

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 25, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – July 28, 2014
 - (b) Special Council Meeting – August 20, 2014
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – July 28, 2014
 - (b) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – August 13, 2014

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Job Promotion Policy for the Fire Department
- (c) Donation – St. Croix International Quilters
- (d) Change of Date: September 2014 Regular Town Council Meeting
- (e) The Town of St. Stephen's Garcelon Civic Center – Bank Account
- (f) The Town of St. Stephen's Garcelon Civic Center – Cabinets
- (g) Transfer from the General Operating Reserve Fund
- (h) Execution of Revised Lease – Cynthia Foster
- (i) Execution of Revised Lease – 658850 N.B. Ltd.
- (j) Execution of Revised Lease – Wanda Scott
- (k) Execution of Revised Lease – Moving Forward For Better Inc.
- (l) Awarding of Request for Quotation: Sanitary Sewer Overflow – Budd Avenue – Project No. 13-8513

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on July 28, 2014 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 28, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded Councillor Harding

- 179/14** **THAT** the Agenda be approved with three (3) additions: The Town of St. Stephen's Garcelon Civic Center – Change Request – Pool Float Install; Garcelon Civic Center Project – Direction to Pay SCP Distributors Canada Inc.; and The Town of St. Stephen's Garcelon Civic Center – Facility Scheduling and Management System be added as 14. (z), (aa) and (ab) respectively under NEW BUSINESS. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Town Employee Retirement - Mayor Quartermain, along with Councillor Maxwell as Chair of the Public Works Committee, presented a plaque to Bill Pomeroy recognizing his 19 years of dedicated service with the Town.
- (b) Flooding – Bell Subdivision – Bill Conley, resident of Bell Subdivision, spoke to his letter of July 25, 2014 addressed to Mayor and Council, on behalf of four families, which includes himself, who have flooding issues.

As per the residents' request, the Mayor confirmed that they will be notified of the outcome of the Town's Gas Tax funding application, as well as will be notified of the date that Council will consider the capital projects.

**MINUTES
REGULAR COUNCIL
JULY 28, 2014**

2

- (c) Old Town Hall Building – Margaret Williamson spoke to her letter dated June 20, 2014, and also confirmed with Council that several people in attendance were there in support of saving the Old Town Hall.

Mayor Quartermain stated that he was informed by John Williamson, MP for NB Southwest, that possible funding could be available and that a Committee of Council should be formed.

- 180/14** It was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor MacEachern **THAT** the Council of the Town of St. Stephen approves the Old Town Hall Restoration Committee (the "Committee") as a Committee of Council to investigate funding for the potential restoration and repurposing of the building, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

AND FURTHER THAT the Committee assumes the responsibility to provide financial statements, at least annually, to the Treasurer. **CARRIED**

And,

- 181/14** It was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding **THAT** the Council of the Town of St. Stephen appoints Councillor Mike Booth to act as its member on the Old Town Hall Restoration Committee. **CARRIED**

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 182/14** **THAT** the Minutes of the Regular Council meeting held on June 23, 2014 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 183/14** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell
Seconded by Deputy Mayor Ames

184/14 THAT the paid bills in the amount of \$786,280.24 (seven hundred and eighty-six thousand, two hundred and eighty dollars and twenty-four cents) be received.

CARRIED

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

185/14 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 MacEachern
Seconded by Councillor Harding

186/14 THAT the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on July 16, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Councillor Harding

187/14 THAT the Minutes of the Committee of Council meeting held on July 21, 2014 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

188/14 THAT the following staff reports for the month of June 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager.

CARRIED

MINUTES
REGULAR COUNCIL
JULY 28, 2014

4

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 189/14 **THAT** the Royal Canadian Mounted Police (RCMP) June 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Booth

Seconded by Councillor Harding

- 190/14 **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 United Rentals of Canada in order to process any future purchases of the Town from the said company. **CARRIED**

AFTER HOURS AND HOLIDAYS CALL MONITORING DISPATCH SERVICES – TOWN OF ST. ANDREWS

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 191/14 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide after hours and holidays call monitoring dispatch services to the Town of St. Andrews at mutually agreed upon terms, conditions and rate of \$1,087.46 (one thousand, eighty-seven dollars and forty-six cents), plus applicable taxes, per annum, and authorizes the Mayor and Clerk to sign the dispatch agreement. **CARRIED**

EXECUTION OF LEASE – CYNTHIA FOSTER

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 192/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating March 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

**MINUTES
REGULAR COUNCIL
JULY 28, 2014**

5

EXECUTION OF LEASE – WANDA SCOTT

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 193/14** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Wanda Scott, doing business as “The Talk of the Town”, for a period of one (1) year retroactive to March 1, 2014 and terminating March 1, 2015 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF LEASE – 658850 N.B. LTD.

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 194/14** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and 658850 N.B. Ltd., doing business as “Miss D’s Convenience Center (2012)”, for a period of ten (10) years retroactive to March 1, 2014 and terminating March 1, 2024 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF LEASE – TAMMY COOKE

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 195/14** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Tammy Cooke, doing business as “Moving Forward for Better Inc.”, for a period of five (5) years retroactive to June 1, 2014 and terminating June 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

APPROVAL OF EVENT – A & W

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

- 196/14** THAT the Council of the Town of St. Stephen grants permission to A & W to hold its “Cruisin’ to End MS” event, which includes music, from 5:00 p.m. – 9:00 p.m. on Wednesday, July 30, 2014 and Wednesday, August 13, 2014, as well as from 11:00 a.m. – 8:00 p.m. on Thursday, August 21, 2014. **CARRIED**

COMMUNITY HEALTH AND WELLNESS ADVISORY COMMITTEE

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 197/14** THAT the Council of the Town of St. Stephen unanimously supports the implementation of a collaborative health care model for the residents of Community 20 (St. Stephen, St. Andrews, and surrounding area).
AND FURTHER THAT the Council will work with the Community Health and Wellness Advisory Committee (the “Committee”), and will assist with the implementation of a collaborative health care model in Community 20.
AND ALSO FURTHER THAT the Council appoints Councillor Debbie MacDonald to act as its member on the Committee. **CARRIED**

GRANTS – BORDER AREA COMMUNITY ARENA INC.

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

198/14 **THAT** the Council of the Town of St. Stephen approves ongoing operational grants to the Border Area Community Arena Inc. to be used for the payment of ongoing operational expenses.

AND FURTHER THAT the ongoing operational grants will be conditional on financial need and individual review and approval by the Mayor and Chief Administrative Officer. **CARRIED**

AMENDED

AWARDING OF TENDER: TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER FITNESS EQUIPMENT – TOSS14-01

Moved by Councillor Harding
Seconded by Councillor MacDonald

199/14 **THAT** Resolution # 83/14 as stated in the Minutes of March 24, 2014 which reads

THAT of the two (2) proposals received, the proposal of \$90,211.75, (ninety thousand, two hundred and eleven dollars and seventy-five cents), including HST, and quarterly site visits of \$400.00 (four hundred dollars), plus HST, from Spartan Athletic Products Limited of Moncton, NB for fitness equipment and related services, for the Garcelon Civic Center, be accepted. **CARRIED**

shall be amended by deleting the words "including HST" after (ninety thousand, two hundred and eleven dollars and seventy-five cents), and substituting them with the words "plus HST", which shall now read:

THAT of the two (2) proposals received, the proposal of \$90,211.75, (ninety thousand, two hundred and eleven dollars and seventy-five cents), plus HST, and quarterly site visits of \$400.00 (four hundred dollars), plus HST, from Spartan Athletic Products Limited of Moncton, NB for fitness equipment and related services, for the Garcelon Civic Center, be accepted. **CARRIED**

AMENDMENT AGREEMENT – SPARTAN ATHLETIC PRODUCTS LIMITED

Moved by Councillor Harding
Seconded by Councillor Maxwell

200/14 **WHEREAS** the staff for the Town of St. Stephen and Spartan Athletic Products Limited have negotiated an amendment to the agreement by which Spartan Athletic Products Limited is to provide equipment to the Town evidenced by tender RFQ # TOSS 14-01 and Request for Quotation Form – Proposal Price and Signing dated February 10, 2014 (the "Agreement");

**MINUTES
REGULAR COUNCIL
JULY 28, 2014**

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment Agreement amending the Agreement with Spartan Athletic Products Limited which provides for partial payment of the amounts due thereunder upon delivery of the equipment and further provides for the remaining payment upon completion of the installation of such equipment, as more particularly set out therein, in the form of Amendment Agreement presented to Council. **CARRIED**

AMENDMENT AGREEMENT – OFFICE INTERIORS

Moved by Councillor Booth

Seconded by Councillor MacDonald

201/14 **WHEREAS** the staff for the Town of St. Stephen and Office Interiors have negotiated an amendment to the Agreement by which Office Interiors is to provide furniture and equipment to the Town evidenced by tender RFQ # TOSS 14-02 and Request for Quotation Form – Proposal Price and Signing dated February 10, 2014 (the “Agreement”);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment Agreement amending the Agreement with Office Interiors which provides for temporary partial delivery of equipment to 78 Milltown Boulevard, St. Stephen, N.B., partial payment of the amounts due under the Agreement and for the remaining payment upon completion of the delivery and installation of such furniture and equipment, as more particularly set out therein, in the form of Amendment Agreement presented to Council. **CARRIED**

AMENDMENT AGREEMENT – BELL ALIANT

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

202/14 **WHEREAS** the staff for the Town of St. Stephen and Bell Aliant have negotiated an amendment to the Agreement by which Bell Aliant is to provide equipment and services to the Town as evidenced by the Equipment Purchase Services Schedule and/or Master Services Agreement as approved by Council at their meeting on January 20, 2014, amended on January 27, 2014 and signed by the Mayor and Town Clerk as to the Equipment Purchase Services Schedule and Master Services Agreement on January 28, 2014 (the “Agreement”);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment Agreement amending the Agreement with Bell Aliant which provides for temporary partial delivery of equipment to 22 Budd Avenue, St. Stephen, N.B., partial payment of the amounts due under the Agreement and for the remaining payment upon completion of the delivery and installation of such equipment and services, as more particularly set out therein, in the form of Amendment Agreement presented to Council. **CARRIED**

GARCELON CIVIC CENTER AQUATIC CENTER OPERATIONS & RENTAL RATES POLICY

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 203/14 THAT the Council of the Town of St. Stephen approves the Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy No. 64 attached. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – HIGH FIVE REGISTRATION

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 204/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the required agreement/forms, in the form presented to Council, to complete the HIGH FIVE registered organization process, Canada's only comprehensive quality standard developed for organizations that provide sport and recreation programs to children ages 6 – 12. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – ENABLING ACCESSIBILITY FUND APPLICATION

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 205/14 THAT the Council of the Town of St. Stephen accepts the recommendation of the Garcelon Civic Center Manager to apply to the "Enabling Accessibility Fund" through Employment and Social Development Canada, and if successful, such funding would greatly increase the Garcelon Civic Center's accessibility, thus improving the experience of those in wheelchairs and/or with limited mobility.

AND FURTHER THAT the Council authorizes the Mayor and Town Clerk to sign such application, in the form presented to Council, upon completion by the Garcelon Civic Center Manager. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – OPENING EVENTS PLANNING COMMITTEE

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 206/14 THAT the Council of the Town of St. Stephen approves the Opening Events Planning Committee (the "Committee") of the Garcelon Civic Center as a Committee of Council until such time as the Garcelon Civic Center is completed and officially opened, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

AND FURTHER THAT the Garcelon Civic Center Manager will provide regular updates to Council, and the Committee's budget will be reviewed by the Town Treasurer. **CARRIED**

COUNCIL APPOINTEES – THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – OPENING EVENTS PLANNING COMMITTEE

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 207/14** THAT the Council of the Town of St. Stephen appoints Councillor Allan MacEachern and Councillor Debbie MacDonald to act as its members on the Garcelon Civic Center Opening Events Planning Committee. **CARRIED**

MOVIE LICENSE – MILLTOWN FAMILY NIGHTS

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 208/14** THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$920.00 (nine hundred and twenty dollars) for the purchase of a license and related charges to play new release movies not yet out on DVD for the Milltown Family Nights at the Milltown Elementary School. **CARRIED**

FAST PROGRAM – MILLTOWN ELEMENTARY SCHOOL

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 209/14** THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$500.00 (five hundred dollars) to the FAST (Families & Schools Together) program at the Milltown Elementary School to assist with the following four (4) goals: (i) enhance family functioning; (ii) ensure scholastic success; (iii) prevent substance abuse and delinquency; and (iv) engage parents in the education process. **CARRIED**

MEMORANDUM OF UNDERSTANDING – COLLECTIVE AGREEMENT WITH CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL UNION NO. 770

Moved by Councillor Booth

Seconded by Councillor Harding

- 210/14** WHEREAS the Council of the Town of St. Stephen authorized the Mayor and Town Clerk to enter into a five (5) year Collective Agreement with CUPE Local Union No. 770 retroactive to January 1, 2013 and expiring on December 31, 2017 at its Regular Session on March 24, 2014;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Understanding (MOU), in the form presented to Council, with CUPE Local Union No. 770 and which MOU forms part of the Collective Agreement effective July 28, 2014 and expiring on December 31, 2017. **CARRIED**

AMENDED

ST. STEPHEN DEVELOPMENT BOARD – MARKETING STRATEGY

Moved by Councillor MacDonald

Seconded by Councillor Harding

211/14 THAT Resolution # 114/14 as stated in the Minutes of April 28, 2014 which reads

THAT the Council of the Town of St. Stephen (the Council) accepts, in principal, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board (the Board) in 2013.

AND FURTHER THAT the Council approves an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy, and the final three (3) quarterly payments being contingent on review and approval by the Council at the end of the first quarter.

AND ALSO FURTHER THAT the Council approves an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final three (3) estimated quarterly payments being contingent on review and approval by the Council at the end of the first quarter. **CARRIED**

shall be amended by deleting the words “the first quarter” at the end of the second and third paragraphs, and substituting them with the words “each previous quarter”, which shall now read:

THAT the Council of the Town of St. Stephen (the Council) accepts, in principal, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board Inc. (the Board) in 2013.

AND FURTHER THAT the Council approves an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy,

**MINUTES
REGULAR COUNCIL
JULY 28, 2014**

11

and the final three (3) quarterly payments being contingent on review and approval by the Council at the end of each previous quarter.

AND ALSO FURTHER THAT the Council approves an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final three (3) estimated quarterly payments being contingent on review and approval by the Council at the end of each previous quarter. **CARRIED**

ST. STEPHEN DEVELOPMENT BOARD INC. – MARKETING STRATEGY

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

212/14

WHEREAS the Council of the Town of St. Stephen accepted, in principal, at its Regular Session on April 28, 2014, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board Inc. (the Board) in 2013;

AND WHEREAS the Council also approved, at its Regular Session on April 28, 2014 and amendment on July 28, 2014, an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy, as well as an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, in payment of the circulation through Canada Post of its newsletters;

NOW THEREFORE BE IT RESOLVED THAT the Council approves an unbudgeted second quarter expenditure in the estimated amount of \$7,500.00 (seven thousand, five hundred dollars), plus applicable taxes, to the Board commencing August 1, 2014 in order for the Board to continue its implementation of the Internal Marketing segment of the Strategy, and the final two (2) quarterly payments being contingent on review and approval by the Council at the end of each previous quarter.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council approves an additional unbudgeted second quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board commencing August 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final two (2) estimated quarterly payments being contingent on review and approval by the Council at the end of each previous quarter. **CARRIED**

ST. STEPHEN DEVELOPMENT BOARD INC. – MARKETING BRAND AND LOGO

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 213/14** **WHEREAS** the Council of the Town of St. Stephen accepted, in principal, at its Regular Session on April 28, 2014, the St. Stephen Marketing Strategy prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board Inc. (the Board) in 2013;

NOW THEREFORE BE IT RESOLVED THAT the Council accepts the new logo and brand for marketing the community, as presented at its closed session on July 21, 2014 as per Section 10.2(4)(c) of the NB *Municipalities Act*, by the Board.

CARRIED

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST - POOL FLOAT INSTALL

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 214/14** **THAT** the Council of the Town of St. Stephen approves completion of a change order for a credit of \$1,408.00, (One thousand four hundred and eight dollars and zero cents), plus HST, as outlined by change credit notice # 14-TOSS-2014, dated July 14, 2014 and issued by Kingsley Bailey, Town of St. Stephen's Garcelon Civic Center Project Manager, as a credit to the design build stipulated price contract dated May 3, 2012 with DORA Construction Limited, and representing work not completed as per owners statement of requirements dated March 30, 2012 which are referred to in Article A-1 of the Agreement – THE WORK and Article A-3 CONTRACT DOCUMENTS. **CARRIED**

GARCELON CIVIC CENTER PROJECT – DIRECTION TO PAY SCP DISTRIBUTORS CANADA INC.

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 215/14** **WHEREAS** the Project Manager has obtained items from SCP Canada Distributors Inc. that are required for the installation and operation of the pool at the Garcelon Civic Center, and which were originally included in the items as stipulated in the design build stipulated price contract dated May 3, 2012 and/or related documents with DORA Construction Limited.

THAT the Council of the Town of St. Stephen authorizes and directs Frank Godsoe, Garcelon Civic Center Project Accountant, to pay SCP Canada Distributors Inc. for invoices totaling \$4,457.94 (four thousand, four hundred and fifty-seven dollars and ninety-four cents), including HST, for items as recommended by the Project Manager and as presented to Council at its Closed Session on July 28, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND FURTHER THAT the invoices being paid are to be deducted from any outstanding amounts due for construction costs from the General Contractor, DORA Construction Limited. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – FACILITY SCHEDULING AND MANAGEMENT SYSTEM

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

216/14 **THAT** the Council of the Town of St. Stephen accepts the recommendation of the Garcelon Civic Center Manager and the Finance Department and approves MaxGalaxy by Maximum Solutions Inc. for the Garcelon Civic Center's facility scheduling and management system.

AND FURTHER THAT the Council authorizes the Mayor and Town Clerk to execute the proposal and agreement with Maximum Solutions Inc. in the form presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Announced the birth of his son.
- Attended all Town meetings except the July 16th Committees meeting.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended Laura Giddens' 100th birthday party at Lincourt Manor.
- Thanked the people in attendance for their support on the Old Town Hall building.

Councillor MacEachern

- Attended all Town meetings.
- Attended two Farmers Markets.
- Thanked the people in attendance for their support on the Old Town Hall building and suggested that they exchange their contact information.

Councillor Harding

- Attended all Town meetings.
- Attended the annual BIA breakfast.
- Met with Sergeant MacKnight and Corporal Henderson who recently transferred to town, and stated that she is very pleased that he will head the Crime Reduction Team.

**MINUTES
REGULAR COUNCIL
JULY 28, 2014**

14

Councillor Booth

- Attended all Town meetings.
- Attended a Development St. Stephen board meeting.
- Attended a Charlotte County Museum board meeting.

Councillor MacDonald

- Attended all Town meetings.
- Attended Civic Center meetings.
- Attended the Farmers Market and stated that it is nice to see it back on the waterfront.

Councillor Maxwell

- Attended all Town meetings.
- Attended an NB Sports Hall of Fame Banquet and Induction Ceremony Committee final meeting.
- Attended a Chocolate Museum Operating Committee meeting.

16. QUESTION PERIOD

Vern Faulkner, editor of the *Saint Croix Courier*, requested clarification on information in various resolutions, and in particular: the charge of \$400.00 for quarterly site visits to the Garcelon Civic Center from Spartan Athletic Products Limited, as well as the amendment from "including HST" to "plus HST" in the fitness equipment tender; the Garcelon Civic Center Opening Events Planning Committee; as well as the St. Stephen Development Board Inc. logo.

A citizen asked for clarification on the Old Town Hall Restoration Committee. Another citizen asked how to participate on the meeting agendas or ask questions of the Council, and a concerned citizen spoke of her flooding issue.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

217/14 **THAT** the meeting adjourn at 8:05 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 28, 2014 @ 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) Town Employee Retirement – Presentation to William F. Pomeroy.
 - (b) Flooding – Bell Subdivision - Bill Conley (on behalf of affected residents) will speak to his attached letter dated July 25, 2014.
 - (c) Old Town Hall Building – Margaret Williamson will speak to her attached letter dated July 24, 2014 with two information documents.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – June 23, 2014
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from the St. Stephen Kiwanis Club.
 - (b) Thank you card from Brandon Bertin.
 - (c) Thank you card from the staff and students of the Milltown Elementary School.
 - (d) Thank you letter dated June 30, 2014 from Alyssa Orchard.
 - (e) Thank you letter dated July 9, 2014 from Charlotte County Alternative Transportation Association.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – July 16, 2014
- (b) Committee of Council Meeting – July 21, 2014

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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town of St. Stephen – Commercial Credit Application
- (c) After Hours and Holidays Call Monitoring Dispatch Services – Town of St. Andrews
- (d) Execution of Lease – Cynthia Foster
- (e) Execution of Lease – Wanda Scott
- (f) Execution of Lease – 658850 N.B. Ltd.
- (g) Execution of Lease – Tammy Cooke
- (h) Approval of Event – A & W
- (i) Community Health and Wellness Advisory Committee
- (j) Grants – Border Area Community Arena Inc.
- (k) Amended: Awarding of Tender: Town of St. Stephen's Garcelon Civic Center Fitness Equipment – TOSS14-01
- (l) Amendment Agreement - Spartan Athletic Products Limited
- (m) Amendment Agreement - Office Interiors
- (n) Amendment Agreement - Bell Aliant
- (o) Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy
- (p) The Town of St. Stephen's Garcelon Civic Center – High Five Registration
- (q) The Town of St. Stephen's Garcelon Civic Center – Enabling Accessibility Fund Application
- (r) The Town of St. Stephen's Garcelon Civic Center – Opening Events Planning Committee

- (s) Council Appointees – The Town of St. Stephen’s Garcelon Civic Center – Opening Events Planning Committee
- (t) Movie License – Milltown Family Nights
- (u) Fast Program – Milltown Elementary School
- (v) Memorandum of Understanding – Collective Agreement with Canadian Union of Public Employees (CUPE) Local Union No. 770
- (w) Amended: St. Stephen Development Board – Marketing Strategy
- (x) St. Stephen Development Board Inc. – Marketing Strategy
- (y) St. Stephen Development Board Inc. – Marketing Brand and Logo

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on August 20, 2014 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, AUGUST 20, 2014 @ 6:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

ALSO PRESENT: Garcelon Civic Center Manager Natalie Reid.

ABSENT: Councillor Marg Harding.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

218/14 **THAT** the Agenda be approved unanimously for the addition of one (1) Labour and Employment Matter, along with one (1) Financial Matter as per Section 10.2(4)(j) and (c), respectively, of the New Brunswick *Municipalities Act*.

CARRIED

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

CLOSED SESSION

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

219/14 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss two (2) Labour and Employment Matters, as well as one (1) Financial Matter as per Section 10.2(4)(j) and (c), respectively, of the New Brunswick *Municipalities Act*. **CARRIED**

The Council came out of closed session at 6:45 p.m.

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

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 220/14** **THAT** Jacob Bartlett be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 and as outlined in the letter of offer in the form presented to Council at its Special Council meeting on August 20, 2014.

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

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

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

- 221/14** **THAT** Kathleen Hart be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 and as outlined in the letter of offer in the form presented to Council at its Special Council meeting on August 20, 2014.

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

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

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 222/14** **THAT** Lauren Richardson be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 and as outlined in the letter of offer in the form presented to Council at its Special Council meeting on August 20, 2014.

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

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

Moved by Councillor MacDonald
Seconded by Councillor MacEachern

- 223/14** **THAT** Rachelle Snelgrove be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 and as outlined in the letter of offer in the form presented to Council at its Special Council meeting on August 20, 2014.

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

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

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

- 224/14** **THAT** Jacob Turner be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 and as outlined in the letter of offer in the form presented to Council at its Special Council meeting on August 20, 2014.

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

**GARCELON CIVIC CENTER - MAINTENANCE/CUSTODIAL LABOURER -
JOB RECOMMENDATION**

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 225/14** **THAT** Robert Dougherty be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

CARRIED

**GARCELON CIVIC CENTER - MAINTENANCE/CUSTODIAL LABOURER -
JOB RECOMMENDATION**

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 226/14** THAT Charles Fairweather be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

CARRIED

**PUBLIC WORKS DEPARTMENT - SUPERVISOR II POSITION - JOB
RECOMMENDATION**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 227/14** THAT David Beach be appointed to the position of Supervisor II for the Public Works Department effective August 22, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

- 228/14** THAT the meeting adjourn at 6:55 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, AUGUST 20, 2014 @ 6:00 P.M.

1. **RECORDING OF ATTENDANCE**

2. **APPROVAL OF AGENDA**

3. **CONFLICT OF INTEREST**

4. **NEW BUSINESS**

- (i) One (1) Labour and Employment Matter – Motion to move into closed session as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*
- (ii) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (iii) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (iv) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (v) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (vi) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (vii) Garcelon Civic Center - Maintenance/Custodial Labourer – Job Recommendation
- (viii) Garcelon Civic Center - Maintenance/Custodial Labourer – Job Recommendation
- (ix) Public Works Department - Supervisor II Position – Job Recommendation

5. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2014 be received.

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

	Actual To Date For the Seven Months Ending July 31, 2014	Budget For the Year Ending December 31, 2014	Remaining	Percentage Used
Revenue				
Taxes	3,245,045	5,562,934	\$2,317,889	58%
Services Provided to Other Governments	98,197	193,199	95,002	51%
Sale of Services	30,741	395,414	364,673	8%
Other Revenue From Own Sources	196,106	189,498	(6,608)	103%
Unconditional Grants	611,859	1,048,900	437,041	58%
Unconditional Transfers	5,745	22,980	17,235	25%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	682,564	1,090,911	408,347	63%
Total Revenue	4,870,257	8,507,836	3,637,579	57%
Expenditure				
General Government Services	611,753	916,120	304,367	67%
Protective Services	1,057,383	2,137,940	1,080,557	49%
Transportation Services	1,035,608	1,798,421	762,813	58%
Environmental Health Services	151,783	265,550	113,767	57%
Environmental Development Services	291,345	249,838	(41,507)	117%
Recreational and Cultural Services	516,571	1,536,164	1,019,593	34%
Fiscal Services	993,104	1,595,803	602,699	62%
Other	2,468	8,000	5,532	31%
Total Expenditures	4,660,015	8,507,836	3,847,821	55%
Surplus (Deficit)	\$210,242	\$0		

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

	Actual To Date For the Seven Months Ending July 31, 2014	Budget For the Year Ending December 31, 2014	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,079,219	\$2,034,783	\$955,564	53%
Other Revenue From Own Service	106,416	178,464	72,048	60%
Other Transfers	613	1,051	438	58%
Total Revenue	<u>1,186,248</u>	<u>2,214,298</u>	<u>1,027,612</u>	<u>54%</u>
Expenditures				
Water Supply	478,916	1,014,201	535,285	47%
Sewerage Collection and Disposal	344,943	681,953	337,010	51%
Fiscal Services	370,365	518,144	147,779	71%
Total Expenditures	<u>1,194,224</u>	<u>2,214,298</u>	<u>1,020,074</u>	<u>54%</u>
Surplus (Deficit)	<u>(\$7,976)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,990,104.46 (one million, nine hundred and ninety thousand, one hundred and four dollars and forty-six cents) be received.

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:47, Aug 11/2014

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
013231	07/08/14 JUL8/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AQ" - INTEREST	247.50 247.50	A/P	OUT-STD	
013232	07/08/14 JUL8/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AQ" - PRINCIPAL	9000.00 9000.00	A/P	OUT-STD	
013234	07/07/14 JUL7/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AS" - INTEREST	1139.75 1139.75	A/P	OUT-STD	
013235	07/07/14 JUL7/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AS" - PRINCIPAL	26000.00 26000.00	A/P	OUT-STD	
014393	07/01/14 LEASE-JUL/14	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-LEASE JULY 2014	5323.40 5323.40	A/P	OUT-STD	
014414	07/01/14 4909	SHARPE'S LAWN CARE RC-TURFMAINTENANCE-PLAYING FIEL	9694.93 9694.93	A/P	OUT-STD	
014415	07/02/14 JUNE/14	JOAN FLEWELLING GG-TWNCLRK-MNTHLY VEH ALLOW	50.00 50.00	A/P	OUT-STD	
014416	07/02/14 JUL-SEP/14	ST. CROIX PUBLIC LIBRARY GG-CIVIC-JUL-SEP/14 GRANT	6035.50 6035.50	A/P	OUT-STD	
014417	07/02/14 JUL-SEP/14	ST. STEPHEN DEVELOPEMENT BOARD GG-CIVIC-JUL-SEP/14 GRANT	33568.25 33568.25	A/P	OUT-STD	
014418	07/08/14 55335734 55335762	AIR LIQUIDE CANADA TS-SHOP-CYLINDER GAS TS-SHOP-CYLINDER	-99.01 123.15 24.14	A/P	OUT-STD	
014419	07/08/14 206036	AQUAM RC-MILLTOWN-CHEMICALS,UMBRELLA	334.64 334.64	A/P	OUT-STD	
014420	07/08/14 234417	AREO FIRE PS-FIRE-LICENCE FOR CRASH RECO	282.50 282.50	A/P	OUT-STD	
014421	07/08/14 2707522 2708295 AJ160912-J1	ATLANTIC GYM & SPORTS RC-PARKS-HOME PLATES,WHEEL SPR RC-PARKS-MARBLE DUST RC-PAINT-CREDIT TO MATCH ADJ	884.56 426.77 -514.67 796.66	A/P	OUT-STD	

Town of St. Stephen
BNKI General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
014422	07/08/14 6440	ATLANTIC BUNKER GEAR SERVICES PS-FIRE-MAINTENANCE	230.54 230.54	A/P	OUT-STD	
014423	07/08/14 SI21547	BAYVIEW TRUCKS AND EQUIPMENT LTD. TS-AIRPORT TRACTOR-LINK,BUSHIN	12.78 12.78	A/P	OUT-STD	
014424	07/08/14 N19205	BIG ERICS CC-BUILDING-GLASS DOOR COOLERS	7794.34 7794.34	A/P	OUT-STD	
014425	07/08/14 108328 108382 108385 108395	BRIGGS PLUMBING INC. PM-TOURISTBUREAU-TOILETS REPAI PM-LIBRARY-SINK REPAIR RC-MILLPOOL-SUB PUMP,ADAPTERS PS-FIRE-BOILER REPAIR	89.81 195.03 495.77 360.06 1140.67	A/P	OUT-STD	
014426	07/08/14 16722 16789	BRUNET GG-TOWNHALL-SERVER UPGRADE GG-TOWNHALL-SERVER UPGRADE	3540.29 805.13 4345.42	A/P	OUT-STD	
014427	07/08/14 2000110813	CANADIAN PACIFIC RAILWAY COMPANY TS-STS-MILLTOWN PRIVATE XING	12.43 12.43	A/P	OUT-STD	
014428	07/08/14 9912109932	CANADIAN SPRINGS PS-RCMP-WATER	26.99 26.99	A/P	OUT-STD	
014429	07/08/14 2822 2825	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANTTORIAL- MAY PS-RMCP-JANITORIAL-MAY	186.45 1073.50 1259.95	A/P	OUT-STD	
014431	07/08/14 2-1697824 2-1699720	COX ELECTRONICS & COMMUNICATIONS PM-OFFICE-INSTALL OFFICE WITH PM-OFFICE-MONTOR	50.79 169.44 220.23	A/P	OUT-STD	
014432	07/08/14 150944 151002 151025 151029	DAVIS FUELS LTD. TS/PS-199 UNION ST.HEATING FUE TS/PS-199 UNION ST HEATING FUE TS/PS-199 UNION ST HEATING FUE TS/PS-199 UNION ST-HEATING FUE	788.62 884.07 625.10 499.83 2797.62	A/P	OUT-STD	
014433	07/08/14 02	DONALD NOFTELL GG-CIVIC-LIVE TRAP SETTING	200.00 200.00	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
014434	07/08/14 JUNE20/14	DOW JENNIFER RC-HORT-FLOWER SUPPLIES	102.27 102.27	A/P	OUT-STD	
014435	07/08/14 909	EAST COAST AIR PM-TOURISTBUREAU-HEAT PUMP REP	97.29 97.29	A/P	OUT-STD	
014436	07/08/14 527	FRANK G GODSOE CHARTERED ACCOUNTANT GG-TREASURY-ACCOUNTING SUPPORT	394.37 394.37	A/P	OUT-STD	
014437	07/08/14 14-085	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-JUN 15-28 FEES	1209.10 1209.10	A/P	OUT-STD	
014438	07/08/14 JUNE18/14	Jason St. Peter PS-FIRE-FIRE INVESTIGATOR CRSE	89.46 89.46	A/P	OUT-STD	
014439	07/08/14 JUNE16/14	JODI ST PETER PS-FIRE-NBAFPO CONFERENCE	35.31 35.31	A/P	OUT-STD	
014440	07/08/14 696610 709890	KENT BUILDING SUPPLIES PM-TOURISTBUREAU-CEILING REPAI CC-BUILDING-BATTERIES, WORKLIG	122.31 228.92 351.23	A/P	OUT-STD	
014441	07/08/14 34284	L.E.WHITTAKER CO., LTD. PS-FIRE-EXTINGUISHER TESTING	386.88 386.88	A/P	OUT-STD	
014442	07/08/14 323727 323733 323735	LASTING LEGACY CARPENTRY PM-TOURISTBUREAU-PAINTED CEILI PM-TOURISTBUREAU-EXTERIOR PAIN PM-TOURISTBUREAU-ROOF&CHIMNEY	706.25 1582.00 1578.61 3866.86	A/P	OUT-STD	
014443	07/08/14 2013-181 2013-426 2013-436 2014-58	LIFESAVING SOCIETY - NB Branch RC-MILLPOOL-FIRST AID MANUAL RC-MILLPOOL-STARS, MEDALLIONS, RC-MILLPOOL-ALERT MANUAL RC/CC-ALLIAITE FEE, SWIM FOR L	51.98 -185.00 50.07 222.05 139.10	A/P	OUT-STD	
014444	07/08/14 14-086	MANZER YOUNG PS-BYLAW-JUNE 15-28/14 FEE	514.15 514.15	A/P	OUT-STD	
014445	07/08/14 2014009853	MCINNES COOPER GG-LEGAL-RFP	282.50 282.50	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
014446	07/08/14 09370859	MIDLAND COURIER PS-FIRE-TO ATLANTIC BUNKER GEA	34.64 34.64	A/P	OUT-STD	
014447	07/08/14 WEEK28/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUL12-18	209.30 209.30	A/P	OUT-STD	
014448	07/08/14 305866	NEW SYSTEM LAUNDRY & CLEANERS LTD. PS-RCMP-FLOOR MATS	45.92 45.92	A/P	OUT-STD	
014449	07/08/14 25377	ORCHARD'S PAINT & PAPER LTD. PM-LIBRARY-PAINT	139.95 139.95	A/P	OUT-STD	
014450	07/08/14 1385 1398 1400 1413	ORR ELECTRIC & ALARM LTD. PM-TOURISTBUREAU-LIGHTING REPA CB-HAIRSALOON-LIGHTING REPAIRS RC-MILLPOOL-LIGHTING REPAIR TS-STS-LIGHTING REPAIR	2384.50 819.52 597.49 229.96 4031.47	A/P	OUT-STD	
014451	07/08/14 21327473	PITNEY WORKS GG/RC/PS-POSTAGE METER REFILL	185.83 185.83	A/P	OUT-STD	
014452	07/08/14 2520434	R.NICHOLLS DISTRIBUTORS INC. PS-FIRE-CLOTHING ALLOW	704.47 704.47	A/P	OUT-STD	
014453	07/08/14 156336-157689*	REGIONAL SERVICE COMMISSION 10 GG-TOWN-REGIONAL LANDFILL CONT	9381.75 9381.75	A/P	OUT-STD	
014454	07/08/14 JUNE15/14	RICHARDSON JOSEPH PS-FIRE-FIRE INVESTIGATOR CRSE	116.86 116.86	A/P	OUT-STD	
014455	07/08/14 JUNE05/14	SHANNON GULLISON RC-MILLPOOL-TRAINING SUPPLIES	74.44 74.44	A/P	OUT-STD	
014456	07/08/14 2422332	SOS MARKETING PS-FIRE-BUSINESS CARD MAGNETS	401.15 401.15	A/P	OUT-STD	
014458	07/08/14 151032 151036 151260	SOUTHERN SANITATION LTD. GG-TOWN-GARBAGE COLLECTION CB-BUILDING-GARBAGE COLLECTION CC-BUILDING-GARBAGE COLLECTION	8859.01 216.42 216.42 9291.85	A/P	OUT-STD	
014459	07/08/14	SUMMERTIME FOOD EQUIPMENT LTD.				

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
	103824SFE	CC-BUILDING-FREEZER, DISHWASHE	13214.22			
			13214.22	A/P	OUT-STD	
014460	07/08/14	SOURCE ONE SUPPLIES				
	5825	RC-PARKS-BOL-GENIE,BATH TISSUE	154.61			
	5982	PS-FIRE-SAFETY GLASSES	67.24			
	5983	PS-FIRE-LAUNDRY DETERGENT	52.12			
			273.97	A/P	OUT-STD	
014461	07/08/14	UNITED RENTALS OF CANADA, INC.				
	GENERATOR RENT	PS-FIRE-EMERG GENERATOR RENTAL	4002.62			
			4002.62	A/P	OUT-STD	
014462	07/09/14	BEACH DAVID				
	JULY07/14	TS-#6-DIESEL TO BRING BACK VEH	100.00			
			100.00	A/P	OUT-STD	
014463	07/09/14	IRVING ENERGY DISTRIBUTION AND MARK				
	340823	TS-ST8-DIESEL	2862.52			
			2862.52	A/P	OUT-STD	
014464	07/09/14	PAYROLL TRANSFER				
	WEEK28/14	GG-TRANSFER-JUN 29-JUL 10	64770.75			
			64770.75	A/P	OUT-STD	
014465	07/09/14	PETTY CASH				
	JUNE05/14	PS-BUILDINSPECT-REGISTERED LET	11.13			
	JUNE06/14	CC-OFFICE-THANK YOU CARDS, DIV	9.30			
	JUNE08/14	GG-TOWNHALL-KITCHEN SUPPLIES	12.99			
	JUNE17/14	GG-CIVIC-MAILED TOWN BROCHURES	10.93			
	JUNE26/14	TS-#7-REPLACE LICENSE PLATES	50.00			
			94.35	A/P	OUT-STD	
014466	07/09/14	RECEIVER GENERAL FOR CANADA				
	WEEK28/14	GG-REMITTANCE-JUN 27-JUL 10	30276.67			
			30276.67	A/P	OUT-STD	
014467	07/09/14	RICHARDSON JEFF				
	JUNE11/14	PS-FIRE-MONCTON RCMP FUNERALS	160.00			
			160.00	A/P	OUT-STD	
014468	07/09/14	SHANNON MICHAEL				
	657234	PS-ANMLCNTRL-KENNEL FEES-JUN	226.00			
	WEEK28/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK28/14	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			591.44	A/P	OUT-STD	
014469	07/15/14	ARMSTRONG'S COMMUNICATION LTD.				
	240284	RC-MILLPOOL-ALARM SYSTEM MONIT	94.92			
			94.92	A/P	OUT-STD	
014470	07/15/14	ATLANTIC TRACTORS & EQUIPMENT LTD.				
	9010510590	TS-#13-THUMB AR	3305.25			
			3305.25	A/P	OUT-STD	

Town of St. Stephen
 BNKI General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
014471	07/15/14 50249307	BRAEMAR PEST CONTROL SERVICES PM-LIBRARY-PEST CONTROL	226.00 226.00			
014473	07/15/14	CANADIAN TIRE		A/P	OUT-STD	
	N15356226	RC-PARKS-TIRES	172.87			
	N15356278	RC-HORT-GLOVES	33.87			
	N15356288	RC-MILL POOL- QUICK CEMENT, SC	47.41			
	N15356292	TS-SHOP-CHAIN & LINKS	37.79			
	N15356297	RC-HORT-YW R-TRIG B-PAT	18.07			
	N15356298	PS-FIRE-LAMPS	18.06			
	N15427017	RC-HORT-PAINT SUPPLIES	47.43			
	N15427033	RC-PARKS-TOOL SET	101.69			
	N15427036	TS-SHOP-PICK AXE,LOCKS	64.39			
	N15427094	RC-HORT-SAW,STRAPS	61.01			
	N15427109	TS-SHOP-LOCK	18.07			
	N15427121	RC-PARKS-BUG SPRAY, STOPFLOW	55.43			
	N15427123	RC-MILLPOOL-POOL CLEANER	143.49			
	N15427124	RC-MILLPOOL-POOL CHEMICALS	141.22			
	N15427127	TS-SHOP-FLASH LIGHT, BATTERIES	53.08			
	N15427132	RC-PARKS-TENT PEGS	22.55			
	N15427136	PS-FIRE-PAINT, BRUSH	39.54			
	N15427162	TS-SHOP-BROOMS	79.08			
	N15427163	TS-SHOP-JUMBO SEAL BUG REPEL	35.90			
	N15427176	TS-SHOP-TEFLON TAPE	6.75			
	N15427602	TS-SHOP-DEEP WOODS	11.29			
	N15427605	RC-PARKS-BATTERIES,TENT PEGS	38.13			
	N15427615	RC-PARKS-HOSE,EXTENSION CORD	59.84			
			1306.96	A/P	OUT-STD	
014474	07/15/14 IN059380	CANADIAN RED CROSS RC-MILLPOOL-WATER SAFETY RENEW	100.00 100.00			
014475	07/15/14 9912046383	CANADIAN SPRINGS PS-FIRE-WATER	127.20 127.20	A/P	OUT-STD	
014476	07/15/14 147654 147662	CLARK BREWER CB-BASEMENT-DOOR OPENER CB-BASEMENT-OVERHEAD DOOR REPA	661.05 67.80 728.85	A/P	OUT-STD	
014477	07/15/14 120422*	CONTROLS & EQUIPMENT LTD. PS-FIRE-SEMI-ANNUAL SERVICE MA	760.49 760.49	A/P	OUT-STD	
014478	07/15/14	COX ELECTRONICS & COMMUNICATIONS				

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 7

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2-1701188	TS-AIRPORT-TROUBLE SHOOT INTER	163.30			
	2-1701200	PM-OFFICE-LAPTOP MOUNT	225.94			
			389.24	A/P	OUT-STD	
014479	07/15/14	DEMPSEY'S PLUMBING & HEATING				
	522	RC-LEGION FIELD-BATHROOMS	93.23			
	523	RC-MILLPOOL-LEAK REPAIRS	62.15			
	524	RC-PARKS-SPLASH PAD REPAIR	329.96			
			485.34	A/P	OUT-STD	
014480	07/15/14	DIANE GANONG				
	MAY15/14	CC-KITCHEN-GAS STOVE, GAS GRIL	3500.00			
			3500.00	A/P	OUT-STD	
014481	07/15/14	DISCOVERY MAP 2014				
	14094	CC-ADVERTISEMENT-DISCOVERY MAP	440.70			
			440.70	A/P	OUT-STD	
014482	07/15/14	DONALD NOFTELL				
	03	GG-CIVIC CENTER-LIVE TRAPS	200.00			
	04	GG-CIVIC CENTER-LIVE TRAPS	200.00			
	05	GG-CIVIC CENTER- LIVE TRAPS	200.00			
	06	GG-CIVIC CENTER-LIVE TRAPS	200.00			
			800.00	A/P	OUT-STD	
014483	07/15/14	FERO WASTE & RECYCLING INC.				
	889778	GG-TOWN-GARBAGE COLLECTION	4917.50			
			4917.50	A/P	OUT-STD	
014484	07/15/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-095	PS-BUILDINSPECT-JUN29-JUL12 FE	854.28			
			854.28	A/P	OUT-STD	
014485	07/15/14	GREENLAW'S GARAGE LTD.				
	8785	PS-BY LAW VEHICLE-SWAY BAR LIN	543.22			
			543.22	A/P	OUT-STD	
014486	07/15/14	HOVEY'S HUSKY SALES & SERVICE				
	7433	RC-PARKS-PUSH MOWER	642.97			
	7434	RC-PARKS-GRASS TRIMMER	179.67			
			822.64	A/P	OUT-STD	
014487	07/15/14	IRVING ENERGY DISTRIBUTION AND MARK				
	137470	TS-STS-DIESEL	1424.46			
			1424.46	A/P	OUT-STD	
014488	07/15/14	KEITH'S BUILDING SUPPLIES				
	131817	TS-SHOP-PLYWOOD	44.01			
			44.01	A/P	OUT-STD	
014489	07/15/14	KEM CANADA MFG				
	97928	TS-SHOP-HAND CLEANSER	141.48			
			141.48	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 8

Number	Issued	Recipient	Amount	SC	Status	StatDate
014490	07/15/14	KENT BUILDING SUPPLIES				
	730041	PM-TOURISTBUREAU-HOSE, STRIP	105.06			
	733364	TS-SHOP-HINGES/BLACK OFFSET	7.33			
			112.39	A/P	OUT-STD	
014491	07/15/14	KONICA MINOLTA				
	5153039	GG-TOWNHALL-COPIER LEASE-JULY	141.81			
	5164231	GG-TOWNHALL-COPIER LEASE-AUG	135.51			
			277.32	A/P	OUT-STD	
014492	07/15/14	LINDE CANADA LTEE, M2193				
	49905137	TS-SHOP-ACETYLENE	24.52			
			24.52	A/P	OUT-STD	
014493	07/15/14	LSW WEAR PARTS LTD.				
	39275	TS-ST5-STREET & SWEEPERS-POLY	401.15			
			401.15	A/P	OUT-STD	
014494	07/15/14	MANZER YOUNG				
	14-096	PS-BYLAW-JUN 29-JUL12 FEE	638.45			
			638.45	A/P	OUT-STD	
014495	07/15/14	MCINNES COOPER				
	2014011526	GG-LEGAL-CONTACT	2224.97			
	2014012073	GG-LEGAL-GENERAL	426.01			
	2014012305	GG-LEGAL-CC CONTRACTS	56.50			
	2014013021	GG-LEGAL-WORK ORDER	1191.33			
	2014013030	GG-LEGAL-CONTRACT	5159.58			
			9058.39	A/P	OUT-STD	
014496	07/15/14	MINISTER OF FINANCE				
	WEEK29/14	EMPLOYEE DEDUCTIONS-JUL19-25	209.30			
			209.30	A/P	OUT-STD	
014497	07/15/14	MSC INDUSTRIAL SUPPLY ULC				
	6592850001	TS-SHOP-CAP SCREWS,MALE AIR BR	243.22			
			243.22	A/P	OUT-STD	
014498	07/15/14	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	308161	GG-TOWN-FLOOR MATS	93.70			
			93.70	A/P	OUT-STD	
014499	07/15/14	ORCHARD'S PAINT & PAPER LTD.				
	25475	TS-ST5-STREETS TRAFFIC PAINT	2562.84			
			2562.84	A/P	OUT-STD	
014500	07/15/14	ORR ELECTRIC & ALARM LTD.				
	1366	TS-ST5-STREET LIGHTS REPAIR	3072.04			
	1412	RC-SPLASH PAD-TIME CLOCK	165.55			
			3237.59	A/P	OUT-STD	
014501	07/15/14	RANDY'S TOWING				
	610	TS-ST5-MOVE SWEEPER	113.00			
			113.00	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 9

Number	Issued	Recipient	Amount	SC	Status	StatDate
014502	07/15/14 2014-197	RECEATION NEW BRUNSWICK RC-MILLPOOL-POOL LOG BOOK	83.35 83.35			
014503	07/15/14 2014-03	REGIONAL SERVICE COMMISSION 10 GG-CIVIC-REGIONAL PLANNING SER	2525.75 2525.75	A/P	OUT-STD	
014504	07/15/14 9320	REID & ASSOCIATES SPECIALTY ADVERTI GG-CIVIC-TOWN ADVERTISEMENT	841.85 841.85	A/P	OUT-STD	
014505	07/15/14 JUNE 04, 2014	RICHARD PIERCE LTD. RC-WATER PARK-BACK FLOW PRECEN	45.20 45.20	A/P	OUT-STD	
014506	07/15/14 52808 52899	S'AUNDERS EQUIPMENT LTD. TS-#21-OUTSIDE MIRROR TS-#22-PARKER HYD. MOTOR, QC S	239.87 1735.63 1975.50	A/P	OUT-STD	
014507	07/15/14 40207	SOJOURN ENTERPRISES LIMITED TS-STS-STREET SIGNS	503.11 503.11	A/P	OUT-STD	
014508	07/15/14 5761 5871 5993	SOURCE ONE SUPPLIES PM-LIBRARY-PAPER TOWEL,BATH TI GG-OLD TOWN HALL-CLEAN UP SUPP RC-MILLPOOL-PAPER TOWEL,GARBAG	225.48 199.43 365.52 790.43	A/P	OUT-STD	
014509	07/15/14 1834904 1857783 1859240 1860950	SOURCE ATLANTIC TS-SHOP-ALUM MIG SPOOL, ROD TS-SHOP-TAPERED BROOM HANDLE TS-SHOP-BUNA ORINGS TS-#21-STANDARD DUTY INSERT	-45.20 14.20 1.02 54.10 24.12	A/P	OUT-STD	
014510	07/15/14 5-83-14	SOUTHWEST CONCRETE & CONS LTD RC-MILLPOOL-CONCRETE	289.28 289.28	A/P	OUT-STD	
014511	07/15/14 151033 151194	SOUTHERN SANITATION LTD. GG-TOWN-GARBAGE COLLECTION TS-AIRPORT-GARBAGE COLLECTION	8859.01 32.21 8891.22	A/P	OUT-STD	
014512	07/15/14 20500 20527	ST. CROIX PRINTING & PUBLISHING COM GG-TOWN-PURCHASE ORDERS GG-TOWN-NO.10 ENVELOPES	223.14 109.49 332.63	A/P	OUT-STD	
014513	07/15/14	ST. STEPHEN GUARDIAN				

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 10

Number	Issued	Recipient	Amount	SC	Status	StatDate
	JUNE 05,2014	RC-PARKS-GLOVES	13.42			
			13.42	A/P	OUT-STD	
014514	07/15/14	WORLDLYNX				
	13048IN22039	PM-CELL PHONE-CAR CHARGER	39.54			
			39.54	A/P	OUT-STD	
014515	07/15/14	YELLOW PAGES GROUP				
	14-8616919	GG-TOWN-911 LISTING-JUN	9.32			
			9.32	A/P	OUT-STD	
014516	07/17/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	JUL14/14	GG-RENTUMS-JUL 24-AUG 23/14	1640.74			
			1640.74	A/P	OUT-STD	
014517	07/17/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	JUL14/14*	GG-PREMIUMS-JUL 24-AUG 23/14	1119.43			
			1119.43	A/P	OUT-STD	
014518	07/17/14	SHANNON MICHAEL				
	WEEK29/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK29/14	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014519	07/24/14	ARSENEAULT, CLARISSA				
	JULY18/14	CC-TRAINING-COMPUTER BOOKING P	35.00			
			35.00	A/P	OUT-STD	
014520	07/24/14	BELL ALIANT				
	06336721JUN14	TS-AIRPORT-TELEPHONE	129.17			
			129.17	A/P	OUT-STD	
014521	07/24/14	CNH CAPITAL T4112				
	IN73423A	TS-#16-BUSHING	30.59			
	IN73567	TS-#16-SWITCH,RESISTOR,FLUID	576.57			
	IN73845	TS-#11-RJM	394.28			
			1001.44	A/P	OUT-STD	
014522	07/24/14	DOT LARSEN				
	JUNE 23, 2014	PS-XINGGUARD-CLOTHING ALLOW	63.69			
			63.69	A/P	OUT-STD	
014523	07/24/14	FRANK G GODSOE CHARTERED ACCOUNTANT				
	545	GG-TOWNHALL-RECEPTION SUPPORT	646.36			
	546	GG-TREASURY-ACCOUNTING SUPPORT	393.24			
			1039.60	A/P	OUT-STD	
014524	07/24/14	IPECC PROJECT MANAGEMENT INC.				
	38-001-1	CC-BUILDING-FIRE SAFETY PLANS	6826.34			
			6826.34	A/P	OUT-STD	
014525	07/24/14	IRVING ENERGY DISTRIBUTION AND MARK				
	230861	TS-STS-DIESEL	1273.65			
			1273.65	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 11

Number	Issued	Recipient	Amount	SC	Status	StatDate
014526	07/24/14 97697	KEM CANADA MFG CC-RINKKITCHEN-SETUP CHEMICALS	690.16 690.16			
				A/P	OUT-STD	
014527	07/24/14 AUGUST01/14 AUGUST01/14*	MEDAVIE BLUE CROSS GG-HEALTH&DENTALPREMIUMS-MANAG GG-HEALTH&DENTALPREMIUMS-UNION	5633.76 8217.40 13851.16			
				A/P	OUT-STD	
014528	07/24/14 WEEK30/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUL26-AUG1	209.30 209.30			
				A/P	OUT-STD	
014529	07/24/14 11368891JUN14 11378668JUN14 11395944JUN14 15772965JUN14 46435731JUN14	MINISTER OF FINANCE GG/CC-TOWNHALL-TELEPHONES PS/TS-199UNIONST-TELEPHONES TS/PS-199UNIONST-TELEPHONES RC-REC/POOLS-TELEPHONES RC-PARKS-CHOC PARK CAMERAS	1272.75 358.82 919.65 346.22 77.91 2975.35			
				A/P	OUT-STD	
014530	07/24/14 JULY03/14 JULY13/14 JUNE25/14	O'CONNELL MIKE RC-RECDIR-JUNE MILEAGE RC-TENNISCAMP-SUPPLIES RC-RECDIR-MAY MILEAGE	384.00 64.89 362.00 810.89			
				A/P	OUT-STD	
014531	07/24/14 IN027315	OK TIRE & AUTO SERVICE PS-#203-BALANCE BEADS	56.50 56.50			
				A/P	OUT-STD	
014532	07/24/14 WEEK30/14	PAYROLL TRANSFER GG-TRANSFER-JUL 11 - JUL 24/14	68876.60 68876.60			
				A/P	OUT-STD	
014533	07/24/14 WEEK30/14	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-JUL 11-24/14	31154.12 31154.12			
				A/P	OUT-STD	
014534	07/24/14 JULY08/14 JULY14/14	RICHARDSON JEFF PS-FIRE-RETIREMENT, FLOOD PS-FIRE-FORMER CHIEF FUNERAL E	400.23 341.80 742.03			
				A/P	OUT-STD	
014535	07/24/14 JULY10/14	SAM BACKMAN RC-MILLPOOL-SWIM TEAM RIBBONS	113.00 113.00			
				A/P	OUT-STD	
014537	07/24/14 WEEK30/14 WEEK30/14	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44			
				A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 12

Number	Issued	Recipient	Amount	SC	Status	StatDate
014538	07/24/14 JUNE17/14	SHAWNA LAMBERT RC-MILLPOOL-SWIM TEAM REFUND	45.00			
			45.00	A/P	OUT-STD	
014539	07/24/14 100605SFE 103984SFE	SUMMERTIME FOOD EQUIPMENT LTD. CC-KITCHEN-HEATED BANQUET, COV CC-KITCHEN-ICE MAKER, SINK	23714.31 4130.15			
			27844.46	A/P	OUT-STD	
014540	07/24/14 SGM5453	THE MINISTER OF FINANCE PS-RCMP-APR-JUN SERVICE	254654.25			
			254654.25	A/P	OUT-STD	
014541	07/24/14 099929	ULTRA ALARM SERVICES CC-BUILDING-ALARM SERVICES	311.88			
			311.88	A/P	OUT-STD	
014544	07/24/14	N. B. ELECTRIC POWER				
	10126106JUL14	TS-KINGSTHCHOOL-XING LIGHTS	24.13			
	17915909JUL14	RC-POOL-SCHOOL ST	119.97			
	17935200JUL14	TS-KING/UNIONST-TRAFFIC LIGHTS	35.67			
	18169205JUL14	RC-POOL-MILL LANE	2225.15			
	18988703JUL14	TS/PS-199UNIONST-ELECTRICITY	1169.24			
	19051703JUL14	TS-AIRPORT-ELECTRICITY	141.85			
	19051801JUL14	TS-AIRPORT-ELECTRICITY	40.13			
	216030308JUL14	TS-STS-AREA LIGHTS	10699.65			
	50660140JUL14	RC-PARKS-ROTARY CHANGING ROOMS	24.26			
	54253127JUL14	CC-BUILDING-ELECTRICITY	1462.11			
	54653258JUL14	TS-KING/SUPERSTORE-TRAFFIC LIG	60.30			
	55160607JUL14	RC-COTTONMILL-LIGHTS	41.37			
	55471834JUL14	TS/PS-220UNIONST-ELECTRICITY	168.79			
	57579341JUL14	CB-EMPTYSTORE/HAIRDRESSER-ELEC	443.80			
	57955755JUL14	CB-ACTHEAT/HOUSE-ELECTRICITY	341.64			
	57955773JUL14	CB-PHARMACY/BIGAREA-ELECTRICT	179.92			
	57955780JUL14	CB-FORMERCCT-ELECTRICITY	92.29			
	57955791JUL14	CB-UPSTAIRSOFFICE-ELECTRICITY	86.03			
	57955808JUL14	CB-ACUNIT&HOUSE-ELECTRICITY	65.86			
	57955826JUL14	CB-SELFCONTAINEDLIGHT-ELECTRIC	99.20			
	71315207JUL14	PS-RCMP-ELECTRICITY	877.56			
	72924306JUL14	RC-PARKS-BANDSTAND	40.13			
	72924306JUN14	RC-PARKS-BANDSTAND	-19.41			
	73006038JUL14	RC-LIBRARY-ELECTRICITY	1170.69			
	82122207JUL14	RC-PARKS-BASKETBALL COURT	50.42			
	83278804JUL14	TS-STS-PARKS SHED	25.80			
	84960501JUL14	RC-PARKS-RIVERSIDE DR LIGHTS	24.13			
			19690.68	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 13

Number	Issued	Recipient	Amount	SC	Status	StatDate
014545	07/24/14 JUNE19, 2014	N.B.A.F.C. GUIDE PS-FIRE-CHILDREN'S FIRE SAFETY	295.00 295.00			
014546	07/29/14 228812	SPARTAN ATHLETIC PRODUCTS LIMITED CC-GYM-FITNESS EQUIPMENT	96842.31 96842.31	A/P	OUT-STD	
014547	07/31/14 55593896	AIR LIQUIDE CANADA TS-SHOP-CYLINDER GAS	4.18 4.18	A/P	OUT-STD	
014548	07/31/14 2707853	ATLANTIC GYM & SPORTS RC-FIELDS-WHITE GRASS PAINT	372.34 372.34	A/P	OUT-STD	
014549	07/31/14 0859	BORDER FIRE & RES-Q PS-FIRE-FIREMANS PRAYER FRAMED	73.45 73.45	A/P	OUT-STD	
014550	07/31/14 IN17140 IN17141	BRUNET GG-SERVER-VIRUS PROTECT RENEW GG-SERVER-POWER SUPPLY	932.25 146.90 1079.15	A/P	OUT-STD	
014551	07/31/14 1446018	BRUNSWICK NEWS INC PS-FIRE-CANADA DAY SS	175.15 175.15	A/P	OUT-STD	
014553	07/31/14 N15356283 N15356308 N15356332 N15356335 N15356338 N1542196 N15427133 N15427609 N15427613 N15427618 N15427631 N15427632 N15427638 N15427639 N15427642 N15427650 N15427651 N15427671 N15427672	CANADIAN TIRE TS-ST5-QUICK LINK SHACKLE CHAI RC-PARKS-COGLAHNS SKEWER RC-HORT-HOSE CONNECTOR RC-PARKS-TOOL BOX RC-PARKS-REPLACEMENT NET,SUPPL RC-MILLPOOL-LOCKS RC-PARKS-SUPPLIES RC-PARKS-RAKE, SUPPLIES RC-PARKS-BOOTS, DECK BOX RC-MILLPOO-POOL CHEMICALS RC-PARKS-ZIP TIES PS-FIRE-HOSE REPAIR KIT TS-SHOP-VALVE TOOL RC-MILLPOOL-AQUA CHECK,BUNGEE RC-PARKS-STORAGE TOTES TS-SHOP-MC 18V NICAD DR,ROPE RC-PARKS-PUSH BROOM PS-FIRE-SPRAY PS-FIRE-CLEANING PRODUCTS	16.67 5.64 22.58 64.82 57.43 27.09 109.81 77.35 175.13 38.37 33.93 12.51 13.54 22.57 73.40 177.40 67.78 27.18 13.56			

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 14

Number	Issued	Recipient	Amount	SC	Status	StatDate
	N15427679	TS-ST5-NUT DRIVER	9.48			
	N15427683	RC-PARKS-HOSE CONNECTOR	5.64			
	N15427688	RC-PARKS-GARBAGE CAN	14.69			
	N15427758	RC-HORT-SPRINKLER	24.75			
			1091.32	A/P	OUT-STD	
014554	07/31/14	CANADIAN SPRINGS				
	9912311265	RC-MILLTOWN-WATER	32.04			
	9912321310	PS-FIRE-WATER	159.60			
			191.64	A/P	OUT-STD	
014555	07/31/14	CARQUEST				
	14838-3259	TS-SHOP-WELDING RODS	22.83			
	14838-5586	TS-AIRPORT TRACTOR-OIL FILTER	11.81			
	14838-6448	TS-#7-BULBS	4.51			
			39.15	A/P	OUT-STD	
014556	07/31/14	CHARLOTTE COUNTY JANITORIAL				
	2851	PS-RCMP-JANITORIALSERVICES-JUN	1142.36			
			1142.36	A/P	OUT-STD	
014557	07/31/14	CHOCOLATE PEST INC.				
	GRANT 2014	GG-CIVIC-GRANT 2014	1500.00			
			1500.00	A/P	OUT-STD	
014558	07/31/14	CODE 4 FIRE & RESCUE INC.				
	202502	PS-FIRE-JAWS OF LIFE MAINTENAN	740.15			
			740.15	A/P	OUT-STD	
014559	07/31/14	COX ELECTRONICS & COMMUNICATIONS				
	2-1703133	PS-FIRE-PAGERS	1197.69			
			1197.69	A/P	OUT-STD	
014561	07/31/14	CREIGHTON-CARTER LTD.				
	961-344039	TS-#22-CORE DEPOSIT, SERVICE L	-73.52			
	961-344042	TS-SHOP-T-SHIRT WIPERS	26.07			
	961-344083	TS-SHOP-DESICCANT SNAKE,FILTER	127.66			
	961-344354	TS-#13-FITTING,HYDRAULIC HOSE,	93.11			
	961-344821	TS-#16-HYD FITTING, HOSE, INST	42.08			
	961-345632	TS-AIRPORT TRACTOR-GTX 20W50 O	30.20			
	961-345697	PS-FIRE-CORE DEPOSIT, STOPLIGH	140.46			
	961-345761	TS-AIRPORT TRACTOR-30 HD OIL,	14.85			
	961-345820	RC-PARKS-SAND	14.78			
	961-345867	PS-#200-STARTER	235.67			
	961-345872	PS-FIRE-POWER STEERING STOP L	13.10			
	961-345897	TS-#21-FITTING,HYD HOSE,INST.	135.35			
	961-345935	TS-#21-MICRO-V BELT	59.49			
	961-346213	TS-#5-ADAPTER 6PI-CAP	11.63			
	961-346269	RC-MILLPOOL-SAND	29.56			

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 15

Number	Issued	Recipient	Amount	SC	Status	StatDate
	961-346297	TS-SHOP-NAPA OIL ABSORBANT	26.26			
	961-346499	TS-#6-ADAPTER 6MJ-PLUGS	6.01			
	961-346569	TS-SHOP-O-RINGS	5.67			
	961-346621	TS-#6-ADAPTER 6MJ-PLUG	11.85			
			950.28	A/P	OUT-STD	
014562	07/31/14	CYCLE WORKS				
	16865	PS-FIRE-FUEL TANK,TAP O RING	351.56			
			351.56	A/P	OUT-STD	
014563	07/31/14	DAVIS FUELS LTD.				
	151041	TS/PS-199 UNION ST-HEATING FUE	412.39			
	340343	TS-SHOP-ULTRALUBE ATF	244.95			
	340347	RC-LAWN MOWER-SUPREME 20W50	92.11			
			749.45	A/P	OUT-STD	
014564	07/31/14	DILLON CONSULTING LIMITED				
	121232	GG-TOWN ZONING- CONNECTED MAPS	280.69			
			280.69	A/P	OUT-STD	
014565	07/31/14	EAST COAST AIR				
	920	PS-RMCP-HEAT PUMP SERVICE CALL	96.05			
			96.05	A/P	OUT-STD	
014566	07/31/14	FOUR SEASONS SPORTS LTD.				
	11303	TS-ST5-LINE PAINTING	8131.33			
			8131.33	A/P	OUT-STD	
014567	07/31/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-102	PS-BUILDINSPECT-JUN13-JUL26 FE	1568.86			
			1568.86	A/P	OUT-STD	
014568	07/31/14	GANONG BROS. LIMITED				
	GRANT 2014	GG-CIVIC-GRANT 2014	10000.00			
			10000.00	A/P	OUT-STD	
014569	07/31/14	GULLISON'S COURIER SERVICE				
	687008	TS-ST5-TO A TO Z RENTAL FR/ TO	39.55			
	687036	TS-SHOP-TO TOWN FR/ A TO Z REN	67.80			
	687054	TS-SHOP-TO TOWN FR/ RICHWIL	28.25			
	873010	TS-SHOP-TO TOWN FR/CASE EQUIP	28.25			
	873027	TS-SHOP-TO TOWN FR/ CASE EQUIP	56.50			
	873109	TS-SHOP-TO TOWN FR/LSW	45.20			
	873134	TS-#22-TO TOWN FR/SAUNDERS	28.25			
	873156	TS-#11-TO TOWN FR/CASE EQUIP	39.55			
	873177	TS-SHOP-TO TOWN FR/ LSW	45.20			
			378.55	A/P	OUT-STD	
014570	07/31/14	KEITH'S BUILDING SUPPLIES				
	132382	TS-SHOP-SPRUCE, NAILS	21.33			
			21.33	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 16

Number	Issued	Recipient	Amount	SC	Status	StatDate
014573	07/31/14	KENT BUILDING SUPPLIES				
	689481	PM-LIBRARY-DOOR KNOB REPLACEME	98.90			
	693832	CB-UPPEROFFICE-CEILING REPAIR	154.57			
	693955	PM-LIBRARY-CEILING TILES	26.26			
	695138	PM-LIBRARY-FLOOR & CEILING TIL	51.47			
	701620	RC-PARKS-DROPSHEET,TRAY LINER,	94.51			
	701902	RC-PARKS-PLYWOOD	53.62			
	702618	RC-PARKS-HAND SANDER,PREM ALUM	33.80			
	703131	PM-RCMP-ROOF GUTTER REPAIR	96.32			
	703434	RC-PARKS-BITS	29.73			
	703529	RC-PARKS-#3PK LINT FREE REFILL	25.20			
	703924	RC-PARKS-FLOODSAFE TOILET CONE	47.70			
	705533	RC-PARKS-WASHER,BOLTS,SCRAPER	24.54			
	706211	RC-HORT-SHAKE N FEED	78.77			
	708061	RC-HORT-LAWN RAKES,BOWRAKES	127.61			
	708281	RC-HORT-LAWN RAKE	21.01			
	709639	CC-BUILDING-HARD HATS	178.61			
	711370	PS-RCMP-SHELVING, PLYWOOD, PAI	47.96			
	711730	PM-TOURISTBUREAU-CARPET REPAIR	90.04			
	712481	RC-HORT-ANNUALS	42.41			
	713007	RC-HORT-PERENNIALS	9.11			
	716821	RC-POOLS-DRYWALL	7.24			
	717134	RC-PARKS-PAVERS	4.60			
	719704	PS-RCMP-HOLES IN WALLS REPAIRS	8.40			
	720643	RC-HORT-TROWEL	7.35			
	721057	RC-PARKS-HOSE,FRONT TRIGGER,LU	85.29			
	723370	RC-POOLS-CLOTHES HOOKS,PAINT	42.84			
	723508	PM-LIBRARY-OUTDOOR CORD	17.85			
	724182	CC-BUILDING-LOCKS, SIGNS ON DO	53.62			
	725063	RC-PARKS-KEYS	8.49			
	726277	PM-TOURISTBUREAU-DOOR CLOSER	82.48			
			1650.30	A/P	OUT-STD	
014574	07/31/14	KONICA MINOLTA BUSINESS SOLUTIONS (
	229560121	GG-TOWNHALL-COPIER CHARGES-JUN	171.99			
			171.99	A/P	OUT-STD	
014575	07/31/14	LASTING LEGACY CARPENTRY				
	323743	PM-TOURISTBUREAU-WINDOW REPAIR	452.00			
			452.00	A/P	OUT-STD	
014576	07/31/14	LIFESAIVING SOCIETY - NB Branch				
	2014-279	RC-MILLPOOL-FIRST AID SUPPLIES	683.91			
	2014-286	RC-MILLPOOL-SWIM INSTRUCTOR EX	240.00			
			923.91	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 17

Number	Issued	Recipient	Amount	SC	Status	StatDate
014577	07/31/14	LSW WEAR PARTS LTD.				
	39307*	TS-STREET SWEEPERS-POLY ZZ CON	401.15			
	39376	TS-STREET SWEEPERS-POLY ZZ CON	401.15			
			802.30	A/P	OUT-STD	
014578	07/31/14	MANZER YOUNG				
	14-103	PS-BYLAW-JUNE 13-JUL 26 FEE	435.05			
			435.05	A/P	OUT-STD	
014579	07/31/14	MAYFIELD GARDENS & LANDSCAPE				
	6053	RC-MILLPOOL-1/2 BRICK PAVERS	5.65			
	6058	RC-MILLPOOL-CHLORINE	3000.21			
			3005.86	A/P	OUT-STD	
014580	07/31/14	MINISTER OF FINANCE				
	PID01261049	TS-AIRPORTFACILITIES-172 RTE 1	1622.97			
			1622.97	A/P	OUT-STD	
014581	07/31/14	MINISTER OF FINANCE				
	WEEK31/14	EMPLOYEE DEDUCTIONS-AUG 2-8	209.30			
			209.30	A/P	OUT-STD	
014582	07/31/14	MURPHY SURVEYS LTD.				
	12034	GG-BUDD AVE-SURVEY PLANS	1158.25			
	14034	GG-BUDD AVE.-SURVEY	1582.00			
			2740.25	A/P	OUT-STD	
014583	07/31/14	N. B. ELECTRIC POWER				
	54187672JUL14	TS-KING/QUEEN-TRAFFIC LIGHTS	34.70			
	55917471JUL14	TS-ST5-WATERFRONT LIGHTS	106.48			
			141.18	A/P	OUT-STD	
014584	07/31/14	NEW BRUNSWICK SPORTS HALL OF FAME				
	14028	CC-ADVERTISEMENT-2014 SOUVENIR	650.00			
			650.00	A/P	OUT-STD	
014585	07/31/14	ORCHARD'S PAINT & PAPER LTD.				
	25818	RC-FOUNTAIN-PAINT	76.77			
	25856	PM-TOURISTBUREAU-PAINT	167.13			
			243.90	A/P	OUT-STD	
014586	07/31/14	ORKIN CANADA CORPORATION				
	IN-5538049	PS-FIRE-PEST CONTROL	117.52			
			117.52	A/P	OUT-STD	
014587	07/31/14	ORR ELECTRIC & ALARM LTD.				
	1080	RC-MILLTOWN PARK-MOVED LIGHT &	54.24			
	1426	RC-PARKS-LIGHT REPAIR	73.45			
			127.69	A/P	OUT-STD	
014588	07/31/14	REGIONAL SERVICE COMMISSION 10				
	157094-158433	GG-TOWN-REGIONAL LANDFILL CONT	9275.25			
			9275.25	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
From: 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 18

Number	Issued	Recipient	Amount	SC	Status	StatDate
014589	07/31/14 JULY28/14	SARAH HEBB CC-POOL-INSTRUCTOR TRAIN CLINI	162.32 162.32			
014590	07/31/14 WEEK31/14 WEEK31/14	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
014591	07/31/14 5750 5778 5965	SOURCE ONE SUPPLIES PM-TOURISTBUREAU-MOP, GARBAGE PM-TOURISTBUREAU-GARBAGE BAGS, TS-SHOP-PAPER TOWEL	447.79 51.89 45.14 544.82	A/P	OUT-STD	
014592	07/31/14 1866077	SOURCE ATLANTIC TS-#22-OIL SEAL	101.47 101.47	A/P	OUT-STD	
014593	07/31/14 151222 151298 151329 151360 151395	SOUTHERN SANITATION LTD. TS/RC-GARBADGE/PARK-GARBAGE CO GG-OLD TOWN HALL-MORE CLEAN OU TS-AIRPORT-GARBAGE COLLECTION TS/RC-GARAGE/PARKS-GARBAGE COL CC-RENTALS-GARBAGE COLLECTION	502.40 584.96 32.21 502.40 270.52 1892.49	A/P	OUT-STD	
014594	07/31/14 087804 087812 087820 087929 088015 088124 088213	ST. CROIX PRINTING & PUBLISHING COM GG-CIVIC-TOWN PRIDE THANK YOU GG-CIVIC-PUB.NOTICE-RABIES PS/GG-CIVIC-PIZZA DELIGHT 30TH GG-CIVIC-MILESTONES GG-CIVIC-COASTGUIDE 2014 GG-CIVIC-CANADA DAY GG-CIVIC-CANADA DAY	508.50 83.53 158.20 146.90 331.37 67.80 44.07 1340.37	A/P	OUT-STD	
014595	07/31/14 JUNE 05, 2014	ST. STEPHEN GUARDIAN RC-MILLPOOL-FIRST AID SUPPLIES	83.51 83.51	A/P	OUT-STD	
014597	07/31/14 334483* 334485 334665 334684 334732 334764 334816	STATIONERY PLUS GG-TOWN HALL-PUNCH 2 HOLE GG-TOWN HALL-HANG.FOLD.LEG RC-PARKS-COIN WRAPPER PAPER,CA RC-PARKS-PENCIL SHARPNER,CRAYO GG-CIVIC-CONGRATS GIFT N.GANON GG-KIM-FINGER TIP,HANG FOLD GG-JANET-DRUM UNTT, TONER	14.05 10.46 16.52 22.62 18.86 13.05 342.90			

Town of St. Stephen
BNK1 General Bank Account
From 000000 to 014623

CHEQUE REGISTER

Printed: 10:48, Aug 11/2014

Page: 19

Number	Issued	Recipient	Amount	SC	Status	StatDate
	334957	GG-TOWN HALL-STOR. BOXES	20.28			
	335105	TS-AIRPORT-TEL/ADDRESS BOOK,DE	27.17			
	335140	GG-TOWNHALL-ENVELOPES	9.59			
	335146	RC-PARKS-BINDER,KEY CABINET	55.91			
	335155	GG-TOWN HALL-TONERS,PAPER	410.39			
	335207	GG-TOWN CLERK-PRINTER	224.87			
	335263	GG-JANET-TONER	-143.50			
	335323	CC-GENMAN-OFFICE SUPPLY	9.55			
	335589	GG-TOWN-HOLE PUNCH,STAPLER,PEN	192.77			
	335683	PS-FIRE-REINFORCEMENT	4.66			
	335739	GG-HR/OM-PEN	0.62			
			1250.77	A/P	OUT-STD	
014598	07/31/14	STERLING MARKING PRODUCTS				
	6109247	GG-TOWN-CAT&DOG TAGS 2015	189.96			
			189.96	A/P	OUT-STD	
014599	07/31/14	WURTH CANADA LIMITED				
	21591289	TS-#22-REGRIGERANT & A/C TREAT	143.43			
			143.43	A/P	OUT-STD	
014600	07/31/14	ACCT #903240047015				
	JULY/14	VOLFIRE MEMBERSHIP DUES-JUL/14	300.00			
			300.00	A/P	OUT-STD	
014601	07/31/14	ACCT 8025-280				
	JULY/14	LOCAL 770 UNION DUES-JUL/14	884.50			
			884.50	A/P	OUT-STD	
014602	07/31/14	ACCT 903240070386				
	JULY/14	EMPLOYEE DEDUCTIONS-JUL/14	400.00			
			400.00	A/P	OUT-STD	
014603	07/31/14	BAYVIEW CREDIT UNION				
	JULY/14	EMPLOYEE DEDUCTIONS-JUL/14	540.00			
			540.00	A/P	OUT-STD	
014604	07/31/14	CIBC MELLON GLOBAL SECURITIES NBMF0				
	JULY/14	GG-MUNICIPALPENSION-JUL/14	18637.65			
			18637.65	A/P	OUT-STD	
014605	07/31/14	GREAT WEST LIFE				
	JULY/14	EMPLOYEE DEDUCTIONS-JUL/14	369.24			
			369.24	A/P	OUT-STD	
014607	07/31/14	ST. STEPHEN UTILITY DEPT.				
	JULY14/14	EMPLOYEE DEDUCTIONS-JUL/14	60.00			
			60.00	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$926,312.81			
		Void:	\$0.00			

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

JULY 2014

Frank G. Godsoe CA (Accounting & Consulting for Garcelon Civic Centre for the month of May 2014, Invoice #543, Cheque #0127)	3,008.06
Frank G. Godsoe CA (Accounting & Consulting for Garcelon Civic Centre for the month of June 2014, Invoice #544, Cheque #0128)	1,255.43
St. Stephen Business Improvement Area Inc. (Purchase of 5 Garbage Cans, Cheque #1048)	2,903.34
SPC Distributors Inc. (Life Guard Chair - 4" Bronze Perma-Socket SP1040 Cup Anchor - Invoices FE000394, FE000395, FE000805, Cheque #129)	5,943.24
SPC Distributors Inc. (Pool 8" Float Valve - 6 Stancons - 6 Socks - Invoices FE004511, FE001041, Cheque #130)	4,457.94
Total	<u>\$ 17,568.01</u>

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

JULY 2014

Town of St. Stephen (Transfer to General Capital Fund for Purchase of 5 Garbage Cans, Cheque #10)	2,657.43
Total	<u><u>\$2,657.43</u></u>

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

Visa:

May 2014

John Quartermain (Parks: Down Payment on Trailer, Civic Centre:
Tablecloths) 1,324.41

June 2014

John Quartermain (Recreation: Tennis Balls, Other Council: Tablet
Cases) 466.56

Total

\$1,790.97

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004667

CHEQUE REGISTER

Printed: 10:55, Aug 11/2014

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
004182	07/08/14 JUL08/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AQ" - INTEREST	25850.00 25850.00			
				A/P	OUT-STD	
004183	07/08/14 JUL08/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AQ" - PRINCIPAL	940000.00 940000.00			
				A/P	OUT-STD	
004185	07/07/14 JUL07/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AS" - INTEREST	5689.50 5689.50			
				A/P	OUT-STD	
004186	07/07/14 JUL07/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AS" - PRINCIPAL	18000.00 18000.00			
				A/P	OUT-STD	
004612	07/08/14 18687	A"PLUS" AUTO GLASS & UPHOLSTERY WS-#102-WINDSHIELD, WIPER BLAD	360.47 360.47			
				A/P	OUT-STD	
004613	07/08/14 SI21475	BAYVIEW TRUCKS AND EQUIPMENT LTD. WS-#20-2 POS PUSH PUL	39.00 39.00			
				A/P	OUT-STD	
004615	07/08/14 54064	HYPERION RESEARCH LTD. WS-SOURCE-AEROBIC SPORE COUNT	800.35 800.35			
				A/P	OUT-STD	
004616	07/08/14 500917	KEVIN CLEGHORN CARPENTRY WS-MAXWELL KING-BATHROOM REPAI	135.60 135.60			
				A/P	OUT-STD	
004617	07/08/14 16297	MINISTER OF FINANCE (DEPT OF ENVIR WS-SOURCE-DRINKING WATER TESTI	806.19 806.19			
				A/P	OUT-STD	
004618	07/08/14 21327473*	PITNEY WORKS WS-TOWN-POSTAGE METER	492.17 492.17			
				A/P	OUT-STD	
004619	07/08/14 424197867	PUROLATOR COURIER LTD. WS-SOURCE-TO HYPERION RESEARCH	76.74 76.74			
				A/P	OUT-STD	
004620	07/08/14 152177	RESEARCH & PRODUCTIVITY COUNCIL WS-SOURCE-HALOACETIC ACIDS IN	636.56 636.56			
				A/P	OUT-STD	
004621	07/08/14 86-5421	RESOURCE SYSTEMS INC. WS-SOURCE-REPLACEMENT FORMAZIN	1029.51 1029.51			
				A/P	OUT-STD	
004622	07/08/14 FE001537	SCP DISTRIBUTORS INC CANADA WS-SOURCE-CHLORINE	1030.56 1030.56			
				A/P	OUT-STD	

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 004667

CHEQUE REGISTER

Printed: 10:55, Aug 11/2014

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
004623	07/08/14 694671	SERVICE NEW BRUNSWICK WS-UTILITY- PAYMENT FEES	878.80 878.80			
004624	07/08/14 5839	SOURCE ONE SUPPLIES SCD-DISPOSAL-GLOVES,HAND TOWEL	173.43 173.43	A/P	OUT-STD	
004625	07/08/14 16722* 16789	BRUNNET WS/SCD-TOWNHALL-SERVER UPGRADE WS/SCD-TOWNHALL-SERVER UPGRADE	3540.29 805.12 4345.41	A/P	OUT-STD	
004627	07/15/14 N15356227 N15356275 N15356285 N15356291 N15356294 N15356299 N15427040 N15427042 N15427043 N15427044 N15427049 N15427052 N15427089 N15427096 N15427097 N15427098 N15427099 N15427122 N15427145 N15427153 N15427171	CANADIAN TIRE WS-TRANS&DIST-HANGERS,SCREWS,D WS-TRANS&DIST-HOSE HOLDER,HSE SCD-DISPOSAL-DOOR STOP SCD-DISPOSAL-1/4X200PPTW MIN,B WS-SOURCE-SUPPLIES WS-TRANS&DIST-WIRE BRUSH,WATER WS-SOURCE-GREASE,PUNCTURE SEAL WS-TRANS&DIST-HOSE,BRUSH,BUCKE WS-TRANS&DIST-HOSE ADAPTER SCD-DISPOSAL-CHK VALVE,ADAPTER WS-SOURCE-BATTERIES WS-SOURCE-TUBING SCD-DISPOSAL-PUMP SCD-DISPOSAL-EYE BOLT, BATTERI WS-SOURCE-GLOVES WS-TRANS&DIST-GRASS SEED WS-TRANS&DIST-LOCKS WS-TRANS&DIST-SHUT OFF Y-ZIN,C WS-TRANS&DIST-BLUE PAIL,5BLDS, WS-SOURCE-SUPPLIES WS-TRANS&DIST-STNLY VINYL REP	42.96 34.98 5.98 32.18 31.05 36.88 36.88 282.70 6.66 38.41 32.52 3.94 291.53 24.36 14.66 31.63 46.31 29.36 35.56 62.99 8.76 1130.30	A/P	OUT-STD	
004628	07/15/14 127634 38645	CHAR CO CHEVROLET PONTIAC BUICK GMC WS-#102-WIRE HARNESS INSTALL WS-#102-CLAMP	640.34 72.77 713.11	A/P	OUT-STD	
004629	07/15/14 101811	ENTRETIEN CHLORATECH INC. WS-SOURCE-UXB493 FLEXIBLES 4'	307.36 307.36	A/P	OUT-STD	
004630	07/15/14 517-14	SAINT JOHN LABORATORY SERVICES LTD. SCD-DISPOSAL-WWT TESTS	635.91 635.91	A/P	OUT-STD	

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004667

CHEQUE REGISTER

Printed: 10:55, Aug 11/2014

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
004631	07/15/14	SERVICE NEW BRUNSWICK				
	692377	WS-UTILITY-NSF CHEQUE	1025.00			
	692379	WS-UTILITY-POST DATED CHEQUE	350.00			
	692380	WS-UTILITY-POST DATED CHEQUE	384.51			
			1759.51	A/P	OUT-STD	
004632	07/15/14	SOUTHERN SANITATION LTD.				
	151223	WS-BUDD AVE-GARBAGE COLLECTION	115.94			
			115.94	A/P	OUT-STD	
004633	07/15/14	VIKING FIRE PROTECTION INC				
	410625	WS-SOURCE-SPRINKLER SYSTEM INS	192.10			
			192.10	A/P	OUT-STD	
004634	07/15/14	XPLORNET				
	INV06201852	WS-MAXWELL KING-SATELLITE SERV	73.44			
	INV06466590	WS-MAXWELL KING-SATELLITE SERVIC	73.44			
			146.88	A/P	OUT-STD	
004635	07/24/14	DEVLIN TIM				
	JULY16/14	SCD-DISPOSAL-CLOTHING ALLOW	23.72			
			23.72	A/P	OUT-STD	
004636	07/24/14	DILLON CONSULTING LIMITED				
	123782	SCD-DISPOSAL-BASEMENT FLOODING	932.25			
	123783	WS-SOURCE-WATER MAIN TWINNING	1299.50			
			2231.75	A/P	OUT-STD	
004637	07/24/14	LAWRENCE PETERS				
	JULY10/14	WS-SOURCE-SCADA COMPUTER REPAI	168.60			
			168.60	A/P	OUT-STD	
004638	07/24/14	MCLAUGHLIN, DONALD				
	MAY 29, 2014	WS-TRANS&DIST-24HRS VIDEO SURV	171.76			
			171.76	A/P	OUT-STD	
004639	07/24/14	MEGA-LAB MANUFACTURING CO. LTD.				
	132736	WS-TRANS&DIST-MEGALUBE WP GREA	418.09			
	132737	WS-TRANS&DIST-GREEN-X KIT	223.74			
			641.83	A/P	OUT-STD	
004640	07/24/14	MINISTER OF FINANCE				
	11366812JUN14	WS-SOURCE-PUMP STATION	134.03			
	11385317JUN14	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807JUN14	SCD-DISPOSAL-OLD BAY WWTP	145.82			
			314.96	A/P	OUT-STD	
004641	07/24/14	N. B. ELECTRIC POWER				
	36869807JUL14	WS-3119MAXWELL KING-BUILDING	1065.19			
	50228902JUL14	WS-MAXWELL KING-PUMPS	802.88			
	52557428JUL14	SCD-218OLDBAY RD-WWTP	8948.53			
	53473043JUL14	WS-SOURCE-CHLORINE RESIDUAL	25.23			

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004667

CHEQUE REGISTER

Printed: 10:55, Aug 11/2014

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
	61204006JUL14	SCD-ST5-2-216 KING ST LIFT STA	170.28			
	61224002JUL14	WS-ST5-358A MILLTOWN BLVD LIFT	1078.14			
	61230004JUL14	WS-MAXWELLXING-PUMPS	1570.11			
	61236008JUL14*	WS-ST5-BUDD AVE LIFT STATION	319.58			
	61236008JUN14	WS-ST5-BUDD AVE LIFT STATION	-223.81			
	76139807JUL14	SCD-ST5-54 RIVERSIDE DR LIFT S	61.69			
	82291006JUL14	WS-SOURCE-RESERVOIR	230.55			
	84934906JUL14	SCD-ST5-658A RIVERSIDE DR LIFT	121.50			
			14169.87	A/P	OUT-STD	
004642	07/29/14	TOWN OF ST. STEPHEN				
	07/29/14	Transfer to Utility Cap Fund	2.78			
			2.78	A/P	OUT-STD	
004643	07/29/14	TOWN OF ST. STEPHEN				
	07/29/14*	Transfer to Utility Cap Fund	3175.79			
			3175.79	A/P	OUT-STD	
004644	07/31/14	A"PLUS" AUTO GLASS & UPHOLSTERY				
	18520	WS-TRANS&DIST-INSTALL WINDSHEI	310.75			
			310.75	A/P	OUT-STD	
004645	07/31/14	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI21806	WS-#8-ADAPTER-PIPE,FTG-RE,#10J	5.04			
			5.04	A/P	OUT-STD	
004646	07/31/14	BRIGGS PLUMBING INC.				
	108384	WS-TRANS&DIST-COPPER 3/4"U CLI	33.00			
			33.00	A/P	OUT-STD	
004647	07/31/14	BRUNET				
	IN17141*	WS/SCD-SERVER-POWER SUPPLY	146.90			
			146.90	A/P	OUT-STD	
004648	07/31/14	CANADIAN TIRE				
	N15356336	WS-SOURCE-MINITORCH, MUSKOL AR	153.39			
	N15427129	WS-SOURCE-BATTERIES	11.28			
	N15427610	WS-SOURCE-SHOP TOWEL,BATTERIES	63.68			
	N15427626	SCD-DISPOSAL-ZIPLOC SANDWICH,R	6.76			
	N15427647	WS-SOURCE-LACES,SKINTASTIC	23.13			
	N15427656	WS-TRANS&DIST-WATER BUNGEE	9.55			
	N15427680	WS-SOURCE-BAGGIES	7.66			
	N15427691	SCD-DISPOSAL-POLY SCOUR	2.59			
	N15427750	WS-TRANS&DIST-FILTER,WATER FIL	74.56			
			362.60	A/P	OUT-STD	
004649	07/31/14	CREIGHTON-CARTER LTD.				
	961-344075	SCD-#9-ATC HOSE HOLDER	7.93			
	961-345023	WS-TRANS&DIST-WD-40, LUBRICANT	32.30			
	961-346163	SCD-DISPOSAL-1 4X12	2.49			

Town of St. Stephen
BNK2 Utility Bank Account
From 000000 to 004667

CHEQUE REGISTER

Printed: 10:55, Aug 11/2014

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
	961-346510	WS-#20-RADIATOR HOSE, HYDRAULIC	135.96			
			178.68	A/P	OUT-STD	
004650	07/31/14	EMCO CORPORATION				
	2810618-00	WS-TRANS&DIST-EXT RNGE CPLGS,H	530.67			
	2810618-01	WS-TRANS&DIST-HYD OUT OF SERVI	102.83			
	2810654-00	WS-TRANS&DIST-COUPLINGS,TEES	1692.45			
	2810654-01	WS-TRANS&DIST-COUPLINGS,TEES	1418.00			
	2810654-02	WS-TRAN&DIST-KORNERHORNS	366.74			
	2810655-00	WS-TRANS&DIST-COUPLINGS	461.45			
	2810894-00	WS-TRANS&DIST-CPLG QJS, O-RING	291.55			
	2810894-01	WS-TRANS&DIST-TEE	3.24			
	2810894-02	WS-TRANS&DIST-CPLG QJS	252.49			
			5119.42	A/P	OUT-STD	
004651	07/31/14	GULLISON'S COURIER SERVICE				
	687021	WS-SOURCE-TO DOE FR/TOWN	33.90			
	873012	WS-SOURCE-TO DOE FR/TOWN	33.90			
	873115	WS-SOURCE-TO DOE FR/TOWN	33.90			
	873171	WS-SOURCE-TO DOE FR/TOWN	33.90			
			135.60	A/P	OUT-STD	
004652	07/31/14	LASTING LEGACY CARPENTRY				
	323734	WS-BUDD AVE-ROOF & DOOR REPAIR	254.25			
			254.25	A/P	OUT-STD	
004653	07/31/14	MCINNES COOPER				
	2014015369	SCD-LEGAL-EASEMENT	339.00			
	2014015388	WS-LEGAL-EASEMENT	163.85			
			502.85	A/P	OUT-STD	
004654	07/31/14	MIDLAND COURIER				
	09374818	WS-TRANS&DIST-SANSOM EQUIPMENT	57.40			
			57.40	A/P	OUT-STD	
004655	07/31/14	N. B. ELECTRIC POWER				
	53123617JUL14	SCD-STS-DECHLORINATION CHAMBER	106.48			
	53158875JUL14	WS-STS-BUDD AVE LIFT STATION	2833.52			
	54807440JUL14	WS-STS-158A MILLTOWN BLVD LIFT	31.09			
	56356048JUL14	SCD-STS-18 RIVERSIDE DR LIFT S	28.30			
	84943406JUL14	WS-STS-TODD HILL RESERVOIR	144.63			
			3144.02	A/P	OUT-STD	
004656	07/31/14	PARTS FOR TRUCKS INC.				
	32220733-00	WS-#8-OIL SEAL	50.49			
			50.49	A/P	OUT-STD	
004657	07/31/14	PUROLATOR COURIER LTD.				
	424552733	WS-SOURCE-TO SCP	43.32			
			43.32	A/P	OUT-STD	

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004667

CHEQUE REGISTER

Printed: 10:55, Aug 11/2014

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
004658	07/31/14 86-5410	RESOURCE SYSTEMS INC. SCD-DISPOSAL-SWITCHOVER MODULE	205.73 205.73			
				A/P	OUT-STD	
004659	07/31/14 585-14	SAINT JOHN LABORATORY SERVICES LTD. SCD-DISPOSAL-T PLANT TEST	1784.27 1784.27			
				A/P	OUT-STD	
004660	07/31/14 702030	SERVICE NEW BRUNSWICK WS-UTILITY-PAYMENT FEE	171.90 171.90			
				A/P	OUT-STD	
004661	07/31/14 1862302 1862303	SOURCE ATLANTIC SCD-DISPOSAL-SOFTSHELL JACKET WS-TRANS&DIST-SOFTSHELL JACKET	63.22 63.22 126.44			
				A/P	OUT-STD	
004662	07/31/14 6-69-14	SOUTHWEST CONCRETE & CONS LTD WS-TRANS&DIST-CRANE RENTAL,CRU	1666.75 1666.75			
				A/P	OUT-STD	
004663	07/31/14 151361	SOUTHERN SANITATION LTD. WS-BUDD AVE-GARBAGE COLLECTION	115.94 115.94			
				A/P	OUT-STD	
004664	07/31/14 334483** 334485* 334615 334742 334764* 334957* 335066 335140 335589* 335739*	STATIONERY PLUS WS/SCD-TOWN HALL-PUNCH 2 HOLE WS/SCD-TOWN HALL-HANG.FOLD.LEG WS-TRANS&DIST-DIARY WS-SOURCE-TONER LASER WS/SCD-KIM-FINGER TIP, HANG FO WS/SCD-TOWN HALL-STOR. BOXES WS-TRANS&DIST-NOTEBOOK,PENS WS/SCD-TOWNHALL-ENVELOPES WS/SCD-TOWN-HOLE PUNCH,STAPLER WS/SCD-HR/OM-PEN	14.03 10.45 4.51 95.82 13.04 20.29 14.19 9.61 89.03 0.61 271.58			
				A/P	OUT-STD	
004665	07/31/14 746-99-62	THE PANEL SHOP SCD-DISPOSAL-FLOAT LEVEL REGUL	841.85 841.85			
				A/P	OUT-STD	
Cheque Totals Non-Void:			\$1,041,775.24			
Void:			\$0.00			

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on July 28, 2014 be approved as circulated.

COMMITTEE MEETING
MONDAY, JULY 28, 2014 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ALSO PRESENT: Garcelon Civic Center Manager Natalie Reid; Garcelon Civic Center Project Accountant Frank Godsoe; and Garcelon Civic Center Project Manager Kingsley Bailey.

2. **APPROVAL OF AGENDA**

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

3. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items

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

4. **ADJOURNMENT**

Council came out of closed session at 6:30 p.m. at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Booth that the meeting adjourn at 6:30 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, JULY 28, 2014 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on August 13, 2014 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, AUGUST 13, 2014 @ 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* – eighteen (18) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items

It was MOVED by Councillor MacDonald and SECONDED by Councillor Harding that the above-noted twenty-four (24) items, along with one (1) additional Financial Matter, be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*.
CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, and Debbie MacDonald; Acting CAO Lee Johnson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Jim Maxwell.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

In addition to his report, Sergeant MacKnight announced his retirement effective September 15, 2014 after 35 ½ years with the RCMP.

Mayor Quartermain, Councillor Harding and Acting CAO/Director of Operations Lee Johnson congratulated Sergeant MacKnight on his upcoming retirement, and thanked him for his dedicated service to the community.

- (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 annual “bucket sit” fundraiser will take place in early September.

Mayor Quartermain thanked the Fire Chief and his staff for their dedicated work during and after Tropical Storm Arthur.

- (iii) Job Promotion Policy for St. Stephen Fire Department – The memo from the Fire Chief dated August 8, 2014 with attached copy of policy was received and reviewed.

Committee agreed with the Fire Chief’s recommendation to amend the policy, and a motion will be considered at the next Regular Session of Council on Monday, August 25, 2014.

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

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

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

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

In addition to his report, the Development Officer reminded Council of the Town sponsored reception on the Saint John waterfront for all the artists involved with Sculpture Saint John on Friday, August 15, 2014 from 12 noon to 1:00 p.m.

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

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

- (v) Old Town Hall Restoration Committee – Councillor Booth advised that due to the low attendance at the first meeting last week, that the actual committee has not yet been formed.

Deputy Mayor Ames stated, along with Margaret Williamson, resident who was in attendance, that more people would have attended the first meeting but were away on vacation or busy with festival activities.

It was agreed that a public meeting will be held in September and Council agreed with Councillor MacEachern's recommendation to hold it upstairs at the Border Arena.

The Property Manager was directed, through the Acting CAO, to obtain estimates on how much it would cost to stabilize the building.

The Town Clerk was directed to set a date for the public meeting and to publish the notice in the *Saint Croix Courier*, as well as on the Town's website and Facebook.

PARKS AND RECREATION - Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office - No report available this month as the Director of Parks and Recreation is on vacation.
- (ii) Report of the Garcelon Civic Center Manager – The report of the Garcelon Civic Center Manager was received and reviewed.
- (iii) Garcelon Civic Center – The Work Progress Update for the month of July 2014 from Kingsley Bailey, Project Manager, was received and reviewed.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for month of July 2014 – The memo from the Assistant Treasurer dated August 11, 2014 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 25, 2014.
- (iii) Financial Request – The letter from the St. Croix International Quilters, Quilt Show Committee Chair, dated July 14, 2014 was received and reviewed.

It was agreed to make a donation of \$100.00 (one hundred dollars) to the St. Croix International Quilters upcoming quilt show which proceeds assist various charities in both Charlotte and Washington Counties, and a motion will be considered at the next Regular Session of Council on Monday, August 25, 2014.

- (iv) Change of Date: September 2014 Regular Town Council Meeting – The memo from the Town Clerk dated August 8, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 25, 2014 changing the date of the Regular Session of Council in September from the fourth (4th) Monday, September 22, 2014, due to the scheduled Provincial Election, to the third (3rd) Monday, September 15, 2014 @ 7:00 p.m.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Christmas Decorations – Further to the direction provided at last month's meeting, Deputy Mayor Ames advised that he met with Kevin Stuart, President of the Business Improvement Area (BIA), and the President will provide the requested information, being two or three different options for Christmas decorations in the BIA district, at next month's meeting.

Deputy Mayor Ames thanked Heather Donahue and Clarissa Arsenault for their great work with The Chocolate Fest and International Festival, respectively.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

5. **DELEGATIONS/PRESENTATIONS**

No delegations/presentations.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:50 p.m. and returned to open session at 10:10 p.m., at which time it was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor Booth that the meeting adjourn at 10:10 p.m., and one (1) Financial Matter as per Section 10.2(4)(c) of the NB *Municipalities Act*, by consensus, was deleted. CARRIED

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, AUGUST 13, 2014 @ 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* – eighteen (18) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items

OPEN COMMITTEES MEETING

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

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Job Promotion Policy for St. Stephen Fire Department – Memo from Fire Chief dated August 8, 2014 with attachment:
 - Copy of Policy No. 21
- (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) Animal Control Report
- (iv) Report of the Property Management Office
- (v) Old Town Hall Restoration Committee – Councillor Booth will speak to it.

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Report of the Garcelon Civic Center Manager
- (iii) Garcelon Civic Center – Work Progress Update for month of July 2014 from Kingsley Bailey, Project Manager.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of July 2014 – Memo from Assistant Treasurer dated August 11, 2014 with attachment:
 - Cheque Register
- (iii) Financial Request – Letter from Quilt Show Committee Chair, St. Croix International Quilters, dated July 14, 2014.
- (iv) Change of Date: September 2014 Regular Town Council Meeting – Memo from Town Clerk dated August 8, 2014.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Christmas Decorations – Information to follow.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of July 2014 be adopted: Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager.

Memo

To: Lee Johnson, CAO

From: Tim Tozer, Treasurer

Date: 07 August 2014

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).
 - Quarterly Water and Sewerage billings for April-June/14 mailed out.
 - Invoicing issues for airport leases and new leases for former Clark Building.
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Includes many additional items related to new Civic Center, old Arena, and former Clark Building.
 - C) Payroll processing (Bi-weekly).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
 - Month end completed to November 30, 2013.
 - Staff currently working extended hours to expedite completion of audits and month end procedures.
- 2) Statements of Revenue and Expenditures to June 30, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Civic Center Scheduling Software meetings—July 16, 21, 23 & 24, 2014.
 - B) Monthly Committee meeting—July 16, 2014.
 - C) Closed Committee meeting—July 28, 2014.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) Combined Sanitary and Storm Sewer Separation.
 - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
 - 3) Gas Tax Project-West and Dow Streets.
 - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
 - 5) Civic Center.

-Includes preparation of capital budget

- B) 2013 operational audits.
- C) 2013 gas tax audit.
- D) Upgrade of accounting software.
- E) Civic Center financial controls.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for July 2014

FROM: Lee Johnson Director of Operations
DATE: August 05, 2014

1:Water system:

- a) Repaired 7 Water Services.
- b) Installed 22 new water meters..
- c) Repaired 1 water main .

2:Streets:

- a) Street Sweeping.
- b) Clean up after Tropical Storm Author.
- c) Started street patching .
- d) Dug for electrical conduit installation for traffic lights at Charlotte Mall.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 8 Sewer Mains were videoed.

St. Stephen Fire Department Report for July 2014

Alarms were: Town Alarms	14
Out of Town Alarms	4
Mutual Aid : Calais	3
Rural Fire	0
	21

Alarms are described as being :

	# of firefighters	# of hours
1. Mutual Aid- Calais- 3	31	46
2. Power Line Down - 4	21	31
3. Motor Vehicle Accident 2	31	40
4. Chimney Fire 1	6	6
5. Alarm System Activation 6	41	47
6. Wellness Check 1	1	1
7. Medical Assist 2	4	4
8. Flakeboard 2	17	47

Calls dispatched for July : 135

Fire Department Activities

1. Monthly Meeting of the Fire Department
2. Canada Day Activities
3. Fire Department Funeral for Retired Fire Chief Charles Denyer.
4. Group from the Boys and Girls Club for a tour
5. Group from the Vocational Center for a tour

In addition to the above noted activities the fire department spent numerous hours July 5,6,&7 during and after hurricane Arthur assisting members of the public with generators, no power (medical conditions), water , ice , etc.

Fire Chiefs Activities :

1. Covered 7 shifts as a relief driver
2. Spent more time on revisions to the EMO plan.
3. Hurricane Arthur
4. Funeral Planning
5. Had 4 days off.

TOWN of ST. STEPHEN

By-Law Enforcement

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

JULY REPORT

2014

To: CAO – Town of St. Stephen

- **0 (zero) sign permits issued for the month of July**
- **A complaint of an unsightly property has been filed. The issue is under review.**
- **Corresponding with the public on a weekly basis with matters related to zoning issues.**
- **Preparing reports to appropriate Government entities in relation to building and or By-Law office related matters.**

Respectively Submitted

**Manzer Young
Building Inspection and By-Law Enforcement
Town of St. Stephen**

TOWN of ST. STEPHEN

Building Inspection Services

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

JULY REPORT2014

BUILDING INSPECTION

The month of July brought in a total of 11 (Eleven) permits which represents \$88,400.00 in building costs.

We issued no Stop Work Orders in the month June. This office has 5 (five) current properties we are dealing with under the Unsightly By-Law

Our office dealt with and has filed no Occurrences reports and filed 4 (four) Building Inspection reports. 2 (two) electrical waivers were issued.

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

Respectively Submitted

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

Town of St. Stephen

Property Management Report

July 31, 2014

Report on Town Buildings

A. OLD TOWN HALL

- The Engineering Evaluation Reports have been completed and copies of both reports were sent to Council (both reports attached). Will make a recommendation to Council at next month's meeting.

B. RCMP BUILDING

- Repair to AC unit.

C. TOURIST BUREAU

- Repairs to outside window seals.
- Repair to basement cement wall - water leak.

D. LIBRARY

- Repairs to inside dry wall from water leak on back wall.

Other Work

Repair roof on Budd Avenue - street pump house leaks.

Repair door on Budd Avenue - office pump house.

Repair kiosk for Chocolate Fest.

Repair to Town wharf ongoing.

Major repairs to wharf will start on August 18th.

Respectfully submitted,

Kingsley Bailey
Property Manager

via e-mail: kbailey@town.ststephen.nb.ca

May 26, 2014

Job No. 14134

Town of St. Stephen
73 Milltown Blvd., Suite 112
St. Stephen, NB E3L 1G5

Attention: Mr. Kingsley Bailey
Property Manager

Regarding: Old Town Hall Building
34 Milltown Blvd, St. Stephen, NB
Structural Condition Survey

Dear Sir,

As per your request, we have completed a visual review of the Old St. Stephen Town Hall. The following outlines our findings and recommendations.

Introduction:

According to the date stone set in the south wall (photo 04), this building was constructed in 1883. We understand that there are concerns regarding the structural integrity of the exterior brick masonry. In the past, pieces of brick have become dislodged from the wall and have fallen to the sidewalk along the north side of the building. For public safety, a protective canopy was constructed over the sidewalk along the front of the building.

We were also told that there have been issues with water in the basement. This caused mould and subsequently potential health issues. As a result of both the basement flooding issues and deteriorating brick masonry, the building was vacated 7 years ago, and the Town Hall personnel were relocated into a newly renovated building across the street.

No structural drawings were available for this building. Therefore we could not check design loading or framing of the structure.

On Friday May 23, Jean-Maurice Chevarie visited the site with Mr. Kingsley Bailey, property manager for the Town of St. Stephen.

.../2

Description of Structure:

The building is two and a half storeys with a full basement and a small attic space. The overall building footprint is approximately 30 feet by 60 feet. Its construction consists of a granite stone foundation and solid brick masonry exterior and interior load bearing walls. The lintels over the windows are made from sandstone. The floors and the roof are framed with rough sawn timber. The interior was renovated at some time in the past and new wood stud walls with drywall were constructed in front of the original finishes.

Inspection:

A visual and non-invasive inspection was carried out on Friday May 23, 2014. On this date, the building was vacant and there was no power. We understand that a mould removal contract has recently been completed. The following is an outline of our findings.

- The solid brick exterior load bearing walls appear to be at least 12" thick.
- On the north face of the building (front side), the brick masonry at the main and second level appears to be in fair condition. However, the brick and stone at the upper level are showing signs of deterioration and some spawling (photos 01 and 02).
- On the south face of the building (back side), the deterioration to the masonry is much more significant (photos 03 and 04). The face of the bricks and stonework are spawling and there is noticeable settlement/movement of the lintels over some of the windows (photos 05 and 06).
- The east face of the building shows the most deterioration (photos 07 and 08). Water infiltration into the wall with freeze thaw cycles in the winter likely caused the movement of the wall outward (photos 09 and 10). The cracked caulking around the windows at the second level support this theory since the windows are secured to the interior finishes. The uppermost section of this wall that extends into the attic has a large hole in the inside two wythes of brick (photos 11 to 13). The deterioration of the masonry is very serious.
- On the west side, the exterior brick appears to be in good condition. However, there is a loadbearing wall just inside from the flat roofed section that is collapsed and deteriorated at the basement floor level (photo 14). The cause of this failure is not known.
- The exterior walls do not appear to be insulated (photo 15).
- The granite stone foundation looks to be stable with no signs of settlement (photos 16 and 17).
- The roof framing consists of rough sawn timber beams, rafters and planks (photos 18 to 21). We noticed some water stains likely due to roof leaks in the past (photos 22 to 24). There does not appear to be any serious problems with rot in the timber. However, we could see daylight in a few areas indicating that water is infiltrating.

.../3

- Inside the building, the floors look to be straight and solid given the age of the building. Although we could only see the floor framing at one location from the basement, it appears that the construction was very sturdy (photo 25). The drywall finish on the interior wood stud walls that were constructed during past renovation work has no damage except where water has infiltrated (photo 26).
- Overall, the interior of the building appears to be in good condition structurally.

Assessment and Recommendations:

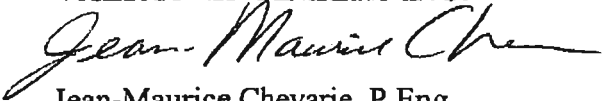
The premise of this assessment is based on a visual and non-invasive review of the building. There were no structural evaluation calculations completed in this scope of work. Based on our visual review, it is our professional opinion that the structural integrity of this building has been compromised as a result of the severe deterioration observed in some of the exterior brick masonry walls. Vertical and horizontal movement in the walls as well as deterioration of the bricks, sandstone, and mortar joints affect the stability and safety of these walls.

Having worked on many historical restoration projects over the years, we know it is possible to repair older buildings. However, repairing the exterior masonry walls of this building will require the construction of a temporary interior structure to support the floors and roof while the exterior masonry is removed back to solid material and then re-constructed. Some of the brick masonry walls may need to be completely replaced. If the building is to be re-purposed, it will need to be upgraded to meet current code requirements for structural loading. This may require reinforcing the roof framing and the addition of bracing to resist lateral forces from wind and earthquake loads. The cost for these repairs will be significant.

We understand that a reputable contractor, experienced in repair/restoration of historical buildings, has already prepared an estimate of construction cost. This estimate should include structural reconstruction, electrical and mechanical upgrades, interior finishes with insulation, proper exits per current code requirements, and addressing the issue of flooding in the basement. The feasibility study should be used to decide whether the building should be repaired or demolished. If it is decided to keep the building, repairs to the structure must be undertaken as soon as possible to address the safety issues.

We hope this addresses your concerns regarding this building. Please contact the undersigned if you have any questions or require any additional information.

Respectfully Submitted by:
VALRON ENGINEERS INC.


Jean-Maurice Chevarie, P.Eng.

Encl. [Photos 1 to 26]

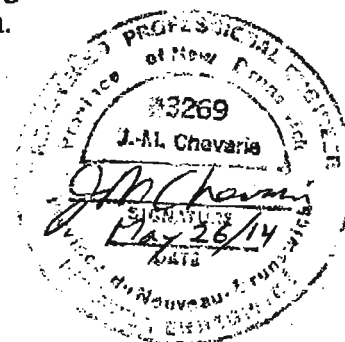




Photo No. 1: North, (Front), Elevation of Building. (2014-05-23)



Photo No. 2: North Elevation, East Corner. (2014-05-23)

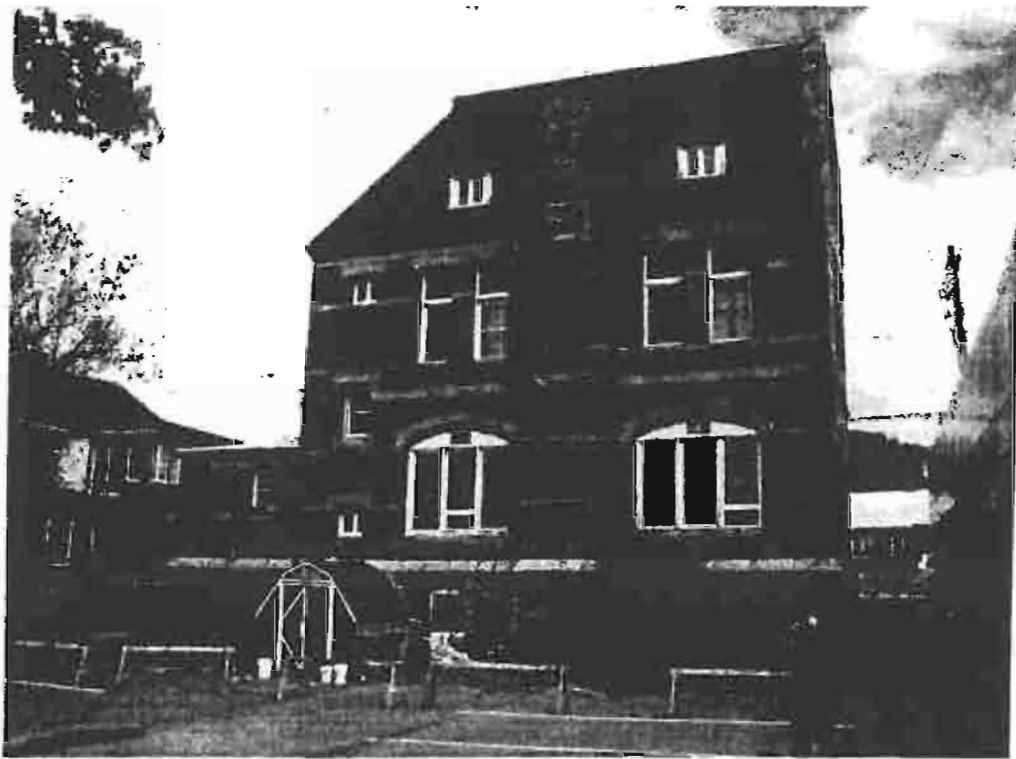


Photo No. 3: South, (Back), Elevation of Building. (2014-05-23)



Photo No. 4: Back of Building – Brick Deterioration. (2014-05-23)



Photo No. 5: Back of Building – Movement of Lintel over Windows.
(2014-05-23)



Photo No. 6: Back of Building – Movement and Deterioration of Lintels and Brick.
(2014-05-23)



Photo No. 7: East Elevation of Building. (2014-05-23)



Photo No. 8: East Elevation of Building. (2014-05-23)

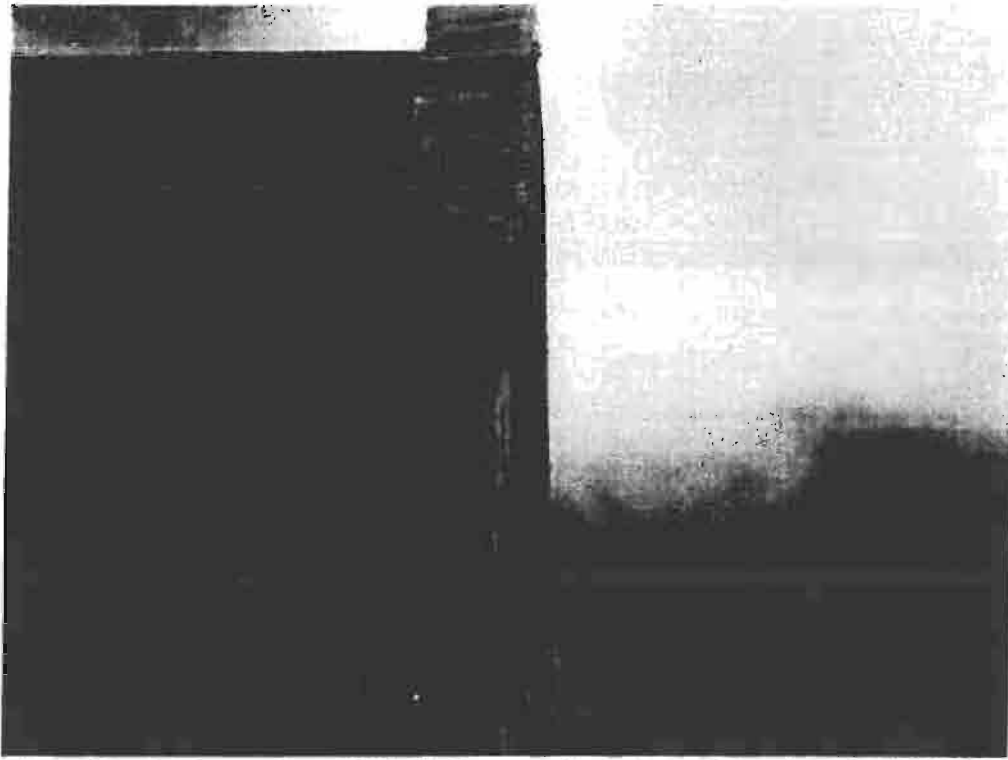


Photo No. 9: Top of East Wall No Longer Straight and Plumb. (2014-05-23)



Photo No. 10: Wall Moved Outward. Caulking Joint Broken. (2014-05-23)

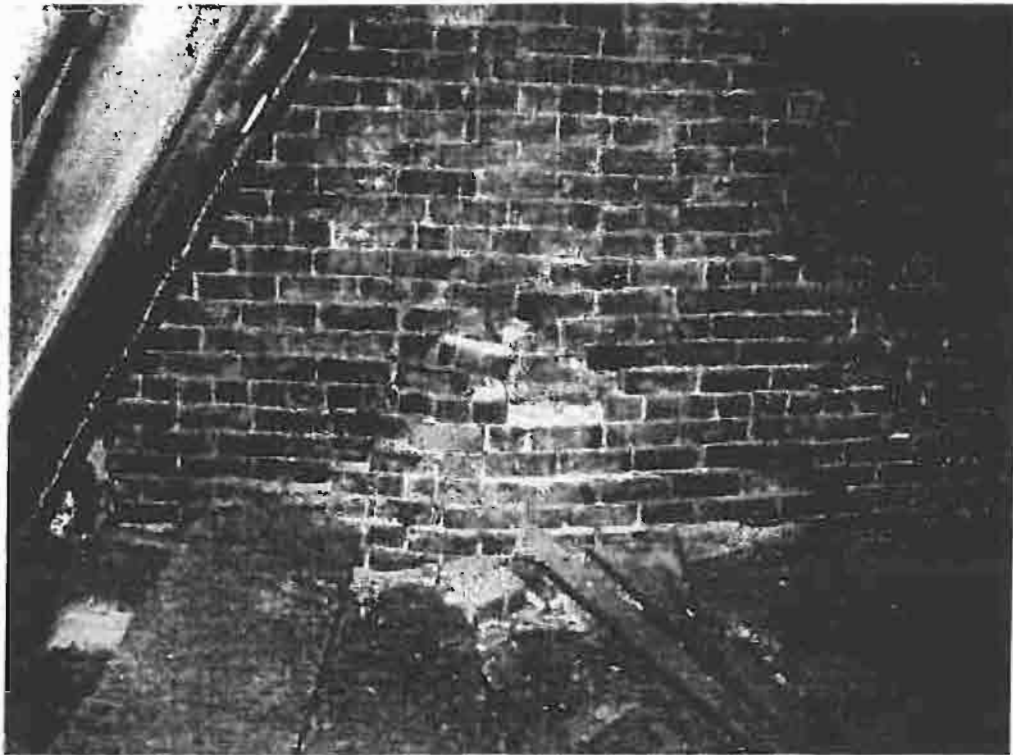


Photo No. 11: Upper East Wall. Brick Failure inside Attic Space.
(2014-05-23)



Photo No. 12: Upper East Wall. Brick Failure inside Attic Space.
(2014-05-23)

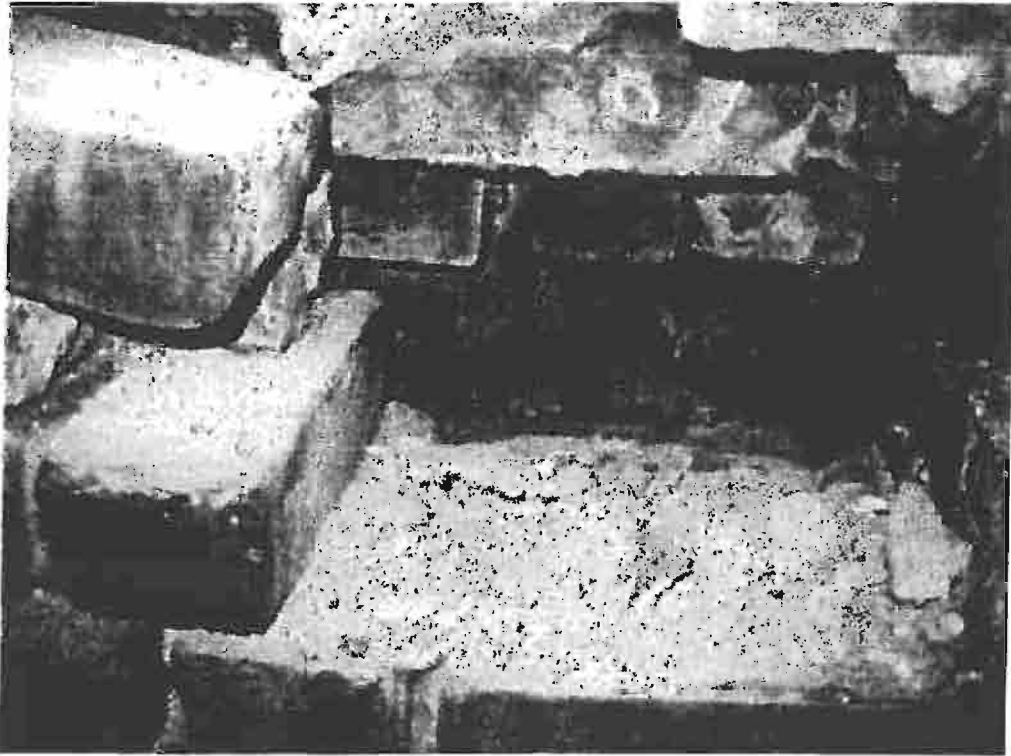


Photo No. 13: Upper East Wall. Brick Failure inside Attic Space.
(2014-05-23)



Photo No. 14: Failure of Lower Load-Bearing Brick Wall in Basement.
(2014-05-23)



Photo No. 15: Hole through Interior Finishes showing Original Wall Finish and Brick Wall. (2014-05-23)

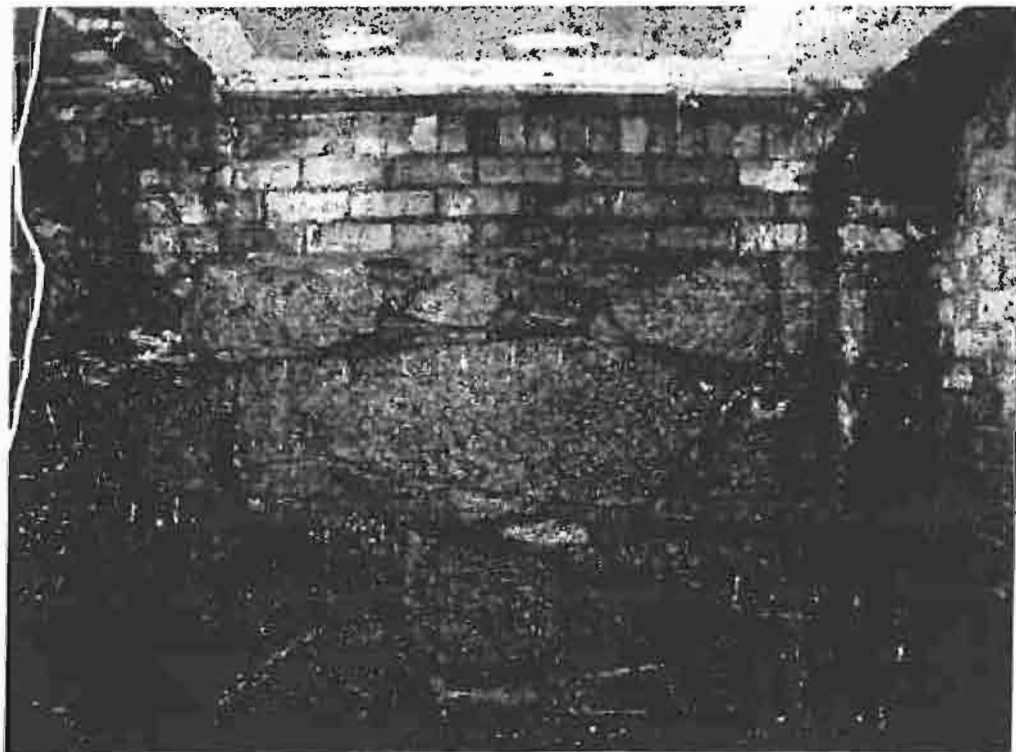


Photo No. 16: Granite Stone Foundation. (2014-05-23)



Photo No. 17: Granite Stone Foundation. (2014-05-23)

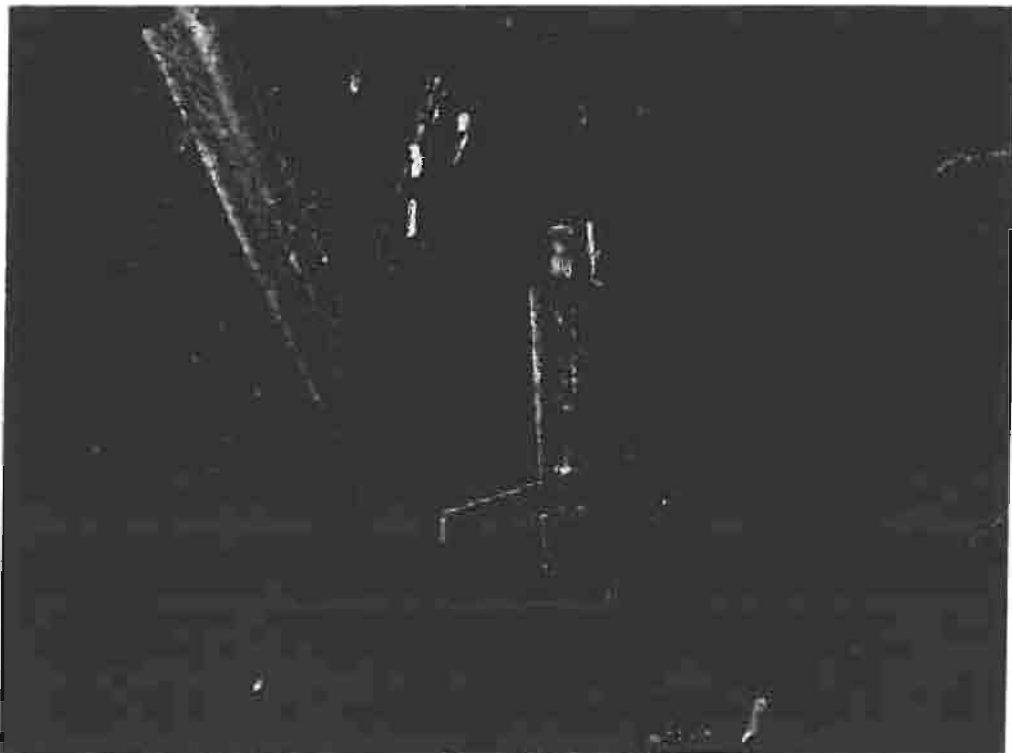


Photo No. 18: Timber Framing of Roof. (2014-05-23)



Photo No. 19: Timber Framing of Roof. (2014-05-23)

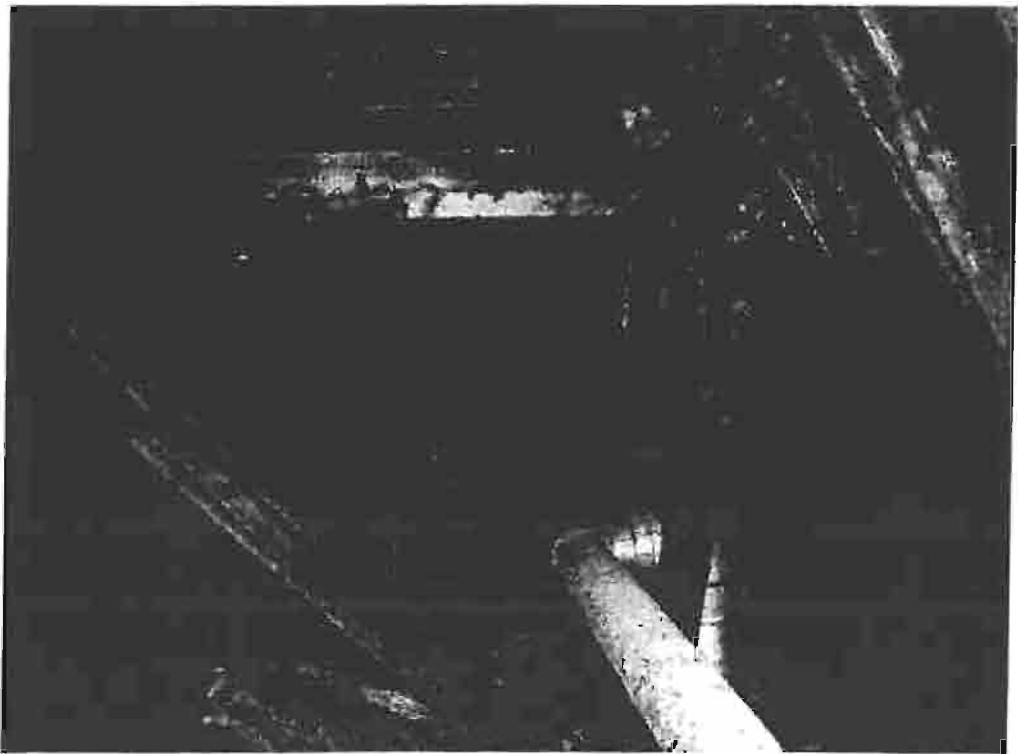


Photo No. 20: Timber Framing of Roof. (2014-05-23)

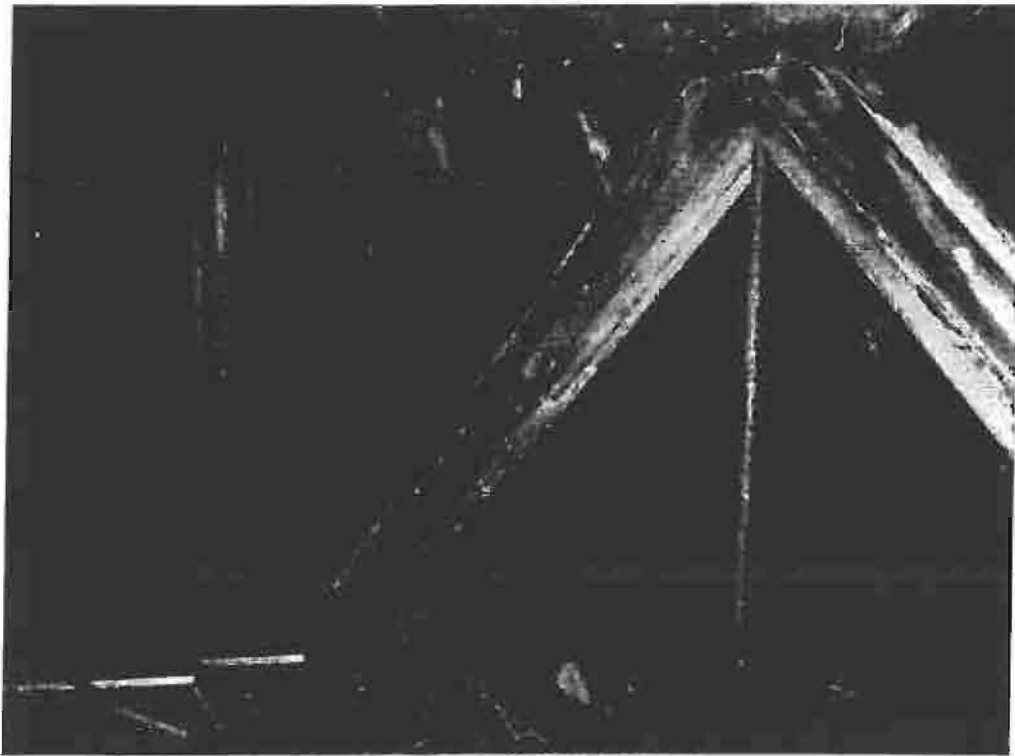


Photo No. 21: Timber Framing of Roof. (2014-05-23)

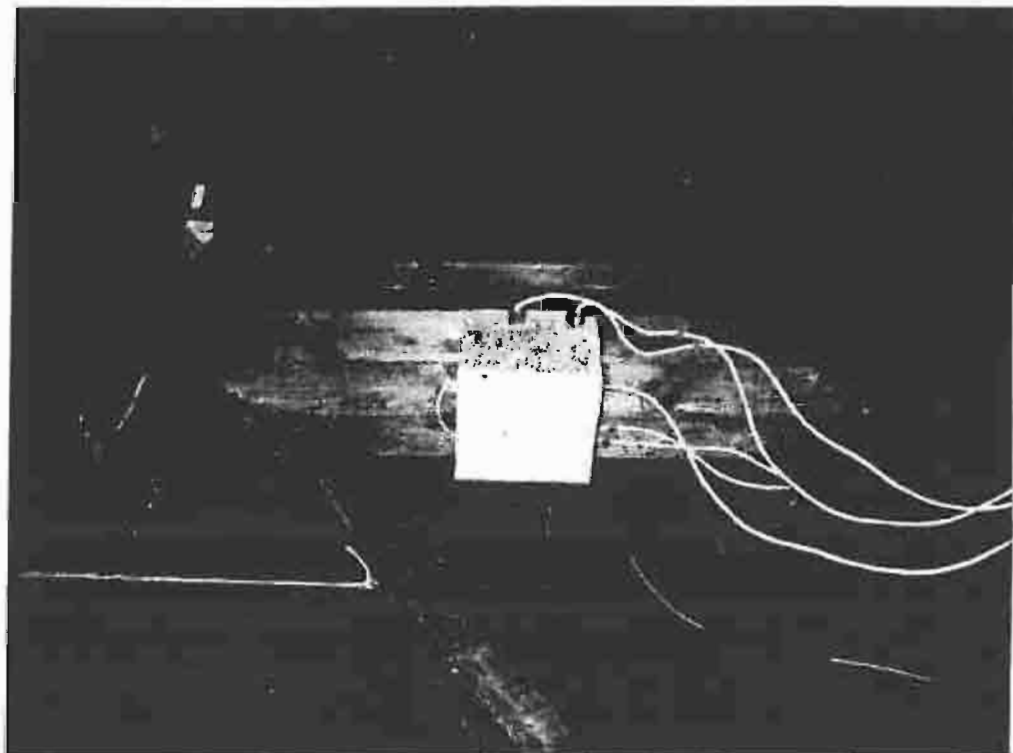


Photo No. 22: Water Stains on Roof Timber Framing. (2014-05-23)

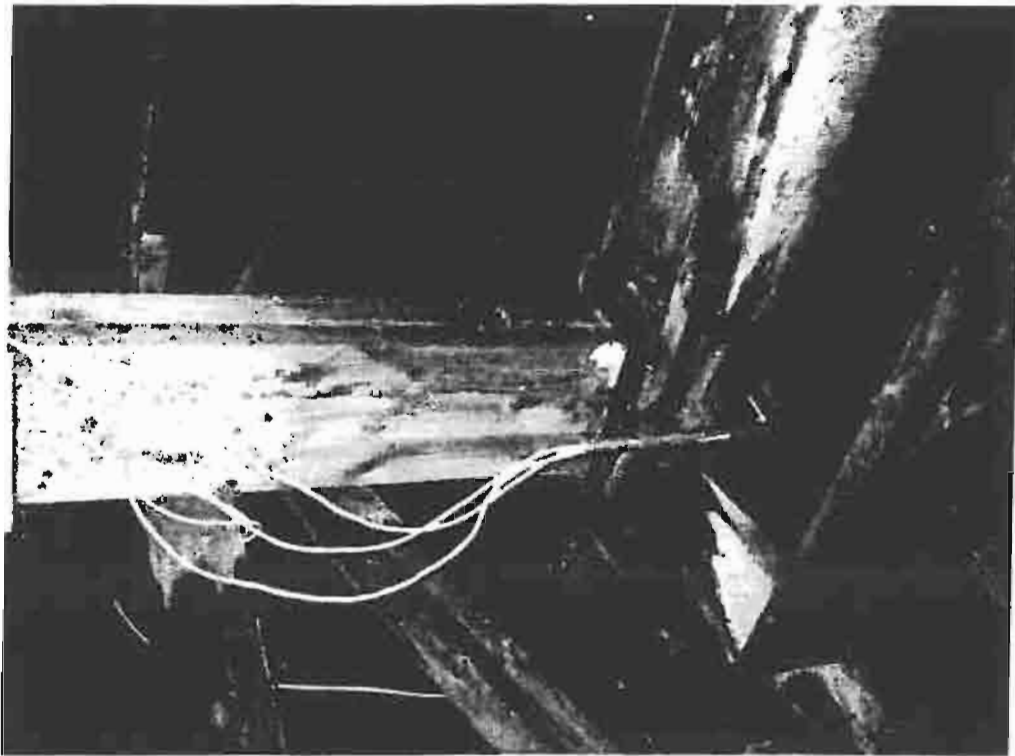


Photo No. 23: Water Stains on Roof Timber Framing. (2014-05-23)

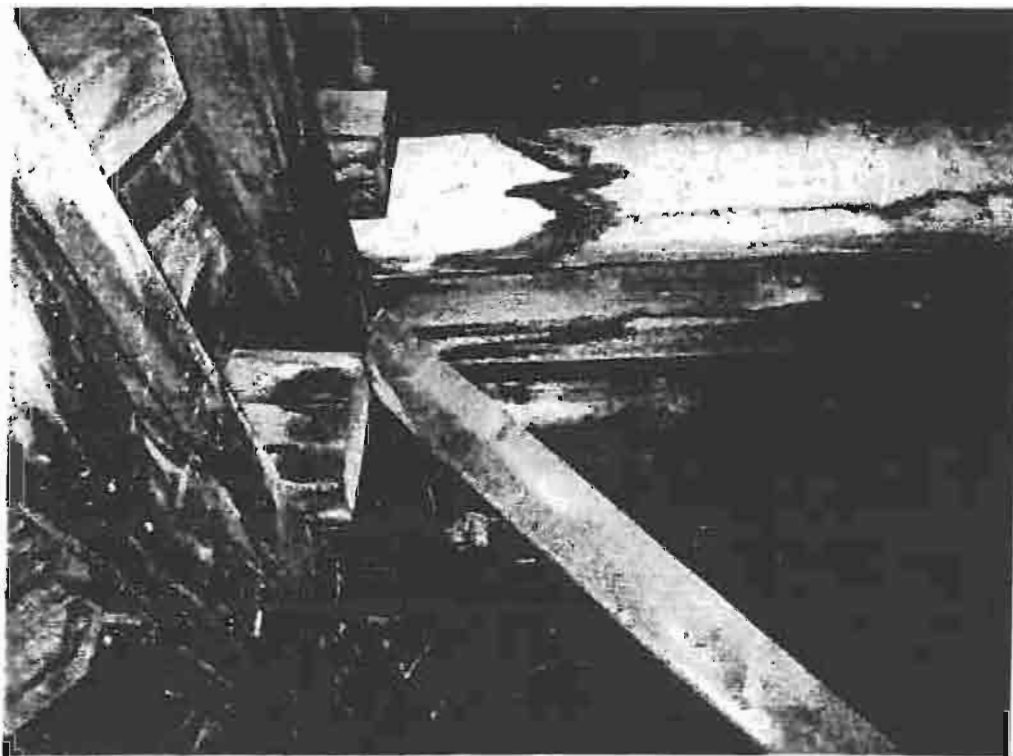


Photo No. 24: Water Stains on Roof Timber Framing. (2014-05-23)



**Photo No. 25: Rough Sawn 2"x13½" Main Floor Joists at 16" c/c.
(2014-05-23)**

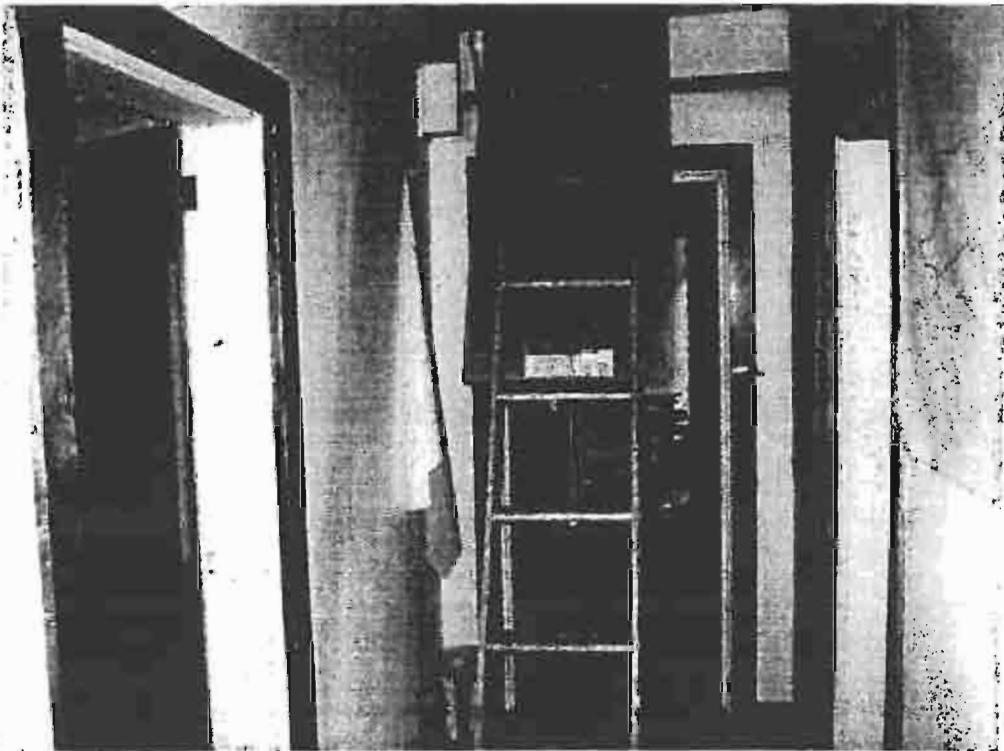


Photo No. 26: Water Damage to Corridor Drywall at Level 2. (2014-05-23)

John Leroux

777 churchill row - fredericton - new brunswick - E3B 1P7 - (506) 455-4277 - johnnyleroux@hotmail.com

July 15, 2014

RE: St. Stephen Town Hall NHSC

To whom it may concern,

On Monday, July 7, 2014, John Leroux, (architect, AANB) and Tom Morrison (Ph.D., P.Eng.) undertook a thorough interior and exterior visual inspection and walkthrough of the former St. Stephen Town Hall building / Old Post Office NHSC. Accompanying us was Kingsley Bailey, property manager of the Town of St. Stephen and Margaret Williamson, citizen of the town. Our understanding is that the Town of St. Stephen ceased occupying it as their main civic building approximately 8 years ago, although the upper floors have been used since then for storage of town documents.

Please note that the following observations and comments are based on visual inspection and are not to be taken as conclusive judgments on structural, safety, or environmental issues. These are to be taken as educated and informed opinions based on our experience in such matters. If more specific technical investigation is desired by the owners and stewards of the building, we would be more than willing to discuss this.

Firstly, it was a pleasure to have been given the privilege of touring the building, which is a magnificent and very significant example of late 19th century Canadian Federal Government architecture. Secondly, we were very surprised by what we encountered throughout the interior and exterior of the building, as it was in noticeably better condition than we were led to expect. In fact, it is in good overall condition. With the exception of the upper floor eastern gable, we could see no structural instabilities that caused any serious concern.

We were given notice that the basement periodically has issues with tidal water infiltration, which was visible during the walk-through. To this effect, it is good that there is nothing stored on that level, and we'd recommend that this remain the case. There was some visible surface mould in the ceiling on that level, but the wood wall and floor members all appear to be dry and rot-free. The large granite stone foundation appears to be straight and true overall, and was thought to be in stable condition as no significant cracks or settling signs were seen.

The ground, second and third floors were in good condition with no significant signs of structural concerns, except for a small area facing east on the third floor that had some of the exterior brick wall starting to fracture. This was immediately under the aforementioned brick gable that is a concern, but we will touch on that later. A number of interior details and historical elements are extant and in excellent condition, such as the original stairway and newel post/guardrails, the transom windows, and the tall cast iron posts at the main floor hall.

The attic was explored and the wood roof structure was in good shape, although some water infiltration had occurred at some period. It was observed that the current flat roof membrane is old and likely at the end of its lifespan. There was noticeable brick shifting at the eastern brick gable at the roof/attic level, although the equivalent north-facing gable appeared to be stable. Other than the east brick gable

(which is certainly very repairable), the attic was a pleasant surprise. It is a fascinating engineered wood environment that is precious in many ways.

On the exterior, the majority of the brick and stone surface is still in good shape and should need no repair, replacement or repointing. There are areas that do, but these should be fairly easy to reach and accomplish. Most of the decorative sandstone appears to be in good condition, except for some spalling in places and a number of arch keystones at a specific rear window that may need further intervention. The condition of the aforementioned East gable was seen to be a structural concern. This wall shows signs of movement and instabilities. It is recommended that this wall be stabilized before the winter. Our feeling is that this wall can be economically stabilized to allow for proper future use identification and conservation planning for the building.

We measured that the basement and main floor plates were 35' x 60' overall with 24" thick walls. This makes for an area of approximately 2100 square feet per floor, with the 2nd and 3rd floors being somewhat smaller at 35' x 47', or 1650 square feet. This equates to 5400 square feet of "occupyable" space and 2100 square feet of "unoccupyable" space at the basement.

While it is far too early to give accurate refurbishment or restoration costs, we were made aware of a figure that was previously obtained and continues to be discussed. At this moment in time, we caution you that it may very likely too high. If we can assume, based on our visible inspection, that the building is in good condition and should need no great structural reconstruction, a very reasonable and generous per-square-foot restoration cost could be in the range of \$200 to \$250 per square foot. (please read the following article for evidence of these numbers: <http://www.theobserver.ca/2008/09/08/plan-could-help>)

Taking it on the high side of \$250/s.f. x 5400 square feet of occupyable space) = \$1,350,000. Plus \$100/s.f. x 2100 unoccupyable/basement space = \$210,000. Together, these equal \$1,510,000. If a full elevator is required and an exterior fire escape stair, you could reasonably add another \$400,000 to \$500,000, although if a smaller single person elevator can be used, this number would be greatly reduced. Assuming that the \$1,510,000 is needed, plus the \$400,000/\$500,000, the amount is still under or near the \$2 million dollar range.

Given these observations and these preliminary numbers, we sincerely encourage you to reconsider any thoughts of demolition. There are more options than just demolition and complete rehabilitation of the structure. Furthermore there are opportunities with a structure of this time to find unique future uses, conservation measures, and external funding to undertake a project. The prudent thing would be to step back, take a more detailed technical and historical stock of the building, as you may find out that you can save one of the most important and beautiful heritage buildings in Southwest New Brunswick; and be long remembered for being community leaders for doing so.

Yours truly,



John Leroux AANB, MRAIC & Tom Morrison Ph.D, P.Eng.

Town of St. Stephen
Development Office Report
JULY 31, 2014

- Continuing to work with interested business owners that would like to purchase town land that may be available for sale or rent.
- Inspection of two (2) more unsafe buildings.
- McConnell Air from Vancouver completed layout of airport runway on Sunday, August 3rd.
- Ongoing work with Building Inspector to assist three (3) new businesses to open.

Meetings

Sculpture Saint John

Health and Safety

Team Management Meeting

Ongoing – Business Park Buildings

Respectfully submitted,

Kingsley Bailey, Development Officer

Garcelon Civic Center Manager

Monthly Report

July 2014

Administration:

- The Aquatic Center Policy was formally approved by Council on July 28 at their regular Council meeting. A press release was prepared and circulated to the local media.
- Max Solutions Inc., has been engaged to provide the facility scheduling and management system for the facility. MaxGalaxy is a new web based system. The system provided the best integration with the Town's accounting system in comparison to other systems. The training will commence the last week of August with an onsite training session planned for mid-sept.
- The Pro Shop RFP closed on August 1. No submissions were received within the deadline. One proposal was received for review only, not as part of the tender. The proposal is being reviewed.
- The Canteen and Catering RFP for the facility is being finalized.
- The Marketing and Business plan for the facility is being finalized with feedback being collected from the Civic Center Board, the Advising Commission, and Council. Once all feedback is collected, the report will be finalized.
- Council on July 28 formally approved the Town, Garcelon Civic Center, becoming a HIGH FIVE Umbrella Organization. The Garcelon Civic Center will use the HIGH FIVE philosophy in how programs and services are offered. A press release was prepared and circulated to the local media.
- The new website for the facility is nearing completion. The website content is being populated.
- Union negotiations for Civic Center classifications has concluded. The memorandum of understanding was formally accepted by Council on July 28 at their regular Council meeting.
- Various part-time non-union positions (Student Lifeguards and Student Customer Service Attendants) for the Civic Center have been posted publicly and will close the first week of August. Preparation for interviews is underway.
- The full-time and casual union positions (Maintenance/Custodial and Lifeguard) for the Civic Center have been posted internal, as per the collective agreement. The closing date for applications is the first week of August. Preparation for interviews is underway.
- Various social media updates were completed throughout the month. The Facebook page now has 1056 likes. The site has been very active and is a great tool for Staff to share updates.
- Internal front desk and financial controls are being developed and finalized.
- Public Wi-Fi terms of use for the splash page are being finalized.
- The Enabling Accessibility Grant Proposal was submitted.
- The Aquatic Supervisor is finalizing the Aquatic Staff manual and working on aquatic schedules.

- The Civic Center attended the Job Fair and Trade Show at the Algonquin.
- The Administrative Clerk, Programs, and Marketing Coordinator is working on the front desk orientation manual for Customer Service Attendants, the Fitness Center Orientation manual, coordinating a Basic Fitness and Resistance Training Course, marketing and promotional materials, and volunteer recruitment.
- The newly formed Opening Event(s) Planning Committee is scheduled to meet next month.
- A Garcelon Civic Center Special Event and Promotions Grant policy and application form is being developed.

Construction/Operations:

- Ongoing coordination is taking place with Bell Aliant for the Telecommunication and Audio Visual needs for the facility.
- The exterior signage for the facility was installed this month.
- Three quotes for interior signage have been received. The quotes are being reviewed in conjunction with the Civic Center Board.

Meetings:

- Union Meeting: July 3.
- Bell Aliant: July 8, 15, and 23.
- Weekly Staff Meeting: July 8, 15, 22, and 29.
- High Five: August 14.
- Advising Commission Meeting: July 14 and 24.
- Committee Meeting: July 16, 21, and 28.
- Fundraising Committee meeting: July 28.

Respectfully Submitted by

Natalie Reid

Garcelon Civic Center Manager

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



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

**POLICE REPORT
July 2014**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **July 1, 2014 to July 31, 2014 inclusive**. During this time period, the RCMP responded to 209 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	6
Tickets issued	5
Traffic Collision	6
Warnings issued	2
Other non-moving	1

PROVINCIAL STATUTES:

Child Welfare Act	2
False Abandoned 911	5
Mental Health Act	3
Fail to Stop or Remain at Accident	2
Intoxicated Persons Detention Act	1
Coroner's Act	1
Driving while Disqualified	3
Youth Criminal Justice Act	1
False alarms	6
Trespass Act	4
Off road vehicle Act	2

CRIMINAL CODE:

Assault	7
Break & Enter Business	1
Break and Enter Residence	4
Theft of bicycle	3
Disturbing the peace/Causing a disturbance	3
Fail to comply with probation	1
Impaired operation of motor vehicle	2
Mischief damage to and/or Obstruct Enjoyment of Property	6
Other theft under \$5000	7
Uttering threats against person	2
Fraud	2
Theft of motor vehicle	1
Robbery	1
Criminal Harassment	4
Breach of recognizance	3
Breach of Peace	1
Possession of property obtained by crime	1
Causing animals or birds unnecessary suffering	3
Harassing phone calls	1
Theft under \$5000 from motor vehicle	1
Assault with a weapon	1
Living off the avails of prostitution under 18 years	1

OTHER FEDERAL STATUTES:

Possession schedule VIII – cannabis	4
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OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	2
Assistance to Canadian Provincial Department	4
Assistance to General Public	4
Assistance to Canadian Federal Department	2

OTHER INVESTIGATIONS:

Crime Prevention	4
Items/lost found	3
Police Certificates	68
Request to locate	1
Suspicious person	3
Municipal Bylaws	2
Person Reported Missing	1
Roadside Suspension	1
Dangerous Driving	1
Peace Bond	1

**(R.W. MacKnight), Sgt.
Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police**

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

JOB PROMOTION POLICY FOR THE FIRE DEPARTMENT

THAT the Council of the Town of St. Stephen approves the Job Promotion Policy for the Fire Department No. 21 – A(2) attached.



TOWN OF ST. STEPHEN

POLICY

**Title: JOB PROMOTION POLICY
FOR THE
FIRE DEPARTMENT**

Policy No. 21 - A(2)

Page 1 of 2

Original Effective Date: May 15, 1989

First Amendment Effective Date: May 17, 2004

Second Amendment Effective Date: August 25, 2014

Second Amendment Approved by Council: August 25, 2014

PURPOSE

The purpose of this policy is to outline the guidelines for job promotion within The Town of St. Stephen Fire Department.

1. Job description will be posted on bulletin board for minimum of a two (2) week period. Any firefighter who meets the requirements of the job description may apply, in writing, by submitting a detailed resume.
2. After the closing date has expired, all applications will be checked to ensure that applicant meets criteria of job description for the appropriate position. Any applicant who does not meet this criteria will be notified, in writing, before interviews are held with an explanation of why he/she does not qualify.
3. All applicants who do meet the criteria for the position applied for shall be notified when interviews will be held.
4. If more than one (1) application is received for a particular position, an Interview Board shall be appointed.
5. This Interview Board shall arrange to interview all applicants at a time that is convenient to all parties concerned.

**Job Promotion Policy
Fire Department
Page 2**

6. All applicants shall be scored on an Interview Profile Form. A record of these forms shall be kept on file by the Chair of the Board for at least six (6) months from the time of interview.
7. The successful applicant shall be on a probationary period for a minimum of three (3) months to a maximum of six (6) months.
8. The positions of Fire Chief and Assistant Fire Chief shall be handled by the Chief Administrative Officer or Town Council.
9. The positions of Lieutenants, Captains, Training Officer and Special Events Coordinator shall be handled by the Fire Chief, Assistant Fire Chief and two (2) Chief Officers from the local fire service area.
10. If a conflict of interest should arise, the person in conflict shall excuse himself/herself and another person shall be appointed to the Interview Board.
11. Upon completion of interviews and evaluations, a recommendation shall be made to the Town Council.
12. Upon completion of interviews and evaluations, a list of qualified candidates may be kept on file for a period of one (1) year for future openings, with the possibility of a second (2nd) year if approved by the Town Council.

Approved: _____
Town Clerk

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

DONATION – ST. CROIX INTERNATIONAL QUILTERS

THAT the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$100.00 (one hundred dollars) to the St. Croix International Quilters as a sponsor of its upcoming quilt show which proceeds assist various charities.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: SEPTEMBER 2014 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the September Regular Town Council Meeting from the fourth (4th) Monday, 22nd day of September, 2014 at 7:00 p.m., to the third (3rd) Monday, 15th day of September, 2014 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – BANK
ACCOUNT**

THAT the Council of the Town of St. Stephen accepts the recommendation of the Town Treasurer as outlined in his Memo dated August 11, 2014, and presented to Council at its closed session on August 13, 2014 as per Section 10.2(4)(c) of the NB *Municipalities* Act for the established Scotiabank General Capital Reserve Fund bank account be changed to a General Operating Fund bank account for the use of The Town of St. Stephen's Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CABINETS

THAT of the two (2) proposals received, the lowest proposal of \$38,955.00 (thirty-eight thousand, nine hundred and fifty-five dollars), plus HST, from Hatt Enterprises (2010) Ltd., doing business as Classic Woodworking of Oak Bay, NB, to supply and install upper and lower cabinets in Rooms 033 and 211 at the Garcelon Civic Center, be accepted.

AND FURTHER THAT Council authorizes the payment from the redirection of funds budgeted in 2014 as a transfer to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

THAT the amount of \$90,212.00 (ninety thousand, two hundred and twelve dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

EXECUTION OF REVISED LEASE -- CYNTHIA FOSTER

WHEREAS the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating March 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating February 28, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

EXECUTION OF REVISED LEASE – 658850 N.B. LTD.

WHEREAS the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and 658850 N.B. Ltd, doing business as Miss D's Convenience Center (2012), for a period of ten (10) years retroactive to March 1, 2014 and terminating March 1, 2024, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and 658850 N.B. Ltd., doing business as Miss D's Convenience Center (2012), for a period of ten (10) years retroactive to March 1, 2014 and terminating February 29, 2024, plus five (5) years renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

EXECUTION OF REVISED LEASE – WANDA SCOTT

WHEREAS the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Wanda Scott, doing business as The Talk of the Town, for a period of one (1) year retroactive to March 1, 2014 and terminating March 1, 2015, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and Wanda Scott, doing business as The Talk of the Town, for a period of one (1) year retroactive to March 1, 2014 and terminating February 28, 2015, plus one (1) year renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

EXECUTION OF REVISED LEASE – MOVING FORWARD FOR BETTER INC.

WHEREAS the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Tammy Cooke, doing business as Moving Forward For Better Inc., for a period of five (5) years retroactive to June 1, 2014 and terminating June 1, 2019, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and Moving Forward For Better Inc., for a period of five (5) years retroactive to June 1, 2014 and terminating May 31, 2019, plus three (3) years renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF REQUEST FOR QUOTATION: SANITARY SEWER
OVERFLOW – BUDD AVENUE – PROJECT NO. 13-8513**

THAT the quoted price of \$48,750.00 (forty-eight thousand, seven hundred and fifty dollars), including HST, being the only quote received, from Southwest Concrete & Const. Ltd. of St. Stephen, NB for the installation of a sewer overflow chamber on Budd Avenue be accepted.

RESOLUTION NO.: _____

DATE: August 25, 2014

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.