

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: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

HEART MONTH

FEBRUARY

2015

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

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, John Quartermain, 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.

PROCLAMATION

HERITAGE WEEK

2015

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 50th 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, John Quartermain, 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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond (joined the Council table at 7:15 p.m. after the Town Clerk administered the Oath of Office); and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth

Seconded by Councillor Harding

382/14 **THAT** the Agenda be unanimously approved with two (2) additions: Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation; and Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation be added as 16. (q) and (r) under NEW BUSINESS. **CARRIED**

383/14 It was **MOVED** by Deputy Mayor MacEachern and **SECONDED** by Councillor MacDonald to table (p) Term Agreement – The Town and Kingsley Bailey under 16. NEW BUSINESS for review with the new Chief Administrative Officer and the public tender process to be followed. **MOTION DEFEATED**

Deputy Mayor voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Harding voting against the motion.

Councillor Booth voting against the motion.

Councillor Maxwell voting against the motion.

4. CONFLICT OF INTEREST

Both Deputy Mayor MacEachern and Councillor MacDonald declared conflicts of interest on the two additions to the agenda as they had family members apply for the positions and left Council Chambers at 8:00 p.m. and returned at 8:03 p.m.

**MINUTES
REGULAR COUNCIL
DECEMBER 22, 2014**

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5. OATH OF OFFICE – NEWLY ELECTED COUNCILLOR

Town Clerk Joan Flewelling administered the Oath of Office to Councillor – elect Abby Pond.

6. COMMENTS FROM COUNCILLOR ABBY POND

Councillor Pond thanked the citizens who voted for her and stated she is looking forward to working with Council in serving the community.

7. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

Mayor Quartermain presented and confirmed the following Chairs of the six (6) standing Committees of the Town:

Police and Fire – Chaired by Councillor Marg Harding
Property, By-laws and Environment – Chaired by Councillor Mike Booth
Parks and Recreation – Chaired by Councillor Debbie MacDonald
Finance and Administration – Chaired by Deputy Mayor Allan MacEachern
Public Works – Chaired by Councillor Jim Maxwell
Planning, Promotion and Tourism – Chaired by Councillor Abby Pond

8. NOTICES OF MOTIONS

No notices of motions.

9. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

384/14 THAT the Minutes of the Regular Council meeting held on November 24, 2014 be approved as circulated. **CARRIED**

10. ACCOUNTS

PAID BILLS

Moved by Councillor Booth

Seconded by Councillor MacDonald

385/14 THAT the paid bills in the amount of \$6,886,716.70 (six million, eight hundred and eighty-six thousand, seven hundred and sixteen dollars and seventy cents) be received. **CARRIED**

11. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Councillor Maxwell

386/14 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

12. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

387/14 **THAT** the Minutes of the Committee of Council meeting held on December 4, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Harding

388/14 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on December 10, 2014 be approved as circulated. **CARRIED**

13. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

389/14 **THAT** the following staff reports for the month of November 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager. **CARRIED**

14. UNFINISHED BUSINESS

No unfinished business.

15. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.9 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 390/14 **THAT** By-Law No. A-7.9 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” - be given Third and Final Reading – Short Title Only. **CARRIED**

16. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Booth

- 391/14 **THAT** the Royal Canadian Mounted Police (RCMP) November 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

APPOINTMENT - CHIEF ADMINISTRATIVE OFFICER

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 392/14 **WHEREAS** the Council of the Town of St. Stephen and Derek O'Brien have negotiated terms of an Employment Agreement in the form presented to Council;

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

WATERFRONT SCULPTURE – UNBUDGETED EXPENDITURES

Moved by Councillor Booth

Seconded by Councillor Harding

- 393/14 **WHEREAS** the Council of the Town of St. Stephen previously agreed by resolution at its meeting on June 24, 2013 to participate in the creation of an International Sculpture Trail between New Brunswick and Maine;

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

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

CARRIED

Deputy Mayor MacEachern voting in favour of the motion.
Councillor Harding voting in favour of the motion.
Councillor Booth voting in favour of the motion.
Councillor MacDonald voting in favour of the motion.
Councillor Maxwell voting in favour of the motion.
Councillor Pond voting against the motion.

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

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

394/14 **THAT** the Council of the Town of St. Stephen approves the amended Garcelon Civic Center Conference/Meeting Room Rental Fees & Guidelines Policy No. 62 – A attached. **CARRIED**

GARCELON CIVIC CENTER AQUATIC CENTER OPERATIONS & RENTAL RATES POLICY – AMENDED

Moved by Councillor Booth

Seconded by Councillor Harding

395/14 **THAT** the Council of the Town of St. Stephen approves the amended Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy No. 64 – A attached. **CARRIED**

BUILDING PERMIT FEE WAIVER – SPUR LINE PROPERTIES INC.

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

396/14 **THAT** the Council of the Town of St. Stephen approves the request from Spur Line Properties Inc. to have waived its building permit fee for the future construction of the Best Western Premiere hotel ("the hotel"), also known as Property Identifier Number (PID #) 15194848, contingent upon the town receiving written agreement of the following:

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

397/14 TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding
Seconded by Councillor Booth

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

CARRIED

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Booth
Seconded by Deputy Mayor MacEachern

398/14 THAT the amount of \$120,356.35 (one hundred and twenty thousand, three hundred and fifty-six dollars and thirty-five cents) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Harding
Seconded by Councillor Maxwell

399/14 THAT the amount of \$59,110.00 (fifty-nine thousand, one hundred and ten dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

RESTRICTED BANK ACCOUNT TRANSFER-VESTING FUTURE EMPLOYEE BENEFITS

Moved by Councillor Booth
Seconded by Deputy Mayor MacEachern

400/14 THAT the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund bank account to the restricted bank account for future employee benefits.

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

CARRIED

AUDITORS' SERVICES

Moved by Councillor Booth
Seconded by Councillor Harding

401/14 THAT the Council of the Town of St. Stephen approves a three (3) year extension for the accounting firm of Teed Saunders Doyle & Co. of Saint John, NB, to act as the Town's auditors for the fiscal years 2014, 2015 and 2016 for a fee of \$15,000.00 (fifteen thousand dollars), plus HST per year, with potential inflationary (Consumer Price Index) adjustments in each of the three (3) years. **CARRIED**

GARCELON CIVIC CENTER - PROJECT ACCOUNTANT AND FINANCIAL ADVISOR

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 402/14 **THAT** the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Project Accountant and Financial Advisor for The Town of St. Stephen's Garcelon Civic Center from January 1, 2015 to December 31, 2015. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

- 403/14 **THAT** Brian Leavitt be appointed to the position of Operator for the Public Works Department effective December 23, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

PAYROLL AUTHORIZATION

Moved by Councillor Harding

Seconded by Councillor Booth

- 404/14 **THAT** the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$2,748.11 (two thousand, seven hundred and forty-eight dollars and eleven cents) for additional administrative and relief work. **CARRIED**

BUILDING INSPECTION SERVICES – CONTRACT RENEWAL

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 405/14 **THAT** the Council of the Town of St. Stephen authorizes the renewal of the contract for building inspection services with Fundy Building Inspection & Drafting Services Ltd. (Fundy) for one (1) year effective January 1, 2015 to December 31, 2015 on the terms and conditions contained in the contract in the form presented to Council at its closed session on December 10, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, to be signed and sealed by Manzer H. Young, President of Fundy, and the Council authorizes the Mayor and Town Clerk to execute the contract and affix the Town Seal. **MOTION DEFEATED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

Councillor MacDonald voting against the motion.

Councillor Pond voting against the motion.

Mayor Quartermain voting against the motion to break the tie, agreeing that the public tender process should be followed.

TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

Moved by Councillor Pond

Seconded by Councillor Harding

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

AMENDED

TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

Moved by Councillor Harding

Seconded by Councillor Maxwell

406/14

THAT the above-noted motion be amended by changing the three (3) year term commencing March 17, 2015 and expiring March 16, 2018, as outlined in the form of agreement presented to Council, to a one (1) year term commencing March 17, 2015 and expiring March 16, 2016,

which shall now read:

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen (the "Town") and Kingsley Bailey of Saint John, NB for a one (1) year term commencing March 17, 2015 and expiring March 16, 2016, renewable upon agreement between the Town Council and Kingsley Bailey, for the position of manager and supervisor of the physical operations of the Garcelon Civic Center (the "Civic Center"), and also to be responsible for Property Management and the Municipal Planning Officer and other non-union duties assigned to him by the Civic Center manager and/or Chief Administrative Officer for the Town in the form of agreement presented to Council, subject to the amendment that the term be for one (1) year. **CARRIED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

Councillor MacDonald voting against the motion.

Councillor Pond voting against the motion.

Mayor Quartermain voting in favour of the motion to break the tie, disagreeing that the public tender process should be followed.

**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANT -
JOB RECOMMENDATION**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 407/14 **THAT** Megan Thompson be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective December 23, 2014 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 Megan Thompson. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANT -
JOB RECOMMENDATION**

Moved by Councillor Booth

Seconded by Councillor Harding

- 408/14 **THAT** Lucinda Kollenhoven be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective December 23, 2014 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 Lucinda Kollenhoven. **CARRIED**

17. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended a Union of Municipalities of New Brunswick (UMNB) quarterly meeting in Fredericton.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Organized, attended and enjoyed the staff Christmas luncheon at the St. Croix Christian Centre.
- Enjoy meeting with Acting Sergeant Scott MacKenzie and the Mayor every Monday morning.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Booth

- Attended all Town meetings.
- Made 1,000 Christmas wreaths.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor MacDonald

- Attended candidates' night at the St. Stephen Legion hosted by the Chamber of Commerce prior to the December 8th By-Elections.
- Attended and enjoyed the staff Christmas luncheon.
- Attended a Community Health and Wellness Advisory Committee meeting.
- Attended all Town meetings.
- Had various meetings with the Garcelon Civic Center Manager.
- Attended Aces and SSHS hockey games.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Fest meeting.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the St. Croix Vocational Centre's Christmas party.
- Attended the get-together for Alison Estey and her baby.
- Welcomed newly elected Councillor Abby Pond.
- Participated in fundraisers which raised monies for The Chocolate Museum, Volunteer Centre of Charlotte County (food bank), Luxor Shriners of NB, and Order of The Eastern Star.
- Wished everyone a Merry Christmas, Happy New Year and Healthy 2015.

Councillor Pond

- Attended a Charlotte Coastal Region Tourism Association meeting at the Garcelon Civic Center with a group chaired by Mayor Stan Choptiany of St. Andrews, and it may assist with marketing the Civic Center.
- Very busy with personal life and work.
- Plans to listen to the citizens.
- Wished everyone a great Holiday Season.

Mayor Quartermain

- Welcomed newly elected Councillor Abby Pond.
- Invited Councillor Pond to the Charlotte Coastal Region Tourism Association meeting prior to her Oath of Office since she is Chair of the Planning, Promotion and Tourism Committee.
- Thanked the many dedicated volunteers who make the Town very successful.
- Wished everyone a very Merry Christmas and Happy New Year.

18. QUESTION PERIOD

Questions from the public, as well as from Vern Faulkner, editor, *Saint Croix Courier* (Kathy Bockus, reporter, *Saint Croix Courier*, and Derwin Gowan, reporter, *Telegraph-Journal* were also in attendance), were addressed. In particular, the questions referred to the following resolutions:

- Building Permit Fee Waiver – Spur Line Properties Inc.
- Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation (2 positions)
- Auditors' Services
- Term Agreement – The Town and Kingsley Bailey

Mike Smith, owner of Seldon Smith & Sons Ltd., the plumbing sub-contractor at the Garcelon Civic Center, expressed his pleasure with the majority of Council voting in favour of hiring Kingsley Bailey for another year. In summary, Mr. Smith stated that it will be some time before the construction of the Garcelon Civic Center is completed, and since it is time sensitive for the completion, that it is best to maintain the services of Mr. Bailey who has been on the site for the past couple of years.

John Ames, former Deputy Mayor, and the local Member of the Legislative Assembly for Charlotte-Campobello, stated, after comments that the term agreement for Kingsley Bailey should have been tendered, that as a former member on the Town Council, usually was in favour of tendering services; however, in this particular case, supported the majority of Council's decision and further commented that he never received any complaints against Mr. Bailey.

Mr. Ames congratulated Councillor Pond and wished her well as Chair of his former Planning, Promotion and Tourism Committee.

19. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Booth

409/14 **THAT** the meeting adjourn at 8:30 p.m. CARRIED

Mayor

Town Clerk

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

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

COMMUNICATION FOR INFORMATION

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

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

13. STAFF REPORTS

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

14. UNFINISHED BUSINESS

15. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.9 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Third and Final Reading – Short Title Only

16. NEW BUSINESS

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

17. REPORTS OF MAYOR AND COUNCILLORS

18. QUESTION PERIOD

19. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on January 22, 2015 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, JANUARY 22, 2015 @ 7:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Debbie MacDonald

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Maxwell

Seconded by Councillor Harding

01/15 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared

4. **NEW BUSINESS**

2015 WATER AND SEWERAGE OPERATING FUND BUDGET

Moved by Councillor Booth

Seconded by Councillor Pond

02/15 **THAT** pursuant to paragraph 189(4) of the *Municipalities Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,275,011 (two million, two hundred and seventy-five thousand and eleven dollars), and total expenditures of \$2,275,011 (two million, two hundred and seventy-five thousand and eleven dollars). **CARRIED**

2015 GENERAL OPERATING FUND BUDGET

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 03/15** **THAT** the sum of \$9,059,499 (nine million, fifty-nine thousand, four hundred and ninety-nine dollars) be the total operating budget of the Municipality, that the sum of \$5,520,066 (five million, five hundred and twenty thousand and sixty-six dollars) be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.5800 (one dollar and fifty-eight cents). The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of St. Stephen. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Booth

- 04/15** **THAT** the meeting adjourn at 7:04 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, JANUARY 22, 2015 @ 7:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

- (i) 2015 Water and Sewerage Operating Fund Budget
- (ii) 2015 General Operating Fund Budget

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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.

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 015491 dated between 12/01/2014 and 12/31/2014

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
013240	12/13/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC13/14	3,530.00 3,530.00	A/P	OUT-STD	12/13/2014
013245	12/22/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC22/14	3,193.75 3,193.75	A/P	OUT-STD	12/22/2014
013246	12/22/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC22/14*	28,000.00 28,000.00	A/P	OUT-STD	12/22/2014
013255	12/02/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC02/14	8,903.50 8,903.50	A/P	OUT-STD	12/02/2014
013261	12/11/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC11/14**	5,726.50 5,726.50	A/P	OUT-STD	12/11/2014
014398	12/01/2014 HERITAGE COURT HOLDINGS LIMITED LEASE DEC/14	5,323.40 5,323.40	A/P	OUT-STD	12/01/2014
015283	12/01/2014 ACCT #903240047015 NOVEMBER2014	290.00 290.00	A/P	OUT-STD	12/01/2014
015264	12/01/2014 ACCT 8025-280 NOVEMBER2014	913.87 913.87	A/P	OUT-STD	12/01/2014
015265	12/01/2014 CIBC MELLON GLOBAL SECURITIES NBMF0216002 NOVEMBER2014	17,775.64 17,775.64	A/P	OUT-STD	12/01/2014
015266	12/01/2014 GREAT WEST LIFE NOVEMBER2014	369.24 369.24	A/P	OUT-STD	12/01/2014
015268	12/01/2014 ST. STEPHEN UTILITY DEPT. NOVEMBER2014	60.00 60.00	A/P	OUT-STD	12/01/2014
015269	12/01/2014 TOWN OF ST. STEPHEN DECEMBER12014	19,686.71 19,686.71	A/P	OUT-STD	12/01/2014
015270	12/01/2014 TOWN OF ST. STEPHEN DECEMBER12014**	1,885.53 1,885.53	A/P	OUT-STD	12/01/2014
015271	12/01/2014 TOWN OF ST. STEPHEN DECEMBER12014***	1,603.31 1,603.31	A/P	OUT-STD	12/01/2014
015272	12/01/2014 TOWN OF ST. STEPHEN DECEMBER2014*	245.91 245.91	A/P	OUT-STD	12/01/2014
015273	12/01/2014 TOWN OF ST. STEPHEN DECEMBER2014****	468,014.87 468,014.87	A/P	OUT-STD	12/01/2014
015274	12/02/2014 A"PLUS" AUTO GLASS & UPHOLSTERY 19442*	480.25 480.25	A/P	OUT-STD	12/02/2014
015275	12/02/2014 BAYVIEW TRUCKS AND EQUIPMENT LTD. SI22704 SI22705 SI22763 SI22914 SI22940 SI22976	691.44 97.58 89.24 128.89 186.17 83.82 125.74	A/P	OUT-STD	12/02/2014
015276	12/02/2014 BELL ALIANT 47424130SEP14	99.23 99.23	A/P	OUT-STD	12/02/2014
015277	12/02/2014 BELL MOBILITY INC. 523889487NOV14 523889487OCT14*	1,914.82 931.25 983.57	A/P	OUT-STD	12/02/2014
015278	12/02/2014 BORDER INVESTIGATIONS & SECURITY INC. 13997	2,531.20 2,531.20	A/P	OUT-STD	12/02/2014
015279	12/02/2014 BRIGGS PLUMBING INC. 109019	62.15 62.15	A/P	OUT-STD	12/02/2014

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015280	12/02/2014 BRUNSWICK NEWS INC	55.37	A/P	OUT-STD	12/02/2014
	1486457 PS-FIRE-REMEMBRANCE DAY	55.37			
015282	12/02/2014 CANADIAN TIRE	865.24	A/P	OUT-STD	12/02/2014
	N15490402 RC-HORT-YARDWORKS REAR	16.94			
	N15490405 TS-SHOP-COUPPLINGS,WASHERS	13.53			
	N15490419 PS-FIRE-BACK PACK,FIRE EXT,SUP	98.46			
	N15490423 TS-#11-LIGHT	11.85			
	N15490431 TS-#11-SCREWS	2.25			
	N15490432 CC-BUILDING-6PK SCRUBBER,2PK	101.43			
	N15490458 PS-FIRE-WATER NOODLES	4.50			
	N15490474 PS-FIRE-BINOCULARS	155.94			
	N15490476 RC-PARKS-DRILL	101.69			
	N15490478 CC-GEN MAN-KEY HOLDERS	25.35			
	N15490521 RC-PARKS-NOZZLE	15.81			
	N15490527 TS-SHOP-BOLTS	2.81			
	N15490529 TS-SHOP-SCREWS	5.63			
	N15490534 TS-SHOP-PAINT	19.01			
	N15490539 PS-FIRE-TOOL BOX,BATTERIES,PLI	89.21			
	N15490550 CC-BUILDING-TOTES, CRAZY GLUE	82.81			
	N15490555 TS-SHOP-PKG ARCRFT,WIRE ROPE	48.96			
	N15490556 TS-SHOP-ROPE	33.09			
	N15490557 CC-RINK-CRAZY GLUE	-10.80			
	N15490565 RC-PARKS-RATCH STRAPS	25.99			
	N15490591 GG-TOWN HALL-LIGHT BULBS	6.76			
	N15490595 TS-SHOP-ROLLERS	5.64			
	N15490598 RC-PARKS-LOCK TIES	8.58			
015283	12/02/2014 CANADIAN SPRINGS	94.84	A/P	OUT-STD	12/02/2014
	1111435607* GG-TOWNHALL-WATER	19.03			
	9913131117* PS-RCMP-WATER	64.67			
	9813436632 PS-RCMP-WATER	11.24			
015284	12/02/2014 CHARLOTTE COUNTY HOCKEY CLUB INC.	6,000.00	A/P	OUT-STD	12/02/2014
	2014GRANT GG-CIVIC-W.C. O'Neill Arana Ice Rent	6,000.00			
015285	12/02/2014 COX ELECTRONICS & COMMUNICATIONS	33.90	A/P	OUT-STD	12/02/2014
	2-1710781 GG-TREASURY-COMPUTER REPAIR	33.90			
015286	12/02/2014 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/02/2014
	WEEK49/14 EMPLOYEE DEDUCTIONS - DEC 6-1:	209.30			
015287	12/02/2014 SHANNON MICHAEL	385.44	A/P	OUT-STD	12/02/2014
	WEEK49/14 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK49/14* PS-ANIMALCONTROL-WEEKLY VEH	197.75			
015288	12/02/2014 SOS MARKETING	774.05	A/P	OUT-STD	12/02/2014
	2471272 PS-FIRE-PIGGY BANKS	774.05			
015289	12/02/2014 STATIONERY PLUS	87.04	A/P	OUT-STD	12/02/2014
	340270* RC-REC DIV-CD SLEEVE, MULTI LAE	26.65			
	340309 GG-TOWN HALL-TAPE, PENS, MARK	11.32			
	340454 PS-FIRE-CORK BOARD, BULLETIN B	28.39			
	341039** GG-TOWN HALL-PAPER FASTENER	3.14			
	341470 GG- TOWN HALL- BINDERS	17.54			
015290	12/02/2014 UNIQUELY YOURS	45.20	A/P	OUT-STD	12/02/2014
	3336* GG-CIVIC-RETIREMENT PLAQUE	45.20			
015291	12/02/2014 MINISTER OF FINANCE	382.00	A/P	OUT-STD	12/02/2014
	NOVEMBER2014* EMPLOYEE DEDUCTIONS - NOVEME	362.00			
015292	12/02/2014 MINISTER OF FINANCE	724.00	A/P	OUT-STD	12/02/2014
	NOVEMBER2014** EMPLOYEE DEDUCTIONS - NOVEME	724.00			

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015294	12/11/2014 LASTING LEGACY CARPENTRY	3,305.25	A/P	OUT-STD	12/11/2014
	479204 PM-LIBRARY-CEILING AND WALL REF	508.50			
	479208 PM-AIRPORT-PAINTED FUEL TANK I	847.50			
	479213 PM-LIBRARY-REPAIR WALL BACK RO	621.50			
	479214 LIBRARY-WATER LEAK REPAIR	1,327.75			
015295	12/11/2014 MINISTER OF FINANCE	395.50	A/P	OUT-STD	12/11/2014
	19582015 ST-ST5-VEHICLE STICKERS	395.50			
015296	12/11/2014 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/11/2014
	WEEK502014 EMPLOYEE DEDUCTIONS - DEC 13-	209.30			
015298	12/11/2014 NATALIE REID	132.75	A/P	OUT-STD	12/11/2014
	NOVEMBER062014*** RC-MEETING-REGIONAL SERVICE C	52.38			
	NOVEMBER062014**** CC-ADMIN-SWIPE CARDS	53.25			
	NOVEMBER072014 CC-DRESSINGROOMS-SHOWER CU	27.12			
015299	12/11/2014 PAYROLL TRANSFER	100,136.00	A/P	OUT-STD	12/11/2014
	WEEK502014 GG-TRANSFER-NOV 28 - DEC 14/14	100,136.00			
015300	12/11/2014 RECEIVER GENERAL FOR CANADA	29,545.54	A/P	OUT-STD	12/11/2014
	WEEK502014 GG-REMITTANCE-NOV 28 - DEC 11/	29,545.54			
015301	12/11/2014 ATLANTIC CHEER ALL STARS	100.00	A/P	OUT-STD	12/11/2014
	October 1,2014* RC-JUMPSTART-DONATION	100.00			
015302	12/11/2014 CALDWELL LESLIE	150.00	A/P	OUT-STD	12/11/2014
	NOVEMBER 3,2014 TS-ST5-TAKE DOWN ACES BANNER	150.00			
015303	12/11/2014 CASH FLOAT	1,000.00	A/P	OUT-STD	12/11/2014
	12/11/2014 Civic Center cash float increase	1,000.00			
015304	12/11/2014 IRVING ENERGY DISTRIBUTION AND MARKETING	4,199.42	A/P	OUT-STD	12/11/2014
	847528 TS-ST5-DIESEL	4,199.42			
015305	12/11/2014 Jason St. Peter	321.05	A/P	OUT-STD	12/11/2014
	NOVEMBER292014 PS-FIRE-NB FIRE CONFERENCE	321.05			
015306	12/11/2014 LINDE CANADA LTEE, M2193	177.75	A/P	OUT-STD	12/11/2014
	50014363* PS-FIRE-NITROGEN	115.60			
	50281999** PS-FIRE-ACETYLENE WN, NITROGE	37.63			
	50839983 TS-SHOP-ACETYLENE	24.52			
015307	12/11/2014 MCINNES COOPER	565.00	A/P	OUT-STD	12/11/2014
	2014023557 GG-LEGAL-FIRE CALL AGREEGMEN	565.00			
015308	12/11/2014 MICHELLE ANDERSON	75.00	A/P	OUT-STD	12/11/2014
	500602 CC-PHOTOS-RIBBON CUTTING CER	75.00			
015309	12/11/2014 SARAH HEBB	192.00	A/P	OUT-STD	12/11/2014
	NOVEMBER062014 CC-POOL-AQUATIC SAFETY MMANA/	65.00			
	NOVEMBER072014 RC-POOL-TRIP FOR LSS MANUALS /	127.00			
015310	12/11/2014 SELDON SMITH & SONS LIMITED	11,800.32	A/P	OUT-STD	12/11/2014
	11669,11668,11667 CC-KITCHEN-KITCHEN AND CANTEE	4,822.22			
	11880,11666,11665 CC-POOL-PLUMBING SERVICES	6,778.10			
015311	12/11/2014 SHANNON MICHAEL	366.44	A/P	OUT-STD	12/11/2014
	WEEK502014 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK502014* PS-ANIMALCONTROL-WEEKLY VEH	197.75			
015312	12/11/2014 ST. STEPHEN AREA CHAMBER	2,200.00	A/P	OUT-STD	12/11/2014
	899*** GG-CIVIC-BUSINESS GALA DINNER/	200.00			
	774 GG-CIVIC-CHRISTMAS PROMOTION	2,000.00			
015313	12/11/2014 SUBWAY	123.05	A/P	OUT-STD	12/11/2014
	805 PS-FIRE-FIRE MEAL	123.05			
015314	12/11/2014 WORLDLYNX	259.84	A/P	OUT-STD	12/11/2014
	13048IN21948** RC-HORT-CELL PHONE UPGRADE	259.84			
015315	12/11/2014 ZEE MEDICAL CANADA CORP	62.48	A/P	OUT-STD	12/11/2014

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	85859301 CC-BUILDING-FIRST AID SUPPLIES	62.48			
015317	12/11/2014 MINISTER OF FINANCE (Telephones)	3,022.43	A/P	OUT-STD	12/11/2014
	11368891OCT14 GG-TOWNHALL-LAND LINE TELEPH	1,353.83			
	11378668OCT14 PS/TS-199UNIONST-LAND LINE TELI	347.43			
	11395944OCT14 TS/PS-199UNIONST-LAND LINE TELI	895.71			
	15772965OCT14 RC-REC/POOLS-LAND LINE TELEPH	347.55			
	48435731OCT14 RC-PARKS-CHOC PARK CAMERAS	77.91			
015318	12/11/2014 MINISTER OF FINANCE	38.00	A/P	OUT-STD	12/11/2014
	2016INSPECTION TS-ST5-2015 INSPECTION STATION	38.00			
015319	12/17/2014 CLASSIC WOODWORKING LTD.	44,019.15	A/P	OUT-STD	12/17/2014
	0916 CC-CANTEEN-SUPPY AND INSTALL	28,555.10			
	0923 CC-CANTEEN-SUPPY AND INSTALL	15,464.05			
015320	12/18/2014 A"PLUS" AUTO GLASS & UPHOLSTERY	4,366.32	A/P	OUT-STD	12/18/2014
	19447 CC-FITNESS CENTRE-MINORS	3,148.18			
	19532 TS-#22, #308- WINDSHIELD,REPAIR	399.45			
	19533 TS-#16-SUPPLY & INSTALL WINDSH	510.76			
	19534 TS-#22-SUPPLY & INSTALL WINDSH	307.93			
015321	12/18/2014 AIR LIQUIDE CANADA	18.92	A/P	OUT-STD	12/18/2014
	57829507 TS-SHOP-CYLINDER GAS	18.92			
015322	12/18/2014 AQUAM	452.27	A/P	OUT-STD	12/18/2014
	212135 CC-POOL-WHISTLE, RESCUE TUBE,	452.27			
015323	12/18/2014 ARMSTRONG'S COMMUNICATION LTD.	94.92	A/P	OUT-STD	12/18/2014
	256238 RC-MILLPOOL-ALARM SYSTEM MON	94.92			
015324	12/18/2014 BAYVIEW TRUCKS AND EQUIPMENT LTD.	178.77	A/P	OUT-STD	12/18/2014
	A127419 TS-#13-8" STROBE	178.77			
015325	12/18/2014 BELL ALIANT	1,909.42	A/P	OUT-STD	12/18/2014
	06336721NOV14 TS-AIRPORT-LAND LINE	129.17			
	47424130NOV14 CC-BUILDING-LAND LINE PHONES	843.32			
	47424130OCT14 CC-BUILDING-LAND LINE PHONES	936.83			
015326	12/18/2014 BLAKNEY'S EXCAVATING & TRUCKING	1,317.72	A/P	OUT-STD	12/18/2014
	93045468* TS-ST5-ROAD SALT	1,317.72			
015327	12/18/2014 BRUNSWICK NEWS INC	166.11	A/P	OUT-STD	12/18/2014
	1485248 GG-CIVIC-REMEMBRANCE DAY	55.37			
	1488505 PS-FIRE-SANTA CLAUS PARADE	110.74			
015328	12/18/2014 CANADIAN BEARINGS LTD	83.12	A/P	OUT-STD	12/18/2014
	61055968-00 TS-#29-BALL BEARINGS	83.12			
015329	12/18/2014 CARGILL LIMITED	8,739.17	A/P	OUT-STD	12/18/2014
	2901958809 TS-ST5-DEICER SALT	4,402.08			
	2901992732 TS-ST5-ROAD SALT	4,337.11			
015330	12/18/2014 CHARLOTTE COUNTY JANITORIAL	1,124.33	A/P	OUT-STD	12/18/2014
	2915 PS-RCMP-JANITORIAL-SEPT	1,124.33			
015331	12/18/2014 CHARLOTTE COASTAL REGION TOURISM ASSOC	113.00	A/P	OUT-STD	12/18/2014
	197 RC-GENERAL MANAGER-MEMBERS	113.00			
015332	12/18/2014 CLONEY CONSTRUCTION INC.	226.00	A/P	OUT-STD	12/18/2014
	62 PM-OLD TOWN HALL-REMOVED DEI	226.00			
015333	12/18/2014 CONTROLS & EQUIPMENT LTD.	760.49	A/P	OUT-STD	12/18/2014
	197 PS-FIRE-HVAC FALL MAINENANCE	760.49			
015334	12/18/2014 COX ELECTRONICS & COMMUNICATIONS	79.08	A/P	OUT-STD	12/18/2014
	2-1715924 CC-BUILDING-15 FT HDMI CABLE	28.24			
	2-1715932 CC-ADMIN-2 VGA 10FT M-M	39.53			
	2-1716372 GG-TREASURY-UBS PRINTER CABL	11.29			
015340	12/18/2014 CREIGHTON-CARTER LTD.	4,302.96	A/P	OUT-STD	12/18/2014

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961-354910	TS-SHOP-GUN WASH	61.53			
961-354913	TS-SHOP-RATCHET TIE DOWN	11.29			
961-354914	TS-SHOP-2X9 BRUSH, SMALL BRUS	8.68			
961-354951	CC-RINK-GREASE GUN, BATTERY	52.35			
961-355152	TS-SHOP-PAINT MIXING CUPS	28.07			
961-355259	TS-SHOP-COUPLER LOCK	90.29			
961-355631	TS-SHOP-MINIATURE BULBS	18.53			
961-355784	TS-SHOP-SOLID WIRE	35.38			
961-355786	TS-SHOP-HD DIAGONAL 7, 1 8NPTX	22.25			
961-356000	TS-SHOP-3 PC BURR SET	103.95			
961-356145	TS-SHOP-IRSOL MULTI USE, T-SHIR	108.47			
961-356286	TS-SHOP-GAUGE 2IN 4IN NPT	5.88			
961-356319	PS-#201-ELEC.CONNECTOR,40 AMF	28.49			
961-356424*	TS-#11-LUBE FILTER, FUEL FILTE	19.07			
961-356470	TS-#11-FILTERS	13.14			
961-356482	TS-SHOP-GAUGES	-0.46			
961-356518	TS-#11-FUEL FILTER	-11.96			
961-356541	TS-#11-FILTERS,MICRO-VBELT	97.84			
961-356575	TS-#11-COLD WELD BOND	6.20			
961-356644	TS-SHOP-MEASURE 4 QT-FLEX SPC	47.62			
961-356785	TS-#1-CONTROL ARM ASSEMBLY	70.53			
961-357047	TS-SHOP-THINNER POLYURETHANI	378.27			
961-357111	TS-SHOP-EPOXY CATALYST	45.31			
961-357217	RC-#308-TIE ROD END, TRACK BAR	478.98			
961-357220	RC-#308-TIE ROD ENDS	-56.75			
961-357272	TS-SHOP-STABILZR	53.75			
961-357324	TS-SHOP-EP-GUARD BLACK	108.65			
961-357329	RC-#308-TAIL PIPE	92.81			
961-357339	TS-#11-PASSENGER CAR LIGHT	32.42			
961-357348	CC-RINK-RESP. MED	94.99			
961-357477	TS-#12-STEP BUMPER	532.28			
961-357541	RC-PARKS-OIL ABSORBANT	13.90			
961-357687	PS-FIRE-OIL ABSORBANT	138.99			
961-357888	TS-#12-STEP BUMPER	-509.66			
961-357998	TS-SHOP-O RING ASORTMENT	103.11			
961-358031	PS-FIRE-TIRE BEAD SEALER	23.28			
961-358309	TS-SHOP-NAPA BULK	8.93			
961-358310	TS-SHOP-REPAIR PART, SHOP SUP	24.72			
961-358363	PS-#200-OIL	106.62			
961-358564	TS-SHOP-CUT-OFF WHEEL	30.61			
961-358690	TS-#2-DOOR HANDLE	7.24			
961-358776	TS-#7-T BOLT CLAMPS	30.96			
961-358819	TS-#5-PPS LID LINER 125	126.67			
961-358844	TS-SHOP-CUT OFF DISCS	148.31			
961-358860	TS-SHOP-SPRAY GUN CLEANING KI	11.63			
961-358904	TS-#7-BATTERY SILV OXIDE EN	3.83			
961-358910	TS-#7-FILTERS	31.75			
961-359052	TS-#7-UAP NAPA-BULK, GROTE, PIN	24.67			
961-359112	TS-#7-GROMMET 4 CLOSED BACK	161.84			
961-359165	TS-#24-PRIMARY WIRE	61.02			
961-359253	PS-#200-LED FLASHER	35.74			
961-359390	TS-#23-TRACTOR LAMP, THREADLC	33.54			
961-359589	TS-#7-HYD.HOSE, HYDRAULIC HOSI	86.38			
961-359756	TS-SHOP-ANTIFREEZE	191.67			
961-359981	TS-#7-ANTIFREEZE	277.88			

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Number	Issued		Amount	SC	Status	Status Date
	961-360328	TS-#29-TRAILER WIRE CONNECTOR	12.36			
	961-360502	TS-SHOP-DP, SKT 5 16	5.62			
	961-360687	TS-#12-OIL FILTER, FILTERS LESS T	6.09			
	961-360804	PS-FIRE-NAPA-BULK	9.01			
	961-360805	PS-FIRE-OIL ABSORBANT	27.80			
	961-360879	TS-#12-WIPER BLADES	30.85			
	961-361275	TS-SHOP-TORQUE WRENCH 3 8 DR	82.48			
	961-361348	TS-#22-VOLT REG CON	6.01			
	961-361667	TS-#12-PROFORM WIPER BLADES	24.61			
	961-361674	TS-#13-BOSCH LIGHTING	15.10			
	961-361714	TS-#5-COUPPLINGS	58.85			
	961-361904	TS-#21-POWER ALTERNATOR, DT34	261.56			
	961-361905	TS-#21-VOLT REG CON	6.01			
	961-361947	TS-#20-SAFETY BRAKE	4.95			
015341	12/18/2014	DAVIS FUELS LTD.	4,229.58	A/P	OUT-STD	12/18/2014
	151466	TS/PS-199 UNION ST-HEATING FUEL	929.55			
	151548	TS/PS-199 UNION ST-HEATING FUEL	586.81			
	151813	TS/PS-199 UNION STREET-HEATING	533.82			
	151871	TS/PS-199 UNION STREET-HEATING	660.15			
	151767	TS/PS-199 UNION ST-HEATING FUEL	693.55			
	340632	TS-SHOP-5W-20, 5W30, SUPREME 1	204.14			
	340661	TS-SHOP-HYDRAULIK AW 205L DRU	611.56			
015342	12/18/2014	DEMPEY'S PLUMBING & HEATING	132.20	A/P	OUT-STD	12/18/2014
	694	RC-LEGION FIELD WASHROOM-WIN	132.20			
015343	12/18/2014	DOW JENNIFER	112.99	A/P	OUT-STD	12/18/2014
	NOVEMBER262014	RC-HORT-CLOTHING ALLOWANCE	112.99			
015344	12/18/2014	EAST COAST INTERNATIONAL TRUCKS	28.20	A/P	OUT-STD	12/18/2014
	3-243170017	TS-#20-BLOCK JUNCTION W/S	28.20			
015345	12/18/2014	FERO WASTE & RECYCLING INC.	4,917.50	A/P	OUT-STD	12/18/2014
	942184	GG-TOWN-GARBAGE COLLECTION	4,917.50			
015346	12/18/2014	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	4,450.78	A/P	OUT-STD	12/18/2014
	14-176	PS-BUILDINGINSPECTOR-FEE, MILE	2,376.10			
	14-179	PS-BUILDINGINSPECTION-DEC 1-13	2,074.68			
015347	12/18/2014	GANONG BROS. LIMITED	31.83	A/P	OUT-STD	12/18/2014
	9000052014*	GG-CIVIC-VMNB AUCTION DONATIC	31.83			
015348	12/18/2014	IRVING ENERGY DISTRIBUTION AND MARKETING	747.53	A/P	OUT-STD	12/18/2014
	536144	TS-ST5-DIESEL	747.53			
015349	12/18/2014	JOEY DOUCE	203.00	A/P	OUT-STD	12/18/2014
	NOVEMBER 14, 2014	RC-POOL-NLS EXAMINER FEE	203.00			
015350	12/18/2014	KEITH'S BUILDING SUPPLIES	10.80	A/P	OUT-STD	12/18/2014
	136462	TS-SHOP-KEYS	10.80			
015352	12/18/2014	KENT BUILDING SUPPLIES	900.83	A/P	OUT-STD	12/18/2014
	738197	PM-WHARF-DECKING, KEG GRN DC	163.18			
	783095	PM-WHARF-BOSE REPAIR	227.32			
	785917	CC-RINK-KEYS	6.65			
	787245	PM-WHARF-BOARD/ 1X6X8	24.20			
	791380	CC-RINK-WD-40, OIL 3IN1, DUCT TAI	16.42			
	792325	CC-RINK-METAL SCREWS, HANGER	17.94			
	792914	CC-RINK-SCREWS, NUTS, WASHER	64.91			
	798598	CC-RINK-PICTURE HANGING STRIP,	94.10			
	800369	CC-RINK-ANCR/SLEEVE, ANCR/WEL	74.74			
	800818	CC-RINK-HEX NUTS, BOLTS	7.11			
	802442	CC-RINK-BOLTS FOR SEATS	4.29			

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Number	Issued		Amount	SC	Status	Status Date
	805565	CC-BUILDING-SANDING BLOCKS,GF	61.19			
	808073	CC-RINK-ROLLERS, PLASTIC TRAYS	29.89			
	806380	CC-POOL-SCREW HOOKS, CLOTHE:	21.98			
	806740	RC-PARKS-BOLTS, SCREWS	6.27			
	807238	TS-#24-LUMBER	27.96			
	808194	CC-BUILDING-SHOP VAC. PREM ALI	25.30			
	813624	RC-HORT-MORDEN BLUSH ROSE	29.38			
015353	12/18/2014	LASTING LEGACY CARPENTRY	2,766.50	A/P	OUT-STD	12/18/2014
	479205	PM-WHARF-REPAIRS TO SAFETY R	565.00			
	479207	PM-WHARF-REPLACING DECK BOAI	1,130.00			
	479212	PM-PIZZA DELIGHT-ROOF REPAIR	1,073.50			
015354	12/18/2014	LIFESAVING SOCIETY - NB Branch	483.59	A/P	OUT-STD	12/18/2014
	2014-465	CC-POOL-LIFESAVING MANUALS, AI	483.59			
015355	12/18/2014	LTC CATERING	1,510.04	A/P	OUT-STD	12/18/2014
	04	CC-RECEPTION-DONOR EVENT	1,510.04			
015356	12/18/2014	MAXIMUM SOLUTIONS, INC.	6,573.41	A/P	OUT-STD	12/18/2014
	16323	CC-ADMIN-TREASURY TRAVEL EXP	2,357.28			
	16412	CC-ADMIN-REFRESHER TRAINING	4,216.13			
015357	12/18/2014	MAYFIELD GARDENS & LANDSCAPE	1,220.52	A/P	OUT-STD	12/18/2014
	6341	CC-POOL-MURIATIE ACID 4L	515.73			
	6388	RC-POOL-CALCIUM CHLORIDE, SOI	704.79			
015358	12/18/2014	MEGA-LAB MANUFACTURING CO. LTD.	247.47	A/P	OUT-STD	12/18/2014
	134824	TS-SHOP-MEGALUBE WP GREASE	247.47			
015359	12/18/2014	MIDLAND COURIER	33.41	A/P	OUT-STD	12/18/2014
	9415072	TS-#29-FR PARTS FOR TRUCKS	33.41			
015360	12/18/2014	MILLTOWN MACHINE & FABRICATION LTD.	241.15	A/P	OUT-STD	12/18/2014
	17091	CC-RINK-PROJECTOR INSTALL	140.38			
	17140	TS-#7-1/4 X 4 FLAT BAR	33.99			
	17195	TS-#6-3/8 X 4 FLAT BAR	66.78			
015361	12/18/2014	MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/18/2014
	WEEK512014	EMPLOYEE DEDUCTIONS - DEC 20 -	209.30			
015362	12/18/2014	MINISTER OF FINANCE	2,965.28	A/P	OUT-STD	12/18/2014
	11388891NOV14	GG-TOWNHALL-LAND LINE PHONES	1,293.36			
	11378888NOV14	PS/TS-199UNIONST-LAND LINE PHO	351.18			
	11395944nov14	TS/PS-199UNIONST-LAND LINE PHO	895.55			
	15772965NOV14	RC-REC/POOL-LAND LINE PHONES	347.28			
	46435731NOV14	RC-JPARKS-CHOCOLATE PARK CAM	77.91			
015363	12/18/2014	N. B. ELECTRIC POWER	11,408.80	A/P	OUT-STD	12/18/2014
	19051703DEC14	TS-AIRPORT-ELECTRICITY	238.68			
	19051804DEC14	TS-AIRPORT-ELECTRICITY	55.98			
	216000030308DEC14	TS-ST5-AREA LIGHTS	10,951.75			
	57956780DEC14	CB-FORMERCCT-ELECTRICITY	61.03			
	57955828DEC14	CB-SELFCONTAINEDLIGHT-ELECTR	101.16			
015364	12/18/2014	NATALIE REID	60.12	A/P	OUT-STD	12/18/2014
	NOVEMBER192014	CC-DONOREVENT-FABRIC SUPPLIE	60.12			
015365	12/18/2014	O'CONNELL MIKE	200.00	A/P	OUT-STD	12/18/2014
	NOVEMBER242014	RC-RECDIR-NB SPORTS SUMMIT	200.00			
015366	12/18/2014	OK TIRE & AUTO SERVICE	1,159.00	A/P	OUT-STD	12/18/2014
	IN029520	TS-#1-TIRES	773.76			
	IN029710	RC-#304-TIRES	385.24			
015367	12/18/2014	ORCHARD'S PAINT & PAPER LTD.	285.31	A/P	OUT-STD	12/18/2014
	25654	CC-BUILDING-PRIMER	203.38			

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	28117 GG-NEW TOWN HALL- PAINT & SUP	81.93			
015368	12/18/2014 ORKIN CANADA CORPORATION	117.52	A/P	OUT-STD	12/18/2014
	IN-5578776 PS-FIRE-PEST CONTROL	117.52			
015369	12/18/2014 ORR ELECTRIC & ALARM LTD.	80.20	A/P	OUT-STD	12/18/2014
	1603 RC-MILLTOWN POOL-HEATER MAIN	80.20			
015370	12/18/2014 PARTS FOR TRUCKS INC.	467.72	A/P	OUT-STD	12/18/2014
	34193805-00 TS-#29-ELECTRIC CLUTCH, SPROCK	467.72			
015371	12/18/2014 PIZZA DELIGHT	40.67	A/P	OUT-STD	12/18/2014
	923527 PS-FIRE-MEETING MEAL	40.67			
015372	12/18/2014 RICHARDSON JEFF	138.71	A/P	OUT-STD	12/18/2014
	DECEMBER012014 PS-FIRE-POSTAGE, COMPUTER MA	138.71			
015373	12/18/2014 RICHARDSON JOSEPH	160.57	A/P	OUT-STD	12/18/2014
	DECEMBER052014 PS-FIRE-NBFC FALL CONFERENCE	160.57			
015374	12/18/2014 SHANNON MICHAEL	365.44	A/P	OUT-STD	12/18/2014
	WEEK512014 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK512014* PS-ANIMALCONTROL-WEEKLY VEH	197.75			
015375	12/18/2014 SOURCE ONE SUPPLIES	1,998.84	A/P	OUT-STD	12/18/2014
	8838 CC-BUILDING-PUSH BROOM, HANDI	86.99			
	6854 CC-RINK-GLOVES	18.96			
	7264 CC-BATHROOM-BABY CHANGING T	899.28			
	7426 CC-MAINTENANCE-LOBBY DUST PA	288.40			
	7427 PM-LIBRARY-GARBAGE BAGS, GLO	184.88			
	7446 CC-MAINTENANCE-NO SLIP TAPE	179.62			
	7456 CC-MAINTENANCE-FLOOR PADS	41.53			
	7487 CC-MAINTENANCE-DISINFECTANT (257.47			
	7506 CC-MAINTENANCE-FLOOR PADS	41.53			
015376	12/18/2014 SOUTHWEST ELECTRIC & SECURITY INC.	74.35	A/P	OUT-STD	12/18/2014
	12730 TS-AIRPORT-TROUBLESHOT RUNW	74.35			
015377	12/18/2014 SOUTH WEST COURIER	15.05	A/P	OUT-STD	12/18/2014
	14417 CC-ADMIN-FR/ KEY INDUSTRIES	15.05			
015378	12/18/2014 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	7,896.50	A/P	OUT-STD	12/18/2014
	161140-162250 GG-TOWN-GARBAGE COLLECTION	7,896.50			
015379	12/18/2014 SPARTAN ATHLETIC PRODUCTS LIMITED	5,096.97	A/P	OUT-STD	12/18/2014
	228812 CC-GYM-FITNESS EQUIPMENT	5,096.97			
015380	12/18/2014 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	533.17	A/P	OUT-STD	12/18/2014
	08964** GG-CIVIC-NOTICE SECOND READIN	73.09			
	089757 GG-CIVIC-FALL CLEAN UP	58.17			
	089781 GG-CIVIC-SMALL BUSINESS WEEK	104.41			
	089874 GG-CIVIC-EXPO BOOKLET	146.90			
	089942 TS-ST5-FALL CLEAN UP	58.17			
	21170 CC-RINK-DOOR SIGNS	92.43			
015381	12/18/2014 ZEE MEDICAL CANADA CORP.	630.47	A/P	OUT-STD	12/18/2014
	32413701 CC-BUILDING-PRIVACY SCREEN, SA	630.47			
015382	12/23/2014 BELL ALIANT	347.01	A/P	OUT-STD	12/23/2014
	JULY272014 CC-CIVICCENTRE-LANDLINE TELEP	111.37			
	JUNE272014 CC-CIVICCENTRE-LANDLINE TELEP	111.37			
	MAY272014 CC-CIVICCENTRE-LANDLINE TELEP	111.37			
	SEPTEMBER272014 CC-CIVICCENTRE-LANDLINE TELEP	12.90			
015383	12/23/2014 GREAT-WEST LIFE ASSURANCE COMPANY	1,642.39	A/P	OUT-STD	12/23/2014
	DEC162014 GG-PREMIUMS-DEC24-JAN23/15-DI	1,642.39			
015384	12/23/2014 IRVING ENERGY DISTRIBUTION AND MARKETING	12,840.80	A/P	OUT-STD	12/23/2014
	240534 TS-ST5-GAS	6,333.22			

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Number	Issued	Amount	SC	Status	Status Date
	934634 TS-STS-DIESEL	8,507.38			
015385	12/23/2014 MEDAVIE BLUE CROSS	13,219.76	A/P	OUT-STD	12/23/2014
	JANUARY2015MAN GG-DECHEALT&DENTALPREMIUMS	5,607.18			
	JANUARY2015UNION GG-JANHEALTH&DENTALPREMIUM:	7,612.58			
015386	12/23/2014 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/23/2014
	WEEK522014 EMPLOYEE DEDUCTIONS - DEC 27 -	209.30			
015387	12/23/2014 MINISTER OF FINANCE (Boiter Registrations)	250.00	A/P	OUT-STD	12/23/2014
	671462 TS/CC-199UNION&CIVICCENTRE-BC	250.00			
015388	12/23/2014 NATALIE REID	573.01	A/P	OUT-STD	12/23/2014
	DECEMBER172014 CC-GENERALMANAGER-TASK FORC	446.69			
	NOVEMBER082014 CC-GENERALMANAGER-SHELVING	126.32			
015389	12/23/2014 O'CONNELL MIKE	467.04	A/P	OUT-STD	12/23/2014
	DECEMBER042014 RC-RECDIR-SEPT/OCT/NOV MILEAG	346.04			
	DECEMBER052014 RC-RECDIR-FRPA WINTER PLANNIN	121.00			
015390	12/23/2014 SHANNON MICHAEL	365.44	A/P	OUT-STD	12/23/2014
	WEEK522014 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK522014* PS-ANIMALCONTROL-WEEKLY VEH	197.75			
015392	12/23/2014 STATIONERY PLUS	2,748.51	A/P	OUT-STD	12/23/2014
	341483 CC-OFFICE-LAMINAT. POUCH	-45.75			
	341527 GG-TOWN HALL-PAPER CLIPS,POS	32.51			
	341784 GG-TOWNHALL-PAPER	207.47			
	341933 GG-BYLAW-OFFICE CHAIR	202.27			
	342191* CC-ADMIN-CHEQUES	314.08			
	342278 GG-TOWN-STAPLES,STRG BOXES	32.10			
	342408 GG-PROPERTY MANAGER- INK CAR	87.09			
	342449 CC-ADMIN-DEPOSIT ONLY STAMP	57.97			
	342631 RC-REC DIV-POST ITS,PENCILS,CHA	424.01			
	342650 CC-ADMIN-DEPOSIT ONLY STAMP	52.17			
	342730 CC-ADMIN-CHAIRMATS	244.05			
	342754 GG-TOWN HALL- TONER, PAPER	348.71			
	342998 P/M-PROPERTY MANAGER-INK CAR	28.03			
	343346 GG-TOWN HALL- ADDRESS BOOK	6.98			
	343388 GG-TREASURY-MULTI COPY/PRINT/	154.70			
	343509 GG-TREASURY-COPY/PRINT/SCAN I	245.08			
	343516 CC-OFFICE-3 HOLE PUNCH,STAPLE	109.94			
	343575 GG-TREASURY-TONER	90.38			
	343624 GG-TREASURY-TONER	155.69			
01539C	12/23/2014 GREAT-WEST LIFE ASSURANCE COMPANY	1,485.45	A/P	OUT-STD	12/23/2014
	DEC162014* GG-PREMIUMS-DEC 24-JAN 23-DIV :	1,485.45			
015394	12/23/2014 TOWN OF ST. STEPHEN	120,356.35	A/P	OUT-STD	12/23/2014
	12/23/14 Transfer to General Capital Reserve Fu	120,356.35			
015396	12/24/2014 PAYROLL TRANSFER	64,465.00	A/P	OUT-STD	12/24/2014
	WEEK522014 GG-TRANSFER-DEC 12 - 25/14	64,455.00			
015397	12/24/2014 RECEIVER GENERAL FOR CANADA	27,936.18	A/P	OUT-STD	12/24/2014
	WEEK522014 GG-REMITTANCE-DEC 12 -25/14	27,936.18			
015398	12/24/2014 RICHARDSON JOSEPH	198.11	A/P	OUT-STD	12/24/2014
	DECEMBER152014 PS-FIRE-BATTERIES	198.11			
015399	12/24/2014 TOWN OF ST. STEPHEN	50,972.00	A/P	OUT-STD	12/24/2014
	12/23/14*** Transfer to Employee Benefits Restrict	50,972.00			
015400	12/24/2014 GUY R. DAY & SON LTD.	78,741.00	A/P	OUT-STD	12/24/2014
	2014 - 2015 PREMIUM GG-2014 - 2015 INSURANCE PREMIL	79,804.00			
	2014-2015 CREDIT GG-2014 - 2015 INSURANCE PREMIL	-3,163.00			

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Number	Issued	Amount	SC	Status	Status Date
015401	12/29/2014 TOWN OF ST. STEPHEN 12/29/14 Transfer to General Capital Fund	182,714.62 182,714.62	A/P	OUT-STD	12/29/2014
015402	12/30/2014 BELL MOBILITY INC. 523889487DEC14 RC/CC/PS/TS/GG-CELL PHONE CHA	915.18 915.18	A/P	OUT-STD	12/30/2014
016404	12/30/2014 N. B. ELECTRIC POWER 10126106DEC14 TS-KINGST-SCHOOL XING LIGHTS 17915909DEC14 RC-POOL-SCHOOL STREET 17935200DEC14 TS-KING/UNIONST-TRAFFIC LIGHTS 18159205DEC14 RC-POOL-MILL LANE 18988703DEC14 TS/PS-199UNIONST-ELECTRICITY 50660140DEC14 RC-PARKS-ROTARY CHANGING RO 54137872DEC14 TS-KING/QUEEN-TRAFFIC LIGHTS 54253127DEC14 CC-BUILDING-ELECTRICITY 54853258DEC14 TS-KING/SUPERSTORE-TRAFFIC LIK 55160607DEC14 RC-COTTONMILL-LIGHTS 65471834DEC14 TS/PS-220UNIONST-ELECTRICITY 55917471DEC14 TS-ST5-WATERFRONT LIGHTS 57579341DEC14 CB-EMPTYSTORE/HAIRDRESSER-E 57955755DEC14 CB-ACTHEAT/HOUSE-ELECTRICITY 57955773DEC14 CB-PHARMACY/BIGAREA-ELECTRIC 57955791DEC14 CB-UPSTAIRSOFFICE-ELECTRICITY 57955808DEC14 CB-ACUNIT&HOUSE-ELECTRICITY 71315207DEC14 PM-RCMP-ELECTRICITY 72924306DEC14 RC-PARKS-BANDSTAND 73006038DEC14 RC-LIBRARY-ELECTRICITY 82122207DEC14 RC-PARKS-BASKETBALL COURT 83278804DEC14 TS-ST5-PARK SHED 84960501DEC14 RC-PARKS-RIVERSIDE DRIVE LIGHT	27,484.23 24.61 71.29 42.78 502.14 1,159.26 24.61 47.74 20,209.25 69.31 64.21 615.04 141.58 720.34 176.85 297.11 349.62 331.18 939.06 56.26 1,520.80 52.00 24.61 24.61	A/P	OUT-STD	12/30/2014
015405	12/30/2014 LAVIOLETTE, GEORGE OCT-DEC2014 PM-AIRPORT-ATTENDANT SERVICE	1,457.60 1,457.50	A/P	OUT-STD	12/30/2014
015406	12/31/2014 BORDER AREA COMMUNITY ARENA NBPOWER/BELL GG-GRANT-OPERATING EXPENSES NBPOWER/BELLOCT GG-GRANT-OPERATING EXPENSES	520.29 298.77 223.52	A/P	OUT-STD	12/31/2014
015407	12/31/2014 FRANK G GODSOE CHARTERED ACCOUNTANT 601 GG-TOWNHALL-RECEPTIONIST SUF	487.37 467.37	A/P	OUT-STD	12/31/2014
015408	12/31/2014 IRVING ENERGY DISTRIBUTION AND MARKETING SEPT,OCT,NOV,DEC TS-ST5-INTEREST CHARGES	232.76 232.76	A/P	OUT-STD	12/31/2014
015409	12/31/2014 MINISTER OF FINANCE WEEK532014 EMPLOYEE DEDUCTIONS - JAN 3-9.	209.30 209.30	A/P	OUT-STD	12/31/2014
015410	12/31/2014 PETTY CASH NOVEMBER202014 PS-BUILDINGINSPECTOR-REGISTEI NOVEMBER242014 PS-BUILDINGINSPECTOR-REGISTEI NOVEMBER252014 GG-TOWNHALL-KITCHEN SUPPLIES NOVEMBER252014** PS-BUILDINGINSPECTOR-REGISTEI NOVEMBER262014 PS-BUILDINGINSPECTOR-REGISTEI	126.61 24.92 22.60 45.19 22.60 11.30	A/P	OUT-STD	12/31/2014
015411	12/31/2014 SHANNON MICHAEL 657241* PS-ANIMALCONTROL-KENNEL FEE- WEEK012014 PS-ANIMALCONTROL-WEEKLY FEE WEEK012014* PS-ANIMALCONTROL-WEEKLY VEH	478.44 113.00 167.69 197.75	A/P	OUT-STD	12/31/2014

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	Cheque Totals Issued:	1,454,983.82			
	Void:	0.00			
	Total Cheques Generated:	1,454,983.82			
	Total # of Cheques Listed:	141			

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

December 2014

Receiver General (HST Reassessment - Nov 10/14 with Interest to Dec 3/14, Cheque #139)	146,354.09
Dillon Consulting Limited (Engineering - Overflow Chamber - Budd Avenue, Cheque #1050)	2,599.00
Big Eric's (Portable Bar, Cheque #1051)	1,452.60
Town of St. Stephen (General Operating Fund - Fund Transfer, Cheque #1052)	756.51
Enbridge Gas New Brunswick (Natural Gas At Civic Centre - General Capital (Construction) - General Operating (Utilities) - General Operating (Penalties), Cheque #0140)	2,369.17
expServices Inc. (Garcelon Civic Centre Project - Payment Certifier Services, Cheque #0141)	27,812.01
Fundy Engineering (Environmental Services - Garcelon Civic Centre Project - Inv #20959, Cheque #0142)	1,130.00
Irving Energy (Natural Gas Supply - Garcelon Civic Centre - Inv #218037, Cheque #0143)	1.51
Office Interiors (Furniture and Equipment - Garcelon Civic Centre - Inv #405106, Cheque #1053)	8,303.13
Frank G. Godsoe, CA (Civic Centre Accounting and Consulting for the months of August 2014 (Inv #608) - September (Inv #609) - October (Inv #610) - November (Inv #611), Cheque #144)	11,479.12
Town of St. Stephen (Utility Operating Fund - Fund Transfer, Cheque #1057)	162.25
Total	<u>\$ 202,419.39</u>

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

December 2014

Town of St. Stephen (General Capital Fund - Fund Transfer
Cheque #03)

Total

2,042.00
<u>\$2,042.00</u>

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

Visa:

September 2014

John Quartermain (Civic Centre Zamboni, Pool and Administration Expenses,
Other Council Expenses)

1,444.78

Total

\$1,444.78

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 004974 dated between 12/01/2014 and 12/31/2014

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Number	Issued	Amount	SC	Status	Status Date
004189	12/13/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC13/14* SERIES "AU" - INTEREST	1,267.50 1,267.50	A/P	OUT-STD	12/13/2014
004194	12/22/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC22/14** SERIES "AZ" - INTEREST	2,016.00 2,016.00	A/P	OUT-STD	12/22/2014
004195	12/22/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC22/14*** SERIES "AZ" - PRINCIPAL	16,000.00 16,000.00	A/P	OUT-STD	12/22/2014
004198	12/11/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC11/14* SERIES "BA" - INTEREST	32,735.75 32,735.75	A/P	OUT-STD	12/11/2014
004204	12/02/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC02/14* SERIES "BC" - INTEREST	6,105.50 6,105.50	A/P	OUT-STD	12/02/2014
004207	12/14/2014 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DEC14/14 SERIES "BI" - INTEREST	1,163.50 1,163.50	A/P	OUT-STD	12/14/2014
004890	12/02/2014 A.E. HORNE & SON LTD. 00500121-01 WS-ASPHALT-BROKERAGE FEES 00800122-01 TS-ASPHALT-BROKERAGE FEE	235.16 117.58 117.58	A/P	OUT-STD	12/02/2014
004881	12/02/2014 BELL MOBILITY INC. 523888487NOV14* WS/SCD-CELLPHONE-CHARGES 523888487OCT14 WS/SCD-CELLPHONE-CHARGES	1,295.80 650.82 644.78	A/P	OUT-STD	12/02/2014
004882	12/02/2014 BRENNTAG CANADA INC. 40499976 WS-SOURCE-CHLORINE 40502565 WS-SOURCE-INV #40499976	2,256.68 5,872.68 -3,616.00	A/P	OUT-STD	12/02/2014
004894	12/02/2014 CANADIAN TIRE N15490410 WS-SOURCE-WASH FLUID&SUPPLIE N15490421 SCD-DISPOSAL-TAPE MEASURE N15490422 SCD-DISPOSAL-LED LGT, KNIFE,SN N15490424 WS-TRANS&DIST-ANTI FREEZE N15490460 WS-SOURCE-GLASS TOWELS,CAN I N15490465 SCD-DISPOSAL-PAINT CUP, ROPE N15490471 SCD-DISPOSAL-FOAM N15490520 WS-TRANS&DIST-LIGHTS N15490576 WS-TRANS&DIST-LATCH N15490578 WS-TRANS&DIST-SEED, SPREADER N15490582 WS-TRANS&DIST-GAS LINE HOSE N15490587 WS-TRANS&DIST-GAS CAN N15490590 WS-SOURCE-CLAMPS N15490593 WS-TRANS&DIST-GAS CAN N15490599 WS-SOURCE-METAL PAIL, ELEC SU N15490961 WS-TRANS&DIST-MISC SUPPLIES	693.15 52.26 6.78 47.98 42.00 77.31 13.10 9.48 22.59 6.20 61.00 152.91 11.30 6.05 9.03 170.11 5.05	A/P	OUT-STD	12/02/2014
004895	12/02/2014 CARQUEST 14838-9967 WS-TRANS&DIST-BLACK CHARTER	7.04 7.04	A/P	OUT-STD	12/02/2014
004896	12/02/2014 CLASSIC ASPHALT LTD. 14-143* TS-ST5-SEAL	1,239.72 1,239.72	A/P	OUT-STD	12/02/2014
004897	12/02/2014 COX ELECTRONICS & COMMUNICATIONS 2-1712420 WS-SOURCE-1 ASUS EXT DVD DRIV	56.49 56.49	A/P	OUT-STD	12/02/2014
004898	12/02/2014 STATIONERY PLUS 340309* WS/SCD-TOWN HALL- TAPE, PEN, M 341039*** GG-TOWNHALL-PAPER FASTENERS 341470* WS/SCD-TOWN HALL- BINDERS	31.98 11.31 3.13 17.54	A/P	OUT-STD	12/02/2014
004902	12/11/2014 DOW JENNIFER DECEMBER042014 WS-TRANS&DIST-CLOTHING ALLOW	57.62 57.62	A/P	OUT-STD	12/11/2014
004903	12/11/2014 JOHNSON LEE	118.62	A/P	OUT-STD	12/11/2014

* - Name on Check was modified

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Number	Issued	Amount	SC	Status	Status Date
	NOVEMBER202014 WS-TRANS&DIST-CLOTHING ALLOW	118.82			
004904	12/11/2014 MINISTER OF FINANCE <i>(Telephone)</i>	280.48	A/P	OUT-STD	12/11/2014
	11366812OCT14 WS-SOURCE-PUMP STATION	134.03			
	11385317OCT14 WS-TRANS&DIST-BUDD AVENUE	0.43			
	19002807OCT14 SCD-DISPOSAL-OLD BAY WWTP	146.00			
004905	12/11/2014 PIZZA DELIGHT	108.87	A/P	OUT-STD	12/11/2014
	400184-1 WS-TRANS&DIST-MEAL	108.87			
004906	12/11/2014 WORLDLYNX	519.68	A/P	OUT-STD	12/11/2014
	13048IN21948* WS-TRANS&DIST-CELL PHONE UPC	259.84			
	13048IN21988*** WS-TRANS&DIST-CELL PHONE UPC	259.84			
004907	12/11/2014 XPLORNET	50.84	A/P	OUT-STD	12/11/2014
	INV075702112 WS-MAXWELL XING-SATTELITE	50.84			
004908	12/18/2014 A.E. HORNE & SON LTD.	706.76	A/P	OUT-STD	12/18/2014
	00500240-01 WS-TRANS&DIST-ASPHALT BROKEI	117.58			
	00500241-01 WS-TRANS&DIST-ASPHALT BROKEI	117.58			
	00500242-01 WS-TRANS&DIST-ASPHALT BROKEI	117.58			
	00500243-01 WS-TRANS&DIST-ASPHALT BROKEI	117.58			
	00500365-01 WS-TRANS&DIST-ASPHALT BROKEI	117.72			
	00500366-01 WS-TRANS&DIST-ASPHALT BROKEI	117.72			
004909	12/18/2014 A"PLUS" AUTO GLASS & UPHOLSTERY	214.70	A/P	OUT-STD	12/18/2014
	1952B WS-#102-SUPPLY LIGHT	214.70			
004910	12/18/2014 ALL GAS TANKS	2,254.35	A/P	OUT-STD	12/18/2014
	78790 WS-TRANS&DIST-CONCRETE	2,254.35			
004911	12/18/2014 BARTLETT RANDY	25.00	A/P	OUT-STD	12/18/2014
	DECEMBER042014 WS-SOURCE-EXCEL APP PURCHAS	25.00			
004912	12/18/2014 BRENNTAG CANADA INC.	5,169.12	A/P	OUT-STD	12/18/2014
	40489341 WS-SOURCE-INV #40473637	-3,616.00			
	40503945 SCD-DISPOSAL-CHLORINE	4,430.72			
	40505430 SCD-DISPOSAL-SULPHUR DIOXIDE	4,354.40			
004913	12/18/2014 BRIGGS PLUMBING INC.	360.27	A/P	OUT-STD	12/18/2014
	108925 WS-TRANS&DIST-SUPPLY & INSTAL	360.27			
004914	12/18/2014 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	221.20	A/P	OUT-STD	12/18/2014
	IG00272 WS-#102-CABLE K 07BT	221.20			
004915	12/18/2014 CNH CAPITAL T4112	3,014.28	A/P	OUT-STD	12/18/2014
	IN75299 WS-#103-DOOR	3,014.28			
004916	12/18/2014 COX ELECTRONICS & COMMUNICATIONS	50.79	A/P	OUT-STD	12/18/2014
	2-1712667 WS-TRANS&DIST-COMPUTER LABO	50.79			
004919	12/18/2014 CREIGHTON-CARTER LTD.	1,278.67	A/P	OUT-STD	12/18/2014
	961-354722 WS-#102-ROLOC SURFACE CONDIT	52.88			
	961-354784* WS-#102-SELF ETCH PRIMER	31.20			
	961-355059 WS-#102-TAPE	59.86			
	961-355096 WS-#102-RVETS	6.96			
	961-355819 WS-TRANS&DIST-FIREWALL HEATE	11.07			
	961-356352 WS-#102-BRUSH 3 KNOTTED, WHEE	42.79			
	961-356465 WS-#102-PRIMER, SELF ETCH PRIM	70.64			
	961-357919 WS-TRANS&DIST-12 V ACCESSORY	3.77			
	961-357921 SCD-DISPOSAL-OIL FILLER CAP	7.46			
	961-358440 WS-#8-DIMMER SWITCH	16.27			
	961-358478 WS-#8-FUSE HOLDER, TEMPORARY	57.84			
	961-358818 WS-TRANS&DIST-WRENCH,POL. WF	60.94			
	961-358852 TS-#8-T BOLT CLAMPS	26.78			
	961-358866 WS-#102-CALIPER HARDWARE KIT	22.84			
	961-359616 WS-#102-STARTER-REMFD- PREMIL	325.29			

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Number	Issued	Amount	SC	Status	Status Date
	961-359825	SCD-#4-FUSES			
	961-359884	WS-TRANS&DIST-10 EXTENSION (C)			
	961-359927	SCD-#4-ATM LOW PROF 20A			
	961-359973	SCD-#4-FUSES			
	961-360245	WS-SOURCE-RUSTP. GUN CUP			
	961-360390	SCD-#4-FUSE AGC 15A			
	961-360393	SCD-#4-OIL FILTER, FILTER			
	961-360447	WS-#305-BRACKET-HANGERS			
	961-360861	WS-#105-TIE ROD END, MINIATURE			
	961-360935	WS-#105-AIR FILTER, FUEL FILTER,			
	961-361081	SCD-#9-SEALED BEAM, ROUGH SEF			
	961-361085	WS-#105-WIPER BLADES			
	961-361279	WS-TRANS&DIST-RG. SKT 2-1 4			
	961-361353	WS-TRANS&DIST-32 ROD, SOLID WI			
	961-361402	WS-TRANS&DIST-T-SHIRT WIPERS			
004920	12/18/2014 DAIGLE EXCAVATION & GRAVEL	3,715.44	A/P	OUT-STD	12/18/2014
	740821	WS-TRANS&DIST-TOPSOIL, GRAVEL			
004921	12/18/2014 DAVIS FUELS LTD.	1,107.78	A/P	OUT-STD	12/18/2014
	151646	WS-PUMPING STN-FUEL			
004922	12/18/2014 DEBLY ENTERPRISES LTD.	969.81	A/P	OUT-STD	12/18/2014
	153429	WS-TRANS&DIST-ASPHALT			
004923	12/18/2014 EAST COAST INTERNATIONAL TRUCKS	235.93	A/P	OUT-STD	12/18/2014
	3-243170014	WS-TRANS&DIST-RAGS EXLIFE 50/E			
004925	12/18/2014 JAMER MATERIALS LTD.	3,188.95	A/P	OUT-STD	12/18/2014
	2792	WS-TRANS&DIST-BASE			
004926	12/18/2014 JOE JOHNSON EQUIPMENT INC.	818.01	A/P	OUT-STD	12/18/2014
	PO8474	SCD-#9-BEARINGS, OIL SEAL, GASKE			
004927	12/18/2014 KEITH'S BUILDING SUPPLIES	1,312.35	A/P	OUT-STD	12/18/2014
	135718	WS-TRANS&DIST-CULVERT			
	135719	WS-TRANS&DIST-CULVERT			
	136095	SCD-DISPOSAL-TAPE, KNIFE SNAP			
	136511*	WS-TRANS&DIST-REBAR, SPRAY PA			
	136888	WS-TRANS&DIST-LED WORKLIGHT			
	137017	SCD-DISPOSAL-RECIP BLADE 12"			
004928	12/18/2014 LASTING LEGACY CARPENTRY	452.00	A/P	OUT-STD	12/18/2014
	323750	WS-BUDD AVE PUMP HOUSE-DOOR			
004929	12/18/2014 M.P.W.W.A.	565.00	A/P	OUT-STD	12/18/2014
	20141205093141kvzq	SCD-DISPOSAL-WASTEWATER COL			
004930	12/18/2014 MAYFIELD GARDENS & LANDSCAPE	1,372.96	A/P	OUT-STD	12/18/2014
	6349	SCD-DISPOSAL-HYDROSEEDING			
004931	12/18/2014 MINISTER OF FINANCE <i>(Telephones)</i>	279.79	A/P	OUT-STD	12/18/2014
	11366812NOV14	WS-SOURCE-PUMP STATION			
	19002807NOV14	SCD-DISPOSAL-OLD BAY WWTP			
004932	12/18/2014 MINISTER OF FINANCE <i>(Training)</i>	2,100.00	A/P	OUT-STD	12/18/2014
	6302514	WS-TRANS&DIST-WATER/WASTE W			
004933	12/18/2014 N. B. ELECTRIC POWER	4,070.79	A/P	OUT-STD	12/18/2014
	38869807DEC14	WS-3119MAXWELLXING-BUILDING			
	50228902DEC14	WS-MAXWELLXING-PUMPS			
	53473043DEC14	WS-SOURCE-CHLORINE RESIDUAL			
	61230004DEC14	WS-MAXWELLXING-PUMPS			
	82291006DEC14	WS-SOURCE-RESERVOIR			
004934	12/18/2014 NORQUIP SUPPLY LTD.	226.23	A/P	OUT-STD	12/18/2014
	8113	SCD-#4-PLOW/TRUCK LIGHT SWITC			

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Number	Issued	Amount	SC	Status	Status Date
	8115 SCD-#4-CAST IRON PLOW SHOE AS	158.20			
004935	12/18/2014 OK TIRE & AUTO SERVICE	385.24	A/P	OUT-STD	12/18/2014
	IN029711 WS-#305-TIRES	385.24			
004936	12/18/2014 PRINCESS AUTO	770.82	A/P	OUT-STD	12/18/2014
	230351 WS-TRANS&DIST-GENERATOR	770.82			
004937	12/18/2014 PUROLATOR COURIER LTD.	76.74	A/P	OUT-STD	12/18/2014
	425856856 WS-SOURCE-TO HYPERION RESEA	76.74			
004938	12/18/2014 RESEARCH & PRODUCTIVITY COUNCIL	275.27	A/P	OUT-STD	12/18/2014
	158834 WS-SOURCE-ANAEROBIC SPOREFC	275.27			
004939	12/18/2014 SAINT JOHN LABORATORY SERVICES LTD.	1,565.40	A/P	OUT-STD	12/18/2014
	846-14 SCD-DISPOSAL-TREATMENT PLANT	1,565.40			
004940	12/18/2014 SCOTIA TECH	3,727.49	A/P	OUT-STD	12/18/2014
	12809 WS-TRANS&DIST-METERS	3,727.49			
004941	12/18/2014 SCP DISTRIBUTORS INC CANADA	1,030.56	A/P	OUT-STD	12/18/2014
	FE011842 WS-SOURCE-CHLORINE	1,030.56			
004943	12/18/2014 THE PANEL SHOP	1,517.59	A/P	OUT-STD	12/18/2014
	746-99-68 SCD-DISPOSAL-REPAIR COMMUNIC	1,517.59			
004944	12/18/2014 WOLSELEY MECHANICAL GROUP	7,306.88	A/P	OUT-STD	12/18/2014
	5980418 WS-TRANS&DIST-GUIDE PLATE, 51/	1,054.29			
	5988012 WS-TRANS&DIST-BOLTS/NUTS, RIN	3,134.67			
	5988013 WS-TRANS&DIST-COUPLINGS,GATE	3,117.92			
004945	12/18/2014 IMAGEWEAR A DIVISION OF MARK'S	486.05	A/P	OUT-STD	12/18/2014
	6818486 WS-STC-CLOTHING ALLOWANCE	108.78			
	682138 WS-STC-CLOTHING ALLOWANCE	377.27			
004946	12/23/2014 MINISTER OF FINANCE (Boiler Registration)	75.00	A/P	OUT-STD	12/23/2014
	671462* WS-MAXWELLXING-BOILER REG	75.00			
004947	12/23/2014 STATIONERY PLUS	398.36	A/P	OUT-STD	12/23/2014
	341527* WS/SCD-TOWN HALL-PAPER CLIPS,	32.52			
	342063 WS/SCD-JANET-UTILITY ENVELOPE	76.28			
	342278* WS/SCD-TOWN-STAPLES,STRG BO:	32.10			
	343345* GG-TOWN HALL- ADDRESS BOOK	6.97			
	343880 WS/SCD-TOWN OFFICE-RECEIPTS F	251.49			
004948	12/23/2014 XPLORNET	50.84	A/P	OUT-STD	12/23/2014
	INVC7842397 WS-MAXWELLXING-SATELLITE SER	50.84			
004949	12/23/2014 TOWN OF ST. STEPHEN	34,555.00	A/P	OUT-STD	12/23/2014
	12/23/14* Transfer to Sewerage Capital Reserve	34,555.00			
004951	12/23/2014 TOWN OF ST. STEPHEN	24,555.00	A/P	OUT-STD	12/23/2014
	12/23/14** Transfer to Water Capital Reserve	24,555.00			
004952	12/24/2014 TOWN OF ST. STEPHEN	8,944.81	A/P	OUT-STD	12/24/2014
	12/23/14**** Transfer to Employee Benefits Restrict	8,944.61			
004953	12/24/2014 GUY R. DAY & SON LTD.	21,104.00	A/P	OUT-STD	12/24/2014
	2014-2015 CREDIT* GG-2014 - 2015 INSURANCE PREMIL	-826.00			
	2014-2015 PREMIUM* GG-2014-2015 INSURANCE PREMIUI	21,930.00			
004954	12/29/2014 TOWN OF ST. STEPHEN	15,500.32	A/P	OUT-STD	12/29/2014
	12/29/14* Transfer to Utility Capital Fund	15,500.32			
004955	12/29/2014 TOWN OF ST. STEPHEN	200,000.00	A/P	OUT-STD	12/29/2014
	12/29/14** Transfer to General Operating Fund	200,000.00			
004956	12/30/2014 N. B. ELECTRIC POWER	13,302.05	A/P	OUT-STD	12/30/2014
	52557428DEC14 SCD-218OLDBAYROAD-WWTP ELEC	5,828.46			
	53123617DEC14 SCD-STC-DECHLORINATION CHAME	134.04			
	53158875DEC14 SCD-STC-BUDD AVE LIFT STATION	3,896.96			
	54807440DEC14 WS-STC-158A MILLTOWN BLVD LIFT	31.71			

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Number	Issued		Amount	SC	Status	Status Date
	56356048DEC14	SCD-STS-18 RIVERSIDE DR LIFT ST.	31.71			
	61204006DEC14	SCD-STS-2-216 KING ST LIFT STATK	192.87			
	61224002DEC14	SCD-STS-358A MILLTOWN BLVD LIF	1,423.98			
	61236008DEC14	WS-STS-BUDD AVE LIFT STATION	1,383.20			
	76139807DEC14	SCD-STS-54 RIVERSIDE DR LIFT ST.	98.41			
	84934906DEC14	SCD-STS-658A RIVERSIDE DR LIFT :	126.22			
	84943406DEC14	WS-STS-TODD HILL RESERVOIR	152.49			
004957	12/31/2014	BELL MOBILITY INC.	615.96	A/P	OUT-STD	12/31/2014
	523889487DEC14*	WS/SCD-CELL PHONE CHARGES	615.96			
Cheque Totals Issued:			436,193.52			
Void:			0.00			
Total Cheques Generated:			436,193.52			
Total # of Cheques Listed:			65			

* - Name on Check was modified

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

December 2014

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #1055)	6.82
Total	<u>6.82</u>

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

Please excuse my absence, I wish I could be in attendance to deliver these best wishes in person.

It is refreshing to know that St. Stephen now has a Town Manager to work with, for and in conjunction between Mayor and Council.

I want to congratulate you, Derek O'Brien.

As you embark on a new career with the Town of St. Stephen, I would like to extend my full support, cooperation and encouragement from my official offices with the Province of New Brunswick and my personal capacities as a resident of this great town. I hope that you are rewarded with success and fulfillment for as long as you decide to serve this office. As the former Deputy Mayor, I understand both the challenges and excitement that we face as a small community. I commend you and all the staff for taking on your roles.

For his worship, Mayor Quartermain and his Council, I wish you all the best in 2015. I am proud that you have collectively reached a decision to hire a Chief Administrative Officer. He will offer advice and support that will no doubt help with the many important decisions you will make this year. It is nice to know he is from the area, vested in the community as a past educator and resident. Knowing Mr. O'Brien from my recent career in education, I am confident you made a very good choice.

As the service centre for the greater Charlotte region, there are many mechanisms St. Stephen has to offer. I believe we can find benefits in our economy by continuing to pursue more residents. I will make myself available to take part in any exercise this council believes could attract such a necessary contribution to our economic future. If there are any individuals or groups that believe they can provide suggestions to an immigration plan for our region and/ or province, I welcome your thoughts. I look forward to continue working with and for St. Stephen and its citizens.

Derek, I wish you the very best tonight at your first open Council session as CAO and of 2015!

Thank you for taking the time to read my sentiments.

Respectfully,

John B. Ames

MLA for District 36

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

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

COMMITTEE MEETING
MONDAY, DECEMBER 22, 2014 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ALSO PRESENT: Garcelon Civic Center Manager Natalie Reid.

2. **APPROVAL OF AGENDA**

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

3. **ITEM**

Motion to move into closed session as per:

- (i) **Labour and Employment Matter** - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

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

4. **ADJOURNMENT**

Council came out of closed session at 6:40 p.m., at which time it was **MOVED** by Councillor Maxwell and **SECONDED** by Councillor Harding that the meeting adjourn at 6:40 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, DECEMBER 22, 2014 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 26, 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 January 14, 2015 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JANUARY 14, 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* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items

It was MOVED by Councillor Booth and SECONDED by Councillor Harding that the above-noted eleven (11) items, along with one (1) additional Financial Matter and one (1) additional Labour and Employment Matter be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

It was MOVED by Councillor MacDonald and SECONDED by Deputy Mayor MacEachern that the agenda be approved as circulated. 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.

POLICE AND FIRE - Chaired by Councillor Harding

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

Acting Sergeant Scott MacKenzie responded to questions with respect to his report and explained how the numbers for various sections of the report are derived.

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

In addition to his report, the Fire Chief advised that with the fundraising efforts of the Fire Department, “new age of rescue tools” will be purchased in the near future.

The Fire Chief further advised that the Fire Department has been successful with its grant application to Emera and received \$3,500 (three thousand, five hundred dollars) to assist with the purchase of an off road rescue trailer.

Councillor Harding commended the Fire Department for its ongoing fundraising efforts.

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

Heather Donahue, Business Improvement Area (BIA) Coordinator, was in attendance and advised that she had, several months ago, provided the Building Inspector/By-Law Enforcement Officer with a list of old signs on properties in the BIA area which such businesses are no longer operating, and are therefore in violation of the Town’s by-law.

The BIA Coordinator requested that the Town send letters to the various property owners, and the Town’s Development Officer, Kingsley Bailey, advised on behalf of the Building Inspector/By-Law Enforcement Officer, that they are working with the Town Solicitor on various by-laws that lack enforcement sections.

The BIA Coordinator will provide the list to the Development Officer and the Chief Administrative Officer.

The Development Officer was directed, through the Chief Administrative Officer, to advise the By-Law Enforcement Officer to include in his monthly reports any tickets issued.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.

In addition to the Development Officer's report, it was agreed that meetings should commence once again with respect to the potential extension of the runway at the Giddens Memorial Airport.

- (iii) Animal Control Report – The Animal Control Report was received and reviewed.

It was agreed that the Animal Control Officer be advised to provide a more detailed report.

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

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.

In addition to his report, the Director advised that he has met with several people interested in the use of the Border Arena; however, stated that there is no information to bring to a meeting at this time.

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

Councillor Pond commended the aquatic staff on her recent experience at the pool.

In addition to her report, the Civic Center Manager confirmed that plans for recycling bottles and cans are being looked into.

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

As noted in his report, paving in front of the building has been completed, and the Project Manager advised that Dillon Consulting will examine the design of the whole parking lot in the spring, and confirmed that the BIA will be consulted with respect to its "Urban Design Plan 2014".

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 December 2014 – The cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 26, 2015.

Questions were asked on various expenditures and to possibly eliminate the outside charges for raising and lowering banners, it was agreed that Councillor Pond will bring back to next month's Committees meeting information on the potential one-time purchase of equipment that attaches to poles and would permit the Town staff to raise and lower banners.

- (iii) Appointment – Acting Town Clerk – The memo from the Chief Administrative Officer dated January 9, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 26, 2015 to appoint the Chief Administrative Officer to act as Town Clerk, or his designate, in the absence of the Town Clerk.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Goals and Priorities – Planning, Promotion and Tourism Committee – The memo from Councillor Pond dated January 9, 2015 was received and reviewed.

Councillor Pond requested input from anyone who may be interested in working with her on the Planning, Promotion and Tourism goals.

- (ii) Participation in Boards under the Planning, Promotion and Tourism Committee – The memo from Councillor Pond dated January 9, 2015 was received and reviewed.

As noted in Councillor Pond's memo, she is willing to re-assume some of the responsibilities that fall under the Planning, Promotion and Tourism

Committee; however, the members of Council wish to continue on the various boards as they have done so for many months, and invited Councillor Pond to attend any of the meetings.

- (iii) Municipal Hosting a "Meet the Municipality" Day – The memo from Councillor Pond dated January 9, 2015 was received and reviewed.

It was agreed that the Town will host a "Meet the Municipality" Day as recommended by Councillor Pond. It was suggested that this day take place sometime in the summer after the new RCMP Sergeant arrives. Councillor Pond will work on the details with the Chief Administrative Officer and will bring that information back to a future meeting.

- (iv) Direct Marketing Fund and Marketing Services from the Charlotte County Regional Tourism Association – The memo from Councillor Pond dated January 8, 2015 with attached copy of "A White Paper on the Proposed Tourism Marketing Fund: Investing in the Future" and draft "Marketing and Communications Coordinator Job Description/Outline" was received and reviewed.

David Whittingham, Chair of the Charlotte County Regional Tourism Association (CCRTA), was in attendance and confirmed that the CCRTA board recently struck a committee to hire a full-time marketing staff person.

Councillor Pond requested that Council consider a grant to the CCRTA during the 2015 budget process.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:10 p.m. and returned to open session at 9:05 p.m., at which time it was MOVED by Councillor Booth and SECONDED by Councillor Harding that the meeting adjourn at 9:05 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JANUARY 14, 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* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) 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

POLICE AND FIRE - Chaired by Councillor Harding

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

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

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

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Report of the Garcelon Civic Center Manager
- (iii) Garcelon Civic Center – Work Progress Update for month of December 2014 from Kingsley Bailey, Project Manager.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of December 2014 – Memo from Assistant Treasurer dated January 9, 2015 with attachment:
 - Cheque Register
- (iii) Appointment – Acting Town Clerk - Memo from Chief Administrative Officer dated January 9, 2015 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Goals and Priorities – Planning, Promotion and Tourism Committee – Memo from Councillor Pond dated January 9, 2015 attached.
- (ii) Participation in Boards under the Planning, Promotion and Tourism Committee – Memo from Councillor Pond dated January 9, 2015 attached.
- (iii) Municipal Hosting a “Meet the Municipality” Day – Memo from Councillor Pond dated January 9, 2015 attached.
- (iv) Direct Marketing Fund and Marketing Services from the Charlotte County Regional Tourism Association – Memo from Councillor Pond dated January 8, 2015 with attachments:
 - A White Paper on the Proposed Tourism Marketing Fund: Investing in the Future
 - Draft Marketing and Communications Coordinator Job Description/Outline

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on January 19, 2015 be approved as circulated.

COMMITTEE MEETING
MONDAY, JANUARY 19, 2015 @ 4:00 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 (arrived at 4:30 p.m.), Mike Booth, Debbie MacDonald, Jim Maxwell (left at 6:00 p.m.), and Abby Pond; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ALSO PRESENT: Director of Operations Lee Johnson; Fire Chief Jeff Richardson; Director of Parks and Recreation Mike O'Connell; Garcelon Civic Center Manager Natalie Reid; and Garcelon Civic Center Project Accountant Frank Godsoe.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Pond and **SECONDED** by Deputy Mayor MacEachern 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 Booth and **SECONDED** by Councillor Maxwell 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 7:00 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacDonald that the meeting adjourn at 7:00 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, JANUARY 19, 2015 @ 4:00 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: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 09 January 2015

Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
-Includes additional items related to new Civic Center, old Arena, and former Clark Building.
 - C) Payroll processing (Bi-weekly).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
-Month end completed to February 28, 2014.
-Staff currently working extended hours for completion of budget and month end procedures.
- 2) Statements of Revenue and Expenditures to September 30, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee meeting-December 10, 2014.
 - B) Department Head budget review meeting-Outside Recreation Services-December 8, 2014.
 - C) Department Head budget review meeting-Fire Department-December 9, 2014.
 - D) Department Head budget review meeting-Property Management-December 11, 2014.
 - E) Department Head budget review meeting-Civic Center-December 12, 2014.
 - F) Department Head budget review meeting-Transportation Services and Utility Services-January 9, 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.-Includes a new application related to Civic Center long term financing.
- B) 2015 Budget-In Progress.
- C) Upgrade of accounting software.-In Progress.
- D) Civic Center financial controls.-In Progress.
- E) Storage space for accounting files from old Town Hall.-In Progress.

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

Public Works Report for December 2014

FROM: Lee Johnson Director of Operations
DATE: Jan. 02, 2015

1:Water system:

- a) Read Water Meters.
- b) Installed 11 water meters.
- c) Repaired 1 Gate valve.
- d) Repaired 3 water services.

2:Streets:

- a) Plowed and sanded streets and sidewalks .
- b) Hauled Snow.
- c) Cold Patched.
- d) Installed 1 new Catch Basin.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 3 Sewer Laterals were videoed.
- c) 2 Sewer Lateral was rodded.
- d) 3 Sewer Laterals were flushed.

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

Parks

- New lights for the Jake Donahue Park have been ordered.
- The contract for Turf Maintenance for Playing Fields has expired.
- The small gap between the fence and bandstand at the tennis court has been repaired.

Recreation

- I have been helping out a little bit at the Civic Center.
- Assisted the St Croix Sportsman club with grant applications.
- Started my applications for Summer Student funding.
- I have started work on the Spring/Summer Brochure.
- Moved my Parks and Recreation office to the Civic Center.
- Working in the 2nd Annual ball hockey tournament for Chocolate Fest.

Arena

- Moved a few things from the Arena to Civic Center for Doug MacDonald tournament.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head

Michael O'Connell
Director Parks & Recreation

St. Stephen Fire Department Report for December 2014

Alarms for December were : Town Alarms 9
Out of Town Alarms 7
Mutual Aid- Rural Fire 1
17

Alarms are described as being :

	# of Firefighters	# of hours
1. Motor Vehicle Accidents 5	49	77
2. Burning Smell 1 (flooded basement)	9	14
3. Medical Assist 4 (3 cardiac arrest)	39	54
4. Alarm Activation 4	24	24
5. Grass 2 (hay bales)	11	15
6. Mutual Aid (structure) 1	14	28

Calls dispatched for the period of this report : 67

Fire Department Activities

1. Monthly Meeting of the Fire Department
2. Hosted the Christmas Dinner/ Meeting of the Fundy Firefighters Assoc.
3. Fire Dept Christmas Party
4. Fire Dept. Childrens Christmas Party
5. 1 Training Session

Fire Chiefs Activities

1. Monthly Meeting of the Fire Dept.
2. Worked 4 shifts as a Relief Driver
3. Meeting with Emera (pipeline)
4. Meeting of Joint Health and Safety Committee

TOWN of ST. STEPHEN

By-Law Enforcement

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

DECEMBER REPORT

2014

To: CAO – Town of St. Stephen

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

We handled 14 calls

3 Assist other departments

1 Complaint of Parking at Library

2 Complaints of noise at apartment complexes.

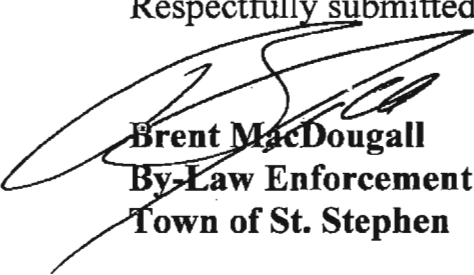
2 Complaints of dogs being left out at night(This was passed onto the SPCA)

1 Inquiry of peddlers license

1 Complaint of smoking at Civic Centre entrance

4 Also license renewals were sent out to all taxi operators in the Town for the year 2015

Respectfully submitted



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

TOWN of ST. STEPHEN
Building Inspection Services
73 Milltown Blvd. St. Stephen NB. E3L-1G5
DECEMBER REPORT 2014

BUILDING INSPECTION

The month of December brought in a total of 0 (zero) ***Building Permits***.

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

Our office dealt with and has filed 0 (zero) ***Occurrence Reports*** and recorded 1 (one) ***Building Inspection Reports***. Zero (0) ***Electrical Waivers*** were issued.

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

Respectively Submitted

Manzer Young
Building Inspector
Town of St. Stephen

Town of St. Stephen
Property Management Report
December 31, 2014

Report on Town Buildings

A. OLD TOWN HALL

- Weekly checking property. The Request For Proposals, as directed by resolution of Council at its November 24, 2014 meeting will close on January 29, 2015.

B. RCMP BUILDING

- Obtaining prices for window vertical blinds to replace broken units. Also obtaining prices to replace floor tile in offices.

C. VISITOR INFORMATION CENTRE

- The outside heat pump fan has been repaired as it was frozen.
- The building is checked each week.

D. LIBRARY

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

E. WILLIAM T. BOOTH COMMUNITY POOL

- As mentioned last month, repairs are required next year as outlined in the insurance inspector's report.

F. BORDER AREA COMMUNITY ARENA

- The Town Solicitor is drafting proper documentation to dissolve the Arena Board.

G. TOWN WHARF

- Wharf is checked weekly for potential ice damage.

H. GIDDENS MEMORIAL AIRPORT

- New runway lights have arrived and will be installed ASAP.
- New roof is installed
- New key locks will soon be installed to secure gates.

I. FIRE HALL

- Backup power Gentec was checked and unit needs to be replaced with a larger unit.

Respectfully submitted,
Kingsley Bailey, Property Manager

Town of St. Stephen

Development Office Report

December 31, 2014

- Communications/meetings are still ongoing with a new investor who is interested in constructing a new building at the Giddens Memorial Airport for a new business.
- Still checking two (2) unsafe buildings.
- Two (2) unsafe buildings need to be demolished. Need Building Inspector to complete paperwork.
- Working with Building Inspector and By-Law Enforcement Officer on by laws.
- Still working on the final draft of the Health and Safety manual for the Town of St. Stephen which will be for review and approval at a future meeting.

Meetings

Health and Safety

Team Management

Respectfully submitted,
Kingsley Bailey, Development Officer

Garcelon Civic Center Manager
Monthly Report
December 2014

Administration:

- The new facility management system has been updated with our memberships, and rentals that were collected prior to the system. We are now online and using the system.
- The facility management payment processing cause concern for staff from time to time due to periodic malfunctions. We are working with the providers to improve these issues.
- GCC Task Force Group are expected to present the Marketing and Business plan for the facility next month.
- The student Customer Service Attendant positions were filled this month and the vacant student Lifeguard positions are expected to be filled soon.
- Budget preparations for 2015 are ongoing.
- Various social media updates were completed throughout the month. The Facebook page now has 2065 likes. The site has been very active and is a great tool for Staff to share updates.
- Our first newsletter was released this month to promote upcoming programs and events over the next couple of months.

Aquatic & Fitness Center:

- The hours of the Aquatic Center continue to be phased as we work to build our aquatic staffing. The hours of the Fitness Center as of January were extended to full and regular hours of operation.
- The winter session of swimming lessons is scheduled to start the week of Jan 5th. Registration collected totals 154 participants in the various level of the Learn to Swim program. A couple of private lessons have been booked for this session as well.
- The Standard First Aid Course planned for February 21 and 22 has 3 registrants to date.
- Fitness Orientation sessions continue to be offered to new members and are being led by our trained volunteers.
- A promotional holiday gift card was marketed over the holidays to encourage membership sales. A special New Year's membership package offer is currently running until the end of January to help support those interested in kick starting their health and wellness goals for the New Year.
- To date we have sold 276 one month, 57 six month, and 41 annual memberships along with 895 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 was offered that included more public and family swims to encourage families to join us during their Christmas break.
- Aquatic Center participation stats (Dec): Lap Swim 382, Public Swims 840, Aquastetch 40, Warm Swim 9, Little Ones 77, Family Swim 194 (weekend only), Toonie swims 278, and 73 private rental bathers. The collective bather total for the month at the Aquatic Center is 1,893.

- We have been experiencing some leakage in the changing rooms and Fitness Center areas and are awaiting the contractor to correct these deficiencies as well as a variety of other items in this area of the facility.
- The drains in the changing rooms are not functioning properly and as a result causing some water build up from time to time.
- We are working to address and improve on the cleanliness of the Aquatic and Fitness Center including the balance of the facility.

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 multi-cultural association, the County Aces Stanley Cup Breakfast, the Flakeboard Christmas Party, Operation Christmas Joy, the County Aces Community Skate, birthday parties, and the Mayor's Levee. A number of events are scheduled for the upcoming month including the Sing for the Cure, birthday parties, and a few business meetings.
- The incomplete upper kitchen and canteen continues to impact rentals and catering offerings.
- Ticket sales for the concert are brisk with over 600 ticket sales to date.
- We await the contractor to complete a variety of deficiencies in this area.

Quartermain Arena & Sun Life Walking Track:

- This month saw the hosting of one Minor Hockey tournament in the facility.
- The walking and jogging track continues to be a big hit with many community members utilizing the track several times a day.
- We are working with a local learn to skate coach to bring can skate to the community. Registration is currently underway.
- Window film was installed this month to reduce the glare onto the ice from the windows.

Meetings:

- Committees Meeting: December 10

Respectfully Submitted by,

Natalie Rein

Garcelon Civic Center Manager

RESOLUTION NO.: _____

DATE: January 26, 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" – FIRST READING – SHORT TITLE ONLY

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.

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:

Second Reading:

Third Reading and Enactment:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



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

**POLICE REPORT
December 2014**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **December 1, 2014 to December 31, 2014 inclusive**. During this time period, the RCMP responded to 189 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	5
Tickets issued	2
Traffic Collision	9
Warnings issued	5
Checkstop	4

PROVINCIAL STATUTES:

False Abandoned 911	4
Mental Health Act	8
Liquor Act	1
Driving while Dusqualified	1
Motor Vehicle Act - Other	1
False alarms	5
Family Relations Act	1
Family orders	1

CRIMINAL CODE:

Assault	9
Break and Enter Residence	1
Trespass at night	1
Disturbing the peace/Causing a disturbance	3
Fail to comply with probation	3
Impaired operation of motor vehicle	1
Mischief damage to and/or Obstruct Enjoyment of Property	11
Other theft under \$5000	5
Uttering threats against person/property/animal	3
Break & Enter Business	2
Criminal Harassment	1
Fraud	1
Break & Enter Other	1
Sexual exploitation of young person	1
Theft from mail under \$5000	1
Harassing phone calls	2
Child Pornography	1

OTHER FEDERAL STATUTES:

Possession schedule VIII – cannabis	3
Possession schedule I – other CDSA	6
Possession schedule II – other CDSA	1
Trafficking – Schedule VII – Cannabis	1

OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	0
Assistance to Canadian Provincial Department	1
Assistance to General Public	2
Assistance to Canadian Federal Department	1

OTHER INVESTIGATIONS:

Crime Prevention	2
Items/lost found	2
Police Certificates	60
Suspicious person	5
Municipal Bylaws	5
Person Reported Missing	3
Information file	2
Breach of Peace	1

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

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

RESCINDING OF RESOLUTION (APPOINTMENT - ACTING TOWN CLERK)

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT - ACTING TOWN CLERK

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

REQUEST FOR PROPOSALS - BUILDING INSPECTION SERVICES

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – TASK FORCE REPORT

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.

Task Force Report Garcelon Civic Center

On Sept. 3rd a task force of local business people made a presentation/proposal to St Stephen Town Council.

The task force was made up of the following participants;

- Richard Fulton – President of Fulton Auto Recyclers - Chairman of Task Force
- David Ganong - Former President – Currently Executive Vice Chairman Ganong Bros. Limited
- Peter Heelis – Local business person/volunteer - former owner of Mayfield Gardens
- Natalie Reid – GM Garcelon Civic Center
- Frank Godsoe – Town of St Stephen
- Vaughn McIntyre – Marketing and Business Plan Consultant

The presentation/proposal was to augment the draft Garcelon Civic Center Business & Marketing Plan presented by Vaughn McIntyre, specifically the benefits of adding what we believed to be a vital fourth business unit – Events. It is important to review that report to put this fourth business unit in context.

The recommendations and action plan are those of Richard Fulton, David Ganong, Peter Heelis, and Vaughn McIntyre. Natalie Reid and Frank Godsoe contributed significant information, insight and participated in many interviews but because of their employment by the Town were not asked to endorse the specific recommendations or action plans.

EXECUTIVE SUMMARY

This executive summary lists specific recommendations and action steps necessary. The body of the report will detail the recommendations and action plans providing some justification based upon the experiences of others. Appendix A summarizes the long term marketing thoughts of various other organizations in the community. Appendix B offers a summary of the visits made to other similar civic centers and other individuals who we interviewed to gather information about events management. Appendix C is the draft GCC Business & Marketing Plan by Vaughn McIntyre. Members of the task force would be happy to discuss the details. The next phase of work to follow-up on the recommendations is likely to include members of town council, members of the advisory commission, employees of the town of St Stephen and perhaps new committees. The work of this specific task force is considered complete with the submission of this report and the clarification of its information.

Recommendations

1. In addition to the GCC Business and Marketing Plan provided, that a fourth business unit that includes events be included because it can offer significant bottom line benefit to the GCC and as importantly, offer multiple times that benefit to local businesses. It will also be justification for other businesses to move to the area hence greater employment, greater property taxes, and housing increases.
2. That the promotion of the GCC be one element in the broader promotion of the Town.

Action Steps

1. Recruitment and hire of a qualified and experienced Events Coordinator for the Town, reporting to the CAO. After the Fredericton model, that person facilitates events by being the liason between the sponsoring group and the local businesses. The position should be evaluated on direct and indirect benefit from events.

2. Partner with other Civic Centers to maximize opportunities and minimize costs for events – most notably in dealing with promoters.
3. Establish an area marketing team consisting of representatives from the GCC, BIA, DSS, Chamber of Commerce, and area businesses. This team should develop an integrated Sports, Culture and Tourism Strategic Plan for the area to set directions on the GCC activities and event proposals. Preliminary discussions with the CCRTA indicate a strong mutual interest and opportunity for partnership.
4. Set up an event evaluation process for both direct and indirect benefits
5. Set up complete inventories of GCC and other area resources (eg hotel rooms, restaurants)
6. Establish a central calendar of events for each resource so that gaps and overlaps are easily identified.
7. Maximize all revenue opportunities associated with events ie do not give away revenue.

FULL REPORT

BACKGROUND

Reports supporting the initiative had been written by several sources between 2006 and 2014. The objective of the task force was to review these reports and to perform more detailed research especially as it pertained to event opportunities now made possible by the opening of the Garcelon Civic Center.

The objective and methodology of the task force was to meet with several other operators of multi-purpose complexes as well as people/organizations with event marketing and business development experience. The task force objectives were to summarize the information and to make recommendations toward a more comprehensive Business and Marketing Plan for the Garcelon Civic Center.

Where possible, the task force wanted to make comments/recommendations that would;

1. Reflect more closely the original intent and purpose for which funding was obtained,
2. Provide a framework for both short and long term operating budgets,
3. Dovetail with other local initiatives/organizations working toward increased economic development.

The task force understood that the principle objectives were to;

1. Determine if there were ways to minimize the projected annual operating deficit.
2. Describe spin-off and multiplier impacts that would maximize returns to the community.
3. Fulfill as much as possible the financial obligations/expectations to taxpayers/contributors/sponsors/donors to the project.

METHODOLOGY

Six reports had been written (Appendix A contains the names and a summary of these reports) with various mentions of justification for a multi-purpose facility to be built. The reports contained a great deal of valuable historical background and some initial comparisons to other such facilities.

In late August, that information had been used to create a Business and Marketing Plan (See Appendix C for the full report). The plan segmented the Garcelon Civic Center into three business units: The Quartermain Arena and Sun Life walking track, The Aquatic and Fitness Center, and The Culture, Community and Conference Center. While mention was made of the need for events as a “fourth business unit” staffing and start-up limitations overrode the development of this section. The more one looked at the business plan, the more one had to conclude that the “fourth business unit” was the driving force toward success of the overall project.

The task force has held discussions with the following organizations;

- Qplex Quispamsis – Dana Purton Dickson Director of Community Services
- Moncton – Jacques Dube CAO, Maurice Belliveau GM Economic Development and Events, Shane Porter Manager Economic Development and Events.
- Summerside - PEI Credit Union Place – GM JP Desrosier and Director of Events Jeff Sheculski.
- Fredericton – Tourism and Event personnel (specific thanks to Bobby Despres from Economic Development, Tourism and Culture and Connie Community Services and Facilities)
- Woodstock
- Truro Nova Scotia – Events Coordinator and Marketing
- Province of NB Heritage, Culture and Tourism Branch – Caroline Walker
- St Stephen - executives of BIA, Chamber of Commerce and DSS
- Lisa Blair – NS Children’s Wish Foundation and daughter of Garcelon Family
- Mario Della Silva – Canadian Hockey Hall of Fame and Son-in-law Garcelon Family
- Tom McFarlane – Principle proponent of building of Best Western in St Stephen
- GCC Advisory Commission
- CCRTA

WHAT EVENTS ?

Regional sporting events – hockey, speed skating, swimming, soccer, baseball, horseshoes, darts, football, cheer, etc. These events will be most successful with a strong local organization who search for and manage the event. They assume much of the risk and get the financial benefit. All recreational activities in the Town should be under the authority of one person – both inside the GCC and outside. This simplifies coordination and should offer staffing cost reduction. In regional sports events the GCC gets space or field rental and concessions.

Marque sporting events. Major events such as national sports tournaments can be a terrific boost to the profile of the GCC and the community however they often come with a large cost (including up front guarantees) and a well organized team of people. They often are decided years in advance of the actual event. It is highly recommended that these kinds of marquee events be approached with caution and only after a certain degree of comfort with the facilities and the ability for the local volunteer organization has been “tested” on smaller events. The target should be 3 - 4 major events per year. A perfect example of what is possible is the National Horseshoe tournament scheduled for 2015 at the GCC. There is a strong local organization who are familiar with the requirements and who are well known in their sport. They have successfully hosted smaller events and are ready for this marquee event. This is a weeklong event bringing hundreds of people to the area for an extended period of time.

Entertainment events – music, theater, magic, dance, etc. The GCC should initially target 3 – 4 major events per year. Experience of others suggests they will not all be successful but could net \$20 –

30,000 each as long as the event is run by promoters and not GCC. The Promotion team will need connections with 5-6 industry promoters, and the cooperation of other multi-purpose complexes who might help market and schedule events in St Stephen "on the way" to their facility. Relationships and how you treated people during the last show are key to the next success. It is a small community and one poor experience gets known by all players. The GCC should also create awareness/relationships with Imperial Theatre (Saint John), Capital Theatre (Moncton) and Playhouse (Fredericton) as these venues are closer to GCC in size and could become partners for some shows. We can accommodate 1600 on the floor of the rink and 1100 in fixed seating. The GCC should get space rental, concessions and a portion of ticket sales.

Conferences and Trade shows. There are a number of facilities that attempt to host trade shows and conferences. The secret to success is to again make sure the shows and conferences are the right size and correct fit for the GCC. Things like the Two Nation Vacation programs of the tourism departments of the Province of NB and the State of Maine seem to be in the GCC sweet spot. The strategic plan recommended in other parts of this report would assist with generating the most likely targets for this area of the GCC business plan. Capacity ~400 in conference rooms or up to 3000 if all facilities including rink are used. The GCC should initially target 2 – 3 major events per year such as car shows, flea markets, business promotion, etc. GCC gets space rental and concessions.

Government Meetings. Municipal, Provincial and Federal governments hold regular meetings all the time. There is no question that we should be able to get our fair share of these meetings particularly as a successful new facility that has been financially supported by all three levels. GCC gets space rental and concession.

Weddings, reunions. The other multi-purpose complexes commented on a mixed bag of experience for hosting weddings. Weddings take planning and expertise however the GCC has many of the components (location, competitive market and picture opportunities) that could make this lucrative in this situation. It is suggested that the GCC seriously look at this as an opportunity in our region. GCC gets space rental and concession.

Local business and service group meetings. Local businesses could hold their sales and marketing meetings, employee recognition events, Christmas parties, etc. In many cases the GCC is the only appropriately sized facility in the area with snack to dinner capability. Service groups such as Rotary, Kiwanis, lions, Knights of Columbus, etc. hold regional, Provincial, national, and international meetings and events. Why not here?

ACTION STEPS

1. Recruitment and hire of a qualified and experienced promotion manager for the Town, reporting to the CAO. After the Fredericton model, that person facilitates events by being the liason between the sponsoring group and the local businesses. The position should be evaluated on direct and indirect benefit from events. Most events should not be managed by GCC or other Town staff. The promotion manager would support the local organizing group by offering expertise in what is required to be successful, by integrating service needs with local hotels and restaurants, by offering a package of other local attractions, by knowledge of local advertising and promotion media. That person also helps coordinate the timing of events by knowledge of facility availability and other demands on local services. It is our opinion that this position should reach well beyond the GCC and coordinate all local events.
2. Partner with other Civic Centers to maximize opportunities and minimize costs for events – most notably in dealing with promoters. In our visits with other Civic Centers and communities there was clearly a spirit of cooperation. They not only shared a wealth of

information and experience but believed that by working together we can be more successful. By having a circuit of civic centers (perhaps 10) we could work strongly with promoters to attract entertainment packages. Not every CC would participate in all events but rather pick and choose what fits their strategic plan and demographics. It also means we are not competing in the eyes of promoters, whose job it is to make the most money, but offering a broader package to them.

3. Establish an area marketing team consisting of representatives from the GCC, BIA, DSS, Chamber of Commerce, and area businesses (CCRTA). This team should develop an integrated Sports, Culture and Tourism Strategic Plan for the area to set directions on the GCC activities and event proposals. There is no question that we need to promote the area rather than just the GCC. The other organizations noted will have different mandates and perhaps different abilities but by working together we get the greatest advantage. For example, it has been suggested in one of our meetings that there is room for at least another major hotel chain at a different price point in the area. It might be the job of DSS to go get that hotel by creating and selling the package to hotel managers. Established festivals such as Chocolate Fest and International Days need to be integrated to make sure rooms are available, that the GCC is available, etc. That group might then recognize that there is an opportunity for another festival or two. The region has many talented people who could be recruited to assist with making events happen.
4. Set up an event evaluation process for both direct and indirect benefits. It is important that the GCC directly benefit from events in the community and it is relatively easy to identify those benefits. It is more difficult but just as important to quantify benefits to local businesses. That helps gain support of local businesses in advertising support and in making sure that future events are strategically selected. Models are available and should be evaluated for our particular application.
5. Set up complete inventories of GCC and other area resources (eg hotel rooms, restaurants). To successfully host events, it is essential that a list of all GCC assets are quantified – number of seats, size of ice surface, size of meeting rooms, length of pool, number of tables and chairs, etc. Some of this is already in brochures. There needs to be a similar inventory of all non-GCC sports assets – fields, gyms, bleachers. Supporting infrastructure must be quantified and by distance from the event – hotel rooms, beds in rooms, cost of rooms, restaurant types and number of seats, bars. An inventory of other entertainment opportunities will help make visitors' stay here complete – Chocolate Museum, Ganong Nature Park, hiking trails, Charlotte County Museum, river activities, St. Andrews shopping.
6. Establish a central calendar of events for each resource so that gaps and overlaps are easily identified. This is commonly called a "white board" but is really just a comprehensive summary of every asset available in the community. When an event is scheduled, it should note exactly what is needed – from ice time to hotel rooms. In this way it is easy to identify gaps and overlaps. Obviously the goal is to minimize the gaps ie to have something going all the time.
7. Maximize all revenue opportunities associated with events ie do not give away revenue. For the GCC, the two greatest revenue opportunities from events are space rental and concessions. Each type of event has different needs and contributes differently. In any municipally owned facility there is a mix of revenue opportunities and things which simply benefit the community. That is a delicate balance but it is important to not give away revenue sources. Revenue success means obtaining a percentage of all liquor and concession stand sales. The most successful Civic Centers separate those decisions from the political decisions.

Lessons learned from others

- The GCC should play to our regional strengths. Our location on the international border offers many unique advantages and we must market those – from cross border shopping to attracting visitors from both countries to co-hosting international events.
- The GCC has several options to cross promote its own facilities and with tourism and other restaurant/accommodations. We have been approached by other organizations who are prepared to help in that job (Best Western) (CCRTA) and to offer funding assistance.
- An event will be successful if there is a strong regional representative organization eg horseshoes or minor hockey.
- Music events are most successful with local genre and local leadership eg Chris Cummings concert.
- Future capital purchase such as an ice surface cover and pool starting blocks and timing clock may be necessary but not essential initially. Sell out what we have, then expand by adding whatever capital is deemed most beneficial. If the ice can be fully utilized in the winter, don't buy or rent an ice cover.

Interesting observations on the way by

- Many municipalities struggle with cost sharing with surrounding LSD's. Some have been successful in co-owning facilities (Truro); others have been successful in getting LSD contributions in lieu of higher usage rates for non-residents (Fredericton). This task force understands the sensitivity of this issue and does not have any specific recommendations on whether to proceed or how, or what the chances of success might be. We only acknowledge that it is a significant potential source of operating revenue.
- Within the GCC there does not appear to be a clear organizational structure. It is important that all aspects are clearly someone's responsibility and there is a clear line of authority outside of the political (Council) daily involvement.

APPENDIX A: Reports recommending/supporting a multi-purpose Facility:

1. 2014 BIA Report Great Ideas need a Champion
2. 2014 St Stephen Chamber of Commerce
3. 2014 Community Health needs Assessment of New Brunswick
4. 2006 Charlotte County Civic Centre – Needs Assessment
5. 2013 Hi Tech Hi Touch Tourism Plan by Charlotte Coastal Region Tourism Assoc (CCRTA)
6. 2009 Charlotte County Business Plan – Make it Happen!

Brief summary of several strategic plans/reports

At least 5 reports have addressed the development of St Stephen and/or the importance of the Garcelon Center as an element in the growth of St Stephen/Charlotte/Washington County.

A brief summary of each report follows;

Report 1 - BIA report 2014

Propose that the area is on the cusp of an urban renaissance and point to the Garcelon Civic Center and the Best Western hotel as two catalysts.

Report suggests that the wharf, waterfront trails/parks, Ganong Bldg, sports field, Parks and Milltown streetscapes etc could all be developed/improved as success takes root.

Suggest that tournaments, seasonal events and culture plans will revitalize Station Square.

Propose the encouragement of micro-brewery, eco-museums, basketball legacy, sports tourism and 2 nation vacations.

“Great ideas need a Champion” – made the case for a business development officer for the town/region. The BIA and the University are also named as at least two organizations that could be expected to participate in marketing.

Report 2 - Chamber of Commerce - Urban Plan 2014

Unique border location, riverfront/waterfront and affordability could encourage new residents and businesses with emphasis on immigrants and multicultural opportunities.

Target data centres, senior citizen services and culture plan.

Try to use or mitigate the impact of the new Highway 1 border crossing.

“Escape the city but stay connected” – Civic Center will be an asset or a liability based on how well it is marketed and operated. Town need a marketing plan and a “Welcome Pack”.

Report 3 - Community Health Needs Assessment 2014

At every stage of life, health is determined by the complex interactions between social and economic factors. This especially impacts both children and seniors and the “economically challenged”.

The impact of a lack of services has a direct impact on Provincial health care costs.

The Province is searching for a collaborative delivery model for comprehensive integrated primary health care. This is an opportunity for “Centres of Excellence” especially for aging population.

Report 4 - Feasibility Study – Charlotte County Civic Center 2006

The need to address health and fitness of our youth, seniors and low income families is a priority.

Obesity issues and the challenges of the Boys and Girls Clubs to address the problem require a “hub” for the delivery of services, and a shared user friendly community development of a multipurpose complex.

The Answer is Community Partnerships delivering inclusive, accessible multi season products. 83% of the people polled in 2006 supported the building of a civic centre to address these needs. As almost an aside, it was also felt that economic development, health practitioners and the tourism sector would also benefit.

Report 5 - Hi Tech Hi Touch Tourism visitor Centre report commissioned by CCRTA – 2013

Disclosure – This report was written by Vaughn McIntyre - a member of the current task force

As a border entry to the Province and as an exit to the USA St Stephen is a “base camp” to the region and perhaps to the Maritimes for travellers going on to the rest of Eastern Canada. Visitor Information Centres need to be near a highway exit and more and more need to be both an information centre AND an attraction. Traveller may be planning their trips using technology however when they arrive at a visitor centre, the local “hi-touch” factor is a big influencer in their decision to stay or keep going.

Visitor Information Centres are being forced to become “destinations” and kicking off points to further visits/stays. Provincial tourism work on 2 Nation vacations and the year round accessibility of things like the Algonquin and the Garcelon Civic Center can play a role in keeping people in the area.

Report 6 - Charlotte County Civic Centre Project Inc Business Plan 2009

A multipurpose complex would assist in retaining youth, attracting new resident and businesses and be something for both Charlotte and Washington Counties. Engaging Calais in particular and the 2 Nation vacation concept, (even before the Provincial Tourism Department named it that!) was considered good for tourism and culture. It was suggested that the area become familiar with groups such as Meeting Planners International (MPI) and look to the centre as a regional development cornerstone.

Growth Strategies – Make it Happen! It was suggest in the plan that 12 business events a year and 27 sporting events (\$30 spin-off for local people attending these events and \$100 for out of town residents) a year plus the business multipliers and employment impacts (local salaries) could be worth over \$6m annually and far outweigh the costs of operating the new complex.

Appendix B: Trip reports from various visits..

Moncton Subject: Notes on meeting Sept 15 with Moncton city officials - Lessons learned:

Met with Jacques Dube, City Manager. Maurice Belliveau, General Manager, Economic Development and Events. Shane Porter, Manager Venues, Economic Development and events. The most important observation was that the Department of the city is called "Economic Development and Events". It is all about economic development by filling hotels and restaurants plus shopping.

1. The sweet spot for concerts is 3,500-6,000 people.
2. Building relationships with promoters is key. The big ones may not be interested but others including the son of Old Town Canoe owner in Bangor.
3. We should connect with other venues of our size ie Capital Theatre, Wesleyan church, Casino Moncton who all have about 1400 capacity.
4. Concerts can be challenging but can make money if well handled. There is risk however as up front commitments need to be made.
5. They make a lot of money on trade shows and Auto shows.
6. Minor sports are one of the best drivers of success. Their goal is to have a minor sports tourney of some sort in the city every weekend.
7. Theatre acts are good.
8. Moncton does not have a sound system good enough for concerts so they rent every time. There are local companies that do this.
9. Concerts like 40 foot height and stages can be 40 feet deep and 60 wide.
10. For concerts they like to back a semi up to a door and unload.
11. The layout of the GCC is very good for entertainment events as we will not lose many seating spaces due to staging.
12. Feeling was we could do a 1500 seat concert every 2 months. (seating on the floor increases our capacity by 1600)
13. Touring theatres are a good bet. ie Bangor, St. Stephen, Saint John, Moncton schedule.
14. One event leads to another. First success is important.
15. Need a leader with a good business head and selling skills who can interface with boards and also help unload equipment.
15. It is a competitive world so great customer service is important.
16. Moncton departments assist with volunteer events.
17. It is all about Economic Development.
18. They program even the High School gyms to maximize the benefit.
19. Major focus on Trade Shows. Relationships and connections are key here. Global Connections is one organizer we should get to know.
20. Canadian sports tourism is important to know well. Rick Trader is a contact.
21. They do not calculate by formulae community benefit except for major events but have tried to get the Chamber to do this.
22. It is important to have hotel rooms.
23. The FIFA commitment created 5,000,000 of sports infrastructure for Moncton. Far more than their costs.
24. Major sports planning can be as far as 5 years out.
25. Convention planning can be 2-3 years out.
26. Reputation is important to future events.
26. Tap into Eastern Seaboard tours.
27. Keep the revenue from concessions. Very important.
28. They will come to see us if we wish more discussion. Also will give us contacts when we want them.
28. We need to develop an association with both the new hotel and the Algonquin.

29. Moncton is VERY organized for events of all kinds. Think it is the largest budget item for the city!

Fredericton

Subject: Notes from Fredericton September 2014

Met with Ken Forrest Director, Growth & Community Services, Bobbie responsible for Economic Development and Sports Tourism, Connie Facilities Coordination and Booking and Michelle. A key takeaway was the major focus on Economic Development by filling Hotels, Restaurants and shopping. This is now becoming a theme!

Key points:

1. We need to encourage the new hotel project in any reasonable way. A close association with the Algonquin is also important.
2. Engineering and operations are separate from marketing.
3. Kinsmen and other like groups operate the canteens with a fee back to the city.
4. They intended to close an old rink but kept it open for a year only to find that every group could book prime time. When they then tried to close it pressure was brought on Council and they reversed their decision with a further \$150,000 deficit than planned. This is a good lesson re the Border Arena!
5. They program the gyms/parks -same as Moncton. They have formal agreements with the school districts and pay \$5.00 for each hour of use. They support the fields by mowing etc as part of the deal. They provide a staff person during events and charge \$15.00 per hour to the users. Events are usually after 7 pm.
6. They have a very cooperative relationship with UNB on facility use except the Aitken Center.
7. We should join the CDN Sports Tourism alliance.
8. Key beginnings
 - a. Build on our strengths ie strong teams
 - b. What are our Venue assets ie clock,ice cover, space etc.
 - c. What is the community goal?
 - d. They only started focussing on Economic two years ago.
9. Niche markets can be good. Build a brand.
10. Hockey tourney's take weekend ice time.
11. Work toward Junior A tourney's to draw a crowd.
12. Event marketing is "cut throat".
13. For events we need volunteers to support.
14. Bidding for events takes \$\$\$\$. \$1,000-\$35,000.
15. Events have a line item in the city budget. It covers the risk as there is upfront\$\$ and the revenue comes later. Ensure that beer can be served for profit at events both inside and for outside events.
16. Council needs to be onside. Photo opps!
17. Form an "events council".
18. Need sponsors for events.
19. Revenue comes from facilities rental. Do not give this away.
20. The event is the economic driver.
21. CSCA for \$750 per year is the formulae to calculate Economic benefit to the community (STEAM). Natalie has info on this.
22. Have an annual event that goes on for more than one day.
23. Work with St. Andrews and Calais.
24. Build up your local sports teams including swimming.

25. Build a social life around the facility ie support for the Ace's.
 26. ENSURE COUNCIL SEES SPORT AS AN ECONOMIC DRIVER!
 26. Engage local sports committees.
 27. Use things such as officials training to sell meeting room space. This is not just training for our Center but all provincial programs.
 28. They negotiate hotel kickbacks as a revenue source during major events of about \$10 per room.
 29. Best economic benefit is Girls below 16 and old timers events.
 30. New events for summer popular such as women's roller derby and wrestling etc.
 31. Renting parking?
 32. What extra items does GCC need to handle events?
 33. Harvest Jazz and Blues is separate (like Chocolate Festival) with a budget of \$1,500,000. This fills up all hotels - not a suitable time to plan other events.
 34. Are there new home grown events possible in St Stephen - like Grand Falls Pond Hockey?
 35. What is the long range Business Plan.
 36. Non city residents pay an extra \$680 +Hst for hockey registration. No extra fee for LSD's that pay additional 2cents property tax which some do. Ie all non-Fredericton residents pay extra.
 37. Sports fields are rented for \$15 per hour.
 38. Residents have priority on scheduling.
 39. Our pool is suitable for events - but needs starting blocks and a clock.
 40. Red Cross swimming lessons for a fee.
 41. A recreation Master plan needs to be developed.
 42. Build swimming capacity.
 43. Pool temp for competition is different than recreational swimming.
- Natalie has printed info that each of us should read. See her recent memo.

Trip Summary October 9th/14

Summerside PEI

Credit Union Place

St Stephen Vaughn McIntyre Natalie Reid

Summerside JP Desrosier Director Community Services Jeff Sheculski Event and Corporate Services Manager

Summerside has a population of 15,000 and Western tip of PEI catchment is approx.. 45,000

The Credit Union Place (www.cupevents.ca) has a 25m pool and spa area, a major ice arena seating 2000+ (including some box seats – (expands to seating for over 4000 when the rink floor is used)) plus another small arena, an 8 lane bowling alley, fitness centre, a conference centre capable of seating 500 people, 3 small conference rooms, a coffee shop, 2 restaurants, a small casino (extension to one from Charlottetown), and is located adjacent to a horse racing oval. Generally speaking the facility is between 2 and 3 times the size of the GCC.

The walking track is free of charge and attracts over 30,000 walker/joggers per month.

There is a noticeable trend for people to begin by walking, then buy some running shoes and then move up to a fitness/swim memberships. Fitness and swim employees are encourage (by a rebate per member fee structure) to start their own training businesses using the CUP facilities. Employees are incented to get certified and to bring in clients. This keeps the wages down, retains them in the area as employees and gives the trainers an ability to make more money and an incentive to bring people to the facility.

Credit Union Place (CUP) is owned by the town of Summerside and is a part of the overall community services mandate including several other parks and recreation facilities around the community. The concessions are owned by one group and are the only food/beverage service in the building. CUP receives 18% of concession revenues.

CUP recovers approximately 60% of its operating costs through revenues (\$3.9m annually). This is considered one of the most successful multipurpose centres in the country. Of 263 complexes in Canada, only 1 (Halifax/Dartmouth) actually makes a profit).

The average revenue to expenses recovery is 45% and this recovery is normal only after 2-3 years of operation.

Summerside describes its services in 3 "silos" .. 1 Sports Tourism, 2 Concerts and 3 Business.

Summerside has one category of membership.

The CUP holds 9-10 concerts annually netting on average \$28k per concert.

They host over 19 minor hockey/swim tournaments a year.

Concerts are their most profitable ventures with each concert making approximately \$28k.

We were cautioned that the concert circuit is basically a small community of promoters that speak with each other and know which facilities can handle shows and which ones do not. It was suggested we start with smaller shows that fit our community and our experience level and earn the right to move up to bigger shows as we gain a reputation for success. Momentum will build through word of mouth with the promoters as much as through our own marketing efforts.

Events trump any existing customer rentals as the event also brings revenue spin-offs to the town.

Teams/groups displaced by an event are given an opportunity to do "job" that the town would have to pay outsiders to do and often times the revenue gained by individuals/groups more than offsets the disappointment of not having their regular time.

Summerside is a member of Canadian Sport Tourism Association, in direct contact with as many as 6 concert promoters, and well connected with regional and provincial sports associations.

Summerside has not found weddings to be worth the revenue/expense ratio in their facility.

Summerside sells a lot of corporate advertising and sponsorship and encourage GCC to customize the corporate sale to cross promote things like corporate employee and fundraising items into a larger relationship and not just the sale of ice or conference room or swim time.

Summerside suggests that corporate advertising values will improve as the history of what takes place in the GCC goes forward. It therefore encourages short naming and advertising rights in anticipation that they will appreciate in value as time goes on.

Summerside has a hotel levy which funds much of the proposal and larger bid expenses.

Town council does not get involved with negotiating ice and facility rates beyond the setting of pricing.

They are not "allowed" to give away facility rental space. It is suggested that GCC create a strategic vision document and a Sports Tourism Policy in place to show council that the revenue protection of the facilities is paramount and that grants and other source of funding (like ACOA/CCRTA etc in NB) can be accessed if paying for the facility is needed. CUP does not do "percent of take" deals. They rent facilities on a daily rate (no risk) and let the organizers of events take the risk/reward.

Food service concession is the upside to revenue!

Sports tourism is divided into Signature events (regional national or international) which almost always require customize proposals and financial guarantees starting at \$10-15k and sometime significantly more and "mom-n-pop" tournaments from local sports and recreation associations.

All of these create spin-offs to local business economy (especially hotels and restaurants).

It is suggested that GCC could rent ice floors (come in pallets) from other complexes at the outset but that this investment has a great return.

Pool blocks and timers are more sensitive and less movable and probably have less return on the investment.

Suggest we consider a basketball court instead.

Weddings are considered hard work and unprofitable in Summerside.

Truro

REPORT FROM VISIT TO TRURO, N.S. CIVIC CENTER – OCT 10, 2014

- Met with Nick Sharpe who is the Events coordinator and marketer
- Center is 50% owned by Town of Truro, 50% by County
- They are their own not-for-profit business
- Management team reports to a Board of Directors, who report to the two owners. Municipal governments do not get involved with decisions or budget preparation at all – ends, not means
- There is no municipal marketing resource for the Town or the area. The CC Board responsibility ends at the walls of the CC. This is a recognized deficiency. Even other recreational facilities are managed outside the Board.
- Capital cost was \$55 million, about 10% over budget
- First year operating deficit was \$750,000. They want to reduce it but never expect to be balanced budget.
- CC includes an ice surface, large pool, smaller splash pool with slide, walking track, meeting rooms, climbing wall, and quite a bit of common space
- Concert capacity of 3500
- Jr A team pays an ice time fee and get the rink board advertising only
- Concessions are fully operated by the CC, including liquor. No other food services allowed. They have a “healthy choices” food service to encourage nutritious food. Be careful of liquor licensing from a liability perspective ie people getting drunk and getting hurt or damaging property
- No weddings so far
- Use Ticket Pro with a \$1.50 per ticket fee going to the CC
- The hospital rents one room as per the original agreement but there is no real health/wellness partnership

Events info

- “Pools and fitness centers lose money, events make money”
- Recent April Wine concert made \$30,000 profit. That would be typical.
- Income – ticket sales, concessions, 50/50 draws, merchandise with 10-20% kickback, bar
- Some acts have big bar profits, some have none depending upon the audience attraction
- They have no measure of spin-off benefits
- There are hotel cross-promotions but no room fee sharing. Often the hotels pay for advertising or may offer special rates for entertainers and staff
- Currently have two trade shows per year – hunting and business. Both are promoter run
- Two choices for events – promoter or self-managed. They do both. Promoter run means less profit but usually less risk and certainly less work. Buy your own shows initially to establish credibility
- They have their own security team of 10-12 people who are rented out for events
- “Play to your strengths” in events. Run what will work in the area. Location specific ie will be different at each CC location. Border proximity should be a big benefit.

- Make sure the first concert is guaranteed successful. Opportunities will develop as you prove your ability to run events. Treat the entertainers right. They will spread the word.
- Know your capabilities very well – seating capacity, number of liquor outlets, electrical capacity, stage?
- They purchased a used ice surface cover for about \$60,000. If they need a stage, they rent it.
- Events are risky but should be profitable. Not every one will make money.
- They are working on a Christmas market expecting no profit but community support and an opportunity to sell memberships to the 3,000 people who will attend.
- They have also partnered with Music NS and will be hosting the annual event this year. It includes a Blue Rodeo concert which will be managed by Music NS and they will pay CC a rental fee.

Money makers

- Hockey tournaments
- Memberships provide revenue to pay the bills but not profitable
- Trade shows
- Concerts

Biggest Opportunity

Create a partnership with other civic centers to establish a circuit of venues to attract shows. In that way a promoter will see smaller but several guaranteed shows. We cooperate with each other for events rather than compete and bid against each other. Every act may not go to each venue but each will pick what works. Share the promotion cost.

Local- Fredericton presentation

NOTES FROM MEETING in St Stephen WITH FREDERICTON - OCT. 16,2014

Executives from BIA, DSS and Chamber of Commerce attended.

The two folks from Fredericton offered a great insight into their specific dept. activities and responsibilities. The marketing and promotions group are clearly focussed on sporting events that use all the recreational facilities to fill hotels and restaurants as an economic development mandate. They do not run events. They get the appropriate local sports organization to run it and they offer management and contract expertise. They coordinate with non-sports events but are not responsible for them directly.

Sports Tourism is defined as travel specifically as a sports event.

Typically \$108/day spent for domestic travellers, \$141/day for internationals, \$500 per family for a w/e event

Younger female sports are the highest spenders. Old-timers are second – look beyond the events for things/other factors that family/visitors can do while they are at the event.

Successful local programs yield more successful returns i.e. pick your events based upon best local programs – be geography specific to St Stephen, Charlotte County and Calais.

Volunteers are key because they will take ownership

Know the exact details of your facility – sizes, capacities

Know the accommodations profile – rooms needed vs available, distance to the rooms, quality rating, beds per room, etc. Different events will want different room profiles

What can our “WOW” factors be?

Use sports events to fill in gaps from business meetings and regular tourism events

Bob's Dept.

- Links local sporting organizations to Town and national organizations
- Facilitates the bid process
- Coordinates facilities availability
- Facilitates accommodations availability
- Facilitates other facility items – garbage cans, chairs, etc.
- May offer some money
- Does not run the events
- Does not get direct payment from the event

Should have a sports advisory committee – contacts, networks

Have a plan and quantify it. Use STEAM as pre event quantifier for bigger events. Measure Total economic impact, GDP and Direct spending if possible.

The bigger the event the further out it gets booked. Categories 1 – seed (1 year) 2 Development (2 years) 3- Marque(2-5 years).

25% success rate in landing targeted events is very good. Need to be bidding on 12+ events all year round in order to land 3-4 annually.

In Fredericton, LSD's vote to pay a tax rather than individuals paying a levy. 2 cents per resident OR if the LSD does not pay, \$680 per player per sport. LSD lines can be modified for the purposes of levy to match demographic of where kids live.

Go hard after what has local appeal/connection. Look for AGMs, officiating clinics and sports associations to assist or round out the event calendar. Know the areas vacancy profile and look for events that complement the peaks and valleys.

TWO kinds of event profiles - Cultural Tourism and Sports Tourism.

Have a list of potential sponsors (hotels, restaurants businesses) and donors and funding agencies.

Successful facilities charge but know where to find money for organizers.

CONCESSION success is very important – make sure we get a share of the proceeds.

Tom McFarlane – Best Western Nov 2014

Meeting with Tom McFarlane Nov. 10th - David Ganong, Peter Heelis, Richard Fulton

The objective was to talk about the new hotel facility, what it might offer to the Civic Center marketing inventory, and how they intend to operate.

Facility

- 60 person conference area
- 86 rooms
- 10 long term rooms
- 3200 sq ft spa
- Small pool by mandate from Best Western
- Cocktail bar
- Hot breakfast facility
- Current schedule is to have rooms available by Autumn 2015
- 60-70 seat restaurant with catering capability to serve the GCC - in the future

Marketing

They will have a sales and marketing staff whose sole purpose will be to fill the hotel. They will have events but focussed on bringing people in to fill the rooms. The staff will work with the GCC/Town marketing resources. Their spa will initially focus on dietary plans, small medical procedures, and massage – easily expandable into the GCC. They see opportunities in government functions, nursing

functions, pharmacist function. There seem to be a lot of groups looking for good facilities to hold their meetings and conferences.

Other notes

- It would be useful to have a whiteboard showing booked events and the facility availability by section. In that way the gaps can be recognized and filled.
- Very important to coordinate each facility so that if the GCC has an event, the hotel is available. Equally important that the hotel knows the availability of the GCC if they are booking an event.
- Important to list the entire area entertainment package eg Chocolate museum, Ganong Nature Park, GCC, etc. People need a list of things to do after the initial visit purpose ie when the hockey game is over, what do we do now ?

APPENDIX C: Marketing and Business Plan August 2014
A report by Vaughn McIntyre Consulting

GARCELON CIVIC CENTER

Business & Marketing Plan

St. Stephen, NB
August 2014



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EXECUTIVE SUMMARY

The Garcelon Civic Center is a multi-purpose community complex. A variation of the Garcelon Civic Center (GCC) has been on the “drafting board” of many organizations from as far back as 2006. (See partial List of reports in Appendix A).

Each organization has articulated the need for, and positive impact of, a facility like the new Garcelon Civic Center (GCC) and while it would have been financially impossible for the final Garcelon Civic Center to fulfill all of the expectations and encompass all of the suggested products from all of the reports over the past ten plus years, the final Garcelon Civic Center does match in spirit and form, much of what was described as the basic multi-purpose complex. ALL of the reports endorsed a civic center as a cornerstone to growth in St. Stephen, as well as the growth in both Charlotte and Washington Counties (The Garcelon Civic Center is located in Canada, but is spelling the word Center, “American style” as a “reach-out” to the communities in Washington County). While the GCC may still have its critics, the majority of businesses and residents of St. Stephen steadfastly support the civic center as a “must have” component of their larger community, culture and business strategies.

A great deal of collaboration has taken place to ensure that the Town of St. Stephen makes informed decisions on how to operate the Garcelon Civic Center as efficiently as possible. A great deal of research has been done to make sure that the town learned from the multi-purpose community complexes that have already been built and that are in operation in New Brunswick and the Maritimes. After consultation with a number of people and organizations, (most notably the Charlotte County Civic Centre Committee (principle fundraisers), The St. Stephen Town Council and the St. Stephen Advisory Commission) this business and marketing plan has been compiled to articulate a “go forward” direction for the staff and marketing people of the GCC.

BACKGROUND

GCC can take pride of ownership of the depth of knowledge and decision making leading up to the adoption of policies and procedures. The GCC will be the largest and most visible component of the regions cultural and recreational activity. As such, this business and marketing plan will need to be an integral part of all larger strategic community plans and branding activities.

While construction delays and lack of access to the GCC have hampered the completion of some decisions, the scheduling and payment software, one of the most critical components for success on opening has recently been purchased. A scheduling and payment software system (Book King) has been chosen and training on the system will start in late July. Final installation of the access control system is dependent on possession of the building.

The GCC has four employees that will be responsible for the day-to-day operation of the complex (The GCC is generally open 16 hours per day -7 days a week). To run the GCC effectively, the core staff will depend heavily on the system scheduling and payment processes mentioned above as well as other administrative technology and the use of volunteers. While these four individuals will have some support staff in the way of paid staff and/or volunteers, the four key positions at the GCC are;

- Natalie - GCC Manager;
- Kingsley - Manager of Operations;
- Clarissa - Admin Clerk, Program and Marketing Coordinator; and
- Sarah – Aquatic Supervisor.

OBJECTIVES

Within the context of the Town of St. Stephens need for responsible government and municipal tax rates the objectives of this business and marketing plan are to fulfill the expectations of the committees that wrote proposals for a multi-purpose complex prior to the Garcelon Civic Center being built.

The expectations can be summarized as follows;

1. The Garcelon Center will be welcoming and ***inclusive to all residents*** in St. Stephen and surrounding area.
2. The Garcelon Center will ***support businesses*** looking to attract and retain employees.
3. The Garcelon Center will act with other organizations as a ***building block in the selling of business and tourism in the region.***
4. The goal of the Garcelon Center is to ***maximize utilization while operating efficiently.***
5. The Garcelon Center will be a gateway to ***health, wellness, recreation and culture in the region.***

BUSINESS PLAN

The Garcelon Civic Center has three business units:

1. The Quartermain Arena and Sun Life Walking Track;
2. The Aquatic and Fitness Center; and
3. The Culture, Community, and Conference Center

Each business unit will generate revenues from both its' direct business drivers (key customers) and through auxiliary activities (programs).

All three business units, through special events, will also generate new business opportunities in areas such as; Sports tourism (principally hockey tournaments and swim meets) and Community and Cultural Events (Conferences, Trade Shows, Weddings and Concerts).

The economic spin-offs from hosting special events are projected to have a positive impact on revenues of local St. Stephen businesses.

EACH OF THE THREE BUSINESS UNITS IS IN A DIFFERENT BUSINESS CYCLE:

- The Quartermain Arena and Sun Life walking track is the CORE business of the GCC. It will provide the earliest opportunities for revenue (hockey arena ice and program rental) and the easiest way to induce residents to come to the GCC (free walking and jogging track).
- The Aquatic and Fitness Center is essentially a START-UP business. A combination of memberships, pool rentals and programs could generate substantial revenue. The GCC unique differentiator to other similar businesses is the pool and spa, offering a more holistic/integrated set of health and wellness options. The general market growth in personal training and exercise classes is an encouraging trend for this business unit. Because the aquatic and fitness business has no history for what works in this area it will have to innovate and experiment with new programs to determine what attracts memberships.
- The Culture, Community, and Conference Center is also a START-UP business. There is a demand in the community for quality meeting space for conferences, weddings and various functions. Selling these rooms offers high margins however the direct revenue potential, even at 100% capacity, would be minimal relative to the cost of operating the GCC. The requirement for a “major event kitchen capability” is a key component of this facility and much of the GCC success depends on how the canteen/catering contract is eventually awarded.

INDIVIDUAL BUSINESS UNIT PLANS

1. QUARTERMAIN ARENA AND SUN LIFE WALKING TRACK

The Quartermain hockey arena is an NHL size ice surface, as well as a public walking/jogging track circling the upper level seating area. The Quartermain Arena will operate “In season” with an ice surface, and “Off season” using the concrete floor.

QUARTERMAIN ARENA – IN SEASON (ICE SERVICE)

“In season” is by far, the most active season in the Quartermain arena and the time to maximize revenues. For approximately 8 months of the year, the Quartermain arena will be a place for ice related events. The prime source of revenue will be to hockey organizations and primarily for rental of ice time 7- 9AM and 4-11PM.

The key customer focus of the “in season” direct core revenue will be:

- County Aces Junior “A” hockey team;
- Minor Hockey league ;
- High School Hockey (St. Stephen and perhaps in the future Calais);
- Men’s League (Rusty Blades); and
- Schools.

A second source of revenue will come from programs aimed at a variety of casual users such as:

- Public Skating;
- Speed Skating;
- Figure Skating;
- Broom Ball;
- Ringette;
- Seniors Skating;
- Moms-n-tots; and
- Shift worker program

Special Events -in-season

Potential special events include:

- Activities around County Aces League games;
- Hockey camps for player development;
- Hockey tournaments; and
- Concerts (might involve investment in floor-covering for ice).

Quartermain Arena - Off Season: (concrete floor):

For approximately 4 months of the year (April through July) the ice surface will be taken out and the floor of the arena will be open for use by non-ice events. The prime source of revenue will be as a meeting space rental, and as an inclement weather alternative venue.

Potential customer focus would be;

- Business shows; and
- Farmers markets.

Another source of revenue will be for programs in conjunction with special interest groups.

Customers could include:

- The Boys and Girls Club relationship;
- "GO-GO Gymnastics";
- Ball hockey;
- Dog agility training; and
- Other local clubs/associations/special interest groups.

Special events could be a major contributor to revenue and economic spin-off during the off-season.

Key targets include:

- Trade shows;
- Conferences;
- Concerts; and
- Not-for-profit fundraising events.

SUN LIFE WALKING/JOGGING TRACK

The Walking/Jogging Track is open to the public 7 days a week except when arena “admission events” are taking place. Similar tracks in other facilities have proven to be major generators of public traffic especially in the winter months when weather often deprives people of safe walking conditions. The walking track is in particular very popular with seniors in the community.

The Walking/Jogging Track is a “donation only” operation which should attract a wide spectrum of users especially during inclement weather. The traffic will generate indirect revenues for the canteen services. Its value is in attracting people to the GCC and for its ability to create contacts for programs and events revenue generating business units.

QUARTERMAIN ARENA and SUN LIFE WALKING TRACK BUSINESS UNIT SUMMARY

The Quartermain Arena is by far the best defined and the most market ready business. It is also the largest initial revenue generator of all the GCC components. Everything should be done to promote and protect this valuable asset within the GCC.

2. AQUATICS AND FITNESS BUSINESS UNIT

The second largest revenue generating business unit of the Garcelon Civic Center is the Aquatic and Fitness Center. Marketed well, it could achieve equal status to the Quartermain Arena within a few years.

AQUATIC AND FITNESS CENTER

The Aquatic & Fitness Center is the most unique feature of the civic center and also the most costly to operate. The Aquatic & Fitness center is made up of the following components;

- ❖ 25 metre/6 lane swimming pool;
- ❖ Therapy pool;
- ❖ Two dry saunas;
- ❖ Fully equipped fitness room; and
- ❖ Water slide.

The Aquatic & Fitness Center is an opportunity for individuals to take advantage of the most comprehensive health and wellness fitness facilities in the region. With swimming, weight training and aerobics all located within the one building, this facility will appeal to a broad range of interests. It offers more options for both the beginner as well as the serious fitness person. The Aquatic & Fitness center provides a unique opportunity to create new markets for St. Stephen and its residents. People wanting a broad range of fitness options and a facility closer to the heart of the community will choose the Aquatic and Fitness Center.

The prime source of revenue for the Aquatic and Fitness center will be individuals. As such, memberships are the most important short-term element in the long-term goal to achieve operating efficiency. Effort should be made to generate interest in this START-UP business and to maximize memberships as a platform in developing revenue generating programs.

Key customers targets will include:

- Residents of Charlotte and Washington County;
- Members of the hockey teams (especially County Aces);
- Water sports enthusiasts;
- Fitness buffs; and
- Seniors.

A second source of revenue through programs will include:

- Aqua fitness programs;
- Physiotherapists/medical practitioner programs;
- Learn to swim programs;
- Parent-tot programs;
- Life guard training;
- Diver certification;
- Schools; and
- Birthday parties.

Special events at the Aquatic and Fitness Centre hold a great deal of promise.

The most obvious starting point would be as a venue for swim competitions. This will have to be coordinated over the next couple of years with an investment in special equipment such as starting blocks and score clocks but in the meantime, it gives the region time to build club infrastructure.

Special event targets will eventually include:

- Swim teams/organizations
- Sports tourism organizers such as Tri-St. Andrews

AQUATIC AND FITNESS BUSINESS UNIT SUMMARY

The pool, spa and fitness facilities will be the key to generating new revenue opportunities, and bring new people to the GCC. From senior aqua aerobics, to the possible relationships with organizations wanting to use special physiotherapy and sauna techniques, the Aquatic & Fitness Center has the potential to be a game changer. "Cross relationships" with other GCC business units is a real possibility. When major events such as hockey tournaments are booked at the Quartermain Arena, special passes (pool and/or fitness) could be made available to families attending the tournaments with players. When conferences are booked at the Culture, Community, and Conference Center, attendees and spouses could be offered Fitness passes. Few locations are able to offer families an ability to have fun and stay well while the tournaments take place.

3. CULTURE, COMMUNITY, AND CONFERENCE BUSINESS UNIT

The Culture, Community, and Conference facility spans two floors. The main floor has two rooms, The Moosehead Boardroom (capacity 25) equipped with smart board technology, as

well as a small meeting room (capacity 12). The top floor with a balcony that overlooks the St. Croix River and Calais Maine includes the Guy R Day & Sons pool viewing/meeting room equipped with a digital display, the Rotary Club Crush lobby area which is also equipped with digital displays, and a large meeting room that is equipped with state of the art technology (overhead projectors, microphones, built in drop down projection screens). This large room (capacity 250) can be reconfigured into a combination of separate rooms (LK Toombs Room, QM Construction Room, Halstead Family room, each with a capacity of approximately 75).

In the off-season, the concrete surface of the Quartermain arena could be considered another room rental opportunity. With over 10 different room configurations for rent, this facility can be used for everything from small conferences to larger weddings and conferences up to 250 people.

The prime source of revenue will be meeting room rentals.

Key customer targets will include:

- Three levels of government;
- Businesses;
- St. Stephen University /NBCC; and
- Not-for-profits.

A second source of revenue would be from renting meeting rooms for programs.

Examples of programs might include:

- Smoking cessations programs;
- Game rooms for cards, darts etc; and
- Service club meetings.

The most exciting part of this business unit is in its opportunity to hold special events. By renting the GCC for conferences and weddings there is an upside to the bottom line.

Key special event targets include:

- Conference organizers
- Not-for-profit organizations
- Clubs and associations
- Wedding and event Planners

MARKETING PLAN

A marketing plan answers the following questions:

- Are we ready to sell?
- How much do we want to sell (units or dollars)?
- What do we want to sell?
- Who do we want to sell to?
- What do they consider value?

- How do they buy? Who does the selling?

In the case of the GCC, these marketing questions require answers by each individual business unit. As noted in the business plan, each business unit, while in the one complex, actually has a unique customer set.

- 1. The Quartermain Arena** focuses on selling ice rental to organizations like the County Aces.
- 2. The Aquatic and Fitness Center** focuses on selling memberships to individuals.
- 3. The Culture, Community and Conference Center** focuses on selling room rentals to businesses.

All three business units will be able to augment its key customer focus by adding programs to be sold to individuals.

All three businesses will sell special events in order to, not only generate revenue, but also to generate value-add spin-off revenues to the local business community.

In many cases, government grants and not-for-profit programs are available and the costs of operating special programs and events can be offset by applying for grants and by establishing relationships with non-profit organizations. These alternative funding/staffing sources frequently have prerequisites that must be met in order to qualify for the funding.

Because the GCC is expected to run a financial deficit, the revenue versus cost of operation will be watched closely from the day the GCC opens. For that reason the focus of marketing efforts must be clearly visible, efficient and defensible from the outset.

Delays in the opening of the GCC will also garner some potential criticism from a small number of individuals wanting to be critical and also from some businesses that had hoped to leverage the GCC success into success for their businesses. Once the GCC is open for business, accommodations and restaurants expecting more traffic, will question why things aren't happening fast enough.

The best response will be to integrate the marketing and branding into the larger regional cultural and recreation strategies and to prioritize the business unit marketing sales and operation in the areas where there is the most immediate return on investment. This includes concentrating on selling ice time at the Quartermain Arena, selling memberships to the Aquatic and Fitness Centers and renting the Culture, Community and Conference Center meeting rooms.

1. MARKETING THE QUARTERMAIN ARENA

Are we ready to sell?

- Ice rental rates and policies have been set.
- Contracts/rental documents are in place.

- Rink Payment and scheduling software has been purchased! (Software training about to begin)

How much do we want to sell (units or dollars) \$185,000?

- Ice rentals - \$150,000
- 4 Programs - \$25,000
- 2 Special events - \$10,000

Who do we want to sell to? What do they consider value?

PRIORITY ONE: MARKETING THE SALE OF ICE TIME

The CORE business of the GCC is the arena revenue generated by selling both “in-season” ice time and “off-season” concrete floor time.

Key Customers are **ice hockey organizations** as they value premium ice times. Programs sold to **individuals and special interest groups**, the appeal is people looking for fun and teaming opportunities. Special Events like **hockey tournaments** and player development. They value competition and recognition

Key customers buy through personal relationships with account reps. The four key customers loyalty and enthusiasm is critical in order to achieve the direct revenue targets of this business unit. This would not take a great deal of the marketing budget but it would take the time of a staff member who understands the importance of this group of customers. These groups should be communicated with directly and often. At the moment, with limited resources, these key customers will be asked to contact the front desk and/or the GCC manager. Due to current staffing levels, the GCC Manager is likely to be the relationship point of contact for important larger groups while the front desk and an on-line self-serve capability will support the booking on a day to day basis. (Lack of staffing could make this a substantial weak link in the process). Marketing of ice-rental options beyond this group can be done on the website.

Programs are purchased through the organization of group sales. Who does the selling? At the moment, the front desk clerk/program/marketing coordinator, customer service attendants & manager all do the selling. (This could be a substantial weak link in the process). Who designs programs for the arena? The administration clerk/programs/marketing coordinator and GCC manager share the role of program development and marketing. Establishing a calendar of one or two of the less ambitious programs such as public skating would not be a large budget item and it would begin the process of demonstrating the use of the in-season arena beyond organized hockey. It is recommended, due to staffing limitations, that a limited number of programs be attempted in the first year of operation. Efforts could be put toward developing some of the off-season programs. Marketing these programs can be done on the website and through social media; like Facebook and Twitter at very little cost.

Who will reach out to sell Special Events? Events are typically purchased through associations. The GCC manager and Admin Clerk, Program, Marketing Coordinator are asked to fulfill this sales role. (Potential weakness due to lack of staffing).

Who does the follow-up? How do we create repeat and follow-up business? GCC Manager and Admin Clerk, program, Marketing Coordinator will do follow-ups. The Ambassador volunteer program could support this role especially around customer satisfaction surveys.

2. MARKETING THE AQUATIC AND FITNESS CENTER

- Are we ready to sell the Aquatic and Fitness Center?
- Membership and individual rates and policies have been set.
- Membership forms/applications have been designed.
- Program registration forms are completed.
- Membership software/database/Database/Payment process and Software to control swipe card system access has been purchased.

**Aquatic program and rental rates – will be finished by end of July.*

How much do we want to sell (units or dollars)\$150,000?

- 250 memberships - \$100,000
- Programs such as learn to swim etc. -\$25,000
- 2 Special events - \$25,000

What do we want to sell?

PRIORITY TWO: MARKETING MEMBERSHIPS

Individual memberships will play a significant role in the sustainable operation of the GCC. Memberships will generate spin-off revenues as well as traffic and awareness for the center. GCC should pick a few of the most likely programs to produce the most up-take in numbers of people. At least one or two of the professional organizations (physiotherapists/meds) thought to be interested/capable of delivering a program should also be contacted.

Who do we want to sell to?

Selling memberships should not be restricted to individuals in St. Stephen. There is widespread need for pool and gym facilities in St. Andrews, St George in Charlotte County and in Calais Maine Washington County. Because the swimming pool is so unique to the area, programs may well be the best way to capture people's attention and to make them aware of all of the ways the aquatic and fitness programs can be accessed. An organization similar to the GCC developed a monthly theme to highlight programs for Fitness. (January was post holiday fitness; February was Love handles month; etc.).

What do they consider value?

Rates have been set low enough to attract as many members as possible, knowing that getting people into the building is the key to leveraging the core business into new relationships.

Not only does the membership program work for the Garcelon Civic Center, but by giving residents access to the building we also fulfill a key objective of accessibility described in the original justification for the GCC.

How do they buy? Who does the selling?

Due to limited staffing resources, at the moment, the sales team charged with selling memberships is the Front Desk Customer Service Attendants, Admin Clerk, Program, Marketing Coordinator and the GCC Manager. (Having this position as the key point of interface in this process is considered by the consultant to be a strategic and administrative weakness to success).

Selling individual memberships is a challenge. Reaching individuals will take social media, website, and print advertising. Memberships are critically important to the first year of operation that the budget should be set aside to develop the materials and incentives to get people to join. Once decided, the group must be given a budget to create marketing materials. By developing a long term concept, certain outside organizations might be interested in assisting with marketing a program for a month.

3. MARKETING THE CULTURE, COMMUNITY AND CONFERENCE CENTER

- Are we ready to sell?
- We have the room rental rates and policies in place.
- Room rental forms are in place.
- Payment process and room scheduling/payment software has been purchased.

How much do we want to sell (units or dollars)? \$40,000

- 250 Room rentals - \$20,000
- 4 Special programs - \$10,000
- 4 Special events - \$10,000

What do we want to sell?

PRIORITY THREE: MARKETING CONFERENCE FACILITIES

The third revenue stream for the GCC is selling conference facility rentals.

Who do we want to sell to?

Marketing room rentals will generate traffic in the building. Selling to organizations and non-profits is key.

What do they consider value? Clean, bright, technology ready rooms with catering options at the "right" price.

How do they buy? Who does the selling?

Developing programs to fill rooms has the least revenue potential for the effort involved.

It is recommended that the GCC website and membership in organizations like the Chambers of Commerce and Charlotte Coastal Region Tourism Association is sufficient activity to capture the easy sales.

MARKETING THE GCC AS A SPECIAL EVENT VENUE

The Garcelon Civic Center individual room rentals are separate and distinct from the marketing of the GCC as a Conference facility or Special Event Venue. Special Events are packaged to incorporate facilities within the building and perhaps across business units. Frequently they include the need for catering and special access/prices as elements within the building that are customized to suit the event.

Are we ready to sell?

- We have a podium and sound system.
- We have a contract which is expected to be used as the basis for each customized case.

**The GCC currently only has "package" rates in place for weddings. This is not necessarily a weakness as most conferences and Special Events are proposed and priced based on the specific needs of the Event.*

**An RFP for Catering and Canteen services is targeted to be awarded in August.*

**Marketing materials including info on St. Stephen and surrounding area are not currently available but considered easy to collect.*

Do we have the budget and time?

Major events often take 12-24 months to sell and sometimes involve deposits and guarantees.

How much do we want to sell (units or dollars)?\$25,000

- 6-8 events year 1 \$25,000

What do we want to sell?

A multi-purpose complex like the Garcelon Center enables the Town of St. Stephen and the region to enter into special larger scale business development opportunities such as concert venues, small conference venues, and enables the GCC to be a player in the sports tourism market.

Who do we want to sell to?

Business organizations, Associations, and Non profits

What do they consider value?

Low room rates, state of the art facilities with efficient services.

How do they buy? Who does the selling?

A PowerPoint presentation entitles "Creating and Event Culture" written and presented by Grant McDonald at a recent Sports Tourism event can be found in Appendix C. Major events are usually awarded through competitive bids.

Beyond the GCC Manager, we do not have proposal writers and stock marketing materials? It is recommended that the GCC seek out partnerships with individuals and organizations that understand these markets and work with them on these longer term prospects.

COMMUNICATIONS PLAN

A marketing communications plan for the Garcelon Center must be inclusive of the organizations that have written recommendations, solicited donations and supported the concept of a multipurpose facility. Several components need to be coordinated into a single “GCC Brand” encompassing all of St. Stephen, Charlotte County, New Brunswick and Washington County Maine.

The Town of St. Stephen through its Development St. Stephen Board has initiated an overall branding strategy for St. Stephen. The GCC must be an integrated component within this strategy complimenting the results of the overall brand.

The Town of St. Stephen has a current Culture, Community and recreation program. The GCC is a key component of this strategy and efforts should be made to coordinate the programs to maximize success and eliminate overlap competition for resources and/or confusion in the community.

BRANDING THE GARCELON CIVIC CENTER

The Civic Centre Committee used a tag line “Make it Happen”. It is proposed that GCC modify the line slightly to “Making it Happen”. By virtually keeping with a tag line that has been in place for many years, you both compliment the original campaign and at the same time provide continuity with the original plan. Marketing of the GCC should be primarily by website, through a consistent advertising placement in the St Croix Courier, and by using memberships in the Chamber of Commerce and Charlotte Coastal Region Tourism Association (CCRTA).

KEY MESSAGING AND BRANDING

The key message is – **The Garcelon Center will be a gateway to health, wellness, recreation and culture in the region by being welcoming and inclusive to all residents** in St. Stephen and surrounding area. This will be accomplished by supporting businesses looking to attract and retain employees and by acting with other organizations as a building block in the selling of business and tourism in the region.

For press conferences and press releases the following paragraph should be included at the end of each release... **“The Garcelon Civic Center, is comprised of three main components. The Quartermain Arena and Sun Life Walking Track, the Aquatic and Fitness Center, including a 25-meter pool, and the Culture, Community and Conference Center. The Garcelon Civic Center will provide a full range of health, wellness and cultural services to residents and businesses focusing in particular on the Charlotte County, NB, and Washington County, Me., regions”.**

Five groups should be targeted for an integrated communications plan/brand:

1. Buyers - Customers and membership holders in GCC
2. Partners -Business relationships such as the BIA(s), Chamber of Commerce(s), CCRTA and Not-for-Profits
3. Employees of the Garcelon Civic Center and Town employees
4. Town Council St. Stephen and Advisory Commission
5. The media

To meet the expectations of Customer and Membership holders:

- Smart phone/calendar/social media contact
- Newsletter/calendar/reference stories
- Website/calendar/contact

To fulfill the needs of Business relationships such as BIA, Chamber of Commerce and Not-for-Profits:

- Newsletter/calendar
- References and event/program ideas/social media (Facebook)

Empowering employees to deliver quality services:

- GCC objectives need to be communicated
- Knowledge of value propositions
- Training and responsibility to deal with things up front
- Customer training
- Ability to determine rules and boundaries avoid “flashpoints”
- Knowledge of systems/technology and processes
- Social media twitter/Facebook

To be consistent with expressing value to St. Stephen town council and Advisory Council:

- Highlights report
- Heads-ups and media advisories when issues arise

Providing consistent answers to public questions for the Media

- Sound bites/buzz words
- Success stories
- Spin-off stories/partnerships
- Economic and cultural feel good stories

*Communicating with the media requires Clarity, Scan ability, Accuracy and Inventiveness.

SUMMARY

While the Culture Community and Conference Center is a “start-up” business, it has a clear value proposition with a low cost of entry and many products currently unavailable in the area. The most significant upside to the center is in its ability to attract special events.

Not only is the GCC a revenue generator, but it will also change the face of the community by increasing revenue and making St. Stephen a more desirable place to live. The culture will change and people will flock to attend events, meetings, trade shows, host functions, exercise, interact with others and their children through programs etc., but most of all they will connect with their community.

Businesses will reap the benefits also when functions and events are held with hotel and restaurant bookings, local businesses will see an increase in businesses in turn additional staff may be hired. St. Stephen will be a sought after area to live in with the increase in facilities that cater to businesses and the community.

With a strong Business and Marketing Plan the Garcelon Civic Center WILL be a gateway to health, wellness, recreation and culture in the region!

APPENDIX “A” The case for a Civic Centre – Documents in support of a Civic Center

(Documents not attached, but accessible)

- 2006 Charlotte County Civic Center – Facility Feasibility Study - Needs assessment and Business Plan
- 2009 Charlotte County Civic Center – “Make it Happen!” – Business Plan
- 2014 St. Stephen BIA – Great Ideas need a Champion
- 2014 Province of New Brunswick – 2 Nations Destination Tourism Program
- 2014 Community Health Needs Assessment of New Brunswick
- 2014 St. Stephen Development Board – St. Stephen Marketing Strategy

APPENDIX “B” Key Customers and Prospects by Business Unit

BUSINESS UNIT	Quartermain Arena – “In Season”
Jr A Hockey	John Hyslop
Minor Hockey	Peggy Peters
High School Hockey	Bob Coates/Adam Harris/Nick Nozzolillo
Men’s Hockey	Neil Brisley
Ball Hockey	Blair Furlotte

BUSINESS UNIT	Quartermain Arena – “Off Season”
Boys and Girls Club	Heather Estey
BIA	Heather Donahue

BUSINESS UNIT	Aquatics and Fitness Center
Seniors Residences	
Physiotherapists and other health agencies	
Schools	
Businesses (Employee wellness programs)	

BUSINESS UNIT	Culture Community and Conference Center
Province of New Brunswick	
St. Stephen University	
BIA	
Development St. Stephen	
St. Stephen Chamber of Commerce	
St. George council	
St. Andrews Chamber of Commerce	
Calais Council	
Not-for-Profits (Particularly in Health and Wellness areas).	
Tourism organizations like CCRTA and NB Tourism	
Other multi-purpose Sports Complexes	

APPENDIX “C” Grant McDonald presentation on Sports Tourism – “Creating and Event Culture”

(Power Point Presentation)

APPENDIX “D” The TO-DO List

1. Initiate and complete training process of Book King software
2. Purchase special event “economic impact” tracking software
3. Award RFP for running of canteen/catering
4. Award RFP for running a pro-shop
5. Look at “Front Desk Manager” responsibilities and staffing as potential weak link
6. Join Chambers of Commerce (St. Stephen and St Andrews) and CCRTA

7. Create media relationship with St. Croix Courier and the Tides
8. Create Advertising policy and procedures and rates within GCC
9. Develop a Sport Tourism strategy and timeline
10. Develop a Special Events sales and marketing program/relationships
11. Create a Wedding Planner relationship
12. Develop a Concert size "scope and timing" strategy
13. Prioritize the sale of membership and special programs in the Aquatic and Fitness Center
14. Create "crossover" programs for people attending a special event in another business unit
15. Appoint a Special Events proposal system/writer and/or relationship

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – ELECTRICAL EXPENDITURES

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:

<u>Supplier</u>	<u>Invoice Number</u>	<u>Amount</u>
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	\$ 8,475.00
		<u>\$50,265.81</u>

<u>Council Meeting</u>	<u>Company</u>	<u>Amount</u>
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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – MUNICIPAL PLANNING OFFICER

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

AMENDMENT TO TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

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*.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)

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

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)

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

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: January 26, 2015

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.