

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 25, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

(a) Hands-only CPR Demo – Presentation by Ambulance NB.

6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES

(a) Regular Council Meeting – January 28, 2013

8. ACCOUNTS

- (a) Statements of Revenue and Expenditure
- (b) Paid Bills

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

- (a) Letter from Mayor Quartermain to Manager, St. Croix Public Library, dated January 30, 2013.
- (b) Letter from Mayor Quartermain to Honourable Claude Williams, Minister of Transportation and Infrastructure, dated February 15, 2013.
- (c) Thank you card from the Giddens family.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committee of Council Meeting – January 28, 2013
  - (b) Committee of Council Meeting – February 4, 2013
  - (c) Committees Meeting – Public Works; Planning, Promotion and Tourism; Finance and Administration; Police and Fire; Property, By-Laws and Environment; and Parks and Recreation – February 13, 2013
  
11. STAFF REPORTS
  - (a) Finance Department
  - (b) Public Works Department
  - (c) Department of Parks, Recreation and Property Management
  - (d) Fire Department
  - (e) Department of By-laws and Building Inspection
  - (f) Development Office
  
12. UNFINISHED BUSINESS
  
13. CONSIDERATION OF BY-LAWS
  - (a) By-Law No. A-9 – “A By-Law Respecting the Advising Commission of the Town of St. Stephen’s Garcelon Civic Center” – Third and Final Reading – Short Title Only
  
14. NEW BUSINESS
  - (a) Royal Canadian Mounted Police – Monthly Report
  - (b) Fundraising Road Toll – St. Stephen-Milltown Lions Club
  - (c) Grant and Foundation Search Software
  - (d) Off Road Fire Rescue Utility Vehicle Equipment
  - (e) Dillon Consulting Limited – Client Authorization to Proceed
  - (f) Proposed Development of Clark Court Property
  - (g) Sale of Vehicle
  
15. REPORTS OF MAYOR AND COUNCILLORS
  
16. QUESTION PERIOD
  
17. ADJOURNMENT

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

DATE: February 25, 2013

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

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

**AGENDA**

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

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

DATE: February 25, 2013

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

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

**REGULAR COUNCIL MEETING**

THAT the Minutes of the Regular Council meeting held on January 28, 2013 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 28, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding  
Seconded by Deputy Mayor Ames

07/13 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

Councillor Booth declared a conflict of interest on paid bills to Canada Post and left Council Chambers at 7:08 p.m. and returned at 7:09 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) February – Heart Month – Proclamation

Mayor Quartermain proclaimed the month of February 2013 as Heart Month:

**Whereas** the effects of heart disease and stroke are responsible for widespread suffering and create serious hardship in our community; and

**Whereas** the Heart and Stroke Foundation of New Brunswick is taking positive action to reduce disability and death from heart and stroke disease through:

- (1) a planned, priority research program
- (2) an accelerated public and professional heart health promotion program; and

**MINUTES  
REGULAR COUNCIL  
JANUARY 28, 2013**

**Whereas** the Heart and Stroke Foundation of New Brunswick's Annual Person-to-Person Campaign is being conducted during the Month of February.

**Now Therefore**, I, John Quartermain, Mayor of the Town of St. Stephen, hereby proclaim the month of February 2013 as Heart Month in St. Stephen and urge all citizens to cooperate in the Heart Fund Drive and all civic, social and fraternal organizations and business establishments to give this campaign the greatest possible support.

(b) Heritage Week – Proclamation

Mayor Quartermain proclaimed the week of February 11 – 18, 2013 as Heritage Week and February 18, 2013 as Heritage Day:

**WHEREAS** the second week in February is provincially recognized as the time to celebrate our heritage; and

**WHEREAS** the third Monday in February is National Heritage Day in Canada; and

**WHEREAS** the significant heritage which we have inherited from our ancestors plays a vital role in providing a unique identity to our Town; and

**WHEREAS** our built heritage provides us with a legacy to be handed down for the benefit and enjoyment of future generations; and

**WHEREAS** our natural heritage has played a vital role in developing the rich social fabric of our Town, and will continue to provide a framework for "*Water for Life*";

**NOW THEREFORE**, I, John Quartermain, Mayor of the Town of St. Stephen, do hereby proclaim the week of February 11 – 18, 2013 as **HERITAGE WEEK** in the Town of St. Stephen and Monday, February 18, 2013 as **HERITAGE DAY** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the Town.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Booth

08/13 THAT the Minutes of the Regular Council meeting held on December 17, 2012 be approved as circulated. CARRIED

SPECIAL COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor MacEachern

09/13 THAT the Minutes of the Special Council meeting held on December 27, 2012 be approved as circulated. CARRIED

SPECIAL COUNCIL MEETING

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

10/13 THAT the Minutes of the Special Council meeting held on January 3, 2013 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor MacEachern

11/13 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to November 30, 2012 be received. CARRIED

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Harding

12/13 THAT the paid bills in the amount of \$3,744,534.88 (three million, seven hundred and forty-four thousand, five hundred and thirty-four dollars and eighty-eight cents) be ratified. CARRIED

PAID BILLS: CONFLICT OF INTEREST – CANADA POST

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

13/13 THAT the paid Petty Cash bills (Cheque #011495) with the amounts of \$10.01 (ten dollars and one cent) and \$12.68 (twelve dollars and sixty-eight cents) included for Canada Post, be ratified. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacEachern  
Seconded by Deputy Mayor Ames

14/13 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth  
Seconded by Councillor Harding

15/13 **THAT** the Minutes of the Committee of Council meeting held on January 3, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Maxwell  
Seconded by Councillor Booth

16/13 **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 January 16, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding  
Seconded by Councillor MacDonald

17/13 **THAT** the Minutes of the Committee of Council meeting held on January 21, 2013 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Ames  
Seconded by Councillor MacEachern

18/13 **THAT** the following staff reports for the month of December 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. L-9 – A BY-LAW RESPECTING A SIDEWALK CAFÉ – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

19/13 **THAT** By-Law No. L-9, being “A By-Law Respecting a Sidewalk Café – be given Third and Final Reading – Short Title Only. **CARRIED**

**BY-LAW NO. A-9 – A BY-LAW RESPECTING THE ADVISING COMMISSION OF THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – SECOND READING – SECTION NUMBERS ONLY**

20/13 **THAT** By-Law No. A-9, being “A By-Law Respecting the Advising Commission of the Town of St. Stephen’s Garcelon Civic Center” – be given Second Reading – Section Numbers Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

21/13 **THAT** the Royal Canadian Mounted Police (RCMP) December 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**AMENDMENTS – SCHEDULE “A” – BUILDING BY-LAW**

Moved by Councillor Harding

Seconded by Councillor Maxwell

22/13 **THAT** the Council of the Town of St. Stephen approves the amendments to Schedule “A” (copy attached) of the Town’s By-Law No. L-6, “Building By-Law”, by deleting the requirement of a permit for residential roofing and non-combustible siding for residential or commercial use. **CARRIED**

**REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

- 23/13** THAT Ted Moore and Ed Zammit be reappointed to the Planning Advisory Committee for a two (2) year term retroactive to January 1, 2013 and expiring December 31, 2014; and that Garth Orchard and Geoff Knight be reappointed to the Planning Advisory Committee for a one (1) year term retroactive to January 1, 2013 and expiring December 31, 2013. **CARRIED**

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

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 24/13** THAT Roderick Roy and Yvette Sawyer both be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective February 1, 2013 and expiring January 31, 2016; and that Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective February 1, 2013 and expiring January 31, 2014. **CARRIED**

**NBCC ST. ANDREWS CAMPUS – WINTER CARNIVAL**

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 25/13** THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$200.00 (two hundred dollars) payable to the New Brunswick Community College (NBCC) St. Andrews Campus, as a donation to its Annual Community Winter Carnival to be held on February 9, 2013. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor MacEachern voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Harding voting against the motion.

Councillor MacDonald voting against the motion.

**RESCINDING OF RESOLUTION (TERMS OF REFERENCE: PROVISIONS GOVERNING THE PROCEDURE AND OPERATION OF THE ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE**

Moved by Councillor Booth

Seconded by Councillor Harding

26/13 THAT Resolution # 106/09 as stated in the Minutes of April 20, 2009, which reads

THAT the Council of the Town of St. Stephen approves 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. **CARRIED**

be rescinded immediately. **CARRIED**

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

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

27/13 THAT the Council of the Town of St. Stephen approves the terms of reference as outlined in the attached "Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee dated January 28, 2013. **CARRIED**

**RESCINDING OF RESOLUTION (ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE)**

Moved by Councillor Maxwell

Seconded by Councillor Booth

28/13 THAT Resolution # 208/12 as stated in the Minutes of October 22, 2012, which reads

THAT the Council of the Town of St. Stephen appoints the following five members of Council to form the Town's Substandard Properties Appeal Committee:

- 1) Councillor Mike Booth (Chair)
- 2) Councillor Jim Maxwell (Co-Chair)
- 3) Deputy Mayor John Ames
- 4) Councillor Debbie MacDonald
- 5) Councillor Marg Harding

**CARRIED**

be rescinded immediately. **CARRIED**

**ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE**

Moved by Councillor Booth

Seconded by Councillor Harding

29/13 **THAT** the Council of the Town of St. Stephen appoints the following five (5) members to form the Town's Substandard Properties Appeal Committee for a term of three (3) years commencing February 1, 2013 and expiring January 31, 2016:

- 1) David R. Ames, Q.C. (Chairperson)
- 2) Councillor Mike Booth
- 3) Councillor Jim Maxwell
- 4) Councillor Debbie MacDonald
- 5) Councillor Marg Harding

**AND FURTHER THAT** the Council of the Town of St. Stephen appoints David A. Bartlett, Solicitor, to be the alternative member who shall act as Chairperson in the absence of the Chairperson for the same term as noted above. **CARRIED**

**AGREEMENT AMENDING LEASE – THE TOWN AND THE PROVINCE OF NEW BRUNSWICK**

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

30/13 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement Amending Lease between the Town and the Province of New Brunswick for one (1) year commencing April 1, 2013 and expiring March 31, 2014 for the lease of the Visitor Information Center at 5 King Street. **CARRIED**

**BUILDING INSPECTION SERVICES – CONTRACT RENEWAL**

Moved by Councillor Harding

Seconded by Councillor Maxwell

31/13 **THAT** the Council of the Town of St. Stephen renews the contract for building inspection services with Fundy Building Inspection & Drafting Services Ltd. (Fundy) for one year retroactive to January 1, 2013 to December 31, 2013 on the terms and conditions contained in the attached draft letter dated December 3, 2012 to be signed and sealed by Manzer H. Young, President of Fundy, and the Council authorizes the Mayor and Town Clerk to execute the letter and affix the Town Seal. **CARRIED**

**MINUTES  
REGULAR COUNCIL  
JANUARY 28, 2013**

9

**SALE OF VEHICLE**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding

- 32/13** THAT the Council of the Town of St. Stephen authorizes the sale of the 1998 GMC ½ ton pickup, Serial # 1GTEC14M6WZ537833 in the amount of \$500.00, plus HST, based on the appraisal received from Downey Ford Sales Ltd. to David Richardson. **AND FURTHER THAT** the Council approves the payout of 2013 vacation days for payment in part or in whole.

**AMENDED**

**SALE OF VEHICLE**

Moved by Councillor Harding  
Seconded by Councillor MacEachern

THAT the Council of the Town of St. Stephen authorizes the sale of the 1998 GMC ½ ton pickup, Serial # 1GTEC14M6WZ537833 to David Richardson in the amount of \$500.00, plus HST, based on the appraisal the Town received from Downey Ford Sales Ltd.

Mayor Quartermain asked that the above-noted motion be tabled after the CAO stated he was unsure whether or not Mr. Richardson would still be interested in purchasing the vehicle without the use of vacation days.

**THE TRANSFER OF MUNICIPAL PROPERTY TO THE ROYAL CANADIAN  
LEGION, MILLTOWN BRANCH #48, 444 MILLTOWN BLVD., ST. STEPHEN, NB  
(PID #'S 01311901 and 01310101)**

Moved by Councillor Harding  
Seconded by Councillor MacDonald

**33/13** **WHEREAS:**

1. By deed dated the 14<sup>th</sup> day of March, 1946 the property currently known as 444 Milltown Blvd., St. Stephen, NB having PID #01311901 ("**Property 1**") was conveyed by Victoria Lodge No. 26, Free and Accepted Masons to The Town of Milltown (now The Town of St. Stephen) (the "**Free Mason Deed**");
2. The Free Mason Deed contained restrictions which provided that the building was to be used for both the Grantor and the Armed Forces of Canada, as lessees, for so long as desired by such members upon such terms and conditions as may be determined by and under the general direction of the "War Memorial Committee" of the municipality;
3. By lease agreement dated the 15<sup>th</sup> day of July, 1966 The Town of Milltown (now The Town of St. Stephen), Milltown Branch No. 48 of The Royal Canadian Legion and Victoria Lodge No. 26, Free and Accepted Masons entered into a 99 year lease agreement with respect to Property 1 wherein The Town of Milltown acknowledged that the building located on Property 1 had been destroyed by fire and rebuilt with substantial funds of Milltown Branch No. 48 of The Royal Canadian Legion and that Victoria Lodge No. 26, Free and Accepted Masons released any interest it had in Property 1;

**MINUTES  
REGULAR COUNCIL  
JANUARY 28, 2013**

10

4. By deed dated the 24<sup>th</sup> day of December, 1980 the property currently known as 12 Green Street, St. Stephen, NB having PID #01310101 ("**Property 2**") was conveyed by the Milltown Branch Number 48 of The Royal Canadian Legion conveyed to The Town of St. Stephen (the "**Legion Deed**")
5. In recognition of the substantial contributions to Property 1 and Property 2 the council for The Town of St. Stephen wishes to make a grant of such properties to The Royal Canadian Legion, Branch No. 48 pursuant to section 90.01 of the *Municipalities Act* (New Brunswick);

**NOW THEREFORE BE IT RESOLVED THAT:**

1. 444 Milltown Blvd. and 12 Green Street, having PID numbers 01311901 and 01310101, respectively, are hereby determined by the council for The Town of St. Stephen to be no longer required for the purposes of The Town of St. Stephen;
2. 444 Milltown Blvd. and 12 Green Street, having PID numbers 01311901 and 01310101, respectively, are hereby granted by The Town of St. Stephen to The Royal Canadian Legion, Milltown Branch #48, a non-profit corporation under and by virtue of Section 6 of "An Act to incorporate 'The New Brunswick Command Canadian Legion of The British Empire Service League'" pursuant to section 90.01 of the *Municipalities Act* (New Brunswick) with the stipulation that the grantee shall hold such property, or the proceeds thereof, for the benefit of Milltown Branch No. 48 of The Royal Canadian Legion and for no other purpose. **CARRIED**

**PROVINCIAL/MUNICIPAL POLICING AGREEMENT - THE TOWN AND THE PROVINCE OF NEW BRUNSWICK**

Moved by Councillor Harding  
Seconded by Councillor MacEachern

34/13

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Provincial/Municipal Policing Agreement between the Town and the Province of New Brunswick in the form presented to Council for policing services within the Municipality by the Royal Canadian Mounted Police retroactive to January 1, 2013 and until either party gives notice of termination or upon termination of the Provincial Police Service Agreement. **CARRIED**

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

Moved by Councillor Harding  
Seconded by Deputy Mayor Ames

35/13

**THAT** the Council of the Town of St. Stephen appoints John Ferguson, the Town's Chief Administrative Officer, and Ed Farren, Garcelon Civic Center Project Manager, as the two (2) management committee members on the Agreement Management Committee of the Building Canada Fund - Major Infrastructure Component (Contribution) Agreement with Infrastructure and

**MINUTES  
REGULAR COUNCIL  
JANUARY 28, 2013**

Communities Canada signed and sealed on November 26, 2012, by the Mayor and Town Clerk for The Town of St. Stephen's Garcelon Civic Center. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor MacEachern voting against the motion.

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Attended various meetings.
- Attended the recent hotel announcement at the VIC and have heard many positive comments on the future project.
- Due to a prior commitment was unable to attend a recent St. Stephen-Milltown Rotary Club dinner where several people were presented with Paul Harris recognitions, along with Rotary making its final installment of its \$100,000 pledge to the Garcelon Civic Center, and provided Rotary with a congratulatory note to the recipients and to the Club for full-filling its commitment, which was read at the dinner.

Councillor MacEachern

- Attended the recent hotel announcement at the VIC which was great news for the Town.
- Attended many various meetings.

Councillor Booth

- Attended many various meetings.
- Attended the recent hotel announcement at the VIC which was great news for the Town.

Councillor MacDonald

- Attended Garcelon Civic Center meetings.
- Attended a meeting in Moncton on the Garcelon Civic Center.
- Attended the recent hotel announcement at the VIC which was great news for the Town and looks forward to more excitement.

MINUTES  
REGULAR COUNCIL  
JANUARY 28, 2013

12

Councillor Maxwell

- Attended six Town meetings.
- Attended the annual St. Croix Vocational Centre Christmas party.
- The Chocolate Museum Operating Committee's annual fundraiser on a gift basket raised \$1,100 for the Museum and \$1,100 for the Food Bank.
- Participated in a pool tournament which raised over \$500.00 for Fundy Region Transition House.
- Attended the St. Stephen-Milltown Rotary Club's dinner where eight people received Paul Harris recognitions, along with the Club making its final installment of its \$100,000 pledge to the Garcelon Civic Center.

Mayor Quartermain

- Spoke recently in the Legislature on sustainable forestry which affects both the Flakeboard and Lake Utopia mills.
- Participated in a Telegraph-Journal photo op with the Mayor of Calais and Chair of the Baileyville Council in support of the four lane toll highway that will connect Eastern Canada and the Eastern United States.
- Attended a meeting in Moncton on the Garcelon Civic Center and also met with staff from the Progress Magazine of Halifax who are very interested in St. Stephen, and plan to meet here in the near future.

16. QUESTION PERIOD

There were no questions.

17. ADJOURNMENT

**ADJOURNMENT**

Moved by Councillor Harding

Seconded by Councillor MacEachern

36/13

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

\_\_\_\_\_  
Mayor

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

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 28, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) February – Heart Month – Proclamation
  - (b) Heritage Week - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – December 17, 2012
  - (b) Special Council Meeting – December 27, 2012
  - (c) Special Council Meeting – January 3, 2013
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
  - (c) Paid Bills – Conflict of Interest – Canada Post
    - Cheque # 011495
9. COMMUNICATIONS  
COMMUNICATION FOR INFORMATION
  - (a) Letter from Mayor Quartermain to Marshall Doherty dated December 18, 2012.
  - (b) Letter from Mayor Quartermain to Emily Dean dated January 8, 2013.
  - (c) Thank you card from the family of the late Robert Jackson.
  - (d) The Volunteer Centre of Charlotte County Inc. January 2013 News Letter.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – January 3, 2013
- (b) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration – January 16, 2013
- (c) Committee of Council Meeting – January 21, 2013

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
- (c) Department of Parks, Recreation and Property Management
- (d) Fire Department
- (e) Department of By-laws and Building Inspection
- (f) Development Office

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. L-9 – “A By-Law Respecting a Sidewalk Café” – Third and Final Reading – Short Title Only
- (b) By-Law No. A-9 – “A By-Law Respecting the Advising Commission of the Town of St. Stephen’s Garcelon Civic Center” – Second Reading – Section Numbers Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Amendments – Schedule “A” – Building By-Law
- (c) Reappointments – Planning Advisory Committee
- (d) Reappointments – St. Croix Public Library Board
- (e) NBCC St. Andrews Campus – Winter Carnival
- (f) Rescinding of Resolution (Terms of Reference: Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee)
- (g) Terms of Reference: Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee
- (h) Rescinding of Resolution (St. Stephen Substandard Properties Appeal Committee)
- (i) St. Stephen Substandard Properties Appeal Committee
- (j) Agreement Amending Lease – The Town and the Province of New Brunswick

**AGENDA  
REGULAR COUNCIL  
JANUARY 28, 2013**

3

- (k) Building Inspection Services – Contract Renewal
  - (l) Sale of Vehicle
  - (m) The Transfer of Municipal Property to The Royal Canadian Legion, Milltown Branch #48, 444 Milltown Blvd., St. Stephen, NB (PID #'s 01311901 and 01310101)
  - (n) Provincial/Municipal Policing Agreement – The Town and the Province of New Brunswick
  - (o) The Town of St. Stephen's Garcelon Civic Center – Building Canada Fund – Major Infrastructure Component (Contribution) Agreement – Agreement Management Committee Members
15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. ADJOURNMENT

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

DATE: February 25, 2013

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

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

**STATEMENTS OF REVENUE AND EXPENDITURE**

**THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2013 be received.

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

	Actual To Date For the One Month Ending January 31, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
<b>Revenue</b>				
Taxes	456,410	5,540,792	\$5,084,382	8%
Services Provided to Other Governments	0	184,662	184,662	0%
Sale of Services	141	125,548	125,407	0%
Other Revenue From Own Sources	11,697	227,764	216,067	5%
Unconditional Grants	54,762	819,907	765,145	7%
Conditional Transfers	0	5,000	5,000	0%
Other Transfers	61,671	866,203	804,532	7%
<b>Total Revenue</b>	<b>584,681</b>	<b>7,769,876</b>	<b>7,185,195</b>	<b>8%</b>
<b>Expenditure</b>				
General Government Services	60,769	1,000,836	940,067	6%
Protective Services	71,933	2,067,208	1,995,275	3%
Transportation Services	151,886	1,771,027	1,619,141	9%
Environmental Health Services	12,185	265,415	253,230	5%
Environmental Development Services	39,021	251,055	212,034	16%
Recreational and Cultural Services	54,667	1,031,328	976,661	5%
Fiscal Services	54,721	1,375,007	1,320,286	4%
Other	0	8,000	8,000	0%
<b>Total Expenditures</b>	<b>445,182</b>	<b>7,769,876</b>	<b>7,324,694</b>	<b>6%</b>
<b>Surplus (Deficit)</b>	<b>\$139,499</b>	<b>\$0</b>		

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

	Actual To Date For the One Month Ending January 31, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
<b>Revenue</b>				
Sale of Service	\$47,896	\$2,054,325	\$2,006,429	2%
Other Revenue From Own Service	10,402	168,464	158,062	6%
<b>Total Revenue</b>	<u>58,298</u>	<u>2,222,789</u>	<u>2,164,491</u>	<u>3%</u>
<b>Expenditures</b>				
Water Supply	58,179	1,013,981	955,802	6%
Sewerage Collection and Disposal	36,062	650,953	614,891	6%
Fiscal Services	43,665	557,855	514,190	8%
<b>Total Expenditures</b>	<u>137,906</u>	<u>2,222,789</u>	<u>2,084,883</u>	<u>6%</u>
<b>Surplus (Deficit)</b>	<u>(\$79,608)</u>	<u>\$0</u>		

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

DATE: February 25, 2013

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$2,068,927.46 (two million, sixty-eight thousand, nine hundred and twenty-seven dollars and forty-six cents) be received.

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

**January 2013**

Dora Construction Limited (Claim #7 - Design Build Contract - Invoice #4293, Cheque #062)	1,054,921.13
Fundy Engineering (Environmental Professional Services - Invoice #18230, Cheque #064)	1,728.90
Murphy's Surveys 1990 Ltd. (Invoice #12021-4 - Elevations and Layouts, Cheque #065)	689.30
Frank G. Godsoe Chartered Accountant (Accounting and Advisory Services for Month of December, 2012 - Cheque #066)	2,508.60
<b>Total</b>	<b><u>1,059,847.93</u></b>

Town of St. Stephen  
 BNKI General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
011302	01/28/13 JAN28/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AO - INTEREST	1175.00 1175.00			
011307	01/08/13 JAN08/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AQ - INTEREST	462.50 462.50	A/P	OUT-STD	
011310	01/07/13 JAN07/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AS - INTEREST	1652.25 1652.25	A/P	OUT-STD	
011566	01/01/13 RC000016440*	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL- JAN LEASE	5475.95 5475.95	A/P	OUT-STD	
011589	01/02/13 WEEK01/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JAN 8-14	209.30 209.30	A/P	OUT-STD	
011590	01/02/13 WEEK01/13 WEEK01/13*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
011591	01/07/13 16055 16056	A*PLUS* AUTO GLASS & UPHOLSTERY TS-#21-SUPPLY & INSTALL SAFETY TS-#22-SUPPLY & INSTALL SAFETY	248.60 264.42 513.02	A/P	OUT-STD	
011592	01/07/13 11781	ACORN CRESTING LTD PS-FIRE-COTTON CAP, EMBROIDERY	224.58 224.58	A/P	OUT-STD	
011593	01/07/13 70069 70166	ALL GAS TANKS TS-SHOP-12" 3/8P .043 LAMINATE TS-SHOP-CHISEL BLADE, FILES	81.57 31.90 113.47	A/P	OUT-STD	
011594	01/07/13 191177	ARMSTRONG'S COMMUNICATION LTD. RC-MILLPOOL-ALARM SYSTEM MONIT	94.92 94.92	A/P	OUT-STD	
011595	01/07/13 9010067324	ATLANTIC TRACTORS & EQUIPMENT LTD. TS-#13-SOLINOID	303.22 303.22	A/P	OUT-STD	
011596	01/07/13 5017371001	BARNES DISTRIBUTION TS-ST5-CRIMPS, SEALS, CABLE TI	281.76 281.76	A/P	OUT-STD	
011597	01/07/13 SI13808 SI13888	BAYVIEW TRUCKS AND EQUIPMENT LTD. TS-SHOP-COOLANT, WINTER WASH TS-#7-LUBE-GEAR, OIL-HUB	202.13 51.53			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
	SI14006	TS-#6-BLK LNE, CONNECTOR ASSY	102.10			
	SI14131	TS-#7-SEAT	498.10			
			<b>853.86</b>	A/P	OUT-STD	
011598	01/07/13	BERNARD MCFARLANE				
	2012-15	TS-SHOP-BALLASTS, BULBS, THERM	227.13			
			<b>227.13</b>	A/P	OUT-STD	
011599	01/07/13	BROCKWAYS CLEANING SERVICE				
	104	PS-RCMP-JANITORIAL SERVICE-DEC	624.03			
			<b>624.03</b>	A/P	OUT-STD	
011600	01/07/13	BRUNSWICK NEWS INC				
	1262333	PS-FIRE-TURKEY GIVEAWAY, XMAS	103.96			
			<b>103.96</b>	A/P	OUT-STD	
011601	01/07/13	CAN. ASSOC. OF FIRE CHIEFS				
	1460	PS-FIRE-2013 CAFC MEMBERSHIP D	287.02			
			<b>287.02</b>	A/P	OUT-STD	
011602	01/07/13	CANADIAN TIRE				
	N14864422	TS-SHOP-LIGHT BULBS	202.27			
	N14864456	TS-#4-TRAILER WIRING	31.62			
	N14864506	PS-FIRE-TOTE, SHOEBOX	27.09			
	N14864510	RC-PARKS-BATTERIES, SCREWS	47.09			
	N14864512	TS-ST5-FLAGGING TAPE	27.07			
	N14864514	TS-ST5-EXTENSION CORDS	88.80			
	N14864525	RC-PARKS-CLAMPS	72.46			
	N14864542	RC-PARKS-4PK TIEBACKS	11.30			
			<b>507.70</b>	A/P	OUT-STD	
011603	01/07/13	CARGILL LIMITED				
	2900844571	TS-ST5-ROAD SALT	2049.28			
			<b>2049.28</b>	A/P	OUT-STD	
011604	01/07/13	CARQUEST				
	8952-46478	TS-AIRPORT TRUCK-CID V8 GAS	5.28			
	8952-49290	TS-AIRPORT TRUCK-CID V8 GAS	2.47			
	8952-49498	TS-#438-RED CERAMIC PADS	44.01			
			<b>51.76</b>	A/P	OUT-STD	
011605	01/07/13	CHAR CO CHEVROLET PONTIAC BUICK GMC				
	34862	TS-#4-HOSE	399.12			
	35324	TS-#4-TRANSMISS	3277.00			
	CM348	TS-#4-HOSES	-399.12			
			<b>3277.00</b>	A/P	OUT-STD	
011606	01/07/13	CONNORS DIVING SERVICES				
	19192	PS-FIRE-BREATHING AIR COMPRESS	1002.76			
			<b>1002.76</b>	A/P	OUT-STD	
011607	01/07/13	COX ELECTRONICS & COMMUNICATIONS				

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2-1634771	GG-CAO-USB DRIVES	39.53			
011609	01/07/13	CREIGHTON-CARTER LTD.	39.53	A/P	OUT-STD	
	300822	TS-AIR TANK-DRY GAUGE 2	5.09			
	301110	TS-SHOP-ARO PLUGS, BALL FOOT C	27.82			
	301187	TS-#5-LINCHPIN	1.81			
	301229	TS-#6-HYDRAULIC HOSE, HYD. HOS	38.62			
	301268	TS-#16-BELT, MICRO-V BELT, HYD	147.10			
	301270	TS-#16-BELT, MICRO-V BELTS	-29.69			
	301550	TS-#29-AGRICULTURAL PTO U-JO	34.53			
	301580	TS-SHOP-LIQUID TAPE	10.11			
	302132	TS-#11-HYDRAULIC HOSES, LAB IN	73.08			
	302234	PS-FIRE-BEAM MINI LAMPS	7.12			
	302269	TS-SHOP-SLIP JOINT 6	10.76			
	302346	TS-#4-HARDWARE-FLANGES, MINI L	94.75			
	302347	TS-SHOP-COMPACT MULTI LIGHT	11.29			
	302395	TS-#16-HYD HOSES, INST FIT END	73.99			
	302416	TS-#16-MICRO-V BELTS	88.57			
	302943	TS-SHOP-MEASURE TAPE	25.90			
	303097	TS-#16-HYDRAULIC HOSE, FLANGES	-10.61			
	303100	TS-#3-LOWER BALL JOINT	81.28			
			691.52	A/P	OUT-STD	
011610	01/07/13	DAVIS FUELS LTD.				
	145247	TS/PS-199 UNIONST-HEATING FUEL	1044.32			
	145308	TS/PS-199 UNIONST-HEATING FUEL	1123.03			
	145538	TS/PS-199 UNIONST-HEATING FUEL	901.72			
	339179	TS-SHOP-ULTRA GEARLUB, ULTRALU	280.19			
			3349.26	A/P	OUT-STD	
011611	01/07/13	DEMPSEY'S PLUMBING & HEATING				
	1607	PS-RCMP-SUMP PUMP REPAIR	124.30			
			124.30	A/P	OUT-STD	
011612	01/07/13	EAST COAST INTERNATIONAL TRUCKS				
	3-223320007	TS-SHOP-RAGS	31.53			
	3-223400011	TS-#7-BELT, END	42.59			
	3-223400013	TS-#7-STROBE	287.60			
			361.72	A/P	OUT-STD	
011613	01/07/13	FEDERATION OF CANADIAN MUNICIPALITY				
	24919	GG-CIVIC-MEMBERSHIP APR-MAR/13	770.96			
			770.96	A/P	OUT-STD	
011615	01/07/13	FLEET READY LTD.				
	3973	PS-FIRE-STRAINER, STRAP MULTI-	1254.37			
			1254.37	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
011616	01/07/13 310	FRANK G GODSOE CHARTERED ACCOUNTANT GG-TOWNHALL-ADMIN SUPPORT	1096.10 1096.10			
011617	01/07/13 2012-40	GREENLAW'S GARAGE LTD. TS-#22-BATTERY	214.64 214.64	A/P	OUT-STD	
011618	01/07/13 340313 340484	GULLISON'S COURIER SERVICE TS-#16-FROM CASE EQUIPMENT TS-STS-FROM CAT EQUIP	28.25 56.50 84.75	A/P	OUT-STD	
011619	01/07/13 6709	HOVEY'S HUSKY SALES & SERVICE TS-STS-BLADE, BOX FILES	144.64 144.64	A/P	OUT-STD	
011620	01/07/13 DEC24/12	JOHN FERGUSON GG-CAO-FUNDY ENGINEERING MEET	164.00 164.00	A/P	OUT-STD	
011621	01/07/13 DEC24/12	JOHN QUARTERMAIN GG-MAYOR-FORESTRY SUSTAINABILI	111.00 111.00	A/P	OUT-STD	
011622	01/07/13 492678 495535 496664 498025 498197	KENT BUILDING SUPPLIES RC-PARKS-SPC IMPACT MAG NUT, G TS-#29-BOLTS, WASHERS RC-PARKS-SCREWS PS-FIRE-DOORSWEEP RC-PARKS-GLOVES	72.61 33.54 10.92 13.65 10.50 141.22	A/P	OUT-STD	
011623	01/07/13 CONIN02102704	KONICA MINOLTA BUSINESS SOLUTIONS ( ) GG-TOWNHALL-COPIER CHARGES	122.62 122.62	A/P	OUT-STD	
011624	01/07/13 46545854	LINDE CANADA TS-SHOP-ACETYLENE WS	10.40 10.40	A/P	OUT-STD	
011625	01/07/13 NB-00805446	MICMAC FIRE & SAFETY SOURCE LTD. PS-FIRE-RECHARGEABLE BATTERY,	650.88 650.88	A/P	OUT-STD	
011626	01/07/13 16082	MILLTOWN MACHINE & FABRICATION LTD. TS-#7-FLAT BAR, LABOUR TO CUT	29.41 29.41	A/P	OUT-STD	
011627	01/07/13 +16341	MINISTER OF FINANCE TS-STS-CONTRACT TRAINING	1000.00 1000.00	A/P	OUT-STD	
011628	01/07/13	N.B. ASSOC FIRE CHIEFS		A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2013M-96	PS-FIRE-2012 MEMBERSHIP	225.00			
			225.00	A/P	OUT-STD	
011629	01/07/13	ORR ELECTRIC & ALARM LTD.				
	769	PS-RCMP-LIGHTING REPAIRS	884.94			
	775	RC-TOWN SQUARE-RECEPTACLE FOR	75.66			
	780	RC-LIBRARY-2 DESK RECEPTACLES	92.77			
	789	GG-TOWN HALL-CHKED ALARM PANEL	141.02			
			1194.39	A/P	OUT-STD	
011630	01/07/13	RICHARDSON JEFF				
	DEC18/12	PS-FIRE-EXTINGUISHER RENEWALS	450.00			
	DEC18/12*	PS-FIRE-HEALTH/SAFETY COMM LUN	38.89			
			488.89	A/P	OUT-STD	
011631	01/07/13	SAINT JOHN SPRING WORKS LTD				
	82903	TS-#20-SPRING, U BOLTS, PINS	623.40			
			623.40	A/P	OUT-STD	
011632	01/07/13	SAUNDERS EQUIPMENT LTD.				
	45578-1	TS-#22-TRACKLESS BROOM - 60"	4237.50			
	45578-2	TS-#21-HOOD & PUSH FRAME	3877.03			
			8114.53	A/P	OUT-STD	
011633	01/07/13	SCOODIC EQUIPMENT RENTALS				
	16081	TS-SHOP-DEMO HAMMER	38.42			
			38.42	A/P	OUT-STD	
011634	01/07/13	SOURCE ATLANTIC				
	1479387	TS-SHOP-14/3 25FT EXT. CORD	39.62			
			39.62	A/P	OUT-STD	
011635	01/07/13	SOUTH WEST SOLID WASTE COMMISSION				
	NOV30/12	GG-TOWN-REG LANDFILL CONTRACT	8157.00			
			8157.00	A/P	OUT-STD	
011636	01/07/13	SOUTHERN SANITATION LTD.				
	148095	GG-TOWN-GARBAGE COLLECTION	8642.59			
	148097	TS/RC-SHOP/ARENA-GARBAGE COLLE	475.96			
	148228	TS-AIRPORT-GARBAGE COLLECTION	30.51			
			9149.06	A/P	OUT-STD	
011637	01/07/13	ST. CROIX PRINTING & PUBLISHING COM				
	079744	GG-CIVIC-REMEMBRANCE DAY	99.67			
	080121	GG-CIVIC-NOTICE BY-LAW #L-9	57.97			
	17548*	GG-TOWN-#10 WINDOW ENVELOPES	19.23			
			176.87	A/P	OUT-STD	
011639	01/07/13	STATIONERY PLUS				
	310131	GG-TOWN-PAPER	148.82			
	310675	RC-DIR PR/PM-PENS, BATTERY, FI	25.05			
	310701	GG-ASST.TREAS-AIR DUSTER, REIN	13.95			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
	310930	GG-TREASURER-BINDER	4.49			
	311014	GG-TOWN-PAPER, FOLDERS, BINDIN	182.09			
	311087	GG-MBL/BI-LAMINATE, PENS	50.16			
	311173	GG-MBL/BI-OFFICE CHAIR	281.37			
	311279	TS-SHOP-INK CARTRIDGES	13.54			
	311295	GG-TOWN-PAPER 8 1/2 X 14	69.95			
	311303	GG-CAO-OFFICE CHAIR	-281.37			
	311304	GG-MBL/BI-OFFICE CHAIR	281.37			
	311370	RC-DIR PR/PM-DRUM UNIT	180.69			
	311418	PS-FIRE-DIARIES, CALENDAR, PAP	110.12			
			<b>1080.23</b>			
011640	01/07/13	TELUS		A/P	OUT-STD	
	21856412DEC12	TS/RC/PS-CELL PHONE CHARGES	361.30			
	21856412DEC12*	GG-CELL PHONE CHARGE CREDIT	-0.01			
			<b>361.29</b>			
011641	01/07/13	TERRA CONSULTANTS LTD.		A/P	OUT-STD	
	I-19510	GG-TOWN HALL-HARD DRIVE, SEAGA	545.23			
			<b>545.23</b>			
011642	01/07/13	THE MINISTER OF FINANCE		A/P	OUT-STD	
	SGM-4903	PS-POLICING-OCT - DEC/12	313500.00			
			<b>313500.00</b>			
011643	01/07/13	EMILY DEAN		A/P	OUT-STD	
	AIR RIFLE COMP	GG-CIVIC-OLYMPIC AIR RIFLE COM	500.00			
			<b>500.00</b>			
011644	01/07/13	SCOTIABANK		A/P	OUT-STD	
	FIREENGINEER13	PS-FIRE-3 YR MEMBERSHIP	65.81			
			<b>65.81</b>			
011645	01/09/13	APPRAISALS LTD. (FUNDY)		A/P	OUT-STD	
	53693	GG-LAND-HOME SUPPORT SERVICES	4463.50			
			<b>4463.50</b>			
011646	01/09/13	FRANK G GODSOE CHARTERED ACCOUNTANT		A/P	OUT-STD	
	315	GG-TREASURY-UTILITY BANK REC	1316.45			
	316	GG-TREASURY-COUNCIL STIPENDS	73.45			
			<b>1389.90</b>			
011647	01/09/13	FUNDY BUILDING INSPECTION & DRAFTIN		A/P	OUT-STD	
	12-170	PS-BUILDINSPECT-FEE, MILEAGE	1254.30			
			<b>1254.30</b>			
011648	01/09/13	JOHN QUARTERMAIN		A/P	OUT-STD	
	DEC24/12*	GG-MAYOR-FORESTRY SUSTAINABILI	109.00			
			<b>109.00</b>			
011650	01/09/13	LINWOOD DUNHAM		A/P	OUT-STD	
	OCT29/12	PS-FIRE-PLEASURE CRAFT OPS CRS	1490.00			
			<b>1490.00</b>			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 7

Number	Issued	Recipient	Amount	SC	Status	StatDate
011651	01/09/13 WEEK02/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JAN 15-21	209.30 209.30			
011652	01/09/13 WEEK02/13	PAYROLL TRANSFER GG-TRANSFER-DEC 28-JAN 10/13	47589.00 47589.00	A/P	OUT-STD	
011654	01/09/13 PAY01/13	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-DEC 28 - JAN 10	29687.56 29687.56	A/P	OUT-STD	
011655	01/09/13 WEEK02/13 WEEK02/13*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
011656	01/09/13 11-81-12	SOUTHWEST CONCRETE & CONS LTD GG-BUILDINSPECT-5 BREWER'S LAN	10283.00 10283.00	A/P	OUT-STD	
011657	01/09/13 1229	ST. CROIX VOCATIONAL CENTRE INC. TS-SYS-SURVEY STAKES	21.47 21.47	A/P	OUT-STD	
011658	01/09/13	BORDER AREA COMMUNITY ARENA CAP GRANT-1ST ICE TIME - 2ND OPS GRANT 1ST	GG-CAPITALGRANT-1ST QUARTER GG-ICETIME-2ND HALF OF WINTER GG-OPSGRANT-1ST QUARTER	10000.00 11000.00 7500.00 28500.00	A/P	OUT-STD
011659	01/09/13 GRANT - 1ST	ST. CROIX PUBLIC LIBRARY GG-GRANT-1ST GRANT 2013	5485.50 5485.50	A/P	OUT-STD	
011660	01/09/13 GRANT - 1ST	ST. STEPHEN DEVELOPEMENT BOARD GG-GRANT-1ST QUARTER	33582.50 33582.50	A/P	OUT-STD	
011661	01/10/13 4524831*	KONICA MINOLTA GG-TOWNHALL-COPIER LEASE-JAN	135.51 135.51	A/P	OUT-STD	
011662	01/10/13 PID 15035165	MCINNES COOPER "IN TRUST" GG-LANDPURCHASE-PID 15035165	1921.00 1921.00	A/P	OUT-STD	
011663	01/10/13 DEC06/12 DEC10/12 DEC11/12 DEC12/12* DEC12/12**	PETTY CASH PS-BUILDINSPECT/BYLAW-REG LETT PS-BUILDINSPECT/BYLAW-REG LETT PS-BUILDINSPECT-REGISTERED LET GG-MAYOR-CHRISTMAS CARDS PS-BUILDINSPECT/BYLAW-REG LETT	10.78 10.78 10.01 14.99 10.78			

Town of St. Stephen  
 BNKI General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 8

Number	Issued	Recipient	Amount	SC	Status	StatDate
	DEC13/12	GG-TOWNHALL-KITCHEN SUPPLIES	37.67			
	DEC21/12	PS-BUILDINSPECT-REGISTERED LET	10.01			
	DEC31/12	GG-CIVIC-FRUIT BASKET	28.25			
	DEC31/12*	GG-CIVIC-SYMPATHY CARD	1.13			
	YEAR END REC	TO BRING CASH TO \$250 BALANCE	0.22			
			<b>134.62</b>	A/P	OUT-STD	
011664	01/16/13	ATLANTIC TRACTORS & EQUIPMENT LTD.				
	9010069589	TS-#13-ENCLOSURE	449.89			
	9010069984	TS-#13-ENCLOSURE GP	306.11			
			<b>756.00</b>	A/P	OUT-STD	
011665	01/16/13	BARNES DISTRIBUTION				
	5054551001	RC-PARKS-SS FL SOCK HD, HEX NU	121.36			
			<b>121.36</b>	A/P	OUT-STD	
011666	01/16/13	BELL ALIANT				
	06336721DEC12	TS-AIRPORT-TELEPHONE	129.17			
			<b>129.17</b>	A/P	OUT-STD	
011667	01/16/13	CANADIAN SPRINGS				
	9907783641	PS-FIRE-WATER	1.91			
			<b>1.91</b>	A/P	OUT-STD	
011668	01/16/13	CARR'S TRANSMISSION 2000 LTD.				
	18380	TS-#4-REMOVE/INSTALL FLUID, CO	866.83			
			<b>866.83</b>	A/P	OUT-STD	
011669	01/16/13	CONNORS DIVING SERVICES				
	19209	PS-FIRE-TEFLON O-RINGS	36.16			
			<b>36.16</b>	A/P	OUT-STD	
011670	01/16/13	DEMPSEY'S PLUMBING & HEATING				
	1599	RC-CHOC PARK-FOUNTAIN REPAIR	124.30			
			<b>124.30</b>	A/P	OUT-STD	
011671	01/16/13	EAST COAST INTERNATIONAL TRUCKS				
	3-223460015	TS-#22-ROTELLA 15W40	203.06			
			<b>203.06</b>	A/P	OUT-STD	
011672	01/16/13	EAST COAST AIR				
	578	PS-RCMP-HEAT PUMP SERVICE	240.28			
			<b>240.28</b>	A/P	OUT-STD	
011673	01/16/13	FRANK G GODSOE CHARTERED ACCOUNTANT				
	313	GG-TREASURY-PSAB COMPILATION	2825.00			
			<b>2825.00</b>	A/P	OUT-STD	
011674	01/16/13	FULTON AUTO RECYCLERS				
	12902	TS-#I-U-TRANSFER CASE ASSY	565.00			
			<b>565.00</b>	A/P	OUT-STD	
011675	01/16/13	FUNDY BUILDING INSPECTION & DRAFTIN				
	13-002	PS-BUILDINSPECT-FEE	1156.84			
			<b>1156.84</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 9

Number	Issued	Recipient	Amount	SC	Status	StatDate
011676	01/16/13 JAN02/13	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-JAN24-FEB23-DIV 1	1699.12 1699.12			
011678	01/16/13 243329 954557	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL TS-ST5-DIESEL	2561.01 2545.29 5106.30	A/P	OUT-STD	
011679	01/16/13 IN00169471	MARITIME COFFEE SERVICE PS-FIRE-KITCHEN SUPPLIES	60.50 60.50	A/P	OUT-STD	
011680	01/16/13 15944	MILLTOWN MACHINE & FABRICATION LTD. RC-PARKS-REPAIR SOCCER NET	241.79 241.79	A/P	OUT-STD	
011681	01/16/13 40016328	MINISTER OF FINANCE PS-FIRE-RADIO COMMUNICATIONS	2606.73 2606.73	A/P	OUT-STD	
011682	01/16/13 WEEK03/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - JAN22-28	209.30 209.30	A/P	OUT-STD	
011683	01/16/13 11368891DEC12 11378668DEC12 11395944DEC12 15772965DEC12 46435731DEC12	MINISTER OF FINANCE GG-TOWNHALL-TELEPHONES PS/TS-199UNIONST-TELEPHONES TS/PS-199UNIONST-TELEPHONES RC-REC/POOLS-TELEPHONES RC-PARKS-CHOC PARK CAMERAS	1230.85 366.21 909.65 345.07 77.91 2929.69	A/P	OUT-STD	
011684	01/16/13 16441	MOFFITT DODGE CHRYSLER LTD. TS-#1-LINE	378.15 378.15	A/P	OUT-STD	
011685	01/16/13 19051703JAN13 19051801JAN13	N. B. ELECTRIC POWER COMM TS-AIRPORT-ELECTRICITY TS-AIRPORT-ELECTRICITY	317.61 60.75 378.36	A/P	OUT-STD	
011686	01/16/13 266564	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN HALL-FLOOR MATS	93.70 93.70	A/P	OUT-STD	
011687	01/16/13 793	ORR ELECTRIC & ALARM LTD. PS-RCMP-WALL PACK BULB CHANGE	109.81 109.81	A/P	OUT-STD	
011688	01/16/13 2012SUPP010902	PROCOM DATA SERVICES INC. GG-TOWNSUITE-MULTIUSER SUPPORT	2743.64 2743.64	A/P	OUT-STD	

**Town of St. Stephen**  
**BNK1 General Bank Account**  
**From 000000 to 011856**

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 10

Number	Issued	Recipient	Amount	SC	Status	StatDate
011689	01/16/13 DEC18/12**	RICHARDSON JEFF PS-FIRE-RETIREMENT GIFT	94.92 94.92			
011690	01/16/13 WEEK03/13 WEEK03/13*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
011691	01/16/13 JAN02/13*	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-JAN24-FEB23-DIV 2	1265.77 1265.77	A/P	OUT-STD	
011692	01/16/13 16067 16068	A*PLUS* AUTO GLASS & UPHOLSTERY TS-#22-SUPPLY LED LIGHT TS-#16-SUPPLY AND INSTALL W/S	214.70 423.75 638.45	A/P	OUT-STD	
011693	01/21/13 702343 715641* 724960	FERO WASTE & RECYCLING INC. GG-TOWN-GARBAGE COLLECTION GG-TOWN-GARBAGE COLLECTION GG-TOWN-GARBAGE COLLECTION	4917.50 4917.50 4917.50 14752.50	A/P	OUT-STD	
011694	01/21/13 JANUARY14/13	LEAH NIXON RC-ASSTRECDIR-FRPA MEETING	123.00 123.00	A/P	OUT-STD	
011695	01/21/13 FEB/13 FEB/13*	MEDAVIE BLUE CROSS GG-HEALTH&DENTALPREMIUMS-FEB GG-HEALTH&DENTALPREMIUMS-FEB	5871.60 8952.38 14823.98	A/P	OUT-STD	
011696	01/21/13 32179601-00	PARTS FOR TRUCKS INC. TS-#4-PLow BLADE	1096.10 1096.10	A/P	OUT-STD	
011697	01/21/13 4098	PHIL BRIDEAU OVERHEAD DOORS PS-FIRE-PAMATIC SENSOR REPAIR	477.42 477.42	A/P	OUT-STD	
011698	01/21/13 418596589	PUROLATOR COURIER LTD. GG-CAO-INFRASTRUCTURE CANADA	23.97 23.97	A/P	OUT-STD	
011699	01/21/13 2497314 5207996	R.NICHOLLS DISTRIBUTORS INC. PS-FIRE-RAIN PARKAS PS-FIRE-RAIN PARKAS, NYLON/POL	110.55 262.70 373.25	A/P	OUT-STD	
011700	01/21/13 45905	SAUNDERS EQUIPMENT LTD. TS-#22-CENTER FRAME, BEARING S	2713.94 2713.94	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 11

Number	Issued	Recipient	Amount	SC	Status	StatDate
011701	01/21/13 29954	SOJOURN ENTERPRISES LIMITED TS-ST5-STREET SIGNS	225.57 225.57			
011702	01/21/13 201201225 201201282	SOURCE ONE SUPPLIES RC-LIBRARY-PPR TWLS, BATH TISS PS-FIRE-BATH TISSUE	151.59 36.93 188.52	A/P	OUT-STD	
011703	01/21/13 1484799 1484801 1488470 1490510	SOURCE ATLANTIC TS-ST5-CART FOR FABRICATOR 18 TS-ST5-FABRICATOR 2521 DEMO MA TS-SHOP-FLAT SOAPSTONE, CLEAR TS-SHOP-DRIVE ROLLS	190.97 2542.50 149.22 33.90 2916.59	A/P	OUT-STD	
011704	01/21/13 DEC31/12	SOUTH WEST SOLID WASTE COMMISSION GG-TOWN-GARBAGE COLLECTION	8866.50 8866.50	A/P	OUT-STD	
011705	01/21/13 148096 148099 148229	SOUTHERN SANITATION LTD. GG-TOWN-GARBAGE COLLECTION TS/RC-SHOP/ARENA-GRBG COLLECTI TS-AIRPORT-GARBAGE COLLECTION	8642.59 475.96 30.51 9149.06	A/P	OUT-STD	
011706	01/21/13 080143 080211 080247 080296 080302 080374 080430 080494 17637 17638	ST. CROIX PRINTING & PUBLISHING COM GG-CIVIC-BOYS & GIRLS CLUB GG-BY-LAW # L-9 GG-CIVIC-BY-LAW # L-9 GG-CIVIC-BY-LAW # L-9 GG-CIVIC-COUNCIL RESCHEDULING PS-FIRE-FLASHBACK CALENDAR PS-FIRE-FIRE AT CHRISTMAS GG-TOWN-CHRISTMAS WISHES GG-TOWN-PLAIN ENVELOPES GG-TOWN-TOWN LETTERHEAD	58.76 65.49 59.26 71.19 32.75 180.80 50.85 138.11 96.99 87.74 841.94	A/P	OUT-STD	
011707	01/21/13 311523 311601 311633 311649 311805 311979 312003 312274	STATIONERY PLUS PS-FIRE-INVOICE BOOK RC-AIRPORT-PLANNER, CALENDAR GG-BUILD INSP-MOUSE, BATTERY GG-TOWN-PAPER, PENS GG-CAO-OBUS FORME SEAT & BACK GG-TOWN-REINFORCEMENTS, APPT B GG-TOWN-STORAGE BOXES GG-TOWN-GENERAL FUND CHEQUES	12.54 17.15 43.43 9.19 167.47 213.29 19.72 761.56			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 12

Number	Issued	Recipient	Amount	SC	Status	StatDate
	312307	GG-TREASURER-PRINTER LASER	43.45			
	312491	GG-TOWN-FOLDBACK CLIPS, PENS,	21.17			
	312518	GG-OM/HR-TONER	47.91			
			<b>1356.88</b>	A/P	OUT-STD	
011708	01/21/13	STUARTS CANDY & CARDS				
	8333	TS-STIS-WATER	16.68			
			<b>16.68</b>	A/P	OUT-STD	
011709	01/21/13	THE SAINT CROIX COURIER				
	2013SUBSCRIPT	GG-TOWNHALL-2013 SUBSCRIPTION	54.24			
			<b>54.24</b>	A/P	OUT-STD	
011710	01/21/13	UNION OF MUNICIPALITIES OF NEW BRUN				
	2013MEMBERSHIP	GG-CIVIC-2013 MEMBERSHIP	3200.00			
			<b>3200.00</b>	A/P	OUT-STD	
011711	01/21/13	UNIQUELY YOURS				
	3045	GG-CIVIC-IAN MACMICHAEL PLAQUE	29.89			
			<b>29.89</b>	A/P	OUT-STD	
011712	01/21/13	ZEE MEDICAL CANADA, INC.				
	0160146201	PS-FIRE-FIRST AID SUPPLIES	74.49			
			<b>74.49</b>	A/P	OUT-STD	
011721	01/21/13	SERVICE NEW BRUNSWICK				
	JAN21/13NOTICE	PS-BUILDINSPECT-COMPLY NOTICE	75.00			
			<b>75.00</b>	A/P	OUT-STD	
011722	01/21/13	SERVICE NEW BRUNSWICK				
	JAN21/13*	PS-BUILDINSPECT-COMPLY NOTICE	75.00			
			<b>75.00</b>	A/P	OUT-STD	
011759	01/23/13	ALL GAS TANKS				
	70525	PS-FIRE-HURRICANE CARGO TRAILER	7345.00			
			<b>7345.00</b>	A/P	OUT-STD	
011760	01/23/13	BARNES DISTRIBUTION				
	5094143001	TS-SHOP-WASHERS, CAPSCREWS, HE	327.78			
			<b>327.78</b>	A/P	OUT-STD	
011761	01/23/13	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI14322	TS-#20-CONNECTOR-PIPE, PIPE-EX	156.95			
	SI14412	TS-#20-CONNECTOR-PIPE, PIPE-EX	62.39			
	SI14414	TS-#20-PIPE-EXHAUST	79.60			
	SI14417	TS-#20-CLAMP-EXHAUST	36.07			
	SI14459	TS-#7-COOLANT-TRP	294.59			
			<b>629.60</b>	A/P	OUT-STD	
011762	01/23/13	BLAKNEY'S EXCAVATING & TRUCKING				
	369563	TS-STIS-ROAD SALT	1867.48			
			<b>1867.48</b>	A/P	OUT-STD	
011763	01/23/13	BRAEMAR PEST CONTROL SERVICES				

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 13

Number	Issued	Recipient	Amount	SC	Status	StatDate
	364502	GG-OLD TOWN HALL-FEST CONTROL	37.37			
			<b>37.37</b>	A/P	OUT-STD	
011764	01/23/13	BRUNSWICK NEWS INC				
	1264750	PS-FIRE-TURKEY GIVEAWAY	51.98			
	1267230	PS-FIRE-TURKEY GIVEAWAY	485.04			
	1268379	GG-CIVIC-CHRISTMAS WISH	85.43			
	1270048	PS-FIRE-CHRISTMAS WISH	170.96			
	1270915	GG-CIVIC-NEW YEAR'S WISH	42.71			
	1271992	PS-FIRE-NEW YEARS WISH, DONT D	189.44			
			<b>1025.56</b>	A/P	OUT-STD	
011765	01/23/13	CANADIAN SPRINGS				
	9907625884	PS-RCMP-WATER	74.25			
	9907628752	GG-TOWN-WATER	32.08			
			<b>106.33</b>	A/P	OUT-STD	
011766	01/23/13	CARGILL LIMITED				
	2900871345	TS-ST5-ROAD SALT DELIVERY	4178.14			
			<b>4178.14</b>	A/P	OUT-STD	
011767	01/23/13	CARQUEST				
	8952-50732	TS-#1-COIL	46.02			
			<b>46.02</b>	A/P	OUT-STD	
011768	01/23/13	CDN ASSOC MUN ADMINISTRAT				
	CAMAMEM-3737	GG-CAO-MEMBERSHIP 2013-2014	282.50			
			<b>282.50</b>	A/P	OUT-STD	
011769	01/23/13	CHARLOTTE COUNTY JANITORIAL				
	2310	PS-FIRE-JANITORIALSERVICES-DEC	203.40			
	2329	PS-RCMP-JANITORIAL SERVICE	226.00			
			<b>429.40</b>	A/P	OUT-STD	
011772	01/23/13	CREIGHTON-CARTER LTD.				
	303299	TS-#1-BALL JOINT	111.43			
	303656	TS-SHOP-MIG WIRE	35.64			
	303690	TS-SHOP-ELECTRONIC CLEANER, MO	45.35			
	303693	TS-SHOP-FUSE ASST, MINI FUSE A	22.49			
	303720	TS-#21-HD AIR FILTER	43.63			
	303744	TS-#21-RUST HOLE PLUG	0.75			
	303774	TS-#16-MINIATURE LAMPS	28.25			
	303802	TS-#1-UNI RESISTOR	15.83			
	303826	TS-#21-SELF ADJUSTING KIT, WHE	50.07			
	303829	TS-SHOP-LOCTITE	16.37			
	303856	TS-#21-U-JOINT, SELF ADJUSTING	64.72			
	303914	TS-#21-BKP 3 16X20	2.18			
	303918	TS-#4-NSG VERDIC FILTER	4.53			
	304000	TS-#21-BRUSHABLE SPAM SEALER	20.05			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 14

Number	Issued	Recipient	Amount	SC	Status	StatDate
	304097	TS-#21-SELF ADJUSTING KIT	-36.25			
	304208	TS-SHOP-TOOL	2.36			
	304235	TS-#16-H7-24V-BULBS	135.55			
	304386	TS-SHOP-2-3 4CUP BRUSH	35.70			
	304489	TS-SHOP-20 TON SHORT BOTTLE	150.96			
	304508	TS-#11-NAPA BULK	8.84			
	304531	TS-#11-HD AIR FILTER	52.65			
	304545	TS-#7-HYDRAULIC HOSE, INST.FIT	96.84			
	304702	TS-#7-HEATER HOSE	9.02			
	304733	TS-#22-WINTER BLADE	10.11			
	304764	TS-#21-ELECTRIC PUMP	78.92			
	304792	TS-#21-BARRICADE FUEL HOSE	28.95			
	304948	TS-#7-RAD HOSE, HOSE CLAMP	10.94			
	305056	TS-#21-STARTING FLUID, ELECTRI	99.16			
			<b>1145.04</b>	A/P	OUT-STD	
011773	01/23/13	DAVIS FUELS LTD.				
	145637	PS/TS-199 UNIONST-HEATING FUEL	1053.26			
	145835**	TS/PS-199UNIONST-HEATING FUEL	1088.70			
	145939	TS/PS-199 UNIONST-HEATING FUEL	1021.93			
	339265	TS-#21-SUPER PLUS 15W40	91.59			
			<b>3255.48</b>	A/P	OUT-STD	
011774	01/23/13	EAST COAST INTERNATIONAL TRUCKS				
	3-223550032	TS-#7-GLASS, ASSY MIR PRPRTRY	62.81			
			<b>62.81</b>	A/P	OUT-STD	
011775	01/23/13	ENTERPRISE CHARLOTTE				
	1109	GG-TOWN-OPERATIONAL FUNDING	1204.25			
			<b>1204.25</b>	A/P	OUT-STD	
011776	01/23/13	GREENLAW'S GARAGE LTD.				
	2012-16	TS-#1-COMPUTER TEST	45.14			
			<b>45.14</b>	A/P	OUT-STD	
011777	01/23/13	GULLISON'S COURIER SERVICE				
	340056	TS-#13-FROM CAT	28.25			
	340069	TS-#13-FROM CAT	28.25			
	340173	TS-#22-FROM SAUNDERS EQUIPMENT	28.25			
	340181	TS-#7-FROM RICHWIL	28.25			
	340334	TS-#13-FROM CASE EQUIPMENT	28.25			
	340401	TS-#22-FROM SAUNDERS EQUIPMENT	141.25			
			<b>282.50</b>	A/P	OUT-STD	
011778	01/23/13	HI-TECH TRANSMISSION				
	10986	TS-#400-TRANSMISSION REPAIR	1436.50			
			<b>1436.50</b>	A/P	OUT-STD	
011779	01/23/13	KENT BUILDING SUPPLIES				

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 15

Number	Issued	Recipient	Amount	SC	Status	StatDate
	1-00305540	GG-TREASURY-CREDIT FOR YEAREND	-4.51			
	504601	TS-SHOP-PLYWOOD	55.20			
	504603	TS-SHOP-SCREWS, TAP BITS, TAP	26.97			
	504868	TS-SHOP-LUMBER, SCREWS	125.25			
	504869	TS-SHOP-PRSV/PENT 1030 946ML	21.01			
	504892	TS-SHOP-X FINISHING BLADE	56.49			
	507914	RC-PARKS-HNGE	7.88			
	508080	PS-FIRE-PAIS	14.27			
			<b>302.56</b>	A/P	OUT-STD	
011780	01/23/13	LSW WEAR PARTS LTD.				
	36320	TS-#16-PLOW BLADES	1029.71			
			<b>1029.71</b>	A/P	OUT-STD	
011781	01/23/13	MAYFIELD GARDENS & LANDSCAPE				
	4588	RC-PARKS-STUMP GRINDING	1825.90			
			<b>1825.90</b>	A/P	OUT-STD	
011782	01/23/13	MINISTER OF FINANCE				
	WEEK04/13	EMPLOYEEDEDUCTIONS-JAN29-FEB4	209.30			
			<b>209.30</b>	A/P	OUT-STD	
011783	01/23/13	MUNICIPAL HUMAN RESOURCES INC.				
	4796	GG-CAO-MEMBERSHIP DUES 2013	1559.30			
			<b>1559.30</b>	A/P	OUT-STD	
011785	01/23/13	N. B. ELECTRIC POWER COMM				
	10126106JAN13	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	17915909JAN13	RC-POOL-SCHOOL ST	68.51			
	17935200JAN13	TS-KING/UNIONST-TRAFFIC LIGHTS	49.02			
	17949909JAN13	GG-OLDTOWNHALL-ELECTRICITY	1012.25			
	18169205JAN13	RC-POOL-MILL LANE	183.85			
	18988703JAN13	TS/PS-199UNIONST-ELECTRICITY	1611.66			
	216030308JAN13	TS-ST5-AREA LIGHTS	11646.38			
	50660140JAN13	RC-PARKS-ROTARY CHANGING ROOMS	23.65			
	54187672JAN13	TS-KING/QUBEN-TRAFFIC LIGHTS	52.70			
	54653258JAN13	TS-KING/SUPERSTORE-TRAFFIC LIG	82.30			
	55160607JAN13	RC-COTTONMILL-LIGHTS	75.89			
	55471834JAN13	TS/PS-220UNIONST-ELECTRICITY	724.95			
	55917471JAN13	TS-ST5-WATERFRONT LIGHTS	111.08			
	71315207JAN13	PS-RCMP-ELECTRICITY	1205.83			
	72924306JAN13	RC-PARKS-BANDSTAND	55.84			
	73006038JAN13	RC-LIBRARY-ELECTRICITY	1469.10			
	82122207JAN13	RC-PARKS-BASKETBALL COURT	28.15			
	83278804JAN13	TS-ST5-PARKS SHED	30.61			
	84960501JAN13	RC-PARKS-RIVERSIDE DR LIGHTS	100.99			
			<b>18556.41</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 16

Number	Issued	Recipient	Amount	SC	Status	StatDate
011786	01/23/13 268724	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN-FLOOR MATS	93.70 93.70			
011787	01/23/13 IN021306	OK TIRE & AUTO SERVICE TS-#1-TIRES	500.00 500.00	A/P	OUT-STD	
011788	01/23/13 IN-4490123	ORKIN CANADA CORPORATION PS-FIRE-PEST CONTROL	96.62 96.62	A/P	OUT-STD	
011789	01/23/13 818 819 830	ORR ELECTRIC & ALARM LTD. PS-FIRE-LIGHTING UPGRADE PS-FIRE-REWORKED LIGHTING SYST RC-LIBRARY-ELECTRICAL REPAIR	7548.40 1754.28 73.45 9376.13	A/P	OUT-STD	
011790	01/23/13 WEEK04/13	PAYROLL TRANSFER GG-TRANSFER-JAN 11-JAN 24	44065.00 44065.00	A/P	OUT-STD	
011791	01/23/13 210229	PHIL'S AUTO & RECREATION PS-FIRE-KAWASAKI MULE	21806.20 21806.20	A/P	OUT-STD	
011792	01/23/13 JAN13/13	PITNEY WORKS GG/RC/PS-POSTAGE METER REFILL	331.91 331.91	A/P	OUT-STD	
011793	01/23/13 PAY02/13	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-JAN11-JAN24	25391.87 25391.87	A/P	OUT-STD	
011794	01/23/13 WEE04/13* WEEK04/13	SHANNON MICHAEL PS-ANMLCNTRL-WKLY VEH ALLOW PS-ANMLCNTRL-WEEKLY FEE	197.75 167.69 365.44	A/P	OUT-STD	
011795	01/25/13 342250 631536 640154	IRVING ENERGY DISTRIBUTION AND MARK TS-STG-DIESEL TS-STG-GAS TS-STG-DIESEL	2628.90 1093.39 4329.52 8051.81	A/P	OUT-STD	
011796	01/25/13 NOV19/12	IRVING OIL LTD. TS-STG-PROPANE	20.34 20.34	A/P	OUT-STD	
011797	01/25/13 2013-65 2013-66	RANDY'S TOWING TS-#21-TOWING TRACK MACHINE TS-AIRPORT-TOWING PLOW TRUCK	113.00 113.00 226.00	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 17

Number	Issued	Recipient	Amount	SC	Status	StatDate
011798	01/25/13	REGIONAL SERVICE COMMISSION 10				
	RSC-10 ST.S001	GG-CIVIC-PLANNING SERVICES	2782.50			
			2782.50	A/P	OUT-STD	
011799	01/25/13	RICHARDSON JOSEPH				
	JAN21/13	PS-FIRE-TRAINING MEAL	118.40			
			118.40	A/P	OUT-STD	
011800	01/25/13	RICHWIL TRUCK CENTRE LTD.				
	100247	TS-#7-FILTERS	152.84			
	100440	TS-#5-MOTOR	453.75			
	101528	TS-#7-LINK, KITS, FILTER, ELEM	383.38			
	102098	TS-#7-HOSE	212.41			
	102137	TS-#7-HOUSING, CLUTCH, HOUSING	2291.93			
	102156	TS-#22-FUEL PUMP, GASKET, COV	175.81			
	CM100090	TS-#7,#8-SWITCH	-50.07			
	CM100183	TS-#7,#8-SHIELD, SPRING, RING	-1230.16			
			2389.89	A/P	OUT-STD	
011801	01/25/13	SAUNDERS EQUIPMENT LTD.				
	45976	TS-#21-INTERMEDIATE P.T.O SHAF	1578.79			
	45978	TS-#21-PTO SHAFT, CROSS SHAFT,	1623.99			
	46062	TS-#21-YOKE & BAR TYPE 2	248.60			
			3451.38	A/P	OUT-STD	
011802	01/25/13	SOUTH WEST COURIER				
	13125	TS-#20-FROM SJ SPRINGWORKS	43.03			
			43.03	A/P	OUT-STD	
011803	01/25/13	VALLEY EQUIPMENT LTD				
	73213	TS-#5-MIRR HEAD	313.64			
			313.64	A/P	OUT-STD	
011804	01/30/13	CANADIAN TIRE				
	N14864547	TS-ST5-EARPLUGS	22.59			
	N14864578	TS-SHOP-180 ML OILER	7.90			
	N14864591	TS-SHOP-ARMOR ALL, PRO EZ SPRA	29.92			
	N14864632	PS-BYLAW-SNOWBRUSH, WINDSHIELD	16.37			
	N14864650	TS-ST5-BRUSH GP 5 PACK	13.56			
	N14864673	TS-SHOP-H-DUTY DORSET/G	21.46			
	N14864675	TS-SHOP-SPRAY 9, LTX GREY, RLR	77.89			
	N14864676	TS-SHOP-BULBS	25.05			
			214.74	A/P	OUT-STD	
011805	01/30/13	CARGILL LIMITED				
	2900910999	TS-ST5-ROAD SALT	2050.60			
	2900913835	TS-ST5-ROAD SALT	2058.57			
			4109.17	A/P	OUT-STD	
011806	01/30/13	COX ELECTRONICS & COMMUNICATIONS				

**Town of St. Stephen**  
**BNK1 General Bank Account**  
**From 000000 to 011856**

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 18

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2-1640483	PS-FIRE-PORTABLE MAINTENANCE	1444.14			
			<b>1444.14</b>	A/P	OUT-STD	
011807	01/30/13	DAVE DINSMORE WEB DESIGN & HOSTING				
	0119	GG-WEB HOSTING-CIVIC CENTER WE	90.38			
			<b>90.38</b>	A/P	OUT-STD	
011808	01/30/13	FRANK G GODSOE CHARTERED ACCOUNTANT				
	318	GG-TREASURY-PENSION CALCULATIO	282.50			
	319	GG-TREASURY-UTILITY BANK REC	1406.85			
	320	GG-TOWNHALL-ADMIN SUPPORT	348.04			
			<b>2037.39</b>	A/P	OUT-STD	
011809	01/30/13	FUNDY BUILDING INSPECTION & DRAFTIN				
	13-007	PS-BUILDINSPECT-FEE, MILEAGE	1452.05			
			<b>1452.05</b>	A/P	OUT-STD	
011810	01/30/13	IRVING ENERGY DISTRIBUTION AND MARK				
	146132	TS-STG-GAS	6640.86			
	47426	TS-STG-DIESEL	2805.91			
			<b>9446.77</b>	A/P	OUT-STD	
011811	01/30/13	JOAN FLEWELLING				
	JANUARY/13	GG-TOWNCLERK-MNTHLY VEH ALLOW	50.00			
			<b>50.00</b>	A/P	OUT-STD	
011812	01/30/13	JOHN FERGUSON				
	JANUARYCAR/13	GG-CAO-MNTHLY VEH ALLOW	350.00			
	JANUARYCELL/13	GG-CAO-CELL PHONE REIMBURSEMEN	93.00			
			<b>443.00</b>	A/P	OUT-STD	
011813	01/30/13	KEITH'S BUILDING SUPPLIES				
	118777	TS-STG-REBAR	18.06			
			<b>18.06</b>	A/P	OUT-STD	
011814	01/30/13	KEVIN CLEGHORN CARPENTRY				
	376779	RC-TOURISTBUREAU-ROOF REPAIRS	554.04			
			<b>554.04</b>	A/P	OUT-STD	
011815	01/30/13	L.E. WHITTAKER CO., LTD.				
	32183	PS-FIRE-VSCI COLLAR, PLUTABES,	56.27			
	32209	PS-FIRE-EXTINGUISHER TESTING	22.60			
			<b>78.87</b>	A/P	OUT-STD	
011816	01/30/13	LEAH NEXON				
	JANUARY/13	RC-ASSTRECDIR-MNTHLY VEH ALLOW	150.00			
			<b>150.00</b>	A/P	OUT-STD	
011817	01/30/13	LINDE CANADA				
	46718036	TS-SHOP-ACETYLENE	10.40			
			<b>10.40</b>	A/P	OUT-STD	
011818	01/30/13	MCINNES COOPER				
	2012033938	PS-BYLAWS-STOP WORK ORDER	5590.39			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 19

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2012033941	PS-BY-LAW-SIDEWALK CAFE BY-LAW	565.00			
	2012033942	GG-LEGAL-GRANT OF OPTION	507.86			
	2012033943	GG-LEGAL-DAMAGES	461.04			
	2012034386	GG-LEGAL-PUBLIC LANDING	1933.60			
	2012034403	GG-CIVIC-GARBAGE TENDERS	216.11			
	2012036835	GG-LEGAL-MECHANICS LIEN ACT	720.38			
			<b>9994.38</b>	A/P	OUT-STD	
011819	01/30/13	MEGA-LAB MANUFACTURING CO. LTD.				
	126372	TS-SHOP-FLEX-A-SIL, MEG-A-LOOS	431.66			
			<b>431.66</b>	A/P	OUT-STD	
011820	01/30/13	MINISTER OF FINANCE				
	WEEK05/13	EMPLOYEE DEDUCTIONS - FEB 5-11	209.30			
			<b>209.30</b>	A/P	OUT-STD	
011821	01/30/13	O'CONNELL MIKE				
	JAN18/13	GG-CIVIC-BEST WESTERN ANNOUNCE	18.06			
	JANUARY/13	RC-DIRPR/PM-MNTHLY VEH ALLOW	150.00			
			<b>168.06</b>	A/P	OUT-STD	
011822	01/30/13	OK TIRE & AUTO SERVICE				
	IN021468	TS-#21-SNOW BLOWER MAINTENANCE	105.07			
			<b>105.07</b>	A/P	OUT-STD	
011823	01/30/13	ORR ELECTRIC & ALARM LTD.				
	811	TS-CHAR.MALL-TRAFFIC LIGHT REP	429.40			
	813	RC-LIBRARY-CANOPY POT LIGHTS,	121.16			
	816	TS-WORKS-TRBL SHOT PRBM FUMES	1443.93			
	831	TS-CHAR.MALL-TRAFFIC LIGHT REP	101.70			
			<b>2096.19</b>	A/P	OUT-STD	
011824	01/30/13	RICHARDSON JEFF				
	JAN25/13	PS-FIRE-HAZMAT PROGRAMMING, SU	177.69			
			<b>177.69</b>	A/P	OUT-STD	
011825	01/30/13	SHANNON MICHAEL				
	WEEK05/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK05/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
011826	01/31/13	ACCT 8025-280				
	JANUARY/13	LOCAL 770 UNION DUES - JAN/13	829.83			
			<b>829.83</b>	A/P	OUT-STD	
011827	01/31/13	ACCT 903240049220				
	JANUARY/13	VOL FIRE UNION DUES - JAN/13	104.00			
			<b>104.00</b>	A/P	OUT-STD	
011828	01/31/13	ACCT 903240070386				
	JANUARY/13	EMPLOYEE DEDUCTIONS - JAN/13	400.00			
			<b>400.00</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 011856

**CHEQUE REGISTER**

Printed: 11:37, Feb 07/2013

Page: 20

Number	Issued	Recipient	Amount	SC	Status	StatDate
011829	01/31/13 JANUARY/13	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS - JAN/13	540.00 540.00	A/P	OUT-STD	
011830	01/31/13 JANUARY/13	CIBC MELLON GLOBAL SECURITIES NBMFO GG-MUNCIPALPLAN-JAN/13	19354.98 19354.98	A/P	OUT-STD	
011831	01/31/13 CARNIVAL 2013	N. B. COMMUNITY COLLEGE GG-CIVIC-WINTER CARNIVAL 2013	200.00 200.00	A/P	OUT-STD	
011832	01/31/13 32179636-00 32180182-00 32180870-00 32181207-01 32181787-00	PARTS FOR TRUCKS INC. TS-#7-CONVEYOR CHAINS, COMPRES TS-#4-CUT EDGE X-BLADE TS-#7-SPRING BOXES TS-#7-PLOW-THREAD ROD, ONE-WAY TS-#6-BACK UP LAMP DUAL SYSTEM	1563.54 125.37 279.92 238.19 86.02 2293.04	A/P	OUT-STD	
011833	01/31/13 2013-67	RANDY'S TOWING RC-XMASTREE-TAKING DOWN LIGHTS	141.25 141.25	A/P	OUT-STD	
011834	01/31/13 102195 102229	RICHWIL TRUCK CENTRE LTD. TS-#7-MOTOR TS-#7-KIT	556.26 169.03 725.29	A/P	OUT-STD	
011835	01/31/13 201200485 201201414 201201438	SOURCE ONE SUPPLIES RC-MILLPOOL-BATH TISSUE, PAPER TS-SHOP-SWISH GERMICIDAL, PPR RC-LIBRARY-BOL-GENIE, PPR TOWL	95.69 138.46 83.62 317.77	A/P	OUT-STD	
011836	01/31/13 1513615	SOURCE ATLANTIC TS-SHOP-SAFETY HATS, DISC, BLE	428.88 428.88	A/P	OUT-STD	
011837	01/31/13 JANUARY/13	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS - JAN/13	130.00 130.00	A/P	OUT-STD	
011838	01/31/13 IW74166	VALLEY EQUIPMENT LTD TS-#6-MIRR HEAD	313.64 313.64	A/P	OUT-STD	
011839	01/31/13 21093714	WURTH CANADA LIMITED TS-SHOP-DUAL WALL SHRINK TUBE	61.87 61.87	A/P	OUT-STD	
011840	01/31/13 JANUARY/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - JAN/13	362.00 362.00	A/P	OUT-STD	

Town of St. Stephen  
BNK1 General Bank Account  
From 000000 to 011856

CHEQUE REGISTER

Printed: 11:37, Feb 07/2013

Page: 21

Number	Issued	Recipient	Amount	SC	Status	StatDate
		Cheque Totals	Non-Void:	\$854,963.96		
			Void:	\$0.00		

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

**January 2013**

Dillon Consulting Limited (Engineering - Storm Separation 2010 (Riverside & Prince William) - Project #092732, Cheque #1030)	768.40
Frank G. Godsoe Chartered Accountant (PSAB Consultant Services - Capital Assets, Cheque #72)	621.50
<b>Total</b>	<b><u><u>\$1,389.90</u></u></b>

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

**CHEQUE REGISTER**

Printed: 14:28, Feb 07/2013

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
003539	01/28/13 JAN28/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AO - INTEREST	3500.00 3500.00			
				A/P	OUT-STD	
003541	01/08/13 JAN08/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AQ - INTEREST	27677.51 27677.51			
				A/P	OUT-STD	
003543	01/07/13 JAN07/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AS - INTEREST	6038.00 6038.00			
				A/P	OUT-STD	
003655	01/07/13	A.E. HORNE & SON LTD.				
	00462344-01	WS-ST5-ASPHALT BROKERAGE	131.31			
	00462345-01	WS-ST5-ASPHALT BROKERAGE	131.31			
	00462346-01	WS-ST5-ASPHALT BROKERAGE	131.31			
	00462347-01	WS-ST5-ASPHALT BROKERAGE	150.64			
	00462468-01	WS-ST5-ASPHALT BROKERAGE	131.34			
	00462469-01	WS-ST5-ASPHALT BROKERAGE	131.34			
	00462470-01	WS-ST5-ASPHALT BROKERAGE	131.34			
			938.59			
				A/P	OUT-STD	
003656	01/07/13 011-8785666	ARMOUR TRANSPORT SCD-DISPOSAL-FR BRENNTAG	41.29 41.29			
				A/P	OUT-STD	
003657	01/07/13 SI13905	BAYVIEW TRUCKS AND EQUIPMENT LTD. WS-#8-SEAL, PINION OI	40.30 40.30			
				A/P	OUT-STD	
003658	01/07/13 105797 105805	BRIGGS PLUMBING INC. WS-TRANS&DIST-GAUGE 1/4" LIQUI WS-SOURCE-MAXWELL CROSSING PUM	213.63 222.02 435.65			
				A/P	OUT-STD	
003660	01/07/13	CANADIAN TIRE				
	N14418151	WS-SOURCE-TUBING, NIPPLE, PLUG	13.82			
	N14418152	WS-TRANS&DIST-PAINT	20.63			
	N14864418	WS-#8-PAINT	16.94			
	N14864457	WS-SOURCE-GLOVES	10.60			
	N14864458	WS-TRANS&DIST-DRILL BITS	44.05			
	N14864463	WS-SOURCE-BATTERIES, CORD	27.80			
	N14864470	WS-TRANS&DIST-FILTERS, BULBS	54.09			
	N14864500	SCD-DISPOSAL-PUMP & MISC TOOLS	125.29			
	N14864501	WS-SOURCE-MINTORCH, JB WELD,	87.61			
	N14864515	WS-SOURCE-EXT CORD, LIGHT BULB	235.10			
	N14864520	SCD-DISPOSAL-VISEGRIP	14.23			
	N14864528	WS-TRANS&DIST-FLASHLIGHTS	18.06			
	N14864538	WS-SOURCE-W CONN. ASST, BUTT C	35.66			
			703.88			
				A/P	OUT-STD	

**Town of St. Stephen**  
**BNK2 Utility Bank Account**  
 From 000000 to 003744

**CHEQUE REGISTER**

Printed: 14:28, Feb 07/2013

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
003661	01/07/13 2-1633814	COX ELECTRONICS & COMMUNICATIONS WS-DIR OF OPS-COMPUTER LABOUR	90.34 <b>90.34</b>			
003662	01/07/13 301115 302208 302643 302836 302896	CREIGHTON-CARTER LTD. SCD-DISPOSAL-TAPS WS-#8-UNIVERSAL BUZZER 2 SC WS-#305-SELF ADJUSTING KITS WS-#305-SELF ADJUSTING KIT SCD-#9-REFLECTORS	5.63 39.31 37.56 -18.78 11.70 <b>75.42</b>	A/P	OUT-STD	
003663	01/07/13 145387	DAVIS FUELS LTD. WS-110 MAXWELLXING-RESIDENCE	656.86 <b>656.86</b>	A/P	OUT-STD	
003664	01/07/13 2794873-00 2796004-01 2796005-00 2796007-00 2796009-00 2796286-00 2797031-00 2797031-01 2797031-02 2797031-03 2797043-00 2797304-00	EMCO CORPORATION SCD-DISPOSAL-REPLACEMENT COVER WS-TRANS&DIST-GATE VLV OL WS-TRANS&DIST-HYDRANT WS-TRANS&DIST-HYDRANT WS-TRANS&DIST-BONNET ASSEMBLY, WS-TRANS&DIST-GATE VLV OL WS-TRANS&DIST-ADPT MIP-QJ WS-TRANS&DIST-ADPT MIP-QJ, KOR WS-TRANS&DIST-CONN SET, AIRCRA WS-TRANS&DIST-SS SADDLE WS-TRANS&DIST-PVC PIPE WS-TRANS&DIST-PVC PIPE	1502.90 553.82 3254.55 3254.55 2382.84 6158.50 1922.88 874.82 428.78 315.27 3392.18 4456.32 <b>28497.41</b>	A/P	OUT-STD	
003665	01/07/13 340327 340492 550559 550561 550594 745058 745064 745075 745093 745141	GULLISON'S COURIER SERVICE WS-#8-FROM RICHWIL WS-SOURCE-TO DOE LAB SCD-DISPOSAL-FR. THOMAS IND WS-SOURCE-TO RPC WS-SOURCE-TO DOE LAB WS-SOURCE-TO DOE LAB WS-SOURCE-TO DOE LAB SCD-DISPOSAL-TO THOMAS IND WS-SOURCE-TO DOE LAB WS-SOURCE-TO DOE LAB	28.25 28.25 33.90 28.25 28.25 28.25 28.25 33.90 28.25 28.25 <b>293.80</b>	A/P	OUT-STD	
003666	01/07/13 52149	HYPERION RESEARCH LTD. WS-SOURCE-AEROBIC SPORE ANALYS	842.09 <b>842.09</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

CHEQUE REGISTER

Printed: 14:28, Feb 07/2013

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
003667	01/07/13	KENT BUILDING SUPPLIES				
	487110	WS-TRANS&DIST-INSUL/FOAMULAR	94.42			
	489975	WS-TRANS&DIST-SHOVELS	18.89			
	492442	SCD-DISPOSAL-SFT TOUCH HNDL	9.45			
	493462	WS-STX-KEY/BRASS BLANK	10.46			
	499066	SCD-DISPOSAL-SEWER/PIPE	170.12			
	499261	SCD-DISPOSAL-SEWER/PVC ELBOWS,	28.94			
	499777	SCD-DISPOSAL-SEWER/PVC ELBOW	7.33			
			<b>339.61</b>	A/P	OUT-STD	
003668	01/07/13	MINISTER OF FINANCE				
	14131	WS-SOURCE-DRINK H2O LAB TESTS	1049.53			
			<b>1049.53</b>	A/P	OUT-STD	
003669	01/07/13	RESEARCH & PRODUCTIVITY COUNCIL				
	129483	WS-SOURCE-HALOACETIC ACIDS IN	808.61			
			<b>808.61</b>	A/P	OUT-STD	
003670	01/07/13	RICHWIL TRUCK CENTRE LTD.				
	101732	WS-#20-HOSE, FILTER	192.71			
	101999	WS-#8-PUMP	99.11			
	102017	WS-#8-PUMP	444.93			
			<b>736.75</b>	A/P	OUT-STD	
003671	01/07/13	SOURCE ONE SUPPLIES				
	201201169	SCD-DISPOSAL-WATERLESS HAND WI	396.61			
			<b>396.61</b>	A/P	OUT-STD	
003672	01/07/13	SOURCE ATLANTIC				
	1479383	WS-TRANS&DIST-GLOVES	96.82			
	1479391	WS-TRANS&DIST-RETRACTABLE LANY	209.05			
			<b>305.87</b>	A/P	OUT-STD	
003673	01/07/13	SOUTHWEST CONCRETE & CONS LTD				
	11-82-12	SCD-DISPOSAL-SAND	3875.34			
	11-83-12	WS-TRANS&DIST-SAND	4358.41			
			<b>8233.75</b>	A/P	OUT-STD	
003674	01/07/13	SOUTHERN SANITATION LTD.				
	148098	WS-BUDD AVE-GARBAGE COLLECTION	109.84			
			<b>109.84</b>	A/P	OUT-STD	
003675	01/07/13	ST. CROIX PRINTING & PUBLISHING COM				
	17548**	WS/SCD-TOWN-#10 WINDOW ENVELOP	19.22			
			<b>19.22</b>	A/P	OUT-STD	
003676	01/07/13	STATIONERY PLUS				
	310372	WS-SOURCE-LABEL SHEETS	18.36			
	310462	WS/SCD-TOWN-STICKY NOTE, TAB,	27.94			
	310470	WS-SOURCE-INK CARTRIDGES	65.52			
	310701*	WS/SCD-ASSTREAS-AIR DUSTER, R	13.95			

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

**CHEQUE REGISTER**

Printed: 14:28, Feb 07/2013

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
	310930*	WS/SCD-TREASURER-BINDER	4.48			
	311014*	WS/SCD-TOWN-FOLDERS, BINDING C	33.27			
			<b>163.52</b>	A/P	OUT-STD	
003677	01/07/13	TELUS				
	21856412DEC12A	WS/SCD-CELL PHONE CHARGES	513.78			
			<b>513.78</b>	A/P	OUT-STD	
003678	01/07/13	TERRA CONSULTANTS LTD.				
	I-19510*	WS/SCD-TOWN HALL-HARD DRIVE, S	545.22			
			<b>545.22</b>	A/P	OUT-STD	
003679	01/07/13	MINISTER OF FINANCE				
	416341*	WS/SCD-SOURCE/DISPOSAL-CONTRAC	3200.00			
			<b>3200.00</b>	A/P	OUT-STD	
003680	01/07/13	SCOTIABANK				
	1427008	WS-LANECONSTRUCT-ASPHALT	14902.82			
			<b>14902.82</b>	A/P	OUT-STD	
003681	01/09/13	PITNEY BOWES LEASING				
	555794866115*	WS-TOWNHALL-POSTAGE METER LEAS	819.83			
			<b>819.83</b>	A/P	OUT-STD	
003682	01/09/13	SERVICE NEW BRUNSWICK				
	576116	WS/SCD-UTILITYPAYMENT-FEES	785.70			
			<b>785.70</b>	A/P	OUT-STD	
003683	01/16/13	BRENNTAG CANADA INC.				
	40314392	WS-SOURCE-CHLORINE	5359.48			
	40314802	SCD-DISPOSAL-CHLORINE	4037.17			
	40318005	SCD-DISPOSAL-INV #40314802	-2712.00			
	40318007	WS-SOURCE-EMPTY CYLINDER RETUR	-3164.00			
	40318380	WS-SOURCE-BAD CYLINDER RETURN	-650.47			
			<b>2870.18</b>	A/P	OUT-STD	
003684	01/16/13	COLE-PARMER CANADA INC.				
	00458805	WS-SOURCE-CHLORSENSE SENSORS	401.36			
			<b>401.36</b>	A/P	OUT-STD	
003685	01/16/13	DEVLIN TIM				
	JAN09/13	SCD-DISPOSAL-HEPATITUS SHOTS	191.80			
			<b>191.80</b>	A/P	OUT-STD	
003686	01/16/13	JOE JOHNSON EQUIPMENT INC.				
	PO4518	SCD-#9-BOOM CONTROLLER	1073.47			
			<b>1073.47</b>	A/P	OUT-STD	
003687	01/16/13	MINISTER OF FINANCE				
	11366812DEC12	WS-SOURCE-PUMP STATION	126.12			
	11385317DED12	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807DEC12	SCD-DISPOSAL-OLD BAY WWTP	145.75			
			<b>306.98</b>	A/P	OUT-STD	

TOWN of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

CHEQUE REGISTER

Printed: 14:28, Feb 07/2013

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
003688	01/16/13	N. B. ELECTRIC POWER COMM				
	36869807JAN13	WS-3119MAXWELLXING-BUILDING	1225.81			
	50228902JAN13	WS-MAXWELLXING-PUMPS	749.56			
	52557428JAN13	SCD-218OLDBAYRD-WWTP	4091.48			
	53473043JAN13	WS-SOURCE-CHLORINE RESIDUAL	55.16			
	61230004JAN13	WS-MAXWELLXING-PUMPS	2376.01			
	82291006JAN13	WS-SOURCE-RESERVOIR	322.21			
			<b>8820.23</b>	A/P	OUT-STD	
003689	01/16/13	OMNITECH INC				
	1247783	SCD-DISPOSAL-INLINE CHECK VALV	2793.36			
			<b>2793.36</b>	A/P	OUT-STD	
003690	01/16/13	PROCOM DATA SERVICES INC.				
	SUPP010902	WS-TOWNSUITE-MULTIUSER SUPPORT	2743.64			
			<b>2743.64</b>	A/P	OUT-STD	
003691	01/16/13	PORTER, ROB				
			<b>67.05</b>	A/R	OUT-STD	
003692	01/21/13	PRINCESS AUTO				
	1816868	WS-TRANS&DIST-CORD EXT, TARP	297.52			
			<b>297.52</b>	A/P	OUT-STD	
003693	01/21/13	PURULATOR COURIER LTD.				
	418676372*	WS-SOURCE-TO JOE JOHNSON EQUIP	67.90			
			<b>67.90</b>	A/P	OUT-STD	
003694	01/21/13	RAYTEK				
	93185	SCD-DISPOSAL-CLEANED CHAMBER A	1281.42			
			<b>1281.42</b>	A/P	OUT-STD	
003695	01/21/13	RICHARD PIERCE LTD.				
	DEC10/12	WS-SOURCE-MAXWELLXING COPPER P	423.75			
	DEC10/12*	WS-MAXWELLXING-BACKFLOW PREVEN	226.00			
			<b>649.75</b>	A/P	OUT-STD	
003696	01/21/13	SAINT JOHN SPRING WORKS LTD				
	82949	WS-#20-SPRING HANGER	84.83			
			<b>84.83</b>	A/P	OUT-STD	
003697	01/21/13	SOUTHERN SANITATION LTD.				
	148100	WS-BUDD AVE-GARBAGE COLLECTION	109.84			
			<b>109.84</b>	A/P	OUT-STD	
003699	01/21/13	STATIONERY PLUS				
	311603	SCD-DISPOSAL-STENCIL KIT, BIND	58.78			
	311649*	WS/SCD-TOWN-PAPER, PENS	9.18			
	311655	WS-SOURCE-INK CARTRIDGES	72.68			
	311979*	WS/SCD-TOWN-REINFORCEMENTS, AP	64.48			
	312003*	WS/SCD-TOWN-STORAGE BOXES	19.72			
	312072	SCD-DISPOSAL-DIARY, INK CARTRI	24.96			

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

CHEQUE REGISTER

Printed: 14:29, Feb 07/2013

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
	312264	WS-TRANS&DIST-BINDERS, DVD-R	51.91			
	312307*	WS/SCD-TREASURER-PRINTER LASER	43.45			
	312365	WS-TRANS&DIST-BINDER, PAPER, P	91.72			
	312375	WS-TRANS&DIST-PENS, DIARY	22.75			
	312491*	WS/SCD-TOWN-FOLDBACK CLIPS, PE	21.17			
	312493	WS/SCD-TOWN-UTILITY RECEIPTS	949.88			
	312567	WS-DIR OF OPS-PLANNER, DIARY	12.41			
			<b>1443.09</b>	A/P	OUT-STD	
003700	01/21/13	THE PANEL SHOP				
	746-99-50	WS-SOURCE-SUBMERSIBLE PRESSURE	1271.25			
			<b>1271.25</b>	A/P	OUT-STD	
003701	01/21/13	VIKING FIRE PROTECTION INC				
	356645	WS-SOURCE-INSPECTION SPRINKLER	192.10			
			<b>192.10</b>	A/P	OUT-STD	
003702	01/23/13	ALL GAS TANKS				
	70428	WS-#305-STEERING COLUMN	141.25			
			<b>141.25</b>	A/P	OUT-STD	
003703	01/23/13	CARR'S TRANSMISSION 2000 LTD.				
	18438	WS-#102-REPAIR TRANSFER CASE	643.37			
			<b>643.37</b>	A/P	OUT-STD	
003704	01/23/13	COX ELECTRONICS & COMMUNICATIONS				
	2-1634070	WS-DIR OF OPS-LED MONITOR	203.34			
			<b>203.34</b>	A/P	OUT-STD	
003705	01/23/13	CREIGHTON-CARTER LTD.				
	303230	SCD-#3-UPPER BALL JOINT	75.26			
	303877	WS-TRANS&DIST-ZIP CUT WHEELS	16.84			
	304044	WS-#102-INNER TIE ROD END, TIE	151.11			
	304089	WS-#102-WARRANTY	-150.76			
	304362	WS-TRANS&DIST-RAT.PIPE CUT	47.22			
	304388	WS-#8-HYD.HOSES, INST.FIT END	51.21			
	304424	WS-TRANS&DIST-HOSE CUTTER	45.72			
	304536	WS-TRANS&DIST-FUSE ASST	11.24			
	304848	WS-#102-PROP SHAFT 4X4, CORE D	505.93			
	304852	WS-102-CORE DEPOSIT	-84.19			
			<b>669.58</b>	A/P	OUT-STD	
003706	01/23/13	DAVIS FUELS LTD.				
	145753	WS-MAXWELLXING-HEATING FUEL	601.19			
			<b>601.19</b>	A/P	OUT-STD	
003707	01/23/13	DOWNEYS SALES & SERVICE				
	22210	WS-#105-FILTER ASY, FUEL FILTE	44.33			
			<b>44.33</b>	A/P	OUT-STD	
003708	01/23/13	EMCO CORPORATION				

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

**CHEQUE REGISTER**

Printed: 14:29, Feb 07/2013

Page: 7

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2797031-04	WS-TRANS&DIST-KORNERHORNS	193.94			
	2797438-00	SCD-DISPOSAL-PVC PIPE	2133.09			
	2797829-00	WS-TRANS&DIST-RETAINING RING R	167.40			
			<b>2494.43</b>	A/P	OUT-STD	
003709	01/23/13	GULLISON'S COURIER SERVICE				
	340094	WS-SOURCE-TO DOE LAB	28.25			
	340194	WS-SOURCE-TO DOE LAB	28.25			
	340344	WS-SOURCE-TO DOE LAB	28.25			
	340442	WS-SOURCE-TO DOE LAB	28.25			
			<b>113.00</b>	A/P	OUT-STD	
003710	01/23/13	KEM CANADA MFG				
	89965	WS-TRANS&DIST-CINNGUARD 952-15	270.00			
			<b>270.00</b>	A/P	OUT-STD	
003711	01/23/13	KENT BUILDING SUPPLIES				
	10036595	WS-ST5-PLYWOOD, SCREWS, BITS	-125.49			
	502228	WS-SOURCE-PLYWOOD, SPRAY FLOUR	125.49			
	502239	WS-SOURCE-PLYWOOD, FLOURESCENT	104.31			
			<b>104.31</b>	A/P	OUT-STD	
003713	01/23/13	MCGIBBON INDUSTRIES LTD.				
	00005123	WS-ST5-GRAVEL	4253.32			
			<b>4253.32</b>	A/P	OUT-STD	
003714	01/23/13	N. B. ELECTRIC POWER COMM				
	53123617JAN13	SCD-ST5-DECHLORINATION CHAMBER	138.76			
	53158875JAN13	WS-ST5-BUDD AVE LIFT STATION	3518.50			
	54807440JAN13	WS-ST5-158A MILLTOWN BLVD LIFT	48.21			
	56356048JAN13	SCD-ST5-18 RIVERSIDE DR LIFT S	34.57			
	61204006JAN13	SCD-ST5-2-216 KING ST LIFT STA	170.35			
	61224002JAN13	WS-ST5-358A MILLTOWN BLVD LIFT	1176.31			
	61236008JAN13	WS-ST5-BUDD AVE LIFT STATION	1109.55			
	76139807JAN13	SCD-ST5-54 RIVERSIDE DR LIFT S	97.30			
	84934906JAN13	SCD-ST5-658A RIVERSIDE DR LIFT	128.67			
	84943406JAN13	WS-ST5-TODD HILL RESERVOIR	138.78			
			<b>6561.00</b>	A/P	OUT-STD	
003715	01/23/13	OK TIRE & AUTO SERVICE				
	IN021373	SCD-DISPOSAL-TIRES	942.24			
			<b>942.24</b>	A/P	OUT-STD	
003716	01/23/13	PITNEY WORKS				
	JAN13/13*	WS-POSTAGE METER REFILL	346.09			
			<b>346.09</b>	A/P	OUT-STD	
003717	01/23/13	ZEE MEDICAL CANADA, INC.				
	0160146050	WS-TRANS&DIST-FIRST AID SUPPLI	331.53			
			<b>331.53</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

CHEQUE REGISTER

Printed: 14:29, Feb 07/2013

Page: 8

Number	Issued	Recipient	Amount	SC	Status	StatDate
003718	01/25/13 JAN24/13	GEORGE MCVICAR SCD-DISPOSAL-CLOTHING ALLOW	157.88 157.88			
003719	01/25/13 418676372	PURULATOR COURIER LTD. WS-STS/WS-FR JOE JOHNSON,HYPER	103.64 103.64	A/P	OUT-STD	
003720	01/25/13 581088	SERVICE NEW BRUNSWICK WS/SCD-UTILITYPAMENTS-FEES	135.37 135.37	A/P	OUT-STD	
003721	01/25/13 INV02443598	XPLORNET WS-SOURCE-SATELLITE SERVICE	70.05 70.05	A/P	OUT-STD	
003722	01/30/13 188119 188120 32274	ATLANTIC CHEMICAL & AQUATICS INC. WS-SOURCE-CHLORINE WS-SOURCE-INV#188119 CONTAINER WS-SOURCE- INV'S 187340,186368	668.96 361.60 -678.00 352.56	A/P	OUT-STD	
003724	01/30/13 N14418154 N14418155 N14864543 N14864549 N14864551 N14864587 N14864600 N14864624 N14864626 N14864633 N14864654 N14864658 N14864677 N14864678	CANADIAN TIRE WS-SOURCE-CUT KEY WS-SOURCE-FISH TAPE SCD-DISPOSAL-PUTTY, PLUMBERS SCD-DISPOSAL-HYDRAULIC JACK WS-SOURCE-EYE BOLT, RUBBER TIE SCD-DISPOSAL-HINGE, GLV, RAGG WS-#105-WINDSHIELD FLUID, WIPE WS-SOURCE-200 SHOP IN BOX, BAT SCD-DISPOSAL-HXHD SCR WS-SOURCE-SHOVEL, LIGHTER, BAT WS-SOURCE-HX BLT, SET TIN, DIY SCD-DISPOSAL-PUMP WS-TRANS&DIST-DRILL, GLUE SCD-DISPOSAL-CHAIN PROOF	2.81 67.79 6.08 29.47 10.80 65.46 105.02 58.48 14.45 91.90 41.78 291.53 151.97 15.32 952.86	A/P	OUT-STD	
003725	01/30/13 2295	CLEARWATER WELL DRILLING WS-TRANS&DIST-VIDEO OF #3 WELL	718.75 718.75	A/P	OUT-STD	
003726	01/30/13 00459882	COLE-PARMER CANADA INC. WS-SOURCE-DATA LGR 20MA MODULE	173.87 173.87	A/P	OUT-STD	
003727	01/30/13 JAN28/13	GEORGE MCVICAR SCD-DISPOSAL-CLOTHING ALLOW	225.97 225.97	A/P	OUT-STD	

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 003744

CHEQUE REGISTER

Printed: 14:29, Feb 07/2013

Page: 9

Number	Issued	Recipient	Amount	SC	Status	StatDate
003728	01/30/13 52162	HYPERION RESEARCH LTD. WS-SOURCE-AEROBIC SPORE ANALYS	745.80 745.80			
				A/P	OUT-STD	
003729	01/30/13 118307	KEITHS BUILDING SUPPLIES WS-TRANS&DIST-FILTERS	40.99 40.99			
				A/P	OUT-STD	
003730	01/30/13 2517**	M.P.W.W.A. WS-2013-5 MEMBERSHIPS	230.00 230.00			
				A/P	OUT-STD	
003732	01/30/13 14249	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER TESTS	452.50 452.50			
				A/P	OUT-STD	
003733	01/31/13 2012033940& 2012033943*	MCINNES COOPER WS-LEGAL-CLEAN ENVIRONMENT ACT WS/SCD-LEGAL-DAMAGES	1440.75 259.34 1700.09			
				A/P	OUT-STD	
003734	01/31/13 419003268	PUROLATOR COURIER LTD. WS-SOURCE-TO HYPERION RESEARCH	66.78 66.78			
				A/P	OUT-STD	
003735	01/31/13 10505	SAKO INDUSTRIAL SUPPLY SCD-DISPOSAL-CITRA BLAST CLEAN	271.20 271.20			
				A/P	OUT-STD	
003736	01/31/13 201201415	SOURCE ONE SUPPLIES WS-SOURCE-PPR TOWELS, BATH TIS	133.67 133.67			
				A/P	OUT-STD	
003737	01/31/13 1508672	SOURCE ATLANTIC WS-TRANS&DIST-FLAT SEWER TAPE	342.39 342.39			
				A/P	OUT-STD	
003738	01/31/13 358073	VIKING FIRE PROTECTION INC WS-SOURCE-SPRINKLER REPAIR	526.15 526.15			
				A/P	OUT-STD	
003739	01/31/13 21093715	WURTH CANADA LIMITED SCD-DISPOSAL-DUAL WALL SHRINK	178.60 178.60			
				A/P	OUT-STD	
Cheque Totals Non-Void:			\$152,725.67			
Void:			\$0.00			

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

DATE: February 25, 2013

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

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

DATE: February 25, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on January 28, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**MONDAY, JANUARY 28, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald 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) **Labour and Employment Matter** – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

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

4. **ADJOURNMENT**

The meeting adjourned at 6:55 p.m. and moved into a Regular Session of Council at 7:00 p.m., and a motion will be considered on Monday, February 4, 2013 at 5:00 p.m. to reconvene the closed session for further discussion on the above-noted item as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*.

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**MONDAY, JANUARY 28, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

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

4. ADJOURNMENT

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

DATE: February 25, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on February 4, 2013 be approved **as** circulated.

**COMMITTEE MEETING**  
**MONDAY, FEBRUARY 4, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald 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 reconvene the closed session from Monday, January 28, 2013 @ 6:55 p.m. for further discussion on the following matter:

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

It was MOVED by Councillor Harding and SECONDED by Councillor MacEachern to reconvene the closed session from Monday, January 28, 2013 @ 6:55 p.m. for further discussion on the above-noted matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

4. **ADJOURNMENT**

The meeting adjourned at 5:20 p.m.

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

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEE MEETING**  
**MONDAY, FEBRUARY 4, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to reconvene the closed session from Monday, January 28, 2013 @ 6:55 p.m. for further discussion on the following matter:

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

4. ADJOURNMENT

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

DATE: February 25, 2013

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

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

**COMMITTEES MEETING**

**THAT** the Minutes of the Committees meeting – Public Works; Planning, Promotion and Tourism; Finance and Administration; Police and Fire; Property, By-Laws and Environment; and Parks and Recreation held on February 13, 2013 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 13, 2013 @ 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* – six (6) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item
3. Legal Matter – Section 10.2(4)(f) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Councillor Harding and SECONDED by Councillor Jim Maxwell that the above-noted items, as well as one additional item, Government of Canada Information Matter (Section 10.2(4)(e)) be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor John Ames (Acting Mayor); 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.

ABSENT: Mayor John Quartermain

2. APPROVAL OF AGENDA

The agenda was approved with one addition: Televised Council Meetings be added as (iv) under Planning, Promotion and Tourism.

3. 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) Voluntary Road Toll – The request from the St. Stephen-Milltown Lions Club to hold a volunteer road toll in the vicinity of 70 Prince William Street on September 14, 2013 between the hours of 8:00 a.m. and 5:00 p.m., with an alternate date of September 21, 2013 was received and reviewed.

Committee agreed with the request and a motion will be considered at the next Regular Session of Council on Monday, February 25, 2013.

- (iii) Maxwell Crossing Bridge – The memo from the Director of Operations dated February 1, 2013 was received and reviewed.

Committee agreed with the Director's recommendation and the CAO was directed to draft a letter from the Mayor's Office to the Minister of Transportation and Infrastructure, with copies to the Premier and Minister of Tourism, Heritage and Culture advising of Council's concern over the possible permanent closure of the Maxwell Crossing bridge due to the recent damage it received as a result of a motor vehicle accident.

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

- (i) Proposed Extension – Giddens Memorial Airport – The letter from Michael Smith, Town citizen, dated February 8, 2013 with attached letter he recently submitted to the *Courier*, along with a list of Capital Improvements dated March 17, 1999 was received and reviewed.

It was reconfirmed that, as directed in last month's Committee meeting, the CAO will research potential grants, jointly with other municipalities in the Regional Service Commission 10 if they are interested, and will bring the information back to a future Committee meeting.

- (ii) New Brunswick Sports Hall of Fame – Letter from the Chairman of the Board dated February 1, 2013 with attached Annual Induction Banquet & Ceremony Event Guidelines and Host Proposal was received and reviewed.

The CAO was directed to speak with Sports Hall of Fame personnel to seek more information and will get back to Council as soon as possible in order to meet the proposal deadline of noon on March 15, 2013.

- (iii) Atlantic Coastguide 2013 – Memo from the Town Clerk dated February 7, 2013 with attached information from *The Saint Croix Courier* was received and reviewed.

The CAO was directed to advise *The Saint Croix Courier* that the Town will place ¼ (one-quarter) page ad with lighter/brighter shades of the colours used in last year's ad.

- (iv) Televised Council Meetings – The Deputy Mayor spoke to his memo dated February 13, 2013.

After a brief discussion, it was agreed to have the Deputy Mayor seek more information and bring it back to next month's Committee meeting.

**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 January 2013 – Memo from the Assistant Treasurer dated February 7, 2013 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 25, 2013.
- (iii) Grant and Foundation Search Software – Memo from the CAO dated February 8, 2013 with attached information on the software package was received and reviewed.

It was agreed, in principle, to purchase the grant and foundation search software and a motion will be considered at the next Regular Session of Council on Monday, February 25, 2013.

The CAO was directed to advise Council when the Town is prepared to purchase the foundation software.

**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) Off Road Fire Rescue Utility Vehicle – The letter from Andrene Mosher, Volunteer Firefighter, Project Coordinator, dated February 7, 2013 with attached information sheet was received and reviewed.

After discussions with Ms. Mosher and the Fire Chief, it was agreed that a motion will be considered at a future Council meeting to approve an unbudgeted expenditure of up to \$4,500.00 if necessary.

- (iv) Report of the By-Laws Office – The report of the Manager, By-Laws and Building Inspection was received and reviewed.

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

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

Councillor Harding questioned whether or not a CA-R-MA (Cat Rescue Maritimes) chapter existed in the area and the Manager, By-Laws and Building Inspection Services advised he would discuss it with the Animal Control Officer, and would also provide Council, in the future, with the number of cat and dog licenses issued in the past year.

- (iv) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.
- (v) Planning Advisory Provisions – Dillon Consulting – Memo from the Director, Parks, Recreation and Property Management dated February 7, 2013 with attached letter from Holly Owens, Associate, Dillon Consulting Limited dated January 25, 2012 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, February 25, 2013 authorizing the Mayor and Town Clerk to sign the "Acceptance of Offer of Services and Authorization to Proceed".

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

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.
- (ii) Garcelon Civic Center – The Work Progress Update for the period November 30, 2012 through December 31, 2012 and January 31, 2013 from E. A. Farren, Limited was received and reviewed.

4. **DELEGATIONS/PRESENTATIONS**

- (i) St. Croix Estuary Project (SCEP): Climate Change Risks and Options - Kim Reeder, Program Director, SCEP, presented information on a

proposed Community Vulnerability Assessment which Council supports in order to address future environmental conditions contingent on SCEP securing Environment Canada (Atlantic Ecosystem Initiatives) and NB Environmental Trust Fund support for this endeavor.

Deputy Mayor Ames (Acting Mayor) thanked Ms. Reeder for her presentation and stated that he looks forward to a good partnership in the future.

- (ii) "Community Funded" Communities in Bloom Program – Dale Weeks and Darren Marshall presented a Communities in Bloom 2012 Summary and noted in particular the following:

- the Town's first year participating in the program since 1997;
- awarded a score of 4 out of a maximum possible 5 "blooms";
- selected as a National Finalist (in 3,001 – 6,500 population group);
- provided a framework for business, citizens and elected officials to volunteer their time and efforts toward greater civic pride; and
- incentive for citizens and businesses to do more than they normally would.

Messrs. Weeks and Marshall advised that the Communities in Bloom Committee for 2013 is requesting the following:

- payment of registration fee by the Town;
- Town staff support within their regular job scope; and
- Mayor and Council support, with a member to sit on the Committee.

Deputy Mayor Ames (Acting Mayor) thanked Messrs. Weeks and Marshall for their presentation and stated he agrees that with collective efforts, community pride spreads.

- (iii) Charlotte County Turf Field Project – Tony White, Coach of the Charlotte County Saints and President of the Charlotte United Soccer Club presented a "theoretical" business case which, he stated, could easily change. Mr. White noted that the next three steps the Club is seeking are to:

- develop a Committee of Town Council and community members;
- identify a Terms of Reference; and
- identify next steps to engage the community and initiate financial support.

A couple of citizens expressed their concerns with the potential waterfront location, and Jamie Waycott, St. Stephen High School Principal, stated that he supports the concept, and the location does not matter to him.

Deputy Mayor Ames (Acting Mayor) stated that he definitely supports the concept and advised that no decision on location has been made.

5. NEW BUSINESS

No new business.

6. ADJOURNMENT

The meeting moved into closed session at 8:00 p.m. and adjourned at 10:30 p.m.

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 13, 2013 @ 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* – six (6) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item
3. Legal Matter - Section 10.2(4)(f) of the New Brunswick *Municipalities Act* – one (1) item

**OPEN COMMITTEES MEETING**

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

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) Voluntary Road Toll – Request from the St. Stephen-Milltown Lions Club.
- (iii) Maxwell Crossing Bridge – Memo from Director of Operations dated February 1, 2013.

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

- (i) Proposed Extension – Giddens Memorial Airport – Letter from Mike Smith dated February 8, 2013 with attachments:
  - Letter submitted to the *Courier* dated February 1, 2013
  - Capital Improvements St. Stephen Airport dated March 17, 1999
- (ii) New Brunswick Sports Hall of Fame – Letter from Chairman of the Board dated February 1, 2013 with attachment:
  - Annual Induction Banquet & Ceremony Event Guidelines and Host Proposal
- (iii) Atlantic Coastguide 2013 – Memo from Town Clerk dated February 7, 2013 with attachment:
  - Information from The Saint Croix Courier

**FINANCE AND ADMINISTRATION** – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of January 2013 – Memo from Assistant Treasurer dated February 7, 2013 with attachment:
  - Cheque Register
- (iii) Grant and Foundation Search Software – Memo from CAO dated February 8, 2013 with attachment:
  - Email from Senior Account Manager, Metasoft Systems Inc., dated February 7, 2013 with attached information

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

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Off Road Fire Rescue Utility Vehicle – Letter from Andrene Mosher, Volunteer Firefighter, Project Coordinator, dated February 7, 2013 with attachment:
  - Information Sheet
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Animal Control Report
- (iv) Report of the Property Management Office
- (v) Planning Advisory Provisions – Dillon Consulting – Memo from Director, Parks, Recreation and Property Management dated February 7, 2013 with attachment:
  - Letter from Holly Owens, Associate, Dillon Consulting Limited dated January 25, 2013

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

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center – Work Progress Update for the period November 30, 2012 through December 31, 2012 and January 31, 2013 from E. A. Farren, Limited.

**4. DELEGATIONS/PRESENTATIONS**

- (i) St. Croix Estuary Project (SCEP): Climate Change Risks and Options – Presentation by Kim Reeder, Program Director.
- (ii) “Community Funded” Communities in Bloom Program – Presentation by Dale Weeks and Darren Marshall.
- (iii) Charlotte County Turf Field Project – Presentation by Tony White of the Charlotte County Saints.

**5. NEW BUSINESS**

**6. ADJOURNMENT**

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

DATE: February 25, 2013

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

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

**STAFF REPORTS**

THAT the following staff reports for the month of January 2013 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:** 7 February 2013  
**Subject:** Finance Department Report

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

- 1) Ongoing accounting work involving:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - C) Payroll processing. (Bi-weekly).
  - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to November 30, 2012.
- 2) Statements of Revenue and Expenditures to November 30, 2012.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
  - A) Meeting with representatives of Royal Bank of Canada-January 15, 2013.
  - B) Monthly Committee meeting-January 16, 2013.
  - C) Attend announcement for new Hotel-January 17, 2013.
  - D) Closed Committee meeting-January 21, 2013.
  - E) Meeting with representative of Bank of Nova Scotia-January 23, 2013.
  - F) Meeting with auditor and PSAB consultant-January 30, 2013.

6) Projects:

A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:

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

B) Public Sector Accounting Board standard implementation.

C) 2013 Budget.

D) Audit 2012.

E) T4's.

Tim Tozer, CMA  
Treasurer  
Town of St. Stephen

## **Public Works Report for January 2013**

FROM: Lee Johnson Director of Operations  
DATE: Feb. 04,2013

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

- a) Removed snow from around Hydrants.
- b) 2 new meters were installed.
- c) 9 service lines were repaired.
- d) 1 water main was repaired.

### **2:Streets:**

- a) Plowed and sanded streets.
- b) Picked up Christmas Trees.
- c) Cleaned Catch Basins.
- d) Cold Patched.

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

- a) Lift station and Lagoon maintenance.
- b) 9 Sewer Laterals were videoed and 1 sewer lateral was repaired.
- c) 3 Sewer Mains were Flushed and 2 sewer mains were Videoed.

### **4: West and Dow Sewer and Water Project**

- a) Finished for winter.

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

Parks

- The Donahue family agrees with Council's suggestion of replacing the lights in the trees with floodlights.

Pools

- We have decided to switch our swim program to the Lifesaving Society. Red Cross is our current provider, but the switch will save the Town money in the long run.

Other

- Jumpstart applications continue to come in at a very high rate.
- Working on the Civic Center website.

Meetings

- Artificial Turf
- CiB

Leah

- Ongoing Arena operations.
- Novice hockey Jamboree Feb. 15-17
- Power skating clinics organized and instructed by Mark Marentette
- Working on:
  - Summer Employment Applications
  - Student Grant applications
  - Spring and Summer Community Guide

Meetings:

- NB Lifesaving Society
- National Lifesaving Society
- National Lifesaving Board Strategic Planning
- Arena Board

Michael O'Connell  
Director Parks, Recreation  
& Property Management

**Report of the Property  
Management Office  
February 2013**

**By-Law/Zoning Issues**

- Working on some zoning issues for 134/138 Milltown Blvd.
- Met with Holly and Gay from Dillon re. electronic permits, regional services, zoning issues.

**Facilities**

- Discussion with the Province re. their lease at the VIC.
- Having some repairs done to the VIC.
- Dealing with Irving on possible use of airport.

**EMO**

- Begun work on streamlining EMO Plan through Sentinel.
- Met with NB EMO to discuss Regional Coordinator, current status of plan, etc.

**Other**

- The traffic lights at the Mall are acting up again. The lights are very old and tough to work on, and there are some obvious electrical code issues that we are trying to repair as well.
- Prepared VIC for Hotel announcement.
- Preparing VIC for Funding announcement Feb. 19<sup>th</sup>.
- Filled in for By-Laws and Inspection office in Mark's absence.
- Met with Tom MacFarlane to find a place to display his hotel posters.

**Meetings**

- |                        |   |
|------------------------|---|
| • Holly Owens - Dillon | • Renault Bordage – Irving                |
| • Stuart Henry         | • Scott Biggs, Sandy Livingstone -<br>EMO |
| • George Laviolette    |   |
| • Tom MacFarlane       |   |
| • David Peacock        |   |

Michael O'Connell  
Director Parks, Recreation  
& Property Management

# St. Stephen Fire Department

## Report for January 2013

### Alarms were:

Town Alarms	4
Out of Town	5
Mutual Aid- Calais	1
Rural Fire	<u>1</u>
	11

### Alarms are described as being:

		<u># of Firefighters</u>	<u># of Hours</u>
1.	Alarm system activation 4	29	29
2.	Mutual Aid - Calais 1( Structure)	10	10
	- Rural Fire –Oak Bay 1 (structure )	13	26
3.	Motor Vehicle Accident 4	44	62
4.	Chimney 1	8	12

### Calls dispatched for the period of this report - 57

### Fire Department Activities:

1. Monthly meeting of the Fire Department
2. Meeting reference to a training calendar for the area departments.
3. Special meeting of the Fire Department reference to the purchase of the enclosed trailer.

4. Met with Treasurer Tim Tozer reference to HST rebate and payment of the trailer and UTV.
5. Fourteen (14) members attended the funeral of Mary Giddens, wife of Fire Driver Charles Giddens, mother of Firefighter Jason Giddens.
6. Attended the quarterly meeting of the Board of Directors of the New Brunswick Association of Fire Chiefs.
7. Members putting together a fundraising blitz to raise funds for the additional equipment for the UTV- Mule.
8. Firefighter Andrenne Mosher has successfully passed the requirements to become a Fire Service Instructor. This will now give the Department four (4) very experienced and qualified instructors.

Events upcoming in February:

1. In house training
2. Letter writing/Presentations Fundraising Blitz
3. Firefighter 1 training

February 11, 2013

To: CAO – St. Stephen

Fr: By-Laws & Building Inspection

Re: January 2013 – Report

- Several issues relating to 2 hr parking on King St/ Milltown Blvd. Several warnings issued and one ticket issued.
- Several issues with cars parking on sidewalks (snow removal) .Warnings issued. Notice placed in local paper outlining the town's by-laws as it relates to snow removal/winter driving issues, ploughing of snow onto streets and sidewalks.
- Portable sign variance issued to St. Croix Theatre Company
- Working with Building Inspector concerning several Dangerous and Unsightly Premises. Formal process has commenced with Notices to Comply issued as well as registering Notices "Land Registration" Service New Brunswick
- Corresponding with Town Solicitor concerning Appeals process – Dangerous and Unsightly Premises By-law
- 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, and the issuance of Building Permit waivers (electrical)

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

## **JANUARY REPORT**

**2013**

### **BUILDING INSPECTION**

The month of January has brought in a total of 1 (one) permit which represents \$6,000.00 in building costs.

We issued no (one) Stop Work Orders in the month January. We have 1 (one) ongoing Order to Comply on a very serious matter.

Our office dealt with and have filed 25 (twenty-five) Occurrences reports and filed 14 Building Inspection 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**

February 11, 2013

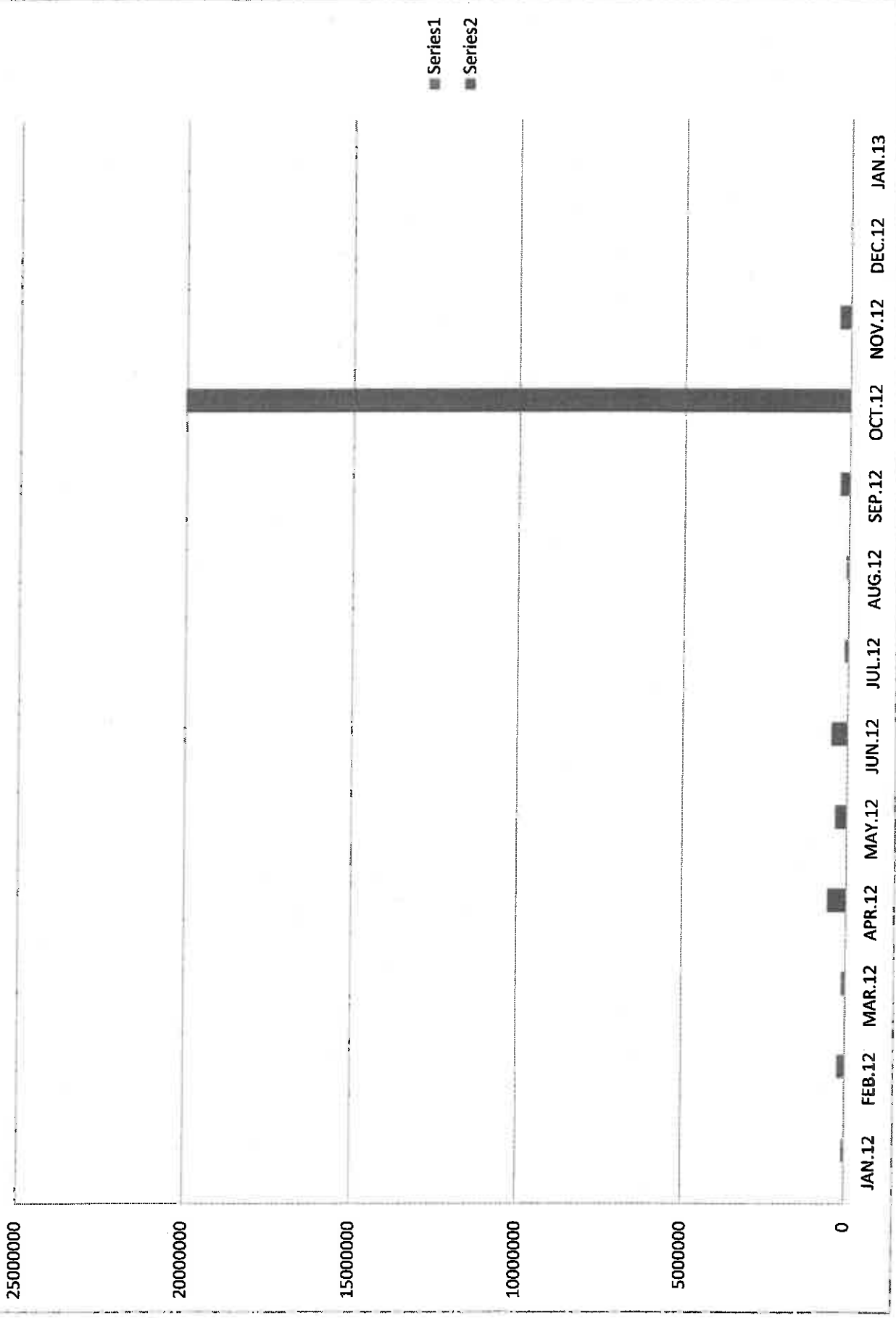
To: CAO – St. Stephen

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

Re: January 2013

- One (1) Building permit issued – Totalling \$6000
- Three (3) building Permit Waivers issue (Electrical)

# JAN 2012-JAN 2013 BUILDING - DEMOLITION PERMITS



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

DATE: February 25, 2013

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

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

**BY-LAW NO. A-9 – A BY-LAW RESPECTING THE ADVISING COMMISSION OF  
THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – THIRD AND FINAL  
READING – SHORT TITLE ONLY**

THAT By-Law No. A-9, being “A By-Law Respecting the Advising Commission of the Town of St. Stephen’s Garcelon Civic Center” – be given Third and Final Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. A-9**

**A BY-LAW RESPECTING THE ADVISING COMMISSION 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 management of 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 and 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 the citizens of the Town of St. Stephen and their neighbours in Calais, Maine, one of the United States of America, 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 an Advising commission for the Garcelon Civic Centre to be known as the 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 Civic Centre Advising Commission for The Town of St. Stephen’s Garcelon Civic Center whose members are appointed by the Council for the Town of St. Stephen and which commission has the power and responsibility to make recommendations to the Garcelon Civic Centre management and the Council for the Town of St. Stephen on the operation of the Civic Center.

“equitable” means fair, reasonable, just and right

“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 and provide recommendations to the manager of the Garcelon Civic Center manager on efficient and economical means to deliver on the Garcelon Civic Center mandate and the capital maintenance of the facility.

- 4.02 The Advising Commission will advise the manger of the Garcelon Civic Center on the progress made in meeting the Garcelon 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 and will provide an annual presentation in June of each year, in consultation with the Garcelon Civic Center manager, by way of a report to the Council for the Town of St. Stephen in open session.
- 4.03 In October of each year, the Advising Commission will present for approval to the Council of the Town of St. Stephen the Garcelon Civic Center's operating budget for the subsequent fiscal year, complete with plans for generating revenue, as established by the Chief Administrative Officer of the Town of St. Stephen, together with a report from the Advising Commission expressing its opinion on such budget and plans.
- 4.04 At the time of presenting the Garcelon Civic Centre's operating budget, the Advising Commission will present for approval to the Council of the Town of St. Stephen the Garcelon Civic Center's capital budget for the subsequent fiscal year, as established by the Chief Administrative Officer of the Town of St. Stephen, together with a report from the Advising Commission expressing its opinion on such capital 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.
- 4.06 For greater certainty, and notwithstanding the foregoing, at all times the management of the Garcelon Civic Centre shall be the duty and responsibility of Garcelon Civic Centre manager appointed by the Council for the Town of St. Stephen who shall report to the Chief Administrative Officer of the Town of St. Stephen and the duties and responsibilities of such manager shall be established by resolution or by-law of the Council for the Town of St. Stephen. The Advising Commission's role shall be to provide advice and recommendations to such manager, who shall be at liberty to accept or reject such advice and/or recommendations as he or she so determines.

## **5. CIVIC CENTER ADVISING COMMISSION COMPOSITION**

- 5.01 The Advising Commission will consist of seven (7) members (including the chairperson), both male and female, appointed by the Council for the Town of St. Stephen, who collectively shall hold board/governance skills and possess professional and business skills in the matters determined by the Council for the Town of St. Stephen to be the most important to the Garcelon 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 shall be appointed for a term of three (3) years and shall be eligible for re-appointment to a second term of three (3) years.
- 6.02 Council for the Town of St. Stephen will appoint a chairperson who shall hold office for three (3) years and who shall be eligible for re-appointment for a second term of three (3) years.
- 6.03 The appointed chairperson may be removed by unanimous vote of the Council for the Town of St. Stephen, inclusive of the Mayor, at any time that Council for the Town of St. Stephen determines such chairperson is not fulfilling the requirements for such position.
- 6.04 All members of the Advising Commission, other than the chairperson, shall be subject to a six (6) month probationary period, following their initial appointment, during which time their ability to serve shall be monitored by the chairperson who shall provide a report with respect to the matters set out in section 6.06 hereof to the Council for the Town of St. Stephen at the end of such six (6) month probationary period.
- 6.05 Other than the chairperson, members of the Advising Commission may only be removed from the Advising Commission upon a two-thirds (2/3rds) vote of Council for the Town of St. Stephen, including the Mayor, within a two (2) week time frame at the end of the six (6) month probationary period.
- 6.06 Other than the chairperson, the members of the Advising Commission shall only be removed from the Advising Commission by the Council for the Town of St. Stephen 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.
- 6.07 Members of the Advising Commission intending to resign shall provide two (2) months written notice of their intention to the Council for the Town of St. Stephen. Notwithstanding the foregoing, where a member of the Advising Commission wishes to resign by providing less than two (2) months written notice, he or she may do so upon agreement by Council for the Town of St. Stephen and the Council for the Town of St. Stephen shall have the authority to enter into such agreement for any reason whatsoever.
- 6.08 Where a position on the Advising Commission becomes vacant for any reason whatsoever, the Council for the Town of St. Stephen shall appoint an individual who will hold office for the remainder of the term of the individual whom such appointment is replacing. Individuals so appointed may be re-appointed for a second term of three (3) years.



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

DATE: February 25, 2013

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police (RCMP) January 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



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

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**POLICE REPORT  
January 2013**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **January 1, 2013 to January 31, 2013 inclusive**. During this time period, the RCMP responded to 270 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

Checkstop	3
Other moving traffic	2
Tickets issued	32
Traffic Collision	7
Warnings issued	67

**PROVINCIAL STATUTES:**

False Abandoned 911	6
Firearms Act	1
Mental Health Act	1

**CRIMINAL CODE:**

Arson	1
Assault	6
Break and Enter Resident	3
Careless use of a firearm	1
Counterfeit money	5
Disturbing the peace/Causing a disturbance	1
Driving while disqualified	3
Fail to comply probation order	5
Fail to stop or remain accident scene	3
Fail to comply with condition of undertaking	2
Forgery	1
Fraud	2
Harassing phone calls	2
Impaired operation of motor vehicle	1
Intimidation	1
Mischief damage to and/or Obstruct Enjoyment of Property	6

**Royal Canadian Mounted Police  
St. Stephen Municipal Post  
District #1  
POLICE REPORT – January 2013**

Continued from Page 1

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Other theft under \$5000	2
Possession of property obtained by crime	1
Theft, forgery, misuse credit card	1
Theft under \$5000 – shoplifting	2
Theft under \$5000 from motor vehicle	1
Uttering Threats Against Person	2

**OTHER FEDERAL STATUES:**

Production Schedule II – cannabis marihuana	1
Production Schedule I – methamphetamine – crystal meth	1

**OTHER INVESTIGATIONS:**

Assistance to Canadian Federal Department/Agency	1
Assistance to Other Canadian Police Department	4
Assistance to Canadian Provincial Department	4
Assistance to General Public	10
Crime Prevention	4
False Alarms	1
Lost & Found	2
Missing Person	1
Parking offences	1
Police Certificates	67
Suspicious Person/vehicle	2

**SUMMARY OF ARRESTS/CHARGES/PRISONERS:**

Arrested	11
Charged	16
Cleared Otherwise	9
Prisoners	3

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

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

DATE: February 25, 2013

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

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

**FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB**

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll in the vicinity of 70 Prince William Street on Saturday, September 14, 2013 between the hours of 8:00 a.m. and 5:00 p.m., with an alternate date of Saturday, September 21, 2013 between the hours of 8:00 a.m. and 5:00 p.m.

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

DATE: February 25, 2013

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

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

**GRANT AND FOUNDATION SEARCH SOFTWARE**

**THAT** the Council of the Town of St. Stephen agrees in principle with the recommendation of the Chief Administrative Officer to purchase, for at least one year, a grant and foundation search software package from Metasoft Systems of Vancouver, British Columbia, which would simplify the search for grant and foundation applications.

**AND FURTHER THAT** the Chief Administrative Officer, as directed at a Finance and Administration Committee meeting on February 13, 2013, will advise Council when the Town is prepared to purchase the foundation software.

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

DATE: February 25, 2013

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

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

**OFF ROAD FIRE RESCUE UTILITY VEHICLE EQUIPMENT**

THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure, not to exceed \$4,500.00 (four thousand, five hundred dollars), to be used towards the purchase of an off road fire rescue utility vehicle equipment for the St. Stephen Fire Department.

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

DATE: February 25, 2013

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

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

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign an Offer of Services for Dillon Consulting Limited retroactive to January 1, 2013 and expiring on December 31, 2013 to provide general planning advisory services for small tasks and individual budgets for each task will not exceed \$1,000.00 (one thousand dollars), and the overall standing offer budget will not exceed \$5,000.00 (five thousand dollars), without additional approvals from the Town Council.

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

DATE: February 25, 2013

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

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

**PROPOSED DEVELOPMENT OF CLARK COURT PROPERTY**

**THAT** the Council of the Town of St. Stephen supports the proposed development of the Clark Court property and approves and reconfirms the Agreement dated August 18, 2004 between The Town of St. Stephen and William Young.

**AND FURTHER THAT**, in addition to the above-noted approval and reconfirmation, the Chief Administrative Officer is directed to assist Mr. Young with his proposal through the use of the Town's "Housing Incentive Policy".

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

DATE: February 25, 2013

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

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

**SALE OF VEHICLE**

**THAT** the Council of the Town of St. Stephen authorizes the sale of the 1998 GMC ½ ton pickup, Serial # 1GTEC14M6WZ537833 to David Richardson in the amount of \$500.00, plus HST, based on the appraisal the Town received from Downey Ford Sales Ltd.

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

DATE: February 25, 2013

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.