

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JULY 22, 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) Lost Fishermen's Memorial Association – Presentation by Mayor Quartermain to board members of the Lost Fishermen's Memorial Association of the Town's contribution to the erection of a Memorial Wall in honour of those lost at sea.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – June 24, 2013
  - (b) Special Council Meeting – July 18, 2013
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you card from Dan McShane, recipient of the Irving Randall Todd Scholarship.
  - (b) Thank you card from The Family of Henry Pomeroy.
  - (c) Thank you card from Cathy Halstead, Milltown Elementary School.
  - (d) Letter from Mayor Quartermain to Manager, St. Croix Public Library, dated June 25, 2013.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – June 25, 2013
- (b) Committee of Council Meeting – June 27, 2013
- (c) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism – July 10, 2013
- (d) Committee of Council Meeting – July 15, 2013
- (e) Committee of Council Meeting – July 17, 2013
- (f) Committee of Council Meeting – July 18, 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) Emergency: A By-Law Respecting the Duties and Powers of the Mayor
- (b) By-Law No. A-10 – “A By-Law Respecting the Duties and Powers of the Mayor” – First Reading – Short Title Only
- (c) By-Law No. A-10 – “A By-Law Respecting the Duties and Powers of the Mayor” – Second Reading – Reading in its Entirety
- (d) By-Law No. A-10 – “A By-Law Respecting the Duties and Powers of the Mayor” – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) 2014 New Brunswick Sports Hall of Fame Annual Banquet and Induction Ceremony Committee
- (c) Artificial Turf Field Committee
- (d) Approval of Event – Charlotte County Alternative Transportation Association Inc. (Charlotte Dial A Ride)
- (e) Approval of Event – International “Homecoming” Festival
- (f) Demolition – 10 Eaton Street
- (g) Demolition – 63/65 King Street
- (h) PID 15193709 and 15193717 – Land Titles Conversion Documents
- (i) Rescinding of Resolution (Appointment – Acting Town Clerk)
- (j) Appointment – Acting Town Clerk

- (k) The Town of St. Stephen's Garcelon Civic Center – Building Canada Fund – Major Infrastructure Component (Contribution) Agreement – Agreement Management Committee Members
  - (l) The Town of St. Stephen's Garcelon Civic Center – Installation of Transformer Pad
15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. CLOSED SESSION
- (a) Motion to move into closed session to discuss one (1) Financial Matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.
18. ADJOURNMENT

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

DATE: July 22, 2013

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

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

**AGENDA**

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

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

**DATE:** July 22, 2013

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on June 24, 2013 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JUNE 24, 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 MacEachern  
Seconded by Deputy Mayor Ames

**147/13** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

**148/13** **THAT** the Minutes of the Regular Council meeting held on May 27, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern

Seconded by Councillor Booth

149/13 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2013 be received.

**CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Harding

150/13 **THAT** the paid bills in the amount of \$1,134,686.93 (one million, one hundred and thirty-four thousand, six hundred and eighty-six dollars and ninety-three cents) be received.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

151/13 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor MacEachern

152/13 **THAT** the Minutes of the Committee of Council meeting held on June 3, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor MacEachern

Seconded by Councillor Harding

153/13 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism held on June 12, 2013 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by  
Seconded by

- 154/13 **THAT** the Minutes of the Committee of Council meeting held on June 20, 2013 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Maxwell  
Seconded by Councillor Booth

- 155/13 **THAT** the following staff reports for the month of May 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. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

No by-laws considered.

14. **NEW BUSINESS**

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding  
Seconded by Councillor MacEachern

- 156/13 **THAT** the Royal Canadian Mounted Police (RCMP) May 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**COMMITTEE OF COUNCIL – GIDDENS MEMORIAL AIRPORT – INSURANCE**

Moved by Deputy Mayor Ames  
Seconded by Councillor Booth

- 157/13 **THAT** the Council of the Town of St. Stephen approves the Giddens Memorial Airport Committee (GMAC) as a Committee of Council and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and in keeping with the insurance requirements, at least one (1) member of Council has been appointed to the previously established GMAC.

**AND FURTHER THAT** the Committee's financial situation shall be reviewed at least annually by the Town Treasurer. **CARRIED**

**SCULPTURE SAINT JOHN**

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 158/13 **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure of \$15,000.00 (fifteen thousand dollars) to participate in the creation of an International Sculpture Trail between New Brunswick and Maine, with \$7,500.00 (seven thousand, five hundred dollars) retroactively paid on or near June 1, 2013, and the remaining \$7,500.00 (seven thousand, five hundred dollars) payable in January of 2014, and as previously directed to the Chief Administrative Officer in a Closed Session on May 27, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

**AND FURTHER THAT** Council will choose the sculpture location at a later date.

**CARRIED**

**REQUEST – ST. STEPHEN MINOR HOCKEY**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 159/13 **THAT** the Council of the Town of St. Stephen agrees in principle with the authorization of a future grant to St. Stephen Minor Hockey to meet their needs to cover the cost of ice rental above and beyond its projected budget of \$2,500.00 (two thousand, five hundred dollars) at the Garcelon Civic Center should they be successful with their proposal to host the “Day of Champions” in March of 2014, and as previously directed to the Chief Administrative Officer in a Closed Session on May 27, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

**AND FURTHER THAT** the grant application will meet the requirements set out in the proposed Garcelon Civic Center Events and Promotions Grant Policy which will be drafted by the Chief Administrative Officer and reviewed at a future Finance and Administration Committee meeting prior to Council approval. **CARRIED**

**MUTUAL AID AGREEMENT – TOWN OF ST. STEPHEN AND CITY OF CALAIS – FIRE DEPARTMENTS**

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 160/13 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Mutual Aid Agreement between the Town of St. Stephen and the City of Calais, in the State of Maine, one of the United States of America (Fire Departments) effective as of the date of execution by the City of Calais and which expires on February 28, 2015. **CARRIED**

**PROPOSED DEVELOPMENT OF CLARK COURT PROPERTY**

Moved by Councillor Harding

Seconded by Councillor Booth

**161/13** **THAT** further to the following Resolution #52/13 passed at a Regular Session of Council on February 25, 2013:

**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".

**BE IT RESOLVED THAT** the Council of the Town of St. Stephen accepts William Young's, Director, Southwest Concrete & Const. Ltd. proposal dated May 6, 2013, in part, which approves funding in the amount of \$2,000.00 (two thousand dollars) per lot paid to the developer (Southwest Concrete & Const. Ltd.) beginning and continuing in the calendar years following the completion of construction of housing units, and certified by the Town's Building Inspector as outlined in Part 2 of the Town's Housing Incentive Policy No. 52.

**AND BE IT FURTHER RESOLVED THAT** the Town reserves its decision to a later date on the assistance with any unusual circumstances in infrastructure or site development (unusual circumstances) as outlined in Part 2 of the Town's Housing Incentive Policy No. 52. **CARRIED**

**APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY – INTERNATIONAL MOTORCYCLE FESTIVAL**

Moved by Councillor Maxwell

Seconded by Councillor Harding

**162/13** **THAT** the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 2<sup>nd</sup> Annual International Motorcycle Festival from Friday, July 5 to Sunday, July 7, 2013.

**AND FURTHER THAT** permission is granted:

- To hold outdoor concerts and DJ music in the rear parking lot of the St. Stephen Legion on Friday, July 5 and Saturday, July 6 from 12 noon to 10:00 p.m., at which time all musical events will move inside the Legion.
- To use the airport tarmac area to host the Hub City Stunt Show if sponsored by the St. Stephen-Milltown Rotary Club, and contingent on receipt by the Town of the St. Stephen-Milltown Rotary Club's Certificate of Insurance.
- For the Town to provide the necessary barricades, bleachers and a porta-potty.

**CARRIED**

**APPROVAL OF EVENT - CARNIVAL - ST. STEPHEN-MILLTOWN ROTARY CLUB**

Moved by Councillor Harding

Seconded by Deputy Mayor Ames

- 163/13** THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to host the East Coast Amusements Carnival on the grounds of the Border Area Community Arena from Wednesday, July 3, 2013 to Sunday, July 7, 2013 as a fundraiser which enables the Club to continue to support the organizations and people in the community requiring assistance, contingent on receipt by the Town of the Club's Certificate of Insurance.  
**CARRIED**

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

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 164/13** THAT Dorothy Hyslop be reappointed to the Board of Trustees of the St. Croix Public Library for a two (2) year term effective July 1, 2013 and expiring June 30, 2015. **CARRIED**

**FINANCIAL CONTRIBUTION – THE LEAD (LEADERSHIP, EXPERIENCE, ADVENTURE AND DEVELOPMENT) EVENT**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

- 165/13** THAT the Council of the Town of St. Stephen authorizes the unbudgeted expenditures in the amount of \$200.00 (two hundred dollars) each to Tessa Bartlett, Karah Jackson and Sara-Jade Russell-Richards, chosen to attend "The LEAD" event in Lake of the Woods, Kenora, Ontario for one week this summer and will represent the New Brunswick Division of the Duke of Edinburgh's Award Program.  
**CARRIED**

**APPROVAL OF RIGHT OF WAY**

Moved by Councillor Harding

Seconded by Councillor Booth

- 166/13** WHEREAS 670069 N.B. Inc. ("670069") is the owner of the real property located at 164 Route 170, Dufferin, NB, being PID 15193303 (hereinafter the "670069 Property");

**AND WHEREAS** the Town of St. Stephen (the "Town") is the owner of the real property located adjacent to the 670069 Property, being PID 01261049 (hereinafter the "Town Property");

**AND WHEREAS** 670069 wishes to acquire a right of way to cross the Town Property for the purpose of accessing the rear of the 670069 Property;

**NOW THEREFORE BE IT RESOLVED** as a Resolution of Council that:

1. The Town of St. Stephen grant a right of way to 670096 N.B. Inc. over that portion of the Town Property identified as "8M RIGHT OF WAY ALONG EXISTING ROAD TO HWY 170" on the tentative right of way plan prepared by Murphy Surveys (1990) Ltd. and presented to Council on even date herewith; and
2. The Mayor and Clerk of the Town of St. Stephen be and are hereby authorized to execute the Right of Way Agreement on behalf of the Town of St. Stephen and to affix the corporate seal of the Town of St. Stephen thereto. **CARRIED**

**2013 AND 2014 – BUILDING CANADA FUND – MAJOR INFRASTRUCTURE COMPONENT AUDITS**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 167/13 **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted Garcelon Civic Center project expenditures in the amount of \$2,500.00 (two thousand, five hundred dollars), plus HST, per year for both the 2013 and the 2014 Building Canada Fund – Major Infrastructure Component Audits performed by Teed Saunders Doyle & Co. of Saint John, NB. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Ames**

- May 30 – attended the SSHS athletic ceremony and presented awards for his soccer, basketball and volleyball teams.
- June 1 – participated in the Race for Kids with three other high school teachers and placed ninth.
- June 6 – attended and greeted contributing donors to the Garcelon Civic Center during the site tour.
- June 7 – participated in the Relay for Life.
- June 10 – attended a private discussion on competitive sport development for Charlotte County.
- June 11 – attended Chamber After Hours at Ganong Nature Park.
- June 13 – attended a Charlotte Dial A Ride board meeting.
- June 14 – helped plant Marigolds for the Communities in Bloom generously donated by Mayfield Gardens & Landscape.
- June 18 – attended an International Homecoming Festival meeting at St. Stephen's University.

**MINUTES  
REGULAR COUNCIL  
JUNE 24, 2013**

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- June 18 – attended a Regional Service Commission District 10 meeting.
- June 20 – attended a special closed committee meeting.
- June 21 – attended The Family Resource Centre’s annual fundraiser.
- June 21 – met with a representative of the Charlotte Housing board.
- June 21 – attended the staff appreciation BBQ at Councillor MacDonald’s house and thanked her for a great time.
- June 24 – had a private meeting with Charlotte United Youth Soccer Association.

Councillor Booth

- Attended all Town meetings.
- Had three meetings with Doug Dougherty with respect to the Charlotte County Museum.
- Had several road trips.

Councillor MacDonald

- Attended all Town meetings.
- Attended Communities in Bloom meetings.
- Enjoyed the staff appreciation BBQ at her home and stated that it was only a cost of \$100.00 to the taxpayers.

Councillor Maxwell

- Brought greetings from the Town at the SSHS Awards Banquet where he presented the Tom Eagan Sports Scholarship.
- Enjoyed the tour of the Garcelon Civic Center with some of the contributing donors.

Councillor Harding

- Attended all Town meetings.
- Attended the staff appreciation BBQ which was a great success.

Councillor MacEachern

- Enjoyed the tour of the Garcelon Civic Center with some of the contributing donors.
- Attended the Chamber After Hours event at Ganong Nature Park.
- Attended an Arena Board meeting.
- Attended the Relay for Life.
- Attended several Town meetings.
- Attended and enjoyed the staff appreciation BBQ.

**MINUTES  
REGULAR COUNCIL  
JUNE 24, 2013**

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Mayor Quartermain

- Attended many events, including on weekends.
- Thanked Mayfield Gardens & Landscape for providing flowers, as well as the labour to plant them for Communities in Bloom.
- Thanked Councillor MacDonald for hosting the staff appreciation BBQ.

16. QUESTION PERIOD

Bob Hamel, Chair of the Rally in the St. Croix Valley – International Motorcycle Festival event, thanked the Mayor and Council for their support and asked the Mayor to speak at the Opening Ceremony, to which the Mayor agreed.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

168/13 **THAT** the meeting adjourn at 7:25 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JUNE 24, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES

(a) Regular Council Meeting – May 27, 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 May 29, 2013.
- (b) Letter from Mayor Quartermain to Lost Fishermen's Memorial Association dated June 3, 2013.
- (c) Letter from Atlantic Regional Director, Communications & Commemoration, Veterans Affairs Canada to Mayor Quartermain dated June 14, 2013.
- (d) Letter from Executive Director, Fundy Region Transition House, Inc. to Town of St. Stephen dated June 17, 2013.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – June 3, 2013
- (b) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism – June 12, 2013
- (c) Committee of Council Meeting – June 20, 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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Committee of Council – Giddens Memorial Airport – Insurance
- (c) Sculpture Saint John
- (d) Request – St. Stephen Minor Hockey
- (e) Mutual Aid Agreement – Town of St. Stephen and City of Calais – Fire Departments
- (f) Proposed Development of Clark Court Property
- (g) Approval of Event – Rally in the St. Croix Valley – International Motorcycle Festival
- (h) Approval of Event – Carnival – St. Stephen-Milltown Rotary Club
- (i) Reappointment – St. Croix Public Library Board
- (j) Financial Contribution – The LEAD (Leadership, Experience, Adventure and Development) Event
- (k) Approval of Right of Way
- (l) 2013 and 2014 – Building Canada Fund – Major Infrastructure Component Audits

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: July 22, 2013

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

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

**SPECIAL COUNCIL MEETING**

**THAT** the Minutes of the Special Council meeting held on July 18, 2013 be approved as circulated.

**SPECIAL MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**THURSDAY, JULY 18, 2013 @ 6:50 P.M.**

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding

**169/13** **THAT** the Council of the Town of St. Stephen moves from a Closed Committee meeting as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act* and accepts the recommendation of the Mayor to call an emergency Special Council meeting as outlined in the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", Section 9.02(1)(b) and approves the agenda. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest.

4. **NEW BUSINESS**

**RESIGNATION OF JOHN FERGUSON, CHIEF ADMINISTRATIVE OFFICER**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

**170/13** **THAT** the Council of the Town of St. Stephen accepts the resignation of John Ferguson, as Chief Administrative Officer for the Town of St. Stephen effective July 18, 2013 and authorizes the Mayor and Town Clerk to execute and deliver a confidential Separation Agreement setting out the terms of the cessation of John Ferguson's employment with the Town of St. Stephen in the form submitted to Council and the Council further authorizes and directs the Mayor and Town Clerk to cause all obligations and payments required by the Town of St. Stephen under such agreement to be completed and paid in accordance with the terms of such agreement. **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 Maxwell voting in favour of the motion.  
Councillor MacEachern voting against the motion.  
Councillor MacDonald voting against the motion.

5. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

171/13 THAT the meeting adjourn at 6:55 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
**SPECIAL MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**THURSDAY, JULY 18, 2013 @ 6:50 P.M.**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Resignation of John Ferguson, Chief Administrative Officer

5. ADJOURNMENT

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

DATE: July 22, 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 June 30, 2013 be received.

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

	Actual To Date For the Six Months Ending June 30, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
<b>Revenue</b>				
Taxes	2,770,396	5,540,792	\$2,770,396	50%
Services Provided to Other Governments	93,424	184,662	91,238	51%
Sale of Services	52,732	125,548	72,816	42%
Other Revenue From Own Sources	104,960	227,764	122,804	46%
Unconditional Grants	409,955	819,907	409,952	50%
Conditional Transfers	0	5,000	5,000	0%
Other Transfers	408,996	866,203	457,207	47%
<b>Total Revenue</b>	<b>3,840,463</b>	<b>7,769,876</b>	<b>3,929,413</b>	<b>49%</b>
<b>Expenditure</b>				
General Government Services	562,861	1,000,836	437,975	56%
Protective Services	1,014,982	2,067,208	1,052,226	49%
Transportation Services	810,607	1,771,027	960,420	46%
Environmental Health Services	123,582	265,415	141,833	47%
Environmental Development Services	111,015	251,055	140,040	44%
Recreational and Cultural Services	290,574	1,031,328	740,754	28%
Fiscal Services	582,935	1,375,007	792,072	42%
Other	1,048	8,000	6,952	13%
<b>Total Expenditures</b>	<b>3,497,604</b>	<b>7,769,876</b>	<b>4,272,272</b>	<b>45%</b>
<b>Surplus (Deficit)</b>	<b>\$342,859</b>	<b>\$0</b>		

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

	Actual To Date For the Six Months Ending June 30, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
<b>Revenue</b>				
Sale of Service	\$996,471	\$2,054,325	\$1,057,854	49%
Other Revenue From Own Service	91,522	168,464	76,942	54%
<b>Total Revenue</b>	<u>1,087,993</u>	<u>2,222,789</u>	<u>1,134,796</u>	<u>49%</u>
<b>Expenditures</b>				
Water Supply	394,899	1,013,981	619,082	39%
Sewerage Collection and Disposal	279,557	650,953	371,396	43%
Fiscal Services	260,993	557,855	296,862	47%
<b>Total Expenditures</b>	<u>935,449</u>	<u>2,222,789</u>	<u>1,287,340</u>	<u>42%</u>
<b>Surplus (Deficit)</b>	<u>\$152,544</u>	<u>\$0</u>		

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

DATE: July 22, 2013

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,741,149.74 (one million, seven hundred and forty-one thousand, one hundred and forty-nine dollars and seventy-four cents) be received.

**Town of St. Stephen**  
**BNK1 General Bank Account**  
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Number	Issued	Recipient	Amount	SC	Status	StatDate
011313	06/13/13 JUN13/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AU - PRINCIPAL	68000.00 68000.00	A/P	OUT-STD	
011318	06/22/13 JUN22/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AZ - INTEREST	3655.75 3655.75	A/P	OUT-STD	
011321	06/11/13 JUN11/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BA - INTEREST	7247.50 7247.50	A/P	OUT-STD	
011322	06/11/13 JUN11/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BA - PRINCIPAL	47000.00 47000.00	A/P	OUT-STD	
011327	06/02/13 JUN02/13	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BC - INTEREST	8383.75 8383.75	A/P	OUT-STD	
011328	06/02/13 JUN02/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BC - PRINCIPAL	48000.00 48000.00	A/P	OUT-STD	
011333	06/13/13 JUN13/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AU - INTEREST	6693.00 6693.00	A/P	OUT-STD	
011717	06/01/13 JUNE01/13	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-JUNE LEASE	5323.40 5323.40	A/P	OUT-STD	
012350	06/03/13 16701	A"PLUS" AUTO GLASS & UPHOLSTERY RC-#304-SUPPLY & INSTALL BEDCA	141.25 141.25	A/P	OUT-STD	
012351	06/03/13 MAY/13	ACCT #903240047015 VOL FIRE UNION MEMBERSHIP DUES	260.00 260.00	A/P	OUT-STD	
012352	06/03/13 MAY/13	ACCT 8025-280 LOCAL 770 UNION DUES - MAY/13	1343.55 1343.55	A/P	OUT-STD	
012353	06/03/13 MAY/13	ACCT 903240070386 EMPLOYEE DEDUCTIONS-MAY/13	600.00 600.00	A/P	OUT-STD	
012354	06/03/13 2603871	ATLANTIC GYM & SPORTS RC-PLAYING FIELDS-WHITE GRASS	510.78 510.78	A/P	OUT-STD	
012355	06/03/13 MAY/13	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS-MAY/13	810.00 810.00	A/P	OUT-STD	

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012356	06/03/13 50132757	BRAEMAR PEST CONTROL SERVICES GG-OLD TOWN HALL-PEST CONTROL	37.37 37.37			
012357	06/03/13 1306367 1309135	BRUNSWICK NEWS INC PS-FIRE-EARTH DAY PS-FIRE-BURNING PERMITS	167.74 105.59 273.33	A/P	OUT-STD	
012358	06/03/13 N14820516 N14865017 N14865019 N14865035 N14865038 N14865058 N14865091 N14865094	CANADIAN TIRE TS-SHOP-LIGHT SWITCH TS-SHOP-SOLDERING TIPS TS-SHOP-SOLDERING TIPS PS-FIRE-BUNGEE, STUBBYWRCH, BR TS-#13-HINGES PS-FIRE-BATTERIES, WD-40 LUBE, TS-SHOP-CLEANING SUPPLIES PS-FIRE-FOAM, LEAKSEAL, MIRROR	1.06 11.29 -1.13 75.66 12.41 208.26 25.40 157.74 490.69	A/P	OUT-STD	
012359	06/03/13 9908720580	CANADIAN SPRINGS GG-TOWN HALL-WATER	25.67 25.67	A/P	OUT-STD	
012360	06/03/13 8952-54967	CARQUEST TS-#31-RETAINER RINGS	24.95 24.95	A/P	OUT-STD	
012361	06/03/13 2436 2448	CHARLOTTE COUNTY JANITORIAL PS-RCMP-JANITORIALSERVICES-APR PS-FIRE-JANITORIAL SERVICE-APR	1017.00 135.60 1152.60	A/P	OUT-STD	
012362	06/03/13 CHINA CAMP	CHEYANNE TRAINOR GG-CIVIC-CHINA SUMMER CAMP	200.00 200.00	A/P	OUT-STD	
012363	06/03/13 MAY/13	CIBC MELLON GLOBAL SECURITIES NBMFO GG-MUNICIPALPLAN-MAY/13	30541.84 30541.84	A/P	OUT-STD	
012365	06/03/13 311664 311707 311830 311936 312066 312263 312322 312777	CREIGHTON-CARTER LTD. TS-SHOP-MASKING TAPE TS-#307-BLEEDER SCREW TS-SHOP-ANTIFREEZE TS-SHOP-OIL FILTER TS-SHOP-S D DRILL 9 16 TS-#31-COUPINGS TS-#31-HYD. HOSES PS-FIRE-REGULATOR	10.27 6.58 19.72 9.36 29.37 138.11 99.07 81.36			

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	312778	TS-SHOP-FILTER, MALE CONNECTOR	151.96			
	312858	TS-#22-COUPPLERS	77.86			
	312974	TS-SHOP-FITTING, D.I.SKT 1-1 1	33.79			
	313029	TS-#21-HYD FITTING, PIPE THREA	8.08			
	313134	TS-#21#22-HD BLADE	36.88			
	313157	TS-SHOP-ANTIFREEZE	15.77			
	313959	TS-SHOP-GREASE, DISCONNECT, 12	25.31			
	313960	TS-#31-ADAPTER PLUG AND CAP	10.24			
			<b>753.73</b>	A/P	OUT-STD	
012366	06/03/13	DAVIS FUELS LTD.				
	147620	TS/PS-199 UNIONST-HEATING FUEL	1060.66			
	147745	TS/PS-199 UNIONST-HEATING FUEL	1142.40			
	339493	TS-#12-SUPREME 5W30, ULTRALUBE	86.21			
			<b>2289.27</b>	A/P	OUT-STD	
012367	06/03/13	DEL COMMUNICATIONS INC.				
	37134	GG-CIVIC-CBDC ATL BUS REVIEW	413.43			
			<b>413.43</b>	A/P	OUT-STD	
012368	06/03/13	FERO WASTE & RECYCLING INC.				
	763965	GG-TOWN-GARBAGE COLLECTION	4917.50			
			<b>4917.50</b>	A/P	OUT-STD	
012369	06/03/13	FUNDY REGION TRANSITION HOUSE INC.				
	2013 GRANT	GG-CIVIC-2013 GRANT	1500.00			
			<b>1500.00</b>	A/P	OUT-STD	
012370	06/03/13	GABRIELLE COTE				
	CHINA CAMP	GG-CIIVIC-CHINA SUMMER CAMP	200.00			
			<b>200.00</b>	A/P	OUT-STD	
012371	06/03/13	GANONG BROS. LIMITED				
	9000004	GG-CIVIC-TWO FUNCTION GIFTS	94.92			
			<b>94.92</b>	A/P	OUT-STD	
012372	06/03/13	KEY INDUSTRIES				
	4433	RC-PARKS-UNIFORMS	78.04			
			<b>78.04</b>	A/P	OUT-STD	
012373	06/03/13	KONICA MINOLTA				
	4706644	GG-TOWNHALL-COPIER LEASE-JUN	135.51			
			<b>135.51</b>	A/P	OUT-STD	
012374	06/03/13	L.E.WHITTAKER CO., LTD.				
	32701	PS-FIRE-EXTINGUISHER TESTING	125.22			
			<b>125.22</b>	A/P	OUT-STD	
012375	06/03/13	LINDE CANADA				
	47478164	TS-SHOP-ACETYLENE	10.40			
			<b>10.40</b>	A/P	OUT-STD	
012376	06/03/13	LSW WEAR PARTS LTD.				

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	37048	TS-#31#34-POLY ZZ CONVOLUTED	423.75			
	37099	TS-#31#34-POLY ZZ CONVOLUTED	423.75			
			<b>847.50</b>	A/P	OUT-STD	
012377	06/03/13 4984	MAYFIELD GARDENS & LANDSCAPE RC-POOL-CHEMICALS	6691.86			
			<b>6691.86</b>	A/P	OUT-STD	
012378	06/03/13	MCINNES COOPER				
	2013009886	GG-LEGAL-GENERAL	427.14			
	2013009920	GG-LEGAL-PUBLIC LANDING	915.30			
	2013009923	GG-LEGAL-CIVIC CENTRE MANAGER	1695.00			
	2013009927	GG-LEGAL-DAMAGES	282.50			
	2013009934	GG-LEGAL-MUTUAL AID FIRE AGREE	305.10			
	2013009936	GG-LEGAL-VIOLATION	819.25			
			<b>4444.29</b>	A/P	OUT-STD	
012379	06/03/13 MAY/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-MAY/13	362.00			
			<b>362.00</b>	A/P	OUT-STD	
012380	06/03/13 959	ORR ELECTRIC & ALARM LTD. TS-ST5-CHANGED TRAFFIC BULB &	190.33			
			<b>190.33</b>	A/P	OUT-STD	
012381	06/03/13 32187561-00	PARTS FOR TRUCKS INC. PS-FIRE-JUNCTION BOX	24.62			
			<b>24.62</b>	A/P	OUT-STD	
012382	06/03/13 1934659	PRINCESS AUTO TS-#31#34-PUMP SPRAYER, HOSE I	247.83			
			<b>247.83</b>	A/P	OUT-STD	
012383	06/03/13	RICHARDSON JEFF				
	MAY27/13	PS-FIRE-NB ASSOC OF FIRE CHIEF	836.67			
	MAY27/13*	PS-FIRE-BATTERIES	214.60			
			<b>1051.27</b>	A/P	OUT-STD	
012384	06/03/13 MAY/13	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS-MAY/13	90.00			
			<b>90.00</b>	A/P	OUT-STD	
012385	06/03/13 R0117042013	TERRY HAWKINS INDUSTRIES LIMITED TS-ST5-STREET SIGNS	440.67			
			<b>440.67</b>	A/P	OUT-STD	
012386	06/05/13 2013 GRANT	BOYS & GIRLS CLUB OF CHARLOTTE COUN GG-CIVIC-2013 GRANT	5000.00			
			<b>5000.00</b>	A/P	OUT-STD	
012387	06/05/13 13-064	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE, MILEAGE	1471.83			
			<b>1471.83</b>	A/P	OUT-STD	

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012388	06/05/13	LOST FISHERMEN'S MEMORIAL ASSOCIATI CONTRIBUTION	500.00 500.00	A/P	OUT-STD	
012389	06/05/13 MAY31/13	MARK FLEMING PS-BYLAW-DANGEROUS&UNSIGHTLY	359.70 359.70	A/P	OUT-STD	
012390	06/05/13 WEEK23/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUN11-17	209.30 209.30	A/P	OUT-STD	
012391	06/05/13 9133669	MUNICIPAL RISK SERVICES LIMITED RC-DIR PM/PR-RISK MANAGEMENT F	115.77 115.77	A/P	OUT-STD	
012392	06/05/13 13021	NEW BRUNSWICK SPORTS HALL OF FAME GG-CIVIC-ANNUAL INDUCTION BID	2000.00 2000.00	A/P	OUT-STD	
012393	06/05/13 5209731	R.NICHOLLS DISTRIBUTORS INC. PS-FIRE-PATROL GLOVES	19.78 19.78	A/P	OUT-STD	
012394	06/05/13 103050	RICHWIL TRUCK CENTRE LTD. TS-#5-GAUGE	149.59 149.59	A/P	OUT-STD	
012395	06/05/13 47985	SAUNDERS EQUIPMENT LTD. TS-#22-FLOAT ASSEMBLY	230.89 230.89	A/P	OUT-STD	
012396	06/05/13 WEEK23/13 WEEK23/13#	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
012397	06/05/13 1586478 1586480 1591019 1593929	SOURCE ATLANTIC TS-SHOP-DISC FLAP 60 GRIT, WHE TS-SHOP-HARD COAT LENS GLASSES TS-#31-PILLOW BLOCK BALL BEARI TS-#5-OFFSET LINKS	228.77 369.27 120.12 52.16 770.32	A/P	OUT-STD	
012398	06/05/13 149077	SOUTHERN SANITATION LTD. TS/RC-SHOP/ARENA-GRBG COLLECTI	475.96 475.96	A/P	OUT-STD	
012399	06/05/13 21208357	WURTH CANADA LIMITED TS-#5-REFRIGERANT & A/C TREATM	235.10 235.10	A/P	OUT-STD	
012400	06/12/13 1311573	BRUNSWICK NEWS INC PS-FIRE-BURNING PERMITS	105.59 105.59	A/P	OUT-STD	

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012402	06/12/13	CANADIAN TIRE				
	N14820530	PS-FIRE-NESTING TOTE	8.92			
	N14820534	PS-FIRE-BUILDING SUPPLIES	39.27			
	N14820537	TS-SHOP-BROOM, TOOLS	67.80			
	N14864741	PS-FIRE-ROOF REPAIR	12.42			
	N14864805	PS-FIRE-BATTERIES, SD CARDS	79.72			
	N14864816	RC-HORT-PAINT, PAINT BRUSHES	36.15			
	N14864822	RC-PARKS-SCREW DRIVER, KNIFE	25.98			
	N14864824	TS-SHOP-SCREWS	6.77			
	N14864826	PS-FIRE-WIRING KIT	146.89			
	N14864829	TS-STS-BOOSTER PAC	169.49			
	N14864842	RC-PARKS-PAINT SPRAYER	90.39			
	N14864844	GG-TOWN-CLEANING SUPPLIES	11.82			
	N14864856	RC-PARKS-WELDER KIT	282.49			
	N14864861	RC-PARKS-WIRE	15.36			
	N14864864	RC-PARKS-WELDING	105.73			
	N14864865	TS-SHOP-SCREWDRIVER SET	24.86			
	N14864922	RC-PARKS-GLOVES	11.29			
	N14864938	RC-PARKS-SOCKET SET	70.26			
	N14864939	RC-MILLPOOL-PAINT	19.20			
	N14865135	TS-SHOP-PAINT, BRUSH	67.33			
	N14865137	RC-PARKS-TREE, BLK ICE 6, PROT	16.36			
	N14865138	RC-PARKS-TRNK ORG	29.37			
			<b>1337.87</b>	A/P	OUT-STD	
012403	06/12/13	CANADIAN SPRINGS				
	9908819613	PS-RCMP-WATER	55.05			
			<b>55.05</b>	A/P	OUT-STD	
012404	06/12/13	CNH CAPITAL T4112				
	IN69511A	TS-#16-RESISTOR	72.86			
			<b>72.86</b>	A/P	OUT-STD	
012405	06/12/13	COX ELECTRONICS & COMMUNICATIONS				
	2-1657290	PS-FIRE-5 MINITOR V BATT NIMH	104.53			
			<b>104.53</b>	A/P	OUT-STD	
012406	06/12/13	FRANK G GODSOE CHARTERED ACCOUNTANT				
	391	GG-TOWNHALL-ADMIN HELP	458.78			
			<b>458.78</b>	A/P	OUT-STD	
012407	06/12/13	GREAT-WEST LIFE ASSURANCE COMPANY				
	MAY31/13	GG-PREMIUMS-JUN24-JUL23-DIV 1	1699.12			
			<b>1699.12</b>	A/P	OUT-STD	
012408	06/12/13	GULLISON'S COURIER SERVICE				
	340379	TS-#21, #22-FROM LSW	56.50			
	362669	TS-#31#34-FROM LSW	56.50			

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	362681	TS-#11-FROM CASE	33.90			
	375925	TS-#31,#34-FROM LSW	56.50			
	375954	TS-#31,#34-FROM LSW	56.50			
			<b>259.90</b>	A/P	OUT-STD	
012409	06/12/13	IRVING ENERGY DISTRIBUTION AND MARK				
	652439	TS-ST5-DIESEL	1308.43			
	935707	TS-ST5-DIESEL	3306.98			
			<b>4615.41</b>	A/P	OUT-STD	
012411	06/12/13	KENT BUILDING SUPPLIES				
	539639	RC-PARKS-COTTON FLEECE LINED R	8.40			
	541976	RC-HORT-TUBBYS	44.10			
	543181	PS-FIRE-LUMBER	8.07			
	543982	RC-LIBRARY-FLUORESCENT BULBS	52.50			
	544831	RC-PARKS-DECK SCREWS, LUMBER	118.57			
	545000	RC-PARKS-PICNIC TABLES REPAIR	25.10			
	545100	RC-PARKS-PICNIC TABLES REPAIR	18.89			
	545332	RC-PARKS-PICNIC TABLES REPAIR	9.85			
	545833	RC-PARKS-PICNIC TABLES REPAIR	32.00			
	546080	RC-PARKS-PICNIC TABLES REPAIR	121.42			
	546904	RC-PICNIC TABLES-LUMBER	130.42			
	546937	RC-PICNIC TABLES-SCRW/DECK, BO	49.48			
	547115	RC-PICNIC TABLES-SPADE BIT	3.88			
	548162	RC-PARKS-HOSE REEL, HOSE	97.71			
	548276	RC-PARKS-LUMBER	7.80			
	548614	RC-GARBAGE CANS-PAINT	108.21			
	550179	RC-PARKS-SCRW/DECK, LUMBER	107.67			
	550341	RC-PARKS-WD40, GLOVES, TORCH K	59.86			
	551706	RC-PARKS-PAINT	98.76			
			<b>1102.69</b>	A/P	OUT-STD	
012412	06/12/13	LAROCHELLE EQUIPMENT INC.				
	0068237	TS-#5-SWITCH LOW LEVEL RES	73.70			
			<b>73.70</b>	A/P	OUT-STD	
012413	06/12/13	MILLTOWN MACHINE & FABRICATION LTD.				
	16297	RC-PARKS-MATERIAL TO WELD ALUM	223.81			
			<b>223.81</b>	A/P	OUT-STD	
012414	06/12/13	MINISTER OF FINANCE				
	WEEK24/13	EMPLOYEE DEDUCTIONS-JUN 18-24	209.30			
			<b>209.30</b>	A/P	OUT-STD	
012415	06/12/13	SHANNON MICHAEL				
	WEEK24/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK24/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	

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012416	06/12/13 1706213	ST. CROIX PRINTING & PUBLISHING COM RC-PARKS-SPRING/SUMMER BROCHUR	3499.36 <b>3499.36</b>	A/P	OUT-STD	
012417	06/12/13 MAY31/13*	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-JUN24-JUL23-DIV 2	1265.77 <b>1265.77</b>	A/P	OUT-STD	
012418	06/13/13	CHARLOTTE COASTAL REGION TOURISM AS SUMMER STUDENT	3200.00 <b>3200.00</b>	A/P	OUT-STD	
012419	06/13/13 JUNE11/13	DOW JENNIFER RC-HORT-SOIL, PERENNIALS	107.45 <b>107.45</b>	A/P	OUT-STD	
012420	06/13/13	FRANK G GODSOE CHARTERED ACCOUNTANT				
	359	GG-TREASURY-HST REVIEW FOR TOW	546.92			
	395	GG-TREASURY-YEAR END FILES MOV	56.50			
	396	GG-TREASURY-QUART PENSIONS REV	553.14			
	397	GG-TREASURY-DEC 2010 FLOOD CL	341.83			
	398	GG-TREASURY-PAYROLL REC FOR AU	497.20			
	399	GG-TREASURY-UTILITY BANK ACCT	2398.99			
			<b>4394.58</b>	A/P	OUT-STD	
012421	06/13/13 2013 GRANT	INTERNATIONAL "HOMECOMING" FESTIVAL GG-CIVIC-2013 GRANT	1000.00 <b>1000.00</b>	A/P	OUT-STD	
012422	06/13/13	MINISTER OF FINANCE				
	11368891MAY13	GG-TOWNHALL-TELEPHONES	990.67			
	11378668MAY13	TS/PS-199UNIONST-TELEPHONES	353.75			
	11395944MAY13	TS/PS-199UNIONST-TELEPHONES	909.46			
	15772965MAY13	RC-REC/POOLS-TELEPHONES	346.22			
	46435731MAY13	RC-PARKS-CHOC PARK CAMERAS	77.91			
			<b>2678.01</b>	A/P	OUT-STD	
012423	06/13/13 MAY30/13	O'CONNELL MIKE RC-DIRPR/PM-SUSSEX CIVIC CENTR	169.00 <b>169.00</b>	A/P	OUT-STD	
012424	06/13/13 WEEK24/13	PAYROLL TRANSFER GG-TRANSFER-MAY 31-JUN 13	54529.00 <b>54529.00</b>	A/P	OUT-STD	
012425	06/13/13 PAY12/13	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-MAY 31 - JUN 13	27142.61 <b>27142.61</b>	A/P	OUT-STD	
012426	06/13/13	SCULPTURE SAINT JOHN				
	SCUPTURE 2013	GG-CIVIC-SCULPTURE SIAANT JOHN	7500.00			
			<b>7500.00</b>	A/P	OUT-STD	

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012427	06/19/13	BELL ALJANT				
	06336721MAY13	TS-AIRPORT-TELEPHONE	129.17			
			129.17	A/P	OUT-STD	
012428	06/19/13	FRANK G GODSOE CHARTERED ACCOUNTANT				
	401	GG-TREASURY-PSAB PROJECT 2012	3977.60			
			3977.60	A/P	OUT-STD	
012429	06/19/13	MEDAVIE BLUE CROSS				
	JULY/13	GG-HEALTH&DENTALPREMIUMS-JUL	5871.60			
	JULY/13	GG-HEALTH&DENTALPREMIUMS-JULY	8658.27			
			14529.87	A/P	OUT-STD	
012431	06/19/13	N. B. ELECTRIC POWER COMM				
	10126106JUN13	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	17915909JUN13	RC-POOL-SCHOOL ST	90.33			
	17935200JUN13	TS-KING/UNIONST-TRAFFIC LIGHTS	36.61			
	17949909JUN13	GG-OLDTOWNHALL-ELECTRICITY	310.67			
	18169205JUN13	RC-POOL-MILL LANE	1203.44			
	18988703JUN13	TS/PS-199UNIONST-ELECTRICITY	1096.27			
	19051703JUN13	TS-AIRPORT-ELECTRICITY	169.76			
	19051801JUN13	TS-AIRPORT-ELECTRICITY	48.88			
	216030308JUN13	TS-ST5-AREA LIGHTS	11641.61			
	50660140JUN13	RC-PARKS-ROTARY CHANGING ROOMS	23.65			
	54187672JUN13	TS-KING/QUEEN-TRAFFIC LIGHTS	36.19			
	54653258JUN13	TS-KING/SUPERSTORE-TRAFFIC LIG	71.80			
	55160607JUN13	RC-COTTONMILL-LIGHTS	49.70			
	55471834JUN13	TS/PS-220UNIONST-ELECTRICITY	110.94			
	55917471JUN13	TS-ST5-WATERFRONT LIGHTS	81.07			
	71315207JUN13	PS-RCMP-ELECTRICITY	676.46			
	72924306JUN13	RC-PARKS-BANKSTAND	42.48			
	73006038JUN13	RC-LIBRARY-ELECTRICTY	1112.11			
	82122207JUN13	RC-PARKS-BASKETBALL COURT	27.61			
	83278804JUN13	TS-ST5-PARKS SHED	24.88			
	84960501JUN13	RC-PARKS-RIVERSDIE DR LIGHTS	65.25			
			16943.36	A/P	OUT-STD	
012432	06/19/13	OLD RIDGE SMALL ENGINE REPAIR				
	0028	RC-PARKS-LAWN TRACTOR REPAIR	118.95			
			118.95	A/P	OUT-STD	
012433	06/19/13	ORCHARD'S PAINT & PAPER LTD.				
	24067	RC-PARKS-PAINT	33.85			
	24079	TS-CROSSWALKS-PAINT	2562.84			
			2596.69	A/P	OUT-STD	
012434	06/19/13	PAYROLL TRANSFER				
	WEEK24/13	GG-TRANSFER-MAY 31-JUN 13	54529.00			
			54529.00	A/P	OUT-STD	

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012435	06/19/13 2504486	R.NICHOLLS DISTRIBUTORS INC. PS-FIRE-CLOTHING ALLOWANCE	3090.92 <b>3090.92</b>			
				A/P	OUT-STD	
012436	06/19/13 148814-149377	REGIONAL SERVICE COMMISSION 10 GG-TOWN-REGIONAL LANDFILL CONT	8189.25 <b>8189.25</b>			
				A/P	OUT-STD	
012437	06/19/13 2195362	SOS MARKETING PS-FIRE-FLASHLIGHTS, SCREEN PR	316.40 <b>316.40</b>			
				A/P	OUT-STD	
012438	06/19/13 201202383 201202406 201202458	SOURCE ONE SUPPLIES RC-LIBRARY-PPR TOWELS, BATH TI RC-LIBRARY-COLINON TS-SHOP-HAND SOAP	112.18 22.41 88.87 <b>223.46</b>			
				A/P	OUT-STD	
012439	06/19/13 1594009 1595990 1598941	SOURCE ATLANTIC TS-#6-CONNECTING LINKS TS-SHOP-WHEEL GRINDING TS-SHOP-WHEEL ZIP CUT, SAFETY	24.00 73.45 258.79 <b>356.24</b>			
				A/P	OUT-STD	
012440	06/19/13 082157 082212 082273 082278 082302 18273	ST. CROIX PRINTING & PUBLISHING COM GG-CIVIC-BYLAW #S-12.1 GG-CIVIC-BYLAW #S-12.1 GG-CIVIC-SPRING CLEANUP GG-CIVIC-BYLAW #S-12.1 GG-CIVIC-BLYAW #S-12.1 GG-TREASURY-INCOME TAX RECEIPT	82.26 66.85 51.42 82.26 68.16 108.58 <b>459.53</b>			
				A/P	OUT-STD	
012441	06/19/13 316798 316863 317152 317203 317466 317570 317689 317695 317884 317938 317961 318039	STATIONERY PLUS GG-TOWN-POST ITS RC-HORT-INK CARTRIDGES, PENS GG-TREASURER-HOLE PUNCH, BINDE GG-TOWN-PAPER GG-TREAS-BINDERS, WHITE OUT, S PS-BYLAW-COVERS, LABELS, PENS GG-TOWN-LABELS, STAPLER, STAPL GG-TOWN-PAPER GG-TREASURER-REPORT COVERS RC-ASSTRECDIR-FILE FOLDERS, PO PS-FIRE-ASTRO COVS GG-TOWN-REPORT COVERS, CLAMPS,	4.18 37.89 3.02 74.41 10.32 50.82 40.25 99.21 0.88 76.76 2.07 4.41 <b>404.22</b>			
				A/P	OUT-STD	
012442	06/19/13	TELUS				

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	21856412CRE13	GG-CELL PHONE CHARGES CREDIT	-0.02			
	21856412MAY13	TS/PS/RC-CELL PHONE CHARGES	410.45			
			<b>410.43</b>	A/P	OUT-STD	
012443	06/19/13	ZEE MEDICAL CANADA, INC.				
	0160178248	TS-SHOP-FIRST AID SUPPLIES	149.57			
			<b>149.57</b>	A/P	OUT-STD	
012444	06/24/13	TESSA BARTLETT				
	EDINBURGHAWARD	GG-CIVIC-DUKE OF EDINBURGH	200.00			
			<b>200.00</b>	A/P	OUT-STD	
012445	06/24/13	KARAH JACKSON				
	EDINBURGHAWARD	GG-CIVIC-DUKE OF EDINBURGH	200.00			
			<b>200.00</b>	A/P	OUT-STD	
012446	06/24/13	SARA-JADE RUSSELL-RICHARDS				
	EDINBURGHAWARD	GG-CIVIC-DUKE OF EDINBURGH	200.00			
			<b>200.00</b>	A/P	OUT-STD	
012453	06/19/13	MINISTER OF FINANCE				
	WEEK25/13	EMPLOYEE DEDUCTIONS-JUN25-JUL1	209.30			
			<b>209.30</b>	A/P	OUT-STD	
012454	06/19/13	SHANNON MICHAEL				
	WEEK25/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK25/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
012455	06/26/13	A.M.A.N.B.				
	FEE2013-107	GG-CIVIC-MEMBERSHIP FEE	432.68			
			<b>432.68</b>	A/P	OUT-STD	
012456	06/26/13	AGRI-MECHANICAL LTD.				
	45720	TS-AIRPORT-TRACTOR-BUSHING, CL	267.04			
	45728	TS-AIRPORT-BUSHOG	101.02			
	45784	TS-AIRPORT TRACTOR-MUFFLER, RA	258.95			
			<b>627.01</b>	A/P	OUT-STD	
012457	06/26/13	AIR LIQUIDE CANADA				
	51089057	TS-SHOP-CYLINDER GAS, REGULATO	117.72			
			<b>117.72</b>	A/P	OUT-STD	
012458	06/26/13	ALL GAS TANKS				
	71896	TS-#2-LOCK RING & SEAL	18.08			
			<b>18.08</b>	A/P	OUT-STD	
012459	06/26/13	ARMSTRONG'S COMMUNICATION LTD.				
	208688	RC-MILLPOOL-ALARM SYSTEM MONIT	94.92			
			<b>94.92</b>	A/P	OUT-STD	
012460	06/26/13	BARNES DISTRIBUTION				
	5513233001	TS-SHOP-LOCK NUTS, WASHERS, CA	450.99			
			<b>450.99</b>	A/P	OUT-STD	

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012461	06/26/13	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI16332	TS-#20-FILTERS	159.12			
	SI16344	TS-#20-2-1/8"METAL EX	37.76			
	SI16429	RC-PARKS-OIL FILTER, FUEL FILT	48.47			
	SI16468	TS-#6-FILTERS, STABILIZER-OIL	162.78			
	SI16499	TS-#16-FILTERS	47.28			
	SI16599	TS-#5-FEMALE JIC, HOSE, START	202.08			
	SI16677	TS-#7-FILTERS	56.48			
			<b>713.97</b>	A/P	OUT-STD	
012462	06/26/13	BOOTH ALAN				
	JUNE12/13	TS-ST5-CLOTHING	122.00			
			<b>122.00</b>	A/P	OUT-STD	
012463	06/26/13	BRAEMAR PEST CONTROL SERVICES				
	50140927	GG-OLD TOWN HALL-PEST CONTROL	37.37			
			<b>37.37</b>	A/P	OUT-STD	
012464	06/26/13	BRUNSWICK NEWS INC				
	1313726	PS-FIRE-BURNING PERMITS	105.59			
	1315053	GG-CIVIC-NB VACATION GUIDE	355.95			
			<b>461.54</b>	A/P	OUT-STD	
012465	06/26/13	C.J.MUNN EQUIPMENT LTD.				
	74359	PS-FIRE-FIRE EXT. W/VEHICLE BR	219.67			
			<b>219.67</b>	A/P	OUT-STD	
012466	06/26/13	CANADIAN SPRINGS				
	9908931917	GG-TOWN-WATER	71.86			
			<b>71.86</b>	A/P	OUT-STD	
012467	06/26/13	CARQUEST				
	8952-56413	TS-#1-SHOCKS & STRUTS	90.15			
			<b>90.15</b>	A/P	OUT-STD	
012468	06/26/13	CHARLOTTE COUNTY JANITORIAL				
	2470	RC-RCMP-JANITORIALSERVICES-MAY	114.82			
	2486	PS-FIRE-JANITORIAL SERVICE-MAY	169.50			
			<b>1284.32</b>	A/P	OUT-STD	
012469	06/26/13	CNH CAPITAL T4112				
	IN69645	TS-16-SWITCH	73.00			
			<b>73.00</b>	A/P	OUT-STD	
012471	06/26/13	DOW JENNIFER				
	JUNE3/13	RC-HORT-SUPPLIES	107.03			
	JUNE4/13	RC-HORT-SOIL	105.80			
			<b>212.83</b>	A/P	OUT-STD	
012472	06/26/13	DR. JOHN O'HALLORAN				
	GRANT2013	GG-DEVELOPMENTGRANT-2013	4000.00			
			<b>4000.00</b>	A/P	OUT-STD	

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012473	06/26/13	EAST COAST AIR				
	655	RC-TOURISTBUREAU-HEAT PUMP SER	259.90			
	656	RC-LIBRARY-BI-ANNUAL SERVICING	172.89			
	657	PS-RCMP-HEAT PUMP SERVICING	241.59			
			<b>674.38</b>	A/P	OUT-STD	
012474	06/26/13	FUNDY BUILDING INSPECTION & DRAFTIN				
	13-072	PS-BUILDINSPECT-FEE	1542.45			
			<b>1542.45</b>	A/P	OUT-STD	
012476	06/26/13	GULLISON'S COURIER SERVICE				
	362607	TS-#31#34-FROM LSW	56.50			
	362614	TS-#22-FROM SAUNDERS	28.25			
	362617	TS#34-TO SAUNDERS	28.25			
	362633	TS-#34-FROM SAUNDERS	28.25			
	362698	TS-#21-FROM SAUNDERS	28.25			
	362709	TS-#31#34-FROM RICHWIL	84.75			
	362741	TS-#11-FROM AGRI MECH	28.25			
	362765	TS-AIRPORT-FROM AGRI-MECH	28.25			
	362781	TS-#5-FROM RICHWIL	28.25			
	362828	TS-#16-FROM CASE EQUIPMENT	28.25			
	362845	PS-FIRE-FROM CJ MUNN	28.25			
			<b>395.50</b>	A/P	OUT-STD	
012477	06/26/13	HARRINGTON, ERIN				
	JUNE3/13	RC-MILLPOOL-SUPERVISOR COURSE	171.40			
			<b>171.40</b>	A/P	OUT-STD	
012478	06/26/13	HI-TECH TRANSMISSION				
	11125	RC-#307-NEST KIT	225.99			
			<b>225.99</b>	A/P	OUT-STD	
012479	06/26/13	JOAN FLEWELLING				
	JUNE/13	GG-TWNCLERK-MNTHLY VEH ALLOW	50.00			
			<b>50.00</b>	A/P	OUT-STD	
012480	06/26/13	JOE'S GARAGE				
	225827	TS-#1-USED DAKOTA BOX, BUMPER	1808.00			
			<b>1808.00</b>	A/P	OUT-STD	
012481	06/26/13	JOHN FERGUSON				
	JUNECAR/13	GG-CAO-MNTHLY CAR ALLOW	350.00			
	JUNECCELL/13	GG-CAO-MNTHLY CELL ALLOW	93.00			
			<b>443.00</b>	A/P	OUT-STD	
012482	06/26/13	KEITH'S BUILDING SUPPLIES				
	121649	RC-PARKS-CLICK TAGS, KEYS	10.10			
	121789	RC-PARKS-HACKSAW BLADES	9.70			
			<b>19.80</b>	A/P	OUT-STD	
012487	06/26/13	KENT BUILDING SUPPLIES				

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	10038686	TS-SHOP-CLAMP/WIRE CABLE	-8.14			
	553369	RC-HORT-TUBBYS	46.19			
	553512	RC-PARKS-TOP SOIL	35.53			
	554474	TS-SHOP-CLAMP/WIRE CABLE	8.14			
	554475	TS-SHOP-CLAMP/WIRE CABLE	8.14			
	555643	RC-PARKS-IMPACT MAG NUT	7.35			
	556226	RC-PARKS-KEY	2.83			
	556429	TS-SHOP-BIT/DRILL, EYEBOLT, AN	23.20			
	556562	RC-AIRPORT-MOTION DET, ENTRY L	198.29			
	557023	RC-PARKS-DECKING/PT	126.37			
	557032	RC-PARKS-BIT 2", SCRWS, JOIST	31.47			
	557192	RC-PARKS-TEFLON, 1/4 TURN BOIL	11.25			
	557201	TS-SHOP-SCREWS	9.02			
	557472	RC-PARKS-CONN/END STOP, TOILET	10.28			
	557759	RC-PARKS-BOLT/HEXES	3.77			
	558014	RC-MILLPOOL-HOSE HANGER, HOSE,	57.75			
	558087	RC-HORT-FLOWER SUPPLIES	19.78			
	558100	RC-MILLPOOL-1/4 TURN BOILER DR	8.11			
	558112	RC-PARKS-HAMMER, SCREWDRIVER	27.10			
	558189	RC-MILLPOOL-CONNECTOR/BRASS TA	10.50			
	559817	RC-PARKS-WEEDER	22.04			
	560001	RC-PARKS-GRAPEVINE LEVER KEY	44.13			
	560274	RC-HORT-EMERALD CEDAR, PERENNI	41.48			
	561536	RC-PARKS-ANGLES, JOISTS	27.18			
	562151	RC-PARKS-ROPE, SCRW/METAL PAN	24.05			
	562493	RC-PARKS-CONDUIT, HAMMER/CLAW,	25.09			
	562578	RC-PARKS-COIL/DRAINAGE UNX	21.19			
	564516	RC-PARKS-STUDS, LUMBER, SCREWS	536.14			
	564517	RC-PARKS-PREMIUM/825ML	13.13			
	565022	RC-HORT-EMERALD CEDAR	21.01			
	565097	RC-PARKS-BRACKETS, TROLLEY HAN	432.69			
	565698	RC-PARKS-LUMBER	21.97			
	565706	RC-PARKS-LUMBER	10.09			
	565719	RC-PARKS-CORD/GARDEN	31.52			
	565782	RC-PARKS-SCREWS/DECK	9.03			
	565933	RC-PARKS-BOLTS/CARRIAGE, NUTS,	106.40			
	565988	RC-PARKS-WASHERS	5.47			
	566034	RC-PARKS-WASHERS	2.66			
	566879	TS-SHOP-PREMIUM/825ML	26.25			
	566919	RC-PARKS-PATIO SLABS	18.69			
	567048	TS-#2-PLYWOOD	83.97			
	567261	RC-PARKS-LUMBER, DECKBLOCKS	176.62			

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	567264	RC-PARKS-JOISTS	15.55			
	567413	RC-PARKS-PULL/HVY, HASP/SFTY,	90.74			
	567477	RC-PARKS-SPADE BIT, BIT/DRILL	20.26			
	567670	RC-PARKS-PADLOCKS, KEY	12.26			
	568011	RC-PARKS-FLOOD LIGHTS	126.01			
	568132	RC-PARKS-BAR RIPPING, HAMMER/C	35.70			
	568437	TS-SHOP-GRASSEED	51.48			
	568619	RC-PARKS-BOLTS/CARRIAGE, NUTS/	77.74			
	569355	RC-PARKS-SNAP OFF KNIFES	21.01			
	569595	RC-PARKS-CORD	31.52			
	569605	RC-PARKS-DECKING/PT	60.66			
			<b>2880.66</b>	A/P	OUT-STD	
012488	06/26/13	KIMBERLY STE MARIE				
	JUNE25/13	GG-ASSTREAS-TOWNSUITE MEETING	40.00			
			<del>40.00</del>	A/P	OUT-STD	
012514	06/26/13	KONICA MINOLTA BUSINESS SOLUTIONS (				
	224946909	GG-TOWNHALL-COPIER CHARGES	124.03			
			<b>124.03</b>	A/P	OUT-STD	
012515	06/26/13	LEAH NIXON				
	JUNE/13	RC-ASSTRECDIR-MNTHLY VEH ALLOW	200.00			
	JUNE12/13	RC-ASSTRECDIR-COMM.YOUTH.FORUM	40.00			
	JUNE12/13*	RC-ASSTRECDIR-NLS/FA INSTRUCTO	148.00			
	JUNE13/13	RC-MILLPOOL-LIFEGUARD TRAINING	26.40			
	JUNE13/13*	RC-PARKS-BAG OF SOIL	6.77			
			<b>421.17</b>	A/P	OUT-STD	
012516	06/26/13	LIFESAVING SOCIETY - NB Branch				
	2013-39"	RC-MILLPOOL-SWTM&ASST INSTRUC	64.58			
			<b>64.58</b>	A/P	OUT-STD	
012517	06/26/13	MARITIME COFFEE SERVICE				
	RC00014722	PS-FIRE-WATER BAR	474.60			
			<b>474.60</b>	A/P	OUT-STD	
012518	06/26/13	MARK FLEMING				
	ATLBYLAWASSOC	PS-BYLAW-ATL BYLAW OFF ASSOC	1043.69			
			<b>1043.69</b>	A/P	OUT-STD	
012519	06/26/13	MCAULEY, JANET				
	JUNE25/13	GG-MCB/ARC-TOWNSUITE USER MEET	40.00			
			<del>40.00</del>	A/P	OUT-STD	
012520	06/26/13	MCINNES COOPER				
	2013009932	GG-LEGAL- <i>Property Signage</i>	3050.28			
			<b>3050.28</b>	A/P	OUT-STD	
012521	06/26/13	MCLAUGHLIN, DONALD				
	MAY21/13	RC-LIBRARY-PARKING ONLY SIGN	135.60			
			<b>135.60</b>	A/P	OUT-STD	

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012522	06/26/13	MEGA-LAB MANUFACTURING CO. LTD.				
	128383	TS-SHOP-MEGALUBE, GREEN-X MEGA	465.56			
	128384	RC-HORT-BUZZ OFF	216.96			
			<b>682.52</b>	A/P	OUT-STD	
012523	06/26/13	MICMAC FIRE & SAFETY SOURCE LTD.				
	NS-00809853	PS-FIRE-HELMETS	802.98			
	NS-00810002	PS-FIRE-DOOR CHAULK, SNAGGER T	576.30			
			<b>1379.28</b>	A/P	OUT-STD	
012524	06/26/13	MILLTOWN MACHINE & FABRICATION LTD.				
	16334	TS-#7-FLATBAR	48.77			
			<b>48.77</b>	A/P	OUT-STD	
012525	06/26/13	MINISTER OF FINANCE				
	WEEK26/13	EMPLOYEE DEDUCTIONS-JUL 2-8	209.30			
			<b>209.30</b>	A/P	OUT-STD	
012526	06/26/13	O'CONNELL MIKE				
	JUNE/13	RC-DIRPM/PR-MNTHLY VEH ALLOW	200.00			
	JUNE13/13	RC-DIRPM/PR-FRPA MEETING	95.00			
	JUNE7/13	RC-HORT-FLOWER SUPPLIES	300.00			
			<b>595.00</b>	A/P	OUT-STD	
012527	06/26/13	PAYROLL TRANSFER				
	WEEK26/13	GG-TRANSFER-JUN 14-JUN 27	67270.00			
			<b>67270.00</b>	A/P	OUT-STD	
012528	06/26/13	PETTY CASH				
	MAY15/13	GG-TOWNHALL-KITCHEN SUPPLIES	22.73			
	MAY22/13	GG-ASSTREAS-DESK LAMP BULBS	2.47			
	MAY29/13	PS-FIRE-PARCEL MAILED	10.50			
	MAY29/13	GG-TOWNHALL-KITCHEN SUPPLIES	39.72			
			<b>75.42</b>	A/P	OUT-STD	
012529	06/26/13	PITNEY WORKS				
	JUNE13/13	GG/RC/PS-POSTAGE METER REFILL	202.07			
			<b>202.07</b>	A/P	OUT-STD	
012530	06/26/13	RECEIVER GENERAL FOR CANADA				
	PAY13/13	GG-REMITTANCE-JUN 14-27/13	26777.05			
			<b>26777.05</b>	A/P	OUT-STD	
012531	06/26/13	RICHARDSON JEFF				
	JUNE17/13	PS-FIRE-BATTERIES	94.72			
			<b>94.72</b>	A/P	OUT-STD	
012532	06/26/13	SHANNON MICHAEL				
	WEE26/13	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
	WEEK26/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
			<b>365.44</b>	A/P	OUT-STD	
012533	06/26/13	SHANNON GULLISON				

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	JUNE3/13	RC-MILLPOOL-AQUATIC SUPERVISOR	60.00			
	JUNE3/13*	RC-MILLPOOL-FIRST AID SUPPLIES	99.68			
			<b>159.68</b>	A/P	OUT-STD	
012534	06/26/13	SOUTHERN SANITATION LTD.				
	149203	GG-TOWN-GARGABE COLLECTION	8642.59			
			<b>8642.59</b>	A/P	OUT-STD	
012535	06/26/13	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN				
	06/24/13**	Grant to volunteers	5650.00			
			<b>5650.00</b>	A/P	OUT-STD	
012536	06/26/13	THE MINISTER OF FINANCE				
	SGM5054	PS-POLICINGSERVICES-APR-JUN/13	246992.00			
			<b>246992.00</b>	A/P	OUT-STD	
012537	06/26/13	TIM TOZER				
	JUNE25/13	GG-TREAS-TOWNSUITE USER MEETIN	276.80			
			<b>276.80</b>	A/P	OUT-STD	
012538	06/26/13	DAVIS FUELS LTD.				
	147854	TS/PS-199 UNIONST-HEATING FUEL	1508.83			
	339546	TS-SHOP-ULTRAPLEX	298.29			
	339571	TS-SHOP-HYDRAULIK AW 32 20SL D	572.18			
			<b>2379.30</b>	A/P	OUT-STD	
012539	06/26/13	G. LEBLANC FIRE TRUCK REPAIR LTD.				
	7298	PS-FIRE-ANNUAL SERVICE, UNIT#1	1552.89			
	7299	PS-FIRE-ANNUAL SERVICE UNIT202	1142.72			
	7300	PS-FIRE-ANNUAL SERVICE UNIT#3	748.20			
			<b>3443.81</b>	A/P	OUT-STD	
012540	06/26/13	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN				
	06/24/13*	Grant to volunteers	500.00			
			<b>500.00</b>	A/P	OUT-STD	
012541	06/26/13	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN				
	06/24/13	Grant to volunteers	8500.00			
			<b>8500.00</b>	A/P	OUT-STD	
012542	06/28/13	LAVIOLETTE, GEORGE				
	2NDQUART/13*	TS-AIRPORT-ATTENDANT SERVICES	1457.50			
			<b>1457.50</b>	A/P	OUT-STD	
Cheque Totals Non-Void:			\$889,631.22			
Void:			\$0.00			

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

June 2013

Frank G. Godsoe Chartered Accountant (Garcelon Civic Centre Project - Accounting and Advisory for the month of May, 2013, Cheque #085)	1,522.68
Dora Construction Limited (Invoice #4495 - Claim #11 - General Contractor - Garcelon Civic Centre, Cheque #086)	630,248.08
<b>Total</b>	<b><u>\$ 631,770.76</u></b>

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

June 2013

Volunteer Centre of Charlotte County Inc. (2013 Income Distribution, Cheque #56)	6,763.75
Royal Canadian Legion, Milltown Branch No. 48 (2013 Income Distribution, Cheque #57)	200.00
<b>Total</b>	<b><u><u>\$6,963.75</u></u></b>

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

Visa:

**May 2013**

John Quartermain (General Government Advertising - Regulatory,  
General Government Civic Relations)

189.50

**Total**

**\$189.50**

Town of St. Stephen  
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003545	06/13/13 JUN13/13**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AU - INTEREST	1540.50 <b>1540.50</b>	A/P	OUT-STD	
003549	06/22/13 JUN22/13*	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AZ - INTEREST	2304.75 <b>2304.75</b>	A/P	OUT-STD	
003551	06/11/13 JUN11/13**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BA - INTEREST	34849.75 <b>34849.75</b>	A/P	OUT-STD	
003555	06/02/13 JUN02/13**	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BC - INTEREST	7402.75 <b>7402.75</b>	A/P	OUT-STD	
003560	06/13/13 JUN13/13***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES AU - PRINCIPAL	6000.00 <b>6000.00</b>	A/P	OUT-STD	
003563	06/11/13 JUN11/13***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BA - PRINCIPLE	65000.00 <b>65000.00</b>	A/P	OUT-STD	
003565	06/02/13 JUN02/13***	NEW BRUNSWICK MUNICIPAL FINANCE COR SERIES BC - PRINCIPAL	42000.00 <b>42000.00</b>	A/P	OUT-STD	
003910	06/03/13 16676	A*PLUS* AUTO GLASS & UPHOLSTERY SCD-#9-SUPPLY URETHENE	45.20 <b>45.20</b>	A/P	OUT-STD	
003912	06/03/13	CANADIAN TIRE				
	N14820515	SCD-DISPOSAL-THATCH RAKE	22.59			
	N14820517	SCD-DISPOSAL-C-TYPE CLAMP, ROD	61.08			
	N14820522	WS-#18-PAINT	45.17			
	N14820526	SCD-DISPOSAL-JACKET	135.58			
	N14821360	WS-#105-CASTING	-10.00			
	N14865004	WS-#105-BATTERY	107.34			
	N14865005	WS-#105-3YR ALNTR	225.99			
	N14865026	WS-SOURCE-BATTERIES, MINITORCH	124.02			
	N14865030	WS-SOURCE-BATTERIES	28.91			
	N14865033	WS-TRANS&DIST-GLOVES, FLASHLIG	42.93			
	N14865042	WS-TRANS&DIST-FLASHLIGHTS	16.02			
	N14865046	WS-TRANS&DIST-STEEL TOE BOOTS	79.09			
	N14865077	WS-#18-SAND PAPER, SAND BLOCK	15.28			
	N14865088	WS-SOURCE-CLEANING SUPPLIES	29.67			
	N14865097	SCD-DISPOSAL-PAINT, PIPE	58.17			
	N14865099	WS-TRANS&DIST-SUPPLIES	24.72			
			<b>1006.56</b>	A/P	OUT-STD	

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003913	06/03/13 122069	CHAR CO CHEVROLET PONTIAC BUICK GMC WS-#102-TIRES	552.48 <b>552.48</b>	A/P	OUT-STD	
003914	06/03/13 311951 311952 312558 313694 313703 313773 313794 313827 313969	CREIGHTON-CARTER LTD. SCD-#9-TRACTOR LAMPS SCD-#3-WHEEL BOLT, WHEEL NUT WS-TRANS&DIST-HACKSAW BLADE SCD-#9-GLOSS WHITE, BLACK PRIM WS-#105-BALL JOINT WS-#105-TIE ROD END SCD-#3-BRAKE HARDWARE SCD-#3-WHEEL BOLTS, WHEEL NUTS WS-#105-FUEL FILTER	26.42 6.40 31.08 47.81 54.99 43.22 19.83 10.17 22.52 <b>262.44</b>	A/P	OUT-STD	
003915	06/03/13 147744	DAVIS FUELS LTD. WS-MAXWELL XING-HEATING FUEL	613.01 <b>613.01</b>	A/P	OUT-STD	
003916	06/03/13 2799189-00 2799208-00 2799449-00 2799451-00 2799451-01 2799479-00 2799479-01 2799579-00	EMCO CORPORATION WS-TRANS&DIST-CVR W/SET SCRW&P WS-SOURCE-COUPPLINGS WS-TRANS&DIST-UPPER BARREL COM WS-TRANS&DIST-HYD EXT GSKTS, B WS-SOURCE-BOLT PACK WS-TRANS&DIST-ADAPTORS, HEX BU WS-TRANS&DIST-ADPT 110 WS-TRANS&DIST-CURB STOPS, SERV	648.17 325.44 4768.60 80.61 59.80 1833.41 225.06 1928.91 <b>9870.00</b>	A/P	OUT-STD	
003917	06/03/13 53030	HYPERION RESEARCH LTD. WS-SOURCE-AEROBIC SPORE ANALYS	846.35 <b>846.35</b>	A/P	OUT-STD	
003918	06/03/13 5932538	MARKS WORK WEARHOUSE WS-SOURCE-CLOTHING ALLOWANCE	443.88 <b>443.88</b>	A/P	OUT-STD	
003919	06/05/13 1586876 1591826	SOURCE ATLANTIC SCD-#9-TRAFFIC CONES SCD-#9-ADAPTA FLEX HOSE, CPLG,	139.13 39.75 <b>178.88</b>	A/P	OUT-STD	
003920	06/05/13 149078	SOUTHERN SANITATION LTD. WS-BUDD AVE-GARBAGE COLLECTION	109.84 <b>109.84</b>	A/P	OUT-STD	
003921	06/05/13	REID, FRED AND MARY <i>(Utility Bill)</i>	62.29	A/R	OUT-STD	

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003922	06/12/13	CANADIAN TIRE				
	N14820532	SCD-DISPOSAL-PAINT	47.45			
	N14820536	SCD-DISPOSAL-PAINT	47.45			
	N14864812	WS-TRANS&DIST-FAUCET SEDIMENT	7.94			
	N14864825	SCD-#9-HINGE, TURTLE WAX	10.03			
	N14864830	WS-TRANS&DIST-S.DRIVERS	9.47			
	N14864850	WS-SOURCE-200 SHOP IN BOX, SPR	39.86			
	N14864860	WS-SOURCE-TAPE	8.50			
	N14864940	WS-SOURCE-RAINX, CAR WASH KIT	32.17			
	N14865117	SCD-DISPOSAL-ADHESIVE	5.64			
	N14865129	SCD-DISPOSAL-RUST PAINT	17.77			
	N14865130	SCD-DISPOSAL-THREAD ROD, TESTR	55.78			
	N14865140	SCD-DISPOSAL-RUBBER MAT	27.99			
			<b>310.05</b>	A/P	OUT-STD	
003923	06/12/13	CARQUEST				
	8952-55613	SCD-#3-ANTIFREEZE, AUVECOPAKS	50.35			
	8952-55673	SCD-#3-RETAINER RINGS	14.17			
	8952-55695	SCD-#9-RETAINER RINGS	6.71			
			<b>71.23</b>	A/P	OUT-STD	
003924	06/12/13	COLE-FARMER CANADA INC.				
	00471069	WS-SOURCE-REDUCERS, PIPE ADAPT	492.22			
			<b>492.22</b>	A/P	OUT-STD	
003925	06/12/13	GULLISON'S COURIER SERVICE				
	340373	WS-SOURCE-TO DOE LAB	28.25			
	340392	WS-SOURCE-TO DOE LAB	28.25			
	362683	WS-SOURCE-TO DOE LAB	28.25			
	375919	WS-SOURCE-TO DOE LAB	28.25			
	375961	WS-SOURCE-TO DOE LAB	28.25			
	375996	WS-SOURCE-TO DOE LAB	28.25			
			<b>169.50</b>	A/P	OUT-STD	
003926	06/12/13	HOVEY'S HUSKY SALES & SERVICE				
	6923	WS-TRANS&DIST-BLADE, BOX TILE	89.84			
			<b>89.84</b>	A/P	OUT-STD	
003927	06/12/13	HYPERION RESEARCH LTD.				
	53039	WS-SOURCE-AEROBIC SPORE ANALYS	814.60			
			<b>814.60</b>	A/P	OUT-STD	
003928	06/12/13	KENT BUILDING SUPPLIES				
	544884	SCD-#9-CHAIN DOOR STOP	6.51			
			<b>6.51</b>	A/P	OUT-STD	
003929	06/13/13	MINISTER OF FINANCE				
	11366812MAY13	WS-SOURCE-PUMP STATION	128.38			
	11385317MAY13	WS-TRANS&DIST-BUDD AVE	35.11			

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	19002807MAY13	SCD-DISPOSAL-OLD BAY WWTP	146.16			
			<b>309.65</b>	A/P	OUT-STD	
003931	06/19/13	N. B. ELECTRIC POWER COMM				
	36869807JUN13	WS-3119MAXWELLXING-BUILDING	1018.19			
	50228902JUN13	WS-MAXWELLXING-PUMPS	443.60			
	53123617JUN13	SCD-ST5-DECHLORINATION CHAMBER	105.35			
	53158875JUN13	WS-ST5-BUDD AVE LIFT STATION	3672.03			
	53473043JUN13	WS-SOURCE-CHLORINE RESIDUAL	30.33			
	54807440JUN13	WS-ST5-158AMILLTOWNBLVD-LIFT S	50.93			
	56356048JUN13	SCD-ST5-18 RIVERSDIE DRIVE-LIF	29.11			
	61204006JUN13	SCD-ST5-2-216KING KING ST LIFT	172.27			
	61224002JUN13	WS-ST5-358AMILLTOWNBLVD-LIFT S	1140.24			
	61230004JUN13	WS-MAXWELLXING-PUMPS	1922.62			
	61236008JUN13	WS-ST5-BUDD AVE LIFT STATION	312.14			
	76139807JUN13	SCD-ST5-54 RIVERSIDEDR-LIFT ST	87.76			
	82291006JUN13	WS-SOURCE-RESERVOIR	238.06			
	84934906JUN13	SCD-ST5-658RIVERSIDEDR-LIFT S	146.40			
	84943406JUN13	WS-ST5-TODD HILL RESERVOIR	144.64			
			<b>9513.67</b>	A/P	OUT-STD	
003932	06/19/13	RESOURCE SYSTEMS INC.				
	86-5160	SCD-DISPOSAL-METER PANEL, VACU	6525.38			
			<b>6525.38</b>	A/P	OUT-STD	
003933	06/19/13	SAINT JOHN LABORATORY SERVICES LTD.				
	420-13	SCD-DISPOSAL-TP WATER TESTS	1147.52			
			<b>1147.52</b>	A/P	OUT-STD	
003934	06/19/13	SELDON SMITH & SONS LIMITED				
	50279	WS-SOURCE-COUPPLINGS, BUSHINGS,	33.24			
			<b>33.24</b>	A/P	OUT-STD	
003935	06/19/13	STATIONERY PLUS				
	316798*	WS/SCD-TOWN-POST ITS	4.18			
	316897	SCD-DISPOSAL-PAPER	9.92			
	316926	WS-SOURCE-PENS, MOUSE MINI	61.46			
	317152*	WS/SCD-TREAS-HOLE PUNCH, BINDE	3.01			
	317203*	WS/SCD-TOWN-PAPER	74.41			
	317465	WS/SCD-TOWN-UTILITY ENVELOPES	54.51			
	317466 <sup>3</sup>	WS/SCD-TREAS-BINDERS, WHITE OU	10.31			
	317689*	WS/SCD-TOWN-LABELS, STAPLER, S	40.25			
	317723	WS-SOURCE-INK CARTRIDGE	70.57			
	317884*	WS/SCD-TREAS-REPORT COVERS	0.88			
	318000	WS-SOURCE-HILTERS, CALCULATOR	16.69			
	318039*	WS/SCD-TOWN-REPORT COVERS, CLA	4.40			
			<b>350.59</b>	A/P	OUT-STD	

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003936	06/19/13	TELUS				
	21856412MAY13*	WS/SCD-CELL PHONE CHARGES	525.88			
			<b>525.88</b>	A/P	OUT-STD	
003937	06/19/13	ZEE MEDICAL CANADA, INC.				
	0160178250	SCD-DISPOSAL-FIRST AID SUPPLIE	366.56			
			<b>366.56</b>	A/P	OUT-STD	
003939	06/26/13	ATLANTIC CHEMICAL & AQUATICS INC.				
	189748	WS-SOURCE-LIQUID CHLORINE	668.96			
	189749	WS-SOURCE-CONTAINER DEPOSIT	361.60			
	190727	WS-SOURCE-LIQUID CHLORINE	668.96			
	190728	WS-SOURCE-INV #190727	361.60			
	32635	WS-SOURCE-INV'S 189748, 190727	-678.00			
			<b>1383.12</b>	A/P	OUT-STD	
003940	06/26/13	BERNARD MCFARLANE				
	48-2013	SCD-DISPOSAL-CHECK PUMP LIFT S	254.93			
			<b>254.93</b>	A/P	OUT-STD	
003941	06/26/13	CENTURY MANUFACTURING CORPORATION				
	523120	SCD-DISPOSAL-DRAIN CLEANER	131.26			
			<b>131.26</b>	A/P	OUT-STD	
003942	06/26/13	COX ELECTRONICS & COMMUNICATIONS				
	2-1658262	SCD-DISPOSAL-1 ACER TRAVELMATE	1107.29			
	2-1658267	SCD-DISPOSAL-LED MONITOR	146.84			
			<b>1254.13</b>	A/P	OUT-STD	
003943	06/26/13	GBS MOBILITY				
	B2B50IN138	WS-SOURCE-BLACKBERRY BATTERY	64.90			
			<b>64.90</b>	A/P	OUT-STD	
003944	06/26/13	GULLISON'S COURIER SERVICE				
	362625	WS-SOURCE-TO DOE LAB	28.25			
	362727	WS-SOURCE-TO DOE LAB	28.25			
	362728	WS-SOURCE-TO RPC	28.25			
	362807	WS-SOURCE-TO DOE LAB	28.25			
	362850	WS-SOURCE-TO DOE LAB	28.25			
			<b>141.25</b>	A/P	OUT-STD	
003945	06/26/13	KEITH'S BUILDING SUPPLIES				
	122101	WS-TRANS&DIST-COPPER AZOLE, SP	86.56			
			<b>86.56</b>	A/P	OUT-STD	
003946	06/26/13	MEGA-LAB MANUFACTURING CO. LTD.				
	128045	SCD-DISPOSAL-CAPTIVE 8 (2)	654.04			
			<b>654.04</b>	A/P	OUT-STD	
003947	06/26/13	PITNEY BOWES LEASING				
	791863671972	WS-TOWNHALL-POSTAGE METER LEAS	797.47			
			<b>797.47</b>	A/P	OUT-STD	

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003948	06/26/13 JUNE13/13*	PITNEY WORKS WS-POSTAGE METER REFILL	475.93 <b>475.93</b>	A/P	OUT-STD	
003949	06/26/13 INV03426484	XPLORNET WS-MAXWELLXING-SATELITE SERVIC	73.44 <b>73.44</b>	A/P	OUT-STD	
003950	06/26/13	EMCO CORPORATION				
	2799377-00	SCD-#9-6" LUG WAFER BUTTERFLY	395.50			
	2800045-00	WS-TRANS&DIST-ADPT FE COP, NUT	694.52			
	2800045-01	WS-TRANS&DIST-NUT & GSKT PJ	108.21			
	2800045-02	WS-TRANS&DIST-STRT MTR-MIP CON	114.58			
	2800045-03	WS-TRANS&DIST-CPLGS	73.90			
	2800155-00	SCD-#9-B/F WFR STY	346.06			
	2800361-00	WS-TRANS&DIST-TEES, BOLTS	1182.73			
			<b>2915.50</b>	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$202,047.65			
		Void:	\$0.00			

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

June 2013

Frank G. Godsoe Chartered Accountant (Consulting Fees - PSAB  
Implementation, Cheque #78)

10,546.86

**Total**

**\$10,546.86**

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

DATE: July 22, 2013

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

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

DATE: July 22, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on June 25, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**TUESDAY, JUNE 25, 2013 @ 7:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor John Quartermain; Deputy Mayor John Ames (arrived at 7:50 p.m.); Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; CAO/Development Officer John Ferguson; Town Clerk Joan Flewelling; and Human Resource and Office Manager Alison Estey.

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 Councillor Booth and **SECONDED** by Councillor Harding 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 9:50 p.m.

---

Joan M. Flewelling  
Town Clerk

---

Dated

**AGENDA**  
**COMMITTEE MEETING**  
**TUESDAY, JUNE 25, 2013 @ 7:00 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: July 22, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on June 27, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**THURSDAY, JUNE 27, 2013 @ 4:00 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; Town Clerk Joan Flewelling; and Human Resource and Office Manager Alison Estey.

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 Councillor Harding and **SECONDED** by Councillor Booth 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 4:45 p.m.

---

Joan M. Flewelling  
Town Clerk

---

Dated

**AGENDA**  
**COMMITTEE MEETING**  
**THURSDAY, JUNE 27, 2013 @ 4:00 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: July 22, 2013

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

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

**COMMITTEES MEETING**

THAT the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; and Planning, Promotion and Tourism held on July 10, 2013 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, JULY 10, 2013 @ 5:00 P.M. – 8:00 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* – three (3) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was MOVED by Councillor MacEachern and SECONDED by Councillor Booth that the above-noted five (5) items, along with one (1) additional Financial Matter and two (2) additional Labour and Employment Matters be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Deputy Mayor John Ames and Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

It was MOVED by Councillor MacDonald and SECONDED by Councillor MacEachern that the agenda be approved with one (1) addition: Request to Hold Event: International "Homecoming" Festival be added as (iii) 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.

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

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

Sergeant MacKnight advised that it is a busy time of year with the various events scheduled.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Dangerous or Unightly Premises – Best Practices Steps – Received for information only.
- (iii) Unightly Property: 10 Eaton Street - Letter from the Building Inspector dated July 3, 2013 with attached documentation was received and reviewed, and further details will be discussed as a Financial Matter in the closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.
- (iv) Unightly Property: 63/65 King Street - Letter from the Building Inspector dated July 3, 2013 with attached documentation was received and reviewed, and further details will be discussed as a Financial Matter in the closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.
- (v) Report of the Development Office – The report of the Development Office was received and reviewed.
- (vi) Animal Control Report – The Animal Control Report was received and reviewed.
- (vii) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.

- (viii) Town Property – 183 Pleasant Street – Memo from the Director, Parks, Recreation and Property Management dated July 4, 2013 with attachments was received and reviewed.

After discussion, it was agreed to further discuss this property in the closed session when reviewing the list of Town-Owned Land & Property as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

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

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.

In addition to the Director's report, Committee directed the Chief Administrative Officer to research the possibility of a recycling depot ("blue bins") placed in a suitable area in Milltown Heights. Information will be provided at a later date.

- (ii) Garcelon Civic Center – The Work Progress Update for the period June 3, 2013 through July 8, 2013 from E. A. Farren, Limited was received and reviewed.
- (iii) 2014 NB Sports Hall of Fame Induction Ceremony – Memo from Mayor Quartermain dated July 4, 2013 with attached documentation from Dalhousie, host of this year's induction ceremony, was received and reviewed.

It was agreed that a Committee be established consistent with the successful bid application submitted by the Chief Administrative Officer on March 14, 2013, in order to begin planning next year's event.

A motion will be considered at the next Regular Session of Council on Monday, July 22, 2013, authorizing the establishment of the Committee, with members consistent to the above-noted bid application, along with Mayor Quartermain, Deputy Mayor Ames, Councillor MacDonald and Councillor Maxwell.

- (iv) Artificial Turf Field Committee – Memo from Deputy Mayor Ames dated June 27, 2013 was received and reviewed.

After discussion, it was agreed that a Committee will be established with the following members:

Tony White, Chair  
Mayor Quartermain  
Deputy Mayor Ames  
Councillor MacDonald  
John Ferguson, Chief Administrative Officer  
Mike O'Connell, Director, Parks, Recreation and Property Management

A motion will be considered at the next Regular Session of Council on Monday, July 22, 2013, authorizing the establishment of the Committee with the above-mentioned members, along with other members from the greater community who will be invited to join, subject to Council approval.

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

- (i) Report of the Finance Department - No report this month due to the Treasurer's vacation.
- (ii) Cheque Register for month of June 2013 – Memo from the Assistant Treasurer dated July 5, 2013 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 22, 2013.
- (iii) Financial Request – Letter from the President and Program Director of Go Ahead Seniors Inc. dated June 12, 2013 was received and reviewed.

Committee agreed that a letter be sent from the Mayor's Office to advise that no funding is available in the Town's 2013 budget for a grant to their organization, and suggest more details be sent to the Town for consideration during the 2014 budget process.

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

- (i) Request to Hold Event – Charlotte County Alternative Transportation Association Inc. (Charlotte Dial A Ride) – Letter from the Executive Director dated July 3, 2013 was received and reviewed.

Committee supports the request to hold a "ball drop" fundraiser and directed the Chief Administrative Officer to contact the Town's insurance broker to confirm insurance coverage for such an event, and if so, a motion will be considered at the next Regular Session of Council on Monday, July 22, 2013.

- (ii) Request to Hold Event – Letter from Alex Booth dated July 5, 2013 was received and reviewed.

Councillor Booth declared a conflict of interest and left Council Chambers at 5:50 p.m.

The majority of Committee directed the Chief Administrative Officer to contact the Town's insurance broker to confirm whether or not Mr. Booth could be considered a volunteer of the Town, and if so, a motion will be considered at the next Regular Session of Council on Monday, July 22, 2013 granting permission to hold a musical event at the Milltown Bandstand on Friday, July 27, 2013 from 7:00 p.m. until 9:30 p.m.

Councillor Harding stated her opposition to the above-noted direction. Councillor Booth returned to Council Chambers at 5:55 p.m.

- (iii) Request to Hold Event: International "Homecoming" Festival - Letter from Canadian Co-Chair dated July 9, 2013 with attached brochure was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 22, 2013 to grant permission to hold its festival from August 2 – 11, 2013.

4. DELEGATIONS/PRESENTATIONS

- (i) CHCO-TV – Patrick Watt, Station Manager, was not in attendance. Jay Remer, The Etiquette Guy with CHCO-TV, was in attendance and advised that CHCO-TV is New Brunswick's independent television channel with studio and broadcasting facilities located in St. Andrews and production facilities located on Grand Manan Island and Harvey, NB. CHCO is one of seven independent community channels on Bell TV. CHCO has recently received a transmitter as a donation from CBC and would like to find a suitable location within Town for its installation, and the Station would cover the installation cost.

Committee supported the community channel and the Mayor thanked Mr. Remer for his presentation and advised that a suitable location will be researched.

5. NEW BUSINESS

No new business.

6. ADJOURNMENT

The meeting moved into closed session at 6:20 p.m. and adjourned at 8:30 p.m.

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, JULY 10, 2013 @ 5:00 P.M. – 8:00 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* – three (3) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

**OPEN COMMITTEES MEETING**

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

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

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

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

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

- (i) Report of Building Inspection Office
- (ii) Dangerous or Unightly Premises – Best Practices Steps – For Information Only
- (iii) Unightly Property: 10 Eaton Street – Letter from Building Inspector dated July 3, 2013 with attachments:
  - Schedule “A”
  - Notification Process

- (iv) Unightly Property: 63/65 King Street – Letter from Building Inspector dated July 3, 2013 with attachments:
  - Schedule “A”
  - Notification Process
- (v) Report of the Development Office
- (vi) Animal Control Report
- (vii) Report of the Property Management Office
- (viii) Town Property – 183 Pleasant Street – Memo from Director, Parks, Recreation and Property Management dated July 4, 2013 with attachments:
  - Three (3) photos

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

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center – Work Progress Update from E. A. Farren, Limited – Information to follow.
- (iii) 2014 NB Sports Hall of Fame Induction Ceremony – Memo from Mayor Quartermain dated July 4, 2013 with attachments:
  - Information from Dalhousie – host of the 2013 NB Sports Hall of Fame Induction Ceremony
- (iv) Artificial Turf Field Committee – Memo from Deputy Mayor Ames dated June 27, 2013.

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

- (i) Report of the Finance Department – No report this month due to vacation.
- (ii) Cheque Register for month of June 2013 – Memo from Assistant Treasurer dated July 5, 2013 with attachment:
  - Cheque Register
- (iii) Financial Request – Letter from President and Program Director, Go Ahead Seniors Inc., dated June 12, 2013.

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

- (i) Request to Hold Event – Charlotte County Alternative Transportation Association Inc. (Charlotte Dial A Ride) – Letter from Executive Director dated July 3, 2013.
- (ii) Request to Hold Event – Letter from Alex Booth dated July 5, 2013.

**AGENDA  
COMMITTEES  
JULY 10, 2013**

**3**

**4. DELEGATIONS/PRESENTATIONS**

- (i) CHCO-TV – Presentation by Patrick Watt, Station Manager – letter dated June 11, 2013.**

**5. NEW BUSINESS**

**6. ADJOURNMENT**

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

DATE: July 22, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on July 15, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**MONDAY, JULY 15, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor John Quartermain; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; CAO/Development Officer John Ferguson; Town Clerk Joan Flewelling; and Human Resource and Office Manager Alison Estey.

**ABSENT:** Deputy Mayor John Ames.

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item
- (ii) **Labour and Employment Matter** - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items
- (iii) **Personal Information Matter** – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

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

4. **ADJOURNMENT**

The meeting adjourned at 8:50 p.m.

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**MONDAY, JULY 15, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item
- (ii) Labour and Employment Matter - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items
- (iii) Personal Information Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

4. ADJOURNMENT

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

DATE: July 22, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on July 17, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**WEDNESDAY, JULY 17, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **ITEM**

Motion to move into closed session as per:

- (ii) 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 Deputy Mayor Ames 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 6:30 p.m.

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

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEE MEETING**  
**WEDNESDAY, JULY 17, 2013 @ 6:00 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: July 22, 2013

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

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

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on July 18, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**THURSDAY, JULY 18, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

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

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 Harding 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 6:50 p.m. at which time Council accepted the Mayor's recommendation to call an emergency Special Council meeting as outlined in the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", Section 9.02(1)(b).

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**THURSDAY, JULY 18, 2013 @ 6:00 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: July 22, 2013

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

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

**STAFF REPORTS**

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

## **Public Works Report for June 2013**

FROM: Lee Johnson Director of Operations  
DATE: July 03, 2013

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

- a) 2 Gate Valves were installed.
- b) Water meters were read.
- c) 2 Hydrants were installed.
- d) 660 meters of water main was installed on Boundary.

### **2:Streets:**

- a) Started painting crosswalks.
- b) Patched street cuts.
- c) Installed signs at Tim Horton's on King Street.
- d) Installed sign posts for new crosswalks on Milltown Blvd.

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

- a) Lift station and Lagoon maintenance.
- b) Flushed main sewer collector from Hawthorne to Duke Street and Salmon Falls to Hill Street.
- c) 1 Sewer Lateral was flushed and videoed.

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

- a) Contractor started Spring Work on deficiencies.

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

Parks

- The Splash Pad has been out of order a couple of times this summer. We have repaired the problem, so we shouldn't have any more issues.
- The playing fields have been closed a lot this summer due to the wet weather. The teams have all respected our closures, so luckily there has been very little damage done.
- Assisted with Canada Preparations.
- Helping with set-up for Hub City Stunt Show.
- Daily field inspections during wet weather
- Working with Youth Soccer, Minor Baseball, Adult Leagues on field schedules

Pool

- The bricks around the Pool deck have sunk into the ground in a few areas. We are looking at having this repaired.
- Normal hours have begun at the Pool.
- The bus is all set up again this summer to bring kids from downtown area to the Milltown pool for Public Swim.
- Registration numbers seem to be down, hopefully we see an increase for 2<sup>nd</sup> session.
- Ongoing pool staff training
- Planning Lifeguard course
- New report cards for Swimming program
- Pricing lifeguard uniforms

Other

- Have replaced a lot of the broken Skatepark equipment. Kids seem to be enjoying it.
- Continue to work on Civic Center.
- Met with the Manager's of QPlex, discussed any issues they have encountered and how we can avoid same.
- The Province is looking for us to have the Panels installed for the Promenade of Premiers. Once these are up, they are asking that we have a special unveiling ceremony.
- Jumpstart has once again been very generous. Not only have they provided thousands of dollars in registration money, we also just received a large shipment of free sporting equipment.

- Attended the CiB meetings.
- Paperwork for student grants
- Ongoing arena operations – AR/ AP, cleaning, repairs, meeting prep ,etc.
- Tennis Camp registrations and supplies
- Kidsport fund administration
- Run for Chocolate event organizing

Meetings

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Royal Life Saving Society National Board</li> <li>• Lifesaving NB Board meeting</li> <li>• Arena Board meeting</li> <li>• Debbie Allen - QPlex</li> <li>• Turf Maintenance contractors</li> </ul> | <ul style="list-style-type: none"> <li>• Communities in Bloom</li> <li>• Civic Center meetings</li> <li>• Chocolate Fest Inc. Board</li> <li>• Lifesaving NB</li> <li>• Run for Chocolate event</li> </ul> |
|--|--|

Michael O'Connell  
 Director Parks, Recreation  
 & Property Management

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

**Facilities**

- Met with lawyer to go over new airport leases.
- HVAC system at the VIC is not working properly. Had to buy them some portable units until all parts come in.
- Assisted in getting airport ready for Bike Stunt Show.
- Heating unit was repaired at library.
- Repaired some asphalt at the RCMP station.

**Other**

- Worked on JAD Campbell Memorial Scholarship.
- Province cleaned up graffiti on their sign at the traffic circle.

**Meetings**

- George Laviolette
- Rob Mann
- Clarence Demerchant
- James Mosher

Michael O'Connell  
Director Parks, Recreation  
& Property Management

## St. Stephen Fire Department Report for June 2013

Alarms were: Town Alarms           7  
                   Out of Town Alarms    2  
                   Mutual Aid-Calais       0  
                   - Rural Fire           0  
   9

Alarms are described as being:

		# of firefighters	# of hours
1. Assist Ambulance NB	3	22	32
2. Motor Vehicle accident	1	18	18
3. Alarm system activation	3	26	33
4. Rescue ( person trapped under vehicle)	1	12	12
5. Vehicle Fire	1	12	18

Calls dispatched for the period of this report   34

Fire Department Activities for June 2013

1. Monthly meeting of the fire department
2. Fire Department members assisted at the Relay for Life-, lighting, first aid, assist with food tent, assist with set up and take down.
3. Two training sessions in June- Methamphetamine Labs, Grow Ops  
     – New Rescue tools and Techniques
4. Attended the Milltown Elementary Schools "Fun Day" with the departments water slides.

Fire Chiefs Activities:

1. Worked 5 shifts as a relief driver for staff on vacation
2. Working on specifications on a 'Ladder truck'.
3. Attended a seminar on Radio Interoperability in St. Andrews put on by CITIG dealing with cross border radio issues.
4. Took time off for family issues.

July 2, 2013

To: CAO – St. Stephen

Fr: By-Laws & Building Inspection

Re: July 2013 – Report

- Continue to monitor two (2) hr parking issues King St to Prince William/Union Streets – east/west sides. Responding as complaints are received.
- Working with Building Inspector concerning several Dangerous and Unsightly Premises. Two (2) estimates for demolition obtained and will be submitted with the building inspector's report. Pursuant to Section 190.04 of the Municipalities Act council has the final say as to whether or not the building(s) are to be demolished.
- Three (3) sign permits issued. Portable and off site signs issues being addressed
- Attended Atlantic By-Law Enforcement conference in Bay Roberts, NL June 16- 20. Excellent training sessions and as with all training seminars the networking proved invaluable. Made a presentation to host the Conference in St. Stephen in 2015. Presentation was very well received. The Executive of the Association will make a decision with ample time so that the venue and accommodations can be secured.
- Corresponding with the public on a daily basis with matters relating to Zoning Issues, Building By-law and other by-laws
- Corresponding with law firms as it relates to any outstanding invoices/zoning issues with properties due to re-financing or impending sales
- Signing off of bills and preparation of reports to Stats Canada, Service New Brunswick & CMHC

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

## **JUNE REPORT**

**2013**

### **BUILDING INSPECTION**

The month of June has brought in a total of 16 (sixteen) permits which represents \$168,400.00 in building costs.

We issued no Stop Work Orders in the month June. We have 2 (two) ongoing Orders to Comply one on a very serious matter.

Our office dealt with and has filed 25 (twenty-five) Occurrences reports and filed 22 (twenty-two) 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

July 2, 2013

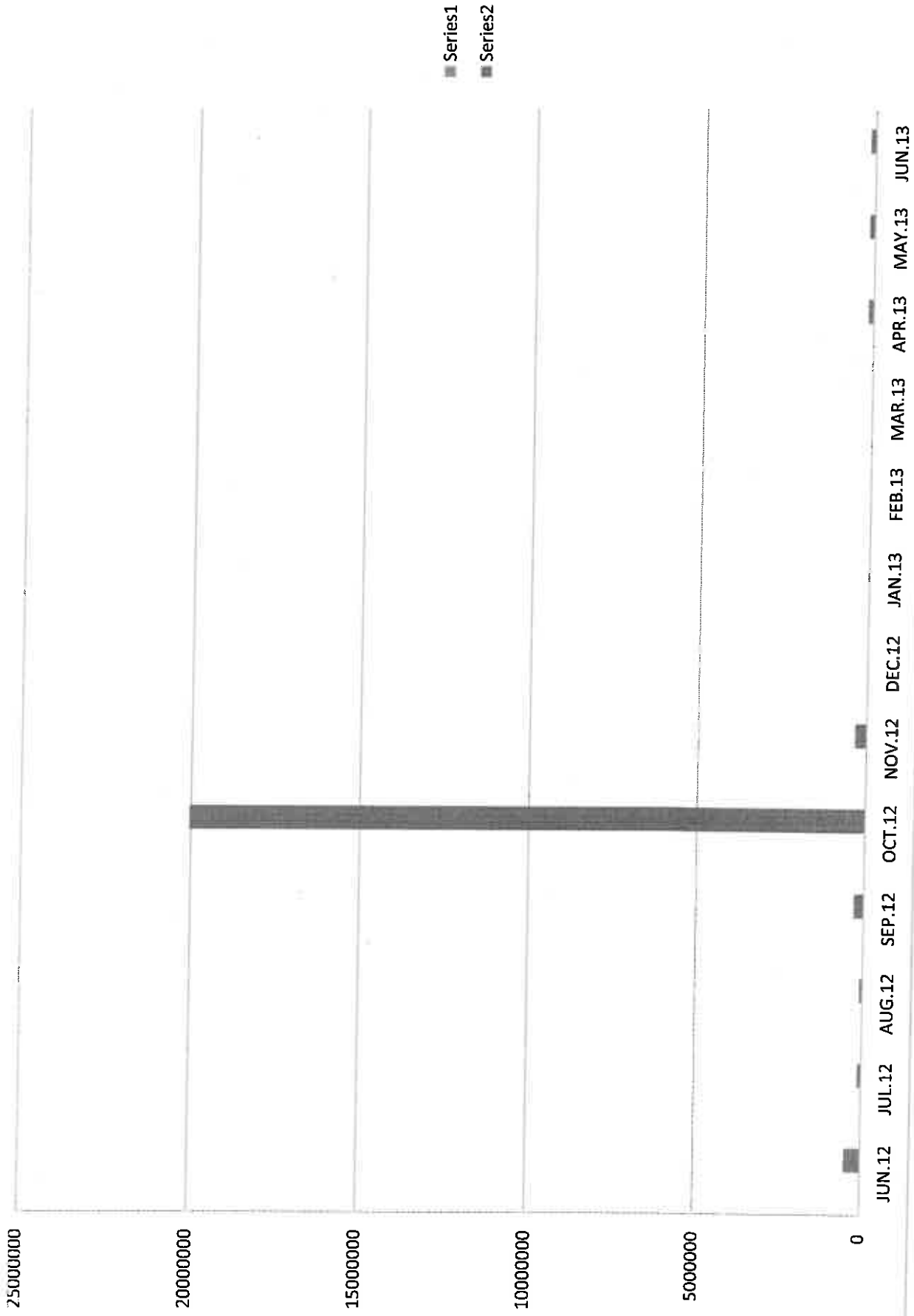
To: CAO – St. Stephen

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

Re: JUNE- 2013

- Sixteen (16) Building – Demo permits issued – Totalling \$165,400
- Two building Permit Waivers issued

# BUILDING PERMIT CHART JUNE 2012-JUNE 2013



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

DATE: July 22, 2013

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

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

**EMERGENCY: A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE  
MAYOR**

**WHEREAS** Section 12(2) of the *Municipalities Act* provides that all members of Council present may declare by resolution that an emergency exists and thereafter a by-law may be read three times at the one meeting of Council;

**THEREFORE** be it unanimously resolved that an emergency exists and By-Law No. A-10, being "A By-Law Respecting the Duties and Powers of the Mayor", be read three times at this Council meeting.

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

DATE: July 22, 2013

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

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

**BY-LAW NO. A – 10 - “A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE MAYOR” – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. A – 10 – “A By-law Respecting the Duties and Powers of the Mayor” - for First Reading – Short Title Only.

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

DATE: July 22, 2013

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

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

**BY-LAW NO. A – 10 - “A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE MAYOR” – SECOND READING – READING IN ITS ENTIRETY**

**THAT** By-Law No. A – 10 – “A By-law Respecting the Duties and Powers of the Mayor” - be given **Second Reading – Reading in its Entirety.**

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

DATE: July 22, 2013

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

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

**BY-LAW NO. A – 10 - “A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE MAYOR” – THIRD AND FINAL READING – SHORT TITLE ONLY**

THAT By-Law No. A – 10 – “A By-law Respecting the Duties and Powers of the Mayor” - be given Third and Final Reading – Short Title Only.

## TOWN OF ST. STEPHEN

### BY-LAW NO. A-10

#### A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE MAYOR

WHEREAS the governance of The Town of St. Stephen is the responsibility of the elected council, including the mayor;

AND WHEREAS effective July 18, 2013 the Chief Administrative Officer for The Town of St. Stephen resigned;

AND WHEREAS the council has determined that until a new Chief Administrative Officer is selected by council the duties and responsibilities of the Chief Administrative Officer shall be the duties and responsibilities of the mayor who shall execute such duties and responsibilities without additional compensation;

AND WHEREAS the council has deemed it in the best interest of the town to repeal By-Law A-8, A By-Law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on September 21, 2009, By-law A-8.1, A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on January 24, 2011, By-Law A-8.2, A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on September 19, 2011 and amendments thereto and to prescribe duties and powers by by-law that shall confirm the role of the mayor as the head of the administration of the town and who shall be responsible for the implementation of such policies as formulated by the council;

NOW THEREFORE, the council for The Town of St. Stephen enacts as follows:

#### **Definitions**

1. The following definitions apply in this by-law:

“Act” means the *Municipalities Act*, R.S.N.B. 1973, Chapter M-22;

“council” means the mayor and councillors of the town;

“mayor” means the mayor of the town;

“town” means The Town of St. Stephen;

#### **Town Administration**

2. The mayor is the head of the administrative branch of the government of the town and is responsible to the council for the proper administration of the affairs of the town in accordance with applicable legislation, the by-laws of the town and the policies and resolutions adopted by the council.
3. The mayor shall keep the council informed concerning the affairs of the town, and shall recommend to the council such actions as may be necessary or expedient for the welfare of the town, or as required by the Act and other applicable legislation.

4. The council shall communicate with the employees of the town solely through the mayor, except that the members of council may communicate directly with employees of the town to obtain or provide information.
5. The council shall provide direction on the administration, plans, policies and programs of the town to the mayor.
6. No member of council, committee or member of a committee established by the council, other than the mayor, shall instruct or give direction to, either publicly or privately, an employee of the town.
7. The mayor shall communicate on behalf of staff to the council.

### **Responsibilities of the Mayor**

8. The mayor shall:
  - (a) coordinate and direct the preparation of plans and programs to be submitted to the council for the construction, rehabilitation and maintenance of all town property and facilities;
  - (b) ensure that the annual budget is prepared and submitted to council;
  - (c) be responsible for the administration of the budget after adoption;
  - (d) review the drafts of all proposed by-laws and policies and make recommendations to the council with respect to them;
  - (e) oversee the publication of all notices, ordinances or other documents required by law to be published and prepare, or approve, all reports which the town or any of the officers thereof are required by law to prepare; and
  - (f) together with such other officer of the town authorized for signing cheques, sign cheques on behalf of the municipality.
9. The mayor shall, for the purpose of carrying out his responsibilities under this by-law:
  - (a) attend, or designate an employee of the town to attend on his behalf, all meetings of the council and any board, committee, commission or corporation of the town and at such meetings the mayor or the designated employee may make observations and suggestions on any subject under discussion;
  - (b) recommend to the council the appointment, employment, suspension or dismissal of any employee and, in situations where considered prudent and necessary by the mayor, take action to employ or suspend an employee without seeking prior approval of the council, but such action shall be reported to the council as soon as practical, and if two-thirds of the whole council vote in favour, the council may review and take such action as it deems appropriate;
  - (c) when appropriate, but not exclusively, communicate and liaise with senior government departments and employees on behalf of the town;
  - (d) subject to policies adopted by the council and notwithstanding section 15.03 of By-Law No. A-2, A By-Law Respecting Procedure of the Town Council and Town Administration passed by town council on September 20, 2004,
    - (i) make or authorize expenditures, and, subject to subsection 5(2) of the Act, enter into contracts on behalf of the town, or anything required for the town where the amount of expenditure is budgeted or within the amount

- determined by the council by policy, and may delegate this authority to employees of the town;
- (ii) establish departments of the town administration;
  - (iii) recommend to the council a system of classification of positions of the town officers and employees and specify offices that may not be filled by the same person,
- (e) authorize, in the name of the town, and subject to applicable legislation and the common law, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of the legal action, defence or proceeding to the council at the next meeting and may, if the council so provides by policy, delegate this authority to employees of the town, but the council may by resolution limit this authority to the extent deemed appropriate from time to time; and
- (f) where the council so provides by policy, settle a legal action or proceeding in accordance with the policy.
10. In the event of temporary absence or disability, the mayor may designate a senior employee of the town to perform the duties set out in this by-law during that absence, and shall file a letter with the town clerk indicating that such action has been taken.
11. If the absence or disability of the mayor is judged to be of long term duration, the council may by resolution appoint a qualified staff, or other qualified person employed under special contract, to perform the required duties of this by-law until the mayor is able to resume the responsibilities of this by-law.

#### **Emergency Measurers Co-Ordinator**

12. The chief of the town fire department shall be the Emergency Measures Co-Ordinator for the town and oversee the coordinate and implementation of the town's emergency plan.

#### **Municipal Planning Officer**

13. The resolution of council #23/11 as stated in the Minutes of January 24, 2011, which reads

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

be rescinded retroactive to July 18, 2013.

14. The Director of Operations for the Town shall be the Town's Municipal Planning Officer as outlined in Section 16(1)(a)(ii) of the *Community Planning Act* (New Brunswick), and shall also be the Town's Development Officer as outlined in Section 16(2) of the *Community Planning Act* (New Brunswick) retroactive to July 18, 2013.
15. The council may by resolution rescind, amend or vary the appointments authorized in sections 12 and 14 hereof.

**Suspension of Procedural By-Law Provisions**

- 16. Section 20(1) of By-Law No. A-2, A By-Law Respecting Procedure of the Town Council and Town Administration passed by town council on the September 20, 2004 is hereby suspended until such date as determined by town Council.
- 17. Section 12.06(1) of By-Law No. A-2.1, A By-Law to Amend By-Law A.2 "A By-Law Respecting Procedures of the Town Council and Town Administration" passed by the town council on June 20, 2005 is hereby suspended to allow for the notice given for the meeting at which this by-law was considered and the town council hereby deems the notice requirements for the within by-law to have been met.

**Repeal Provision**

- 18. By-law A-8, A By-Law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on September 21, 2009, By-law A-8.1, A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on January 24, 2011, By-Law A-8.2, A By-Law to Amend a By-Law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on September 19, 2011 and amendments thereto, are hereby repealed.

**Amendment to Other By-Laws**

- 19. Unless otherwise set out herein, to the extent that any other by-law, resolution or policy of council refers to the office of the Chief Administrative Officer, such other by-law, resolution or policy shall be read as referring to the mayor or any designate appointed to fill the responsibilities of the mayor under this by-law.

**Conflicts**

- 20. If a provision of this by-law conflicts with or is inconsistent with a provision of any other municipal by-law or resolution, the provisions of this by-law shall prevail.

IN WITNESS WHEREOF The Town of St. Stephen has caused its corporate seal to be hereunto affixed to this by-law the 22<sup>nd</sup> day of July, 2013.

FIRST READING: July 22, 2013

SECOND READING: July 22, 2013

THIRD READING AND ENACTED: July 22, 2013

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

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

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

DATE: July 22, 2013

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police (RCMP) June 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  
JUNE 2013**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **June 1, 2013 to June 30, 2013 inclusive**. During this time period, the RCMP responded to 274 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

Checkstop	1
Other moving traffic	3
Moving traffic speeding	1
Tickets issued	15
Traffic Collision	6
Warnings issued	48

**PROVINCIAL STATUTES:**

Fail to stop/remain accident	2
False Abandoned 911	6
Fire Prevention Act	1
Intoxicated Person Detention Act	1
Liquor Control Act	2
Mental Health Act	3
Municipal Bylaws	3
Off road vehicle Act	1

**CRIMINAL CODE:**

Assault	8
Break and enter – residence	4
Carrying weapon in public meeting	1
Disturbing the peace/Causing a disturbance	3
Driving while disqualified	4
Extortion with firearm	1
Fail to comply with probation	1
Fail to comply with undertaking	1
Fraud	4
Harassing phone calls	1
Indecent act	1
Mischief damage to and/or Obstruct enjoyment of property	7

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

Continued from Page 1

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Operation of motor vehicle while being pursued by police	1
Other theft under \$5000	6
Public mischief	2
Theft from motor vehicle	2
Theft of motorcycle	1
Theft of car	1
Uttering threats against person	7
Uttering threats against property/animal	2

**OTHER FEDERAL STATUTES:**

Possession Schedule I – other	1
Possession for the purpose of trafficking – Schedule I - methamphetamine	1
Possession for the purpose of trafficking – Schedule III - other	1
Possession Schedule VIII – cannabis marihuana	1
Production Schedule II – cannabis marihuana	1
Trafficking Schedule I – other	1

**OTHER INVESTIGATIONS:**

Assistance to Canadian Federal Department	1
Assistance to Canadian Provincial Department	1
Assistance to Canadian Police (non-RCMP)	1
Assistance to General Public	9
Crime Prevention	6
False Alarms	8
Lost & Found	6
Peace bond	1
Person reported missing	5
Police Certificates	73
Request to locate individual	1
Suspicious person/vehicle	5

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

Arrested	9
Charged	8
Cleared Otherwise	9
Prisoners	2

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

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

DATE: July 22, 2013

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

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

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

THAT the Council of the Town of St. Stephen authorizes the establishment of a 2014 New Brunswick Sports Hall of Fame Annual Banquet and Induction Ceremony Committee (the Committee), consistent with the successful bid application submitted by the Chief Administrative Officer on March 14, 2013 with the following members:

- at least two (2) dedicated high profile sport builders and coaches;
- owner of Charlotte County GM car dealership;
- Chief Administrative Officer of the Town of St. Stephen;
- Best Western Plus Hotel owner;
- Executive Director of the Business Improvement Area (BIA);
- Executive Director of Development St. Stephen;
- Director of Parks, Recreation and Property Management;
- Assistant Director of Parks, Recreation and Property Management;
- at least two (2) members of the St. Stephen Town Council;
- Town of St. Stephen's Garcelon Civic Center Manager;
- Best Western Plus Hotel Manager;
- Best Western Plus Manager of Sales and Marketing;
- seasoned community volunteers;
- Town staff person - administrative support.

**AND FURTHER THAT** the Council authorizes the appointments of the following members to the Committee:

Mayor John Quartermain  
Deputy Mayor John Ames  
Councillor Debbie MacDonald  
Councillor Jim Maxwell

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

DATE: July 22, 2013

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

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

**ARTIFICIAL TURF FIELD COMMITTEE**

**THAT** the Council of the Town of St. Stephen authorizes the establishment of an Artificial Turf Field Committee (the Committee) with the following members:

Tony White, Chair  
Mayor John Quartermain  
Deputy Mayor John Ames  
Councillor Debbie MacDonald  
Mike O'Connell, Director, Parks, Recreation & Property Management

**AND FURTHER THAT** other members from the greater community will be invited to join, subject to Council approval.

**AND ALSO FURTHER THAT** terms of reference shall be established at the initial meetings of the Committee, and such terms shall be subject to Council approval.

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

DATE: July 22, 2013

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

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

**APPROVAL OF EVENT - CHARLOTTE COUNTY ALTERNATIVE  
TRANSPORTATION ASSOCIATION INC. (CHARLOTTE DIAL A RIDE)**

THAT the Council of the Town of St. Stephen approves the request from Charlotte Dial A Ride to hold a "ball drop" fundraiser on Hawthorne Street on Sunday, September 22, 2013 at 2:00 p.m. and assistance will be provided to drop the balls, as well as the proper placement of barricades.

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

DATE: July 22, 2013

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

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

**APPROVAL OF EVENT – INTERNATIONAL “HOMECOMING” FESTIVAL**

**THAT** the Council of the Town of St. Stephen grants permission to the International “Homecoming” Festival to hold its festival from Friday, August 2 to Sunday, August 11, 2013 as outlined in its brochure.

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

DATE: July 22, 2013

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

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

**DEMOLITION – 10 EATON STREET**

**THAT** the Council of the Town of St. Stephen declares 10 Eaton Street (PID # 01307644), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building, in the amount of \$5,593.50 (five thousand, five hundred and ninety-three dollars and fifty cents), including HST, being the low quote of three quotes obtained.

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

DATE: July 22, 2013

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

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

**DEMOLITION – 63/65 KING STREET**

**THAT** the Council of the Town of St. Stephen declares 63/65 King Street (PID # 15165954), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building, in the amount of \$44,036.10 (forty-four thousand, thirty-six dollars and ten cents), including HST, being the low quote of three quotes obtained.

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

DATE: July 22, 2013

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

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

**PID 15193709 AND 15193717 - LAND TITLES CONVERSION DOCUMENTS**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute on behalf of the Town of St. Stephen a Form 2, Affidavit of Applicant with respect to PID 15193709 and PID 15193717 and an Appointment of Agent to Gregory C. MacDonald of the law firm MacDonald Ames, all in the form submitted to the Council for the Town of St. Stephen, and as previously directed to the Town Clerk in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* on July 15, 2013.

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

DATE: July 22, 2013

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

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

**RESCINDING OF RESOLUTION (APPOINTMENT - ACTING TOWN CLERK)**

**THAT** Resolution # 64/11 as stated in the Council Minutes of March 21, 2011, which reads

**THAT** the Council of the Town of St. Stephen appoints the Chief Administrative Officer (CAO) to act as the Town Clerk (Clerk), in the absence of the Clerk, and the CAO is authorized to direct a member of staff to act from time to time if he so desires. **CARRIED**

be rescinded retroactive to July 18, 2013.

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

DATE: July 22, 2012

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

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

**APPOINTMENT - ACTING TOWN CLERK**

**THAT** the Council of the Town of St. Stephen appoints the Human Resource and Office Manager to act as the Town Clerk in the absence of the Town Clerk.

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

DATE: July 22, 2013

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

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

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

**THAT** the Council of the Town of St. Stephen appoints John Quartermain, the Mayor of the Town of St. Stephen, to replace John Ferguson, former Chief Administrative Officer, as management committee member and committee co-chair, representing the Town of St. Stephen, on the Agreement Management Committee of the Building Canada Fund – Major Infrastructure Component (Contribution) Agreement with Infrastructure and Communities Canada signed and sealed on November 26, 2012, by the Mayor and Town Clerk and for the Town of St. Stephen's Garcelon Civic Center.

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

DATE: July 22, 2013

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

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

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER -**  
**INSTALLATION OF TRANSFORMER PAD**

**THAT** the Council of the Town of St. Stephen authorizes the unbudgeted capital expenditure of \$2,305.36 (two thousand, three hundred and five dollars and thirty-six cents) plus HST, to NB Power, for installation of a transformer pad to permit permanent connection of electrical power to the Town of St. Stephen's Garcelon Civic Center.

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

DATE: July 22, 2013

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

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

**CLOSED SESSION**

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

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

DATE: July 22, 2013

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.