

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 17, 2012 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Plaque Presentation – Recognition of a Citizen
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – November 26, 2012
 - (b) Special Council Meeting – November 28, 2012
8. ACCOUNTS
 - (a) Paid Bills
 - (b) Paid Bill – Conflict of Interest – Canada Post
 - Cheque # 011358
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – November 28, 2012
 - (b) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration – December 5, 2012
 - (c) Committee of Council Meeting – December 6, 2012
 - (d) Committee of Council Meeting – December 10, 2012

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
 - (f) Development Office

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS
 - (a) By-Law No. A-7.7 – 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
 - (b) By-Law No. Z-1.2 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – Third and Final Reading – Short Title Only
 - (c) By-Law No. L-9 – “A By-Law Respecting a Sidewalk Café” – Second Reading – Section Numbers Only
 - (d) By-Law No. A-9 – “A By-Law to Assist with the Administration of the Town of St. Stephen’s Garcelon Civic Center” – First Reading – Short Title Only

14. NEW BUSINESS
 - (a) Royal Canadian Mounted Police – Monthly Report
 - (b) Transfer to Water and Sewerage Capital Reserve Fund
 - (c) Transfer from Water and Sewerage Capital Reserve Fund
 - (d) Appointment - Planning Advisory Commission
 - (e) Appointments - Planning Advisory Commission
 - (f) Transfer to General Capital Reserve Fund – Parks and Recreation Vehicle
 - (g) Financial Advisor/Project Accountant
 - (h) Rescinding of Resolution (2012 Budget Transfer – Chief Administrative Officer/Development Officer Training
 - (i) Transfer to General Operating Reserve Fund

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION
 - (a) 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* – one (1) item

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on November 26, 2012 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 26, 2012 @ 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; Acting Chief Administrative Officer Lee Johnson; and, Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer/Development Officer John Ferguson

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

222/12 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

Councillor Booth declared a conflict of interest on paid bill to Canada Post and left Council Chambers at 7:05 p.m. and returned at 7:06 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

No petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

223/12 **THAT** the Minutes of the Regular Council meeting held on October 22, 2012 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 224/12 THAT the Minutes of the Special Council meeting held on October 25, 2012 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 225/12 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2012 be received. **CARRIED**

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 226/12 THAT the paid bills in the amount of \$2,293,074.98 (two million, two hundred and ninety-three thousand, seventy-four dollars and ninety-eight cents) be ratified. **CARRIED**

PAID BILL: CONFLICT OF INTEREST – CANADA POST

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

- 227/12 THAT the paid Petty Cash Voucher (Cheque # 011201) with the amount of \$12.62 (twelve dollars and sixty-two cents) included for Canada Post, be ratified. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

- 228/12 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 Deputy Mayor Ames

- 229/12 **THAT** the Minutes of the Committee of Council meeting held on October 25, 2012 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 230/12 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration held on November 14, 2012 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 231/12 **THAT** the following staff reports for the month of October 2012 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.7 – 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 Deputy Mayor Ames
Seconded by Councillor Harding

- 232/12 **THAT** By-Law No. A-7.7 – 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. Z-1.1 – “A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW” – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 233/02 **THAT** By-Law No. Z-1.1 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Second Reading – Reading in its Entirety. **CARRIED**

BY-LAW NO. L-9 – A BY-LAW RESPECTING A SIDEWALK CAFÉ – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

- 234/02 **THAT** By-Law No. L-9, being “A By-Law Respecting a Sidewalk Café – be given First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 235/12 **THAT** the Royal Canadian Mounted Police (RCMP) October 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

FEDERATION OF CANADIAN MUNICIPALITIES – GREEN MUNICIPAL FUND – “IN KIND” SUPPORT

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 236/12 **THAT** the Council of the Town of St. Stephen approves “in kind” support in the amount of \$28,000.00 (twenty-eight thousand dollars) for the Town of St. Stephen’s Garcelon Civic Center as outlined in the letter from the Chief Administrative Officer to the Project Officer, Green Municipal Fund, of the Federation of Canadian Municipalities (FCM) dated October 22, 2012, (copy attached), and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, contingent on approval of the FCM grant. **CARRIED**

OPTION TO PURCHASE AGREEMENTS: (1) HOME SUPPORT SERVICES INC. AND THE TOWN OF ST. STEPHEN; AND (2) THE TOWN OF ST. STEPHEN AND 661405 N.B. INC.

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 237/12 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer, as previously directed in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, to take such steps as is necessary to fulfill the obligations of the Town of St. Stephen under the two Option to Purchase Agreements: (1) Home Support Services Inc. and The Town of St. Stephen; and (2) The Town of St. Stephen and 661405 N.B. Inc., which the Mayor and Town Clerk have executed and sealed as authorized by resolution of Council at its Special meeting on October 25, 2012. **CARRIED**

EYEGASSES - GIDDENS MEMORIAL AIRPORT ATTENDANT

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 238/12 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$126.75 (one hundred and twenty-six dollars and seventy-five cents) be paid to George Laviolette, which represents one-half of Invoice # 30463 from Vogue Optical for one pair of eyeglasses, and as previously directed to the Chief Administrative Officer in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

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

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

- 239/12 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide after hours and holidays call monitoring dispatch services to the Town of St. George at mutually agreed upon terms, conditions and rate of \$1,087.46 (one thousand, eighty-seven dollars and forty-six cents) per annum, and authorizes the Mayor and Clerk to sign the dispatch agreement. **CARRIED**

REVISION – TERMS OF REFERENCE: PROVISIONS GOVERNING THE PROCEDURE AND OPERATION OF THE ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 240/12 **THAT** further to Resolution #106/09 as stated in the Minutes of April 20, 2009 which approved the terms of reference as outlined in the "Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee" dated February 23, 2009, and revised by Resolution #322/09 as stated in the Minutes of December 14, 2009, the Council of the Town of St. Stephen approves the deletion of the following section in its entirety, with the remaining sections renumbered accordingly:

G. Language of Proceedings

7(1) Prior to the commencement of an appeal hearing, the Chairperson shall confirm the appellant's choice of official language for the hearing.

7(2) The "language of the appellant", for the purposes of the appeal hearing, is the official language chosen by the appellant. It does not have to be the appellant's dominant language.

7(3) Where the appellant does not indicate to the Chairperson his language of choice, the appellant shall be deemed to have chosen the official language chosen by the Chairperson and the Chairperson shall ask if the appellant objects to the hearing being conducted in that language.

7(4) Simultaneous interpretation shall be made available in circumstances where the language of the appellant differs from the official language with which the members of the Appeal Committee are familiar.

CARRIED

Deputy Mayor Ames voting in favour of the motion.

Councillor MacEachern voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Booth voting against the motion.

PARTIAL RESCINDING OF RESOLUTION NO. 67/97 – WORKPLACE HARASSMENT POLICY

Moved by Councillor Harding

Seconded by Councillor MacDonald

241/12 **THAT** the Council of the Town of St. Stephen approves the partial rescinding of Resolution No. 67/97, effective immediately, which was recommended in a Police & Fire Committee meeting held on April 10, 1997 and reads

"3. That the Town adopt the policy of Workplace Harassment Policy as drafted by the Province."

CARRIED

WORKPLACE HARASSMENT POLICY

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

- 242/12 THAT the Council of the Town of St. Stephen approves Workplace Harassment Policy No. 58 attached. **CARRIED**

ST. CROIX ESTUARY PROJECT (SCEP) – CLIMATE CHANGE RISKS AND OPTIONS

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 243/12 THAT the Council of the Town of St. Stephen supports SCEP to pursue a Community Vulnerability Assessment Tool (CVAT) analysis of the Town's climate change risks and options in order to address future environmental conditions contingent on SCEP securing Atlantic Ecosystem Initiatives support for this endeavor. **CARRIED**

CHANGE OF DATE: DECEMBER 2012 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Maxwell
Seconded by Councillor MacEachern

- 244/12 THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 24th day of December, 2012 at 7:00 p.m., to the third (3rd) Monday, 17th day of December, 2012 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**

ACQUISITION OF PROPERTY LOCATED ON ROUTE 170, DUFFERIN, NB - (PID # 15035165)

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

- 245/12 THAT the Council of the Town of St. Stephen accepts the offer to purchase property, "as is, where is", located on Route 170, Dufferin, NB, known as PID # 15035165, which consists of a parcel of land containing a total of approximately 1.82 hectares (4.49 acres), and being surplus property from the Provincial Department of Transportation and Infrastructure (formerly Department of Supply and Services), in the unbudgeted amount of \$1,700.00 (one thousand, seven hundred dollars), plus HST, legal fees and any required survey costs, subject to the necessary Provincial Departmental approval. **CARRIED**

APPOINTMENT – FUNDY COMMUNITY FOUNDATION

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 246/12 THAT the Council of the Town of St. Stephen appoints Jason Rideout as the Town's representative to the Board Recruitment Committee of the Fundy Community Foundation for a three (3) year term retroactive to November 1, 2012 and expiring on October 31, 2015. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended, in the absence of the Mayor, a Regional Service Commission District #10 meeting.
- Interviewed by CTV News, in the absence of the Mayor, on the recent US election and how it would affect border towns.
- Walked in the Santa Parade which was the best parade to date.
- Attended the "Chamber After Hours" event at Home Support Services.
- Attended a BIA meeting.
- Laid a wreath at the St. Stephen Cenotaph on Remembrance Day.

Councillor MacEachern

- Interviewed by CTV news prior to the Remembrance Day weekend, in the absence of the Mayor, on shopping versus remembering.
- Laid a wreath, in the absence of the Mayor, at the Milltown Cenotaph on Remembrance Day.
- Walked in the Santa Parade.
- Attended the "Chamber After Hours" event at Home Support Services.
- Attended a meeting on international growth initiatives.
- Attended the opening ceremony for the new highway.

Councillor Harding

- Walked in the Santa Parade.

Councillor Booth

- Walked in the Santa Parade.
- Attended a Charlotte County Museum meeting.

Councillor MacDonald

- Attended a Civic Center Board meeting.
- Walked in the Santa Parade and attended the tree lighting at Town Square and stated that with the food collected along the parade route, as well as at the Town Square, 120 pounds was provided to the Food Bank.
- Enjoyed the tour of the Civic Center site.
- Attended the Remembrance Day Service at the Milltown Cenotaph.

Councillor Maxwell

- Attended various Town meetings.
- Busy selling tickets for the Chocolate Museum Operating Committee's annual fundraiser.
- Walked in the Santa Parade and will offer a couple of suggestions for next year's to make it even better.

Mayor Quartermain

- Enjoyed the tour of the Civic Center site.
- Attended a meeting wherein an Atlantic Economic Development Plan was presented to the Calais Council.
- Attended the opening ceremony for the new highway.
- Attend ongoing Civic Center meetings.
- Thanked Deputy Mayor Ames for Acting Mayor in his absence.
- Thanked Councillor MacEachern for laying a wreath at the Remembrance Day Service in Milltown in his absence.
- Attended a meeting on international growth initiatives.
- Walked in the Santa Parade with Council and collected food along the way for the Food Bank.
- Thanked Heather Donahue, BIA Coordinator; Judy Lowery, Executive Assistant, St. Stephen Area Chamber of Commerce; and Tammy Firlotte, volunteer, and all the other many volunteers who made this year's Santa Parade the best it has ever been.
- Attended the "Chamber After Hours" event at Home Support Services.
- Attended a Regional Service Commission District #10 meeting.
- Look forward to attending the Premier's Provincial Prayer Breakfast and the opening of the Legislature.
- As a result of complaints of the Money Savers' poor delivery service, met with the Money Saver's Supervisor of Circulation and was advised that more carriers will be hired over a period of time and they are hopeful that the delivery service should be closer to citizens' doors.
- Stated that the Money Saver's flyers are an important advertising tool for businesses.

16. QUESTION PERIOD

There were no questions.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor MacEachern

247/12 **THAT** the meeting adjourn at 7:45 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 26, 2012
7:00 P.M. – 9:00 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 – October 22, 2012
 - (b) Special Council Meeting – October 25, 2012
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
 - (c) Paid Bill – Conflict of Interest – Canada Post
 - Cheque # 011201
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Thank you card from Alison Estey dated November 4, 2012.
 - (b) Letter from Mayor Quartermain to Kim Reeder, Program Director, St. Croix Estuary Project Inc. dated November 15, 2012.
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – October 25, 2012
 - (b) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration – November 14, 2012

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
 - (f) Development Office

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS
 - (a) By-Law No. A-7.7 – 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
 - (b) By-Law No. Z-1.1 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – Second Reading – Reading in its Entirety
 - (c) By-Law No. L-9 – “A By-Law Respecting a Sidewalk Café” – First Reading – Short Title Only

14. NEW BUSINESS
 - (a) Royal Canadian Mounted Police – Monthly Report
 - (b) Federation of Canadian Municipalities – Green Municipal Fund – “In Kind” Support
 - (c) Option to Purchase Agreements: (1) Home Support Services Inc. and The Town of St. Stephen; and (2) The Town of St. Stephen and 661405 N.B. Inc.
 - (d) Eyeglasses –Giddens Memorial Airport Attendant
 - (e) After Hours and Holidays Call Monitoring Dispatch Services – Town of St. George
 - (f) Revision – Terms of Reference: Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee
 - (g) Partial Rescinding of Resolution No. 67/97 – Workplace Harassment Policy
 - (h) Workplace Harassment Policy
 - (i) St. Croix Estuary Project (SCEP) – Climate Change Risks and Options
 - (j) Change of Date: December 2012 Regular Town Council Meeting
 - (k) Acquisition of Property located on Route 170, Dufferin, NB – (PID # 15035165)
 - (l) Appointment – Fundy Community Foundation

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on November 28, 2012 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, NOVEMBER 28, 2012 @ 6:15 P.M.

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames (arrived at 6:20 p.m.); Councillors Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; CAO/Development Officer John Ferguson; Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Allan MacEachern

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Councillor MacDonald

248/12 **THAT** the Council of the Town of St. Stephen moves from a Closed Committee meeting as per Section 10.2(4) of the New Brunswick *Municipalities Act* and accepts the recommendation of the Mayor to call an emergency Special Council meeting and approves the agenda. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest.

4. **NEW BUSINESS**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - BUILDING CANADA FUND – MAJOR INFRASTRUCTURE COMPONENT (CONTRIBUTION) AGREEMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

249/12 **THAT** the Council of the Town of St. Stephen approves the Building Canada Fund – Major Infrastructure Component (Contribution) Agreement with Infrastructure and Communities Canada for The Town of St. Stephen's Garcelon Civic Center received on November 26, 2012, signed and sealed by the Mayor and Town Clerk retroactive to November 26, 2012. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

250/12 **THAT** the meeting adjourn at 6:30 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, NOVEMBER 28, 2012 @ 6:15 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) The Town of St. Stephen's Garcelon Civic Center – Building
Canada Fund – Major Infrastructure Component (Contribution)
Agreement

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,073,640.90 (one million, seventy-three thousand, six hundred and forty dollars and ninety cents) be ratified.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

PAID BILL: CONFLICT OF INTEREST – CANADA POST

THAT the Petty Cash paid bill (Cheque # 011358) with the amount of \$10.01 (ten dollars and one cent) included for Canada Post, be ratified.

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

November 2012

Interim:

Frank G. Godsoe Chartered Accountant (Project Accountant Services for October 2012, Cheque #055)	1,757.15
E.A. Farren Limited (Project Management Services till September 07, 2012, Cheque #057)	34,407.64
E.A. Farren Limited (Project Management Services till October 05, 2012, Cheque #057)	17,203.82
E.A. Farren Limited (Project Management Services till October 31, 2012, Cheque #057)	17,203.82
Total	<u><u>\$70,572.43</u></u>

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011451

CHEQUE REGISTER

Printed: 14:55, Dec 03/2012

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
010421	11/06/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/06/12*	SERIES BB-PRINCIPAL	214000.00			
			214000.00	A/P	OUT-STD	
010422	11/06/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/06/12	SERIES BB-INTEREST	9675.25			
			9675.25	A/P	OUT-STD	
010423	11/19/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/19/12*	SERIES BD-PRINCIPAL	14000.00			
			14000.00	A/P	OUT-STD	
010424	11/19/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/19/12	SERIES BD-INTEREST	1979.25			
			1979.25	A/P	OUT-STD	
010425	11/23/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/23/12*	SERIES AX-PRINCIPAL	136000.00			
			136000.00	A/P	OUT-STD	
010426	11/23/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/23/12	SERIES AX-INTEREST	3128.00			
			3128.00	A/P	OUT-STD	
010427	11/25/12	NEW BRUNSWICK MUNICIPAL FINANCE COR				
	11/25/12	SERIES AW-INTEREST	10705.00			
			10705.00	A/P	OUT-STD	
010541	11/01/12	HERITAGE COURT HOLDINGS LIMITED				
	NOV01,2012	GG-TOWNHALL-LEASE, SIGN RENTAL	5475.95			
			5475.95	A/P	OUT-STD	
011284	11/01/12	SHARPE'S LAWN CARE				
	3781	RC-TURFCONTRACT-4TH PAYMENT	9694.93			
			9694.93	A/P	OUT-STD	
011285	11/02/12	AIR LIQUIDE CANADA				
	47994416	TS-SHOP-CYLINDER GAS	79.10			
	48001152	TS-SHOP-CYLINDER GAS	18.17			
			97.27	A/P	OUT-STD	
011286	11/02/12	BLAKNEY'S EXCAVATING & TRUCKING				
	369490	TS-STTS-ROAD SALT DELIVERY	1852.30			
			1852.30	A/P	OUT-STD	
011287	11/02/12	CANADIAN SPRINGS				
	9907079505	RC-MILLPOOL-LATE PAYMENT CRG	1.12			
			1.12	A/P	OUT-STD	
011288	11/02/12	CARGILL LIMITED				
	2900773301	TS-STTS-ROAD SALT	4113.15			
	2900775277	TS-STTS-ROAD SALT	2059.89			
			6173.04	A/P	OUT-STD	
011289	11/02/12	CARQUEST				

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	8952-45921	RC-#308-CAB CORNERS	-310.75			
	8952-46648	RC-#308-BWB LIM7MIXA-QUS	59.09			
	8952-46765	RC-#308-ABH AP12565, ABH AP153	14.37			
	8952-48801	TS-#2-MUFFLER, TAIL PIPES	285.86			
	8952-48860	RC-#308-PAINT	131.19			
			179.76	A/P	OUT-STD	
011290	11/02/12	COX ELECTRONICS & COMMUNICATIONS				
	2-1622850	RC-ASSTRECDIR-COMPUTER REPAIR	67.74			
	2-1624203	GG-TREASURER-REMOTE CONNECTION	45.18			
			112.92	A/P	OUT-STD	
011291	11/02/12	DILLON CONSULTING LIMITED				
	102217	PS-BYLAW-ASSIST WITH BYLAW QUE	402.73			
			402.73	A/P	OUT-STD	
011292	11/02/12	DOWNEYS SALES & SERVICE				
	21928	TS-#2-INSULATORS, BOLTS	340.22			
	21929	TS-#2-ABSORBER BDY BLT	53.88			
	21965	TS-#2-BOLTS	28.84			
			422.94	A/P	OUT-STD	
011293	11/02/12	FERO WASTE & RECYCLING INC.				
	695408	GG-TOWN-GARBAGE COLLECTION	5620.00			
			5620.00	A/P	OUT-STD	
011294	11/02/12	IRVING ENERGY DISTRIBUTION AND MARK				
	935482	TS-STS-GAS	5096.40			
			5096.40	A/P	OUT-STD	
011295	11/02/12	JAMER MATERIALS LTD.				
	2283	TS-STSREHAB-QUEEN ST SIDEWALK	632.80			
			632.80	A/P	OUT-STD	
011296	11/02/12	MAYFIELD GARDENS & LANDSCAPE				
	4467	TS-STSREHAB-MARKS/QUEEN HYDROS	900.05			
			900.05	A/P	OUT-STD	
011297	11/02/12	MCINNES COOPER				
	201224493	GG-LEGAL-GRANT OF OPTION	5085.00			
	201226626	GG-LEGAL-CORPORATE GENERAL	339.00			
	201226628	GG-LEGAL-ECONOMIC INCENTIVE PO	678.00			
			6102.00	A/P	OUT-STD	
011298	11/02/12	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	262748	GG-TOWNHALL-FLOOR MATS	93.70			
			93.70	A/P	OUT-STD	
011299	11/02/12	RECEATION NEW BRUNSWICK				
	2012-167	RC-DIRPR/PM-RNB CONFERENCE	333.35			
			333.35	A/P	OUT-STD	
011300	11/02/12	ROYAL CANADIAN LEGION #48				

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	NOVEMBER11/12	GG-WREATH-MAYOR	45.00			
			45.00	A/P	OUT-STD	
011301	11/02/12 1207	ST. CROIX VOCATIONAL CENTRE INC. TS-STS-STAKES FOR SIDEWALK	64.41			
			64.41	A/P	OUT-STD	
011334	11/07/12 12-146	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE, MILEAGE	1610.25			
			1610.25	A/P	OUT-STD	
011336	11/07/12 WEEK45/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-NOV 13-19	209.30			
			209.30	A/P	OUT-STD	
011337	11/07/12	ROYAL CANADIAN LEGION #9				
		REMEMBRANCE GG-WREATH-DEPUTY MAYOR	60.00			
		REMEMBRANCE PS-FIRE-WREATH	40.00			
			100.00	A/P	OUT-STD	
011338	11/07/12	ROYAL CANADIAN LEGION #48				
		REMEMBRANCE PS-FIRE-WREATH	45.00			
			45.00	A/P	OUT-STD	
011339	11/07/12	SHANNON MICHAEL				
	OCTOBER/12	PS-ANMLCNTRL-KENNEL FEE - OCT	226.00			
	WEEK45/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK45/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			591.44	A/P	OUT-STD	
011340	11/08/12	LAVIOLETTE, GEORGE				
	OCTOBER06/12*	TS-AIRPORT-EYE GLASSES	126.75			
			126.75	A/P	OUT-STD	
011341	11/08/12	POMEROY, GREG				
	OCTOBER29/12	PS-FIRE-NB PENSION MEETING	228.60			
			228.60	A/P	OUT-STD	
011347	11/14/12 12-062	COASTAL ASPHALT (2002) LTD. TS-STSREHAB-PRINCESS ST ASPHAL	4297.84			
			4297.84	A/P	OUT-STD	
011348	11/14/12 12654	FULTON AUTO RECYCLERS RC-#308-REAR U-BUMPER ASSEMBLY	395.50			
			395.50	A/P	OUT-STD	
011349	11/14/12 NOV02/12	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-NOV24-DEC 23-DIV1	1699.12			
			1699.12	A/P	OUT-STD	
011350	11/14/12 650159	IRVING ENERGY DISTRIBUTION AND MARK TS-STS-DIESEL	1807.97			
			1807.97	A/P	OUT-STD	
011351	11/14/12	LINDE CANADA				

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	46134096	PS-FIRE-ACETYLENE, NITROGEN	22.49			
	46284579	PS-FIRE-NITROGEN	111.08			
			133.57	A/P	OUT-STD	
011352	11/14/12	MINISTER OF FINANCE				
	40015779	PS-FIRE-RADIO COMMUNICATIONS	253.32			
			253.32	A/P	OUT-STD	
011353	11/14/12	MINISTER OF FINANCE				
	WEEK46/12	EMPLOYEE DEDUCTIONS-NOV 20-26	209.30			
			209.30	A/P	OUT-STD	
011354	11/14/12	MINISTER OF FINANCE				
	11368891OCT12	GG-TOWNHALL-TELEPHONES	1260.49			
	11378668OCT12	PS/TS-199UNIONST-TELEPHONES	354.82			
	11395944OCT12	TS/PS-199UNIONST-TELEPHONES	854.08			
	15772965OCT12	RC-REC/POOLS-TELEPHONES	346.77			
	46435731OCT12	RC-PARKS-CHOC PARK CAMERAS	58.70			
			2874.86	A/P	OUT-STD	
011355	11/14/12	NOVA FIRE EQUIPMENT LTD.				
	225623	PS-FIRE-TURNOUT GEAR, FF BOOTS	8788.43			
			8788.43	A/P	OUT-STD	
011356	11/14/12	ORKIN CANADA CORPORATION				
	IN-4373213	PS-FIRE-PEST CONTROL	96.62			
			96.62	A/P	OUT-STD	
011357	11/14/12	ORR ELECTRIC & ALARM LTD.				
	707	PS-FIRE-COMPRESSOR RM EXHAUST	856.12			
	717	PS-FIRE-CHGD BAD BALLAST, LAMP	194.33			
			1050.45	A/P	OUT-STD	
011358	11/14/12	PETTY CASH				
	OCTOBER19/12	GG-BUILDINSPECT-REGISTERED LET	10.01			
	OCTOBER24/12	GG-TOWNHALL-CHRISTMAS DECORATI	26.15			
			36.16	A/P	OUT-STD	
011359	11/14/12	RICHARDSON JEFF				
	NOV05/12	PS-FIRE-NB ASSOC BOARD MEETING	407.77			
	OCT09/12	PS-FIRE-CHURCH PARADE BRUNCH	147.74			
			555.51	A/P	OUT-STD	
011360	11/14/12	SERVICE NEW BRUNSWICK				
	19051703NOV12	TS-AIRPORT-ELECTRICITY	183.13			
	19051801NOV12	TS-AIRPORT-ELECTRICITY	51.88			
	216030308NOV12	TS-ST5-AREA LIGHTS	11646.38			
			11881.39	A/P	OUT-STD	
011361	11/14/12	SERVICE NEW BRUNSWICK				
	06336721OCT12	TS-AIRPORT-TELEPHONE	129.17			
			129.17	A/P	OUT-STD	

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011362	11/14/12	SHANNON MICHAEL				
	WEEK46/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK46/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
011363	11/14/12	ST. CROIX VOCATIONAL CENTRE INC.				
	1208	TS-ST5 REHAB-SURVEY STAKES	64.41			
	1209	TS-ST5 REHAB-SURVEY STAKES	64.41			
			128.82	A/P	OUT-STD	
011364	11/14/12	TELUS				
	21856412NOV12*	GG-CELLPHONES-ACCT LEVEL TAXES	-0.03			
	21856412OCT12	RC/PS/TS/GG - <i>Cell Phone Charges</i>	383.02			
			382.99	A/P	OUT-STD	
011365	11/14/12	GREAT-WEST LIFE ASSURANCE COMPANY				
	NOV02/12*	GG-PREMIUMS-NOV24-DEC23-DIV2	1265.77			
			1265.77	A/P	OUT-STD	
011366	11/15/12	PAYROLL TRANSFER				
	WEEK46/12	GG-TRANSFER-NOV2-15/12	48672.00			
			48672.00	A/P	OUT-STD	
011367	11/15/12	RECEIVER GENERAL FOR CANADA				
	PAY23/12	GG-REMITTANCE-NOV2-15/12	21584.18			
			21584.18	A/P	OUT-STD	
011368	11/20/12	ACKLANDS - GRAINGER INC.				
	7650 0031469	PS-FIRE-SCBA FLOW/BENCH TEST	143.06			
			143.06	A/P	OUT-STD	
011369	11/20/12	ALL GAS TANKS				
	69818	TS-#4-99-05 SIERRA/SILVERADO	38.42			
			38.42	A/P	OUT-STD	
011370	11/20/12	APPLE AUTO GLASS				
	2529-121931	PS-RCMP-DOOR REPAIR	73.45			
			73.45	A/P	OUT-STD	
011372	11/20/12	BRAEMAR PEST CONTROL SERVICES				
	360454	GG-OLD TOWN HALL-PEST CONTROL	37.37			
			37.37	A/P	OUT-STD	
011373	11/20/12	BROCKWAY'S CLEANING SERVICE				
	81	PS-RCMP-JANITORIAL-OCT	960.50			
			960.50	A/P	OUT-STD	
011374	11/20/12	BRUNSWICK NEWS INC				
	1246393	PS-FIRE-HALLOWEEN	297.19			
			297.19	A/P	OUT-STD	
011375	11/20/12	CANADIAN SPRINGS				
	9907112646	GG-TOWNHALL-WATER	22.79			
	9907293203	PS-RCMP-WATER	27.00			
			49.79	A/P	OUT-STD	

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011376	11/20/12 2900807995	CARGILL LIMITED TS-ST5-ROAD SALT	4091.92 4091.92	A/P	OUT-STD	
011377	11/20/12 8952-48910	CARQUEST TS-SHOP-5 TON SERVICE JACK	677.94 677.94	A/P	OUT-STD	
011378	11/20/12 2235	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANITORIAL SERVICE-SEP	169.50 169.50	A/P	OUT-STD	
011379	11/20/12 2-1621927 2-1624201	COX ELECTRONICS & COMMUNICATIONS PS-FIRE-COMPUTER LABOUR PS-FIRE-MOTHER BOARD, SEAGATE	90.34 326.12 416.46	A/P	OUT-STD	
011380	11/20/12 SEP12/12	CPANB (<i>Crime Prevention Assoc of NB</i>) PS-FIRE-CHILDREN'S SAFETY BOOK	185.00 185.00	A/P	OUT-STD	
011382	11/20/12 298097 298205 298639 298862 298906 299073 299149 299213 299238 299460 299462 299579 299649 299667 299748 300449	CREIGHTON-CARTER LTD. TS-SHOP-MINI FIBRE, ABRASIVE TS-#2-CAB CORNER, PANELS TS-SHOP-WORKLIGHT TS-ST5-WASH N WAX, RAZOR SCRAP RC-#308-BODYFILLER, GRAVEL GUA TS-SHOP-AUTOMOTIVE TS-SHOP-PLUG-1 4 FES, COUPLERS TS-SHOP-TIRE REPAIR PATCH & CE TS-ST5-MINIATURE BULBS TS-#2-MUFFLER, PIPE ASSEMBLY TS-#2-STIKIT DISCS, BRACKET-HA TS-SHOP-PLUGS, CAPS TS-#2-CLAMPS, MUFFLER CLAMPS TS-#2-OIL FILTER TS-SHOP-TACK CLOTHS TS-SHOP-BEAM MINI LAMPS	30.85 173.64 62.57 29.24 39.89 6.67 26.89 29.78 4.86 63.14 48.87 27.12 -1.15 3.03 3.53 23.19 572.12	A/P	OUT-STD	
011383	11/20/12 0053	DAVE DINSMORE WEB DESIGN & HOSTING GG-CIVIC RELATIONS-GCC WEBSITE (<i>Garang Civic Centre</i>)	90.38 90.38	A/P	OUT-STD	
011384	11/20/12 1588	DEMPSEY'S PLUMBING & HEATING RC-REC-WINTERIZING BATHROOMS,	871.23 871.23	A/P	OUT-STD	
011385	11/20/12 NOV09/12	DOT LARSEN PS-XWALKGUARD-MITTENS	16.80 16.80	A/P	OUT-STD	

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011386	11/20/12	KEITH'S BUILDING SUPPLIES				
	117002	PS-FIRE-DUST MASK DISPOSABLE	31.41			
	117079	PS-FIRE-DRYWALL, DECK SCREWS	414.01			
	117145	PS-FIRE-WASHER TAR PAPER, SCRE	21.83			
			467.25	A/P	OUT-STD	
011387	11/20/12	KENT BUILDING SUPPLIES				
	476997	TS-SIDEWALK-LUMBER, SHEATHING	19.53			
	479615	TS-SHOP-MORTAR MIX	15.74			
	481589	RC-PARKS-FLAT POLY	10.50			
	483127	TS-ST-SIDEWALK FRAME LUMBER	35.64			
	483139	RC-PARKS-NUTS, WASHERS, BOLTS	6.14			
	483350	TS-ST-SIDEWALK LUMBER	11.77			
	483387	TS-ST-SIDEWALK LUMBER	2.51			
	486374	TS-SHOP-REPAIR KIT TANK	21.01			
	486620	RC-PARKS-PLYWOOD, SCRW/MULTIPU	232.59			
			355.43	A/P	OUT-STD	
011388	11/20/12	KONICA MINOLTA BUSINESS SOLUTIONS (
	CONIN02044974	GG-TOWNHALL-COPIER CHARGES	106.08			
			106.08	A/P	OUT-STD	
011389	11/20/12	KONICA MINOLTA				
	4450498	GG-TOWNHALL-COPIERLEASE-NOV	122.55			
			122.55	A/P	OUT-STD	
011391	11/20/12	MARK FLEMING				
	NOV14/12	RC-MEMORIALPARK-CAMERA, SIGNS	43.12			
			43.12	A/P	OUT-STD	
011392	11/20/12	MCLAUGHLIN, DONALD				
	OCT29/12	RC-REC-TRAIL OPEN/CLOSED SIGNS	158.20			
			158.20	A/P	OUT-STD	
011393	11/20/12	MEDAVIE BLUE CROSS				
	DEC/12	GG/PS/TS/RC-HEALTH&DENTAL-DEC	4591.28			
	DEC/12*	GG-HEALTH&DENTAL-PREMIUMS-DEC	7011.18			
			11602.46	A/P	OUT-STD	
011394	11/20/12	SAMEDAY WORLDWIDE				
	5203096	PS-FIRE-TO ACKLAND GRAINGER	72.94			
			72.94	A/P	OUT-STD	
011396	11/20/12	SERVICE NEW BRUNSWICK				
	10126106NOV12	TS-KINGSTSCHOOL-XING LIGHTS	23.79			
	17915909NOV12	RC-POOL-SCHOOL ST	69.88			
	17935200NOV12	TS-KING/UNIONST-TRAFFIC LIGHTS	36.48			
	17949909NOV12	GG-OLDTOWNHALL-ELECTRICITY	234.29			
	18169205NOV12	RC-POOL-MILL LANE	170.21			
	18988703NOV12	TS/PS-199UNIONST-ELECTRICITY	1162.74			

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	50660140NOV12	RC-PARKS-ROTARY CHANGING ROOM	23.65			
	54187672NOV12	TS-KING/QUEEN-TRAFFIC LIGHTS	37.43			
	54653258NOV12	TS-KING/SUPERSTORE-TRAFFIC LIG	77.11			
	55160607NOV12	RC-COTTONMILL-LIGHTS	98.12			
	55471834NOV12	TS/PS-220UNIONST-ELECTRICITY	154.58			
	55917471NOV12	TS-ST5-WATERFRONT LIGHTS	107.12			
	71315207NOV12	PS-RCMP-ELECTRICITY	820.29			
	72924306NOV12	RC-PARKS-BANDSTAND	50.12			
	73006038NOV12	RC-LIBRARY-ELECTRICITY	1028.85			
	82122207NOV12	RC-PARKS-BASKETBALL COURT	28.28			
	83278804NOV12	TS-ST5-PARKS SHED	23.92			
	84960501NOV12	RC-PARKS-RIVERSIDE DR LIGHTS	97.17			
			4244.03	A/P	OUT-STD	
011397	11/21/12	FRANK G GODSOE CHARTERED ACCOUNTANT				
	305	GG-TREASURY-ASSIST W/RECONCILI	2124.40			
			2124.40	A/P	OUT-STD	
011398	11/21/12	FUNDY BUILDING INSPECTION & DRAFTIN				
	12-153	PS-BUILDINSPECT-FEE	1008.53			
			1008.53	A/P	OUT-STD	
011399	11/21/12	MINISTER OF FINANCE				
	WEEK47/12	EMPLOYEEDEDUCTIONS-NOV27-DEC3	209.30			
			209.30	A/P	OUT-STD	
011400	11/21/12	NOVA FIRE EQUIPMENT LTD.				
	225658	PS-FIRE-UTILITY GLOVES	50.85			
			50.85	A/P	OUT-STD	
011401	11/21/12	ORR ELECTRIC & ALARM LTD.				
	738	RC-ROTARY FIELD-RAN CABLE IN C	163.54			
			163.54	A/P	OUT-STD	
011402	11/21/12	SHANNON MICHAEL				
	WEEK47/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK47/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
011403	11/21/12	SOJOURN ENTERPRISES LIMITED				
	28562	TS-ST5-SCHOOL CROSSWALK SIGNS	704.94			
			704.94	A/P	OUT-STD	
011404	11/21/12	SOURCE ONE SUPPLIES				
	201200951	PS-FIRE-PAPER TOWELS	90.29			
			90.29	A/P	OUT-STD	
011405	11/21/12	SOURCE ATLANTIC				
	1439665	TS-SHOP-FLEX AIR HOSE	43.51			
	1439667	TS-ST5-CLOTHING ALLOW	40.12			
			83.63	A/P	OUT-STD	

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011406	11/21/12 OCT31/12	SOUTH WEST SOLID WASTE COMMISSION GG-TOWN-REGIONAL LANDFILL CONT	11242.50 11242.50			
011407	11/21/12	ST. CROIX PRINTING & PUBLISHING COM		A/P	OUT-STD	
	079281	PS-FIRE-FIRE PREVENTION WEEK	254.25			
	079282	PS-FIRE-FIRE PREVENTION WEEK	254.25			
	079283	PS-FIRE-FIRE PREVENTION WEEK	254.25			
	079284	PS-FIRE-FIRE PREVENTION WEEK	77.96			
	079313	PS-FIRE-FIRE PREVENTION WEEK	67.80			
	079612	PS-FIRE-HALLOWEEN SAFETY	28.25			
	079676	PS-FIRE-HALLOWEEN SAFETY	45.20			
			981.96	A/P	OUT-STD	
011408	11/21/12 OCT01/12	ST. STEPHEN PRESCRIPTION CENTRE RC-MILLPOOL-GLOVES	13.56 13.56			
				A/P	OUT-STD	
011409	11/21/12	STATIONERY PLUS				
	308762	PS-FIRE-FILE BOX	29.36			
	308934	PS-FIRE-1 HOLE PUNCH	7.35			
	308968	GG-TOWN-PAPER	148.82			
	309117	RC-ASST REC DIR-TONERS	254.25			
	309131	GG-TOWN-PAPER, HD STAPLES	206.78			
	309403	GG-TOWN-STAPLES, HIGHLIGHTER,	28.48			
	309588	TS-AIRPORT-TONER	78.42			
	309682	PS-FIRE-TONER	200.97			
			954.43	A/P	OUT-STD	
011410	11/21/12 15357	SWYRICH CORPORATION GG-CIVIC-TOWN LAPEL PINS	792.55 792.55			
				A/P	OUT-STD	
011411	11/27/12 69868	ALL GAS TANKS TS-SHOP-POLE SAW, MIX OIL, ROU	781.95 781.95			
				A/P	OUT-STD	
011412	11/27/12 OCT29/12*	BOAT SMART! CANADA PS-FIRE-PLEASURE CRAFT CCURSE	1490.00 1490.00			
				A/P	OUT-STD	
011413	11/27/12 1249179	BRUNSWICK NEWS INC PS-FIRE-TIME CHANGE	159.78 159.78			
				A/P	OUT-STD	
011414	11/27/12 IN00182978	CANADIAN RED CROSS RC-MILLPOOL-SWIM BADGES/STICKE	149.41 149.41			
				A/P	OUT-STD	
011415	11/27/12 8952-49291	CARQUEST TS-AIRPORT TRUCK-HI-POP OIL-RE	2.47 2.47			
				A/P	OUT-STD	

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Number	Issued	Recipient	Amount	SC	Status	StatDate
011416	11/27/12 2276	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANITORIAL SERVICE-OCT	169.50 169.50	A/P	OUT-STD	
011417	11/27/12 2-1625380	COX ELECTRONICS & COMMUNICATIONS PS-FIRE-JUL/AUG MOBILE MAINTEN	1444.14 1444.14	A/P	OUT-STD	
011418	11/27/12 22039	DOWNEYS SALES & SERVICE TS-#438-SEAL ASY-OIL	31.14 31.14	A/P	OUT-STD	
011419	11/27/12 106130	DYNAMIC ONLINE MARKETING CORP. PS-FIRE-HIGHWAY RESCUE TOOLS	542.40 542.40	A/P	OUT-STD	
011420	11/27/12 306 307 308	FRANK G GODSOE CHARTERED ACCOUNTANT GG-TREASURY-ASST W/PENSION CAL GG-COUNCIL-MOTIONS ASSISTANCE GG-TOWN-ADMIN SUPPORT SERVICES	457.65 70.63 1107.40 1635.68	A/P	OUT-STD	
011421	11/27/12 6663-2012 6672-2012	HOVEY'S HUSKY SALES & SERVICE TS-STG-GASKETS TS-STG-CHAIN OIL, MIX OIL	205.66 101.70 307.36	A/P	OUT-STD	
011422	11/27/12 46326280*	LINDE CANADA TS-SHOP-LEASERENEWAL-OCT-SEP13	683.65 683.65	A/P	OUT-STD	
011423	11/27/12 4537 4555	MAYFIELD GARDENS & LANDSCAPE RC-TURFMMAINTENANCE-PASSIVE PAR RC-PARKS-TURF AREAS ADDITIONAL	10264.15 184.19 10448.34	A/P	OUT-STD	
011424	11/27/12 19582013	MINISTER OF FINANCE TS-STG-INSPECTION STICKERS2013	316.40 316.40	A/P	OUT-STD	
011425	11/27/12 RECEIPT #6452	PEGGY LORD PS-BUILDINSPECT-REFUND	25.00 25.00	A/P	OUT-STD	
011426	11/27/12 NOV13/12	PITNEY WORKS GG/RC-POSTAGE-MACHINE REFILL	322.71 322.71	A/P	OUT-STD	
011427	11/27/12 2013	MINISTER OF FINANCE TS-STG-INSPECT STAT RENEWAL/13	38.00 38.00	A/P	OUT-STD	
011428	11/29/12 NOVEMBER/12	JOAN FLEWELLING GG-TWNCLERK-MNTHLY VEH ALLOW	50.00 50.00	A/P	OUT-STD	

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011429	11/29/12	JOHN FERGUSON				
		NOVEMBERCAR/99-CAO-MNTHLY CAR ALLOW	350.00			
		NOVEMBERCELL99-CAO-CELL PHONE REIMBURSEMEN	93.00			
			443.00	A/P	OUT-STD	
011430	11/29/12	LEAH NIXON				
	NOVEMBER/12	RC-ASSTRECDIR-MNTHLY VEH ALLOW	150.00			
			150.00	A/P	OUT-STD	
011431	11/29/12	MINISTER OF FINANCE				
	WEEK48/12	EMPLOYEE DEDUCTIONS - DEC 4-10	209.30			
			209.30	A/P	OUT-STD	
011432	11/29/12	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	264610	GG-TOWN HALL-FLOOR MATS	93.70			
			93.70	A/P	OUT-STD	
011433	11/29/12	O'CONNELL MIKE				
	NOVEMBER/12	RC-PR/PM-MNTHLY VEH ALLOW	150.00			
			150.00	A/P	OUT-STD	
011434	11/29/12	PARTS FOR TRUCKS INC.				
	32176221-00	TS-#29-ELECTRIC CLUTCH, CLUTCH	655.13			
	32176324-00	TS-#29-SPROKET	54.74			
	32176674-00	TS-SHOP-X-BLADE CUT EDGE, CUTT	444.02			
			1153.89	A/P	OUT-STD	
011435	11/29/12	SHANNON MICHAEL				
	NOVEMBER/12	PS-ANMLCNTRL-KENNEL FEE	226.00			
	WEEK48/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK48/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			591.44	A/P	OUT-STD	
011436	11/29/12	SOURCE ONE SUPPLIES				
	201200962	RC-LIBRARY-PPR TOWELS, GLOVES,	56.79			
			56.79	A/P	OUT-STD	
011437	11/29/12	SOUTHERN SANITATION LTD.				
	147880	TS-AIRPORT-GARBAGE COLLECTION	30.51			
	147881	TS-AIRPORT-GARBAGE COLLECTION	30.51			
	148004	TS/RC-SHOP/ARENA-GRBG COLLECTI	475.96			
	148007	TS/RC-SHOP/ARENA-GRBG COLLECTI	475.96			
			1012.94	A/P	OUT-STD	
011438	11/29/12	ST. CROIX PRINTING & PUBLISHING COM				
	17062	RC-REC-FALL & WINTER BROCHURE	2226.35			
			2226.35	A/P	OUT-STD	
011439	11/29/12	TOWN OF ST. STEPHEN				
	11/27/12	Transfer to Gen Cap Fund	162738.95			
			162738.95	A/P	OUT-STD	
011440	11/29/12	ZEE MEDICAL CANADA, INC.				

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	0160146051	GG-TOWN HALL-FIRST AID SUPPLIE	138.96			
			138.96	A/P	OUT-STD	
011441	11/29/12	PAYROLL TRANSFER				
	WEEK48/12	GG-TRANSFER-NOV 16 - NOV 29	66765.00			
			66765.00	A/P	OUT-STD	
011442	11/29/12	RECEIVER GENERAL FOR CANADA				
	PAY24/12	GG-REMITTANCE-NOV 16 - NOV 29	22779.63			
			22779.63	A/P	OUT-STD	
011444	11/30/12	ACCT 8025-280				
	NOVENBER/12	LOCAL 770 UNION DUES - NOV/12	894.07			
			894.07	A/P	OUT-STD	
011445	11/30/12	ACCT 903240049220				
	NOVENBER/12	VOL FIRE UNION DUES - NOV/12	108.00			
			108.00	A/P	OUT-STD	
011446	11/30/12	ACCT 903240070386				
	NOVENBER/12	EMPLOYEE DEDUCTIONS - NOV/12	400.00			
			400.00	A/P	OUT-STD	
011447	11/30/12	BAYVIEW CREDIT UNION				
	NOVENBER/12	EMPLOYEE DEDUCTIONS - NOV/12	540.00			
			540.00	A/P	OUT-STD	
011448	11/30/12	CIBC MELLON GLOBAL SECURITIES NBMF0				
	NOVENBER/12	GG-MUNCIPALPLAN-NOV/12	19312.36			
			19312.36	A/P	OUT-STD	
011449	11/30/12	MINISTER OF FINANCE				
	NOVENBER/12	EMPLOYEE DEDUCTIONS - NOV/12	362.00			
			362.00	A/P	OUT-STD	
011450	11/30/12	ST. STEPHEN UTILITY DEPT.				
	NOVENBER/12	EMPLOYEE DEDUCTIONS - NOV/12	130.00			
			130.00	A/P	OUT-STD	
Cheque Totals Non-Void:			\$885,811.34			
Void:			\$0.00			

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

November 2012

Dillon Consulting Limited (Engineering - Municipal Utility Upgrades and Street Reconstruction - West and Dow Streets - Project #126198, Cheque #67)	47,632.33
Dillon Consulting Limited (Engineering - Underground Reservoir Improvements - Project #102947, Cheque #68)	1,191.70
Total	<u><u>\$48,824.03</u></u>

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003256	11/06/12 11/06/12***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BB-PRINCIPAL	4000.00 4000.00	A/P	OUT-STD	
003257	11/06/12 11/06/12**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BB-INTEREST	176.00 176.00	A/P	OUT-STD	
003258	11/25/12 11/25/12*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AW-INTEREST	3084.50 3084.50	A/P	OUT-STD	
003526	11/02/12 5403-023335 5403-023744	BRUNET DISTRIBUTION WS-TRANS&DIST-DR 18 CAP X6.1 M WS-TRANS&DIST-5403-023335 HST	4772.50 620.43 5392.93	A/P	OUT-STD	
003527	11/02/12 8952-48837 8952-48847 8952-48877 8952-48892 8952-48893	CARQUEST SCD-#3-CALIPERS SCD-#3-BRAKE PAD SCD-#3-CAPIPERS, CERAMIC PADS SCD-#3-SHOCKS, STRUTS SCD-#3-CV AXLE SHAFTS	299.70 38.36 -255.69 120.86 149.05 352.28	A/P	OUT-STD	
003528	11/02/12 34885	CHAR CO CHEVROLET PONTIAC BUICK GMC WS-#102-HOSE	439.34 439.34	A/P	OUT-STD	
003529	11/02/12 12-179	CLASSIC ASPHALT LTD. WS-TRANS&DIST-ASPHALT	1281.42 1281.42	A/P	OUT-STD	
003530	11/02/12 12-066	COASTAL ASPHALT (2002) LTD. WS-ST5-ASPHALT SEAL	8598.74 8598.74	A/P	OUT-STD	
003531	11/02/12 00452939	COLE-PARMER CANADA INC. WS-SOURCE-DATA MODULE/DSPLY	173.70 173.70	A/P	OUT-STD	
003532	11/02/12 2-1622816 2-1623864 2-1624203*	COX ELECTRONICS & COMMUNICATIONS WS-SOURCE-500 GB NB S, LABOUR WS-DIROFOPS-COMPUTER REPAIR WS/SCD-TREASURER-REMOTE CONNEC	305.04 50.79 45.16 400.99	A/P	OUT-STD	
003533	11/02/12 PO4416	JOE JOHNSON EQUIPMENT INC. SCD-DISPOSAL-NOZZEL ALUM TUBES	348.89 348.89	A/P	OUT-STD	
003534	11/02/12 201226631	MCINNES COOPER WS/SCD-LEGAL-WATERLINE EXPROPR	728.85 728.85	A/P	OUT-STD	

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003536	11/02/12 349575	VIKING FIRE PROTECTION INC WS-PUMPHOUSE-FIRE INSPECTION	319.38 319.38	A/P	OUT-STD	
003537	11/02/12 0160100449	ZEE MEDICAL CANADA, INC. WS-TRANS&DIST-FIRST AID SUPPLI	41.92 41.92	A/P	OUT-STD	
003538	11/02/12 746-28-2 746-99-49-1	THE PANEL SHOP WS-SOURCE-CL2 ANALYZER REPLACE SCD-DISPOSAL-#4 LIFT STATION R	2208.02 830.83 3038.85	A/P	OUT-STD	
003566	11/07/12 INV01866851	XPLORNET WS-SOURCE-SATELLITE SERVICE	70.05 70.05	A/P	OUT-STD	
003567	11/14/12 69665	ALL GAS TANKS WS-#305-POWER STEERING BOX	141.25 141.25	A/P	OUT-STD	
003568	11/14/12 126061	ATLANTIC PURIFICATION SYSTEMS LTD. WS-SOURCE-CHLORINE	517.55 517.55	A/P	OUT-STD	
003569	11/14/12 6639	HOVEY'S HUSKY SALES & SERVICE WS-SOURCE-FILE GUIDE, BLADE	102.83 102.83	A/P	OUT-STD	
003570	11/14/12 13863	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER LAB T	774.55 774.55	A/P	OUT-STD	
003571	11/14/12 11366812OCT12 11385317OCT12 19002807OCT12	MINISTER OF FINANCE WS-SOURCE-PUMP STATION WS-TRANS&DIST-BUDD AVE SCD-DISPOSAL-OLD BAY WWTP	126.27 35.11 146.42 307.80	A/P	OUT-STD	
003572	11/14/12 417995094	PUROLATOR COURIER LTD. WS-SOURCE-TO HYPERION RESEARCH	69.11 69.11	A/P	OUT-STD	
003573	11/14/12 36869807NOV12 50228902NOV12 53473043NOV12 61230004NOV12 82291006NOV12	SERVICE NEW BRUNSWICK WS-3119MAXWELLXING-BUILDING WS-MAXWELLXING-PUMPS WS-SOURCE-CHLORINE RESIDUAL WS-MAXWELLXING-PUMPS WS-SOURCE-RESERVOIR	848.96 591.70 24.06 2462.28 238.74 4165.74	A/P	OUT-STD	
003574	11/14/12 21856412OC12**	TELUS WS/SCD-CELL PHONE CHARGES	562.57 562.57	A/P	OUT-STD	

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003575	11/20/12 15901	A"PLUS" AUTO GLASS & UPHOLSTERY WS-#105-WINDSHIELD	254.25 254.25	A/P	OUT-STD	
003576	11/20/12 40298107 40301178 40302171 40305386	BRENNTAG CANADA INC. SCD-DISPOSAL-CHLORINE SCD-DISPOSAL-CYLINDER REFUND WS-SOURCE-CHLORINE WS-SOURCE-INV #40302171	4037.64 -2712.00 5355.78 -3616.00 3065.42	A/P	OUT-STD	
003577	11/20/12 105674 105676	BRIGGS PLUMBING INC. SCD-DISPOSAL-CLEAR TUBING WS-TRANS&DIST-GAUGE 1/4" LIQUI	101.93 264.41 366.34	A/P	OUT-STD	
003578	11/20/12 8952-48980	CARQUEST WS-#305-RED FILTERS	4.95 4.95	A/P	OUT-STD	
003579	11/20/12 18227	CARR'S TRANSMISSION 2000 LTD. SCD-#3-PLUG WIRES, CAP, ROTOR	302.22 302.22	A/P	OUT-STD	
003580	11/20/12 12-198	CLASSIC ASPHALT LTD. WS-TRANS&DIST-ASPHALT, SEAL	1278.37 1278.37	A/P	OUT-STD	
003582	11/20/12 298355 298578 298640 298647 298737 298861 299045 299125 299262 299318 299518 299645 299670 299839 300117 300137 300248 300280 300598	CREIGHTON-CARTER LTD. WS-TRANS&DIST-SNAP STRAPS WS-SOURCE-8PC HEX SKTSAE SCD-#3-LONG ALUM RIVET WS-TRANS&DIST-8PC HEX. SKTSAE SCD-DISPOSAL-HYDRAULIC, 4 HOSE SCD-DISPOSAL-BRAKE PADS, BRAKE SCD-#9-HYDRAULIC HOSE, INST.FI SCD-#3-SEMI LOADED CALIPERS TS-#3-SEMI LOADED CALIPERS WS-TRANS&DIST-PORTABLE RAM KIT SCD-#3-SEMI LOADED CALIPER SCD-#3-SEMI LOADED CALIPER, BR SCD-#3-CORE DEPOSITS WS-#305-PWR STEER REPAIR KIT WS-#102-U-JOINT WS-#102-BRACKET HANGER WS-#305-UBS BEARINGS WS-SOURCE-1 2 RATCHET SCD-#9-STROBE	14.64 24.85 6.96 -24.85 6.62 89.46 36.14 445.56 -431.43 327.69 333.18 247.74 -389.85 26.11 51.60 17.05 17.04 51.18 163.79			

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	300685	SCD-#9-COUPLER KIT, HYDRAULIC	29.71			
			1043.19	A/P	OUT-STD	
003583	11/20/12	DEVLIN TIM				
	NOV15/12	SCD-DISPOSAL-RUBBER BOOTS	47.45			
			47.45	A/P	OUT-STD	
003584	11/20/12	EMCO CORPORATION				
	2794841-00	SCD-DISPOSAL-PVC SDR 45 ELL G-	328.49			
	2795876-00	WS-TRANS&DIST-BALL VLVS, VLV B	1179.58			
	2796004-00	WS-TRANS&DIST-GATE VLV OLS	3982.52			
			5490.59	A/P	OUT-STD	
003585	11/20/12	GULLISON'S COURIER SERVICE				
	545854	WS-SOURCE-TO DOE LAB	28.25			
	545865	WS-SOURCE-TO DOE LAB	28.25			
	545887	WS-SOURCE-TO DOE LAB	28.25			
	745030	WS-SOURCE-TO DOE LAB	28.25			
	745124	WS-SOURCE-TO DOE LAB	28.25			
	745182	WS-SOURCE-TO DOE LAB	28.25			
			169.50	A/P	OUT-STD	
003586	11/20/12	KENT BUILDING SUPPLIES				
	478056	SCD-#3-RUNNER RUBBER RIB BLACK	25.19			
	478191	WS-TRANS&DIST-SCREWS, HASPS	30.67			
	479623	SCD-#3-CMNT/ROOF WET/DRY	19.91			
			75.77	A/P	OUT-STD	
003587	11/20/12	SERVICE NEW BRUNSWICK				
	53123617NOV12	SCD-ST5-DECHLORINATION CHAMBER	119.67			
	53158875NOV12	WS-ST5-BUDD AVE LIFT STATION	3410.87			
	54807440NOV12	WS-ST5-158A MILLTOWN BLVD LIFT	34.57			
	56356048NOV12	SCD-ST5-18 RIVERSIDE DR LIFT S	30.48			
	61204006NOV12	SCD-ST5-2-216 KING ST LIFT STA	245.70			
	61224002NOV12	WS-ST5-358A MILLTOWN BLVD LIFT	1428.63			
	61236008NOV12	WS-ST5-BUDD AVE LIFT STATION	500.61			
	76139807NOV12	SCD-ST5-54RIVERSIDE DR LIFT ST	130.04			
	84934906NOV12	SCD-ST5-658A RIVEWRSIDE DR LIF	147.77			
	84943406NOV12	WS-ST5-TODD HILL RESERVOIR	140.80			
			6189.14	A/P	OUT-STD	
003588	11/21/12	PUROLATOR COURIER LTD.				
	418148360	WS-SOURCE-TO HYPERION RESEARCH	72.21			
			72.21	A/P	OUT-STD	
003589	11/21/12	SCOTIA TECH				
	11984	WS-TRANS&DIST-ACCUSTREAM METER	1326.45			
			1326.45	A/P	OUT-STD	
003590	11/21/12	SOURCE ATLANTIC				

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	1453835	WS-TRANS&DIST-HARNESS, PRO-LIN	75.71			
	1453837	WS-TRANS&DIST-WORK PANT, NAVY	34.92			
			110.63	A/P	OUT-STD	
003591	11/21/12	STATIONERY PLUS				
	308866	WS/SCD-TOWN-UTILITY ENVELOPES	36.34			
	308960	SCD-DISPOSAL-BINDERS, TAPE	14.19			
	309131*	WS/SCD-TOWN-HD STAPLES	8.36			
	309403*	WS/SCD-TOWN-STAPLES, HIGHLIGHT	28.48			
			87.37	A/P	OUT-STD	
003592	11/21/12	STRESCON LIMITED				
	50084621	SCD-DISPOSAL-STORM BASE STRUCT	1209.10			
			1209.10	A/P	OUT-STD	
003593	11/21/12	WATSON'S HEATING AND VENTILATION				
	5704	WS-MAX CROSS HOUSE-CLEAN FURNA	117.52			
			117.52	A/P	OUT-STD	
003594	11/21/12	WORLDLYNX				
	13048IN14594	WS-SOURCE-BLACKBERRY, BATTERY	99.43			
			99.43	A/P	OUT-STD	
003595	11/21/12	XYLEM				
	50160820	SCD-DISPOSAL-BASIC REPAIR KIT	1143.93			
	50160821	SCD-DISPOSAL-BEARING COVER, BA	33.90			
	50161395	SCD-DISPOSAL-BALL BEARINGS	193.47			
			1371.30	A/P	OUT-STD	
003596	11/27/12	A.E. HORNE & SON LTD.				
	460560-01	WS-STASPHALT BROKERAGE FEE	77.91			
	460757-01	WS-STASPHALT BROKERAGE FEES	77.50			
			155.41	A/P	OUT-STD	
003597	11/27/12	CHAR CO CHEVROLET PONTIAC BUICK GMC				
	34978	WS-#102-FILTER KIT	53.77			
			53.77	A/P	OUT-STD	
003598	11/27/12	PITNEY WORKS				
	NOV13/12*	WS-POSTAGE-MACHINE REFILL	1033.29			
			1033.29	A/P	OUT-STD	
003599	11/27/12	SERVICE NEW BRUNSWICK				
	52557428NOV12	SCD-218OLDBAYRD-WWTP	8473.20			
			8473.20	A/P	OUT-STD	
003600	11/29/12	LARRY HOVEY				
	NOV08/12*	WS-STAS-CLOTHING ALLOWANCE	95.48			
			95.48	A/P	OUT-STD	
003601	11/29/12	MUNDIE KEVIN				
	NOV21/12	WS-STAS-CLOTHING ALLOWANCE	377.37			
			377.37	A/P	OUT-STD	

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003602	11/29/12	PARTS FOR TRUCKS INC.				
	32152645-00	WS-#102-VEHICLE LIGHTING HARNE	-219.14			
	32176195-00	WS-#20-SPRING BOX, HEATING BOX	356.73			
			137.59	A/P	OUT-STD	
003603	11/29/12	SERVICE NEW BRUNSWICK				
	561146*	WS/SCD-TOWN-UTILITY PAYMENT FE	126.88			
			126.88	A/P	OUT-STD	
003604	11/29/12	SOUTHERN SANITATION LTD.				
	148005	WS-BUDD AVE-GARBAGE COLLECTION	109.84			
	148008	WS-BUDD AVE-GARBAGE COLLECTION	109.84			
			219.68	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$68,443.11			
		Void:	\$0.00			

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on November 28, 2012 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, NOVEMBER 28, 2012 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames (arrived at 6:20 p.m.); Councillors Allan MacEachern (arrived at 6:40 p.m.), Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; CAO/Development Officer John Ferguson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **ITEMS**

Motion to move into closed session as per:

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

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

4. **ADJOURNMENT**

The meeting moved from the closed session at 6:15 p.m. into an emergency Special Council meeting which the Mayor called and Council accepted, and it was MOVED by Councillor Maxwell and SECONDED by Councillor Harding to resume the closed session at 6:30 p.m., for further discussion on the above-noted two items as per Section 10.2(4) of the New Brunswick *Municipalities Act*, which adjourned at 8:50 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, NOVEMBER 28, 2012 @ 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) **Financial Matter** - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item
- (ii) **Labour and Employment Matter** – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

4. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration held on December 5, 2012 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, DECEMBER 5, 2012 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Financial Matter - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items

It was MOVED by Councillor Maxwell and SECONDED by Deputy Mayor Ames that the above-noted five (5) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) 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; CAO/Development Officer John Ferguson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. DELEGATIONS/PRESENTATIONS

- (i) Charlotte County Community Health and Wellness Centre - Robert Brown, a former Mayor, and Chairperson of a citizens group, along with Kathy Helpert and Joyce Walker-Haley, members of the citizens group, presented to Committee the need for a Health and Wellness Centre within the community which would leave the Emergency Room at the Charlotte County Hospital for emergencies only. Tony Bastow, a member of the citizens group, was also in attendance.

Mr. Brown suggested Council pass a resolution to ask the Province to consider St. Stephen as one of its municipalities to carry out a community health needs assessment.

Mayor Quartermain thanked the citizens group for their presentation.

4. ITEMS

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The report of the Public Works Department was received and reviewed.
- (ii) Transfer to Water and Sewerage Capital Reserve Fund – Memo from the Treasurer dated November 27, 2012 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2012.
- (iii) Transfer from Water and Sewerage Capital Reserve Fund – Memo from Treasurer dated November 27, 2012 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2012.

POLICE AND FIRE - Chaired by Councillor Harding

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

As noted in the Manager's report, the building located at 5 Brewers Lane has been demolished as it was dilapidated and structurally unsound, and an application will be sent to the Province for cost recovery of expenses for the demolition paid by the Town.

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

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

- (iv) Planning Advisory Commission Appointments – Memo from Manager, By-Laws and Building Inspection dated December 3, 2012 was received and reviewed.

As noted in the Manager's memo, the Town's By-Law No. A-4, "A By-Law to Establish a Planning Advisory Commission" requires that the Planning Advisory Commission (PAC) consist of eight members, six from the community at large and two from Town Council.

Committee agreed that Councillor Booth will join Councillor Harding on the PAC, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2012.

A second motion will also be considered at the next Regular Session of Council on Monday, December 17, 2012 as suggested by the Manager to appoint two new members: 1) to replace a member who moved; and 2) to replace a member who has resigned, and the two members will be recommended after the next PAC meeting on December 10, 2012.

- (v) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.
- (vi) By-Law No. A-9, "A By-Law to Assist with the Administration of the Town of St. Stephen's Garcelon Civic Center" – The draft by-law was received and reviewed.

Committee agreed with the by-law and first reading, short title only, will be considered at the next Regular Session of Council on Monday, December 17, 2012.

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.

In the absence of the Director, Parks, Recreation and Property Management, the Assistant Director spoke to his report. As noted in the report, lights have been vandalized in the John E. "Jake" Donahue Memorial Park and ongoing maintenance is costly.

Committee directed the Director, through the Chief Administrative Officer, to discuss the situation with the Donahue family and to bring options back to a future Committee meeting.

- (ii) Parks Vehicle – Memo from Director, Parks, Recreation and Property Management dated November 21, 2012 with attached memo from the Town's Horticulturist dated November 27, 2012 was received and reviewed.

Committee agreed that the \$10,794.00 received from the insurance company as a result of a Parks vehicle being totaled in an accident be transferred into a Capital Reserve Fund to be used for the purchase of a used vehicle in the spring for the Horticulturist, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2012.

- (iii) Garcelon Civic Center – Work Progress Update for the period October 31, 2012 – December 31, 2012 from E. A. Farren, Limited was received and reviewed.

As a further update to the report of E. A. Farren, Limited, Councillor MacDonald advised that two local companies have been awarded contracts: 1) R E M Transport Ltd. has been awarded the contract to pick up and deliver wall panels from western Canada; and 2) Seldon Smith & Sons Limited has been awarded the main plumbing contract.

Councillor MacDonald also stated that it is still anticipated that the structure will be closed in by year end.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

No items this month.

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 August – Memo from the Assistant Treasurer dated December 3, 2012 with attached cheque register was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, December 17, 2012.

5. NEW BUSINESS

No new business.

6. ADJOURNMENT

The meeting moved into closed session at 6:15 p.m. and adjourned at 6:55 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, DECEMBER 5, 2012 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. DELEGATIONS/PRESENTATIONS
 - (i) Charlotte County Community Health and Wellness Centre – Presentation by Robert Brown, Kathy Helpert, and Joyce Walker-Haley, members of a citizens group to support efforts to create a Charlotte County Community Health and Wellness Centre.
4. ITEMS

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) Transfer to Water and Sewerage Capital Reserve Fund – Memo from Treasurer dated November 27, 2012.
- (iii) Transfer from Water and Sewerage Capital Reserve Fund – Memo from Treasurer dated November 27, 2012.

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
- (iii) Animal Control Report
- (iv) Planning Advisory Commission Appointments – Memo from Manager, By-Laws and Building Inspection dated December 3, 2012.
- (v) Report of the Property Management Office
- (vi) By-Law No. A-9, "A By-Law to Assist with the Administration of the Town of St. Stephen's Garcelon Civic Center – Draft by-law for review.

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Parks Vehicle – Memo from Director, Parks, Recreation and Property Management dated November 21, 2012 with attachment:
 - Memo from Horticulturist dated November 27, 2012.
- (iii) Garcelon Civic Center – Work Progress Update for the period October 31, 2012 – December 31, 2012 from E. A. Farren, Limited.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

No items this month.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of October – Memo from Assistant Treasurer dated December 3, 2012 with attachment:
 - Cheque Register

5. **NEW BUSINESS**

6. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on December 6, 2012 be approved as circulated.

COMMITTEE MEETING
THURSDAY, DECEMBER 6, 2012 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

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

4. **ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, DECEMBER 6, 2012 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Financial Matter - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* - one item

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on December 10, 2012 be approved as circulated.



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

Mayor and Council of the Town of St. Stephen

December 10, 2012.

Attendance:	Mayor	<u>Quaker main</u>
	Deputy	<u>John Ames</u>
	Councillor	<u>Allan MacKachern</u>
	Councillor	<u>MARIE MADONIA</u>
	Councillor	<u>Debbie MacDonell</u>
	Councillor	_____
	Councillor	_____
	Councillor	_____

Emergency Council meeting - Motion to convene:

Moved: Marg

Second: John Ames

Decision: moved unanimously

Motion to confirm CAO as acting Clerk:

Moved: Debbie

Second: John Ames

Decision: moved unanimously

Closed session as per section 10.2(4);

- (a) information the confidentiality of which is protected by law;
- (b) personal information;
- (c) information that could cause financial loss or gain to a person or the municipality or could jeopardize negotiations leading to an agreement or contract;
- (j) labour and employment matters, including the negotiation of collective agreements.

Motion to move in to closed session:

Moved: Marg

Second: Mile

Decision: unanimous

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of November 2012 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office.

Memo

To: John Ferguson, CAO
From: Tim Tozer, Treasurer
Date: 27 November 2012
Subject: Finance Department Report

Staff Activity since last report:

- 1) Ongoing accounting work involving:
 - A) Accounts Receivable processing (Daily payment processing, weekly 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 weekly 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 September 30, 2012.
- 2) Statements of Revenue and Expenditures to October 31, 2012.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee meeting-November 14, 2012.
 - B) Draft budget review-Recreation and Culture Services-November 21, 2012.
 - C) Draft budget review-Water and Sewerage Services-November 23, 2012.

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) Public Sector Accounting Board standard implementation.

C) 2013 Budget.

D) Staff professional development courses.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for November 2012

FROM: Lee Johnson Director of Operations
DATE: Nov. 27,2012

1:Water system:

- a) 1 new water service was installed.
- b) 4 new meters were installed.
- c) 1 Water Main was repaired.
- d) 5 water services were repaired.

2:Streets:

- a) Finished hauling winter sand.
- b) Picked up Brush and Leaves..
- c) Cleaned Catch Basins.
- d) Hauled Cold Patch..

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 3 Sewer Laterals were videoed and 1 perimeter drain was flushed.
- c) Installed new Overflow at King St. Lift station.
- d) Installed 1 new sewer service.

4: West and Dow Sewer and Water Project

- a) Finished for winter.

**Report of the Parks
and Recreation Office
December 2012**

Parks

- The lights at the John E Jake Memorial Park are in a sad state right now. There are only 2 sets still working, the rest have been torn down. The residents up there would really like to see them put back up, however the cost to the Town would be a minimum of \$2,500.
- We have installed the security cameras at the Bandstand/Tennis Court.
- We had to repair 2 lights at the Cotton Mill site.

Recreation

- The Parade and Tree lighting took place on the 16th.
- I have been working on the 2013 budget.

Meetings

- Civic Centre
- Budget

Leah

- Ongoing Arena operations.
- SSSH girls hockey tournament Nov. 10-12
- SSSH boys hockey tournament Nov. 23-25
- Rob Gullison Memorial Comp Hockey tournament Nov 30-Dec. 2
- New Years Eve dance planned for upstairs
- Power skating clinics organized and instructed by Mark Marentette
- Budget for pool wages

Meetings

- NB Lifesaving Society
- National Lifesaving Society
- Chocolate Fest Board Strategic Planning
- Chocolate Fest Board Annual meeting
- Arena Board

Michael O'Connell
Director Parks, Recreation
& Property Management

**Report of the Property
Management Office
December 2012**

By-Law/Zoning Issues

- Spoke with a potential developer interested in downtown properties.

Facilities

- Met with Fundy contractors re. state of wharf and dock.
- Working with Jeff on the Capital Plan for 199 Union St.

Other

- Working on 2013 budget.

Meetings

- International Growth
- George – Airport
- Budget

Michael O'Connell
Director Parks, Recreation
& Property Management

4. Two Fire Trucks participated in the Santa Claus Parade.

5. The Fire Department hosted the Annual Christmas Dinner Meeting of the Fundy Firefighters Assoc.. At this meeting I was once again elected President of the Association.

6. The Fire Chief worked 6 shifts as a relief Driver in November.

November 28, 2012

To: CAO – St. Stephen

Fr: By-Laws & Building Inspection

Re: November 2012 – Report

- 5 Brewers Lane – Action taken under Dangerous and Unsightly Premises By-Law (Emergency) building vacant and open evidence of fires being set. Building Inspector advises building dilapidated and structurally unsound. Building's listed owners both deceased. No heir ship ties. Building demolished November 23, 2012. Notice placed on telephone pole and filed with Service New Brunswick. The Municipalities Act allows for an application for cost recovery to the Province in the year following the remedial action.
- Continuing work in preparation for addressing several buildings under the Dangerous and Unsightly Premises By-law
- Action taken on a dog declared to be a dangerous animal in the Maple St area. Owner has agreed to remove the dog to a safe location outside of Town with the understanding that if the dog is brought back to Town it will be impounded or legal action will be taken to seize the animal until the owner has complied with regulations as it applies to a Dangerous animal
- Several issues relating to 2 hr parking on King St and Milltown Blvd. Resolved
- One (1) issue dealing with a store being open on Sunday (Remembrance Day). The Town's By-Law Respecting Sunday Shopping. Stores are no allowed to open on Sundays if that Sunday is listed in the Days of Rest Act. Exception being a pharmacy. Warning issued.
- Enquiry from a major retailer concerning hours of operation on Sundays. Manager was advised that the Town does not set the hours for Sunday shopping. Reminded that stores with the exception noted (pharmacies) are not allowed to be open on the listed days of rest
- Corresponding with the public on a daily basis with matters relating to Zoning Issues, Building By-law and other enforcement by-laws
- Signing off of bills and preparation of reports to Stats Canada, Service New Brunswick & CMHC
- Preparing and issuing building permits for the signature of the building inspector and signing off as required as the Assistant Development Officer.

TOWN of ST. STEPHEN

Building Inspection Services

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

NOVEMBER REPORT

2012

BUILDING INSPECTION

The month of November has brought in a total of 19 (nineteen) permits which represents \$355,083.00 in building costs.

Our office has had 3 (three) electrical waivers to deal with. We issued 1 (one) Stop Work Order in the month November, We have 1 (one) ongoing Order to Comply on a very serious matter.

Our office dealt with and have filed 40 (forty) Occurrences reports.

The public response to on going inspection has been accepted very well, many home owners and contractors have commented on the fact that they are happy to have this service. As we like to explain we are a technical service which means we are here to help the builders and home owners with information not just permits.

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**

November 28, 2012

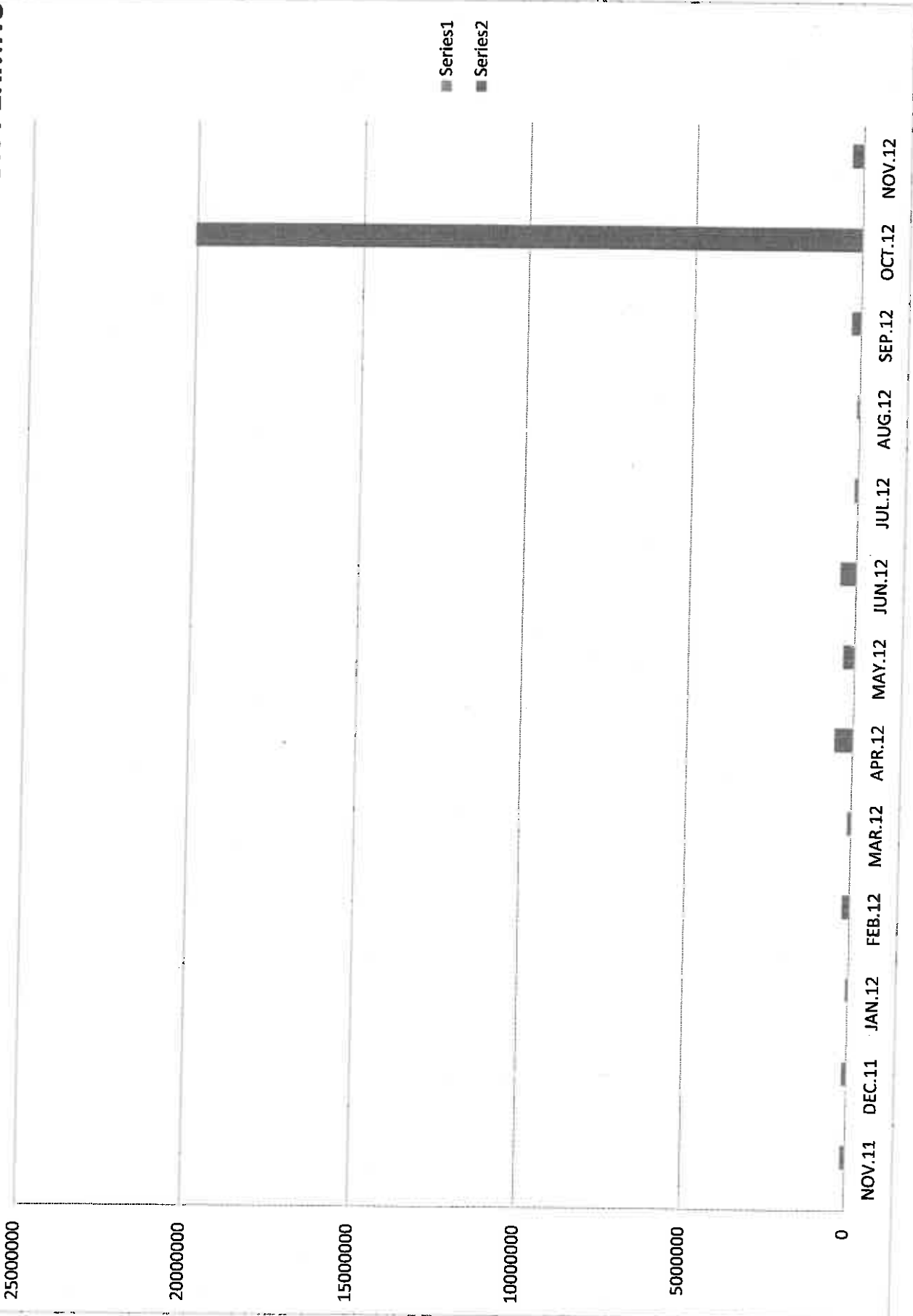
To: CAO – St. Stephen

Fr: REPORT OF THE DEVELOPMENT OFFICE (Assistant Development Officer)

Re: November 2012

- Nineteen (19) Building, Sign & Demolition Permits issued – Totalling \$355,083.00
- Three (3) Building Permit Waivers issued - electrical upgrades

NOVEMBER 2011 - NOVEMBER 2012 BUILDING & DEMOLITION PERMITS



RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.7 – 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-7.7 – 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 17, 2012

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. Z-1.2 – “A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW” – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT By-Law No. Z-1.2 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Third and Final Reading – Short Title Only.

TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.2

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

Be it enacted by the Council of the Town of St. Stephen as follows:

1 Subsection **9.3.6 Portable Signs** be added under Section **9.0 SIGNAGE** which reads as follows:

9.3.6 Portable Signs

- (1) *Portable signs* shall be permitted in the Large Format Commercial (LFC), Institutional (INST) and Commercial Mix (CM) Zones provided that:
 - (a) No portable sign shall be erected without first obtaining a permit from the Town Office. Each permit shall be for a one (1) year period and must be renewed annually.
 - (b) A portable sign shall not have more than two (2) sign faces and any one (1) sign face shall not exceed 50 square feet.
 - (c) No portable sign shall be illuminated or employ any flashing or sequential light, or any mechanical or electronic device to provide or simulate motion.
 - (d) No more than one (1) portable sign is provided per lot.
 - (e) A maximum of two (2) colours only shall be used per sign.
 - (f) A portable sign is not located:
 - (i) on public property, without the permission of Town Council;
 - (ii) on a parking space or driveway;
 - (iii) within a site triangle;
 - (iv) within 45 metres on either side of any crosswalk without a traffic light;
 - (v) within 45 metres of another portable sign;
 - (vi) off-site.
 - (g) A portable sign shall have a maximum height of three (3) metres.

- (h) Portable signs erected for special or community events shall:
- (i) be erected a maximum of fourteen (14) days before the event;
 - (ii) be removed one (1) day after the event;
 - (iii) be entitled to permits up to a maximum of four (4) occasions per year;
 - (iv) obtain a separate permit for each event;
 - (v) have the permit fee waived;
 - (vi) have the location of the sign approved by the Town

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the 17th day of December, 2012.

First Reading:	July 23, 2012
Second Reading:	November 26, 2012
Third Reading and Enacted:	December 17, 2012

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. L-9 – A BY-LAW RESPECTING A SIDEWALK CAFÉ – SECOND
READING – SECTION NUMBERS ONLY**

THAT By-Law No. L-9, being "A By-Law Respecting a Sidewalk Café – be given
Second Reading – Section Numbers Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. L-9

A BY-LAW RESPECTING A SIDEWALK CAFÉ

BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ST. STEPHEN AS FOLLOWS:

Definitions:

1. The following definitions apply this by-law:

“Building by-law means the Building By-law of the Town of St. Stephen and its amendments thereto

“Council” means the mayor and councillors of the Town of St. Stephen

“Development Officer” means the Development Officer for the Town of St. Stephen appointed by Council

“Neighbourhood Property Owners” means at least two (2) houses/business establishments on either side of the proposed café site and three (3) houses/business establishments across the street.

“Sidewalk Café”: For the purpose of this by-law a sidewalk café is defined as a group of tables and chairs and other accessories situated and maintained upon a public sidewalk or other pedestrian areas for the use and consumption of food and beverages sold to the public from, or in, an adjoining indoor food and beverage establishment.

“Zoning By-law” means the Zoning By-law of the Town of St. Stephen

Approval Requirements:

1. No person shall establish a sidewalk café unless a permit has been granted by the Development Officer of the Town of St. Stephen, who shall consider all available information/concerns and may impose such terms and conditions deemed necessary to conform to the guidelines contained herein.

The applicant shall notify all neighbourhood property owners of the intent to establish a sidewalk café and submit written confirmation of the notification(s) with the application.

Prior to granting an approval, the Development Officer shall refer a completed application to:

- (a) The Traffic Authority (RCMP) of the Town of St. Stephen;
- (b) The Town Engineer of the Town of St. Stephen; and
- (c) The Fire Chief for the Town of St. Stephen.

Upon receiving advice from the above the Development Officer may refuse to grant approval or impose such terms and conditions as are consistent with the guidelines contained herein.

Other Approvals: Approval for a sidewalk café is contingent upon the approval of the Department of Health, the Fire Marshal, and the Liquor Licensing Board (where applicable) and any other regulatory bodies governing the sale of food and/or beverages or the public health.

2. **Appeal:** An applicant may appeal to Council, the Development Officer's decision to refuse to grant approval or the terms and conditions of approval imposed.

3. **Revocation of Approval:** Where a person fails to conform to the terms and conditions of approval, then the Development Officer may order that the sidewalk café be removed from the public sidewalk on which it is located. If the operator fails to comply with such an order within 24 hours notification, the municipality may take such action needed to have the sidewalk café removed.

4. **Permits Required:** The operator of a sidewalk café shall apply for and obtain, annually, a conditional development permit (Schedule "A") prior to commencement and a building permit will be required prior to the installation of barriers, structures and awnings.

5. **Application Fee:** There shall be an application fee in the amount of \$100.00 per year.

6. **Information Requirements:** The applicant should submit a site plan, drawn to a minimum scale of ¼ inch to 1 foot, which shows the delineated area of the proposed sidewalk café and proposed location and placement of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk and to the indoor restaurant associated with it. The plan shall show (within 6 metres (19.7 ft) of the development) the location of utility poles, hydrants, parking meters, shelters, manholes, traffic signs, catch basins, awnings, easements and any other physical or drainage feature of the street or beyond 6 metres (19.7 ft) of any public utility that may be affected by the development.

7. **Design:** The design of sidewalk café should be consistent with the age and character of the building for which it serves as an accessory use, and where the municipality has established design guidelines for a specific area, these shall be considered in review of applications.

8. **Conditions of Approval:**

a) **Insurance:** The operator of a sidewalk café must carry a minimum of \$2,000,000 liability insurance for the operation of the sidewalk café and must indemnify the Town of St. Stephen safe and harmless from any and all claims of injury to persons or damage to property

attributable, in whole or in part, to the existence, location and operation of a sidewalk café in the public right-of-way. Proof of insurance shall be provided before the permit is issued. Such insurance shall require notification to the municipality ten (10) days before cancellation.

- b) **Accessory Use:** Sidewalk cafés shall be located adjacent to an existing food and beverage establishment and shall be considered an accessory use.
- c) **Hours of Operation:** A sidewalk café shall be operated for no longer than the operating hours of the principle use to which it is accessory, and in any event must be closed not later than 11:00 P.M. and not open prior to 7:00AM on any given day.
- d) **Sidewalk Reservation:** The minimum sidewalk reservation to be incorporated in a sidewalk café design shall be 2.1 metres (7.0 ft) wide. The Development Officer may consider reduction of that reservation where the design of the café leaves sufficient clear space for the safe movement of pedestrians, but in no case shall the sidewalk width be less than 1.5 metres (5.0 ft) wide.
- e) **Temporary Sidewalks** Where the sidewalk café extends the width of the existing sidewalk, the operator shall provide temporary sidewalk adjacent of the sidewalk café, (See Schedule “B-2”) subject to the approval of the Town Engineer who shall consider street design and infrastructure issues and the RCMP who shall consider traffic movement and pedestrian safety issues. Unless otherwise approved by the RCMP, the transition from sidewalk to temporary boardwalk shall be designed to provide a 2.1 metre (7 foot) wide unobstructed and level pathway for the movement of pedestrians and other sidewalk traffic from the sidewalk to the temporary boardwalk at an angle of no greater than 45°.
- f) **Fencing:** Sidewalk cafés may be fenced around the perimeter but fences shall not exceed 1 metre (3 ft) in height. Open fencing is preferred to solid fencing, but fabric insert panels may be used. Fencing should incorporate a solid base perimeter to facilitate identification of the barrier by visually impaired individuals. Any fencing located within 6 metres (20 ft) of an intersection shall not obstruct the vehicular view angles as determined by the RCMP. Any and all fencing is subject to regulations and conditions as set out in the Town of St. Stephen’s Zoning By-law
- g) **Structures and Awnings:** The installation of structures and awnings requires a development and building permit and shall conform to the requirements of the Zoning/Building By-laws.
- h) **Umbrellas:** Any umbrellas shall be located entirely within the approved sidewalk café area.
- i) **Waste and Storage:** The sidewalk café operator shall maintain the sidewalk café area, and the immediately adjacent area, in a clean and safe condition at all times. Waste receptacles and work stations should be located along the building wall. The operator shall also ensure any refuse originating in the café area is removed from the street right-of-way.

- j) **Access:** The operator shall maintain a minimum width of 1.1 metres (3 ft 6 in) of unobstructed walkway to the entrance of the building. Barrier free access shall be maintained.
- k) **Landscaping:** Landscaping of the sidewalk café is encouraged but should be of a temporary nature unless otherwise approved. Plant material must be contained within the approved sidewalk café area. Unless the Town Engineer approve otherwise, the outside corners of the temporary boardwalk shall be framed by planters designed and maintained as shown on Schedule B (3 of 3).
- l) **Lighting:** Any lighting of the sidewalk café shall be of a temporary nature and shall not project onto or provide glare on adjacent properties or conflict with traffic control indicators. Such lighting shall be subject to all conditions as set out in the Town of St. Stephen's Zoning By-law
- m) **Location:** The sidewalk café shall not extend beyond the frontage of the property containing the use that the sidewalk café is accessory to unless written permission is obtained from the abutting property owners whose frontage is to be affected by the development.
- n) **Signs and Advertising:** Any signs or advertising within the sidewalk café area shall require a permit and shall conform to the terms and conditions as set out in the Town of St. Stephen's Zoning By-law Z-1.
- o) **Sidewalk Café Furnishings:** All tables, chairs and decorative accessories in the sidewalk café should be constructed using weather resistant materials.
- p) **Removal of Improvements:** Sidewalk café furnishings, fences, awnings, screens, signs, lighting and other sidewalk café improvements must be removable and not permanently fixed in place. All objects must be contained within the approved sidewalk café area and removed during the off-season or after the sidewalk café ceases operation, whichever occurs first. The street, sidewalk and municipal property must be restored to its original condition to the satisfaction of the Town Engineer.
- q) **Noise:** Music or other entertainment provided for patrons of a sidewalk café shall not create a nuisance to abutting property owners and must meet all requirements as set out in the Town of St. Stephen's Noise Control By-law. The Development Officer reserves the right to revoke permits, without reimbursement of fees, where this nuisance occurs. Nuisance may include, but shall not be limited to, police reports of loud, boisterous, or unreasonable noise, offensive language or other disruptive behavior.
- r) **Utility Access:** The Town of St. Stephen and all public utility agencies retain the right of access to the approved sidewalk café area for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, etc. as necessary. In case of emergency, no notice may be given. For scheduled work, a minimum notice of forty-eight (48) hours will normally be given. In such case, sidewalk café improvements shall be removed and reinstalled at the sidewalk café operator's expense so as to allow access to The Town of St. Stephen and/or public utility agencies.

s) **Emergency Vehicle Access:** The Town of St. Stephen retains the right of access to the approved sidewalk café for emergency vehicle access.

t) **Season:** Permits granted under this By-Law shall be for the period of May 1st to October 30th, unless otherwise approved by the Development Officer.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said

Town to be affixed to this By-Law the _____ day of _____, 20 _____

FIRST READING: November 26, 2012

SECOND READING:

THIRD READING AND ENACTMENT:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk



SCHEDULE "A"
TOWN OF ST. STEPHEN
APPLICATION FOR SIDEWALK CAFÉ OPERATION

* Name of Business: _____
Contact Person (Title or Position) _____
Address: _____
Tel Number: _____ Fax Number _____
E-mail: _____
Address of Property (if different from above) _____

Please attach a dimensional design of the proposed sidewalk café showing compliance with Sections 6 & 8 of the Sidewalk Café By-law of the Town of St. Stephen.

Please attach a copy of the liability insurance naming the Town of St. Stephen as a co-insured.

APPROVAL

Conditions (attachments)

Effective Date:

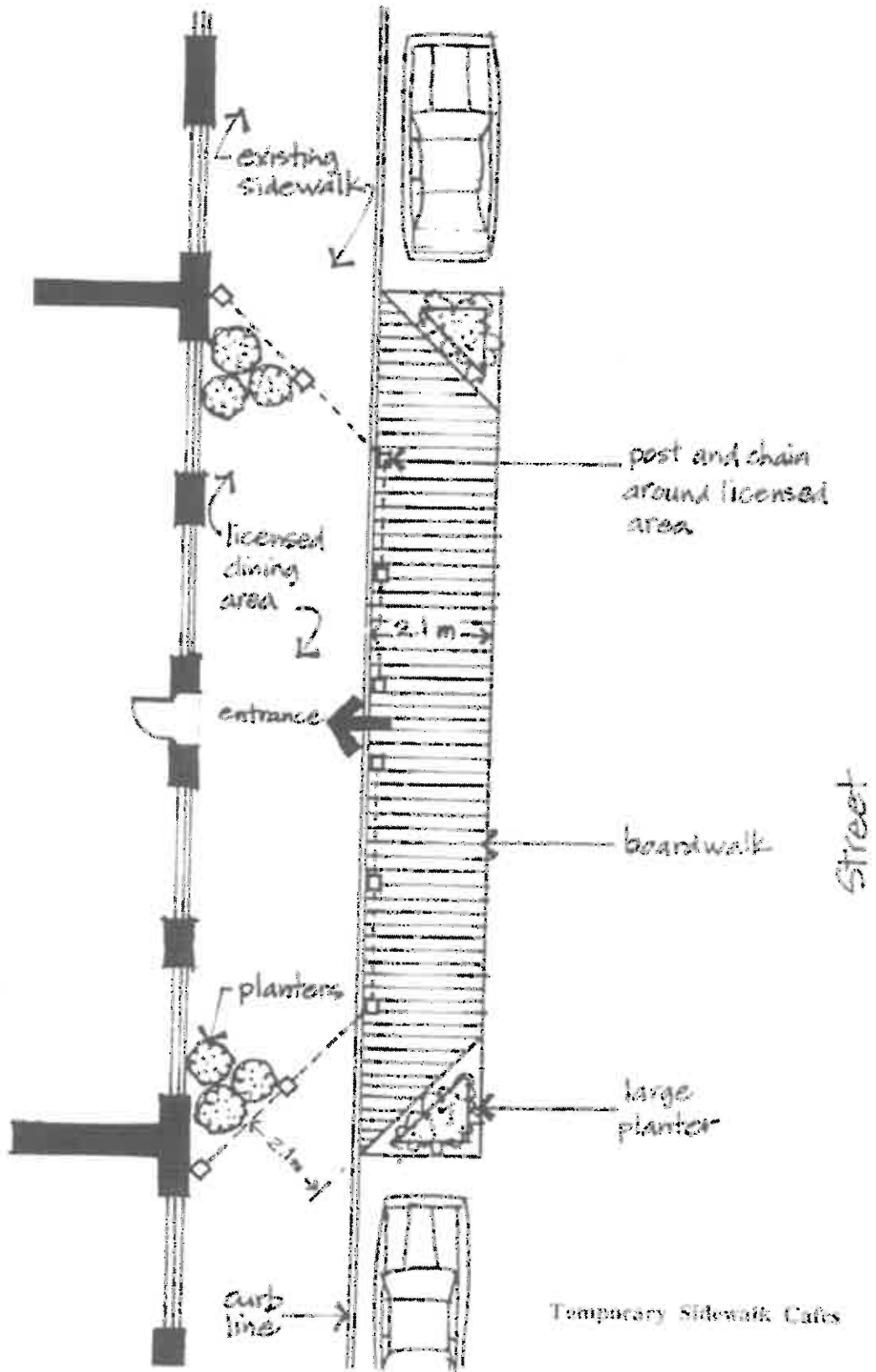
Ending Date:

Development Officer

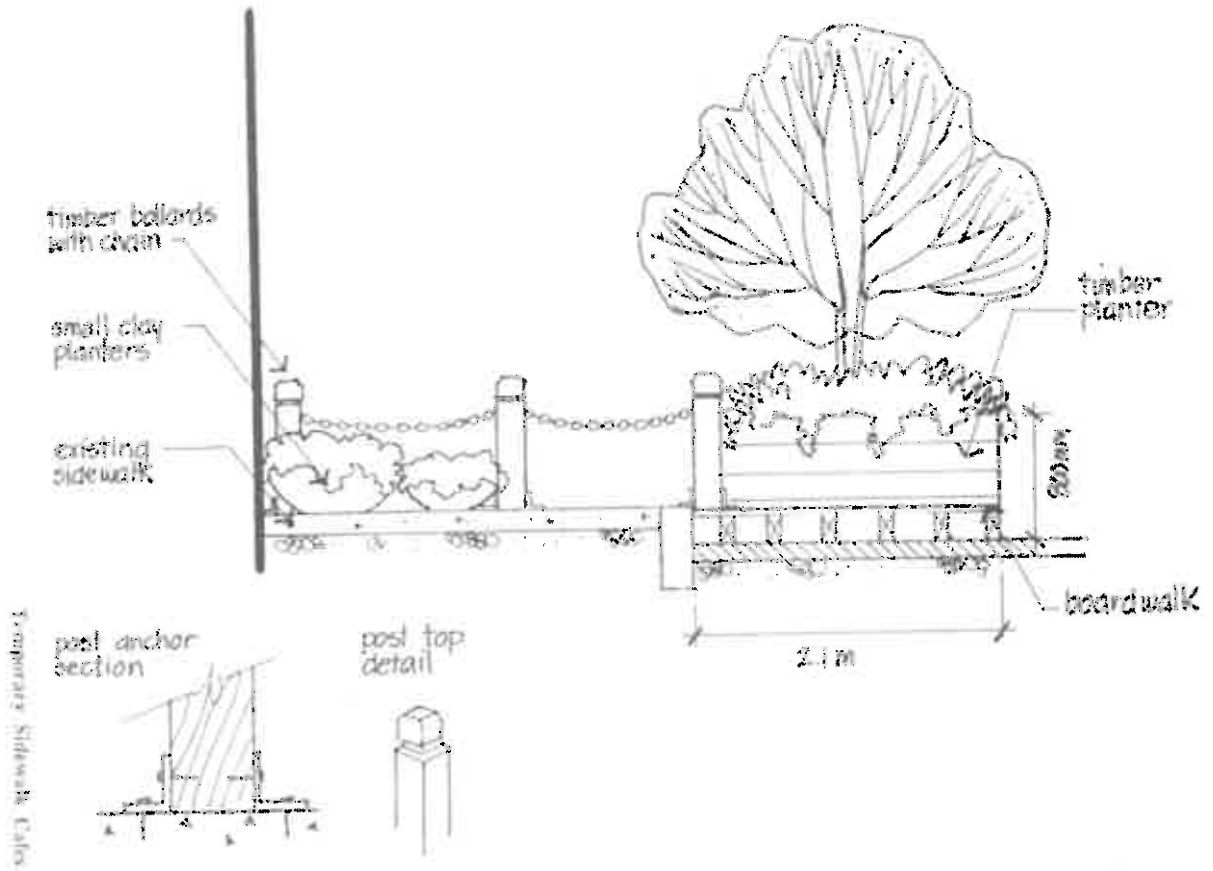
SCHEDULE B (1 OF 3)



Temporary Sidewalk Cafes



SCHEDULE B (3 OF 3)



RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. A-9 – A BY-LAW TO ASSIST WITH THE ADMINISTRATION OF THE
TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – FIRST READING –
SHORT TITLE ONLY**

THAT By-Law No. A-9, being “A By-Law to Assist with the Administration of the Town of St. Stephen’s Garcelon Civic Center” – be given First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. A-9

**A BY-LAW TO ASSIST WITH THE ADMINISTRATION OF THE TOWN OF ST. STEPHEN'S
GARCELON CIVIC CENTER**

BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ST. STEPHEN AS FOLLOWS:

1. BACKGROUND

1.01 The Town of St. Stephen is electing to establish an Advising Commission to assist the Town of St. Stephen to administer The Town of St. Stephen's Garcelon Civic Center in a cost-effective and transparent manner that is in conformity with the Town of St. Stephen's commitments to the Government of Canada, the Province of New Brunswick as funding agencies, and the Municipal Capital Borrowing Board to:

(i) Own and operate the facility in an equitable and transparent manner for the benefit of all citizens and without deference to special interest groups.

(ii) Own and operate the facility for the purposes for which it is established in order to promote the social, cultural, and economic well-being of the Town of St. Stephen and environs.

(iii) Own and operate the facility in accordance with the operational strategy submitted to the Municipal Capital Borrowing Board and to do so without significant impact upon the tax rate.

1.02 It is also recognized that this facility is established through the individual financial contributions of its citizens and their neighbours in Calais, Maine in order to promote and build the social, economic, and cultural growth of the Town of St. Stephen and environs.

1.03 It is therefore the intention of the Town of St. Stephen to establish a Civic Center Advising Commission through legislation to ensure that the goals and objectives for which the Town of St. Stephen, in concert with its funding partners, is establishing The Town of St. Stephen's Garcelon Civic Center are adhered to and carried out in an effective and cost-efficient manner.

2. DEFINITIONS

In this by-law,

"Advising Commission" means The Town of St. Stephen's Garcelon Civic Center Advising Commission appointed by the Town of St. Stephen and having the power to make recommendations to the Town on the operation of the Civic Center.

“equitable” means with fairness and justice.

“transparent” means obvious and evident.

3. CIVIC CENTER MANDATE

3.01 The Town of St. Stephen’s Garcelon Civic Center will provide a venue through its various facilities and services that highlight the Town of St. Stephen and environs as a place in which to live, work and invest through a variety of programs and services that:

- Foster and promote health and wellness for all ages through information sessions, training programs, physical activities, and the extensive use of recreational facilities.
- Develop and promote the personal growth of individuals through a wide variety of programs and training in social and physical skills and the extensive use of training and recreational facilities that are provided within the complex as outlets for these skills.
- Promote cultural growth in the community through training programs and offerings in music, theatre, hobbies, and crafts through the extensive use of its training rooms and facilities.
- Host recreational and competitive sporting events at the local, regional, and national level, concerts and competitive festivals in music and theatre, and trade shows that are regional, national, and international in scope.

4. DUTIES OF THE CIVIC CENTER ADVISING COMMISSION

- 4.01 It will be the duty and responsibility of the Advising Commission to advise the Town of St. Stephen through the Civic Center Manager and the Chief Administrative Officer of the Town of St. Stephen on efficient and economical means to deliver on the Civic Center mandate and the capital maintenance of the facility.
- 4.02 The Advising Commission will advise Town Council on the progress made on meeting the Civic Center mandate and on maintenance of the facility, complete with recommendations on improvements in both areas of responsibility, namely on mandate and on capital maintenance through an annual presentation each June in consultation with the Civic Center Manager and will do so through a report to Town Council in open session.
- 4.03 The Advising Commission, in concert with the Civic Center Manager, will present the Civic Center’s operating budget for the subsequent fiscal year to Town Council in October of each year, complete with plans for generating revenues.
- 4.04 The Advising Commission, in concert with the Civic Center Manager, will also present the Civic Center’s capital budget to Town Council each year at the time of presenting the Civic Center’s operating budget.
- 4.05 The Advising Commission will carry out its duties and responsibilities in an equitable and transparent manner in respect to any particular user group or individual.

5. CIVIC CENTER ADVISING COMMISSION COMPOSITION

5.01 The Advising Commission will consist of five (5) members, both male and female, holding board/governance skills and possessing professional and business skills in the matters most important to the Civic Center including:

- Real estate/property development and management.
- Law.
- Accounting/banking/ financial services/ and insurance.
- Recreational and social development leadership.
- Interacting with government.
- Administrative and leadership experience.

6. TERM OF OFFICE

6.01 The Advising Commission members are appointed for a term of three (3) years and are eligible for re-appointment to a second term of three (3) years.

6.02 Town Council will appoint a chairperson who will hold office for three (3) years and who will be eligible for re-appointment for a second term of three (3) years.

6.03 The appointed chairperson may only be removed by unanimous vote of the Town Council, inclusive of the Mayor.

6.04 All other members of the Advising Commission are appointed for a term of three (3) years and may be re-appointed for a second term of three (3) years.

6.05 All other members of the Advising Commission may only be removed from office upon a two-thirds (2/3rds) vote of Town Council, within a two (2) week time frame at the end of the six (6) month probationary period immediately following initial appointment to the Advising Commission.

6.06 All other members of the Advising Commission may only be removed at the end of the six (6) month probationary period and in the manner described above for demonstrated lack of commitment due to absence, unpreparedness for meetings, or for lack of follow-up on commitments made to commission colleagues on business matters affecting the efficient operation of the commission. Notification of such must be made to Town Council and acted upon by Town Council within the two (2) week timeframe denoted above.

6.07 Members of the Advising Commission intending to resign must provide two (2) months written notice of their intention to Town Council.

6.08 Town Council will appoint an individual who will hold office for the remainder of the term of an individual who dies, resigns, vacates, or is removed from office. Individuals so appointed may be re-appointed for a second term of three (3) years.

7. QUORUM

7.01 The quorum for a meeting shall be (6) members of the Advising Commission.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this by-law the day of , 2013.

First Reading:

Second Reading:

Third Reading and Enactment:

Mayor

Town Clerk

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police (RCMP) November 2012 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 2012**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **November 01, 2012 to November 30, 2012 inclusive**. During this time period, the RCMP responded to 234 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	3
Tickets issued	21
Traffic Collision Non fatal injury	2
Traffic Collision Property Damage	7
Warnings issued	57

PROVINCIAL STATUTES:

Coroners Act	1
Fail to Stop or Remain at Accident Scene	2
False Abandoned 911	2
Liquor Act	1
Mental Health Act	3
Motor Vehicle Act – other	1
Municipal Bylaws	1
Other Moving Traffic Violations – Provincial	4
Wildlife Act	1

CRIMINAL CODE:

Arson	1
Assault	4
Breach of peace	1
Breach of recognizance	2
Break and Enter Residence	3
Criminal Harassment	1
Disturbing the peace/Causing a disturbance	1
Driving while disqualified	1
Fail to comply with probation	1

**Royal Canadian Mounted Police
St. Stephen Municipal Post
District #1
POLICE REPORT – November 2012**

Continued from Page 1

Fail to comply with undertaking	1
Fail to comply with condition of undertaking	4
Fraud less than \$5000	1
Mischief damage to and/or Obstruct Enjoyment of Property	9
Other theft under \$5000	4
Robbery	1
Uttering Threats Against Person	7
Uttering Threats Against Property or animal	1

OTHER FEDERAL STATUES:

Trafficking Schedule II cannabis marihuana	1
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OTHER INVESTIGATIONS:

Animal Calls	1
Assistance to Canadian Federal Department/Agency	1
Assistance to Other Canadian Police Department	1
Assistance to Canadian Provincial Department	4
Assistance to General Public	10
Crime Prevention	3
False Alarms	5
Lost & Found	3
Police Certificates	58
Suspicious Person/vehicle	4

SUMMARY OF ARRESTS/CHARGES/PRISONERS:

Arrested	8
Charged	12
Cleared Otherwise	6
Prisoners	6

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

RESOLUTION NO.: _____

DATE: _____ December 17, 2012

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

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.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND

THAT the amount of \$14,232.83 (fourteen thousand, two hundred and thirty-two dollars and eighty-three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a backup blower at the sewerage lagoons.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT - PLANNING ADVISORY COMMITTEE

THAT Councillor Mike Booth be appointed to the Planning Advisory Committee (PAC) to join Councillor Marg Harding as the two members of Council on the PAC as outlined in Section 2.02 of the Town of St. Stephen's By-Law No. A-4, "A By-Law to Establish a Planning Advisory Committee".

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

APPOINTMENTS – PLANNING ADVISORY COMMITTEE

THAT Allan Gillmor and Mark Porter be appointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2013 and expiring December 31, 2015, filling the vacancies left by Greg Farrell and André Levesque.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL CAPITAL RESERVE FUND – PARKS AND RECREATION VEHICLE

THAT the amount of \$10,794.00 (ten thousand, seven hundred and ninety-four dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund for the purchase of a vehicle for the Parks and Recreation Department.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

FINANCIAL ADVISOR/PROJECT ACCOUNTANT

THAT the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Financial Advisor/Project Accountant for The Town of St. Stephen's Garcelon Civic Center from January 1, 2013 to December 31, 2013.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

RESCINDING OF RESOLUTION (2012 BUDGET TRANSFER – CHIEF ADMINISTRATIVE OFFICER/DEVELOPMENT OFFICER TRAINING)

THAT Resolution # 70/12 as stated in the Minutes of April 16, 2012, which reads

2012 BUDGET TRANSFER – CHIEF ADMINISTRATIVE OFFICER/DEVELOPMENT OFFICER TRAINING

Moved by Councillor Tinker

Seconded by Councillor Williams

THAT the Council of the Town of St. Stephen approves the transfer of \$15,000.00 (fifteen thousand dollars) from amounts budgeted in 2012 for Transfer to General Operating Reserve to the 2012 budget for Chief Administrative Officer/Development Officer Training, with expenditures from the transfer subject to education leave approved by the Mayor. **CARRIED**

be rescinded immediately.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL OPERATING RESERVE FUND

THAT the amount of \$131,020.00 (one hundred and thirty-one thousand and twenty dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

CLOSED SESSION

THAT the Council of the Town of St. Stephen agree to move into closed session to discuss a labour and employment matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, and a financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

RESOLUTION NO.: _____

DATE: December 17, 2012

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.