

**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) Amendedment 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: July 28, 2014

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

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

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



## Conley's Martial Arts

Shorin White Crane Karate-Practical Tai Chi Chuan -White Crane Kung Fu-Classical Weapons  
Specialized Martial Arts Response Tactics (S.M.A.R.T.)  
St Stephen-McAdam-St Andrews-St George, NB & Perry-Baileyville, ME

July 25, 2014

**To: The Town of St Stephen Mayor and Council**  
**Re: Request to be on Monday's Council Meeting Agenda**

**Hello:**

**Please except this as my/our (along with neighbors and families effected: Sean Woodside, Frank Day and Kim Scott of Bell Ave. area/ Bell Subdivision, Milltown) to be placed on the agenda, Open Question Period, of the regular St Stephen Town Council meeting on Monday, July 28th in council chambers, then it is hoped by our parties that council will accept our two requests..**

**This would be regarding the flooding issue(s) with our four homes, the subsequent engineering report that was done, followed by the solution to our flooding problem from said report. And specifically the application process by the town to the federal Gas Tax Fund for the capital projects to be done in the town, one of those projects being the solution to our flooding problem in Bell Subdivision. Further, we formally request to the council: to be notified of when the Feds deny or accept the application by the town, AND to notify us of the date in which the voting will be conducted by council on the projects that will be getting done under this Gas Tax funding. As it is understood that not all capital projects this year will be getting consideration, thus a vote will be administered by council to decide the projects that will be funded under the Gas tax monies.**

**Thank you for your time and consideration to this matter,**

**Signed,**

**Bill Conley**  
**(On behalf of my affected neighbors)**

**11 Bell Avenue St Stephen NB E3L 3G2**

**www.conleymartialarts.com (506) 466 8845 shihan@conleymartialarts.com**

**P.O. Box 1022 Calais ME 04619**

July 24, 2014

Mayor John Quartermain  
Town Hall  
73 Milltown Blvd., Suite 112  
St. Stephen, NB E3L 1G5

RE: Agenda Item for Town Council meeting on July 28, 2014

Dear Mayor Quartermain,

I would like to request that an item be added to the agenda for the Town Council meeting on Monday so that I can ask a question relating to the Old Town Hall. I would also like to submit two information documents (attached to this email) so that you, Councillors and the public are fully aware of the building's architectural and historical significance.

Before asking my question, I would like to make two points. First, I can appreciate the significant challenges you, Councillors and staff face with other pressing matters such as the new civic centre. I trust you see my efforts to save the Old Town Hall building in the collaborative spirit in which they are intended. I believe a repurposed Old Town Hall would be of significant benefit to the Town, both as a central venue for community activities and a home for organizations and potentially commercial enterprises, but also as a historic landmark on the town's main street that would attract visitors and appeal to newcomers. It goes without saying that a repurposed Old Town Hall must be financially self-sustainable and this goal is one that I and many others will work towards once the immediate issues are resolved.

Secondly, the Valron engineering report on the east wall and the Leroux-Morrison letter about the condition of the building in general are not in competition, nor do they present significantly disputing assessments of the condition of the east wall and gable. However, the Leroux-Morrison letter does recommend a positive option: economical stabilization of the east wall to allow time for proper exploration of funding, conservation and repurposing options.

Everyone recognizes the need to deal with this issue as soon as possible. Waiting another month is simply a waste of precious time. And choosing to demolish the building at an estimated cost of \$100,000 (as per the Town Property Manager) because of one pressing issue would be, in the words of architect John Leroux, "... like putting down a dog because it has a cut on its foot." Surely the \$100,000 would be better spent proactively to ensure the Old Town Hall remains a viable asset in the long term.

My question for Town Council is:

Will Council agree to immediately get estimates for stabilization (not full repair) of the east wall and proceed with minimal intervention in order to: a) prevent further deterioration; b) satisfy liability issues that could result from damage to the adjacent property; and c) allow time for a citizens' committee to be formed to find funding for broader repairs and to explore options for repurposing the building?

Sincerely,

Margaret Williamson  
11 Albert Street  
St. Stephen, New Brunswick  
813-2555  
[margaretwilliamson@rogers.com](mailto:margaretwilliamson@rogers.com)

## St. Stephen Post Office National Historic Site of Canada

34 Milltown Boulevard, St. Stephen, New Brunswick, 046, Canada

Formally Recognized: 1983/06/13

Construction Dates: 1885/01/01 to 1887/01/01

Listed on the Canadian Register: 2009/06/04

### Description of Historic Place

The St. Stephen Post Office National Historic Site of Canada is a splendid two-and-a-half-storey brick and stone structure executed in the Romanesque Revival style, featuring contrasting colours and textures of materials, a symmetrical elevation with paired entrances and a prominent central gable with decorative carving. Prominently sited on one of the town's major streets, it now serves as the town hall. The designation refers to the interior and exterior of the building on its lot at the time of designation in 1983.

### Heritage Value

St. Stephen Post Office was designated a national historic site of Canada in 1983 because it is representative of small urban post offices by Thomas Fuller.

Built from 1885 to 1887, this building was constructed to house the local post office, customs offices and internal revenue offices. Designed under the federal government's chief architect Thomas Fuller, the structure is one of a series of buildings erected with the aim of establishing a visible federal presence throughout the country. It is a fine example of late 19th-century design in its picturesque composition and in the varied colours and textures of the exterior building materials. The round-arched doors and windows and the decorative carving show the influence of the Romanesque Revival style. Since 1965, this building has served as the St. Stephen town hall.

Sources: Historic Sites and Monuments Board of Canada, Minutes, June 1983, November 1988.

### Character-Defining Elements

Aspects of this site which contribute to its heritage value include:

- its prominent setting within the sympathetic context of an urban area of the small community of St. Stephen;
- those elements which speak to the qualities of a small urban post office, namely its conspicuous setting in the community, its public accessibility signalled by the prominent main doors and the vestiges of the interior layout and materials surviving from its time as a post office;
- those elements which speak to the building's architectural merit and integrity, namely, its elevation and massing, its Romanesque Revival design as illustrated by its use of contrasting red brick and pale stone, its generous door and window trim, and the pediment with decorative carving.

<http://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=12544&pid=0>

Excerpts from Historic Sites and Monuments Board of Canada  
Agenda Paper

HISTORIC SITES AND MONUMENTS BOARD OF CANADA

AGENDA PAPER

TITLE: Post Offices by Thomas Fuller, 1881-1896

SOURCE: Randy Rostecki, Architectural Historian, CIHB  
Leslie Maitland, Architectural Analyst, CIHB

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Historical Report

Post Offices and the Department of Public Works under  
Thomas Fuller

After 1867, the newly created Dominion Government was responsible for erecting and maintaining the public buildings required for functions which fell within its jurisdiction under the British North America Act. The militia, the post office, customs and excise, inland revenue, and weights and measures created a considerable demand. To accommodate them, the new government had inherited only a handful of older buildings from the former colonies at Confederation, and the bulk of these consisted of drill sheds and customs houses.<sup>1</sup>

By 1881 when Fuller became second Dominion Chief Architect, a basic network of post offices had already been established across Canada. These buildings were primarily located in major centres. Some of them had been transferred to the federal government by the colonies at Confederation and others had been constructed by the Department of Public Works under Scott, although the number of the latter had been severely restricted by the parsimonious attitude of the Alexander Mackenzie government, Scott's major employer.<sup>5</sup> Fuller served his complete term as Dominion Chief Architect under the conservative government of Sir John A. Macdonald whose policy was public expenditure to create a government presence.<sup>6</sup> As a result, a large scale programme of public construction took place under his supervision which included the building of seventy-eight post offices.

Sixty-six of these post offices were built in small urban centres with populations of less than 10,000 (see Appendix to Architectural Report). None of these centres had previously contained post offices. Many of them, like Almonte, Ontario where a post office was built in 1891, had previously been considered too small to house postal facilities.<sup>7</sup> Others, like Brandon, Manitoba (post office, 1889) had recently been developed. Since many of these buildings contained facilities for other federal government departments as well, they were often substantial structures. It is not surprising that the communities in which they were located regarded them as important public buildings.

## SMALL URBAN POST OFFICES

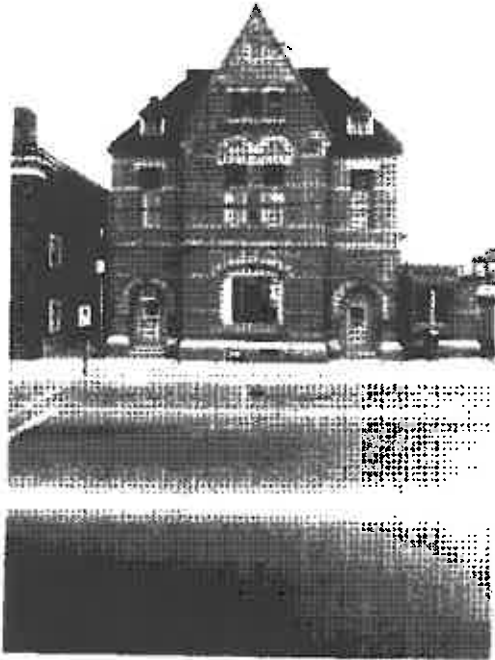


Figure 41  
St. Stephen, New Brunswick  
34 Milltown Boulevard  
1885-87<sup>1</sup>  
Saint John brick with sandstone  
trim<sup>2</sup>  
Contractor: John Macpherson<sup>3</sup>  
Clerk: D.F. Maxwell<sup>4</sup>

(Heritage Recording Services,  
Parks Canada.)

The former post office in St. Stephen embodies many of the features typical of Fuller post offices. The building now houses the Town Office of St. Stephen.<sup>5</sup> It is in reasonably good condition, although the interior has been changed.<sup>6</sup>

The red brick Fuller Post Offices are characterized by an emphasis on the polychromatic effects of contrasting dark red brick and lightly coloured stone for door and window mouldings, string courses, and decoratively carved panels. The building is two and a half storeys, dominated by a centre projection topped by a gable, framed to either side by doors. The combination of brick and stone is consistent for all the facades. The post offices remains the dominant building in its setting. It originally housed the Post Office, Customs, and Internal Revenue.

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

DATE: July 28, 2014

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on June 23, 2014 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JUNE 23, 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 by Councillor Harding

**160/14** **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) **Old Town Hall Building** – Margaret Williamson spoke to her letter dated June 20, 2014, and as a result:

- The Town will release the engineering report on the structural condition sometime after review in closed session by Council at its Committees meeting on July 16<sup>th</sup>.
- The Mayor confirmed that no decision on the fate of the building will take place in the near future.
- Council agreed that two experts with historic buildings, as recommended by Ms. Williamson, can coordinate with the Town's Property Manager and visit the building to provide their comments at no cost to the Town.
- Council supports the formation of a committee of citizens and Councillors that would explore possibilities for the future of the building.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Harding

161/14 THAT the Minutes of the Regular Council meeting held on May 26, 2014 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Maxwell

Seconded by Councillor Harding

162/14 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2014 be received. CARRIED

PAID BILLS

Moved by Councillor Harding

Seconded by Councillor MacDonald

163/14 THAT the paid bills in the amount of \$2,145,203.47 (two million, one hundred and forty-five thousand, two hundred and three dollars and forty-seven cents) be received. CARRIED

9. COMMUNICATIONS

No communication.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 164/14 THAT the Minutes of the Committee of Council meeting held on May 26, 2014 be approved as circulated. CARRIED

COMMITTEES MEETING

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 165/14 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 June 11, 2014 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

- 166/14 THAT the following staff reports for the month of May 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

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 Deputy Mayor Ames

Seconded by Councillor MacEachern

- 167/14 THAT the Royal Canadian Mounted Police (RCMP) May 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. CARRIED

**AMENDED**

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

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

**168/14** THAT Resolution #141/14 as stated in the Minutes of May 26, 2014, which reads

THAT Kathy Mallory be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective June 1, 2014 and expiring May 31, 2014, filling the vacancy left by the retirement of Diana Boyd. **CARRIED**

shall be amended by changing the expiry year from 2014 to 2017, which shall now read:

THAT Kathy Mallory be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective June 1, 2014 and expiring May 31, 2017, filling the vacancy left by the retirement of Diana Boyd. **CARRIED**

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

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

**169/14** THAT the Council of the Town of St. Stephen approves the request from the Christian Community of St. Stephen to host their "Love St. Stephen" event which will be comprised of barbecues, car washes, and a children's fair, all provided free to the public on Saturday, July 12, 2014, between 10:00 a.m. – 2:00 p.m., with a rain date of Saturday, July 19, 2014, at locations between the Charlotte Mall and the David Alison Ganong Chocolate Park, as well as a barbecue at the W. T. Booth Community Pool if the swim team is not holding a fundraising barbecue the same day.

**AND FURTHER THAT** Council grants permission to the Christian Community for the use of the Town Square for groups to provide music from 6:00 p.m. – 8:00 p.m. on July 12<sup>th</sup> or the rain date of July 19<sup>th</sup>. **CARRIED**

**VOLUNTEER FIREFIGHTER POSITIONS**

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

**170/14** THAT the Fire Chief's recommendation to recruit Jeremy McShane as a volunteer firefighter subject to the appropriate medical and records background check and a three (3) month probationary period be accepted.

**AND FURTHER THAT** the Fire Chief's recommendation to recruit Chris Linton, a former volunteer firefighter with the St. Stephen Fire Department, as a volunteer firefighter, and who is fully-trained, be accepted. **CARRIED**

**OPERATOR/MECHANIC JOB RECOMMENDATION**

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 171/14 **THAT** Donald O. Merritt be offered the position of Operator/Mechanic for the St. Stephen Public Works Department effective July 7, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

**BELL MOBILITY WIRELESS AGREEMENT – AMENDMENT FOR SUPPLIER OF HARDWARE**

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 172/14 **WHEREAS** the Council of The Town of St. Stephen (the “Town”) and Bell Mobility Inc. (Bell) have negotiated an amendment to the Bell Mobility Corporate Account Agreement dated March 25, 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 the amendment, in the form presented to Council, which authorizes the purchase of hardware covered by the Agreement from WorldLynx Wireless LP (WorldLynx), and all other terms and conditions as outlined in the Agreement shall continue in full force and effect.

**CARRIED**

**SCULPTURE SAINT JOHN – RECEPTIONS**

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 173/14 **WHEREAS** the Council of the Town of St. Stephen previously agreed by resolution at its meeting on June 24, 2013 to participate in the creation of an International Sculpture Trail between New Brunswick and Maine;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$2,500.00 (two thousand, five hundred dollars) to cover the cost of three (3) receptions for the Sculptors. **CARRIED**

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2015 – 2019 – DESIGNATED HIGHWAY PROGRAM**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 174/14 **THAT** the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2015 – 2019 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

**SERVICE NEW BRUNSWICK - SERVICE AGREEMENT # 14-005**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 175/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a three (3) year Service Agreement # 14-005 with Service New Brunswick, in the form of agreement presented to Council, to process various municipal payments effective July 1, 2014 and expiring on June 30, 2017.

**CARRIED**

**MUNICIPAL GENERAL INSURANCE POLICY – OPTION TO REDUCE DEDUCTIBLE LIMITS**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 176/14 WHEREAS there is an option under our Municipal General Insurance Liability contract to reduce the deductible, for our Municipal Liability, Errors and Omissions and Sewer Backup risk coverage, from \$10,000.00 to \$5,000.00, for an additional annual premium of \$2,875.00,

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen directs the Treasurer to instruct our Broker, Guy R. Day and Son Ltd., to reduce the deductible limits to be effective June 24, 2014. **CARRIED**

**TRAINING SALES AGREEMENT – NEW BRUNSWICK COMMUNITY COLLEGE CORPORATION**

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

- 177/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Training Sales Agreement with the New Brunswick Community College Corporation retroactive to the 6<sup>th</sup> day of June, 2014, copy attached, for the Fire Investigator Report & Writing Course for the attendance of two volunteer firefighters from the St. Stephen Fire Department at the New Brunswick Community College, Miramichi Campus. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Ames**

- Attended all Town meetings.
- Participated in a "Jail and Bail" at Ganong Nature Park.
- Attended a tablet training session.
- Attended the Annual General Meeting of Charlotte County Alternative Transportation.
- Attended the NB Sports Hall of Fame Banquet and Induction Ceremony.
- Participated in the Relay for Life.
- Attended the Grand March at the Border Arena.

**MINUTES  
REGULAR COUNCIL  
JUNE 23, 2014**

- Attended graduation at SSSS.
- Advised that Keith Minchin, Photographer, is taking group photos of particular regions in NB called "Group Hugs", and he invites St. Stephen to join St. Andrews in front of the Kennedy Inn on Water Street at 3:00 p.m. on July 1<sup>st</sup> for such a photo shot.

Councillor MacEachern

- Attended the Relay for Life.
- Participated in the interviews for the Operator/Mechanic job position.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Interviewed by ATV on the rabid raccoon situation.

Councillor Booth

- Attended all Town meetings.
- Donated plants to the Charlotte County Museum and stated that the painting and restoration work is almost completed in preparation for its opening on July 1<sup>st</sup>.

Councillor MacDonald

- Out of town for a period of time.
- Attended all Town meetings.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended the NB Sports Hall of Fame Banquet and Induction Ceremony.

Councillor Maxwell

- Attended all Town meetings.
- Participated in the interviews for the Operator/Mechanic job position.
- Attended the NB Sports Hall of Fame Banquet and Induction Ceremony.
- Attended two Chocolate Museum Operating Committee meetings.
- Organized and selling tickets as a fundraiser for the Chocolate Museum and the Food Bank.

Mayor Quartermain

- Thanked Councillor Booth for his donation of plants to the Charlotte County Museum and all the volunteers who worked hard in preparation of the July 1<sup>st</sup> opening.

**MINUTES  
REGULAR COUNCIL  
JUNE 23, 2014**

8

- Thanked the Public Works crew who are working hard with sweeping streets and with the spring clean up, and stated that there is more refuse this spring due to the rough winter; and further stated that the crew is going above and beyond as the Town's by-law states "bagged leaves and bundled or bagged twigs".
- Thanked the Town's Financial Advisor and Town Clerk for their many hours involved with the tablets in preparation for paperless meetings.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *Saint Croix Courier*, asked when a new Chief Administrative Officer will be hired, and the Mayor advised that Council may discuss it at next month's Committees meeting.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked when the Garcelon Civic Center will be completed. The Mayor stated that it may be completed within four to six weeks and suggested contacting Kingsley Bailey, the Project Manager. He further stated that no information has been received from DORA Construction.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor MacDonald

178/14 THAT the meeting adjourn at 7:55 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
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**73 MILLTOWN BLVD., SUITE 112**  
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10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committee of Council Meeting – May 26, 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 – June 11, 2014

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
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- (d) Fire Department
- (e) By-Laws and Building Inspection Services
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- (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) Amended – Appointment – St. Croix Public Library Board
- (c) Approval of Event – Love St. Stephen
- (d) Volunteer Firefighter Positions
- (e) Operator/Mechanic Job Recommendation
- (f) Bell Mobility Wireless Agreement – Amendment for Supplier of Hardware
- (g) Sculpture Saint John – Receptions
- (h) Town of St. Stephen – Proposed Five Year Plan 2015 – 2019 – Designated Highway Program
- (i) Service New Brunswick – Service Agreement # 14-005
- (j) Municipal General Insurance Policy – Option to Reduce Deductible Limits
- (k) Training Sales Agreement – New Brunswick Community College Corporation

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: July 28, 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 June 30, 2014 be received.

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

	<b>Actual To Date For the Six Months Ending June 30, 2014</b>	<b>Budget For the Year Ending December 31, 2014</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	2,781,467	5,562,934	\$2,781,467	50%
Services Provided to Other Governments	98,197	193,199	95,002	51%
Sale of Services	24,835	395,414	370,579	6%
Other Revenue From Own Sources	179,770	189,498	9,728	95%
Unconditional Grants	524,451	1,048,900	524,449	50%
Unconditional Transfers	5,745	22,980	17,235	25%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	594,239	1,090,911	496,672	54%
<b>Total Revenue</b>	<b>4,208,704</b>	<b>8,507,836</b>	<b>4,299,132</b>	<b>49%</b>
<b>Expenditure</b>				
General Government Services	555,948	916,120	360,172	61%
Protective Services	990,450	2,137,940	1,147,490	46%
Transportation Services	898,421	1,798,421	900,000	50%
Environmental Health Services	135,961	265,550	129,589	51%
Environmental Development Services	221,233	249,838	28,605	89%
Recreational and Cultural Services	378,200	1,536,164	1,157,964	25%
Fiscal Services	686,696	1,595,803	909,107	43%
Other	(1,194)	8,000	9,194	-15%
<b>Total Expenditures</b>	<b>3,865,715</b>	<b>8,507,836</b>	<b>4,642,121</b>	<b>45%</b>
<b>Surplus (Deficit)</b>	<b>\$342,989</b>	<b>\$0</b>		

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

	Actual To Date For the Six Months Ending June 30, 2014	Budget For the Year Ending December 31, 2014	Remaining	Percentage Used
<b>Revenue</b>				
Sale of Service	\$1,022,812	\$2,034,783	\$1,011,971	50%
Other Revenue From Own Service	96,637	178,464	81,827	54%
Other Transfers	525	1,051	526	50%
<b>Total Revenue</b>	<u>1,119,974</u>	<u>2,214,298</u>	<u>1,093,798</u>	<u>51%</u>
<b>Expenditures</b>				
Water Supply	399,231	1,014,201	614,970	39%
Sewerage Collection and Disposal	288,425	681,953	393,528	42%
Fiscal Services	241,753	518,144	276,391	47%
<b>Total Expenditures</b>	<u>929,409</u>	<u>2,214,298</u>	<u>1,284,889</u>	<u>42%</u>
<b>Surplus (Deficit)</b>	<u>\$190,565</u>	<u>\$0</u>		

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

DATE: July 28, 2014

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

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

**PAID BILLS**

**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.

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 014469

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Number	Issued	Recipient	Amount	SC	Status	StatDate
013236	06/13/14 JUN13/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AU" - INTEREST	5163.00 <b>5163.00</b>	A/P	CLEARED	06/30/14
013239	06/13/14 JUN13/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AU" - PRINCIPAL	71000.00 <b>71000.00</b>	A/P	CLEARED	06/30/14
013244	06/22/14 JUN22/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AZ" - INTEREST	3193.75 <b>3193.75</b>	A/P	CLEARED	06/30/14
013247	06/11/14 JUN11/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BA" - INTEREST	6542.50 <b>6542.50</b>	A/P	CLEARED	06/30/14
013248	06/11/14 JUN11/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BA" - PRINCIPLE	48000.00 <b>48000.00</b>	A/P	CLEARED	06/30/14
013253	06/02/14 JUN02/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BC" - INTEREST	7699.75 <b>7699.75</b>	A/P	CLEARED	06/30/14
013254	06/02/14 JUN02/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BC" - PRINCIPAL	49000.00 <b>49000.00</b>	A/P	CLEARED	06/30/14
013447	06/01/14 JUNE01/14	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-JUN LEASE PAYMENT	5323.40 <b>5323.40</b>	A/P	CLEARED	06/30/14
014265	06/03/14 18435	A*PLUS* AUTO GLASS & UPHOLSTERY TS-#12-INSTALL WINDSHIELD	367.25 <b>367.25</b>	A/P	CLEARED	06/30/14
014266	06/03/14 1429893	BRUNSWICK NEWS INC PS-FIRE-BURNING PERMIT	134.63 <b>134.63</b>	A/P	CLEARED	06/30/14
014267	06/03/14 9911844861	CANADIAN SPRINGS PS-RCMP-WATER	41.61 <b>41.61</b>	A/P	CLEARED	06/30/14
014268	06/03/14 2801	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANITORIAL SERVICES-AP	152.55 <b>152.55</b>	A/P	CLEARED	06/30/14
014269	06/03/14 IN73101	CNH CAPITAL T4112 TS-#16-AIR FILTERS, CARTRIDGE	706.88 <b>706.88</b>	A/P	CLEARED	06/30/14
014270	06/03/14 150787 150846	DAVIS FUELS LTD. TS/PS-199 UNION ST HEATING FUE TS/PS-199 UNION ST-HEATING FUE	859.26 <b>898.21</b>			

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	150883	TS/PS-199 UNION ST HEATING FUE	783.80			
	340259	TS-SHOP-SUPREME 5W30	91.85			
			<b>2633.12</b>	A/P	CLEARED	06/30/14
014271	06/03/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-067	PS-BLDINSPCT-MAY 18-30 FEE,MIL	1737.94			
			<b>1737.94</b>	A/P	CLEARED	06/30/14
014272	06/03/14	HOVEY'S HUSKY SALES & SERVICE				
	7376	TS-ST5-CUT OFF SAW	1580.87			
			<b>1580.87</b>	A/P	CLEARED	06/30/14
014273	06/03/14	JACK MERRILL				
	MAY15/14	PM-TOURISTBUREAU-CLEAN CARPET	175.00			
			<b>175.00</b>	A/P	CLEARED	06/30/14
014274	06/03/14	JOAN FLEWELLING				
	MAY/14	GG-TWNCLRK-MNTHLY VEH ALLOW	50.00			
			<b>50.00</b>	A/P	CLEARED	06/30/14
014275	06/03/14	LINDE CANADA LTEE, M2193				
	49714479	TS-SHOP-ACETYLENE WS	11.41			
			<b>11.41</b>	A/P	CLEARED	06/30/14
014276	06/03/14	LSW WEAR PARTS LTD.				
	39108	TS-#21,#22-POLY ZZ CONVOLUTED	406.80			
	39136	TS-#21,#22-POLY ZZ CONVOLUTED	406.80			
			<b>813.60</b>	A/P	CLEARED	06/30/14
014277	06/03/14	MANZER YOUNG				
	14-068	PS-BYLAW-MAY 18-30 FEE	395.50			
			<b>395.50</b>	A/P	CLEARED	06/30/14
014278	06/03/14	MCINNES COOPER				
	2014009849	CC-LEGAL-CONTRACT	452.00			
	2014009856	GG-LEGAL-ZONING BYLAW REVISION	2825.00			
			<b>3277.00</b>	A/P	CLEARED	06/30/14
014279	06/03/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16829	TS-#22-STR. M JIC UNION	8.32			
	16830	TS-#2-LABOUR TO BEND SUPPLIED	44.07			
			<b>52.39</b>	A/P	CLEARED	06/30/14
014280	06/03/14	MINISTER OF FINANCE				
	WEEK23/14	EMPLOYEE DEDUCTIONS-JUN 7-13	209.30			
			<b>209.30</b>	A/P	CLEARED	06/30/14
014281	06/03/14	NOVA FIRE EQUIPMENT LTD.				
	14230	PS-FIRE-FIRE HELMET LIGHTS	248.60			
	14231	PS-FIRE-LEATHER LACE/SPEED ZIP	469.12			
			<b>717.72</b>	A/P	CLEARED	06/30/14
014282	06/03/14	PTNEY WORKS				
	05/13/14	GG/RC/PS/-POSTAGE METER REFILL	450.39			
			<b>450.39</b>	A/P	CLEARED	06/30/14

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014283	06/03/14 106455	RICHWIL TRUCK CENTRE LTD. TS-#22-3*OD I	50.49 50.49			
014284	06/03/14 WEEK23/14 WEEK23/14*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	CLEARED	06/30/14
014285	06/03/14 5601 5678 5688	SOURCE ONE SUPPLIES TS-SHOP-GARBAGE BAGS PS-FIRE-LOTION SOAP, AIR FRESH TS-SHOP-TRASH PUMP	351.88 93.62 66.50 512.00	A/P	CLEARED	06/30/14
014286	06/03/14 151030	SOUTHERN SANITATION LTD. GG-TOWN-GARBAGE COLLECTION	8859.01 8859.01	A/P	OUT-STD	
014287	06/03/14 14052	SOUTH WEST COURIER TS-#7-SJ SPRINGWORKS	48.08 48.08	A/P	CLEARED	06/30/14
014288	06/03/14 087151 20364	ST. CROIX PRINTING & PUBLISHING COM GG-TOWN-SPRING CLEAN UP GG-TOWN-GENERAL OPERATING FUND	52.21 119.07 171.28	A/P	CLEARED	06/30/14
014289	06/03/14 1387*	ORR ELECTRIC & ALARM LTD. CB-BUILDING-OUTSIDE LIGHTS REP	1391.28 1391.28	A/P	CLEARED	06/30/14
014290	06/03/14 1*	YMCA OF FREDERICTON CC-POOL-LIFESAVING INSTRCT CRS	152.55 152.55	A/P	CLEARED	06/30/14
014291	06/12/14 JUNE11/14	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-JUN24-JUL23-DIV 1	1667.54 1667.54	A/P	CLEARED	06/30/14
014292	06/12/14 WEEK24/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUN 14-20	209.30 209.30	A/P	CLEARED	06/30/14
014293	06/12/14 WEEK24/14	PAYROLL TRANSFER GG-TRANSFER-MAY30-JUN12/14	53520.00 53520.00	A/P	CLEARED	06/30/14
014294	06/12/14 WEEK24/14	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-MAY30-JUN12/14	27378.16 27378.16	A/P	CLEARED	06/30/14
014295	06/12/14 WEEK24/14	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE	167.69			

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	WEEK24/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	CLEARED	06/30/14
014296	06/12/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	JUNE11/14*	GG-PREMIUMS-JUN24-JUL23-DIV 2	1109.53			
			<b>1109.53</b>	A/P	CLEARED	06/30/14
014298	06/19/14	ACKLANDS - GRAINGER INC.				
	7650 0059643	PS-FIRE-BREATHING APPARATICE R	3477.20			
			<b>3477.20</b>	A/P	CLEARED	06/30/14
014299	06/19/14	ALL GAS TANKS				
	75532	RC-PARKS-LEAF BLOWERM, TRIMMER	1016.82			
	76049	RC-PARKS-SPARK PLUGS	13.67			
			<b>1030.49</b>	A/P	CLEARED	06/30/14
014300	06/19/14	BELL ALIANT				
	06336721MAY14	TS-AIRPORT-TELEPHONE	129.17			
	47424130APR14	CC-BUILDING-LANDLINE PHONES	229.13			
			<b>358.30</b>	A/P	CLEARED	06/30/14
014301	06/19/14	BRUNSWICK NEWS INC				
	1432365	PS-FIRE-POLICE WEEK	75.71			
			<b>75.71</b>	A/P	CLEARED	06/30/14
014303	06/19/14	CANADIAN TIRE				
	N14085880	RC-HORT-FRUIT TREE SPIK,NYLON	74.79			
	N14085881	PS-FIRE-SHACKLES,HSHRINK TUBE	44.66			
	N14085896	RC-HORT-SPRAY 9,FRUIT TREE SPI	38.60			
	N14085906	RC-PARKS-CLOTHING ALLOW	53.64			
	N14085910	TS-#22-BATTERY	163.84			
	N14085911	PS-FIRE-STRAPS	42.13			
	N14864876	RC-PARKS-MOTOR OIL	13.64			
	N14864878	RC-PARKS-SLEDGE HAMMER	44.96			
	N14864887	TS-#22-WELD ST.ROD.H	7.11			
	N14864897	TS-#22-3"BRDBUTT	6.20			
	N14864899	RC-HORT-GAS CAN,ECO REPL SPOUT	102.78			
	N14864914	TS-#22-PLASTLFLAT 3/4	4.73			
	N14865188	TS-SHOP-WELD RODS	20.76			
	N14865192	RC-PARKS-GRINDING DISC	62.13			
	N14865195	TS-SHOP-CUP BRUSHES	36.15			
	N14865198	TS-#22-DC BED ARMOR AE	38.40			
	N15356462	PS-FIRE-PLUG,HBCTCOO8C BALL2	31.17			
	N15356466	RC-HORT-1/2"FEM.BRASS,HOSE SHU	126.48			
	N15427001	RC-HORT-PATIO BRUSH, 24"MULTI	93.11			
	N15427006	RC-PARKS-BALL	19.20			
			<b>1024.48</b>	A/P	CLEARED	06/30/14
014304	06/19/14	CNH CAPITAL T4112				

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	IN73424	TS-#16-BELT,BUSHING	82.44			
	WO11414	TS-#16-FILTER ASSY,TUBE,O-RING	1421.90			
			<b>1504.34</b>	A/P	CLEARED	06/30/14
014305	06/19/14	CONNORS DIVING SERVICES				
	21070	PS-FIRE-BREATHING AIR, COMPRES	1114.07			
			<b>1114.07</b>	A/P	CLEARED	06/30/14
014306	06/19/14	DAVE DINSMORE WEB DESIGN & HOSTING				
	0274	CC-WEBHOSTING-OCT-MAY/14	361.51			
			<b>361.51</b>	A/P	CLEARED	06/30/14
014307	06/19/14	DISHER HOMES LTD.				
	MAY16/14	GG-CIVIC-HOUSE REMOVAL	7096.40			
			<b>7096.40</b>	A/P	CLEARED	06/30/14
014308	06/19/14	DOW JENNIFER				
	JUNE06/13	RC-HORT-SOIL	453.77			
	MAY28/14	RC-HORT-FLOWERS	221.44			
			<b>675.21</b>	A/P	CLEARED	06/30/14
014309	06/19/14	EAST COAST AIR				
	907	PS-RCMP-HEAT PUMP REPAIR	73.45			
			<b>73.45</b>	A/P	CLEARED	06/30/14
014310	06/19/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-073	PS-BUILDINSPECT-JUN 1-14 FEE	1139.04			
			<b>1139.04</b>	A/P	CLEARED	06/30/14
014311	06/19/14	G. LEBLANC FIRE TRUCK REPAIR LTD.				
	8112	PS-#202-ANNUAL SERVICE	1609.03			
	8113	PS-#1-ANNUAL SERVICE	451.27			
	8114	PS-#3-ANNUAL SERVICE	500.99			
			<b>2561.29</b>	A/P	CLEARED	06/30/14
014312	06/19/14	HIGGINS TECH IT SERVICE				
	APRIL 10, 2014	PM/CC-LAPTOP/PHONE-MAINTENANCE	210.00			
			<b>210.00</b>	A/P	CLEARED	06/30/14
014313	06/19/14	IRVING ENERGY DISTRIBUTION AND MARK				
	349278	TS-ST5-ULS PREMIUM DIESEL	2062.49			
	35100	TS-ST5-DIESEL	1133.08			
	48068	TS-ST5-GAS	5599.25			
	637695	TS-ST5-ULS PREMIUM DIESEL	1768.11			
	APRIL, MAY INT	TS-ST5-APRIL, MAY INTEREST	86.01			
			<b>10648.94</b>	A/P	CLEARED	06/30/14
014314	06/19/14	KEITH'S BUILDING SUPPLIES				
	130310	TS-SHOP-KEY	2.70			
	130379	TS-SHOP-TAPE CAUTION	17.15			
	130642	RC-PARKS-TREATED-COPPER	152.10			
	130653	RC-PARKS-BLADE FRAMING,SAW BLA	66.65			

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	130680	TS-#12-SPRUCE	133.55			
	130717	TS-#12-PLYWOOD	56.44			
	130785	TS-SHOP-SPRUCE, BLACK MARINE PA	73.42			
	130870	TS-#12-PLYWOOD	44.01			
	131000	TS-SHOP-3 STEP RISER, TREATED-C	36.09			
	131217	RC-PARKS-LUMBER CRAYON RED, SL	35.35			
	131427	TS-SHOP-PLYWOOD, SPRUCE, SCREWS	225.38			
			<b>842.84</b>	A/P	OUT-STD	
014315	06/19/14	KENT BUILDING SUPPLIES				
	700308	PM-TOURIST BUREAU-SAFETY SIGNS	117.29			
	711642	TS-SHOP-DECK SCREWS	12.50			
	711819	TS-SHOP-#Z-MAX/SLOPEABLE HANGE	24.57			
	712462	TS-SHOP-CHAIN, CLAMP, WIRE	72.46			
			<b>226.82</b>	A/P	OUT-STD	
014316	06/19/14	KONICA MINOLTA				
	5124605	GG-TOWN-COPIER LEASE- JUNE	129.00			
			<b>129.00</b>	A/P	CLEARED	06/30/14
014317	06/19/14	L.E. WHITTAKER CO., LTD.				
	34150	PS-FIRE-HYDRO TESTING	90.40			
			<b>90.40</b>	A/P	CLEARED	06/30/14
014318	06/19/14	LSW WEAR PARTS LTD.				
	39251	TS-#21, #22- 10 X 32 POLY ZZ CO	401.15			
			<b>401.15</b>	A/P	CLEARED	06/30/14
014319	06/19/14	MANZER YOUNG				
	14-074	PS-BYLAW-JUN 1-14 FEE	870.10			
			<b>870.10</b>	A/P	CLEARED	06/30/14
014320	06/19/14	MARITIME COFFEE SERVICE				
	IN00236508	PS-FIRE-KITCHEN SUPPLIES	60.50			
			<b>60.50</b>	A/P	CLEARED	06/30/14
014321	06/19/14	MAYFIELD GARDENS & LANDSCAPE				
	5955	RC-HORT-FLOWER SUPPLIES	2119.92			
			<b>2119.92</b>	A/P	CLEARED	06/30/14
014322	06/19/14	MCAULEY, JANET				
	JUNE12/14	GG-TREASURY-TOWNSUITE CONFEREN	15.00			
			<b>15.00</b>	A/P	OUT-STD	
014323	06/19/14	MCLAUGHLIN, DONALD				
	MAY 27, 2014	TS-#1-TOWN SHIELDS AND UNIT	129.95			
			<b>129.95</b>	A/P	CLEARED	06/30/14
014324	06/19/14	MEDAVIE BLUE CROSS				
	JULY01/14	GG-HEALTH&DENTALPREMIUMS-MANAG	6187.19			
	JULY01/14*	GG-HEALTH&DENTALPREMIUMS-UNION	8217.40			
			<b>14404.59</b>	A/P	CLEARED	06/30/14

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014325	06/19/14 132218	MEGA-LAB MANUFACTURING CO. LTD. PS-FIRE-CRYSTAL	161.59 161.59			
				A/P	CLEARED	06/30/14
014326	06/19/14 WEEK25/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUN 21-27	209.30 209.30			
				A/P	CLEARED	06/30/14
014327	06/19/14	MINISTER OF FINANCE				
	11368891MAY14	GG/CC-TOWNHALL-TELEPHONES	1399.08			
	11378668MAY14	TS/PS-199UNIONST-TELEPHONES	346.47			
	11395944MAY14	TS/PS-199UNIONST-TELEPHONES	895.88			
	15772965MAY14	RC-REC/POOLS-TELEPHONES	346.86			
	46435731MAY14	RC-PARKS-CHOC PARK CAMERAS	77.91			
			3066.20	A/P	CLEARED	06/30/14
014328	06/19/14	N. B. ELECTRIC POWER				
	19051703JUN14	TS-AIRPORT-ELECTRICITY	178.16			
	19051801JUN14	TS-AIRPORT-ELECTRICITY	41.37			
	216030308JUN14	TS-ST5-AREA LIGHTS	10713.79			
	216508710JUN14	CB-WATERHEATER-UPSTAIRS OFFICE	2.60			
	57955826JUN14	CB-SELFCONTAINEDLIGHT-ELECTRIC	97.91			
	57955835JUN14	CB-POLELIGHT-ELECTRICITY	13.89			
			11047.72	A/P	CLEARED	06/30/14
014329	06/19/14 306323	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWNHALL-FLOOR MATS	93.70 93.70			
				A/P	CLEARED	06/30/14
014330	06/19/14 AUGUST19/13	NICK GAUNCE PS-BUILDINGPERMIT-REFUND	25.00 25.00			
				A/P	OUT-STD	
014331	06/19/14 25294	ORCHARD'S PAINT & PAPER LTD. PM-LIBRARY-PAINT	151.24 151.24			
				A/P	CLEARED	06/30/14
014332	06/19/14 IN-5470587	ORKIN CANADA CORPORATION PS-FIRE-PEST CONTROL	106.79 106.79			
				A/P	CLEARED	06/30/14
014333	06/19/14 32216045-00	PARTS FOR TRUCKS INC. TS-SHOP-LUBRICANT,TACTIFIER	349.37 349.37			
				A/P	CLEARED	06/30/14
014334	06/19/14 60012965	PLAYPOWER LT CANADA, INC. RC-MILLPOOL-UMBRELLA	2037.34 2037.34			
				A/P	OUT-STD	
014335	06/19/14 423911120	PUROLATOR COURIER LTD. GG/TS-TOWHALL/STREETS-REG DEV	76.94 76.94			
				A/P	CLEARED	06/30/14

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014336	06/19/14 2519426	R.NICHOLLS DISTRIBUTORS INC. PS-FIRE-CLOTHING ALLOW	2910.05 2910.05			
014337	06/19/14 MAY 15, 2014	RICHARD PIERCE LTD. TS-199 UNION & 426 MILLTOWN FL	384.20 384.20	A/P	CLEARED	06/30/14
014338	06/19/14 657233 WEEK25/14 WEEK25/14*	SHANNON MICHAEL PS-ANMLCNTRL-KENNELFEES-MAY PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	255.38 167.69 197.75 620.82	A/P	CLEARED	06/30/14
014339	06/19/14 5759 5791 5849 5888	SOURCE ONE SUPPLIES PS-FIRE-PAPER TOWEL,HAND SANIT PS-FIRE-RAGS RC-PARKS-GARBAGE BAGS RC-PARKS-DISPENSER KEYS	106.73 21.40 29.32 11.48 168.93	A/P	CLEARED	06/30/14
014340	06/19/14 151029 151031 151034	SOUTHERN SANITATION LTD. PM-AIRPORT- GARBAGE COLLECTION GG-TOWN-GARBAGE COLLECTION TS/RC-GARBAGE/PARKS-GARBAGE CO	32.21 8859.01 502.40 9393.62	A/P	OUT-STD	
014341	06/19/14 MAY 28, 2014	ST. STEPHEN FIRE DEPARTMENT PS-FIRE-ANTIQUÉ CLOCK REPAIR	265.00 265.00	A/P	OUT-STD	
014342	06/19/14 21856412MAY14*	TELUS GG-CELL PHONES CHARGE	97.95 97.95	A/P	CLEARED	06/30/14
014344	06/19/14 006709	G. BOURQUE RC-PARKS-TRAILER	3203.58 3203.58	A/P	CLEARED	06/30/14
014345	06/26/14 NOVEMBER/12*	ACCT #903240047015 VOL FIRE UNION DUES - NOV/12	108.00 108.00	A/P	OUT-STD	
014346	06/26/14 SI21217 SI21272	BAYVIEW TRUCKS AND EQUIPMENT LTD. TS-SHOP-S15W40-L, COOLANT RC-PARKS-OIL FILTERS,FUEL FILT	347.69 206.24 553.93	A/P	CLEARED	06/30/14
014347	06/26/14 7104	BILL CASEY GG-BUILDINSPECT-PERMIT REFUND	25.00 25.00	A/P	OUT-STD	
014348	06/26/14	BRUNSWICK NEWS INC				

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	1431039	GG-CIVIC-VACATION GUIDE	423.75			
			<b>423.75</b>	A/P	CLEARED	06/30/14
014349	06/26/14	COX ELECTRONICS & COMMUNICATIONS				
	2-1700350	GG-TOWN CLERK-WIRELESS MOUSE	35.58			
			<b>35.58</b>	A/P	OUT-STD	
014350	06/26/14	DR. JOHN O'HALLORAN				
	PAYMENT 5/12	GG-CIVIC-DEVELOPMENT GRANT/14	4000.00			
			<b>4000.00</b>	A/P	OUT-STD	
014351	06/26/14	FRANK G GODSOE CHARTERED ACCOUNTANT				
	526	GG-TOWNHALL-RECEPTION SUPPORT	832.81			
			<b>832.81</b>	A/P	OUT-STD	
014353	06/26/14	GULLISON'S COURIER SERVICE				
	374209	TS-#7-TO TOWN / FR RICHWIL	33.90			
	374216	TS-SHOP-TO TOWN/ FR RICHWIL	33.90			
	374241	TS-#21&#22-TO TOWN / FR LSW	50.85			
	578819	TS-#7-TO TOWN/ FR RICHWIL	33.90			
	777510	GG-TREASURY-MUNICIPAL DEBENDUR	28.25			
	777520	TS-SHOP-TO TOWN / FR RICHWIL	28.25			
	777540	TS-SHOP-TO TOWN/ FR LSW	45.20			
	777550	TS-#16-TO TOWN/ FR CASE EQUIP	33.90			
	777599	TS-SHOP-TO TOWN / FR LSW	45.20			
	777904	TS-ST5-TO TOWN/ FR RICHWIL	73.45			
	777959	TS-#16-TO TOWN/ FR CASE EQUIP	28.25			
	777967	TS-#21-TO TOWN / FR RICHWIL	33.90			
	777988	TS-SHOP-TO TOWN / FR LSW	45.20			
	777999	TS-SHOP-TO TOWN / FR CASE	28.25			
	873359	TS-SHOP-TO TOWN FR/LSW	45.20			
	873397	TS-SHOP-TO TOWN FR/LSW	45.20			
			<b>632.80</b>	A/P	CLEARED	06/30/14
014354	06/26/14	IRENE WATTS				
	MAY13/14	PS-XINGWALKGUARDS-CLOTHING ALL	64.88			
			<b>64.88</b>	A/P	OUT-STD	
014355	06/26/14	JOHNSON LEE				
	JUN17/14	TS-ST5-STREET SWEEPING PAYMENT	385.00			
			<b>385.00</b>	A/P	OUT-STD	
014356	06/26/14	JONATHAN MCCAFFREY				
	110	PS-FIRE-LAPTOP,PROJECTOR	1595.07			
			<b>1595.07</b>	A/P	OUT-STD	
014357	06/26/14	KEM CANADA MFG				
	97556	TS-SHOP-EMULSIT II-20 LITRE PA	434.17			
			<b>434.17</b>	A/P	OUT-STD	
014358	06/26/14	KENT BUILDING SUPPLIES				

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	712641	PM-TOURISTBUREAU-DOOR KNOBS, C	105.75			
	715563	PM-TOURISTBUREAU-STAIRNOSE	14.57			
	724802	TS-SHOP-SCREWS,PLYWOOD	258.53			
			<b>378.85</b>	A/P	OUT-STD	
014359	06/26/14 229192549	KONICA MINOLTA BUSINESS SOLUTIONS (GG-TOWN HALL- COPIER CHARGES-M	138.81			
			<b>138.81</b>	A/P	OUT-STD	
014360	06/26/14 5129818	KONICA MINOLTA GG-TOWN HALL-COPIER LEASE- JUL	122.55			
			<b>122.55</b>	A/P	OUT-STD	
014361	06/26/14 49771860	LINDE CANADA LTEE, M2193 TS-SHOP-ACETYLENE	455.51			
			<b>455.51</b>	A/P	OUT-STD	
014362	06/26/14 39192	LSW WEAR PARTS LTD. TS-#21&#22- 10 X 32 POLY ZZ CO	401.15			
			<b>401.15</b>	A/P	CLEARED	06/30/14
014363	06/26/14 WEEK26/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUN28-JUL4	209.30			
			<b>209.30</b>	A/P	CLEARED	06/30/14
014364	06/26/14 6300875	MINISTER OF FINANCE PS-FIRE-FIRE INVESTIGATOR II	300.00			
			<b>300.00</b>	A/P	OUT-STD	
014365	06/26/14 83232	MISS D'S GG-TOWNHALL-LIGHT BULB	2.59			
			<b>2.59</b>	A/P	OUT-STD	
014367	06/26/14	N. B. ELECTRIC POWER				
	10126106JUN14	TS-KINGSTSCHOOL-XING LIGHTS	24.13			
	17915909JUN14	RC-POOL-SCHOOL ST	78.24			
	17935200JUN14	TS-KING/UNIONST-TRAFFIC LIGHTS	35.39			
	17949909JUN14	GG-OLDTOWNHALL-ELECTRICITY	2492.33			
	18169205JUN14	RC-POOL-MILL LANE	181.95			
	18988703JUN14	TS/PS-199UNIONST-ELECTRICITY	1105.30			
	50660140JUN14	RC-PARKS-ROTARY CHANGING ROOMS	24.41			
	54187672JUN14	TS-KING/QUEEN-TRAFFIC LIGHTS	34.97			
	54253127JUN14	CC-BUILDING-ELECTRICITY	1636.65			
	54653258JUN14	TS-KING/SUPERSTORE-TRAFFIC LIG	64.05			
	55160607JUN14	RC-COTTONMILL-LIGHTS	41.93			
	55471834JUN14	TS/PS-220UNIONST-ELECTRICITY	235.56			
	55917471JUN14	TS-ST5-WATERFRONT LIGHTS	85.06			
	57579341JUN14	CB-EMPTYSTORE/HAIRDRESSERS-ELE	510.58			
	57955755JUN14	CB-ACTHEAT/HOUSE-ELECTRICITY	287.04			
	57955773JUN14	CB-PHARMACY/BIGAREA-ELECTRCITY	298.59			

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	57955782JUN14	CB-FORMERCCT-ELECTRICITY	122.07			
	57955791JUN14	CB-UPSTAIRSOFFICE-ELECTRICITY	155.04			
	57955808JUN14	CB-ACUNIT&HOUSE-ELECTRICITY	176.18			
	71315207JUN14	PS-RCMP-ELECTRICITY	901.80			
	73006038JUN14	RC-LIBRARY-ELECTRICITY	1226.52			
	82122207JUN14	RC-PARKS-BASKETBALL COURT	50.27			
	83278804JUN14	TS-STP-PARKS SHED	24.54			
	84960501JUN14	RC-PARKS-RIVERSIDE DR LIGHTS	24.13			
			<b>9816.73</b>			
014368	06/26/14	NEW SYSTEM LAUNDRY & CLEANERS LTD.		A/P	CLEARED	06/30/14
	306795	GG-TOWN-FLOOR MATS	45.92			
			<b>45.92</b>			
014369	06/26/14	ORR ELECTRIC & ALARM LTD.		A/P	OUT-STD	
	1335	TS-STP-DECORATIVE LIGHT REPAIR	1348.66			
	1364	TS-STP-DECORATIVE LIGHT REPAIR	84.44			
	1378	CB-BUILDING-REPAIR HOT WATER H	661.21			
			<b>2094.31</b>			
014370	06/26/14	PARTS FOR TRUCKS INC.		A/P	OUT-STD	
	32214891-00	TS-#7-23 GAL HYDRAULIC TANK SP	1348.15			
			<b>1348.15</b>			
014371	06/26/14	PAYROLL TRANSFER		A/P	OUT-STD	
	WEEK26/14	GG-TRANSFER-JUN 13-26/14	75490.00			
			<del>75490.00</del>			
014372	06/26/14	PETTY CASH		A/P	CLEARED	06/30/14
	MAY07/14*	GG-CIVIC-B GANONG CONGRATULATI	11.95			
	MAY07/14**	GG-CIVIC-B GANONG CONGRATULATI	6.77			
	MAY07/14***	GG-CIVIC-N GANONG CONGRATULATI	4.17			
	MAY09/14	GG-CIVIC-TRADE SHOW BOOTH CAND	12.43			
	MAY20/14	PS-BYLAW-REGISTERED LETTER	12.20			
	MAY21/14	PS-BYLAW-REGISTERED LETTER	33.39			
			<b>80.91</b>			
014373	06/26/14	R.NICHOLLS DISTRIBUTORS INC.		A/P	CLEARED	06/30/14
	2520703	PS-FIRE-CLOTHING ALLOW	273.91			
			<b>273.91</b>			
014374	06/26/14	RANDY'S TOWING		A/P	OUT-STD	
	418	TS-STP-MOVE CONTAINER	113.00			
			<b>113.00</b>			
014375	06/26/14	RECEATION NEW BRUNSWICK		A/P	OUT-STD	
	2014-089	RC-REC DIV-2014-2015 MEMBERSHI	404.54			
			<b>404.54</b>			
014376	06/26/14	RECEIVER GENERAL FOR CANADA		A/P	OUT-STD	
	WEEK26/14	GG-REMITTANCE-JUN 13-26/14	28456.64			
			<b>28456.64</b>			

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014378	06/26/14 JUN03/14	RICHARDSON JEFF PS-FIRECHIEF-NB ASSOC CHIEFS A	319.00 <del>319.00</del>	A/P	OUT-STD	
014379	06/26/14 JUN15/14	RICHARDSON JOSEPH PS-FIRE-SHOP CRANE	203.39 <del>203.39</del>	A/P	CLEARED	06/30/14
014380	06/26/14 52740 52786 52863 53069	SAUNDERS EQUIPMENT LTD. TS-#21-MURPHY SWITCH,BREATH TS-#21-RADIATOR TS-#21-TENSIONER TS-#22-WATER PUMP & GASKET	445.22 1305.15 259.90 265.55 <del>2275.82</del>	A/P	CLEARED	06/30/14
014381	06/26/14 WEEK26/14 WEEK26/14*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 <del>365.44</del>	A/P	CLEARED	06/30/14
014382	06/26/14 1839893 1842638 1842639 1843428	SOURCE ATLANTIC TS-SHOP-8-PIN CONNECTOR TS-SHOP-EXTERNAL RETAINING RIN TS-SHOP-NIPPLE,REDUCING CAM TS-SHOP-SHOVEL,CURB BROOM	553.93 111.77 40.96 93.80 <del>800.46</del>	A/P	OUT-STD	
014383	06/26/14 087411 087428	ST. CROIX PRINTING & PUBLISHING COM GG-CVIC-OPERATOR/ASSIST MECHA GG-CVIC-SPRING CLEAN UP	114.85 52.21 <del>167.06</del>	A/P	CLEARED	06/30/14
014386	06/26/14 333089 333134 333158* 333183 333201 333247** 333257 333357 333358 333360 333399 333442 333507 333523 333647	STATIONERY PLUS GG-TOWNHALL-PAPER,RPT COVER, P TS-SHOP-INK CARTS,HILTERS,PEN GG-ASST TREAS- CHAIR MAT GG-TOWN HALL-LABELS,LAMINATING PS-FIRE-MULTIFUNCTION MONO LAS GG-TOWN-BINDING CASES,SHEET PR GG-ASST TREAS- FILE FOLDER PS-FIRE-REPORT COV GG-TOWN HALL- DRUM,MARKER GG-MBL/B1-LAMINAT POUCH GG-ASST TREAS-FILE FOLD, HANG GG-ASST TREAS- HAND FOLD GG-TOWN-PAPER-NEWSLETTER CC-OFFICE-DESK PAD, PENS, POST GG-TREAS-PENS,TONERS,DRUM UNIT	105.96 40.26 43.22 10.42 377.87 17.22 10.45 48.03 216.64 44.24 20.89 20.91 33.67 120.71 268.12			

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	333650	GG-TOWN-PAPER,BINDING CASE,STO	308.22			
	333651	PS-FIRE-TONER	139.61			
	333678	GG-ASST TREAS-LABELS	9.80			
	333694	GG-HR/OM-STAMP,TONER,MSG BK	167.23			
	333815*	GG-KINGSLEY-INK CARTRIDGES	136.46			
	333823	GG-HR/OM-TONERS	349.62			
	334038	GG-JANET-LASER PRINTER	224.87			
	334053	RC-HORT-PENS,MARKERS,NOTE BOOK	45.43			
	334222	GG-PM-MOUSE,USB,LABELS	87.03			
	334305	GG-TOWN-PAPER,FILE FOLDERS	254.16			
	334355	PS-FIRE-CD SLEEVE, ENV SEAL IT	105.70			
	334409	GG-TOWN HALL- TONERS	142.27			
			<b>3349.01</b>	A/P	OUT-STD	
014387	06/26/14	TEED SAUNDERS DOYLE & CO.				
	4153	GG-TREASURY-2013 AUDIT	8814.00			
			<b>8814.00</b>	A/P	OUT-STD	
014388	06/26/14	THE SOCIETY OF MANAGEMENT ACCOUNTAN				
	563816/14	GG-TREASURER-YEARLY MEMBERSHIP	720.38			
			<b>720.38</b>	A/P	OUT-STD	
014389	06/26/14	TIM TOZER				
	JUN10/14	GG-TREASURY-GAS TAX INFO SESSI	98.40			
	JUN11/14	GG-TREASURY-TOWNSUITE MEETING	114.60			
			<b>213.00</b>	A/P	CLEARED	06/30/14
014390	06/26/14	WURTH CANADA LIMITED				
	21570029	TS-SHOP-REGAL BIN 40 COMP 9" D	22.54			
			<b>22.54</b>	A/P	OUT-STD	
014391	06/26/14	YELLOW PAGES GROUP				
	14-8511774	GG-TOWN-911 LISTING-MAY	9.32			
			<b>9.32</b>	A/P	OUT-STD	
014392	06/30/14	LAVIOLETTE, GEORGE				
	APR-JUN/14	TS-AIRPORT-ATTENDANT SERVICES	1457.50			
			<b>1457.50</b>	A/P	CLEARED	06/30/14
014399	06/30/14	ACCT #903240047015				
	JUNE/14	VOL FIREMEMBERSHIP DUES-JUN/14	310.00			
			<b>310.00</b>	A/P	OUT-STD	
014400	06/30/14	ACCT 8025-280				
	JUNE/14	LOCAL 770 UNION DUES-JUN/14	850.34			
			<b>850.34</b>	A/P	OUT-STD	
014401	06/30/14	ACCT 903240070386				
	JUNE/14	EMPLOYEE DEDUCTIONS-JUN/14	400.00			
			<b>400.00</b>	A/P	OUT-STD	
014402	06/30/14	ANDREW MANN				

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	2014-00034	PS-BUILDINGPERMIT-REFUND	30.00			
			<b>30.00</b>	A/P	OUT-STD	
014403	06/30/14 JUNE/14	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS-JUN/14	540.00			
			<b>540.00</b>	A/P	OUT-STD	
014404	06/30/14	BERNARD TRACY GF RECEIPT7135 PS-TAXILICENSE-REFUND	50.00			
			<b>50.00</b>	A/P	OUT-STD	
014405	06/30/14 JUNE/14	CIBC MELLON GLOBAL SECURITIES NBMFO GG-MUNICIPALPENSION-JUN/14	18089.02			
			<b>18089.02</b>	A/P	OUT-STD	
014406	06/30/14 20144052601008	ENBRIDGE GAS NEW BRUNSWICK CC-BUILDING-GAS CHARGES	2232.72			
			<b>2232.72</b>	A/P	OUT-STD	
014407	06/30/14 JUNE/14	GREAT WEST LIFE EMPLOYEE DEDUCTIONS-JUN/14	369.24			
			<b>369.24</b>	A/P	OUT-STD	
014408	06/30/14 2014009833 2014009838	MCINNES COOPER GG-LEGAL-CB LEASES GG-LEGAL-PEDDLER'S LICENCES	508.50			
			<b>452.00</b>			
			<b>960.50</b>	A/P	OUT-STD	
014409	06/30/14	MINISTER OF FINANCE <i>(Property Tax)</i>				
	PID1503516514*	GG-REARLANDINTOWN-RTE 170 DENN	18.99			
	PID1504131214	GG-VACANTLOT-41 BUDD AVE	71.42			
	PID1519371714	GG-VACANTCOMMLAND(HAYMAN)-41 B	293.81			
	PID1519484814	GG-VACANTCOMMLLOT13-4-BUDD AVE	1585.39			
			<b>1969.61</b>	A/P	OUT-STD	
014410	06/30/14 WEEK27/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUL 5-11	209.30			
			<b>209.30</b>	A/P	OUT-STD	
014411	06/30/14 WEEK27/14 WEEK27/14*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69			
			<b>197.75</b>			
			<b>365.44</b>	A/P	OUT-STD	
014412	06/30/14 JUNE/14	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS-JUN/14	60.00			
			<b>60.00</b>	A/P	OUT-STD	
014413	06/30/14 JUNE/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUN/14	362.00			
			<b>362.00</b>	A/P	OUT-STD	
Cheque Totals Non-Void:			\$564,978.65			
Void:			\$0.00			

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004187	06/13/14 JUN13/14**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AU" - INTEREST	1405.50 1405.50	A/P	CLEARED	06/30/14
004188	06/13/14 JUN13/14***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AU" - PRINCIPAL	6000.00 6000.00	A/P	CLEARED	06/30/14
004193	06/22/14 JUN22/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "AZ" - INTEREST	2016.00 2016.00	A/P	CLEARED	06/30/14
004196	06/11/14 JUN11/14**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BA" - INTEREST	33874.75 33874.75	A/P	CLEARED	06/30/14
004197	06/11/14 JUN11/14***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BA" - PRINCIPAL	67000.00 67000.00	A/P	CLEARED	06/30/14
004202	06/02/14 JUN02/14**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BC" - INTEREST	6804.25 6804.25	A/P	CLEARED	06/30/14
004203	06/02/14 JUN02/14***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BC" - PRINCIPAL	43000.00 43000.00	A/P	CLEARED	06/30/14
004205	06/14/14 JUN14/14	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BI" - INTEREST	1224.25 1224.25	A/P	CLEARED	06/30/14
004206	06/14/14 JUN14/14*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES "BI" - PRINCIPLE	9000.00 9000.00	A/P	CLEARED	06/30/14
004568	06/03/14 18407	A"PLUS" AUTO GLASS & UPHOLSTERY SCD-DISPOSAL FLOOR LINER	118.65 118.65	A/P	CLEARED	06/30/14
004569	06/03/14 046536	AVENSYS SCD-DISPOSAL-PUMP MOTOR,LITHIU	385.07 385.07	A/P	CLEARED	06/30/14
004570	06/03/14 108217	BRIGGS PLUMBING INC. WS-TRANS&DIST-ADAPTERS,BALL VA	158.17 158.17	A/P	CLEARED	06/30/14
004571	06/03/14 2-1695404 2-1695841 2-1697203	COX ELECTRONICS & COMMUNICATIONS WS-TRANS&DIST-2 CAT5 CABLE 75F WS-TRANS&DIST-LAPTOP MOUNT, AC WS-TRANS&DIST-1 HP NB CARRY CA	63.26 304.99 39.55 407.80	A/P	CLEARED	06/30/14
004572	06/03/14	HOVEY'S HUSKY SALES & SERVICE				

**Town of St. Stephen**  
**BNK2 Utility Bank Account**  
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**CHEQUE REGISTER**

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	7375	WS-TRANS&DIST-WATER PUMP	563.87			
			<b>563.87</b>	A/P	CLEARED	06/30/14
004573	06/03/14	MEGA-LAB MANUFACTURING CO. LTD.				
	132219	WS-TRANS&DIST-COATX	218.09			
			<b>218.09</b>	A/P	CLEARED	06/30/14
004574	06/03/14	N. B. SOUTHERN RAILWAY COMPANY LIM				
	65012	SCD-STS-UNDERGROUND PIPE	113.00			
			<b>113.00</b>	A/P	CLEARED	06/30/14
004575	06/03/14	NOVA FIRE EQUIPMENT LTD.				
	14211	WS-STS-PULL-ON HIP BOOTS	1259.23			
			<b>1259.23</b>	A/P	CLEARED	06/30/14
004576	06/03/14	PARTS FOR TRUCKS INC.				
	32204618-00	WS-#8-TIRES	391.10			
	32206386-00	WS-#102-ANGLE CYLINDERS,BLADE	587.37			
	32208929-00	WS-#8-DRAG LINK	114.91			
			<b>1093.38</b>	A/P	CLEARED	06/30/14
004577	06/03/14	PITNEY WORKS				
	05/13/14*	WS-POSTAGE METER REFILL	1131.55			
			<b>1131.55</b>	A/P	CLEARED	06/30/14
004578	06/03/14	SAINT JOHN LABORATORY SERVICES LTD.				
	459-14	SCD-DISPOSAL-WWTP LAB TESTS	1354.59			
			<b>1354.59</b>	A/P	CLEARED	06/30/14
004579	06/03/14	SOURCE ONE SUPPLIES				
	5454	WS-TRANS&DIST-BATHROOM TISSUE	36.93			
			<b>36.93</b>	A/P	CLEARED	06/30/14
004580	06/03/14	XPLORNET				
	INV05945699	WS-MAXWELLXING-SATELLITE SERVI	73.44			
			<b>73.44</b>	A/P	CLEARED	06/30/14
004582	06/19/14	CANADIAN TIRE				
	N14820492	WS-SOURCE-CLEANING SUPPLIES	47.98			
	N14820496	SCD-DISPOSAL-PTZXFLATBLACK	20.14			
	N14864875	WS-#18-HUB CAP,PIPE,ABS,TEE,CL	19.74			
	N14864906	SCD-DISPOSAL-KNIFEGERBERSMEA	37.18			
	N14864908	WS-TRANS&DIST-SCRUB BUBBLES,PL	40.00			
	N15356262	WS-TRANS&DIST-KEYS, KEY RING	27.57			
	N15356269	WS-SOURCE-BATTERIES, KNIFE	75.45			
	N15356277	SCD-DISPOSAL-CHAIN,HITCH PIN,R	35.63			
	N15356465	WS-TRANS&DIST-LKST,BRKS,BALE	74.56			
	N15356468	WS-SOURCE-CLOTHING ALLOW	68.76			
	N15356670	WS-SOURCE-PICTURE HANGERS	6.77			
	N15356671	WS-SOURCE&DIST-HKS TL LG ZP	6.77			
	N15356724	WS-SOURCE-SHOVELS	65.52			

Town of St. Stephen  
 BNK2 Utility Bank Account  
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Number	Issued	Recipient	Amount	SC	Status	StatDate
	N15356725	WS-TRANS&DIST-OTTER IPHNS DEF	67.79			
	N15356735	WS-SOURCE-WRENCHES	62.13			
	N15356736	SCD-DISPOSAL-CASTING	429.39			
			<b>1085.38</b>	A/P	CLEARED	06/30/14
004583	06/19/14	DAVIS FUELS LTD.				
	150780	WS-/110 MAXWELLXING-RESIDENCE	561.34			
			<b>561.34</b>	A/P	CLEARED	06/30/14
004584	06/19/14	KEITH'S BUILDING SUPPLIES				
	130367	WS-TRANS&DIST-PLYWOOD	88.03			
	130476	WS-TRANS&DIST-SPRUCE, DECK SCR	316.77			
	130534	WS-TRANS&DIST-SPRUCE,DECK SCRE	357.85			
	130563	WS-TRAN&DIST-SPRUCE	108.12			
	130671	WS-TRANS&DIST-SPRUCE,BIT RED S	76.98			
			<b>947.75</b>	A/P	OUT-STD	
004585	06/19/14	KENT BUILDING SUPPLIES				
	702662	WS-SOURCE-PWR INSERT BIT	3.13			
	709263	WS-TRANS&DIST-FERNCO/CONNECTOR	18.06			
			<b>21.19</b>	A/P	CLEARED	06/30/14
004586	06/19/14	MINISTER OF FINANCE				
	11366812MAY14	WS-SOURCE-PUMP STATION	134.03			
	11385317MAY14	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807MAY14	SCD-DISPOSAL-OLD BAY WW IP	145.75			
			<b>314.89</b>	A/P	CLEARED	06/30/14
004587	06/19/14	N. B. ELECTRIC POWER				
	36869807JUN14	WS-3119MAXWELLXING-BUILDING	985.97			
	50228902JUN14	WS-MAXWELLXING-PUMPS	850.87			
	52557428JUN14	SCD-218OLDBAYRD-WWTP	6053.94			
	53473043JUN14	WS-SOURCE-CHLORINE RESIDUAL	31.49			
	61230004JUN14	WS-MAXWELLXING-PUMPS	1913.04			
	82291006JUN14	WS-SOURCE-RESERVOIR	200.09			
			<b>10035.40</b>	A/P	CLEARED	06/30/14
004588	06/19/14	PUROLATOR COURIER LTD.				
	423911120*	WS-SOURCE-TO HYPERION RESEARCH	92.89			
			<b>92.89</b>	A/P	CLEARED	06/30/14
004589	06/19/14	SOMMERS MOTOR GENERATOR SALES LTD.				
	40000125-00	SCD-DISPOSAL-GENERATOR RENTAL	1706.30			
	8780-00	SCD-DISPOSAL-INV 40000125-00	-140.12			
	9771-00	SCD-DISPOSAL-RENTAL PRICE ADJ	-67.80			
			<b>1498.38</b>	A/P	OUT-STD	
004591	06/26/14	ATLANTIC CHEMICAL & AQUATICS INC.				
	200223	WS-SOURCE-LIQUID CHLORINE	668.96			
	200224	WS-SOURCE-INV#200223	361.60			
			<b>1030.56</b>	A/P	CLEARED	06/30/14

**Town of St. Stephen**  
**BNK2 Utility Bank Account**  
 From 000000 to 004626

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Number	Issued	Recipient	Amount	SC	Status	StatDate
004592	06/26/14 046832	AVENSYS SCD-DISPOSAL-GLS SAMPLER,POWER	3193.38 3193.38			
004593	06/26/14 SI21053 SI21405	BAYVIEW TRUCKS AND EQUIPMENT LTD. WS-#18-ELEMENT-OIL,FILTER SCD-#9-BATTERY	11.80 276.85 288.65	A/P	OUT-STD	
004594	06/26/14 108239	BRIGGS PLUMBING INC. WS-TRANS&DIST-BROKEN PIPE, REP	75.86 75.86	A/P	CLEARED	06/30/14
004595	06/26/14 499889	COLE-PARMER CANADA INC. WS-SOURCE-UNION STRAIGHT KYNAR	504.34 504.34	A/P	OUT-STD	
004596	06/26/14 2-1695395 2-1699831	COX ELECTRONICS & COMMUNICATIONS WS-TRANS&DIST-LAPTOP COMPUTER WS-SOURCE-ROUTER	564.94 101.69 666.63	A/P	OUT-STD	
004598	06/26/14 374201 374213 374245 578814 777511 777566 777925 777936 777970 873256 873269 873281 873360	GULLISON'S COURIER SERVICE WS-SOURCE-TO DOE / FR TOWN WS-SOURCE-TO DOE/ FR TOWN WS-SOURCE-TO DOE/ FR TOWN WS-SOURCE- TO DOE / FR TOWN WS-SOURCE-TO DOE / FR TOWN WS-SOURCE-TO DOE LAB / FR TOWN WS-SOURCE-TO DOE LAB/ FR TOWN WS-SOURCE-TO DOE LAB / FR TOWN WS-SOURCE-TO DOE/ FR TOWN WS-SOURCE-TO DOE LAB / FR TOWN WS-SOURCE-TO DOE LAB FR/ TOWN WS-SOURCE-TO RPC FR/TOWN WS-SOURCE-TO DOE FR/TOWN	33.90 50.85 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 457.65	A/P	CLEARED	06/30/14
004599	06/26/14 54046	HYPERION RESEARCH LTD. WS-SOURCE-AEROBIC SPORE COUNTS	1638.82 1638.82	A/P	OUT-STD	
004600	06/26/14 157122	J&D ENTERPRISES WS-TRANS&DIST-S TOWEL, DISP	92.66 92.66	A/P	OUT-STD	
004601	06/26/14 16177	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER TESTS	2734.04 2734.04	A/P	OUT-STD	
004602	06/26/14	MINISTER OF FINANCE				

Town of St. Stephen  
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Number	Issued	Recipient	Amount	SC	Status	StatDate
	6300632	SCD-DISPOSAL-WASTEWATER TREATM <i>ent</i> <i>Course</i>	2100.00 <del>2100.00</del>			
004603	06/26/14	N. B. ELECTRIC POWER		A/P	OUT-STD	
	53123617JUN14	SCD-ST5-DECHLORINATION CHAMBER	111.07			
	53158875JUN14	WS-ST5-BUDD AVE LIFT STATION	2851.61			
	54807440JUN14	WS-ST5-158A MILLTOWN BLVD LIFT	26.91			
	56356048JUN14	SCD-ST5-18 RIVERSIDE DR LIFT S	29.69			
	61204006JUN14	SCD-ST5-2-216 KING ST LIFT STA	162.89			
	61224002JUN14	WS-ST5-358A MILLTOWN BLVD LIFT	1183.71			
	76139807JUN14	SCD-ST5-34 RIVERSIDE DR LIFT S	65.86			
	84934906JUN14	SCD-ST5-658A RIVERSIDE DR LIFT	128.46			
	84943406JUN14	WS-ST5-TODD HILL RESERVOIR	144.63			
			<b>4704.83</b>	A/P	CLEARED	06/30/14
004604	06/26/14	SERVICE NEW BRUNSWICK				
	687851*	WS-UTILITY-PAYMENT FEES	332.10			
			<b>332.10</b>	A/P	OUT-STD	
004605	06/26/14	SOURCE ATLANTIC				
	1843429	SCD-#9-STREAMLIGHT LANTERN	110.68			
	1843430	WS-TRANS&DIST-2 SOFTSHELL JACK	126.44			
	1843431	WS-TRANS&DIST-HARD HATS,GRAY L	103.84			
			<b>340.96</b>	A/P	OUT-STD	
004606	06/26/14	SOUTHERN SANITATION LTD.				
	151035	WS-BUDD AVE-GARBAGE COLLECTION	115.94			
			<b>115.94</b>	A/P	OUT-STD	
004608	06/26/14	STATIONERY PLUS				
	333089*	WS/SCD-TOWN-RPT COVER,PG PROT.	6.73			
	333158**	WS/SCD-ASST TREAS- CHAIR MAT	43.21			
	333183*	WS/SCD-TOWN HALL-LABELS,LAMINA	10.42			
	333247*	WS/SCD-TOWN-BINDING CASES,SHEE	17.22			
	333257*	WS/SCD-ASST TREAS- FILE FOLD	10.44			
	333262	WS-SOURCE-PAPER	13.45			
	333399*	WS/SCD-ASST TREAS-FILE FOLD, H	20.91			
	333442*	WS/SCD-ASST TREAS- HANG FOLD	20.90			
	333583	WS/SCD-TOWN-UTILITY ENVELOPES	71.70			
	333584	WS-TRANS&DIST-3 HOLE PUNCH,PEN	33.46			
	333650*	WS/SCD-TOWN-BINDING CASES, STO	37.58			
	333678*	WS/SCD-ASST TREAS-LABELS	9.81			
	334126	SCD-DISPOSAL-PAPER	10.37			
	334305*	WS/SCD-TOWN-FILE FOLDERS,POST	46.68			
	334339	WS-TRANS&DIST-MINI MOUSE STAPL	63.01			
			<b>415.89</b>	A/P	OUT-STD	
004609	06/26/14	TEED SAUNDERS DOYLE & CO.				

Town of St. Stephen  
 BNK2 Utility Bank Account  
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CHEQUE REGISTER

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	4153*	WS-TREASURY-2013 AUDIT	2486.00			
			2486.00	A/P	OUT-STD	
004610	06/26/14	THOMAS CONNICK				
	I	TS-STS-WATER TOWER <i>Rowing</i> MOVING	225.00			
			225.00	A/P	CLEARED	06/30/14
004611	06/30/14	MCINNES COOPER				
	2014012303	SCD-LEGAL-EASEMENT	1130.00			
	2014013025	WS/SCD-LEGAL-WATERLINE EXPROPR	339.00			
			1469.00	A/P	OUT-STD	
Cheque Totals Non-Void:			\$214,668.05			
Void:			\$0.00			

**TOWN OF ST. STEPHEN BILLS PAID (CHARLES F. TODD TRUST FUND):**

**JUNE 2014**

Volunteer Centre of Charlotte County Inc. (2014 Income Distributions, Cheque #62)	6,433.54
Royal Canadian Legion Milltown Branch No. 48 (Poppy Fund - 2014 Contribution, Cheque #63)	200.00
<b>Total</b>	<b><u><u>\$6,633.54</u></u></b>

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

DATE: July 28, 2014

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

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

DATE: July 28, 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 July 16, 2014 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, JULY 16, 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* – twelve (12) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was MOVED by Councillor Booth and SECONDED by Councillor Harding that the above-noted fourteen (14) items 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; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Acting CAO Lee Johnson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Deputy Mayor John Ames

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

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

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

Sergeant MacKnight stated that the town came through the recent storm well and that he kept in contact with the Mayor and Fire Chief.

Sergeant MacKnight introduced Corporal Chris Henderson who has recently transferred to St. Stephen and who will lead the Crime Reduction Team.

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

As stated in the Fire Chief's report, the EMO plan is being worked on, and the Mayor advised that he will be meeting with the local MP and MLA in the near future to discuss the recent storm and plans for the future.

- (iii) Emergency Unbudgeted Expenditure and Credit Application – The memo from the Fire Chief dated July 8, 2014 was received and reviewed informing Council of an emergency unbudgeted expenditure of \$4,002.62, including HST, to United Rentals for a generator rental related to Tropical Storm Arthur.

A motion will be considered at the next Regular Session of Council on Monday, July 28, 2014 to authorize the Mayor and Clerk to sign the credit application from United Rentals in order to process any future purchases of the Town from the said company.

- (iv) After Hours Call Dispatch for Town of St. Andrews Administration – The memo from the Fire Chief dated June 27, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 28, 2014 to provide after hours and holidays call monitoring dispatch services to the Town of St. Andrews.
- (v) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

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

As noted in the Development Officer's report, contracts for the tenants in the former Clark building are ready to be executed by the town, and motions will be considered at the next Regular Session of Council on Monday, July 28, 2014.

- (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.

As noted in the Property Manager's report, the traffic lights at the Charlotte Mall entrance have been repaired, and the Manager will have them programmed accordingly to flash from late evening to early morning.

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

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.
- (ii) 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 June 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 May 2014 – The memo from the Assistant Treasurer dated July 9, 2014 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 28, 2014.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Mayor Quartermain in the absence of Deputy Mayor Ames

- (i) St. Stephen and Area Chamber of Commerce – Letter from Diane Ganong, Chair of Promotion and Development Committee, dated July 10, 2014 was received and reviewed.

After discussions with Mrs. Ganong, it was mutually agreed that she would spearhead a liaison committee comprised of member(s) of Council, the BIA, Chamber of Commerce, service groups, etc. in order to promote and develop the town, and the Town Clerk was directed to provide her with a list of contact information for Council.

- (ii) Christmas Decorations on Lamp Posts – Councillor Booth spoke to the letter from the BIA Coordinator dated January 24, 2014 which was previously reviewed at the Committee meeting on March 12, 2014.

After discussions with Kevin Stuart, BIA President, it was agreed that the Deputy Mayor and Mr. Stuart will meet and will bring back to next month's Committee meeting two or three options for Christmas decorations.

- (iii) Request to Hold Event – The letter from Tara Smith, A & W Manager, was received and reviewed.

Committee agreed to grant permission to A & W to hold its "Cruisin' to End MS" event, which includes music, on Wednesday, July 30; Wednesday, August 13; and Thursday, August 21, and a motion will be considered at the next Regular Session of Council on Monday, July 28, 2014.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The report of the Public Works Department was received and reviewed.
- (ii) Spring and Fall Clean Ups – The Acting CAO/Director of Operations spoke to the Town's By-Law No. S-7.2, "A By-Law to Amend a By-Law to Regulate the Collection and Disposal of Garbage and Other Material".

The Acting CAO/Director of Operations stated that the Public Works crew has completed the spring clean up in St. Stephen and is now picking up in the Milltown Heights area. He reiterated that it has been a slow process due to the amount of refuse at certain residences, which the town picked up even though it was not in compliance with the by-law.

The Acting CAO/Director of Operations asked for direction on whether or not to proceed through the town once again to pick up refuse placed at curbside as a result of Tropical Storm Arthur, and after discussions, the Mayor stated that something would be put in place within a week or two.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Community Health Needs Assessment: St. Stephen, St. Andrews and Surrounding Area – Executive Summary – Kathy Helpert and Bob Brown, Co-Chairs, presented to Council the Executive Summary of the Community Health Needs Assessment for St. Stephen, St. Andrews and Surrounding Area.

**MINUTES  
COMMITTEES MEETING  
JULY 16, 2014**

5

At the next Regular Session of Council on Monday, July 28, 2014, Council will consider a motion to support the implementation of a collaborative health care model for the residents of Community 20 (St. Stephen, St. Andrews and surrounding area).

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

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

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, JULY 16, 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* – twelve (12) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) 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) Emergency Unbudgeted Expenditure and Credit Application - Memo from Fire Chief dated July 8, 2014 with attachment:
  - Credit Application from United Rentals
- (iv) After Hours Call Dispatch for Town of St. Andrews Administration – Memo from Fire Chief dated June 27, 2014.
- (v) 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

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

- (i) Report of the Parks and Recreation Office
- (ii) Report of the Garcelon Civic Center Manager
- (iii) Garcelon Civic Center – Work Progress Update for month of June 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 June 2014 – Memo from Assistant Treasurer dated July 9, 2014 with attachment:
  - Cheque Register

**PLANNING, PROMOTION AND TOURISM** – Chaired by Deputy Mayor Ames

- (i) St. Stephen and Area Chamber of Commerce – Letter from Diane Ganong, Chair of Promotion and Development Committee, dated July 10, 2014.
- (ii) Christmas Decorations on Lamp Posts – Councillor Booth will speak to the attached letter from the BIA Coordinator dated January 24, 2014 which was previously reviewed at the Committee meeting on March 12, 2014.
- (iii) Request to Hold Event – Letter from Tara Smith, A & W Manager.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) Spring and Fall Clean Ups – Acting CAO/Director of Operations will speak to the attached Town's By-Law No. S-7.2, "A By-Law to Amend a By-Law to Regulate the Collection and Disposal of Garbage and Other Material".

**5. DELEGATIONS/PRESENTATIONS**

- (i) Community Health Needs Assessment: St. Stephen, St. Andrews and Surrounding Area – Executive Summary – Kathy Helpert and Bob Brown will speak to the attached Executive Summary.

**6. NEW BUSINESS**

**7. ADJOURNMENT**

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

DATE: July 28, 2014

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

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

**COMMITTEE OF COUNCIL MEETING**

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

**COMMITTEE MEETING**  
**MONDAY, JULY 21, 2014 @ 5:00 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 (arrived at 5:15 p.m.) and Jim Maxwell; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Maxwell that the agenda be approved with the addition of one (1) Labour and Employment Matter. **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* – three (3) items

It was **MOVED** by Councillor Booth and **SECONDED** by Councillor MacEachern that the above-noted items be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, along with one (1) Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

4. **ADJOURNMENT**

Council came out of closed session at 8:20 p.m. at which time it was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor Harding that the meeting adjourn at 8:20 p.m. **CARRIED**

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**MONDAY, JULY 21, 2014 @ 5:00 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* – three (3) items

4. ADJOURNMENT

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

DATE: July 28, 2014

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

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

**STAFF REPORTS**

**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.

# Memo

**To:** Lee Johnson, CAO

**From:** Tim Tozer, Treasurer

**Date:** 10 July 2014

**Subject:** Finance Department Report

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

- 1) Monthly accounting procedures:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - 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.
- 2) Statements of Revenue and Expenditures to May 31, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
  - A) Accounting Software User Group meeting-June 10, 2014.
  - B) Monthly Committee meeting-June 11, 2014.
  - C) Department Head meeting-June 25, 2014.
  - D) Civic Center Financial Controls meetings-June 27 and July 3, 2014.
  - E) Assessment and Land Registry meeting-July 8, 2014.
  - F) Auditor visit-July 9 and 10, 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) Accounting and HST issues related to new property acquisition.

Tim Tozer, CMA  
Treasurer  
Town of St. Stephen

## **Public Works Report for June 2014**

FROM: Lee Johnson Director of Operations  
DATE: July 08, 2014

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

- a) 7 Water Services were repaired..
- b) Read meters.
- c) Finished Spring Flushing Program .

### **2:Streets:**

- a) Street Sweeping.
- b) Spring Cleanup.
- c) Started street patching .
- d) Installed Floating Docks.

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

- a) Lift station and Lagoon maintenance.
- b) 2 Sewer Laterals were flushed.
- c) 4 Sewer Laterals were videoed.
- d) 1 Sewer Lateral was repaired.

**Report of the Parks  
and Recreation Office  
July 2014**

Parks

- Mowing Staff continue to be extremely busy. Working long hours to keep up with all of the required mowing.
- Playing fields are in pretty good shape now. The ball fields are getting extremely low on infield mix, we will need to look at having some new loads brought in for the Spring.
- Working on many bleacher repairs at the fields.
- Splash pad is working much better this year, but still continues to cause us issues.

Recreation

- Working on the 1<sup>st</sup> annual street hockey tournament to take place August 2<sup>nd</sup>.
- Continue to work on the 3<sup>rd</sup> Annual Chocolate Fun Run, taking place on August 4<sup>th</sup>.
- We are really short on garbage cans, and seem to be missing a few benches.
- Tennis camp took place July 7<sup>th</sup>-11<sup>th</sup>.

Pool

- Shower areas have been leaking, we are looking at a solution to this problem.
- New heat pump has been installed, working great.
- Pool has been extremely busy thanks to this warm weather.
- Swim Meet set for August 19<sup>th</sup>.

Arena

- Grand March held on June 17<sup>th</sup>. Went very well.
- Next event planned for the Arena is the Arenafest, set for August 2<sup>nd</sup>.

Meetings

- FRPA
- Sport NB
- RNB
- Mowing contractors
- EMO
- Dept Head

Michael O'Connell  
Director Parks & Recreation

# St. Stephen Fire Department

Report for June ,2014

Alarms were : Town Alarms           6  
                  Out of Town Alarms   5  
                                                  11

Alarms are described as being :

	# of firefighters	# of hours
1. Structure   1	21	50
2. Motor Vehicle Collision 4	53	63
3. Medical Assist  1	9	14
4. Electrical   2	12	12
5. Alarm System Activation 2	9	9
6. Smoke in a Building   1	12	18

Fire department dispatched 34 calls in June.

## Fire Department Activities

Monthly Meeting of the Fire Dept.

Station Tour , demo of equipment, and fire education talk for the students of Lawrence Station Elementary.

Provided lighting , first aid and assistance at the food tent for the Relay for Life.

Had a sendoff for Lieut. Mike Theriault as he moves west for employment.

Training : Off Road Vehicle Practical Training

                  : Self Contained Breathing Apparatus maintenance , cleaning and storage.

                  : When at the department doing the annual maintenance for our hydraulic rescue tools Code Four Fire and Rescue conducted a training session for members as well.

Fire Chief's Activities:

Monthly meeting of the fire department

Monthly meeting of the Police and Fire Committee

Meeting of the Joint Health and Safety Committee

Fire Chief worked 6 shifts as a relief driver in June.

Finalizing plans for Canada Day.

Working on EMO plan

# **TOWN of ST. STEPHEN**

## **By-Law Enforcement**

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

## **June REPORT**

**2014**

**To: CAO – Town of St. Stephen**

- **3 (three) sign permits issued for the month of June**
- **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**

### **JUNE REPORT2014**

#### **BUILDING INSPECTION**

**The month of June brought in a total of 16 (Sixteen) permits which represents \$73,080.00 in building costs.**

**We issued no Stop Work Orders in the month June. This office has 6 (six) current properties we are dealing with under the Unsightly By-Law**

**Our office dealt with and has filed no Occurrences reports and filed 12 (twelve) 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

JUNE 30, 2014

### Report on Town Buildings

#### **A. OLD TOWN HALL**

- The Valron Engineering Evaluation Report has been completed and copies of the report were sent to Council.

#### **B. RCMP BUILDING**

- Repairs to fire alarm system are still ongoing.
- Painted small cabinet.
- Repair to AC unit.

#### **C. TOURIST BUREAU**

- Repairs to outside roof flashings have been completed.
- Repair to basement cement wall water leak.

#### **D. LIBRARY**

- Repairs to inside electrical lights from water leak.

### Other Work

- Completed repairs to traffic lights at the Charlotte Mall entrance.
- Repaired lights and cameras at the W. T. Booth Community Pool.

Respectfully submitted,

Kingsley Bailey  
Property Manager

**Town of St. Stephen**  
**Development Office Report**  
**JUNE 30, 2014**

- Continuing to work with property owners that are interested in Town land that may be put out for tender.
- Inspection of one (1) more unsafe building.
- Continuing to work on proposed amendments/revisions to by-laws.
- Contracts for tenants in former Clark building are ready to be signed.
- McConnell Air from Vancouver completed layout of airport runway for potential future expansion, and this was done with no cost to the Town.
- Ongoing work with Building Inspector to help new business to open this summer, which will help the business employ new staff within the town.
- Working with Horizon Health on rental buildings.

**Meetings**

Sculpture Saint John

Health and Safety

Team Management Meeting

Ongoing – Business Park buildings

Valron Engineering

Respectfully submitted,

Kingsley Bailey, Development Officer

**Garcelon Civic Center Manager**  
**Monthly Report**  
June 2014

**Administration:**

- Aquatic Center Policy has been finalized and is now being reviewed by the Advising Commission and Council.
- The facility scheduling and management software along with the access control needs for the Aquatic and Fitness Center have been finalized. An integration between the two systems is possible. A recommendation will be sent to Council for moving forward.
- The Pro Shop RFP has been issued. The Canteen and Catering RFP is being finalized.
- The NBSHF held its wrap up meeting this month. Event finances are still being finalized.
- A final draft of the marketing plan for the facility has been circulated for feedback from the Advising Commission and Council.
- The development of the new website is nearing completion. The website content is being populated.
- Union negotiations ongoing.
- Followed up on various booking inquiries.
- Various social media updates throughout the month. The Facebook page now has 996 likes. The site has been very active and is a great tool for Staff to share updates and answer questions.
- Internal front desk and financial controls are being developed and finalized.
- Public Wi-Fi terms of use for the splash page are being finalized.
- Submitted New Horizon Grant application for future senior programming at the facility.
- Working on Enabling Accessibility Grant proposal for improving the accessibility of the facility by adding more automated door openers to key areas.
- Meetings with various key user groups of the arena and pool were held to share information on the facility and planning for the upcoming seasons.
- The Aquatic Supervisor instructed a first aid course, and a Nationals Lifesaving Pool Option course with the Recreation Dept. The NLS course will lead to more certified lifeguards in the area. Training courses for Aqua Fit are being sought out so that we have certified Aqua Fit instructors for when the facility opens. An aquatic staffing manual is being finalized.
- Administrative Clerk, Programs, and Marketing Coordinator participated in two social media training sessions this month. Additional training and orientation for customer service attendants is being investigated and planned. Front desk orientation manual is being developed for staff.

**Construction/Operations:**

- Ongoing coordination between Bell Aliant for the Telecommunication and audio visual needs for the facility. A Smart Board in one meeting rooms has been installed and the overhead screens are being stored on site.
- Exterior signage for the facility is now ready for installation. Installation is scheduled for July 14.
- Investigating interior signage needs for the facility is being coordinated with the Civic Center Board as part of the naming rights and recognition for contributions.

**Meetings:**

- Dept. Head Meeting: June 2, & 25.
- Junior A Team Meetings: June 2, & 24.
- New Brunswick Sports Hall of Fame Meetings and Banquet: June 2, 7, & 24.
- Telecommunications Meetings: June 3, & 24.
- Website Meetings: June 5, & 25.
- Kiwanis Trade Show: May 9 & 10.
- Advising Commission Meeting: June 9.
- Signage Site Visit: June 10.
- Minor Hockey Meeting: June 10.
- Committee Meeting: June 11.
- Boys & Girls Club Meeting: June 12.
- St. Stephen High School Hockey Meeting: June 12.
- St. Stephen Elementary School Meeting: June 13.
- Regional Consultant: June 18.
- St. Stephen University Meeting: June 17.
- Weekly Staff Meeting: June 20, & 25.
- Milltown Elementary School Meeting: June 24.
- CCRRT: June 25.
- Dive Club Meeting: June 26.

Respectfully Submitted by

*Natalie Reid*

Garcelon Civic Center Manager

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

DATE: July 28, 2014

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police (RCMP) June 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**

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**POLICE REPORT  
June 2014**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **June 1, 2014 to June 30, 2014 inclusive**. During this time period, the RCMP responded to 174 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

Checkstop	2
Other moving traffic	5
Tickets issued	6
Traffic Collision	10
Warnings issued	11
Traffic complaint	1

**PROVINCIAL STATUTES:**

Child Welfare Act	1
False Abandoned 911	6
Family Relations Act	1
Mental Health Act	2
Fail to Stop or Remain at Accident	1
Dog Act	1
Intoxicated Persons Detention Act	1
Motor Vehicle Act - other	1
Coroner's Act	1
Firearms Act	2
Driving while Disqualified	2
Youth Criminal Justice Act	1

**CRIMINAL CODE:**

Assault	5
Break & Enter Other	1
Break and Enter Residence	5
Theft of bicycle	1
Disturbing the peace/Causing a disturbance	5
Fail to comply with probation	1
Impaired operation of motor vehicle	2
Mischief damage to and/or Obstruct Enjoyment of Property	2
Other theft under \$5000	6
Uttering threats against person	3
Fail to comply with undertaking	3
Theft of motor vehicle	1
Abduction under 14 by lawful caregiver	1
Criminal Harassment	1
Operation of motor vehicle while being pursued by police	1
Breach of Peace	1

**OTHER FEDERAL STATUTES:**

Possession schedule VIII – cannabis	1
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**OTHER INVESTIGATIONS:**

Assistance to Canadian Police Non-RCMP	2
Assistance to Canadian Provincial Department	1
Assistance to General Public	4
Assistance to Canadian Federal Department	1

**OTHER INVESTIGATIONS:**

Crime Prevention	6
Items/lost found	7
Police Certificates	49
Request to locate	1
Suspicious person	4
Municipal Bylaws	1
Person Reported Missing	1
Animal calls	2

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

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

DATE: July 28, 2014

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

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

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

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and United Rentals of Canada in order to process any future purchases of the Town from the said company.

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

**EXECUTION OF LEASE – CYNTHIA FOSTER**

**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.

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

DATE: July 28, 2014

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

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

**EXECUTION OF LEASE – WANDA SCOTT**

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

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

**EXECUTION OF LEASE – TAMMY COOKE**

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.

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

DATE: July 28, 2014

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

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

**APPROVAL OF EVENT – A & W**

**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

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

DATE: July 28, 2014

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

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

**COMMUNITY HEALTH AND WELLNESS ADVISORY COMMITTEE**

**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.

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

DATE: July 28, 2014

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

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

**GRANTS – BORDER AREA COMMUNITY ARENA INC.**

**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.

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

DATE: July 28, 2014

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

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

**AMENDED**

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

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.

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

DATE: July 28, 2014

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

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

**AMENDMENT AGREEMENT – SPARTAN ATHLETIC PRODUCTS LIMITED**

**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”);

**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.

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

DATE: July 28, 2014

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

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

**AMENDMENT AGREEMENT – OFFICE INTERIORS**

**WHEREAS** the staff for the Town of St. Stephen and Office Interiors have negotiated an amendment to the Agreement by which Spartan Athletic Products Limited is to provide furniture and 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”);

**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 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.

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

DATE: July 28, 2014

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

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

**AMENDMENT AGREEMENT – BELL ALIANT**

**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.

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

DATE: July 28, 2014

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

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

**GARCELON CIVIC CENTER AQUATIC CENTER OPERATIONS & RENTAL RATES  
POLICY**

THAT the Council of the Town of St. Stephen approves the Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy No. 64 attached.



## TOWN OF ST. STEPHEN

### POLICY

Title: Garcelon Civic Center Aquatic Policy No. 64

Center Operations & Rental Rates Page 1 of 15

Effective Date: July 28, 2014

Approved by Council: July 28, 2014

#### 1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the Aquatic Center of the Garcelon Civic Center shall operate.

#### 2) Authority:

It shall be the policy of the Town of St. Stephen to confer upon the Garcelon Civic Center Manager the authority and responsibility for implementation of the rates and guidelines as contained herein.

#### 3) Definitions/Terms:

- *Renter: The organization or individual customer of the Town of St. Stephen's Garcelon Civic Center.*
- *Manager: The Garcelon Civic Center Manager.*
- *Town: The Town of St. Stephen.*
- *Advising Commission: Garcelon Civic Center Advising Commission.*
- *Council: Town Council of St. Stephen.*
- *Civic Center: Garcelon Civic Center.*
- *Aquatic Supervisor: Aquatic Center Supervisor.*
- *Student: ages 12 to 18 or student ID card.*
- *Adult: ages 19 to 59.*
- *Seniors: ages 60 plus.*
- *Family: individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof.*
- *Youth: ages 2-11. Under 2 free with the exception of programs (lessons).*
- *Bather Load: The number of users in the water and on the pool deck at a given moment or during a specific period of time. The maximum load allowed is regulated in public pools and spas.*

**Garcelon Civic Center**  
**Aquatic Center Operations & Rental Rates**  
**Page 2 of 15**

**4) Responsibilities:**

It shall be the responsibility of the Town to manage, allocate, and distribute aquatic rental, memberships, and programs for the Civic Center.

*Council Shall:*

- Approve rates and operations policies.

*Garcelon Civic Center Advising Commission Shall:*

- Advise and provide recommendations to the Manager on rental rates and operations policies;
- Participate in regular review of rates.

*Garcelon Civic Center Manager Shall:*

- Ensure compliance with the Aquatic Operations and Rental Rates Policy;
- Review and recommend to Council any changes or amendments to the Aquatic Operations and Rental Rates Policy;
- Review and recommend to Council and Advising Commission all rates;
- Analyze and evaluate all proposed rates.

*Garcelon Civic Center Staff Shall:*

- Ensure compliance with the policy;
- Participate in regular review of rates.

**5) Season Schedule:**

- a) The Aquatic Center season schedule is a year round operation. The Aquatic Center will close for annual maintenance once annually at a time and duration to be determined by the Manager.
- b) The Aquatic Center and the outdoor W.T. Booth Community Outdoor Pool will work in cooperation during the summer months (June-August) to maximize use of both facilities through the programs and services offered.

**6) Hours of Operation (Aquatic Center):**

- a) Monday – Friday: 6:00am-9:00pm.
- b) Saturday: 8:00am-9:00pm.
- c) Sunday: 12noon-9:00pm.

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**Aquatic Center Operations & Rental Rates**  
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**d) Holidays:**

- The facility will remain open for all Statutory holidays, unless otherwise stated:
- December 24: closing at 12:00pm for remainder of the day.
- December 25: closed all day.
- December 26: closed all day.
- January 1: closed all day.

e) The Town reserves the right to adjust the hours of operation to meet seasonal and operational demands. Adjusted times shall be posted.

**7) Aquatic Center Amenities:**

**a) Therapy Pool and Slide:**

- The therapy pool is a shallow, roughly square-shaped pool with a maximum depth of one point zero six (1.06) meters. It is designed for gentle movement, stretching, creative play and preschool instruction. Entry is via a series of sloped graduated steps with secure handrails for ease of access. It is kept at a slightly warmer water temperature than the leisure pool, with multiple massage jets along a relaxation bench. The therapy pool is also equipped with an Avalanche deck-top twister slide.
- Bather Load (including/excluding slide use): 48 persons.

**b) Leisure Pool (25 meter 6 lanes):**

- The leisure pool is specifically designed for leisure activities, such as lane swimming, aquatic fitness, swim instruction and recreational swims. The leisure pool is twenty-five (25) meters long, by thirteen (13) meters wide. It may be divided using six (6) swim lanes length-wise or by a boundary rope width-wise, located at the drop-off point. Entry stairs in the shallow end and inset ladders in the deep-end allow for gradual entry. The shallow end is one point two (1.2) meters in depth sloping to a final depth of three (3.0) meters in the deep end.
- Bather Load: 143 persons.

**c) Dry Sauna(s):**

- A dry sauna is a room designed to provide a dry heat session which would promote a bather to perspire.
- Occupancy Load: 6 persons/sauna.

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d) Full Aquatic Facility Occupancy Load:

- Bather Load: 191 persons. This includes persons on the pool deck.

**8) Rentals:**

- a) The pool rental rate(s) below are applicable for either the leisure pool or the therapy pool (includes use of the slide, if required).

b) Business/Private Rentals (taxes included):

Bather Numbers	Hourly Rental Rate One Pool Option (Leisure or Therapy)	Hourly Rental Rate Two Pool Option Hourly Rental Rate Both Pools (Leisure or Therapy)
1-25	\$95	\$155
26-50*	\$115	\$195
51-75	\$135	\$235
76-100	\$155	\$275
100 Plus**	\$175	\$315

(\*Therapy pool capacity 48 bathers)

(\*\*191 full Aquatic Facility Bather Load maximum)

c) Non-Profit/School Rentals (taxes included):

Bather Numbers	Hourly Rental Rate One Pool (Leisure or Therapy)	Hourly Rental Rate Two Pool Option (Leisure & Therapy)
1-25	\$65	\$115
26-50*	\$85	\$155
51-75	\$105	\$195
76-100	\$125	\$235
100 plus **	\$145	\$275

(\*Therapy pool capacity 48 bathers)

(\*\*191 full Aquatic Facility Bather Load maximum)

d) Swim Team/Competitive Clubs (taxes included):

Pool (Leisure only)	Rental Rate
Lane	\$7.50/lane
Pool Rental	\$45/hour

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**Aquatic Center Operations & Rental Rates**  
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- Rental rates are subject to change without notice.
- Pool splitting will be considered by the Aquatic Supervisor and Manager on a case by case basis.
- When the facility is being booked for a major event, the Manager shall have the ability to negotiate a specialized contract agreement. Approval shall be in writing and signed off by the Manager and the Town's Chief Administrative Officer.

e) Bookings:

- i) All rentals are first-come, first-served and require approval by the Garcelon Civic Center Staff.
- ii) All renters must read and sign acknowledgement of facility rules. Non-compliance during the rental will result in cancellation of the rental without refund.
- iii) Rentals must be made three (3) weeks in advance. Rentals can potentially be made after that point up to three (3) days prior to the desired rental date, dependent on staff availability.
- iv) Bookings that are less than three (3) hours in duration are subject to cancellation in the event of an all-day rental (Swim Meet, etc.)

f) Booking Payments and Billings:

- i) Casual users or those not pre-approved for monthly billing will pay at the time of the rental.
- ii) An invoice will be mailed to regular users monthly, who are pre-approved by the Town for monthly billing. Late payment charges of twenty-five dollars (\$25.00) per month, compounded monthly, will apply to all invoices outstanding more than fifteen (15) days. Cheques which are returned by the bank will be subject to a twenty-five dollar (\$25.00) administrative fee.
- iii) Payments may be accepted Monday to Friday 9am-5pm. A receipt will be issued for all payments. Debit, cash, and cheques accepted. Cheques payable to the Town of St. Stephen.
- iv) Returned/Declined payments will result in an administrative charge and must be paid in full before access to the area will be granted. Returned payments are subject to twenty-five dollar (\$25.00) administrative fee. The Administrative Clerk, Programs and Marketing Coordinator can assist members with special arrangements.

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g) **Booking Cancellations:**

- i) The facility will normally remain open during periods of inclement weather. It is the responsibility of the user(s) to decide whether or not to cancel pool time and to notify their members; however, users will still be charged for their allotted pool time, unless a decision to close the facility is made by the Manager.
- ii) The Town reserves the right to cancel the daily schedule or any reserved/booked times upon notification, or by reason beyond the control of the Town, (weather, power outages, pool fouling, major incident, mechanical failure, or any other unforeseen conditions). Any monies paid for cancelled pool times by the Town will be refunded or credited to the account or not be charged to the user.
- iii) Advance notice of **at least seventy-two (72) hours is required for an increase in attendees** into a higher capacity bracket and/or to add the use of the slide on the rental. This is to ensure adequate safety and supervision for all attendees.
- iv) If pool time needs to be cancelled by a user at any time, the user must notify the Manager, or designate **at least seventy-two (72) hours prior to the time being cancelled**. In the event cancellation notice is not received by the Manager or if the facility staff is unable to rent this time to another user for the established rate, the user cancelling the time will be responsible for payment of the original amount.

h) **Insurance/Identification Requirements:**

- i) It is recommended for users to have a Comprehensive General Liability Insurance, policy with a minimum limit of 1 million dollars (\$1,000,000) in effect for use of the pool portion of the facility. A copy of said insurance certificate may be required prior to the first booking, at the discretion of the Manager.

i) **Equipment Use:**

- i) Use of external equipment is subject to approval from the Aquatic Supervisor and/or Manager.

**9) Programs and Lessons:**

- a) The Aquatic Center provides Lifesaving Society swimming lessons, endorsed by the International Lifesaving Federation and the Commonwealth Royal Lifesaving Society. For children transferring from other swim programs such as the Red Cross Swim Kids or the YMCA Learn to Swim Program consult our equivalency chart found in Appendix A.

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b) Group Lesson Rates (taxes included):

Swim for Life Program Level	Registration Fee	Age*
Parent & Tot 1	\$45	4-12 months
Parent & Tot 2	\$45	12-24 months
Parent & Tot 3	\$45	Age 2-3
Preschool 1	\$50	Age 3-5
Preschool 2	\$50	Age 3-5
Preschool 3	\$50	Age 3-5
Preschool 4	\$50	Age 3-5
Preschool 5	\$50	Age 3-5
Swimmer 1	\$55	Age 6-16
Swimmer 2	\$55	Age 6-16
Swimmer 3	\$60	Age 6-16
Swimmer 4	\$60	Age 6-16
Swimmer 5	\$60	Age 6-16
Swimmer 6	\$60	Age 6-16
Swim Kids 7	\$60	Age 6-16
Rookie Patrol	\$65	Age 6-16
Ranger Patrol	\$65	Age 6-16
Star Patrol	\$65	Age 6-16
Adult 1	\$60	Age 16+
Adult 2	\$60	Age 16+
Adult 3	\$60	Age 16+

\* Minimum age requirements are set by the Lifesaving Society. Proof of age and prerequisite qualifications are required prior to registration and/or by the first day of the program/activity.

Family Rate: \$120 includes three (3) or more individuals from the same family, and registered in the same session. A family is defined as individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof. Excludes advanced lifesaving training (Bronze Star, Bronze Medallion, Bronze Cross, and National Lifeguard Pool).

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c) Advanced Lifesaving Training Courses & Rates (taxes included):

Program	Registration Fee	Age*	Prerequisite(s)
Bronze Star	\$100	10-12	Star Patrol
Bronze Medallion	\$150	13+ **	See Below
Bronze Cross	\$150	14+	Bronze Medallion and EFA***
National Lifeguard Pool (NLS)	\$250	16+	Bronze Cross and SFA***

\*Minimum age requirements for advanced lifesaving training courses are set by the Lifesaving Society and must be met by the exam date at course's end. All lifesaving trainings require timed swims of 400-600m, dependent on level.

\*\*Bronze Medallion may be taken prior to age thirteen (13) provided the candidate has successfully completed Bronze Star; once a candidate turns thirteen (13) Bronze Star is not required.

\*\*\*Lifesaving Society Emergency First Aid (EFA) and Workplace Standard First Aid (SFA) will be offered by the facility as demand requires. First Aid pre-requisites from St. John Ambulance, Canadian Red Cross and Canadian Ski Patrol are also accepted.

d) Private Swim Lesson(s) Types and Rates (taxes included):

Session(s)	Rate
One 30 minute session	\$30
Ten 30 minute sessions	\$250

e) Public Swim Types:

Public Swim Type	Public Swim Type Description
Lap Swim*	Leisure pool lane swimming only. Lanes are divided by speed. Ages 12 & up are welcome. **
Family Swim*	All pools and slide; parents and/or guardians must be with their children in the water**

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Public Swim Type	Public Swim Type Description
Public Swim*	All pools and slide; general recreational swim. **
Toonie Swim	All pools and slide; special event swim. May be used for mock rescue scenarios.**
Adaptive Swim*	All pools; casual swim open to persons with alternate needs and their attendants, parents and/or guardians. **

\*included in Aquatic and Fitness membership.

\*\* See applicable Admission Requirements.

- Individual Public Swim types and rates are offered only as part of the daily usage rate, as per Policy 63 Garcelon Civic Center Aquatic & Fitness Center Membership Rates and Guidelines.
- Manager to establish specials and promotional pricing.
- Town reserves the right to adjust prices without notice.

f) Specialty Programs or Promotions:

- i) The Manager, with the input of the Aquatic Supervisor, shall reserve the right to establish pricing and rates for specialty programs and promotions including but not limited to aqua size, aqua fit, Toonie swim, theme days, etc.

g) Program/Activity Registration:

- i) Registration for swimming lessons and other forms of aquatic instruction will occur on a quarterly basis. The Fall Session will begin in September, Winter Session in January, the Spring Session in April, and the Summer Session in June. Sessions will run for ten (10) weeks, unless otherwise stated. Any scheduled cancellations due to statutory holidays will be noted at the time of registration.
- ii) Registration will occur on a first-come, first-served basis. For children’s lessons, registration in one (1) lesson or level at a time per child shall be permitted. Please wait until your child has completed his/her final lesson session prior to registering for the next. If swimmers wish for additional practice, they are encouraged to attend our Public and Family swims, or to participate in after-school or competitive swim programs.

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- iii) Proof of age and prerequisite qualifications are required prior to registration and/or by the first day of the program/activity, with two exceptions. For advanced lifesaving training, candidates may begin a course prior to their fulfillment of the age and first aid prerequisite qualifications. All prerequisites must be completed by the time of the final exam.
  - iv) To register for lessons, please bring the participants most recent progress card. If you do not have a progress card, or have not taken lessons recently, please register for a free swim assessment with one of our instructors by calling 467-3030.
- h) Program/Activity Registration Payment Methods:
- i) Cash, Cheque, debit payments accepted.
  - ii) Postdated cheques are not accepted.
  - iii) Payment must be made in full at the time of registration.
  - iv) Receipt will be issued for payment.
  - v) Returned payments are subject to a twenty-five dollar (\$25.00) administrative fee.
  - vi) Cheques are payable to the Town of St. Stephen.
- i) Program/Activity Refund/Credit Requests:
- i) Refund and/or credit requests for an activity or program will only be considered for medical reasons and must be accompanied by a doctor's note as well as proof of purchase (original receipt). The refund will be pro-rated from the amount used.
  - ii) Those not eligible for a refund may transfer to another activity or program if space allows and if arrangements are made prior to the start of the new activity or program.
- j) Program/Activity Cancellations:
- i) All programs are subject to cancellation if minimum registration numbers are not met by the established registration deadline. For Parent & Tot, Preschool, Swimmer, Swim Patrol and Adult lessons classes will run with a minimum of three (3) registrants. For advanced lifesaving qualifications and Aqua fit a minimum of five (5) registrants will be required. If cancellation due to inadequate numbers occurs, registrants will be notified and issued a full refund or an option to transfer to another program/activity.

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- ii) The Town reserves the right to cancel the daily schedule or any programming upon notification, or by reason beyond the control of the Town, (weather, power outages, pool fouling, major incident, mechanical failure, or any other unforeseen conditions). Every attempt will be made to make up classes where possible, but the town cannot guarantee to do so.

**10) Aquatic and Fitness Memberships:**

- a) As noted in Policy 63, Garcelon Civic Center Aquatic & Fitness Center Membership Rates and Guidelines.

**11) Pool Admission Requirements:**

- a) All children seven (7) years and under must be accompanied by a responsible adult, sixteen (16) and over, within arm's reach at all times in the pool area, at a ratio of two (2) children per adult. This policy also applies to any swimmer twelve (12) and under requiring a flotation device, at a ratio of six (6) children per adult. In all instances, adults must be in proper bathing attire and in the water.
- b) Children eight to twelve (8-12) capable of swimming independently and passing the facility swim test must have a parent or guardian within the facility in case of emergency.
- c) Any high-risk patron (prone to fainting, disorientation, seizures, or whose cognitive function impairs them from impulse or behavior control) or anyone requiring one-on-one assistance must be accompanied by a responsible adult at a ratio of one (1) attendant per high-risk patron.
- d) Participants with incontinence must wear appropriate swim attire such as Lil' Swimmers swim diapers, plastic swimsuit shields or other containment garments. This is for the health and safety of all participants.
- e) All participants are required to wear appropriate swim attire- no denim or other cotton fibers are permitted in the pool, at the discretion of the Aquatic Staff. Those who plan to use the slide must remove all jewelry, watches, or baggy garments.
- f) Any participant refusing to follow lifeguard directives and facility rules will be required to leave.

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**2) Pool Rules:**

- a) All participants must shower with warm water and soap prior to entering the pool.
- b) Persons with communicable disease or illness, open wounds or sores are forbidden from entering the pool. This includes both eye infections and gastrointestinal illnesses.
- c) Food, drink, gum, and all glass containers are forbidden in the pool area.
- d) Service animals are permitted on the pool deck, but may not enter the water.
- e) Use of cell phones, cameras, and other recording devices are not permitted in the pool area. Exemption for special events requires permission from both the Aquatic Supervisor and the Manager, as well as the written consent of all participants.
- f) Strollers and outdoor footwear are not permitted on the pool deck and must be left in the locker rooms.
- g) Always walk around the pool area and while in locker rooms- floors are slippery when wet.
- h) All spitting, spouting of water and nose-blowing is strictly forbidden in the pool.
- i) The following behaviors are forbidden: boisterous play, dunking, unwanted pushing or pulling, sitting on shoulders, climbing on railings, hiding under foam toys, and diving in shallow areas. Aggressive language and behavior will result in expulsion from the pool area.
- j) Masks, snorkels and personal toys are forbidden. PFDs, flotation belts, and infant flotation devices are available free of charge.
- k) Those intending to use the slide shall remove all jewelry, watches, and baggy garments.
- l) Emergency stop buttons are located in the deep end beside the emergency exit door and in the lifeguard office. Emergency telephone is in the lifeguard office.

**3) Slide rules:**

- a) All slide users must be one point two (1.2) meters (48in) tall to use the slide. No users over three hundred (300) lbs.
- b) One at a time on the slide. No tandem riding or grouping allowed.
- c) Feet-first sliding on back only. No headfirst sliding, stopping midway, spinning, sliding on knees, running, standing, or diving.
- d) Keep arms and legs within the slide at all times.
- e) Food, drink, gum, and all glass containers are forbidden in the slide area.
- f) Always obey the slide operator.

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- g) Leave slide basin promptly.
- h) Remove all jewelry, watches, or baggy garments.
- i) Use of the slide while you are pregnant or have a medical condition such as heart disease, back or joint injury, issues with balance and equilibrium, or any musculoskeletal injury is not recommended. Please consult a physician prior to using the slide if these apply to you.

**4) Sauna Rules:**

- a) All users must be fifteen (15) years of age or older to use the sauna. No exceptions.
- b) Use of the sauna by persons who suffer from diabetes, heart disease, high blood pressure, low blood pressure, seizures, fainting, disorientation, or who are pregnant is not recommended. Please consult a physician prior to using the sauna if these apply to you.
- c) Swimwear must be worn at all times.
- d) No foam toys or pool equipment is permitted in the sauna.
- e) Limit exposure to ten (10) minutes.
- f) If you experience dizziness, faint headedness, vertigo, or nausea, leave the sauna immediately and notify the lifeguards.
- g) Food, drink, gum, and all glass containers are forbidden in the sauna.
- h) This is a dry electric sauna. Please do not put water on the rocks.
- i) For sanitary reasons, please sit on a towel while using the sauna.

**5) Access:**

- a) Members must present their membership card in order to access the Aquatic & Fitness Center.
- b) All non-members must identify themselves at Customer Services to access the facility.

**6) Lost and Found:**

- a) Report all lost items to Customer Services in person. The Civic Center does not accept responsibility for lost or stolen items. We will keep all found items in storage for two (2) weeks. Unclaimed items shall be donated to a charity.

**7) Locker Rooms:**

- a) Lockers are for day use only. If left overnight, locks will be cut and contents will be removed and stored at lost and found.

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- b) To ensure the safety of all our patrons, the family locker rooms are intended for families with children under twelve (12) years of age and children must be accompanied by an adult. They also serve as the alternate needs and handicap accessible locker rooms.
- c) Women may bring their preschool sons (four (4) years and under) into the female's locker room.
- d) Men may bring their preschool daughters (four (4) years and under) into the men's locker room.
- e) Parents who accompany their opposite gender children (five (5) years and older) must use the family locker room.

**8) Etiquette:**

- a) To create an enjoyable atmosphere in respecting the rights of all Civic Center members, volunteers, and staff. Unsafe, disrespectful, or inappropriate behavior could result in the removal of membership access.
  - i) Please be courteous and practice good hygiene in the showers and locker rooms.
  - ii) Please leave jackets and bags in lockers rather than bringing them onto the Pool deck.
  - iii) Parents are asked to enforce appropriate behavior to ensure their children's safety.
  - iv) For the safety and enjoyment of other members and guests, please refrain from using cell phones while on the pool deck or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

**9) Safety & Security:**

- a) Emergency procedures are in place at the Civic Center. Emergency exits and emergency exit routes are marked.
- b) In the event of an emergency, immediately contact a staff member. If the fire alarm sounds, stop all activity and wait for staff instruction. Please report any suspicious activity to the Civic Center staff immediately.

**10) Photo Policy:**

- a) Photography of any kind within the Aquatic & Fitness Center shall not be permitted without prior consent. Camera cell phone use is not permitted in the Aquatic & Fitness Center, including the locker rooms.

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**11) Cell Phone Use:**

- a) Members are asked to refrain from cell phone use while on the pool deck or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

**12) Release and Indemnity Waiver:**

- a) All members and/or program participants shall sign the waiver as part of the membership/registration process, or in the event of children ages 0-15, the parent or guardian on file shall sign.

**13) Disciplinary Action:**

- a) Patrons may be requested by staff to leave the property if they violate any facility rules and regulations as listed. R.C.M.P. will be notified to deal with uncooperative patrons when asked to leave or if criminal activities are involved or suspected.
- b) An incident report must be completed by the involved staff for any removal of patrons and submitted to the Manager. Incident reports are found in the reception and must be completed immediately following the incident.
- c) If warranted, the Manager may forbid any patron from future involvement at the Civic Center.
- d) The Manager will advise the patron in writing of this decision. If a complete ban is warranted, a petty trespass notice will be filed and served by the R.C.M.P.
- e) If a patron does not agree with the decision, they may request a meeting with the Manager to review the incident.
- f) If a patron does not agree with the decision by the Manager, they may request a meeting with the Town's Chief Administrative Officer. This request must be made in writing.
- g) In case of criminal actions, discipline will be handled by the courts.

Approved: \_\_\_\_\_  
Town Clerk

APPENDIX A

## Swimming Lesson Equivalency Chart



GARCELON  
CIVIC CENTER

Lifesaving Society Swim for Life	Red Cross Swim Kids	YMCA Learn to Swim
<b>Preschool Programs</b>		
Parent & Tot 1 (4-12 mo)	Starfish	Splashers
Parent & Tot 2 (12-24 mo)	Duck	Bubblers
Parent & Tot 3 (2-3 yrs)	Sea Turtle	Bobbers
Preschool 1 (3-5 yrs)	Sea Otter	Floater
Preschool 2 (3-5 yrs)	Salamander	Gliders
Preschool 3 (3-5 yrs)	Sunfish	Divers
Preschool 4 (3-5 yrs)	Crocodile	Divers
Preschool 5 (3-5 yrs)	Whale	Surfers/Dippers
<b>Children's Programs (age 6-16)</b>		
Swimmer 1	Swim Kids 1	Otter/Seal
Swimmer 2	Swim Kids 2	Dolphin
Swimmer 3	Swim Kids 3	Swimmer
Swimmer 4	Swim Kids 4-5	Star 1
Swimmer 5	Swim Kids 6	Star 2
Swimmer 6	Swim Kids 7	Star 3
Rockie	Swim Kids 8	Star 4
Ranger	Swim Kids 9	Star 5
Star	Swim Kids 10	Star 6/7, Master Swimmer

When a child turns six (6) they transition from the Preschool to the Swim program. If you have any questions regarding this transition, please speak with your child's instructor or book a free assessment by calling 467-3030.

Everyone should learn how to swim. If you are outside of these age ranges and want to learn, please call us at 467-3030 for Adult and Private swim instruction options.

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

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

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.

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

**MOVIE LICENSE – MILLTOWN FAMILY NIGHTS**

**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.

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

DATE: July 28, 2014

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

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

**FAST PROGRAM – MILLTOWN ELEMENTARY SCHOOL**

**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.

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

**AMENDED**

**ST. STEPHEN DEVELOPMENT BOARD – MARKETING STRATEGY**

**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, 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.

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

DATE: July 28, 2014

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

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

**ST. STEPHEN DEVELOPMENT BOARD INC. – MARKETING STRATEGY**

**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.

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

DATE: July 28, 2014

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

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

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

**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.

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

DATE: July 28, 2014

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

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

**ADJOURNMENT**  
**THAT** the meeting adjourn.