

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, APRIL 27, 2015 @ 7:00 P.M.**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Community Pride Month (May 2015) – Proclamation
  - (b) National Immunization Awareness Week (April 25 – May 2, 2015) - Proclamation
5. NOTICES OF MOTIONS
6. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – March 23, 2015
7. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
8. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you card from St. Stephen High School Guidance Counsellor.
  - (b) Thank you card from the family of Rod Wilson.

COMMUNICATION FOR ACTION
9. 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 – April 15, 2015
  - (b) Committee of Council Meeting – April 23, 2015

10. 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

11. UNFINISHED BUSINESS

12. CONSIDERATION OF BY-LAWS

- (a) By-Law No. M-1.2 – “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law” – First Reading – Short Title Only
- (b) By-Law No. Z-1.3 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – First Reading – Short Title Only

13. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Written Views – Planning Advisory Committee – Proposed Rezoning of 217 Union Street
- (c) Setting Date for Public Hearing of Objections/Support – Proposed Rezoning of 217 Union Street
- (d) Out-of-Province Travel: Firefighters
- (e) Volunteer Firefighter Positions
- (f) Radio Tower Repairs – 199 Union Street
- (g) Placement of Bistro Table and Chairs
- (h) Execution of Lease – Wanda Scott
- (i) W. T. Booth Community Pool Fees
- (j) Awarding of Tender # TOSS15-02 – Turf Maintenance – Playing Fields
- (k) Awarding of Quote: Used Truck – Parks and Recreation Department
- (l) Awarding of Quote: Used Truck – Parks and Recreation Department
- (m) Awarding of Quote: Ride on Mower – Parks and Recreation Department
- (n) Transient Trader’s License – Saint John Nissan
- (o) Garcelon Civic Center – Full-time Lifeguard – Job Recommendation
- (p) Approval of Event: Carnival – St. Stephen-Milltown Rotary Club
- (q) Approval of Event: Rally in the St. Croix Valley – 4<sup>th</sup> Annual International Motorcycle Festival
- (r) Demolition – 21 Pleasant Street

**AGENDA  
REGULAR COUNCIL  
APRIL 27, 2015**

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- (s) Demolition – 148 Milltown Boulevard
  - (t) Resignation of Kingsley Bailey – Garcelon Civic Center Physical Operations Manager and Supervisor and the Town's Property Manager
  - (u) Term Agreement – The Town and Barbara Tucker
  - (v) Garcelon Civic Center Project – Canteen and Upper Kitchen – Plumbing Services
  - (w) Garcelon Civic Center Project – Kitchen Ventilation
  - (x) Awarding of Tender # TOSS15-03 – Garcelon Civic Center – Kitchen Equipment, Installation and Service
14. REPORTS OF MAYOR AND COUNCILLORS
15. QUESTION PERIOD
16. ADJOURNMENT

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

DATE: April 27, 2015

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

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

**AGENDA**

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

**PROCLAMATION**  
**COMMUNITY PRIDE MONTH**  
**MAY 2015**

**WHEREAS** St. Stephen was settled by hardy people and developed by enterprising business men and women, and

**WHEREAS**, from the earliest days the St. Croix River defined St. Stephen as a border community with Calais, Maine and is now the busiest border crossing in Atlantic Canada, and

**WHEREAS** the Town, incorporated in 1871, is an historic community with spacious homes and tree lined streets, museums and fine shops, flower adorned parks and spectacular views of the St. Croix River, and

**WHEREAS** the residents and businesses of the Town of St. Stephen are known for their hospitality and friendliness, and are proud of the Town's rich heritage, and

**WHEREAS** the Town Pride Campaign will do much to enhance the appearance of our Town by incorporating our local Townspeople, businesses and groups to volunteer their time to participate in various projects such as litter pickup, painting, repair and general cleanup of all the community including Town parks, and

**WHEREAS** the dedication and commitment of our Townspeople in keeping St. Stephen a vital, picturesque, progressive community exemplifies the true spirit of our Town,

**THEREFORE**, I, Allan MacEachern, Acting Mayor of the Town of St. Stephen, do hereby proclaim the month of May 2015 to be Community Pride Month.

# PROCLAMATION

## NATIONAL IMMUNIZATION AWARENESS WEEK

APRIL 25 – MAY 2, 2015

### WHEREAS

Immunize Canada, composed of:

Association of Medical Microbiology and Infectious Disease Canada  
Asthma Society of Canada  
Canadian Center for Vaccinology  
Canadian Diabetes Association  
Canadian Geriatrics Society  
Canadian Gerontological Nursing Association  
Canadian Institute of Child Health  
Canadian Lung Association  
Canadian Medical Association  
Canadian Nurses Association  
Canadian Nursing Coalition for Immunization  
Canadian Paediatric Society  
Canadian Pharmacists Association  
Canadian Public Health Association  
College of Family Physicians of Canada  
Council of Chief Medical Officers of Canada  
Heart and Stroke Foundation of Canada  
Infection Prevention and Control Canada  
Meningitis Research Foundation of Canada  
Neighbourhood Pharmacy Association of Canada  
Post-Polio Canada  
Society of Obstetricians and Gynaecologists of Canada  
Victorian Order of Nurses  
Public Health Agency of Canada  
Public Health Ontario  
First Nations and Inuit Health Branch – Health Canada

has identified immunization in Canada as an important public health measure for all Canadians;

**AND WHEREAS** Parents and health care providers in every community have a responsibility to ensure that children are immunized on time and receive the full schedule of vaccinations required to protect them from serious diseases;

**AND WHEREAS** A week profiling the importance of immunization in Canada would increase public awareness that many diseases are effectively and safely controlled by immunization, thereby reducing the burden of illness in our communities;

**AND WHEREAS** Immunization is considered to be the most cost-beneficial health intervention and one of the few that systematically demonstrates far more benefits than costs;

**AND WHEREAS** Canada is joining other countries around the world to encourage childhood immunization around World Immunization Week, sponsored by the World Health Organization.

**NOW** I, Allan MacEachern, Acting Mayor of the Town of St. Stephen, New Brunswick, do hereby proclaim the week of April 25 – May 2, 2015 National Immunization Awareness Week.

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

DATE: April 27, 2015

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

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

**REGULAR COUNCIL MEETING**

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

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

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

**59/15** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Daffodil Month – Proclamation

Mayor Quartermain proclaimed the month of April 2015 as Daffodil Month:

**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.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

**60/15** **THAT** the Minutes of the Regular Council meeting held on February 23, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Booth

Seconded by Councillor Harding

**61/15** **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. **CARRIED**

**PAID BILLS**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

**62/15** **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. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Booth

Seconded by Councillor Harding

**63/15** **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. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 64/15 **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. **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" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 65/15 **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 Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 66/15 **THAT** the Royal Canadian Mounted Police (RCMP) February 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

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

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 67/15 **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 100<sup>th</sup> Year Anniversary of Kiwanis. **CARRIED**

**APPROVAL OF EVENT - LOVE ST. STEPHEN**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 68/15** 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. **CARRIED**

**APPROVAL OF EVENTS - ST. STEPHEN DEVELOPMENT BOARD INC.**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 69/15** 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.
- 3<sup>rd</sup> 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. **CARRIED**

**FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 70/15** 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. **CARRIED**

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

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 71/15 **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. **CARRIED**

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

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 72/15 **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. **CARRIED**

**TOWN GRANT – ST. STEPHEN HIGH SCHOOL**

Moved by Councillor Booth

Seconded by Councillor Harding

- 73/15 **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. **CARRIED**

**TOWN GRANT – ST. STEPHEN HORSESHOE PITCHERS CLUB**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 74/15 **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. **CARRIED**

**TOWN GRANT – SOUTHERN NEW BRUNSWICK MINOR HOCKEY LEAGUE**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 75/15 **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. **CARRIED**

**OUT-OF-PROVINCE TRAVEL: GARCELON CIVIC CENTER LIFEGUARDS**

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 76/15 **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. **CARRIED**

**WEBSITE REDESIGN - TOWN OF ST. STEPHEN**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 77/15 **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. **CARRIED**

**REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 78/15 **THAT** the following be reappointed to the Planning Advisory Committee:

<b><u>Name</u></b>	<b><u>Length of Term</u></b>	<b><u>Dates of Term</u></b>
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

**CARRIED**

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

Moved by Councillor Booth  
Seconded by Councillor MacDonald

79/15

**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. **CARRIED**

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

Moved by Councillor Booth  
Seconded by Councillor Harding

80/15

**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. **CARRIED**

**PARKS MAINTENANCE SUPERVISOR - JOB RECOMMENDATION**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Maxwell

81/15

**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. **CARRIED**

**APPLICATION FOR FINANCING – WATER & SEWERAGE FUND**

Moved by Councillor Maxwell

Seconded by Councillor Booth

82/15

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

**CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended the Day of Champions games at the Garcelon Civic Center.
- Attended the recognition ceremony for the Canada Winter Games athletes at the Garcelon Civic Center.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Attended and very much enjoyed the Peter Pan play at the St. Stephen High School.

Councillor Booth

- Attended all Town meetings.

Councillor MacDonald

- Attended all Town meetings.
- Congratulated all the Canada Winter Games athletes and was unable to attend the recognition ceremony due to a prior commitment.
- Attended the Day of Champions games at the Garcelon Civic Center.
- Attended and very much enjoyed the Peter Pan play at the St. Stephen High School.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the recognition ceremony for the Canada Winter Games athletes at the Garcelon Civic Center.
- Participated in a pool tournament at Dooly's as a fundraiser for Breast Cancer.
- Attended the last home game of the Charlotte County Aces and prior to commencement of the game, received an Aces jersey in recognition as an Aces hockey player on the 1962/63 Championship team.

Mayor Quartermain

- Attended the recognition ceremony for the Canada Winter Games athletes at the Garcelon Civic Center.
- Attended the Day of Champions games at the Garcelon Civic Center.
- Thanked the numerous volunteers involved in making the Day of Champions event very successful for the second year.

16. QUESTION PERIOD

A resident, as well as Kathy Bockus, reporter with *The Saint Croix Courier*, queried the process on the proposed rezoning, and the Chief Administrative Officer confirmed that a Public Hearing of Objections/Support will be scheduled sometime after next month's Public Presentation.

Mrs. Bockus asked for clarification on the debenture application to which the Mayor responded, and also questioned when the Town's new website would be launched to which the Chief Administrative Officer advised that the plan is early April.

Mrs. Bockus further asked whether or not Miss Scoop's would be reopening and the Chief Administrative Officer advised that a new business plans to open in that location.

Upon questions from both Mrs. Bockus and Derwin Gowan, reporter with the *Telegraph-Journal*, with respect to a recent parking ticket issued in the downtown area, the Chief Administrative Officer confirmed that the Town will continue to issue tickets for illegal parking and stated that vehicles will be towed if parked in unsafe locations, opposed to tickets issued in safe locations.

**MINUTES  
REGULAR COUNCIL  
MARCH 23, 2015**

10

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor Harding

**83/15** THAT the meeting adjourn at 7:30 p.m. **CARRIED**

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Mayor

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Town Clerk

**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: April 27, 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 March 31, 2015 be received.

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

	<b>Actual To Date For the Three Months Ending March 31, 2015</b>	<b>Budget For the Year Ending December 31, 2015</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	1,380,017	5,520,066	\$4,140,049	25%
Services Provided to Other Governments	33,293	206,611	173,318	16%
Sale of Services	9,690	646,439	636,749	1%
Other Revenue From Own Sources	60,194	223,855	163,661	27%
Unconditional Grants	358,110	1,432,436	1,074,326	25%
Unconditional Transfers	0	21,440	21,440	0%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	217,329	1,004,652	787,323	22%
<b>Total Revenue</b>	<b>2,058,633</b>	<b>9,059,499</b>	<b>7,000,866</b>	<b>23%</b>
<b>Expenditure</b>				
General Government Services	172,689	1,032,304	859,615	17%
Protective Services	512,438	2,122,004	1,609,566	24%
Transportation Services	527,886	1,859,472	1,331,586	28%
Environmental Health Services	53,817	258,570	204,753	21%
Environmental Development Services	66,291	289,938	223,647	23%
Recreational and Cultural Services	303,188	1,774,942	1,471,754	17%
Fiscal Services	310,888	1,714,269	1,403,381	18%
Other	(8,596)	8,000	16,596	-107%
<b>Total Expenditures</b>	<b>1,938,601</b>	<b>9,059,499</b>	<b>7,120,898</b>	<b>21%</b>
<b>Surplus (Deficit)</b>	<b>\$120,032</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Three Months Ending March 31, 2015</b>	<b>Budget For the Year Ending December 31, 2015</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$479,739	\$2,014,837	\$1,535,098	24%
Other Revenue From Own Service	48,931	190,769	141,838	26%
Other Transfers	17,351	69,405		
<b>Total Revenue</b>	<u>546,021</u>	<u>2,275,011</u>	<u>1,676,936</u>	<u>24%</u>
<b>Expenditures</b>				
Water Supply	217,083	1,041,233	824,150	21%
Sewerage Collection and Disposal	126,723	736,226	609,503	17%
Fiscal Services	23,573	497,552	473,979	5%
<b>Total Expenditures</b>	<u>367,379</u>	<u>2,275,011</u>	<u>1,907,632</u>	<u>16%</u>
<b>Surplus (Deficit)</b>	<u>\$178,642</u>	<u>\$0</u>		

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

DATE: April 27, 2015

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

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

**PAID BILLS**

THAT the paid bills in the amount of \$827,305.57 (eight hundred and twenty-seven thousand, three hundred and five dollars and fifty-seven cents) be received.

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

Visa:

**December 2014**

John Quartermain (Mayor: Meal Expense, Civic Centre: Arena Training and Development, Office Supplies)

2,292.99

Total

**\$2,292.99**

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

**March 2015**

Dillon Consulting Limited (Engineering - Paving on West & Dow Streets and Garcelon Civic Center - Project No. 126198, Cheque #1060)	10,085.25
Dillon Consulting Limited (Engineering - Overflow Chamber - Budd Avenue - Project No. 138513, Cheque #1061)	849.75
Southwest Concrete & Const Ltd (Construction - Sanitary Sewer Overflow - Budd Avenue - Project No. 13-8513, Cheque #1062)	41,310.71
Southwest Concrete & Const Ltd (Construction - Sanitary Sewer Overflow - Budd Avenue - Project No. 13-8513, Cheque #1063)	7,290.13
<b>Total</b>	<b><u>\$ 59,335.84</u></b>

Town of St. Stephen  
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Number	Issued	AMOUNT	SC	Status	Status Date
015547	03/01/2015 HERITAGE COURT HOLDINGS LIMITED MARCHLEASE2015 GG-TOWNHALLLEASE-MARCH2015	5,323.40 5,323.40	A/P	OUT-STD	03/01/2015
015836	03/05/2015 BELL ALIANT 47424130MAR14 CC-BUILDING-WIRELESS CONTRAC	2,039.23 2,039.23	A/P	OUT-STD	03/05/2015
015837	03/05/2015 BELL MOBILITY INC. 523889487FEB15 RC/ <i>cc/ps/TS/GA - Cell Phone/ Tablets</i>	981.52 981.52	A/P	OUT-STD	03/05/2015
015838	03/05/2015 BORDER INVESTIGATIONS & SECURITY INC. 14019 PS-BY LAW- FEBRUARY 2015 FEE	2,531.20 2,531.20	A/P	OUT-STD	03/05/2015
015839	03/05/2015 BRAEMAR PEST CONTROL SERVICES 50322147 CB-BUILDING-PEST CONTROL 50329825 CB-BUILDING-PEST CONTROL	113.00 56.50 56.50	A/P	OUT-STD	03/05/2015
015840	03/05/2015 CHARLES LEGACY 479232 CB-BUILDING-WATER LEAK REPAIR 479234* PM-TOURIST BUREAU- ICE AND SNK	565.00 226.00 339.00	A/P	OUT-STD	03/05/2015
015841	03/05/2015 COX ELECTRONICS & COMMUNICATIONS 2-1724421 GG- TREASURY- VIDEO CARD DUAL 2-1727297 PS-FIRE-2 MINITOR V BATT, 1 MIN V	146.22 70.57 75.85	A/P	OUT-STD	03/05/2015
015842	03/05/2015 FERO WASTE & RECYCLING INC. 975791 GG-TOWN- GARBAGE COLLECTION	4,917.50 4,917.50	A/P	OUT-STD	03/05/2015
015843	03/05/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 813 GG-TREASURY-ACCOUNTING SUPP 821 GG-TREASURY-ACCOUNTING SUPP 825 CC-TREASURY-ACCOUNTING SUPP 832 GG-TREASURY-ACCOUNTING SUPP	4,418.87 1,330.01 1,131.13 809.07 1,348.88	A/P	OUT-STD	03/05/2015
015845	03/05/2015 KCM TECHNICAL SOLUTIONS (KCM FIRST AID SER) 31728 CC-WORKSHOP-BABYSITTER COUF	480.00 480.00	A/P	OUT-STD	03/05/2015
015846	03/05/2015 L.E.WHITTAKER CO., LTD. 35102 PS-FIRE- O-RING, VALVE STEM, COI	196.52 196.52	A/P	OUT-STD	03/05/2015
015847	03/05/2015 MADD CANADA 72406 PS-FIRE- BUSINESS CARD AD IN TH	315.27 315.27	A/P	OUT-STD	03/05/2015
015848	03/05/2015 MINISTER OF FINANCE WEEK102015 EMPLOYEE DEDUCTIONS-MAR 7-13	209.30 209.30	A/P	OUT-STD	03/05/2015
015849	03/05/2015 MURPHY SURVEYS LTD. 14070* CB-PROPERTY-SURVEY	2,124.40 2,124.40	A/P	OUT-STD	03/05/2015
015850	03/05/2015 ORCHARD'S PAINT & PAPER LTD. 26111* TS-SHOP- ROLLER TRAY SET	14.87 14.87	A/P	OUT-STD	03/05/2015
015851	03/05/2015 ORR ELECTRIC & ALARM LTD. 1655 CC-ARENA-PUMPS REPAIR	479.11 479.11	A/P	OUT-STD	03/05/2015
015852	03/05/2015 FITNEY WORKS DECEMBER 14, 2014 GG- TOWN HALL- LATE FEE FEBRUARY132015 GG/RC/PS/CC-TOWNHALL-POSTAGI JANUARY132015 GG-TOWNHALL-POSTAGE METER C	773.50 30.00 672.58 70.92	A/P	OUT-STD	03/05/2015
015853	03/05/2015 SHANNON MICHAEL WEEK102015 PS-ANIMALCONTROL-WEEKLY FEE WEEK102015* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 197.75	A/P	OUT-STD	03/05/2015
015854	03/05/2015 SOURCE ONE SUPPLIES 71992014 CC-POOL-MURIATIC ACID, CHYROC 8080 PS-FIRE- BATH TISSUE, HAND TOWI	309.12 237.13 71.99	A/P	OUT-STD	03/05/2015
015855	03/05/2015 SOUTHWEST ELECTRIC & SECURITY INC. 12760 CC-POOL-WATER SLIDE PUMP REP.	681.03 681.03	A/P	OUT-STD	03/05/2015
015856	03/05/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	189.75	A/P	OUT-STD	03/06/2015

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Number	Issued	Amount	SC	Status	Status Date
	081284 GG-TENDER- BUILDING INSPECTOR	104.41			
	081383 GG-TENDER- BUILDING INSPECTOR	85.34			
015857	03/05/2015 ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	03/05/2015
	858 GG-CIVIC-ANNUAL AGM 2015 DINNE	200.00			
015858	03/05/2015 TELEGRAPH-JOURNAL	229.84	A/P	OUT-STD	03/05/2015
	RENEWAL 2015* GG-TOWN HALL- YEAR SUBSCRIPTI	229.84			
015859	03/09/2015 ACCT #803240047015	290.00	A/P	OUT-STD	03/09/2015
	FEBRUARY2015 VOLUNTEER FIRE MEMBERSHIP DU	290.00			
015860	03/09/2015 ACCT 8025-280	994.80	A/P	OUT-STD	03/09/2015
	FEBRUARY2015 LOCAL 770 UNION DUES - FEB/15	994.80			
015861	03/09/2015 Derek O'Brien	350.00	A/P	OUT-STD	03/09/2015
	FEBRUARY2015 GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
015862	03/09/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	169.50	A/P	OUT-STD	03/09/2015
	15-120 PS-BUILDINGINSPECTOR-FEE	169.50			
015863	03/09/2015 GREAT WEST LIFE	295.39	A/P	OUT-STD	03/09/2015
	FEBRUARY2015 EMPLOYEE DEDUCTIONS - FEB/15	295.39			
015864	03/09/2015 IRVING ENERGY DISTRIBUTION AND MARKETING	13,382.54	A/P	OUT-STD	03/09/2015
	229017 CC- BUILDING- NATURAL GAS	6,287.05			
	758340 TS-ST5-DIESEL	6,839.57			
	JAN,FEB CC-ADMIN-JAN,FEB INTEREST	62.88			
	NOV,DEC,JAN TS-ST5-NOV,DEC,JAN INTEREST	193.04			
015865	03/09/2015 PAYROLL TRANSFER	62,438.54	A/P	OUT-STD	03/09/2015
	WEEK102015 GG-TRANSFER-FEB 20 - MAR 5/15	62,438.54			
015866	03/09/2015 ST. STEPHEN UTILITY DEPT.	60.00	A/P	OUT-STD	03/09/2015
	FEBRUARY2015 EMPLOYEE DEDUCTIONS - FEB/15	60.00			
015867	03/09/2015 MINISTER OF FINANCE	1,086.00	A/P	OUT-STD	03/09/2015
	FEBRUARY2015 EMPLOYEE DEDUCTIONS - FEB/15	1,086.00			
015868	03/09/2015 RECEIVER GENERAL FOR CANADA	35,776.71	A/P	OUT-STD	03/09/2015
	WEEK102015 GG-REMITTANCE-FEB 20 - MAR 5/15	35,776.71			
015869	03/09/2015 CHARLES LEGACY	13,842.50	A/P	OUT-STD	03/09/2015
	2** WS-BUDDAVEPUMPHOUSE-NEWRC	13,842.50			
015870	03/12/2015 CARGILL LIMITED	4,279.23	A/P	OUT-STD	03/12/2015
	2902120728 TS-ST5- ROAD SALT	4,279.23			
015871	03/12/2015 CNH CAPITAL	111.35	A/P	OUT-STD	03/12/2015
	IN78120 TS-#18- WIPER BLADES	111.35			
015872	03/12/2015 DAVIS FUELS LTD.	3,238.72	A/P	OUT-STD	03/12/2015
	152470 TS/PS-199 UNION ST- HEATING FUE	1,308.97			
	162686 TS/PS-199 UNION ST- HEATING FUE	830.88			
	152708 TS/PS- 199 UNION ST- HEATING FUE	1,096.87			
015873	03/12/2015 FRANK G GODSOE CHARTERED ACCOUNTANT	4,486.10	A/P	OUT-STD	03/12/2015
	835 GG-TREASURY-ACCOUNTING SUPP	1,553.75			
	837 CC-TRAINING-MAXGALAXY AND CA:	993.27			
	838 GG-TREASURY-ACCOUNTING SUPP	1,939.08			
015874	03/12/2015 IRVING ENERGY DISTRIBUTION AND MARKETING	5,785.76	A/P	OUT-STD	03/12/2015
	657038 TS-ST5-DIESEL	5,785.76			
015875	03/12/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	03/12/2015
	WEEK112015 EMPLOYEE DEDUCTIONS-MAR 14-2	209.30			
015876	03/12/2015 N. B. ELECTRIC POWER	387.73	A/P	OUT-STD	03/12/2015
	19051703MAR15 TS-AIRPORT-ELECTRICITY	324.24			
	19051801MAR2015 TS-AIRPORT-ELECTRICITY	63.49			
015877	03/12/2015 RICHARDSON JEFF	141.11	A/P	OUT-STD	03/12/2015
	FEBRUARY232015 PS-FIRE-CLOTHING ALLOWANCE	141.11			

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Number	Issued	Amount	SC	Status	Status Date
015878	03/12/2015 SERVICE NEW BRUNSWICK XV89242015 PS-FIRE-2012 KAWASA	18.00 18.00	A/P	OUT-STD	03/12/2015
015879	03/12/2015 SHANNON MICHAEL FEBRUARY2015 PS-ANIMALCONTROL-KENNEL FEE- WEEK112015 PS-ANIMALCONTROL-WEEKLY FEE WEEK112015* PS-ANIMALCONTROL-WEEKLY VEHI	478.44 113.00 167.69 197.75	A/P	OUT-STD	03/12/2015
015880	03/12/2015 WILLIAM EULOTH FEBRUARY202015 PS-XWALKGUARD-FEE	48.20 48.20	A/P	OUT-STD	03/12/2015
015881	03/13/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002 FEBRUARY2015 GG-MUNICIPALPLAN-FEB/15	15,404.07 15,404.07	A/P	OUT-STD	03/13/2015
015882	03/19/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 15-123 PS-BUILDINGINSPECTOR-FEB 22 - A	1,271.25 1,271.25	A/P	OUT-STD	03/19/2015
015883	03/19/2015 SHANNON MICHAEL WEEK122015 PS-ANIMALCONTROL-WEEKLY FEE WEEK122015* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 167.75	A/P	OUT-STD	03/19/2015
015884	03/19/2015 AIR LIQUIDE CANADA 58583175 TS-SHOP- CYLINDER GAS 58738010 TS-SHOP- CYLINDER GAS	144.67 125.75 18.92	A/P	OUT-STD	03/19/2015
015885	03/19/2015 BELL ALJANT 08335721FEB15 TS-AIRPORT-TELEPHONE	135.95 135.95	A/P	OUT-STD	03/19/2015
015886	03/19/2015 BLAKNEY'S EXCAVATING & TRUCKING 93045547 TS-ST5-ROAD SALT DELIVERY 93045552 TS-ST5-ROAD SALT DELIVERY	2,572.91 1,280.95 1,291.95	A/P	OUT-STD	03/19/2015
015887	03/19/2015 BRAEMAR PEST CONTROL SERVICES 50336472 PM-CLARKBUILDING-PEST CONTRC	56.50 56.50	A/P	OUT-STD	03/19/2015
015888	03/19/2015 CALDWELL LESLIE FEBRUARY282015 PM-CLARKBUILDING-CLEANING SMC	350.00 350.00	A/P	OUT-STD	03/19/2015
015889	03/19/2015 CHARLOTTE COUNTY JANITORIAL 3022 PM-RCMP-JANITORIAL SERVICES - I 3028 PS-FIRE- JANITORIAL- FEB/15	1,130.00 994.40 135.60	A/P	OUT-STD	03/19/2015
015890	03/19/2015 CNH CAPITAL IN75816 TS-#11- RIM IN76052 TS-#16- FLUID, LOCK	1,254.22 577.43 676.79	A/P	OUT-STD	03/19/2015
015891	03/19/2015 DAVIS FUELS LTD. 152852 TS/PS-199 UNION ST- HEATING FUE 152991 TS-/PS-199 UNION ST- HEATING FUE 153092 TS/PS-199 UNION ST- HEATING FUE 153188 TS/PS-199 UNION ST- HEATING FUE 153284 TS/PS-199 UNION ST- HEATING FUE 340757 TS-SHOP- FLUID	5,936.56 1,391.88 1,253.20 1,243.02 864.52 1,033.08 150.86	A/P	OUT-STD	03/19/2015
015892	03/19/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 639 GG-TREASURY-ACCOUNTING SUPP 640* GG-TREASURY-ACCOUNTING SUPP 641 CC-TREASURY-ACCOUNTING SUPP 642 GG-TREASURY-ACCOUNTING SUPP 643 GG-COUNCIL-TABLETRAINING 644 GG-TREASURY-ACCOUNTING SUPP 645 GG-TREASURY-ACCOUNTING SUPP	4,953.38 1,274.08 1,522.68 1,336.23 82.15 130.52 82.15 565.57	A/P	OUT-STD	03/19/2015
015893	03/19/2015 GREAT-WEST LIFE ASSURANCE COMPANY MAR182015 GG-PREMIUMS-MAR 24 - APR 23/15-	1,797.41 1,797.41	A/P	OUT-STD	03/19/2015
015894	03/19/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 238598* TS-ST5-DIESEL	11,518.78 6,388.52	A/P	OUT-STD	03/19/2015

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Number	Issued	Amount	SC	Status	Status Date
	50267 TS-STG-GAS	5,130.26			
015895	03/19/2015 JAMIE LINTON	671.87	A/P	OUT-STD	03/19/2015
	REFUND GG-EMPLOYEE DEDUCTIONS-REFU	671.87			
015896	03/19/2015 KEM CANADA MFG	428.28	A/P	OUT-STD	03/19/2015
	100897 TS-SHOP- CHAIN & CABLE TUBE, W.	428.26			
015897	03/18/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	316.25	A/P	OUT-STD	03/19/2015
	232986881 GG-TOWN HALL- COPIER MAINTENM	101.14			
	316846441 CC-ADMIN- COPIER LEASE	215.11			
015898	03/19/2015 KONICA MINOLTA	267.17	A/P	OUT-STD	03/19/2015
	5480407 CC-ADMIN- COPIER RENTAL	144.82			
	5491508 GG- TOWN HALL- COPIER CONTRAC	122.55			
015899	03/19/2015 MEDAVIE BLUE CROSS	13,219.76	A/P	OUT-STD	03/19/2015
	APRIL2015MAN GG-HEALTH&DENTALPREMIUMS-AF	5,807.18			
	APRIL2015MANCRE GG-HEALTH&DENTALPREMIUMS-M/	-550.83			
	APRIL2015UNION GG-HEALTH&DENTALPREMIUMS-AF	8,183.21			
015900	03/19/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	03/19/2015
	WEEK122015 EMPLOYEE DEDUCTIONS-MAR 21 -	209.30			
015901	03/19/2015 MINISTER OF FINANCE <i>(Telephones)</i>	2,930.85	A/P	OUT-STD	03/19/2015
	11368891FEB15 GG-TOWNHALL-LANDLINE PHONES	1,318.75			
	11378688FEB15 PS/TS-199UNIONST-LANDLINE PHOI	348.62			
	11396944FEB15 TS/PS-199UNIONST-LANDLINE PHOI	896.01			
	15772966FEB15 RC-REC/POOL-LANDLINE PHONES	286.27			
	46435731FEB15 RC-PARKS-CHOCOLATE PARK CAM	81.30			
015902	03/19/2015 N. B. ELECTRIC POWER	16,889.93	A/P	OUT-STD	03/19/2015
	18169205MAR15 RC-POOL-MILL LANE	537.62			
	18985703MAR15 TS/PS-199UNIONST-ELECTRICITY	1,655.14			
	218000030308MAR15 TS-STG-AREA LIGHTS	10,967.26			
	55180607MAR15 RC-COTTONMILL-LIGHTS	89.61			
	55471834MAR15 TS/PS-220UNIONST-ELECTRICITY	858.96			
	57955828MAR15 CB-SELFCONTAINED LIGHT-ELECTF	101.16			
	71315207MAR15 PM-RCMP-ELECTRICITY	1,550.01			
	72924308MAR15 RC-PARKS-BANDSTAND	64.64			
	82122207MAR15 RC-PARKS-BASKETBALL COURT	48.45			
	83278804MAR15 TS-STG-PARKS SHED	112.47			
	84980501MAR15 RC-PARKS-RIVERSIDE DRIVE LIGHT	24.61			
015903	03/19/2015 PAYROLL TRANSFER	62,839.86	A/P	OUT-STD	03/19/2015
	WEEK122015 GG-TRANSFER-MAR 6 - 19/15	62,839.86			
015904	03/19/2015 PETTY CASH	48.25	A/P	OUT-STD	03/19/2015
	FEBRUARY082015 GG-CVIC-"IN MEMORY OF" DONATI	20.00			
	FEBRUARY162015 GG-STAFF-"GET WELL" FRUIT BASK	28.25			
015905	03/19/2015 RECEIVER GENERAL FOR CANADA	33,757.65	A/P	OUT-STD	03/19/2015
	WEEK122015 GG-REMITTANCE-MAR 6 - 19/15	33,757.65			
015906	03/19/2015 Ron Cleghorn	710.21	A/P	OUT-STD	03/19/2015
	REFUND GG-EMPLOYEEDEDUCTIONS-REFU)	710.21			
015907	03/18/2015 GREAT-WEST LIFE ASSURANCE COMPANY	1,839.46	A/P	OUT-STD	03/19/2015
	MAR18/15* GG-PREMIUMS-MAR25-APR23/15-DI	1,904.34			
	MAR162015** GG-PREMIUMS-MAR25-APR23/15-DI	-64.88			
015908	03/20/2015 CASH FLOAT	400.00	A/P	OUT-STD	03/20/2015
	CCCASHFLOAT2015 CC-ADMIN-INCREASE IN CASH FLO/	400.00			
015910	03/23/2015 A"PLUS" AUTO GLASS & UPHOLSTERY	604.54	A/P	OUT-STD	03/23/2015
	19837 TS-#13- INSTALL WINDSHEILD	196.62			
	19811 TS-#21- SUPPLY & INSTALL WINDSH-	307.92			

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Number	Issued	Amount	SC	Status	Status Date
015911	03/23/2015 ACKLANDS - GRAINGER INC. 7650 0073395 PS-FIRE- DISINFECTANT 7650 0074741 PS-FIRE- FUNCTION TESTING BREA	2,300.20 140.49 2,159.71	A/P	OUT-STD	03/23/2015
015912	03/23/2015 ATLANTIC TRACTORS & EQUIPMENT LTD. 9010727725 TS-#13- PINS GET, RETAINERS, TIP 9010728965 TS-#13- BLADES 9010747325 TS-#13- GLASS 9010747370 TS-#13- PINS, RETAINERS, OIL, COC	1,809.88 240.29 113.88 1,230.91 224.80	A/P	OUT-STD	03/23/2015
015913	03/23/2015 BRIGGS PLUMBING INC. 109450 PM-LIBRARY-PLUGGED DRAINS	62.15 62.15	A/P	OUT-STD	03/23/2015
015914	03/23/2015 BRUNSWICK NEWS INC 1515523 PS-FIRE- SPRING AHEAD	178.54 178.54	A/P	OUT-STD	03/23/2015
015915	03/23/2015 CANADIAN SPRINGS 851013958 GG-TOWN HALL- WATER 9914136189 PS-RCMP-WATER 9914385244 PS-FIRE- WATER	105.15 34.49 65.01 5.65	A/P	OUT-STD	03/23/2015
015916	03/23/2015 CARGILL LIMITED 2902168866 TS-STS-ROAD SALT	4,298.99 4,298.99	A/P	OUT-STD	03/23/2015
015917	03/23/2015 CARQUEST 14938-15716 TS-#21- HEAVY DUTY AF	209.20 209.20	A/P	OUT-STD	03/23/2015
015918	03/23/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG00650 TS-#205-SWITCH	28.56 28.56	A/P	OUT-STD	03/23/2015
015919	03/23/2015 COX ELECTRONICS & COMMUNICATIONS 2-1723303 TS-DIV OF APS- COMPUTER 2-1728000 PS-FIRE-1 MOTOROLA 2-WAY BATT 2-1728184 PS-FIRE-1 BATT. LHON 2250MAH	525.27 310.64 112.94 101.69	A/P	OUT-STD	03/23/2015
015922	03/23/2015 CREIGHTON-CARTER LTD. 961-364443 TS-#13-WIPER BLADES 961-364602 TS-#21- POWER ALTERNATOR 961-364623 PS-FIRE-T-SHIRT WIPES 961-364653 TS-#11- TUBE CUT, MINI RATC PIPE 961-364682 TS-#7- BELT- SERPENTINE 961-364685 TS-SHOP-BOOSTER CABLE 961-364708 TS-SHOP-4 PLUS ARTIC, OIL 961-364813 TS-#5- COUPLERS 961-364994 TS-#5-FITTINGS, HYD HOSE 961-365020 TS-#201-SEALED BEAM 961-365128 TS-#7-HYD ADAPTER 961-365391 TS-SHOP-LOCTITE 961-365472 RC-#308- SPARK PLUGS, DISTRIBUTOR 961-365530 TS-SHOP-O-RINGS, ROUGH SERVICE 961-365543 RC-#304-TIE ROD END 961-365564 PS-FIRE-OIL FILTER, FUEL FILTER 961-365709 TS-SHOP-LUG NUT REMOVER 961-365715 TS-SHOP-WHEEL BOLT NUTS, LUG 961-365809 PS-FIRE- HD AIR FILTER 961-365976 TS-SHOP- FUSES 961-366017 TS-#5- FITTINGS 961-366079 TS-#5, #7- WINTER BLADES 961-366094 TS-#24- WINTER BLADES 961-366210 TS-SHOP- LED MAGNETIC PICK UP, 961-366335 TS- SHOP- ANTIFREEZE, ARO PLUG 961-366410 PS/TS-STS/FIRE- ROLLING JACK	9,496.45 44.71 3.12 26.07 133.51 34.22 192.09 65.82 14.53 45.19 76.07 32.32 23.81 123.22 17.88 166.63 17.50 36.15 -22.57 53.01 16.72 6.44 61.70 27.91 46.84 102.60 3,855.00	A/P	OUT-STD	03/23/2015

Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
	961-368411**	TS-ST5-4 POST HOIST, AIRLINE KIT			
	961-368454	TS-SHOP- HARDWARE			
015923	03/23/2015 CUMMINS EASTERN CANADA	101.55	A/P	OUT-STD	03/23/2015
	028-95525	TS-#21- ALTERNATOR PULLEY			
015924	03/23/2015 EAST COAST AIR	96.05	A/P	OUT-STD	03/23/2015
	1117	PM-CLARKBUILDING-HEAT PUMP SI			
015925	03/23/2015 ENBRIDGE GAS NEW BRUNSWICK	4,241.64	A/P	OUT-STD	03/23/2015
	2015022303008-1018227-0	CC-BUILDING - NATURAL GAS			
	00				
015926	03/23/2015 FIRE SAFETY CANADA	864.30	A/P	OUT-STD	03/23/2015
	IN138849	PS-FIRE- SPARKY SAYS DVD, SMOK			
015927	03/23/2015 FUNDY FIRE FIGHTER ASSOCIATION	125.00	A/P	OUT-STD	03/23/2015
	JANUARY 21,2015	PS-FIRE- 2015 ASSOCIATION DUES			
015928	03/23/2015 GULLISON'S COURIER SERVICE	387.59	A/P	OUT-STD	03/23/2015
	372158	TS-#13-TO TOWN FR/ <del>CAT</del> EQUIP.			
	372183	TS-#20-TO TOWN FR/RICHWIL			
	372193	TS-#5- TO TOWN FR/ RICHWIL, CAS			
	372194	TS-#13-TO TOWN FR/ CAT			
	372207	TS-#7-TO TOWN FR/ CASE EQUIP			
	372241	PS-#205-TO TOWN FROM CLARKS			
	542209	TS-#21- TO TOWN FR/ CUMMINS			
	542222	TS-#7- TO TOWN FR/ PARTS FOR TF			
	542234	TS-#21- TO TOWN FR/ SAUNDERS			
	542243	TS-#13- TO TOWN FR/ CASE EQUIP			
015929	03/23/2015 KEITH'S BUILDING SUPPLIES	162.65	A/P	OUT-STD	03/23/2015
	139019	TS-SHOP- CALCIUM CHLORIDE			
015930	03/23/2015 L.E.WHITTAKER CO., LTD.	901.49	A/P	OUT-STD	03/23/2015
	35127	PS-FIRE- SCBA CYLINDERS, HYDRC			
	35159	PS-FIRE- SCUBA HYDR0 TESTING, I			
015931	03/23/2015 LEVITT SAFETY LIMITED	435.78	A/P	OUT-STD	03/23/2015
	1463843-00	PS-FIRE- OXYGEN SENSOR			
015932	03/23/2015 LINDE CANADA LTEE, M2193	25.20	A/P	OUT-STD	03/23/2015
	51392838	TS-SHOP- ACETYLENE			
015933	03/23/2015 LSW WEAR PARTS LTD.	3,118.80	A/P	OUT-STD	03/23/2015
	40781	TS-SHOP- PLOW BLADES			
	40815	TS-SHOP- PLOW BLADE			
015934	03/23/2015 MARK DOWNEY	350.00	A/P	OUT-STD	03/23/2015
	22358	CC-CIVIC- MARCH BREAK EVENT			
015935	03/23/2015 MAYFIELD GARDENS & LANDSCAPE	1,580.08	A/P	OUT-STD	03/23/2015
	6565	CC-POOL- CHEMICALS			
	6568	CC-POOL- CHEMICALS			
015936	03/23/2015 MEGA-LAB MANUFACTURING CO. LTD.	450.87	A/P	OUT-STD	03/23/2015
	135503	TS-SHOP- MEGALUBE GREASE			
	135988	TS-SHOP- MEGALUBE WP GREASE			
015937	03/23/2015 MICMAC FIRE & SAFETY SOURCE LTD.	362.73	A/P	OUT-STD	03/23/2015
	NS-00824845	PS-FIRE- RESUSCITATORS			
015938	03/23/2015 MIDLAND COURIER	81.71	A/P	OUT-STD	03/23/2015
	09440609	PS-FIRE-TO ATLANTIC BUNKER GE/			
	21867	TS-SHOP- FR CONNORS DIVING SEI			
015939	03/23/2015 MILLTOWN MACHINE & FABRICATION LTD.	157.25	A/P	OUT-STD	03/23/2015
	17312	CC-ARENA- LABOUR & MATERIAL T/			
	17320	TS-#7- 3 CHANNEL IRON, LABOUR T			

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
015940	03/23/2015 MOFFITT DODGE CHRYSLER LTD. IM18785 RC-#304- BOLTS, STUDS, GASKETS	510.88 510.88	A/P	OUT-STD	03/23/2015
015941	03/23/2015 MSC INDUSTRIAL SUPPLY ULC 7228516001 TS-SHOP- BOLTS, LOCK NUTS, FLAT	272.59 272.59	A/P	OUT-STD	03/23/2015
015942	03/23/2015 NEW SYSTEM LAUNDRY & CLEANERS LTD. 328142 GG-TOWN HALL- FLOOR MATS	93.70 93.70	A/P	OUT-STD	03/23/2015
015943	03/23/2015 ORKIN CANADA CORPORATION IN-6007294 PS-FIRE- PEST CONTROL	117.52 117.52	A/P	OUT-STD	03/23/2015
015944	03/23/2015 ORR ELECTRIC & ALARM LTD. 1710 TS-ST5- TROUBLE SHOT & RESET C 1711 CC-ARENA- HOOKED UP 2 NEW MO'	267.99 79.10 168.89	A/P	OUT-STD	03/23/2015
015945	03/23/2015 PARTS FOR TRUCKS INC. 34198923-00 TS-#7-ALUM BUTT JOINT CLAMPS, E 34198923-01 TS-#12, #23- CUTTING EDGES 34199188-00 TS-#7- HARDWARE REDUCER, LAP. 34199671-00 TS-#29- PRO-CASTER SHAFT BRG K	579.72 79.55 198.77 38.28 263.12	A/P	OUT-STD	03/23/2015
015946	03/23/2015 PROVINCIAL BANDAG TIRES 120381 TS-#7- 2 DRIVE TIRES 120486 TS-#7- 2 DRIVE TIRES	1,367.30 883.65 883.65	A/P	OUT-STD	03/23/2015
015947	03/23/2015 R.E.M TRANSPORT GARAGE 49596 TS-#6- PLUG IN LAP TOP TRUCK	56.50 56.50	A/P	OUT-STD	03/23/2015
015948	03/23/2015 RICHWIL TRUCK CENTRE LTD. 109133 TS-#7- ELBOW, CLAMPS, TUBES 109177 TS-#7- HANGERS, HOUSING, U-JOIN	796.27 185.22 610.05	A/P	OUT-STD	03/23/2015
015949	03/23/2015 SAUNDERS EQUIPMENT LTD. 55781 TS-#21, #22- OUTSIDE MIRRORS 55789 TS-#21- HEATER MOTOR, HEATER F 58050 TS-#22- HANDLE KIT- HUSCO VALVE 58093 TS-#33- YOKE & SPLINE, SPLINED S 56180 TS-#22- REDUCTION BOX	5,703.82 447.48 349.74 187.52 696.08 4,022.80	A/P	OUT-STD	03/23/2015
015950	03/23/2015 SCP DISTRIBUTORS INC CANADA FE007755 CC-POOL- STEEL ESCUTCHEONS FE012341 CC-ARENA- CPO COURSE FE012450 CC-ARENA-CPO COURSE FE013458 CC-POOL- INJECTION FITTINGS, FO	3,993.42 87.42 4,578.50 -1,525.50 856.00	A/P	OUT-STD	03/23/2015
015951	03/23/2015 SOURCE ONE SUPPLIES 7766 CC-BUILDING- SQUEEGEE, MICROF 7935 CC-BUILDING- BATH TISSUE, STAIN 7947 CC-BUILDING- MR. CLEAN MAGIC EI 7957 CC-BUILDING- GARBAGE BAGS, URI 80822015 PM-LIBRARY-PAPER TOWELS, DRAI 8143 TS-SHOP- BATH TISSUE, DISINFECT	1,979.32 527.12 367.40 54.17 717.46 239.64 73.53	A/P	OUT-STD	03/23/2015
015952	03/23/2015 SOURCE ATLANTIC 2000741 TS-SHOP-LA 7018 X 4.0 MM X 5KG 2020087 TS-SHOP- WHEEL ZIP CUT 2022558 TS-ST5-CLOTHING ALLOWANCE 2023729 TS-SHOP- WHEEL ZIP CUTS, CONTRA 2027210 TS-ST5- CLOTHING ALLOWANCE 2028810 TS-#7- STEEL PINTLE CONNECTING	766.77 40.45 122.32 186.45 160.59 186.45 70.51	A/P	OUT-STD	03/23/2015
015953	03/23/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 163043 - 163173 GG- TOWN- GARBAGE COLLECTION	5,807.34 5,807.34	A/P	OUT-STD	03/23/2015
015954	03/23/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	183.45	A/P	OUT-STD	03/23/2015

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Number	Issued		Amount	SC	Status	Status Date
	0691118	GG- CIVIC- SNOW PLOWING	68.61			
	21907	CC-CIVIC- MARCH BREAK SCHEDUL	22.60			
	21936	GG- TOWN HALL- LETTERHEAD	92.24			
015955	03/23/2015	ST. STEPHEN AREA CHAMBER	125.00	A/P	OUT-STD	03/23/2015
	974	GG-CAO- 2015 CHAMBER MEMBERS	125.00			
015958	03/23/2015	STATIONERY PLUS	1,862.74	A/P	OUT-STD	03/23/2015
	344332	TS-SHOP-ERASER, MARKER, WHITE	25.23			
	345327	TS-OPS MAN- DIARY	12.71			
	345842	GG-TOWN HALL- CHEQUES	761.58			
	345780	GG- TOWN HALL- POST IT NOTES	11.40			
	345867	GG- TOWN HALL- BINDER, PENS, TF	32.95			
	345868	GG-TOWNHALL-MESH TRAYS	-21.65			
	345859	GG-TOWN HALL- DESK TRAY	14.67			
	345881**	GG-TOWN HALL- POST IT'S, STAPLE	6.59			
	345929	GG-TOWN HALL- CAO NAME PLATE	26.13			
	345983*	RC-RECDIR-MARKER, DIARY, LETTE	20.17			
	346045	GG-TOWN HALL- PRINTER	285.88			
	346071	GG- TOWN HALL- TONER	92.54			
	346075	GG- TOWN HALL- RIBBON, POST IT'S	26.13			
	346119	GG- TOWN HALL- CALCULATOR, INF	27.54			
	346372	TS-SHOP- HILITER, MARKER, PAPER	65.94			
	346378	CC-ADMIN- PAPER, TONER CART	125.97			
	346409	PS-FIRE-NOTEBOOK, INDEX TABS	20.59			
	346471	GG- TOWN HALL- ORGANIZER, HILIT	20.41			
	346581**	GG-TOWN HALL-PAPER, HANG FOLI	96.62			
	346555	CC-ADMIN- INK CARTS , PAPER	101.50			
	346588	TS-SHOP- MAGNETIC CLIPS	1.82			
	346788	GG-TOWN HALL- ENVELOPES	50.85			
	346789	CC-ADMIN-BINDER	-6.09			
	346790	GG-TOWN HALL- BINDERS	11.11			
	346843***	GG-TOWN HALL- TONER	46.28			
	346849	GG-TOWN-BINDERS	-11.11			
	346880**	GG-TOWN HALL- SCISSORS, 2 HOLE	17.00			
015959	03/23/2015	VALLEY EQUIPMENT LTD	563.98	A/P	OUT-STD	03/23/2015
	IX10184	PS-#201- BRAKE VALVE	183.29			
	IX10408	TS-#6- CLUTCH REPAIR KIT, VENTIL	380.69			
015960	03/23/2015	WURTH CANADA LIMITED	51.80	A/P	OUT-STD	03/23/2015
	21844298	TS-SHOP- HEX BOLTS	51.80			
015961	03/23/2015	YELLOW PAGES GROUP	9.32	A/P	OUT-STD	03/23/2015
	15-1171532	GG- TOWN HALL- 911 LISTING FEB	9.32			
015962	03/25/2015	A.M.A.N.B.	340.00	A/P	OUT-STD	03/25/2015
	38TH CONFERENCE	GG-CAO-38TH ANNUAL CONFERENCE	340.00			
015963	03/25/2015	BELL ALIANT	2,918.77	A/P	OUT-STD	03/25/2015
	47424130FEB15	CC-ADMIN-LANDLINE PHONES	2,918.77			
015964	03/25/2015	DOW JENNIFER	136.82	A/P	OUT-STD	03/25/2015
	MARCH172015	RC-HORT-CLOTHING ALLOWANCE	67.41			
	MARCH172015*	RC-HORT-SEED SUPPLIES	69.11			
015965	03/25/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	4,379.86	A/P	OUT-STD	03/25/2015
	648	GG-TREASURY-ACCOUNTING SUPP	932.25			
	650	CC-TREASURY-ACCOUNTING SUPP	559.35			
	656	GG-TREASURY-ACCOUNTING SUPP	1,403.46			
	657	GG-TOWNHALL-RECEPTION SUPPO	236.17			
	658	CC-ADMIN-RECEPTION SUPPORT, E	523.87			

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
	859 GG-TREASURY-ACCOUNTING SUPP	724.56			
015966	03/25/2015 IRENE WATTS	131.44	A/P	OUT-STD	03/25/2015
	MARCH042015 PS-XINGGUARD-CLOTHING ALLOW	131.44			
015967	03/25/2015 N. B. ELECTRIC POWER	6,524.57	A/P	OUT-STD	03/25/2015
	10126106MAR15 TS-STX-XINGLIGHTS-KING STREET	24.61			
	17915909MAR15 RC-POOL-SCHOOL STREET	71.29			
	17935200MAR15 TS-KING/UNIONST-TRAFFIC LIGHTS	52.29			
	506660140MAR15 RC-PARKS-ROTARY CHANGING RO	24.61			
	64187672MAR15 TS-KING/QUEENST-TRAFFIC LIGHTS	54.70			
	54653258MAR15 TS-KING/SUPERSTORE-TRAFFIC LIC	68.47			
	55917471MAR15 TS-STX-WATERFRONT LIGHTS	117.15			
	57579341MAR15 CB-EMPTYSTORE/HAIRDRESSER-E	998.34			
	57955755MAR15 CB-ACTHEAT/HOUSE-ELECTRICITY	212.33			
	57955773MAR15 CB-PHARMACY/BIGAREA-ELECTRIC	1,047.67			
	57955791MAR15 CB-UPSTAIRS/OFFICE-ELECTRICITY	501.79			
	57955808MAR15 CB-ACUNIT&HOUSE-ELECTRICITY	834.82			
	73006038MAR15 RC-LIBRARY-ELECTRICITY	2,516.51			
015968	03/25/2015 POMEROY, GREG	22.10	A/P	OUT-STD	03/25/2015
	MARCH132015 PS-FIRE-EMBROIDERED LOGO AND	22.10			
015971	03/25/2015 SERVICE NEW BRUNSWICK ( <i>Vehicle Registrations</i> )	648.00	A/P	OUT-STD	03/25/2015
	AA49682015 PS-FIRE-1943 4D FORD FIRE	18.00			
	CGL0722015 RC-PARKS-1997 PK DAKOTA DODGI	18.00			
	CGN1782015 TS-STX- 1986 PK FORD F250	18.00			
	CKN6352015 TS-STX- 2004 2D DODGE DAKOTA	18.00			
	CND7802015 PS-FIRE- 2008 PK FORD F150	18.00			
	CND7882015 RC-PARKS-2000 PK GMC SIERRA	18.00			
	CND8232015 RC-PARKS-2003 PK GMC SONOMA	18.00			
	COF7092015 TS-STX-2010 CHEV SILVER PK	18.00			
	CPD7832015 TS-STX-2008 RED DODGE DAKOTA	18.00			
	CRH7702015 TS-STX-2008 DODGE DAKOTA	18.00			
	CRW6372015 TS-STX-2014 FORD F250	18.00			
	CRW6382015 TS-STX-2014 FORD F250	18.00			
	GYV8332015 PS- BY LAW- 2007 FORD ESCAP	18.00			
	L1001912015 PS-FIRE- 2000 PK DODGE RAM	18.00			
	LAB1392015 TS-STX- 1984 DP INTERN	18.00			
	LAK8262015 TS-STX- 2000 CT INTERN SF 287	18.00			
	LAZ8762015 PS-FIRE- 2005 FM CC75C	18.00			
	LAZ8772015 PS-FIRE-1987 WHITE FIRE TRUCK	18.00			
	LAZ8782015 PS-FIRE-2007 CTFREIGHT	18.00			
	LAZ8792015 PS-FIRE- 2000 CT FL80 FREIGHT	18.00			
	LAZ8842015 TS-STX- 2012 CT FREIGH CT1140	18.00			
	LAZ8882015 TS-STX- 2002 PK CHEV PK	18.00			
	LAZ9462015 TS-STX- 2008 DP INTERN	18.00			
	LBL5732015 TS-STX-2003 INTERN	18.00			
	M332422015 TS-STX-1987 FM SNOWBL	18.00			
	M418842015 TS-STX-2001 FM BOMAG ROLLER	18.00			
	M420882015 TS-STX-2002 FM TRACKL MT	18.00			
	M433632015 TS-STX-0000 LO CASE 721D	18.00			
	M434402015 TS-STX- 2003 BH CASE 590M	18.00			
	M447732015 TS-STX- 2005 BH CATERP 420D	18.00			
	T112432015 RC- PARKS- 2004 FT KUBOTA L3130	18.00			
	TEK8232015 TS-STX- 0000 TY HOME MA UTILITY	18.00			
	TFI2872015 PS-FIRE- 1998 EZLOAD	18.00			
	TLA2262015 TS-STX-2007 TY DURATR DLE 18T	18.00			

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Number	Issued	Amount	SC	Status	Status Date
	TNM3632015 PS-FIRE-2012 HURRICANE CARGO	18.00			
	TOI1492015 RC-PARKS-2014 TRAILOR	18.00			
015972	03/25/2015 SHANNON MICHAEL	366.44	A/P	OUT-STD	03/25/2015
	WEEK132015 PS-ANIMALCONTROL-WEEKLY FEE	187.69			
	WEEK132015* PS-ANIMALCONTROL-WEEKLY VEH	187.75			
015973	03/25/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	03/25/2015
	WEEK132015 EMPLOYEE DEDUCTIONS-MAR 28-A	209.30			
015974	03/30/2015 CASH FLOAT	400.00	A/P	OUT-STD	03/30/2015
	TWO CASH FLOATS CC-ADMIN-ADDITIONAL TWO CASH	400.00			
015975	03/30/2015 Derek O'Brien	350.00	A/P	OUT-STD	03/30/2015
	MARCH2015 GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
015978	03/30/2015 IRVING ENERGY DISTRIBUTION AND MARKETING	8,061.67	A/P	OUT-STD	03/30/2015
	232880 CC-BUILDING- NATURAL GAS	8,061.67			
015977	03/30/2015 N. B. ELECTRIC POWER	19,607.26	A/P	OUT-STD	03/30/2015
	64253127MAR15 CC-BUILDING-ELECTRICITY	19,607.26			
015978	03/30/2015 O'CONNELL MIKE	638.77	A/P	OUT-STD	03/30/2015
	FEBRUARY2015 RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
	JANUARY2015 RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
	MARCH2015 RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
	MARCH202015 GG-CIVIC-CANADA GAMES RECEIPT	38.77			
015979	03/30/2015 RECEIVER GENERAL FOR CANADA	322.50	A/P	OUT-STD	03/30/2015
	PIER REVIEW 2014 GG-TREASURY-PIER REVIEW REPC	322.50			
015980	03/30/2015 ROYAL CANADIAN LEGION #9	1,000.00	A/P	OUT-STD	03/30/2015
	CENOTAPHGRANT GG-CIVIC-CENOTAPH REPAIR ASSK	1,000.00			
015981	03/30/2015 THE MINISTER OF FINANCE	253,583.00	A/P	OUT-STD	03/30/2015
	5681 GG-RCMP-JAN - MAR/15 POLICING &	253,583.00			
	<b>Cheque Totals Issued:</b>	<b>713,672.80</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>713,672.80</b>			
	<b>Total # of Cheques Listed:</b>	<b>139</b>			

\* - Name on Check was modified

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

**March 2013**

Minister of Finance (Highway Usage Permit Fee - Water Transmission Main Replacement - Project No. 138637, Cheque #90)	100.00
Dillon Consulting Limited (Engineering - Water Transmission Main Replacement - Project No. 138637, Cheque #91)	11,017.50
<b>Total</b>	<b><u><u>\$11,117.50</u></u></b>

Town of St. Stephen  
 BNK2 - Utility Bank Account  
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Number	Issued	Amount	SC	Status	Status Date
005086	03/05/2015 BELL MOBILITY INC. 523689487FEB15* WS/SCD-CELL PHONE CHARGES	610.26 610.26	A/P	OUT-STD	03/05/2015
005088	03/05/2015 COX ELECTRONICS & COMMUNICATIONS 2-1724421** GG-TREASURY- VIDEO CARD FOR I	70.57 70.57	A/P	OUT-STD	03/05/2015
005089	03/05/2015 IMAGEWEAR A DIVISION OF MARK'S 6981102* WS-SOURCE- CLOTHING ALLOWAN 6981152 WS-TRANS&DIST- CLOTHING ALLOV 9881186 WS-TRANS&DIST- CLOTHING ALLOV	970.70 584.32 345.71 40.67	A/P	OUT-STD	03/05/2015
005090	03/05/2015 MINISTER OF FINANCE DOT08110658-2014 WS-HIGHWAY USAGE- YEARLY FEE	18.38 18.38	A/P	OUT-STD	03/05/2015
005091	03/05/2015 PITNEY WORKS FEBRUARY132015** WS/SCD-TOWNHALL-POSTAGE MET	1,604.65 1,604.65	A/P	OUT-STD	03/05/2015
005092	03/05/2015 PUROLATOR COURIER LTD. 426598682 WS-SOURCE-TO HYPERION RESEA	83.13 83.13	A/P	OUT-STD	03/05/2015
005093	03/05/2015 RAYTEK 108781* SCD-DISPOSAL- FUEL SURCHARGE	1,478.27 1,478.27	A/P	OUT-STD	03/05/2015
005095	03/12/2015 DAVIS FUELS LTD. 152454 WS-MAXWELL X-ING- HEAT FUEL 152740 WS-110 MAXWELL X-ING- HEATING	823.29 429.72 393.57	A/P	OUT-STD	03/12/2015
005098	03/12/2015 N. B. ELECTRIC POWER 36669807MAR15 WS-3119MAXWELLINGXING-BUILDIN 50228902MAR15 WS-MAXWELLXING-PUMPS 53473043MAR15 WS-SOURCE-CHLORINE RESIDUAL 61230004MAR15 WS-MAXWELLXING-PUMPS 82291006MAR15 WS-SOURCE-RESERVOIR	5,458.29 982.61 774.24 73.72 3,269.30 358.42	A/P	OUT-STD	03/12/2015
005097	03/12/2015 XPLORNET INV08438051 WS-MAXWELL X-ING- SATILLITE SEI	50.84 50.84	A/P	OUT-STD	03/12/2015
005098	03/12/2015 FURLOTTE, BLAIR FEBRUARY262015 WS-TRANS&DIST-CALL OUT MEAL	28.25 28.25	A/P	OUT-STD	03/12/2015
005099	03/19/2015 AIR LIQUIDE CANADA 58161405 WS-TRANS&DIST- CYLINDER GAS 58356661 WS-TRANS&DIST- CYLINDER GAS	67.96 59.42 8.54	A/P	OUT-STD	03/19/2015
005100	03/19/2015 DEVLIN TIM OCTOBER 26,2014 SCD-DISPOSAL-108 YDS OF 6" PLUS <i>Rock</i>	868.00 868.00	A/P	OUT-STD	03/19/2015
005101	03/19/2015 MINISTER OF FINANCE <i>(Telephones)</i> 11366812FEB15 WS-SOURCE-PUMP STATION 18002807FEB15 SCD-DISPOSAL-OLD BAY WWTP	283.24 134.02 149.22	A/P	OUT-STD	03/19/2015
005102	03/19/2015 N. B. ELECTRIC POWER 52557426MAR15 SCD-218OLDBAYRD-WWTP 61224002MAR15 SCD-ST3-358A MILLTOWN BLVD LIF 76139807MAR15 SCD-ST3-54 RIVERSIDE DR LIFT ST. 84934906MAR15 SCD-ST3-658A RIVERSIDE DR LIFT 84943406MAR15 WS-ST3-TODD HILL RESERVOIR	5,618.57 4,820.00 488.01 47.32 122.54 140.70	A/P	OUT-STD	03/19/2015
005103	03/23/2015 A*PLUS* AUTO GLASS & UPHOLSTERY 19910 WS-#103- RT SIDE GLASS	67.80 67.80	A/P	OUT-STD	03/23/2015
005104	03/23/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG00554 WS- #102- CLAMPS IG00730 WS-#102- BLADES IG00734 WS-#102- ARM WSW 06DT IG00802 WS-#102- FILTER	280.73 134.06 31.59 34.33 60.75	A/P	OUT-STD	03/23/2015
005105	03/23/2015 COLE-PARMER CANADA INC.	515.11	A/P	OUT-STD	03/23/2015

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Town of St. Stephen  
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	00619447	WS-SOURCE- 4-CHANNEL DATALOC	515.11			
005107	03/23/2015	CREIGHTON-CARTER LTD.	7,046.86	A/P	OUT-STD	03/23/2015
	961-364330	WS-#102-BLOCK HEATER	129.36			
	961-364714	WS-#8-FUEL FILTERS, FILTERS	23.83			
	961-364745	SCD-#9- POLYURETHANE PAINT	201.24			
	961-365089	SCD-#3-GAS CAP	13.62			
	961-365231	WS-TRANS&DIST- RAT PIPE CUT	42.83			
	961-365338	SCD-#3-NISSAN FRONTIER GAS CAI	13.62			
	961-365389	SCD-#9-FITTING	9.53			
	961-365541	WS-#305-CALIPER W/ HARDWARE	184.61			
	961-365570	SCD-#9-HYDRAULIC HOSES, INST. F	136.67			
	961-365674	WS-#305-IGNITION COIL, SPARK PLI	37.00			
	961-365627	WS-#305-CORE DEPOSIT	-107.09			
	961-365678	WS-#102- THERMOSTATS	70.51			
	961-365706	SCD-#3- SELF ETCHING PRIMER, UN	25.83			
	961-365763	SCD-#3- GASKETS, MANIFOLD STUC	61.80			
	961-365787	WS-#8- HYD FITTING, HYDRAULIC H	54.53			
	961-365875	WS-#8-HYDRAULIC HOSES, INST FT	72.12			
	961-365920	SCD-#3-FUEL HOSES	19.53			
	961-366096	WS- #305- WIPER BLADES	57.02			
	961-368411*	WS-STS-4 POST HOIST, AIRLINE KIT	6,000.00			
005108	03/23/2015	EMCO CORPORATION	2,130.58	A/P	OUT-STD	03/23/2015
	2820302-00	WS-TRANS&DIST- KORNERHORNS,	1,505.91			
	2820305-00	WS-TRANS&DIST-KORNER ASSMS	322.39			
	2820595-00	WS-TRANS&DIST- ADAPTERS	302.28			
005109	03/23/2015	GREENLAW'S GARAGE LTD.	866.77	A/P	OUT-STD	03/23/2015
	0416	WS-#305- BRAKE SWITCH, THERMO	866.77			
005110	03/23/2015	GULLISON'S COURIER SERVICE	327.70	A/P	OUT-STD	03/23/2015
	372136	WS-#102-TO TOWN FR/ PFT	39.55			
	372155	WS-SOURCE-TO DOE LAB FR/ TOWN	33.90			
	372209	WS-SOURCE-TO DOE LAB FR/ TOWN	33.90			
	372221	SCD-#4-TO TOWN FR/ SAUNDERS E	56.50			
	750759	WS-SOURCE-TO DOE LAB FR/TOWN	33.90			
	750760	WS-SOURCE-TO RPC FR/TOWN	33.90			
	750791	WS-#8- TO TOWN FR/ PARTS FOR T	28.25			
	750796	WS-SOURCE-TO DOE FR/ TOWN	33.90			
	750797	WS-SOURCE-TO RPC FR/ TOWN	33.90			
005111	03/23/2015	HYPERION RESEARCH LTD.	1,144.29	A/P	OUT-STD	03/23/2015
	54187	WS-SOURCE- WATER SAMPLE ANAI	1,144.29			
005112	03/23/2015	IMAGEWEAR A DIVISION OF MARK'S	321.15	A/P	OUT-STD	03/23/2015
	7006303	WS-TRANS&DIST- CLOTHING ALLOV	274.55			
	7019591	WS-TRANS&DIST- CLOTHING ALLOV	46.60			
006113	03/23/2015	KEITH'S BUILDING SUPPLIES	237.00	A/P	OUT-STD	03/23/2015
	138785	WS-TRANS&DIST- ROOF RAKE, SHC	77.96			
	138841	WS-TRANS&DIST- NUT DRIVER, HAC	98.92			
	138970	WS-TRANS&DIST- RED SHEATHING	62.13			
005114	03/23/2015	KENT BUILDING SUPPLIES	389.63	A/P	OUT-STD	03/23/2015
	837325	WS-TRANS&DIST- ICE SCRAPER	21.01			
	842877	WS-TRANS&DIST- INSUL/FOAMULAF	317.17			
	843760	WS-SOURCE- FLASHLIGHT, BLOCK	51.45			
005115	03/23/2015	MEGA-LAB MANUFACTURING CO. LTD.	1,109.21	A/P	OUT-STD	03/23/2015
	135987	SCD-DISPOSAL- CAPTIVE	905.81			
	135989	WS-TRANS&DIST- THAWZ	203.40			

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Number	issued	Amount	SC	Status	Status Date
005116	03/23/2015 MINISTER OF FINANCE (DEPT OF ENVIRONMENT) 10002519 WS-TRANS&DIST- LAB WATER TEST	1,049.75 1,049.75	A/P	OUT-STD	03/23/2015
005117	03/23/2015 PARTS FOR TRUCKS INC. 34198875-00 WS-#8- SPACER BAND CHANNEL 34198874-00 WSW-#8- TUBELESS RIM POWDER (C 34199997-00* WS-#102- STEP PIN KITS	443.98 84.30 336.92 42.76	A/P	OUT-STD	03/23/2015
005118	03/23/2015 RESEARCH & PRODUCTIVITY COUNCIL 158451 WS-SOURCE-MICROBIOLOGICAL E 162809 WS-SOURCE-ANAEROBIC SPOREFC 183053 WS-SOURCE- ANAEROBIC SPOREFC 163278 WS-SOURCE- MICROBIOLOGICAL E	258.38 91.76 94.05 47.03 23.52	A/P	OUT-STD	03/23/2015
005119	03/23/2015 SAINT JOHN LABORATORY SERVICES LTD. 274-15 SCD-DISPOSAL-WWTP LAB TEST	862.59 862.59	A/P	OUT-STD	03/23/2015
005120	03/23/2015 SAINT JOHN NISSAN 50844 SCD-#3- SPO CORE ASSY	395.95 395.95	A/P	OUT-STD	03/23/2015
005121	03/23/2015 SELDON SMITH & SONS LIMITED 52030 WS-SOURCE- CARTIDGES	518.64 518.64	A/P	OUT-STD	03/23/2015
005122	03/23/2015 SOURCE ONE SUPPLIES 8038 WS-SOURCE-BATH TISSUE, GARBA	104.57 104.57	A/P	OUT-STD	03/23/2015
005123	03/23/2015 SOURCE ATLANTIC 2031335 SCD-DISPOSAL- CLOTHING ALLOW/	180.80 180.80	A/P	OUT-STD	03/23/2015
005125	03/23/2015 STATIONERY PLUS 344974 WS-TRANS&DIST- COMPOSITION BK 345701 SCD-DISPOSAL-DIARY WEEKLY 345780* WS/SCD-TOWN HALL- POST IT NOTI 345857* WS/SCD-TOWN HALL- BINDER, PEN 345858* WS/SCD-TOWNHALL-MESH TRAYS 345859* WS/SCD- TOWN HALL- DESK TRAY 345861**** WS/SCD- TOWN HALL- POST IT'S, S 346071* WS/SCD-TOWN HALL -TONER 346075* WS/SCD-TOWN HALL- RIBBON, POS 346119* WS/SCD-TOWN HALL- CALCULATOR 346331 SCD-DISPOSAL- BINDERS 346471* WS/SCD-ORGANIZER, HILTER, PEN 346561**** WS/SCD-PAPER, HANG FOLD, LEAD 346786* WS/SCD-TOWN HALL- ENVELOPES 346790* WS/SCD- TOWN HALL- BINDER 346843***** WS/SCD-TONER 346849* WS/SCD-TOWNHALL-BINDERS 346850 WS/SCD- TOWN HALL- BINDERS 346880* WS-SCD-TOWN HALL- SCISSORS,21	476.03 19.98 9.14 11.40 32.95 -21.84 14.66 5.57 92.53 26.13 27.54 10.45 20.39 96.61 60.86 11.09 46.26 -11.09 15.22 16.99	A/P	OUT-STD	03/23/2015
005127	03/25/2015 N. B. ELECTRIC POWER 53158875MAR15 SCD-ST5-BUDD AVE LIFT STATION 54807440MAR15 WS-ST5-158A MILLTOWN BLVD LIFT 56356048MAR15 SCD-ST5-18 RIVERSIDE DR LIFT S 61204006MAR15 SCD-2-216KINGST-LIFT STATION 61236008MAR15 WS-ST5-BUDD AVE LIFT STATION	3,951.74 1,955.35 38.80 38.80 80.34 1,838.45	A/P	OUT-STD	03/25/2015
005128	03/25/2015 SERVICE NEW BRUNSWICK CJA1812015 SCD-ST5- 2002 PK NISSAN PLU-G CKN9922015 WS-ST5- 2006 PK CHEVRO 3500 CLL4582015 WS-2007-PK FORD RANG CSA3612015 WS-ST5-2014 TOYOTA TACOMA L821882015 SCD-ST5- 1987 FM INTERN DCDT	198.00 18.00 18.00 18.00 18.00 18.00	A/P	OUT-STD	03/25/2015

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Number	Issued		Amount	SC	Status	Status Date
	L899922015	WS-ST5- 1998 PK CHEVRO 2600	18.00			
	LAZ7622015	WS-ST5- 1987 TK INTERN T	18.00			
	T191902015	WS-ST5- 1988 BH CASELO BACKHO	18.00			
	TB08862015	WS-ST5-1992 FMAQUATE SEPTIC	18.00			
	TEL1402015	WS- 1986- TY GARDNE DENVER	18.00			
	THM8992015	WS-ST5-TY ROADMA UTILITY	18.00			
		<b>Cheque Totals Issued:</b>	<b>40,886.44</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>40,886.44</b>			
		<b>Total # of Cheques Listed:</b>	<b>38</b>			

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

DATE: April 27, 2015

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

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

DATE: April 27, 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 April 15, 2015 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, APRIL 15, 2015 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items
3. Personal Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Councillor Maxwell and SECONDED by Councillor Harding that the above-noted fifteen (15) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c), (j) and (b) 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, Jim Maxwell, and Abby Pond; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Debbie MacDonald.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Public Presentation - Derek O'Brien, Secretary of the Planning Advisory Committee (PAC), presented to Committee the PAC's recommendation as outlined in its letter dated April 2, 2015, and as requested by a resolution of Council on March 23, 2015 on the proposed rezoning of 217 Union Street (PID # 01298181) from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC).

Matthew Bowland of LeeLand Farms Canine Rehabilitation and Recreational Facility, applicant of the proposed rezoning who wishes to operate a canine recreational and boarding facility, was also in attendance.

Committee agreed with the PAC's recommendation to proceed with the rezoning process, with the condition noted in the proposed amendments to the Town's Municipal Plan By-Law and Zoning By-Law, that should the business cease to exist as a canine recreational and boarding facility, the property will revert to Single & Two Family Residential (R-1).

Four (4) motions will be considered at the next Regular Session of Council on Monday, April 27, 2015: (i) to receive the requested written views of the PAC; (ii) first reading of proposed By-Law No. M-1.2, A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law; (iii) first reading of proposed By-Law No. Z-1.3, A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law; and (iv) set the date, time and place for the public hearing of objections/support of proposed By-Law No. M-1.2 and By-Law No. Z-1.3.

5. ITEMS

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

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer spoke to his report and one (1) action item is noted as follows:

Planning, Promotion and Tourism

Councillor Pond volunteered to assist the Chief Administrative Officer with the planning of "Meet the Municipality" day scheduled for May 30, 2015.

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

- (iii) Cheque Register for month of March 2015 - The memo from the Assistant Treasurer dated April 9, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 27, 2015.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The report of the Public Works Department was received and reviewed.
- (ii) Treatment Plant Operator Assistant Position – Update – The memo from the Director of Operations dated March 30, 2015 was received and reviewed, and upon completion of the interview process, a recommendation will be brought back to a future meeting.

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – Jayson Hansen, Acting Operations NCO, St. Stephen Post, presented his report and responded to various questions.
- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Equipment Purchase by Firefighters – The memo from the Fire Chief dated April 7, 2015 was received and reviewed.

As noted in his report, the Fire Chief advised that four pieces of equipment were recently purchased: (i) E Draulics Spreaders; (ii) E Draulics Cutters; (iii) 110 volt adapter; and (iv) windshield removal kit.

The Town initially paid for the above-noted equipment as per Section 10 of the Town's Purchasing Policy # 3A which reads as follows, but has since been reimbursed from the Fire Department's fundraising efforts:

Expenditures related to Safety or Emergency expenses that are unbudgeted and require immediate action are to have the Purchase Order signed off for approval by the Mayor, Chief Administrative Officer, Treasurer, and Department Head. Members of Council are to be made aware of these expenditures by the Department Head at the next available meeting of Committee.

- (iv) Out-of-Province Travel – The memo from the Fire Chief dated April 8, 2015 was received and reviewed.

Council will consider a motion at its next Regular Session on Monday, April 27, 2015 approving out-of-province travel for three firefighters, Jason St. Peter, Joe Richardson, and Bill Euloth, to attend a Fire Department Information Conference in Wolfville, Nova Scotia from June 5 - 7, 2015.

- (v) Repairs to Radio Tower – 199 Union Street – The memo from the Fire Chief dated April 7, 2015 with attached copy of quote from Department of Transportation and Infrastructure Radio Communications was received and reviewed.

The Fire Chief, through the Chief Administrative Officer, was directed to proceed with the repairs to the radio tower, and a motion will be considered retroactively at the next Regular Session of Council on Monday, April 27, 2015.

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

As noted in his report, the By-Law Enforcement Officer issued one (1) ticket for parking over the two hour limit, and the Chief Administrative Officer reiterated that the By-Law Enforcement Officer will continue to issue tickets for parking violations.

**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 Chief Administrative Officer/Development Officer presented his report and action items are noted as follows:

**St. Stephen Development Board**

Meetings are ongoing with the St. Stephen Development Board, Business Improvement Area, and Chamber of Commerce.

As noted in his report, the Chief Administrative Officer/Development Officer stated that the original purpose of the St. Stephen Development Board was “to promote the industrial development of the Town of St. Stephen and surrounding area in the best interest of the community”.

The Chief Administrative Officer/Development Officer requested that the Mayor and Councillors provide him with answers to the following questions by Friday, April 24, 2015 in order for him to propose a new agreement with the St. Stephen Development Board Inc. before its renewal in June as per

the direction by resolution of Council at its Regular Session on February 23, 2015:

**Purpose:**

1. What do you see as the principal mandate(s) of the St. Stephen Development Board?

**Membership:**

2. Does the current membership support the mandate of the St. Stephen Development Board?

- a) Two appointed by the Town of St. Stephen.
- b) Five appointed by the St. Stephen and Area Chamber of Commerce.
  - Chamber industrial / manufacturing sector (2).
  - Chamber on recommendation from Council (2).
  - Chamber on recommendation from BIA (1).
- c) Three appointed by the Directors of the company.
  - Board of Directors (2).
  - Board of Directors on the recommendation of BRAG (1).

3. Briefly explain the changes that you would recommend?

**Staff:**

- 4. What role(s) are required to support the mandate that you propose?
- 5. How do we best structure the staff to support the BIA, Chamber of Commerce, Community Events, and Chocolate Fest?

St. Stephen Market

Committee agreed with the Chief Administrative Officer's recommendation to move the Market to the green space between Sweeney International and the Clark building, if feasible, upon completion of further investigation.

- (iii) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.
- (iv) Request to place bistro table and chairs – The memo from the Property Manager dated April 8, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 27, 2015 granting permission for *Something's Brewing Cafe* to place one bistro table and chairs in front of its business during the summer months.

**PARKS AND RECREATION** - Chaired by Mayor Quartermain in the absence of Councillor MacDonald

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) W.T. Booth Community Pool Fees – The memo from the Director, Parks and Recreation, dated April 1, 2015 was received and reviewed.

After discussions were held, it was agreed to consider a motion at the next Regular Session of Council on Monday, April 27, 2015 to approve the following three (3) fees at the W. T. Booth Community Pool: (i) Daily Pass - \$2.00; (ii) Season Pass - \$35.00; and (iii) Family Pass - \$70.00.

To ensure that no child is turned away, the Director, Parks and Recreation, as noted in his memo, will work closely with schools and community groups/organizations to develop a list of families who require free passes.

- (iii) Border Arena – Parking Lot Rental – The memo from the Director, Parks and Recreation, dated April 7, 2015 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 27, 2015 granting permission to Saint John Nissan to rent the Border Arena parking lot on May 7 and 8, 2015 for a new and used car sale, as well as the issuance of a Transient Trader license, contingent upon receipt by the Town of Saint John Nissan's Certificate of Insurance.

- (iv) Report of the Garcelon Civic Center Manager – In the absence of the Garcelon Civic Center Manager, the Chief Administrative Officer reviewed the report with Committee.
- (v) Garcelon Civic Center Staffing – The memo from the Garcelon Civic Center Manager dated April 8, 2015 was received and reviewed.

The Chief Administrative Officer was directed to meet with the Finance and Administration Committee to determine how many positions should be advertised, and upon completion of the interview process, recommendations will be brought back to a future meeting.

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

- (i) Permanent Banner Hanging and Banner Hanging Policies – The memo from Councillor Pond dated April 8, 2015 with attached information from the Town of Hanover and City of Charlottesville was received and reviewed.

Committee commended Councillor Pond for her detailed information and the Chief Administrative Officer was directed to draft a policy for review at a future meeting.

- (ii) Request to Hold Event – The letter from the St. Stephen-Milltown Rotary Club Secretary dated April 7, 2015 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 27, 2015 to grant permission for the Rotary Club to hold a carnival in the Border Area Community Arena parking lot from July 8 – 12, 2015, contingent on receipt of the Club's Certificate of Insurance.

- (iii) Requests - Rally in the St. Croix Valley – The letter from the Coordinator for the "Rally in the St. Croix Valley" dated March 31, 2015 with attached copy of Confirmation of Insurance was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 27, 2015 to: (i) grant permission to hold its 4<sup>th</sup> Annual "Rally in the St. Croix Valley" Motorcycle Festival from July 3 – 5, 2015; (ii) grant permission to hold outdoor concerts and DJ music on Friday, July 3 and Saturday, July 4 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; (iii) waive vendor licenses; and (iv) grant permission for the placement of an "off-site" sign at Tim Hortons.

The Chief Administrative Officer was directed to contact the Coordinator for more information on "... a kids 'poker run' in the downtown core ...", as outlined in the Coordinator's above-noted letter and to provide that information to Committee.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 7:00 p.m. and returned to open session at 8:55 p.m., at which time it was **MOVED** by Councillor Pond and **SECONDED** by Councillor Booth that the meeting adjourn at 8:55 p.m.

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

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, APRIL 15, 2015 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items
3. Personal Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
  - (i) Public Presentation – Proposed rezoning of 217 Union Street (PID # 01298181) from Single & Two Family Residential) (R-1) to Neighbourhood Commercial (NC) for the operation of a canine recreational and boarding facility.
5. ITEMS

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

- (i) Report of the Chief Administrative Officer – with attachment:
  - Draft copy of Mission and Vision for the Town of St. Stephen
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of March 2015 – Memo from Assistant Treasurer dated April 9, 2015 with attachment:
  - Cheque Register

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) Treatment Plant Operator Assistant Position – Update – Memo from Director of Operations dated March 30, 2015 attached.

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Equipment Purchase by Firefighters – Memo from Fire Chief dated April 7, 2015 attached.
- (iv) Out-of-Province Travel – Memo from Fire Chief dated April 8, 2015 attached.
- (v) Repairs to Radio Tower – 199 Union Street – Memo from Fire Chief dated April 7, 2015 with attachment:
  - Copy of quote from Department of Transportation and Infrastructure Radio Communications
- (vi) 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
- (iv) Request to place bistro table and chairs – Memo from Property Manager dated April 8, 2015 attached.

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

- (i) Report of the Parks and Recreation Office
- (ii) W.T. Booth Community Pool Fees – Memo from Director, Parks and Recreation, dated April 1, 2015 attached.
- (iii) Border Arena – Parking Lot Rental – Memo from Director, Parks and Recreation, dated April 7, 2015 attached.
- (iv) Report of the Garcelon Civic Center Manager
- (v) Garcelon Civic Center Staffing – Memo from Garcelon Civic Center Manager dated April 8, 2015 attached.

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

- (i) Permanent Banner Hanging and Banner Hanging Policies – Memo from Councillor Pond dated April 8, 2015 with attachments:
  - Information from Town of Hanover
  - Information from City of Charlottesville
- (ii) Request to Hold Event – Letter from the St. Stephen-Milltown Rotary Club Secretary dated April 7, 2015 attached.
- (iii) Requests - Rally in the St. Croix Valley – Letter from Coordinator for the "Rally in the St. Croix Valley, dated March 31, 2015 with attachment:
  - Copy of Confirmation of Insurance

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: April 27, 2015

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on April 23, 2015 be approved as circulated.

**COMMITTEE MEETING**  
**THURSDAY, APRIL 23, 2015 @ 4:30 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

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

**ABSENT:** Councillor Jim Maxwell.

2. **APPROVAL OF AGENDA**

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

3. **ITEMS**

Motion to move into closed session as per:

- (i) **Labour and Employment Matter** - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items
- (ii) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

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

4. **ADJOURNMENT**

Council came out of closed session at 4:55 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Pond that the meeting adjourn at 4:55 p.m. **CARRIED**

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**THURSDAY, APRIL 23, 2015 @ 4:30 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

2. **APPROVAL OF AGENDA**

3. **ITEMS**

Motion to move into closed session as per:

- (i) **Labour and Employment Matter** – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items
- (ii) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

4. **ADJOURNMENT**

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

DATE: April 27, 2015

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

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

**STAFF REPORTS**

**THAT** the following staff reports for the month of March 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:** 09 April 2015

**Subject:** Finance Department Report

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## **Staff Activity since last report:**

- 1) Monthly accounting procedures:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).  
-Includes additional items related to new Civic Center, old Arena, and former Clark Building.
  - C) Payroll processing (Bi-weekly).  
-Includes additional employees related to new Civic Center.
  - D) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to May 31, 2014.
- 2) Statements of Revenue and Expenditures to February 28, 2015.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
  - A) Department Head meeting-March 9, 2015.
  - B) Monthly Committee meeting-March 11, 2015.
  - C) Office Staff meeting March 13, 2015.
  - D) Department Head meeting-March 24, 2015.
  - E) Department Head meeting-April 7, 2015.
  - F) Capital Budget meeting-April 7, 2015.
  - G) Human Resource meeting-April 9, 2015.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
  - 1) Combined Sanitary and Storm Sewer Separation.
  - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
  - 3) Gas Tax Project-West and Dow Streets.
  - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
  - 5) Civic Center.
  - 6) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
  - 7) Gas Tax Project-Water Transmission Main Replacement.
- B) 2014 operating and capital audit working papers-In Progress.
- C) Infrastructure Canada audit-In Progress.
- D) Funding remittances for Civic Center construction-In Progress.
- E) MCBB application for April, 2015 Hearing-In Progress.
- F) Application for debenture refinancing-Complete.
- G) Banking agreements-In Progress.
- H) Capital Budget-In Progress.
- I) Utility billings for January-March, 2015-In Progress.
- J) 2014 Actuary analysis.-In Progress
- K) Civic Center financial controls.-In Progress.
- L) 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 March 2015**

FROM: Lee Johnson Director of Operations  
DATE: April 02, 2015

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

- a) Repaired 6 water services.
- b) Repaired 7 Meters.
- c) Plowed Snow

### **2:Streets:**

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

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

- a) Lift station and Lagoon maintenance.
- b) 4 Sewer Laterals were videoed.
- c) 6 Sewer Laterals were flushed
- d) 3 Sewer Laterals were rodded.
- e) 1 Sewer Main was flushed.
- e) Plowed Snow

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

Parks

- Turf Maintenance Contract is out and will close on April 7<sup>th</sup>.
- Dan Hovey has been hired as the Parks Supervisor. He begins on April 1<sup>st</sup>.
- Student applications for Parks will close on April 3<sup>rd</sup>. Students will begin on May 4<sup>th</sup>.
- We are starting with repairs to all of our picnic tables, and plan to build 12 new ones.
- It looks like it will be a wet Spring, may delay official opening of playing fields, playgrounds.
- I have started working on the summer playing field schedule.

Recreation

- Continue to work on the 2<sup>nd</sup> Annual ball hockey tournament for Chocolate Fest. Priority now is to find a suitable location for this to be held.
- Spring/Summer brochure is finished and set to be mailed 1<sup>st</sup> week of April.
- Continue to work on pool schedule for upcoming season. Won't know exact schedule until after lesson registration takes place.
- Reception went well for the Charlotte County Canada Games athletes.
- Summer registration for swim lessons, tennis camp, basketball, soccer, baseball, and boys and girls club will be held May 11<sup>th</sup>-13<sup>th</sup> at the Civic Center.

Meetings

- FRPA
- Sport NB
- RNB
- Civic Center Staff Mtg

Michael O'Connell  
Director Parks & Recreation

# Fire Department Report for March 2015

Alarms were: Town Alarms            3  
                  Out of Town Alarms 3  
  Total 6

Alarms are described as being:

		# of firefighters	# of Hours
1. Assist Amb NB	2	10	12
2. Alarm Activation	1	10	15
3. Chimney	1	11	22
4. Structure	1	15	30
5. Dryer	1	13	20

Calls dispatched for March 2015 67.

## Fire Department Activities

1. Regular Monthly Meeting
2. Special Meeting
3. Water Rescue training
4. Shoveling of Fire Hydrants

## Fire Chiefs Activities:

1. 2 meetings of the Fire Department
2. 2 management meetings
3. Committee meeting
4. Meeting of the Fire Chiefs of the St. Croix Valley- meet and greet to put names to faces, discuss issues facing everyone.
5. Water Rescue Training –Civic Centre
6. Meeting with the St. George Fire Dept. and Spectra Energy (Gas Pipeline) regarding an upcoming exercise in the St. George area and the role Fire Dispatch will play.

The Fire Department hosted their 31<sup>st</sup> Annual Funspiel March 28 at the curling club. Fourteen Teams participated with teams coming from Calais, Musquash, Western Charlotte ( Scotch Ridge), Moores Mills, Oak Bay, St. Andrews, St. George, and Blacks Harbour.

Due to equipment failure the fire department has now purchased the "Next Generation" of Rescue Tools. (See Separate Memo). Members have spent a considerable amount of time becoming familiar with the tools as well as reorganizing the Rescue Unit to accommodate them.

In early December of 2014 I received information from Emera regarding support for fire departments relative to their activities (Pipeline) in the area. At that time I applied for a grant of \$3500.00 for the purchase of an Off Road Rescue Trailer. This unit will compliment the EMS unit for the Off Road Side By Side by allowing us to transport more than 1 patient at a time.

# **TOWN of ST. STEPHEN**

## **By-Law Enforcement**

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

## **MARCH REPORT**

**2015**

**To: CAO – Town of St. Stephen**

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

We handled 23 calls

3 Assist general public regarding bylaw inquiries

1 Taxi concern of not displaying lit sign on roof of cab, this as been rectified

13 Complaints of snow blocking sidewalks, notices have been left with the property owners, also spoke with two operators as well about this issue

3 Complaints of parking, library, King St. and Milltown Blvd

2 Taxi license renewals

1 Ticket issued for two hour parking

The report of the Animal Control Officer is as follows, I patroller the Town on a daily basis and responded to all complaints. Complaints of dogs crapping in neighbors yard. Dogs barking, and dogs running at large. Two cats and one dog impounded from Milltown trailer Park where the owner was arrested

Respectfully submitted



**Brent MacDougall**

**By-Law Enforcement Officer**

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

### **MARCH REPORT 2015**

#### **BUILDING INSPECTION**

**The month of March brought in a total of 1 (one) permit which represents \$35,000.00 in building costs.**

**We issued no Stop Work Orders in the month March. 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 2 (two) Occurrences reports and filed 1 (one) Building Inspection report. 0 (zero) electrical waivers were issued.**

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

**Respectively Submitted**

**Manzer Young  
Building Inspector  
Town of St. Stephen**

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

**March 31, 2015**

**Report on Town Buildings and Properties**

**A. OLD TOWN HALL**

- When checking the property for falling ice and snow load i found that the safety rail on roof has broken free, the through lag bolts that hold the safety rail down to the roof are rusted off allowing water in to building. Repairs under way to stop further damage.

**B. RCMP BUILDING**

- Removal of heavy ice from building roof has been ongoing.
- Electrical repair to inside and outside lights burnt out
- Meeting with RCMP officer on future repairs that are needed

**C. VISITOR INFORMATION CENTRE**

- Check and removed heavy snow and ice from around doors and roof
- The building heat was checked and found off due to large amounts of snow around outside fans, service was needed to maintain building from freezing.
- Repaired water leak in electrical room

**D. LIBRARY**

- Repairs to water leakage in to electrical room was cleaned up weekly.
- Snow and ice on front and back roof remove to lesson damage to roof and walls.
- Repaired several electrical lights and plugs from water damage

**E. TOWN WHARF**

- Wharf was checked weekly for damage some repairs will be needed to lower cross supports this summer not of a major concern.

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

**March 31, 2015**

**Report on Town Buildings and Properties**

**F. GIDDENS MEMORIAL AIRPORT**

- Removed extra snow from runways with snow blower
- Repair three more runway lights.
- Removed extra snow from lights three times
- Had airport runway shut down from air traffic 3 times due to from heavy snow?
- 

**G. 199 FIRE HALL**

- Checking roof weekly to removed heavy snow and repaired water leaks.
- Worked with fire chief on having repairs to hot water boiler in building as most pipes in the building are rotted out and have started to leak.
- Also replace domestic hot water heater tank leaking
- Replace and relocate electrical power wires 220volt in fire engine bay that were not safe

**H. Pizza Delight**

- .Repaired to back door hinges broken
- Replace inside door seals leaking.
- Repair to heating unit not working on roof.

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

**March 31, 2015**

**Report on Town Buildings and Properties**

**I. Clark Building**

- Remove more heavy snow and ice on back roof over fire exit
- Water leaking from side flashing allowed water in side building offices caused damage to ceilings and walls will still need ongoing repairs
- Repair electrical lights and plug in side.
- Replaced one domestic hot water heater in office.
- Cleaned out empty store for future tenant

**J. 9 Budd Ave Pump Station**

- Repair to Door
- Repair and install new roof panel's

**K. 220 Union Street**

- Check roof for water leaks
- Checked for snow loads

**L. Border Rink**

- Build secure rooms for book storage on top floor

Respectfully submitted,

Kingsley Bailey, Property Manager

## Report of the Development Office

### St. Stephen Development Board

Meetings were held with 2 stakeholders regarding the current agreement and the needs of the partner organizations. Meetings are scheduled with the General Manager and with BIA (April 13-17) and questions were e-mailed to the Chamber of Commerce.

- Council feedback (attached – p. 3) - discussion / submit to Derek by April 24, 2015.

*Action required.*

### St. Stephen Market

Meeting with the St. Stephen Market Executive and Members on Saturday, April 11 to gather thoughts regarding location, fee structure, and conditions.

### Recommendation:

Location: green space between the Splash Pad in Chocolate Park and the St. Croix River between Sweeney International and the Clark Building.

- Electrical hook up is available.
- Parking is available along the waterfront behind both the old Town Hall and around the Clarke Building with the exception of designated spots that belong to Sweeney International.
- Vendors can access via the waterfront on both sides, but cannot permanently block the boat landing.
- Patrons can access via the waterfront on each side, Chocolate Park, and the lane along the Clarke Building.
- Washroom facilities - ?

NUMBER OF VENDORS	SEASONAL FEE
Up to 25 vendors	\$ 500.00
25 +	\$ 750.00

*Sign permit(s) will be required – the fee is waived for not-for-profit organizations.*

### Conditions:

- Market operates between 10:00 a.m. – 2:00 p.m. on Friday of each week May 1 – October 31. Permission is required for day(s) and / or hours outside of this.
- The Town of St. Stephen reserves the right to re-locate the Market and will provide advance notice.

*Action Required.*

PHONE

EMAIL



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**Planning Advisory Committee**

- Meeting on April 1, 2015.
- Regular meetings scheduled for the first Wednesday of each month at 6:00 p.m. when business warrants.

**Building Permits**

- 1 issued for a total value of \$ 35 000.00.

**Sign Permits**

- 3 issued.

**Waivers**

- Nothing to report.

**Variances**

- Nothing to report.

**Approved plans**

- Nothing to report.

## **Council feedback – St. Stephen Development Board**

St. Stephen Development Board Original Purpose: *“to promote the industrial development of the Town of St. Stephen and surrounding area in the best interest of the community”*.

### **Purpose:**

1. What do you see as the principal mandate(s) of the St. Stephen Development Board?

### **Membership:**

2. Does the current membership support the mandate of the St. Stephen Development Board?

- a) Two appointed by the Town of St. Stephen.
- b) Five appointed by the St. Stephen and Area Chamber of Commerce.
  - Chamber industrial / manufacturing sector (2).
  - Chamber on recommendation from Council (2).
  - Chamber on recommendation from BIA (1).
- c) Three appointed by the Directors of the company.
  - Board of Directors (2).
  - Board of Directors on the recommendation of BRAG (1).

3. Briefly explain the changes that you would recommend?

### **Staff:**

4. What role(s) are required to support the mandate that you propose?
5. How do we best structure the staff to support the BIA, Chamber of Commerce, Community Events, and Chocolate Fest?

*Garcelon Civic Center Manager  
Monthly Report  
March 2015*

**Administration:**

- Various social media updates were completed throughout the month. The Facebook page now has 2,418 likes. The site has been very active and is a great tool for Staff to share updates.
- Work on developing and implementing a customer satisfaction survey is being finalized with plans for an online feedback option.
- Customer feedback tracking is ongoing with a new internal system and collection form in place.
- The new Administrative and Accounting Clerk contract position was advertised and is set to close on April 9<sup>th</sup>. Interviews are planned for the week of April 21<sup>st</sup> with the goal of the interview team presenting a recommendation to Council for the end of April.
- The job description for the Aquatic Supervisor position has been adjusted to include fitness center responsibilities in addition to the pool. The advertisement for this position is expected to be posted ASAP.
- The tender for the upper kitchen/canteen was issued.
- A staff appreciation event was held at Ganong Nature Park this month.
- Employee performance evaluations were completed this month.
- March break activities went well and were well received.

**Aquatic & Fitness Center:**

- The winter session of swimming lessons has drawn to a close and the spring session is set to start the week of April 6<sup>th</sup>. Up take on spring lessons was high with Staff making many adjustments and extra classes as possible to accommodate the waitlisted participants. Interest in the advance and adult classes was low with most of those being cancelled.
- Fitness Orientation sessions continue to be offered to new members and are being led by our trained volunteers.

**Membership Stats for the month of March:**

1-month	6-month	Annual	Day Passes
177	3	-	740

**Cumulative Membership Stats for the current year 2015:**

1-month	6-month	Annual	Day Passes
560	63	20	2,081

- Membership sales have already exceed our midyear target with three months to go.
- Private rentals continue to pick up with some of the local schools making reservations and families for birthday parties.
- The spring pool schedule has been finalized and circulated. This schedule offers more aqua stretch and overall variety in our aquatic offerings. Work on the summer schedule is underway.
- This month also marked the opening of our dry sauna's of which have already proven to be a nice addition to the facility. The men's and ladies changing room partitions have been repaired as well as the ceilings.
- We have been experiencing some issues with regulating water temperatures in the facility. Contractors are working to resolve the matter.
- This month we also celebrate reaching over 10,000 bathers for our aquatic facility.
- Training on the pool controls for the maintenance staff took place this month and has resulted in more consistent pool readings. Work to improve consistency in the Therapy Pool is ongoing.
- The aquaFit course the aquatic staff were schedule to attend was cancelled due to lack of registrants.
- An Easter Themed Swim was held on March 28 in conjunction with the Chocolate Museum.

The Aquatic Center participation stats for the month of March:

Swim Type	Number of Bathers
Lap Swim	852
Public Swim/Family Swim	1211
Aquastretch	187
Warm/Therapy Swim	29
Little Ones	126
Toonie Swim	564
Adapted Swim	4
Adult Swim/All Ages/Afterschool	153
Lessons	280
Private Rentals	94
<b>Monthly Total</b>	<b>2,935</b>

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

- The Culture, Community & Conference Center is another one of our business units that had regular use with rentals from the Boys and Girls Club, Hockey NB, Janice Butler, Women in Business, Ambulance NB, and a St. Patty's day event by the Aces. Room rental levels for the last couple of months are slightly under our anticipated target but expect the completion of the upper kitchen/canteen to boost rentals in for the balance of the year.
- Ticket sales for the concert continue to increase with over 785 ticket sales to date.
- 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.
- This month we hosted the Day of Champions and an Easter Themed Skate on March 28 marked the last day of ice for the season. The next season will resume in mid-august.
- The ice removal process went smoothly and quickly – completed within days.
- We are experiencing issues with the Kube system motors and have switched to using the main boilers which are not as energy efficient. The Kube motors are shutting down and show signs of damage in the housing of the pump. The water quality in the building maybe a contributing factor. The water is being tested and engineers are reviewing whether or not the filter size needs to increase. Upgrades or changes may be outside of the scope of the contract with DORA. Costing on requirements, if applicable, will be brought forward once determined.
- The contractor has been onsite working towards the completion of the construction deficiencies.
- Preparation and logistics planning for upcoming events such as the Youth Empowerment Summit, Kiwanis Tradeshow, and the Sammy Kershaw concert is ongoing.

**Meetings:**

- Weekly Staff Meetings: March 3, 10, 17, 24, & 31.
- Commission Meeting: March 9
- Management Meetings: March 9 & 24
- Town of Hampton Facility Tour: March 21
- Committees Meeting: March 11
- Joint Health & Safety Meeting: March 31

Respectfully Submitted by,

*Natalie Reid*

Garcelon Civic Center Manager

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

DATE: April 27, 2015

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

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

**BY-LAW NO. M-1.2 - "A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW" – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. M-1.2 – "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law" – for First Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. M-1.2**

A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW.

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. M-1, being The Town of St. Stephen Municipal Plan By-Law, is amended by revising the use designations delineated on the Generalized Future Land Use Map constituting Appendix B thereof, a copy of a portion of which is attached hereto as Schedule "1" by changing the land use designation from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) of the lands outlined in red on the said Schedule "1" of this by-law and which forms part hereof.
2. The land for which the land use designation is being changed is also shown on the Service New Brunswick Digital Property Mapping as PID # 01298181 (217 Union Street) attached hereto as Schedule "2".
3. The change of the land use designation is subject to a Section 39 of the *Community Planning Act* Council resolution whereby the land shall revert to Residential (Single & Two Family) (R-1) upon the cessation of the use of the property by LeeLand Farms Canine Rehabilitation and Recreation Facility for the operation of a canine recreational and boarding facility.

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

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

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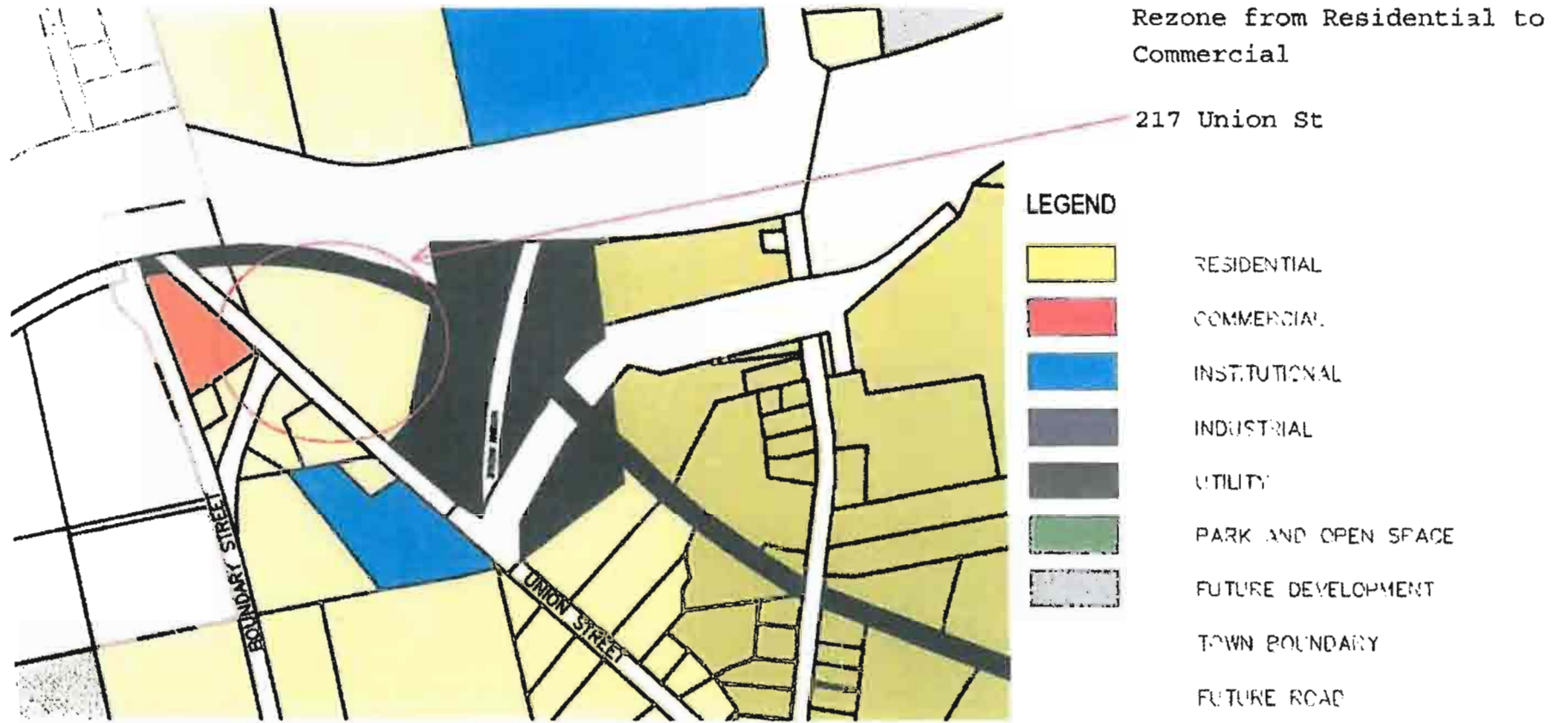
John Quartermain, Mayor

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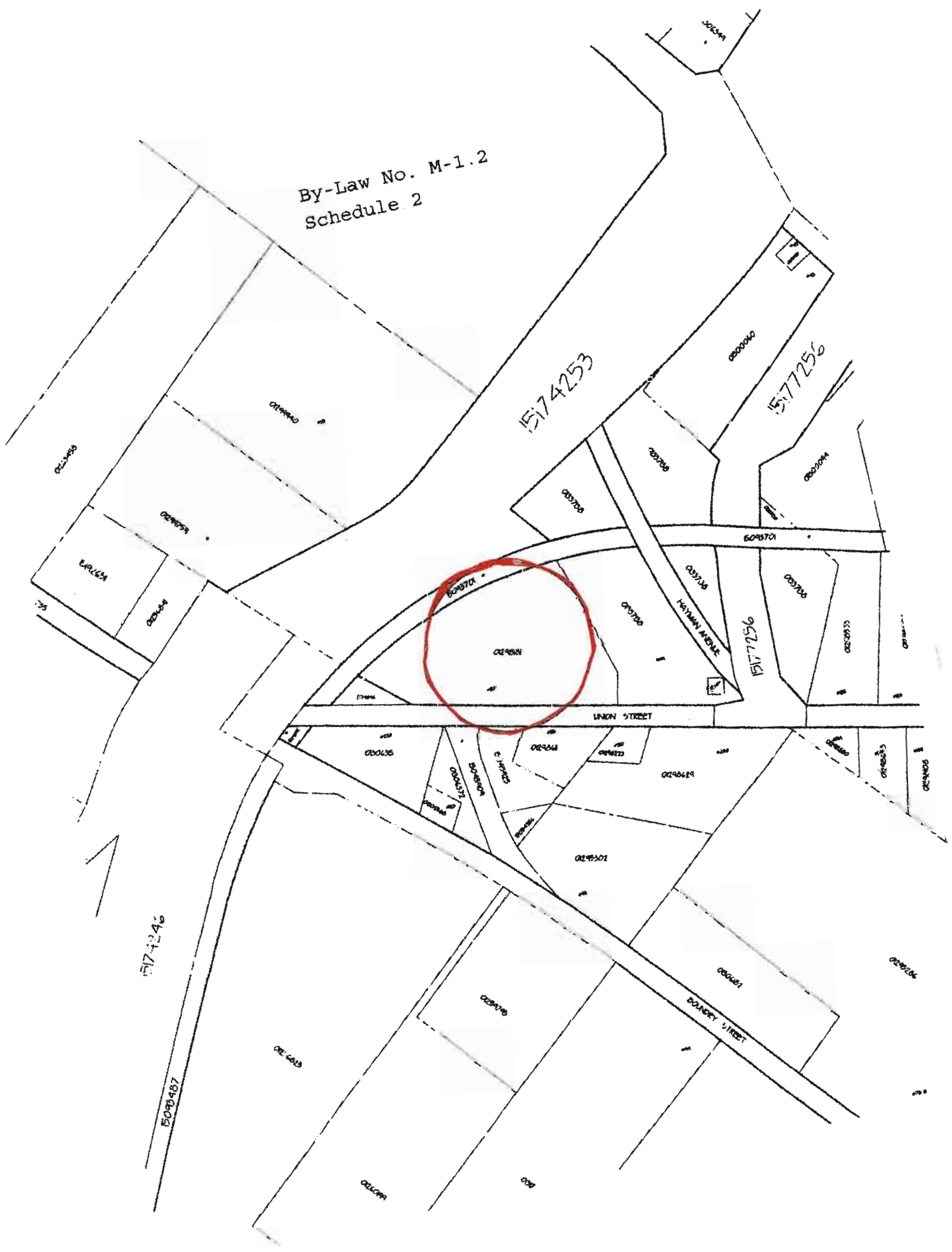
Joan M. Flewelling, Town Clerk

By-Law No. M-1.2

Schedule 1



By-Law No. M-1.2  
Schedule 2



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

DATE: April 27, 2015

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

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

**BY-LAW NO. Z-1.3 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – FIRST READING – SHORT TITLE ONLY**  
THAT leave now be given to introduce a by-law entitled By-Law No. Z-1.3 – "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" – for First Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. Z-1.3**

**A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW.**

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. Z-1, being The Town of St. Stephen Zoning By-Law, is amended by changing the zone as shown on the Zoning Map attached to the said By-Law as Schedule "A" thereof for the lands shown on Schedule "1" attached hereto and forming part hereof from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC).
2. The land for which the zone is being changed is also shown on a portion of the Service New Brunswick Digital Property Mapping attached hereto as Schedule "2" and identified as PID # 01298181 (217 Union Street).
3. Notwithstanding the provisions of Section 79 of the *Community Planning Act*, the use of the land shown on Schedule "1" attached hereto and forming part hereof shall be limited to a canine recreational and boarding facility operated by LeeLand Farms Canine Rehabilitation and Recreation Facility, and upon the cessation of such facility, the land shall revert to Single & Two Family Residential (R-1).

**IN WITNESS WHEREOF** The Town of St. Stephen has caused the corporate

seal of the said Town to be affixed to this By-Law the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

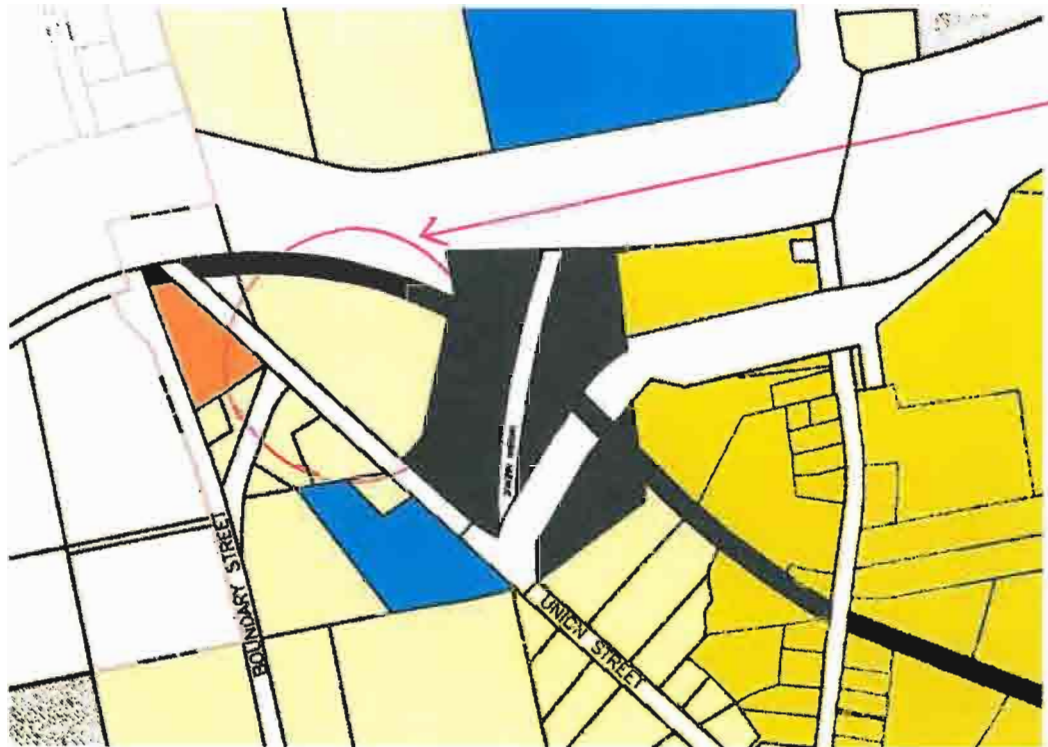
\_\_\_\_\_  
John Quartermain, Mayor

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

**By-Law No. Z-1.3**

**Schedule 1**

**Rezone from R-1 (Single & Two Family Residential)  
to NC (Neighbourhood Commercial)**

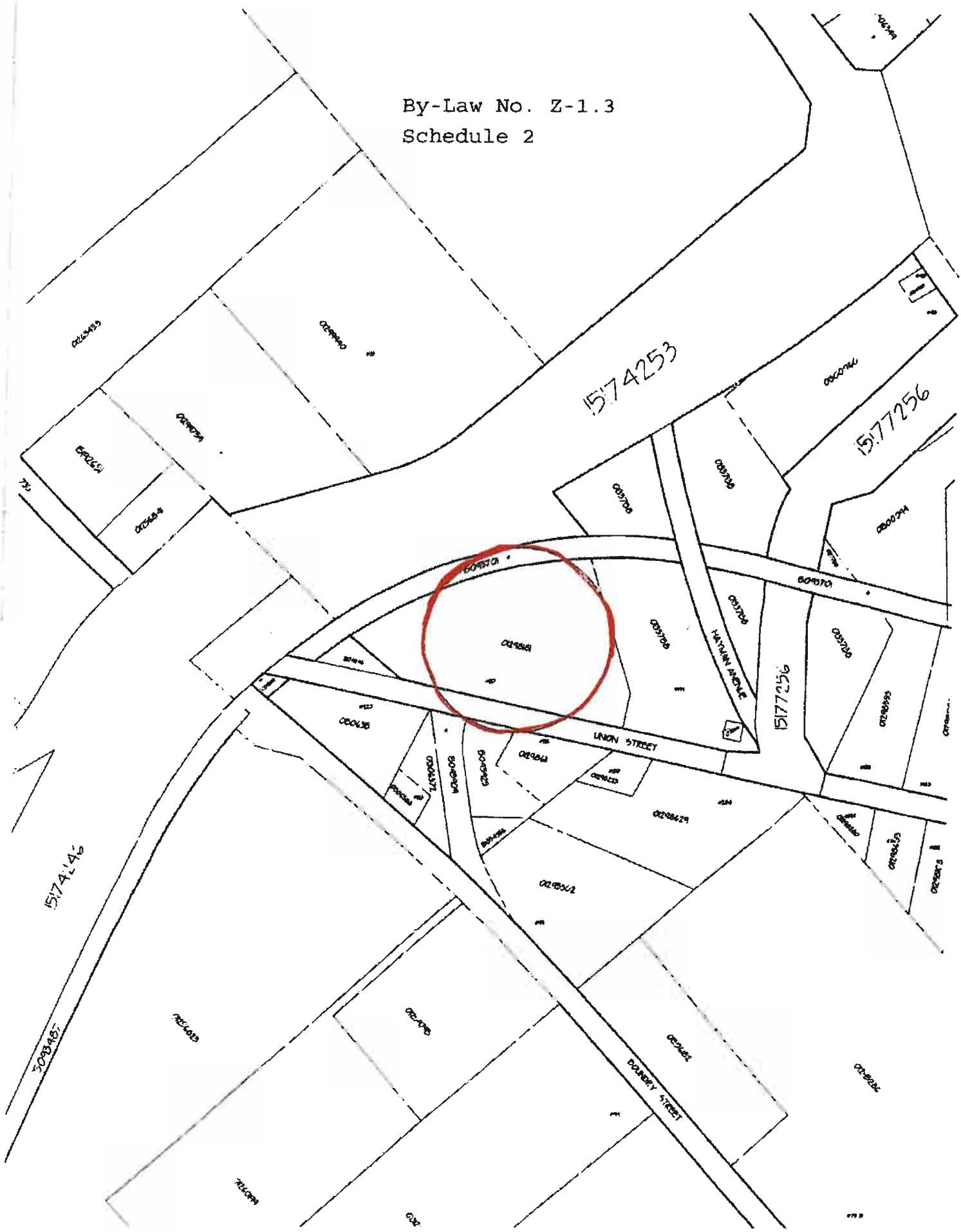


217 Union St

**LEGEND**

-  R-1 (SINGLE & TWO FAMILY RESIDENTIAL) ZONE
-  R-2 (RESIDENTIAL MAX) ZONE
-  R-3 (MULTIPLE UNIT RESIDENTIAL) ZONE
-  R-4 (LAND LEASE RESIDENTIAL) ZONE
-  CM (COMMERCIAL MIX) ZONE
-  NC (NEIGHBOURHOOD COMMERCIAL) ZONE
-  LFR (LARGE FORMAT RETAIL) ZONE
-  I-1 (HEAVY INDUSTRIAL) ZONE
-  I-2 (LIGHT INDUSTRIAL) ZONE
-  OD (OFFICE & OPEN SPACE) ZONE
-  INST (INSTITUTIONAL) ZONE
-  U (UTILITY) ZONE
-  FD (FUTURE DEVELOPMENT) ZONE
-  CT (COURTOWN) ZONE
-  TOWN BOUNDARY

By-Law No. Z-1.3  
Schedule 2



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

DATE: April 27, 2015

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police March 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



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

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**POLICE REPORT  
March 2015**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **March 1, 2015 to March 31, 2015 inclusive**. During this time period, the RCMP responded to **251** calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Other moving traffic</b>	<b>4</b>
<b>Other non-moving traffic</b>	<b>2</b>
<b>Tickets issued</b>	<b>19</b>
<b>Traffic Collisions</b>	<b>7</b>
<b>Warnings issued</b>	<b>38</b>
<b>Checkstop</b>	<b>3</b>
<b>Motor Vehicle Act</b>	<b>0</b>
<b>Fail to stop or remain</b>	<b>5</b>

**PROVINCIAL STATUTES:**

<b>False Abandoned 911</b>	<b>3</b>
<b>Mental Health Act</b>	<b>3</b>
<b>Trespass Act</b>	<b>1</b>
<b>Driving while Disqualified</b>	<b>0</b>
<b>Fire Prevention</b>	<b>1</b>
<b>False alarms</b>	<b>4</b>
<b>Wildlife Act</b>	<b>0</b>
<b>Firearms Act</b>	<b>0</b>
<b>Coroner's Act</b>	<b>0</b>
<b>Customs Act</b>	<b>1</b>
<b>Controlled Drugs &amp; Substance Act</b>	<b>0</b>

**CRIMINAL CODE:**

Assault	6
Assault with Weapon or Causing Bodily Harm	1
Breach of Prohibition Order	1
Break and Enter - Business	3
Break and Enter - Residence	1
Break and Enter – Other	1
Child Pornography	1
Contempt – Fail to Attend Court	1
Criminal Harassment	2
Fail to comply with undertaking	3
Fail to comply with probation	0
Impaired operation of motor vehicle (unfounded)	1
Mischief damage to and/or Obstruct Enjoyment of Property	11
Other Theft under \$5000	4
Sexual Assault	1
Uttering threats against person/property/animal	4
Failure to stop or remain	0
Fraud	0
Public Mischief	0
Breach of Peace	0
Theft Under or Equal to \$5000 - Shoplifting	2
Disturbing the Peace	4
Harassing Calls	0

**OTHER FEDERAL STATUTES:**

Possession schedule VIII – cannabis	0
Possession schedule I – other CDSA	0
Possession schedule II – other CDSA	1
Possession for the Purpose of Trafficking – Schedule III	1
Trafficking – Schedule VII – Cannabis	0

**OTHER INVESTIGATIONS:**

<b>Assistance to Canadian Police Non-RCMP</b>	<b>0</b>
<b>Assistance to Canadian Provincial Department</b>	<b>2</b>
<b>Assistance to General Public</b>	<b>5</b>
<b>Assistance to Canadian Federal Department</b>	<b>1</b>
<b>Assistance to Non-Government Canadian Agency</b>	<b>1</b>
<b>Assistance to US Non-Police Agency</b>	<b>1</b>
<b>Assistance to US Police Agency</b>	<b>1</b>

**OTHER INVESTIGATIONS:**

<b>Crime Prevention</b>	<b>0</b>
<b>Items/lost found</b>	<b>1</b>
<b>Police Certificates</b>	<b>90</b>
<b>Suspicious person</b>	<b>4</b>
<b>Municipal Bylaws</b>	<b>1</b>
<b>Person Reported Missing</b>	<b>0</b>
<b>Information File</b>	<b>2</b>
<b>Municipal Bylaws</b>	<b>1</b>
<b>Other Provincial Statutes</b>	<b>1</b>

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

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

DATE: April 27, 2015

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

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

**WRITTEN VIEWS – PLANNING ADVISORY COMMITTEE – PROPOSED REZONING  
OF 217 UNION STREET**

THAT the Council of the Town of St. Stephen receives the attached written views of the Planning Advisory Committee (PAC) dated April 2, 2015 as requested by a resolution of Council dated March 23, 2015 with respect to proposed By-Law No. M-1.2, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", and By-Law No. Z-1.3, "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law".



# TOWN OF ST. STEPHEN

Incorporated 1871

*"Canada's Chocolate Town"*

Planning Advisory Committee  
Town of St. Stephen

April 2, 2015

Mayor and Councillors  
Town of St. Stephen, NB

**Re: Proposed Rezoning of 217 Union Street**

Further to the following resolution which was unanimously passed at a Regular Session of Council on March 23, 2015,

**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.

the Planning Advisory Committee (PAC) met on April 1, 2015 to review the proposed Municipal Plan By-Law and Zoning By-Law amendments and the following two (2) resolutions were unanimously passed:

It was moved by Allan Gillmor and seconded by Mike Booth THAT PAC RECOMMEND TO COUNCIL TO AMEND BY-LAW NO. M-1.2 AS REQUESTED IN THIS APPLICATION. Carried.

It was moved by Marg Harding and seconded by Geoff Knight THAT PAC RECOMMEND TO COUNCIL TO AMEND BY-LAW No. Z-1.3 IN ORDER TO RE-ZONE THE PROPERTY AT 217 UNION STREET AS REQUESTED IN THIS APPLICATION TO ACCOMMODATE THE BUSINESS NOTED IN THE APPLICATION. Carried.

Yours truly,

Derek O'Brien, Secretary  
Planning Advisory Committee

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

DATE: April 27, 2015

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

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

**SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS/SUPPORT –  
PROPOSED REZONING OF 217 UNION STREET**

THAT Wednesday, May 20, 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 Hearing of Objections/Support of proposed By-Law No. M-1.2, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", and proposed By-Law No. Z-1.3, "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" which would see the consideration of the property known as 217 Union Street (PID # 01298181) rezoned 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: April 27, 2015

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

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

**OUT-OF-PROVINCE TRAVEL: FIREFIGHTERS**

**THAT** the Council of the Town of St. Stephen approves the out-of-province travel for three (3) firefighters: (i) Captain Jason St. Peter; (ii) Captain Joe Richardson; and (iii) Firefighter Bill Euloth to attend a Fire Department Information Conference at Acadia University in Wolfville, NS from June 5 – 7, 2015, inclusively.

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

DATE: April 27, 2015

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

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

**VOLUNTEER FIREFIGHTER POSITIONS**

**THAT** the Fire Chief's recommendation to recruit Marion Jamer as the Fire Department Chaplain/volunteer firefighter subject to the appropriate medical and records background check and a three (3) month probationary period be accepted, and stipends and wages to be paid for this position in accordance to that of a regular volunteer.

**AND THAT** the Fire Chief's recommendation to recruit Anthony Hatt as a volunteer firefighter subject to the appropriate medical and records background check and a three (3) month probationary period be accepted.

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

DATE: April 27, 2015

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

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

**RADIO TOWER REPAIRS – 199 UNION STREET**

**THAT** the Council of the Town of St. Stephen approves repairs to the radio tower located at 199 Union Street, and the estimated quote in the amount of \$7,819.64 (seven thousand, eight hundred and nineteen dollars and sixty-four cents), including HST, retroactive to April 16, 2015 from the Department of Transportation and Infrastructure (Province of New Brunswick) Radio Communications.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

DATE: April 27, 2015

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

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

**PLACEMENT OF BISTRO TABLE AND CHAIRS**

**THAT** the Council of the Town of St. Stephen grants permission to *Something's Brewing Café* located at 140 Milltown Boulevard for the placement of one (1) bistro style table and two (2) chairs on the sidewalk in front of the business.

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

**DATE:** April 27, 2015

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

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

**EXECUTION OF LEASE – WANDA SCOTT**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Wanda Scott, doing business as "The Talk of the Town", for a period of one (1) year retroactive to March 1, 2015 and terminating February 29, 2016, plus one (1) year optional renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB.

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

DATE: April 27, 2015

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

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

**W. T. BOOTH COMMUNITY POOL FEES**

THAT the Council of the Town of St. Stephen approves the following fee structure, including HST, for the W. T. Booth Community Pool commencing on opening day of 2015:

- Daily Pass - \$ 2.00
- Season Pass - \$35.00
- Family Pass - \$70.00

**AND THAT** the Council authorizes the Chief Administrative Officer, or his designate, to work closely with schools and community groups/organizations to develop a list and provide free passes to families who require same.

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

DATE: April 27, 2015

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

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

**AWARDING OF TENDER # TOSS15-02 - TURF MAINTENANCE –  
PLAYING FIELDS**

**THAT** of the four (4) tenders received, the low tender of \$153,000.00 (one hundred and fifty-three thousand dollars), plus HST, representing the total cost for a three (3) year term effective May 1, 2015, from Sharpe's Lawn Care, Mayfield, NB, be approved for the Turf Maintenance - Playing Fields – Tender # TOSS15-02.

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

DATE: April 27, 2015

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

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

**AWARDING OF QUOTE: USED TRUCK – PARKS AND RECREATION  
DEPARTMENT**

THAT of the five (5) quotes received, the quote in the amount of \$12,700.00 (twelve thousand, seven hundred dollars), plus applicable fees and HST, from Downey Ford Sales Ltd. of St. Stephen, NB, for a 2011 F150 4 x 2 ½ ton truck be accepted.

AND THAT Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

DATE: April 27, 2015

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

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

**AWARDING OF QUOTE: USED TRUCK – PARKS AND RECREATION  
DEPARTMENT**

THAT of the five (5) quotes received, the quote in the amount of \$9,000.00 (nine thousand dollars), plus applicable fees and HST, from Charlotte County Chevrolet Buick GMC Ltd. of St. Stephen, NB, for a 2008 Chevrolet Colorado LT extended cab 4 x 2 ¼ ton truck be accepted.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

DATE: April 27, 2015

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

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

**AWARDING OF QUOTE: RIDE ON MOWER – PARKS AND RECREATION  
DEPARTMENT**

THAT of the three (3) quotes received, the lowest quote in the amount of \$6,977.00 (six thousand, nine hundred and seventy-seven dollars), plus HST, from Hall Bros. Enterprises Ltd. of Norton, NB, for a ride on mower be accepted.

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

DATE: April 27, 2015

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

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

**TRANSIENT TRADER'S LICENSE – SAINT JOHN NISSAN**

**THAT** the Council of the Town of St. Stephen approves the issuance of a Transient Trader's License to Saint John Nissan to sell new and used vehicles in the parking lot of the Border Area Community Arena on two dates negotiated with the Chief Administrative Officer, or his designate, and in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers".

**AND THAT** the two day total rental fee for the use of the Border Area Community Arena parking lot shall be \$250.00 (two hundred and fifty dollars), plus HST, all contingent on receipt by the Town of Saint John Nissan's Certificate of Insurance.

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

DATE: April 27, 2015

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

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

**GARCELON CIVIC CENTER – FULL-TIME LIFEGUARD - JOB RECOMMENDATION**

**THAT** Julie Lord be offered the position of Full-time Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective April 28, 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: April 27, 2015

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

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

**APPROVAL OF EVENT: CARNIVAL - ST. STEPHEN-MILLTOWN ROTARY CLUB**

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to host the East Coast Amusements Carnival on the grounds of the Border Area Community Arena from Wednesday, July 8, 2015 to Sunday, July 12, 2015 as a fundraiser which enables the Club to continue to support the organizations and people in the community requiring assistance, contingent on receipt by the Town of the Club's Certificate of Insurance.

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

DATE: April 27, 2015

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

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

**APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY – 4<sup>th</sup> ANNUAL INTERNATIONAL MOTORCYCLE FESTIVAL**

**THAT** the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 4<sup>th</sup> Annual International Motorcycle Festival from Friday, July 3 to Sunday, July 5, 2015, and acknowledges receipt of its Certificate of Insurance.

**AND THAT** permission is granted for the placement of an off-site sign at Tim Hortons, so placed as to not obstruct traffic; hold outdoor concerts and DJ music in the rear parking lot of the St. Stephen Legion on Friday, July 3 and Saturday, July 4 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; and vendor licenses for the weekend shall be waived.

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

DATE: April 27, 2015

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

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

**DEMOLITION – 21 PLEASANT STREET**

**THAT** the Council of the Town of St. Stephen declares 21 Pleasant Street (PID # 01311356), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building in the unbudgeted amount of \$7,350.00 (seven thousand, three hundred and fifty dollars), plus HST, being the low quote of three (3) quotes obtained.

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

DATE: April 27, 2015

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

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

**DEMOLITION – 148 MILLTOWN BOULEVARD**

**THAT** the Council of the Town of St. Stephen declares 148 Milltown Boulevard (PID # 01306034), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of A. Downey & Son Construction of Valley Road, NB, to demolish the building in the unbudgeted amount of \$1,200.00 (one thousand, two hundred dollars), plus HST, being the low quote of three (3) quotes obtained.

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

DATE: April 27, 2015

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

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

**RESIGNATION OF KINGSLEY BAILEY – GARCELON CIVIC CENTER PHYSICAL OPERATIONS MANAGER AND SUPERVISOR AND THE TOWN'S PROPERTY MANAGER**

THAT the Council of the Town of St. Stephen accepts the resignation of Kingsley Bailey, Manager and Supervisor of the physical operations of the Garcelon Civic Center and the Town of St. Stephen's Property Manager, effective May 20, 2015 and authorizes the Chief Administrative Officer to cause all obligations and payments required by the Town of St. Stephen as outlined in the Term Agreement executed on January 21, 2015 and the Amendment thereto executed on January 29, 2015 to be completed and paid in accordance with the terms of such agreements.

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

DATE: April 27, 2015

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

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

**TERM AGREEMENT – THE TOWN AND BARBARA TUCKER**

**WHEREAS** the Council of the Town of St. Stephen and Barbara Tucker have negotiated a Term Agreement in the form presented to Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen and Barbara Tucker of Oak Bay, NB for the position of Administrative and Accounting Clerk Coordinator of the Garcelon Civic Center for a one (1) year term commencing April 28, 2015 and in the form of agreement presented to Council.

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

DATE: April 27, 2015

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

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

**GARCELON CIVIC CENTER PROJECT – CANTEEN AND UPPER KITCHEN -  
PLUMBING SERVICES**

**THAT** the Council of the Town of St. Stephen approves for payment an invoice from Seldon Smith & Sons Ltd. for an expenditure in the amount of \$20,293.36 (twenty thousand, two hundred and ninety-three dollars and thirty-six cents), including HST, for items as recommended by the Project Manager to complete the plumbing for the canteen and upper kitchen at the Garcelon Civic Center.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

DATE: April 27, 2015

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

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

**GARCELON CIVIC CENTER PROJECT – KITCHEN VENTILATION**

**THAT** the Council of the Town of St. Stephen approves the expenditure in the amount of \$4,950.00 (four thousand, nine hundred and fifty dollars), plus HST, from Flynn Canada Ltd., Dieppe, NB, to cut three (3) holes in the roof, install curbs, and caps in preparation for the ventilation work in order to complete the upper kitchen at the Garcelon Civic Center.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

DATE: April 27, 2015

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

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

**AWARDING OF TENDER # TOSS15-03 – GARCELON CIVIC CENTER  
– KITCHEN EQUIPMENT, INSTALLATION AND SERVICE**

THAT of the two (2) tenders received, the low tender of \$73,000.00 (seventy-three thousand dollars), plus HST, from MC Ventilation Ltd., Saint John, NB, to provide kitchen equipment, installation and service at the Garcelon Civic Center be approved.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

DATE: April 27, 2015

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.