

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: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

AGENDA
THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on May 25, 2015 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 25, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 123/15 **THAT** the Agenda be approved with one amendment: "Second Reading – Reading in its Entirety" of 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" under CONSIDERATION OF BY-LAWS be amended to "First Reading – Short Title Only". **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Mayor Quartermain proclaimed the week of May 31 – June 6, 2015 as Disability Awareness Week:

WHEREAS, the municipality of St. Stephen, New Brunswick, is committed to assisting citizens with disabilities to participate fully in our community; and

WHEREAS, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

WHEREAS, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

**MINUTES
REGULAR COUNCIL
MAY 25, 2015**

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WHEREAS, we support the theme

“Independence Through Employment”;

NOW THEREFORE BE IT KNOWN THAT I, John Quartermain, Mayor of the Town of St. Stephen, do hereby request the citizens of St. Stephen to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 31st to June 6th, 2015.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

124/15 THAT the Minutes of the Regular Council meeting held on April 27, 2015 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Maxwell

125/15 THAT the Minutes of the Special Council meeting held on May 20, 2015 be approved as circulated. **CARRIED**

PUBLIC HEARING OF OBJECTIONS/SUPPORT – 217 UNION STREET

Moved by Councillor MacDonald

Seconded by Councillor Harding

126/15 THAT the Minutes of the Public Hearing of Objections/Support with respect to the property known as PID # 01298181 (217 Union Street) held on May 20, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Booth

Seconded by Councillor Maxwell

127/15 THAT the paid bills in the amount of \$893,511.29 (eight hundred and ninety-three thousand, five hundred and eleven dollars and twenty-nine cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Deputy Mayor MacEachern

128/15 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor MacDonald

129/15 **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 May 13, 2015 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Maxwell

130/15 **THAT** the following staff reports for the month of April 2015 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garceion Civic Center Manager. **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" – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 131/15 **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 Second Reading – Reading in its Entirety. **CARRIED**

- 132/15 **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" – SECOND READING – READING IN ITS ENTIRETY**

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

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 Second Reading – Reading in its Entirety. **CARRIED**

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" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Booth

Seconded by Councillor Pond

- 133/15 **THAT** leave now be given to introduce a by-law entitled 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" – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 134/15 **THAT** the Royal Canadian Mounted Police April 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 135/15 **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 Terrapure (Revolution Environmental Solutions LP) in order to process any future purchases of the Town from the said company. **CARRIED**

INCREASED KENNEL FEES - ANIMAL CONTROL OFFICER

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 136/15 **THAT** the Council of the Town of St. Stephen accepts the increased kennel fees of the Town's Animal Control Officer from \$100.00 (one hundred dollars) per dog to \$140.00 (one hundred and forty dollars) per dog, and from \$50.00 (fifty dollars) per cat to \$60.00 (sixty dollars) per cat retroactive to March 1, 2015. **CARRIED**

RE-APPOINTMENT - CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.

Moved by Councillor Booth

Seconded by Councillor Harding

- 137/15 **THAT** Richard Purcell be re-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. **CARRIED**

APPROVAL OF EVENT – ST. CROIX BANDFEST

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

- 138/15 **THAT** the Council of the Town of St. Stephen grants permission to St. Croix Bandfest to hold a musical event in the rear parking lot of the St. Stephen Legion on Saturday, August 8, 2015 from 4:00 p.m. – 11:00 p.m.

AND THAT permission is granted for the placement of "off-site" signage, if required, so placed as to not obstruct traffic and vendor licenses for the event shall be waived.

AND FURTHER THAT the above-noted permission is contingent on receipt by the Town of a Certificate of Insurance. **CARRIED**

PUBLIC WORKS DEPARTMENT – ASSISTANT TREATMENT PLANT OPERATOR POSITION - JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 139/15 **THAT** Kevin Mundie be appointed to the position of Assistant Treatment Plant Operator for the Public Works Department effective May 29, 2015, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

'IN KIND SERVICES' - MARIA F. GANONG SENIORS' RESIDENCE (LONICERA HALL)

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 140/15 **THAT** the Council of the Town of St. Stephen authorizes "in kind services" be provided to Lonicera Hall located on the corner of Union and Marks Streets for site preparation during the installation of new water and sewer lines. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Attended a recent Union of Municipalities of New Brunswick (UMNB) meeting in Fredericton as a board member representing Zone 4.
- Attended the Sammy Kershaw/Georgette Jones concert at the Garcelon Civic Center.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Participated in the Town booth at the Kiwanis Trade Show.

Councillor Booth

- Participated in the Town booth at the Kiwanis Trade Show.
- Attended all Town meetings.

Councillor MacDonald

- Participated in the Town Pride cleanup.
- Attended the Employment and Wellness Fair at the Garcelon Civic Center.
- Participated in the Town booth at the Kiwanis Trade Show.
- Attended the Sammy Kershaw/Georgette Jones concert, being the first concert at the Garcelon Civic Center.
- Participated in the interviews for the Aquatic and Fitness Coordinator position.
- Attended a Parks and Recreation meeting.
- Attended the Federal/Provincial Governments' announcement with respect to the water and sewer lines project on Prince William Street.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Coordinated and participated in an annual cleanup of the St. Stephen Rural Cemetery, and will continue with weekly cleanup.
- Extremely pleased with the Federal/Provincial Governments' announcement with respect to the water and sewer lines project on Prince William Street.

Councillor Pond

- Attended a Business Improvement Area meeting.
- Attended the barbeque at the Garcelon Civic Center hosted by the Royal Canadian Mounted Police in celebration of Police Week.
- Attended a meeting with the Chief Administrative Officer to discuss various Planning, Promotion and Tourism items.
- Participated in the Town Pride cleanup.
- Attended all Town meetings.
- Attended the Employment and Wellness Fair at the Garcelon Civic Center.
- Attended a meeting in St. Andrews with respect to Charlotte County transportation.
- Participated in the Town booth at the Kiwanis Trade Show.
- Attended a meeting at the Atlantic Superstore, along with Mike O'Connell, Director, Parks and Recreation, and in partnership with the Superstore and the BIA, the Town is entering the Kraft Play contest, and has chosen to enter the proposed turf field project on Budd Avenue as its recreational facility upgrade, in which the grand prize winner will receive \$250,000, and three secondary prize winners will each receive \$25,000.

Mayor Quartermain

- Thanked the many volunteers who contributed to the success of the first concert at the Garcelon Civic Center, as well as the many dedicated volunteers who so willingly give of their time in preparation of the numerous community events.

16. QUESTION PERIOD

Kathy Bockus, reporter with *The Saint Croix Courier*, questioned the "Prayer" back on the agenda, to which the Mayor advised that he plans to continue with the recitation of The Lord's Prayer at the beginning of each Regular Session.

Mrs. Bockus asked for clarification with respect to the "In Kind Services" to be provided to Lonicera Hall.

A few residents were in attendance and spoke in favour of the proposed amendment to the Zoning By-Law with respect to the "Keeping of Chickens", and one resident opposed it.

Both the Mayor and Chief Administrative Officer advised that Council will discuss the proposed amendment at its Committees meeting on Wednesday, June 10, 2015 @ 5:00 p.m. at which time people can provide their comments.

**MINUTES
REGULAR COUNCIL
MAY 25, 2015**

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17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

141/15 THAT the meeting adjourn at 7:45 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 25, 2015 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

3. APPROVAL OF AGENDA

4. CONFLICT OF INTEREST

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

(a) Disability Awareness Week (May 31 – June 6, 2015) – Proclamation

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES

(a) Regular Council Meeting – April 27, 2015

(b) Special Council Meeting – May 20, 2015

(c) Public Hearing of Objections/Support (217 Union Street) – May 20, 2015

8. ACCOUNTS

(a) Paid Bills

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

(a) Thank you card from St. Stephen High School Guidance Counsellor dated April 2015.

(b) Thank you letter from the Royal Canadian Legion, St. Croix Branch No. 9 dated April 28, 2015.

(c) Thank you card from Acting Sergeant Jayson Hansen, RCMP St. Stephen Post.

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 – May 13, 2015

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. M-1.2 – “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law” – Second Reading – Reading in its Entirety
- (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 – Second Reading – Reading in its Entirety
- (c) 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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town of St. Stephen – Commercial Credit Application
- (c) Increased Kennel Fees – Animal Control Officer
- (d) Re-appointment – Charlotte County Hospital Foundation, Inc.
- (e) Approval of Event – St. Croix Bandfest
- (f) Public Works Department – Assistant Treatment Plant Operator Position – Job Recommendation
- (g) “In Kind Services” – Maria F. Ganong Seniors’ Residence (Lonicera Hall)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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.

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016359 dated between 05/01/2015 and 05/31/2015

CHEQUE REGISTER

Printed 9:12:06AM 06/05/2015

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Number	Issued	Amount	SC	Status	Status Date
015118	05/25/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY25,2015 SERIES "AW" - INTEREST	8,189.00 8,189.00	A/P	OUT-STD	05/25/2015
015119	05/25/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY25,2015* SERIES "AW" - PRINCIPAL	61,000.00 61,000.00	A/P	OUT-STD	05/25/2015
015130	05/19/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY19,2015 SERIES "BD" - INTEREST	1,562.75 1,562.75	A/P	OUT-STD	05/19/2015
015133	05/30/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY30,2015 SERIES "BH" - INTEREST	5,825.50 5,825.50	A/P	OUT-STD	05/30/2015
015136	05/15/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY15,2015 SERIES "BK" - INTEREST	4,312.50 4,312.50	A/P	OUT-STD	05/15/2015
015137	05/15/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY15,2015* SERIES "BK" - PRINCIPAL	32,000.00 32,000.00	A/P	OUT-STD	05/15/2015
015549	05/01/2015 HERITAGE COURT HOLDINGS LIMITED MAYLEASE2015 GG-TOWNHALLLEASE-MAY 2015	5,323.40 5,323.40	A/P	OUT-STD	05/01/2015
016167	05/05/2015 ACCT #903240047016 APRIL2015 VOL FIRE MEMBERSHIP DUES - APF	290.00 290.00	A/P	OUT-STD	05/05/2015
016168	05/05/2015 ACCT 8025-280 APRIL2015 LOCAL 770 UNION DUES-APR/15	1,558.17 1,558.17	A/P	OUT-STD	05/05/2015
016169	05/05/2015 BORDER INVESTIGATIONS & SECURITY INC. 14050 PS-BYLAW-APRIL 2015 FEE	3,164.00 3,164.00	A/P	OUT-STD	05/05/2015
016171	05/05/2015 CPANB 186417 GG-TREASURER-MEMBERSHIP DUE	937.90 937.90	A/P	OUT-STD	05/05/2015
016172	05/05/2015 Derek O'Brien APRIL2015 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	05/05/2015
016173	05/05/2015 GREAT WEST LIFE APRIL2015 EMPLOYEE DEDUCTIONS-APR/15	553.88 553.88	A/P	OUT-STD	05/05/2015
016174	05/05/2015 MINISTER OF FINANCE APRIL2015 EMPLOYEE DEDUCTIONS-APR/15	1,066.00 1,066.00	A/P	OUT-STD	05/05/2015
016175	05/05/2015 O'CONNELL MIKE APRILALLOWANCE RC-RECDIRECTOR-MONTHLY VEHIC	200.00 200.00	A/P	OUT-STD	05/05/2015
016176	05/05/2015 RICHARDSON JEFF APRIL282015 PS-FIRE-CLOTHING ALLOWANCE	779.46 779.46	A/P	OUT-STD	05/05/2015
016177	05/05/2015 SHANNON MICHAEL WEEK192015 PS-ANIMALCONTROL-WEEKLY FEE WEEK192015* PS-ANIMALCONTROL-WEEKLY VEH:	385.44 167.69 197.75	A/P	OUT-STD	05/05/2015
016178	05/05/2015 SHARPE'S LAWN CARE 4465 RC-CONTRACT-PLAYING FIELDS MA	14,407.50 14,407.50	A/P	OUT-STD	05/05/2015
016179	05/05/2015 ST. STEPHEN UTILITY DEPT. APRIL2015 EMPLOYEE DEDUCTIONS-APR/15	90.00 90.00	A/P	OUT-STD	05/05/2015
016180	05/05/2015 MINISTER OF FINANCE WEEK192015 EMPLOYEE DEDUCTIONS-MAY 10-1	209.30 209.30	A/P	OUT-STD	05/05/2015
016181	05/05/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002 APRIL2015* GG-MUNCIPALPLAN-APR/15	28,361.48 28,361.48	A/P	OUT-STD	05/05/2015
016182	05/13/2015 AIR LIQUIDE CANADA 59479565 TS-SHOP-CYLINDER GAS	18.92 18.92	A/P	OUT-STD	05/13/2015
016183	05/13/2015 BAYVIEW TRUCKS AND EQUIPMENT LTD. FI90151 RC-#303- SEAL AXLE CVR, FRONT B FI90546 RC-#303-FILTERS, O-RING, BEARINK FI90571 RC-#303-HYD FILTERS, OIL-SPIRAX	573.16 142.74 258.85 171.57	A/P	OUT-STD	05/13/2015
016184	05/13/2015 BELL MOBILITY INC.	982.66	A/P	OUT-STD	05/13/2015

* - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018359 dated between 05/01/2015 and 05/31/2015

CHEQUE REGISTER

Printed: 9:12:07AM 06/05/2015

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Number	Issued	Amount	SC	Status	Status Date
	523889487APR15 RC/CC/PS/TS/GG-CELL PHONE & TA	982.66			
016185	C5/ 3/2015 CANADIAN SPRINGS	54.38	A/P	OUT-STD	05/13/2015
	8001220794 GG-TOWN HALL- WATER	11.93			
	9914877981 PM-RCMP-WATER	42.45			
016186	05/13/2015 CHRIS LINTON	117.20	A/P	OUT-STD	05/13/2015
	MAY102015 PS-FIRE-FIRST RESPONDER COUR	117.20			
016187	05/13/2015 CLASSIC WOODWORKING LTD.	321.69	A/P	OUT-STD	05/13/2015
	900399 RC-PARKS- PARK BENCH SLATS	321.69			
016188	05/13/2015 CNH CAPITAL	872.79	A/P	OUT-STD	05/13/2015
	IN73474 TS-#18-AMOUNT PAID TWICE	-138.85			
	IN76829 TS-#18-AIR CLEANER, FILTERS, CAF	921.03			
	IN76829A TS-#11- AIR CLEANERS	66.70			
	IN76855 TS-#11-BODY	23.91			
016189	05/13/2015 COX ELECTRONICS & COMMUNICATIONS	994.16	A/P	OUT-STD	05/13/2015
	2-1729558 CC-BUILDING- PROJECTOR RENTAL	67.80			
	2-1729995 CC-BUILDING- VGA CABLE	39.48			
	2-1730810 CC-BUILDING- USB CABLE	18.94			
	2-1731337 PM-AIRPORT- USB, HEADSET	67.74			
	2-1733306 RC-PARKS- LAP TOP	802.19			
016190	05/13/2015 CYCLE WORKS	75.64	A/P	OUT-STD	05/13/2015
	720015 PS-FIRE- AIR FILTERS	75.64			
016191	05/13/2015 EAST COAST INTERNATIONAL TRUCKS	294.48	A/P	OUT-STD	05/13/2015
	3-251080012 TS-SHOP-RUST INHIBITOR	294.48			
016192	05/13/2015 FRANK G GODSOE CHARTERED ACCOUNTANT	4,653.46	A/P	OUT-STD	05/13/2015
	828 GG-TREASURY-CLARK BUILDING TE	403.98			
	852 GG-TOWNHALL-COMPUTER WORK,	136.73			
	894 GG-TREASURY-ACCOUNTING SUPP	1,457.70			
	895 GG-TREASURY-ACCOUNTING SUPP	627.15			
	896 GG-TOWNHALL-RECEPTION SUPPO	206.34			
	897 GG-TOWNHALL-RECEPTION SUPPC	174.02			
	898 CC-ADMIN-DEPOSIT RECONCIATIO	1,647.54			
016193	05/13/2015 GUY R. DAY & SON LTD.	4,112.00	A/P	OUT-STD	05/13/2015
	56041 TS-AIRPORT-LIABILITY INSURANCE	4,112.00			
016194	05/13/2015 IRVING ENERGY DISTRIBUTION AND MARKETING	7,071.33	A/P	OUT-STD	05/13/2015
	231388 TS-ST5-DIESEL	1,273.61			
	363196* TS-ST5-GAS	4,763.63			
	938893 TS-ST5-DIESEL	1,034.09			
016195	05/13/2015 JASON GIDDENS	393.50	A/P	OUT-STD	05/13/2015
	MAY012015 PS-FIRE-FIRST RESPONDER TRAINI	393.50			
016196	05/13/2015 JODI ST PETER	1,373.57	A/P	OUT-STD	05/13/2015
	APRIL292015 PS-FIRE-FIRE PREVENTION CONFE	1,373.57			
016197	05/13/2015 KEITH'S BUILDING SUPPLIES	655.40	A/P	OUT-STD	05/13/2015
	138989 CC-RINK- MAKITA BLOWER	655.40			
016198	05/13/2015 KEM CANADA MFG	287.46	A/P	OUT-STD	05/13/2015
	102828 TS-SHOP-HAND CLEANSER, RUST F	267.45			
016200	05/13/2015 KENT BUILDING SUPPLIES	2,779.93	A/P	OUT-STD	05/13/2015
	854898 RC-PARKS-NUTS, WASHERS, BOLT	375.15			
	854857 PM-LIBRARY- DUCT TAPE, SHEATH	337.62			
	854860 PM-TOURIST BUREAU	48.30			
	856773 RC-PARKS- EXTERNAL CORD, LUMI	488.37			
	856397 RC-PARKS- BOLTS, WASHERS, HEX	503.05			
	858398 RC-PARKS-DECKING	15.47			

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Number	Issued		Amount	SC	Status	Status Date
	856930	RC-PARKS-SCREWS, BOLTS, LUMBI	372.54			
	867437	RC-PARKS-NAILS, BOARDS	54.22			
	858442	RC-PARKS- STRAPPING	13.81			
	858210	RC-PARKS-BOLTS, PAINT	61.56			
	8598728	RC-PARKS-SUPER CUT CARB BLAD	266.37			
	859689	RC-PARKS- SUP EX LTX SMG	48.23			
	860228	CC-ARENA- MIXED TORX IMPACT, R	107.79			
	860899	PM-TOURIST BUREAU-SUPER GLUE	71.39			
	862041	TS-#22- GREAT STUFF TRIPLE EXP	18.08			
016201	05/13/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	105.84	A/P	OUT-STD	05/13/2015
	233418396	GG-TOWN HALL- PHOTO COPIER LE	105.84			
016202	05/13/2015	LSW WEAR PARTS LTD.	406.80	A/P	OUT-STD	05/13/2015
	41170	TS-#21, #22- POLY ZZ CONVOLUTE	406.80			
016203	05/13/2015	MAYFIELD GARDENS & LANDSCAPE	3,238.64	A/P	OUT-STD	05/13/2015
	8724	CC- POOL- PH UP	19.30			
	8734	CC- POOL- PH DOWN 2KG	20.93			
	8735	CC- POOL- REAGENTS	222.68			
	8736	CC- POOL- REAGENTS	81.86			
	8740	CC- POOL CHEMICALS	2,270.94			
	8749	CC- POOL CHEMICALS	109.10			
	8750	CC- POOL- CHEMICALS	514.83			
016204	05/13/2015	MILLTOWN MACHINE & FABRICATION LTD.	77.64	A/P	OUT-STD	05/13/2015
	17438	TS-#18-LOCK NUTS, FLAT WASHER:	77.64			
016205	05/13/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	05/13/2015
	WEEK202015	EMPLOYEE DEDUCTIONS-MAY 17-2	209.30			
016206	05/13/2015	MOFFITT DODGE CHRYSLER LTD.	83.44	A/P	OUT-STD	05/13/2015
	IM19090	RC-#304-TAPPETS	83.44			
016207	05/13/2015	N. B. ELECTRIC POWER	412.83	A/P	OUT-STD	05/13/2015
	19051703MAY15	TS-AIRPORT-ELECTRICITY	281.09			
	19051801MAY15	TS-AIRPORT-ELECTRICITY	50.56			
	57955828MAY15	CB-SELFCONTAINEDLIGHT-ELECTR	101.16			
016208	05/13/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	45.92	A/P	OUT-STD	05/13/2015
	329073	PM-RCMP-FLOOR MATS	45.92			
016209	05/13/2015	ORR ELECTRIC & ALARM LTD.	504.15	A/P	OUT-STD	05/13/2015
	1771	PM-LIBRARY- CHECKED AND REMO	226.00			
	1775	PM-TOURIST BUREAU-CLEANED AL	169.30			
	1778	PM-CLARK BUILDING- REPAIR BAD I	108.85			
016210	05/13/2015	PITNEY WORKS	102.08	A/P	OUT-STD	05/13/2015
	MARCH132015	GG-TOWNHALL-PERIODIC FINANCE	102.08			
016211	05/13/2015	PRINCESS AUTO	471.10	A/P	OUT-STD	05/13/2015
	312187	TS-SHOP-HYD HOSES, HOSE INSE	241.98			
	315183	TS-SHOP-PUMP 115V, KIT CONVER	229.12			
016212	05/13/2015	RECREATION NB	282.50	A/P	OUT-STD	05/13/2015
	2015-013	CC- CIVIC- REGISTERED ORGANIZA	282.50			
016213	05/13/2015	SAUNDERS EQUIPMENT LTD.	3,768.97	A/P	OUT-STD	05/13/2015
	26748	TS-#21-WIPER BLADE, ADJUSTABLE	334.48			
	57188	TS-#22-HYD. OIL FILTER W/O-RINGS	322.62			
	57231	TS-#22- GEAR PUMP, GEAR PUMP G	3,112.87			
016214	05/13/2015	SOUTHWEST CONCRETE & CONS LTD	14,334.05	A/P	OUT-STD	05/13/2015
	3-71-15*	TS-ST3-SNOW DUMP, SNOW HAUL	14,334.05			
016215	05/13/2015	SOUTHWEST ELECTRIC & SECURITY INC.	176.96	A/P	OUT-STD	05/13/2015
	13058	PM-AIRPORT- REPAIRED RUNWAY I	176.96			

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016216	05/13/2015 SPEEDY ST-STEPHEN 8768 8768-174191 RC-HORT-MIRRORS, HEADLIGHT	169.50 169.50	A/P	OUT-STD	05/13/2015
016217	05/13/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 092010 GG-CIVIC- MUNICIPAL PAN AMEND 092086 GG-CIVIC-VOLUNTEER WEEK THAN	188.57 88.00 100.57	A/P	OUT-STD	05/13/2015
016218	05/13/2015 ST. STEPHEN AREA CHAMBER 888 GG-CIVIC-2015 ADDITIONAL MEMBE	100.00 100.00	A/P	OUT-STD	05/13/2015
016219	05/13/2015 TRAVIS CLEGHORN APRIL172015 TS-STS-CLOTHING ALLOWANCE	31.33 31.33	A/P	OUT-STD	05/13/2015
016220	05/13/2015 CALDWELL LESLIE APRIL 13, 2015 PM-LIBRARY-CUT DOWN TREE	450.00 450.00	A/P	OUT-STD	05/13/2015
016221	05/14/2015 AKRAN MARKETING 11853 PS-FIRE- FLEECE GLOVES, COLOUR	881.11 881.11	A/P	OUT-STD	05/14/2015
016222	05/14/2015 CNH CAPITAL IN78993 TS- #18- CAP	44.53 44.53	A/P	OUT-STD	05/14/2015
016223	05/14/2015 FRONTLINE OUTFITTERS 19177 PS-FIRE- STORM COAT, GLOVES 19328 PS-FIRE- STORM COAT	792.32 590.71 201.61	A/P	OUT-STD	05/14/2015
016224	05/14/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVI 15-148 PS-BUILDINGINSPECTOR-APR 19-M	2,135.70 2,135.70	A/P	OUT-STD	05/14/2015
016225	05/14/2015 KONICA MINOLTA 5553321 CC-ADMIN- COPIER LEASE-MAY	227.05 227.05	A/P	OUT-STD	05/14/2015
016226	05/14/2015 N. B. ELECTRIC POWER 208030308MAY15 TS-STS-AREA LIGHTS	10,967.26 10,967.26	A/P	OUT-STD	05/14/2015
016228	05/14/2015 NATALIE REID APRIL232015 CC-GENMANAGER-CELL PHONE US	23.72 23.72	A/P	OUT-STD	05/14/2015
016229	05/14/2015 PAYROLL TRANSFER WEEK202015 GG-TRANSFER-MAY 01-14/15	62,784.00 62,784.00	A/P	OUT-STD	05/14/2015
016230	05/14/2015 RECEIVER GENERAL FOR CANADA (Payrol) WEEK202015 GG-REMITTANCE-MAY 01-14/15	30,326.66 30,326.66	A/P	OUT-STD	05/14/2015
016231	05/14/2015 SHANNON MICHAEL WEEK202015 PS-ANIMALCONTROL-WEEKLY FEE WEEK202015* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 187.75	A/P	OUT-STD	05/14/2015
016235	05/19/2015 GREAT-WEST LIFE ASSURANCE COMPANY MAY122015 GG-PREMIUMS-MAY24-JUN23/15-DI	1,793.42 1,793.42	A/P	OUT-STD	05/19/2015
016236	05/19/2015 SHANNON MICHAEL WEEK212015 PS-ANIMALCONTROL-WEEKLY FEE WEEK212015* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 197.75	A/P	OUT-STD	05/19/2015
016237	05/19/2015 GREAT-WEST LIFE ASSURANCE COMPANY MAY122015* GG-PREMIUMS-MAY24-JUN23/15-DI	1,926.15 1,926.15	A/P	OUT-STD	06/19/2015
016238	05/19/2015 MEDAVIE BLUE CROSS JUNE2015MAN GG-HEALTH&DENALPREMIUMS-JUN JUNE2015UNION GG-HEALTH&DENTALPREMIUMS-JUN	14,321.02 6,157.81 8,163.21	A/P	OUT-STD	05/19/2015
016239	05/19/2015 MINISTER OF FINANCE WEEK212015 EMPLOYEE DEDUCTIONS-MAY 24-3	209.30 209.30	A/P	OUT-STD	05/19/2015
016240	05/27/2015 BELL ALIANT 063367211APR15 TS-AIRPORT-LANDLINE PHONE	132.55 132.55	A/P	OUT-STD	05/27/2015
016241	05/27/2015 CALDWELL LESLIE MAY162015 PM-RCMP-CUTTING OF TREES AT C	400.00 400.00	A/P	OUT-STD	05/27/2015
016242	05/27/2015 CHARLOTTE COUNTY JANITORIAL 3065 PM- RCMP- JANITORIAL- APRIL	1,224.85 1,069.25	A/P	OUT-STD	05/27/2015

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	3071	PS- FIRE- JANITORIAL-APRIL	135.80			
016243	05/27/2015	CHARLES LEGACY	3,575.32	A/P	OUT-STD	05/27/2015
	478209	PM- LIBRARY- ICE & SNOW REMOV	316.40			
	479243	PM- RCMP- SNOW REMOVAL	632.80			
	479244	PM- TOURIST BUREAU- SNOW REM	601.16			
	479245	PM- LIBRARY- SNOW REMOVAL	632.80			
	479246	PM- RCMP- SNOW REMOVAL	316.40			
	478247	PM- TOURIST BUREAU- SNOW REM	316.40			
	479248	GG- UPSTAIRS ARENA- SECURING	759.36			
016244	05/27/2015	CNH CAPITAL	99.35	A/P	OUT-STD	05/27/2015
	IN76967	TS- #16- SWITCHES	99.35			
016245	05/27/2015	CRITERION PICTURES	1,073.50	A/P	OUT-STD	05/27/2015
	400653	RC-REC- MOVIE LICENSE	1,073.50			
016246	05/27/2015	CUSTOM EMBROIDERY PLUS	2,068.76	A/P	OUT-STD	05/27/2015
	121	PS-FIRE- CLOTHING ALLOWANCE	2,068.76			
016247	05/27/2015	CYCLE WORKS	305.48	A/P	OUT-STD	05/27/2015
	17543	PS-FIRE- RECOIL STARTER REPAIR	305.48			
016248	05/27/2015	D. NORMAN BROWN	716.00	A/P	OUT-STD	05/27/2015
	APRIL 2015	PM-LIBRARY- SNOW SHOVELLING	70.00			
	APRIL 30, 2015	PM- AIRPORT- SNOW CLEARING	10.00			
	MARCH2015	AIRPORT/TOURISTBUREAU/LIBRAR	635.00			
016249	05/27/2015	DOW JENNIFER	63.23	A/P	OUT-STD	05/27/2015
	MAY112015	RC-HORT-SUPPLIES	63.23			
016250	05/27/2015	ENBRIDGE GAS NEW BRUNSWICK	3,875.76	A/P	OUT-STD	05/27/2015
	2015042701008-1016227-00	CC-BUILDING-NATURAL GAS	3,875.76			
016251	05/27/2015	FUNDY BUILDING INSPECTION & DRAFTING SERV	1,627.20	A/P	OUT-STD	05/27/2015
	15-153	PS-BUILDINGINSPECTOR-MAY 3-16	1,627.20			
016252	05/27/2015	INTERNATIONAL STRETCHER SYSTEMS, INC.	4,276.54	A/P	OUT-STD	05/27/2015
	22842	PS-FIRE-ATV STRETCHER TRAILER	4,276.54			
016253	05/27/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	5,847.93	A/P	OUT-STD	05/27/2015
	235243	CC-BUILDING-NATURAL GAS	4,653.49			
	643429*	TS-STS-DIESEL	1,194.44			
016254	05/27/2015	KONICA MINOLTA	147.85	A/P	OUT-STD	05/27/2015
	5564493	GG- TOWN HALL- COPIER LEASE	147.85			
016255	05/27/2015	LIFESAVING SOCIETY - NB Branch	311.00	A/P	OUT-STD	05/27/2015
	800	RC/CC-MILLPOOL/POOL-AFFILIATIO	311.00			
016266	05/27/2015	MINISTER OF FINANCE (Landline Phones)	2,929.92	A/P	OUT-STD	05/27/2015
	11368891APR15	GG-TOWNHALL-LANDLINE PHONES	1,317.52			
	11378668APR15	PS/TS-199UNIONST-LANDLINE PHO	348.57			
	11395944APR15	TS/PS-199UNIONST-LANDLINE PHO	896.41			
	15772985APR15	RC-REC/POOL-LANDLINE PHONES	266.12			
	48435731APR15	RC-PARKS-CHOCOLATE PARK CAM	81.30			
016267	05/27/2015	MURPHY SURVEYS LTD.	1,695.00	A/P	OUT-STD	05/27/2015
	14100	GG-SURVEY- OLD TOWN HALL	1,695.00			
016269	05/27/2015	N. B. ELECTRIC POWER	15,409.17	A/P	OUT-STD	05/27/2015
	10126108MAY15	TS-XINGLIGHTS-KING STREET	24.61			
	17915909MAY15	RC-POOL-SCHOOL STREET	71.29			
	17935200MAY15	TS-KING/UNIONST-TRAFFIC LIGHTS	40.51			
	18169205MAY15	RC-POOL-MILL LANE	164.35			
	18988703MAY15	PS/TS-199UNIONST-ELECTRICITY	1,262.88			
	50660140MAY15	RC-PARKS-ROTARY CHANGING RO	24.61			
	64187672MAY15	TS-KING/QUEENST-TRAFFIC LIGHTS	43.20			

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	54253127MAY15	CC-BUILDING-ELECTRICITY	8,967.02			
	54653258MAY15	TS-KING/SUPERSTORE-TRAFFIC LIC	63.21			
	55160607MAY15	RC-COTTONMILL-LIGHTS	44.34			
	55471834MAY15	TS/PS-220UNIONST-ELECTRICITY	138.15			
	55917471MAY15	TS-STS-WATERFRONT LIGHTS	111.33			
	57579341MAY15	CB-EMPTYSTORE/HAIRDRESSER-E	711.26			
	57955755MAY15	CB-ACTHEAT/HOUSE-ELECTRICITY	219.42			
	57955773MAY15	CB-PHARMACY/BIGAREA-ELECTRIC	374.35			
	57955791MAY15	CB-UPSTAIRSOFFICE-ELECTRICITY	200.89			
	57655808MAY15	CB-ACUNIT&HOUSE-ELECTRICITY	475.94			
	71315207MAY15	PM-RCMP-ELECTRICITY	1,106.09			
	72824308MAY15	RC-PARKS-BANDSTAND	56.97			
	73006038MAY15	RC-LIBRARY-ELECTRICITY	1,108.34			
	82122207MAY15	RC-PARKS-BASKETBALL COURT	49.30			
	63278604MAY15	TS-STS-PARKS SHED	106.50			
	84960601MAY15	RC-PARKS-RIVERSIDE DR LIGHTS	24.61			
016270	05/27/2015 O'CONNELL MIKE		30.14	A/P	OUT-STD	05/27/2015
	APRIL272016	CC-BUILDING-SUPPLIES TO CLEAN	30.14			
016272	05/27/2015 PIZZA DELIGHT		70.04	A/P	OUT-STD	05/27/2015
	417886-1	PS-FIRE- MEAL	70.04			
016273	05/27/2015 ROBERT D. BREEN		155.00	A/P	OUT-STD	05/27/2015
	0049	CC-ROOMRENTAL-REFUND	155.00			
016274	05/27/2015 SELDON SMITH & SONS LIMITED		2,457.75	A/P	OUT-STD	05/27/2015
	60615	PM-TOURIST BUREAU- OIL TANK LE	2,457.75			
016275	05/27/2015 SHANNON MICHAEL		704.44	A/P	OUT-STD	05/27/2015
	APRIL2015	PS-ANIMALCONTROL-KENNEL FEES	339.00			
	WEEK222015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK222015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
016276	05/27/2015 MINISTER OF FINANCE <i>(Landline Phone)</i>		9,040.00	A/P	OUT-STD	05/27/2015
	11368891FEB15*	GG-TOWNHALL-LANDLINE PHONE E	9,040.00			
016278	05/27/2015 GARCELON CIVIC CENTER		63.00	A/P	OUT-STD	05/27/2015
	134	CC-CIVIC- TOURISM & PROMOTION	63.00			
016289	05/27/2015 MINISTER OF FINANCE <i>(Property Taxes)</i>		86,349.96	A/P	OUT-STD	05/27/2015
	1500193815	GG-TOURIST BUREAU-TAXES	6,970.14			
	1500196915	RC-RECREATION PARKS TAXES	33.71			
	1500198515	RC-RECREATION PARKS TAXES	84.26			
	1500271015	ED-ENV DEV BUSINESS PARK OTH	42.31			
	1501034115	OS-OTHER GENERAL FUND EXPEN:	9,054.28			
	1502190015	ED-ENV DEV URBAN LAND OTHER	66.16			
	1502354215	RC-RECREATION PARKS TAXES	81.69			
	1517811415*	RC-VACANTLOT/SMALL-CHRUCH S1	4.41			
	1517811415CRE	RC-VACANTLOT/SMALL-CHURCH S1	-0.02			
	15178155CRE	GG-URBANLAND-VACANT LOT 07-4	-10.54			
	PID01517810612	GG-TOWN-VACANT LOT 07-1 & 07-3	45.78			
	PID0123609015	ED-GRAVEL PIT, MAXWELL CROSSI	270.40			
	PID0124605715	ED-ENV DEV URBAN LAND OTHER	534.24			
	PID0125291515	ED- ENV DEV BUSINESS PARK OTH	45.75			
	PID0125744315	EHS-GARBAGE DUMPS TAXES	130.58			
	PID01261023	EHS-GARBAGE DUMPS TAXES	167.47			
	PID0126249215	ED-ENV DEV URBAN LAND OTHER	22.91			
	PID0126265815	ED- ENV DEV URBAN LAND OTHER	175.66			
	PID0127476015	ED- ENV DEV URBAN LAND OTHER	8.49			
	PID0127725015	TS-OTHER TRANSPORT AIRPORT T.	98.46			

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	PID0128337315	RC-LAND ONLY, BOAT LANDING	27.23		
	PID0129705015	RC-RECREATION PARKS TAXES	138.94		
	PID0129930415	RC-RECREATION PARKS TAXES	79.10		
	PID0129948615	RC-RECREATION PARKS TAXES	71.32		
	PID0130013615	RC-RECREATION PARKS TAXES	384.20		
	PID0130173815	ED- ENV DEV URBAN LAND OTHER	948.32		
	PID0130418715	ED- ENV DEV URBAN LAND OTHER	538.11		
	PID0130580615	RC-RECREATION PARKS TAXES	74.79		
	PID0130581415	ED- ENV DEV BUSINESS PARK OTHI	220.54		
	PID0130589715	ED-COMM BLDG & LOT, 78 MILLTOW	17,452.32		
	PID0130598615	ED- ENV DEV BUSINESS PARK OTHI	43.15		
	PID0130604215	ED- ENV DEV URBAN LAND OTHER	880.21		
	PID0130609115	GG-TOWN HALL PROPERTY TAXES	2,323.38		
	PID0130628515	PS-RCMP BUILDING PROPERTY TAX	6,082.50		
	PID0130631515	TS-WORKSHOP PROPERTY TAX	1,680.51		
	PID0130685115	RC-RECREATION POOLS TAXES	781.91		
	PID0130734715	RC-RECREATION PARKS TAXES	224.33		
	PID0130778415	ED- ENV DEV BUSINESS PARK OTHI	195.62		
	PID0130837815	ED-FORMERLY FARM LAND, BOUNC	315.09		
	PID0130907915	ED- ENV DEV URBAN LAND OTHER	143.93		
	PID0131089715	RC-RECREATION PARKS TAXES	54.46		
	PID0131149715	ED- ENV DEV URBAN LAND OTHER	115.41		
	PID01311976	GG-VACANTLOT-RIVERSIDE DR	13.58		
	PID01311976*	GG-VACANT LOT RIVERSIDE DR	-48.37		
	PID0131197612*	ED-VACANTLOT-RIVERSIDE DR	14.76		
	PID0131197613	GG-VACANTLOT-RIVERSIDE DR	14.16		
	PID0131197613C	GG-VACANTLOT-RIVERSIDE DR	-0.52		
	PID0131197615*	ED-VACANT LOT-RIVERSIDE DR	12.96		
	PID0131197615C	ED-VACANT LOT-RIVERSIDE DR	-0.05		
	PID01311976C	GG-VACANTLOT-RIVERSIDE DR	-0.26		
	PID01311976CRE	GG-URBANLAND-VACANT LOT	-0.81		
	PID0131248515	ED- ENV DEV BUSINESS PARK OTHI	4.58		
	PID0131273515	ED- ENV DEV BUSINESS PARK OTHI	132.33		
	PID0131301415	RC-RECREATION PARKS TAXES	430.05		
	PID0133328315	ED-PLAYGROUND LOTS #53 & 54, AI	49.28		
	PID0133693215	RC-RECREATION PARKS TAXES	88.18		
	PID0133713815	TS-STREETS WORKSHOP TAXES	11,890.88		
	PID0490047215	TS-AIRPORT FACILITIES, 172 RTE 1;	1,878.71		
	PID1501233915	ED- ENV DEV URBAN LAND OTHER	220.44		
	PID1502191815	ED-COMMERCIAL WATER LOT, SOU	3,539.67		
	PID1502521615	RC-RECREATION POOLS TAXES	2,654.34		
	PID1503516515	ED- ENV DEV URBAN LAND OTHER	18.15		
	PID1503516515*	ED- ENV DEV URBAN LAND OTHER	69.77		
	PID1504034815	ED-ENV DEV URBAN LAND OTHER	140.48		
	PID1504131215	ED- ENV DEV URBAN LAND OTHER	77.19		
	PID1505360615	ED-BIA PARKING AREA, MILLTOWN	4,121.69		
	PID1505362215	ED- ENV DEV URBAN LAND OTHER	266.86		
	PID1508856015	ED-ENV DEV URBAN LAND OTHER	12.86		
	PID1509021015	ED- ENV DEV BUSINESS PARK OTHI	370.61		
	PID1509381815	ED-PARKING&VACANT COMM LND,	992.43		
	PID1510479715	RC-RECREATION PARKS TAXES	124.48		
	PID1510754315	ED-ENV DEV URBAN LAND OTHER	33.08		
	PID1514573315	ED- ENV DEV BUSINESS PARK OTHI	1,235.38		
	PID1514574115	ED-ENV DEV BUSINESS PARK OTHI	215.04		
	PID1514942015	ED- ENV DEV BUSINESS PARK OTHI	553.63		

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Number	Issued		Amount	SC	Status	Status Date
	PIC1515175815	ED- ENV DEV BUSINESS PARK OTHI	22.05			
	PIC1515304215	ED- ENV DEV BUSINESS PARK OTHI	103.56			
	PIC1516288815	ED- ENV DEV BUSINESS PARK OTHI	598.36			
	PID1516301415	ED- ENV DEV URBAN LAND OTHER	17.65			
	PID1516800815	ED- ENV DEV URBAN LAND OTHER	190.61			
	PIC1517361015	ED- ENV DEV URBAN LAND OTHER	219.14			
	PIC1517590415	RC-RECREATION PARKS TAXES	185.25			
	PID15178106	GG-VACANTLOT07-1&07-3-CHURCH	42.06			
	PID15178106*	GG-VACANT LOT 07-1 & 07-3	-145.03			
	PID1517810613	GG-VACANTLOT07-1&07-3-CHURCH	43.92			
	PIC1517810613C	GG-VACANTLOT07-1&07-3-CHURCH	-1.56			
	PID1517810615*	ED-VACANT LOT-CHURCH ST	40.20			
	PID1517810615C	ED-VACANT LOT-CHURCH ST	-0.14			
	PIC15178106C	GG-VACANTLOT07-1&07-3-CHURCH	-0.78			
	PIC15178106CRE	GG-TOWN-VACANT LOT 07-1 & 07-3	-2.46			
	PIC15178114	GG-VACANTLOT/SMALL-CHURCH S*	4.08			
	PIC15178114*	GG-VACANT LOT/SMALL CHURCH S	-14.52			
	PID1517811412	RC-PARKS-VACANT LOT/SMALL	4.41			
	PIC1517811413	GG-VACANTLOT/SMALL-CHURCH S*	4.25			
	PID1517811413C	GG-VACANTLOT/SMALL-CHURCH S*	-0.18			
	PID1517811414C	GG-VACANTLOT/SMALL-CHURCH S*	-0.08			
	PID1517811414CRE	GG-URBANLAND-VACANT LOT/SMALL	-0.24			
	PID15178130	GG-VACANTLOT07-5-WAS 122 CHUF	267.29			
	PID15178130*	GG-VACANT LOT 07-5	-950.25			
	PID1517813012	GG-URBANLAND-VACANT LOT 07-5	288.91			
	PID1517813013	GG-VACANTLOT07-5-WAS 122 CHUF	278.10			
	PID1517813013C	GG-VACANTLOT07-5-WAS 122 CHUF	-10.16			
	pid1517813015*	ED-VACANT LOT 07-5-WAS 122 CHU	288.91			
	PID1517813015C	ED-VACANT LOT 07-5 - WAS 122 CHU	-1.15			
	PID15178130C	GG-VACANTLOT07-5-WAS 122 CHUF	-5.20			
	PID15178130CRE	GG-URBANLAND-VACANT LOT 07-5	-15.88			
	PID15178148	GG-VACANTLOT07-6-WAS 124 CHUF	224.44			
	PID15178148*	GG-VACANT LOT 07-6 WAS 124 CHL	-797.93			
	PID1517814812	GG-URBANLAND-VACANT LOT 07-6	242.59			
	PID1517814813	GG-VACANTLOT07-6-WAS 124 CHUF	233.52			
	PID1517814813C	GG-VACANTLOT07-6-WAS 124 CHUF	-8.54			
	PID1517814815*	ED-VACANT LOT 07-6-WAS 124 CHU	242.59			
	PID1517814815C	ED-VACANT LOT 07-6-WAS 124 CHU	-0.97			
	PID15178148C	GG-VACANTLOT07-6-WAS 124 CHUF	-4.37			
	PID15178148CRE	GG-URBANLAND-VACANT LOT 07-6	-13.33			
	PID15178155	GG-VACANTLOT07-4-134 CHURCH S	183.64			
	PID15178155*	GG-VACANT LOT 07-4 134 CHURCH	-631.08			
	PID1517815512	GG-URBANLAND-VACANT LOT 07-4	196.28			
	PID1517815513	GG-VACANTLOT07-4-134 CHURCH S	191.07			
	PID1517815513C	GG-VACANTLOT07-4-134 CHURCH S	-6.68			
	PID1517815515*	ED-VACANT LOT 07-4-CHURCH ST	198.49			
	PID1517815515C	ED-VACANT LOT 07-4	-0.52			
	PID15178155C	GG-VACANTLOT07-4-134 CHURCH S	-3.29			
	PID1518500215	ED- ENV DEV URBAN LAND OTHER	101.14			
	PID1518765115	CC-CIVIC CENTER POOL AREA	3,348.08			
	PID1519371715	ED- ENV DEV URBAN LAND OTHER	317.57			
	PIC157085515	ED-ENV DEV URBAN LAND OTHER	150.99			
016290	05/28/2015 FRANK G GODSOE CHARTERED ACCOUNTANT		1,261.65	A/P	OUT-STD	05/28/2015
	648	GG-TREASURY-ACCOUNTING SUPP	239.28			

* - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016359 dated between 05/01/2015 and 05/31/2015

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	649	CC-TREASURY-INVOICE ASSISTANC			
	717	CC-TREASURY-PAYROLL CALCULA			
016291	05/28/2015	PAYROLL TRANSFER			
	WEEK222015	GG-TRANSFER-MAY 15-28/15			
016292	05/28/2015	SCP DISTRIBUTORS INC CANADA			
	FE013458	CC- POOL- PROBES			
	FE013693	CC-POOL- DIAPHRAGM			
016293	05/28/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIM			
	6717	GG- TOWN HALL - ANNUAL SUBSCR			
016294	05/28/2015	TOWN OF ST. STEPHEN			
	HSTREFUNDJAN-MAR/15*	GG-HST REFUND JAN-MAR/15			
016295	05/28/2015	TOWN OF ST. STEPHEN			
	JAN-MARHSTREFUND	GG-HST REFUND JAN-MAR/15			
016296	05/29/2015	MINISTER OF FINANCE			
	WEEK222015	EMPLOYEE DEDUCTIONS-MAY24-30			
016297	05/29/2015	NATALIE REID			
	MAY152015	CC-STAFF-TEAM BUILDING EVENT			
016298	05/29/2015	O'CONNELL MIKE			
	MAY152015	RC-PARKS-WATER			
016299	05/29/2015	PAYROLL TRANSFER			
	WEEK222015*	GG-TRANSFER-MAY15-28/15			
016300	05/29/2015	PETTY CASH			
	ADJUSTMENTAPR15	GG-TREASURY-ROUNDING ADJUST			
	APRIL082015	GG-CAO-MEETING MEALS, SYMPAT			
	APRIL082015*	GG-TOWNHALL-KITCHEN SUPPLIES			
	APRIL142015	GG-CAO-MEETING MEAL			
	APRIL222015	CC-ADMIN-INTERVIEW COMMITTEE			
016301	05/29/2015	RECEIVER GENERAL FOR CANADA <i>(payroll)</i>			
	WEEK222015	GG-REMITTANCE-MAY15-28/15			
		Cheque Totals Issued:			
		Void:			
		Total Cheques Generated:			
		Total # of Cheques Listed:			

* - Name on Check was modified

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

Visa:

February 2015

John Quartermain (Civic Centre: Brokerage Fee, Ipad N-Mag Devices)	775.05
Derek O'Brien (CAO-Annual Credit Card Fee)	65.00
Total	<hr/> \$840.05

April 2015

John Quartermain (Parks and Recreation: Postage Fee for Mailing Spring/ Summer Brochures)	775.76
Derek O'Brien (Civic Relations: Tourism and Promotion Action Committee Meeting)	55.66
Total	<hr/> \$ 831.42
Grand Total	<hr/> \$1,671.47 <hr/>

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005230 dated between 05/01/2015 and 05/31/2015

CHEQUE REGISTER

Printed: 9:15:11AM 06/05/2015

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Number	Issued	Amount	SC	Status	Status Date
004828	05/25/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY25,2015** SERIES "AW" - INTEREST	2,143.75 2,143.75	A/P	OUT-STD	05/25/2015
004830	05/25/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY25,2015*** SERIES "AW" - PRINCIPAL	23,000.00 23,000.00	A/P	OUT-STD	05/25/2015
004844	05/15/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY15,2015** SERIES "BK" - INTEREST	15,557.75 15,557.75	A/P	OUT-STD	05/15/2015
004845	05/15/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT MAY15,2015*** SERIES "BK" - PRINCIPAL	116,000.00 116,000.00	A/P	OUT-STD	05/15/2015
005180	05/13/2015 AIR LIQUIDE CANADA 5947588 WS-TRANS&DIST- CYLIDER GAS	18.92 18.92	A/P	OUT-STD	05/13/2015
005191	05/13/2015 BELL MOBILITY INC. 523889487APR15* WS/SCD-CELL PHONE CHARGES	635.92 635.92	A/P	OUT-STD	05/13/2015
005192	05/13/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. RG02741 WS-#102- 4 WHEEL ALIGNMENT	73.39 73.39	A/P	OUT-STD	05/13/2015
005193	05/13/2015 COX ELECTRONICS & COMMUNICATIONS 2-1732883 WS-SOURCE-COMPUTER SET UP	474.49 474.49	A/P	OUT-STD	05/13/2015
005194	05/13/2015 KENT BUILDING SUPPLIES 856948 WS-TRANS&DIST- DRILL BITS 858767 WS-TRANS&DIST- HAND TRUCK	91.71 30.24 61.47	A/P	OUT-STD	05/13/2015
005195	05/13/2015 N. B. ELECTRIC POWER 36889807MAY15 WS-3119MAXWELLXING-BUILDING 50228902MAY15 WS-MAXWELLXING-PUMPS 53473043MAY15 WS-SOURCE-CHLORINE RESIDUAL 81230004MAY15 WS-MAXWELLXING-PUMPS 82291006MAY15 WS-SOURCE-RESERVOIR	4,961.02 934.78 620.71 35.89 2,992.48 367.36	A/P	OUT-STD	05/13/2015
005198	05/13/2015 PIERCE'S PLUMBING & HEATING LTD 15228 WS-TRANS&DIST-CARBON FILTER	27.17 27.17	A/P	OUT-STD	05/13/2015
005197	05/13/2015 PITNEY BOWES LEASING 151348878205 WS-TOWN HALL- MAY-JUL POSTAG	711.91 711.91	A/P	OUT-STD	05/13/2015
005198	05/13/2015 PRINCESS AUTO 315953 WS-TRANS&DIST-DECOY CAMERA	355.07 355.07	A/P	OUT-STD	05/13/2015
005199	05/13/2015 RESEARCH & PRODUCTIVITY COUNCIL 164931 WS-SOURCE-MICROBIOLOGICAL E 165036 WS-SOURCE-HALOACETIC ACIDS IN	707.10 47.03 660.07	A/P	OUT-STD	05/13/2015
005200	05/13/2015 SOUTHWEST CONCRETE & CONS LTD 3-71.15 WS-TRANS&DIST-SNOW DUMP, HAL	8,163.12 8,163.12	A/P	OUT-STD	06/13/2015
005201	05/13/2015 XPLORNET INV09033647 WS-MAXWELL X-ING- SATELLITE SE	50.84 50.84	A/P	OUT-STD	05/13/2015
005202	05/14/2015 N. B. ELECTRIC POWER 52557428MAY15 SCD-218OLDBAYRD-WWTP	6,043.09 6,043.09	A/P	OUT-STD	05/14/2015
005203	05/19/2015 WARREN PAYNE ESTATE 2015RIGHTOFWAY WS-RIGHT OF WAY FOR WATERLINI	50.00 50.00	A/P	OUT-STD	05/19/2015
005204	05/27/2015 MINISTER OF FINANCE (<i>Property Taxes</i>) PID0125814415 SCD-SEWAGE TREATMENT & WOO PID0126103115 WS-HOUSE, BLDGS & WOODLAND PID0126119715 SCD-RIGHT-OF-WAY PID0126130415* WS-LAND & PUMP HOUSE PID0127041215 WS- RESEVOIR SITE PID0127734215 WS-LITTLE LAKE DAM PID0130812115 WS- WATER RESERVOIR LOT PID0130934315 SCD-VACANT LOT	15,019.54 7,109.40 3,626.28 12.96 627.50 289.55 121.96 324.19 71.32	A/P	OUT-STD	05/27/2015

* - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005230 dated between 05/01/2015 and 05/31/2015

CHEQUE REGISTER

Printed: 9:15:11AM 06/05/2015

Page 2 of 2

Number	Issued	Amount	SC	Status	Status Date
	PIC0131195015	SCD-FORMER POL SITE			
	PID1502875615	SCD-SEWERAGE TREATMENT PLAN			
	PID1516357915	SCD- VACANT LOT			
	PID1517570615	SCD-LOT & R/R RW			
005206	05/27/2015 CLARK BREWER				
	210352	WS-BUDD AVE- OVERHEAD DOOR F		A/P	05/27/2015
	479201	WS- BUDD AVE- OVERHEAD DOOR I			
005207	05/27/2015 CYCLE WORKS				
	156590	WS-SOURCE-PINS, BELT		A/P	05/27/2015
	17598	WS-SOURCE-CHARGED BATTERY, (
005208	05/27/2015 MINISTER OF FINANCE (<i>Land/ia. Phones</i>)				
	11366812APR15	WS-SOURCE-PUMP STATION		A/P	05/27/2015
	19002807APR15	SCD-DISPOSAL-OLD BAY WWTP			
005209	05/27/2015 N. B. ELECTRIC POWER				
	53123617MAY15	SCD-STS-DECHLORINATION CHAME		A/P	05/27/2015
	53158875MAY15	SCD-STS-BUDD AVE LIFT STATION			
	54807440MAY15	WS-STS-158A MILLTOWN BLVD LIFT			
	56356048MAY15	SCD-STS-18 RIVERSIDE DR LIFT S			
	61204006MAY15	SCD-STS-2216 KING ST LIFT STAT			
	61224002MAY15	SCD-STS-358A MILLTOWN BLVD LIF			
	61236008MAY15	WS-STS-BUDD AVE LIFT STATION			
	75139807MAY15	SCD-STS-54 RIVERSIDE DR LIFT S			
	64934906MAY15	SCD-STS-658A RIVERSIDE DR LIFT			
	84943406MAY15	WS-STS-TODD HILL RESERVOIR			
005210	05/27/2015 XPLORNET				
	INV09334855	WS-MAXWS- MAX WELL X-ING- SATI		A/P	05/27/2015
005211	05/27/2015 XYLEM CANADA COMPANY				
	35580226280	SCD-DISPOSAL- PUMP REPAIR		A/P	05/27/2015
		Cheque Totals Issued:			
		Void:			
		Total Cheques Generated:			
		Total # of Cheques Listed:			

* - Name on Check was modified

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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



Blacks Harbour Fire Department
71 Wallace Cove Road
Blacks Harbour, NB E5H 1G9
Phone: (506) 456-4877

St. Stephen Fire Department
199 Union Street
St. Stephen, NB E3L 2W9

St. Stephen Fire Department,

May 11, 2015

On behalf of the Blacks Harbour Fire Department, please accept our sincere thank you for your assistance on the evening of May 7, 2015. Your hard work, commitment, professionalism and service did not go unnoticed. Many thanks for being such great neighbors. Your support will not be forgotten.

Dale M. Shaw

Chief Dale M. Shaw
Blacks Harbour Fire Department

RESOLUTION NO.: _____

DATE: June 22, 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 June 10, 2015 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JUNE 10, 2015 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

It was MOVED by Councillor MacDonald and SECONDED by Councillor Booth that the above-noted seven (7) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c), (j) and (b) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Marg Harding and Chief Administrative Officer Derek O'Brien (via conference call between 6:40 p.m. and 8:20 p.m.).

2. APPROVAL OF AGENDA

It was MOVED by Councillor Maxwell and SECONDED by Deputy Mayor MacEachern that the agenda be approved with one (1) amendment: (v) Memo from Chief Administrative Officer dated June 8, 2015 entitled "Smoke-Free Policy" under the Property, By-Laws and Environment Committee be replaced. 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 the Chief Administrative Officer's report, the St. Stephen-Milltown Kiwanis Club barbecued and provided salads for the recent Staff Appreciation Day, and Council agreed with his recommendation and will consider a motion at the next Regular Session of Council on Monday, June 22, 2015 to make a \$300.00 donation to the Kiwanis Club for providing such service.

As further noted in the Chief Administrative Officer's report, the St. Stephen-Milltown Rotary Club has requested permission to erect a bandstand in the David Alison Ganong Chocolate Park, and Council will consider a motion at the next Regular Session of Council on Monday, June 22, 2015 to approve the bandstand contingent on compliance with any applicable by-law and any necessary permits.

- (ii) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of May 2015 - The memo from the Assistant Treasurer dated June 5, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2015.
- (iv) Fire Truck Reserve Transfer – The memo from the Treasurer dated June 5, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2015 to transfer funds from the General Operating Fund to the General Capital Reserve Fund.
- (v) Funding Requests – The memo from the Chief Administrative Officer dated June 8, 2015 was received and reviewed, and Council agreed with his recommendation to refer the letters of Jon MacMichael, Sarah Brownrigg, and Milltown Elementary School Community Schools Coordinator to the Finance Committee to make recommendations at next month's meeting.
- (vi) Potential Court Closure – Funding for Legal Assistance – Mayor Quartermain spoke to the potential court closure, and Council agreed to consider a motion at the next Regular Session on Monday, June 22, 2015

to donate an unbudgeted amount up to a maximum of \$2,500.00 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. The Regional Service Commission 10 may fully reimburse the Town or a part thereof.

Councillor Pond thanked Mayor Quartermain for his dedication towards keeping the court in St. Stephen.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The report of the Public Works Department was received and reviewed.

Mayor Quartermain commended the Public Works crew for the great job in filling the pot holes at the traffic circle.

- (ii) ORMAC Industrial Supply Inc. Credit Application - The memo from the Director of Operations dated June 4, 2015 with attached credit application from ORMAC Industrial Supply Inc. was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, June 22, 2015 to authorize the Mayor and Town Clerk to sign the credit application from ORMAC Industrial Supply Inc. in order to process any future purchases of the Town from the said company.

- (iii) Snow Blower Attachment and Truck Body Shell – The memo from the Director of Operations dated June 4, 2015 was received and reviewed, and two motions will be considered at the next Regular Session of Council on Monday, June 22, 2015 for approval to purchase the snow blower attachment and dump-sander body shell with both payments from the 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 – Corporal Scott MacKenzie, St. Stephen Post, presented Acting Sergeant Jayson Hansen's report.

In addition to the report, Corporal MacKenzie advised that the new Sergeant plans on moving to the area in August. He further thanked the Public Works crew for cleaning up around the RCMP building.

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

In addition to his report, the Fire Chief advised that the Fire Department received a thank you letter from the Village of Blacks Harbour for the assistance it provided during recent fires.

The Fire Chief further advised that the new Jaws of Life equipment has been received and all members are fully trained.

- (iii) Rescue Tools – The memo from the Fire Chief dated June 4, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2015 with payment from the Fire Department's General Operating Budget, less the volunteers' contribution, retroactive to the invoice date.
- (iv) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

Councillor Pond stated that she prefers the new format of the By-Law Enforcement Officer's report as it provides more detailed information.

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

As noted in the Chief Administrative Officer's report, a heat/air conditioning unit is required for the "Talk of the Town" space in the Clark building, and Council directed the Chief Administrative Officer to proceed with the work, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2015.

- (iv) Proposed Amendment of Section 3.14 of the Town's Zoning By-Law "Keeping of Chickens" – The Chief Administrative Officer's brief was received and reviewed and Council agreed with his recommended changes, along with the addition that the enclosure and structure must be at least 10 feet from the property line, and at least 33 feet from the neighbor on an adjacent lot.

Residents in attendance agreed with the additional changes and had no further recommendations. A revised amendment to the Zoning By-Law will be reviewed at next month's Committee meeting.

- (v) The Town of St. Stephen Smoke-Free Policy – The memo of the Chief Administrative Officer dated June 8, 2015 which was replaced during the approval of the agenda was received and reviewed.

Council agreed with the Chief Administrative Officer's recommendation and directed him to review the provincially legislated amendments to the *Smoke-Free Places Act* which come into effect July 1, 2015 and to bring information back to a future committee meeting, which will also include areas of Town which will be affected by such legislation.

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.

As noted in his report, the Director stated that repairs to the splash pad in the David Alison Ganong Chocolate Park are ongoing, and a long-term solution is part of the Department's Five Year Capital Plan.

- (ii) Request to Hold Event – Annual Run/Walk – The letter from the St. Stephen-Milltown Rotary Club Secretary and Run/Walk Coordinator dated May 28, 2015 with attached copies of route maps was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, June 22, 2015 to grant permission for the Rotary Club to hold its run/walk fundraiser on various Town streets on Sunday, October 18, 2015 from 8:30 a.m. to 12 noon, contingent on receipt of the Club's Certificate of Insurance.

- (iii) Garcelon Civic Center Report – The report from the Chief Administrative Officer was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Volunteer Road Toll – The request from the Charlotte County Animal Shelter dated May 29, 2015 to hold a volunteer 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 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2015 to grant permission.

- (ii) Request to Hold Event – Show and Shine Antique and Classic Car Show – The request from the St. Stephen Area Chamber of Commerce, in partnership with the NB Antique Auto Club, to hold its event which will include music was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, June 22, 2015 to grant permission contingent on receipt of the Club's Certificate of Insurance.
- (iii) Request to use the David Alison Ganong Chocolate Park – The letter from Rev. Jody MacBeth, St. Croix Christian Centre, dated May 21, 2015 was received and reviewed, and Council will consider a motion at the Regular Session on Monday, June 22, 2015 to grant permission to hold Sunday Worship on the first four Sundays in August.
- (iv) Planning, Promotion and Tourism – The report from the Chief Administrative Officer with attached report of The Chocolate Museum was received and reviewed.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:40 p.m. and returned to open session at 8:20 p.m., at which time it was **MOVED** by Councillor Maxwell and **SECONDED** by Councillor Pond that the meeting adjourn at 8:20 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JUNE 10, 2015 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer with attachment:
 - Letter from the St. Stephen Business Improvement Area Inc. President dated May 21, 2015 with drawing attached.
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of May 2015 – Memo from Assistant Treasurer dated June 5, 2015 with attachment:
 - Cheque Register
- (iv) Fire Truck Reserve Transfer – Memo from Treasurer dated June 5, 2015 attached.
- (v) Funding Requests – Memo from Chief Administrative Officer dated June 8, 2015 with attachments:
 - Letter from Jon MacMichael.
 - Letter from Sarah Brownrigg dated May 24, 2015.
 - Letter from Milltown Elementary School Community Schools Coordinator dated June 3, 2015.
- (vi) Potential Court Closure – Funding for Legal Assistance – Mayor Quartermain will speak to it.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) ORMAC Industrial Supply Inc. Credit Application – Memo from Director of Operations dated June 4, 2015 with attachment:
 - Credit Application from ORMAC Industrial Supply Inc.
- (iii) Snow Blower Attachment and Truck Body Shell – Memo from Director of Operations dated June 4, 2015 attached.

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Rescue Tools – Memo from Fire Chief dated June 4, 2015 attached.
- (iv) 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" – Brief to Council from the Chief Administrative Officer with attachments:
 - Copy of Public Notice.
 - Copy of current Section 3.14 "Keeping of Chickens" as outlined in By-Law No. Z-1.
 - By-Law No. Z-1.4, the proposed amendment to By-Law No. Z-1.
- (v) The Town of St. Stephen Smoke-Free Policy – Memo from Chief Administrative Officer dated June 8, 2015 with attachments:
 - News Release – Changes introduced to the Smoke-Free Places Act.
 - Copy of Smoke-Free Policy No. 54

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Request to Hold Event – Annual Run/Walk – Letter from the St. Stephen-Milltown Rotary Club Secretary and Run/Walk Coordinator dated May 28, 2015 with attachments:
 - Copies of route maps.
- (iii) Garcelon Civic Center Report – Report from the Chief Administrative Officer attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Volunteer Road Toll – Request from the Charlotte County Animal Shelter dated May 29, 2015 attached.
- (ii) Request to Hold Event – Show and Shine Antique and Classic Car Show – Letter from the Executive Assistant, St. Stephen Area Chamber of Commerce, attached.
- (iii) Request to use the David Alison Ganong Chocolate Park – Letter from Rev. Jody MacBeth, St. Croix Christian Centre, dated May 21, 2015 attached.
- (iv) Planning, Promotion and Tourism – Report from the Chief Administrative Officer with attachment:
 - Report of The Chocolate Museum

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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 Garcelon Civic Center.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 05 June 2015

Subject: Finance Department Report

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing; deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
-Includes additional items related to new Civic Center, old Arena, and former Clark Building.
- C) Payroll processing (Bi-weekly).
-Includes additional employees related to new Civic Center.
-Includes Council Stipends & final pays of employees based on confidential employment and separation agreements
- 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 March 31, 2015.

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

4) Computer server maintenance.

5) Meetings:

- A) Finance Group meeting-May 11, 2015.
- B) Department Head meeting-May 12, 2015.
- C) Monthly Committee meeting-May 13, 2015.
- D) Infrastructure announcement meeting-May 22, 2015.
- E) Department Head meeting-May 26, 2015.
- F) Staff appreciation BBQ-May 29, 2015.
- G) Finance Group meeting-June 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.

- 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.

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

Public Works Report for May 2015

FROM: Lee Johnson Director of Operations

DATE: June 02, 2015

1:Water system:

- a) Repaired 5 water services.
- b) Flushed Water mains.
- c) Repaired 3 Hydrants.

2:Streets:

- a) Leaf and Twig pickup is now 95% complete.
- b) Repaired Light Poles.
- c) Swept Streets and Sidewalks.
- d) Cold Patched

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 6 Sewer Laterals were flushed and/or videoed.
- c) 1 Sewer Lateral was inspected.
- d) 1 Sewer Main was flushed and Videoed

Report of Parks & Recreation Dept. May 2015

Parks

- The St Stephen High School has repaired our bleachers.
- Summer field schedule is now complete.
- We have over 750 athletes using our playing fields this summer, including children as young as 3 up to Men and Women.
- Elm Park slide has been ordered.
- Met with Elm Street Nature Park group, assisting with additional barricades to keep ATV's from entering Park.
- The playing fields are starting to dry up. All groups have now started play.
- Mowing has been going well, a little behind schedule due to weather.
- Met with Kiwanis re. location for Skate Park. They were very interested in Border Arena parking lot location.
- No smoking signs for our outdoor spaces are close to being ready, see attached.
- The Rotary Club is looking to erect a bandstand in the David Alison Ganong Park. I will be meeting with the group to discuss location, ongoing maintenance.
- Town Square fountain up and running.
- Splash Pad repairs. Still mechanical issue with the timer.
- Wash out along Waterfront trail. Need to obtain permit from Dept. of Environment to repair.

Pool

- Pool has been filled and chemicals added shortly.
- Staff are all hired, see attached.
- Staff training will begin on June 1st.
- Pool will be open for the School's beginning week of June 8th.
- Running Swim to Survive for all grade 4 classes again this Spring.
- Repair work completed in washrooms. Leaks were not from showers units.

Civic Center

- I met with the Rotary Club, who would like to use the Civic Center for their 7th Annual Run/Walk for Rotary Charities. More details to follow.
- Working on 1st concert being held May 24th
- Working on plan to get Banners from Border Arena to Civic Center.

Recreation

- Plans are coming along nicely for the 2nd Annual ball hockey tournament for Chocolate Fest.
- Working on 4th Annual Chocolate Fun Run. Making some exciting changes to the races this year.
- Summer registration was held over 3 days. As expected, swim lesson numbers are down once again.
- Tidy up our Town contest has been released. Deadline for applications is June 30th.
- Continue to work on Recreation NB's Annual Conference to be held in St. Andrews and St Stephen.
- I am hosting a High Five course, see attached poster.
- Working on Kraft Play proposal with committee. (Turf Field)

Meetings

- FRPA - Annual Conference
- Sport NB
- RNB
- Civic Center Staff Mtg
- Greg Evans
- Kraft Play
- Kiwanis

Michael O'Connell
Director Parks & Recreation

18 in

12 in

**This is a
Tobacco Free Space**



We play here.



FUNDY RECREATION
PROFESSIONALS ASSOCIATION



HAMPTON
RECREATION ASSOCIATION



QUISPAMISIS



SAINT JOHN



Mailing Address:
P.O. Box 1128
Hampton, NB E5N 8H1

Tel: 506 832 7659 Fax: 506 332 4765
Email: graphics@shawsigns.com

DWG #:0006

CUSTOMER: FRPA

DATE: June 02/15

DESIGN: BC

Contact List

W.T Booth Centennial Pool #..... 466-7736



Full Time Staff

Ally Cook

Catherine Smith

Eliza Casey

Eric Johnston

Erin Harrington

Erin McShane

Kelly Johnston

Kristen Glynn

Lexi Brisley

Megan Gullison

Rachel Glynn

Part Time Staff

Dan McShane

Joelle McCray

Morgan Parks

Scott Ring

Tessa Bartlett

HIGH FIVE

The best way to play

(Principles of
Healthy Child
Development)

PHCD

TRAINING IS AVAILABLE IN YOUR AREA

What is it?

A one-day training that teaches front-line leaders how to enhance the quality of the programs they are delivering. It provides in-depth knowledge of the HIGH FIVE® Principles of Healthy Child Development so front-line leaders understand what they need to do to ensure children's social, emotional and cognitive needs are met.

Who is it for?

Front-line leaders of anyone working with children aged 6 to 12 in a sport and recreation environment (i.e. instructor, camp counselor).

Why does it matter?

Leaders have a major impact on a child's sport and recreation experience. The training is based in research and has been designed to equip leaders with activities, knowledge, tips and resources to enhance their programs as well as their relationships with children and other staff members.

Training Details:

JUNE 19th, 2015
8:30am-5pm
Garcelon Civic Center

\$75 per person

Training Delivered by:



For further information about HIGH FIVE training visit
www.HIGHFIVE.org



/HIGHFIVECANADA



@HIGHFIVE_CANADA



HIGHFIVECanada1

HIGH FIVE® A quality standard for children's sport and recreation
Powered by Parks and Recreation Ontario

St. Stephen Fire Department Report for May 2015

Alarms for May were: Town Alarms 6
 Out of town Alarms 3
 Mutual Aid –Calais 1
 -Blacks Harbour 1
 11

Alarms are described as being:

	# of firefighters	# of Hours
1. Alarm Activation 4	27	27
2. Motor Vehicle Accident 1 (false)	9	9
3. Forest Fire 1 (mutual aid)	7	42
4. Brush 1 (mutual Aid)	9	14
5. Smell of smoke 1	12	18
6. Vehicle 1	15	23
7. Deck on Fire	12	18
8. Campfire 1	12	12

Calls dispatched for the period of this report 110

Fire Department Activities

1. Monthly Meeting of the Fire Department
2. Training with the New E Draulic Rescue tools
3. Kiwanis trade Show
4. Participated with the RCMP on May 13 in support of Police Week
5. One member attended Block 3 Fire Investigator Training. Final Bock, Block 4 to be completed June 9-10 , after which they will be an Accredited Fire Investigator as per National Fire Protection Association Qualifictions

Fire Chiefs Activities

1. Monthly Meeting of the Fire Dept.
2. Meeting of Management
3. The work scheduled for the Communications Tower has been completed and should come in under budget.
4. Fire Chief worked 2 shifts as a relief driver
5. Myself and one other member participated in the Memorial Service of the New Brunswick Assoc. of Fire Chiefs Annual Convention to lay a helmet in memory of Retired Fire Chief Charles Denyer.
6. Myself and 3 members were part of an Honor Guard for a memorial service for Retired Captain Terry Driscoll of the Calais Fire Dept.

	<ul style="list-style-type: none"> <i>Dogs being left outside and barking</i> 	Both home owners advised and have complied
Barking dogs (2)		
Housing issues (2)	<ul style="list-style-type: none"> <i>Unsightly and dangerous house complaints</i> 	Referred to the Building Inspector.
Parking Ticket (1)	<ul style="list-style-type: none"> <i>Concern over two-hour parking.</i> 	Resolved.
Wooden garbage bin (1)	<ul style="list-style-type: none"> <i>Checks into the wooden bins</i> 	Needs to be revisited and changes made
Assistance to other Departments (4)	<ul style="list-style-type: none"> <i>2 building Inspector</i> <i>1 public works</i> <i>1 Recreation Dept.</i> 	<p>Person hauling brush on Union street. Patrol made and he was placing it on his own property</p> <p>Concern over Elm St. Walking trail usage, This dept will monitor to ensure it is being used for what it is designed for</p>
	<ul style="list-style-type: none"> 	

ANIMAL CONTROL	
COMPLAINT	FOLLOW UP
Dogs running at large (2)	Owners warned.
Barking dog (1)	Owner warned.
Leash law / license (2)	Owners warned.
Cats (2)	Impounded.

Further to my report from last month with regards to the garbage dumpsters also there are approx. 55 wooden garbage bins about the Town contrary to Sec S-7 Section 4.06(b). Then there is the amended version as well. It is the recommendation of this office to revisit this by-law and make the necessary changes needed.

TOWN of ST. STEPHEN

Building Inspection Services

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

MAY REPORT 2015

BUILDING INSPECTION

The month of May brought in a total of 22 (twenty two) permits which represents \$550,156.00 in building costs.

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

Our office dealt with and has filed 1 (one) Occurrences reports and filed 22 (twenty-two) Building Inspection reports. No electrical waivers were 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

- Visitor Information Centre**
- Air quality testing completed and minor issues being rectified.
- Airport**
- Committee meeting set for June 16 (tentative).
- Old Town Hall**
- Leak during heavy rains this month and is being addressed.
 - Air quality testing completed. There are concerns around mold,
- Clark Building**
- Lease negotiation underway with a potential business for the former "Miss Scoops" space. Costs are being investigated for exterior siding work and an HVAC unit required by the business.
 - A replacement heat / air conditioning unit is being installed for the "Talk of the Town" space. The estimated cost is \$ 5 460 plus HST. This will require some roof and electrical work.
- Action: Direct the CAO to proceed and Council consider a resolution to complete the work and pay the costs of the heat / air conditioning units and the required roof and electrical work.*
- Air quality testing completed. No major concerns.
- RCMP Building**
- Quotations are being received for the replacement of blinds.
 - Regular maintenance items and clean up around the exterior of the building are underway.
- Fire Hall / Public Works Garage**
- Investigating the potential needs in terms of heating / air conditioning upgrades, electrical, and roofing.
- Wharf**
- Site visit with a local contractor to determine work need and requested quotations.
- 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.



Report of the Development Office

St. Stephen Development Board

A report and recommendations regarding the agreement will be reviewed with Council in a "closed" session and in a regular meeting of Council once the partners have been apprised.

Economic Development Summit

A visioning workshop is planned for Thursday, August 20 at the Garcelon Civic Center. Community leaders will be invited 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!

Nancy Mathis will be the facilitator.

Planning Advisory Committee

- No agenda items for June 3.
- Nothing to report.

Building Permits

- 22 issued - total estimated construction value of \$ 550 156.00.

Sign Permits

- Nothing to report.

Waivers

- Nothing to report.

Variances

- 1 for an 8' fence was approved. It did not interfere with visibility for safety or the view of neighbours.

Approved plans

- Nothing to report.

Garcelon Civic Center Report

Aquatics and Fitness

Tara Scott started her role as Aquatic and Fitness Program Coordinator on Friday, June 5.

Maintenance

Operations / Maintenance Coordinator position closes on June 16.

Facility

Richard Fulton is pursuing the list of deficiencies with DORA Construction and documenting warranty items.

We have requested engineered drawings from the original engineer for the kitchen and building. These are required for submission to the Provincial Fire Marshall's Office before the kitchen work can begin. MC Ventilation is ready to begin the work as soon as this is done.

Events

The concert was a positive success for the center and we are looking forward to additional events like this. We learned a lot from this opportunity to host the first concert at the center.

Conference space is booked regularly.

Upcoming large events:

- St. Stephen High School Grand March (June 16) and Graduation (June 17).
- St. Stephen High School Alumni Reunion (July 31 – August 2).
- Horseshoe Tournament (August 11-15).

SEED Grant

After a review of applications and interviews, staff recommended Emily Metzger to fill the 8 week position funded by the SEED Grant (\$ 10.30 / hour). She will begin on June 22.



RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

THE TOWN OF ST. STEPHEN

BY-LAW NO. M-1.2

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

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

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

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

FIRST READING: April 27, 2015

SECOND READING: May 25, 2015

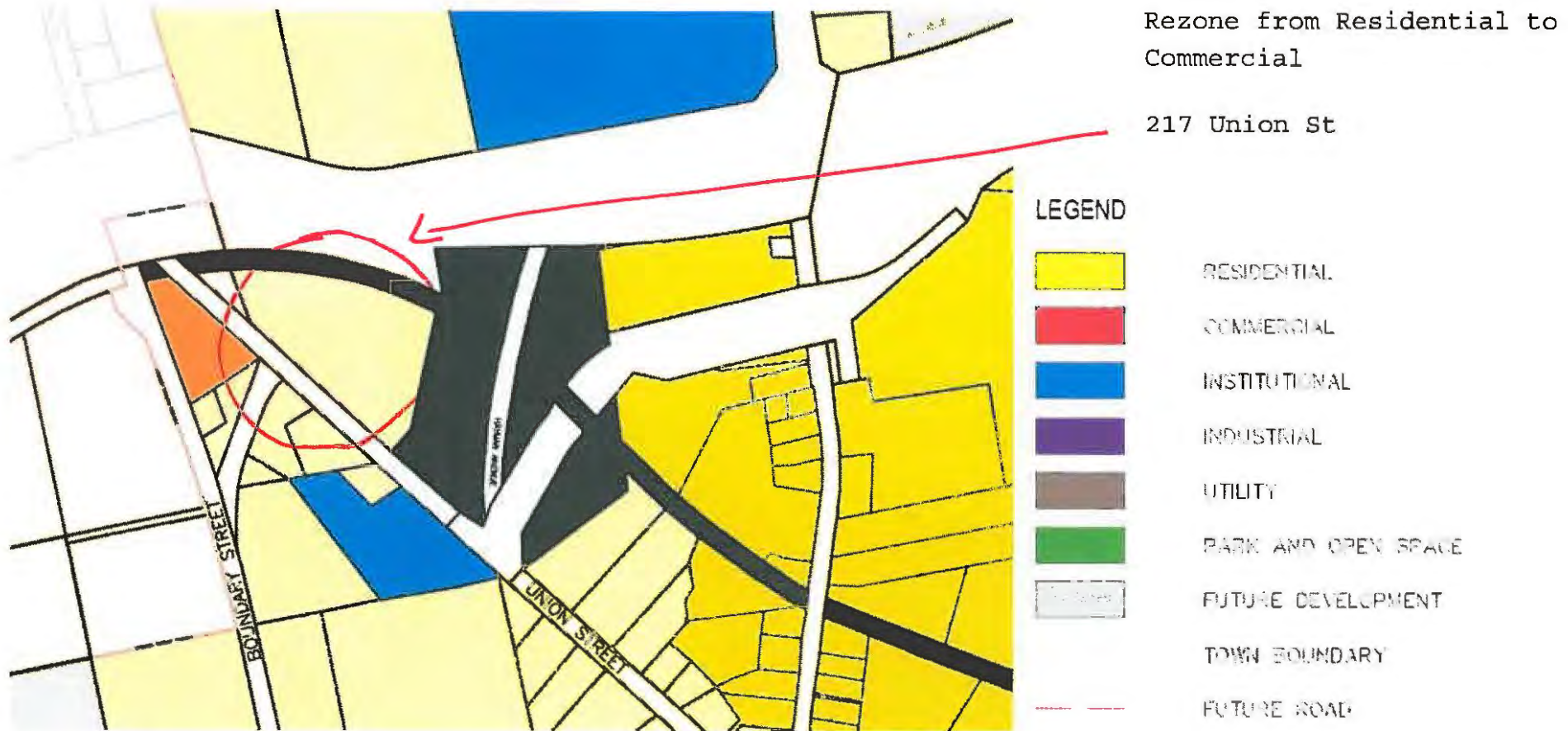
THIRD READING AND ENACTED:

John Quartermain, Mayor

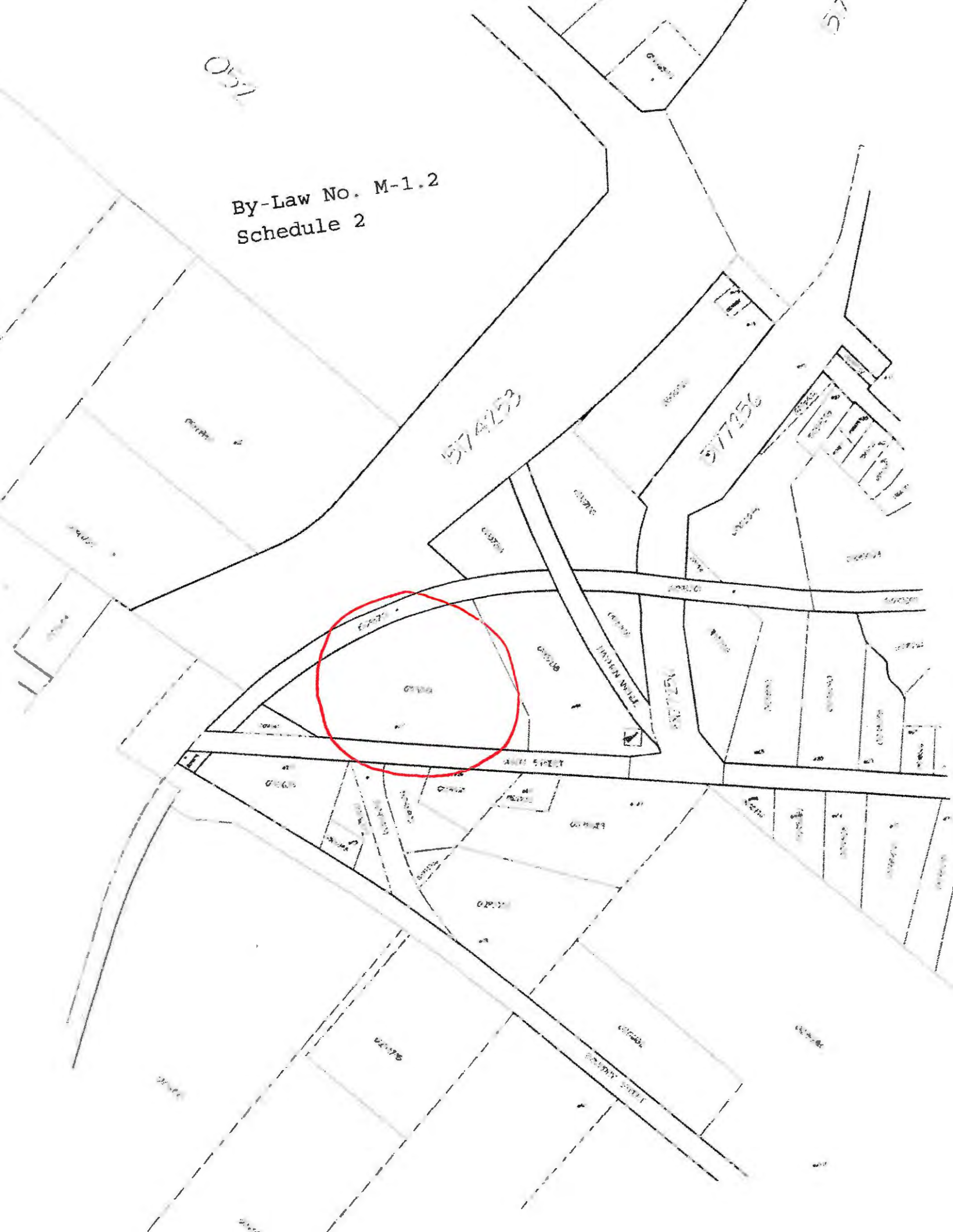
Joan M. Flewelling, Town Clerk

By-Law No. M-1.2

Schedule 1



By-Law No. M-1.2
Schedule 2



RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. Z-1.3 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY

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.

THE TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.3

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

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

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

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

FIRST READING: April 27, 2015

SECOND READING: May 25, 2015

THIRD READING AND ENACTED:

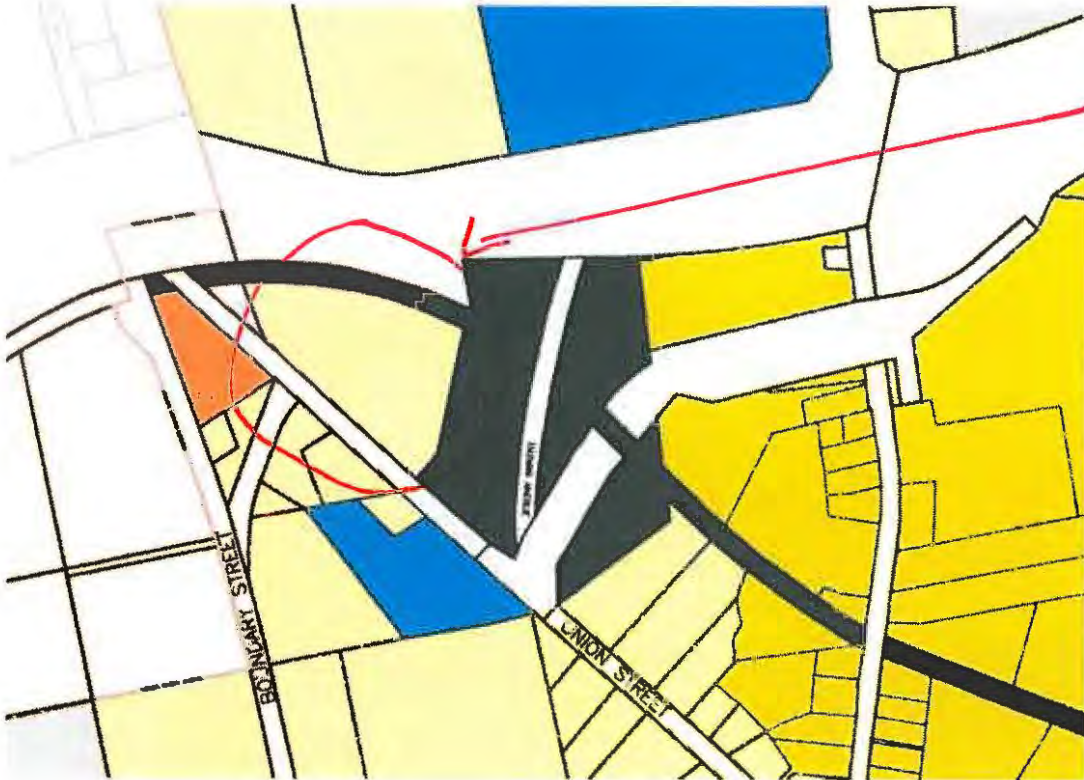
John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

By-Law No. Z-1.3

Schedule 1

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



217 Union St

LEGEND

-  R-1 (SINGLE & TWO FAMILY RESIDENTIAL) ZONE
-  R-2 (RESIDENTIAL MEDIUM DENSITY) ZONE
-  R-3 (MULTIPLE UNIT RESIDENTIAL) ZONE
-  RLL (LAND LEASE RESIDENTIAL) ZONE
-  CV (COMMERCIAL MEDIUM DENSITY) ZONE
-  NC (NEIGHBOURHOOD COMMERCIAL) ZONE
-  LFR (LARGE FORMAT RETAIL) ZONE
-  I-1 (HEAVY INDUSTRIAL) ZONE
-  I-2 (LIGHT INDUSTRIAL) ZONE
-  OS (PARK & OPEN SPACE) ZONE
-  INV (INSTITUTIONAL) ZONE
-  U (UTILITY) ZONE
-  PD (PENDING DEVELOPMENT) ZONE
-  DT (DOWNTOWN) ZONE
-  TOWN BOUNDARY

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



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

**POLICE REPORT
May 2015**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **May 1, 2015 to May 31, 2015 inclusive**. During this time period, the RCMP responded to **270** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	2
Other non-moving traffic	1
Tickets issued	10
Traffic Collisions	7
Warnings issued	21
Checkstop	6
Motor Vehicle Act	1
Fail to stop or remain	2

PROVINCIAL STATUTES:

Coroner's Act	0
Driving while Disqualified	1
False Abandoned 911 Call	3
False Alarms	11
Family Relations Act – Other Activities	1
Fire Prevention	0
Firearms Act	0
Liquor Act	0
Mental Health Act	4
Other Provincial Statutes	1
Trespass Act	0
Wildlife Act	0

CRIMINAL CODE:

Assault	3
Assault with Weapon or Causing Bodily Harm	1
Breach of Peace	0
Breach of Recognizance	1
Break and Enter - Business	2
Break and Enter – Residence	0
Break and Enter – Other	0
Child Pornography	0
Contempt – Fail to Attend Court	0
Crime Prevention	0
Criminal Harassment	4
Disturbing the Peace	6
Driving While Disqualified	0
Fail to comply with undertaking	4
Fail to comply with probation	1
Failure to stop or remain	0
Fraud	2
Impaired operation of motor vehicle	0
Mischief damage to and/or Obstruct Enjoyment of Property	9
Nudity – Public Property/Private Property	1
Other Theft over \$5000	1
Other Theft under \$5000	7
Possession of Property Obtained by Crime	1
Possession of Weapon for Dangerous Use	1
Sexual Assault	0
Theft Under or Equal to \$5000 – From a Motor Vehicle	1
Theft Under or Equal to \$5000 - Shoplifting	1
Unlawfully in a Dwelling House	0
Utter Threats	6

OTHER FEDERAL STATUTES:

Controlled Drugs & Substances Act – Other Activities	1
Customs Act – Running the Port	1
Immigration and Refugee Protection Act – Aid & Abet	1
Possession schedule VIII – cannabis	3
Possession schedule I – other CDSA	0
Possession schedule II – other CDSA	0
Possession for the Purpose of Trafficking – Schedule III	0
Trafficking – Schedule VII – Cannabis	0

OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	0
Assistance to Canadian Provincial Department	5
Assistance to General Public	7
Assistance to Canadian Federal Department	2
Assistance to Non-Government Canadian Agency	0
Assistance to US Non-Police Agency	0
Assistance to US Police Agency	0

OTHER INVESTIGATIONS:

Animal Calls	
Crime Prevention	2
Information File	1
Intoxicated Person Detention Act	1
Items/lost found	1
Municipal Bylaws	0
Offender Management	2
Other Provincial Statutes	0
Request to Locate Individual	1
Person Reported Missing	5
Police Certificates	111
Suspicious person	3

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

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

DONATION – ST. STEPHEN-MILLTOWN KIWANIS CLUB

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

PROPOSED BANDSTAND – DAVID ALISON GANONG CHOCOLATE PARK

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

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

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

CONTRIBUTION FOR LEGAL ASSISTANCE – PROPOSED COURT CLOSURE

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

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

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

AWARDING OF QUOTE: SNOW BLOWER ATTACHMENT

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

AWARDING OF QUOTE: DUMP-SANDER BODY SHELL

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN FIRE DEPARTMENT – RESCUE TOOLS

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

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

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to 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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

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”

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

DAVID ALISON GANONG CHOCOLATE PARK – SUNDAY WORSHIPS

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

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

JOB DESCRIPTION – EVENT DEVELOPMENT COORDINATOR

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.

Job Description
EVENT DEVELOPMENT COORDINATOR
Economic Development – Tourism and Promotion
Town of St. Stephen

The **Event Development Coordinator** will develop the culture and sport tourism potential in the community of St. Stephen. This director will facilitate an active relationship with the Garcelon Civic Center, the Parks and Recreation Department, Economic Development, school extra-curricular programs, local business, community events and attractions, and the regional tourism association. The work will stimulate economic development and promote tourism. The director will meet monthly with a tourism and promotion advisory committee and report directly to the Chief Administrative Officer for the Town of St. Stephen.

Responsibilities include, but are not limited to:

- Develop and implement a culture and sport tourism strategy in collaboration with the Tourism and Promotion Action Committee.
- Attract and coordinate the development of events that will generate significant economic benefits to the community and region.
- Collaborate with the Garcelon Civic Center, Parks and Recreation, Director of Economic Development, local business, and community partners to promote and coordinate events in the community.
- Develop and maintain an inventory of visitor services and provide a range of information on local resources and facilities.
- Plan and write funding applications, creative messages, media information
- Develop relationships with national, international, and regional tourism associations and, culture and sport organizations.
- Attend meetings, conventions, and workshops to further knowledge and keep informed of changes in the tourism industry.

The successful applicant will have:

- Education and/or experience equal to five years in tourism, hospitality sales, marketing, public relations, or a closely related field.
- Experience networking, building relationships, and building a client base with partners, staff, and volunteers.
- Ability to work independently and exercise independent judgment, discretion and initiative while utilizing tact and courtesy in frequent contact with business and industrial representatives, government officials and the general public.
- Demonstrated community involvement.
- Collaboration skills.
- Demonstrated skills in planning, organization and effective communication both verbal and written.
- Entrepreneurial experience, financial knowledge, and computer literacy.
- Experience reporting and tracking success and working in results-driven roles guided by strategy and vision

**Event Development Coordinator
Economic Development – Tourism and Promotion**

Page Two

- Enthusiasm and initiative to meet job responsibilities and accountabilities with the ability to anticipate work required, plan for the completion, and with a minimum of supervision and instruction.
- Computer literacy.

An emphasis will given to individuals who also have:

- Current knowledge of the cultural and sport assets in the community, the available resources of the region
- Experience with the promotion of tourism and marketing.
- Previous experience in a Convention and Visitors Bureau.
- Previous experience with an advertising agency and/or with media negotiations.

Approved By:	Council
Date Approved:	June 22, 2015
Updated:	

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: June 22, 2015

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.