

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MARCH 24, 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) Public Input at Regular Council Meetings and Garcelon Civic Center Advising Commission Meetings – Presentation by David Hyslop, Town resident.
  - (b) Daffodil Month – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – February 24, 2014
8. ACCOUNTS
  - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you note from the St. Croix Christian Center.
  - (b) Letter from Deputy Mayor Ames to Senators of the 126<sup>th</sup> Maine State Legislature dated March 21, 2014.

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 – March 12, 2014
  - (b) Committee of Council Meeting – March 19, 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
  - (a) By-law No. T-5 – “A By-law to Dedicate Clark Court” – Third and Final Reading – Short Title Only
14. NEW BUSINESS
  - (a) Royal Canadian Mounted Police – Monthly Report
  - (b) Training Sales Agreement – New Brunswick Community College Corporation
  - (c) Postage Meter Lease Renewal – Pitney Bowes
  - (d) St. Stephen Business Improvement Area (BIA) Urban Design Plan 2014
  - (e) Approval of St. Stephen Development Board Events
  - (f) Grant – The Chocolate Museum
  - (g) Proposed Development of Clark Court Property – Housing Incentive Policy Funding Agreement
  - (h) Volunteer Firefighters – Additional Night Time Coverage
  - (i) Collective Agreement with Canadian Union of Public Employees (CUPE) Local Union No. 770
  - (j) Application for Financing – General Fund
  - (k) Application for Financing – Water & Sewerage Fund
  - (l) Agreement – PROCOM Data Services Inc.
  - (m) Appointment – The Charlotte County Hospital Foundation, Inc.
  - (n) Agreement – New Brunswick Sports Hall of Fame
  - (o) The Town of St. Stephen's Garcelon Civic Center – Pool Tiles
  - (p) Awarding of Tender: Town of St. Stephen's Garcelon Civic Center Fitness Equipment – TOSS14-01
  - (q) Term Agreement – The Town and Clarissa Arseneault
  - (r) Garcelon Civic Center – Wellness Ambassador Program
  - (s) Garcelon Civic Center Arena Operations/Rental Policy
  - (t) Garcelon Civic Center Walking/Jogging Track Policy
  - (u) Town of St. Stephen - Social Media Policy
15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. ADJOURNMENT

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

DATE: March 24, 2014

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

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

**AGENDA**

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

## **AGENDA ITEM**

Public Input at Regular Council Meetings and Garcelon Civic Center Advising Commission Meetings:

Regular Council Meetings:

With respect to BYLAW No. A-2, ***A BYLAW RESPECTING PROCEDURES OF THE TOWN COUNCIL AND TOWN ADMINISTRATION***, specifically subsection 12. **GENERAL ORDER OF BUSINESS FOR REGULAR MEETINGS**, does not allow for public participation or questions on agenda items prior to them being approved by council. A question period is only allowed after council business has concluded and therefore is not effective in allowing citizens to express opinions on matters of public concern (with respect to agenda items) prior to their approval.

Garcelon Civic Centre Advising Commission Meetings:

Having Advising Commission meetings closed to the public contradicts the intentions of **BY-LAW NO. A-9 (A BY-LAW RESPECTING THE ADVISING COMMISSION OF THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER)** specifically subsection 4.05 which states that: 'The Advising Commission will carry out it's duties and responsibilities, in an equitable and transparent manner in respect to any particular user group or individual.' "transparent" means obvious and evident (subsection 2 of By-law A-9 "Definitions").

Also it should be noted that the facility (Garcelon Civic Center) was established by financial contributions not only of the citizens of St. Stephen but by citizens of Calais, ME. (refer to subsection 1.02 of By-law A-9), and transparency to all individuals should be considered through open Advising Commission meetings.

**PROCLAMATION**

**DAFFODIL MONTH**

**WHEREAS**, another Canadian is diagnosed with cancer every three minutes; and

**WHEREAS**, the Canadian Cancer Society is working to eradicate all cancers and improve the quality of life for people living with cancer; and

**WHEREAS**, *Daffodil Month* is an opportunity for residents of St. Stephen to show their support in the fight against cancer; now, therefore, be it

**RESOLVED**, that I, John Quartermain, ask that all residents of St. Stephen join the Canadian Cancer Society in the fight against cancer; and be it further

**RESOLVED**, that April is officially recognized as *Daffodil Month*.

I, John Quartermain, Mayor of St. Stephen, do hereby proclaim April to be Daffodil Month and strongly encourage all residents of St. Stephen to continue to recognize and support the Canadian Cancer Society and the fight against cancer.

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

DATE: March 24, 2014

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on February 24, 2014 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 24, 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.

Mayor Quartermain welcomed four (4) of Cathy Peppard's students from the Office Administration Program of the NBCC, St. Andrews Campus: Julie Cook, Taya Young, Nicole Hannah, and Shelley Chisholm.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding

37/14

**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) **RCMP Retired Member** – Mayor Quartermain, along with Councillor Harding as Chair of the Police and Fire Committee, presented a plaque to retired Staff Sergeant Larry MacDonald recognizing his 35 years of dedicated service with the Royal Canadian Mounted Police and, in particular, the last seven years in Charlotte County.
- (b) **Tidal Health Solutions** – Darren Marshall and Krista McAllister, both board directors, and Carole Hovey-Smith, the company's financial and marketing consultant presented an update to Council. The company, which will produce medical marijuana, has acquired a building in the Town's Industrial Park and has indicated it will be submitting its final licensing application to Health Canada within the next two weeks.

The company plans to employ 24 individuals, with 20 expected from the local area, and some of those will be part time positions. The numbers could

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increase over the next couple of years as the industry expects to see changes allowing them to produce edibles and oils and other methods of absorbing the cannabis.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding  
Seconded by Councillor Booth

38/14 **THAT** the Minutes of the Regular Council meeting held on January 27, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding  
Seconded by Councillor Maxwell

39/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Booth  
Seconded by Councillor MacEachern

40/14 **THAT** the paid bills in the amount of \$1,610,170.71 (one million, six hundred and ten thousand, one hundred and seventy dollars and seventy-one cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Maxwell  
Seconded by Councillor MacDonald

41/14 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 42/14 THAT the Minutes of the Committee of Council meeting held on January 27, 2014 be approved as circulated. CARRIED

COMMITTEES MEETING

Moved by Councillor Booth  
Seconded by Councillor Harding

- 43/14 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 February 12, 2014 be approved as circulated. CARRIED

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacDonald  
Seconded by Councillor Maxwell

- 44/14 THAT the Minutes of the Committee of Council meeting held on February 18, 2014 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacEachern  
Seconded by Councillor Booth

- 45/14 THAT the following staff reports for the month of January 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager. CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. T-5 - "A BY-LAW TO DEDICATE CLARK COURT" – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Ames  
Seconded by Councillor MacEachern

- 46/14 THAT By-law No. T-5, being "A By-law to Dedicate Clark Court" - be given Second Reading – Reading in its Entirety. CARRIED

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding  
Seconded by Councillor Booth

- 47/14 **THAT** the Royal Canadian Mounted Police (RCMP) January 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

APPROVAL OF EVENT – CANADIAN MENTAL HEALTH ASSOCIATION

Moved by Councillor Maxwell  
Seconded by Councillor Booth

- 48/14 **THAT** the Council of the Town of St. Stephen grants permission to the Charlotte County Region of the Canadian Mental Health Association to hold a “family fun event” between 12:00 p.m. and 3:00 p.m. on Saturday, May 3, 2014 at the David Alison Ganong Chocolate Park, which will include music. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Harding  
Seconded by Councillor MacEachern

- 49/14 **THAT** the amount of \$31,704.59 (thirty-one thousand, seven hundred and four dollars and fifty-nine cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a new truck for the Water and Sewerage Department. **CARRIED**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Booth  
Seconded by Councillor MacDonald

- 50/14 **THAT** the amount of \$78,660.00 (seventy-eight thousand, six hundred and sixty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses. **CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor Maxwell  
Seconded by Councillor MacEachern

- 51/14 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll in the vicinity of 70 Prince William Street on Saturday, September 13, 2014 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 20, 2014 between the hours of 8:00 a.m. and 4:00 p.m. **CARRIED**

**SITE IMPROVEMENTS – ST. STEPHEN REGIONAL CENTRE**

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

52/14

**THAT** the Council of the Town of St. Stephen approves an unbudgeted expenditure in the amount of \$22,329.44 (twenty-two thousand, three hundred and twenty-nine dollars and forty-four cents), including HST, payable to the Minister of Finance for the Province of New Brunswick, which represents the Town's share of site improvements at the St. Stephen Regional Centre located at PID Nos. 01303973 and 15050826. **CARRIED**

**AMENDED**

**AWARDING OF TENDER: TWO (2) 2013 OR 2014 MODEL YEAR ¾ TON 4 X 4 HEAVY DUTY LONG WHEEL BASE TRUCKS WITH PLOWS – TOSS13-04**

Moved by Councillor Maxwell

Seconded by Councillor Harding

53/14

**THAT** Resolution # 327/13 as stated in the Minutes of November 25, 2013, which reads

**THAT** of the two (2) tenders received, the tender of \$85,921.82 (eighty-five thousand, nine hundred and twenty-one dollars and eighty-two cents), including HST, from Downey's Sales and Service Ltd. of St. Stephen, NB, for two (2) 2013 or 2014 ¾ ton 4 x 4 heavy duty long wheel base trucks with plows be accepted. **CARRIED**

shall be amended by changing the company name from "Downey's Sales and Service Ltd." to "Downey's Sales & Service, which shall now read:

**THAT** of the two (2) tenders received, the tender of \$85,921.82 (eighty-five thousand, nine hundred and twenty-one dollars and eighty-two cents), including HST, from Downey's Sales & Service of St. Stephen, NB, for two (2) 2013 or 2014 ¾ ton 4 x 4 heavy duty long wheel base trucks with plows be accepted. **CARRIED**

**DONATION AGREEMENT - JAC REALCO LTD.**

Moved by Deputy Mayor Ames  
Seconded by Councillor MacDonald

54/14

**BE IT RESOLVED THAT:**

The Council of the Town of St. Stephen approves the Donation Agreement in the form presented to Council by which JAC Realco Ltd. agrees to donate to the Town the real property identified as PID Nos. 01305697, 01306778 and 15057706, and the buildings located thereon, and authorizes the Mayor and Clerk to execute such Donation Agreement on behalf of The Town of St. Stephen.

The Council of the Town of St. Stephen approves the payment of the expenses related to the donation as more particularly described in the Donation Agreement and approves the issuance of a donation receipt to JAC Realco Ltd. for such amount as set out in the Donation Agreement. **CARRIED**

**DEVELOPMENT GRANT AGREEMENT – GANONG BROS., LIMITED**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

55/14

**THAT** the Council of the Town of St. Stephen authorizes that a grant be made under the Town's "Major Industry and Economic Incentive Policy No. 57-A" (the Policy), which provides development incentives to industry that will assist with a recipient's capital and operating expenses in connection with a development, to Ganong Bros., Limited in the amount of \$10,000.00 (ten thousand dollars) per year, for a period of 20 (twenty) years.

**AND FURTHER THAT** the Council of the Town of St. Stephen approves the said grant on the basis that Ganong Bros., Limited had previously approached the Town and its application was on hold as outlined in Section III – CONTENT OF APPLICATION of the Policy.

**AND ALSO FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a Development Grant Agreement with Ganong Bros., Limited in the form presented to Council. **CARRIED**

**COST OF LIVING FREEZE – MAYOR AND COUNCILLORS**

Moved by Deputy Mayor Ames  
Seconded by Councillor Maxwell

56/14

**THAT** the Council of the Town of St. Stephen agrees to freeze its annual, not to exceed 3% Cost of Living, as outlined in Section 5.05 of the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", effective December 1, 2013 to November 30, 2014. **CARRIED**

**NEW BRUNSWICK SPORTS HALL OF FAME -- FINANCIAL GUARANTEE**

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 57/14 **THAT** the Council of the Town of St. Stephen approves an unbudgeted expenditure in the form of a deposit for a financial guarantee to the New Brunswick Sports Hall of Fame for the sale of tickets and ads for the upcoming 45<sup>th</sup> Annual Induction Banquet and Ceremony in the amount of \$28,000.00 (twenty-eight thousand dollars).

**CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Ames**

- Attended all Town meetings.
- Attended a trail meeting.
- Attended an Airport meeting.
- Attended the initial NB Sports Hall of Fame meeting.
- Attended the reopening of the Maxwell Crossing Covered Bridge.
- Attended a Charlotte Dial A Ride board meeting.
- Attended a Charlotte County Housing board meeting.
- Attended a Junior A Hockey meeting.

**Councillor MacEachern**

- Attended all Town meetings.
- Attended the Chambers After Hours event at Scotiabank.
- Attended a Junior A Hockey meeting.
- Attended the interviews for the Garcelon Civic Center Aquatic Supervisor position.

**Councillor Booth**

- Attended all Town meetings.

**Councillor MacDonald**

- Attended a Civic Center Fundraising board meeting.
- Attended a Civic Center Advising Commission meeting.
- Participated in the interview process for two Civic Center positions.
- Attended a NB Sports Hall of Fame Committee meeting.
- Participated in a Civic Center tour.
- Attended a meeting with Infrastructure Canada and ACOA.
- Attended a Junior A Hockey meeting.
- Attended the Chamber of Commerce Annual General Meeting.

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Councillor Maxwell

- Attended all Town meetings.
- Attended the reopening of the Maxwell Crossing Covered Bridge.
- Served at a Valentine's fundraising supper at Kirk McColl.
- Attended a Chocolate Museum Operating Committee meeting.
- Organized The Chocolate Museum Operating Committee's annual fundraiser with proceeds to both the Museum and the Food Bank.
- Attended a benefit supper for Pastor Mousseau.
- Stated a pool tournament will be held at Dooly's on March 15<sup>th</sup> as a fundraiser for breast cancer.

Mayor Quartermain

- Thanked Council for agreeing to a 0% cost of living.
- Advised that tickets need to be sold for the NB Sports Hall of Fame Induction Banquet and Ceremony.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *Saint Croix Courier*, questioned the future use of the Clark building and the Mayor advised that Council will decide at next month's meeting. She further questioned the amount of the tax receipt and the Mayor advised that he would check on whether or not it was confidential.

David Hyslop, resident, clarified his comment from last month's Council meeting and stated that he was not questioning Kingsley Bailey's qualifications as the Garcelon Civic Center's Project Manager, and the Town's Development Officer and Property Manager, but was questioning the use of the policy that hired him.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked why the Civic Center is not completed and the Mayor advised that reports are now coming to the Town more often which keeps it more informed.

Deborah Roberts, accompanied with David Hyslop, expressed her dissatisfaction with the Mayor's response when she asked for his opinion on the proposed medicinal marijuana business and he refused to express it.

David Hyslop questioned the financial obligation with E. A. Farren, the former Garcelon Civic Center Project Manager, and was advised that E. A. Farren was not paid for the remaining period of his contract.

Mr. Gowan from the *Telegraph-Journal* questioned how delayed the Civic Center project was when the new Project Manager was appointed. He was advised that the Town was not aware that the project was delayed as much as it was, but that more workers are on the site and things are progressing faster.

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17. CLOSED SESSION

**CLOSED SESSION**

Moved by Councillor MacEachern

Seconded by Councillor Harding

**58/14** **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* at 7:55 p.m. **CARRIED**

The Council came out of closed session at 8:20 p.m.

18. ADJOURNMENT

**ADJOURNMENT**

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

**59/14** **THAT** the meeting adjourn at 8:20 p.m. **CARRIED**

\_\_\_\_\_  
Mayor

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

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 24, 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) RCMP Retired Member - Presentation of plaque to retired Staff Sergeant Larry MacDonald.
  - (b) Tidal Health Solutions – Presentation by Darren Marshall, et al.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – January 27, 2014
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you from Hospice of Charlotte – donation in memory of former Mayor Jed Purcell.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committee of Council Meeting – January 27, 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 – February 12, 2014
  - (c) Committee of Council Meeting – February 18, 2014

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-law No. T-5 – “A By-law to Dedicate Clark Court” – Second Reading  
– Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Approval of Event – Canadian Mental Health Association
- (c) Transfer from the Water and Sewerage Capital Reserve Fund
- (d) Transfer from the General Operating Reserve Fund
- (e) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (f) Site Improvements – St. Stephen Regional Centre
- (g) Amended – Awarding of Tender: Two (2) 2013 or 2014 Model Year  $\frac{3}{4}$  Ton 4 x 4 Heavy Duty Long Wheel Base Trucks with Plows – TOSS13-04
- (h) Donation Agreement – JAC Realco Ltd.
- (i) Development Grant Agreement – Ganong Bros., Limited
- (j) Cost of Living Freeze – Mayor and Councillors
- (k) New Brunswick Sports Hall of Fame – Financial Guarantee

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

- (a) Motion to move into closed session to discuss one (1) Financial Matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

18. ADJOURNMENT

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

DATE: March 24, 2014

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,274,626.98 (one million, two hundred and seventy-four thousand, six hundred and twenty-six dollars and ninety-eight cents) be received.

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

Visa:

**JANUARY 2014**

John Quartermain (Civic Centre: Supplies for Meeting)

23.59

**Total**

**\$23.59**

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

**FEBRUARY 2014**

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #002)	78,660.00
<b>Total</b>	<b><u><u>\$78,660.00</u></u></b>

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

**FEBRUARY 2014**

exp Services Inc. (Garcelon Civic Centre Certifier & Engineering Services - Professional Services to February 03, 2014, Cheque #112)	8,519.45
Frank Godsoe, Chartered Accountant (Civic Centre Accounting and Consulting for Month of January, 2014 - Invoice 450, Cheque #113)	4,431.30
Town of St. Stephen (Payment to General Operating Fund for Dora Construction Limited - Power Bills to January 6, 2014, Cheque #114)	4,869.18
Dillon Consulting Limited (Engineering - Sewer Overflow Chamber on Budd Avenue - Project No. 138513, Cheque #1041)	1,299.50
Dillon Consulting Limited (Engineering - Overflow Chamber - Budd Avenue - Project No. 138513, Cheque #1044)	3,898.50
<b>Total</b>	<b><u>\$ 23,017.93</u></b>

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 013872

**CHEQUE REGISTER**

Printed: 16:38, Mar 06/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
013443	02/01/14 FEBRUARY01/14	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-FEB LEASE PAYMENT	5323.40 <b>5323.40</b>	A/P	OUT-STD	
013667	02/05/14 17846	A"PLUS" AUTO GLASS & UPHOLSTERY TS-#2-INSTALL MIRROR	39.55 <b>39.55</b>	A/P	OUT-STD	
013668	02/05/14 JANUARY29/14	ALISON ESTEY GG-HR-WORKSAFE NB TRAINING	93.25 <b>93.25</b>	A/P	OUT-STD	
013669	02/05/14 FE150532* FE150533*	AQUAM CC-POOL-ROPE, BLUE & WHITE FLO CC-POOL-VESTS, FLOATING SEAT,	6215.34 7845.54 <b>14060.88</b>	A/P	OUT-STD	
013670	02/05/14 9010349603	ATLANTIC TRACTORS & EQUIPMENT LTD. TS-#13- HORN, OIL-HYD 10W 18.9	365.59 <b>365.59</b>	A/P	OUT-STD	
013671	02/05/14 369835	BLAKNEY'S EXCAVATING & TRUCKING TS-STS-ROAD SALT	1225.10 <b>1225.10</b>	A/P	OUT-STD	
013672	02/05/14 1389453 1393660*	BRUNSWICK NEWS INC GG-CIVIC-CHRISTMAS WISH CC-STAFFING-JOB POSTINGS	87.99 734.50 <b>822.49</b>	A/P	OUT-STD	
013673	02/05/14 JANUARY27/14	CALDWELL LESLIE TS-STS-CUTDOWN TREES AT RCMP O	650.00 <b>650.00</b>	A/P	OUT-STD	
013675	02/05/14 N14864746* N15356418 N15356422 N15356426 N15356427* N15356842 N15356848 N15356879 N15356889 N15356916 N15356927 N15356934 N15356990* N15356996	CANADIAN TIRE CC-CIVIC CENTER-TOOLS TS-SHOP-PLUGS PS-FIRE-GENERATOR REPAIR GG-CIVIC CENTER-TOOLS CC-RINK-TOOLS TS-SHOP-PROPANE TANK & PROPANE PS-FIRE-UTILITY ROPE AND KNIFE TS-SHOP-ROSE CONE,ARMOR ALL TS-SHOP-CERT GLAF, STP WATER R PS-FIRE-HEATERS, CORDS RC-PARKS-SUPPLIES TS-SHOP-LONG PLIERS CC-CIVIC CENTER-CUTLRY TRAY, D TS-SHOP-21PC BITSET	4143.44 55.96 18.06 2500.00 481.74 65.53 63.83 46.85 74.39 705.72 23.71 20.34 367.15 11.29 <b>8578.01</b>	A/P	OUT-STD	

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013676	02/05/14	CARGILL LIMITED				
	2901484144	TS-ST5-ROAD SALT	4212.69			
	2901519443	TS-ST5-ROAD SALT	2114.55			
	2901522590	TS-ST5-ROAD SALT	2117.28			
			<b>8444.52</b>	A/P	OUT-STD	
013677	02/05/14	CHARLOTTE COUNTY JANITORIAL				
	2702	PS-FIRE-JANITORIAL-DEC	135.60			
	2706	PS-RCMP-JANITORIAL-DEC	904.00			
			<b>1039.60</b>	A/P	OUT-STD	
013678	02/05/14	COX ELECTRONICS & COMMUNICATIONS				
	2-1685604*	CC-OFFICE-COMPUTERS	15591.18			
	2-1685607	PS-FIRE-OCT,NOV,DEC MAINTENANC	1444.14			
			<b>17035.32</b>	A/P	OUT-STD	
013679	02/05/14	DAVIDSON FOOD EQUIPMENT & SUPPLIES				
	49898*	CC-CIVIC CENTER-GLASS DOOR COO	1864.50			
	50085*	CC-KITCHEN-UTENCILS	10520.75			
			<b>12385.25</b>	A/P	OUT-STD	
013680	02/05/14	DAVIS FUELS LTD.				
	148793	TS/PS- 199 UNION ST HEATING FU	921.90			
	148926	TS/PS- 199 UNION ST HEATING FU	1071.62			
	149071	TS/PS- 199 UNION ST HEATING FU	1621.26			
	149143	TS/PS-199UNION ST-HEATING FUEL	1181.92			
	340035	TS-SHOP-ULTRALUBE SUPREME 10W3	321.51			
	340041	TS-SHOP-ULTRALUBE ATF	86.98			
			<b>5205.19</b>	A/P	OUT-STD	
013681	02/05/14	DISHER HOMES LTD. AND				
	12/06/13	GG-2013 HOUSING DEVELOP GRANT	12355.00			
			<b>12355.00</b>	A/P	OUT-STD	
013682	02/05/14	DOW JENNIFER				
	JANUARY27/14	RC-HORT-ART OF GARDENING CRSE	305.00			
			<b>305.00</b>	A/P	OUT-STD	
013683	02/05/14	FERO WASTE & RECYCLING INC.				
	845833	GG-TOWN-GARBAGE COLLECTION	4917.50			
			<b>4917.50</b>	A/P	OUT-STD	
013684	02/05/14	FRANK G GODSOE CHARTERED ACCOUNTANT				
	439	GG-TREASURY-TENDER ASSISTANCE	2560.58			
			<b>2560.58</b>	A/P	OUT-STD	
013685	02/05/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-009	PS-BUILDINSPECT-JAN12-25 FEE	1615.90			
			<b>1615.90</b>	A/P	OUT-STD	
013686	02/05/14	GREENLAW'S GARAGE LTD.				
	09	PM-#401-BATTERIES	429.29			
			<b>429.29</b>	A/P	OUT-STD	

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013687	02/05/14	INTERNATIONAL "HOMECOMING" FESTIVAL CASUAL FRIDAY	100.00			
		GG-CIIVIC-CASUAL FRIDAY DONATI	<b>100.00</b>	A/P	OUT-STD	
013688	02/05/14	IRENE WATTS				
	JANUARY31/14	PS-XINGGUARDS-CLOTHING ALLOW	21.09			
			<b>21.09</b>	A/P	OUT-STD	
013689	02/05/14	IRVING ENERGY DISTRIBUTION AND MARK				
	446209	TS-STS-DIESEL	2666.42			
	725949	TS-STS-GAS	5400.56			
			<b>8066.98</b>	A/P	OUT-STD	
013690	02/05/14	KONICA MINOLTA				
	4993180	GG-TOWNHALL-COPIER LEASE-FEB	135.51			
			<b>135.51</b>	A/P	OUT-STD	
013691	02/05/14	LSW WEAR PARTS LTD.				
	38469	TS-#13-LOADER EDGE, NUT & BOLT	358.89			
			<b>358.89</b>	A/P	OUT-STD	
013692	02/05/14	MANZER YOUNG				
	14-010	PS-BYLAW-JAN 12-25 FEE	751.45			
			<b>751.45</b>	A/P	OUT-STD	
013693	02/05/14	MARITIME FIRE CHIEFS ASSOCIATION				
	435	PS-FIRE-ASST DEPUTY MEMBERSHIP	50.00			
	641	PS-FIRE-CHIEF MEMBERSHIP	50.00			
			<b>100.00</b>	A/P	OUT-STD	
013694	02/05/14	MARITIME COFFEE SERVICE				
	IN00220325	PS-FIRE-KITCHEN SUPPLIES	60.50			
			<b>60.50</b>	A/P	OUT-STD	
013695	02/05/14	MCINNES COOPER				
	2013034912	GG-LEGAL-GENERAL	2318.76			
	2013034916	GG-LEGAL-BENEFITS POLICY	565.00			
	2013034920	GG-LEGAL-AGREEMENT	488.16			
	2013034936	GG-LEGAL-TITLE TO FORESHORE	1159.38			
	2013035154	GG-LEGAL-CONTRACT	5735.88			
			<b>10267.18</b>	A/P	OUT-STD	
013696	02/05/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16699	TS#2-1 COLD ROLLED ROUND BAR	22.55			
			<b>22.55</b>	A/P	OUT-STD	
013697	02/05/14	MINISTER OF FINANCE				
	WEEK06/14	EMPLOYEE DEDUCTIONS-FEB 11-17	209.30			
			<b>209.30</b>	A/P	OUT-STD	
013698	02/05/14	N B C C FIRE SERVICE				
	JAN 13,2014	PS-FIRE-FIRE INVESTIGATOR LEVE	300.00			
			<b>300.00</b>	A/P	OUT-STD	

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013699	02/05/14 295193	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN-FLOOR MATS	93.70 <b>93.70</b>	A/P	OUT-STD	
013700	02/05/14 24955	ORCHARD'S PAINT & PAPER LTD. PM-TOURISTBUREAU-PAINT, ROLLER	60.94 <b>60.94</b>	A/P	OUT-STD	
013701	02/05/14 32204766-00 32206149-00	PARTS FOR TRUCKS INC. TS-#29, #30- CLUTCH, PRO-CASTE TS-#7-SPINNER SHAFT ASS'Y, URE	458.61 1129.83 <b>1588.44</b>	A/P	OUT-STD	
013703	02/05/14 312	RANDY'S TOWING TS-SHOP-MOVE 20FT CONTAINER	169.50 <b>169.50</b>	A/P	OUT-STD	
013704	02/05/14 154255-154730	REGIONAL SERVICE COMMISSION 10 GG-TOWN-REGIONAL LANDFILL CONT	9139.50 <b>9139.50</b>	A/P	OUT-STD	
013705	02/05/14 105119	RICHWIL TRUCK CENTRE LTD. TS-#5-VALVES,KITS	285.28 <b>285.28</b>	A/P	OUT-STD	
013706	02/05/14 00012939*	RILEY MANUFACTURING CC-RINK-HOCKET NET SET	2914.27 <b>2914.27</b>	A/P	OUT-STD	
013707	02/05/14 50706 50778 50779	SAUNDERS EQUIPMENT LTD. CC-ARENA-ZAMBONI BATTERY EDGER CC-ARENA-ZAMBONI STOCK SUPPLIE CC-ARENA-ZAMBONI BLADES	6893.00 2976.36 802.30 <b>10671.66</b>	A/P	OUT-STD	
013708	02/05/14 12434	SELDON SMITH & SONS LIMITED PS-FIRE-REPLACED SUMP PUMP	362.73 <b>362.73</b>	A/P	OUT-STD	
013709	02/05/14 JANUARY/14 WEEK06/14 WEEK06/14*	SHANNON MICHAEL PS-ANMLCNTRL-KENNEL FEE-JAN PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	226.00 167.69 197.75 <b>591.44</b>	A/P	OUT-STD	
013710	02/05/14 4673	SOURCE ONE SUPPLIES PS-FIRE-BATH TISSUE,AIR FRESHE	354.49 <b>354.49</b>	A/P	OUT-STD	
013711	02/05/14 150565	SOUTHERN SANITATION LTD. RC-PARKS-GARBAGE COLLECTION	6480.32 <b>6480.32</b>	A/P	OUT-STD	
013712	02/05/14	ST. CROIX PRINTING & PUBLISHING COM				

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	085672	GG-TOWN-CHRISTMAS WISH	142.49			
	085847	GG-CIVIC-SNOW REMOVAL	66.11			
	085849	GG-CIVIC-BYLAW NO S-13	68.61			
	19661	GG-TOWN-KINGSLEY BAILEY BUSINE	103.96			
	85839	CC-POOL-JOB POSTING	125.29			
	85840	CC-OFFICE-JOB POSTING	125.29			
			<b>631.75</b>	A/P	OUT-STD	
013713	02/05/14	STATIONERY PLUS				
	327872	GG-PM-INK CARTS,PORTAFILE	136.56			
	328025	GG-TOWN-PAPER,FOLDERS,TONER	420.76			
	328111	PM-OFFICE-FLASH DRIVE, BUS CAR	59.86			
	328513	GG-TOWN-TONER, REPORT COVERS	586.01			
	328681	TS-SHOP-SHARPIES,FILE FOLDERS	5.50			
	328739	GG-MAYOR-USB FLASH DRIVE	37.28			
	328830	GG-TREASURER-TONER	135.49			
	328913*	CC-OFFICE-PRINTERS	644.09			
			<b>2025.55</b>	A/P	OUT-STD	
013714	02/05/14	TELUS				
	21856412CREJAN	GG-CELL-CREDIT ON JAN INVOICE	-0.01			
	21856412JAN14	TS/PS/RC/CC-CELL PHONE CHARGES	600.85			
			<b>600.84</b>	A/P	OUT-STD	
013715	02/05/14	ZEE MEDICAL CANADA, INC.				
	32104101	CC-ARENA-FIRST AID SUPPLIES	1219.49			
	32104102	CC-POOL-FIRST AID SUPPLIES	467.67			
	32104103	CC-ARENA-FIRST AID SUPPLIES	124.53			
	32104201	CC-POOL-FIRST AID SUPPLIES	3589.38			
	32104202	CC-POOL-FIRST AID SUPPLIES	1247.44			
	32104203	CC-POOL-FIRST AID SUPPLIES	659.86			
	85093901	CC-ARENA-FIRST AID SUPPLIES	4793.35			
			<b>12101.72</b>	A/P	OUT-STD	
013716	02/05/14	REGIONAL SERVICE COMMISSION 10				
	2014-01	GG-CIVIC-PLANNING SERVICES FEE	2525.75			
			<b>2525.75</b>	A/P	OUT-STD	
013717	02/07/14	ACCT #903240047015				
	JANUARY/14*	VOL FIRE MEMBERSHIP DUES-JAN	270.00			
			<b>270.00</b>	A/P	OUT-STD	
013718	02/07/14	ACCT 8025-280				
	JANUARY/14	LOCAL 770 UNION DUES-JAN/14	839.79			
			<b>839.79</b>	A/P	OUT-STD	
013719	02/07/14	ACCT 903240070386				
	JANUARY/14	EMPLOYEE DEDUCTIONS-JAN/14	400.00			
			<b>400.00</b>	A/P	OUT-STD	

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013720	02/07/14 JANUARY/14	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS-JAN/14	540.00 <b>540.00</b>	A/P	OUT-STD	
013721	02/07/14 JANUARY/14	CIBC MELLON GLOBAL SECURITIES NBMF0 GG-MUNCIPAL PLAN-JAN/14	18117.38 <b>18117.38</b>	A/P	OUT-STD	
013722	02/07/14 JANUARY/14	GREAT WEST LIFE EMPLOYEE DEDUCTIONS-JAN/14	369.24 <b>369.24</b>	A/P	OUT-STD	
013723	02/07/14 JANUARY/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - JAN	362.00 <b>362.00</b>	A/P	OUT-STD	
013724	02/07/14 WEEK06/14	PAYROLL TRANSFER GG-TRANSFER-JAN24-FEB06/14	43112.00 <b>43112.00</b>	A/P	OUT-STD	
013725	02/07/14 WEEK06/14	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-JAN 24 - FEB 06	27615.48 <b>27615.48</b>	A/P	OUT-STD	
013726	02/07/14 JANUARY/14	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS - JAN/14	60.00 <b>60.00</b>	A/P	OUT-STD	
013727	02/11/14 FEBRUARY04/14	JOHN QUARTERMAIN GG-MAYOR-LAWYER MEETING	101.25 <b>101.25</b>	A/P	OUT-STD	
013728	02/12/14 17960	A"PLUS" AUTO GLASS & UPHOLSTERY TS-ST5-HERITAGE SIGN REPAIR	169.50 <b>169.50</b>	A/P	OUT-STD	
013729	02/12/14 9010364825 9010365037	ATLANTIC TRACTORS & EQUIPMENT LTD. TS-#13-CAPS,PLUGS,O RINGS TS-#13-PLUGS	46.90 67.62 <b>114.52</b>	A/P	OUT-STD	
013730	02/12/14 369873	BLAKNEY'S EXCAVATING & TRUCKING TS-ST5-ROAD SALT	1230.66 <b>1230.66</b>	A/P	OUT-STD	
013731	02/12/14 IN15468	BRUNET CC-OFFICE-CASH REGISTERS, BARC	2250.96 <b>2250.96</b>	A/P	OUT-STD	
013732	02/12/14 JANUARY16/14	CALDWELL LESLIE PS-RCMP-TAKE DOWN BAD TREES	1400.00 <b>1400.00</b>	A/P	OUT-STD	
013733	02/12/14 FEBRUARY07/14	COOKE WALTER PS-FIRE-ELEVATOR EMERG EVAC SA	142.79 <b>142.79</b>	A/P	OUT-STD	

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013734	02/12/14	CYCLE WORKS				
	25779	TS-#29-OIL FILTER, GASKET	86.01			
	26217	TS-#29-MUFFLER	180.08			
			<b>266.09</b>	A/P	OUT-STD	
013735	02/12/14	FLEET READY LTD.				
	5370	PS-#201-2 GAUGES	206.07			
			<b>206.07</b>	A/P	OUT-STD	
013736	02/12/14	HOVEY'S HUSKY SALES & SERVICE				
	7264	TS-SHOP-2 CHAINS	42.94			
			<b>42.94</b>	A/P	OUT-STD	
013737	02/12/14	JOHNSON LEE				
	FEBRUARY06/14	TS-UPGRADE-VISUAL CADD LICENSE	169.95			
			<b>169.95</b>	A/P	OUT-STD	
013738	02/12/14	KONICA MINOLTA BUSINESS SOLUTIONS (				
	227668956	GG-TOWN HALL-COPIER CHARGES-JA	149.43			
			<b>149.43</b>	A/P	OUT-STD	
013739	02/12/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16718	TS-#21-FLAT BARS	77.72			
			<b>77.72</b>	A/P	OUT-STD	
013740	02/12/14	MINISTER OF FINANCE				
	WEEK07/14	EMPLOYEE DEDUCTIONS-FEB 18-24	209.30			
			<b>209.30</b>	A/P	OUT-STD	
013741	02/12/14	MINISTER OF FINANCE				
	11368891JAN14	GG-TOWNHALL-TELEPHONES	1173.40			
	11378668JAN14	TS/PS-199UNIONST-TELEPHONES	347.44			
	11395944JAN14	TS/PS-199UNIONST-TELEPHONES	895.14			
	15772965JAN14	RC-REC/POOLS-TELEPHONES	345.93			
	46435731JAN14	RC-PARKS-CHOC PARK CAMERAS	77.91			
			<b>2839.82</b>	A/P	OUT-STD	
013742	02/12/14	MORROW NEIL				
	FEBRUARY07/14	PS-FIRE-ELEVATOR EMERG EVAC SA	154.10			
			<b>154.10</b>	A/P	OUT-STD	
013743	02/12/14	N. B. ELECTRIC POWER				
	18988703FEB14	TS/PS-199UNIONST-ELECTRICITY	1764.59			
	19051703FEB14	TS-AIRPORT-ELECTRICITY	319.77			
	19051801FEB14	TS-AIRPORT-ELECTRICITY	59.60			
	216030308FEB14	TS-ST5-AREA LIGHTS	11120.76			
	55471834FEB14	TS/PS-220UNIONST-ELECTRICITY	920.88			
	71315207FEB14	PS-RCMP-ELECTRICITY	1312.74			
	83278804FEB14	TS-ST5-PARKS SHED	35.53			
			<b>15533.87</b>	A/P	OUT-STD	
013744	02/12/14	OK TIRE & AUTO SERVICE				

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	IN026007011014	TS-#13-TIRE	412.72			
	IN026045	TS-#13-TIRES	412.72			
			<b>825.44</b>	A/P	OUT-STD	
013745	02/12/14	ORR ELECTRIC & ALARM LTD.				
	1246	PM-DECORATIVE LIGHT-REPAIR	73.45			
			<b>73.45</b>	A/P	OUT-STD	
013746	02/12/14	PARTS FOR TRUCKS INC.				
	32207476-00	TS-SHOP-ELECTRIC THROTTLE MOTO	65.43			
	32207498-00	TS-#29,GEAR BOX,DRIVE SPROCKET	777.27			
	32207674-00	TS-#29-ELEC THROTTLE MOTOR KIT	329.45			
	34176689-00	TS-#29-CONVEYOR CHAIN BRG KIT	128.59			
			<b>1300.74</b>	A/P	OUT-STD	
013747	02/12/14	PETROSERVICE				
	SVC0053404	TS-ST5-FUEL PUMP MOTOR REPLACE	1553.31			
			<b>1553.31</b>	A/P	OUT-STD	
013748	02/12/14	PETTY CASH				
	JANUARY03/14	GG-CIVIC-"IN MEMORY OF" DONATI	20.00			
	JANUARY03/14*	GG-CIVIC-"IN MEMORY OF" DONATI	20.00			
	JANUARY10/14	GG-CIVIC-"IN MEMORY OF" DONATI	20.00			
	JANUARY16/14	CC-CIVIC-GRANT DONATION CARDS	3.39			
	JANUARY17/14	GG-BYLAW-REGISTERED LETTER	10.32			
	JANUARY23/14	GG-TOWNHALL-KITCHEN SUPPLIES	24.49			
	JANUARY24/14	GG-CIVIC-SYMPATHY CARD	1.13			
	JANUARY24/14*	GG-CIVIC-"IN MEMORY OF" DONATI	50.00			
	JANUARY27/14	GG-BYLAW-REGISTERED LETTER	10.32			
	JANUARY27/14*	CC-CIVIC-"IN MEMORY OF" DONATI	50.00			
			<b>209.65</b>	A/P	OUT-STD	
013749	02/12/14	SAINT JOHN SPRING WORKS LTD				
	88672	TS-#7-HANGERS	149.16			
			<b>149.16</b>	A/P	OUT-STD	
013750	02/12/14	SHANNON MICHAEL				
	WEEK07/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK07/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
013751	02/12/14	SOURCE ATLANTIC				
	1765134	TS-SHOP-36" TIRE IRON	180.69			
	1765135	TS-SHOP-SHOVELS	243.40			
	1767757	TS-SHOP-TOWSTRAP,TRANSPORT CHA	165.97			
			<b>590.06</b>	A/P	OUT-STD	
013752	02/12/14	ST. CROIX PRINTING & PUBLISHING COM				
	085830	GG-CIVIC-BYLAW NO S-13	56.00			
	085896	GG-CIVIC-BYLAW NO S-13	68.61			

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	085917	GG-CIVIC-BYLAW NO. S-13	56.00			
	19787	GG-TOWN-GENERAL OPERATING FUND	79.29			
			<b>259.90</b>	A/P	OUT-STD	
013753	02/12/14	YELLOW PAGES GROUP				
	14-8103216	GG-TOWN-911 LISTING-JAN	9.32			
			<b>9.32</b>	A/P	OUT-STD	
013754	02/12/14	ZEE MEDICAL CANADA, INC.				
	0160208907	PS-FIRE-FIRST AID SUPPLIES	268.54			
			<b>268.54</b>	A/P	OUT-STD	
013755	02/12/14	GULLISON'S COURIER SERVICE				
	598501*	TS-#13-TO CASE EQUIP	33.90			
	598504*	TS-#103-FR CASE EQUIP	28.25			
	598511	TS-#13-TOWN/ FR CASE EQUIP	28.25			
	598530	TS-SHOP-TOWN/FR RICHWIL	56.50			
	598563	TS-#13-TO TOWN FR CASE EQUIP	45.20			
	598600	TS-SHOP-TO TOWN FR/ CASE EQUIP	28.25			
	598672	TS-#11-TOWN / FR RICHWIL	67.80			
	598674	TS-SHOP-TOWN/FR CAT	38.42			
	598683	TS-#16-FROM MARITIME CASE	33.90			
	598709	TS-#13-TOWN/FR LSW	45.20			
			<b>405.67</b>	A/P	OUT-STD	
013756	02/19/14	BARNES DISTRIBUTION				
	6220481001	TS-SHOP-TUBING,ELEC TAPE,CABLE	383.47			
			<b>383.47</b>	A/P	OUT-STD	
013757	02/19/14	BELL ALIANT				
	06336721JAN14	TS-AIRPORT-TELEPHONE	129.17			
			<b>129.17</b>	A/P	OUT-STD	
013758	02/19/14	BRUNSWICK NEWS INC				
	1399961	PS-FIRE-BACK COVERSAPTEY PRE	459.91			
	TELEGRAPHRENEW	NEW TOWNHALL-6 MNTH RENEWAL	102.17			
			<b>562.08</b>	A/P	OUT-STD	
013759	02/19/14	CANADIAN RED CROSS				
	DONATION2014	GG-CIVIC-DONATION	200.00			
			<b>200.00</b>	A/P	OUT-STD	
013760	02/19/14	CANADIAN SPRINGS				
	9910988205	PS-RMCP-WATER	41.61			
			<b>41.61</b>	A/P	OUT-STD	
013761	02/19/14	CARQUEST				
	14838-1510	TS-#308-DRIVEALIGN TENSIONER,	157.34			
			<b>157.34</b>	A/P	OUT-STD	
013762	02/19/14	CNH CAPITAL T4112				
	IN72350	TS-SHOP-FLOOR FLUID, FLOOR HY-	495.39			
			<b>495.39</b>	A/P	OUT-STD	

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013763	02/19/14	DOWNEY'S SALES & SERVICE				
	TOWN140129	TS-ST5-2014 FORD F250	42960.91			
	TOWN140129A	TS-ST5-2014 FORD F250	42960.91			
			<b>85921.82</b>	A/P	OUT-STD	
013764	02/19/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-015	PS-BUILDINSPECT-JAN 26 - FEB 8	1301.76			
			<b>1301.76</b>	A/P	OUT-STD	
013765	02/19/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	FEB13/14	GG-PREMIUMS-FEB24-MAR23-DIV 1	1699.22			
			<b>1699.22</b>	A/P	OUT-STD	
013766	02/19/14	IRVING ENERGY DISTRIBUTION AND MARK				
	138683	TS-ST5-DIESEL	2006.44			
	JANUARY02/14	TS-ST5-INTEREST	5.89			
			<b>2012.33</b>	A/P	OUT-STD	
013767	02/19/14	IRVING OIL LTD.				
	DECEMBER31/13	TS-ST5-DIESEL	116.01			
			<b>116.01</b>	A/P	OUT-STD	
013768	02/19/14	KEITH'S BUILDING SUPPLIES				
	128573*	PS-FIRE-ROOF MAINTINANCE	162.65			
			<b>162.65</b>	A/P	OUT-STD	
013769	02/19/14	LAROCHELLE EQUIPMENT INC.				
	71104	TS-#5-UNLOADER COILS, SPINNER	775.58			
	71105	TS-#6-FLG ADAPT 2T GEAR BOX	23.54			
			<b>799.12</b>	A/P	OUT-STD	
013770	02/19/14	LASTING LEGACY CARPENTRY				
	858948	PM-LIBRARY-CLEANED ROOF	141.25			
	858949	PM-TOURISTBUREAU-EVES CLEANUP	488.16			
	858950	PS/PM-RCMP,TOURISTBUREAU-ICE B	1050.90			
			<b>1680.31</b>	A/P	OUT-STD	
013771	02/19/14	MACK MARIPLEX				
	152345	CC-ARENA-FROZEN DRINK MACHINE,	12667.18			
			<b>12667.18</b>	A/P	OUT-STD	
013772	02/19/14	MANZER YOUNG				
	14-016	PS-BYLAU-JAN 26- FEB 8 FEE	791.00			
			<b>791.00</b>	A/P	OUT-STD	
013773	02/19/14	MARITIME CASE LTD				
	IN72249A	TS-#16-HEADLIGHT	136.73			
			<b>136.73</b>	A/P	OUT-STD	
013774	02/19/14	MEDAVIE BLUE CROSS				
	MARCH01/14	GG-HEALTH&DENTALPREMIUMS-UNION	8435.03			
	MASRCH01/14*	GG-HEALTH&DENTALPREMIUMS-MANAG	6187.19			
			<b>14622.22</b>	A/P	OUT-STD	

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013775	02/19/14 131362	MEGA-LAB MANUFACTURING CO. LTD. TS-SHOP-MEGALUBE WP GREASE	247.47 247.47	A/P	OUT-STD	
013776	02/19/14 WEEK08/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-FEB25-MAR3	209.30 209.30	A/P	OUT-STD	
013778	02/19/14	N. B. ELECTRIC POWER				
	10126106FEB14	TS-KINGSTSCHOOL-XING LIGHTS	24.13			
	17915909FEB14	RC-POOL-SCHOOL ST	75.45			
	17935200FEB14	TS-KING/UNION-TRAFFIC LIGHTS	47.63			
	17949909FEB14	GG-OLDTOWNHALL-ELECTRICITY	294.60			
	18169205FEB14	RC-POOL-MILL LANE	266.80			
	50660140FEB14	RC-PARKS-ROTARY CHANGING ROOM	24.13			
	54187672FEB14	TS-KING/QUEEN-TRAFFIC LIGHTS	50.14			
	54253127FEB14*	CC-CIVICCENTRE-ELECTRICITY	3106.37			
	54653258FEB14	TS-KING/SUPERSTORE-TRAFFIC LIG	77.96			
	55160607FEB14	RC-COTTONMILL-LIGHTS	60.30			
	55917471FEB14	TS-SYS-WATERFRONT LIGHTS	101.88			
	72924306FEB14	RC-PARKS-BANDSTAND	60.99			
	73003038FEB14	RC-LIBRARY-ELECTRICITY	2626.17			
	82122207FEB14	RC-PARKS-BASKETBALL COURT	64.05			
	84960501FEB14	RC-PARKS-RIVERSIDE DR LIGHTS	35.26			
			<b>6915.86</b>	A/P	OUT-STD	
013779	02/19/14 24920	ORCHARD'S PAINT & PAPER LTD. PM-TOURISTBUREAU-PAINT	159.15 159.15	A/P	OUT-STD	
013780	02/19/14 1241	ORR ELECTRIC & ALARM LTD. PM-LIBRARY-WATER DAMAGE REPAIR	1520.77 1520.77	A/P	OUT-STD	
013782	02/19/14 DONATION2014	SAINT CROIX CHRISTIAN CENTRE GG-CIVIC-DONATION	200.00 200.00	A/P	OUT-STD	
013783	02/19/14	SAUNDERS EQUIPMENT LTD.				
	0000050681	TS-#22-DOOR HANDLE	553.70			
	49999-2	CC-ARENA-ICEMAKERS AUTOFILL	987.34			
	50725	TS-#22 BLOWER-CHUTE ASSEMBLY &	2198.08			
			<b>3739.12</b>	A/P	OUT-STD	
013784	02/19/14 CPD7832014	SERVICE NEW BRUNSWICK TS-SYS-2008 RED DODGE DAKOTA	18.00 18.00	A/P	OUT-STD	
013785	02/19/14 WEEK08/14	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE	167.69			

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	WEEK08/14 <sup>3</sup>	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
013786	02/19/14	SOURCE ONE SUPPLIES				
	4791	TS-SHOP-GRBG BAGS, PPR TOWELS	77.77			
	4802	PM-LIBRARY-PAPER TOWEL,BATH T	87.00			
	4803	PM-TOURISTBUREAU-BATH TISSUE,	77.52			
			<b>242.29</b>	A/P	OUT-STD	
013787	02/19/14	THE SALVATION ARMY				
	DONATION2014	GG-CIVIC-DONATION	200.00			
			<b>200.00</b>	A/P	OUT-STD	
013788	02/19/14	ZEE MEDICAL CANADA, INC.				
	32104104	CC-POOL-FIRST AID SUPPLIES	489.03			
			<b>489.03</b>	A/P	OUT-STD	
013789	02/19/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	FEBRUARY13/14	GG-PREMIUMS-FEB24-MAR23-DIV 2	1190.83			
	FEBRUARY13/14	GG-PREMIUMS-FEB24-MAR23-DIV 2	-101.25			
			<b>1089.58</b>	A/P	OUT-STD	
013790	02/19/14	AVIVA INSURANCE COMPANY				
	PCW115423038	GG-INSURANCE-CLAIM #20290340	3279.99			
			<b>3279.99</b>	A/P	OUT-STD	
013791	02/19/14	REGIONAL SERVICE COMMISSION 10				
	154736-155254	GG-TOWN-REGIONAL LANDFILL CONT	7899.00			
			<b>7899.00</b>	A/P	OUT-STD	
013792	02/19/14	SERVICE NEW BRUNSWICK				
	200862014	PS-FIREFIGHTER-ASSESSMENT NOTI	12432.00			
			<b>12432.00</b>	A/P	OUT-STD	
013793	02/20/14	BELFOR PROPERTY RESTORATION				
	416684	PM-OLDTOWNHALL-BASEMENT REMEDI	14435.75			
			<b>14435.75</b>	A/P	OUT-STD	
013794	02/20/14	PAYROLL TRANSFER				
	WEEK08/14	GG-TRANSFER-FEB 07-20/14	44041.00			
			<b>44041.00</b>	A/P	OUT-STD	
013795	02/20/14	RECEIVER GENERAL FOR CANADA				
	WEEK08/14	GG-REMITTANCE-FEB07-20/14	26300.39			
			<b>26300.39</b>	A/P	OUT-STD	
013796	02/26/14	CHOCOLATE MUSEUM				
	2014 GRANT-1ST	GG-CIVIC-2014 1ST INSTALL GRAN	12000.00			
			<b>12000.00</b>	A/P	OUT-STD	
013797	02/26/14	de STECHER APPRAISALS LTD.				
	D/14/52	PM-TOWN-PROPERTY APPRAISAL	1841.90			
			<b>1841.90</b>	A/P	OUT-STD	
013798	02/26/14	FUNDY BUILDING INSPECTION & DRAFTIN				

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	14-021	PS-BUILDINSPECT-FEE, MILEAGE	1697.26			
			<b>1697.26</b>	A/P	OUT-STD	
013799	02/26/14	IRVING ENERGY DISTRIBUTION AND MARK				
	545205	TS-STS-DIESEL	2962.58			
	857144	TS-STS-DIESEL	3692.30			
			<b>6654.88</b>	A/P	OUT-STD	
013800	02/26/14	IRVING OIL LTD.				
	DEC31/13E	TS-STS-DIESEL	84.66			
			<b>84.66</b>	A/P	OUT-STD	
013801	02/26/14	JOAN FLEWELLING				
	FEBRUARY/14	GG-TWNCLERK-MNTHLY VEH ALLOW	50.00			
			<b>50.00</b>	A/P	OUT-STD	
013802	02/26/14	MANZER YOUNG				
	14-022	PS-BYLAW-FEB9-22 FEE	909.65			
			<b>909.65</b>	A/P	OUT-STD	
013803	02/26/14	MINISTER OF FINANCE				
	WEEK09/14	EMPLOYEE DEDUCTIONS-MAR 4-10	209.30			
			<b>209.30</b>	A/P	OUT-STD	
013804	02/26/14	MURPHY SURVEYS LTD.				
	21052-2	TS-STS-CLARK COURT SURVEY PLAN	169.50			
			<b>169.50</b>	A/P	OUT-STD	
013805	02/26/14	PITNEY WORKS				
	FEB13/14	GG/RC/PS-POSTAGE METER REFILL	379.59			
			<b>379.59</b>	A/P	OUT-STD	
013806	02/26/14	RECEATION NEW BRUNSWICK				
	2013-274*	RC-RECDIR-ATLANTIC CONFERENCE	339.00			
			<b>339.00</b>	A/P	OUT-STD	
013807	02/26/14	RECEIVER GENERAL FOR CANADA				
	2013T4ADJ	GG-TREASURY-2013 T4 ADJUSTMENT	384.18			
			<b>384.18</b>	A/P	OUT-STD	
013808	02/26/14	SHANNON MICHAEL				
	WEEK09/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK09/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
013809	02/26/14	SOS MARKETING				
	2370056	PS-FIRE-FIRE PREVENTION MATERI	531.10			
			<b>531.10</b>	A/P	OUT-STD	
013810	02/26/14	ST. STEPHEN AREA CHAMBER				
	2014MEMBERSHIP	GG-CIVIC-2014 MEMBERSHIP	180.00			
			<b>180.00</b>	A/P	OUT-STD	
013812	02/26/14	STATIONERY PLUS				
	328953	PS-FIRE-BINDERS,PENS,HILITERS	84.16			

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	329002	TS-SHOP-BINDER,FILE FOLDERS	31.26			
	329018	RC-REC DIR-TONER	85.03			
	329043	GG-TOWN-PAPER,FOLDBACK CLIPS	199.19			
	329189	PS-FIRE-PAPER,TONER,LIQ.PAPER	313.65			
	329213	GG-TOWN-BINDER CASE #2	12.71			
	329238	GG-TREASURER-TONER CARTS	142.27			
	329279	CC-GENMANAGER-BINDERS, INDEX D	37.20			
	329293	RC-REC DIR-TONER CART	73.39			
	329549	PM-OFFICE-PENS, USB, NOTEBOOK	66.22			
	329608	PS-FIRE-EXPAND FILES,PEN REFIL	50.14			
	329656	GG-TOWN-FILE FOLDERS,TABS FLEX	48.69			
	329667	PS-FIRE-TONER	181.93			
	329682	RC-REC DIR-DIARY, BINDER	9.65			
	330097	TS-SHOP-INK CART, NOTEBOOK	14.53			
	330169	CC-GENMANAGER-COMPOSITION BK	10.05			
	330176	GG-TOWN-PAPER,TONER,STORAGE	298.98			
	330182	PM-OFFICE-DAILY JOURNAL, CALEN	59.86			
	330251	TS-SHOP-FLAGS	262.31			
	330276	CC-OFFICE-INK CARTS, MOUSE/PAD	171.61			
	330359	GG-MBL/BI-TONER	578.36			
			<b>2731.19</b>	A/P	OUT-STD	
013813	02/26/14	TOWN OF ST. STEPHEN				
	HST TRANSFER	GG-TREASURY-OCT-DEC/13 HST TRA	294087.60			
			<b>294087.60</b>	A/P	OUT-STD	
013814	02/26/14	NEW BRUNSWICK SPORTS HALL OF FAME				
	FEBRUARY24/14	GG-45THBANQUET-FINANCIAL GUARE	28000.00			
			<b>28000.00</b>	A/P	OUT-STD	
013815	02/27/14	TOWN OF ST. STEPHEN				
	FEBRUARY27/14	GG-TREASURY-OCT-DEC/13 HST TRA	1617.21			
			<b>1617.21</b>	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$891,094.30			
		Void:	\$0.00			

**TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED (WATER  
& SEWERAGE CAPITAL RESERVE FUND)**

**FEBRUARY 2014**

Town of St. Stephen Water & Sewerage Capital Fund (Fund  
Transfer, Cheque #6) 31,704.59

**Total \$31,704.59**

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

**FEBRUARY 2014**

Dillon Consulting Limited (Engineering - CCME Wastewater Study (Phase III & IV) - Project #115027, Cheque #86)	5,367.50
Jim Clark Motors Ltd. (Vehicle Purchase - 2014 Toyota Tacoma, Cheque #1042)	34,632.24
<b>Total</b>	<b><u><u>\$39,999.74</u></u></b>

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004350	02/05/14	CANADIAN TIRE				
	N15356401	SCD-DISPOSAL-SUPPLIES	21.01			
	N15356402	WS-SOURCE-SUPPLIES	29.70			
	N15356414	WS-TRANS&DIST-SUPPLIES	21.46			
	N15356419	WS-SOURCE-BATTERIES, BLADE, OI	80.86			
	N15356421	WS-SOURCE-CLOTHING ALLOWANCE	90.39			
	N15356865	WS-SOURCE-WIRE	389.00			
	N15356873	WS-SOURCE-RAINX	38.39			
	N15356886	WS-SOURCE-TOTE, RUBBER MATS	95.99			
	N15356920	SCD-DISPOSAL-QUICK LINKS	15.67			
	N15356936	SCD-DISPOSAL-TEKS HXHD SCR	13.77			
	N15356947	WS-SOURCE-WD-40, MINITORCH, ST	130.73			
	N15356964	WS-#102-WIPER BLADES	65.49			
	N15356987	WS-SOURCE-GAS CAN,POWER PLUG	25.98			
			<b>1018.44</b>	A/P	OUT-STD	
004351	02/05/14	CARR'S TRANSMISSION 2000 LTD.				
	19869	SCD-#3-LABOR TO INSTALL CRANK	135.60			
			<b>135.60</b>	A/P	OUT-STD	
004352	02/05/14	COLE-PARMER CANADA INC.				
	489346	WS-SOURCE-REPL CUVETTES	249.58			
	489584	WS-SOURCE-VALVE BALLS,VALVE PI	497.45			
	489676	WS-SOURCE-DATA LGR	217.66			
			<b>964.69</b>	A/P	OUT-STD	
004353	02/05/14	DAVIS FUELS LTD.				
	148780	WS-MAXWELLXING RES-HEATING FUE	546.20			
	149070	WS-MAXWELLXINGRES-HEATING FUEL	443.75			
	149138	WS-MAXWELLXING-DEISEL	3074.47			
	149236	WS-MAXWELLXING-DIESEL	1127.88			
			<b>5192.30</b>	A/P	OUT-STD	
004354	02/05/14	DILLON CONSULTING LIMITED				
	117471	SCD-STS-BASEMENT FLOOD ASSES	2796.75			
			<b>2796.75</b>	A/P	OUT-STD	
004355	02/05/14	FULTON AUTO RECYCLERS				
	15339	WS-#305-1U-TRANSFER CASE ASSY	452.00			
			<b>452.00</b>	A/P	OUT-STD	
004356	02/05/14	GREENLAW'S GARAGE LTD.				
	7989	SCD-#3-FUEL PRESSURE TEST	67.80			
			<b>67.80</b>	A/P	OUT-STD	
004357	02/05/14	HYPERION RESEARCH LTD.				
	53171	WS-SOURCE-WELL #1 VALLEY ROAD	784.23			
			<b>784.23</b>	A/P	OUT-STD	
004358	02/05/14	IRVING OIL LTD.				

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	JANUARY31/14	WS-SOURCE-GAS	153.66			
			<b>153.66</b>	A/P	OUT-STD	
004359	02/05/14	LAWRENCE PETERS				
	JANUARY30/14	WS-SOURCE-CLOTHING ALLOW	90.38			
			<b>90.38</b>	A/P	OUT-STD	
004360	02/05/14	M.P.W.W.A.				
	3319	WS-SOURCE-2014 MEMBERSHIP FEES	226.00			
			<b>226.00</b>	A/P	OUT-STD	
004361	02/05/14	MCGIBBON INDUSTRIES LTD.				
	5139	SCD-TRANS&DIST-PIT RUN GRAVEL	2702.96			
			<b>2702.96</b>	A/P	OUT-STD	
004362	02/05/14	MINISTER OF FINANCE				
	15735	WS-SOURCE-DRINKING WATER TESTS	683.72			
			<b>683.72</b>	A/P	OUT-STD	
004363	02/05/14	MOFFITT DODGE CHRYSLER LTD.				
	IM17621	WS-#305-CAP	21.50			
			<b>21.50</b>	A/P	OUT-STD	
004364	02/05/14	PARTS FOR TRUCKS INC.				
	32205926-00	WS-#102-CUTTING EDGE	198.77			
			<b>198.77</b>	A/P	OUT-STD	
004365	02/05/14	SAINT JOHN LABORATORY SERVICES LTD.				
	924-13	SCD-DISPOSAL-WWTP LAB TESTS	1369.84			
			<b>1369.84</b>	A/P	OUT-STD	
004366	02/05/14	STATIONERY PLUS				
	327872*	WS/SCD-PM-PORTAFILE	6.20			
	327915	SCD-DISPOSAL-BINDERS,DIARY WEE	18.26			
	328025*	WS/SCD-TOWN-BOXES,FILE FOLDER	32.56			
	328290	WS-TRANS&DIST-DIARY, PENS	40.31			
	328513*	WS/SCD-TOWN-REPORT COVERS	1.10			
	328608	WS-SOURCE-TONER, BINDERS	102.77			
	328878	SCD-DISPOSAL-INK CARTS	14.22			
			<b>215.42</b>	A/P	OUT-STD	
004367	02/05/14	TELUS				
	21856412JAN14*	WS/SCD-CELL PHONE CHARGES	588.58			
			<b>588.58</b>	A/P	OUT-STD	
004368	02/05/14	TOWN OF ST. STEPHEN				
	02/05/14	Transfer to General Op Fund	52086.28			
			<b>52086.28</b>	A/P	OUT-STD	
004369	02/12/14	ACKLANDS - GRAINGER INC.				
	7618 0038389	WS-SOURCE-SANDBAG	411.32			
			<b>411.32</b>	A/P	OUT-STD	
004370	02/12/14	CARR'S TRANSMISSION 2000 LTD.				

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	19936	WS-#305-FRONT DRIVE SHAFT, TRA	1273.13			
			<b>1273.13</b>	A/P	OUT-STD	
004371	02/12/14	GEORGE MCVICAR				
	FEBRUARY10/14	SCD-DISPOSAL-CLOTHING ALLOW	380.94			
			<b>380.94</b>	A/P	OUT-STD	
004372	02/12/14	GULLISON'S COURIER SERVICE				
	598531	WS-SOURCE-TO DOE FR TOWN	33.90			
	598580	WS-SOURCE-TO DOE LAB FR TOWN	33.90			
	598669	WS-SOURCE-TO DOE LAB	33.90			
	598685	WS-SOURCE-TO DOE LAB FR TOWN	33.90			
	598731	WS-#103-FR CASE EQUIP.	62.15			
	598735	WS-SOURCE-TO DOE LAB FR TOWN	33.90			
	598744	WS-SOURCE-TO DOE LAB FR TOWN	33.90			
	777810	WS-#8-TO TOWN /FR RICHWIL	28.25			
			<b>293.80</b>	A/P	OUT-STD	
004373	02/12/14	MINISTER OF FINANCE				
	11366812JAN14	WS-SOURCE-PUMP STATION	134.03			
	11385317JAN14	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807JAN14	SCD-DISPOSAL-OLD BAY WWTP	145.85			
			<b>314.99</b>	A/P	OUT-STD	
004375	02/12/14	N. B. ELECTRIC POWER				
	36869807FEB14	WS-3119MAXWELLXING-BUILDING	1133.57			
	50228902FEB14	WS-MAXWELLXING-PUMPS	659.14			
	52557428FEB14	SCD-218OLDBAYRD-WWTP	7117.52			
	53473043FEB14	WS-SOURCE-CHLORINE RESIDUAL	99.65			
	61230004FEB14	WS-MAXWELLXING-PUMPS	3172.31			
	82291006FEB14	WS-SOURCE-RESERVOIR	359.92			
			<b>12542.11</b>	A/P	OUT-STD	
004376	02/12/14	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	OUT-STD	
004377	02/12/14	PUROLATOR COURIER LTD.				
	422796106	WS-SOURCE-TO HYPERION	67.64			
			<b>67.64</b>	A/P	OUT-STD	
004378	02/12/14	SELDON SMITH & SONS LIMITED				
	50948	WS-TRANS&DIST-BRASS INSERT, AD	28.25			
			<b>28.25</b>	A/P	OUT-STD	
004379	02/12/14	SOURCE ATLANTIC				
	1769350	WS-TRANS&DIST-EXTENSION CORD	163.97			
			<b>163.97</b>	A/P	OUT-STD	

**Town of St. Stephen**  
 BNK2 Utility Bank Account  
 From 000000 to 004424

**CHEQUE REGISTER**

Printed: 16:40, Mar 06/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
004380	02/12/14 160208908	ZEE MEDICAL CANADA, INC. WS-TRANS&DIST-FIRST AID SUPPLI	209.36 <b>209.36</b>	A/P	OUT-STD	
004381	02/14/14 02/13/14	TOWN OF ST. STEPHEN Transfer to General Op Fund	50090.92 <b>50090.92</b>	A/P	OUT-STD	
004382	02/19/14 198932 198933 198946 199074 199229 199230 33401	ATLANTIC CHEMICAL & AQUATICS INC. WS-SOURCE-LIQUID CHLORINE WS-SOURCE-INV#198932 WS-SOURCE-SUCTION VALVE, DISCH WS-SOURCE-FITTING SET WS-SOURCE-LIQUID CHLORINE WS-SOURCE-INV#199229 WS-SOURCE-INV #199229	668.96 361.60 197.39 177.32 668.96 361.60 -675.74 <b>1760.09</b>	A/P	OUT-STD	
004383	02/19/14 40418995 40421591 40421591* 40421591REVRSE	BRENNTAG CANADA INC. WS-SOURCE-CHLORINE GAS WS-SOURCE-INV #40418995 WS-SOURCE-INV #40418995 WS-SOURCE-TO REVERSE CREDIT	5638.47 -3616.00 -3616.00 3616.00 <b>2022.47</b>	A/P	OUT-STD	
004384	02/19/14 490938	COLE-PARMER CANADA INC. WS-SOURCE-CHLOROSENSE SENSORS	462.16 <b>462.16</b>	A/P	OUT-STD	
004385	02/19/14 129190	KEITH'S BUILDING SUPPLIES SCD-DISPOSAL-FLUORESCENT BULBS	190.79 <b>190.79</b>	A/P	OUT-STD	
004386	02/19/14 3777	MARITIME BLOWER REPAIR INC SCD-DISPOSAL-BLOWER SERVICE CA	906.24 <b>906.24</b>	A/P	OUT-STD	
004387	02/19/14 16731	MILLTOWN MACHINE & FABRICATION LTD. SCD-#3-1/2 X 2 FLAT BAR	30.99 <b>30.99</b>	A/P	OUT-STD	
004388	02/19/14 53123617FEB14 53158875FEB14 54807440FEB14 56356048FEB14 61204006FEB14 61224002FEB14 61236008FEB14 76139807FEB14	N. B. ELECTRIC POWER SCD-ST5-DECHLORINATION CHAMBER WS-ST5-BUDD AVE LIFT STATION WS-ST5-158A MILLTOWN BLVD LIFT SCD-ST5-18 RIVERSIDE DR LIFT S SCD-ST5-2-216 KING ST LIFT STA WS-ST5-358A MILLTOWN BLVD LIFT WS-ST5-BUDD AVE LIFT STATION SCD-ST5-54 RIVERSIDE DR LIFT S	73.22 3813.64 32.48 39.43 187.61 1359.88 1163.91 121.50			

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 004424

**CHEQUE REGISTER**

Printed: 16:40, Mar 06/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	84934906FEB14	SCD-STS-658A RIVERSIDE DR LIFT	149.32			
	84943406FEB14	WS-STS-TODD HILL RESERVOIR	145.76			
			<b>7086.75</b>	A/P	OUT-STD	
004389	02/19/14	N.B. SOUTHERN RAILWAY COMPANY LIMIT				
	63858**	WS-STS-MIL 4.03 UNDERGRND PIPE	282.50			
	63859*	WS-STS-MIL 2.13, 23.7 & 33.21	904.00			
			<b>1186.50</b>	A/P	OUT-STD	
004390	02/19/14	SERVICE NEW BRUNSWICK				
	669120	WS/SCD-UTILITYPAYMENTS-FEES	316.11			
			<b>316.11</b>	A/P	OUT-STD	
004391	02/19/14	SOURCE ONE SUPPLIES				
	4846	SCD-DISPOSAL-GLOVES	86.45			
			<b>86.45</b>	A/P	OUT-STD	
004392	02/19/14	ST. STEPHEN AREA CHAMBER				
	BRUNSWICK NEWS	WS-CHRISTMASPROMO-BRUNSWICK NE	125.00			
			<b>125.00</b>	A/P	OUT-STD	
004393	02/19/14	THE PANEL SHOP				
	746-99-59-1	SCD-DISPOSAL-MILLTOWN PANEL IS	1224.92			
			<b>1224.92</b>	A/P	OUT-STD	
004394	02/19/14	XPLORNET				
	INV05188469	WS-MAXWELL XING-SATELLITE SERV	73.44			
			<b>73.44</b>	A/P	OUT-STD	
004395	02/19/14	SCOTIABANK <i>(The Rose Construction Corporation)</i>				
	1496733	WS-STS-ASPHALT	1143.20			
			<b>1143.20</b>	A/P	OUT-STD	
004396	02/26/14	PITNEY WORKS				
	FEB13/14*	WS-POSTAGE METER REFILL	1212.52			
			<b>1212.52</b>	A/P	OUT-STD	
004397	02/26/14	RIVERSIDE ENTERPRISES LTD.				
	1022	WS-MAXWELL XING-UV LAMPS SERVI	542.40			
			<b>542.40</b>	A/P	OUT-STD	
004399	02/26/14	STATIONERY PLUS				
	328979	WS/SCD-JANET-WRIST REST GEL	8.12			
	329016	WS-SOURCE-BINDERS	17.38			
	329213*	WS/SCD-TOWN-BINDING CASE #2	12.70			
	329248	WS-SOURCE-BUBBLE WRAP,TAPE,SCI	29.73			
	329625*	WS/SCD-TOWN-UTILITY ENVELOPES	46.76			
	329653	WS/SCD-TOWN-INK ROLL	4.17			
	329656*	WS/SCD-TOWN-FILE FOLDERS,TABS	48.70			
	329717	WS/SCD-TOWN-RECEIPTS JOURNAL	84.69			
	329765	WS/SCD-TWNHALL-ENVELOPES WINDO	46.76			
	329986	WS-SOURCE-TONERS	264.05			

Town of St. Stephen  
BNK2 Utility Bank Account  
From 000000 to 004424

CHEQUE REGISTER

Printed: 16:40, Mar 06/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	330140	WS/SCD-JANET-FILES,PENS,BINDER	36.33			
	330176*	W/SCD-TOWN-BINDING CASES,STORA	32.99			
	330382	SCD-DISPOSAL-NOTEBOOK,SHEET HO	40.44			
			<b>672.82</b>	A/P	OUT-STD	
004400	02/26/14	TOWN OF ST. STEPHEN				
	02/24/14	Transfere to General Op Fund	54465.25			
			<b>54465.25</b>	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$210,126.83			
		Void:	\$0.00			

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

DATE: March 24, 2014

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

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

DATE: March 24, 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 March 12, 2014 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 12, 2014 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – twenty-two (22) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items
3. Personal Information Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Deputy Mayor Ames and SECONDED by Councillor MacEachern that the above-noted twenty-nine (29) 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; Deputy Mayor John Ames; 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.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Harding and SECONDED by Councillor Maxwell that the agenda be approved with one (1) deletion due to the anticipated storm and will be rescheduled: (i) Charlotte County Adult Learning Inc. – Presentation under 4. DELEGATIONS/PRESENTATIONS. CARRIED

3. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

In addition to his report, Sergeant MacKnight stated that a new Crime Reduction Unit (staffed potentially with three members) will be based in St. Stephen, hopefully operational by the end of 2014, and will provide service throughout all of Regional Service Commission 10 (RSC 10).

Sergeant MacKnight advised that a recent RSC 10 Community Policing Committee was held and the following four (4) priorities were established:

- Traffic Safety/Enforcement
- Crime Reduction – Drugs, Domestic Violence, Youths at Risk, Prolific/Priority Offenders
- Response Times
- Communications and Community Engagement

Sergeant MacKnight also advised that Corporal Ross Davis has been promoted to Sergeant and will work out of the St. George District Office.

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

Councillor Harding thanked the Fire Chief for commending his staff, as noted in his report, especially during his recent 5 ½ weeks of sick leave.

- (iii) NBCC Miramichi – Fire Investigator Course – The memo from the Fire Chief dated March 7, 2014 with attached Training Sales Agreement was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 24, 2014 to authorize the Mayor and Town Clerk to sign the agreement.
- (iv) Report of the By-Laws Office – The report of the Manager, By-Laws and Building Inspection 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.
- (iii) Animal Control Report – No report this month.
- (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 old Town Hall is becoming more structurally unsafe, and Committee agreed with the Manager's recommendation and directed him, through the Acting CAO, to request an engineer's report on the building, for a fee of approximately \$1,500.00, and a motion will be considered at the next Regular Session of Council on Monday, March 24, 2014.

**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.
- (v) Garcelon Civic Center – The Work Progress Update for the month of February 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.

As noted in his report, the Treasurer advised that the 2014 operational budgets have received final approval from the Province and have been placed on the Town's website.

The Treasurer further advised that there will be a delay in the finalization of the 2013 audited financial statements, and that staff is working to have the statements ready for approval in May, a month later than usual, due to the Public Sector Accounting Board Standards.

- (ii) Cheque Register for month of January 2014 – Memo from the Assistant Treasurer dated March 6, 2014 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 24, 2014.
- (iii) Pitney Bowes Lease Renewal – The memo from the Human Resource & Office Manager dated March 7, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 24, 2014 approving the lease of a DM400C Digital Mailing System, 70 LPM, and authorizing the Mayor and Town Clerk to sign the lease.

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

- (i) St. Stephen BIA Urban Design Plan 2014 – The letter from the BIA President dated February 27, 2014 with attached copy of Final Plan prepared by Glenn Group Landscape Architects & Park Planners, in association with Dillon Consulting were received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 24, 2014 to approve the plan in principal.
- (ii) Christmas Decorations (snowflakes) on Lamp Post – The letter from the BIA Coordinator dated January 24, 2014 was received and reviewed.

After discussions with the BIA Coordinator, it was proposed that wreaths could be hung on the lamp posts during the 2014 holiday season, and Committee requested that she bring back to next month's Committee meeting a couple of different quotes.

The BIA Coordinator advised that the electrical outlets on the lamp posts are in need of repair and the Property Manager was directed, through the Acting CAO, to check the condition of the posts and to bring the information back to next month's Committee meeting.

- (iii) Garbage Cans – The letter from the BIA Coordinator dated January 21, 2014 with attached receptacles pricing from Source One Supplies, and letter from BIA Coordinator dated January 13, 2014 with attached newspaper article were received and reviewed.

Committee agreed with the BIA Coordinator's request to leave garbage cans out until after the Santa Clause Parade mid November.

In order to have some consistency with garbage cans, the Acting CAO was directed to research how many different styles the Town has in storage and how many of each style, and to bring the information back to next month's Committee meeting.

In addition to her letter, the BIA Coordinator advised that Advocate Printing & Publishing, owner of the St. Croix Courier, provides customized recycling units for municipalities which are paid for through advertising on the units. Committee directed the Property Manager, through the Acting CAO, who will meet with the Town's By-law Enforcement Officer to determine whether or not such a unit would be permissible under the Town's garbage by-law, and such information will be brought back to next month's Committee meeting.

- (iv) Request to Hold Events – The letter from the Community Events Coordinator, St. Stephen Development Board, dated February 12, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 24, 2014 to grant permission to hold the various events.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

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

4. **DELEGATIONS/PRESENTATIONS**

- (i) Charlotte County Adult Learning Inc. – The presentation by Janet Mersereau, Board Chair, and Carol Ring, Program Coordinator, was cancelled due to the anticipated storm and will be rescheduled.

5. **NEW BUSINESS**

No new business.

6. **ADJOURNMENT**

The meeting moved into closed session at 6:00 p.m. and it was MOVED by Councillor Booth and SECONDED by Deputy Mayor Ames that the meeting adjourn at 10:00 p.m., and one (1) Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, by consensus, was tabled and will be brought back to next month's meeting on April 16, 2014.

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 12, 2014 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – twenty-two (22) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items
3. Personal Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. ITEMS

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

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) NBCC Miramichi - Fire Investigator Course – Memo from Fire Chief dated March 7, 2014 with attachment:
  - Training Sales Agreement
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Animal Control Report – No report this month.
- (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 February 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 January 2014 – Memo from Assistant Treasurer dated March 6, 2014 with attachment:
  - Cheque Register
- (iii) Pitney Bowes Lease Renewal – Memo from Human Resource & Office Manager dated March 7, 2014.

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

- (i) St. Stephen BIA Urban Design Plan 2014 - Letter from the BIA President dated February 27, 2014 with attachment:
  - Copy of Final Plan prepared by Glenn Group Landscape Architects & Park Planners, in association with Dillon Consulting (11" x 17" plan (45 pages) will be provided at the meeting)
- (ii) Christmas Decorations (snowflakes) on Lamp Post – Letter from the BIA Coordinator dated January 24, 2014.
- (iii) Garbage Cans – Letter from the BIA Coordinator dated January 21, 2014 with attachments:
  - Receptacles Pricing from Source One Supplies
  - Letter from BIA Coordinator dated January 13, 2014 with attached newspaper article
- (iv) Request to Hold Events – Letter from Community Events Coordinator, St. Stephen Development Board, dated February 12, 2014.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

4. **DELEGATIONS/PRESENTATIONS**

- (i) Charlotte County Adult Learning Inc. – Presentation by Janet Mersereau, Board Chair, and Carol Ring, Program Coordinator.

5. **NEW BUSINESS**

6. **ADJOURNMENT**

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

DATE: March 24, 2014

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on March 19, 2014  
be approved as circulated.

**COMMITTEE MEETING**  
**WEDNESDAY, MARCH 19, 2014 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

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

**ABSENT:** Councillor Jim Maxwell.

2. **APPROVAL OF AGENDA**

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

3. **ITEMS**

Motion to move into closed session as per:

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

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

4. **ADJOURNMENT**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Booth that the meeting adjourn at 8:30 p.m.

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

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEE MEETING**  
**WEDNESDAY, MARCH 19, 2014 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

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

4. ADJOURNMENT

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

DATE: March 24, 2014

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

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

**STAFF REPORTS**

**THAT** the following staff reports for the month of February 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:** 6 March 2014  
**Subject:** Finance Department Report

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

- 1) Ongoing accounting work involving:
  - 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 reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to April 30, 2013.
- 2) Statements of Revenue and Expenditures to January 31, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
  - A) Monthly Committee meeting –February 12, 2014.
  - B) Department Head meeting-February 26, 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.
  
- B) 2014 operational and capital budgets-Final approval received from the Province and placed on Town web site.
  
- C) 2013 audit working papers.
  
- D) Finalize T4's, T4A's and Workplace Health remittances.

Tim Tozer, CMA  
Treasurer  
Town of St. Stephen

## **Public Works Report for Feb. 2014**

FROM: Lee Johnson Director of Operations  
DATE: March 03, 2014

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

- a) 1 Watermain was repaired
- b) 11 Water Services were repaired.
- c) 1 New Water Meter was installed.

### **2:Streets:**

- a) Plowed and Sanded Streets and Sidewalks.
- a) Hauled snow.
- b) Cold Patched.

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

- a) Lift station and Lagoon maintenance.
- b) 1 Sewer Main was flushed and 2 were videoed
- c) 6 Sewer Laterals were videoed.
- d) 1 Sewer Lateral was rodded and 1 was flushed..

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

*Parks*

- I have received some pricing for lighting along the waterfront trail, but still waiting for prices from NB Power.
- I have received the pricing for mowing equipment, but waiting to review with Jennifer.
- Working with Elm Street Nature Park volunteer committee on signage.

*Recreation*

- Spring/Summer brochure has gone to print, will be out shortly.
- Attended Sport NB meetings, working on strategic plan.
- I am preparing several grant applications for Recreation programming.

*Pool*

- Met with Pool supervisor, working on Summer programming.

*Arena*

- Held a successful tournament in February
- Getting prepared for Day of Champions

*Other*

- Working on Jumpstart applications for Spring/Summer sessions.
  - I have put in an application for a large amount of sporting equipment, should find out soon if I was successful.

*Meetings*

- FRPA
- RNB
- Red Cross
- Lifesaving Society
- Sport NB

Michael O'Connell  
Director Parks, Recreation  
& Property Management

## St. Stephen Fire Department Report for January – February, 2014

Alarms were: Town Alarms           10  
                   Out of Town Alarms   9  
   19

Alarms are described as being:

		# of Firefighters	# of Hours
1. Alarm System Activation	5	32	44
2. Motor Vehicle Accident	6	70	95
3. Report of Smoke in the Area	2	32	39
4. Furnace Malfunction	1	12	18
5. Grass	1	12	18
6. Electrical	1	12	12
7. Structure	1	19	48
8. Rescue (child caught between fences)	1	19	19
9. Assist AMB NB, cardiac arrest	1	12	18

Calls dispatched for the period of this report - 39

Fire Department Activities for the period of this report

1. Monthly meetings of the Fire Department
2. Firefighter 1 and Firefighter 2 courses underway
3. The 2 Co OP students , Bella Pomeroy and Quentin Brown who did the Co-operative Education Program through St. Stephen High School with us during their first semester have finished. Damian Brisley will start during the 2<sup>nd</sup> semester as a Co-Op student.
4. Did a tour of the Civic Centre with the Office of the Fire Marshall regarding the provisions for the "Day of Champions".
5. Fire chief was off sick from the 19 th of January to Feb. 18 .
6. Thirteen members participated in Ice Rescue Training.
7. Two members received "Elevator Rescue Training". These 2 members will present the program to the rest of the department.
8. Hosted a meeting of the Fundy Firefighters Assoc.
9. Department Head meeting

While off sick recently for 5 1/2 weeks I came to appreciate the members of the Fire Department even more than I already do. These men and women stepped up to the plate and made the job of returning to work so much easier.

I would like to both commend and thank the department for their support.

# **TOWN of ST. STEPHEN**

## **By-Law Enforcement**

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

## **FEBRUARY REPORT**

**2014**

**To: CAO – Town of St. Stephen**

- **No sign permits issued in the month of February**
- **One (1) off site sign located at traffic circle.**
- **Two (2) non compliant signs were removed from a tree located on Porter Street.**
- **Two (2) issues of a property with garbage strewn about; warning letters have been sent out. One (1) property has responded with a PLAN OF WORK, The other is still in non compliance and we are in a position to have a notice to comply issued, my office is monitoring the situation because of the amount of snow on the ground.**
- **A complaint was lodged by a citizen concerning the addition of a new Taxi company operating within the town of St. Stephen, the citizen was concerned that there will be too many taxis. It was explained the new company has meet the requirements of the By-Law.**
- **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**

## **FEBRAURY REPORT**

**2014**

### **BUILDING INSPECTION**

**The month of February was a very slow month; this office had no building permits applied for.**

**We issued no Stop Work Orders in the month February, and have no current Orders to Comply issued.**

**Our office dealt with and has filed 3 (Three) Occurrences reports but filed no Building Inspection reports.**

**No electrical waivers had been 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**

# Property Management Report

Kingsley Bailey.  
Date February 28-2014

## Property Management Report on Town buildings:

### **A. Old Town Hall**

1. The Town will need to soon request an engineer's report on the Old Town Hall as it has become more structural unsafe as the upper brick roof peeks are collapsing into the upper building floors.
2. Have worked on a project cost to bring the Old Town Hall building up to code for safe public use. Cost report attached.

### **B. RCMP Building**

1. Remove heavy ice from roof.
2. Cut more trees from last ice damage.
3. East Coast Ventilation repaired broken vent.
4. Worked with electrical contractor on a cost to repair panels inside of building.

### **C. Tourist Bureau**

1. Removed ice on roof; repairing more roof leaks.
2. Inside basement has some water damage and will look into a repair procedure.

### **D. Library**

1. Orr Electrical completed more repairs to electrical heat.
2. Now repairing ceiling and walls from water damage from roof leaks.

### **E. Pizza Delight**

1. More repairs will be done to the roof in warmer weather to seal the leaks; water in electrical room when it rains.

2:33 PM1

## TOWN OF SAINT STEPHEN.

Repairs to Old Town Hall up to code.

Project: Old Town Hall

Owner: Town of Saint stephen

Closing Date &amp; Time:

Date:

Address: 34 Milltown Blvd

Code	Description	Quantity	Unit	Unit Cost	Total Cost
	Description of Work by DIVISIONS				
<b>Div1</b>	<b>General Conditions</b>		<b>TOTAL</b>		<b>\$1,221,548.00</b>
			EACH		\$0.00
	temporary enclosures (safety fence)	22	EACH	\$125.00	\$2,750.00
	safety training	12	EACH	\$125.00	\$1,500.00
	tools		EACH		\$0.00
	rentals		EACH		\$0.00
	temporary heat	8	EACH	\$1,500.00	\$12,000.00
	cleaners	1	EACH	\$23,500.00	\$23,500.00
	truck expense	14	EACH	\$825.00	\$11,550.00
	mileage		EACH		\$0.00
	Crane Time	4	EACH	\$850.00	\$3,400.00
2	Supervisor Project Manager	4160	EACH	\$88.00	\$366,080.00
4	Labour on-site	2240	EACH	\$86.95	\$194,768.00
	Disposal (Dumpster)	21	EACH	\$1,500.00	\$31,500.00
	Engineering Electrical Mechanical	1	EACH	\$251,500.00	\$251,500.00
	Engineering Strucial	1	EACH	\$171,500.00	\$171,500.00
	Design	1	EACH	\$151,500.00	\$151,500.00
<b>Div2</b>	<b>Existing Conditions</b>		<b>TOTAL</b>		<b>\$0.00</b>
<b>Div3</b>	<b>Concrete</b>		<b>TOTAL</b>		<b>\$158,390.00</b>
	Formwork	86	EACH	\$530.00	\$34,980.00
	Rebar Supply c/w shop drawings ?	43	EACH	\$1,450.00	\$62,350.00
	Rebar Installation	160	EACH	\$225.00	\$36,000.00
	Anchor Bolts Supply c/w shop drawings	24	EACH	\$160.00	\$3,840.00
	Concrete Supply	65	EACH	\$224.00	\$14,560.00
	Finish of Concrete Slab	10	EACH	\$450.00	\$4,500.00
	Pump truck Hand unload	16	EACH	\$135.00	\$2,160.00
<b>Div4</b>	<b>Masonry</b>		<b>TOTAL</b>		<b>\$1,630,200.00</b>
	Brick work	4	EACH	46,500	\$186,000.00
	Misc Allowance for A.B.	8	EACH	\$2,400.00	\$19,200.00
A	Repointing and replacing	3	EACH	\$425,000.00	\$1,275,000.00
B	Elevator wals	1	EACH	\$150,000.00	\$150,000.00
<b>Div5</b>	<b>Metal</b>		<b>TOTAL</b>		<b>\$148,730.00</b>
	Structural Steel	29	EACH	1,500	\$43,500.00
	Misc Metal Roof	220	EACH	\$441.25	\$97,075.00
	Staircase Post	23	EACH	\$185.00	\$4,255.00
	Lintels	6	EACH	\$650.00	\$3,900.00
<b>Div6</b>	<b>Wood</b>		<b>TOTAL</b>		<b>\$132,693.81</b>
	Framing Labour	1200	EACH	98	\$117,600.00
	Lumber 2=4-8	107	EACH	2.17	\$232.19
	Lumber 2=4-12	41	EACH	3.84	\$157.44
	Lumber 1=3-12 220ft	18	EACH	2.75	\$49.50
	Lumber 2=6-12 148 ft	18	EACH	\$7.35	\$132.30
	Floor Truss	17	EACH	\$214.00	\$3,638.00
	Polly	6	EACH	\$54.99	\$329.94
	Fasteners / hangers H clips	220	EACH	\$4.00	\$880.00
	Soffit and screen 12ft	68	EACH	\$37.25	\$2,533.00
	Nails and Screws	31	EACH	\$45.25	\$1,402.75
	Labour for Carpentry Wall B	1	EACH	\$27.50	\$27.50
	Labour for Carpentry Wall C	1	EACH	\$27.50	\$27.50
	Tyvek	4	EACH	\$99.98	\$399.92
	Plywood 3/4in	80	EACH	\$24.95	\$1,996.00
	1=4 straping ceiling 8ft	183	EACH	\$4.24	\$775.92
	2=12 Stair stringers	18	EACH	\$125.95	\$2,267.10

2:33	nails			5	EACH	\$48.95	\$244.75
<b>Div7</b>	<b>Thermal Protection</b>				<b>TOTAL</b>		<b>\$66,977.95</b>
	R-20 Insulation and sea	15		485	EACH	\$41.55	\$20,151.75
	R-40 Insulation and sea	24		196	EACH	\$64.80	\$12,700.80
	Ice shield			5	EACH	\$67.95	\$339.75
	2" Rigid Insulation (for slab and f.walls)			57	EACH	\$26.00	\$1,482.00
	Air Barrier vents			30	EACH	\$17.95	\$538.50
	15 Felt	2400sqft		5	EACH	\$21.97	\$109.85
	Roofing			166	EACH	\$34.95	\$5,801.70
	Siding		800sqft	1		\$4,200.00	\$4,200.00
	Ridgecap			4	EACH	\$59.95	\$239.80
	Sealant			4	EACH	\$5.95	\$23.80
	Roof Flashing	250ft		15		\$9.75	\$146.25
	Labour			25		\$849.75	\$21,243.75
<b>Div8</b>	<b>Doors &amp; Windows</b>				<b>TOTAL</b>		<b>\$54,246.36</b>
	Vinyl windows			12	EACH	769.97	\$9,239.64
	Aluminum and Glazing			4	EACH	\$4,234.00	\$16,936.00
	Hollow Metal Doors, Frames, Hardware			4	EACH	\$1,200.00	\$4,800.00
	Wood Doors			8	EACH	\$396.84	\$3,174.72
	Door and Frame Hardware			8	EACH	\$2,230.00	\$17,840.00
	O.H.D.			1	EACH	\$2,256.00	\$2,256.00
<b>Div9</b>	<b>Finishes</b>				<b>TOTAL</b>		<b>\$338,141.19</b>
	Drywall & Related			2343	EACH	110.13	\$258,034.59
	Painting—Crackfill			35	EACH	\$765.00	\$26,775.00
	Flooring			23	EACH	\$2,300.00	\$52,900.00
	Trims			8	EACH	\$53.95	\$431.60
<b>Div10</b>	<b>Specialties</b>				<b>TOTAL</b>		<b>\$139,936.00</b>
	Toilet Partitions				EACH		\$0.00
	Bathroom Acc.			4	EACH	\$1,234.00	\$4,936.00
	Installation				EACH		\$0.00
<b>Div 14</b>	<b>Elevator</b>			1	EACH	\$135,000.00	\$135,000.00
							\$0.00
	<b>Mechanical</b>				<b>TOTAL</b>		<b>\$558,900.00</b>
<b>Div 21</b>	<b>Fire suppression</b>			1	EACH	\$85,800.00	\$85,800.00
<b>Div 22</b>	<b>Plumbing</b>			24	EACH	14,850	\$356,400.00
<b>Div 23</b>	<b>HVAC</b>			1	EACH	\$188,500.00	\$188,500.00
	Gas			1	EACH	\$14,000.00	\$14,000.00
<b>Div26</b>	<b>Electrical</b>				<b>TOTAL</b>		<b>\$375,400.00</b>
				24	EACH	\$13,475.00	\$323,400.00
<b>Div 27</b>	<b>Communications</b>			1	EACH	\$12,000.00	\$12,000.00
<b>Div 28</b>	<b>Security alarms</b>			1	EACH	\$15,000.00	\$15,000.00
					EACH		\$0.00
	Data			1	EACH	\$25,000.00	\$25,000.00
<b>Div 31</b>	<b>Sitework</b>				<b>TOTAL</b>		<b>\$227,225.00</b>
	Demolition			0	EACH	\$75,000.00	\$0.00
	Excavation			66	EACH	\$675.00	\$44,550.00
	Backfill			55	EACH	\$125.00	\$6,875.00
	U/g services			21	EACH	\$7,800.00	\$163,800.00
	Landscaping			1	EACH	\$12,000.00	\$12,000.00
					Sub-total		\$4,825,292.31
					MARK-UP		\$289,517.54
	Contingency Allowance			1		\$550,000.00	\$550,000.00
	Bond/Insurance			14.85%		\$759,549.26	\$112,793.07
	Permits			4.85%		\$248,068.28	\$12,031.31



**Town of St. Stephen**  
**Development Office Report**  
**February 28, 2014**

Worked with Manzer Young, Building Inspector, on unsecured buildings within the Town.

- working on property and land the Town may wish to put out for tender prices;
- dealing with property owners in Town on potential future use of their properties;
- working on Town By-laws.

**Meetings**

Health and Safety

Team Management meeting

Canada Construction Association

St. Croix International Water Commission

NB Sports Hall of Fame

Respectfully submitted,

Kingsley Bailey, Development Officer

## **Garcelon Civic Center Manager – Monthly Report**

February 2014

### **Administration:**

- The Aquatic Supervisor position will be reposted for interested and qualified candidates. The Administrative Clerk, Programs, and Marketing Coordinator position is expected to be filled soon.
- Prepared Advising Commission meeting package and documentation.
- Ongoing work is being done to develop the policies for the rental and membership rates for the facility.
- A tentative agreement with the Junior A team has been reached. A formal memorandum of understanding has been drafted.
- Investigating scheduling and facility management software options and access control integration for a few areas of the facility.
- Reviewing operational options for the canteen and pro shop as per funding guidelines.
- Ongoing meetings with Coke and Pepsi for corporate sponsorship.
- Preparations and planning for New Brunswick Sports Hall of Fame Induction Ceremony.

### **Construction/Operations:**

- Receiving quotes for exterior digital signage options and costing for the facility.
- Receiving quotes for exterior signage options and costing for the facility.
- Investigating interior signage needs for the facility.
- Bell Aliant in partnership with 3D datacomm was awarded the telecommunication and Audio Visual Tender. Ongoing coordination between Bell Aliant for the telecommunication and Audio Visual needs for the facility.
- Review and evaluation of the two fitness tender proposals.
- Finalizing furniture requirements for the facility. Tender to be issued soon.
- Coordinating the completion of the Fire Safety Plan for the facility. Draft report received and being reviewed.

### **Meetings:**

- Fitness Tender Site Visit: Feb 3 & 5
- New Brunswick Sports Hall of Fame meeting: Feb 4, 13, 25, 28
- Construction meeting: Feb 4
- Telecommunications meetings: Feb 5
- Interviews: Feb 3, 5, 11, 16, & 18
- Advising Commission meeting: Feb 10
- SSSH meeting: Feb Junior A meetings: Feb 16
- Committee meeting: Feb 12
- Civic Center Board Meeting: Feb 25
- Department Head meeting: Feb 26

Respectfully Submitted by

*Natalie Reid*

Garcelon Civic Center Manager

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

DATE: March 24, 2014

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

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

**BY-LAW NO. T-5 - "A BY-LAW TO DEDICATE CLARK COURT" – THIRD AND FINAL READING – SHORT TITLE ONLY**

THAT By-law No. T-5, being "A By-law to Dedicate Clark Court" – be given Third and Final Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. T-5**

**A BY-LAW TO DEDICATE  
CLARK COURT**

**WHEREAS** The Town of St. Stephen is the owner of that property identified as PID No. 15088560 located adjacent to Boundary Street, in the Town of St. Stephen;

**AND WHEREAS** the Council for The Town of St. Stephen wishes to dedicate such property as a public street to be known as Clark Court;

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

The Town of St. Stephen does hereby dedicate the following land as a public street to be known as Clark Court:

All that certain portion of land in the Town of St. Stephen identified as PID No. 15088560, a twenty (20) metre wide strip of land in the Town of St. Stephen, in the County of Charlotte and Province of New Brunswick, comprising 1,219.2 square metres and more particularly identified and shown as Clark Court on a Plan of Survey dated December 18, 2013 attached hereto.

**IN WITNESS WHEREOF** The Town of St. Stephen has caused the Corporate Seal of the said Town to be affixed to this By-law the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014.

FIRST READING: January 27, 2014

SECOND READING: February 24, 2014

THIRD READING:

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

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

PIE & CLERE ON NOT FOR  
 RETURN 0800 422 4675

PID 15170863  
 SOUTHWEST CONCRETE & CONST. LTD  
 DOC. N. 20224860  
 REF: 2005-05-30

PID 15192255  
 ANDRE LEVESQUE  
 KAREN E. GRAHAM-LEVESQUE  
 DOC. N. 32043382  
 REG: 2012-10-12  
 2012-1  
 REF: PLAN No. 32048368

CLARK COURT  
 PID 15088660  
 TOWN OF ST. STEPHEN  
 REG: 2003-05-30  
 REF: PLAN No. 200052 & 11257038

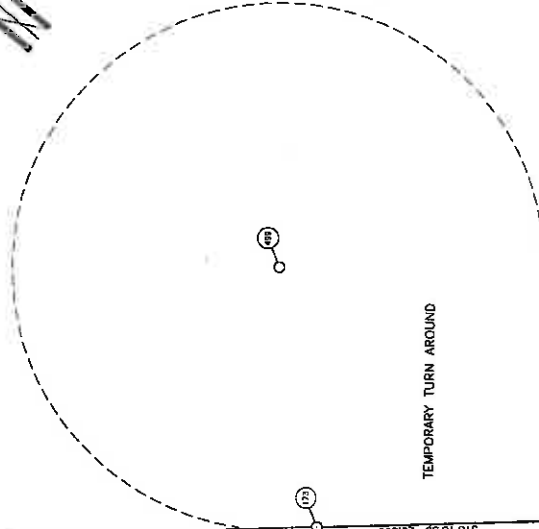
PID 15088545  
 RAY LESLIE MCGAW  
 STEPHANIE LYNN MCGAW  
 REG: 2004-08-16  
 LOT 93-6  
 REF: PLAN No. 200052

PID 15088537  
 ERIC LEONARD HEWLETT  
 LYDA DONAS HEWLETT  
 REG: 2013-11-22  
 LOT 93-7  
 REF: PLAN No. 200052

PID 15088511  
 HAZEN LLOYD LEWITT  
 DOC. N. 20035557  
 REG: 2005-03-29  
 LOT 93-5  
 REF: PLAN No. 200052

PID 15088528  
 DONALD C. SWOY  
 REG: 2003-05-30  
 DOC. N. 10035343  
 BL. 677 P. 108  
 REG: 1998-12-18  
 LOT 93-6  
 REF: PLAN No. 200052

PID 15170863  
 SOUTHWEST CONCRETE & CONST. LTD  
 DOC. N. 20224860  
 REF: 2005-05-30



UNACQUIRED COORDINATES:  
 HORIZONTAL SCALE FACTOR 1.000064 APPLIED  
 TRANSFORMED USING NAD83/CGCS (2011)

Point	Code	Easting	Northing	Description
155	2437690.50	7354656.25	LOT CORNER	
156	2437611.953	7354540.48	LOT CORNER	
157	2437677.40	7354548.04	LOT CORNER	
174	2437687.42	7354548.04	LOT CORNER	
488	2437659.217	7354813.524	LOT CORNER	

NOTE: THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR THE ABSOLUTE POSITION OF THE COORDINATE VALUES.

**PLAN OF SURVEY**  
 SITUATED AS A PUBLIC STREET  
 CLARK COURT  
 BOUNDARY STREET  
 TOWN OF ST. STEPHEN  
 PROVINCE OF NEW BRUNSWICK  
**MAFFEE SURVEYS (1990) LTD.**  
 4991 ROUTE 3  
 424 RIDGE, N.S.  
 REG. NO. 482  
 TELEPHONE No. (506) 485-1041  
 FACSIMILE No. (506) 482-1675

DATE SURVEY COMPLETED: N/A  
 PLAN No.: 2-3518  
 JOB No.: 21052  
 SURVEYOR: RAY S. MANN, M.B.A.S. No. 357  
 DATE: DECEMBER 15 2013

LEGEND  
  
 No. 152905  
 REG. NO. 482

NOTES  
 1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SPECIFIED.  
 2. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING UTILITIES OR STRUCTURES IN THE AREA.  
 3. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING EASEMENTS OR RIGHTS OF WAY IN THE AREA.  
 4. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ZONING REGULATIONS IN THE AREA.  
 5. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ADJACENT PROPERTIES AND THEIR BOUNDARIES.  
 6. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ADJACENT STREETS AND THEIR WIDTHS.  
 7. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ADJACENT UTILITIES AND THEIR DEPTHS.  
 8. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ADJACENT STRUCTURES AND THEIR FOUNDATIONS.  
 9. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ADJACENT EASEMENTS AND THEIR WIDTHS.  
 10. THE SURVEYOR HAS NOT INVESTIGATED THE EXISTING ADJACENT RIGHTS OF WAY AND THEIR WIDTHS.

ENDORSEMENTS  
 DEED DATA:  
 SIGNATURE OF OWNER OR AGENT  
 APPROVED  
 DATE

KEY PLAN  
 SCALE:

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

DATE: March 24, 2014

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

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



**Royal Canadian Mounted Police  
St. Stephen Municipal Post  
District # 1**

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**POLICE REPORT  
February 2014**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **February 1, 2014 to February 28, 2014 inclusive**. During this time period, the RCMP responded to 227 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Checkstop</b>	<b>2</b>
<b>Other moving traffic</b>	<b>1</b>
<b>Tickets issued</b>	<b>5</b>
<b>Traffic Collision</b>	<b>18</b>
<b>Warnings issued</b>	<b>13</b>

**PROVINCIAL STATUTES:**

<b>Child Welfare Act</b>	<b>1</b>
<b>Dog Act</b>	<b>1</b>
<b>Fail to stop remain accident</b>	<b>1</b>
<b>False Abandoned 911</b>	<b>7</b>
<b>Fire Prevention Act</b>	<b>1</b>
<b>Mental Health Act</b>	<b>1</b>
<b>Motor Vehicle Act - other</b>	<b>3</b>

**CRIMINAL CODE:**

Assault	5
Break and Enter Business	1
Break and Enter Other	1
Break and Enter Residence	4
Child pornography	1
Counterfeit money	1
Criminal harassment	2
Dangerous operation of motor vehicle – street racing	1
Disturbing the peace/Causing a disturbance	2
Fail to comply with probation	1
Fail to comply with undertaking	2
Fail to comply with undertaking or recognizance	3
Fraud	1
Harassing phone calls	2
Impaired operation of motor vehicle	5
Mischief damage to and/or Obstruct Enjoyment of Property	5
Other theft under \$5000	6
Uttering threats against person	6

**OTHER FEDERAL STATUTES:**

Possession Schedule I cocaine	1
Possession for trafficking Schedule IV	1

**OTHER INVESTIGATIONS:**

Assistance to Canadian Federal Department	1
Assistance to Canadian Police Non-RCMP	3
Assistance to Canadian Provincial Department	1
Assistance to General Public	10
Assistance to Non Government Canadian Agency	2

**OTHER INVESTIGATIONS:**

Crime Prevention	7
False Alarms	3
Items/lost found	4
Missing Person	1
Offender management	2
Police Certificates	82
Request to locate	1
Suspicious person	5

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

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

DATE: March 24, 2014

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

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

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

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 18<sup>th</sup> day of February, 2014, copy attached, for the Fire Investigator Level 1 Course for the attendance of one volunteer firefighter from the St. Stephen Fire Department at the New Brunswick Community College, Miramichi Campus.



Campus : Miramichi

N°

### Training Sales Agreement

Agreement entered into this 18th day of February, 2014

BETWEEN The New Brunswick Community College Corporation represented by the President and CEO responsible for the Corporation (hereinafter called "the President"), of the first part;

AND Town of St. Stephen  
St. Stephen, NB

Name, address and telephone number of the "Purchaser", (hereinafter called the "Purchaser"), of the second part;

WHEREAS the President is responsible for the provision of post-secondary, non-university education in New Brunswick;

AND WHEREAS the President is empowered, under the authority of the *Community College Act*, to establish and operate post-secondary training institutions;

AND WHEREAS the President has established an institution (hereinafter called "NBCC"); under the New Brunswick Community College Corporation;

AND WHEREAS the President has further established campuses under the operation of NBCC, one of these campuses being party to this agreement;

AND WHEREAS the parties have agreed that the training courses hereinafter referred to shall be conducted under the direction of the training institution relevant to this agreement;

NOW THIS AGREEMENT WITNESSETH:

1. The aforementioned Campus shall provide training as follows:

Program Title: (if applicable):	<u>Fire Investigator</u>
Course(s) Title	<u>Level 1</u>
Course(s) code	_____
Number of trainees:	_____
Instructor's name:	_____
Training dates:	<u>January 12<sup>th</sup> to January 17<sup>th</sup>, 2014</u>
Schedule (days):	_____
Hours:	<u>From: 8:00 a.m. To: 5:00 p.m.</u>

Specific course objectives or general program objective: As per schedule "A" hereto attached.

2. Costs:

Development cost:	<u>\$300.00</u>
Training cost:	<u>N/A</u>
Total cost:	<u>\$300.00</u>

Total cost of training shall be paid for in one payment or in accordance with the following schedule of payments, within 30 days of receipt of an invoice from the President. Otherwise, it can be paid for based on an agreement between the Purchaser and the Campus. All payments are to be made in the name of the NBCC.

**Payment # 1**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Payment # 3**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Payment # 2**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Payment # 4**

Date due: \_\_\_\_\_  
Amount: \_\_\_\_\_

3. The training may be canceled, by notice in writing or fax, by either party without cost, at any time prior to 2:00 P.M. on \_\_\_\_\_.
4. When a trainee, in the opinion of the President in consultation with the purchaser, is not progressing satisfactorily, or is otherwise determined to be undesirable, the trainee shall be withdrawn from the course.
5. All trainees are clients of NBCC, and as such, must abide by NBCC student Policies including, but not limited to:
  - NBCC-9319 Academic Integrity
  - NBCC-9320 Student Code of Conduct
  - NBCC-9321 Student Standing and Timely Completion
  - NBCC-9227 Student Issues and Complaints
  - NBCC-9323 Student Assessment and Appeal
6. The President shall provide administrative and instructional staff, facilities, materials and tests needed to conduct the course, except for: \_\_\_\_\_.
7. The purchaser agrees, in consideration of being awarded this contract, to indemnify and save harmless the President and the New Brunswick Community College Corporation including all officers and employees of the Corporation, from and against any claims for damage or injury that may be caused or sustained by a trainee during the period of training.
8. All equipment purchased by the President for the purpose of this agreement shall remain the property of the President.
9. Both parties may amend this agreement upon mutual consent in writing.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day and year first above written.

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:**

\_\_\_\_\_  
**President's Representative**  
**(Print in block letters)**

\_\_\_\_\_  
**Signature**  
**President's Representative**

\_\_\_\_\_  
**President's Witness**  
**(Print in block letters)**

\_\_\_\_\_  
**Signature**  
**President's Witness**

X

X

\_\_\_\_\_  
**Purchaser's Representative**  
**(Print in block letters)**

\_\_\_\_\_  
**Signature**  
**Purchaser's Representative**

X

X

\_\_\_\_\_  
**Purchaser's Witness**  
**(Print in block letters)**

\_\_\_\_\_  
**Signature**  
**Purchaser's Witness**

## Schedule A

**Specific Course Objectives / Program Objectives**

Prepared by NBCC \_\_\_\_\_  
Training Sales Agreement CSP N° T52  
Date December 11, 2013

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

DATE: March 24, 2014

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

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

**POSTAGE METER LEASE RENEWAL – PITNEY BOWES**

**THAT** the Council of the Town of St. Stephen approves the postage meter lease renewal, Agreement Number 457292, in the amount of \$630.00, plus HST, paid quarterly, with Pitney Bowes of Saint John, NB, copy attached.

**AND FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the said agreement with Pitney Bowes for a period of sixty-six (66) months effective May 1, 2014.

**Your Business Information**

Full legal name <b>TOWN OF ST. STEPHEN</b>			
O/A Name			
Billing Address 73 MILLTOWN BLVD SUITE 112		City ST. STEPHEN	Prov Postal Code NB E3L 1G5
Equipment Location 73 MILLTOWN BLVD SUITE 112		City ST. STEPHEN	Prov Postal Code NB E3L 1G5
Customer P.O. number (Billing reference only)	Type of Business (check all that apply) <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership		
E-mail address aestey@town.ststephen.nb.ca	Federal Business Number	HST/GST Registration Number	PST/QST Exemption No.
Contact Name Alison Estey	Telephone number 506-466-7713	Fax number 506-466-7701	

**Your Business Needs**
 Sale  Rental  Lease  Addendum A Form Continuation

Qty	Product Code	Serial Number	Lease Sale Rental	Equipment/Product Description	No Service (Cust initials)	Monthly Service Cost
1	CAG910		L	G910 CUSTOM AD SLOGAN		
1	DM47		L	70 LPM DM4C		
1	G910		R	METER FOR DM300C & DM400C		
1	MKG1		L	CONFIG - 500G WEIGHTCAPAC		
1	MLPAK1		L	SUPPLY PACK 300C/400C		
1	MPG1		L	500G WEIGH PLATFORM		
1	PFLTR		L	CONFIG-LETTERMAIL,DOM,US,		
1	CB5V		L	CONFIG CB50 & CB513300		

**Your Payment Plan**

Initial Term	<input type="text" value="66"/> months	Billing Period	<input type="text" value="Quarterly"/>	Other	<input type="text"/>
Initial Payment Amount	<input type="text" value="\$"/> NO	Tax Exemption - Attach Certificate!			

Taxes: charges and fees apply

No. of Payments	Lease/Rental Amount	IntelliLink Control Centre Rental	Service Plan Amount	Total Periodic Payment
22	\$323.95	187.65	118.40	630.00

Shipping and Handling	
Environmental Fee	
Sub-Total	
GST/HST	
PST	
QST	
<b>Total</b>	

 GST Number 104212717 RT0002  
 QST Number 100087617

**For Internal Use Only**

Pitney Bowes Canada Customer Number	13882041000	Pitney Bowes Global Credit Services Customer Number		Contract Number	
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Pitney Bowes Representative	Employee Number	Branch	Queue #
Antonio Ramirez	179136	321 - Atlantic	

**Your Service Plans**

 Billing Period 
**Mailing and Other Equipment**
 **Comprehensive Service Plan**

 Periodic Cost \$ 

 Minimum cycle commitment per billing period 

Exceeding cycle counts (billed in arrears)

 Overage @ \$  per cycle

**Canada Post Rate Change Downloads Included? (Initials required)**
 **NO**

 PitneyWorks® Transaction Fees Extra 

 PitneyWorks® Transaction Fees Included 
**Copier/Fax/Printer**
 **Service Plan** Periodic Cost 

 Toner included?  Yes  No

 **Cost per Copy**

Minimum copy commitment for billing period	B/W <input type="text"/> pages	Colour <input type="text"/> pages
--	--------------------------------	-----------------------------------

Periodic cost for minimum copy commitment	B/W \$ <input type="text"/>	Colour \$ <input type="text"/>
---	-----------------------------	--------------------------------

Cost per additional page	B/W \$ <input type="text"/>	Colour \$ <input type="text"/>
--------------------------	-----------------------------	--------------------------------

 **Additional Hardware** Periodic cost \$ 
**Your Acknowledgements**

**1. PRE-AUTHORIZED PAYMENT PLAN.** Your signature below authorizes us to periodically draw payment from the bank account specified on the attached voided cheque to cover periodic payments and other amounts due under this Contract. In the absence of a pre-authorized payment plan, a \$5.00 manual processing fee may be added to each of your periodic payments.  VOID cheque attached

 Authorized Signature 

Title

**2. CREDIT CARD PAYMENT.** (Purchase and Rental only)

 VISA  MasterCard

Card #	Expiry Date
<input type="text"/>	<input type="text"/>

 Authorized Signature 

**3. YOUR REPRESENTATIONS.** You represent that you may lawfully enter into, and perform, this Contract and that the individuals signing this Contract on your behalf have all necessary authority. You represent that you will acquire and use the Equipment only for commercial, industrial and/or business purposes (the "Authorized Uses"), and that the Equipment will not form part of your inventory nor be acquired or used for any personal, family or household purposes or for farming, ranching, feed-lot, fishing or other related operations (the "Excluded Uses") and that you do not intend for this Contract to be a "consumer contract" subject to the consumer protection acts or similar laws of any province or territory. **Should your proposed use of the Equipment change from an Authorized Use to an Excluded Use, you will immediately notify us of the change and all of your future payments under this Contract shall**

The following is to be completed only by authorized Pitney Bowes home office personnel.

**PITNEY BOWES OF CANADA LTD.**

Authorized Signature

Print Name

Title

Lease Start Date

**become immediately due and payable.** You represent that you have selected the Equipment (as defined herein) as appropriate for your business needs.

**4. PRIVACY.** Personal information is collected in accordance with the provisions of our Privacy Policy, available at [www.pitneybowes.ca](http://www.pitneybowes.ca). From time to time we provide our customers with information about other products and services which we believe will be of interest to you. If you do not want to receive this information, please check this box.

**5. LANGUAGE.** The parties hereto have expressly required that this Contract, and all documents relating to it, be drawn up solely in English. Les parties aux présentes ont expressément exigé que le présent contrat, ainsi que tout documents s'y rapportant, soit rédigé en langue anglaise seulement.

**6. ENTIRE AGREEMENT.** Your signature below constitutes an offer to purchase, lease or rent the Equipment and purchase the services listed in the terms and conditions set forth on the reverse of this Contract and acknowledges receipt of a copy of the contract documents. This offer becomes a binding contract between you and us only after it is signed by our authorized representative. When agreed to by both parties, this Contract, including these two cover pages, the Terms Applicable to Equipment Leases on the reverse and the Terms and Conditions available at [www.pitneybowes.ca/termsandconditions](http://www.pitneybowes.ca/termsandconditions) (rev 04/11), constitutes the entire agreement between the parties relating to the sale, lease and/or rental and/or servicing of the Equipment. Representations or statements, both oral and written, including purchase orders, not included herein or therein are not binding on the parties. There are no other agreements or understandings between the parties relating to, the sale, lease and/or rental and/or servicing of the Equipment. This Contract supersedes all oral or written statements, the terms and conditions of any order submitted by you, and any previous contracts or purchase orders between the parties, relating to the sale, lease and/or rental and/or servicing of the Equipment.

I have read, understand and agree to be bound by all the terms and conditions of this Contract, including the Terms Applicable to Equipment Leases on the reverse and the Pitney Bowes Terms and Conditions available at [www.pitneybowes.ca/termsandconditions](http://www.pitneybowes.ca/termsandconditions) (rev 04/11), which are incorporated by reference to this Contract.

**TOWN OF ST. STEPHEN**

Customer Name

 Authorized Signature

 Print Name

 Title

 Date of Offer

# Pitney Bowes

## Terms Applicable to Equipment Leases

This Rider applies to the lease of Equipment as specified on the face of the Contract and supplements general terms and conditions available at [www.pitneybowes.com/termsandconditions](http://www.pitneybowes.com/termsandconditions).

**EL-1. Lease Term.** You hereby agree to lease from Pitney Bowes Global Credit Services ("PGCS"), a division of Pitney Bowes of Canada Ltd. ("PGC"), as lessor ("Lessor," "we," "us" or "our"), and we hereby agree to lease to you, the Equipment ("Leased Equipment") specified as "Lease" under the heading entitled "Your Business Needs" on the face of this Contract. This lease (the "Lease") will commence on the Lease Start Date indicated on the face of the Contract, continue for the number of months indicated on the face of the Contract as the Initial Term, and end after you have fulfilled all of your obligations under the Contract with respect to the Leased Equipment. If you enter into a new lease at any time during the Initial Term which incorporates the remaining Lease payments and the new lease does not become effective, or is subsequently terminated, we may reinstate the original Lease terms. You acknowledge that the Leased Equipment was selected by you and supplied by PGC or other entities. **UNLESS OTHERWISE EXPRESSLY PROVIDED HEREIN, THIS LEASE CANNOT BE CANCELLED OR TERMINATED FOR ANY REASON, WITH ALL PAYMENT OBLIGATIONS BEING UNCONDITIONAL, REGARDLESS OF ANY MATTER, INCLUDING EQUIPMENT DAMAGE, DEFECT, RESTRICTION, OBSCOLESCENCE OR BREACH OF WARRANTY. PAYMENTS ARE NOT SUBJECT TO SET-OFF, ABATEMENT OR REDUCTION.**

**EL-2. Lease Renewal.** After the Initial Term and assuming that no Default has occurred and is continuing, the Lease will be automatically extended on a month-to-month basis on the same terms and conditions as the Initial Term, except that we may modify the lease payment in our discretion as of the beginning of any monthly extension by giving you written notice thereof. You may terminate the lease at the end of the Initial Term or any extension thereof by giving us written notice of your intention to terminate the Lease on such date, by registered mail no later than thirty (30) days prior to the intended termination date. We may terminate the Lease at the end of the Initial Term or any extension thereof by giving you written notice of termination.

**EL-3. Lease Payments, Invoicing, Charges and Fees.** You will be invoiced periodically in advance for all payments set forth on the face of this Contract (each a "Periodic Payment" and collectively the "Total Periodic Payment"), each of which will be due on the same day of each billing period. All payments will be payable to "Pitney Bowes Global Credit Services" at P.O. Box 278, Orangeville, ON L9W 2Z7, unless we direct you otherwise in writing. If you so requested, payments for other Rentals and Services included in this Contract will commence simultaneously with the beginning of the Initial Term and will be included in your Total Periodic Payment as an accommodation to you, and we may increase your Total Periodic Payment if any such payment increases. Unless prohibited by applicable law, and unless paid by you separately, a one-time fee to cover origination, documentation, processing and certain other initial costs associated with this Contract is included as a capitalized amount in computing your Total Periodic Payment. Other fees, charges and taxes provided for in this Contract not included in your Total Periodic Payment will be separately itemized on your invoice. Upon our request, you will make a payment upon your execution of this Contract. This payment will be deemed to have been earned when we receive it and will be applied immediately to your obligation to make your first Total Periodic Payment. If any invoice is not paid in full on or before its due date, you will be charged, unless prohibited by applicable law, our applicable administrative fee assessed on delinquent accounts. You also agree to pay interest on any payment delinquent under this Contract from its due date until paid in full at the lesser of 24% per year or the maximum rate allowed by law. Unless prohibited by applicable law, you agree to pay: (i) the applicable returned item fee for each payment from cheque or draft you give as

payment in relation to this Contract which is returned unpaid for any reason;

(ii) credit and filing fees as may be assessed by us as a result of our credit approval process related to this Contract and any governmental or other filing related taxes;

(iii) if you have any special handling requirements and we are able to accommodate you, the agreed fee for such special requirements;

(iv) upon termination of this Contract for any reason, including completion of all of your payments and other obligations there under, the then applicable administrative return fee with respect to the return of the Equipment to us; and

(v) all Personal Property Security Act ("PPSA") registration fees and/or Register of Personal and Movable Real Rights ("RPMMR") publication fees, as applicable, including but not limited to registration, publication and registration instrument costs associated with the initial term of the Contract.

**EL-4. Default.** You will be in immediate default ("Default") without notice under this Contract if:

(a) you fail to remit any payments when due or if you breach or fail to perform or observe any other obligation under this Contract;

(b) you become insolvent, are liquidated, dissolve, stop doing business, or assign your rights or property for the benefit of creditors;

(c) a petition is filed by or against you under any bankruptcy or insolvency law; or

(d) you are in default under any other present or future agreement between you and us or any of our affiliates ("Other Agreements").

**EL-5. Remedies.** If you are in Default and the Default continues for ten (10) days after we demand, in writing, that you remedy the Default, we may in our option do any or all of the following:

(a) cancel this Contract and any Other Agreements;

(b) accelerate and require immediate payment, as liquidated damages, of all lease payments (lease payments are to be calculated by adding the then unpaid lease payments pertaining to the Equipment for the remainder of the Initial Term or extension thereof, as the case may be, each such lease payment to be subject to a discount equal to interest at the rate of 6% per annum on each lease payment calculated and compounded monthly over the period commencing on the date of the aforesaid notice and ending on the date on which such lease payment would have become due and payable under the terms hereof) and other sums due under this Contract or due under any Other Agreements, whether accrued or due in the future, which liquidated damages will conclusively be deemed to be a genuine pre-estimate by the parties hereto of the damages suffered by us in the circumstances and not a penalty;

(c) require return of the Equipment;

(d) require immediate payment, as compensation for your failure to return the Equipment and not as a penalty, of an amount equal to the remaining value of the Equipment at the end of the Initial Term, as determined by us in our reasonable discretion; and/or

(e) pursue any other remedy we may have at law or, in any province other than Quebec, in equity. To the extent permitted by law, you waive any notice of our repossession or disposition of the Equipment, by repossessing the Equipment, and do not waive our right to collect the balance due on the Contract. You will pay all our costs in enforcing our rights against you, including, without limitation, legal fees incurred by us on a solicitor and client basis and cost and expenses associated with the sale, lease or other disposition of the Equipment including the cost of placing the Equipment in the same condition as it was in when delivered to you, reasonable wear and tear excepted. We may apply any proceeds of our exercising our remedies to payment of

expenses in connection with the preservation and realization of the Equipment and apply any balance of such proceeds to payment of your outstanding obligations in such order as we may determine in our sole discretion. We reserve all of our rights against you even if we do not enforce them at the time you Default. All of our rights and remedies are cumulative and are not conditioned upon your Default continuing.

**EE-6. Computation of Payment.** You acknowledge that the amount of each lease payment has been agreed upon in an arms-length negotiation between the parties and that the underlying components of our lease pricing are proprietary to us. By your execution of this Contract, you disclaim any interest in the components of our lease pricing, which components may include, by limitation, but not be limited to, fees associated with shipping and handling, equipment purchasing and pick-up, support services, lease origination and other lease or equipment related fees and expenses, and may also include amounts carried over from or associated with a previous un-expired lease with us or a third party. The amounts we use to compute your Total Periodic Payment, and lease paid by us upon Equipment purchase, are capitalized and paid by you over the Initial Term.

**EE-7. Assignment of Lease by Us.** We may sell, assign, hypothecate, mortgage or transfer all or any part of this Contract evidencing the Lease, and/or title to the Leased Equipment, without notice to you. You agree and acknowledge that any assignment by us will not materially change your obligations hereunder. Each assignee or mortgagee of ours will have all of our rights, but none of our obligations under this Contract. You will not assert against any assignee or mortgagee any defenses, counterclaims, abatement, rights of compensation or set-offs you may have against us.

**EE-8. Customer Waivers.** To the extent permitted by law, you waive any applicable provision under any statute, including any personal property security legislation, or otherwise which imposes greater obligations on us than provided in this Agreement, including but not limited to provisions which require us to sell, lease or otherwise use any Equipment to reduce our damages, including our recalculation of the remaining value of the Equipment, which require us to post security for costs in the event of litigation, or which may otherwise limit or modify any of our rights or remedies. To the extent permitted by law, you release and waive any and all rights and benefits and the protection that may be available to you with respect to this Contract, or any amendment or instrument renewing, amending or extending this Contract, pursuant to the Limitation of Civil Rights Act in Saskatchewan, and the provisions of the Civil Code of Quebec relating to the leasing or hiring of things, as this said Act or Code may from time to time be amended or replaced.

**EE-9. Credit and Financial Information.** You and any principal, owner, officer or guarantor signing on the face of this Contract or on any documents executed in connection herewith agree to furnish us with such financial and other information we may request now and in the future including social insurance number, and authorize us to obtain one or more credit reports in connection herewith and any credit extended as a result hereof and to receive from and exchange credit and other information concerning your affairs with others, including financial institutions, credit reporting agencies, credit lenders and persons with whom you may have financial dealings. We will not be liable or responsible in any way in connection with any such credit reporting.

**EE-10. Survival.** All agreements, representations and warranties contained in this Agreement are for our benefit and survive assignment, delivery, termination or cancellation of this Contract.

**EE-11. Miscellaneous.** If more than one lessee is named in this Contract, liability will be joint and several, or, in province of Quebec, solidary. Our acceptance of any payment or cheque offered by you is a satisfaction of a transaction or an accord and satisfaction, will not constitute a waiver of our rights, a transaction or an accord and satisfaction, unless accompanied by a separate agreement executed by both parties.

**EE-12. PPSA Provisions: APPLICABLE TO ALL PROVINCES EXCEPT QUEBEC.** This Contract constitutes a security agreement under the PPSA of the province or territory in which the Leased Equipment is located. The Equipment is not intended to be "consumer goods" as such term is defined therein. You acknowledge that financing statements under various personal property security legislation may be registered with respect to the Lease of Equipment and/or the Equipment covered under this Contract and, to the extent permitted by law, you hereby authorize us, or your agent, to prepare, execute and file in your name such instruments as are reasonably required to evidence and protect our interest in the Equipment, and waive receipt of, and the right to receive, a copy of any such registered financing statement or verification statement or similar acknowledgment of filing with respect to all of the above. AN EXECUTED COPY OF THIS CONTRACT BEARING OUR STAMPED SIGNATURE AND YOUR SIGNATURE (AN ORIGINAL MANUAL SIGNATURE OR SUCH SIGNATURE REPRODUCED BY MEANS OF A RELIABLE ELECTRONIC FORM SUCH AS PHOTO COPY, FAC SIMILE OR ELECTRONIC SIGNATURE) MAY BE MARKED "ORIGINAL" BY US AND WILL CONSTITUTE THE ONLY ORIGINAL DOCUMENT FOR ALL PURPOSES. ALL OTHER COPIES WILL BE DUPLICATES. TO THE EXTENT THIS CONTRACT CONSTITUTES CHARACTER PAPER (AS DEFINED IN THE APPLICABLE PPSA LEGISLATION), NO SECURITY INTEREST MAY BE CREATED ON OR IN THIS CONTRACT, EXCEPT BY THE POSSESSION OR TRANSFER OF THE COPY MARKED "ORIGINAL" BY US.

**EE-13. RISK OF LOSS.** You assume and agree to bear the entire risk of loss, theft, destruction or other impairment of the Equipment (including normal wear and tear) regardless of cause (collectively "Loss") from the time when the carrier has picked up the Equipment from us at the Company's shipping point, at which point we will be deemed to have completed delivery of the Equipment to you, and until the Equipment is removed by us, whichever occurs first. No Loss will release you of any of your obligations under this Contract. You will immediately notify us in writing of the occurrence of any Loss. You will, at your expense, keep the Equipment insured against Loss for its full replacement value under a comprehensive policy of insurance or other arrangement satisfactory to us and fully protecting our interests ("insurance"). You or your agent must call us at 1-800-673-0097 and arrange to provide us with evidence of your insurance. If you fail to provide such evidence, we may, in our sole discretion, refrain from requiring evidence of insurance and include the Equipment in our own program (currently called ValueMAX) and charge you a fee, which will be separately reflected as an additional charge on our invoices to you. Before including the Equipment in the ValueMAX program and charging you the fee, we will provide written notification reminding you of your obligations to insure the Equipment and provide evidence of insurance. The notification, which may be included in a welcome packet containing other Company information, will be deemed received by you at the time we place it in the mail, or otherwise present it to you. If you do not respond with evidence of insurance within the time specified in the notification, we may immediately include the Equipment in the ValueMAX program. If the Equipment is included in ValueMAX and any loss, damage or destruction to the Equipment occurs that does not result from your gross negligence or willful abandonment, we shall provide you are not in default under this Lease) repair or replace the Equipment and your Lease obligations will remain unchanged. If we are required to repair or replace the Equipment under the terms of this paragraph and we fail to do so within 20 days from receipt of written notice of the loss or damage, you may terminate this Lease. Title to the original or any replacement Equipment will at all times remain with us. We will not be liable to you if we terminate the ValueMAX program. By providing the ValueMAX program, we are not offering or selling you insurance accordingly provincial regulatory agencies have not reviewed this Contract, this program or its associated fees, nor are they overseeing our financial condition.

## The many benefits of leasing with Pitney Bowes Global Financial Services

- \* Your complete Pitney Bowes solution and Advanced Customer Service can be rolled into one easy payment, saving you time and money.
- \* Flexible payment options save money, and let you match solutions to your budget.
- \* Leasing simplifies your accounting, and preserves normal credit lines.
- \* Monthly operating expense highlights utility value while deferring taxes.
- \* As your needs change, our replacement plans make it easy to upgrade.
- \* A time-tested rule: If it appreciates buy it, if it depreciates lease it.



*Global Financial Services*

## Pitney Bowes

5500 Explorer Drive  
Mississauga ON L4W 5C7  
[www.pitneybowes.ca](http://www.pitneybowes.ca)

[pbdoesmore.ca](http://pbdoesmore.ca)

find out how

1-800-672-6937

Visit [www.pitneybowes.ca/MyAccount](http://www.pitneybowes.ca/MyAccount)  
for Supplies and Service

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

DATE: March 24, 2014

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

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

**ST. STEPHEN BUSINESS IMPROVEMENT AREA (BIA) URBAN DESIGN PLAN 2014**

THAT the Council of the Town of St. Stephen approves, in principal, the St. Stephen BIA Urban Design Plan 2014 Final Report prepared by Glenn Group Landscape Architects & Park Planners, in association with Dillon Consulting.

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

DATE: March 24, 2014

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

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

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

THAT the Council of the Town of St. Stephen grants permission to the St. Stephen Development Board to hold the following six (6) events:

- Town Pride Challenge for Community Pride Month: Thursday, May 8, 2014 from 9:00 a.m. – 1:00 p.m. - “Home Base” at the St. Croix Courier parking lot.
- 2<sup>nd</sup> Annual Town Wide Yard Sale: Saturday, May 24, 2014 from 8:30 a.m. – 1:00 p.m.
- Canada Day Celebrations: Tuesday, July 1, 2014 from 11:00 a.m. – 3:00 p.m. at the Town Square and the waterfront up to and including the first Visitor Information Centre driveway.
- Summer Musical Concert Series: Thursday evenings (July 10 – 31, 2014) from 6:30 p.m. – 8:30 p.m. at the David Alison Ganong Chocolate Park.
- 31<sup>st</sup> Annual Chocolate Fest: Saturday, August 2, 2014 – Saturday, August 9, 2014
- 41<sup>st</sup> Annual International Homecoming Festival: Thursday, August 7, 2014 – Sunday, August 10, 2014.

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

DATE: March 24, 2014

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

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

**GRANT - THE CHOCOLATE MUSEUM**

**THAT** the Council of the Town of St. Stephen approves a 2014 unbudgeted grant in the amount of \$10,000.00 (ten thousand dollars) to The Chocolate Museum of St. Stephen, NB. ■

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

DATE: March 24, 2014

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

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

**PROPOSED DEVELOPMENT OF CLARK COURT PROPERTY – HOUSING  
INCENTIVE POLICY FUNDING AGREEMENT**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Housing Incentive Policy Funding Agreement with Southwest Concrete & Const. Ltd. in the form of agreement attached hereto.

## HOUSING INCENTIVE POLICY FUNDING AGREEMENT

This **HOUSING INCENTIVE POLICY FUNDING AGREEMENT** made this \_\_\_\_ day of March, 2014.

### **BETWEEN:**

**THE TOWN OF ST. STEPHEN**, a town corporate, duly incorporated, organized and subsisting under and by virtue of the Acts of the Legislative Assembly of the Province of New Brunswick, being 34 Victoria 1871, Chapter 20, (hereinafter referred to as the "**Town**")

OF THE FIRST PART;

- and -

**SOUTHWEST CONCRETE & CONST. LTD.**, a body corporate incorporated under the laws of the Province of New Brunswick, (hereinafter referred to as "**Southwest**"),

OF THE SECOND PART.

**WHEREAS** the parties hereto entered into a development agreement dated the 18<sup>th</sup> day of August, 2004 in the form attached thereto as Schedule "A" (the "**Development Agreement**");

**AND WHEREAS** the parties hereto entered into a Memorandum of Understanding 17<sup>th</sup> day of January, 2005 clarifying the terms set out in the Development Agreement as attached hereto as Schedule "B" (the "**Memorandum of Understanding**");

**AND WHEREAS** on the 6<sup>th</sup> day of May, 2013 Southwest applied to the Town for funding under the Town's Housing Incentive Policy Part 2 (the "**Southwest Application**");

**AND WHEREAS** by resolution of the Council for the Town dated the 24<sup>th</sup> day of June, 2013 the Town approved part of the Southwest Application and directed that an Agreement be prepared to reflect the Town's terms of agreement with the Southwest Application;

**NOW THEREFORE, THIS AGREEMENT WITNESSETH THAT** for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. The parties hereto agree that the Development Agreement and the Memorandum of Understanding are in full force and effect and, as of the date of this Agreement, neither party is in breach of such agreements.
2. Subject to Southwest complying with its obligations under this agreement, the Development Agreement and the Memorandum of Understanding, the Town hereby approves Southwest's application for funding under Part 2 of the Town's Housing Incentive Policy in the amount of Two Thousand Dollars (\$2,000.00) per lot.

3. The amount payable by the Town to Southwest with respect to any individual lot shall not be due and payable until the calendar year following the completion of construction of housing units on such lot. For the purpose of this agreement, no housing unit shall be considered complete until certified to be complete by the Town's building inspector.
4. Other than the amount stated in section 2 above, the Town shall have no obligation to provide further funding to Southwest under the Town's Housing Incentive Policy. The Town may, however, consider an application by Southwest for assistance due to unusual circumstances in infrastructure or site development as outlined in Part 2 of the Town's Housing Incentive Policy No. 52 (hereinafter referred to as "**unusual circumstances**"). Where the Town does approve an application by Southwest for assistance due to unusual circumstances, the Town shall be under no obligation to provide any funding other than the specific amount approved for such application.
5. In the event that Southwest is in default of the terms of this agreement, the Development Agreement or the Memorandum of Understanding, the Town shall have no further obligation to provide funding under this agreement.
6. Both parties agree to do everything necessary to ensure that the terms of this Agreement take effect.
7. No waiver of any of the provisions of this Agreement, the Development Agreement or the Memorandum of Understanding shall be deemed or shall constitute a waiver of any other provisions (whether similar or not) nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
8. This Agreement is not assignable without the prior written consent of the Town. Any attempt to assign any of the rights, duties or obligations of this Agreement without written consent is void.
9. This Agreement shall not be in force and effect, or bind any of the parties, until executed by all the parties named in this Agreement.
10. No change or modification of this Agreement shall be valid unless it be in writing and signed by each party.
11. This Agreement and all attached schedules constitute the entire Agreement between the parties to this Agreement pertaining to the subject-matter hereof and supersede all prior and contemporaneous Agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other Agreements between the parties in connection with the subject-matter of this Agreement except as specifically set forth herein.
12. The parties agree that each of them shall, upon reasonable request of the other, do or cause to be done all further lawful acts, deeds and assurances whatsoever for the better performance of the terms and conditions of this Agreement.
13. The invalidity of any particular provision of this Agreement shall not affect any other provision of it, but the Agreement shall be construed as if the invalid provision had been omitted.

14. This Agreement shall be governed by and construed in accordance with the laws of the Province of New Brunswick, and the laws of Canada applicable therein.

15. In addition to any other rights of termination the Town may have under this Agreement, this Agreement may be terminated on not less than five days' notice, provided the default has not been rectified within that time if:

- (a) Southwest fails to observe or perform any material provision of this Agreement, or
- (b) Southwest ceases or threatens to cease carrying on its business, passes a resolution or files a petition for its winding up or liquidation, becomes insolvent or makes a general assignment for the benefit of its creditors or a proposal under the *Bankruptcy and Insolvency Act*, or commences any proceedings under creditors arrangements legislation.

**IN WITNESS WHEREOF** the parties hereto have caused these presented to be duly executed the day and year first above written.

THE TOWN OF ST. STEPHEN

Per: \_\_\_\_\_  
John Quartermain, Mayor

Per: \_\_\_\_\_  
Joan Flewelling, Clerk

SOUTHWEST CONCRETE & CONST. LTD.

Per: \_\_\_\_\_

Schedule "A"

THIS AGREEMENT made this 18<sup>th</sup> day of August, 2004

BETWEEN:

**THE TOWN OF ST. STEPHEN**, a Town Corporate, duly incorporated, organized and subsisting under and by virtue of The Municipalities Act, being Acts of New Brunswick, 1966, Chapter 20, hereinafter called "the Town",

- and -

**William Young**, hereinafter known as "The Developer"

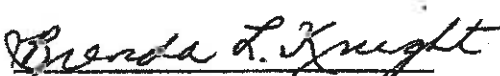
**WHEREAS** the Developer proposes to construct a new development on the Clark Court and Smith Properties, the Town proposes the following terms conditional on the Developer acquiring the Smith Subdivision prior to December 31, 2004:

1. The Town will sell to the Developer the property known as Clark Court currently owned by the Town of St. Stephen for \$1,000 (one thousand dollars) (PID #01295252 and PID #15088552).
2. The Town will allow the zoning of property now designated as "green space". (PID #15099552) to be changed to single family housing in exchange for replacement land of equal or greater size within the Smith Subdivision to be designated "green space".
3. The streets now subdivided in the Smith subdivision plan (April 16, 1969) which are 50 feet wide can continue to be 50 feet, however, the street within the Clark Court portion of the new combined subdivision must be 66 feet.
4. The Town will allow the two roads extending from Oaksway marked #2 and #3 on the attached drawing (Schedule 1) to end in a cul-de-sac not to exceed 230 meters in length.
5. The proposed combined subdivision to be developed by the Developer in three phases, identified on Schedule 1; Phase 1 to be completed and ready for housing construction prior to December 31, 2005; Phase II and Phase III to be developed at such time that Phase I is sold out.
6. When each phase has been made ready for housing development, the Developer will complete all infrastructure as required by the Town of St. Stephen Subdivision By-Law, except paving, which will be responsibility of the Town of St. Stephen.

IN WITNESS WHEREOF the parties hereto have caused these presents to be duly executed that day and year first above written.

THE TOWN OF ST. STEPHEN

Witness: 

  
Brenda L. Knight, CAO/Clerk

Witness: 

  
William Young - Developer



## Schedule "B"

### MEMORANDUM OF UNDERSTANDING

The undersigned parties executed an agreement dated August 18, 2004 respecting the development of Clark Court and Smith properties in the Town of St. Stephen. This memorandum clarifies the terms of the agreement but is not to be construed as changing said agreement nor binding the parties to terms not contemplated therein.

1. The developer will submit a tentative subdivision plan for approval by the Town in accordance with the requirements of the Town Subdivision By-law and the *Community Planning Act* prior to the commencement of any work on the project.
2. The developer will also submit for approval to the Town engineering drawings and a drainage plan.
3. The developer will also deliver appropriate plans to NB Power, Aliant, Rogers Cable and Enbridge Gas to allow same to initiate proposed layouts for services.
4. The developer will comply with Town by-laws, and subject to inspection and approval by Town representatives, carry out and pay for the entire cost of the following:
  - (a) Survey and staking of lots and streets;
  - (b) Construction of all streets but the Town shall be responsible for hot mix asphalt;
  - (c) Construction of a sanitary sewer system;
  - (d) Construction of a storm sewer system;
  - (e) Construction of the water system;
  - (f) Engineering design and inspection;
  - (g) Installation of poles for street lighting, where required;
  - (h) A monthly certificate from an engineer qualified to practice in New Brunswick that the work done and materials provided are in accordance with the said agreement and Town by-laws and a final certificate to the Town when the work has been completed to the satisfaction of the Town;
  - (i) File with the Town as built drawings including location of services.
- 5.(1) The Town shall, at no cost to the developer:
  - (a) Pave the streets with hot mix asphalt within one year from the date that the streets are turned over to the Town by the developer;
  - (b) Erect street signs as soon as occupancy of dwelling houses requires naming the streets in accordance with the resolution of the Town Council, notwithstanding that such names do not coincide with those shown on the filed subdivision plan;
- 5.(2) The above items shall be supplied on site by the Town when required by the developer in accordance with a program prepared for the work immediately following approval of the subdivision.

5.(3) All items, following acceptance of delivery on site by the developer, shall become the responsibility of the developer against their accidental breakage or vandalism until the completed works are accepted by the Town.

6. Section 5 of the said agreement has been amended to read December 31, 2006 in line three thereof. Phase II will be developed when Phase I is sold out and Phase III will be developed when Phase II is sold out.


7. The developer indemnifies and saves harmless the Town from all manner of claims or actions by third parties arising out of the work performed on the development except claims or actions resulting from the negligence of the Town, and the developer shall file with the Town prior to the commencement of any work standard policies of liability insurance providing coverage in the amount of at least \$2,000,000.00 per accident.

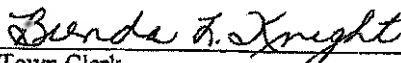
8. The Town is responsible for any defect or faulty material or bad workmanship with respect to any materials or installation required by it by paragraph 5 hereof and agrees to repair such defects and make good such bad workmanship and faulty material within thirty (30) days after written notice from the developer and the indemnification by the developer provided in the next preceding paragraph shall not extend to materials, installation and constructions supplied by the Town pursuant to paragraph 5 hereof.

9. The developer shall insert a covenant in the deed or transfer to each purchaser of lands in the said subdivision in the usual form for such restrictive covenants that requires the purchaser to carry out the landscaping works therein provided and failure to insert such a covenant shall render the developer liable to having the work carried out at its expense by the Town or its agents.

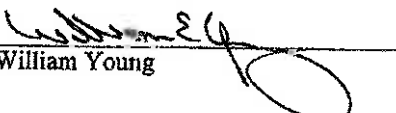
DATED this 17<sup>th</sup> day of January, 2005.

**THE TOWN OF ST. STEPHEN**

  
Mayor

  
Town Clerk

**DEVELOPER**

  
William Young

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

DATE: March 24, 2014

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

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

**VOLUNTEER FIREFIGHTERS – ADDITIONAL NIGHT TIME COVERAGE**

**THAT** the Council of the Town of St. Stephen authorizes the payment of \$15.00 (fifteen dollars) per night for additional night time coverage of the Fire Station by volunteer firefighters.

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

DATE: March 24, 2014

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

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

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

THAT the Council of the Town of St. Stephen authorizes 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.

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

DATE: March 24, 2014

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

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

**APPLICATION FOR FINANCING – GENERAL FUND**

**BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$354,000 (three hundred and fifty four thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Transportation Services</u></b>		
Storm and Sanitary Sewer Separation	\$175,000	10 Years
Sidewalks and Streets	<u>\$ 179,000</u>	10 Years
	<u>\$354,000</u>	

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

DATE: March 24, 2014

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

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

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

**BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$1,277,000 (one million two hundred and seventy seven thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Environmental Health Services</u></b> Refinancing Debenture No. AQ 18	\$868,000	10 Years
Storm and Sanitary Sewer Separation and Water Main Renewal	<u>\$ 409,000</u>	10 Years
	<u>\$1,277,000</u>	

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

DATE: March 24, 2014

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

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

**AGREEMENT - PROCOM DATA SERVICES INC.**

**THAT** the Council of the Town of St. Stephen approves the expenditure in the amount of \$7,310.00 (seven thousand, three hundred and ten dollars), plus HST, and an additional 15% (fifteen percent) on annual support costs to PROCOM Data Services Inc. of Gander, Newfoundland, for an upgrade to the Town's current accounting software.

**AND FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with PROCOM Data Services Inc. in the form presented to Council at its Closed Committee meeting on March 12, 2014 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

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

DATE: March 24, 2014

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

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

**APPOINTMENT – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.**  
THAT Patricia Frost be appointed to the Board of Trustees of the Charlotte County Hospital Foundation, Inc. for a three year term commencing May 1, 2014 and expiring April 30, 2017, filling the vacancy left by the retirement of Barbara Lee.

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

DATE: March 24, 2014

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

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

**AGREEMENT - NEW BRUNSWICK SPORTS HALL OF FAME**

**WHEREAS** the Council of the Town of St. Stephen, at its Regular Session on Monday, February 24, 2014 approved an unbudgeted expenditure in the form of a deposit for a financial guarantee to the New Brunswick Sports Hall of Fame for the sale of tickets and ads for the upcoming 45<sup>th</sup> Annual Induction Banquet and Ceremony in the amount of \$28,000.00 (twenty-eight thousand dollars).

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement, copy attached, with the New Brunswick Sports Hall of Fame retroactive to February 25, 2014.



**New Brunswick Sports Hall of Fame/  
Temple de la renommée sportive du Nouveau-Brunswick**

503 rue Queen Street, P.O. Box/C.P. 6000  
Fredericton, New Brunswick E3B 5H1  
Telephone/Téléphone 506 453.3747  
Fax/Télécopieur 506 459 0481  
www.nbsportshalloffame.nb.ca

**CONFIDENTIAL**

THIS AGREEMENT made this 24th day of February, 2014

BETWEEN the **NEW BRUNSWICK SPORTS HALL OF FAME INC.**,

AND the **TOWN OF ST. STEPHEN**

WHEREAS the NEW BRUNSWICK SPORTS HALL OF FAME INC., (hereinafter called the "Sports Hall of Fame"), was established in 1970 to recognize this province's outstanding athletes and sport builders, and to preserve and promote an appreciation for New Brunswick's sports heritage.

AND WHEREAS the Town of St. Stephen, has agreed to Host the Sports Hall of Fame's 45<sup>th</sup> Annual Induction Banquet & Ceremony as stipulated in the RFP and under the covenants identified below on the evening of Saturday, June 7th, 2014 at the Garcelon Civic Center.

IN CONSIDERATION of the respective covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

- The Town of St. Stephen will guarantee a minimum profit (revenue minus expenses = profit) of \$10,000.00.
- The Town of St. Stephen, within 7 days of signing this agreement, will forward \$28,000.00 to the Sports Hall of Fame. The \$28,000.00 will be combined with the \$2,000.00 bid bond in holding, and the entire \$30,000.00 will be considered a financial guarantee in relation to the aforementioned \$10,000.00 profit guarantee. Any shortfall of the guaranteed profit will be paid by the Town of St. Stephen to the Sports Hall of Fame within 7 days of being invoiced.
- The Town of St. Stephen guarantees that the Garcelon Civic Center will be ready as the designate location for the event.

- See over -

- The Town of St. Stephen guarantees that by February 27<sup>th</sup>, 2014 a qualified and capable catering service provider is contracted to provide Food & Beverage Services as required and within budget.
- The Town of St. Stephen guarantees that the HOST COMMITTEE as identified in the Town of St. Stephen's proposal will be staffed and tasked accordingly to achieve the three primary responsibilities;
  - Promote, oversee, and achieve the sale of at least 300 event tickets,
  - Promote and achieve the sale of at least \$7,500.00 in Souvenir Program Ads,
  - Plan and deliver activities in the local area that will build community interest.
- The Sports Hall of Fame will ensure that the overall presentation of the event is of the highest quality.
- The Sports Hall of Fame is responsible for engaging the Master of Ceremonies; souvenir and audio-visual program content; liaison with Title & Major Sponsors regarding tickets and advertising; and for the induction ceremony, including the honoree portraits, citations, mementoes, etc., and for all contact with the honorees, including notification of their election, detailed information regarding the event, and ticket orders for themselves and their immediate families. Detailed information on these costs will be provided to the host committee.

NEW BRUNSWICK SPORTS HALL OF FAME

Jean-Guy Poitras, Board of Governors Chairman

Signature: Dr. Jean-Guy Poitras Date: February 28, 2014

TOWN OF ST. STEPHEN

John Quartermain, Mayor

Signature: John Quartermain Date: February 25, 2014

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

DATE: March 24, 2014

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

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

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – POOL TILES**

**WHEREAS** the Council of the Town of St. Stephen has been presented documentation and samples regarding the size and style of tile to be installed by DORA Construction Limited in the pool area of the Town's Garcelon Civic Center;

**AND WHEREAS** DORA Construction Limited has requested to install a tile size and style different than that which the Council for the Town had approved;

**AND WHEREAS** the Project Manager representing the Town of St. Stephen under the Town's contract with DORA Construction Limited has prepared correspondence indicating the position of the Town with respect to the change in the tiles to be installed in the Garcelon Civic Center pool area, which correspondence has been presented to Council for approval;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen approves the correspondence prepared by the Town's Project Manager for the Garcelon Civic Center to DORA Construction Limited setting out the Town's position regarding the change of tile to be installed in the Garcelon Civic Center pool area, in the form presented to Council;

**AND FURTHER** that, subject to the matters set out in the above referenced correspondence, the Council approves the change in the size and style of the tile to be installed in the Garcelon Civic Center pool area to that proposed by DORA Construction Limited.

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

DATE: March 24, 2014

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

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

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

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.

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

DATE: March 24, 2014

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

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

**TERM AGREEMENT – THE TOWN AND CLARISSA ARSENEAULT**

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

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen and Clarissa Arseneault of St. Stephen, NB for the position of Administrative Clerk, Programs, and Marketing Coordinator of the Garcelon Civic Center for a one (1) year term commencing April 9, 2014 and in the form of agreement presented to Council.

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

DATE: March 24, 2014

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

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

**GARCELON CIVIC CENTER – WELLNESS AMBASSADOR PROGRAM**

**THAT** the Council of the Town of St. Stephen approves the Garcelon Civic Center Wellness Ambassador Program attached.



The Town of St. Stephen's

**Garcelon Civic Center**



## **Wellness Ambassador Program**

### **VOLUNTEER PROGRAM**

*Become a Garcelon Civic Center Wellness Ambassador Today!*

The **opportunity**: The Garcelon Civic Center is seeking reliable volunteers to assist with the daily operations of the Civic Center and promote health and wellness within the community and Charlotte County Region.

**Ideal candidate**: if you have passion for active living and you enjoy interacting with others, then this could be the opportunity for you!

#### **Wellness Ambassador Responsibilities:**

- Volunteer a minimum of 5 hours per week to maintain wellness ambassador status;
- Adhere to a weekly volunteer schedule based on your availability;
- Offer facility tours;
- Program facilitation;
- Supervision;
- Customer service; and
- Fitness orientations.

The **result**: A positive and rewarding social environment, training opportunities, and discounted facility membership, and attendance at a volunteer recognition event.

## WELLNESS AMBASSADOR APPLICATION FORM

### 1. Applicant Contact Information

Name: \_\_\_\_\_

Contact Number: (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Professional Experience

Have you ever volunteered for a not-for-profit organization? Y/N

If so, please explain:

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Do you have general knowledge of health and wellness? Y/N

Please select the area(s) where you would like to assist.

- Fitness Center
- Special Events
- Aquatics
- Programming
- All

List any relevant courses/certifications that you possess:

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### 3. Hours/Availability

How many hours could you volunteer per week?

- Up to 5 hours
- Between 5-10 hours
- More than 10 hours

Are you available evenings and weekends? Y/N

Please identify any days or times during the week when you are NOT available to volunteer:

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All candidates will be required to submit a criminal record check.

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

DATE: March 24, 2014

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

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

**GARCELON CIVIC CENTER ARENA OPERATIONS/RENTAL POLICY**

**THAT** the Council of the Town of St. Stephen approves the Garcelon Civic Center Arena Operations/Rental Policy No. 61 attached.



## TOWN OF ST. STEPHEN

### POLICY

Title: **GARCELON CIVIC CENTER** Policy No. 61  
**ARENA OPERATIONS/RENTAL**  
**POLICY** Page 1 of 9  
Effective Date: March 24, 2014  
Approved by Council: March 24, 2014

#### 1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the Arena area 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 policies as contained herein.

#### 3) Definitions/Terms:

- *User: refers to the organization or individual customer of the Town of St. Stephen's Garcelon Civic Center;*
- *Manager: refers to the Garcelon Civic Center Manager;*
- *Town: refers to the Town of St. Stephen;*
- *Advising Commission: Garcelon Civic Center Advising Commission;*
- *Council: Town Council of St. Stephen;*
- *Civic Center: Garcelon Civic Center.*

#### 4) Responsibilities:

It shall be the responsibility of the Town to manage, allocate, and distribute ice times for the Garcelon Civic Center.

##### *Council Shall:*

- Approve fees and operations policies.

##### *Garcelon Civic Center Advising Commission Shall:*

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

*Garcelon Civic Center Manager Shall:*

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

*Garcelon Civic Center Staff Shall:*

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

**5) Guiding Principles:**

The following principles used for the development of this policy:

- **Optimize Use of Ice:** ensure effective management of all available ice time;
- **Access and Equality:** ensure fair and equitable access to ice in terms of allocation as well as in the application of fees and charges;
- **Youth Sport Development:** Children and youth are a priority target and special consideration is given to accommodating children and youth activities and sport development;
- **Diversity:** provide options for a wide array of user and programs, current and emerging;
- **Partnerships:** recognize the importance of partnerships with minor sport and community associations in the delivery of rink based activities;
- **Financial stability:** provide a transparent framework for fiscally responsible ice facility operations.

**6) Season Schedule:**

- a) The Civic Center (Arena) season schedule is approximately 28 to 34 weeks. This schedule is flexible within a few days depending upon the scheduling requirements.
- b) If ice time needs to be cancelled by a user at any time during the season, the user must notify the Manager **at least 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. However, if at any time a user abuses the privilege of cancelling items (i.e. frequent cancellations) the Town reserves the right to terminate this policy and implement a new one that will apply to that particular user only.

**7) Hours of Operation:** (will vary depending upon user demand and work schedule)

a. Monday- Friday:

- Open: 6:00am, ice available at 6:30am
- Closed: 11:30pm, facility closes at 12 midnight.

b. Saturday- Sunday:

- Open: 6:30am, ice available at 7am
- Closed: 11:30pm, facility closes at midnight.

c. 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.
- December 31: closing at 5pm for remainder of the day.
- January 1: closed all day.

d. Other times may be arranged upon mutual agreement of the Manager and the User.

e. Ice shall be classified as follows:

I. Prime Time:

- Monday-Friday, 2:30pm to 11:30pm.
- Saturday and Sunday, All Day.
- Holidays.

II. Non-Prime Time:

- Monday- Friday, 6:00am-8:00am.

III. Day Time:

- Monday-Friday, 8:00am-2:30pm.

f. There is no flexibility in regards to the time slot assigned to a user group. Teams and referees may not extend any period into another user's time slot or open time. During play-offs, teams must allow sufficient time to complete tie games either by five (5) minute overtime or other such similar methods, all within their allocated time. In the event additional time is available, it may be purchased at the established rate.

- g. Ice cleaning is normally done after each hour's use according to the master schedule and any variances from that schedule will be charged to the user.

**8) Rates:**

- a) Regular Ice Rental Rates:

<b>Time</b>	<b>Rental Fee (taxes included)</b>
Prime-Time	\$193.80
Non-Prime/School	\$78.54
Day-Time	\$127.50
Local Sport/Youth Group	\$122.40

- b) Public Skating Fees:

<b>Pass</b>	<b>Total Fee (taxes included)</b>
Student/Senior Season Pass*	\$50.00
Adult Senior Season Pass*	\$70.00
Family Season Pass *	\$145.00
Parent & Tot Day	\$2.00
Adult Day	\$3.00
Student Day	\$2.50
Senior Day	\$2.50

\* Per season.

- c) Pick-up or Shiny Hockey shall be \$10/per participant/per use; minimum of ten (10) users. (taxes included)
- d) No admission fees shall be charged by the user unless authorized in advance by the Town. It is the responsibility of the user to ensure that all patrons have paid their admission fees. It is also the user's responsibility to provide and pay for security as may be required by the Town. At the end of the allocated ice time, it is the responsibility of the user to clear the Arena area of patrons.

e) Non-ice floor rental rates:

Location	Rental Fee (taxes included)
Floor hourly	\$75.00
Floor daily	\$750.00
Non-profit floor hourly	\$50.00
Non-profit floor daily	\$500.00

f) Tournaments/Special Events:

Tournaments are subject to a cancellation fee that is determined by the following:

- I. If the Manager receives a tournament cancellation two weeks or more prior to the date booked, then the user will be charged a \$100.00 fee taxes included.
- II. If the Manager receives a tournament cancellation less than two weeks prior to the date booked, then the user will be charged a \$250.00 fee taxes included.
- III. If the tournament is cancelled but all of the ice that was reserved for the tournament is sold, despite the cancellation, then the user will not be charged a cancellation fee.
- IV. For tournaments, each game will be given a clean sheet of ice by the facility, extra flood times are the responsibility of the user. Flood times will remain at the usual time for tournaments.

g) Rates are subject to change without notice.

h) When the facility is being booked for a major event, the Manager will have the ability to negotiate a specialized contract agreement. Approval will be in writing and signed off by the Manager and the Town's Chief Administrative Officer.

**9) Billing and Payments:**

- a) An invoice will be mailed to users monthly, if pre-approved by the Town for monthly billing. Late payment charge of \$25.00 per month, compounded monthly, will apply to all invoices outstanding more than 15 days. Cheques which are returned by the bank will be subject to an administration fee of \$25.00 plus HST.
- b) Users must notify the Manager of any billing discrepancies within 15 days of the billing date. All unpaid bills from the previous season are to be paid prior to using the ice at the start of the new season.

- c) Casual users or those not approved for monthly billing will pay at the time of rental.
- d) Rental of other rooms are in addition to the above rates and are subject to separate rental agreements.
- e) Users wishing to charge admission fees must receive authorization in advance by the Town. It is also the responsibility of the User to provide and pay for security if required by the Town. At the end of the ice allotment, it is the responsibility of the user to clear the Arena of patrons.
- f) Spring and summer ice rentals (any booking outside the regular season schedule) are required to pay a non-refundable deposit equal to 50% of their ice booking to confirm their allotment, and the remaining 50% required prior to going on the ice for the first time.
- g) Payments will be accepted between the hours of 9am – 5pm Monday through Friday. A receipt shall be issued for all payments.

**10) Cancellations:**

- a) 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 ice time and to notify their members; however, users will still be charged for their ice allotted ice time, unless a decision to close the facility is made by the Manager, and in that event the user(s) will not be charged and/or provided a refund for any monies paid for the cancelled ice time.
- b) 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, ice conditions, unexpected year end playoff games, mechanical failure, or any other unforeseen conditions). Any monies paid for cancelled ice times will be refunded or credited to the account or not be charged to the user.
- c) If ice condition is not considered in satisfactory condition by the user, the user must notify the facility Staff immediately. In the event the condition cannot be corrected and the facility Staff considers the ice unsafe for use, the ice time shall be cancelled at no charge to the user.
- d) Cancellation procedure as per section 6 b) and 8 f).

**11) Processing/Allocation of Ice time:**

The Manager, on an annual basis, shall determine the process and timing for the ice time allocations and will make regular users aware of the required timelines. The process shall include an ice user's rental request submission (including tournaments/special events), an ice users meeting, and written confirmation of the approved ice time allocation by the Manager. Users shall sign a waiver form and sign off on reviewing and understanding the rental policy terms and conditions.

**12) Insurance/Identification requirements:**

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 Arena portion of the facility. A copy of said insurance certificate may be required prior to the first booking, at the discretion of the Manager.

**13) New Users or Programs:**

It shall be the policy of the Town to reasonably accommodate new users or programs to provide unmet or emerging community needs by offering unallocated ice first, but reserves the right to reasonably reallocate hours from exiting users, if warranted.

**14) Group Representation:**

In order for the Town to effectively serve patrons, all groups are asked to elect no more than two (2) representatives to serve as liaison between the Garcelon Civic Center and their group. All communication between the group and the Town shall, at all times, be channeled through each group's representatives.

**15) General Rules/Regulations:**

- a) The attendant on duty is in complete charge of the Arena area and his/her instructions are to be followed at all times.
- b) All users are responsible to ensure the safety of their members. Without limiting the forgoing, this would include the use by members of CSA approved safety equipment.
- c) The user shall indemnify the Town against any liability, claim, demand, action or cause of action of any nature whatsoever, or any expense incident thereof, for injury to or death of a person or loss or damage to property, occurring on the property or arising from the use of Arena property.
- d) The facility is a non-smoking facility as per the Province of New Brunswick *Smoke-free Places Act*. Smoking will not be permitted inside the building or within 30 meters of any entryways, including the main entrance.
- e) Alcoholic beverages are not permitted on the property except under a permit issued by the New Brunswick Department of Finance, Liquor Licensing Board and approval of Town Council. You may enter the ice surface once the ice resurfer is off the ice and the doors are closed.
- f) Food and/or drink are not prohibited on the ice surface.
- g) All participants must wear skates while on the ice surface.
- h) All users must ensure proper conduct by their members, players, coaches, skaters, etc. at all times. Persons using the Arena area are expected to follow the Zero Tolerance – Code of Conduct Policy as per Hockey New Brunswick and Hockey Canada guidelines. The user is responsible for any damages to the premises and/or equipment as a result of misuse by the Associations' members.

- i) The user must delegate a reasonable person to remove the nets and slide the nets against the boards once the ice resurfacer has completed one (1) full turn of the ice.
- j) Balls/pucks/chairs/pylons/strollers/sticks or any other item, which might interfere with the safety of any skater while on the ice surface, is prohibited during public skating.
- k) Public skaters must skate with the direction of all other skaters.
- l) Beware – pucks and/or objects may fly into the stands and into the crowd during hockey games or practices.
- m) Any lost and found items are to be documented in the front desk/reception area and stored for pick up. These items will be kept for up to three months.
- n) The user must supply their own scorekeeper(s), if they wish to make use of the score clock.
- o) Players, skaters, etc. are to leave the ice surface immediately at the end of their allotted ice time or when the staff opens the doors to the ice surface. Players are not to enter the ice surface until the ice resurfacer has left the ice surface and the staff has closed the doors.
- p) The operator of the canteen has exclusive rights to sell food and non-alcoholic beverages at designated areas of the facility (excluding vending machines). No food or beverages may be served, sold or given without consultation and arrangement with the canteen operator and Manager.
- q) The Town, its Council, agents and employees cannot be held responsible for any personal injury suffered by any user, spectator or member of the general public as a result of usage of the Arena unless caused by the negligence of the Town or its employees.
- r) In the absence of adequate security arrangements, as determined by the Manager, security shall be provided at games/events as deemed necessary by the Manager. All/any costs relating to the provision of security will be charged to the individual/organization renting/leasing the facility.
- s) The user shall be responsible for securing dressing rooms with keys provided by the staff. The Town will not be responsible for loss or theft of any team or personal property.
- t) Teams must vacate the dressing rooms within 30 minutes after the end of their scheduled ice time.
- u) Any facility staff member shall enforce and interpret these rules in their entirety.
- v) All those renting the ice shall be provided with proper lighting and heating when necessary.
- w) Any person caught tampering with fire safety equipment shall be answerable to the R.C.M.P. and Fire Marshall.
- x) Ice time shall run in accordance with the facility clock.
- y) Teams may not extend their ice time into another user's scheduled ice time.

**16) Disciplinary Action:**

- a) Patrons may be requested by staff to leave the property if they violate any Arena rules and regulations as listed in section 16 above. 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 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

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

DATE: March 24, 2014

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

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

**GARCELON CIVIC CENTER WALKING/JOGGING TRACK POLICY**

THAT the Council of the Town of St. Stephen approves the Garcelon Civic Center Walking/Jogging Track Policy No. 60 attached.



## TOWN OF ST. STEPHEN

### POLICY

Title: **GARCELON CIVIC CENTER  
WALKING/JOGGING TRACK  
POLICY**

Policy No. 60

Page 1 of 3

Effective Date: March 24, 2014

Approved by Council: March 24, 2014

#### **1) Purpose:**

- The purpose of this policy is to establish guidelines and a framework in which the walking/jogging track area 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 policies as contained herein.

#### **3) Responsibilities:**

- It shall be the responsibility of the Town to manage the walking/jogging track area of the Garcelon Civic Center.

##### *Council Shall:*

- Approve fees and operations policies.

##### *Garcelon Civic Center Advising Commission Shall:*

- Advise and provide recommendations to the Garcelon Civic Center Manager on fees and operations policies;
- Participate in regular review of fees.

##### *Garcelon Civic Center Manager Shall:*

- Ensure compliance with the walking/jogging track policy;
- Review and recommend to Council any changes or amendments to the walking/jogging track policy;
- Review and recommend to Council and the Advising Commission all fees;
- Analyze and evaluate all proposed fees.

##### *Garcelon Civic Center Staff Shall:*

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

**4) Hours of Operation:**

- The hours of the walking/jogging track shall be open daily from 6am to 10pm unless otherwise posted.

**5) Fee:**

- The walking/jogging track is available to use free of charge; however, donations are accepted at the front desk/reception area;
- In the event of a ticketed event, a fee may be applicable or the track may be closed.

**6) Track Measurements:**

- One (1) lap of the track is .2km in distance (length);
- Five (5) laps of the track equals approximately one (1) km;
- The track width is between seven and half feet (7.5ft) – eight feet (8ft);
- The track is flat with the exception of two (2) .015km sections that have an eight (8) percent incline.

**7) Cancellations:**

- The Town reserves the right to change the track schedule as deemed necessary. Timely notification of change will be given to patrons and notices will be posted daily;
- In the event of a ticketed event, a fee may be applicable or the track may be closed.

**8) Programming**

- The Town reserves the right to designate specific times for special track programming such as Family Track Day, and Walk n' Tots;
- Private programming and/or group/team reservations are not permitted.

**9) Walking/Jogging Track Direction Schedule:**

- Walking patrons are asked to follow the posted directional arrows;
- Clockwise: Monday, Wednesday, and Friday;
- Counter-Clockwise: Tuesday, Thursday, Saturday, and Sunday;
- Joggers are asked to travel in the opposite direction to the posted directional arrow.

**10) Track Etiquette:**

- Patrons are asked to wear indoor footwear while using the track. Street shoes, spikes, flip-flops, clogs, socks and bare feet are not permitted;
- Pets, nordic walking poles, skates, roller blades, skateboards, wheelies, or other exercise apparatuses (i.e. skipping ropes, medicine balls, floor mats) are not permitted;
- Joggers use inner lanes; walkers use outer lane;
- Patrons should refrain from walking or jogging with more than two abreast, to ensure traffic flow and smooth movement of the patrons;
- Strollers will be allowed during designated times only such as family days, and Walk n' Tots. Strollers must be single file;
- Food and beverage other than water is not permitted;
- Spitting or spouting of water on the track is not permitted;
- Children under the age of 12 must be accompanied by an adult;
- Walking and Jogging at the risk of the patron;
- Patrons should be aware of pucks that may leave the ice surface;
- Patrons are asked to be respectful of other patrons;
- Patrons are responsible for the security of their own belongings. The Town is not responsible for lost, stolen, or damages items;
- For the health and safety of patrons and staff, please refrain from wearing perfumes, and colognes;
- Wheelchair/stroller users shall wipe tires clean prior to use and travel in single file.

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

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

DATE: March 24, 2014

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

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

**TOWN OF ST. STEPHEN - SOCIAL MEDIA POLICY**

**THAT** the Council of the Town of St. Stephen approves the Social Media Policy No. 59 attached.



## TOWN OF ST. STEPHEN

### POLICY

Title: **SOCIAL MEDIA POLICY**

Policy No. 59

Page 1 of 3

Effective Date: March 24, 2014

Approved by Council: March 24, 2014

#### **1.0 BACKGROUND:**

The Town of St. Stephen, and Council and staff have indicated a desire to increase communication efforts with the public. Social media tools, including Facebook and Twitter, will be used in conjunction with the Town's website to address the need for the increased use of technology to inform, educate and communicate with our residents.

#### **2.0 PURPOSE:**

This policy will provide clarification and guidelines for use of social media tools for Town employees and/or designated representatives utilizing social media tools.

#### **3.0 DEFINITIONS:**

(3.1) **Social Media** is a content created by individuals using accessible and scalable technologies through the Internet to facilitate the sharing of information with other users. Examples of social media include Facebook, Twitter, blogs, MySpace, LinkedIn, etc.

(3.2) **Regular Office Hours** are 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

(3.3) **Improper Postings** include, but are not limited to, comments that are personal attacks, profanity, obscenity, offensive, abusive, harassing, defamatory, unlawful, harmful, libelous, etc., and are designated as such at the sole discretion of the Town.

#### 4.0 POLICY:

The following guidelines are intended to establish the Town's use of social media:

(4.1) all Town of St. Stephen (TOSS) social media sites shall be approved by the Chief Administrative Officer (CAO);

(4.2) TOSS social networking must comply with the legislation, policies and procedures applicable to the municipality (i.e.: NB *Municipalities Act*, TOSS By-laws, *Right to Information and Protection of Privacy Act*, etc.);

(4.3) all social media sites shall clearly indicate that any articles and any information posted or submitted for posting are subject to public disclosure;

(4.4) social media administrators are the only employees to respond to social media comments using TOSS social media tools; social media administrators will be the Executive Assistant of the Chamber/Employee of the St. Stephen Development Board, and Human Resource and Office Manager, others as designated by the CAO;

(4.5) the social networking administrators will post information pertaining to their departments or submitted by a department head and will include their name or initials with each post for identification;

(4.6) department heads should be mindful that detailed information concerning a project or situation may need to be shared via conventional means, such as emails or face-to-face meetings;

(4.7) the social media sites will be viewed a minimum of twice per business day (morning and afternoon) and responses will be posted as soon as the appropriate information is gathered, usually within a 24-hour period;

(4.8) TOSS will attempt to respond to all postings on TOSS approved social media sites, however priority will be given to St. Stephen residents;

(4.9) any posts deemed by TOSS to be improper will be removed from the social media networks and any repeat offenders will be banned from TOSS sites;

(4.10) TOSS social media sites are intended to share information about municipal programs, events and services, however links may be provided to other social media sites that offer additional resources regarding community activities; and

(4.11) the Facebook page for the Garcelon Civic Center is a separate social media tool that will be administered by the Civic Center Manager, Administrative Clerk, Programs, and Marketing Coordinator, and Aquatics Supervisor in accordance with this policy.

#### **5.0 POSTING CONTENT:**

All social media postings shall:

(5.1) adhere to TOSS policies and procedures, including but not limited to Procedural By-law No. A-2, Section 15 regarding Disrespectful Statements;

(5.2) be transparent and accurate, while keeping in mind issues relating to confidentiality and/or privacy regulations;

(5.3) be polite, professional and written in corporate casual tone (i.e.: minimize overly emotional language, tone and punctuation and not contain emoticons, social media acronyms and jargon (such as LOL, BTW, etc.) nor shortened text prevalent in SMS messaging (i.e.: B4, 2nite, 4U, etc.));

(5.4) be clear and concise; and

(5.5) avoid comments or topics that may be considered objectionable or inflammatory.

#### **6.0 EMERGENCY SITUATIONS:**

In the event of a crisis that requires communications support, crisis related social media communications shall take priority over general content or events.

#### **7.0 DISCLAIMER:**

This policy applies only to the Town of St. Stephen's use of social media. The Town of St. Stephen may make reference to other social media sites and outside websites that offer additional resources for users; however those sites are not governed by this policy.

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

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

DATE: March 24, 2014

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.