concern to him, that it is acted on quickly.

16. QUESTION PERIOD

Kathy Bockus, reporter with *The Saint Croix Courier*, questioned whether or not the Town will adopt the Garcelon Civic Center *Task Force Report* and hire an Events Coordinator?

**MINUTES  
REGULAR COUNCIL  
JANUARY 26, 2015**

The Chief Administrative Officer advised that a Tourism Action Committee will be struck first to promote the Town as a whole, and not just the Garcelon Civic Center.

Derwin Gowan, reporter with the *Telegraph-Journal*, questioned the role of the Events Coordinator with that of the Business Improvement Area Coordinator, and the Chief Administrative Officer advised that the two positions would be separate.

Kathy Bockus further questioned when the security system donated by Orr Electrical & Alarm Ltd. will be installed at the Garcelon Civic Center as she stated that the RCMP has expressed concern over the lack of one.

The donation of the security system was announced prior to the new Chief Administrative Officer's appointment and he, therefore, stated that he would look into the matter.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Booth

**29/15** THAT the meeting adjourn at 7:40 p.m. CARRIED

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Acting Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 26, 2015 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Heart Month - February – Proclamation
  - (b) Heritage Week - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – December 22, 2014
  - (b) Special Council Meeting – January 22, 2015
8. ACCOUNTS
  - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Letter from John B. Ames, MLA for District 36, Charlotte-Campobello.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committee of Council Meeting – December 22, 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 – January 14, 2015
  - (c) Committee of Council Meeting – January 19, 2015

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-10.1 – “A By-law to Amend a By-law Respecting the Duties and Powers of the Chief Administrative Officer” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Rescinding of Resolution (Appointment – Acting Town Clerk)
- (c) Appointment – Acting Town Clerk
- (d) Request for Proposals – Building Inspection Services
- (e) Garcelon Civic Center – Task Force Report
- (f) Garcelon Civic Center – Electrical Expenditures
- (g) Garcelon Civic Center – Student Lifeguards – Job Recommendations
- (h) Appointment – Municipal Planning Officer
- (i) Amendment to Term Agreement – The Town and Kingsley Bailey
- (j) Unused Vacation – Non-Union Employees (Carryover)
- (k) Unused Vacation – Union Employees (Carryover)
- (l) Actuarial Services – Chartered Professional Accountants of Canada  
Public Sector Accounting Standards
- (m) Temporary Replacement – Crosswalk Guard – Milltown Elementary  
School
- (n) Agreement Amending Lease – The Town and the Province of New  
Brunswick

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STATEMENTS OF REVENUE AND EXPENDITURE**

**THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2015 be received.

**Town of St. Stephen  
 General Operating Fund  
 Statement of Revenue and Expenditure  
 (Unaudited)**

	<b>Actual To Date For the One Month Ending January 31, 2015</b>	<b>Budget For the Year Ending December 31, 2015</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	463,578	5,520,066	\$5,056,488	8%
Services Provided to Other Governments	0	206,611	206,611	0%
Sale of Services	141	646,439	646,298	0%
Other Revenue From Own Sources	20,437	223,855	203,418	9%
Unconditional Grants	87,408	1,432,436	1,345,028	6%
Unconditional Transfers	0	21,440	21,440	0%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	73,817	1,004,652	930,835	7%
<b>Total Revenue</b>	<b>645,381</b>	<b>9,059,499</b>	<b>8,414,118</b>	<b>7%</b>
<b>Expenditure</b>				
General Government Services	45,858	1,032,304	986,446	4%
Protective Services	75,832	2,122,004	2,046,172	4%
Transportation Services	131,654	1,859,472	1,727,818	7%
Environmental Health Services	9,317	258,570	249,253	4%
Environmental Development Services	51,114	289,938	238,824	18%
Recreational and Cultural Services	91,106	1,774,942	1,683,836	5%
Fiscal Services	93,738	1,714,269	1,620,531	5%
Other	0	8,000	8,000	0%
<b>Total Expenditures</b>	<b>498,619</b>	<b>9,059,499</b>	<b>8,560,880</b>	<b>6%</b>
<b>Surplus (Deficit)</b>	<b>\$146,762</b>	<b>\$0</b>		

**Town of St. Stephen  
Water and Sewerage Operating Fund  
Statement of Revenue and Expenditure  
(Unaudited)**

	<b>Actual To Date For the One Month Ending January 31, 2015</b>	<b>Budget For the Year Ending December 31, 2015</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$56,059	\$2,014,837	\$1,958,778	3%
Other Revenue From Own Service	10,499	190,769	180,270	6%
Other Transfers	5,784	69,405		
<b>Total Revenue</b>	<b>72,342</b>	<b>2,275,011</b>	<b>2,139,048</b>	<b>3%</b>
<b>Expenditures</b>				
Water Supply	60,801	1,041,233	980,432	6%
Sewerage Collection and Disposal	38,680	736,226	697,546	5%
Fiscal Services	10,106	497,552	487,446	2%
<b>Total Expenditures</b>	<b>109,587</b>	<b>2,275,011</b>	<b>2,165,424</b>	<b>5%</b>
<b>Surplus (Deficit)</b>	<b>(\$37,245)</b>	<b>\$0</b>		

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAID BILLS**

**THAT** the paid bills in the amount of \$821,348.96 (eight hundred and twenty-one thousand, three hundred and forty-eight dollars and ninety-six cents) be received.

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 015699 dated between 01/01/2015 and 01/31/2015

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Number	Issued	Amount	SC	Status	Status Date
015112	01/07/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JANUARY7,2015 SERIES "AS" - INTEREST	587.25 587.25	A/P	OUT-STD	01/07/2015
015412	01/02/2015 ACCT #903240047015 DECEMBER2014 VOL FIRE MEMBERSHIP DUES-DEC/	290.00 290.00	A/P	OUT-STD	01/02/2015
015413	01/02/2015 ACCT 8025-280 DECEMBER2014 LOCAL 770 UNION DUES-DEC/14	1,028.78 1,028.78	A/P	OUT-STD	01/02/2015
015414	01/02/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002 DECEMBER2014 GG-MUNICIPALPLAN-DEC/14	19,184.26 19,184.26	A/P	OUT-STD	01/02/2015
015415	01/02/2015 GREAT WEST LIFE DECEMBER2014 EMPLOYEE DEDUCTIONS-DEC/14	369.24 369.24	A/P	OUT-STD	01/02/2015
015416	01/02/2015 MINISTER OF FINANCE DECEMBER2014 EMPLOYEE DEDUCTIONS-DEC/14	1,086.00 1,086.00	A/P	OUT-STD	01/02/2015
015417	01/02/2015 ST. STEPHEN UTILITY DEPT. DECEMBER2014 EMPLOYEE DEDUCTIONS-DEC/14	60.00 60.00	A/P	OUT-STD	01/02/2015
015418	01/02/2015 BORDER INVESTIGATIONS & SECURITY INC. 13995 PS-BYLAW-DEC 5-JAN02/15 FEE	3,164.00 3,164.00	A/P	OUT-STD	01/02/2015
015419	01/02/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 14-184 PS-BUILDINGINSPECTOR-DEC 14-3'	2,592.22 2,592.22	A/P	OUT-STD	01/02/2015
015453	01/06/2015 CHARLOTTE COUNTY JANITORIAL 2935 PS-RCMP-JANITORIAL-OCT 2957 PS-FIRE-JANITORIAL-NOV 2959 PS-RCMP-JANITORIAL-NOV	2,387.50 1,208.65 186.45 994.40	A/P	OUT-STD	01/06/2015
015454	01/08/2015 AQUAM 209038 CC-POOL-INSULATED POLE, RESUE 212780 CC-POOL-FOUR HOOK BRACKETS	960.22 334.91 625.31	A/P	OUT-STD	01/08/2015
015455	01/08/2015 BLAKNEY'S EXCAVATING & TRUCKING 93045476 TS-ST5-ROAD SALT	1,298.30 1,298.30	A/P	OUT-STD	01/08/2015
015456	01/08/2015 BRUNNET IN18218 CC-ADMIN-PRINTER	885.92 885.92	A/P	OUT-STD	01/08/2015
015458	01/08/2015 CANADIAN TIRE N15490607 RC-PARKS-MOP REFILL N15490614 RC-PARKS-GARDEN OWL, SCREWS N15490626 CC-BUILDING-DOOR STOP N15490628 CC-BUILDING-BATTERIES N15490633 RC-PARKS-LOCK, SUB PUMP KIT N15490673 CC-BUILDING-HANGERS, THERMOW N15490730 TS-#22-STEREO/RADIO N15490731* CC-STAFF-CLOTHING ALLOWANCE N15490741 TS-SHOP-WASHERS, TOOL BOX N15490756 RC-PARKS-100 WATT BULBS N15490759** CC-ADMIN-TAPE, END PLUG, POWE N15490763** CC-STAFF-CLOTHING ALLOWANCE N15490765* CC-BUILDING-RACK ADJ, END PLUG N15490876 CC-BUILDING-LYSOL DISINFCT	830.68 9.93 25.74 24.46 14.45 251.96 30.88 76.83 112.99 33.32 31.69 78.18 73.44 80.71 6.20	A/P	OUT-STD	01/08/2015
015459	01/08/2015 CANADIAN SPRINGS 9913726575 PM-RCMP-WATER	60.15 60.15	A/P	OUT-STD	01/08/2015
015460	01/08/2015 CONNORS DIVING SERVICES 21699 PS-FIRE-SERVICETO BREATHING AI	1,025.93 1,025.93	A/P	OUT-STD	01/08/2015
015461	01/08/2015 COX ELECTRONICS & COMMUNICATIONS 2-1712516 PM-AIRPORT-COMPUTER LABOUR 2-1713108 CC-BUILDING-2 WAY RADIOS (2)	3,325.45 28.25 519.69	A/P	OUT-STD	01/08/2015

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Number	Issued		Amount	SC	Status	Status Date
	2-1714842	CC-BUILDING-WEB CAM AND SET U	1,848.15			
	2-1718019	CC-INTERNET-COMPUTER CONNEC	231.48			
	2-1721385	CC-BUILDING-2 PORTABLE RADIOS	682.07			
	2-1722627	CC-BUILDING-1 VGA 8FT MM	15.81			
015462	01/08/2015	DAVE DINSMORE WEB DESIGN & HOSTING	700.67	A/P	OUT-STD	01/08/2015
	0333	CC-C/MC-MONTHLY WEB HOSTING	700.57			
015463	01/08/2015	EAST COAST AIR	265.55	A/P	OUT-STD	01/08/2015
	1018	CC-BUILDING-HOT WATER HEAT PL	169.50			
	1095	PS-RCMP-HEAT PUMP SERVICE CAI	96.05			
015464	01/08/2015	ENBRIDGE GAS NEW BRUNSWICK	2,849.81	A/P	OUT-STD	01/08/2015
	2014112601008-1016227-0	CC-BUILDING-NATURAL GAS	2,849.81			
	00					
015465	01/08/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	924.11	A/P	OUT-STD	01/08/2015
	603	GG-TOWNHALL-RECEPTION SUPPC	208.82			
	604	GG-TREASURY-ACCOUNTING SUPP	715.29			
015466	01/08/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	1,359.60	A/P	OUT-STD	01/08/2015
	219941	CC-BUILDING-NATURAL GAS	220.70			
	222045	CC-BUILDING-NATURAL GAS	1,138.90			
015467	01/08/2015	KEY INDUSTRIES	964.40	A/P	OUT-STD	01/08/2015
	7298	CC-STAFF-UNIFORMS	662.12			
	7423	CC-VOLUNTEER-T-SHIRTS	302.28			
015468	01/08/2015	KONICA MINOLTA	116.19	A/P	OUT-STD	01/08/2015
	5370269	CC-ADMIN-COPIER LEASE	116.19			
015469	01/08/2015	LIFESAVING SOCIETY - NB Branch	136.08	A/P	OUT-STD	01/08/2015
	2014-478	CC-POOL-BRONZE CROSS	18.08			
	2014-481	CC-POOL-NATIONAL LIFEGUARD,N/	120.00			
015471	01/08/2015	MAXIMUM SOLUTIONS, INC.	377.15	A/P	OUT-STD	01/08/2015
	16005	CC-FITNESS-MEMBERSHIP CARDS	377.15			
015472	01/08/2015	MCINNES COOPER	17,315.63	A/P	OUT-STD	01/08/2015
	2014026172	GG-LEGAL-LEASES	678.00			
	2014026173	CC-LEGAL-AGREEMENT	1,412.50			
	2014026175	CC-LEGAL-AGREEMENT	819.25			
	2014026176	GG-LEGAL-GENERAL	491.55			
	2014026178	GG-LEGAL-CONTRACT	12,501.73			
	2014026179	GG-LEGAL-AGREEMENT	1,412.50			
015473	01/08/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/08/2015
	WEEK022014	EMPLOYEE DEDUCTIONS-JAN 10-16	209.30			
015474	01/08/2015	MSC INDUSTRIAL SUPPLY ULC	630.20	A/P	OUT-STD	01/08/2015
	7041127001	TS-SHOP-TERM-BOWMA-CRIMP,TUI	630.20			
015475	01/08/2015	NATALIE REID	317.02	A/P	OUT-STD	01/08/2015
	DECEMBER192014	CC-ADVERTISING-OPEN HOUSE, SH	317.02			
015476	01/08/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	229.60	A/P	OUT-STD	01/08/2015
	314928	PS-RCMP-FLOOR MATS	45.92			
	315823	PS-RCMP-FLOOR MATS	45.92			
	316730	PS-RCMP-FLOOR MATS	45.92			
	317703	PS-RCMP-FLOOR MATS	45.92			
	318751	PS-RCMP-FLOOR MATS	45.92			
015477	01/06/2015	OFFICE INTERIORS	1,469.00	A/P	OUT-STD	01/08/2015
	421385	CC-ADMIN-LABOUR TO TAKE PROD	1,469.00			
015478	01/08/2015	ORCHARD'S PAINT & PAPER LTD.	34.97	A/P	OUT-STD	01/08/2015
	25639	CC-BUILDING-SUPER SPEC	34.97			
015479	01/08/2015	PAYROLL TRANSFER	54,681.00	A/P	OUT-STD	01/08/2015
	WEEK022015	GG-TRANSFER-DEC 26 - JAN 08/15	54,681.00			

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Number	Issued	Amount	SC	Status	Status Date
015480	01/08/2015 PITNEY WORKS NOVEMBER132014 CC/GG/RC/PS-POSTAGE METER RE	466.95 466.95	A/P	OUT-STD	01/08/2015
015481	01/08/2015 RECEIVER GENERAL FOR CANADA WEEK022015 GG-REMITTANCE-DEC 26- JAN 08/15	29,061.02 29,061.02	A/P	OUT-STD	01/08/2015
015482	01/08/2015 RICHARDSON JEFF DECEMBER152014 PS-FIRE-CHAIRS	971.77 971.77	A/P	OUT-STD	01/08/2015
015483	01/08/2015 SHANNON MICHAEL WEEK022014 PS-ANIMALCONTROL-WEEKLY FEE WEEK022014* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	01/08/2015
015484	01/08/2015 SOCAN 1 CC-ADMIN-RIGHTS TO PLAY MUSIC	209.13 209.13	A/P	OUT-STD	01/08/2015
015485	01/08/2015 SOURCE ONE SUPPLIES 7450 CC-BUILDING-ANTI-SLIP FLOOR CLEANER 7489 CC-BUILDING-LIQUIFYING STRIPPER 7556 CC-BUILDING-GARBAGE BAGS, SANITARY 7559 CC-LOCKER ROOM-SHOWER CURTAIN 7628 CC-BUILDING-PLASTIC BOTTLES, CLEANING 7635 CC-BUILDING-HAMMER DRILL RENT 7702 CC-BUILDING-MOP HEADS	3,481.76 135.31 868.57 1,523.49 765.53 80.77 45.15 62.94	A/P	OUT-STD	01/08/2015
015486	01/08/2015 SOUTHWEST ELECTRIC & SECURITY INC. 12841 CC-POOL-POOL HEATER REPAIR	79.09 79.09	A/P	OUT-STD	01/08/2015
015487	01/08/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED 090166 CC-CIVIC-OPEN HOUSE 090211 CC-CIVIC-OPEN HOUSE 21279 GG-CIVIC CENTER-BUSINESS CARD 21427 CC-CIVIC-DESIGN FOR DIGITAL INVOICE	778.85 328.80 294.01 110.74 45.20	A/P	OUT-STD	01/08/2015
015488	01/08/2015 STATIONERY PLUS 341484 CC-ADMIN-BINDERS 341697 CC-ADMIN-TONER, LAMINATION, POUCHES 341799 CC-ADMIN-COMPOSITION BOOKS, MEETING 341899 CC-ADMIN-MARKER, MOUSE, ROTARY 341962 CC-RINK-PLANNING BOARD, DAILY JOURNAL 342484 CC-ADMIN-CALCULATOR DESK, PAPER 342591 CC-ADMIN-DYMO TAPE 342756 CC-ADMIN-THERM ROLL, CORK BOARD 342776 CC-ADMIN-TONER CART 342812 CC-ADMIN-WALL POCKET ADD-ONS	818.25 27.12 105.76 28.39 59.35 98.28 119.47 39.08 235.72 77.85 27.23	A/P	OUT-STD	01/08/2015
015489	01/08/2015 ULTRA ALARM SERVICES 125913 CC-BUILDING-FALSE ALARM CHECK	321.08 321.08	A/P	OUT-STD	01/08/2015
015490	01/08/2015 ZEE MEDICAL CANADA CORP. 32413702 CC-BUILDING-FIRST AID SUPPLIES 32433701 CC-BUILDING-FIRST AID SUPPLIES	592.72 314.95 267.77	A/P	OUT-STD	01/08/2015
015491	01/15/2015 A*PLUS* AUTO GLASS & UPHOLSTERY 19707 TS-#16-SUPPLY RUBBER	6.78 6.78	A/P	OUT-STD	01/15/2015
015492	01/15/2015 AIR LIQUIDE CANADA 57993863 TS-SHOP-CYLINDER GAS	18.31 18.31	A/P	OUT-STD	01/15/2015
015493	01/15/2015 ALL GAS TANKS 79140 PS-FIRE-FILTERS	28.48 28.48	A/P	OUT-STD	01/15/2015
015494	01/15/2015 A TO Z RENTAL CENTRE LTD. 01-420563-03 TS-SHOP-PAINT SPRAYER PARTS	627.38 627.38	A/P	OUT-STD	01/15/2015
015495	01/15/2015 BLAKNEY'S EXCAVATING & TRUCKING 93045489 TS-STS-ROAD SALT DELIVERY	1,311.39 1,311.39	A/P	OUT-STD	01/15/2015

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Number	Issued	Amount	SC	Status	Status Date
015496	01/15/2015 BRUNSWICK NEWS INC 1489497 GG-CIVIC-FAMILY RESOURCE CENT	89.76 89.76	A/P	OUT-STD	01/15/2015
015497	01/15/2015 CAN. ASSOC. OF FIRE CHIEFS JANUARY 1, 2014 PS-FIRE-2015 MEMBERSHIP	296.06 296.06	A/P	OUT-STD	01/15/2015
015499	01/15/2015 CANADIAN TIRE N1549060621 CC-BUILDING-CHRISTMAS LIGHTS N15490618* CC-STAFF-CLOTHING ALLOWANCE N15490624 CC-MAINTENANCE-LYSOL WIPES, C N15490692 CC-BUILDING-MULTI-USE BSKT, BA N15490698 RC-HORT-TOTE N15490701 CC-BUILDING-IRON&BOARD N15490703 CC-POOL-LETTERS,HOOKS,FELT SL N15490710 RC-HORT-TOTE N15490714 TS-SHOP-EXT. CORD N15490721 CC-BUILDING-DCKDUCTTAP BLAC, : N15490728* CC-SHOWER-SHOWER RINGS N15490733* CC-STAFF-CLOTHING ALLOWANCE N15490773 CC-BUILDING-MULTI-USE BASKET,C N15858222 CC-POOL-WATER TEST KITS N15858316 CC-RINK-WIRELESS THERMOMETEI N15858317 CC-RINK-TRACTION SAND, GRIPON N15858343 TS-#5, #7-AXES N15858378 TS-SHOP-BRUSHES	1,792.71 75.68 160.00 14.89 19.18 10.18 56.48 178.25 15.81 15.81 191.39 27.98 84.74 792.16 22.68 -47.83 106.55 50.82 18.06	A/P	OUT-STD	01/15/2015
015500	01/15/2015 CANADIAN BEARINGS LTD 61058244-00 TS-#29-BALL BEARINGS	83.12 83.12	A/P	OUT-STD	01/15/2015
015501	01/15/2015 CARGILL LIMITED 2902023391 TS-ST5-ROAD SALT	4,380.88 4,380.88	A/P	OUT-STD	01/15/2015
015502	01/16/2015 CHARLOTTE COUNTY MINOR HOCKEY JUMPSTART RC-JUMPSTART-DONATION	150.00 150.00	A/P	OUT-STD	01/15/2015
015503	01/15/2015 GNH CAPITAL T4112 IN75395 TS-#11-TENSIONER IN75405 TS-#11-OIL SEALS, O-RING IN75507 TS-#11-WATER PUMP	223.28 -219.57 257.72 185.13	A/P	OUT-STD	01/15/2015
015504	01/15/2015 COX ELECTRONICS & COMMUNICATIONS 2-1721367 PS-FIRE-PAGERS	1,796.53 1,796.53	A/P	OUT-STD	01/15/2015
015505	01/15/2015 CYCLE WORKS 17211 PS-FIRE-ANNUAL KAWASAKI MULE	754.86 754.85	A/P	OUT-STD	01/15/2015
015506	01/15/2015 DAVIS FUELS LTD. 151975 TS/PS-199 UNION ST.-HEATING FUE	971.00 971.00	A/P	OUT-STD	01/15/2016
015507	01/15/2015 EAST COAST INTERNATIONAL TRUCKS 3-243520010 TS-#6-RAGS 3-243570003 TS-#18-ROTELLAS	468.68 204.87 253.71	A/P	OUT-STD	01/15/2015
015508	01/15/2015 FERRO WASTE & RECYCLING INC. 955472 GG-TOWN-GARBAGE COLLECTION	4,917.50 4,917.50	A/P	OUT-STD	01/15/2015
015509	01/15/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 800 GG-TREASURY-ACCOUNTING SUPP	555.96 555.96	A/P	OUT-STD	01/15/2015
015510	01/15/2015 GULLISON'S COURIER SERVICE 750610 GG-TRESURY-TO MARYSVILLE PLA 750619 TS-#22-TO TOWN FR/ SAUNDERS EC 750635 TS-#21-TO TOWN FR/ SAUNDERS EC 750643 TS-#7-TO TOWN FR/ RICHWIL 750695 TS-#7-TO TOWN FR/RICHWIL 750718 TS-#7-TO TOWN FR/ RICHWIL	344.65 28.25 28.25 28.25 28.25 28.25 28.25	A/P	OUT-STD	01/15/2015

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Number	Issued		Amount	SC	Status	Status Date
	750727	TS-#7-TO TOWN FR/ RICHWIL	28.25			
	750729	GG-TREASURY-TO MARYSVILLE PL	28.25			
	750744	TS-#7-TO TOWN FR/ RICHWIL	50.85			
	750973	TS-#5-TO TOWN FR/ RICHWIL	67.80			
015511	01/15/2015	KATRINA'S DANCEWORKS	50.00	A/P	OUT-STD	01/15/2015
		YOUTH PARTICIPATION	50.00			
015512	01/15/2015	KENT BUILDING SUPPLIES	227.70	A/P	OUT-STD	01/15/2015
	10047233	TS-ST5-ROOF FLANGE	-17.33			
	809578	GG-TREASURY-FILE ENCLOSURE \$	85.30			
	814214	CC-RINK-ANCR/ZIP-IT, SCRW5	12.55			
	817890	TS-SHOP-DUAL ANGLE BLOCKS	3.13			
	819304	TS-SHOP-CLAMP/WIRE CABLE, EYE	34.47			
	820825	CC-RINK-BOLTS,NUTS,WASHERS	1.94			
	823269	TS-SHOP-QUIKRETE SAND MIX	38.05			
	824051	PS-FIRE-BRACKETS, ANCH SCREWS	69.59			
015513	01/15/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	157.12	A/P	OUT-STD	01/15/2015
	231969724	GG-TOWN HALL-COPIER CHARGES	157.12			
015514	01/15/2015	KONICA MINOLTA	122.55	A/P	OUT-STD	01/15/2015
	5381199	GG-TOWN HALL- COPIER LEASE DE	122.55			
015515	01/15/2015	LASTING LEGACY CARPENTRY	3,192.25	A/P	OUT-STD	01/15/2015
	479218	GG-TREASURY- MOVE FILES FROM	1,440.75			
	479222	GG-TREASURY-MOVING FILES FRO	1,751.50			
015516	01/15/2015	LISA COBHAM	203.29	A/P	OUT-STD	01/15/2015
	345392	CC-CANTEEN-CASH REGISTER REIF	203.29			
015517	01/15/2015	MIGMAC FIRE & SAFETY SOURCE LTD.	1,422.67	A/P	OUT-STD	01/15/2015
	NS-00823350	PS-FIRE-GEAR BAGS,HELMET PART	1,044.12			
	ns-00823496	PS-FIRE-SURVIVOR LED, 120V AC 8	378.55			
015518	01/15/2015	MILLTOWN MACHINE & FABRICATION LTD.	123.74	A/P	OUT-STD	01/15/2015
	17226	TS-#16-1/2 X 1-1/2 FLAT BAR, 1/2 X 3	123.74			
015519	01/15/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/15/2015
	WEEK022015	EMPLOYEE DEDUCTIONS-JAN 17-25	209.30			
015520	01/15/2015	NBAFC	225.00	A/P	OUT-STD	01/15/2015
	2015M-96	PS-FIRE-2015 MEMBERSHIP	225.00			
015521	01/15/2015	ORKIN CANADA CORPORATION	352.56	A/P	OUT-STD	01/15/2015
	IN-5563838	PS-FIRE-PEST CONTROL	117.52			
	IN-5839081	PS-FIRE-PEST CONTROL	117.52			
	IN-5897162	PS-FIRE-PEST CONTROL	117.52			
015522	01/15/2015	ORR ELECTRIC & ALARM LTD.	2,472.08	A/P	OUT-STD	01/15/2015
	1580	TS-DECORATIVE LIGHTS- REPAIR	1,110.69			
	1599	TS-DECORATIVE LIGHTS-REPAIRS	222.62			
	1611	TS-SHOP-WORK ON CIRCUITS FOR	1,138.77			
015523	01/15/2015	RICHARDSON JEFF	<del>400.00</del>	A/P	OUT-STD	01/15/2015
	JANUARY052015	PS-FIRE-EXTINGUISHER LICENCE R	400.00			
015524	01/15/2015	SAMEDAY WORLDWIDE	59.82	A/P	OUT-STD	01/15/2015
	5509392	PS-FIRE-TO ACKLANDS GRAINGER	59.82			
015525	01/15/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	01/15/2015
	WEEK032014	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK032015*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
015526	01/15/2015	SOJOURN ENTERPRISES LIMITED	226.84	A/P	OUT-STD	01/15/2015
	44640	TS-ST5-STREET SIGNS	226.84			
015527	01/15/2015	SOURCE ONE SUPPLIES	162.56	A/P	OUT-STD	01/15/2015
	7849	TS-SHOP-PAPER TOWEL, URINAL B	75.29			

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Number	Issued	Amount	SC	Status	Status Date
	7730 PS-FIRE-PAPER TOWEL	33.70			
	7732 PS-FIRE-NITRILE, GLOVES	53.56			
015528	01/15/2015 SOUTHWEST CONCRETE & CONS LTD 11-63-14 TS-ST5-CRANE RENTAL	418.10 418.10	A/P	OUT-STD	01/15/2015
015529	01/15/2015 SOUTHERN SANITATION LTD. 152007 PM-AIRPORT-GARBAGE COLLECTIC 152032 TS/RC-GARBAGE/PARKS-GARBAGE	534.61 32.21 502.40	A/P	OUT-STD	01/15/2015
015530	01/15/2015 SOUTHWEST ELECTRIC & SECURITY INC. 12763 PM-LIBRARY- LAMPS REPAIR	187.35 187.35	A/P	OUT-STD	01/15/2015
015531	01/15/2015 SOUTH WEST COURIER 90040 TS-#29-TO TOWN FR/ CANADIAN BE	16.06 16.05	A/P	OUT-STD	01/15/2015
015532	01/15/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 090096 GG-CIVIC-REMEMBRANCE DAY 090293 GG-CIVIC-NOTICE OF HEARING 090319 GG-CIVIC-ANTI-BULLYING 090362 GG-CIVIC-NOTICE OF HEARING 090436 GG-CIVIC-NOTICE OF HEARING 090583 PS-FIRE-FLASHBACK CALENDAR 20 21405 GG-TOWN HALL- BLANK SHEETS	658.11 104.41 104.41 55.94 85.34 104.41 180.80 22.80	A/P	OUT-STD	01/15/2015
015533	01/15/2015 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT BUCKETSITDONATIONS PS-FIRE-BUCKET SIT DONATIONS	4,060.00 4,060.00	A/P	OUT-STD	01/15/2015
015534	01/15/2015 ST. STEPHEN AREA CHAMBER 582 GG-MAYOR-BREAKFAST MEETING 787* GG-CIVIC-CHRISTMAS CARDS	192.00 12.00 180.00	A/P	OUT-STD	01/15/2015
015535	01/15/2015 ST. STEPHEN BASKETBALL ASSOCIATION JUMPSTART2015 RC-JUMPSTART-CONTRIBUTION	150.00 150.00	A/P	OUT-STD	01/15/2015
015537	01/15/2015 STATIONERY PLUS 341586 GG-TOWN HALL- ADDRESS STAMPS 341660 GG- TOWN HALL- DIVIDERS 342294 GG-TOWN HALL- ANALYSIS PADS 342966 CC-ADMIN-KEY CABINET 343117 CC-ADMIN-KEY CABINET, LAMINAT. 343147 GG-TOWN HALL- FOLDBACK CLIPS, 343167 CC-ADMIN-INDEX DIV., BINDERS 343170 CC-ADMIN-REINFORCEMENTS 343442 CC-ADMIN-FILE CABINET, PAPER 343589 GG-TOWN HALL- PAER, PENS, DIAR 343714 GG-TOWN HALL- TONER 343937 GG-TOWN HALL- PAPER, BINDING C 344016 CC-ADMIN-PENS, CLIPBOARD, BIND 344124 GG-TOWN HALL- TONER	946.76 90.73 1.90 7.86 40.67 103.10 40.97 13.58 3.38 220.24 4.49 100.71 107.85 38.41 172.67	A/P	OUT-STD	01/15/2015
015538	01/15/2015 THE MINISTER OF FINANCE 5813 PS-RCMP-POLICING SERVICES	254,654.25 254,654.25	A/P	OUT-STD	01/15/2015
015539	01/15/2015 UNION OF MUNICIPALITIES OF NEW BRUNSWICK 2015MEMBERSHIP GG-CIVIC-2015 MEMBERSHIP	3,800.00 3,800.00	A/P	OUT-STD	01/15/2015
015540	01/15/2015 VALRON STRUCTURAL ENGINEERS 14-183 GG-OLD TOWN HALL- ENGINEERIN	1,695.00 1,695.00	A/P	OUT-STD	01/15/2015
015541	01/15/2015 WORLDLYNK 13048IN21831 RC/CC/PS-OTTER BOX CASES FOR 13048IN22985 PS-FIRE-RESUE TRUCK	353.39 314.98 38.41	A/P	OUT-STD	01/15/2015
015542	01/15/2015 WURTH CANADA LIMITED 21784309 TS-ST5-HEX BOLTS,HEX,SEALANT,(	334.05 334.05	A/P	OUT-STD	01/15/2015

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Number	Issued	Amount	SC	Status	Status Date
015543	01/15/2015 YELLOW PAGES GROUP 14-9138995 GG- TOWN HALL- YELLOW PAGES	9.32 9.32	A/P	OUT-STD	01/15/2015
015544	01/15/2015 ZEE MEDICAL CANADA CORP. 0160040714 GG-TOWN- FIRST AID SUPPLIES 0160069034 PS-FIRE-FIRST AID SUPPLIES	549.07 211.01 338.06	A/P	OUT-STD	01/15/2015
015545	01/01/2015 HERITAGE COURT HOLDINGS LIMITED CN000000791 GG-TOWNHALLLEASE-OPS COST C CN000000792 GG-TOWNHALLLEASE-ADJUSTED C IN000006311 GG-TOWNHALLLEASE-OPS COSTS RC000019797 GG-TOWNHALLLEASE-OPS COST B RC000019978 GG-TOWNHALLLEASE-JANUARY/15	5,428.32 -1,354.86 -8.08 1,354.86 113.00 5,323.40	A/P	OUT-STD	01/01/2015
015551	01/20/2015 GREAT-WEST LIFE ASSURANCE COMPANY JAN182015 GG-PREMIUMS-JAN 24 - FEB 23 - DIV	1,642.39 1,642.39	A/P	OUT-STD	01/20/2015
015552	01/20/2015 MEDAVIE BLUE CROSS FEBRUARYPREMIUMS201 GG-HEALTH&DENTALPREMIUMS-FE 5 FEBRUARYPREMIUMS201 GG-HEALTH&DENTALPREMIUMS-FE 5*	15,425.08 9,267.27 6,157.81	A/P	OUT-STD	01/20/2015
015554	01/20/2015 ST. STEPHEN DEVELOPEMENT BOARD NOVEMBER2014 GG-CIVIC-INTERNAL MARKETING S	4,867.61 4,867.61	A/P	OUT-STD	01/20/2015
015555	01/20/2015 GREAT-WEST LIFE ASSURANCE COMPANY JAN182015* GG-PREMIUMS-JAN 24 - FEB 23 - DI	1,615.57 1,615.57	A/P	OUT-STD	01/20/2015
015556	01/22/2015 A"PLUS" AUTO GLASS & UPHOLSTERY 19723 PS-#200- SUPPLY URETHANE	24.88 24.88	A/P	OUT-STD	01/22/2015
015557	01/22/2015 BAYTOWN HARDWARE LTD. 15531 CC-RINK-FIRE AND SAFETY BOXES	487.89 487.89	A/P	OUT-STD	01/22/2015
015558	01/22/2015 BELL ALIANT 06336721DEC14 TS-AIRPORT-LANDLINE	129.17 129.17	A/P	OUT-STD	01/22/2015
015559	01/22/2015 BRUNNET 18428 GG-TOWN HALL-SERVER MAINTENI 18651 GG-TOWN HALL-SERVER MAINTENM	161.04 80.52 80.52	A/P	OUT-STD	01/22/2015
015560	01/22/2015 BRUNSWICK NEWS INC 1493685 GG-CIVIC-GROUP HOME 1497301 GG-CIVIC-CHRISTMAS WISHES 1498852 PS-FIRE-CHRISTMAS WISHES 1500515 PS-FIRE-NEW YEARS WISHES	463.23 110.74 89.76 175.15 87.58	A/P	OUT-STD	01/22/2015
015561	01/22/2015 BUDGET BLINDS DECEMBER 20, 2014 CC-RINK-WINDOW FILM	1,474.65 1,474.65	A/P	OUT-STD	01/22/2015
015562	01/22/2015 CANADIAN SPRINGS 1111626654 GG-TOWN HALL-WATER	26.34 26.34	A/P	OUT-STD	01/22/2015
015563	01/22/2015 CARQUEST 14838-14067 TS-#21-REMAN ALTERNATOR	85.59 85.59	A/P	OUT-STD	01/22/2015
015564	01/22/2015 CHARLOTTE COUNTY JANITORIAL 2896 PS-RCMP-JANITORIAL- DEC	1,334.47 1,334.47	A/P	OUT-STD	01/22/2015
015565	01/22/2015 CLONEY CONSTRUCTION INC. 52 CC-RINK-BUCKET TRUCK SERVICE	452.00 452.00	A/P	OUT-STD	01/22/2015
015566	01/22/2015 COX ELECTRONICS & COMMUNICATIONS 2-1722376 PS-FIRE-2 MINITOR V BATTERIES	41.81 41.81	A/P	OUT-STD	01/22/2015
015567	01/22/2015 DAVIDSON FOOD EQUIPMENT & SUPPLIES 47911 CC-KITCHEN SUPPLIES- SHIPPING I	564.38 564.38	A/P	OUT-STD	01/22/2015
015568	01/22/2015 GARY ACHESON: 083932 GG-MAOR'S LEVER- ENTERTAINMEI	250.00 250.00	A/P	OUT-STD	01/22/2015

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015569	01/22/2015 HARDWARE SPECIALTY LTD. 122571 CC-RINK- LOCK REPAIR	150.52 150.52	A/P	OUT-STD	01/22/2015
015570	01/22/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 340486 TS-ST5-DIESEL 39402 TS-ST5-DIESEL 626322 TS-ST5-GAS 646284 TS-ST5-DIESEL	6,600.31 1,281.02 1,950.39 1,833.82 1,535.08	A/P	OUT-STD	01/22/2015
015571	01/22/2015 KENT BUILDING SUPPLIES 783597 GG-CIVIC-MOUNUMENT SUPPLIES 785204 GG-CIVIC- MONUMNET SUPPLIES 785280 GG-CIVIC- MONUMENT SUPPLIES 792593 GG-CIVIC- MONUMENT SUPPLIES 799887 GG-CIVIC- MONUMENT SUPPLIES 819197 RC-PARKS-EXTERNAL CORD, LIGHT	415.99 69.42 36.52 126.05 32.58 70.77 80.65	A/P	OUT-STD	01/22/2015
015572	01/22/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 231845612 CC-ADMIN-COPIER TONER	798.59 798.59	A/P	OUT-STD	01/22/2015
015573	01/22/2015 LASTING LEGACY CARPENTRY 479219* PM-AIRPORT- ROOF REPAIR	1,781.80 1,751.50	A/P	OUT-STD	01/22/2015
015574	01/22/2015 LIFESAVING SOCIETY - NB Branch 2014-246 CC-POOL- SWIM TO SURVIVE CERT 2014-309 CC-POOL- SWIM PATROL CRESTS	183.12 128.82 34.30	A/P	OUT-STD	01/22/2015
015575	01/22/2015 MAXIMUM SOLUTIONS, INC. 16574 CC-FITNESS-MEMBERSHIP CARDS	417.78 417.78	A/P	OUT-STD	01/22/2015
015576	01/22/2015 MAYFIELD GARDENS & LANDSCAPE 6421 CC-POOL-CHEMICALS	312.98 312.98	A/P	OUT-STD	01/22/2015
015577	01/22/2015 MILLTOWN MACHINE & FABRICATION LTD. 17048 CC-RINK-REPAIR ALUMINUM SUPPL	36.70 36.70	A/P	OUT-STD	01/22/2015
015578	01/22/2015 MILLTOWN TRUCKING PB88055 GG-CIVIC- MONUMENT MOVE	678.00 678.00	A/P	OUT-STD	01/22/2015
015579	01/22/2015 MINISTER OF FINANCE WEEK042015 EMPLOYEE DEDUCTIONS-JAN 24-30	209.30 209.30	A/P	OUT-STD	01/22/2015
015580	01/22/2015 MINISTER OF FINANCE 1:3688891DEC14 GG-TOWNHALL-LANDLINES 11378668DEC14* PS/TS-199UNIONST-LANDLINE PHOI 11385944DEC14* TS/PS-199UNIONST-LANDLINE PHOI 15772965DEC14* RC-REC/POOL-LANDLINE PHONES 46435731DEC14 RC-PARKS-CHOCOLATE PARK CAM	3,145.80 1,478.01 347.08 895.64 347.16 77.91	A/P	OUT-STD	01/22/2015
015581	01/22/2015 MUNICIPAL HUMAN RESOURCES INC. 5092 GG-CAO-MEMBERSHIP DUE	1,622.28 1,622.28	A/P	OUT-STD	01/22/2015
015582	01/22/2015 N. B. ELECTRIC POWER 18988703JAN15 TS/PS-199UNIONST-ELECTRICITY 19051703JAN15 TS-AIRPORT-ELECTRICITY 19051801JAN15 TS-AIRPORT-ELECTRICITY 216000030308JAN15 TS-ST5-AREA LIGHTS 55471834JAN15 TS/PS-220UNIONST-ELECTRICITY 57955826JAN15 CB-SELFCONTAINEDLIGHT-ELECTR 71315207JAN15 PM-RCMP-ELECTRICITY 83278804JAN15 TS-ST5-PARK SHED	15,107.22 1,812.63 313.17 64.21 10,964.75 738.27 101.16 1,037.18 75.85	A/P	OUT-STD	01/22/2015
015583	01/22/2015 NEW SYSTEM LAUNDRY & CLEANERS LTD. 312234 PS-RCMP-FLOOR MATS 319311 GG-TOWN HALL- FLOOR MATS 319868 PS-RCMP-FLOOR MATS	231.46 45.92 93.70 45.92	A/P	OUT-STD	01/22/2015

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	320996 PS-RCMP-FLOOR MATS	45.92			
015584	01/22/2015 ORR ELECTRIC & ALARM LTD.	1,339.28	A/P	OUT-STD	01/22/2015
	1534 CC-POOL-POOL PUMP TEST	146.90			
	1552 CC-RINK-AQUA DRIVE FUSES	265.78			
	1672 CC-RINK-SUPPLY POWER TO TWO I	926.60			
015585	01/22/2015 PARTS FOR TRUCKS INC.	865.31	A/P	OUT-STD	01/22/2015
	34195807-00 TS-#30-CLUTCH SPROKET, ELECTR	625.93			
	34196791-00 TS-#2-PLOW LIGHTING HARNESS	239.38			
015586	01/22/2015 PAYROLL TRANSFER	60,384.07	A/P	OUT-STD	01/22/2015
	WEEK042015 GG-TRANSFER-JAN 9-22/15	60,384.07			
015587	01/22/2015 PETTY CASH	62.90	A/P	OUT-STD	01/22/2015
	DECEMBER042014 GG-CVIC-MILLTOWN CHRISTMAS T	20.00			
	DECEMBER052014 GG-CVIC-CHRISTMAS CARDS	15.00			
	DECEMBER162014 GG-TOWNHALL-BABY SHOWER SUF	7.91			
	DECEMBER172014* GG-TOWNHALL-BABYSHOWER CAK	19.99			
015588	01/22/2015 PRINCESS AUTO	219.95	A/P	OUT-STD	01/22/2015
	288217 TS-#16-INSERT THREADED SET, WII	219.95			
015589	01/22/2015 PROCOM DATA SERVICES INC.	4,963.01	A/P	OUT-STD	01/22/2015
	2014011978 GG-TREASURY-TOWN SUITE UPGR.	2,134.39			
	2014011986 GG-TREASURY- TOWN SUITE USER	2,829.52			
015590	01/22/2015 RANDY'S TOWING	282.50	A/P	OUT-STD	01/22/2015
	611 CC-RINK-JLG LIFT MOVE	282.50			
015591	01/22/2015 RECEIVER GENERAL FOR CANADA	30,513.71	A/P	OUT-STD	01/22/2015
	WEEK042015 GG-REMITTANCE-JAN 9 - 22/15	30,513.71			
015592	01/22/2015 RICHWIL TRUCK CENTRE LTD.	4,552.62	A/P	OUT-STD	01/22/2015
	108241 TS-#7-INSULATRS	156.84			
	108256 TS-#7-HOSE	247.40			
	108295 TS-#7-HOUSING, CLUTCH, BEARING	2,553.33			
	108362 TS-#7-SEAL, INSULATR.	820.90			
	108517 TS-#5-CLUTCH ASSEMBLY	774.05			
015593	01/22/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	01/22/2015
	WEEK042005* PS-ANIMALCONTROL-WEEKLY VEH	197.75			
	WEEK042015 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
015594	01/22/2015 SOCAN	209.13	A/P	OUT-STD	01/22/2015
	11986604 CC-ADMIN-RIGHTS TO PLAY MUSIC	209.13			
015595	01/22/2015 SOURCE ONE SUPPLIES	45.15	A/P	OUT-STD	01/22/2015
	7585 CC-BUILDING-CAUTION TAPE	45.15			
015596	01/22/2015 SOUTHWEST CONCRETE & CONS LTD	272.33	A/P	OUT-STD	01/22/2015
	1C-81-14** GG-CVIC- MONUMENT SUPPLIES	272.33			
015597	01/22/2015 SOUTHERN SANITATION LTD.	8,859.01	A/P	OUT-STD	01/22/2015
	152362 GG-TOWN-GARBAGE COLLECTION	8,859.01			
015598	01/22/2015 SPEEDY ST-STEPHEN 8768	73.45	A/P	OUT-STD	01/22/2015
	8768-180861 CC-RINK-REMOVE GLASS DIVIDER I	73.45			
015599	01/22/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	1,388.90	A/P	OUT-STD	01/22/2015
	21380 CC-RINK-SCORE CLOCK DECALS	1,388.90			
015600	01/22/2015 ST. CROIX CHRISTIAN CENTRE	660.00	A/P	OUT-STD	01/22/2015
	DECEMBER 9, 2014 GG-STAFF-CHRISTMAS DINNER	660.00			
015601	01/22/2015 TEED SAUNDERS DOYLE & CO.	969.54	A/P	OUT-STD	01/22/2015
	4800 GG-TREASURY-GAS TAX, REPORTS	969.54			
015602	01/22/2015 YELLOW PAGES GROUP	9.32	A/P	OUT-STD	01/22/2015
	14-9243870 GG-TOWN HALL- YELLOW PAGES	9.32			
015603	01/29/2015 BELL ALIANT	874.46	A/P	OUT-STD	01/29/2015

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	47424130DEC14 CC-BUILDING-LANDLINE PHONES	974.46			
015604	01/29/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 830 GG-TREASURY-ACCOUNTING SUPP	1,128.87 1,128.87	A/P	OUT-STD	01/29/2015
015605	01/29/2015 FUNDY BUILDING INSPECTION & DRAFTING SERV 15-109 PS-BUILDINGINSPECTOR-FEE, TRA	805.13 805.13	A/P	OUT-STD	01/29/2015
015606	01/29/2015 JILL LITTLE DESIGN 1016* CC-NEWSLETTER-HOLIDAY NEWSL	1,107.50 1,107.40	A/P	OUT-STD	01/29/2015
015607	01/29/2015 KEY INDUSTRIES 7649 CC-MAINTENANCE-STAFF JACKETS	743.77 743.77	A/P	OUT-STD	01/29/2015
015608	01/29/2015 KIWANIS CLUB OF ST. STEPHEN 2015 TRADE SHOW GG-CIVIC-2015 TRADE SHOW REGIS	100.00 100.00	A/P	OUT-STD	01/29/2015
015609	01/29/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) 232085528 GG-TOWN HALL- PHOTOCOPIER	30.71 30.71	A/P	OUT-STD	01/29/2015
015610	01/29/2015 KONICA MINOLTA 5406869 CC-ADMIN-COPIER RENTAL 5428726 GG-TOWN HALL- PHOTOCOPIER	277.31 129.00 148.31	A/P	OUT-STD	01/29/2015
015611	01/29/2015 MCINNES COOPER 2014029591 GG-LEGAL-CONTRACT	7,517.89 7,517.89	A/P	OUT-STD	01/29/2015
015612	01/29/2015 MCLAUGHLIN, DONALD DECEMBER 19, 2014 TS-STG-PREPARING 4 E PANEL SIGI	271.20 271.20	A/P	OUT-STD	01/29/2015
015613	01/29/2015 MINISTER OF FINANCE WEEK052015 EMPLOYEE DEDUCTIONS-JAN 31 - F	209.30 209.30	A/P	OUT-STD	01/29/2015
015615	01/29/2015 N. B. ELECTRIC POWER 10126106JAN15 TS-KING ST-SCHOOL XING LIGHTS 17915909JAN15 RC-POOL-SCHOOL STREET 17935200JAN15 TS-KING/UNION ST-TRAFFIC LIGHTS 18169205JAN15* RC-POOL-MILL LANE 50660140JAN15 RC-PARKS-ROTARY CHANGING RO 54187672JAN15 TS-KING/QUEEN ST- TRAFFIC LIGHT 54253127JAN15 CC-BUILDING-ELECTRICITY 54653258JAN15 TS-KING/SUPER STORE-TRAFFIC LI 55180607JAN15 RC-COTTON MILL-LIGHTS 55917471JAN15 TS-STG-WATER FRONT LIGHTS 57579341JAN15 CB-EMPTYSTORE/HAIRDRESSER-E 57955755JAN15 CB-ACTHEAT/HOUSE-ELECTRICITY 57955773JAN15 CB-PHARMACY/BIGAREA-ELECTRIC 57955791JAN15 CB-UPSTAIRSOFFICE-ELECTRICITY 57955808JAN15 CB-ACUNIT&HOUSE-ELECTRICITY 72924308JAN15 RC-PARKS-BANDSTAND 73006038JAN15 RC-LIBRARY-ELECTRICITY 82122207JAN15 RC-PARKS-BASKETBALL COURT 84980501JAN15 RC-PARKS-RIVERSIDE DRIVE LIGHT	27,678.87 24.61 71.29 49.45 608.58 24.61 54.99 21,303.90 73.29 69.61 157.32 871.33 191.04 501.49 437.33 714.39 63.21 2,386.53 51.29 24.61	A/P	OUT-STD	01/29/2015
015616	01/29/2015 NATALIE REID NOVEMBER172014 CC-CIVIC/BUILDING-OPEN HOUSE S	283.93 283.93	A/P	OUT-STD	01/29/2015
015617	01/29/2015 SHANNON MICHAEL WEEK052015 PS-ANIMALCONTROL-WEEKLY FEE WEEK052015* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	01/29/2015
015618	01/30/2015 ACCT #903240047015 JANUARY2015 VOL FIRE MEMBERSHIPS DUES-JAN	290.00 290.00	A/P	OUT-STD	01/30/2015
015619	01/30/2015 ACCT 8025-280 JANUARY2015 LOCAL 770 UNION DUES - JAN/15	1,001.51 1,001.51	A/P	OUT-STD	01/30/2015
015620	01/30/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002	20,815.35	A/P	OUT-STD	01/30/2015

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	JANUARY2015 GG-MUNICIPALPLAN-JAN/15	20,815.35			
015621	01/30/2015 GREAT WEST LIFE	369.24	A/P	OUT-STD	01/30/2015
	JANUARY2015 EMPLOYEE DEDUCTIONS-JAN/15	369.24			
015622	01/30/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002	1,131.40	A/P	OUT-STD	01/30/2015
	NOV/DEC2014 GG-MUNICIPALPLAN-NOV/DEC/14	1,131.40			
015623	01/30/2015 ST. STEPHEN UTILITY DEPT.	60.00	A/P	OUT-STD	01/30/2015
	JANUARY2015 EMPLOYEE DEDUCTIONS - JAN/15	60.00			
015624	01/30/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002	566.70	A/P	OUT-STD	01/30/2015
	JANUARY2015* GG-MUNICIPALPLAN-JAN/15	566.70			
015625	01/30/2015 MINISTER OF FINANCE	1,086.00	A/P	OUT-STD	01/30/2015
	JANUARY2015 EMPLOYEE DEDUCTIONS - JAN/15	1,086.00			
	<b>Cheque Totals Issued:</b>	<b>704,958.08</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>704,958.08</b>			
	<b>Total # of Cheques Listed:</b>	<b>17</b>			

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**TOWN OF ST. STEPHEN BILLS PAID (BANK TRANSFER PAYMENTS):**

Visa:

**OCTOBER 2014**

John Quartermain (Civic Centre Fitness Theory Manuals, STA Books,  
Recreation Fall/Winter Brochures Postage Expenses) 1,431.12

**NOVEMBER 2014**

John Quartermain (Civic Centre Pool Training Expense) 237.18

**Total** \$1,668.30

**TOWN OF ST. STEPHEN BILLS PAID (CHARLES F. TODD TRUST FUND):**

**JANUARY 2015**

Alyssa Orchard (Frances Esther Todd Scholarship, Final Installment, Cheque #66)	1,700.00
Brandon Bertin (Irving Randall Todd Scholarship, Final Installment, Cheque #67)	1,700.00
<b>Total</b>	<b><u><u>\$3,400.00</u></u></b>

Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
004821	01/07/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JANUARY7,2015* SERIES "AS" - INTEREST	5,307.00 5,307.00	A/P	OUT-STD	01/07/2015
004958	01/08/2015 A*PLUS* AUTO GLASS & UPHOLSTERY 19621 WS-#103-INSTALL GLASS,INSTALL N	274.59 274.59	A/P	OUT-STD	01/08/2015
004959	01/08/2015 ACWWA 995991 WS-TRANS&DIST-WATER DISTRIBU	1,082.42 1,082.42	A/P	OUT-STD	01/08/2015
004960	01/08/2015 A ONE PUMPING SERVICE LTD. 4411 WS-TRANS&DIST-VAC TRUCK TO PI 4420 WS-TRANS&DIST-VAC TRUCK TO V/	5,375.41 4,012.63 1,362.78	A/P	OUT-STD	01/08/2015
004961	01/08/2015 BOOTH, ALAN DECEMBER222014 WS-TRANS&DIST-CLOTHINGALLOW	207.60 207.60	A/P	OUT-STD	01/08/2015
004963	01/08/2015 CANADIAN TIRE N15427743 WS-#102-WHEEL ALIGNMENT N15490434 WS-SOURCE-SPRAY,SHOP TOWEL N15490435* WS-TRANS&DIST-WATER FILTERS N15490436 WS-TRANS&DIST-TAPE N15490441 WS-SOURCE-HOSE N15490803 WS-SOURCE-COOLER N15490632 WS-SOURCE-HAND WARMERS, MOI N15490635 WS-SOURCE-BUSHING,FAUCET SEI N15490836 WS-SOURCE-STNLS STL TAPE N15490637 WS-TRANS&DIST-CLOTHINGALLOW N15490649 WS-SOURCE-TWINE N15490677 WS-SOURCE-TUBING N15490736 SCD-DISPOSAL-HOSE, ROPE N15490739 WS-SOURCE-BULBS,STAPLES,STAF N15490972 WS-TRANS&DIST-GRASS SEED	796.48 76.23 48.31 48.78 7.44 17.50 20.33 138.54 7.32 68.91 180.78 9.03 14.10 42.33 71.69 45.19	A/P	OUT-STD	01/08/2015
004964	01/08/2015 CLASSIC ASPHALT LTD. 14-152 WS-TRANS&DIST-ASPHALT	4,870.41 4,870.41	A/P	OUT-STD	01/08/2015
004965	01/08/2015 CLEARWATER WELL DRILLING (1983) Ltd. 2729 WS-SOURCE-VIDEO WELL,PUMPE	1,017.00 1,017.00	A/P	OUT-STD	01/08/2015
004966	01/08/2015 COLE-PARMER CANADA INC. 513249 WS-SOURCE-GAUGE, CHLOROSENI 514832 WS-SOURCE-TUBING HDPE,CHLOR	970.95 513.90 457.05	A/P	OUT-STD	01/08/2015
004967	01/08/2015 COX ELECTRONICS & COMMUNICATIONS 2-1719093 WS-SOURCE-COMPUTER REPAIR	107.28 107.28	A/P	OUT-STD	01/08/2015
004968	01/08/2015 DAVIS FUELS LTD. 151304 WS-110 MAXWELL XING- RESIDENC 151621 WS-110 MAXWELL XING- RESIDENC	1,321.61 752.00 569.51	A/P	OUT-STD	01/08/2015
004969	01/08/2015 DEBLY ENTERPRISES LTD. 153548 WS-TRANS&DIST-ASPHALT	2,098.74 2,098.74	A/P	OUT-STD	01/08/2015
004970	01/08/2015 DILLON CONSULTING LIMITED 129870 WS-TRANS&DIST-ROCK SURVEY OI	3,229.54 3,229.54	A/P	OUT-STD	01/08/2015
004971	01/08/2015 MCINNES COOPER 2014026177 WS/SCD-LEGAL-WATERLINE EXPRC	6,813.34 6,813.34	A/P	OUT-STD	01/08/2015
004972	01/08/2015 PITNEY WORKS NOVEMBER132014* WS/SCD-UTILITY-POSTAGE METER	1,545.57 1,545.57	A/P	OUT-STD	01/08/2015
004973	01/08/2015 PUROLATOR COURIER LTD. 425937394 WS-SOURCE-TO HYPERION RESEA	78.09 76.09	A/P	OUT-STD	01/08/2015
004974	01/15/2015 ATLANTIC PURIFICATION SYSTEMS LTD. 143591 SCD-DISPOSAL-SINGLETs,PH ELEC	148.65 148.65	A/P	OUT-STD	01/15/2015

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Number	Issued	Amount	SC	Status	Status Date
004976	01/15/2015 CANADIAN TIRE	2,541.57	A/P	OUT-STD	01/15/2015
	N15356381 WS-#105-TIRES	718.62			
	N15427742 SCD-DISPOSAL-BATTERY	485.88			
	N15490622 WS-SOURCE-BATTERIES, FUNNELS	22.58			
	N15490682 WS-SOURCE-CERAMIC HEATERS	115.21			
	N15490686 WS-SOURCE-PADLOCK	5.64			
	N15490691 WS-SOURCE-TAPE	18.07			
	N15490720 WS-#102-RUST PAINT	16.37			
	N15490724 SCD-DISPOSAL-VAC FILTER	5.64			
	N15490726 WS-TRANS&DIST-LIGHTS	33.89			
	N15490772 SCD-DISPOSAL-10W30	18.92			
	N15490787 WS-SOURCE-GLOVES	28.22			
	N15490789 WS-TRANS&DIST-FAN HEATER, COI	105.08			
	N15490794 SCD-DISPOSAL-GLASSES, CRTRD	41.76			
	N15856306 WS-SOURCE-SHOVELS	110.69			
	N15856334 WS-TRANS&DIST-GLOVES	79.03			
	N15856335 WS-SOURCE-BLOCK HEATER, HEAT	180.74			
	N15856337 WS-TRANS&DIST-STAPLES	2.59			
	N15856339 WS-TRANS&DIST-SPRAY NINE, BUR	55.66			
	N15856342 WS-SOURCE-MOUSE TRAP, CONNE	67.47			
	N15856365 WS-TRANS&DIST-TSEAT, WH, ELG, A	131.61			
	N15856368 WS-TRANS&DIST-HATS, GLOVES	95.98			
	N15856370 WS-SOURCE-LAWN SPRAY	79.09			
	N15856394 WS-TRANS&DIST-IMPACT WRENCH	90.39			
	N15856397 SCD-DISPOSAL-SCREWDRIVER	11.85			
	N15856399 WS-SOURCE-BATTERIES	22.59			
004977	01/15/2015 CNH CAPITAL T4112	117.31	A/P	OUT-STD	01/15/2015
	IN76511 WS-#103-BELT, FILTER	117.31			
004978	01/15/2015 EAST COAST INTERNATIONAL TRUCKS	1,944.78	A/P	OUT-STD	01/15/2015
	3-243420009 WS-#8-ROTELLAS	123.40			
	3-243430009 SCD-#9-SHIELDDUSTS	397.94			
	3-243430012 SCD-#9-KIT BRAKE MINOR REPAIR,	393.87			
	3-243440017 SCD-#9-CAMSHAFTS, HOSE-AIR	142.36			
	3-243450008 SCD-#9-SNOW BRUSHES, EXIDE 925C	552.74			
	3-243450019 SCD-#9-SLACK ADJUSTERS, DRIVE	251.45			
	3-243500019 WS-#8-MAN. SLACK	83.03			
004979	01/15/2015 EMCO CORPORATION	3,632.22	A/P	OUT-STD	01/15/2015
	2816740-01 WS-TRANS&DIST-SPRING MOUNT H	207.41			
	2816740-02 WS-TRANS&DIST-SPRING MOUNT H	207.41			
	2817843-00 WS-TRANS&DIST-BIONAX CAPS	2,338.76			
	2818404-01 WS-TRANS&DIST-COUPPLINGS	464.23			
	2818410-00 WS-TRANS&DIST-BALL VALVES, MT	41.80			
	2818410-01 WS-TRANS&DIST-GASKETS	38.82			
	2818410-02 WS-TRANS&DIST-BALL VALVES	129.16			
	2818410-03 WS-TRANS&DIST-STRT MTR-MIP CC	105.03			
004980	01/15/2015 GREENLAW'S GARAGE LTD.	67.80	A/P	OUT-STD	01/15/2015
	9959 WS-#305-FLUSH HEATER	67.80			
004981	01/15/2015 GULLISON'S COURIER SERVICE	299.46	A/P	OUT-STD	01/15/2015
	750811 WS-SOURCE-TO DOE LAB FR/ TOWI	33.90			
	750854 SCD-#4-TO TOWN FR/ NORQUIP	28.25			
	750866 WS-SOURCE-TO DOE FR/ TOWN	33.90			
	750877 WS-SOURCE-TO RPC FR/ TOWN	33.90			
	750710 WS-SOURCE-RPC FR/ TOWN	33.90			
	750721 WS-SOURCE-TO DOE FR/ TOWN	33.90			

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Number	Issued	Amount	SC	Status	Status Date
	750730	WS-SOURCE-TO DOE FR/ TOWN			
	750959	WS-SOURCE-TO DOE LAB FR/ TOWN			
	750980	WS-SOURCE-TO PPC FR/ TOWN			
004982	01/15/2015	IMAGEWEAR A DIVISION OF MARK'S			
	8892295	SCD-DISPOSAL-CLOTHING ALLOWA		A/P	OUT-STD 01/15/2015
004983	01/15/2015	JAMER MATERIALS LTD.			
	2814	WS-TRANS&DIST- BASE		A/P	OUT-STD 01/15/2015
004984	01/15/2015	KENT BUILDING SUPPLIES			
	819368	WS-TRANS&DIST- SCRW/DECK LUM		A/P	OUT-STD 01/15/2015
	824872	SCD-DISPOSAL-CENTRAL VAC PIPE			
004985	01/15/2015	LINDE CANADA LTEE, M2193			
	51036486	SCD-DISPOSAL-ACETYLENE		A/P	OUT-STD 01/15/2015
004986	01/15/2015	MILLTOWN MACHINE & FABRICATION LTD.			
	17203	SCD-#9-LABOUR & MATERIAL TO RC		A/P	OUT-STD 01/15/2015
	17204	WS-#8-5/8 STEEL PLATE, 4 SCH. 40 I			
004987	01/15/2015	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)			
	10002216	WS-SOURCE- DRINKING WATER LAI		A/P	OUT-STD 01/15/2015
004988	01/15/2015	PIERCE'S PLUMBING & HEATING LTD			
	15052	WS-TRANS&DIST-SEDIMENT FILTEF		A/P	OUT-STD 01/15/2015
004989	01/15/2015	PRINCESS AUTO			
	2482877	WS-TRANS&DIST-PROPANE HEATEI		A/P	OUT-STD 01/15/2015
004990	01/15/2015	RAYTEK			
	109700	SCD-DISPOSAL-SEWER FLUSHINGE		A/P	OUT-STD 01/15/2015
004991	01/15/2015	RESEARCH & PRODUCTIVITY COUNCIL			
	159342	WS-TRANS&DIST-MICROBIOLOGIC/		A/P	OUT-STD 01/15/2015
	159349	WS-SOURCE-ANAEROBIC SPOREFC			
	159507	S-SOURCE-ANALYSIS			
	160540	WS-SOURCE-HALOACETIC ACIDS IN			
	160636	WS-SOURCE-ANALYSIS			
004992	01/15/2015	RICHARD PIERCE LTD.			
	NOVEMBER 20, 2014	WS-SOURCE-BACK FLOW PRECENT		A/P	OUT-STD 01/15/2015
004993	01/15/2015	SERVICE NEW BRUNSWICK			
	737399	WS-UTILITY-PAYMENT FEES		A/P	OUT-STD 01/15/2015
004994	01/15/2015	SOUTHWEST CONCRETE & CONS LTD			
	11-63-14*	WS/SCD-STS-SCREENING,EQUIPME		A/P	OUT-STD 01/15/2015
004995	01/15/2015	SOUTHERN SANITATION LTD.			
	152033	WS-BUDD AVE.-GARBAGE COLLECT		A/P	OUT-STD 01/15/2015
004996	01/15/2015	STATIONERY PLUS			
	341680*	WS/SCD-TOWN HALL- DIVIDERS		A/P	OUT-STD 01/15/2015
	342158	WS-TRANS&DIST-PENS			
	342294*	WS/SCD-TOWN HALL- ANALYSIS PA			
	343058*	SDC-DISPOSAL-INK CARTS			
	343143	WS-TRANS&DIST-INK CART.			
	343147*	WS/SCD-TOWN HALL- FOLDBACK C			
	343589*	WS/SCD-TOWN HALL-PAPER, PENS			
	343601	WS/SCD-TOWN HALL- HIGHLITERS			
	343937*	WS/SCD-PAPER, BINDING, REINFOF			
	3641966	WS-TRANS&DIST-CALCULATOR, PE			
004997	01/15/2015	WOLSELEY MECHANICAL GROUP			
	5992360	WS-TRANS&DIST-PVC RESTRAINT		A/P	OUT-STD 01/15/2015
	5993692	WS-TRANS&DIST-ADJ Z7, ADJ LID			
	5994298	WS-TRANS&DIST-COUPLINGS			

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	8140016 WS-TRANS&DIST-COUPINGS	357.94			
004998	01/15/2015 WORLDLYNX 13348IN21931* WS/SCD-CELLPHONE-OTTER BOX C	430.22 430.22	A/P	OUT-STD	01/15/2015
004999	01/20/2015 JAMIE LINTON JANUARY152015 SCD-DISPOSAL-REQUIRED EXPENS	70.90 70.90	A/P	OUT-STD	01/20/2015
005000	01/20/2015 MINISTER OF FINANCE COURSE REGISTRATION WS-TRANS&DIST-WATER DISTRIBU	100.00 100.00	A/P	OUT-STD	01/20/2015
005001	01/22/2015 BRUNET 18428* WS/SCD-TOWN HALL-SERVER MAIN 18861* WS/SCD-TOWN HALL-SERVER MAIN	161.02 80.51 80.51	A/P	OUT-STD	01/22/2015
005002	01/22/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG00525 WS-#102-PIPES, HOSE IG00533 WS-#102-FILTERS	207.75 185.85 21.90	A/P	OUT-STD	01/22/2015
005003	01/22/2015 EMCO CORPORATION 2819697-00 WS-TRANS&DIST-SERV TUBES 3149808-00 WS-TRANS&DIST-NON SKU'D PARTI	417.80 220.98 196.62	A/P	OUT-STD	01/22/2015
005004	01/22/2015 HOVEY'S HUSKY SALES & SERVICE 7669 WS-TRANS&DIST-SPARK PLUG,GAS	843.10 843.10	A/P	OUT-STD	01/22/2015
005005	01/22/2015 HYPERION RESEARCH LTD. 54140* WS-SOURCE-AEROBIC SPORE COU 54159 WS-SOURCE-AEROBIC SPORE COU	2,388.04 1,820.24 745.80	A/P	OUT-STD	01/22/2015
005006	01/22/2015 M.P.W.W.A. 4121 WS-2015-MEMBERSHIP FEES	254.25 254.25	A/P	OUT-STD	01/22/2015
005007	01/22/2015 MINISTER OF FINANCE 11366812DEC14 WS-SOURCE-PUMP STATION 19002807DEC14 SCD-DISPOSAL-OLD BAY WWTP	279.80 134.03 145.77	A/P	OUT-STD	01/22/2015
005008	01/22/2015 MINISTER OF FINANCE (DEPT OF ENVIRONMENT) 10002321 WS-SOURCE- DRINKING WATER TE	849.02 849.02	A/P	OUT-STD	01/22/2015
005009	01/22/2015 N. B. ELECTRIC POWER 36889807JAN125 WS-3119MAXWELLXING-BUILDING 50228902JAN15 WS-MAXWELLXING-PUMPS 52557428JAN15 SCD-2180LDBAYRD-WWTP 53473043JAN15 WS-SOURCE-CHLORINE RESIDUAL 81230004JAN15 WS-MAXWELLXING-PUMPS 82291006JAN15 WS-SOURCE-RESERVOIR	9,147.77 1,192.12 872.55 4,555.31 47.18 2,300.87 179.74	A/P	OUT-STD	01/22/2015
005010	01/22/2015 OK TIRE & AUTO SERVICE IN030254 SCD-#9-TIRE IN030255 SCD-#9-TIRE IN030256 SCD-DISPOSAL-TIRE	511.33 511.33 511.33 -511.33	A/P	OUT-STD	01/22/2016
005011	01/22/2015 PARTS FOR TRUCKS INC. 34197135-00 WS-#102-CUTTING EDGES, CARRAI 34197196-00 WS-#8-SLACK ADJ. 34197256-00 WS-#8-CIRCULATION HEATER	327.28 204.28 38.31 84.69	A/P	OUT-STD	01/22/2015
005012	01/22/2015 PROCOM DATA SERVICES INC. 2014011978* WS/SCD- TREASURY- TOWN SUITE 2014011996* WS-TREASURY- TOWN SUITE USER	4,963.90 2,134.38 2,829.52	A/P	OUT-STD	01/22/2015
005013	01/22/2015 RICHWIL TRUCK CENTRE LTD. 108467 SCD-#9-MINI STR	57.61 57.61	A/P	OUT-STD	01/22/2015
005014	01/22/2015 SAINT JOHN LABORATORY SERVICES LTD. 910-14 SCD-DISPOSAL-TREAT PLANT LAB	2,214.80 2,214.80	A/P	OUT-STD	01/22/2015
005015	01/22/2015 SOUTHWEST CONCRETE & CONS LTD 10-81-14* WS-TRANS&DIST- CRUSHED GRAVE	454.26 454.26	A/P	OUT-STD	01/22/2015

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005016	01/22/2015 SOUTHERN SANITATION LTD. 152266 WS-BUDD AVE- GARBAGE COLLECT 152267 WS-BUDD AVE- GARBAGE COLLECT	231.88 115.94 115.94	A/P	OUT-STD	01/22/2015
005017	01/22/2015 TEED SAUNDERS DOYLE & CO. 4600* WS-TREASURY-GAS TAX, REPORTS	273.46 273.46	A/P	OUT-STD	01/22/2015
005018	01/29/2015 MCINNES COOPER 2014029559 WS/SCD-LEGAL-WATERLINE EXPRC	364.99 364.99	A/P	OUT-STD	01/29/2015
005019	01/29/2015 N. B. ELECTRIC POWER 53123617.JAN15 SCD-STS-DECHLORINATION CHAMF 53158875.JAN15 SCD-STS-BUDD AVE LIFT STATION 54807440.JAN15 WS-STS-158A MILLTOWN BLVD LIFT 56356048.JAN15 SCD-STS-18 RIVERSIDE DR LIFTS 61204006.JAN15 SCD-STS-2-216 KING ST LIFT-STATI 61224002.JAN15 SCD-STS-358A MILLTOWN BLVD LIF 61236008.JAN15 WS-STS-BUDD AVE LIFT- STATION 78139807.JAN15 SCD-STS-54 RIVERSIDE DR LIFT ST. 84934906.JAN15 SCD-STS-658A RIVERSIDE DR LIFT: 84943406.JAN15 WS-STS-TODD HILL RESERVOIR 90010109 TS-STS-REPAIRED HOUSE WIRES	8,818.87 200.80 4,412.59 28.87 27.46 201.94 1,725.45 1,757.48 145.25 158.02 161.04 250.50	A/P	OUT-STD	01/29/2015
005020	01/29/2015 PITNEY BOWES LEASING 498319192348 WS-TOWN HALL- POSTAGE METER	751.21 751.21	A/P	OUT-STD	01/29/2015
005021	01/29/2015 TOWN OF ST. STEPHEN JAN-JUN TRANSFER WS-JAN -JUN 2014 FUND TRANSFER	1,091.12 1,091.12	A/P	OUT-STD	01/29/2015
005022	01/29/2015 XPLORNET INV08127806 WS-MAXWELL XING- SATLELITE SEI	50.84 50.84	A/P	OUT-STD	01/29/2015
005023	01/29/2015 TOWN OF ST. STEPHEN JAN-JUN TRANSFER* WS-JAN-JUN 2014 FUND TRANSFER	2,927.65 2,927.65	A/P	OUT-STD	01/29/2015
Cheque Totals Issued:		111,322.58			
Void:		0.00			
Total Cheques Generated:		111,322.58			
Total # of Cheques Listed:		65			

\* - Name on Check was modified

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMUNICATION FOR INFORMATION FILE**  
THAT Communication for Information, note and file, be adopted.



# TOWN OF ST. STEPHEN

Incorporated 1871

*"Canada's Chocolate Town"*

February 16, 2015

Ms. Ann Dempsey  
St. Stephen Middle School  
11 School Street  
St. Stephen, NB  
E3L 2N4

Dear Ann:

I, along with our Mayor and Council, learned this week from Natalie Reid, the Garcelon Civic Center Manager, that some of your students are assisting at the facility with various tasks as part of the after school program. We are extremely pleased that you and your students are taking such an active interest in the facility.

The Garcelon Civic Center is an important community asset. Our entire community is responsible for the creation of this center and your continued participation is helping to demonstrate the pride that we can all share in this building. Thank you for partnering with Natalie and staff in providing this valuable service.

We appreciate your contribution to building a strong St. Stephen – the middle of everywhere!

Sincerely,

A handwritten signature in cursive script that reads "Derek O'Brien".

Derek O'Brien  
Chief Administrative Officer

cc: Communication for Information File  
Natalie Reid, Garcelon Civic Center Manager

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEES MEETING**

**THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism held on February 11, 2015 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 11, 2015 @ 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* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was MOVED by Councillor Maxwell and SECONDED by Councillor Harding that the above-noted eleven (11) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Debbie MacDonald, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Mike Booth.

2. APPROVAL OF AGENDA

It was MOVED by Deputy Mayor MacEachern and SECONDED by Councillor MacDonald that the agenda be approved with one addition: Casual Job Postings be added as item (ii) under the Parks and Recreation Committee, and the remaining items be renumbered accordingly. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

**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 Pond commended the Public Works Department for the ongoing great job with snow removal.

- (ii) SMS Equipment Credit Application – The memo from the Director of Operations dated February 6, 2015 with attached credit application from SMS Equipment was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, February 23, 2015 to authorize the Mayor and Clerk to sign the credit application from SMS Equipment in order to process any future purchases of the Town from the said company.

**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 extended an invitation to Council members to ride along with RCMP members, and if interested in doing so, to advise the detachment in advance.

Acting Sergeant Scott MacKenzie explained a few of the calls for service, and in particular, advised that the number of calls related to mental health issues have increased and are very time consuming; therefore the Division is seeking alternate methods for handling them.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.

As indicated by his report, the Fire Chief stated that January was a very busy month and he hopes that employers will continue to allow volunteer firefighters to respond to calls.

- (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 Mayor Quartermain in the absence of Councillor Booth

- (i) Report of the Building Inspection Office – No report this month.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.

As noted in the Development Officer's report, work is still ongoing with the By-Law Enforcement Officer on potential by-laws changes, and it was agreed that the Development Officer will provide a list of the potential by-laws changes to Council.

- (iii) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.

Mayor Quartermain recognized George Laviolette's recent passing and advised that his dedicated service at the Giddens Memorial Airport with very little compensation in the past years was appreciated.

Councillor Harding reiterated the need to recommence airport meetings with respect to the potential extension of the runway at the Giddens Memorial Airport.

**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.
- (ii) Casual Job Postings – The memo from the Director, Parks and Recreation dated February 10, 2015 was received and reviewed.

The Director was directed, through the Chief Administrative Officer, to post the two casual positions as outlined in his memo: (i) Parks Foreman; and (ii) Mowing Foreman.

- (iii) St. Croix Sportsman Club – The memo from the Director, Parks and Recreation dated February 9, 2015 was received and reviewed for information purposes only which explained that the St. Croix Sportsman Club (the "Club") received a grant from the Fundy Community Foundation (the "Foundation"), and the Club will receive the cheque from the Town, in the amount of \$1,700.00, which has been reimbursed from the Foundation. The Director agreed to this course of action since the Foundation cannot write cheques to non-charitable organizations.
- (iv) Report of the Garcelon Civic Center Manager – The report of the Garcelon Civic Center Manager was received and reviewed.

As noted in the Civic Center Manager's report, students from the St. Stephen Middle School have been assisting with some of the cleaning efforts at the facility as part of the after school programming, and Deputy Mayor MacEachern commended the students for their assistance.

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor MacEachern

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for month of January 2015 - The memo from the Assistant Treasurer dated February 6, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 23, 2015.
- (iii) Bank Credit Line Resolutions - The memo from the Treasurer dated February 8, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 23, 2015 for security for the short term operational financing requirements of both the General Operating and Water and Sewerage Operating funds.
- (iv) Financial Request – The letter from the Co-Executive Director, O.N.B., Bullying Canada Inc. dated February 17, 2014 and faxed to the Town on January 16, 2015 was received and reviewed.

The Chief Administrative Officer was directed to find out more information on whether or not a potential donation from the Town would provide local support.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Pond

- (i) Charlotte County Fall Fair Request of “In Kind” Support – The letter from the Treasurer of the Charlotte County Fall Fair dated February 5, 2015 with attached copy of “Part E – Confirmation of Support from Municipal Government or Equivalent Authority”, part of the fair’s federal grant application, was received and reviewed.  
  
A motion will be considered at the next Regular Session of Council on Monday, February 23, 2015 to approve a \$4,000.00 “in kind” contribution to the fair, and to authorize the Mayor and Clerk to sign that portion of the fair’s grant application.
- (ii) Tourism and Promotion Action Committee – The memo from the Chief Administrative Officer dated February 9, 2015 was received and reviewed.

The Chief Administrative Officer was directed to establish a Tourism and Promotion Action Committee that will promote and market the Town of St. Stephen with the goal of developing and implementing an integrated Sports, Culture, and Tourism Strategic Plan.

Three motions will be considered at the next Regular Session of Council on Monday, February 23, 2015: (i) establishing the Tourism and Promotion Action Committee; (ii) approving it as a Committee of Council; and (iii) appointing Councillor Abby Pond to act as Council's member on the committee.

- (iii) Parking – downtown St. Stephen – The memo from the Chief Administrative Officer dated February 9, 2015 was received and reviewed.

Committee agreed with the Chief Administrative Officer's recommendation as follows:

- Work with the local media, social media, and the Garcelon Civic Center and event organizers to promote "Free Parking" in downtown St. Stephen.
- By-Law Enforcement Officer to issue tickets as per designation under Section 101 of the *Municipalities Act*.
- Amend long-term plans to include additional parking (ex. BIA Urban Design Plan) and to creatively mark/illuminate walking paths from parking lots to the Garcelon Civic Center.

- (iv) Economic Development Agreement – St. Stephen Development Board – The memo from the Chief Administrative Officer dated February 9, 2015 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, February 23, 2015 to direct the Chief Administrative Officer to send a letter to the St. Stephen Development Board (the "Board") advising that the agreement between the Town and the Board will be re-examined and updated before renewal in June 2015, and also that the Chief Administrative Officer be directed to work with representatives from the Board and others, as required, to propose a new agreement to Council.

- (v) Permanent Banner Posts – The memo from Councillor Pond dated February 6, 2015 was received and reviewed as an update from last month's Committee meeting.

Councillor Pond will bring information back to a future meeting upon completion of investigating possible options.

- (vi) Municipal Hosting a "Meet the Municipality" Day – The memo from Councillor Pond dated February 6, 2015 was received and reviewed as an update from last month's Committee meeting.

It was agreed to host a "Meet the Municipality" Day in May 2015 and volunteers to help plan the event are welcomed from the Town staff, the public or Council.

5. DELEGATIONS/PRESENTATIONS

- (i) St. Croix Sportsman Club – Councillor MacDonald congratulated and provided cheques in the amount of \$100.00 each to Emily Dean, Tonisha Noddin and Delayne Donahue, three contenders from the St. Croix Sportsman Club, who are participating in the upcoming Canada Games in Prince George, BC, and Deputy Mayor MacEachern provided Town lapel pins to be handed out at the Canada Games.
- (ii) The St. Croix Ridge Runners - Darren Mitchell and Shannon Guitar, on behalf of the snowmobile club, presented to Council the club's desire to extend its snowmobile trail to the downtown core.

Council agreed with the concept of the extension of the snowmobile trail to the downtown core and Mr. Mitchell and Ms. Guitar were directed to contact residents who live along that portion of the walking trail, and the Chief Administrative Officer was directed to check into whether or not permission would be required from CP Rail as possible owner of a portion of the walking trail.

Information obtained from the residents, as well as CP Rail, will be brought back to a future meeting.

- (iii) Old Town Hall Arts Centre Steering Group (the "Steering Group") – David Ames, QC, on behalf of the Steering Group presented its proposal requesting that the Old Town Hall be repurposed for the benefit of the citizens as a community arts and culture centre in which the Steering Group states would have great potential to increase economic activity in the downtown core, as well as enhance the quality of life of residents.

Mr. Ames advised that upon completion of a name search, it will be incorporated and upon completion of the incorporation, he will meet with the Chief Administrative Officer, who in turn will provide information at a future meeting.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 7:00 p.m. and returned to open session at 8:10 p.m., at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding that the meeting adjourn at 8:10 p.m.

\_\_\_\_\_  
Joan Flewelling  
Town Clerk

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 11, 2015 @ 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* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

**OPEN COMMITTEES MEETING**

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

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) SMS Equipment Credit Application – Memo from Director of Operations dated February 6, 2015 with attachment:
  - Credit Application from SMS Equipment

**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 – no report this month.
- (ii) Report of the Development Office
- (iii) Report of the Property Management Office

**PARKS AND RECREATION** – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) St. Croix Sportsman Club – Memo from Director, Parks and Recreation, dated February 9, 2015 attached.
- (iii) Report of the Garcelon Civic Center Manager

**AGENDA  
COMMITTEE  
FEBRUARY 11, 2015**

2

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of January 2015 – Memo from Assistant Treasurer dated February 6, 2015 with attachment:
  - Cheque Register
- (iii) Bank Credit Line Resolutions – Memo from Treasurer dated February 8, 2015 attached.
- (iv) Financial Request – Letter from Co-Executive Director, O.N.B., Bullying Canada Inc. dated February 17, 2014 and faxed on January 16, 2015 attached.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Pond

- (i) Charlotte County Fall Fair Request of “In Kind” Support – Letter from Treasurer of the Charlotte County Fall Fair dated February 5, 2015 with attachment:
  - Part E – Confirmation of Support from Municipal Government or Equivalent Authority of the Federal grant application.
- (ii) Tourism and Promotion Action Committee – Memo from Chief Administrative Officer dated February 9, 2015 attached.
- (iii) Parking – downtown St. Stephen – Memo from Chief Administrative Officer dated February 9, 2015 attached.
- (iv) Economic Development Agreement – St. Stephen Development Board – Memo from Chief Administrative Officer dated February 9, 2015 attached.
- (v) Permanent Banner Posts – Memo from Councillor Pond dated February 6, 2015 attached.
- (vi) “Meet the Municipality” Day – Memo from Councillor Pond dated February 6, 2015 attached.

**5. DELEGATIONS/PRESENTATIONS**

- (i) St. Croix Sportsman Club – Acknowledgement of Emily Dean, Tonisha Noddin and Delayne Donahue participating in the Canada Games, Prince George, British Columbia.
- (ii) The St. Croix Ridge Runners – Presentation by Darren Mitchell on behalf of the snowmobile club.
- (iii) Old Town Hall Arts Centre Steering Group (the “Steering Group”) – Presentation by David Ames, QC, along with members of the Steering Group, with the following documentation attached:
  - Letter from Brenna Hooper on behalf of the Steering Group dated January 29, 2015.
  - Summary: Tender #TOSS14-09, Old Town Hall dated February 5, 2015.
  - Timeline dated February 5, 2015.
  - List of Funding Sources for Repurposing of the Old Town Hall.

**6. NEW BUSINESS**

**7. ADJOURNMENT**

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on February 17, 2015 be approved as circulated.

**COMMITTEE MEETING**  
**TUESDAY, FEBRUARY 17, 2015 @ 5:00 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; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

**ABSENT:** Councillor Abby Pond.

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

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Maxwell 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 Councillor Harding 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 5:20 p.m., at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding that the meeting adjourn at 5:20 p.m. **CARRIED**

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**TUESDAY, FEBRUARY 17, 2015 @ 5:00 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: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STAFF REPORTS**

**THAT** the following staff reports for the month of January 2015 be adopted: Finance Department; Public Works Department; Parks and Recreation Department, Fire Department; By-Laws; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager.

# Memo

**To:** Derek O'Brien, CAO  
**From:** Tim Tozer, Treasurer  
**Date:** 05 February 2015  
**Subject:** Finance Department Report

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## **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.
- 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) Department Head budget review meeting-Civic Center-January 14, 2015.
  - B) Department Head budget review meeting-Outside Recreation-January 14, 2015.
  - C) Monthly Committee meeting-January 14, 2015.
  - D) Department Head budget review meeting-General Government Revenue and Expenses, Library and Fiscal Services-January 15, 2015.
  - E) Closed Committee meeting-January 19, 2015.
  - F) Special Council meeting-January 22, 2015.
  - G) Department Head meeting-January 22, 2015.
  - H) Office Staff meeting-February 2, 2015.

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.
  
- B) Capital Budget-In Progress.
  
- C) 2014 T4's and T4A's-In Progress.
  
- D) 2014 Worksafe NB remittance.-In Progress
  
- E) 2014 Actuary analysis.-In Progress
  
- F) Upgrade of accounting software.-In Progress.
  
- G) Civic Center financial controls.-In Progress.
  
- H) Storage space for accounting files from old Town Hall.-In Progress.

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

## **Public Works Report for January 2015**

FROM: Lee Johnson Director of Operations  
DATE: Feb 03, 2015

### **1:Water system:**

- a) Repaired 7 water services.
- b) Installed 9 water meters.
- c) Plowed Snow

### **2:Streets:**

- a) Plowed and sanded streets and sidewalks .
- b) Hauled Snow.
- c) Cold Patched.
- d) Picked up Christmas Trees

### **3: Waste Water:**

- a) Lift station and Lagoon maintenance.
- b) 1 Sewer Lateral was videoed.
- c) 3 Sewer Laterals were flushed
- d) Plowed Snow

**Report of the Parks  
and Recreation Office  
February 2015**

Parks

- New lights for the Jake Donahue Park are in, but too much snow to install them right now.
- I have a draft of the playing field turf maintenance contract almost complete.
- Need to hire Parks and Mowing Staff asap. I will be meeting with Derek to discuss.

Recreation

- I have been working out of the Civic Center for close to a month now, mainly helping out at the front desk on a daily basis.
- Completed my applications for Summer Student funding.
- Continue to work on the 2<sup>nd</sup> Annual ball hockey tournament for Chocolate Fest.
- Working with Civic Center to combine our Spring/Summer brochures.
- I am working with Clarissa to plan some exciting events at the Civic Center for first ever March Break.
- Working on summer pool schedule in conjunction with Civic Center pool.

Meetings

- FRPA
- Sport NB
- RNB
- Ball Hockey
- Civic Center Staff Mtg
- Met with CAO
- Budget

Michael O'Connell  
Director Parks & Recreation



5. Two Pre School Groups
6. Shovelling Fire Hydrants
7. Dept. Head Meeting
8. Work on EMO Plan

With one of the full time member out with a fractured Hip/ Femur the firefighter is now working as a relief driver. Expected date to return to work early March.

# **TOWN of ST. STEPHEN**

## **By-Law Enforcement**

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

## **JANUARY REPORT**

**2015**

**To: CAO – Town of St. Stephen**

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

We handled 28 calls

4 Renewal of Taxi Cab Licenses

1 Assist other Department(Building)

2 Complaints of garbage being left out on Queensway, has been looked after

2 Complaints of dogs being left out at night( This was passed onto the SPCA)

1 Inquiry of dogs Licenses

2 Complaint of slippery sidewalks, passed onto works dept.

1 Abandoned vehicle on Brewers lane, vehicle was towed as it was hampering snow removal

13 Complaints of snow blocking sidewalks, notices have been left with the property owners

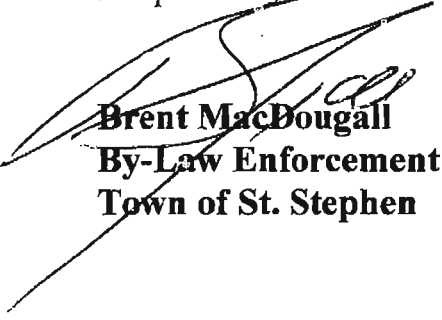
2 Complaints of parking, library and Pizza Delight

Also we are working with the Charlotte County Aces with regards to parking issues during the games. We are currently working on methods to curb this problem.

No tickets or warnings were issued in January.

The report of the Animal Control Officer is as follows, I patroller the Town on a daily basis and responded to all complaints. I had a number of calls on missing cats and dogs, and I dealt with a few people with dogs being left outside. No animals were picked up or impounded in Jan.

Respectfully submitted



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

**Town of St. Stephen**  
**Property Management Report**

**January 31, 2015**

**Report on Town Buildings**

**A. OLD TOWN HALL**

- Weekly ongoing checks of property.

**B. RCMP BUILDING**

- Removal of roof ice from building.
- Repair to heating system.
- Electrical in to check unsafe plugs.
- Plumbing repair as flush was not working.

**C. VISITOR INFORMATION CENTRE**

- Checked outside heat pump - fan was frozen.
- The building is checked each week.

**D. LIBRARY**

- Working on repairs - water leakage into electrical room.
- Snow and ice back up on roof removed.
- Repaired several lights.

**E. TOWN WHARF**

- Wharf is checked weekly for ice damage.

**Town of St. Stephen**  
**Development Office Report**  
**January 31, 2015**

- Two (2) unsafe buildings in the town will need to be demolished this coming year and the information will be provided to the Chief Administrative Officer, who becomes the Development Officer effective February 14, 2015, and who will bring the recommendation to Council in the future.
- Still working with By-Law Enforcement Officer on potential by-laws changes.
- Completed working on the final draft of the Health and Safety Manual for the Town of St. Stephen which will be forwarded to Council in advance of next month's Committees meeting on March 11<sup>th</sup>.

**Meetings**

Health and Safety

Team Management

Respectfully submitted,

Kingsley Bailey, Development Officer

**Garcelon Civic Center Manager**  
**Monthly Report**  
January 2015

**Administration:**

- The facility management point of sale processing is causing concern for staff from time to time due to periodic malfunctions. We are working with the provider to improve these issues.
- The GCC Task Force group presented to Council this month and a motion to formally adopt the report by the Town was accepted at the January 26 Formal Council meeting.
- The vacant student Lifeguard positions were filled this month by Sam Backman, Jasper Soucoup, Eliza Casey, and Kelly Johnston. Julie Lord completed her conditional employment requirements (National Lifesaving course) and commenced her employment as a casual unionized Lifeguard on February 2.
- The operational budget for 2015 was finalized this month following the consultation process with staff, the Commission, and Council.
- Various social media updates were completed throughout the month. The Facebook page now has 2,380 likes. The site has been very active and is a great tool for Staff to share updates.
- We are working on our spring newsletter which will promote upcoming programs and events over the next couple of months including March Break activities.
- Three of the four digital displays are now operational and the final one should be completed within the next week.
- The back to back severe snow storms this month resulted in some program cancellations/changes and a facility closure. It's unusual for the facility to close however, due to the severity of the weather conditions for the safety of staff and patrons it was necessary.
- A Babysitter Course has been booked for March 5 during March Break.
- Some students from St. Stephen Middle School visited the facility a couple days a week throughout the month to help with some of the cleaning efforts at the facility as part of their afterschool programming.

**Aquatic & Fitness Center:**

- The hours of the Aquatic Center continue to be phased as we work to build our aquatic staffing levels.
- The winter session of swimming lessons continues as we near the halfway point of the session. Planning is underway for our spring session of lessons.
- The Standard First Aid Course planned for February 21- 22 has a full roster of registrants.
- Fitness Orientation sessions continue to be offered to new members and are being led by our trained volunteers. We are working on adding afterschool times to orient students.
- The holiday promotional gift card showed promise with just under 70 gift cards sold for a cumulative value of ~3,000. A valentine gift card promotion will be offered.
- The New Year's membership special also proved to boost membership sales with 6 month membership sales doubling from the previous month.

- Cumulative Membership Stats: 405 one month, 90 six month, and 47 annual memberships along with 1,417 day passes.
- Membership Stats for the month of January: 219 one-month, 57 six month, 13 annual memberships along with 801 day passes.
- Private rentals are starting to pick up with some of the local schools making reservations and families for birthday parties.
- A holiday pool schedule for March Break is being finalized as well as other activities to encourage families and youth to be active during their break.
- Aquatic Center participation stats for the month of January: Lap Swim 766, Public Swims 980, Aquastetch 114, Warm Swim 19, Little Ones 120, Family Swim 351, Toonie swims 247, and 152 private rental bathers. The collective bather total for the month at the Aquatic Center is 3,221.
- We are working to address and improve on the cleanliness of the Aquatic and Fitness Center including the balance of the facility.
- Work on repairing the ceiling in the men's changing room from some recent water damage is underway. The duct work in the ceiling requires additional insulation.
- The lane rope hooks have been installed.
- The pool control work has been completed.

#### **Culture, Community, & Conference Center:**

- The Culture, Community & Conference Center is another one of our business units that had regular use with a variety of meetings and events held such as the Sing for the Cure, the United Church of St. Croix Presbyterian Service, the St. Stephen Area Chamber of Commerce Business Mixer hosted by Reef to Cove, birthday parties, business meetings, and a Charlotte County Dial A Ride Event.
- The incomplete upper kitchen and canteen continues to impact rentals and catering offerings.
- Ticket sales for the concert are brisk with over 700 ticket sales to date.
- The construction deficiency with some of the doors and hardware continues to impact the acquiring of the seasonal liquor permit for the facility. Maintenance Staff have installed a fire rated door located at the bottom of the stairway leading up to the Fitness Center from the changing rooms.
- We await the contractor to complete a variety of deficiencies in this area.

#### **Quartermain Arena & Sun Life Walking Track:**

- The walking and jogging track continues to be a big hit with many community members utilizing the track several times a day.
- A Hockey NB Camp has been booked for March Break as well as a special Cosmic Skate.
- This month we hosted the Doug MacDonald Memorial Tournament and we are gearing up for a tournament in February between the 13 and the 15.
- We have experienced some issues with glass breaking around the rink boards. The glass has been replaced and we are investigating the possibility it being a warranty issue.
- The ice kube pumps and equipment are undergoing design changes.

- MCW Engineering has not provided a response to the issues related to the hot water system.
- The sound system is still incomplete.
- Seldon Smith & Sons Ltd. replaced new air vents to help alleviate the air within the HVAC system.
- Seldon Smith & Sons Ltd. repaired two more heat pumps. Two more pumps are on order.

**Meetings:**

- Committees Meeting: January 7
- CAO Meetings: January 6, 12, & 23
- Weekly Staff Meetings: January 6 & 22
- Lifeguard Interviews: January 10
- Commission: January 12
- SSHS Meeting: January 16
- Budget Meetings: January 14 & 19
- UNB Class Tour: January 20

Respectfully Submitted by,

*Natalie Reid*

Garcelon Civic Center Manager

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BY-LAW NO. A-10.1 - "A BY-LAW TO AMEND A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – SECOND READING – READING IN ITS ENTIRETY**

THAT By-Law No. A-10.1 – "A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Second Reading – Reading in its Entirety.

TOWN OF ST. STEPHEN

BY-LAW NO. A – 10.1

**A BY-LAW TO AMEND A BY-LAW RESPECTING THE DUTIES AND  
POWERS OF THE CHIEF ADMINISTRATIVE OFFICER**

Be it enacted by the Council of the Town of St. Stephen that By-Law No. A-10, A By-Law Respecting The Duties And Powers of the Chief Administrative Officer, be amended as follows:

1 Following section 6 under the heading “**Other position held by the chief administrative officer**”, the following shall be added as Section 7, with all remaining section numbers being renumbered accordingly, and which therefore amends the section title to now read “**Other positions held by the chief administrative officer**”:

7 The chief administrative officer shall be the Municipal Planning Officer for the town.

**IN WITNESS WHEREOF** the Town of St. Stephen has caused its corporate seal of the said Town to be affixed to this By-Law the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

First Reading: January 26, 2015

Second Reading:

Third Reading and Enactment:

\_\_\_\_\_  
John Quartermain, Mayor

\_\_\_\_\_  
Joan M. Flewelling, Town Clerk

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

THAT the Royal Canadian Mounted Police (RCMP) January 2015 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**

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**POLICE REPORT  
January 2015**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **January 1, 2015 to January 31, 2015 inclusive**. During this time period, the RCMP responded to 164 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Other moving traffic</b>	<b>5</b>
<b>Tickets issued</b>	<b>7</b>
<b>Traffic Collision</b>	<b>5</b>
<b>Warnings issued</b>	<b>7</b>
<b>Checkstop</b>	<b>0</b>
<b>Motor Vehicle Act</b>	<b>3</b>
<b>Fail to stop or remain</b>	<b>1</b>

**PROVINCIAL STATUTES:**

<b>False Abandoned 911</b>	<b>3</b>
<b>Mental Health Act</b>	<b>5</b>
<b>Liquor Act</b>	<b>0</b>
<b>Driving while Disqualified</b>	<b>2</b>
<b>Fire Prevention</b>	<b>3</b>
<b>False alarms</b>	<b>3</b>
<b>Wildlife Act</b>	<b>1</b>
<b>Firearms Act</b>	<b>1</b>
<b>Coroner's Act</b>	<b>1</b>
<b>Customs Act</b>	<b>1</b>
<b>Controlled Drugs &amp; Substance Act</b>	<b>1</b>

**CRIMINAL CODE:**

Assault	1
Break and Enter Residence	2
Assault with a weapon	1
Fail to comply with undertaking	2
Fail to comply with probation	5
Impaired operation of motor vehicle	2
Mischief damage to and/or Obstruct Enjoyment of Property	2
Other theft under \$5000	7
Uttering threats against person/property/animal	4
Failure to stop or remain	1
Criminal Harassment	1
Fraud	1
Public Mischief	1
Breach of recognizance	1
Theft of minivan	1

**OTHER FEDERAL STATUTES:**

Possession schedule VIII – cannabis	2
Possession schedule I – other CDSA	1
Possession schedule II – other CDSA	0
Trafficking – Schedule VII – Cannabis	0

**OTHER INVESTIGATIONS:**

Assistance to Canadian Police Non-RCMP	0
Assistance to Canadian Provincial Department	1
Assistance to General Public	3
Assistance to Canadian Federal Department	0

**OTHER INVESTIGATIONS:**

Crime Prevention	2
Items/lost found	2
Police Certificates	64
Suspicious person	5
Municipal Bylaws	2
Person Reported Missing	1

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

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and SMS Equipment in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**SCOTIABANK BORROWING AUTHORITY**

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$362,380.00 (three hundred and sixty two thousand, three hundred and eighty dollars), to meet current expenditures of the Corporation for the year 2015. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

**THAT** the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2015, the sum of \$1,137,506.00 (one million, one hundred and thirty seven thousand, five hundred and six dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the said sum of \$1,137,506.00 (one million, one hundred and thirty seven thousand, five hundred and six dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**CHARLOTTE COUNTY FALL FAIR – “IN KIND” SUPPORT**

**THAT** the Council of the Town of St. Stephen authorizes “in kind” support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 11 – 13, 2015, inclusively, which support encompasses the use of bleachers, picnic tables, garbage cans, tables and chairs, along with support staff for event set up and tear down.

**AND THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign “Part E – Confirmation of Support from Municipal Government or Equivalent Authority” form as part of the federal grant application submitted by St. Croix Estuary Project Inc. on behalf of the Charlotte County Fall Fair.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2014

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ESTABLISHMENT - TOURISM AND PROMOTION ACTION COMMITTEE**

THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to establish a Tourism and Promotion Action Committee to promote and market the Town of St. Stephen with the goal of developing and implementing an integrated Sports, Culture, and Tourism Strategic Plan with the following Terms of Reference and Membership:

**Terms of Reference:**

1. Develop role, recruit, and recommend the hiring of a Tourism and Promotion Coordinator for the Town of St. Stephen.
2. Direct the work of Tourism and Promotion Coordinator.
3. Develop an integrated Sports, Culture and Tourism Strategic Plan.
4. Collaborate with the Charlotte County Regional Tourism Association (CCRTA) to develop opportunities.
5. Develop and implement an event evaluation process for both direct and indirect benefits.
6. Collaborate with all community assets (accommodations, retail, restaurants, service clubs, special events, festivals, sports, culture, and tourism and coordinate efforts.
7. Develop an events calendar for coordination and public relations.
8. Develop and implement an integrated Sports, Culture, and Tourism Strategic Plan.

<b>Committee Members:</b>	
<b>ORGANIZATION</b>	<b>PERSON</b>
Town of St. Stephen	Councillor, Promotion and Tourism
Town of St. Stephen	Planning and Development Officer
Chocolate Festival Inc. (Chocolate Fest and the Chocolate Museum)	President
Garcelon Civic Center	Advisory Committee
Parks and Recreation	Advisory Committee
St. Stephen Chamber of Commerce	Promotion Committee
St. Stephen Development Board / BIA	Executive Member
Ganong Nature Park	Board Member
Education – Athletics	Teacher / Coach
Arts and Culture / St. Stephen University	
Accommodations Sector	Motel / B&B Manager
Charlotte County Regional Tourism Association	St. Stephen Board Member
Task Force Member	

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEE OF COUNCIL - TOURISM AND PROMOTION ACTION COMMITTEE**

**THAT** the Council of the Town of St. Stephen approves the Tourism and Promotion Action Committee (the "Committee") as a Committee of Council, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

**AND THAT** the Chief Administrative Officer will provide regular updates to Council, and the Committee's budget will be reviewed by the Town Treasurer.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COUNCIL APPOINTEE - TOURISM AND PROMOTION ACTION COMMITTEE**

**THAT** the Council of the Town of St. Stephen appoints Councillor Abby Pond to act as its member on the Tourism and Promotion Action Committee.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ST. STEPHEN DEVELOPMENT BOARD INC. – AGREEMENT**

**THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to send a letter to the St. Stephen Development Board to advise that the agreement between The Town of St. Stephen and the St. Stephen Development Board Inc. will be re-examined and updated before renewal in June 2015.

**AND THAT** the Council of the Town of St. Stephen also directs the Chief Administrative Officer to work with representatives from the St. Stephen Development Board and others, as required, to propose a new agreement to Council.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED –  
STORM AND SANITARY SEWER IMPROVEMENTS (BELL AVENUE AND  
TODD STREET)**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$67,000 (sixty-seven thousand dollars), plus HST, for design, tender and construction administration phase services for the proposed storm and sanitary sewer improvements on Bell Avenue and Todd Street.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED –  
WATER MAIN TWINNING AT DENNIS STREAM/VALLEY ROAD**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$70,250.00 (seventy thousand, two hundred and fifty dollars), plus HST, for design, tender and construction administration phase services for the proposed water main twinning under Dennis Stream and Valley Road.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
GENERAL FUND**

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Transportation Services</u></b>		
Interim Financing-Overflow Storm Sewer And Sanitary Sewer Renewal	<u>\$ 397,000</u>	3 Years

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
WATER AND SEWERAGE FUND**

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Environmental Health Services</u></b>		
Interim Financing-Water Transmission Main Replacement	<u>\$ 409,000</u>	3 Years

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AMENDED**

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

**THAT** Resolution # 323/14 as stated in the Minutes of October 27, 2014 which reads

**THAT** Julie Lord be offered the position of Casual Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective October 28, 2014 contingent on successful completion of a National Lifesaving Society Course, a Standard First Aid Course, and a Criminal Record Check by November 24, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

shall be amended by changing the completion date of November 24, 2014 to February 3, 2015.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

**THAT** Keenan Kennedy be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective February 24, 2015, and as outlined in the letter of offer in the form presented to Council at its closed session on February 11, 2015 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

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

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

**THAT** Lexi Brisley be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center retroactive to February 19, 2015, and as outlined in the letter of offer in the form presented to Council.

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

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE**

**THAT** the Council of the Town of St. Stephen authorizes, as approved in the 2015 budget for permanent non-union management and administrative staff, a 1.0% (one percent) salary increase for the 2015 calendar year retroactive to January 1, 2015.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**UNUSED VACATION DAYS – NON-UNION EMPLOYEE (PAYOUT)**

THAT the Council of the Town of St. Stephen approves the payout of twenty-three and one-quarter (23.125) days of unused vacation as at February 13, 2015 for Employee # E97.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BUILDING INSPECTION SERVICES – APPOINTMENT AND CONTRACT**

**THAT** of the five (5) proposals received, the Council of the Town of St. Stephen appoints Manzer Young of Fundy Building Inspection & Services Ltd., who received the highest score of the proposal evaluations, to be the Town's Building Inspector effective February 24, 2015.

**AND THAT** Manzer Young shall have all the responsibilities and powers of the Building Inspector as Agent for Fundy Building Inspection & Drafting Services Ltd., in accordance with the terms of Tender # TOSS15-01.

**AND FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Contract for Building Inspection Services with Fundy Building Inspection & Drafting Services Ltd., in the form presented to Council.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 23, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ADJOURNMENT**  
THAT the meeting adjourn.