

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 23, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Daffodil Month 2015 - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – February 23, 2015
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – March 11, 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” – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Approval of Event: “Touch A Truck” - St. Stephen Kiwanis Club
- (c) Approval of Event – Love St. Stephen
- (d) Approval of Events – St. Stephen Development Board Inc.
- (e) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (f) Temporary Replacements – Crosswalk Guards – St. Stephen Elementary and Milltown Elementary Schools
- (g) Town Grant – Royal Canadian Legion, St. Croix Branch No. 9
- (h) Town Grant – St. Stephen High School
- (i) Town Grant – St. Stephen Horseshoe Pitchers Club
- (j) Town Grant – Southern New Brunswick Minor Hockey League
- (k) Out-of-Province Travel: Garcelon Civic Center Lifeguards
- (l) Website Redesign – Town of St. Stephen
- (m) Reappointments – Planning Advisory Committee
- (n) Council Request – Planning Advisory Committee – Proposed Rezoning of 217 Union Street
- (o) Setting Date for Public Presentation – Proposed Rezoning of 217 Union Street
- (p) Parks Maintenance Supervisor – Job Recommendation
- (q) Application for Financing – Water & Sewerage Fund

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

DAFFODIL MONTH
2015

WHEREAS, another Canadian is diagnosed with cancer every three minutes; and

WHEREAS, the Canadian Cancer Society is working to eradicate all cancers and improve the quality of life for people living with cancer; and

WHEREAS, *Daffodil Month* is an opportunity for residents of St. Stephen to show their support in the fight against cancer; now, therefore, be it

RESOLVED, that I, Mayor John Quartermain, ask that all residents of St. Stephen join the Canadian Cancer Society in the fight against cancer; and be it further

RESOLVED, that April is officially recognized as *Daffodil Month*.

I, John Quartermain, Mayor of St. Stephen, do hereby proclaim April to be Daffodil Month and strongly encourage all residents of St. Stephen to continue to recognize and support the Canadian Cancer Society and the fight against cancer.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on February 23, 2015 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 23, 2015 @ 7:00 P.M.

1. **PRAYER**

2. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Marg Harding and Chief Administrative Officer Derek O'Brien.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Booth

30/15 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Booth
Seconded by Deputy Mayor MacEachern

31/15 **THAT** the Minutes of the Regular Council meeting held on January 26, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 32/15 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2015 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 33/15 **THAT** the paid bills in the amount of \$821,348.96 (eight hundred and twenty-one thousand, three hundred and forty-eight dollars and ninety-six cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 34/15 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 35/15 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism held on February 11, 2015 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 36/15 **THAT** the Minutes of the Committee of Council meeting held on February 17, 2015 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

- 37/15** **THAT** the following staff reports for the month of January 2015 be adopted:
Finance Department; Public Works Department; Parks and Recreation
Department; Fire Department; By-Laws; Property Management Services;
Development Office; and Office of the Garcelon Civic Center Manager. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Councillor Pond
Seconded by Deputy Mayor MacEachern

- 38/15** **THAT** By-Law No. A-10.1 – "A By-Law to Amend a By-Law Respecting the Duties
and Powers of the Chief Administrative Officer" – be given Second Reading –
Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 39/15** **THAT** the Royal Canadian Mounted Police (RCMP) January 2015 report for
the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor MacDonald
Seconded by Councillor Booth

- 40/15** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk
to sign a commercial credit application between the Town and SMS Equipment in
order to process any future purchases of the Town from the said company.
CARRIED

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

41/15

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

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

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

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

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Booth

Seconded by Councillor Maxwell

42/15

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

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

CHARLOTTE COUNTY FALL FAIR – "IN KIND" SUPPORT

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

43/15

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

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

ESTABLISHMENT - TOURISM AND PROMOTION ACTION COMMITTEE

Moved by Councillor Booth

Seconded by Councillor Pond

44/15

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

Terms of Reference:

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

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

CARRIED

COMMITTEE OF COUNCIL - TOURISM AND PROMOTION ACTION COMMITTEE

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 45/15** THAT the Council of the Town of St. Stephen approves the Tourism and Promotion Action Committee (the "Committee") as a Committee of Council, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

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

COUNCIL APPOINTEE - TOURISM AND PROMOTION ACTION COMMITTEE

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 46/15** THAT the Council of the Town of St. Stephen appoints Councillor Abby Pond to act as its member on the Tourism and Promotion Action Committee. **CARRIED**

ST. STEPHEN DEVELOPMENT BOARD INC. – AGREEMENT

Moved by Councillor Booth

Seconded by Councillor Pond

- 47/15** THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to send a letter to the St. Stephen Development Board to advise that the agreement between The Town of St. Stephen and the St. Stephen Development Board Inc. will be re-examined and updated before renewal in June 2015.

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

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

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 48/15** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$67,000 (sixty-seven thousand dollars), plus HST, for design, tender and construction administration phase services for the proposed storm and sanitary sewer improvements on Bell Avenue and Todd Street. **CARRIED**

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

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 49/15** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$70,250.00 (seventy thousand, two hundred and fifty dollars), plus HST, for design, tender and construction administration phase services for the proposed water main twinning under Dennis Stream and Valley Road. **CARRIED**

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

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

- 50/15** **THAT** the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

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

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

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 51/15** **THAT** the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

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

AMENDED

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

52/15 **THAT** Resolution # 323/14 as stated in the Minutes of October 27, 2014 which reads

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

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

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth

Seconded by Councillor MacDonald

53/15 **THAT** Keenan Kennedy be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective February 24, 2015, and as outlined in the letter of offer in the form presented to Council at its closed session on February 11, 2015 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

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

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

54/15 **THAT** Lexi Brisley be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center retroactive to February 19, 2015, and as outlined in the letter of offer in the form presented to Council.

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

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 55/15** **THAT** the Council of the Town of St. Stephen authorizes, as approved in the 2015 budget for permanent non-union management and administrative staff, a 1.0% (one percent) salary increase for the 2015 calendar year retroactive to January 1, 2015.
CARRIED

UNUSED VACATION DAYS – NON-UNION EMPLOYEE (PAYOUT)

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 56/15** **THAT** the Council of the Town of St. Stephen approves the payout of twenty-three and one-eighth (23.125) days of unused vacation as at February 13, 2015 for Employee # E97. **CARRIED**

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

BUILDING INSPECTION SERVICES – APPOINTMENT AND CONTRACT

Moved by Councillor Maxwell
Seconded by Councillor Pond

- 57/15** **THAT** of the five (5) proposals received, the Council of the Town of St. Stephen appoints Manzer Young of Fundy Building Inspection & Services Ltd., who received the highest score of the proposal evaluations, to be the Town's Building Inspector effective February 24, 2015.

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

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

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Attended a recent Union of Municipalities of New Brunswick (UMNB) meeting in Fredericton as a board member representing Zone 4.
- Attended all Town meetings.
- Attended the unveiling of the new mammography unit at the Charlotte County Hospital.
- Attended the Chamber of Commerce annual general meeting and dinner.

Councillor Pond

- Attends and enjoys the Aces hockey games.
- Commended the young athletes who performed very well at the recent Canada Games from the St. Croix Sportsman Club, and which Council recognized at its February Committees meeting prior to their departure.

Councillor Booth

- Stated he was not well in February and, therefore, was absent from the monthly Committees meeting.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Civic Center Advising Commission meeting.
- Attended various capital budget meetings.
- Attended the Chamber of Commerce annual general meeting and dinner.

Councillor Maxwell

- Attended all Town meetings.
- Participated in a fundraiser for the St. Croix Vocational Centre.
- Attended the recent Aces hockey game and very pleased to see the number of fans, along with the number of people utilizing the pool and track.
- Pleased to have received a prize during "Fan Appreciation Night" at the recent Aces hockey game.
- Reminded everyone to attend the last home Aces hockey game on March 7th.

Mayor Quartermain

- Congratulated the local Canada Games athletes.
- Attended the recent "Think Tank" at the New Brunswick Community College in St. Andrews.
- Attended the Chamber of Commerce annual general meeting and dinner.

16. QUESTION PERIOD

Derwin Gowan, reporter with the *Telegraph-Journal*, commented that a 1% staff salary increase was low, to which the Mayor responded that Council is being fiscally responsible, and further stated that the staff received a higher percentage approved by the former Council.

Mr. Gowan questioned whether or not the future work on Bell Avenue and Todd Street is a result of the flooding two years ago, and the Mayor confirmed that it was and will be covered by gas tax funding, but explained that a municipality is required to borrow the money short term prior to reimbursement.

Mayor Quartermain responded to Mr. Gowan's further questions as follows:

- the contract for Building Inspection Services is a three year contract with the ability of termination with a minimum of 60 days' written notice;
- deficiencies at the Garcelon Civic Center are still being worked on; and,
- the plowing budget, as of last week, is approximately \$15,000 over budget.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor Pond

58/15 **THAT** the meeting adjourn at 7:40 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 23, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – January 26, 2015
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

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

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

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-10.1 – “A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer” – Second Reading – Reading in its Entirety

14. NEW BUSINESS

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 28, 2015 be received.

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

	Actual To Date For the Two Months Ending February 28, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Taxes	927,156	5,520,066	\$4,592,910	17%
Services Provided to Other Governments	0	206,611	206,611	0%
Sale of Services	758	646,439	645,681	0%
Other Revenue From Own Sources	40,320	223,855	183,535	18%
Unconditional Grants	174,816	1,432,436	1,257,620	12%
Unconditional Transfers	0	21,440	21,440	0%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	141,371	1,004,652	863,281	14%
Total Revenue	1,284,421	9,059,499	7,775,078	14%
Expenditure				
General Government Services	105,334	1,032,304	926,970	10%
Protective Services	157,785	2,122,004	1,964,219	7%
Transportation Services	302,467	1,859,472	1,557,005	16%
Environmental Health Services	19,625	258,570	238,945	8%
Environmental Development Services	57,960	289,938	231,978	20%
Recreational and Cultural Services	181,197	1,774,942	1,593,745	10%
Fiscal Services	186,888	1,714,269	1,527,381	11%
Other	0	8,000	8,000	0%
Total Expenditures	1,011,256	9,059,499	8,048,243	11%
Surplus (Deficit)	\$273,165	\$0		

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

	Actual To Date For the Two Months Ending February 28, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Sale of Service	\$105,995	\$2,014,837	\$1,908,842	5%
Other Revenue From Own Service	30,180	190,769	160,589	16%
Other Transfers	11,568	69,405		
Total Revenue	<u>147,743</u>	<u>2,275,011</u>	<u>2,069,431</u>	6%
Expenditures				
Water Supply	120,698	1,041,233	920,535	12%
Sewerage Collection and Disposal	73,894	736,226	662,332	10%
Fiscal Services	17,104	497,552	480,448	3%
Total Expenditures	<u>211,696</u>	<u>2,275,011</u>	<u>2,063,315</u>	9%
Surplus (Deficit)	<u>(\$63,953)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$992,593.09 (nine hundred and ninety-two thousand, five hundred and ninety-three dollars and nine cents) be received.

Town of St. Stephen
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 Cheques from 000001 to 015858 dated between 02/01/2015 and 02/28/2015

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Number	Issued	Amount	SC	Status	Status Date
015546	02/01/2015 HERITAGE COURT HOLDINGS LIMITED FEBRUARYLEASE2015 GG-TOWNHALLLEASE-FEBRUARY21	5,323.40 5,323.40	A/P	OUT-STD	02/01/2015
015626	02/05/2015 A. DOWNEY & SON CONSTRUCTION 989600 TS-ST5-FLOAT DOZER	96.06 96.05	A/P	OUT-STD	02/05/2015
015627	02/05/2015 AIR LIQUIDE CANADA 58356660 TS-SHOP-GAS	18.92 18.92	A/P	OUT-STD	02/05/2015
015628	02/05/2015 ALL GAS TANKS 79298 PS-FIRE-CUT-OFF SAW 79381 PS-FIRE-RESCUE CHAIN SAW 79417 PS-FIRE-CUTTERS,REPAIR RESCUE	2,333.72 1,351.42 711.90 270.40	A/P	OUT-STD	02/05/2015
015629	02/05/2015 AQUAM AUGUST 15, 2014 CC-POOL-INSULATED POLE, RESUE	211.37 211.37	A/P	OUT-STD	02/05/2015
015630	02/05/2015 ATLANTIC TRACTORS & EQUIPMENT LTD. 9010719183 TS-#13-PIN	177.88 177.88	A/P	OUT-STD	02/05/2015
015631	02/05/2015 BELL MOBILITY INC. 523889487JAN15 RC/GG/RC/GC-CELL PHONE CHARG	989.49 989.49	A/P	OUT-STD	02/05/2015
015632	02/05/2015 BORDER INVESTIGATIONS & SECURITY INC. 14010 PS-BYLAU-JANUARY 2015 FEE	2,531.20 2,531.20	A/P	OUT-STD	02/05/2015
015633	02/05/2015 BRAEMAR PEST CONTROL SERVICES 50249425 CB-BUILDING-PEST CONTROL 50255287 CB-BUILDING-PEST CONTROL 50265270 CB-BUILDING-PEST CONTROL 50275724 CB-BUILDING-PEST CONTROL 50285003 CB-BUILDING-PEST CONTROL 50285197 CB-BUILDING-PEST CONTROL 50305143 CB-BUILDING-PEST CONTROL 50313817 CB-BUILDING-PEST CONTROL	452.00 56.50 56.50 56.50 56.50 56.50 56.50 56.50 56.50	A/P	OUT-STD	02/05/2015
015634	02/05/2015 BRIGGS PLUMBING INC. 109194 CB-OFFICE #6- TOILET REPAIR 109207 PM-LIBRARY-TOILET REPAIR 109237 PS-RCMP-TOILET REPAIR 109240 CC-RINK-ZAMBONEY REPAIRS 109258 CB-MISS D'S- SINK REPAIR	711.49 88.02 88.99 108.93 78.08 347.47	A/P	OUT-STD	02/05/2015
015635	02/05/2015 BRUNSWICK NEWS INC 1499486 GG-CIVIC-NEW YEARS WISHES	44.88 44.88	A/P	OUT-STD	02/05/2015
015638	02/05/2015 CANADA MUNICIPAL CASTINGS 2533 TS-ST5-GRATE, FRAME AND COVEF	2,203.50 2,203.50	A/P	OUT-STD	02/05/2015
015639	02/05/2015 CANADIAN SPRINGS 1111699885 GG-TOWN HALL- WATER 9913834500 PS-RCMP-WATER COOLER RENTAL 9913843071 PS-FIRE-WATER 9914108419 PS-RCMP-WATER COOLER REPAIR 9914109749 PS-FIRE-LATE PAYMENT CHARGES	162.29 26.97 11.24 107.30 11.24 5.54	A/P	OUT-STD	02/05/2015
015640	02/05/2015 CARGILL LIMITED 2902074909 TS-ST5-ROAD SALT	4,372.42 4,372.42	A/P	OUT-STD	02/05/2015
015641	02/05/2015 CHARLOTTE COUNTY JANITORIAL 2877 PS-FIRE-CLEANED COUNCIL CHAMF	152.55 152.55	A/P	OUT-STD	02/05/2015
015642	02/05/2015 CHARLES LEGACY 323749 CC-RINK-CEILING REPAIR 479211 CC-RINK-COVER ICE FOR EQUIPME 479215 CC- FRONT LOBBY-FIRE EXIT DOOR	3,898.49 1,356.00 1,440.75 466.12	A/P	OUT-STD	02/05/2015

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Number	Issued		Amount	SC	Status	Status Date
	479216	CC-RINK-TEST WINDOWS FOR LEAF	466.12			
	479220	CC-RINK-CHANGING TABLES	169.50			
015643	02/05/2015	CLARK BREWER	67.80	A/P	OUT-STD	02/05/2015
	147644	CB-LOADINGDOOR-REPLACEMENT	67.80			
015644	02/05/2015	CNH CAPITAL	188.20	A/P	OUT-STD	02/05/2015
	IN75727	TS-#11-WIPER BLADES	188.20			
015645	02/05/2015	COX ELECTRONICS & COMMUNICATIONS	5,269.85	A/P	OUT-STD	02/05/2015
	2-1708790	CC-RINK-COMPUTER SUPPLIES	64.30			
	2-1709102	CC-BUILDING-2 WAY RADIO	1,039.37			
	2-1711749	CC-RINK-5 PORT SWITCH	22.59			
	2-1719248	CC-ADMIN-VGA SPLITTER	67.79			
	2-1721187	CC-BUILDING-INSTALL CHARGE INS	211.88			
	2-1722876	PS-FIRE-MAINTENANCE CONTRACT	1,444.14			
	2-1722971*	PS-FIRE-4 MINITOR V BATT NIMH	83.62			
	2-1723349	PS-FIRE-PA AMPLIFIER,KARAOKE M	530.93			
	2-1723958	PS-FIRE-1 MOTOROLA EXTERN SPK	65.48			
	2-1724058	PS-FIRE-2 MOT PAGER	1,197.69			
	2-1724584	PS-FIRE-REMOTE SPEAKERS	542.06			
015647	02/05/2015	EAST COAST AIR	96.05	A/P	OUT-STD	02/05/2015
	1116	PS-RCMP-HEAT PUMP REPAIR	96.05			
015648	02/05/2015	ENBRIDGE GAS NEW BRUNSWICK	3,138.91	A/P	OUT-STD	02/05/2015
	2014122301008-1016227-0	CC-BUILDING- NATURAL GAS	3,138.91			
	00					
015649	02/05/2015	FEDERATION OF CANADIAN MUNICIPALITIES	807.93	A/P	OUT-STD	02/05/2015
	34841	GG-CAO-MEMBERSHIP FEE	807.93			
015650	02/05/2015	FERO WASTE & RECYCLING INC.	4,917.50	A/P	OUT-STD	02/05/2015
	982631	GG-TOWN-GARBAGE COLLECTION	4,917.50			
015651	02/05/2015	FLEET READY LTD.	400.12	A/P	OUT-STD	02/05/2015
	6690	PS-FIRE-EJECT, AIR 12V DC 091-28	400.12			
015652	02/05/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	5,740.52	A/P	OUT-STD	02/05/2015
	819	CC-ADMIN-FINANCIAL CONTROLS, I	789.31			
	822	CC-ADMIN-MAXGALAXY TRAINING A	2,635.16			
	827	CC-MAXGALAXY-TRAINING AND SY	932.25			
	829	GG-TOWNHALL-RECEPTION SUPPO	213.80			
	631	CC-ADMIN-FRONT DESK, RECONCIL	1,170.00			
015653	02/05/2015	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	423.75	A/P	OUT-STD	02/05/2015
	15-110	PS-BUILDINGINSPECTOR-FEE	423.75			
015654	02/05/2015	GULLISON'S COURIER SERVICE	226.00	A/P	OUT-STD	02/05/2015
	342291	TS-#11-TO TOWN FR/ CASE EQUIPM	28.25			
	342301	TS-#30-TO TOWN FR/ PFT	28.25			
	342324	TS-#11-TO TOWN FR/ CASE EQUIP.	28.25			
	372106	TS-#22-TO TOWN FR/ SAUNDERS E	56.50			
	372132	TS-#21-TO TOWN FR/ SAUNDERS	28.25			
	750503	GG-TREASURY-TO ALEXANDRA FEF	28.25			
	750542	TS-#21-TO TOWN FR/ SAUNDER'S E	28.25			
015655	02/05/2015	HOVEY'S HUSKY SALES & SERVICE	552.57	A/P	OUT-STD	02/05/2015
	7701	TS-SHOP-GENERATOR	552.57			
015656	02/05/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	7,649.69	A/P	OUT-STD	02/05/2015
	157755	TS-STS-DIESEL	4,642.83			
	224313	CC-BUILDING- NATURAL GAS	2,477.25			
	31687	TS-STS-DIESEL	529.61			
015657	02/05/2015	KEITH'S BUILDING SUPPLIES	297.05	A/P	OUT-STD	02/05/2015
	135337	GG-CIVIC-MONUMENT SUPPLIES	134.40			

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Number	Issued		Amount	SC	Status	Status Date
	137551	TS-SHOP-CALCIUM CHLORIDE	162.65			
015659	02/05/2015	KENT BUILDING SUPPLIES	1,295.11	A/P	OUT-STD	02/05/2015
	743503	RC-PARKS-LUMBER	27.12			
	743627	RC-PARKS-WASHERS	6.61			
	747117	RC-REC DIV-KEY	2.83			
	747456	RC-PARKS-GLOVES, ADHESIVE PAI	33.79			
	749736	RC-PARKS-PANEL	26.22			
	750288	RC-PARKS-PAINT	44.66			
	750440	RC-PARKS-FLAT PLASTIC HNDL	6.19			
	785298	PM-WHARF-HS ANCHORING EPOXY	42.01			
	788556	CC-BUILDING-TARP	254.30			
	788558	CC-RINK-TWIST TAILS	11.55			
	792319	CC-RINK-MOUNT HEAD TIE, POLY P	23.91			
	792832	CC-RINK-SICO FLR LTX GR, DRIVEA	105.04			
	799625	CC-BUILDING-FLEXTRA CLEAR	28.34			
	821124	GG/CC-OLDTOWNHALL/RINK-DOOR	139.10			
	821235	PS-FIRE-KNOBS, HINGES	25.90			
	823594	PM-CLARK BUILDING- DOOR REPAIR	133.29			
	823711	PM-PIZZA DELIGHT- DOOR REPAIR	30.85			
	823885	CC-POOL-GORILLA SUPER GLUE, R	245.92			
	823987	C-RINK-BACK DOOR REPAIR	77.37			
	824115	RC-REC DIV-HOOKS, BASKETS	30.11			
015660	02/05/2015	LINDE CANADA LTEE, M2193	821.73	A/P	OUT-STD	02/05/2015
	50839982	TS/PS-STREET/FIRE-ACETYLENE,NI	608.29			
	51135224	PS-FIRE-NITROGEN, DIESEL FUEL	115.03			
	51135225	TS-SHOP-OXYGEN, DIESEL FUEL	73.90			
	51217344	TS-SHOP-ACETYLENE	24.52			
015661	02/05/2015	MARITIME COFFEE SERVICE	60.60	A/P	OUT-STD	02/05/2015
	IN00282584	PS-FIRE-KITCHEN SUPPLIES	60.50			
015662	02/05/2015	MARK FLEMING	297.64	A/P	OUT-STD	02/05/2015
	OVERPAYMENTREFUND	GG-OVERPAYMENT REFUND	297.64			
015663	02/05/2015	MAYFIELD GARDENS & LANDSCAPE	694.88	A/P	OUT-STD	02/05/2015
	6481	RC-POOL-PHENOL RD 120ML, R-000	77.34			
	6482	CC-POOL-CALCIUM CHLORIDE, SOC	385.74			
	6484	CC-POOL- POOL CHEMICALS	231.80			
015664	02/05/2015	MICMAC FIRE & SAFETY SOURCE LTD.	1,758.28	A/P	OUT-STD	02/05/2015
	NS-00824068	PS-FIRE-PIKE POLES, 36" HOOLIGAI	1,673.53			
	NS-00824069	PS-FIRE-SUSPENDERS	84.75			
015665	02/05/2015	MILLTOWN MACHINE & FABRICATION LTD.	53.39	A/P	OUT-STD	02/05/2015
	17227	CC-RINK-REPAIR ROD FOR ZAMBOI	53.39			
015666	02/05/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/05/2015
	WEEK062015	EMPLOYEE DEDUCTIONS - FEB 7-13	209.30			
015667	02/05/2015	MOFFITT DODGE CHRYSLER LTD.	886.15	A/P	OUT-STD	02/05/2015
	BM01707	TS-ST5-REPLACE LEFT FRONT DOC	886.15			
015668	02/05/2015	MSC INDUSTRIAL SUPPLY ULC	186.96	A/P	OUT-STD	02/05/2015
	7124739001	TS-SHOP-BOWMA SEALS, CRIMPS,	186.96			
015669	02/05/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.70	A/P	OUT-STD	02/05/2015
	321554	GG-TOWN HALL- FLOOR MATS	93.70			
015670	02/05/2015	NOVA FIRE EQUIPMENT LTD.	5,062.48	A/P	OUT-STD	02/05/2015
	15015	PS-FIRE-TURNOUT GEAR	4,894.03			
	15025	PS-FIRE-DYNA FIT SUSPENDERS	188.43			
015671	02/05/2015	ORR ELECTRIC & ALARM LTD.	569.87	A/P	OUT-STD	02/05/2015
	1399	CB-FAMILY OFFICE-ELECTRICAL RE	481.39			

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Numbar	Issued	Amount	SC	Status	Status Date
	1546 CC-RINK- FOUND HIGH LIMIT TRIPP	108.48			
015672	02/05/2015 PAYROLL TRANSFER	59,926.16	A/P	OUT-STD	02/05/2015
	WEEK062015* GG-TRANSFER-JAN23-FEB5/15	59,926.16			
015673	02/05/2015 PETTY CASH	1.20	A/P	OUT-STD	02/05/2015
	YEAR END ADJ GG-YEAREND-PETTY CASH ADJUST	1.20			
015674	02/05/2015 PIZZA DELIGHT	70.04	A/P	OUT-STD	02/05/2015
	408359-1 PS-FIRE-LUNCH MEETING	70.04			
015675	02/05/2015 PRINCESS AUTO	113.61	A/P	OUT-STD	02/05/2015
	2501387 TS-SHOP-PUMP BARREL AIR OIL	113.61			
015676	02/05/2015 PROVINCIAL BANDAG TIRES	1,401.20	A/P	OUT-STD	02/05/2015
	120330 TS-#11-TIRES	1,401.20			
015677	02/05/2015 RECEIVER GENERAL FOR CANADA	33,339.07	A/P	OUT-STD	02/05/2015
	WEEK062015 GG-REMITTANCE-JAN23-FEB2/15	33,339.07			
015678	02/05/2015 RICHWIL TRUCK CENTRE LTD.	281.35	A/P	OUT-STD	02/05/2015
	108708 TS-#20-FILTERS, CLEANER	281.35			
015679	02/05/2015 SELDON SMITH & SONS LIMITED	2,260.00	A/P	OUT-STD	02/05/2015
	60425 CC- KITCHEN-TEMPORARY SINK AN	2,260.00			
015680	02/05/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	02/05/2015
	WEEK062015 PS-ANIMALCONTROL-WEEKLY FEE	187.69			
	WEEK062015* PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
015681	02/05/2015 SOURCE ONE SUPPLIES	2,990.42	A/P	OUT-STD	02/05/2015
	6826 RC-ARENA-HURRICANE DG,WAXED	264.76			
	6981* GG-CIVIC-MONUMENT SUPPLIES	36.27			
	7330 CC-SHOWER ROOM- SHOWER CUR	1,355.81			
	7691 CC-JANITORIAL-GARBAGE BAGS, D	1,197.95			
	7745 RC-ARENA-HI DUSTER	135.63			
015682	02/05/2015 SOUTHERN SANITATION LTD.	18,674.88	A/P	OUT-STD	02/05/2015
	152212 PM-AIRPORT-GARBAGE COLLECTIC	32.21			
	152213 PM-AIRPORT-GARBAGE COLLECTIC	32.21			
	152262 CB-BUILDING-GARBAGE COLLECTIC	216.42			
	152263 CB-BUILDING-GARBAGE COLLECTIC	270.52			
	152264 TS/RC-GARBAGE/PARKS-GARBAGE	502.40			
	152265 TS/RC-GARBAGE/PARKS-GARBAGE	502.40			
	152363 GG-TOWN-GARBAGE COLLECTION	8,559.26			
	152364 GG-TOWN-GARBAGE COLLECTION	8,559.26			
015683	02/05/2015 SOUTHWEST ELECTRIC & SECURITY INC.	2,914.13	A/P	OUT-STD	02/05/2015
	12604 RC-ARENA-4X4 JUNCTION BOX, SEF	78.82			
	12627 CC-POOL- SUMP PUMP REPAIR	53.11			
	12648 CC-RINK- REPAIR OVER LOAD TO R	73.45			
	12729 CC-POOL-HOOKED UP 3 REPLACEN	76.16			
	12864 CC-POOL- 120V MINITURE INDICAT	46.10			
	12894 PM-AIRPORT-INSTALL NEW RUNWA	2,588.49			
015684	02/05/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	3,088.50	A/P	OUT-STD	02/05/2015
	2015-01 GG-CIVIC-PLANNING SERVICES	3,088.50			
015685	02/05/2015 SPEEDY ST-STEPHEN 8788	666.70	A/P	OUT-STD	02/05/2015
	8768-154071 RC-ARENA-MOVE GLASS,PAINT PO	519.80			
	8768-160831 CC-RINK- LABOUR TO REMOVE STC	146.90			
015686	02/05/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	7,246.56	A/P	OUT-STD	02/05/2015
	090681 CC-ADVERTISING-GIVE GIFT OF HE	271.20			
	090709 CC-FITNESS- GIFT CARDS	672.35			
	090765 GG-CIVIC-CHRISTMAS GREETING	144.69			
	090838 PS-FIRE-A FIRE AT CHRISTMAS	50.85			

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Number	Issued		Amount	SC	Status	Status Date
	21252	CC-BUILDING-SIGNAGE	5,183.78			
	21634	CC-ENTERTAINMENT-CONCERT PO	7.28			
	21658	CC-ADVERTISING-NEWSLETTER	916.43			
015687	02/05/2015	ST. CROIX PUBLIC LIBRARY	6,000.00	A/P	OUT-STD	02/05/2015
	JAN-MAR 2015 GRANT	GG-CIVIC-JAN-MAR 2015 GRANT	6,000.00			
015688	02/05/2015	ST. STEPHEN VOLUNTEER FIRE DEPARTMENT	2,609.85	A/P	OUT-STD	02/05/2015
	2015 GRANT	PS-FIRE-VOLUNTEER FIRE GRANT	175.50			
	FUND TRANSFER	PS-FIRE-FUND TRANSFER OF EMPL	2,334.35			
015689	02/05/2015	ST. STEPHEN DEVELOPEMENT BOARD	32,870.50	A/P	OUT-STD	02/05/2015
	JAN-MAR GRANT 2015	GG-CIVIC-JAN-MAR 2015 GRANT	32,870.50			
015690	02/05/2015	STERLING J. SCOTT	50.00	A/P	OUT-STD	02/05/2015
	NOVEMBER 1,2014	CC-BUILDING-GARLAND, WREATHS	50.00			
015691	02/05/2015	THE SAINT CROIX COURIER	84.24	A/P	OUT-STD	02/05/2015
	15113	GG-TOWN HALL-YEARLY SUBSCRIB	54.24			
015692	02/05/2015	VOLUNTEER CENTER OF CHARLOTTE COUNTY INC	200.00	A/P	OUT-STD	02/05/2015
	OCTOBER 15,2014*	GG-CIVIC-CONTRIBUTION	200.00			
015693	02/05/2015	WORLDLYNX	151.37	A/P	OUT-STD	02/05/2015
	13048IN25131	GG/CC-CAO/OPS MAN-CELL PHONE	151.37			
015694	02/05/2015	ZEE MEDICAL CANADA CORP.	727.12	A/P	OUT-STD	02/05/2015
	32441501*	PS-FIRE-FIRST AID SUPPLIES	622.80			
	32441801	PS-FIRE-FIRST AID SUPPLIES	7.74			
	G085757201	CC-BUILDING-FIRST AID SUPPLIES	96.58			
015695	02/05/2015	SOUTHWEST NEW BRUNSWICK SERVICE COMMISE	9,658.50	A/P	OUT-STD	02/05/2015
	162379-162926	GG-TOWN-REGIONAL LANDFILL COI	9,658.50			
015696	02/05/2015	Derek O'Brien	350.00	A/P	OUT-STD	02/05/2015
	JANUARY2015	GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
015698	02/05/2015	CANADIAN TIRE	907.35	A/P	OUT-STD	02/05/2015
	DECEMBER242014	TS-SHOP-USB	-14.68			
	N15356399	PS-FIRE-BATTERY, LUG NUTS	156.18			
	N15490630	CC-POOL-TEST STRIPS, WIRELESS	357.41			
	N15856209	TS-SHOP-RAKES	45.18			
	N15856219	GG-TOWN OFFICE- KEY	5.63			
	N15856241	TS-SHOP-CRACK FILL, SUPPLIES	49.53			
	N15856242	TS-SHOP-PAINT SUPPLIES	10.83			
	N15856246	TS-#29,#30-FUEL FILTER	16.92			
	N15856254	PS-FIRE-BATTERIES	28.91			
	N15856260	PS-FIRE-EXTINGUISHER	42.36			
	N15856261	RC-PARKS-SAFETY HSP, PADLOCK	25.94			
	N15856280	TS-SHOP-ICE CHOPPER	40.68			
	N15856329	CC-ADMIN-CASH BOX	51.97			
	N15856804	TS-SHOP-CHARGER,UBS	42.92			
	N15856812	TS-SHOP-WIRE BRUSH, WELDING R	39.15			
	N15856983	GG-TOWN HALL- KEYS	8.44			
015699	02/10/2015	SCOTIABANK <i>(World Incorporated)</i>	321.30	A/P	OUT-STD	02/10/2015
	14110239 14110240	CC-ADVERTISING-CHRISTMAS SPEI	321.30			
015700	02/10/2015	SCOTIABANK <i>(Cala's Advertiser)</i>	267.19	A/P	OUT-STD	02/10/2015
	WK3792	CC-ADVERTISING-OPENING SCHED	267.19			
015701	02/10/2015	SCOTIABANK <i>(Element Request Services)</i>	751.84	A/P	OUT-STD	02/10/2015
	INV307778	CC-ADMIN-IPAD N-MAG DEVICES	751.84			
015702	02/10/2015	SCOTIABANK <i>(Wk Construction Supply)</i>	1,053.84	A/P	OUT-STD	02/10/2015
	5466	PS-FIRE-W L CONSTRUCTION SUPP	1,053.84			
015703	02/11/2015	DELAYNE DONAHUE	100.00	A/P	OUT-STD	02/11/2015

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	CANADA GAMES GG-CIVIC-CANADA GAMES DONATI	100.00			
015704	02/11/2015 EMILY DEAN	100.00	A/P	OUT-STD	02/11/2015
	CANADAGAMES GG-CIVIC-CANADA GAMES DONATI	100.00			
015705	02/11/2015 TONISHA NODDIN	100.00	A/P	OUT-STD	02/11/2015
	CANADA GAMES GG-CIVIC-CANADA GAMES DONATI	100.00			
015708	02/12/2015 BAYVIEW TRUCKS AND EQUIPMENT LTD.	25.15	A/P	OUT-STD	02/12/2015
	A128405 TS-#16-CLEVIS 1/2" 'S	25.15			
015707	02/12/2015 BRIGGS PLUMBING INC.	36.87	A/P	OUT-STD	02/12/2015
	108021* TS-SHOP-MALE ADAPTER, BOILER	36.87			
015708	02/12/2015 BRUNSWICK NEWS INC	480.25	A/P	OUT-STD	02/12/2015
	1508799 PS-FIRE-WINTER SAFETY	480.25			
015709	02/12/2015 CNH CAPITAL	49.25	A/P	OUT-STD	02/12/2015
	IN75727A* TS-#16-WIPER BLADES	49.25			
015710	02/12/2015 CONNORS DIVING SERVICES	494.92	A/P	OUT-STD	02/12/2015
	21864 PS-FIRE-TEFLON O-RING, CASCADE	339.00			
	21867 PS-FIRE-BREATHING AIR HOSE,FEM	155.92			
015711	02/12/2015 Derek O'Brien	46.40	A/P	OUT-STD	02/12/2015
	JANUARY302015 GG-CAO-VIBRANT COMMUNITIES	46.40			
015712	02/12/2015 FRANK G GODSOE CHARTERED ACCOUNTANT	5,947.77	A/P	OUT-STD	02/12/2015
	612 GG-TREASURY-ACCOUNTING SUPP	1,385.95			
	614 GG-TREASURY-ACCOUNTING SUPP	882.53			
	617 GG-TREASURY-ACCOUNTING SUPP	3,051.57			
	620 GG-TREASURY-ACCOUNTING SUPP	627.72			
015713	02/12/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	339.00	A/P	OUT-STD	02/12/2015
	15-114 PS-BUILDINGINSPECTION-FEE	339.00			
015714	02/12/2015 IRVING ENERGY DISTRIBUTION AND MARKETING	5,661.51	A/P	OUT-STD	02/12/2015
	226705 CC-BUILDING- NATURAL GAS	5,661.51			
015715	02/12/2015 JOHNSON LEE	132.49	A/P	OUT-STD	02/12/2015
	FEBRUARY062015 TS-ST5-SUPPER FOR CREW DURIN	132.49			
015716	02/12/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	82.46	A/P	OUT-STD	02/12/2015
	232570761 GG-TOWNHALL-COPIER MAINTENAI	82.46			
015717	02/12/2015 KONICA MINOLTA	164.23	A/P	OUT-STD	02/12/2015
	5454212 GG- TOWN HALL- COPIER CONTRAC	164.23			
015718	02/12/2015 MCINNES COOPER	10,241.76	A/P	OUT-STD	02/12/2015
	2014019806 GG-LEGAL-BYLAWS FINES REVIEWEI	585.00			
	2014029563 GG-LEGAL-GENERAL	2,440.80			
	2014033844 GG-LEGAL-GENERAL	1,015.87			
	2014033650 GG-LEGAL-ARENA	1,356.00			
	2014033652 GG-LEGAL-DEVELOPMENT	1,966.20			
	2014033657 GG-LEGAL-CONTRACT	1,236.79			
	2014033665 GG-LEGAL-CONTRACTS	1,681.10			
015719	02/12/2015 MEGA-LAB MANUFACTURING CO. LTD.	357.08	A/P	OUT-STD	02/12/2015
	135532 PS-FIRE-THAWZ, CRYSTAL	357.08			
015720	02/12/2015 MICMAC FIRE & SAFETY SOURCE LTD.	1,117.57	A/P	OUT-STD	02/12/2015
	NS-03824376 PS-FIRE-FACE SHEILD, RATCHET HI	1,117.57			
015721	02/12/2015 MIDLAND COURIER	436.02	A/P	OUT-STD	02/12/2015
	09435026 PS-FIRE-TO CONNORS DIVING SERI	436.02			
015722	02/12/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/12/2015
	WEEK072015 EMPLOYEE DEDUCTIONS-FEB15-20	209.30			
015723	02/12/2015 MINISTER OF FINANCE (Telephone)	2,983.02	A/P	OUT-STD	02/12/2015
	11363891JAN15 GG-TOWNHALL-LANDLINE PHONES	1,288.04			
	11378688JAN15 PS/TS-199UNIONST-LANDLINE PHO	346.41			

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Number	Issued	Amount	SC	Status	Status Date
	11395944JAN15	TS/PS-199UNIONST-LANDLINE PHO			
	15772965JAN15	RC-REC/POOL-LANDLINE PHONES			
	46435731JAN15	RC-PARKS-CHOCOLATE PARK CAM			
015725	02/12/2015	ORKIN CANADA CORPORATION		OUT-STD	02/12/2015
	IN-5951617	PS-FIRE-PEST CONTROL			
015726	02/12/2015	ORR ELECTRIC & ALARM LTD.		OUT-STD	02/12/2015
	1597	PS-FIRE-HEAT DETECTOR AND BAS			
	1613	CC-RINK-DATA LINE TO BMI COMPU			
015727	02/12/2015	PETTY CASH		OUT-STD	02/12/2015
	JANUARY 12,2015	GG-TOWN HALL- KITCHEN SUPPLIE			
	JANUARY 16,2015	GG-TOWN HALL- STAFF MEETING			
	JANUARY 31,2015	GG-TOWN HALL- KITCHEN SUPPLIE			
	JANUARY 31,2015*	GG-CAO- MISC CARDS			
	JANUARY 31,2015**	GG-TREASURY- ROUNDING FOR BC			
	JANUARY 7,2015	GG-CAO-SIM CARD			
015728	02/12/2015	RICHARDSON JEFF		OUT-STD	02/12/2015
	JANUARY282015	PS-FIRE-FREIGHT CHARGE FROM B			
015729	02/12/2015	RICHWIL TRUCK CENTRE LTD.		OUT-STD	02/12/2015
	108927	TS-#20-BELTS			
	108932	TS-#20-FILTERS			
	108933	TS-#20-DRYER AI			
	108954	TS-#7-BELTS			
	CM108295	TS-#7-CLUTCH			
015730	02/12/2015	SHANNON MICHAEL		OUT-STD	02/12/2015
	WEEK072015	PS-ANIMALCONTROL-WEEKLY FEE			
	WEEK072015*	PS-ANIMALCONTROL-WEEKLY VEH			
015731	02/12/2015	SOURCE ONE SUPPLIES		OUT-STD	02/12/2015
	7785	CC-JANITORIAL-GLOVES, BATH TIS			
015732	02/12/2015	SOURCE ATLANTIC		OUT-STD	02/12/2015
	1971898	TS-SHOP-BEAD BREAKING WEDGE			
	1989354	TS-SHOP-TIP,CUTTING,SMITH			
	1993677	TS-SHOP-EXTENSION CORDS			
	1994087	TS-SHOP-3IN PART A ALUM			
	2000740**	TS-SHOP-DISC FLAPS 60 GRIT, CUT			
	2000742	TS-SHOP-CUTTING TIPS			
015733	02/12/2015	SOUTHWEST ELECTRIC & SECURITY INC.		OUT-STD	02/12/2015
	12920	PM-LIBRARY-ACTUATOR REPAIR			
015734	02/12/2015	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS		OUT-STD	02/12/2015
	162379-163444	GG-TOWN-REGIONAL LANDFILL COI			
015735	02/12/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI		OUT-STD	02/12/2015
	090956	GG- TOWN HALL- PROPOSAL			
	090985	GG- TOWN HALL- PROPOSALS			
	091050	GG-TOWN- SNOW REMOVAL			
	21823	PS-FIRE-FIRE EXTINGUISHER TAGS			
	21663	GG-TOWN HALL-BUSINESS CARDS			
	21715	RC-REC DIV-BUSINESS CARDS			
	21730	PS-FIRE-OUT OF SERVICE TAGS			
	21740	CC-POOL- POOL SCHEDULE			
015737	02/12/2015	STATIONERY PLUS		OUT-STD	02/12/2015
	338918	CC-RINK-DATA USB FLASH DRIVE			
	341547	CC-RINK-LAMINATING, COPY SERVI			
	344208	CC-POOL- CALCULATORS			
	344212	GG-TOWN HALL- ACCOUNTING ENV			

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	344239	CC-ADMIN-TONER, CLIP BOARDS, P	130.02			
	344371	GG-TOWN HALL- BINDER, ERASER F	6.66			
	344388	GG-TOWN HALL- SHREDDER	90.39			
	344497	GG-TOWN HALL-PAPER PADS	15.93			
	344527	CC-ADMIN-CHAIRMAT	81.35			
	344621	CC-ADMIN- MARKERS, INDEX DIVID	17.45			
	344622	CC-ADMIN-STAPLER	7.38			
	344694	CC-ADMIN- BINDERS, INDEX TABS	69.69			
	344769	CC-ADMIN-BATTERY, POST ITS	24.96			
	344791	RC-REC DIV-MECH. PENCIL, PENS,	35.83			
	344869	RC-REC DIV-FILE FOLDERS	21.22			
	344930	RC-REC DIV-HIGHLIGHTER, BINDERS	17.45			
	344932*	CC-RINK- LL INDEXES	43.82			
	344939	PS-FIRE-PAPER, MOUNTING TAPE, R	234.86			
	345079	RC-HORT-INK TONER	39.14			
	345080	GG-TOWN HALL-NAME PLATES	29.67			
	345280	PS-FIRE-HANGING FOLDERS	14.68			
	345399	CC-ADMIN- PAPER, PENS, TAPE	64.05			
	345456	GG-TOWN HALL- NOTE BOOKS, HILI	128.00			
	345884	GG- TOWN HALL- CAO PRINTER	224.87			
	345927	GG-TOWN HALL-CAO NAME PLATE	14.83			
015738	02/12/2015	ULTRA ALARM SERVICES	985.09	A/P	OUT-STD	02/12/2015
	119113	CC-RINK-TESTING WITH FIRE MARS	538.75			
	119123	CC-BUILDING-ANTENNA EXT. KIT	448.34			
015739	02/12/2015	WORLDLYNX	133.32	A/P	OUT-STD	02/12/2015
	13048IN23321	CC/RC-ADMIN-CELL PHONE SUPPLI	133.32			
015740	02/12/2015	YELLOW PAGES GROUP	9.32	A/P	OUT-STD	02/12/2015
	15-1065188	GG- TOWN - 911 LISTING- JAN	9.32			
015741	02/12/2015	ZEE MEDICAL CANADA CORP.	476.60	A/P	OUT-STD	02/12/2015
	G032291101	PS-FIRE- FIRST AID SUPPLIES	476.60			
015742	02/13/2015	ST. CROIX SPORTSMAN CLUB INC.	1,700.00	A/P	OUT-STD	02/13/2015
	OLYMPIC AIRGUN	RC-CIVIC-OLYMPIC AIRGUN TRAINI	1,700.00			
015744	02/16/2015	SCOTIABANK	3,838.50	A/P	OUT-STD	02/16/2015
	1575010**	TS-LANECONSTRUCTION-COLD PA	3,838.50			
015746	02/17/2015	BELL ALIANT	1,003.00	A/P	OUT-STD	02/17/2015
	08338721JAN15	TS-AIRPORT-LANDLINE	129.18			
	47424130JAN15	CC-BUILDING-LANDLINE PHONES	873.84			
015746	02/17/2015	D. NORMAN BROWN	145.00	A/P	OUT-STD	02/17/2015
	DECEMBER 18, 2014	PM-LIBRARY-SNOW SHOVELING	145.00			
015747	02/17/2015	GREAT-WEST LIFE ASSURANCE COMPANY	1,642.39	A/P	OUT-STD	02/17/2015
	FEB132015	GG-PREMIUMS-FEB24-MAR1/15-DIV	1,642.39			
015748	02/17/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	9,967.17	A/P	OUT-STD	02/17/2015
	538308	TS-ST5-DIESEL	1,783.34			
	844354	TS-ST5-GAS	4,553.30			
	845983	TS-ST5-DIESEL	3,630.53			
015748	02/17/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/17/2015
	WEEK082015	EMPLOYEE DEDUCTIONS-FEB 21-27	209.30			
015750	02/17/2015	N. B. ELECTRIC POWER	15,313.40	A/P	OUT-STD	02/17/2015
	18988703FEB15	TS/PS-199UNIONST-ELECTRICITY	1,871.60			
	19051703FEB15	TS-AIRPORT-ELECTRICITY	290.18			
	19051801FEB16	TS-AIRPORT-ELECTRICITY	64.48			
	216000030308FEB15	TS-ST5-AREA LIGHTS	10,967.26			
	55471834FEB15	TS/PS-220UNIONST-ELECTRICITY	738.27			

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	57955826FEB15	CB-SELFCONTAINEDLIGHT-ELECTR	101.16			
	71315207FEB15	PM-RCMP-ELECTRICITY	1,389.54			
	83278804FEB15	TS-ST5-PARK SHED	110.90			
015751	02/17/2015 POMEROY, WILLIAM		21.83	A/P	OUT-STD	02/17/2015
	REFUND	EMPLOYEE DEDUCTIONS-REFUND	21.83			
015752	02/17/2015 RICHARDSON JEFF		427.60	A/P	OUT-STD	02/17/2015
	FEBRUARY102015	PS-FIREHYDRANTS-SNOW SHOVEL	427.50			
015753	02/17/2015 SHANNON MICHAEL		365.44	A/P	OUT-STD	02/17/2015
	week082015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK082015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
015754	02/17/2015 TRAVIS CLEGHORN		118.12	A/P	OUT-STD	02/17/2015
	FEBRUARY112015	TS-ST5-CLOTHING ALLOWANCE	118.12			
015756	02/17/2015 GREAT-WEST LIFE ASSURANCE COMPANY		1,944.42	A/P	OUT-STD	02/17/2015
	FEB132015*	GG-PREMIUMS-FEB24-MAR23/15-DI	1,972.89			
	FEB132015***	GG-PREMIUMS-FEB24-MAR23/15-DI	-28.47			
015757	02/24/2015 ATLANTIC BUNKER GEAR SERVICES		400.82	A/P	OUT-STD	02/24/2015
	8788	PS-FIRE-CLEANING & INSPECTION C	400.82			
015758	02/24/2015 BLAKNEY'S EXCAVATING & TRUCKING		2,819.83	A/P	OUT-STD	02/24/2015
	93045522	TS-ST5-ROAD SALT DELIVERY	1,308.86			
	93045530	TS-ST5- ROAD SALT DELIVERY	1,310.97			
015759	02/24/2015 BRIGGS PLUMBING INC.		170.67	A/P	OUT-STD	02/24/2015
	109355	PM-RCMP-KITCHEN SINK UNPLUGG	170.67			
015760	02/24/2015 BRUNET		134.20	A/P	OUT-STD	02/24/2015
	18887	GG-SEWER- MAINTENANCE	80.52			
	19031	GG- SERVER- MAINTENANCE	53.68			
015761	02/24/2015 BRUNSWICK NEWS INC		183.08	A/P	OUT-STD	02/24/2015
	1503809	CC- CIVIC- CIVIC CENTER CABIN F	91.53			
	1505810	CC-CIVIC- CIVIC CENTER WINTER F	91.53			
015762	02/24/2015 CALDWELL LESLIE		1,100.00	A/P	OUT-STD	02/24/2015
	FEBRUARY 10,2015	CB- ROOF- SNOW REMOVAL	300.00			
	FEBRUARY 11,2015	PM-LIBRARY- BUCKET TRUCK RENT	800.00			
015764	02/24/2015 CANADIAN TIRE		939.90	A/P	OUT-STD	02/24/2015
	N15356383	RC-#304- ALIGNMENT	87.79			
	N15856287	TS-SHOP-DRYWALL ANCHOR	3.04			
	N15856815	CC-RINK-HX BOLTS, 3 PIECE ASST I	57.09			
	N15856832	TS-SHOP-LAUNDRY DETERGENT	7.90			
	N15856837	PS-FIRE-ALARM CLOCK	135.57			
	N15866847	PS-FIRE-THREAD ROD	148.03			
	N15856851	TS-SHOP-PLIERS,WIRE PCTR,NAI5	23.82			
	N15858904	PM-AIRPORT- SECURITY CAMERA	203.39			
	N15858906	PM-LIBRARY- SHOP VAC	65.54			
	N15856907	TS-SHOP-SCREW DRIVER	11.28			
	N15856915	TS- SHOP- SHOVEL	24.85			
	N15856918	PS-FIRE-CLEANING SUPPLIES	24.25			
	N15856922	TS-SHOP- SHOP VAC	55.36			
	N15856941	CC- RINK- OIL, GREASE, CLIPS FOR	111.99			
015765	02/24/2015 CARGILL LIMITED		4,378.48	A/P	OUT-STD	02/24/2015
	2902092354	TS-ST5- ROAD SALT	4,378.48			
015767	02/24/2015 CHARLES LEGACY		3,305.25	A/P	OUT-STD	02/24/2015
	479228	PM-LIBRARY- ROOF ICE REMOVAL	649.75			
	479229	PM-LIBRARY- CLEAN UP WATER FR	649.75			
	479230	PM-LIBRARY- WATER CLEAN UP FR	367.25			
	479231	PM- RCMP- SNOW REMOVAL	169.50			

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	479233	PM-LIBRARY-WATER LEAKING IN BL	878.00			
	479235	RM-RCMP- ROOF ICE REMOVAL	339.00			
	479236*	PM- TOURIST BUREAU- BASEMENT	452.00			
015768	02/24/2015	CONTROLS & EQUIPMENT LTD.	3,693.36	A/P	OUT-STD	02/24/2015
	2899	PS-FIREHVACROOF TOP REPAIR	3,693.36			
015769	02/24/2015	COX ELECTRONICS & COMMUNICATIONS	5,626.30	A/P	OUT-STD	02/24/2015
	2-1709665	CC-POOL- 2 BLINK 8 PORT SWITCH	112.98			
	2-1712685	CC-ARENA- DATA SWITCH FOR WIR	1,422.43			
	2-1725003	CC- BUILDING- 5- WIRELESS MOUSI	173.96			
	2-1725004	CC-BUILDING- WIRE LESS KEYBOAI	30.45			
	2-1725316	CC-RINK- COMPUTER CABLE	16.94			
	2-1726253	CC-BUILDING- 3 COMPUTER SET UF	1,999.73			
	2-1726275	CC-BUILDING- COMPUTERS	1,869.81			
015770	02/24/2015	DAVIS FUELS LTD.	4,161.23	A/P	OUT-STD	02/24/2015
	151855	TS/PS-199 UNION ST-HEATING FUEL	865.38			
	152074	PS/TS-199 UNION STREET-HEATING	672.40			
	152124	TS/PS-199 UNION ST-HEATING FUEL	377.32			
	152210	TS/PS-199 UNION ST-HEATING FUEL	833.27			
	152333*	TS/PS-199 UNION ST- HEATING FUE	1,191.66			
	340869	TS-#22-CLASSIC SN/GF5 5W30 12	211.20			
015771	02/24/2015	DYNAMIC ONLINE MARKETING CORP.	350.30	A/P	OUT-STD	02/24/2015
	112756	PS-FIRE-FIRE PREVENTION MATERI	350.30			
015772	02/24/2015	ENBRIDGE GAS NEW BRUNSWICK	4,158.89	A/P	OUT-STD	02/24/2015
	201512603008-1016227-00	CC-BUILDING-NATURAL GAS	4,158.89			
	0					
015773	02/24/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	4,170.29	A/P	OUT-STD	02/24/2015
	816	CC-TREASURY-ACCOUNTING SUPP	2,517.08			
	623	GG-TREASURY-ACCOUNTING SUPP	466.13			
	624	GG-TREASURY-ACCOUNTING SUPP	926.04			
	626	GG-TREASURY-ACCOUNTING SUPP	93.23			
	636	GG-TREASURY-ACCOUNTING SUPP	167.81			
015774	02/24/2015	KEITH'S BUILDING SUPPLIES	2,779.80	A/P	OUT-STD	02/24/2015
	135846	CC-BUILDING- ANTI-SLIP TAPE	2,779.80			
015775	02/24/2015	CLARK BREWER	54.24	A/P	OUT-STD	02/24/2015
	976267	CB-LOADING DOOR- REPAIR	54.24			
015776	02/24/2015	CLONEY CONSTRUCTION INC.	226.00	A/P	OUT-STD	02/24/2015
	72	CC-RINK- BUCKET TRUCK SERVICE	226.00			
015778	02/24/2015	KENT BUILDING SUPPLIES	1,211.61	A/P	OUT-STD	02/24/2015
	743518	TS-SHOP-CARRIAGE BOLTS, NUTS	4.46			
	829464	PS-FIRE-HANDRAIL BRACKET, SNOI	21.10			
	829466	PS-FIRE-TOILET SET POWERFIBERI	10.49			
	829784	CC-SHOWER ROOM- HOOKS	219.71			
	830876	RC-REC DIV- NAILS, WINDOW COVE	35.67			
	831918	RC-REC DIV-BULBS	38.22			
	833103	CC-RINK- PAINTERS TAPE, MASKINI	49.21			
	834372	PM- LIBRARY- BACK DOOR REPAIR	46.62			
	834464	PM- LIBRARY- ROOF DEICING REPA	222.75			
	834781	CC-RINK- ANCRWEDGE, ANCRWEI	78.47			
	834932	CC-BUILDING- ANCRWEDGE	37.50			
	836369	CC-ARENA- MAGIC ERASER, SHO	76.66			
	836975	CC-BUILDING- SCRW/TEK, SCRW M	27.50			
	837521	PM-CB-DOOR REPAIR	36.78			
	838034	GG-TOWN HALL-KEYS	8.49			

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	838065	PM-LIBRARY- NEW DOOR KEY	5.85			
	838372	PS-FIRE-ROOF RAKE	52.53			
	838577	PS-FIRE-SHOVEL	42.01			
	840740	PM-PIZZA DELIGHT- DOOR SWEEP,	88.75			
	838952	CC-RINK- DRY LUBE, ANTI SKID PAI	109.06			
015779	02/24/2015	KONICA MINOLTA	144.62	A/P	OUT-STD	02/24/2015
	5448890	CC-ADMIN- COPIER RENTAL	144.62			
015780	02/24/2015	LISA COBHAM	482.00	A/P	OUT-STD	02/24/2015
	01	CC-CIVIC- OPEN HOUSE	452.00			
015781	02/24/2015	MEDAVIE BLUE CROSS	6,157.81	A/P	OUT-STD	02/24/2015
	MARPREMIUMS2015	GG-HEALTH&DENTALPREMIUMS-FE	6,157.81			
015782	02/24/2015	MEGA-LAB MANUFACTURING CO. LTD.	233.91	A/P	OUT-STD	02/24/2015
	135503	TS-SHOP- MEGALUBE GREASE	233.91			
015783	02/24/2015	MICMAC FIRE & SAFETY SOURCE LTD.	3,899.63	A/P	OUT-STD	02/24/2015
	NS-00824623	PS-FIRE-CPR-D PADZ KIT, RESUSCI	532.23			
	NS-00824652	PS-FIRE-USTM HELMETS	3,367.40			
015784	02/24/2015	MILLVILLE FIRE DEPARTMENT	50.00	A/P	OUT-STD	02/24/2015
	JANUARY 05,2015	PS-FIRE-TRAINING SESSIONS	50.00			
015787	02/24/2015	N. B. ELECTRIC POWER	25,348.14	A/P	OUT-STD	02/24/2015
	10128106FEB15	TS-KINGST-SCHOOL XING LIGHTS	24.61			
	17915909FEB15	RC-POOL-SCHOOL STREET	71.29			
	17935200FEB15	TS-KING/UNIONST-TRAFFIC LIGHTS	62.15			
	18169205FEB15	RC-POOL-MILL LANE	534.78			
	50860140FEB15	RC-PARKS-ROTARY CHANGING RO	24.61			
	54187872FEB15	TS-KING/QUEENST-TRAFFIC LIGHT	54.56			
	54253127FEB15	CC-BUILDING-ELECTRICTY	18,393.97			
	54653258FEB15	TS-KING/SUPERSTORE-TRAFFIC LI	68.18			
	55180807FEB2015	RC-COTTONMILL-LIGHTS	58.82			
	55917471FEB15	TS-ST5-WATER FRONT LIGHTS	128.93			
	57579341FEB15	CB-EMPTYSTORE/HAIRDRESSER-E	973.30			
	57955755FEB15	CB-ACTHEAT/HOUSE-ELECTRICITY	193.87			
	57955773FEB15	CB-PHARMACY/BIGAREA-ELECTRIC	869.40			
	57955791FEB15	CB-UPSTAIRSOFFICE-ELECTRICITY	526.90			
	57955808FEB15	CB-ACUNIT&HOUSE-ELECTRICITY	786.55			
	72924308FEB15	RC-PARKS-BANDSTAND	63.21			
	73006038FEB15	RC-LIBRARY-ELECTRICITY	2,447.39			
	82122207FEB15	RC-PARKS-BASKETBALL COURT	51.01			
	84980501FEB15	RC-PARKS-RIVERSIDE DRIVE LIGHT	24.61			
015788	02/24/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	231.46	A/P	OUT-STD	02/24/2015
	322112	PM-RCMP- FLOOR MATS	45.92			
	323252	PM-RCMP- FLOOR MATS	45.92			
	323823	GG-TOWN HALL-MATS	93.70			
	324395	PM-RCMP- FLOOR MATS	45.92			
015789	02/24/2015	ORR ELECTRIC & ALARM LTD.	2,863.73	A/P	OUT-STD	02/24/2015
	1617	CC-BUILDING- FIRE ALARM	1,908.63			
	1880	PM-RCMP-OUTDOOR LIGHT REPAIR	576.82			
	1697	PM-LIBRARY- ROOF DEICING REPAI	178.48			
015790	02/24/2015	PAYROLL TRANSFER	62,264.75	A/P	OUT-STD	02/24/2015
	WEEK082015	GG-REMITTANCE-FEB 6 - 19/15	62,264.75			
015791	02/24/2015	PROSOURCE CANADA INC.	480.25	A/P	OUT-STD	02/24/2015
	10850	PM-CLARKBUILDING/LIBRARY-LIGH	480.25			
015792	02/24/2015	RANDY'S TOWING	226.00	A/P	OUT-STD	02/24/2015
	891073	TS-#3- TOWING FROM HIGH SHOC	113.00			

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Number	Issued	Amount	SC	Status	Status Date
	891088 PM-AIRPORT- PLOW TRUCK TOWIN	113.00			
015793	02/24/2015 RECEIVER GENERAL FOR CANADA	32,408.24	A/P	OUT-STD	02/24/2015
	WEEK082015 GG-REMITTANCE-FEB 5 - 19/15	32,408.24			
015794	02/24/2015 SAUNDERS EQUIPMENT LTD.	177.06	A/P	OUT-STD	02/24/2015
	53007 TS-#22-SWEEPER MOTOR	-1,735.83			
	54212 TS-#22-WINTER RIM	255.41			
	54397 TS-#22-AERIAL, O-RINGS	79.55			
	54567 TS-#22-HEATER AWITCH, HEATER S	58.41			
	54757 TS-#21-50 AMP FUSES	154.18			
	54899 TS-#22-WIPER ARM, WIPER BLADE	219.43			
	54900 TS-#21-MURPHY SWITCH	248.80			
	55075 TS-#21-JUMPER WIRE-ALTERNATOF	31.64			
	55295 TS-#22-MASTER CYL	338.97			
	55344 TS-#21-PINION SEALS	83.02			
	55554 TS-#21-OUTSIDE MIRRORS	447.48			
015795	02/24/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	02/24/2015
	WEEK0920125 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK092015* PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
015796	02/24/2015 SOCAN	209.13	A/P	OUT-STD	02/24/2015
	3 CC-ADMIN- RIGHTS TO PLAY MUSIC	209.13			
015797	02/24/2015 SOURCE ONE SUPPLIES	1,470.92	A/P	OUT-STD	02/24/2015
	67172014 TS-SHOP-BATH TISSUE, VINYL, GLC	89.25			
	77332014 CC-JANITORIAL-DUST PAN,DOODLE	668.45			
	7813 CC-JANITORIAL- URINAL SCREENS,	641.00			
	7940 TS-SHOP- PAPER TOWEL, BOL-GEN	72.22			
015798	02/24/2015 SOURCE ATLANTIC	918.89	A/P	OUT-STD	02/24/2015
	2009183 TS-SHOP-CLOTHING ALLOWANCE	180.80			
	2009180 TS-STC-CLOTHING ALLOWANCE	211.31			
	2014907 TS-STC-CLOTHING ALLOWANCE	141.25			
	2022657 TS-STC-CLOTHING ALLOWANCE	141.25			
	2022746 TS-SHOP- MAG LENS GLASS	11.19			
	2022749 TS-#29 & #30- RIVETED ROLLER CH,	233.09			
015799	02/24/2015 SOUTHWEST CONCRETE & CONS LTD	2,913.71	A/P	OUT-STD	02/24/2015
	1-51-15 TS-STC-DUMPING SNOW	514.15			
	9-49-14*** GG-CIVIC-MONUMENT SUPPLIES	2,399.56			
015800	02/24/2015 SOUTHWEST ELECTRIC & SECURITY INC.	46.33	A/P	OUT-STD	02/24/2015
	12943 PM-LIBRARY-BULB REPLACEMENT	46.33			
015801	02/24/2015 SOUTH WEST COURIER	14.52	A/P	OUT-STD	02/24/2015
	93054** TS-SHOP-FR MILLENNIUM WELDING	14.52			
015802	02/24/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	141.34	A/P	OUT-STD	02/24/2015
	091025 TS-STC- SNOW REMOVAL	56.00			
	091252 GG-CIVIC-BUILDING INSPECTOR	85.34			
015803	02/24/2015 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC.	25,142.78	A/P	OUT-STD	02/24/2015
	DECEMBER 31,2014 GG-CIVIC-SNOWFLAKE LAMPS	12,571.38			
	FEBRUARY 5,2015 GG-CIVIC-SNOWFLAKE LAMPS	12,571.38			
015804	02/24/2015 TOWN OF ST. STEPHEN	268,096.09	A/P	OUT-STD	02/24/2015
	HST FUND TRANSFER FUND TRANSFER - HST REFUND OC	268,096.09			
015805	02/24/2015 ULTRA ALARM SERVICES	1,469.00	A/P	OUT-STD	02/24/2015
	125908* CC-BUILDING- COMMUNICATION DI	1,469.00			
015806	02/24/2015 MEDAVIE BLUE CROSS	8,163.21	A/P	OUT-STD	02/24/2015
	MARPREMIUMS2015* GG-HEALTH&DENTALPREMIUMS-M/	8,163.21			
015807	02/24/2015 TOWN OF ST. STEPHEN	220.14	A/P	OUT-STD	02/24/2015

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	OCT-DEC HST REFUND FUND TRANSFER-HST REFUND OC	220.14			
015808	02/24/2015 TOWN OF ST. STEPHEN	167.11	A/P	OUT-STD	02/24/2015
	OCT-DEC/14HSTREFUND FUND TRANSFER-HST REFUND OC	167.11			
015811	02/24/2015 CREIGHTON-CARTER LTD.	1,874.06	A/P	OUT-STD	02/24/2015
	961-355131 CC-POOL-SAFETY GOGGLES, RESP	132.37			
	961-355411 CC-POOL-FACE SHIELDS	53.90			
	961-358369 TS-#12-FILTERS	-3.62			
	961-362027 TS-#22-COUPINGS ADAPTERS, BR I	85.27			
	961-362167 TS-#21-EXT. NEON YLOW 25FT, TEM	65.53			
	961-362249 TS-#5,#6-EXT. NEON GREEN 25FT, E	92.64			
	961-362294 TS-#21-AG BEARING	-3.99			
	961-362329 TS-#2-WHEEL SCOTSEAL PLUS XL-	52.99			
	961-362330 TS-#2-BRAKLEEN BRAKE PARTS, BF	8.61			
	961-362380 TS-SHOP-GREASE GUN, COUPLERS	61.10			
	961-362745 TS-#24-SYNTEC 5W20,OIL,OIL FILTE	95.42			
	961-362879 TS-SHOP-ANTI FREEZE TESTER	6.77			
	961-362932 TS-SHOP-EXT. NEON GREEN 25FT	138.96			
	961-362987 TS-#2-FILTERS	8.20			
	961-362988* TS-SHOP-EXT. NEON GREEN 25FT	-138.96			
	961-363056 TS-#21-HYDRAULIC FILTERS, FILTEI	51.02			
	961-363075 TS-#21-ATC FUSE HOLDERS, NAPA	17.00			
	961-363126 TS-#20-WINTER BLADES	20.23			
	961-363159 TS-#20-FILTERS	136.67			
	961-363208 TS-#20-BLACK SPLIT-POLY LOOM	4.89			
	961-363272 TS-SHOP-BRUSHS	13.54			
	961-363306 TS-#21-AIR FILTER	31.89			
	961-363315 TS-#22-FILTERS	41.46			
	961-363332 TS-#20-FILTERS	19.15			
	961-363432 TS-#21-BRAKE FLUID	29.37			
	961-363433 TS-SHOP-T-SHIRT WIPERS	26.07			
	961-363443 TS-#21-FUSES, WHEEL NUTS	15.98			
	961-363462 CC-BUILDING-HARDWARE, BOLTS	1.18			
	961-363623* TS-#11-BRAKE PARTS, BRAKE CLEA	6.81			
	961-363627 TS-#22-WHEEL CYLINDER- LEFT RE	11.29			
	961-363672 TS-#21-WHEEL CYLINDER- RIGHT R	11.29			
	961-363725 TS-#2- FUEL FILTERS	12.36			
	961-363728 TS-#22- BLEEDER SCREWS, BRAKE	45.82			
	961-363732 TS-SHOP-ANTIFREEZE	31.55			
	961-363736 TS-#2- FUEL PUMP	171.84			
	961-363803 TS-#22-HEATER HOSES, PERFORAT	20.23			
	961-363874 TS-#2-LIGHT SOCKETS	9.85			
	961-363906 TS-SHOP-RESPIRATORS	32.54			
	961-364155 TS-SHOP-CLAMPS,ADAPTER	257.24			
015812	02/27/2015 CHARLOTTE COUNTY JANITORIAL	1,253.38	A/P	OUT-STD	02/27/2015
	2999* PM-RCMP-JANITORIAL-JANUARY	999.13			
	3009 PS-FIRE- JANITORIAL- JAN	254.25			
015813	02/27/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/27/2015
	WEEK092015* EMPLOYEE DEDUCTIONS - FEB 28 -	209.30			

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	Cheque Totals Issued:	818,309.90			
	Void:	0.00			
	Total Cheques Generated:	818,309.90			
	Total # of Cheques Listed:	173			

* - Name on Check was modified

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

February 2015

Controls & Equipment Ltd. (Civic Centre Additional Telephone and Data Communications Work - Invoice #30287, Cheque #145)	8,475.00
Orr Electric & Alarm Ltd. (Civic Centre Additional Telephone and Data Communications Work - Invoices #1673 and #1562, Cheques #0146)	12,158.60
Town of St. Stephen (Orr Electric & Alarm Ltd - Invoice #1672 - to reimburse the Town as the invoice was paid through the General Fund for Civic Centre Additional Telephone and Data Communications Work, Cheque #147)	926.60
Security Electric Ltd. (Civic Centre Additional Telephone and Data Communications Work - Invoices #2449 and #2458, Cheques #148)	28,705.61
Classic Construction (2012) Ltd. (Construction - Paving West Street and Dow Street - Garcelon Civic Centre, Cheque #1058)	28,656.20
The Panel Shop (Construction - Overflow Chamber Budd Avenue - Project #13813, Cheque #1059)	23,353.98
Total	<u>\$ 102,275.99</u>

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

Visa:

January 2015

John Quartermain (Food for Department Head Meeting)

46.80

Total

46.80

Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
005024	02/05/2015 BELL MOBILITY INC. 523889487JAN15* WS/SCD-CELL PHONE CHARGES	582.46 582.45	A/P	OUT-STD	02/05/2015
005025	02/05/2015 BERNARD MCFARLANE NOVEMBER 10,2014 WS-BUDD AVE-THERMOSTATS, UNI NOVEMBER 27,2014 WS-TRANS&DIST-INSTALL LIGHT FA OCTOBER 27,2014 WS-BUDD AVE-REPAIR HEATERS	2,536.85 1,791.05 508.50 237.30	A/P	OUT-STD	02/05/2015
005026	02/05/2015 BRIGGS PLUMBING INC. 109033 SCD-#9-BLACK IRON 2' X 1 1/4" BUSI 108276 WS-TRANS&DIST-FILTER,PIPESLICE	87.97 18.80 69.17	A/P	OUT-STD	02/05/2015
005028	02/05/2015 CANADIAN TIRE N15356364 SCD-#3-BATTERY N15856201 WS-TRANS&DIST-RAIN SUIT N15856206 WS-TRANS&DIST-KETTLE,DRV. 1/8 ; N15856210 WS-TRANS&DIST-DISH PAN N15856211 WS-TRANS&DIST-FLASH LIGHT, BA1 N15856215 WS-TRANS&DIST-WORK LIGHT, STA N15856233 WS-TRANS&DIST-WASHER FLUID, T N15856239 WS-TRANS&DIST-FLASH LIGHT N15856244 WS-SOURCE-BLUE SHOP TOWEL,D, N15856249 WS-SOURCE-BATTERIES N15856259 SCD-DISPOSAL-BATTERIES N15856263 WS-SOURCE-BATTERIES,CAMERA,; N15856286 SCD-DISPOSAL-30Z ROSIN CORE, TI N15856288 SCD-DISPOSAL-FOAM TAPE N15856290 WS-TRANS&DIST-HOOKS N15856291 SCD-DISPOSAL-BATTERY N15856359 WS-TRANS&DIST-STEP LADDER N15856811 WS-TRANS&DIST-CONNECTOR,RUE N15856977 WS-SOURCE-BATTERIES,MINITORC N15856982 WS-SOURCE-MISC., PAINT SUPPLIE	1,590.52 146.89 22.59 25.98 4.51 37.03 46.28 18.03 11.29 106.39 100.52 9.93 283.58 13.20 33.87 23.66 451.99 31.64 81.73 90.12 51.39	A/P	OUT-STD	02/05/2015
005029	02/05/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG00549 WS-#102-CONNECTS 17TO	76.18 76.18	A/P	OUT-STD	02/05/2015
006030	02/05/2015 CNH CAPITAL IN75681 WS-#103-BEARING, SEALS, DUST C	883.13 883.13	A/P	OUT-STD	02/05/2015
005031	02/05/2015 GULLISON'S COURIER SERVICE 342252 WS-TRANS&DIST-TO DOE LAB FR/ T 342259 SCD-#9-TO TOWN FR/ RICHWIL 342308 WS-SOURCE-TO DOE LAB FR/ TOWI 342348 SCD-#9- TO TOWN FR/ RICHWIL 372110 WS-SOURCE-TO DOE LAB FR/ TOWI 372128 WS-SOURCE-TO DOE LAB FR/ TOWI 750504 WS-SOURCE-TO DOE LAB/ FR TOWI 750511 WS-#103-TO TOWN FR/ CASE EQUIF	276.86 33.90 28.25 33.90 39.55 33.90 33.90 33.90 39.55	A/P	OUT-STD	02/05/2015
005032	02/05/2015 HYPERION RESEARCH LTD. 54174 WS-SOURCE-WATER SAMPLE ANAL	871.80 871.80	A/P	OUT-STD	02/05/2015
005033	02/05/2015 IMAGEWEAR A DIVISION OF MARK'S 6838945 WS-STS-CLOTHING ALLOWANCE	27.46 27.45	A/P	OUT-STD	02/06/2015
005034	02/05/2015 KEITH'S BUILDING SUPPLIES 137130 WS-SOURCE-WORKLIGHT, WORKLI 137466 WS-TRANS&DIST-REBAR 137704 WS-TRANS&DIST-REBAR 137797 WS-TRANS&DIST-MATTOCK-5LB-FB	361.23 259.83 20.29 20.29 40.67	A/P	OUT-STD	02/05/2015

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Number	Issued	Amount	SC	Status	Status Date
	137978 WS-TRANS&DIST-REBAR	10.15			
005035	02/05/2015 KENT BUILDING SUPPLIES	43.08	A/P	OUT-STD	02/05/2015
	825945 WS-TRANS&DIST-36" PICK AND MAT	43.08			
005036	02/05/2015 LANDMARK MUNICIPAL SERVICES ULC	4,520.00	A/P	OUT-STD	02/05/2015
	2014-204 WS-TRANS&DIST-STANDPIPE REMC	4,520.00			
005037	02/05/2015 LINDE CANADA LTEE, M2193	227.30	A/P	OUT-STD	02/05/2015
	5089982* SCD-DISPOSAL-OXYGEN	227.30			
005038	02/05/2015 MILLTOWN MACHINE & FABRICATION LTD.	1,231.78	A/P	OUT-STD	02/05/2015
	17210 TS-#9-LABOUR & MATERIALS FOR A	1,231.78			
005039	02/05/2015 NORQUIP SUPPLY LTD.	304.02	A/P	OUT-STD	02/05/2015
	8178 SCD-#4- LOW BEAM BULBS, TAPERI	304.02			
005040	02/05/2015 OK TIRE & AUTO SERVICE	511.33	A/P	OUT-STD	02/05/2015
	IN030208 TS-#9-TIRE	511.33			
005041	02/05/2015 PUROLATOR COURIER LTD.	74.79	A/P	OUT-STD	02/05/2015
	426219600 WS-SOURCE-TO HYPERION RESEA	74.79			
005042	02/05/2015 RESEARCH & PRODUCTIVITY COUNCIL	223.66	A/P	OUT-STD	02/05/2015
	161233 WS-SOURCE-WATER ANALYSIS	223.66			
005043	02/05/2015 RICHWIL TRUCK CENTRE LTD.	29.31	A/P	OUT-STD	02/05/2015
	108721 SCD-#9-KT U JNT	29.31			
005044	02/05/2015 SERVICE NEW BRUNSWICK	139.01	A/P	OUT-STD	02/05/2015
	743466 WS-UTILITY-PAYMENT FEES	139.01			
005045	02/05/2015 SOURCE ATLANTIC	1,064.84	A/P	OUT-STD	02/05/2015
	1986112 WS-TRANS&DIST-TOWSTRAP, CLEV	99.40			
	1989386 SCD-DISPOSAL-GLOVES	9.49			
	1989387 WS-TRANS&DIST-COVERALLS	37.80			
	1989388 WS-TRANS&DIST-EXTENSION CORI	171.22			
	1989389 WS-TRANS&DIST-STOP/SLOW SIGN	161.07			
	1989390 SCD-DISPOSAL-BOOTS	169.50			
	1989391 WS-TRANS&DIST-COVERALLS	37.80			
	1994082 TS-#9-1/2 ANCHOR SHACKLE SCREI	149.84			
	1994084 WS-TRANS&DIST-BLADE METAL 18	138.43			
	1994131 SCD-#9-25 FT 12/3 HD EXTENSION C	90.29			
005046	02/05/2015 WATSON'S HEATING AND VENTILATION	578.00	A/P	OUT-STD	02/05/2015
	7127 WS-MAXWELL XING- BOILER REPAI	578.00			
005047	02/12/2015 COLE-PARMER CANADA INC.	1,113.85	A/P	OUT-STD	02/12/2015
	616779 WS-SOURCE-TRANSPORT, CABLE C	577.64			
	518297 WS-SOURCE-TRANSPORT, CHLORC	436.21			
005048	02/12/2015 MCINNES COOPER	1,980.89	A/P	OUT-STD	02/12/2015
	2014008921 WS/SCD-LEGAL-EXPROPRIATION	1,980.89			
005049	02/12/2015 MINISTER OF FINANCE (Telapheues)	279.77	A/P	OUT-STD	02/12/2015
	11366812.JAN15 WS-SOURCE-PUMP STATION	134.04			
	19002807.JAN15 SCD-DISPOSAL-OLD BAY WWTP	145.73			
005050	02/12/2015 MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	934.57	A/P	OUT-STD	02/12/2015
	10002431 WS-SOURCE-DRINKING WATER TEE	934.57			
005051	02/12/2015 SERVICE NEW BRUNSWICK	350.68	A/P	OUT-STD	02/12/2015
	731066 WS-UTILITY-PAYMENT FEES	350.68			
005052	02/12/2015 SOURCE ONE SUPPLIES	141.76	A/P	OUT-STD	02/12/2015
	7772 WS-SOURCE-GARBAGE BAGS, PAPE	141.76			
005053	02/12/2015 SOURCE ATLANTIC	307.70	A/P	OUT-STD	02/12/2015
	2000740* WSW-TRANS&DIST- DISC FLAPS 60	307.70			
005054	02/12/2015 STATIONERY PLUS	284.89	A/P	OUT-STD	02/12/2015
	341986 WS-TRANS&DIST-CALCULATOR, PEI	28.08			

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	344212*	WS/SCD-TOWN HALL- ACCOUNTING			
	344371*	WS/SCD-TOWN HALL-BINDER, ERAE			
	344515	WS-SOURCE-PAPER, BINDER, PENS			
	344824	WS-SOURCE-DVD-R 4.7 GB 120MIN			
	345407	SCD-DISPOSAL-NOTE BOOKS, TAPE			
	345456*	WS/SCD-TOWN HALL- NOTE BOOKS			
005055	02/16/2015 SCOTIABANK 1575610*	<i>(Home Construction Corporation)</i> WS/SCD-LANECONSTRUCTION-COL		A/P	OUT-STD 02/16/2015
005056	02/17/2015 N. B. ELECTRIC POWER 36889807FEB15 50228902FEB15 52557428FEB15 53473043FEB15 61230004FEB15 82291006FEB15	WS-3119MAXWELLXING-BUILDING WS-MAXWELLXING-PUMPS SCD-218OLDBAYRD-WWTP WS-SOURCE-CHLORINE RESIDUAL WS-MAXWELLXING-PUMPS WS-SOURCE-RESERVOIR		A/P	OUT-STD 02/17/2015
005057	02/24/2015 BRIGGS PLUMBING INC. 109333 109401	WS-TRANS&DIST- BALL VALVES, BL WS-SOURCE- PRESSURE GAUGE, E		A/P	OUT-STD 02/24/2015
005058	02/24/2015 BRUNET 18887* 18031*	WS/SCW-SEWER-MAINTENANCE WS/SCD-SERVER- MAINTENANCE		A/P	OUT-STD 02/24/2015
005059	02/24/2015 CANADIAN TIRE N15856232 N15856814 N15856824 N15856835 N15856841 N15856844 N15856848 N15856886 N15856911 N15856917 N15856921 N15856923 N15856928	SCD-DISPOSAL- TIMERS WS-SOURCE-BATTERIES WS- TRANS&DIST- BROOM & DUST WS-TRANS&DIST- PLIERS, PUNCHES WS-SOURCE-HOOKS, 35° REFLEX WS-SOURCE- HEATERS, BATTERIE WS- TRANS&DIST- BALACLAVA SNC WS-SOURCE-LIDS, IRON OUT, LYSC SCD-DISPOSAL- SOLAR CONTROLL WS-TRANS&DIST- WET MOP, WATEI WS-#8- WELDING SHEETS SCD-DISPOSAL- SAW, COUPLING WS-SOURCE-WD40,SHEAR PIN		A/P	OUT-STD 02/24/2015
005060	02/24/2015 CARQUEST 14838-14803	SCD-#3- REMAN STARTERS		A/P	OUT-STD 02/24/2015
005062	02/24/2015 CREIGHTON-CARTER LTD. 961-361213 961-362315 961-362373* 961-362425* 961-362563 961-362593 961-362678 961-362709 961-362737 961-362753 961-362760 961-362786 961-362803 961-362845 961-362850 961-362963	WS-TRANS&DIST-SWITCH SCD-#3-OIL FILTER, FILTERS SCD-#3-PLOW SOLENOID SCD-DISPOSAL-SOLENOID, BATT. C SCD-#3-FLARE NUTS, BUBBLE NUTS WS-#8-EXT. NEON GREEN 25FT SCD-#3-STROBE BULB SCD-#3-INTERMEDIATE PIPE, MUFF WS-#305-WIPER BLADES SCD-#3-CLAMPS SCD-#3-BRACKET-HANGERS SCD-#3-WINTER BLADES WS-#8-HYDRAULIC HOSE,COUPLING WS-#8-FILTERS WS-#8-OIL STABILIZER SCD-#9-AIR FILTER		A/P	OUT-STD 02/24/2015

* - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005094 dated between 02/01/2015 and 02/28/2015

CHEQUE REGISTER

Printed: 11:41:07AM 03/06/2015

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Number	Issued		Amount	SC	Status	Status Date
	961-362994	SCD-#9-HYDRAULIC HOSES, COUPL	143.07			
	961-363050	WS-#8-DOUBLE FACE LAMP 2 ST	44.87			
	961-363057	WS-#8-OIL FILTER, FILTERS	16.96			
	961-363205	WS-#8-HOSES, INST. FIT ENDS	35.14			
	961-363517	WS-#103-LUBE FILTERS	7.20			
	961-363989	WS-#9-HYDRAULIC HOSES	55.62			
	961-364031	WS-#102-LUBE FILTER, FUEL FILTEF	53.18			
	961-3640525	WS-#102-3 8 RATCHET PUMP	146.18			
	961-364079	SCD-#8-ADAPTER, NUT DRIVER	13.29			
	961-364191	WS-#102-CORE DEPOSIT	-28.48			
005063	02/24/2015 DAVIS FUELS LTD.		938.96	A/P	OUT-STD	02/24/2015
	151864	WS-110 MAXWELL X-ING- HEATING	444.88			
	152125	WS-110 MAXELL X-ING-HEATING FU	393.50			
	340711	WS-#102-MOTOER OIL	100.68			
005084	02/24/2015 DEVLIN TIM		162.16	A/P	OUT-STD	02/24/2015
	FEBRUARY192015	SCD-DISPOSAL-SEWER PUMP SHIP	152.16			
005065	02/24/2015 FULTON AUTO RECYCLERS		536.75	A/P	OUT-STD	02/24/2015
	17989	SCD-DISPOSAL- TRANSMISSION	536.75			
005068	02/24/2015 JAMIE LINTON		70.90	A/P	OUT-STD	02/24/2015
	FEBRUARY122015	WS-SOURCE-VACCINE FOR WORK	70.90			
005067	02/24/2015 KEITH'S BUILDING SUPPLIES		119.42	A/P	OUT-STD	02/24/2015
	138030	WS-TRANS&DIST-CDA ALEX PLUS T	11.71			
	138234	WS-TRANS&DIST- PIPE INSULATION	50.80			
	138432	SCD-DISPOSAL- SPRUCE	35.93			
	138481	SCD-DISPOSAL- COUPLINGS, CONC	20.98			
005068	02/24/2015 KENT BUILDING SUPPLIES		450.64	A/P	OUT-STD	02/24/2015
	741271	WS-BUDD AVE- ROOF REPAIR	136.56			
	741422	WS- BUDD AVE- ROOF REPAIR	273.13			
	835459	WS-TRANS&DIST- GREAT STUFF TF	40.95			
005069	02/24/2015 MCNAY'S WHITE HOUSE		76.48	A/P	OUT-STD	02/24/2015
	392992	WS-TRANS&DIST- CALL OUT MEAL	76.48			
005070	02/24/2015 MILLTOWN MACHINE & FABRICATION LTD.		29.28	A/P	OUT-STD	02/24/2015
	17281*	SCD-#3- FLAT BARS	29.28			
005071	02/24/2015 N. B. ELECTRIC POWER		5,569.62	A/P	OUT-STD	02/24/2015
	53123617FEB15	SCD-STS-DECHLORINATION CHAME	199.90			
	53168876FEB15	SCD-STS-BUDDAVE-LIFT STATION	2,162.04			
	54807440FEB15	WS-STS-158AMILLTOWNBLVD-LIFT:	28.87			
	58358048FEB15	SCD-STS-18 RIVERSIDE DR LIFTSTA	47.32			
	61204008FEB15	SCD-STS-2216KINGST-LIFT STATIO	108.94			
	61224002FEB15	SCD-STS-358A MILLTOWN BLVD LIF	924.60			
	61238008FEB15	WS-STS-BUDDAVE-LIFT STATION	1,773.37			
	76139807FEB15	SCD-STS-54 RIVERSIDE DR LIFT ST.	57.26			
	84934906FEB15	SCD-STS-858A RIVERSIDE DR LIFT :	106.93			
	84943406FEB15	WS-STS-TODD HILL RESERVOIR	150.39			
005072	02/24/2015 N. B. SOUTHERN RAILWAY COMPANY LIMITED		282.50	A/P	OUT-STD	02/24/2015
	67155	WS-SOURCE-MILE 23.7 ANNUAL FEI	282.50			
005073	02/24/2015 ORCHARD'S PAINT & PAPER LTD.		24.83	A/P	OUT-STD	02/24/2015
	26078	WS-TRANS&DIST- SPRAY PAINT	24.83			
005074	02/24/2015 RAYTEK		1,483.25	A/P	OUT-STD	02/24/2015
	106874	SCD-DISPOSAL-MAIN LINE VIDEO C.	1,483.25			
005075	02/24/2015 RESEARCH & PRODUCTIVITY COUNCIL		188.10	A/P	OUT-STD	02/24/2015
	162670	WS-SOURCE-MICROBIOLOGICAL E)	188.10			
005076	02/24/2015 SAINT JOHN LABORATORY SERVICES LTD.		1,100.26	A/P	OUT-STD	02/24/2015

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CHEQUE REGISTER

Printed 11:41:07AM 03/06/2015

Page 5 of 5

Number	Issued	Amount	SC	Status	Status Date
	973-14* SCD-DISPOSAL-/ WWTP LAB TESTS	1,100.26			
005077	02/24/2015 SOURCE ONE SUPPLIES	52.85	A/P	OUT-STD	02/24/2015
	7888 SCD-DISPOSAL- CAST HAND PALLE	52.85			
005078	02/24/2015 SOURCE ATLANTIC	169.50	A/P	OUT-STD	02/24/2015
	2009178 WS-TRANS&DIST-CLOTHING ALLOW	169.50			
005079	02/24/2015 SOUTHWEST CONCRETE & CONS LTD	6,182.51	A/P	OUT-STD	02/24/2015
	1-51-15* WS-STS-EQUIP RENTAL	2,305.20			
	9-49-14* WS-TRANS&DIST-EQUIPMENT RENT	3,877.31			
005080	02/24/2015 WATSON'S HEATING AND VENTILATION	2,118.75	A/P	OUT-STD	02/24/2015
	7181 WS-MAXWELL X-ING- REPLACE OIL	2,118.75			
005081	02/24/2015 WOLSELEY MECHANICAL GROUP	765.69	A/P	OUT-STD	02/24/2015
	6003849 WS-TRANS&DIST-RESTRAINED COL	765.69			
005082	02/24/2015 ZEE MEDICAL CANADA CORP.	545.32	A/P	OUT-STD	02/24/2015
	0160089035 WS-TRANS&DIST- FIRST AID SUPPL	545.32			
005083	02/24/2015 BRENNTAG CANADA INC.	2,705.24	A/P	OUT-STD	02/24/2015
	40507212 WS-SOURCE-CHLORINE, CL2 CYLIN	5,872.82			
	40508890 WS-SOURCE-INV #40507212	-3,616.00			
	40508892 SCD-DISPOSAL-CHLORINE CYCLINI	-2,712.00			
	40508921 SCD-DISPOSAL-CHLORINE CYLINDE	-2,712.00			
	40519165* WS-SOURCE-CHLORINE, CL2 CYLIN	5,872.82			
005084	02/24/2015 A"PLUS" AUTO GLASS & UPHOLSTERY	49.72	A/P	OUT-STD	02/24/2015
	19796 WS-#102- SUPPLY, INSTALL 2 WIPEI	49.72			
005085	02/27/2015 MINISTER OF FINANCE	250.00	A/P	OUT-STD	02/27/2015
	FEBRUARY282015 WS-TRANS&DIST-LEVEL II TEST	250.00			
	Cheque Totals Issued:	70,886.90			
	Void:	0.00			
	Total Cheques Generated:	70,886.90			
	Total # of Cheques Listed:	60			

* - Name on Check was modified

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

February 2015

Dillon Consulting Limited (Engineering CCME Wastewater Study (Phase III and IV))

1,073.50

Total

\$1,073.50

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

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

COMMITTEES MEETING
WEDNESDAY, MARCH 11, 2015 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – three (3) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

It was MOVED by Councillor Harding and SECONDED by Deputy Mayor MacEachern that the above-noted eight (8) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell (arrived at 6:55 p.m.), 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 Booth and SECONDED by Councillor MacDonald that the agenda be approved as circulated. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer reviewed his report and action items are noted as follows:

Vision

The Chief Administrative Officer reviewed his draft vision report and, in particular, discussion followed with respect to the use of the Town crest versus the new marketing brand and logo commissioned by the St. Stephen Development Board Inc. and accepted, in principle, by Council last year for marketing the community.

The Chief Administrative Officer will create branding guidelines and will bring those guidelines back to a future meeting.

Vehicle Purchases

Council directed the Chief Administrative Officer to solicit quotes from the local car dealerships for one or two half ton trucks and the information will be brought back to next month's meeting.

Conference Participation

The Chief Administrative Officer has been invited to present at a conference for Educational Leaders on May 1, 2015 in Fredericton, with all related expenses paid by the New Brunswick Teachers' Association, and Council approved his attendance.

The Chief Administrative Officer has also been invited to participate in the Vibrant Communities Canada "Cities Reducing Poverty" Conference in Ottawa from May 6 – 8, 2015 through his involvement with Vibrant Communities Charlotte County, with all expenses paid by Vibrant Communities Charlotte County, and Council approved his attendance.

Planning, Promotion and Tourism

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 to grant permission to the St. Stephen Kiwanis Club to host a "Touch a Truck" event in the parking lot of the Border Arena in recognition of the 100th Year Anniversary of Kiwanis.

Human Resources

Council will consider two motions at its next Regular Session on Monday, March 23, 2015: (i) authorizing Theresa Fawkes to act as the crosswalk guard at the Milltown Elementary School for one (1) day retroactive to March 16, 2015; and (ii) authorizing the Chief Administrative Officer to find suitable people to replace the crosswalk guards at the St. Stephen Elementary and Milltown Elementary Schools should the need arise.

Follow up items from February

Further to last month's direction to the Chief Administrative Officer to find out more information on whether or not a potential donation from the Town would provide local support with respect to the financial request from the Co-Executive Director, O.N.B., Bullying Canada Inc., Council agreed with the Chief Administrative Officer's recommendation to not fund the request as the local schools use a common district/provincial anti-bullying program and do not regularly access the resources provided by Bullying Canada Inc.

- (ii) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of February 2015 - The memo from the Assistant Treasurer dated March 6, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2015.
- (iv) Financial Request – The financial request letter from the Committee Member, IWK Carnival, dated February 18, 2015 was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 authorizing a grant in the amount of \$500.00 to the IWK Carnival to be used against the rental cost of the Garcelon Civic Center.

- (v) Financial Request – The financial request letter from the President, Royal Canadian Legion St. Croix Branch No. 9, dated February 16, 2015 was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 authorizing a grant in the amount of \$1,000.00 to the Royal Canadian Legion, St. Croix Branch No. 9, to assist with the restoration/refurbishment of the cenotaph on Milltown Boulevard.

- (vi) Financial Request – The financial request letter from the Guidance Counsellor, St. Stephen High School (SSHS), dated February 3, 2015 with attached proposal for SSHS Fearless, Intelligent, Empowered, Real, Confident, Educated (F.I.E.R.C.E.) Youth Summit was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 authorizing a grant in the amount of \$900.00 to the St. Stephen High School to assist with the hosting of its first Fearless, Intelligent, Empowered, Real, Confident, Educated (F.I.E.R.C.E.) Youth

Summit, and such grant is to be used against the rental cost of the Garcelon Civic Center.

- (vii) Financial Request - The financial request letter from the President of the St. Stephen Horseshoe Pitchers Club dated March 10, 2015 was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 authorizing a grant in the amount of \$5,000.00 to the St. Stephen Horseshoe Pitchers Club to assist with its hosting of the 2015 Canadian Horseshoe Pitching Championships, and such grant is to be used against the rental cost of the Garcelon Civic Center.

- (viii) Financial Request - The financial request letter from the Southern New Brunswick Minor Hockey League Day of Champions Chair dated March 9, 2015 was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 authorizing a grant retroactively in the approximate amount of \$1,100.00 (exact amount will be confirmed prior to consideration of the motion) to the Southern New Brunswick Minor Hockey League (SNBMHL) to assist with its hosting of the Day of Champions games on March 19, 2015, and such grant is to be used against the rental cost of the Garcelon Civic Center above and beyond SNBMHL's projected budget of \$2,500.00.

PUBLIC WORKS – Chaired by Mayor Quartermain prior to the arrival of 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 Scott MacKenzie, Acting Operations NCO, RCMP was received and reviewed.

Both Corporal MacKenzie and Corporal Jayson Hansen, who has been recently appointed to Acting Operations NCO until the arrival of the new Sergeant, were both in attendance.

Councillor Harding thanked Corporal MacKenzie for his dedication to the Town during his term as Acting Operations NCO, and Acting Operations NCO Hansen confirmed that he will continue the Monday morning meetings with her and the Mayor, as well as regular informative e-mail communications.

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

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

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

As noted in the Chief Administrative Officer/Development Officer's report, the St. Stephen Market has requested to use the Budd Avenue location for its Friday markets again this year, which the Business Improvement Area has provided positive feedback.

After a lengthy discussion, Council directed the Chief Administrative Officer/Development Officer to research and bring back the information to next month's meeting on how other municipalities deal with outdoor markets.

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

The Chief Administrative Officer thanked Mike O'Connell, Director of Parks and Recreation, for his devoted assistance with Property Management during the absence of Kingsley Bailey.

PARKS AND RECREATION - Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.
- (ii) Communities in Bloom - The memo from the Chief Administrative Officer dated March 9, 2015 with attached invitation from Communities in Bloom to participate in its program was received and reviewed, and it was the decision of Council not to participate.
- (iii) Report of the Garcelon Civic Center Manager – The report of the Garcelon Civic Center Manager was received and reviewed.

- (iv) Enabling Accessibility Grant – The memo from the Garcelon Civic Center Manager dated February 28, 2015 was received and reviewed.

As noted in her memo, the Garcelon Civic Center Manager indicated that the Enabling Accessibility Fund application submitted in 2014 was approved in the amount of \$20,950. Council directed the Garcelon Civic Center Manager, through the Chief Administrative Officer, to receive quotes for an aquatic lift and automated door openers, the cost of which will be shared by the Enabling Accessibility Grant and a redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund, and to bring the information back to a future meeting.

- (v) New Horizon Senior Community Grant Program – The memo from the Garcelon Civic Center Manager dated February 28, 2015 was received and reviewed.

As noted in her memo, the Garcelon Civic Center Manager indicated that the New Horizon Senior Community Grant application submitted in 2014 was approved in the amount of \$12,940, and Council directed her, through the Chief Administrative Officer, to meet the grant criteria for hiring a projector coordinator, and to bring back a recommendation to a future meeting.

- (vi) Garcelon Civic Center – Aqua Fit Course Out-of-Province Travel – The memo from the Garcelon Civic Center Manager dated March 4, 2015 was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, March 23, 2015 approving out-of-province travel for two lifeguards, Julie Lord and Carrie Thibideau, to attend an Aqua Fit Instructor Certification course in Truro, Nova Scotia from March 27 – 29, 2015.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Request to Hold Event – The letter from Pastor Shureen Mousseau, Zion House of Worship, dated February 9, 2015 with attached proposed List of Events was received and reviewed.

Committee agreed to grant permission for the Christian Community of St. Stephen to hold its “Love St. Stephen” event on Saturday, June 27, 2015, with a rain date of Saturday, July 11, 2015 which will comprise of BBQ’s, car washes, children’s fair and music in various areas along King Street and Milltown Boulevard, as well as an evening movie in the vicinity of the Milltown bandstand, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2015.

- (ii) Request to Hold Events – The letter from the Community Events Coordinator, St. Stephen Development Board, dated February 4, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2015 to grant permission to hold the various events.
- (iii) Volunteer Road Toll – The request from the St. Stephen-Milltown Lions Club was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 23, 2015 granting permission to hold a fundraising road toll in September.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 7:20 p.m. and returned to open session at 8:55 p.m., at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding that the meeting adjourn at 8:55 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, MARCH 11, 2015 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – three (3) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer – with attachment:
 - Draft copy of Vision for the Town of St. Stephen
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of February 2015 – Memo from Assistant Treasurer dated March 6, 2015 with attachment:
 - Cheque Register
- (iv) Financial Request – Letter from Committee Member, IWK Carnival, dated February 18, 2015 attached.
- (v) Financial Request – Letter from President, Royal Canadian Legion St. Croix Branch No. 9, dated February 16, 2015 attached.
- (vi) Financial Request – Letter from Guidance Counsellor, St. Stephen High School (SSHS), dated February 3, 2015 with attachment:
 - Proposal for SSHS Fearless, Intelligent, Empowered, Real, Confident, Educated (F.I.E.R.C.E.) Youth Summit
- (vii) Financial Request - Information to follow from the St. Stephen Horseshoe Pitchers Club.
- (viii) Financial Request - Information to follow from St. Stephen Minor Hockey.

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) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Communities in Bloom - Memo from Chief Administrative Officer dated March 9, 2015 with attachment:
 - Invitation from Communities in Bloom to participate in its program.
- (iii) Report of the Garcelon Civic Center Manager
- (iv) Enabling Accessibility Grant – Memo from Garcelon Civic Center Manager dated February 28, 2015 attached.
- (v) New Horizon Senior Community Grant Program – Memo from Garcelon Civic Center Manager dated February 28, 2015 attached.
- (vi) Garcelon Civic Center – Aqua Fit Course Out-of-Province Travel – Memo from Garcelon Civic Center Manager dated March 4, 2015 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Request to Hold Event – Letter from Pastor Shureen Mousseau, Zion House of Worship, dated February 9, 2015 with attachment:
 - Proposed List of Events
- (ii) Request to Hold Events – Letter from Community Events Coordinator, St. Stephen Development Board, dated February 4, 2015 attached.
- (iii) Volunteer Road Toll – Request from the St. Stephen-Milltown Lions Club attached.

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of February 2015 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: 05 March 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).
-Includes additional employees related to new Civic Center.
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
-Month end completed to March 31, 2014.
- 2) Statements of Revenue and Expenditures to January 31, 2015.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Department Head meeting-February 9, 2015.
 - B) Monthly Committee meeting-February 11, 2015.
 - C) Department Head capital budget review meeting-Property Management-February 13, 2015.
 - D) Department Head capital budget review meeting-Fire Department-February 16, 2015.
 - E) Department Head capital budget review meeting-Civic Center-February 17, 2015.
 - F) Closed Committee meeting-February 17, 2015.
 - G) Department Head capital budget review meeting-Public Works-February 18, 2015.
 - H) Department Head capital budget review meeting-Outside Recreation-February 19, 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.
 - 6) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 7) Gas Tax Project-Water Transmission Main Replacement.
- B) 2014 T4's and T4A's-Complete.
- C) 2014 Worksafe NB remittance.-Complete.
- D) Management salary increases and retroactive pay calculations-Complete.
- E) 2014 operating and capital audit working papers-In Progress.
- F) Infrastructure Canada audit-In Progress.
- G) Funding remittances for Civic Center construction-In Progress.
- H) MCBB application for April, 2015 Hearing-In Progress.
- I) Banking agreements-In Progress.
- J) Capital Budget-In Progress.
- K) Utility billings January-March, 2015-In Progress
- L) 2014 Actuary analysis.-In Progress
- M) Civic Center financial controls.-In Progress.
- N) Organization of storage space for accounting files in old arena.-In Progress.

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

Public Works Report for February 2015

FROM: Lee Johnson Director of Operations

DATE: March 05, 2015

1:Water system:

- a) Repaired 5 water services.
- b) Repaired 1 water main.
- c) Plowed Snow

2:Streets:

- a) Plowed and sanded streets and sidewalks .
- b) Hauled Snow.
- c) Vehicle maintenance and repairs.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 5 Sewer Lateral were videoed.
- c) 7 Sewer Laterals were flushed
- d) 3 Sewer Laterals were rodded.
- e) Plowed Snow

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

Parks

- Working on the new Turf Maintenance Contract. Hope to have it out in a couple weeks.
- Parks Supervisor posting has closed. Should have someone in place shortly.
- Student applications are finished and posted on our website.

Recreation

- Much of my time this month was spent on preparing March Break programs for the Civic Center.
- Working on program planning at the Center for the remainder of the year.
- Plans are coming together for the 2nd Annual ball hockey tournament for Chocolate Fest.
- Working on the Spring/Summer brochure.
- Working on pool schedule for upcoming season.
- Planning a reception for the County athletes who attended the Canada Games. This will take place on March 12th at 6pm at the Civic Center.
- Student applications are finished and posted on our website.

Other

- Worked on several Property Management issues this month.
 - Possible re-zoning on Union St
 - Possible re-zoning on Queensway
 - Several maintenance issues at Talk of the Town
 - Lease for Talk of the Town
 - Possible tenant for Clark Building

Meetings

- FRPA
- Sport NB
- RNB
- Civic Center Staff Mtg
- Capital Budget
- Union

Michael O'Connell
Director Parks & Recreation

St. Stephen Fire Department

Report for February 2015

Alarms for February were :

Town Alarms	10
Out of Town Alarms	5
Mutual Aid-Calais	1
	16

Alarms are described as being :

		# of firefighters	Hours
1. Alarm System Activation	3	17	17
2. Motor Vehicle Accident	4	51	76
3. Medical Assist	3	20	27
4. Chimney	1	12	18
5. False Alarm	1	8	8
6. Mutual Aid - Calais(Knock on Wood)		18	84
7. Transformer	1	5	9
8. Remote Rescue	1	4	4
9. Building Collapse	1	20	40

Calls dispatched for the month of February : 58

Fire Department Activities for the month of February

1. Monthly meeting of the Fire Department
2. Cst. Mark Walsh gave a presentation on Accident Reconstruction
3. Gave 3 station tours and Fire Prevention talk to :
 1. Group of Cub Scouts
 2. Group of Beavers
 3. Preschool group

Fire Chiefs Activities:

1. Monthly Meetings – Fire Dept.
 - Committee Meeting
 - Joint Health and Safety
 - Capital Budget
2. Worked 5 shifts as a relief driver. Two members out at the same time.

Members continue to clean hydrants as time permits.

TOWN of ST. STEPHEN

By-Law Enforcement

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

FEBRUARY REPORT

2015

To: CAO – Town of St. Stephen

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

We handled 20 calls

1 Unsightly premise complaint(this will be passed onto the building inspector)

1 Assist other department, Industrial Park

1 Assist general public

1 General information on Exotic animal legislation, that is being worked on by the Province

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

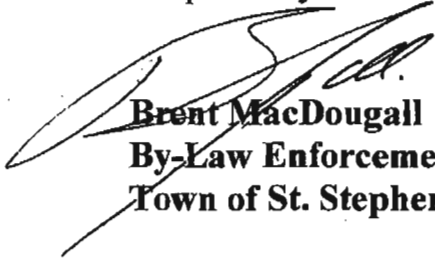
5 Complaints of parking, library, Pizza Delight, King St. and Milltown Blvd

Continuing to work with the Charlotte County Aces with regards to parking issues during the games. Issue has seemed to diminish over the past few games Meeting will be set up to get things in place for next year

No tickets or warnings were issued in February.

The report of the Animal Control Officer is as follows, I patroller the Town on a daily basis and responded to all complaints. A number of calls from people requesting information on keeping of dogs or rabies. Dog pound bill was sent to the Town on two cats.

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

FEBRUARY REPORT 2015

BUILDING INSPECTION

The month of February brought in a total of 1 (one) permit which represents \$5,000.00 in building costs.

We issued no Stop Work Orders in the month February. This office has 2 (two) properties we are dealing with under the Unsightly By-Law. Two(2) of which are slated for demolition.

Our office dealt with and has filed no Occurrences reports and filed no Building Inspection reports. 1 (one) electrical waiver was 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

February 28, 2015

Report on Town Buildings

A. OLD TOWN HALL

- Safety checks of property for falling ice and snow.

B. RCMP BUILDING

- Removal of heavy snow from building roof.
- Electrical repair to outside lights.
- Plumbing repair plugged sink.

C. VISITOR INFORMATION CENTRE

- Check and removed heavy snow and ice from around doors.
- The building heat is checked each week to maintain building from freezing.

D. LIBRARY

- Repairs to water leakage in to electrical room checked weekly.
- Snow and ice on front and back roof remove to lesson damage to roof and walls.
- Repaired several electrical lights and plugs.
- Install extra heat trace on back roof.
-

E. TOWN WHARF

- Wharf is checked weekly for damage.

Town of St. Stephen
Property Management Report

February 28, 2015

Report on Town Buildings

F. *GIDDENS MEMORIAL AIRPORT*

- Removed extra snow from runways.
- Repair two more lights.
- Removed snow from lights.

G. *FIRE HALL*

- Checked roof removed heavy snow and repaired water leaks.

H. *Pizza Delight*

- Repaired to another front door hinge broken
- Replace inside door closer leaking.

I. *Clark Building*

- Remove heavy snow and ice on roof, Water leaking in side offices.
- Repair to electrical heat trace on roof.

Respectfully submitted,

Kingsley Bailey, Property Manager

Report of the Development Office

1. St. Stephen Development Board – as per the resolution of Council, the letter has gone to the board advising them that we will be re-visiting the agreement. I will bring a committee together to review the current agreement and plan forward.
2. St. Stephen Market (G. Sturgeon) has requested to use the Budd Avenue location, like last year, for Friday markets. BIA has provided positive feedback.
3. The St. Stephen Kiwanis Club continues their search for a skateboard park location. I will review the file along with our town plans and help them identify an appropriate location.

Building Permits issued + total value

- 1 (\$ 5000.00)

Sign Permits

- 2

Waivers

- Nothing to report.

Variances

- Nothing to report.

Approved plans

- Nothing to report.

Garcelon Civic Center Manager
Monthly Report
February 2015

Administration:

- Various social media updates were completed throughout the month. The Facebook page now has 2,347 likes. The site has been very active and is a great tool for Staff to share updates.
- Lexi Brisley and Keenan Kennedy were hired as Lifeguards this month.
- A variety of activities that focus on youth and families are planned for March Break. The mini sticks tournament with 12 team and babysitter course with 13 registrants proved to be the most well attended activities.
- Work on developing and implementing a customer satisfaction survey is ongoing.
- Customer feedback tracking is ongoing.
- An application to the Department of Post-Secondary Education, Training and Laborer to the S.E.E.D. Program was submitted.
- The New Horizon Senior Community Grant program application was recently approved as well as the Enabling Accessibility Grant application.
- The Project Manager completed various final construction reports to various funding sources.
- A Customer Service Workshop is scheduled for March 19 for some staff.
- Staff are working to finalize a regular Snow Day/PD Day schedule.

Aquatic & Fitness Center:

- The winter session of swimming lessons is nearing a close as we start to promote our spring session of lessons.
- Fitness Orientation sessions continue to be offered to new members and are being led by our trained volunteers.
- Cumulative Membership Stats for the current year 2015: 386 one month, 58 six month, and 15 annual memberships along with 1,343 day passes.
- Membership Stats for the month of February: 167 one month, 6 six month, 6 annual memberships along with 542 day passes.
- Private rentals continue to pick up with some of the local schools making reservations and families for birthday parties.
- The March Break pool schedule was finalized and circulated. The spring pool schedule is being finalized.
- The Aquatic Center participation stats for the month of January: Lap Swim 510, Public Swims 618, Aquastetch 147, Warm Swim 4, Little Ones 104, Family Swim 256, Toonie Swims 448, and 312 private rental bathers. The collective bather total for the month at the Aquatic Center is 2,776.
- We continue to work to address and improve on the cleanliness of the Aquatic and Fitness Center including the balance of the facility. A washroom checklist was recently implemented.

- Work on repairing the ceiling in the men's changing room has been completed and work on the ceiling in the women's washroom off the walking track has begun.
- The cleaning of the walls in the pool area is scheduled for March 8.
- Work on the pool controls has been completed.

Culture, Community, & Conference Center:

- The Culture, Community & Conference Center is another one of our business units that had regular use with a number of birthday party room rentals and a women in business meeting. A Boys & Girls Club March Break Camp and a Hockey NB Skills Camp are a few larger bookings scheduled for the month of March.
- Ticket sales for the concert continue to increase with over 722 ticket sales to date.
- The door and hardware deficiency has been addressed to allow for the seasonal liquor permit.
- The contractor has been onsite working towards the completion of the construction deficiencies.

Quartermain Arena & Sun Life Walking Track:

- The walking and jogging track continues to be a big hit with many community members utilizing the track several times a day with 201 individuals signing-in for the month of February.
- This month we hosted the Border Town Novice Jamboree February 13-15 and we are gearing up for the Day of Champions and Jamboree on March 14.
- Work on the sound system is ongoing.
- Seldon Smith & Sons Ltd. replaced and changed extra valves in the heating system.
- Seldon Smith & Sons Ltd. repaired large cooling pump and brought it online.
- The repairs to the score clock were completed this month.
- Infill by the arena seating started.
- The contractor has been onsite working towards the completion of the construction deficiencies.

Meetings:

- Weekly Staff Meetings: February 3, 10, 17, & 24.
- Commission Meeting: February 9
- Farmer's Market Meetings: February 9 & 10
- SSHS Meeting: February 11
- Committees Meeting: February 11
- Bell Aliant Meeting: February 11
- Budget Meeting: February 17
- Potash GM Tour: February 17
- Roller Derby Meeting: February 20
- New Horizon Heart Program: February 24

Respectfully Submitted by,

Natalie Reid

Garcelon Civic Center Manager

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-10.1 - "A BY-LAW TO AMEND A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT By-Law No. A-10.1 – "A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police (RCMP) February 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



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

**POLICE REPORT
February 2015**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **February 1, 2015 to February 28, 2015 inclusive**. During this time period, the RCMP responded to **185** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	1
Other non-moving traffic	1
Tickets issued	17
Traffic Collisions	21
Warnings issued	14
Checkstop	3
Motor Vehicle Act	0
Fail to stop or remain	1

PROVINCIAL STATUTES:

False Abandoned 911	4
Mental Health Act	4
Liquor Act	0
Driving while Disqualified	2
Fire Prevention	1
False alarms	2
Wildlife Act	0
Firearms Act	0
Coroner's Act	1
Customs Act	0
Controlled Drugs & Substance Act	0

CRIMINAL CODE:

Assault	6
Break and Enter Residence	0
Assault with a weapon	0
Fail to comply with undertaking	3
Fail to comply with probation	0
Impaired operation of motor vehicle	0
Mischief damage to and/or Obstruct Enjoyment of Property	5
Other Theft under \$5000	1
Other Theft over \$5000	1
Uttering threats against person/property/animal	4
Failure to stop or remain	1
Criminal Harassment	0
Fraud	1
Public Mischief	0
Breach of Peace	2
Theft of minivan	0
Disturbing the Peace	1
Harassing Calls	1

OTHER FEDERAL STATUTES:

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

OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	0
Assistance to Canadian Provincial Department	2
Assistance to General Public	6
Assistance to Canadian Federal Department	0

OTHER INVESTIGATIONS:

Crime Prevention	1
Items/lost found	0
Police Certificates	72
Suspicious person	1
Municipal Bylaws	1
Person Reported Missing	1

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

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT: "TOUCH A TRUCK" – ST. STEPHEN KIWANIS CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen Kiwanis Club to host its "Touch a Truck" event in the parking lot of the Border Area Community Arena on Saturday, September 19, 2015 from 10:00 a.m. to 4:00 p.m. in recognition of the 100th Year Anniversary of Kiwanis.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT - LOVE ST. STEPHEN

THAT the Council of the Town of St. Stephen approves the request from the Christian Community of St. Stephen to host their "Love St. Stephen" event which will be comprised of barbecues, car washes, a children's fair and music on Saturday, June 27, 2015, between 10:00 a.m. – 2:00 p.m., with a rain date of Saturday, July 11, 2015, at locations along King Street and Milltown Boulevard, as well as an evening movie in the vicinity of the Milltown bandstand, all provided free to the public.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENTS - ST. STEPHEN DEVELOPMENT BOARD INC.

THAT the Council of the Town of St. Stephen grants permission to the St. Stephen Development Board Inc. to hold the following six (6) events:

- Town Pride Challenge for Community Pride Month: Thursday, May 7, 2015 from 9:00 a.m. – 1:00 p.m. - “Home Base” at the St. Croix Courier parking lot.
- 3rd Annual Town Wide Yard Sale: Saturday, May 23, 2015 from 8:30 a.m. – 1:00 p.m.
- Canada Day Celebrations: Wednesday, July 1, 2015 from 11:00 a.m. – 2:00 p.m. at the Town Square and the waterfront up to and including the first Visitor Information Centre driveway.
- Summer Musical Concert Series: Thursday evenings (July 9 – 30, 2015) from 6:30 p.m. – 8:30 p.m. at the David Alison Ganong Chocolate Park or the St. Stephen Curling Club if it rains.
- Chocolate Fest: Saturday, August 1, 2015 – Saturday, August 8, 2015.
- International Homecoming Festival: Wednesday, August 5, 2015 – Sunday, August 9, 2015.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll near the intersection of Wall Street and Prince William Street on Saturday, September 12, 2015 between the hours of 8:00 a.m. and 5:00 p.m., with an alternate date of Saturday, September 19, 2015 between the hours of 8:00 a.m. and 5:00 p.m.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

**TEMPORARY REPLACEMENTS – CROSSWALK GUARDS – ST. STEPHEN
ELEMENTARY AND MILLTOWN ELEMENTARY SCHOOLS**

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to hire temporary replacement crosswalk guards should the need arise at either the St. Stephen Elementary School or Milltown Elementary School, and to remunerate accordingly, retroactive to March 20, 2015.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – ROYAL CANADIAN LEGION, ST. CROIX BRANCH NO. 9

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant of \$1,000.00 (one thousand dollars) to the Royal Canadian Legion, St. Croix Branch No. 9, to assist with the restoration/refurbishment of the cenotaph on Milltown Boulevard.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – ST. STEPHEN HIGH SCHOOL

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$900.00 (nine hundred dollars) to the St. Stephen High School to be applied to the rental cost of the Garcelon Civic Center for the Fearless, Intelligent, Empowered, Real, Confident, Educated (F.I.E.R.C.E.) Youth Summit to be held from April 22 – 24, 2015.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – ST. STEPHEN HORSESHOE PITCHERS CLUB

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$5,000.00 (five thousand dollars) to the St. Stephen Horseshoe Pitchers Club to be applied to the rental cost of the Garcelon Civic Center for the 2015 Canadian Horseshoe Pitching Championships to be held from August 11 – 15, 2015.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – SOUTHERN NEW BRUNSWICK MINOR HOCKEY LEAGUE

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$1,112.80 (one thousand, one hundred and twelve dollars and eighty cents) to the Southern New Brunswick Minor Hockey League (SNBMHL), which represents the difference between the total rental cost, including HST, of the Garcelon Civic Center for the Day of Champions games held on March 19, 2015 and SNBMHL's projected budget of \$2,500.00 (two thousand, five hundred dollars), to be applied to the rental cost.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: GARCELON CIVIC CENTER LIFEGUARDS

THAT the Council of the Town of St. Stephen approves the out-of-province travel for two (2) Garcelon Civic Center lifeguards: (i) Julie Lord and (ii) Carrie Thibideau to attend an Aqua Fit Instructor Certification Course at the Rath Eastlink Community Centre in Truro, NS from March 27 – 29, 2015, inclusively.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

WEBSITE REDESIGN - TOWN OF ST. STEPHEN

THAT the Council of the Town of St. Stephen approves the redesigned website for the Town of St. Stephen, commissioned by the St. Stephen Development Board Inc., which will assist in promoting and marketing the Town.

AND THAT the Council of the Town of St. Stephen endorses the launch of the new website.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE

THAT the following be reappointed to the Planning Advisory Committee:

<u>Name</u>	<u>Length of Term</u>	<u>Dates of Term</u>
Ted Moore	3 years	retroactive to January 1, 2015 and expiring December 31, 2017
Garth Orchard	3 years	retroactive to January 1, 2014 and expiring December 31, 2016
Geoff Knight	3 years	retroactive to January 1, 2014 and expiring December 31, 2016
Ed Zammit	3 years	retroactive to January 1, 2015 and expiring December 31, 2017

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

**COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED
REZONING OF 217 UNION STREET**

THAT the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed by-laws to amend the Municipal Plan By-Law and the Zoning By-Law whereby the use designation on the Generalized Future Land Use Map of the Municipal Plan, and the Zoning Map of the Zoning By-Law, for PID # 01298181, 217 Union Street, be changed from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC) to allow for the operation of a canine recreational and boarding facility.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

**SETTING DATE FOR PUBLIC PRESENTATION – PROPOSED REZONING OF
217 UNION STREET**

THAT Wednesday, April 15, 2015 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Presentation of proposed By-Law M-1.2, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", which would see the consideration of the property known as 217 Union Street (PID # 01298181) rezoned from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a canine recreational and boarding facility.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

PARKS MAINTENANCE SUPERVISOR - JOB RECOMMENDATION

THAT Daniel Hovey be offered the position of Parks Maintenance Supervisor for the Town of St. Stephen effective March 30, 2015 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

APPLICATION FOR FINANCING – WATER & SEWERAGE FUND

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$226,000 (two hundred and twenty six thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u> Refinancing Debenture No. AS-16	<u>\$226,000</u>	10 Years

RESOLUTION NO.: _____

DATE: March 23, 2015

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.