

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 16, 2013 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – November 25, 2013
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS
 - COMMUNICATION FOR INFORMATION
 - 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 – December 4, 2013
 - (b) Committee of Council Meeting – December 11, 2013
11. STAFF REPORTS
 - (a) Finance Department
 - (b) Public Works Department
 - (c) Department of Parks, Recreation and Property Management
 - (d) Fire Department
 - (e) Department of By-Laws and Building Inspection
12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – be given Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Hydraulic Study – Billy Weston Brook
- (c) Nomination – 2014 New Brunswick Sports Hall of Fame Annual Induction Ceremony and Banquet
- (d) Grant – St. Stephen Development Board
- (e) Municipal General Insurance Proposal - # TOSS13-05
- (f) The Town of St. Stephen's Garcelon Civic Center – Project Accountant and Financial Advisor
- (g) Transfer to the General Capital Reserve Fund
- (h) Transfer to the General Operating Reserve Fund
- (i) Establishment of a Restricted Bank Account
- (j) Non-Union Management and Administrative Staff Salary Increase
- (k) Building Inspection Services – Contract Renewal
- (l) Payroll Authorization
- (m) Amendment to Term Agreement – The Town and Kingsley Bailey
- (n) Rescinding of Resolution (Appointment – Municipal Planning Officer)
- (o) Appointment – Municipal Planning Officer
- (p) The Town of St. Stephen's Garcelon Civic Center Project – Project Manager Resignation
- (q) The Town of St. Stephen's Garcelon Civic Center Project – Appointment of Project Manager
- (r) The Town of St. Stephen's Garcelon Civic Center Project – Direction to Pay September 2013 Progress Claim of DORA Construction Limited
- (s) Rescinding of Resolution (Amending of Resolution (The Town of St. Stephen's Garcelon Civic Center – Construction Committee Composition)
- (t) The Town of St. Stephen's Garcelon Civic Center – Construction Committee Composition
- (u) Spur Line Properties Inc. – Sale of Property and Indemnity Agreement
- (v) The Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy – Amended
- (w) The Town of St. Stephen's Garcelon Civic Center – Aquatic Supervisor and Administrative Clerk, Programs, and Marketing Coordinator – Job Descriptions
- (x) The Town of St. Stephen's Garcelon Civic Center – Redirection of 2013 Budget
- (y) The Town of St. Stephen's Garcelon Civic Center – Fire Safety Plan and Evacuation Mapping – Service Agreement

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on November 25, 2013 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 25, 2013 @ 7:00 P.M.

1. **PRAYER**

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Harding

308/13 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor MacDonald

309/13 **THAT** the Minutes of the Regular Council meeting held on October 28, 2013 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 310/13 **THAT** the Minutes of the Special Council meeting held on November 4, 2013 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 311/13 **THAT** the Minutes of the Special Council meeting held on November 13, 2013 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 312/13 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2013 be received. **CARRIED**

PAID BILLS

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

- 313/13 **THAT** the paid bills in the amount of \$656,237.54 (six hundred and fifty-six thousand, two hundred and thirty-seven dollars and fifty-four cents) be received. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 314/13 **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 MacEachern

- 315/13 THAT the Minutes of the Committee of Council meeting held on October 29, 2013 be approved as circulated. CARRIED

COMMITTEES MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 316/13 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 November 13, 2013 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 317/13 THAT the following staff reports for the month of October 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; and Department of By-Laws and Building Inspection. CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.8 – A BY-LAW TO AMEND BY-LAW NO. A-7 – “A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 318/13 THAT By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given Second Reading – Reading in its Entirety. CARRIED

**BY-LAW NO. S-13 - "A BY-LAW RESPECTING THE FIRE DEPARTMENT" –
FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 319/13 THAT leave now be given to introduce a by-law entitled By-Law No. S-13 – "A By-Law Respecting the Fire Department", which will repeal the existing By-Law No. S-4, being "A By-Law Respecting the Fire Department" - for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 320/13 THAT the Royal Canadian Mounted Police (RCMP) October 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**NOMINATION – 2014 NEW BRUNSWICK SPORTS HALL OF FAME ANNUAL
INDUCTION CEREMONY AND BANQUET**

Moved by Councillor Maxwell
Seconded by Councillor MacEachern

- 321/13 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the nomination form to nominate the St. Stephen High School Lady Spartans basketball teams from 1969 to 1972 for induction into the 2014 New Brunswick Sports Hall of Fame (Sports Hall of Fame) at its induction ceremony and banquet in June of 2014 if selected by the Sports Hall of Fame Selection Committee. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 322/13 THAT the amount of \$12,362.02 (twelve thousand, three hundred and sixty-two dollars and two cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a used truck for the Water and Sewerage Department. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 323/13 THAT the amount of \$10,000.00 (ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

CHANGE OF DATE: DECEMBER 2013 REGULAR TOWN COUNCIL MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor MacDonald

- 324/13 **THAT** the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 23rd day of December, 2013 at 7:00 p.m., to the third (3rd) Monday, 16th day of December, 2013 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

INDUSTRIAL DEVELOPMENT GRANT - FLAKEBOARD COMPANY LIMITED

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 325/13 **THAT** the Council of the Town of St. Stephen authorizes an industrial development grant in the amount of \$10,000.00 (ten thousand dollars) to Flakeboard Company Limited of St. Stephen, NB. **CARRIED**

AWARDING OF TENDER: ONE (1) 2013 or 2014 MODEL YEAR ¼ TON 4 X 4 WITH ACCESS CAB – TOSS13-03

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 326/13 **THAT** of the three (3) tenders received, the tender of \$34,632.24 (thirty-four thousand, six hundred and thirty-two dollars and twenty-four cents), including HST, from Jim Clark Motors Ltd. of Fredericton, NB, for one (1) 2013 or 2014 ¼ ton 4 x 4 with access cab be accepted. **CARRIED**

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 Booth
Seconded by Councillor Maxwell

- 327/13 **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**

SICK LEAVE BANK - CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE), LOCAL 770

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 328/13 **THAT** the Council of the Town of St. Stephen agrees to supply thirty-two (32) days from the Union Sick Leave Bank for Employee # E49 retroactively to November 22, 2013, as requested by the Canadian Union of Public Employees (CUPE), Local 770, and outlined in Article 18.06 of its Collective Agreement. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – ADVISING COMMISSION

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 329/13 THAT the Council of the Town of St. Stephen appoints the following as members of the Advising Commission for a three (3) year term effective January 1, 2014 and expiring December 31, 2016 as outlined in the Town's By-Law No. A-9, "A By-Law Respecting the Advising Commission of the Town of St. Stephen's Garcelon Civic Center":

Kevin Thiessen
Bob Coates
Brian Cornish
Lynn Burns
Joe Peters
Monica Gillmor
Heather Estey

CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended all Town meetings.
- Laid a wreath in Milltown on Remembrance Day.
- Attended an Airport meeting.
- Attended a number of community meetings.
- Walked in the Santa Parade and collected food items along the route for the Food Bank.
- Thanked Heather Donahue, BIA Coordinator, and all the many volunteers whose contributions made the Santa Parade even more successful than last year.

Councillor MacEachern

- Attended all Town meetings.
- Attended the Wrestling Club's fundraiser dinner at SSHS.

Councillor Harding

- Attended all Town meetings, except last month's Regular Council meeting.
- Attended an Airport meeting in which a lot of interest was expressed for a potential runway expansion.

**MINUTES
REGULAR COUNCIL
NOVEMBER 25, 2013**

7

Councillor Booth

- Attended all Town meetings.

Councillor MacDonald

- Attended all Town meetings.
- Attended Civic Center meetings.
- Spent a week's vacation on St. Martin Island, Caribbean.

Councillor Maxwell

- Attended all Town meetings
- Organized and participated in a pool tournament in memory of Bob Boyd.
- Participated in a fundraiser for the Fundy Region Transition House.
- Attended the Remembrance Day Service.
- Participated in the Santa Parade and collected food along the route and delivered the items to the Food Bank.
- Saddened to hear of Pat Garcelon's death.
- Expressed concern over hearing of the Woodland High basketball team having a difficult time at the Canadian Customs.

Mayor Quartermain

- Laid a wreath at the St. Stephen Cenotaph and attended and enjoyed the reception at the St. Stephen Legion.
- Attended a unique Veterans' dinner at the St. Stephen Legion where songs from the 1930's were sung.
- Thanked the many volunteers who made this year's Santa Parade a great success, and stated that hopefully volunteers can be recognized in the future.

16. QUESTION PERIOD

There were no questions.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Maxwell
Seconded by Councillor Booth

330/13 THAT the meeting adjourn at 7:20 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
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7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 28, 2013
 - (b) Special Council Meeting – November 4, 2013
 - (c) Special Council Meeting – November 13, 2013
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from Charlotte County Abuse Prevention Network, Fundy Region Transition House and Charlotte County Outreach with respect to the “Take Back The Night” march.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – October 29, 2013

- (b) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – November 13, 2013

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
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- (d) Fire Department
- (e) Department of By-Laws and Building Inspection

12. UNFINISHED BUSINESS

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- (b) By-Law No. S-13 – “A By-Law Respecting the Fire Department” – be given First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Nomination – 2014 New Brunswick Sports Hall of Fame Annual Induction Ceremony and Banquet
- (c) Transfer from the Water and Sewerage Capital Reserve Fund
- (d) Transfer to the Water and Sewerage Capital Reserve Fund
- (e) Change of Date: December 2013 Regular Town Council Meeting
- (f) Industrial Development Grant – Flakeboard Company Limited
- (g) Awarding of Tender: One (1) 2013 or 2014 Model Year ¼ Ton 4 x 4 with Access Cab – TOSS13-03
- (h) 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
- (i) Sick Leave Bank – Canadian Union of Public Employees (CUPE), Local 770
- (j) The Town of St. Stephen’s Garcelon Civic Center – Advising Commission

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$3,013,475.08 (three million, thirteen thousand, four hundred and seventy-five dollars and eight cents) be received.

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

Visa:

October 2013

John Quartermain (Recreation: Fall/Winter Brochure Mail Out)

780.67

Total

\$780.67

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

NOVEMBER 2013

| | |
|---|-------------------------------|
| Dora Construction Limited (Dora Invoice #4646 - Draw #16 dated August 31, 2013 - Garcelon Civic Centre Construction Project, Cheque #103) | 1,204,247.04 |
| Town of St. Stephen Utility Operating Fund (Due to Utility Operating Fund from General Capital Fund, Cheque #1033) | 7,931.44 |
| Town of St. Stephen Utility Capital Fund (Due to Utility Capital Fund from General Capital Fund, Cheque #1034) | 62,544.40 |
| Total | <u>\$ 1,274,722.88</u> |

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 013382

CHEQUE REGISTER

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| Number | Issued | Recipient | Amount | SC | Status | StatDate |
|--------|-------------------------------------|---|-----------------------------------|-----|---------|----------|
| 011317 | 11/25/13 NOV25/13 | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AW - INTEREST | 9487.00 9487.00 | A/P | OUT-STD | |
| 011325 | 11/06/13 NOV06/13 | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BB - INTEREST | 7053.75 7053.75 | A/P | OUT-STD | |
| 011326 | 11/06/13 NOV06/13* | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BB - PRINCIPAL | 219000.00 219000.00 | A/P | OUT-STD | |
| 011331 | 11/19/13 NOV19/13 | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BD - INTEREST | 1860.25 1860.25 | A/P | OUT-STD | |
| 011332 | 11/19/13 NOV19/13* | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BD - PRINCIPAL | 14000.00 14000.00 | A/P | OUT-STD | |
| 011718 | 11/30/13 NOV30/13 | NEW BRUNSWICK MUNICIPAL FINANCE COR INTEREST-BH30-2012 | 6324.25 6324.25 | A/P | OUT-STD | |
| 011719 | 11/30/13 NOV30/13* | NEW BRUNSWICK MUNICIPAL FINANCE COR PRINCIPAL - BH30-2012 | 35000.00 35000.00 | A/P | OUT-STD | |
| 012451 | 11/01/13 NOVEMBER/13 | HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-NOVEMBER/13 LEASE | 5323.40 5323.40 | A/P | OUT-STD | |
| 013228 | 11/01/13 4010 | SHARPE'S LAWN CARE RC-TURFMAINTENANCE-PLAY FIELDS | 9694.93 9694.93 | A/P | OUT-STD | |
| 013229 | 11/01/13 OCTOBER31/13 | DEBBIE MACDONALD GG-COUNCILLOR-UMNB CONFERENCE | 162.00 162.00 | A/P | OUT-STD | |
| 013262 | 11/07/13 WEEK45/13 | MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-NOV 12-18 | 209.30 209.30 | A/P | OUT-STD | |
| 013263 | 11/07/13 WEEK45/13 WEEK45/13* | SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW | 167.69 197.75 365.44 | A/P | OUT-STD | |
| 013264 | 11/13/13 01-411630-02 | A TO Z RENTAL CENTRE LTD. TS-SHOP-PISTON EPIC, VALVE AND | 347.70 347.70 | A/P | OUT-STD | |
| 013265 | 11/13/13 5957086001 | BARNES DISTRIBUTION TS-SHOP-HEX NUTS,FLAT WASHERS, | 185.50 185.50 | A/P | OUT-STD | |

Town of St. Stephen
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|--------|-----------------------------|---|-------------------------------------|-----|---------|----------|
| 013266 | 11/13/13 073817 | BOY SCOUTS OF CANADA CANADIAN TIRE JUMPSTART PROGRA | 100.00 100.00 | A/P | OUT-STD | |
| 013267 | 11/13/13 9910016157 | CANADIAN SPRINGS GG-TOWN HALL-WATER | 30.11 30.11 | A/P | OUT-STD | |
| 013268 | 11/13/13 536524 | CANADIAN TIRE JUMPSTART RC-JUMPSTART-DBL MATCHING FUND | 5000.00 5000.00 | A/P | OUT-STD | |
| 013269 | 11/13/13 073817 | CHARLOTTE COUNTY BOYS & GIRLS CLUB CANADIAN TIRE JUMP START PROGR | 200.00 200.00 | A/P | OUT-STD | |
| 013270 | 11/13/13 CHEQUE #073817 | CHEER ATLANTIC RC-JUMPSTART-CONTRIBUTION | 530.00 530.00 | A/P | OUT-STD | |
| 013271 | 11/13/13 300 | DEMPSEY'S PLUMBING & HEATING RC-ROTARY FIELD/M POOL BATHROO | 544.66 544.66 | A/P | OUT-STD | |
| 013272 | 11/13/13 OCTOBER30/13 | DOT LARSEN PS-XINGGUARDS-CLOTHING ALLOW | 20.89 20.89 | A/P | OUT-STD | |
| 013273 | 11/13/13 2806611-00 | EMCO CORPORATION WS-TRANS&DIST-COUPLINGS,PVC PI | 1792.89 1792.89 | A/P | OUT-STD | |
| 013274 | 11/13/13 073817 | FUNDY MINOR FOOTBALL ASSOCIATION CANADIAN TIRE JUMPSTART CHARIT | 340.00 340.00 | A/P | OUT-STD | |
| 013275 | 11/13/13 073817 | GIRL GUIDES OF CANADA CANADIAN TIRE JUMPSTART CHARIT | 100.00 100.00 | A/P | OUT-STD | |
| 013276 | 11/13/13 7161 | HOVEY'S HUSKY SALES & SERVICE TS-SHOP-FILTERS, BELTS | 538.98 538.98 | A/P | OUT-STD | |
| 013277 | 11/13/13 338439 39751 | IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL TS-ST5-PREMIUM DIESEL | 855.90 1390.75 2246.65 | A/P | OUT-STD | |
| 013278 | 11/13/13 073817 | JULIA'S SCHOOL OF DANCE CANADIAN TIRE JUMPSTART CHARIT | 1800.00 1800.00 | A/P | OUT-STD | |
| 013279 | 11/13/13 126535 | KEITH'S BUILDING SUPPLIES TS-SHOP-TAPE DANGER | 8.58 8.58 | A/P | OUT-STD | |

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|--------|---|--|--|-----|---------|----------|
| 013280 | 11/13/13 226590914 | KONICA MINOLTA BUSINESS SOLUTIONS () GG-TOWNHALL-COPIER CHARGES-OCT | 124.15 124.15 | A/P | OUT-STD | |
| 013281 | 11/13/13 13-006 | MANZER YOUNG PS-BYLAW-OCT 13-26 FEE | 336.18 336.18 | A/P | OUT-STD | |
| 013282 | 11/13/13 5340 | MAYFIELD GARDENS & LANDSCAPE RC-PARKS-ADDITIONAL TURF MOWED | 1287.07 1287.07 | A/P | OUT-STD | |
| 013283 | 11/13/13 16597 16602 | MILLTOWN MACHINE & FABRICATION LTD. TS-#5-HOSE ASSEMBLY TS-#7-ANGLE IRON, FLAT BAR | 123.22 284.25 407.47 | A/P | OUT-STD | |
| 013284 | 11/13/13 WEEK46/13 | MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-NOV 19-25 | 209.30 209.30 | A/P | OUT-STD | |
| 013285 | 11/13/13 11368891OCT13 11378668OCT13 11395944OCT13 15772965OCT13 46435731OCT13 | MINISTER OF FINANCE GG-TOWNHALL-TELEPHONES TS/PS-199UNIONST-TELEPHONES TS/PS-199UNIONST-TELEPHONES RC-REC/POOLS-TELEPHONES RC-PARKS-CHOC PARK CAMERAS | 1244.86 346.99 895.27 346.45 77.91 2911.48 | A/P | OUT-STD | |
| 013286 | 11/13/13 24565 | ORCHARD'S PAINT & PAPER LTD. TS-SHOP-PAINT | 27.59 27.59 | A/P | OUT-STD | |
| 013287 | 11/13/13 WEEK46/13 | PAYROLL TRANSFER GG-TRANSFER-NOV 1 - 14/13 | 43564.00 43564.00 | A/P | OUT-STD | |
| 013288 | 11/13/13 2102047 | PRINCESS AUTO TS-#17-TIRE ASSY | 304.52 304.52 | A/P | OUT-STD | |
| 013289 | 11/13/13 PAY23/13 | RECEIVER GENERAL FOR CANADA GG-REMITTANCE-NOV 1-14/13 | 21093.09 21093.09 | A/P | OUT-STD | |
| 013290 | 11/13/13 87181 | SAINT JOHN SPRING WORKS LTD TS-#29-TIMBREN RUBBER | 209.05 209.05 | A/P | OUT-STD | |
| 013291 | 11/13/13 WEEK46/13 WEEK46/13* | SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW | 167.69 197.75 365.44 | A/P | OUT-STD | |

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| 013292 | 11/13/13 36325 | SOJOURN ENTERPRISES LIMITED TS-ST5-STREET SIGNS&SUPPLIES | 2315.43 2315.43 | A/P | OUT-STD | |
| 013293 | 11/13/13 201204038 201204120 201204163 | SOURCE ONE SUPPLIES TS-AIRPORT-PAPER TOWEL,BATH TI TS-SHOP-CONCRETE BLADE TS-SHOP-PAPER TOWEL,TOILET PAP | 82.07 158.14 81.17 321.38 | A/P | OUT-STD | |
| 013294 | 11/13/13 1704031 1704033 1709489 | SOURCE ATLANTIC TS-SHOP-DIAMOND BLADE TS-ST5-GLOVES TS-ST5-CUTTING WHEELS,SAFETY G | 604.55 88.14 395.87 1088.56 | A/P | OUT-STD | |
| 013295 | 11/13/13 149865 149901 | SOUTHERN SANITATION LTD. GG-TOWN-GARBAGE COLLECTION TS-AIRPORT-GARBAGE COLLECTION | 8642.59 30.51 8673.10 | A/P | OUT-STD | |
| 013296 | 11/13/13 084363 19295 | ST. CROIX PRINTING & PUBLISHING COM GG-CIVIC CENTER-ADV. COMMISSIO GG-TOWN-GEN FUND RECEIPT BOOK | 76.03 62.65 138.68 | A/P | OUT-STD | |
| 013297 | 11/13/13 26113 | WATER & ICE NORTH AMERICA INC. CC-CC MANAGER-CPO COURSE | 525.45 525.45 | A/P | OUT-STD | |
| 013298 | 11/19/13 5487 | AERO COVERS RC-PARKS-CANADIAN FLAGS | 275.72 275.72 | A/P | OUT-STD | |
| 013299 | 11/19/13 JUMPSTART | ANGIE NUTTER RC-JUMPSTART-DONATION | 300.00 300.00 | A/P | OUT-STD | |
| 013300 | 11/19/13 SI18527 SI18696 SI18715 SI18719 SI18725 SI18755 SI18807 SI18848 | BAYVIEW TRUCKS AND EQUIPMENT LTD. RC-PARKS-U-BOLT TS-#29-SINGLE SS BRT, LAMPS.GR TS-#29-ADAPTERS TS-#29-NUTS,FLAT WASHERS TS-#10-REPAIR KIT TS-#5-FILTERS PS-FIRE-BATTERIES,CORE CHARGES TS-#29, #30- CABLE 100' | 38.37 221.43 13.42 11.19 4.28 126.85 510.53 40.62 966.69 | A/P | OUT-STD | |
| 013301 | 11/19/13 06336721OCT13 | BELL ALIANT TS-AIRPORT-TELEPHONE | 129.17 129.17 | A/P | OUT-STD | |

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| 013302 | 11/19/13 | BRANDT TRACTOR LTD. | | | | |
| | 39-101764 | TS-#10- PUSPUSH BUT | 71.54 | | | |
| | | | 71.54 | A/P | OUT-STD | |
| 013303 | 11/19/13 | BRIGGS PLUMBING INC. | | | | |
| | 107216 | PS-FIRE-LEAKING PIPES REPAIR | 136.08 | | | |
| | 107283 | PS-FIRE-LEAK BOILER ROOM | 140.06 | | | |
| | | | 276.14 | A/P | OUT-STD | |
| 013304 | 11/19/13 | BRUNSWICK NEWS INC | | | | |
| | 1372890 | PS-FIRE-HALLOWEEN COLOR CONTES | 306.80 | | | |
| | | | 306.80 | A/P | OUT-STD | |
| 013305 | 11/19/13 | CANADIAN SPRINGS | | | | |
| | 1110012336 | GG-TOWN HALL- WATER | 16.91 | | | |
| | | | 16.91 | A/P | OUT-STD | |
| 013307 | 11/19/13 | CREIGHTON-CARTER LTD. | | | | |
| | 327450 | TS-SHOP-RESPIRATOR | 32.88 | | | |
| | 327871 | TS-SHOP-BRUSH | 7.02 | | | |
| | 328309 | TS-#5-SNAP STRAPS | 24.13 | | | |
| | 328465 | TS-SHOP-RESPIRATOR, TIRE CRAYO | 35.60 | | | |
| | 328743 | TS-SHOP-WRENCH | 5.22 | | | |
| | 328907 | TS-SHOP-REPLACEMENT BLADE, KNI | 77.78 | | | |
| | 328988 | TS-SHOP-LIQUID HARDENER-LGE | 4.46 | | | |
| | 329245 | TS-SHOP-APPLICATOR SET | 4.45 | | | |
| | 329264 | TS-SHOP-STIKIT DISCS,DUST MASK | 54.65 | | | |
| | 329277 | TS-SHOP-BODY PUTTY | 33.04 | | | |
| | 329410 | TS-SHOP-STIKIT DISCS | 12.32 | | | |
| | 329877 | TS-SHOP-SCREWDRIVER BIT SET | 18.72 | | | |
| | 329897 | TS-SHOP-ARO PLUGS & COUPLERS | 125.55 | | | |
| | 329957 | TS-SHOP-10T VEHICULE STAND | 395.49 | | | |
| | 329984 | TS-SHOP-OIL ABSORBANT | 103.78 | | | |
| | | | | 935.09 | A/P | OUT-STD |
| 013308 | 11/19/13 | CYCLE WORKS | | | | |
| | 25618 | TS-#29- STARTER | 197.73 | | | |
| | | | 197.73 | A/P | OUT-STD | |
| 013309 | 11/19/13 | DAVE DINSMORE WEB DESIGN & HOSTING | | | | |
| | 0217 | CC-WEB HOSTING- JUL,AUG,SEPT | 135.57 | | | |
| | | | 135.57 | A/P | OUT-STD | |
| 013310 | 11/19/13 | DAVIS FUELS LTD. | | | | |
| | 148433 | TS/PS-199 UNION ST. HEATING FU | 945.61 | | | |
| | 410088 | TS/PS-199 UNION ST. HEATING FU | 1518.26 | | | |
| | | | 2463.87 | A/P | OUT-STD | |
| 013311 | 11/19/13 | DOW JENNIFER | | | | |
| | NOVEMBER14/13 | RC-HORT-CLOTHING ALLOW | 61.30 | | | |
| | | | 61.30 | A/P | OUT-STD | |

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| 013312 | 11/19/13 IN130792 | FIRE SAFETY CANADA PS-FIRE-BANNERS, POSTERS, HELM | 2102.97 2102.97 | A/P | OUT-STD | |
| 013313 | 11/19/13 431 | FRANK G GODSOE CHARTERED ACCOUNTANT GG-TOWNHALL-RECEPTION SUPPORT | 427.14 427.14 | A/P | OUT-STD | |
| 013314 | 11/19/13 NOV15/13 | GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-NOV24-DEC23-DIV 1 | 1789.34 1789.34 | A/P | OUT-STD | |
| 013315 | 11/19/13 16608 | MILLTOWN MACHINE & FABRICATION LTD. TS-#7-LABOUR TO PUNCH HOLES | 22.04 22.04 | A/P | OUT-STD | |
| 013317 | 11/19/13 | N. B. ELECTRIC POWER COMM | | | | |
| | 17915909NOV13 | RC-POOL-SCHOOL ST | 106.06 | | | |
| | 17935200NOV13 | TS-KING/UNIONST-TRAFFIC LIGHTS | 38.74 | | | |
| | 17949909NOV13 | GG-OLDTOWNHALL-ELECTRICITY | 216.70 | | | |
| | 18169205NOV13 | RC-POOL-MILL LANE | 151.35 | | | |
| | 18988703NOV13 | TS/PS-199UNIONST-ELECTRICITY | 1019.40 | | | |
| | 19051703NOV13 | TS-AIRPORT-ELECTRICITY | 180.31 | | | |
| | 190518011113 | TS-AIRPORT-ELECTRICITY | 51.56 | | | |
| | 216030308NOV13 | TS-ST5-AREA LIGHTS | 11120.76 | | | |
| | 50660140NOV13 | RC-PARKS-ROTARY CHANGING ROOMS | 24.13 | | | |
| | 54187672NOV13 | TS-KING/QUEEN-TRAFFIC LIGHTS | 41.23 | | | |
| | 55160607NOV13 | RC-COTTONMILL-LIGHTS | 77.26 | | | |
| | 55471834NOV13 | TS/PS-220UNIONST-ELECTRICITY | 124.28 | | | |
| | 55917471NOV13 | TS-ST5-WATERFRONT LIGHTS | 106.89 | | | |
| | 71315207NOV13 | PS-RCMP-ELECTRICITY | 668.02 | | | |
| | 72924306NOV13 | RC-PARKS-BANDSTAND | 46.94 | | | |
| | 73006038NOV13 | RC-LIBRARY-ELECTRICITY | 1000.92 | | | |
| | 82122207NOV13 | RC-PARKS-BASKETBALL COURT | 51.11 | | | |
| | 83278804NOV13 | TS-ST5-PARKS SHED | 24.83 | | | |
| | 84960501NOV13 | RC-PARKS-RIVERSIDE DR LIGHTS | 148.21 | | | |
| | | | 15198.70 | A/P | OUT-STD | |
| 013318 | 11/19/13 291113 | NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN HALL FLOOR MATS | 93.70 93.70 | A/P | OUT-STD | |
| 013319 | 11/19/13 229121 | NOVA FIRE EQUIPMENT LTD. PS-FIRE-MORNING PRIDE TURNOUT | 11190.85 11190.85 | A/P | OUT-STD | |
| 013320 | 11/19/13 IN-5055860 | ORKIN CANADA CORPORATION S-FIRE-PEST CONTROL | 106.79 106.79 | A/P | OUT-STD | |

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| 013321 | 11/19/13 | PETTY CASH | | | | |
| | OCTOBER01/13 | GG-TOWNHALL-2 REGISTERED LETTE | 20.63 | | | |
| | OCTOBER28/13 | GG-COUNCILCHAMBERS-SERVING TRA | 2.26 | | | |
| | OCTOBER29/13 | GG-OLDTOWNHALL-PLASTIC GLOVES | 1.13 | | | |
| | OCTOBER31/13 | GG-TOWNHALL-REGISTERED LETTERS | 20.63 | | | |
| | | | 44.65 | A/P | OUT-STD | |
| 013322 | 11/19/13 | RECEATION NEW BRUNSWICK | | | | |
| | 2013-151 | RC-REC-2013 RNB CONFERENCE | 371.77 | | | |
| | 2013-200 | CC-LOG BOOKS- POOL, ARENA | 177.73 | | | |
| | | | 549.50 | A/P | OUT-STD | |
| 013323 | 11/19/13 | ROYAL CANADIAN LEGION #9 | | | | |
| | FIRE WREATH | PS-FIRE-REMEMBRANCE WREATH | 40.00 | | | |
| | | | 40.00 | A/P | OUT-STD | |
| 013324 | 11/19/13 | GREAT-WEST LIFE ASSURANCE COMPANY | | | | |
| | NOV15/13* | GG-PREMIUMS-NOV24-DEC23-DIV 2 | 1298.28 | | | |
| | | | 1298.28 | A/P | OUT-STD | |
| 013325 | 11/19/13 | MINISTER OF FINANCE | | | | |
| | WEE47/13 | EMPLOYEE DEDUCTIONS-NOV25-DEC2 | 209.30 | | | |
| | | | 209.30 | A/P | OUT-STD | |
| 013326 | 11/19/13 | SHANNON MICHAEL | | | | |
| | WEEK47/13 | PS-ANMLCNTRL-WEEKLY FEE | 167.69 | | | |
| | WEEK47/13* | PS-ANMLCNTRL-WKLY VEH ALLOW | 197.75 | | | |
| | | | 365.44 | A/P | OUT-STD | |
| 013327 | 11/26/13 | BRUNSWICK NEWS INC | | | | |
| | 1375498 | PS-FIRE-TIME CHANGE | 164.57 | | | |
| | | | 164.57 | A/P | OUT-STD | |
| 013329 | 11/26/13 | CANADIAN TIRE | | | | |
| | N15109665 | TS-SHOP-SPRAY GUN RETURNED | -21.74 | | | |
| | N15109760 | RC-PARKS-RECIP BLADES | 24.85 | | | |
| | N15109763 | PS-FIRE-FIRE PERV. BACK PACKS | 63.48 | | | |
| | N15109764 | RC-PARKS-TB,ALUM, SNOWP | 31.63 | | | |
| | N15109765 | RC-LIGHT HOUSE-PAINT & BUSHES | 117.24 | | | |
| | N15109766 | TS-SHOP-25' STANLEY TAP | 23.73 | | | |
| | N15109767 | TS-SHOP-BULBS,PLUG,RECPTCLE | 41.54 | | | |
| | N15109772 | TS-SHOP-3PC STEP DRILL, SGN | 27.99 | | | |
| | N15109774 | TS-SHOP-PAINT | 121.08 | | | |
| | N15109791 | TS-SHOP-DUST MASK | 16.94 | | | |
| | N15110040 | TS-ST5-TRAILOR WIRING KIT | 43.95 | | | |
| | N15110076 | RC-PARKS-PROPANE | 38.99 | | | |
| | N15110079 | TS-SHOP-SUPPLIES | 36.11 | | | |
| | N15110080 | TS-ST5-GRASS SEED | 20.33 | | | |
| | N15110085 | RC-PARKS-SCREW DRIVER | 27.45 | | | |

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| | N15110090 | RC-PARKS-CLOTHING ALLOWANCE | 169.49 | | | |
| | N15110102* | TS-SHOP-CAUTION TAPE | 13.55 | | | |
| | N15110105 | TS-STC-SUPPLIES | 29.36 | | | |
| | N15110108 | TS-STC-HOSE CONN. | 6.77 | | | |
| | N15110143 | TS-SHOP-SELF ETCH PRIME,TREMCL | 29.35 | | | |
| | N15110145* | RC-PARKS-TOOLS | 40.67 | | | |
| | N15110162 | TS-SHOP-KNEE PADS | 41.79 | | | |
| | | | 944.55 | A/P | OUT-STD | |
| 013330 | 11/26/13 | CANADIAN SPRINGS | | | | |
| | 1110070805 | GG-TOWN HALL- WATER | 9.81 | | | |
| | 9910175226 | PS-RCMP-WATER | 40.77 | | | |
| | | | 50.58 | A/P | OUT-STD | |
| 013331 | 11/26/13 | CHARLOTTE COUNTY JANITORIAL | | | | |
| | 2617 | PS-FIRE-JANITORIAL OCT | 152.55 | | | |
| | 2621 | PS-RCMP-JANITORIAL-OCT | 1016.99 | | | |
| | | | 1169.54 | A/P | OUT-STD | |
| 013332 | 11/26/13 | CLASSIC ASPHALT LTD. | | | | |
| | 13-143 | TS-STC-ASPHALT | 2475.38 | | | |
| | | | 2475.38 | A/P | OUT-STD | |
| 013333 | 11/26/13 | COX ELECTRONICS & COMMUNICATIONS | | | | |
| | 2-1677594 | GG-TREASURY-COMPUTER | 553.08 | | | |
| | 2-1677938* | GG-TREAS-WRLESS MOUSE | 18.06 | | | |
| | | | 571.14 | A/P | OUT-STD | |
| 013334 | 11/26/13 | CYCLE WORKS | | | | |
| | 16126 | PS-YAMAHA OUTBOARD-MANTINANCE | 112.93 | | | |
| | | | 112.93 | A/P | OUT-STD | |
| 013335 | 11/26/13 | DILLON DONAHUE | | | | |
| | PARADA CLEANUP | PS-SANTAPARADE-CLEAN UP | 50.00 | | | |
| | | | 50.00 | A/P | OUT-STD | |
| 013336 | 11/26/13 | DOT LARSEN | | | | |
| | NOVEMBER18/13 | PS-XWALKGUARDS-CLOTHING ALLOW | 23.72 | | | |
| | NOVEMBER21/13 | PS-XWALKGUARDS-CLOTHING ALLOW | 14.68 | | | |
| | | | 38.40 | A/P | OUT-STD | |
| 013337 | 11/26/13 | EAST COAST AIR | | | | |
| | 801 | PS-RCMP-HEAT PUMP SERVICE | 248.60 | | | |
| | 802 | RC-TOURISTBUREAU-HEAT PUMP SER | 209.05 | | | |
| | | | 457.65 | A/P | OUT-STD | |
| 013338 | 11/26/13 | FRANK G GODSOE CHARTERED ACCOUNTANT | | | | |
| | 432 | GG-TREAS-ACCOUNTING SUPPORT | 559.35 | | | |
| | | | 559.35 | A/P | OUT-STD | |
| 013339 | 11/26/13 | FUNDY BUILDING INSPECTION & DRAFTIN | | | | |
| | 13-136 | PS-BUILDINSPECT-FEE | 1957.73 | | | |

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| | 13-140 | PS-BUILDINSPECT-FEE | 1473.24 | | | |
| | | | 3430.97 | A/P | OUT-STD | |
| 013340 | 11/26/13 | GBS MOBILITY | | | | |
| | B2B50IN287 | CC-MANAGER-CELL PHONE | 162.71 | | | |
| | | | 162.71 | A/P | OUT-STD | |
| 013341 | 11/26/13 | IRENE WATTS | | | | |
| | NOVEMBER18/13 | PS-XWALKGUARDS-CLOTHING ALLOW | 34.70 | | | |
| | | | 34.70 | A/P | OUT-STD | |
| 013342 | 11/26/13 | IRVING ENERGY DISTRIBUTION AND MARK | | | | |
| | 444103 | TS-STG-DIESEL | 2607.98 | | | |
| | 737923 | TS-STG-DIESEL | 2579.52 | | | |
| | | | 5187.50 | A/P | OUT-STD | |
| 013343 | 11/26/13 | IRVING OIL LTD. | | | | |
| | JULY23/13 | TS-STG-GAS | 40.00 | | | |
| | OCTOBER23/13 | TS-STG-PROPANE | 22.60 | | | |
| | | | 62.60 | A/P | OUT-STD | |
| 013344 | 11/26/13 | JOEL HANSEN LAW OFFICE | | | | |
| | PERMIT REFUND | PS-BUILDINSPECT-PERMIT REFUND | 25.00 | | | |
| | | | 25.00 | A/P | OUT-STD | |
| 013345 | 11/26/13 | JOHN QUARTERMAIN | | | | |
| | NOVEMBER20/13 | GG-MAYOR-LAWYER MEETING | 95.20 | | | |
| | | | 95.20 | A/P | OUT-STD | |
| 013346 | 11/26/13 | KEM CANADA MFG | | | | |
| | 94632 | TS-SHOP-CHAIN & CABLE LUBE | 416.45 | | | |
| | | | 416.45 | A/P | OUT-STD | |
| 013347 | 11/26/13 | LINDE CANADA LTEE, M2193 | | | | |
| | 48616177** | TS-SHOP-ACETYLENE, LEASE RENEW | 543.98 | | | |
| | 48616178 | TS-SHOP-ACETYLENE | 11.41 | | | |
| | | | 555.39 | A/P | OUT-STD | |
| 013348 | 11/26/13 | MANZER YOUNG | | | | |
| | 13-007 | PS-BYLAW-OCT27-NOV16 FEE | 257.08 | | | |
| | | | 257.08 | A/P | OUT-STD | |
| 013349 | 11/26/13 | MAYFIELD GARDENS & LANDSCAPE | | | | |
| | 5385 | RC-PARKS-TURF MAINTENANCE | 10264.15 | | | |
| | | | 10264.15 | A/P | OUT-STD | |
| 013350 | 11/26/13 | MEDAVIE BLUE CROSS | | | | |
| | DECEMBER/13 | GG-HEALT&DENTALPREMIUMS-DEC/13 | 6208.88 | | | |
| | DECEMBER/13* | GG-HEALTH&DENTALPREMIUMS-DEC | 8473.35 | | | |
| | | | 14682.23 | A/P | OUT-STD | |
| 013351 | 11/26/13 | MICHAELA ALLABY | | | | |
| | PARADE CLEANUP | RC-SANTAPARADE-CLEAN UP | 50.00 | | | |
| | | | 50.00 | A/P | OUT-STD | |

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| 013352 | 11/26/13 16615* | MILLTOWN MACHINE & FABRICATION LTD. TS-#7- COLD ROLLED ROUND BAR, | 50.43 50.43 | A/P | OUT-STD | |
| 013353 | 11/26/13 10126106NOV13 54253127NOV13 54653258NOV13 | N. B. ELECTRIC POWER COMM TS-KINGSTSCHOOL-XING LIGHTS CC-CIVICCENTRE-ELECTRICITY TS-KING/SUPERSTORE-TRAFFIC LIG | 24.13 226.66 77.82 328.61 | A/P | OUT-STD | |
| 013354 | 11/26/13 NOVEMBER10/13 NOVEMBER10/13 | NATALIE REID CC-MANAGER-WOODSTOCK SITE VISI C-MANAGER-CPO COURSE | 136.00 256.20 392.20 | A/P | OUT-STD | |
| 013355 | 11/26/13 IN024902 | OK TIRE & AUTO SERVICE TS-#11-DON TUBE | 71.48 71.48 | A/P | OUT-STD | |
| 013356 | 11/26/13 1166 | ORR ELECTRIC & ALARM LTD. PS-FIRE-DISPATCH ROOM BALLAST | 99.82 99.82 | A/P | OUT-STD | |
| 013357 | 11/26/13 NOV13/13 | PITNEY WORKS GG/PS/RC-POSTAGE METER REFILL | 141.36 141.36 | A/P | OUT-STD | |
| 013358 | 11/26/13 152786-153514 | REGIONAL SERVICE COMMISSION 10 GG-TOWN-REGIONAL LANDFILL CONT | 10554.75 10554.75 | A/P | OUT-STD | |
| 013359 | 11/26/13 201204109 201204250 201204283 | SOURCE ONE SUPPLIES TS-AIRPORT-GARBAGE BAGS GG-OLD TOWN HALL- GARBAGE BAGS PS-FIRE-LAUNDRY DETERGENT, GAR | 26.45 52.91 72.38 151.74 | A/P | OUT-STD | |
| 013360 | 11/26/13 10-88-13 | SOUTHWEST CONCRETE & CONS LTD TS-ST5-STONE, GRAVEL, SCREENIN | 6164.77 6164.77 | A/P | OUT-STD | |
| 013361 | 11/26/13 084436 084446 084447 084448 084449 084703 084752 084871 | ST. CROIX PRINTING & PUBLISHING COM PS-FIRE-FIRE PREVENTION WEEK PS-FIRE-BECOME A FIREFIGHTER PS-FIRE-FIRE PERVENTION WEEK PS-FIRE-THANK YOU FUNDRAISER PS-FIRE-PLAN & PRACTICE GG-CIVIC-SMALL BUSINESS PS-FIRE-HALLOWEEN SAFETY PS-FIRE-HALLOWEEN SAFETY | 67.80 254.25 254.25 80.42 254.25 102.83 28.25 45.20 1087.25 | A/P | OUT-STD | |

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| 013362 | 11/26/13 3190 | UNIQUELY YOURS GG-CIVIC-RETIREMENT PLAQUE | 45.20 45.20 | | | |
| | | | | A/P | OUT-STD | |
| 013364 | 11/26/13 | STATIONERY PLUS | | | | |
| | 325147 | GG-TREAS-INDEX DIVIDERS | 8.71 | | | |
| | 325251 | GG-HR/OM-DRUM OKI | 77.66 | | | |
| | 325299 | GG-TREAS-TONER CART. | 73.82 | | | |
| | 325352** | GG-ASSTTREAS-DESK LAMP | 16.22 | | | |
| | 325353 | GG-ASSTTREAS-DESK LAMP | -11.29 | | | |
| | 325354 | GG-JANET-STAPLER | -4.45 | | | |
| | 325408 | RC-HORT-PAPER, HANG FOLD LEG | 82.25 | | | |
| | 325464 | GG-ASST TREAS-HILITER,PENS,LEA | 3.53 | | | |
| | 325473 | GG-TOWN-PAPER,BINDER,STOR. BOX | 215.92 | | | |
| | 325474 | GG-TREAS-PRINTER,USB CABLE | 47.52 | | | |
| | 325525** | GG-HR/OM-TONER, FLASH DRIVES | 111.70 | | | |
| | 325600 | RC-PARKS-TONERS | 350.99 | | | |
| | 325902 | TS-ST5-FLAGS | 331.53 | | | |
| | 326001* | CC-OFFICE-BINDER, HIGHLIGHTERS | 40.94 | | | |
| | 326095 | GG-TOWN HALL-PAPER, STAMP,STOR | 162.86 | | | |
| | 326131 | GG-TOWN HALL-GEN FUND CHEQUES | 761.56 | | | |
| | 326318** | GG-TREAS-BINDER | 3.38 | | | |
| | | | 2272.85 | A/P | OUT-STD | |
| 013365 | 11/26/13 | TOWN OF ST. STEPHEN | | | | |
| | 11/26/13* | Transfer to General Cap Fund | 117578.93 | | | |
| | | | 117578.93 | A/P | OUT-STD | |
| 013366 | 11/27/13 | JOAN FLEWELLING | | | | |
| | NOVEMBER/13 | GG-TOWNCLERK-MNTHLY ALLOW | 50.00 | | | |
| | | | 50.00 | A/P | OUT-STD | |
| 013367 | 11/27/13 | MINISTER OF FINANCE | | | | |
| | WEEK48/13 | EMPLOYEE DEDUCTIONS-DEC 3-9 | 209.30 | | | |
| | | | 209.30 | A/P | OUT-STD | |
| 013368 | 11/27/13 | O'CONNELL MIKE | | | | |
| | NOVEMBER/13 | RC-RECDIR-MNTHLY VEH ALLOW | 150.00 | | | |
| | | | 150.00 | A/P | OUT-STD | |
| 013369 | 11/27/13 | PAYROLL TRANSFER | | | | |
| | WEEK48/13 | GG-TRANSFER-NOV 15-28 | 47645.00 | | | |
| | | | 47645.00 | A/P | OUT-STD | |
| 013370 | 11/27/13 | RECEIVER GENERAL FOR CANADA | | | | |
| | PAY24/13 | GG-REMITTANCE-NOV 15-27 | 22131.86 | | | |
| | | | 22131.86 | A/P | OUT-STD | |
| 013371 | 11/27/13 | SHANNON MICHAEL | | | | |
| | WEEK48/13 | PS-ANMLCNTRL-WEEKLY FEE | 167.69 | | | |

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 013382

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|-------------------------|---------------|------------------------------|------------------|-----------|---------------|-----------------|
| | WEEK48/13* | PS-ANMLCNTRL-WKLY VEH ALLOW | 197.75 | | | |
| | | | 365.44 | A/P | OUT-STD | |
| 013372 | 11/27/13 | TOWN OF ST. STEPHEN | | | | |
| | 11/27/13 | Transfer to General Cap Fund | 484856.63 | | | |
| | | | 484856.63 | A/P | OUT-STD | |
| 013373 | 11/28/13 | JOHN QUARTERMAIN | | | | |
| | NOVEMBER21/13 | GG-CAO-LEGISLATURE OPENING | 103.80 | | | |
| | | | 103.80 | A/P | OUT-STD | |
| Cheque Totals Non-Void: | | | \$1,182,012.94 | | | |
| Void: | | | \$0.00 | | | |

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

NOVEMBER 2013

| | |
|---|----------------------------------|
| Dillon Consulting Limited (Engineering - CCME Wastewater Study - Project No. 115027, Cheque #82) | 7,641.51 |
| Town of St. Stephen Utility Operating Fund (Due to Utility Operating Fund from Utility Capital Fund, Cheque #1035) | 55,451.82 |
| Town of St. Stephen General Operating Fund (Due to General Operating Fund from Utility Capital Fund, Cheque #1036) | 333.66 |
| Total | <u><u>\$63,426.99</u></u> |

Town of St. Stephen
 BNK2 Utility Bank Account
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|--------|--|--|---|-----|---------|----------|
| 003548 | 11/25/13 NOV25/13* | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AW - INTEREST | 2627.75 2627.75 | A/P | OUT-STD | |
| 003554 | 11/06/13 NOV06/13** | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BB - INTEREST | 127.00 127.00 | A/P | OUT-STD | |
| 003564 | 11/06/13 NOV06/13*** | NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BB - PRINCIPLE | 4000.00 4000.00 | A/P | OUT-STD | |
| 004209 | 11/13/13 17522 | A"PLUS" AUTO GLASS & UPHOLSTERY WS-#103-INSTALL SIDE GLASS | 67.80 67.80 | A/P | OUT-STD | |
| 004210 | 11/13/13 40399285 40402444 | BRENNTAG CANADA INC. SCD-DISPOSAL- SULPHUR DIOXIDE SCD-DISPOSAL-SULPHUR DIOXIDE | 4826.70 -3164.00 1662.70 | A/P | OUT-STD | |
| 004211 | 11/13/13 87326 87427 | CARQUEST SCD-#9- LIMCO MED REDUCER,LHM SCD-#9-LIMCO MED REDUCER, LOW | 203.42 97.63 301.05 | A/P | OUT-STD | |
| 004212 | 11/13/13 13-062 13-074 13-130 13-137 | CLASSIC ASPHALT LTD. TS-ST5-SEAL WS-TRANS&DIST-SEAL WS-TRANS&DIST-SEALS WS-TRANS&DIST-SEALS | 2518.09 1295.66 6315.57 3734.42 13863.74 | A/P | OUT-STD | |
| 004213 | 11/13/13 114707 | DILLON CONSULTING LIMITED SCD-DISPOSAL-FLOOD STUDY | 3729.00 3729.00 | A/P | OUT-STD | |
| 004214 | 11/13/13 3-233010008 | EAST COAST INTERNATIONAL TRUCKS SCD-#9-FUEL TANK | 1261.53 1261.53 | A/P | OUT-STD | |
| 004215 | 11/13/13 2803457-00 2806447-00 2806611-01 2806611-02 2807005-00 2807005-01 2807064-00 2807064-01 2807304-00 | EMCO CORPORATION WS-TRANS&DIST-ADPT,BALL VLV, P WS-TRANS&DIST SCD-DISPOSAL-COUPPLINGS SCD-DISPOSAL-PVC SDR 90 ELL SP SCD-DISPOSAL-PVC SDR 90 ELL SP SCD-DISPOSAL-PVC SDR 90 ELL SP WS-TRAN&DIST-WRENCH HDL, SERV WS-TRANS&DIST-WRENCH HDL, SOCK WS-TRANS&DIST-CPLGS | 4603.20 721.57 35.78 263.18 215.55 371.21 1217.96 344.65 743.54 8516.64 | A/P | OUT-STD | |

Town of St. Stephen
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|--------|--|---|---|-----|---------|----------|
| 004216 | 11/13/13 7161* | HOVEY'S HUSKY SALES & SERVICE WS-TRANS&DIST-FILTERS, BELTS | 538.98 538.98 | A/P | OUT-STD | |
| 004217 | 11/13/13 126369 | KEITH'S BUILDING SUPPLIES SCD-DISPOSAL-QUICKSET CEMENT | 27.10 27.10 | A/P | OUT-STD | |
| 004218 | 11/13/13 93928 | KEM CANADA MFG SCD-DISPOSAL-ENVIROTAIN | 341.18 341.18 | A/P | OUT-STD | |
| 004219 | 11/13/13 NOVEMBER04/13 | MACVICAR GEORGE WS-DISPOSAL-CELL PHONE CASE | 22.60 22.60 | A/P | OUT-STD | |
| 004220 | 11/13/13 6200556 | MARKS WORK WEARHOUSE WS-TRANS&DIST-CLOTHING ALLOWAN | 429.07 429.07 | A/P | OUT-STD | |
| 004221 | 11/13/13 11366812OCT13 11385317OCT13 19002807OCT13 | MINISTER OF FINANCE WS-SOURCE-PUMP STATION WS-TRANS&DIST-BUDD AVE SCD-DISPOSAL-OLD BAY WWTP | 134.06 35.11 145.75 314.92 | A/P | OUT-STD | |
| 004222 | 11/13/13 201204049 | SOURCE ONE SUPPLIES WS-TRANS&DIST-CONCRETE BLADE | 158.14 158.14 | A/P | OUT-STD | |
| 004223 | 11/13/13 1704028 | SOURCE ATLANTIC WS-TRANS&DIST-BIT | 32.21 32.21 | A/P | OUT-STD | |
| 004224 | 11/19/13 00484104 00484329 | COLE-PARMER CANADA INC. WS-SOURCE-PROBE TYPE K 1/4" NP WS-SOURCE-METER MULTIPARAMETER | 70.77 1535.22 1605.99 | A/P | OUT-STD | |
| 004225 | 11/19/13 7745 | GREENLAW'S GARAGE LTD. WS-#305-HEAD GASKET REPAIR | 1766.01 1766.01 | A/P | OUT-STD | |
| 004226 | 11/19/13 585914 585920 585955 585963 733360 733373 733414 933480 | GULLISON'S COURIER SERVICE WS-SOURCE- TO DOE LAB SCD-#9- FR RICHWIL SCD-#9-BOXES WS-SOURCE-TO DOE LAB WS-SOURCE-TO DOE LAB WS-SOURCE-TO DOE LAB WS-SOURCE- TO DOE LAB WS-SOURCE-DOE LAB | 28.25 56.50 56.50 33.90 33.90 33.90 33.90 33.90 310.75 | A/P | OUT-STD | |

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| 004228 | 11/19/13 | N. B. ELECTRIC POWER COMM | | | | |
| | 36869807NOV13 | WS-3119MAXWELLXING-BUILDING | 997.48 | | | |
| | 50228902NOV13 | WS-MAXWELLXING-PUMPS | 609.24 | | | |
| | 52557428NOV13 | SCD-218OLDBAYRD-WWTP | 9130.08 | | | |
| | 53123617NOV13 | SCD-STS-DECHLORINATION CHAMBER | 115.94 | | | |
| | 53158875NOV13 | WS-STS-BUDD AVE LIFT STATION | 2844.85 | | | |
| | 53473043NOV13 | WS-SOURCE-CHLORINE RESIDUAL | 27.00 | | | |
| | 54807440NOV13 | WS-STS-158AMILLTOWNBLVD-LIFT S | 50.56 | | | |
| | 56356048NOV13 | SCD-STS-18 RIVERSIDE DR LIFT S | 29.69 | | | |
| | 61204006NOV13 | SCD-STS-2-216 KING ST LIFT STA | 126.02 | | | |
| | 61224002NOV13 | WS-STS-358A MILLTOWN BLVD. LIF | 815.62 | | | |
| | 61230004NOV13 | WS-MAXWELLXING-PUMPS | 2099.51 | | | |
| | 61236008NOV13 | WS-STS-BUDD.AVE LIFT STATION | 462.81 | | | |
| | 76139807NOV13 | SCD-STS-54 RIVERSIDE DR LIFT S | 46.39 | | | |
| | 82291006NOV13 | WS-SOURCE-RESERVOIR | 249.96 | | | |
| | 84934906NOV13 | SCD-STS-658A RIVERSIDE DR LIFT | 111.76 | | | |
| | 84943406NOV13 | WS-STS-TODD HILL RESERVOIR | 145.69 | | | |
| | | | 17862.60 | A/P | OUT-STD | |
| 004229 | 11/19/13 | PUROLATOR COURIER LTD. | | | | |
| | 421927503 | WS-SOURCE-TO HYPERION RESEARCH | 101.80 | | | |
| | | | 101.80 | A/P | OUT-STD | |
| 004230 | 11/19/13 | XPLORNET | | | | |
| | INV04498364 | WS-MAXWELLXING-SATELITE SERVIC | 73.44 | | | |
| | | | 73.44 | A/P | OUT-STD | |
| 004231 | 11/19/13 | CREIGHTON-CARTER LTD. | | | | |
| | 327458 | WS-TRANS&DIST- PIPE,PVC CUTTER | 91.44 | | | |
| | 327553 | WS-TRANS& DIST-RAT. PIPE CUT | 90.51 | | | |
| | 327915** | SCD-#9-AIR FILTER, FUEL FILTER | 62.27 | | | |
| | 329510 | SCD-#9-HOSES,COUPLING,INST FIT | 80.69 | | | |
| | 329545 | SCD-#3-OIL FILTER | 4.43 | | | |
| | | | 329.34 | A/P | OUT-STD | |
| 004233 | 11/26/13 | CANADIAN TIRE | | | | |
| | N15109617 | WS-SOURCE-TBING VINYL,CLAMPS | 11.85 | | | |
| | N15109654 | WS-SOURCE-BATTERIES, HAND WARM | 187.63 | | | |
| | N15109655 | WS-TRANS&DIST-SUPPLIES | 13.56 | | | |
| | N15109666 | WS-SOURCE-MASON JARS | 26.86 | | | |
| | N15109771 | WS-SOURCE-JARS | 18.06 | | | |
| | N15109784 | SCD-DISPOSAL-DIAMOND BLD, QUAN | 40.44 | | | |
| | N15110081 | WS-SOURCE-ADAPTR HSE, WASHER | 27.40 | | | |
| | N15110086 | WS-TRANS&DIST-DRILL BIT, GLOVE | 33.32 | | | |
| | N15110106 | WS-TRANS&DIST-CLOTHING ALLOWAN | 79.09 | | | |
| | N15110126 | SCD-DISPOLSAL-121L RMANIMAL | 31.63 | | | |

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|--------|-------------|----------------------------------|----------------|-----|---------|----------|
| | N15110131 | WS-SOURCE-BATTERIES | 28.91 | | | |
| | N15110139 | WS-TRANS&DIST-PLUMING ANTIFREE | 10.31 | | | |
| | N15110142 | WS-SOURCE-BATTERIES | 14.45 | | | |
| | | | 523.51 | A/P | OUT-STD | |
| 004234 | 11/26/13 | CLASSIC ASPHALT LTD. | | | | |
| | 13-143* | WS-TRANS&DIST-ASPHALT | 1235.65 | | | |
| | | | 1235.65 | A/P | OUT-STD | |
| 004235 | 11/26/13 | COX ELECTRONICS & COMMUNICATIONS | | | | |
| | 2-1677594* | WS/SCD-TREASURY-COMPUTER | 553.08 | | | |
| | 2-1677938** | WS/SCD-TREAS-WRLESS MOUSE | 18.04 | | | |
| | | | 571.12 | A/P | OUT-STD | |
| 004236 | 11/26/13 | DILLON CONSULTING LIMITED | | | | |
| | 114721 | GG-TOWN-TOPOGRAPHIC SURVEY | 1324.36 | | | |
| | | | 1324.36 | A/P | OUT-STD | |
| 004237 | 11/26/13 | GBS MOBILITY | | | | |
| | B2B50IN287* | SCD-SCADACELL-RENEWAL | 55.37 | | | |
| | | | 55.37 | A/P | OUT-STD | |
| 004238 | 11/26/13 | HYPERION RESEARCH LTD. | | | | |
| | 53138 | WS-SOURCE-CHLORINE SHACK, WELL | 745.80 | | | |
| | | | 745.80 | A/P | OUT-STD | |
| 004239 | 11/26/13 | LINDE CANADA LTEE, M2193 | | | | |
| | 48616177*** | SCD-DISPOSAL-ACETYLENE, LEASE | 237.30 | | | |
| | | | 237.30 | A/P | OUT-STD | |
| 004240 | 11/26/13 | MINISTER OF FINANCE | | | | |
| | 15490 | WS-SOURCE-DRINKING WATER LAB T | 862.10 | | | |
| | | | 862.10 | A/P | OUT-STD | |
| 004241 | 11/26/13 | PITNEY WORKS | | | | |
| | NOV13/13* | WS-POSTAGE METER REFILL | 1214.64 | | | |
| | | | 1214.64 | A/P | OUT-STD | |
| 004242 | 11/26/13 | RAYTEK | | | | |
| | 0000100797 | SCD-DISPOSAL-VIDEO SEWER LINES | 2042.17 | | | |
| | | | 2042.17 | A/P | OUT-STD | |
| 004243 | 11/26/13 | RICHWIL TRUCK CENTRE LTD. | | | | |
| | 104435 | SCD-#9- TANK | 1324.72 | | | |
| | | | 1324.72 | A/P | OUT-STD | |
| 004244 | 11/26/13 | SELDON SMITH & SONS LIMITED | | | | |
| | 50129 | WS-SOURCE-FILTERS, O-RINGS | 641.16 | | | |
| | | | 641.16 | A/P | OUT-STD | |
| 004245 | 11/26/13 | SERVICE NEW BRUNSWICK | | | | |
| | 650601 | WS/SCD-UTILITYPAYMENTS-FEE | 466.35 | | | |
| | | | 466.35 | A/P | OUT-STD | |
| 004246 | 11/26/13 | SOURCE ATLANTIC | | | | |

Town of St. Stephen
 BNK2 Utility Bank Account
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|--------|-------------|--------------------------------|---------------------|-----|---------|----------|
| | 1713573 | WS-TRANS&DIST-ASPHALT BLADES | 604.55 | | | |
| | | | 604.55 | A/P | OUT-STD | |
| 004247 | 11/26/13 | SOUTHWEST CONCRETE & CONS LTD | | | | |
| | 10-88-13* | WS-TRANS&DIST-STONE, GRAVEL, S | 11652.79 | | | |
| | | | 11652.79 | A/P | OUT-STD | |
| 004249 | 11/26/13 | STATIONERY PLUS | | | | |
| | 325147* | WS/SCD-TREAS-INDEX DIVIDERS | 8.71 | | | |
| | 325251* | WS/SCD-HR/OM-DRUM OKI | 77.66 | | | |
| | 325299* | WS/SCD-TREAS-TONER CART. | 73.83 | | | |
| | 325352*** | WS/SCD-ASSTREAS-DESK LAMP | 16.20 | | | |
| | 325353* | WS/SCD-ASSTREAS-DESK LAMP | -11.30 | | | |
| | 325354* | WS/SCD-JANET-STAPLER | -4.45 | | | |
| | 325464* | WS/SCD-ASST TREAS-HILITER,PENS | 3.52 | | | |
| | 325473* | WS/SCD-TOWN-PAPER,BIND,STOR. B | 67.10 | | | |
| | 325474* | WS/SCD-TREAS-PRINTER, USB CABL | 47.50 | | | |
| | 325525*** | WS/SCD-HR/OM-TONER, FLASH DRIV | 111.70 | | | |
| | 325834 | SCD-DISPOSAL-UBS DRIVE, FLASH | 58.96 | | | |
| | 326095* | WS/SCD-TOWN HALL-STAMP,STOR BO | 14.03 | | | |
| | 326141* | WS-SOURCE-PAPER | 13.45 | | | |
| | 326318* | WS/SCD-ACCOUNTING- BINDER | 3.39 | | | |
| | 326429 | WS/SCD-TOWN HALL-UTILITY RECEI | 205.57 | | | |
| | | | 685.87 | A/P | OUT-STD | |
| 004250 | 11/26/13 | THE PANEL SHOP | | | | |
| | 746-99-56-1 | SCD-DISPOSAL-FLOAT LEVEL REGUL | 813.60 | | | |
| | | | 813.60 | A/P | OUT-STD | |
| 004251 | 11/26/13 | TOWN OF ST. STEPHEN | | | | |
| | 11/26/13 | Transfer to General Op Fund | 407459.20 | | | |
| | | | 407459.20 | A/P | OUT-STD | |
| | | Cheque Totals Non-Void: | \$492,531.60 | | | |
| | | Void: | \$0.00 | | | |

RESOLUTION NO.: _____

DATE: December 16, 2013

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 December 4, 2013 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, DECEMBER 4, 2013 @ 4:30 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* – eleven (11) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

It was MOVED by Councillor Harding and SECONDED by Councillor Maxwell that the above-noted fourteen (14) items, along with two (2) additional Financial Matters 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 MacDonald and SECONDED by Deputy Mayor Ames that the agenda be approved as circulated.

3. DELEGATIONS/PRESENTATIONS

- (i) Bell Aliant – George Clark, Sales Manager of Bell Aliant and Matt Ross of 3D datacomm presented a proposed communications and visual collaboration technology package for the Garcelon Civic Center.

Mayor Quartermain thanked Messrs. Clark and Ross for their presentation, and Council expressed its interest in the package and a decision will be made in the near future.

4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

Councillor Harding reiterated her concern with the drug situation in the area and asked the public to contact Safer Communities and Neighbourhoods (SCAN) @ 1-877-826-2122 should they have any information concerning drugs.

Sergeant MacKnight advised that the SCAN program is working well in the area. He also stated that the RCMP cannot act on second-hand information and needs to speak directly with individuals who may be able to provide assistance.

Mayor Quartermain commended Councillor Harding on her diligent efforts with the drug situation.

Sergeant MacKnight advised that Staff Sergeant Larry MacDonald will be retiring next month and a retirement dinner will be held on January 11, 2014.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Report of the By-Laws Office – The report of the 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 – No report this month.
- (iii) Animal Control Report – The Animal Control Report was received and reviewed.
- (iv) Proposed By-Law Regarding Grass and Weed Cutting – The memo from Deputy Mayor Ames dated November 18, 2013 with attached copy of the City of Brampton's Grass and Weed Cutting By-Law 166-2011 was received and reviewed.

Committee directed the By-Law Enforcement Officer, through the Acting CAO, to provide information on a possible by-law or policy which would address grass and weed cutting for review at next month's Committee meeting.

- (v) By-Laws on Town's Website – The memo from Deputy Mayor Ames dated November 18, 2013 was received and reviewed.

After discussion, Committee agreed to use the Town of Quispamsis' website as a model, and the Town Clerk was directed to work with Dave Dinsmore, the Town's website designer, for placement of the by-laws on the website within the next two or three months.

- (vi) Hydraulic Study of Billy Weston Brook – The letter from the St. Croix Estuary Project Inc. dated November 27, 2013 was received and reviewed.

The Acting CAO/Director of Operations provided an update from the November 27, 2013 letter, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2013 to provide funding up to a maximum of \$12,000.00 for a hydraulic study of Billy Weston Brook.

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

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) NB Sports Hall of Fame – The memo from the Garcelon Civic Center Manager dated November 28, 2013 with attached documentation from Jerry Manuel was received and reviewed. A motion will be considered at the next Regular Session of Council on Monday, December 16, 2013 to authorize the Mayor and Town Clerk to sign the nomination form nominating the St. Croix Baseball Team (1957 – 1960) for induction into the NB Sports Hall of Fame at its banquet and ceremony in June of 2014 if selected by the Hall of Fame Selection Committee.
- (iii) Garcelon Civic Center – The Work Progress Update for the period November 1, 2013 through November 29, 2013 from E. A. Farren, Limited was received and reviewed.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for month of November 2013 – Memo from the Assistant Treasurer dated December 2, 2013 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2013.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

There were no items this month.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

5. **NEW BUSINESS**

No new business.

6. **ADJOURNMENT**

The meeting moved into closed session at 6:10 p.m. and adjourned at 9:25 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, DECEMBER 4, 2013 @ 4:30 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* – eleven (11) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. DELEGATIONS/PRESENTATIONS
 - (i) Bell Aliant – Presentation by George Clark, Sales Manager of Bell Aliant and Matt Ross of 3D datacomm on communications for the Garcelon Civic Center.
4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office – No report this month.
- (iii) Animal Control Report
- (iv) Proposed By-Law Regarding Grass and Weed Cutting – Memo from Deputy Mayor Ames dated November 18, 2013 with attachment:
 - Copy of City of Brampton's Grass and Weed Cutting By-Law 166-2011
- (v) By-Laws on Town's Website – Memo from Deputy Mayor Ames dated November 18, 2013.
- (vi) Hydraulic Study of Billy Weston Brook – Letter from St. Croix Estuary Project Inc. dated November 27, 2013.
- (vii) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) NB Sports Hall of Fame – Memo from Garcelon Civic Center Manager dated November 28, 2013 with attachments:
 - Team Nomination Form from Jerry Manuel and supporting documentation.
- (iii) Garcelon Civic Center – Work Progress Update from E. A. Farren, Limited – Information to follow.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of November 2013 – Memo from Assistant Treasurer dated December 2, 2013 with attachment:
 - Cheque Register

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

No items this month.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

5. **NEW BUSINESS**

6. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on December 11, 2013 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, DECEMBER 11, 2013 @ 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; Town Treasurer Tim Tozer; Town Clerk Joan Flewelling; Garcelon Civic Center Manager Natalie Reid; Garcelon Civic Center Project Accountant Frank Godsoe; and Manager and Supervisor of the Physical Operations of the Garcelon Civic Center Kingsley Bailey.

ABSENT: Councillor Jim Maxwell.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Booth and SECONDED by Deputy Mayor Ames that the agenda be approved with two (2) additional Financial Matters. 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* – five (5) item

It was MOVED by Councillor Harding and SECONDED by Councillor MacEachern that the above-noted items be moved into closed session, along with two (2) additional Financial Matters as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

4. ADJOURNMENT

It was MOVED by Councillor Booth and SECONDED by Councillor MacEachern that the meeting adjourn at 8:40 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, DECEMBER 11, 2013 @ 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* – five (5) items

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of November 2013 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Department and Property Management.

Memo

To: Lee Johnson, CAO
From: Tim Tozer, Treasurer
Date: 28 November 2013
Subject: Finance Department Report

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 reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
-Month end completed to November 30, 2012.
- 2) Statements of Revenue and Expenditures to October 31, 2013.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee meeting-November 13, 2013.
 - B) Civic Center construction meeting-November 20, 2013.
 - C) Review draft Fire Protection budget meeting-November 20, 2013.
 - D) Representative of RBC meeting-November 21, 2013.
 - E) Department Head meeting-November 27, 2013.

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-Construction and engineering payments, and grant claims.
- 2) Gas Tax Project-Renovations to the Valley Road Reservoir.
- 3) Gas Tax Project-Environmental Risk Assessment (CCME).
- 4) Gas Tax Project-West and Dow Streets.
- 5) 2010 & 2011 Sidewalks and Streets Rehabilitation.
- 6) Pizza Delight Building Renovations.
- 7) Streets Tandem Plow Truck.
- 8) Fire Department Support Vehicle.
- 9) Civic Center.

B) 2012 operational, capital, reserve and trust fund audit.

C) 2014 operational and capital budgets.

D) Insurance tender.

E) Review files from flood at Old Town Hall.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for November 2013

FROM: Lee Johnson Director of Operations
DATE: Nov. 26, 2013

1:Water system:

- a) 2 new Water meters were installed.
- b) 4 Water Services were repaired.
- c) 2 Water Mains were repaired.

2:Streets:

- a) Picked up Brush & Leaves..
- a) Hauled winter Cold Patch.
- b) Hauled winter sand and gravel.
- d) Fall maintenance on vehicles.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 2 Sewer Mains were videoed.
- c) 1 Sewer Laterals was flushed, 5 Sewer Laterals were videoed and 1 Sewer Lateral was rodded.

4: West and Dow Sewer and Water Project

- a) Work completed.

**Report of the Parks
and Recreation Office
December 2013**

Parks

- Still have a few more picnic tables to bring in, and close up the playgrounds before winter.
- Speaking with the Skatepark committee, they are looking for a location for a potential new Park.
- I was surprised to hear my request to transfer some playing field money into a reserve account for work needed next season was denied. It should be noted that \$20,000 of that money was given to us by the School District for repairs to their fields.
- There was a letter sent to the Town on September 10th, 2013 requesting a 2 year extension as per the tender agreement. Since Council has decided not to go this route, a letter should be sent to Mayfield Garden's declining this renewal.

Pool

- We have started some of the clean-up and painting on the interior of the building
- The remainder of the work needed will have to wait until Spring.

Other

- The majority of my time this month has been spent at the Arena. It has been running smoothly so far this year. We have hosted 2 tournaments already this season, with another one coming up on the weekend of Nov. 29th.
- Jumpstart administration
- I have been elected to the Board of Sport NB
- Working on 2014 budget
- I have been getting several complaints about lighting along the waterfront trail. At this time of year, it gets dark so early and this continues to be a problem for many residents wishing to use the trail.

Meetings

- FRPA
- RNB
- Cimco
- Sport NB
- Arena Board

Michael O'Connell
Director Parks, Recreation
& Property Management

St. Stephen Fire Department Report for November 2013

Alarms were : Town Alarms 5
 Out of Town Alarms 2
 Mutual Aid – Calais 0
 -- Rural Fire 0
 7

Alarms are described as being:

| | | # of Firefighters | # of Hours |
|----------------------------|---|-------------------|------------|
| 1. Alarm System Activation | 2 | 8 | 8 |
| 2. Brush (unfounded) | 1 | 14 | 14 |
| 3. Motor Vehicle Accident | 2 | 19 | 31 |
| 4. Assist AMB NB | 2 | 18 | 27 |

Calls dispatched for the month 63

Fire department activities for the month of November.

1. Monthly meeting of the Fire Department
2. Eight members of the department participated with the Calais Fire Department to exercise their EMO plan - Mass Casualty Plan.
3. Fire Prevention Talk and Tour of the Fire Department for a Cub (Scout) group.
4. Sixteen Members (8 at each Cenataph) participated in Remembrance Day Ceremony's.
5. Department placed 2 trucks in the Santa Claus Parade.
6. Members attended the Fundy Firefighters Assoc. Meeting.
7. One member attended 2013 Fall Conference put on by the Dept. of Local Government.

Fire Chiefs Activities:

1. Monthly meeting of the Fire Dept.
2. Monthly meeting of Committee

3. Monthly Meeting of the Joint Health and Safety Committee.
4. Quarterly Meeting of the Fundy Firefighters Assoc.
5. Attended the Fall Conference put on by the Dept. of Local Government .

Some topics of discussion were:

- a. Roles and Responsibilities – Regional EMO CoOrdinators
- b. Volunteer Firefighters Insurance Services – Updates
- c. Mandatory Annual Equipment Testing and Checks—Documentation
- d. NBCC- Miramichi – Training Updates
- e. Self Contained Breathing Apparatus- Standard Changes
- f. NB 911 Operating Procedures and Incident Reporting
- g. Occupational Health and Safety Act – Regulations pertaining to Firefighters
- h. Dept. Of Natural Resources - Radio Interoperability, Invoicing, Incident Commamd
- i. Changing Face of Insurance- Fire Underwriters. Explaining How and Why the insurance industry is changing the way they determine insurance rates for both the Urban and Rural community.

TOWN of ST. STEPHEN

By-Law Enforcement

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

NOVEMBER REPORT

2013

To: CAO – Town of St. Stephen

- **No sign permits issued in the month of November.**
- **One complaint of an abandoned sign.**
- **One issue of a property with garbage strewn about; a warning letter has been sent out,**
- **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

NOVEMBER REPORT

2013

BUILDING INSPECTION

The month of November has brought in a total of 4 (four) permits which represents \$54,456.00 in building costs.

We issued no Stop Work Orders in the month November, and have no current Orders to Comply issued. I am working on unsightly issues that are before me and this is progressing well.

Our office dealt with and has filed 50 (fifty) Occurrences reports and filed 4 (four) Building Inspection reports. Two (2) 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 November 27-2013

1. Working on the list of maintenance items needed for buildings owned by the town.
3. Working with Natalie on aspects that will be needed for the rink.
4. Evaluating the costs of capital repairs needed for the town buildings in 2014.
5. Working on the list of capital items for the buildings owned by the town.
6. Work with Manzer Young on some aspects of the building codes for St. Stephen.

Meetings

RCMP Building inspection with Ron Trimble Property Manager RCMP.
East Coast Air to check library AC units

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.8 – A BY-LAW TO AMEND BY-LAW NO. A-7 – “A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police (RCMP) November 2013 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**

**POLICE REPORT
NOVEMBER 2013**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **November 1, 2013 to November 30, 2013 inclusive**. During this time period, the RCMP responded to 190 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

| | |
|---------------------------------|-----------|
| Other moving traffic | 3 |
| Other non-moving traffic | 2 |
| Tickets issued | 7 |
| Traffic Collision | 6 |
| Warnings issued | 32 |

PROVINCIAL STATUTES:

| | |
|----------------------------|----------|
| Child Welfare Act | 2 |
| False Abandoned 911 | 8 |
| Mental Health Act | 5 |
| Municipal Bylaws | 1 |

CRIMINAL CODE:

| | |
|---|----------|
| Assault | 9 |
| Assault with a weapon | 1 |
| Break and enter - residence | 1 |
| Break and enter - other | 1 |
| Careless use of a firearm | 1 |
| Disturbing the peace/Causing a disturbance | 1 |
| Driving while disqualified | 1 |
| Fail to comply with probation | 1 |

CRIMINAL CODE:

| | |
|--|---|
| Fail to comply with undertaking | 1 |
| Impaired care or control of motor vehicle | 1 |
| Impaired operation of motor vehicle | 5 |
| Mischief damage to and/or Obstruct enjoyment of property | 5 |
| Other theft under \$5000 | 4 |
| Peace Bond | 1 |
| Possession of property obtained by crime | 1 |
| Theft from motor vehicle | 1 |
| Theft under \$5000 - shoplifting | 2 |
| Uttering threats against person | 4 |
| Uttering threats against animal | 1 |

OTHER FEDERAL STATUTES:

| | |
|---|---|
| Controlled Drugs & Substance Act | 1 |
| Firearms Act | 1 |
| Possession Schedule I - cocaine | 1 |
| Possession Schedule I - other | 1 |
| Production Schedule II – cannabis marihuana | 1 |
| Trafficking Schedule VII – cannabis marihuana | 1 |

OTHER INVESTIGATIONS:

| | |
|--|----|
| Alarm | 6 |
| Assistance to Canadian Police (non RCMP) | 2 |
| Assistance to Canadian Provincial Department | 1 |
| Assistance to General Public | 4 |
| Assistance to Non-Government Canadian Agency | 2 |
| Assistance to US Police Agency(except FBI) | 1 |
| Crime Prevention | 2 |
| False Alarms | 2 |
| Lost & Found | 2 |
| Person reported missing | 1 |
| Police Assistance | 1 |
| Police Certificates | 47 |

OTHER INVESTIGATIONS:

Suspicious person/vehicle **5**

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

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

HYDRAULIC STUDY – BILLY WESTON BROOK

THAT the Council of the Town of St. Stephen approves a 2014 expenditure up to a maximum of \$12,000.00 (twelve thousand dollars), including HST, to St. Croix Estuary Project Inc. (SCEP), to conduct a hydraulic study of Billy Weston Brook contingent on SCEP receiving the additional funding necessary to carry out the study.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**NOMINATION – 2014 NEW BRUNSWICK SPORTS HALL OF FAME ANNUAL
INDUCTION CEREMONY AND BANQUET**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the nomination form to nominate the St. Stephen St. Croix Baseball Team (1957 – 1960) for induction into the 2014 New Brunswick Sports Hall of Fame (Sports Hall of Fame) at its induction ceremony and banquet in June of 2014 if selected by the Sports Hall of Fame Selection Committee.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

GRANT – ST. STEPHEN DEVELOPMENT BOARD

THAT the Council of the Town of St. Stephen approves a 2013 unbudgeted special project grant in the amount of \$7,500.00 (seven thousand, five hundred dollars) to the St. Stephen Development Board.

AND FURTHER THAT the Council approves an additional 2014 special project grant in the amount of \$7,500.00 (seven thousand, five hundred dollars) to the St. Stephen Development Board in January of 2014.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

MUNICIPAL GENERAL INSURANCE PROPOSAL - # TOSS13-05

THAT the proposal from Guy R. Day & Son Ltd. of St. Stephen, NB, for \$97,906.00 (ninety-seven thousand, nine hundred and six dollars) be accepted for one (1) year effective December 31, 2013.

AND FURTHER THAT the Town accepts the option to lock in average auto and property rates for a three (3) year period, as well as liability and errors & omissions insurance to be capped at a maximum premium increase of 8% (eight percent) annually, as provided in the three (3) price stability agreement stipulated in the proposal from Guy R. Day & Son Ltd., by committing to a second and third year term.

RESOLUTION NO.: _____

DATE: _____ December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - PROJECT
ACCOUNTANT AND FINANCIAL ADVISOR**

THAT the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Project Accountant and Financial Advisor for The Town of St. Stephen's Garcelon Civic Center from January 1, 2014 to December 31, 2014.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

THAT the amount of \$292,105.75 (two hundred and ninety-two thousand, one hundred and five dollars and seventy-five cents) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

THAT the amount of \$164,340.00 (one hundred and sixty-four thousand, three hundred and forty dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

ESTABLISHMENT OF A RESTRICTED BANK ACCOUNT

THAT the Council of the Town of St. Stephen approves the establishment of a restricted bank account to accumulate required funding amounts for vested post employment benefits and sick leave liability.

AND FURTHER THAT the amount of \$321,267.98 (three hundred and twenty-one thousand, two hundred and sixty-seven dollars and ninety-eight cents) be transferred from the General Operating Fund bank account to this restricted account.

AND ALSO FURTHER THAT the amount of \$90,032.26 (ninety thousand and thirty-two dollars and twenty-six cents) be transferred from the Water and Sewerage Operating Fund bank account to this restricted account.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY
INCREASE**

THAT the Council of the Town of St. Stephen authorizes all permanent non-union management and administrative staff be awarded a 1.0% (one percent) salary increase for the 2014 calendar year effective January 1, 2014.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

BUILDING INSPECTION SERVICES – CONTRACT RENEWAL

THAT the Council of the Town of St. Stephen authorizes the renewal of the contract for building inspection services with Fundy Building Inspection & Drafting Services Ltd. (Fundy) for one (1) year effective January 1, 2014 to December 31, 2014 on the terms and conditions contained in the draft contract dated December 17, 2013, in the form presented to Council, to be signed and sealed by Manzer H. Young, President of Fundy, and the Council authorizes the Mayor and Town Clerk to execute the contract and affix the Town Seal.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

PAYROLL AUTHORIZATION

THAT the Council of the Town of St. Stephen authorizes the budgeted payroll payment to Employee # E54 in the amount of \$1,407.15 (one thousand, four hundred and seven dollars and fifteen cents) for additional administrative and relief work.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

AMENDMENT TO TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

WHEREAS the Council of the Town of St. Stephen and Kingsley Bailey have negotiated an amendment to the Term Agreement which commenced on August 19, 2013 and expires on February 13, 2014;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment to Term Agreement between The Town of St. Stephen (the "Town") and Kingsley Bailey of Saint John, NB which extends the term for one (1) year to February 13, 2015, renewable upon agreement between the Town Council and Kingsley Bailey, and amends the responsibilities to include Property Management and Municipal Planning Officer in the form of agreement presented to Council.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

RESCINDING OF RESOLUTION (APPOINTMENT – MUNICIPAL PLANNING OFFICER)

THAT Resolution # 23/11 as stated in the Minutes of January 24, 2011, which reads

THAT the Council of the Town of St. Stephen appoints the Chief Administrative Officer to act as the Town's Municipal Planning Officer as outlined in Section 16(1)(a)(ii) of the *Community Planning Act*, and who shall also be the Town's Development Officer as outlined in Section 16(2) of the *Community Planning Act*, retroactive to November 15, 2010.

CARRIED

be rescinded effective immediately.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – MUNICIPAL PLANNING OFFICER

THAT the Council of the Town of St. Stephen appoints Kingsley Bailey to act as the Town's Municipal Planning Officer as outlined in Section 16(1)(a)(ii) of the *Community Planning Act*, and who shall also be the Town's Development Officer as outlined in Section 16(2) of the *Community Planning Act* effective immediately and expiring February 13, 2015.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT - PROJECT
MANAGER RESIGNATION**

THAT the Council of the Town of St. Stephen accepts the resignation of E.A. Farren, Limited as Project Manager for The Town of St. Stephen's Garcelon Civic Center Project, as requested in a letter from E. A. Farren, Limited dated December 13, 2013.

AND FURTHER THAT Council directs that the resignation include the role of Payment Certifier for The Town of St. Stephen's Garcelon Civic Center Project.

AND ALSO FURTHER THAT Council approves the payment of all outstanding invoices for E. A. Farren, Limited received to the date of resignation as recommended by The Town of St. Stephen's Garcelon Civic Center Project Accountant/Financial Advisor and the Town's Acting Chief Administrative Officer.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT -
APPOINTMENT OF PROJECT MANAGER**

THAT the Council of the Town of St. Stephen hereby appoints Kingsley Bailey as Project Manager for The Town of St. Stephen's Garcelon Civic Center Project, reporting to the Chief Administrative Officer (CAO), and directs the Project Manager to:

- Be responsible for daily management of the Project on behalf of the Town of St. Stephen, including project completion and commissioning of the facility;
- Oversee the planning, execution and completion of the design and construction of The Town of St. Stephen's Garcelon Civic Center to reduce risk to the Town of St. Stephen, including risks related to quality control, cost control and completion on a timely basis;
- Ensure compliance with relevant laws, by-laws and regulations;
- Apply project management procedures and standards using appropriate methods and technologies;
- Communicate effectively with all project participants, and ensure such communication is delivered on a timely basis as required by the Town of St. Stephen, and any agreements to which the Town of St. Stephen is a party and which relate to the successful completion and financing of this project;
- Maintain standards for performance (time, cost, quality);
- Maintain appropriate documentation to support the quality and quantity of work performed and to support any findings, recommendations and communications provided by the Project Manager;
- Advise the Payment Certifier, on a timely and regular basis, of any issues relating to quality control, cost control or delay in completion of the project and respect and acknowledge the role of the Payment Certifier to review and provide an independent decision of the appropriateness of any concerns and to address those concerns with the General Contractor as deemed necessary;

- Review and provide recommendations to the Town of St. Stephen and the Payment Certifier as it relates to issues related to management of the agreement (Contract) with the Town of St. Stephen and DORA Construction Limited as signed on May 3, 2012, including issues related to approval decisions related to issuance of change directives or change orders;
- Assist with the timely and effective management of the project to ensure that the relationship between the General Contractor, Payment Certifier and the Town of St. Stephen is maintained;
- Maintain a close professional and communication relationship with the Construction Committee, Agreement Management Committee with Infrastructure Canada, CAO, Treasurer, Project Accountant/Financial Advisor and Mayor and Council of the Town of St. Stephen, including attendance at various meetings required to maintain communications with these parties and provide regular updates as to the status of the project or to assist with the timely payment of invoices or claim submissions for financing from the various funding partners;
- Maintain and respect the confidentiality of all parties, including prior or future communication, documentation or knowledge to which the Project Manager has access to whether or not such information is considered to have been made public; and
- Provide other information, on a timely basis, as requested by the Town of St. Stephen, including its Council, Mayor, Treasurer, Project Accountant/Financial Advisor or any committee of same.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER PROJECT -
DIRECTION TO PAY SEPTEMBER 2013 PROGRESS CLAIM OF DORA
CONSTRUCTION LIMITED**

THAT the Council of the Town of St. Stephen authorizes and directs Frank G. Godsoe Chartered Accountant, Garcelon Civic Center Project Accountant, to pay the September 30, 2013 progress claim, Draw #17, in the amount of \$1,264,350.33 (one million, two hundred and sixty- four thousand, three hundred and fifty dollars and thirty-three cents) from DORA Construction Limited relating to the Garcelon Civic Center in the form presented to Council at its Closed Session on December 11, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND FURTHER THAT this payment is being provided on the condition that its provision is without prejudice any rights the Town of St. Stephen may have to review and assess the work completed and for which the progress payments to date are claimed.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**RESCINDING OF RESOLUTION (AMENDING OF RESOLUTION (THE TOWN OF ST
STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE
COMPOSITION)**

THAT Resolution # 167/12 as stated in the Minutes of August 27, 2012, which reads

**AMENDING OF RESOLUTION (THE TOWN OF ST. STEPHEN'S
GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE
COMPOSITION)**

THAT Resolution # 149/12 as stated in the Minutes of July 23, 2012,
which reads

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC
CENTER – CONSTRUCTION COMMITTEE COMPOSITION**

THAT the Council of the Town of St. Stephen accepts, in
addition to the previously appointed Mayor John
Quartermain and Councillor Debbie MacDonald, the
following as members of the Civic Center Construction
Committee: CAO John Ferguson; Project Manager Ed
Farren; and Financial Advisor/Project Accountant Frank
Godsoe.

AND FURTHER THAT the Civic Center Construction
Committee shall keep all members of Council updated on a
monthly basis. **CARRIED**

be amended by adding Sid Lodhi, Project Engineer, and Alison Estey,
Recording Secretary, as members of the Civic Center Construction
Committee. **CARRIED**

be rescinded effective immediately.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION
COMMITTEE COMPOSITION**

THAT the Council of the Town of St. Stephen accepts, in addition to the previously appointed Mayor John Quartermain and Councillor Debbie MacDonald, the following as members of the Civic Center Construction Committee:

Financial Advisor/Project Accountant Frank Godsoe
Project Manager Kingsley Bailey
Alison Estey, Recording Secretary

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

SPUR LINE PROPERTIES INC. – SALE OF PROPERTY AND INDEMNITY AGREEMENT

WHEREAS Spur Line Properties Inc. has delivered to The Town of St. Stephen a letter exercising its option pursuant to section 3 of an Option to Purchase Agreement dated the 25th day of October, 2012 which was amended pursuant to an Option to Purchase Agreement – Agreement as to Compensation Payable dated the ___ day of January, 2013 and was also amended pursuant to an Amendment to Option to Purchase Agreement And Agreement as to Compensation Payable dated the ___ day of December, 2013 (collectively, the “Option to Purchase Agreement”) with respect to those lands identified in such agreement (the “Property”);

AND WHEREAS pursuant to the terms of the Option to Purchase Agreement such agreement became an Agreement of Purchase and Sale upon the issuance of such letter exercising Spur Line Property Inc.’s option to purchase the Property (the “Agreement of Purchase and Sale”);

AND WHEREAS by resolution of Council dated the 14th day of August, 2013 Council directed the Mayor to sign a letter of commitment to Spur Line Properties Inc. containing, among other things, a commitment toward any environmental liability which may arise from the Property;

NOW THEREFORE BE IT RESOLED THAT:

1. The Council of the Town of St. Stephen:

- (1) accepts Spur Line Properties Inc’s letter exercising its option to purchase the Property,
- (2) approves the sale of the Property pursuant to the terms of the Agreement of Purchase and Sale, and
- (3) authorizes the Mayor and Clerk to execute the Agreement of Purchase and Sale and all such other documents as may be necessary or desirable to fulfill the obligations of The Town of St. Stephen contained therein; and

2. The Council of the Town of St. Stephen approves the Indemnity and Release Agreement in the form presented to council by which the Town agrees to indemnify Spur Line Properties Inc. for any claim relating to environmental matters existing on the closing date (as further defined in such agreement) on a 50% basis up to a maximum financial commitment by the Town of \$50,000.00 and authorizes the Mayor and Clerk to execute such Indemnity and Release Agreement on behalf of The Town of St. Stephen.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER CONSTRUCTION COMMITTEE AND EXPENDITURE POLICY - AMENDED

THAT the Council of the Town of St. Stephen approves the amended Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55-A attached.



TOWN OF ST. STEPHEN

POLICY

Title: **The Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy** Policy No. 55 - A
Page 1 of 4
Effective Date: August 27, 2012

(Amended version approved by Council December 16, 2013)

Part 1: The Town of St. Stephen's Garcelon Civic Center Construction Committee

Purpose:

That the roles and responsibilities of the Town of St. Stephen's Garcelon Civic Center Construction Committee will be as follows:

The Committee is an advisory committee consisting of the Mayor and one or more Councillors, chosen by Council, with advisory personnel to assist with the effective management of the Committee.

The Roles of the Committee are to:

- Provide guidance to the Mayor and Council on the overall design and scope of the project.
- Evaluate specific changes to blueprint of the project to maximize efficiency and effectiveness of the design, within context of the overall approved design.
- Approve minor design changes where those changes approve efficiency and effectiveness of the overall design and do not result in any budgetary or scope changes to the project. Changes resulting in budgetary considerations are to be managed in accordance with expenditure policy for the Civic Center project.
- Recommend more extensive design/scope changes where those changes would change the overall design or scope of the project or where those changes result in budgetary changes to the project.
- Provide overall responsibility for the management of the project, on behalf of the Town of St. Stephen and on behalf of Council, as directed by Council, including receiving of regular reports from external project manager or other consultants.
- Ensure that the Mayor and Council are provided with regular information on the progress of the project or any matter which requires approval of Council to proceed.

Responsibilities of Committee Members:

- Mayor and appointed Councillor(s) – Provide guidance to the Committee as representatives of Council and have ultimate responsibility for approval of any decisions of the Committee, including decision to recommend Committee decisions to Council for approval.
- Other members (chosen and/or invited) - Will provide guidance to the Committee based on their respective roles such as the Chief Administrative Officer, Project Manager, Payment Certifier, Project Accountant and Recording Secretary.
- As directed by the Expenditure Policy all timing and procedural matters are to be brought forward by the Chief Administrative Officer for consideration by the Committee to enable the Committee to provide advice and guidance to Council.
- All members will be invited, and expected, to provide comments where those comments assist the Mayor and appointed Councillor(s) to come to the proper conclusions and/or decisions, including the decision to make recommendations to Council for approval.
- All members of the Committee will be permitted to obtain copies of the minutes of any meeting and the Mayor and any appointed Councillors must be provided a copy of the minutes of any meeting, in their absence, prior to any decision being made.
- Decisions of the Committee are not binding until approved by Council unless such decision is minor in nature and does not result in any financial or material structural changes.

Part 2: The Town of St. Stephen's Garcelon Civic Center Expenditure Policy

Purpose:

That the policy of the Town of St. Stephen for the authorization and approval for expenditures incurred on behalf of the Town of St. Stephen's Garcelon Civic Center Project will be as follows:

Authorization for Work Performed:

1. All expenditures are to be authorized by Council prior to expenditure being incurred, or authorized, unless subject to emergency provisions or minor expenditures approved by the Chief Administrative Officer as directed by this policy.
2. Emergency provisions apply when, at the direction of the Payment Certifier, approval for the expenditure is required to mitigate an environmental issue that in the absence of immediate response would, in the opinion of the professional engineer, result in the Town not being in compliance with Environmental standards, or could result in the potential for loss of life or property if not acted upon immediately.
3. All expenditures outside of previously authorized limits by Council require the authorization of the Payment Certifier, Project Accountant or Treasurer, Chief Administrative Officer and Mayor prior to commencement of the work being performed.
4. Evidence for all expenditures are to be by Purchase Order signed by the above.
5. Previously approved (budgeted) expenditures are to be evidenced by a copy of the Council Resolution and signed by the Payment Certifier, Project Accountant and Chief Administrative Officer and submitted for final approval to the Mayor and Treasurer.
6. Chief Administrative Officer has authority to approve minor expenditures up to a limit of \$1,000.00. Such expenditures will be evidenced by a Purchase Order signed by the Project Manager, Project Accountant and Chief Administrative Officer.
7. Expenditures over \$1,000.00 have to be approved by Council prior to commitment being made (except for emergency expenditures). Interim approval can be obtained by obtaining approval of a quorum of the Council members through a phone poll, with such approval ratified at the next available Council

meeting. Such approval is evidenced by the signature of the Mayor. A Purchase Order signed by the Payment Certifier, Project Accountant, Chief Administrative Officer and Mayor is required to commence work.

8. Council is to be informed at the next available Committee meeting of all expenditures authorized, or payments made, and the nature of the authorization or payment. Ratification to occur at the next Council meeting.

Payment Approval Procedure for all Expenditures:

1. The Construction Committee is responsible for oversight of the project and delegates responsibility for day to day oversight of the project to the Project Manager.
2. The Payment Certifier will review all invoicing and sign to evidence approval that the work completed was as approved as directed by the Policy, work was completed as billed, supporting documentation is available to support costs within the scope and terms of the Contract or approval as evidenced by Purchase Order.
3. The Project Accountant is responsible for reviewing all invoices submitted for payment to ensure that the Payment Certifier has provided their assurance as to work completed and invoiced and will review to ensure that the invoice meets audit and compliance criteria as required by our auditors and funding partners for payment of claims submitted. The Project Accountant will determine and expedite filing of claims to various funding partners as required to maximize receipt of cash flows.
4. The Chief Administrative Officer will review the work completed by the Payment Certifier or Project Manager and Project Accountant and provide final approval for payment. The Chief Administrative Officer will ensure that the expenditure meets the conditions of the expenditure policy and prior Council approval had been obtained prior to the expenditure unless otherwise directed by this policy. The Chief Administrative Officer will ensure that all timing or procedural matters are brought forward for consideration by the Construction Committee.

Approved: _____
Town Clerk

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – AQUATIC SUPERVISOR AND ADMINISTRATIVE CLERK, PROGRAMS, AND MARKETING COORDINATOR - JOB DESCRIPTIONS

THAT the Council of the Town of St. Stephen approves the job descriptions (copies attached) for the following two (2) positions for The Town of St. Stephen's Garcelon Civic Center:

- 1) Aquatic Supervisor
- 2) Administrative Clerk, Programs, and Marketing Coordinator

Note: Copies of Job Descriptions as noted above will be provided at the Council meeting.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER –REDIRECTION
OF 2013 BUDGET**

THAT the Council of the Town of St. Stephen approves the redirection of overall surplus funds, in the 2013 Operating Budget for The Town of St. Stephen's Garcelon Civic Center, to be used for startup supplies and equipment.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – FIRE SAFETY PLAN
AND EVACUATION MAPPING – SERVICE AGREEMENT**

THAT of the three (3) quotes received, the lowest quote of \$7,538.50 (seven thousand, five hundred and thirty-eight dollars and fifty cents), excluding HST, from IPECC Project Management Inc. of Halifax, Nova Scotia, to complete the Fire Safety Plan and Evacuation Mapping for The Town of St. Stephen's Garcelon Civic Center be accepted.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with IPECC Project Management Inc. in the form of agreement presented to Council.

RESOLUTION NO.: _____

DATE: December 16, 2013

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.