

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

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATION
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – June 22, 2015
  - (b) Special Council Meeting – July 21, 2015
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you card from Holly Huizinga, recipient of the JAD Campbell Scholarship.
  - (b) Thank you card from Lexi Brisley, recipient of the Frances Esther Todd Scholarship.
  - (c) Thank you card from Brandon Mofford, recipient of the Irving Randall Todd Scholarship.
  - (d) Thank you note from Melody Brewer dated June 24, 2015.
  - (e) Letter from Jeff M. Cross, Regional Fire Marshal to the CAO, Mayor and Council.

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 – July 15, 2015
  - (b) Planning Advisory Committee Meeting – Acceptance of Minutes – April 1, 2015

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. Z-1.4 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – Second Reading – Reading in its Entirety
- (b) By-Law No. Z-1.4 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Application to the Municipal Capital Borrowing Board – General Fund
- (c) Application to the Municipal Capital Borrowing Board – Water and Sewerage Fund
- (d) Town Grant – Milltown Elementary School
- (e) Awarding of Tender: 2015 Extended Hoe Loader/Backhoe – RFQ # TOSS15-04
- (f) Potential Town Hall - Former Train Station/Visitor Information Centre
- (g) Volunteer Attendant – Giddens Memorial Airport
- (h) Rear Deck - Something's Brewing Café
- (i) Resignations – Garcelon Civic Center Advising Commission
- (j) Donation – The Town of St. Stephen
- (k) Fundraising Road Toll – Charlotte County Housing Council, Inc.
- (l) Reappointment – St. Croix Public Library Board
- (m) Casual Clerk/Receptionist Position
- (n) Amendment to Employment Agreement – The Town and Derek O'Brien

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

**DATE:** July 27, 2015

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

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

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

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

DATE: July 27, 2015

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on June 22, 2015 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JUNE 22, 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, and Jim Maxwell;  
Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

**ABSENT:** Councillor Abby Pond.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Harding  
Seconded by Councillor Booth

**142/15** **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

**REGULAR COUNCIL MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor MacDonald

**143/15** **THAT** the Minutes of the Regular Council meeting held on May 25, 2015 be approved as circulated. **CARRIED**

**MINUTES  
REGULAR COUNCIL  
JUNE 22, 2015**

2

8. ACCOUNTS

PAID BILLS

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

**144/15** THAT the paid bills in the amount of \$905,626.83 (nine hundred and five thousand, six hundred and twenty-six dollars and eighty-three cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding

Seconded by Councillor Maxwell

**145/15** THAT Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

**146/15** 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 June 10, 2015 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor Booth

**147/15** THAT the following staff reports for the month of May 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 the Garcelon Civic Center. CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**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" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor MacDonald

Seconded by Councillor Booth

148/15 THAT 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 given Third and Final Reading – Short Title Only. **CARRIED**

149/15 **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" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Harding

Seconded by Councillor Maxwell

THAT 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 given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

150/15 THAT the Royal Canadian Mounted Police May 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**DONATION – ST. STEPHEN-MILLTOWN KIWANIS CLUB**

Moved by Councillor Maxwell

Seconded by Councillor Booth

151/15 THAT the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$300.00 (three hundred dollars) to the St. Stephen-Milltown Kiwanis Club as a donation for providing services at a Town of St. Stephen Staff Appreciation barbeque held on May 29, 2015. **CARRIED**

**PROPOSED BANDSTAND – DAVID ALISON GANONG CHOCOLATE PARK**

Moved by Councillor Booth

Seconded by Councillor Harding

152/15

**THAT** the Council of the Town of St. Stephen supports, in principle, the concept of the erection of a bandstand in the David Alison Ganong Chocolate Park by the St. Stephen-Milltown Rotary Club.

**AND THAT** Council directs the Chief Administrative Officer/Development Officer to approve the above-noted project contingent on compliance with any applicable Town by-laws and any necessary permits. **CARRIED**

**TRANSFER TO THE GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Booth

Seconded by Councillor Maxwell

153/15

**THAT** the amount of \$100,000.00 (one hundred thousand dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

**CONTRIBUTION FOR LEGAL ASSISTANCE – PROPOSED COURT CLOSURE**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

154/15

**WHEREAS** the Province of New Brunswick may close the Provincial Court in the Town of St. Stephen;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure up to a maximum of \$2,500.00 (two thousand, five hundred dollars) to the Regional Service Commission 10 as a contribution to assist with the cost of retaining out-of-province constitutional lawyers who have been successful in other provinces to reverse decisions on court closures, if required. **CARRIED**

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

Moved by Councillor Maxwell

Seconded by Councillor Harding

155/15

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

**AWARDING OF QUOTE: SNOW BLOWER ATTACHMENT**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

**156/15** THAT the quote in the amount of \$16,900.00 (sixteen thousand, nine hundred dollars), plus HST, from Saunders Equipment Ltd. of Fredericton, NB, for a snow blower attachment 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. **CARRIED**

**AWARDING OF QUOTE: DUMP-SANDER BODY SHELL**

Moved by Councillor Booth  
Seconded by Councillor Maxwell

**157/15** THAT the quote in the amount of \$21,795.00 (twenty-one thousand, seven hundred and ninety-five dollars), plus HST, from Parts For Trucks Inc. of Fredericton, NB, for a dump-sander body shell 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. **CARRIED**

**ST. STEPHEN FIRE DEPARTMENT – RESCUE TOOLS**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Harding

**158/15** THAT the Council of the Town of St. Stephen authorizes the retroactive expenditure in the amount of \$11,995.00 (eleven thousand, nine hundred and ninety-five dollars), plus HST, for the purchase of a RAM eDRAULIC from Code 4 Fire & Rescue Inc. of Hagersville, Ontario.

**AND THAT** Council authorizes the payment from the Fire Department's General Operating Budget, and a contribution from the St. Stephen Volunteer Fire Department in the amount of \$2,000.00 (two thousand dollars) will be used against the expenditure. **CARRIED**

**FORMER CLARK BUILDING – REPLACEMENT OF HEAT/AIR CONDITIONING PUMP SYSTEM**

Moved by Councillor Booth  
Seconded by Deputy Mayor MacEachern

**159/15** THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the estimated amount of \$5,460.00 (five thousand, four hundred and sixty dollars) from East Coast Air of Crocker Hill, NB, to replace the heat/air conditioning pump system in one of the units located in the former Clark building at 78 Milltown Boulevard. **CARRIED**

**APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN  
ROTARY CLUB**

Moved by Councillor MacDonald  
Seconded by Councillor Maxwell

- 160/15** THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, October 18, 2015 from 8:30 a.m. to 12 noon, 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. **CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 161/15** THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter to hold a fundraising road toll on Queen Street West between Marks Street and Porter Street on Saturday, September 26, 2015 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, October 3, 2015 between the hours of 8:00 a.m. and 6:00 p.m. **CARRIED**

**APPROVAL OF EVENT – N. B. ANTIQUE AUTO CLUB INC., PASSAMAQUODDY  
REGION AND THE ST. STEPHEN AREA CHAMBER OF COMMERCE – “SHOW  
AND SHINE ANTIQUE AND CLASSIC CAR SHOW”**

Moved by Councillor MacDonald  
Seconded by Councillor Booth

- 162/15** THAT the Council of the Town of St. Stephen grants permission to the N. B. Antique Auto Club Inc., Passamaquoddy Region (the Club), and the St. Stephen Area Chamber of Commerce, to play music at its “Show and Shine Antique and Classic Car Show” event on Sunday, July 26, 2015 from 11:00 a.m. – 3:00 p.m. at the Kent Home Improvement parking lot, contingent on receipt by the Town of the Club's Certificate of Insurance. **CARRIED**

**DAVID ALISON GANONG CHOCOLATE PARK – SUNDAY WORSHIPS**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor MacDonald

- 163/15** THAT the Council of the Town of St. Stephen grants permission to the St. Croix Christian Centre to hold Sunday Worship in the David Alison Ganong Chocolate Park, which will include music, from 6:00 p.m. – 7:00 p.m. on the following four (4) dates:

- Sunday, August 2, 2015
- Sunday, August 9, 2015
- Sunday, August 16, 2015
- Sunday, August 23, 2015

**CARRIED**

**JOB DESCRIPTION – EVENT DEVELOPMENT COORDINATOR**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 164/15 THAT the Council of the Town of St. Stephen approves the attached job description for the position of Event Development Coordinator and directs the Chief Administrative Officer to advertise the position. **CARRIED**

**APPOINTMENT – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.**

Moved by Councillor MacDonald  
Seconded by Councillor Maxwell

- 165/15 THAT Joni Donahue be appointed to the Board of Trustees of the Charlotte County Hospital Foundation, Inc., for a three year term retroactive to May 1, 2015 and expiring April 30, 2018, filling the vacancy left by the resignation of Patricia Frost. **CARRIED**

**AWARDING OF TENDER: WATER TRANSMISSION MAIN TWINNING – ROUTE 170 AND VALLEY ROAD – PROJECT NO. 13-8637**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

- 166/15 THAT of the four (4) tenders received, the low tender of \$419,959.00 (four hundred and nineteen thousand, nine hundred and fifty-nine dollars), including HST, from E. Cummings Contracting Inc. of Woodstock, NB, for the water transmission main twinning – Route 170 and Valley Road be accepted. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor MacEachern**

- Busy with his daughter's SSSH graduation events.

**Councillor Harding**

- Absent from June's Committees meeting due to illness.
- Ongoing participation every Monday morning in meetings with the RCMP Acting Sergeant and the Mayor.
- Received four complaints recently from upset residents on people not picking up after their dogs and urges people to do so.

Councillor Booth

- Attended all Town meetings.
- Attended SSHS graduation events.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Parks and Recreation meeting.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Chocolate Fest meeting.
- Attended the Staff Appreciation BBQ and free swim at the Garcelon Civic Center.

16. QUESTION PERIOD

Questions/comments from Vern Faulkner, Editor of *The Saint Croix Courier and Courier Weekend*, were addressed. In particular, the questions/comments referred to the following:

- Whether or not the Canada Border Services Agency (CBSA) would be affected if the Province closed the court in St. Stephen as the CBSA, from time to time, require the services of the RCMP, who could be out of town attending court in Saint John.
- Clarification of an item on the cheque register.
- Was a decision made on whether or not the public could become members of the various committees.
- Update on a potential skate board park sponsored by the Kiwanis Club.
- Clarification for the reason of eliminating the salary on the job description for the Event Development Coordinator.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked for clarification on the resolution with respect to the "Contribution for Legal Assistance – Proposed Court Closure".

**MINUTES  
REGULAR COUNCIL  
JUNE 22, 2015**

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

167/15 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, JUNE 22, 2015 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATION
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – May 25, 2015
8. ACCOUNTS
  - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you letter from the Village of Blacks Harbour Fire Department to the St. Stephen Fire Department dated May 11, 2015.

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 – June 10, 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) Garcelon Civic Center

**12. UNFINISHED BUSINESS**

**13. 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” – Third and Final 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 – Third and Final Reading – Short Title Only

**14. NEW BUSINESS**

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Donation – St. Stephen-Milltown Kiwanis Club
- (c) Proposed Bandstand – David Alison Ganong Chocolate Park
- (d) Transfer to the General Capital Reserve Fund
- (e) Contribution for Legal Assistance – Proposed Court Closure
- (f) Town of St. Stephen – Commercial Credit Application
- (g) Awarding of Quote: Snow Blower Attachment
- (h) Awarding of Quote: Dump-Sander Body Shell
- (i) St. Stephen Fire Department – Rescue Tools
- (j) Former Clark Building – Replacement of Heat/Air Conditioning Pump System
- (k) Approval of Event: Annual Run/Walk – St. Stephen-Milltown Rotary Club
- (l) Fundraising Road Toll – Charlotte County Animal Shelter
- (m) Approval of Event – N. B. Antique Auto Club Inc., Passamaquoddy Region and the St. Stephen Area Chamber of Commerce – “Show and Shine Antique and Classic Car Show”
- (n) David Alison Ganong Chocolate Park – Sunday Worships
- (o) Job Description – Event Development Coordinator
- (p) Appointment – The Charlotte County Hospital Foundation, Inc.
- (q) Awarding of Tender: Water Transmission Main Twinning – Route 170 and Valley Road – Project No. 13-8637

**15. REPORTS OF MAYOR AND COUNCILLORS**

**16. QUESTION PERIOD**

**17. ADJOURNMENT**

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

**DATE:** July 27, 2015

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

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

**SPECIAL COUNCIL MEETING**

**THAT** the Minutes of the Special Council meeting held on July 21, 2015 be approved as circulated.

**SPECIAL MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**TUESDAY, JULY 21, 2015 @ 5:00 P.M.**

1. **RECORDING OF ATTENDANCE**

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

**ABSENT:** Deputy Mayor Allan MacEachern and Councillor Abby Pond.

2. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

**168/15** **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

**EMPLOYMENT AGREEMENT – THE TOWN AND ANDREW GIDDENS**

Moved by Councillor MacDonald

Seconded by Councillor Booth

**169/15** **WHEREAS** the Council of the Town of St. Stephen and Andrew Giddens have negotiated an Employment 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 an Employment Agreement between The Town of St. Stephen and Andrew Giddens of St. Stephen, NB for the position of Operations/Maintenance Coordinator for the Garcelon Civic Center commencing August 10, 2015, and in the form of agreement presented to Council. **CARRIED**

5. ADJOURNMENT

ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

170/15 THAT the meeting adjourn at 5:05 p.m. CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**AGENDA**  
**SPECIAL MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**TUESDAY, JULY 21, 2015 @ 5:00 P.M.**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Employment Agreement – The Town and the Garcelon Civic Center  
Operations/Maintenance Coordinator

5. ADJOURNMENT

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

DATE: July 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 April 30, 2015 be received.

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

	<b>Actual To Date For the Four Months Ending April 30, 2015</b>	<b>Budget For the Year Ending December 31, 2015</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	1,840,022	5,520,066	\$3,680,044	33%
Services Provided to Other Governments	66,585	206,611	140,026	32%
Sale of Services	12,059	646,439	634,380	2%
Other Revenue From Own Sources	107,642	223,855	116,213	48%
Unconditional Grants	477,480	1,432,436	954,956	33%
Unconditional Transfers	5,360	21,440	16,080	25%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	305,987	1,004,652	698,665	30%
<b>Total Revenue</b>	<b>2,815,135</b>	<b>9,059,499</b>	<b>6,244,364</b>	<b>31%</b>
<b>Expenditure</b>				
General Government Services	257,266	1,032,304	775,038	25%
Protective Services	611,374	2,122,004	1,510,630	29%
Transportation Services	710,849	1,859,472	1,148,623	38%
Environmental Health Services	66,194	258,570	192,376	26%
Environmental Development Services	114,993	289,938	174,945	40%
Recreational and Cultural Services	450,170	1,774,942	1,324,772	25%
Fiscal Services	404,096	1,714,269	1,310,173	24%
Other	-8,596	8,000	16,596	-107%
<b>Total Expenditures</b>	<b>2,606,346</b>	<b>9,059,499</b>	<b>6,453,153</b>	<b>29%</b>
<b>Surplus (Deficit)</b>	<b>\$208,789</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 Four Months Ending April 30, 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	\$537,224	\$2,014,837	\$1,477,613	27%
Other Revenue From Own Service	60,509	190,769	130,260	32%
Other Transfers	23,135	69,405	46,270	33%
<b>Total Revenue</b>	<b>620,868</b>	<b>2,275,011</b>	<b>1,607,873</b>	<b>27%</b>
<b>Expenditures</b>				
Water Supply	296,148	1,041,233	745,085	28%
Sewerage Collection and Disposal	181,518	736,226	554,708	25%
Fiscal Services	29,237	497,552	468,315	6%
<b>Total Expenditures</b>	<b>506,903</b>	<b>2,275,011</b>	<b>1,768,108</b>	<b>22%</b>
<b>Surplus (Deficit)</b>	<b>\$113,965</b>	<b>\$0</b>		

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

DATE: July 27, 2015

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$915,460.07 (nine hundred and fifteen thousand, four hundred and sixty dollars and seven cents) be received.

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 016537 dated between 06/01/2015 and 06/30/2015

CHEQUE REGISTER

Printed: 2:35:32PM 07/10/2015

Page 1 of 9

Number	Issued	Amount	SC	Status	Status Date
015115	06/13/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE13,2015 SERIES "AU" - INTEREST	3,530.00 3,530.00	A/P	OUT-STD	06/13/2015
015118	06/13/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE13,2015* SERIES "AU" - PRINCIPAL	74,000.00 74,000.00	A/P	OUT-STD	06/13/2015
015121	06/22/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE22,2015 SERIES "AZ" - INTEREST	2,647.75 2,647.75	A/P	OUT-STD	06/22/2015
015124	06/11/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE11,2015 SERIES "BA" - INTEREST	5,728.50 5,728.50	A/P	OUT-STD	06/11/2015
015125	06/11/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE11,2015* SERIES "BA" - PRINCIPAL	47,000.00 47,000.00	A/P	OUT-STD	06/11/2015
015127	06/02/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE2,2015 SERIES "BC" - INTEREST	6,903.50 6,903.50	A/P	OUT-STD	06/02/2015
015128	06/02/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE2,2015* SERIES "BC" - PRINCIPAL	51,000.00 51,000.00	A/P	OUT-STD	06/02/2015
015550	06/01/2015 HERITAGE COURT HOLDINGS LIMITED JUNELEASE2015 GG-TOWNHALLLEASE-JUNE 2015	5,323.40 5,323.40	A/P	OUT-STD	06/01/2015
016302	06/03/2015 ACCT #903240047015 MAY2015 VOL FIRE MEMBERSHIP DUES-MAY,	310.00 310.00	A/P	OUT-STD	06/03/2015
016303	06/03/2015 ACCT 8025-280 MAY2015 LOCAL 770 UNION DUES-MAY/15	1,056.27 1,056.27	A/P	OUT-STD	06/03/2015
016304	06/03/2015 ALL GAS TANKS 80284 RC-HORT- POWER UNIT, BROOM	788.28 788.28	A/P	OUT-STD	06/03/2015
016305	06/03/2015 BORDER AREA COMMUNITY ARENA JAN-APRIL2015 GG-BORDERARENA-OPERATIONAL	10,456.93 10,456.93	A/P	OUT-STD	06/03/2015
016306	06/03/2015 BORDER INVESTIGATIONS & SECURITY INC. 14064 PS-BYLAW-MAY 2015 FEE	2,531.20 2,531.20	A/P	OUT-STD	06/03/2015
016307	06/03/2015 BRIGGS PLUMBING INC. 109843 PM-LIBRARY- FLUSH REPAIR 109847 PM-CLARK BUILDING-SINK REPAIR 109856 PS-FIRE- BROILER ROOM BACK FLC 109727 PM-RCMP- FLUSH REPAIR	1,143.69 223.80 62.15 765.79 92.15	A/P	OUT-STD	06/03/2015
016308	06/03/2015 BRUNSWICK NEWS INC 1526529** PS-FIRE-SHI 1528818 PS-FIRE- EARTH DAY	729.98 485.90 244.08	A/P	OUT-STD	06/03/2015
016309	06/03/2015 C.J.MUNN EQUIPMENT LTD. 79808 PS-FIRE- ABC EXTINGUISHERS	786.93 786.93	A/P	OUT-STD	06/03/2015
016313	06/03/2015 CANADIAN SPRINGS 9914779843 GG- TOWN HALL- WATER	22.84 22.84	A/P	OUT-STD	06/03/2015
016314	06/03/2015 CARQUEST 14838-18551 RC-#304- FUEL INJ O-RINGS	5.20 5.20	A/P	OUT-STD	06/03/2015
016315	06/03/2015 CLARK BREWER 479204 PM- CLARK BUILDING- OVERHEAD I	101.70 101.70	A/P	OUT-STD	06/03/2015
016316	06/03/2015 COX ELECTRONICS & COMMUNICATIONS 2-1711808 GG-TOWNCLERK-COMPUTER 2-1734191 RC- ADMIN- 1 DLINK W/RLESS N ADA	1,008.91 971.83 37.28	A/P	OUT-STD	06/03/2015
016317	06/03/2015 Derek O'Brien MAY2015 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	06/03/2015
016318	06/03/2015 DOWNEY FORD SALES LTD.	132.83	A/P	OUT-STD	06/03/2015

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Number	Issued		Amount	SC	Status	Status Date
	26194	RC-PARKS- BRACKET, TRAILER HIT	132.93			
016320	06/03/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	64.41	A/P	OUT-STD	06/03/2015
	718	CC-TREASURY-ACCOUNTING SUPP	64.41			
016321	06/03/2015	GREAT WEST LIFE	258.47	A/P	OUT-STD	06/03/2015
	MAY2015	EMPLOYEE DEDUCTIONS-MAY/15	258.47			
016322	06/03/2015	GULLISON'S COURIER SERVICE	548.05	A/P	OUT-STD	06/03/2015
	331121	TS-SHOP- TO TOWN FR/ RICHWIL	28.25			
	331128	TS-#21- TO TOWN FR/ RICHWIL	67.80			
	331136	TS-#7- TO RICHWIL FR/ TOWN	39.55			
	331148	TS-#12, #24- TO TOWN FR/ PARTS F	45.20			
	331158	TS-#21- TO TOWN FR/ SAUNDERS	28.25			
	331188	TS-#16- TO TOWN FR/ LSW	79.10			
	512808	TS-#7- TO TOWN FR/ RICHWIL	28.25			
	512817	TS-#16- TO TOWN FR/ LSW	67.80			
	512842	TS-#7- TO TOWN FR/ RICHWIL	39.55			
	512957	GG- OFFICE- TO LOCAL GOVERNME	28.25			
	512970	TS-#7- TO TOWN FR/ PARTS FOR TF	67.80			
	512986	PS-#202- TO TOWN FR/ RICHWIL	28.25			
016323	06/03/2015	HALL BROS. ENTERPRISES LTD.	7,884.01	A/P	OUT-STD	06/03/2015
	030103	RC-PARKS- LAWN MOWER	7,884.01			
016324	06/03/2015	IMAGEWEAR A DIVISION OF MARK'S	432.11	A/P	OUT-STD	06/03/2015
	7153035	TS-SYS-CLOTHING ALLOWANCE	432.11			
016326	06/03/2015	KENT BUILDING SUPPLIES	998.56	A/P	OUT-STD	06/03/2015
	10049157	PM-LIBRARY-BOLT2 SURFACE, UTIL	-98.59			
	861450	RC-HORT- RAKES	64.08			
	861452	RC-HORT- KNEE PADS	8.40			
	862261	RC-PARKS- BOLTS, NUTS, WASHER	51.35			
	862689	PM-TOURIST BUREAU- UTILITY BLA	39.89			
	862704	PM-TOURIST BUREAU- CONTRATOF	20.33			
	862947	PM-TOURIST BUREAU- SPRAYER	22.06			
	863317	PM- TOURIST BUREAU- WALL REPA	177.99			
	863319	PM-CLARK BUILDING- DOOR KNOBE	339.79			
	864266	TS-SHOP- CORN BROOMS	26.87			
	864269	PM-TOURIST BUREAU- WATER STO	10.01			
	864479	PM-TOURIST BUREAU- WATER STO	24.79			
	864892	PM-TOURIST BUREAU- WATER STO	24.79			
	864948	PM-TOURIST BUREAU- WATER DAM	20.33			
	865316	PM- AIRPORT- SHOVEL, KNTGLOVE	32.56			
	865318	PM- AIRPORT- SHOVEL	21.01			
	865490	PS-FIRE- DOW SILICONE WHT, WOC	10.79			
	865766	PS-FIRE- SHOVEL, CHALKLINE, TAP	122.91			
	865884	PM-AIRPORT-SLEDGE HAMMER	36.77			
	868017	PS-FIRE-ANCR/ TAP	13.65			
016327	06/03/2015	LSW WEAR PARTS LTD.	406.80	A/P	OUT-STD	06/03/2015
	41194	TS-#21, #22- POLY ZZ CONVOLUTE	406.80			
016328	06/03/2015	MARION JAMER	8.50	A/P	OUT-STD	06/03/2015
	MAY042015	PS-FIRE-FIRE CHAPLAIN MEETING E	8.50			
016329	06/03/2015	MEGA-LAB MANUFACTURING CO. LTD.	247.47	A/P	OUT-STD	06/03/2015
	138562	TS-SHOP- MEGALUBE WP GREASE	247.47			
016330	06/03/2015	MICMAC FIRE & SAFETY SOURCE LTD.	576.30	A/P	OUT-STD	06/03/2015

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Number	Issued		Amount	SC	Status	Status Date
	NB-00825727	PS-FIRE- TEMPLE STRAP ASSYS	254.25			
	NS-00826008	PS-FIRE-MARSHALL BOOTS	322.05			
016331	06/03/2015	MINISTER OF FINANCE	1,088.00	A/P	OUT-STD	06/03/2015
	MAY2014	EMPLOYEE DEDUCTIONS-MAY/15	1,088.00			
016332	06/03/2015	MOFFITT DODGE CHRYSLER LTD.	417.20	A/P	OUT-STD	06/03/2015
	IM19097	RC-#304- TAPPET SP-O	417.20			
016333	06/03/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	231.48	A/P	OUT-STD	06/03/2015
	325555	PM-RCMP-FLOOR MATS	45.92			
	326728	PM-RCMP-FLOOR MATS	45.92			
	330209	PM- RCMP- FLOOR MATS	45.92			
	330754	GG- TOWN HALL- FLOOR MATS	83.70			
016334	06/03/2015	NOVA FIRE EQUIPMENT LTD.	2,451.22	A/P	OUT-STD	06/03/2015
	15196	PS- FIRE- TURNOUT GEAR	2,451.22			
016335	06/03/2015	O'CONNELL MIKE	200.00	A/P	OUT-STD	06/03/2015
	MAY2015	RC-RECREATIONDIRECTOR-MONTH	200.00			
016336	06/03/2015	ORCHARD'S PAINT & PAPER LTD.	602.14	A/P	OUT-STD	06/03/2015
	26233	CC-BUILDING- PAINTING SUPPLIES	168.22			
	26351	RC-SPLASH PAD- PAINT	433.92			
016337	06/03/2015	ORKIN CANADA CORPORATION	117.62	A/P	OUT-STD	06/03/2015
	IN-6133093	PS-FIRE- PEST CONTROL	117.52			
016338	06/03/2015	ORR ELECTRIC & ALARM LTD.	3,732.20	A/P	OUT-STD	06/03/2015
	1592	PM-TOURIST BUREAU- EXTERIOR L	3,158.82			
	1773**	CC- BUILDING- RAN DATA LINES DA	232.78			
	1794	PM-LIBRARY-RESET TIME CLOCK	141.25			
	1800	PS-FIRE- BUNK ROOMS RECEPTAC	199.35			
016339	06/03/2015	RECEATION NEW BRUNSWICK	412.45	A/P	OUT-STD	06/03/2015
	2015-040	RC-REC DIV-2015- 2016- MEMBERSH	412.45			
016340	06/03/2015	RICHARDSON JOSEPH	355.80	A/P	OUT-STD	06/03/2015
	MAY112015	PS-FIRE-FIRE INVESTIGATION CRSE	355.80			
016341	06/03/2015	SAUNDERS EQUIPMENT LTD.	1,316.77	A/P	OUT-STD	06/03/2015
	57041	CC- ZOMBONI- SPRINGS, LIFT BAR '	1,316.77			
016342	06/03/2015	SHANNON MICHAEL	501.04	A/P	OUT-STD	06/03/2015
	MAY2015	PS-ANIMALCONTROL-KENNEL FEE\$	135.80			
	WEEK232015	PS-ANIMALCONTROL-WEEKLY FEE	167.88			
	WEEK232015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
016343	06/03/2015	SOURCE ONE SUPPLIES	981.06	A/P	OUT-STD	06/03/2015
	8248	CC- RINK- GARBAGE BAGS, URINAL	535.03			
	8536	PM-LIBRARY- PAPER TOWEL, BATH	277.79			
	8538	TS-SHOP-PAPER TOWELS	123.06			
	8547	PS-FIRE- HAND TOWEL DISPENSER	45.18			
016344	06/03/2015	SOURCE ATLANTIC	216.91	A/P	OUT-STD	06/03/2015
	2070603	TS-STS-CLOTHING ALLOWANCE	216.91			
016345	06/03/2015	SOUTHWEST ELECTRIC & SECURITY INC.	628.79	A/P	OUT-STD	06/03/2015
	13059	CC- RINK- HOOKED UP PUMP, AND	162.18			
	12087	PS- CLARK BUILDING-CHECKED EL	251.60			
	13089	PM-TOURIST BUREAU- REMOVED W	100.12			
	13109	PM-RCMP- CHARGED BALLAST ANC	54.86			
	13110	PM-AIRPORT-FIXED LIGHT ON RUN	59.73			
016346	06/03/2015	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	7,876.33	A/P	OUT-STD	06/03/2015

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Number	Issued		Amount	SC	Status	Status Date
	164025-165121	GG- TOWN- GARBAGE COLLECTION	7,878.33			
016347	06/03/2015	SPEEDY ST-STEPHEN 8788	587.42	A/P	OUT-STD	06/03/2015
	8788-174841	RC-PARKS-HITCH, HITCH ACCESSO	397.92			
	8788-174981	RC-PARKS-FRONT FLOOR MATS	169.50			
016348	06/03/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	1,277.95	A/P	OUT-STD	06/03/2015
	090855	CC- POOL- SWIM LESSONS AND RA	336.68			
	091846	GG-PARKS- TENDER TURF MAINTEN	80.00			
	091877	RC-PARKS-TENDER TURF MAINTEN	89.50			
	092350	GG- CIVIC- REZONING BYLAW M-1	125.29			
	092351	GG- CIVIC- REZONING Z-1	125.29			
	092352	GG- CIVIC- SPRING CLEAN UP	50.71			
	21984	CC- POOL- SPRING SCHEDULE	101.70			
	22081	CC- POOL- SPRING LESSONS	45.20			
	22180	RC- MILLPOOL- RECEIPT BOOKS	200.77			
	22230	TS-ST5- NO LOITERING SIGNS	47.10			
	22258	RC- POOL- POOL PASSES	75.71			
016349	06/03/2015	ST. STEPHEN UTILITY DEPT.	80.00	A/P	OUT-STD	06/03/2015
	MAY2015	EMPLOYEE DEDUCTIONS-MAY/15	60.00			
016352	06/03/2015	STATIONERY PLUS	1,798.83	A/P	OUT-STD	06/03/2015
	348154	GG-TOWN HALL- BATTERIES	8.36			
	348157	PS-FIRE-TONER	130.50			
	348197	RC-PARKS-PERF-PERFECT, POSTE	12.40			
	348287	TS-SHOP-CALCULATOR, PAPER, PE	21.78			
	348323	GG- TOWN HALL- PENS	7.61			
	348484	CC- ADMIN- PAPER, TELEPHONE MI	109.43			
	348581	RC-PARKS- MARKERS, POST ITS, BI	16.79			
	348635	TS-SHOP-SHEET PROT, BINDER	19.30			
	348734	GG- TOWN HALL- FILE FOLDERS, PE	19.19			
	348814	GG-TOWN HALL- PAPER, MARKERS	83.98			
	348835	GG-TOWNHALL-UNUSED TONER RE	-50.35			
	348858	GG- TOWN HALL- FILE FOLDERS	21.48			
	348874	RC-PARKS-COMPOSITION BK, NOTE	15.57			
	349025	PS-FIRE- BACK PCK. SCANSMART L	101.69			
	349141**	GG-TOWN HALL- STAPLES, TONER	108.07			
	349253	CC- ADMIN- BINDERS	66.68			
	349288	CC-ADMIN- BUSINESS CARD HOLDE	128.61			
	349438	TS-SHOP-BINDER, SHEET PROTECT	12.88			
	349671	GG-TOWN HALL- PRINTERS	293.78			
	349730	GG-TOWN HALL- COVER PAPER	17.74			
	349891	GG-TOWN HALL- GLUE STICKS, AIR	20.77			
	349887	PM- TOURIST BUREAU- PAPER, INK	156.18			
	350180	GG-TOWN HALL- HOLE PUNCH	20.29			
	350250	GG-TOWN HALL- ENVELOPES	50.85			
	350448	GG- TOWN HALL- DRY ERASER	4.58			
	350448	GG-TOWN HALL- COPY PAPER	77.80			
	350450	GG-TOWN HALL- TONER	323.13			
	350844	GG-TOWN HALL- FILE FOLDERS	6.78			
016353	06/03/2015	ULTRA ALARM SERVICES	457.65	A/P	OUT-STD	06/03/2015
	142414	CC- BUILDING- APRIL 15 TO APRIL 1	457.65			
016354	06/03/2015	YELLOW PAGES GROUP	9.32	A/P	OUT-STD	06/03/2015

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	15-1386923	GG- TOWN HALL- 911 LISTING	9.32			
018355	06/03/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/03/2015
	WEEK232015	EMPLOYEE DEDUCTIONS-MAY 31-J	209.30			
018358	06/03/2015	CANADIAN TIRE	2,671.10	A/P	OUT-STD	06/03/2015
	N15856403	CC-RINK- THERMOMETERS, BATTEI	129.92			
	N15856417	CC-ARENA-RAKE	22.54			
	N15856431	TS-#22-JVC KD-R540 STE	56.42			
	N15856441	TS-SHOP-BRASS COUPLINGS	68.90			
	N15856447	TS-SHOP-OVER 10 LB PRO	25.99			
	N15856459	RC-HORT- HOSE SHUT OFF, WATER	180.73			
	N15856460	RC-PARKS-PUMP	225.99			
	N15856462	RC-MILL POOL- TOOL CHESTS	508.48			
	N15856477	RC-PARKS-PAINT	73.91			
	N15856480	TS-#12-MATCH PAINT	14.68			
	N15856499	RC-PARKS-PAINT	93.69			
	N15856505	RC-PARKS-GARBAGE BAGS, GLOVE	81.69			
	N15856506	PS-FIRE-CAR BRUSHES	39.50			
	N15856511	PS-FIRE-PIPE FITTING	6.36			
	N15856517	RC-PARKS-PAINT	67.71			
	N15856521	CC-RINK-SOCKETS	24.84			
	N15856543	RC-HORT-FERTILIZER SPIKES	87.74			
	N15856548	RC-PARKS-FLASH LIGHTS	22.58			
	N15856551	RC-PARKS- GAS CAN, VARSOL	25.91			
	N15856577	RC-PARKS- GARDEN HOSE	28.24			
	N15856679	CC-POOL- AQUA CHECK-	25.97			
	N15856687	CC-POOL- WEIGHTS, HOCKEY BALL	27.31			
	N15856705	TS-SHOP-OIL	128.82			
	N15856709	CC-ARENA- LIGHT BULBS, COUPLEI	44.04			
	N15856713*	CC-POOL-CHEMICALS	18.61			
	N15856714	TS-SHOP-BULBS	18.03			
	N15856716	CC-ARENA- SCRAPER, DRYWALL S/	186.26			
	N15856730	TS-SHOP-PADLOCK	9.03			
	N15856755	PS-FIRE-VENT LID	22.58			
	N15856781	CC- RINK- BATTERY CHARGER	123.16			
	N15856786	PM-LIBRARY-ANT TRAPS	113.09			
	N15856787	RC-HORT- FRUIT SPIKES	51.91			
	N15856788	PS-FIRE-SZ REPLACEMENT	-33.87			
	N15856789	PS-FIRE-TURTLE WAS	20.32			
	N15856798	CC-RINK- PROPANE	38.99			
	N15856800	RC-PARKS-SOCKET SET	131.02			
018359	06/12/2015	BEACH DAVID	412.34	A/P	OUT-STD	06/12/2015
	JUNE012015	TS-STG-CLOTHING ALLOWANCE	412.34			
018360	06/12/2015	BELL ALIANT	132.55	A/P	OUT-STD	06/12/2015
	06338721MAY15	PM-AIRPORT-LANDLINE PHONE	132.55			
018361	06/12/2015	BELL MOBILITY INC.	966.12	A/P	OUT-STD	06/12/2015
	523689487MAY15	GG/CC/PS/RC-CELL PHONE CHARG	966.12			
018362	06/12/2015	CHARLES LEGACY	4,366.16	A/P	OUT-STD	06/12/2015
	442151	PM-AIRPORT-FENCE REPAIR	1,283.68			
	442154	PM-TOURIST BUREAU- WATER DAM	1,994.12			
	442156	PM-WHARF- SAFETY RAILS	982.76			

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Number	Issued	Amount	SC	Status	Status Date
	442158	PM- PIZZA DELIGHT- BREAK IN REP.			
		135.60			
016363	06/12/2015	CIBC MELLON GLOBAL SECURITIES NBMF0216002		OUT-STD	06/12/2015
	MAY2015	GG-MUNICIPALPLAN-MAY/15			
		18,894.32	A/P		
016364	06/12/2015	IRVING ENERGY DISTRIBUTION AND MARKETING		OUT-STD	06/12/2015
	341860	TS-STSDIESEL			
		2,440.70	A/P		
	36985	TS-STSDIESEL			
		960.77			
		1,479.93			
016365	06/12/2015	MINISTER OF FINANCE		OUT-STD	06/12/2015
	WEEK242015	EMPLOYEE DEDUCTIONS-JUN 7-13/			
		209.30	A/P		
		209.30			
016366	06/12/2015	N. B. ELECTRIC POWER		OUT-STD	06/12/2015
	18988703JUN15	PS/TS-199UNIONST-ELECTRICITY			
		12,581.14	A/P		
	19051703JUN15	TS-AIRPORT-ELECTRICITY			
		1,125.57			
	19051801JUN15	TS-AIRPORT-ELECTRICITY			
		182.11			
	216000030308JUN15	TS-STSDIESEL			
		42.50			
	65471834JUN15	TS-STSDIESEL			
		10,967.28			
	57955286JUN15	TS/PS-220UNIONST-ELECTRICITY			
		126.80			
	83278804JUN15	CB-SELFCONTAINEDLIGHT-ELECTR			
		101.13			
		25.74			
016367	06/12/2015	PAYROLL TRANSFER		OUT-STD	06/12/2015
	WEEK242015	GG-TRANSFER-MAY29-JUNE11/15			
		64,177.00	A/P		
		64,177.00			
016368	06/12/2015	RECEIVER GENERAL FOR CANADA		OUT-STD	06/12/2015
	WEEK242015	GG-REMITTANCE-MAY 29-JUN 11/15			
		28,720.85	A/P		
		28,720.85			
016369	06/12/2015	RICHARDSON JOSEPH		OUT-STD	06/12/2015
	JUNE092015	PS-FIRE-FIRE TRAINING			
		291.02	A/P		
		291.02			
016370	06/12/2015	SHANNON MICHAEL		OUT-STD	06/12/2015
	WEEK242015	PS-ANMLCNTRL-WEEKLY FEE			
		365.44	A/P		
	WEEK242015*	PS-ANMLCNTRL-WKLY VEH ALLOW			
		167.69			
		197.75			
016371	06/12/2015	SOS MARKETING		OUT-STD	06/12/2015
	5310621*	PS-FIRE-PHONE BUDDIES			
		1,268.55	A/P		
	5315370*	PS-FIRE-RULERS			
		302.40			
	5318242	PS-FIRE-BUSINESS CARD MAGNET:			
		644.10			
		322.05			
016372	06/12/2015	WORLDLYNX		OUT-STD	06/12/2015
	13048IN25321	RC-PARKS-SIM CARD			
		23.73	A/P		
		23.73			
016373	06/17/2015	SHANNON MICHAEL		OUT-STD	06/17/2015
	WEEK252015	PS-ANMLCNTRL-WEEKLY FEE			
		365.44	A/P		
	WEEK252015*	PS-ANMLCNTRL-WKLY VEH ALLOW			
		167.69			
		197.75			
016374	06/12/2015	MINISTER OF FINANCE		OUT-STD	06/12/2015
	WEEK252015	EMPLOYEE DEDUCTIONS-JUN 14-20/			
		209.30	A/P		
		209.30			
016375	06/24/2015	CANADIAN RED CROSS		OUT-STD	06/24/2015
	00032L	PS-FIRE-FIRST AID TRAINING			
		400.00	A/P		
		400.00			
016376	06/24/2015	CHARLOTTE COUNTY BOYS & GIRLS CLUB INC.		OUT-STD	06/24/2015
	2015GRANT	GG-CIVIC-2015 GRANT			
		5,000.00	A/P		
		5,000.00			
016377	06/24/2015	CHARLES LEGACY		OUT-STD	06/24/2015
	479250	PM-TOURISTBUREAU-WATER DAM/			
		2,809.17	A/P		
		2,809.17			
016378	06/24/2015	CHOCOLATE FEST INC.		OUT-STD	06/24/2015
	2015 GRANT	GG-CAO-2015 GRANT			
		1,500.00	A/P		
		1,500.00			
016379	06/24/2015	CNH CAPITAL		OUT-STD	06/24/2015
	IN77166	TS-#18- BLOWER,RESISTOR			
		419.98	A/P		
		419.98			
016380	06/24/2015	DAVIS FUELS LTD.		OUT-STD	06/24/2015
	153834	TS/PS-199 UNION ST-HEATING FUEL			
		3,051.84	A/P		
	153898	TS/PS- 199 UNION STREET- HEATING			
		649.42			
		899.92			

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Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 016637 dated between 06/01/2015 and 06/30/2015

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Number	Issued		Amount	SC	Status	Status Date
	340857	TS-SHOP-MOTOR OIL	100.58			
	340860	TS-SHOP-MOTOR OIL	384.82			
	340862	RC- #304-CLASSIC S/N GF5 5W20	50.29			
	340889	TS-SHOP-MOTOR OIL	370.71			
	340907	TS-SHOP-AW 32 208L DRUM	597.00			
016381	06/24/2015	DISHER HOMES LTD. AND	24,710.00	A/P	OUT-STD	06/24/2015
	2014 GRANT	GG-CAO-2014 GRANT INSTALLMENT	12,355.00			
	2015INSTALLMENT	GG-CIVIC-2015 INSTALLMENT GRAN	12,355.00			
016382	06/24/2015	DOW JENNIFER	637.10	A/P	OUT-STD	06/24/2015
	JUNE112015	RC-HORT-SOIL, PLANT MATERIAL	637.10			
016383	06/24/2015	DR. JOHN O'HALLORAN	4,000.00	A/P	OUT-STD	06/24/2015
	2015 GRANT	GG-CAO-2015 HOUSING UNIT DEVEI	4,000.00			
016384	06/24/2015	DYNAMIC ONLINE MARKETING CORP.	700.60	A/P	OUT-STD	06/24/2015
	113453	PS-FIRE- EMERGENCY CHARGERS	700.60			
016385	06/24/2015	FERO WASTE & RECYCLING INC.	4,917.50	A/P	OUT-STD	06/24/2015
	1008068	GG-TOWN - GARBAGE COLLECTION	4,917.50			
016386	06/24/2015	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	7,218.06	A/P	OUT-STD	06/24/2015
	15-158	PM-TOURISTBUREAU-AIR MOLD TEI	1,570.70			
	15-164	GG-TOWNHALL-AIR MOLD TESTS	1,073.50			
	15-165	PM-CLARKBUILDING-AIR MOLD TES	1,082.20			
	15-166	PS-BUILDINGINSPECTOR-MAY 27-3	1,423.80			
	15-170	PS-BUILDINGINSPECTOR-MAY31-JL	2,084.85			
016387	06/24/2015	GREAT-WEST LIFE ASSURANCE COMPANY	1,377.74	A/P	OUT-STD	06/24/2015
	JUNE162015	GG-PREMIUMS-JUN24-JUL23/15-DIV	1,585.58			
	JUNE2015*	GG-PREMIUMS-JUN24-JUL23/15-DIV	-207.84			
016388	06/24/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	949.28	A/P	OUT-STD	06/24/2015
	732549	TS-STG-DIESEL	949.28			
016389	06/24/2015	IRVING OIL LTD.	208.05	A/P	OUT-STD	06/24/2015
	538410	TS-STG-GAS	25.00			
	538948	TS-STG-GAS	40.01			
	540588	TS-STG-GAS	73.00			
	7198	TS-STG-GAS	70.04			
016390	06/24/2015	Jason St. Peter	140.00	A/P	OUT-STD	06/24/2015
	JUNE092015*	PS-FIRE-FDIC CONFERENCE	140.00			
016391	06/24/2015	JEREMY MCSHANE	302.00	A/P	OUT-STD	06/24/2015
	JUNE182015*	PS-FIRE-FDIC CONFERENCE	302.00			
016392	06/24/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	88.51	A/P	OUT-STD	06/24/2015
	233918480	GG-TOWN HALL- COPIER MAINTEN	88.51			
016393	06/24/2015	KONICA MINOLTA	122.86	A/P	OUT-STD	06/24/2015
	5801584	GG-TOWN HALL- COPIER LEASE	122.86			
016394	06/24/2015	LANDSCAPE SAFETY INC.	791.00	A/P	OUT-STD	06/24/2015
	AU05182016	RC-PARKS-10 ONLINE TRAINING SU	791.00			
016395	06/24/2015	LSW WEAR PARTS LTD.	408.80	A/P	OUT-STD	06/24/2015
	41368	TS- #21, #22- SWEEPERS	408.80			
016396	06/24/2015	MAXIMUM SOLUTIONS, INC.	478.41	A/P	OUT-STD	06/24/2015
	18974	CC-POOL/ GYM- MEMBERSHIP KEY	478.41			
016397	06/24/2015	MCLAUGHLIN, DONALD	305.10	A/P	OUT-STD	06/24/2015
	MAY 11, 2015	TS-STG- LETTERING ON DOOR OF T	305.10			
016398	06/24/2015	MEDAVIE BLUE CROSS	12,118.50	A/P	OUT-STD	06/24/2015

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
	JULY2015MAN	GG-HEALTH&DENTALPREMIUMS-JL			
	JULY2015MANCRE				
	JULY2015UNION	GG-HEALTH&DENTALPREMIUMS-JL			
016399	06/24/2015 MIDLAND COURIER	41.30	A/P	OUT-STD	06/24/2015
	09483028	PS-FIRE- TO ATLANTIC BUNKER GE			
		41.30			
016400	06/24/2015 MILLTOWN MACHINE & FABRICATION LTD.	2,601.92	A/P	OUT-STD	06/24/2015
	17541	PS-FIRE-ANTENNA TOWER REPAIR			
		2,601.92			
016401	06/24/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/24/2015
	WEEK282015	EMPLOYEE DEDUCTIONS-JUN 21-27			
		209.30			
016402	06/24/2015 MOFFITT DODGE CHRYSLER LTD.	389.85	A/P	OUT-STD	06/24/2015
	JM18182	TS-#1- SHAFT			
		389.85			
016403	06/24/2015 NEW SYSTEM LAUNDRY & CLEANERS LTD.	139.82	A/P	OUT-STD	06/24/2015
	331251	PM-RCMP-FLOOR MATS			
	332886	GG-TOWN HALL- FLOOR MATS			
		45.82			
		93.70			
016404	06/24/2015 RICHARDSON JEFF	553.33	A/P	OUT-STD	06/24/2015
	JUNE012015	PS-FIRE-NBAFC MEMORIAL SERVIC			
	JUNE012015*	PS-FIRE-REPLACEMENT CAMERA			
		150.00			
		403.33			
016405	06/24/2015 RICHARDSON JOSEPH	512.91	A/P	OUT-STD	06/24/2015
	JUNE152015	PS-FIRE-FIRE INVESTIGATION EXAM			
		512.91			
016406	06/24/2015 SAINT JOHN SPRING WORKS LTD	1,415.74	A/P	OUT-STD	06/24/2015
	84939	TS-#7-SPRINGS, U BOLTS			
		1,415.74			
016407	06/24/2015 SELDON SMITH & SONS LIMITED	5,480.61	A/P	OUT-STD	06/24/2015
	13129	CG-POOL- CORE DRILLED HOLES			
	60627	PM-TOURIST BUREAU- RECOVER A			
		2,230.11			
		3,220.50			
016408	06/24/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	06/24/2015
	WEEK282015	PS-ANIMALCONTROL-WEEKLY FEE			
	WEEK282015*	PS-ANIMALCONTROL-WEEKLY VEH			
		167.69			
		197.75			
016409	06/24/2015 SOURCE ONE SUPPLIES	2,087.05	A/P	OUT-STD	06/24/2015
	8532	CC-BUILDING- GARBAGE BAGS, GL			
	8759	TS-SHOP-GARBAGE BAGS			
	8819	RC-MILL POOL- BATH TISSUE, PAPE			
	8856	PS-FIRE-PAPER TOWEL, AUTO WAS			
	8891	PS-FIRE-BATH TISSUE			
		1,377.99			
		293.24			
		322.39			
		52.87			
		40.56			
016410	06/24/2015 SOURCE ATLANTIC	96.68	A/P	OUT-STD	06/24/2015
	2072161	TS-SHOP-RED ADAPTA FLEX HOSE,			
		96.68			
016411	06/24/2015 SOUTHWEST CONCRETE & CONS LTD	1,836.25	A/P	OUT-STD	06/24/2015
	4-33-15	TS-ST5-EQUIP RENTAL			
		1,836.25			
016412	06/24/2015 SOUTHERN SANITATION LTD.	248.83	A/P	OUT-STD	06/24/2015
	153058	PM-AIRPORT- GARBAGE COLLECTI			
	153082	PM-CLARK BUILDING- GARBAGE CC			
		32.21			
		216.42			
016413	06/24/2015 SOUTH WEST COURIER	84.80	A/P	OUT-STD	06/24/2015
	14811	TS-#7- TO TOWN FR/ KEY IND.			
		84.80			
016414	06/24/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	818.06	A/P	OUT-STD	06/24/2015
	091800	CC- JOB AD- ADMIN CLERK			
	091815	CC- JOB AD- AMIN CLERK			
	092137	CC-JOB AD- AQUATIC & FITNESS CC			
	092238*	CC-JOB AD- AQUATIC & FITNESS COX			
	092540	GG-PUBLIC WORKS- SPRING CLEAN			
	092548	GG-CIVIC- BYLAW AMEND			
		120.01			
		148.18			
		125.29			
		125.29			
		50.71			
		125.29			

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Town of St. Stephen  
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Number	Issued		Amount	SC	Status	Status Date
	082547	GG- CIVIC- BYLAW AMEND	125.29			
016415	06/24/2015	ST. STEPHEN AREA CHAMBER	45.00	A/P	OUT-STD	06/24/2015
	990	GG- CIVIC- AUDITOR GENERAL LUN	45.00			
016418	06/24/2015	ST. STEPHEN HIGH SCHOOL YEARBOOK	150.00	A/P	OUT-STD	06/24/2015
	2015-01	CC-ADVERTISEMENT- 2015 YEARBC	150.00			
016417	06/24/2015	ULTRA ALARM SERVICES	565.00	A/P	OUT-STD	06/24/2015
	144022	CC-BUILDING-CHECK LOW BATTER'	333.35			
	144062	CC-BUILDING- TEST DOOR RELEAS	231.65			
016418	06/24/2015	WORLDLYNX	5.64	A/P	OUT-STD	06/24/2015
	13048IN24999	TS-SHOP-PHARMA MICRO USB CAB	5.64			
016419	08/24/2015	WURTH CANADA LIMITED	377.42	A/P	OUT-STD	06/24/2015
	21925082	TS-SHOP-WURTH FILM, PIPE SEALA	377.42			
016420	08/24/2015	ZEE MEDICAL CANADA CORP.	708.66	A/P	OUT-STD	06/24/2015
	0180093803	CC-BUILDING-FIRST AID SUPPLIES	708.66			
	0180093873	CC-BUILDING- FIRST AID SUPPLIES	49.82			
016421	06/24/2015	GREAT-WEST LIFE ASSURANCE COMPANY	1,926.15	A/P	OUT-STD	06/24/2015
	JUNE2015**	GG-PREMIUMS-JUN24-JUL23/15-DIV	1,926.15			
016423	08/30/2015	BORDER AREA COMMUNITY ARENA	7,206.67	A/P	OUT-STD	08/30/2015
	APRIL-JUNE2015	GG-BORDERARENA-OPERATIONAL	6,731.25			
	APRIL-MAY2015	GG-BORDERARENA-OPERATIONAL	475.42			
		<b>Cheque Totals Issued:</b>	<b>490,895.47</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>490,895.47</b>			
		<b>Total # of Cheques Listed:</b>	<b>120</b>			

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

June 2015

Dora Construction Ltd. (Dora Invoice #5174 - Garcelon Civic Centre Construction Project - Invoice #5174, Cheque #151	200,000.00
Frank G. Godsoe Chartered Accountant (Civic Centre Accounting for the Month of December, 2014 - Invoice #654, Cheque #152)	1,951.51
Frank G. Godsoe Chartered Accountant (Civic Centre Accounting for the Month of January, 2015 - Invoice #655, Cheque #153)	708.51
Frank G. Godsoe Chartered Accountant (Civic Centre Accounting for the Month of February, 2015 - Invoice #752, Cheque #153)	2,815.40
<b>Total</b>	<b><u>\$ 205,475.42</u></b>

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 005270 dated between 06/01/2015 and 06/30/2015

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Number	issued	Amount	SC	Status	Status Date
004824	06/13/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE13,2015** SERIES "AU" - INTEREST	1,267.50 1,267.50	A/P	OUT-STD	06/13/2015
004826	06/13/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE13,2015*** SERIES "AU" - PRINCIPAL	6,000.00 6,000.00	A/P	OUT-STD	06/13/2015
004832	06/22/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE22,2015* SERIES "AZ" - INTEREST	1,680.00 1,680.00	A/P	OUT-STD	06/22/2015
004835	06/11/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE11,2015** SERIES "BA" - INTEREST	32,735.75 32,735.75	A/P	OUT-STD	06/11/2015
004836	06/11/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE11,2015*** SERIES "BA" - PRINCIPAL	70,000.00 70,000.00	A/P	OUT-STD	06/11/2015
004838	06/02/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE2,2015** SERIES "BC" - INTEREST	6,105.50 6,105.50	A/P	OUT-STD	06/02/2015
004839	06/02/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE2,2015*** SERIES "BC" - PRINCIPAL	45,000.00 45,000.00	A/P	OUT-STD	06/02/2015
004841	06/14/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE14,2015 SERIES "BI" - INTEREST	1,163.50 1,163.50	A/P	OUT-STD	06/14/2015
004842	06/14/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE14,2015* SERIES "BI" - PRINCIPAL	10,000.00 10,000.00	A/P	OUT-STD	06/14/2015
005212	06/03/2015 A"PLUS" AUTO GLASS & UPHOLSTERY 20241 WS-TRANS& DIST- SUPPLY TONO C 20292 WS-#102- TRUCK MAT	1,288.20 1,124.35 163.85	A/P	OUT-STD	06/03/2015
005213	06/03/2015 BRIGGS PLUMBING INC. 109829 WS-TRANS&DIST-COUPILING, BUSH	328.91 328.91	A/P	OUT-STD	06/03/2015
005215	06/03/2015 CANADIAN TIRE N15356389 WS-SOURCE-KEY CUT N15856402 WS-SOURCE-UGLY STIK TACKL, 20X N15856427 WS-TRANS&DIST-PROPANE TANK, I N15856428 SCD-DISPOSAL-WEDGE ANCHOR N15856445 SCD-DISPOSAL-EXTENSION CORD N15856452 WS-TRANS&DIST-FILTERS N15856457 WS-SOURCE-BATTERIES N15866483 WS-SOURCE- GALVNZD PAIL, TIMR, N15856536 WS-SOURCE- VINYL TUBE N15856544 SCD-DISPOSAL- U BOLTS N15856552 SCD-DISPOSAL- NUMBERS AND LE1 N15856706 SCD-DISPOSAL-BATTERIES N15856720 SCD-DISPOSAL-WLD ST FL, PIPEWE N15856722 WS-TRANS&DIS-LADDER, HOOK, PII N15856746 WS-TRANS&DIST-WATER FILTER, W N15856771 WS-TRANS&DIST-CLAMPS, KAR-X 2	1,449.88 8.44 150.21 66.66 4.78 67.74 27.09 81.09 128.47 16.06 5.85 17.90 9.82 77.70 240.61 147.52 397.95	A/P	OUT-STD	06/03/2015
005216	06/03/2015 CLARK TOYOTA 137178 SCD-DISPOSAL- ORNAMENT, ANTEI	76.89 76.89	A/P	OUT-STD	06/03/2015
005217	06/03/2015 COX ELECTRONICS & COMMUNICATIONS 2-1733582 WS-SOURCE- 1 APC 1000VA UPS	214.64 214.64	A/P	OUT-STD	06/03/2015
005218	06/03/2015 EAST COAST INTERNATIONAL TRUCKS 3-250050008 SCD-#8-SHIELDDUST, ADJUSTER BI 3-250470030 WS-#8- EXLIFE 50/60 A/F 3-251030043 WS-#18- U-JOINT KIT	148.73 -323.72 270.27 143.10	A/P	OUT-STD	06/03/2015

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Number	Issued		Amount	SC	Status	Status Date
	3-251200005	WS-#8- GASKET INJECTOR NOZZLE	59.08			
005220	06/03/2015	GULLISON'S COURIER SERVICE	576.30	A/P	OUT-STD	06/03/2015
	331103	WS-#8- TO TOWN FR/CENTRAL AUT	39.55			
	331135	SCD-DISPOSAL- TO BUCHANAN FR/	45.20			
	331137	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	331138	WS-SOURCE-TO DOE LAB FR/ TOWI	33.90			
	331144*	SCD-#8-TO TOWN FR/ RICHWIL	28.25			
	331151*	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	331152	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	331174	WS-#8- TO TOWN FR/ RICHWIL	56.50			
	331195	WS-SOURCE-TO DOE LAB FR/ TOWI	33.90			
	331196	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	512832	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	512833	WS-SOURCE-TO DOE LAB FR/ TOWI	33.90			
	512983	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	512984	WS-SOURCE-TO DOE LAB FR/ TOWI	33.90			
	531399*	WS-#8- TO TOWN FR/ RICHWIL	67.80			
005221	09/03/2015	HYPERION RESEARCH LTD.	2,071.27	A/P	OUT-STD	06/03/2015
	55016	WS-SOURCE- WATER SAMPLE ANAI	2,071.27			
005222	06/03/2015	KENT BUILDING SUPPLIES	204.14	A/P	OUT-STD	06/03/2015
	892026	WS-TRANS&DIST- PLYWOOD, 3/4" N	181.27			
	865528	SCD-DISPOSAL- POLY PIPES	22.87			
005223	06/03/2015	LINDE CANADA LTEE, M2193	77.33	A/P	OUT-STD	06/03/2015
	51880841	SCD-DISPOSAL-OXYGEN	77.33			
005224	06/03/2015	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	934.51	A/P	OUT-STD	06/03/2015
	10002890	WS-SOURCE-DRINKING WATER LAF	934.51			
005225	06/03/2015	N.B. SOUTHERN RAILWAY COMPANY LIMITED	113.00	A/P	OUT-STD	06/03/2015
	69105	SCD-DISPOSAL- PIPE, MILE 33.21 U	113.00			
005226	06/03/2015	RESEARCH & PRODUCTIVITY COUNCIL	164.69	A/P	OUT-STD	06/03/2015
	165191	WS-SOURCE- MICROBIOLOGICAL E	70.53			
	165454	WS-SOURCE- MICROBIOLOGICAL E	47.03			
	166049	WS-SOURCE-ANAEROBIC SPOREFC	47.03			
005227	06/03/2015	SERVICE NEW BRUNSWICK	279.18	A/P	OUT-STD	06/03/2015
	781084	WSW/SCD-UTILITY PAYMENT-FEES	279.18			
005228	06/03/2015	STATIONERY PLUS	792.99	A/P	OUT-STD	06/03/2015
	348154*	WS/SCD-TOWN HALL- BATTERIES	8.35			
	348323*	WS/SCD-TOWN HALL-PENS	7.60			
	348734*	WS/SCD- TOWN HALL- FILE FOLDEF	19.17			
	348914*	WS/SCD-TOWN HALL- PAPER, MAR	83.95			
	348942	SCD-DISPOSAL-PAPER, VINYL POCI	49.65			
	348958*	WS/SCD- TOWN HALL- FILE FOLDEF	21.46			
	349085	WS-SOURCE-TONER, PENS	423.52			
	349141*	WS/SCD-TOWN HALL- STAPLES	2.88			
	349891*	WS/SCD-TOWN HALL-GLUE STICKS	20.76			
	350359	WS-SOURCE- RUBBER BANDS, MOI	68.52			
	350446*	WS-SCD-TOWN HALL- DRY ERASER	4.56			
	350448*	WS/SCD-TOWN HALL- COPY PAPER	77.80			
	350844*	WS/SCD-TOWN HALL- FILE FOLDER	6.77			
005229	06/03/2015	WORLDLYNX	372.83	A/P	OUT-STD	06/03/2015
	130481N26091	SCD-DISPOSAL-IPHONE, SIM CARD,	372.83			

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Number	Issued	Amount	SC	Status	Status Date
005230	06/12/2015 BELL MOBILITY INC. 523889487MAY15*	1,029.47 1,029.47	A/P	OUT-STD	06/12/2015
005231	06/12/2015 N. B. ELECTRIC POWER 58869807JUN15 50228902JUN15 52557428JUN15 53473043JUN15 61230004JUN15 82291006JUN15	11,496.39 971.89 683.31 7,522.85 25.89 2,040.27 251.98	A/P	OUT-STD	06/12/2015
005232	06/24/2015 BRENNTAG CANADA INC. 40548934	4,477.89 4,477.89	A/P	OUT-STD	06/24/2015
005233	06/24/2015 COLE-PARMER CANADA INC. 00527899 00528202 526279 526428	919.16 180.89 110.58 523.02 104.87	A/P	OUT-STD	06/24/2015
005234	06/24/2015 DAVIS FUELS LTD. 153858 340863 340878 340908	1,240.67 475.83 89.50 242.40 432.84	A/P	OUT-STD	06/24/2015
005235	06/24/2015 DEAN ACHESON 546711	627.16 627.15	A/P	OUT-STD	06/24/2015
005236	06/24/2015 MIDLAND COURIER 09484948	35.00 35.00	A/P	OUT-STD	06/24/2015
005237	06/24/2015 MINISTER OF FINANCE (DEPT OF ENVIRONMENT) 10002800	3,295.15 3,295.15	A/P	OUT-STD	06/24/2015
005238	06/24/2015 SAINT JOHN LABORATORY SERVICES LTD. 449-15	1,172.88 1,172.88	A/P	OUT-STD	06/24/2015
005239	06/24/2015 SOUTHWEST CONCRETE & CONS LTD 4-33-15*	525.45 525.45	A/P	OUT-STD	06/24/2015
005240	06/24/2015 THE PANEL SHOP SCD0428	3,408.08 3,408.08	A/P	OUT-STD	06/24/2015
005241	06/24/2015 TRC HYDRAULICS INC. 121472	83.75 83.75	A/P	OUT-STD	06/24/2015
005242	06/24/2015 WORLDLYNX 13048IN28332	56.44 56.44	A/P	OUT-STD	06/24/2015
005243	06/24/2015 XPLORNET INV09837813	50.84 50.84	A/P	OUT-STD	06/24/2015
005244	06/24/2015 PARTS FOR TRUCKS INC. 34198675-00 34198874-00 34199997-00*	443.88 84.30 336.92 42.76	A/P	OUT-STD	06/24/2015

\* - Partial payment was made on invoice

\*\* - Name on Check was modified

Town of St. Stephen  
BNK2 - Utility Bank Account  
Cheques from 000001 to 005270 dated between 06/01/2015 and 06/30/2015

**CHEQUE REGISTER**

Printed: 2:38:47PM 07/10/2015

Page 4 of 4

Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		211,885.43			
Void:		0.00			
Total Cheques Generated:		211,885.43			
Total # of Cheques Listed:		40			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

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

**June 2015**

Dillon Consulting Limited (Engineering - Water Main Twinning - Dennis Stream - Project #138637, Cheque #93)	1,101.75
Dillon Consulting Limited (Engineering - Water Main Twinning - Dennis Stream - Project #138637, Cheque #94)	2,203.50
Dillon Consulting Limited (Engineering - Overflow Storm Sewer & Sanitary Sewer (Bell Ave and Todd St.) - Project #151718, Cheque #95)	3,898.50
<b>Total</b>	<b><u><u>\$7,203.75</u></u></b>

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

DATE: July 27, 2015

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

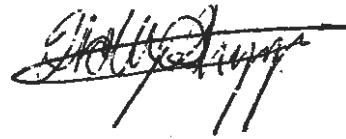
SECONDED BY: \_\_\_\_\_

**COMMUNICATION FOR INFORMATION FILE**

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

Dear John Quartermain,

I was both honoured and  
thrilled to have received  
the JAD Campbell scholarship.  
This generous scholarship  
will ease my family's  
financial burdens. Thank  
you very much.

A handwritten signature in black ink, appearing to read "Shelly Duggan". The signature is written in a cursive style with a horizontal line crossing through the middle of the name.

Members of the Scholarship Committee,

I would like to thank you for choosing me as the recipient of the Frances Esther Todd scholarship. This will be very beneficial in my first year as I pursue a Bachelor of Arts at UPEI. Once again, I would like to thank you for this extremely generous scholarship.

Lexi Brisley

Thank you for the  
Scholarship award it  
is greatly appreciated

Brandon  
Mofford

Dear Mayor + Councillors,

6/24/15

A note of thanks for the great job the town has done demolishing the old buildings on Milltown Blvd and the house at the corner of Pleasant St and Greene St.

Both sites look so much better!

Thank you again,

Melody Brewer

Received  
JUN 24 2015  
Town of St. Stephen



# Regional Fire Marshal

**Jeff M. Cross**

PO Box 1037, 107 Mount Pleasant Road

St. George, NB, E5C 3S9

Email: [Jeff.cross@gnb.ca](mailto:Jeff.cross@gnb.ca) / Web Site: [www.gnb.ca/fire](http://www.gnb.ca/fire)

**Dear CAO, Mayor & Council:**

I am writing to initiate contact with you as leaders within your community, and to offer you a prelude to the Office of the Fire Marshal and the services we provide in assistance to your established fire service.

Firstly, I would like to introduce myself to you as your regional representative from the Office of the Fire Marshal. I come from an extensive background within the fire service, serving the Town of Saint Andrews as a volunteer from 1986 to 1994, at which time it became a career. In 2006 I was appointed as Fire Chief and worked in that capacity until moving over to the Office of the Fire Marshal in February of 2012.

In my role as Regional Fire Marshal, I am available to assist your community in a variety of capacities. Primarily, I am responsible to conduct fire investigations into the origin and cause of fires within your community when the incident adheres to specific criteria or overwhelms the capabilities of the fire chief. Regionally, I am your liaison for any fire related issues which you may have inquiries about, such as (but not limited to) training, service delivery, equipment needs, standards, etc.

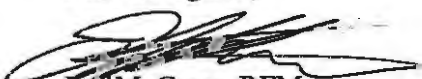
The Office of the Fire Marshal works hard to ensure we keep New Brunswick safe through the initiation of various promotional activities & programs. Production of educational material, pamphlets, news releases and special pieces such as the Fire Safety Gazette, which is disseminated to all school children from kindergarten to grade five, are some of the innovations developed by the OFM.

In addition, the Office of the Fire Marshal develops and ensures proper delivery of quality firefighter training by partnering with the New Brunswick Community College. Your firefighters have a variety of training available to them through qualified instructors, some of which is subsidized through the OFM to ensure your community is protected by properly trained individuals who are able to appropriately control and extinguish fire safely. Other non-fire related training is also available, such as Off-road Rescue and Auto Extrication.

The fire service of today, as you know, is faced with many challenges such as staffing, financial restraints, delivery of non-traditional services, etc., some of which can seem overwhelming at times. As your regional representative, I would be more than elated to meet and discuss with you any issues you may be experiencing concerning your fire service. I cannot commit that I will be able to solve all of your issues, but collectively we can work toward solid, productive solutions.

Please accept this letter as a formal introduction to myself, the Office of the Fire Marshal and the assistance that we are able to provide to you at your request. I look forward to meeting and working with you into the future. Please do not hesitate in contacting me at your convenience.

Kindest regards,



Jeff M. Cross, RFM

Received

JUL 06 2015

Town of St. Stephen

Office - 506-343-1932

Fax - 506-755-4001

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

**DATE:** July 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 July 15, 2015 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, JULY 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* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

It was MOVED by Councillor Maxwell and SECONDED by Councillor Harding that the above-noted ten (10) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Abby Pond and Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

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

- (i) Report of the Chief Administrative Officer – The report of the Chief Administrative Officer was received and reviewed.

As noted in his report, the Chief Administrative Officer advised that a payment in the amount of \$20,000 was made to the Province as a security deposit for the "Highway Usage Permit" with respect to the water main twinning project at Route 170 and Valley Road, along with an annual \$75.00 service fee for the three (3) year duration of the project.

- (ii) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of June 2015 - The memo from the Assistant Treasurer dated July 10, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2015. It was noted that the power bill for the Border Area Community Arena continues to be high and the Chief Administrative Officer advised that the Director, Parks and Recreation, will contact NB Power.
- (iv) Municipal Capital Borrowing Board Application – The memo from the Treasurer dated July 10, 2015 with attached project analysis for the "Prince William Street Infrastructure Renewal" was received and reviewed. Two motions will be considered at the next Regular Session of Council on Monday, July 27, 2015 to apply to the Municipal Capital Borrowing Board for long term and interim financing in both the General and Water and Sewerage Funds.
- (v) Funding Request – Council agreed with the recommendation from the Finance Committee to deny the financial request letter from Jon MacMichael for assistance with his son's participation on the New Brunswick Under 18 Provincial Football Team.
- (vi) Funding Request - Council agreed with the recommendation from the Finance Committee to deny the financial request letter from Sarah Brownrigg, Miss Teenage Maritimes, dated May 24, 2015 for assistance with her participation in the Miss Teenage Canada Pageant.
- (vii) Funding Request – Council agreed with the recommendation from the Finance Committee to provide a grant in the amount of \$1,000 in support of the various programs offered at the Milltown Elementary School as outlined in the letter from the Community Schools Coordinator dated June 3, 2015, and a motion will be considered at the next Regular Session of Council on Monday, July 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.

In the absence of the Director of Operations, the Chief Administrative Officer advised, as noted in the Director's report, that a paving overage for Project No. 14-1182 (West Street, Dow Street and Garcelon Civic Center) in the amount of \$4,949.33 was the result of the actual tonnage used for the seal on West Street exceeding the estimated amount in the tender, and also patching was done on Milltown Boulevard while the pavers were in town.

- (ii) Tender # TOSS15-04: 2015 Extended Hoe Loader/Backhoe – Council agreed with the Public Works Supervisor's recommendation and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2015 to award the tender with a redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund.

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

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

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

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

The Chief Administrative Officer/Development Officer invited the Mayor and Council, as noted in his report, to participate, along with approximately 50 other community leaders at the "Community Visioning Summit" on Thursday, August 20, 2015 at the Garcelon Civic Center with the goal to collaboratively build a vision for making St. Stephen the greatest town in Canada.

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

Two motions will be considered at the next Regular Session of Council on Monday, July 27, 2015: (1) to authorize the Chief Administrative Officer to pay Carol McShane her fees of \$20.00 per hour to complete scale drawings of the Train Station/Visitor Information Centre and design for possible Town Hall space, up to a maximum of \$2,000.00; and, (2) to appoint Mike Smith as the volunteer caretaker, replacing George Laviolette, at the Giddens Memorial Airport, and directs the Chief Administrative Officer to pay an honorarium in the amount of \$5,000.

- (iv) Proposed Amendment of Section 3.14 of the Town's Zoning By-Law "Keeping of Chickens" – The proposed amendment to the Zoning By-Law, with the additional changes discussed at last month's Committee meeting was received and reviewed, and Second and Third Readings will be considered at the next Regular Session of Council on Monday, July 27, 2015.
- (v) Something's Brewing Café – The letter dated July 3, 2015 from the owners of Something's Brewing Café requesting permission to serve alcohol on the rear deck of the café as the deck is located on town-owned property was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, July 27, 2015 to approve the request with the following conditions:

- 1) all drinks to remain on the deck at all times;
- 2) no music to be piped outdoors;
- 3) the Town will be relieved of all liabilities;
- 4) area to be kept clean of debris at all times;
- 5) hours of operation no later than 10:00 p.m.;
- 6) approval can be rescinded within 24 hours' notice;
- 7) either party may renegotiate within 24 hours' notice.

Council directed the Chief Administrative Officer to advise the owners of Something's Brewing Café that permission is granted to begin serving alcohol on the deck prior to consideration of the motion on July 27, 2015, providing they comply with the above-noted conditions.

- (vi) Signage: Public Boat Landings – The letter from MADD Charlotte County dated June 8, 2015 was received and reviewed, and Council agreed to accept the donation of two "Report Impaired Boating – Call 911" signs to be installed at the St. Stephen Wharf and Milltown boat landing, and directed the Chief Administrative Officer to ask for a third sign, if available, to be installed at the St. Stephen boat landing.

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

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) Garcelon Civic Center Report – The report from the Chief Administrative Officer was received and reviewed.

As noted in the Chief Administrative Officer's report, Richard Fulton continues to work with DORA Construction to complete the deficiency list and documenting warranty items.

Also noted, the engineered drawings required for submission to the Provincial Fire Marshal's Office are underway, and a list of required equipment is part of the package; therefore, Council directed the Chief Administrative Officer to seek quotations for the required equipment.

Also further noted, two resignations were received from the Advising Commission and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2015 to accept the resignations and direct the Advising Commission to make recommendations to fill the two vacancies.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Mayor Quartermain in the absence of Councillor Pond

Mayor Quartermain thanked the many volunteers, including the Fire Department, who made the July 1<sup>st</sup> Canada Day celebrations very successful.

- (i) Planning, Promotion and Tourism – The report from the Chief Administrative Officer was received and reviewed.

As noted in the Chief Administrative Officer's report, Scotiabank made a donation to the town matching the funds raised by Chocolate Fest at their Road Toll in the amount of \$1,063.10, and Council will consider a motion, as part owner of Chocolate Festival Inc., to accept the donation and to make a further donation to Chocolate Fest in the amount of \$1,063.10

- (ii) Volunteer Road Toll – The request from the Charlotte County Housing Council, Inc. to hold a volunteer road toll at the junction of Queen Street West and Main Street on Friday, August 14, 2015 from 2:00 p.m. to 6:00 p.m. was received and reviewed.

Council directed the Clerk to contact the Charlotte County Housing Council, Inc. to seek a different date, keeping in mind the two other fundraising road toll dates already passed, as the Town's "Voluntary Road Toll" Policy No. 43 states in part, "There will be no voluntary road tolls permitted within the Town of St. Stephen between the dates of the 28<sup>th</sup> of June up to and including the Labour Day weekend in September".

Council will consider a motion at the Regular Session of Council on Monday, July 27, 2015 if the Clerk is provided with the new date.

- (iii) Reappointment – St. Croix Public Library Board - The letter from the Library Manager dated July 2, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2015 for the reappointment of Jane Lindsay to the Library Board.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:00 p.m. and returned to open session at 7:20 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacDonald that the meeting adjourn at 7:20 p.m.

---

Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, JULY 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* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

**OPEN COMMITTEES MEETING**

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

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

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of June 2015 – Memo from Assistant Treasurer dated July 10, 2015 with attachment:
  - Cheque Register
- (iv) Municipal Capital Borrowing Board Application – Memo from Treasurer dated July 10, 2015 with attachment:
  - Project Analysis-Prince William Street Infrastructure Renewal
- (v) Funding Request - Letter from Jon MacMichael.
- (vi) Funding Request - Letter from Sarah Brownrigg dated May 24, 2015.
- (vii) Funding Request - Letter from Milltown Elementary School Community Schools Coordinator dated June 3, 2015.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) Tender # TOSS15-04: 2015 Extended Hoe Loader/Backhoe – Recommendation from Public Works Supervisor.

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

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Report of the Property Management Office
- (iv) Proposed Amendment of Section 3.14 of the Town's Zoning By-Law "Keeping of Chickens" – Copy of proposed amendment with changes discussed at the Committee meeting of June 10, 2015.
- (v) Something's Brewing Café – Letter dated July 3, 2015 requesting permission to serve alcohol on the rear deck of the café.
- (vi) Signage: Public Boat Landings – Letter from MADD Charlotte County dated June 8, 2015.

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

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – Report from the Chief Administrative Officer attached.

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

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer attached.
- (ii) Volunteer Road Toll – Request from the Charlotte County Housing Council, Inc. attached.
- (iii) Reappointment – St. Croix Public Library Board – Letter from Library Manager dated July 2, 2015.

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: \_\_\_\_\_ July 27, 2015

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

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

**PLANNING ADVISORY COMMITTEE MEETING**

**THAT** the Minutes of the Planning Advisory Committee meeting held on April 1, 2015 be accepted.

# Town of St. Stephen



*Canada's Chocolate Town*

## MINUTES

### Planning Advisory Committee

Wednesday, April 1, 2015

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, April 1, 2015 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

#### Attending:

Ted Moore	Allan Gillmor	Garth Orchard	Marg Harding
Ed Zammit	Geoff Knight	Mike Booth	Derek O'Brien

**Absent:** Mark Porter

#### Agenda

It was moved by Mike Booth and seconded by Marg Harding THAT THE AGENDA BE ADOPTED AS CIRCULATED.  
Carried.

#### Presentation

Matthew Bowland presented his plan for the property at 217 Union Street that will necessitate the amendments to the Municipal Plan and Zoning By-Laws. Mr. Bowland hopes to have a canine rehabilitation and recreation facility. The property is approximately 5.19 acres providing adequate space for his kennel-free dog day care. He explained that dogs would be free to run and play within the fenced property during the day and would be kept inside at night.

The committee had an opportunity to ask Mr. Bowland several questions.

#### Zoning Application(s):

1. Municipal Plan and Zoning By-Law Amendment application from Matthew Bowland.
  - 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.
  - 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.

Derek O'Brien noted that letters were sent to neighbours within a 100 metre radius of the property and that, to date, two positive responses were received from the three property owners.

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.

**Committee Chair / Vice Chair**

It was moved by Allan Gillmor and seconded by Geoff Knight THAT TED MOORE BE ELECTED CHAIR AND GARTH ORCHARD VICE-CHAIR OF THE PLANNING ADVISORY COMMITTEE. Carried.

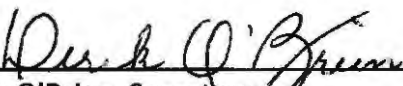
**Regular Meetings of PAC**

It was moved by Geoff Knight and seconded by Mike Booth THAT PAC MEET THE FIRST WEDNESDAY OF EACH MONTH AT 6:00 P.M. IN COUNCIL CHAMBERS WHEN BUSINESS WARRANTS. Carried.

Ted Moore reminded the CAO to contact him a few days prior to the meeting in order to determine if a meeting was necessary. The CAO will forward/deliver a meeting notice and any information required a few days in advance of the meeting.

**Adjournment**

It was moved by Allan Gillmor THAT THERE BEING NO FURTHER BUSINESS THIS MEETING OF PAC BE ADJOURNED.

  
\_\_\_\_\_  
Derek O'Brien, Secretary

  
\_\_\_\_\_  
Ted Moore, Chair



**Planning Advisory Committee**  
**Wednesday, April 1, 2015**  
6:00 p.m. – 7:00 p.m.



## **AGENDA**

- A. Welcome**
- B. Election of Chair / Vice Chair**
- C. Approval of Agenda**
- D. Regular Meeting date**
- E. Review of proposed re-zoning application(s)**
- F. Adjournment**



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

**DATE:** July 27, 2015

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

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

**STAFF REPORTS**

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

## Report to Mayor and Council

### **Mission and Vision**

Mayor and Council, and the staff of the Town of St. Stephen **advise, communicate, protect, and serve** the citizens of our community.

The Town of St. Stephen aspires to be a proud and engaged community where we act on informed decisions, are accountable toward our common goals, experience economic growth and strong community partnerships, and celebrate our assets.

### **Finance and Administration**

Water Main Twinning Project – Route 170: a payment in the amount of \$ 20 000 was made as a security deposit “Highway Usage Permit” for this project. There will also be an annual \$ 75.00 service fee for the 3-year duration of this project.

### **Irving Randall Todd Scholarship**

Recipient: Brandon Mofford, St. Stephen High School.

### **Frances Esther Todd Scholarship**

Recipient: Lexi Brisley, St. Stephen High School.

### **Follow up from June Meeting of Council**

1. V. Faulkner request about public participation in Committee Meetings. Council decided following a presentation by David Hyslop in XXX, 2014, to ask for public comments / questions follow each Committee Report. The Town of St. Stephen also appoints members of the community to a variety of Town Committees and advisory boards (ex. Garcelon Civic Center Advisory Board, Library Board, Planning and Advisory Committee, Charlotte County Hospital, Chocolate Festival Inc., Tourism and Promotion Committee, and St. Stephen Development Board).



# Memo

**To:** Derek O'Brien, CAO

**From:** Tim Tozer, Treasurer

**Date:** 09 July 2015

**Subject:** Finance Department Report

---

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

### **1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).  
-Currently processing Utility bills for April-June/15
- 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 74 employees, Monthly 31 employees, Twice Yearly 7 employees, Total 112 employees).  
-Includes additional employees related to new Civic Center.  
-Includes additional summer employees for horticulture, parks and outside pool.
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to October 31, 2014.

**2) Statements of Revenue and Expenditures to April 30, 2015.**

**3) Preparation and review of departmental information for Committee and Council packages.**

**4) Computer server maintenance.**  
-Includes additional software issues related to office workstations.

### **5) Meetings:**

- A) Department Head meeting-June 9, 2015.
- B) Monthly Committee meeting-June 10, 2015.
- C) Capital project meeting-June 19, 2015.
- D) Capital project meeting-June 22, 2015.
- E) Department Head meeting-June 23, 2015.
- F) Office Staff meeting-June 26, 2015.
- G) Finance Group meeting-June 29, 2015.
- H) Civic Center accounting meeting-July 2, 2015.

6) Projects:

- A) **Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:**
  - 1) Combined Sanitary and Storm Sewer Separation.
  - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
  - 3) Gas Tax Project-West and Dow Streets.
  - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
  - 5) Civic Center.
  - 6) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
  - 7) Gas Tax Project-Water Transmission Main Replacement.
  - 8) Tan House Brook Culverts (Milltown Blvd.)
  
- B) 2014 operating and capital audit working papers-In Progress.
  
- C) Civic Center accounting reconciliations-In Progress.
  
- D) Funding remittances for Civic Center construction-In Progress.
  
- E) Capital Budget-In Progress.
  
- F) 2014 Actuary analysis.-In Progress
  
- G) Civic Center financial controls.-In Progress.
  
- H) Organization of storage space for accounting files in old arena.-In Progress.
  
- I) HST remittance-Complete
  
- J) 2014 Gas Tax Fund forms remittance-Complete.
  
- K) Todd Scholarships awards-Complete.
  
- L) Jumpstart processing-In Progress.
  
- M) **Tasks related to office of Human Resource Manager-In Progress**
  - 1) Processing payroll information for new employees.
  - 2) Review of timesheets for payroll processing.
  - 3) Maintenance of records for all employee benefits.
  - 4) Record of employments.
  
- N) Orientation and assistance to new receptionist-In Progress.

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

## **Public Works Report for June 2015**

FROM: Lee Johnson Director of Operations

DATE: July 02, 2015

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

- a) Read Meters.
- b) Installed new water main on Ross Ave.
- c) Installed 3 new Meters.

### **2:Streets:**

- a) Finished Leaf and Twig pickup.
- b) Repaired Lawns.
- c) Swept Streets and Sidewalks.
- d) Started Street patching.

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

- a) Lift station and Lagoon maintenance.
- b) 34 Sewer Mains and 3 Sewer Laterals were flushed
- c) 2 Sewer Mains and 5 Sewer Laterals were videoed.
- d) 1 Sewer Lateral was repaired.

### **4: Paving Overage: Project No. 14-1182 West Street, Dow Street and Garcelon Civic Center**

At a Regular Session of Council on November 24, 2014, a resolution was passed to award the tender for the above-noted project in the amount of \$93,885.75.

The invoice dated June 15, 2015 from Dillon Consulting Ltd. was in the amount of \$98,835.08, a difference of \$4,949.33 (outlined below).

The actual tonnage used for the seal on West Street was more than the estimated amount in the tender, and the additional cost of \$3,544.74 will be covered from the Municipal Capital Borrowing Board funding received for this project.

While the pavers were in town, patching was done on Milltown Boulevard in the amount of \$1,404.59 and this cost will be covered within the Public Works Department Operating Budget.

## **Report of Parks & Recreation Dept. June 2015**

### *Parks*

- I have a new piece of playground equipment. Looking at Elm Park as its location.
- Elm Park slide has been ordered.
- We launched the Tidy up our Town contest in May. The contest deadline was June 30<sup>th</sup>, we received no entries.
- The mowing is going well, still a bit behind due to weather.
- Have met with Kiwanis re. location at Arena for Skate Park. They are very interested, and have received free fencing for the area.
- No smoking signs are in, I will pick them up from the Qplex the week of July 6th.
- I have received the WaWa permit for repairs to the Waterfront trail.
- The snowmobile club has been canvassing the residents along the waterfront trail to find out any concerns with using the trail during the winters. They have spoken to a few neighbours, but will continue with this process until they have had a chance to speak with as many neighbours as possible.

### *Pool*

- We opened to the Public on June 22<sup>nd</sup>. The numbers are down for lessons, and public swimming. Hopefully as the weather improves, so will our numbers.
- 2 of our 3 heaters are not working. I have sent one back for warranty work, but the other one will need to be replaced.

### *Civic Center*

- Plans are coming together for the 7th Annual Run/Walk for Rotary Charities.
- Working on plan to get Banners from Border Arena to Civic Center.
- Grand March and Graduation were held at the Civic Center, went very well.
- The staff at Civic Center received our Smart Board Training.
- The St Stephen High School Reunion is planned for July 31-Aug 2<sup>nd</sup> at the Civic Center
- The 2015 Canadian Horseshoe Pitching Tournament is booked for Aug 11<sup>th</sup>-15<sup>th</sup>.
- We are initiating "Discover Scuba" in the pool, a program for children, young adults who wish to learn the basics of Scuba Diving.
- Barb, Tara and I are meeting with staff at QPlex to go over policies/procedures with them.

Recreation

- Plans are coming along nicely for the 2<sup>nd</sup> Annual ball hockey tournament for Chocolate Fest.
- Working on 4<sup>th</sup> Annual Chocolate Fun Run. There are some new races being planned this year, stay tuned for more information!
- Continue to work on Recreation NB's Annual Conference to be held in St. Andrews and St Stephen.

Meetings

- FRPA
- Sport NB – Conf Call
- RNB
- Civic Center Staff Mtg
- Kiwanis
- Kraft Play
- Choc Fun Run
- Lisa Cobham
- SSSHS–Grand March/Graduation
- P&R Committee
- Aces – Hockey School

Michael O'Connell  
Director Parks & Recreation

# St. Stephen Fire Department Report for June 2015

Alarms for June were : Town Alarms           5  
                                   Out of Town Alarms   2  
                                   Mutual Aid : Calais       2  
   9

Alarms are described as being:

	# of firefighters	# of hours
1. Medical assist    1	7	10
2. Structure       2 (Calais)	31	97
3. Motor Vehicle Accident 4	53	61
4. Yard Debris 1 (referred to Bylaw )	3	3
5. Alarm System    1	8	12

Calls dispatched for the period of this report -- 65

#### Fire Department Activities:

1. Monthly Meeting of the Fire Department
2. Members assisted the Relay for Life Committee
3. Participated with the St. Andrews " Touch a Truck " Event
4. Jason St. Peter, Jeremy McShane and Joe Richardson attended the FDIC training Conference in Wolfville NS.
5. Fire Dispatch participated in a Mock exercise involving the Maritimes Northeast Pipeline and the Fire Departments of Eastern Charlotte County.
6. Preparation for the "Kids" games on Canada Day

#### Fire Chief's Activities:

1. Monthly Meeting of the Fire Dept.
2. Monthly Meeting of the Health and Safety Committee
3. Capital Budget Meeting
4. Monthly Meeting of Committee
5. Two Management Meetings
6. Prep for Canada Day.
7. Met with the Family Resource Center in relation to placement of fire extinguishers and smoke detectors.
8. Inspection of Backyard Fire Campfire Appliances.
9. Members of the department participated in an Honor Guard at the Funeral of Charles Connick , retired Fire Chief of the Western Charlotte Fire Department.

**TOWN of ST. STEPHEN**  
**By-Law Enforcement**  
**73 Milltown Blvd. St. Stephen NB. E3L-1G5**  
**JUNE REPORT**  
**2015**

**To: CAO - Town of St. Stephen**

Please find enclosed my report for June By-Law -Enforcement.  
 We handled 21 calls.

<b>CATEGORY</b>	<b>DETAIL</b>	<b>FOLLOW UP</b>
By-law inquiries (3)	<ul style="list-style-type: none"> <li>• <i>Gentleman purchasing a home in Town, inquiring about a fence around pool</i></li> <li>• <i>Person in inquiring about a vendors license.</i></li> </ul> <p>Person inquiring about a garbage Bin in Town</p>	<p>Proper By-Law requirements were forwarded to him</p> <p>Informed him he would have to fill out an application first and then we would go from there.</p> <p>Informed her that wooden bins were not allowed and directed her to the proper bins allowed</p>
	<ul style="list-style-type: none"> <li>• <i>Complaint of barking dog on Union St.</i></li> </ul>	<p>Passed onto the Animal control officer</p>
Dogs & cats (5)	<ul style="list-style-type: none"> <li>• <i>Follow up to the above complaint</i></li> </ul> <p><i>Cat issues on Duke St. using gardens as litter boxes.</i></p>	<p>Owner is complying at this point. Leaving the dog in</p> <p>Advised owner to use moth balls around the edge, of flowers.</p>

	<ul style="list-style-type: none"> <li>• <i>Wild cats around the old United Church in Milltown</i></li> </ul> <p><i>Barking dogs at home with puppies running at large</i></p>	<p>Passed onto the animal control officer</p> <p>Passed onto animal control.</p>
Parking Complaints (3)	<ul style="list-style-type: none"> <li>• <i>Parking blocking a drive way on King Street</i></li> </ul> <p><i>Tractor trailer parking on Sprucewood Court</i></p> <p><i>Vehicle violating the two hour parking on King St.</i></p>	<p>Advised owner that when the Town crew is out painting lines they will repaint the no parking lines in front of the property.</p> <p>Letter has been sent to the home owner.</p> <p>Patrol made and vehicle had left. Will continue to monitor</p>
Taxi License (1)	<ul style="list-style-type: none"> <li>• <i>New driver for Cozy Cab</i></li> </ul>	License issued
Garbage/ Brush complaints (4)	<ul style="list-style-type: none"> <li>• <i>Garbage piled up at vacant home on Tilley St.</i></li> </ul> <p><i>Neighbor putting brush over her garbage</i></p> <p><i>Brush piled up on a residence on Queensway, fire hazard</i></p> <p><i>Inquiry over brush pick up on Elm St.</i></p>	<p>Home owner contacted and the garbage was removed</p> <p>Patrol made to the area and the materials had been removed.</p> <p>Patrol made and there is brush put not a fire hazard, also conferred with the fire Chief on this as well.</p> <p>Informed the person about the regulations for pick up this year. Although not happy will comply.</p>
Assistance to General Public(5)	<ul style="list-style-type: none"> <li>• <i>Inquiry about a new business in Town.</i></li> </ul>	Informed him that this would be a PAC item and to prepare his business plan

	<ul style="list-style-type: none"> <li>• <i>Dept of Tourism, complaint of people handing out religious material at the building.</i></li> </ul>	Patrol made and spoke with the person and he stated that he was sorry and moved along, to another location.
	<i>Complaint of missing signs from lawn, did we remove</i>	Spoke with complainant and informed him that we did not remove them
	<i>Concerned over neighbors long grass</i>	Stated that we could do nothing unless it became a fire hazard.
	<i>Assist Fire Dept. over a open fire</i>	Chief stated that they have a person putting it out

Patrolled the Town daily and responded to all complaints, all of which were resolved. Only animals impounded were by owners request and paid for by owners

<b>ANIMAL CONTROL</b>	
<b>COMPLAINT</b>	<b>FOLLOW UP</b>
Dogs running at large ()	Owners warned.
Barking dog ()	Owner warned.
Leash law / license ()	Owners warned.
Animals Impounded	At owners request

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

## **JUNE REPORT 2015**

### **BUILDING INSPECTION**

**The month of June brought in a total of 17 (seventeen) permits which represents \$119,160.00 in building costs.**

**We issued no Stop Work Orders in the month June. This office has 1 (one) property we are dealing with under the Unsightly By-Law which is slated for demolition and the tender has been awarded**

**Our office dealt with and has filed 10 (ten) Occurrences reports and filed 12 (twelve) Building Inspection reports. 1 (one) electrical waiver was issued.**

**All required reports were filed with the appropriate government agencies**

**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*

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

## Report of Property Management

### **Train Station / Visitor Information Centre**

- Carol McShane is working on the scale drawings of the building and design for possible Town Hall space. We are uncertain of the hours that will be required to complete this work.

*Action: Council consider a resolution to give me direction to pay Carol McShane her fees of \$ 20.00 / hour to complete this work up to a maximum of \$ 2 000.00.*

### **Giddens Memorial Airport**

- Committee meeting (June 16) that included Councilor Harding, Ryan Bridges, Mike Smith, Mayor Quartermain, and D. O'Brien. We have repaired some older equipment to help with mowing, Town Crews are mowing regularly, and Mike Smith has agreed to continue as our volunteer caretaker. The committee will meet quarterly.

*Action: Council consider a resolution to appoint Mike Smith as the Volunteer Caretaker at the Airport and direct me to pay an honorarium in the amount of \$ 5 000 to Mr. Smith.*

- We received a cheque in the amount of \$ 3 396.69 from the J. Arthur and Laura Giddens and Mary Laura Giddens Family Fund to be used towards airport maintenance.

### **Old Town Hall**

- Regular checks by our Parks and Recreation Maintenance person.

### **Clark Building**

- HVAC units being serviced and assessed for efficiency.

### **RCMP Building**

- Our maintenance person will replace the tile floor.

### **Fire Hall / Public Works Garage**

- Investigating the potential needs in terms of heating / air conditioning upgrades, electrical, and roofing.

### **Wharf**

- Cost estimates received for repairs and maintenance \$ 70 000. CAO will explore possible grant opportunities to help with these costs. The Finance Committee will also explore Town funding.

### **Border Arena**

- Waiting on final documents from our solicitor to have the building officially owned by the Town of St. Stephen.
- Working with Parks and Recreation Department to develop a plan for future use of the facility.

PHONE

EMAIL



## Report of the Development Office

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### **St. Stephen Development Board**

A meeting was held on July 2, 2015. A review of the job description for the General Manager was an item on the Agenda.

### **Community Visioning Summit**

Planning for the visioning workshop **Thursday, August 20** at the Garcelon Civic Center continues. Mayor and Council are all invited to participate along with approximately 50 other community leaders representing a wide range of our community. The goal of the summit is to collaboratively build a vision for making St. Stephen the greatest town in Canada.

This will be a place for stakeholders to build a common language, share a common synergy, and to think, reflect, and dream about the community that we can build together. It will be a time to talk about opportunity and potential, to focus on solving problems, and to begin writing our story. It will be a time to call our community to action!

The St. Stephen Development Board and community partners will fund the summit.

### **Planning Advisory Committee**

- A meeting was held on June 29 to consider the request for a variance in the height of a garage.

### **Building Permits**

- 17 issued - total estimated construction value of \$ 119 160.00.

### **Sign Permits**

- Nothing to report.

### **Waivers**

- 1 electrical.

### **Variances**

- 1 for a garage with a second story that exceed the maximum height according to the by-law. PAC reviewed the request, noted that it did not interfere with visibility for neighbours nor did it exceed the height of the main building on the property, and, therefore, approved it.

### **Approved plans**

- Nothing to report.



## Garcelon Civic Center Report

### Aquatics and Fitness

New Scuba programs are being developed.

### Maintenance

The Interview Committee consisted of Councilor MacDonald, Mayor Quartermain, Brian Cornish, Advisory Commission Member, and D. O'Brien. A recommendation will be made to Council and the new employee will begin pending approval of Council.

### Facility

Richard Fulton continues to work with DORA Construction to complete the deficiency list and documenting warranty items.

The engineered drawings required for submission to the Provincial Fire Marshall's Office are underway. A list of required equipment is part of the package.

*Action: Council direct me to seek quotations for the equipment required.*

### Events

Conference space is booked regularly.

Upcoming large events:

- St. Stephen High School Alumni Reunion (July 31 – August 2).
- Horseshoe Tournament (August 11-15).
- ACES Hockey School and Camp (mid-August).

### New Horizons Grant

The thirteen (13) week position has been advertised.

### Advisory Commission

Resignations were received from Kevin Thiessen and Bob Coates.

*Action: Council consider a motion to accept the resignations and direct the Advisory Commission to make recommendations to fill these two vacancies.*



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

DATE: July 27, 2015

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

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

**BY-LAW NO. Z-1.4 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – SECOND READING – READING IN ITS ENTIRETY**

**THAT** By-Law No. Z-1.4 – "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" – be given Second Reading – Reading in its Entirety.

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

DATE: July 27, 2015

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

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

**BY-LAW NO. Z-1.4 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY**

THAT By-Law No. Z-1.4 – "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" – be given Third and Final Reading – Short Title Only.

## TOWN OF ST. STEPHEN

### BY-LAW NO. Z-1.4

#### 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 Section 3 of the by-law is amended by repealing subsection **3.14 Keeping of Chickens** and substituting the following:

#### **3.14 Keeping of Hens**

Notwithstanding 3.15 or any other provision of this by-law, the keeping of hens may be permitted as an *accessory use* in a Residential Zone, subject to the following conditions:

- (a) hens shall be kept as pets and for personal use only; no person shall sell eggs or engage in hen breeding or fertilizer production for commercial purposes and the slaughtering of hens is prohibited;
- (b) only hens are permitted and the maximum number of hens allowed is four per lot;
- (c) hens must be kept in an enclosure or fenced area at all times and shall be secured within an enclosed structure, not to exceed 8' x 8', during non-daylight hours; and, as noted in Section 3.1(2) of the by-law, no more than two (2) *accessory buildings* are permitted per lot;
- (d) the enclosure and structure mentioned in (c) must be located in the rear yard and shall be no closer than three (3) metres (10 feet) to any side or rear lot line, and shall have a minimum of 10 metres (33 feet) from any dwelling on an adjacent lot; and, the enclosure and structure shall be closer to the owner's dwelling than any dwelling on an adjacent lot;
- (e) hens must not be kept in, upon or under any structure used for human habitation;
- (f) hens shall be kept in such a manner to ensure that they do not create a nuisance and that all lands and premises where hens are kept is maintained in a sanitary condition at all times so that excrement or other hen-related substances are not permitted to accumulate and cause an objectionable odour or nuisance;
- (g) proper end of life disposal must be adhered to, including veterinary care, if required, and disposal of the carcass;

- (h) keepers of hens must reside on the lot containing the hen enclosure in order to ensure that hens receive appropriate care and supervision; and
- (i) if you are not the property owner, a letter of authorization is required from the registered property owner.

**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: May 25, 2015

Second Reading:

Third Reading and Enacted:

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

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

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

DATE: July 27, 2015

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police June 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  
June 2015**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **June 1, 2015 to June 30, 2015 inclusive**. During this time period, the RCMP responded to **255** calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Tickets issued</b>	<b>5</b>
<b>Traffic Collisions</b>	<b>4</b>
<b>Warnings issued</b>	<b>13</b>
<b>Checkstop</b>	<b>2</b>

**PROVINCIAL STATUTES:**

<b>Child Welfare Act – Other Activities</b>	<b>1</b>
<b>False/Abandoned 911 Call</b>	<b>4</b>
<b>False Alarms</b>	<b>2</b>
<b>Fire Prevention</b>	<b>1</b>
<b>Mental Health Act</b>	<b>2</b>
<b>Motor Vehicle Act – Other Activities</b>	<b>1</b>
<b>Moving Traffic – Intersection Related</b>	<b>1</b>
<b>Off Road Vehicle Act</b>	<b>1</b>
<b>Trespass Act</b>	<b>1</b>

**CRIMINAL CODE:**

<b>Assault</b>	<b>5</b>
<b>Assault to Resist or Prevent Arrest</b>	<b>1</b>
<b>Break and Enter - Business</b>	<b>1</b>
<b>Break and Enter – Residence</b>	<b>2</b>
<b>Crime Prevention</b>	<b>5</b>
<b>Criminal Harassment</b>	<b>1</b>
<b>Disturbing the Peace</b>	<b>3</b>
<b>Fail to comply with undertaking</b>	<b>4</b>
<b>Fraud</b>	<b>1</b>
<b>Harassing Phone Calls</b>	<b>2</b>
<b>Impaired operation of motor vehicle</b>	<b>5</b>
<b>Mischief damage to and/or Obstruct Enjoyment of Property</b>	<b>10</b>
<b>Other Theft under \$5000</b>	<b>1</b>
<b>Possession of Weapon for Dangerous Use</b>	<b>1</b>
<b>Sexual Assault</b>	<b>2</b>
<b>Theft, Forgery, Misuse of Credit Card</b>	<b>1</b>
<b>Theft of Truck</b>	<b>1</b>
<b>Theft Under or Equal to \$5000 – From a Motor Vehicle</b>	<b>3</b>
<b>Theft Under or Equal to \$5000 – Shoplifting</b>	<b>1</b>
<b>Utter Threats</b>	<b>4</b>

**OTHER FEDERAL STATUTES:**

<b>Controlled Drugs &amp; Substances Act</b>	<b>1</b>
<b>Customs Act – Running the Port</b>	<b>1</b>
<b>Immigration and Refugee Protection Act – Other Activities</b>	<b>1</b>
<b>Possession schedule VIII – Cannabis</b>	<b>1</b>
<b>Possession schedule I – other CDSA</b>	<b>1</b>
<b>Trafficking – Schedule I – Cocaine</b>	<b>1</b>

**OTHER INVESTIGATIONS:**

<b>Assistance to Canadian Provincial Department</b>	<b>7</b>
<b>Assistance to General Public</b>	<b>3</b>
<b>Assistance to Canadian Federal Department</b>	<b>4</b>
<b>Assistance to Non-Government Canadian Agency</b>	<b>1</b>
<b>Assistance to US Non-Police Agency</b>	<b>1</b>

**OTHER INVESTIGATIONS:**

<b>Animal Calls</b>	<b>1</b>
<b>Items/lost found</b>	<b>6</b>
<b>Municipal Bylaws</b>	<b>1</b>
<b>Offender Management</b>	<b>1</b>
<b>Request to Locate Individual</b>	<b>5</b>
<b>Person Reported Missing</b>	<b>9</b>
<b>Police Certificates</b>	<b>114</b>
<b>Suspicious person</b>	<b>4</b>

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

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

DATE: July 27, 2015

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

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

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

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

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Transportation Services</u></b>		
Prince William Street Infrastructure Renewal	\$ 655,000	10 Years
Interim Financing-Prince William Street Infrastructure Renewal	<u>\$ 1,491,000</u>	3 Years
	<u>\$2,146,000</u>	

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

DATE: July 27, 2015

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

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

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

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

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Environmental Health Services</u></b>		
Prince William Street Infrastructure Renewal	\$ 276,000	10 Years
Interim Financing- Prince William Street Infrastructure Renewal	<u>\$ 628,000</u>	3 Years
	<u>\$ 904,000</u>	

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

DATE: July 27, 2015

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

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

**TOWN GRANT – MILLTOWN ELEMENTARY SCHOOL**

**THAT** the Council of the Town of St. Stephen authorizes a grant in the amount of \$1,000.00 (one thousand dollars) in support of the various programs offered at the Milltown Elementary School.

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

DATE: July 27, 2015

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

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

**AWARDING OF TENDER: 2015 EXTENDED HOE LOADER/BACKHOE – RFQ # TOSS15-04**

THAT of the four (4) tenders received, the low tender of \$88,325.00 (eighty-eight thousand, three hundred and twenty-five dollars), plus HST, from Maritime Case Ltd. of Hanwell, NB, for the 2015 extended hoe loader/backhoe 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: July 27, 2015

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

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

**POTENTIAL TOWN HALL - FORMER TRAIN STATION/VISITOR INFORMATION CENTRE**

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to pay Carol McShane of St. Stephen, NB her fees of \$20.00 (twenty dollars) per hour to complete scale drawings of the former Train Station/Visitor Information Centre and design for potential Town Hall space up to a maximum of \$2,000.00 (two thousand dollars).

AND THAT should the invoice exceed \$2,000.00 (two thousand dollars), the Chief Administrative Officer shall seek further approval by Council.

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

**DATE:** July 27, 2015

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

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

**VOLUNTEER ATTENDANT - GIDDENS MEMORIAL AIRPORT**

**THAT** the Council of the Town of St. Stephen appoints Mike Smith as the volunteer attendant at the Giddens Memorial Airport, replacing George Laviolette, and directs the Chief Administrative Officer to pay an annual honorarium in the amount of \$5,000.00 (five thousand dollars), paid on a quarterly basis, for his services.

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

DATE: July 27, 2015

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

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

**REAR DECK - SOMETHING'S BREWING CAFÉ**

**THAT** the Council of the Town of St. Stephen grants permission to *Something's Brewing Café* located at 140 Milltown Boulevard to serve alcohol on the rear deck of the café with the following conditions:

- 1) all drinks to remain on the deck at all times;
- 2) no music to be piped outdoors;
- 3) the Town will be relieved of all liabilities;
- 4) area to be kept clean of debris at all times;
- 5) hours of operation no later than 10:00 p.m.;
- 6) approval can be rescinded within 24 hours' notice;
- 7) either party may renegotiate within 24 hours' notice.

**AND THAT** such permission is required as the deck is located on town-owned property.

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

DATE: July 27, 2015

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

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

**RESIGNATIONS – GARCELON CIVIC CENTER ADVISING COMMISSION**

**THAT** the Council of the Town of St. Stephen accepts the resignations of Kevin Thiessen and Bob Coates as former members of the Garcelon Civic Center Advising Commission.

**AND THAT** the Council of the Town of St. Stephen directs the Garcelon Civic Center Advising Commission to make recommendations to fill the two (2) vacancies.

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

**DATE:** July 27, 2015

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

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

**DONATION – THE TOWN OF ST. STEPHEN**

**THAT** the Council of the Town of St. Stephen accepts the donation in the amount of \$1,063.10 (one thousand, sixty-three dollars and ten cents) from Scotiabank, St. Stephen Branch.

**AND THAT** the Council of the Town of St. Stephen authorizes, as part owner of Chocolate Festival Inc., a donation to Chocolate Fest in the amount of \$1,063.10 (one thousand, sixty-three dollars and ten cents).

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

DATE: July 27, 2015

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

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

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY HOUSING COUNCIL, INC.**

**THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Housing Council, Inc. to hold a fundraising road toll at the junction of Queen Street West and Main Street on Friday, September 11, 2015 between the hours of 2:00 p.m. and 6:00 p.m., with an alternate date of Friday, September 18, 2015 between the hours of 2:00 p.m. and 6:00 p.m.

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

DATE: July 27, 2015

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

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

**REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD**

**THAT** Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term retroactive to July 1, 2015 and expiring June 30, 2016.

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

DATE: July 27, 2015

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

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

**CASUAL CLERK/RECEPTIONIST POSITION**

**THAT** Susan Hasteley be offered the temporary casual position of Clerk/Receptionist for the Town of St. Stephen retroactive to June 30, 2015 and as outlined in the letter of offer in the form presented to Council.

**AND THAT** the Chief Administrative Officer will advertise the casual Clerk/Receptionist position for both the Town Office and the Garcelon Civic Center as Council directed at its closed session on July 15, 2015 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*.

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

DATE: July 27, 2015

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

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

**AMENDMENT TO EMPLOYMENT AGREEMENT – THE TOWN AND DEREK O'BRIEN**

**WHEREAS** the Council of the Town of St. Stephen and Derek O'Brien have negotiated an amendment to the Employment 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 Clerk to execute the Amendment to Employment Agreement between The Town of St. Stephen and Derek O'Brien effective July 28, 2015, and in the form of amended agreement presented to Council.

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

DATE: July 27, 2015

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.