

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

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Save Ocean Science (SOS) – Presentation by Nancy Aiken, Member of the SOS Committee.
  - (b) Daffodil Month and Daffodil Day – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – February 25, 2013
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you card from Patrick Lyons recipient of the JAD Campbell Memorial Scholarship.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – March 13, 2013
  - (b) Planning Advisory Committee Meeting – Acceptance of Minutes – December 10, 2012

11. STAFF REPORTS
  - (a) Finance Department
  - (b) Public Works Department
  - (c) Department of Parks, Recreation and Property Management
  - (d) Fire Department
  - (e) Department of By-laws and Building Inspection
  - (f) Development Office
  
12. UNFINISHED BUSINESS
  
13. CONSIDERATION OF BY-LAWS
  
14. NEW BUSINESS
  - (a) Royal Canadian Mounted Police – Monthly Report
  - (b) Application for Financing – Water & Sewerage Fund
  - (c) Cost of Living Freeze – Mayor and Councillors
  - (d) Out-of-Province Travel: Manager, By-Laws and Building Inspection
  - (e) Reappointments – The Charlotte County Hospital Foundation, Inc.
  - (f) Chair and Vice-Chair Appointments – Planning Advisory Committee
  - (g) Council Appointee – 2013 Communities in Bloom Committee
  - (h) Council Appointee – St. Stephen Development Board
  - (i) Rescinding of Resolution (Parks and Recreation Department – Vehicle Purchase – 2007 Dodge Dakota)
  - (j) Rescinding of Resolution (Transfer from General Capital Reserve Fund)
  - (k) Parks and Recreation Department – Vehicle Purchase – 2008 Dodge Dakota
  - (l) Transfer from General Capital Reserve Fund
  - (m) Fundraising Road Toll – Chocolate Festival Operating Committee
  - (n) Approval of Event – Chocolate Fest
  - (o) Host Proposal – 2014 New Brunswick Sports Hall of Fame Annual Induction Ceremony and Banquet
  - (p) Recruitment – The Town of St. Stephen's Garcelon Civic Center Manager
  - (q) General Capital Reserve Fund Transfer
  - (r) Vacation Carry-Over
  
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

**3.**

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

DATE: March 25, 2013

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

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

**AGENDA**

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

5.(a)

## Joan Flewelling

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**From:** Nancy Aiken [nganb@nbnet.nb.ca]  
**Sent:** Thursday, March 21, 2013 2:19 PM  
**To:** Joan Flewelling  
**Subject:** presentation to the St. Stephen Town Council

Your Worship and Members of Council:

Save Ocean Science (SOS) is a non-partisan, non-political committee of volunteers who organized last summer in response to the federal government's announcement in March, 2012 . That announcement, due to budget constraints ,stated that cuts were being made to the St. Andrews Biological Station. Those cuts in addition to being hurtful to the economy of Charlotte County damage the scientific capacity of the Biological Station. Our committee decided that it should focus on the most serious of the cut backs and on something that we might be able to reverse. So we focused on the St. Andrews Biological Station Library. The plan for its closure doesn't appear to be fully developed but what we know is: eventually (probably by September) all or at least most of the holdings will be transferred to the Bedford Institute of Oceanography in Halifax, N.S. and the library as we know it will be no more. This is a state-of-the art library opened last year at a cost of over 4 million dollars. Right now holdings are being prepared for the transfer.

This Library is particularly important because it is a resource to roughly 20 organizations from the fishing industry to universities, from international research scientists to local scientists from aquaculture groups to conservation groups. Huntsman Marine Science Centre is a major user of this *Library*.

Since last summer the SOS committee has met with government and community leaders, written letters, done interviews, held a public information rally with scientists, academics and politicians (over 200 people attended), had a demonstration of over 600 people forming the letters "SOS" and created an SOS website [www.saveoceanscience.ca](http://www.saveoceanscience.ca) Our committee has sent a proposal to Fisheries and Oceans Minister Keith Ashfield requesting a meeting with him before additional steps are taken to close the Library.

These cuts, especially the closure of the Library, will have a serious negative impact on Charlotte County's already struggling economy. The small towns in Charlotte County are one economic community with people and families working in one town and living in another. From kids in school to shopping, and health care ; what happens in one town impacts all of us.

Thank you very much for this opportunity. I am looking forward to answering some of your questions.

Nancy Aiken  
Save Ocean Science Committee

**PROCLAMATION**

**DAFFODIL MONTH**

**AND**

**DAFFODIL DAY**

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

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

**WHEREAS**, *Daffodil Month* and *Daffodil Day* are opportunities for residents of St. Stephen to show their support in the fight against cancer; now, therefore, be it

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

**RESOLVED**, that April is officially recognized as *Daffodil Month*, and April 27, 2013 is officially recognized as *Daffodil Day*.

I, John Quartermain, Mayor of St. Stephen, do hereby proclaim April to be “Daffodil Month”, and April 27, 2013, to be “Daffodil Day” and strongly encourage all residents of St. Stephen to continue to recognize and support the Canadian Cancer Society and the fight against cancer.

7.(a)

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

DATE: March 25, 2013

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

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

**REGULAR COUNCIL MEETING**

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

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

1. PRAYER

2. RECORDING OF ATTENDANCE

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

ABSENT: Deputy Mayor John Ames and Councillor Marg Harding.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

37/13

**THAT** the Agenda be approved with three additions: Parks and Recreation Department – Vehicle Purchase – 2007 Dodge Dakota; Transfer from General Capital Reserve Fund; and Registration Fee - 2013 Communities In Bloom be added as 14. (h), (i) and (j), respectively, under NEW BUSINESS . **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Hands-only CPR Demo – Peter Turnbull, Sarah Clark and Eric Grant, Paramedics with Ambulance NB provided a very informative “hands-only CPR” demonstration.

Mr. Turnbull invited the public to a free demonstration at the St. Stephen Fire Hall on Tuesday, February 26, 2013 at 7:00 p.m.

Mayor Quartermain thanked the Paramedics for their demonstration.

6. NOTICES OF MOTIONS

No notices of motions.

MINUTES  
REGULAR COUNCIL  
FEBRUARY 25, 2013

2

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor MacDonald

38/13 THAT the Minutes of the Regular Council meeting held on January 28, 2013 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

39/13 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2013 be received. CARRIED

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Booth

40/13 THAT the paid bills in the amount of \$2,068,927.46 (two million, sixty-eight thousand, nine hundred and twenty-seven dollars and forty-six cents) be received.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Booth

Seconded by Councillor MacDonald

41/13 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 MacEachern

Seconded by Councillor Booth

42/13 THAT the Minutes of the Committee of Council meeting held on January 28, 2013 be approved as circulated. CARRIED

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor MacEachern

- 43/13 **THAT** the Minutes of the Committee of Council meeting held on February 4, 2013 be approved as circulated. **CARRIED**

**COMMITTEES MEETING**

Moved by Councillor MacEachern  
Seconded by Councillor MacDonald

- 44/13 **THAT** the Minutes of the Committees meeting – Public Works; Planning, Promotion and Tourism; Finance and Administration; Police and Fire; Property, By-Laws and Environment; and Parks and Recreation held on February 13, 2013 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Booth  
Seconded by Councillor Maxwell

- 45/13 **THAT** the following staff reports for the month of January 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

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

Moved by Councillor MacEachern  
Seconded by Councillor Maxwell

- 46/13 **THAT** By-Law No. A-9, being “A By-Law Respecting the Advising Commission of the Town of St. Stephen’s Garcelon Civic Center” – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 47/13 **THAT** the Royal Canadian Mounted Police (RCMP) December 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 48/13 **THAT** the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll in the vicinity of 70 Prince William Street on Saturday, September 14, 2013 between the hours of 8:00 a.m. and 5:00 p.m., with an alternate date of Saturday, September 21, 2013 between the hours of 8:00 a.m. and 5:00 p.m. **CARRIED**

GRANT AND FOUNDATION SEARCH SOFTWARE

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 49/13 **THAT** the Council of the Town of St. Stephen agrees in principle with the recommendation of the Chief Administrative Officer to purchase, for at least one year, a grant and foundation search software package from Metasoft Systems of Vancouver, British Columbia, which would simplify the search for grant and foundation applications.

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

OFF ROAD FIRE RESCUE UTILITY VEHICLE EQUIPMENT

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 50/13 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure, not to exceed \$4,500.00 (four thousand, five hundred dollars), to be used towards the purchase of an off road fire rescue utility vehicle equipment for the St. Stephen Fire Department. **CARRIED**

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

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

- 51/03 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign an Offer of Services for Dillon Consulting Limited retroactive to January 1, 2013 and expiring on December 31, 2013 to provide general planning advisory services for small tasks and individual budgets for each task will not exceed \$1,000.00 (one thousand dollars), and the overall standing offer budget will not exceed \$5,000.00 (five thousand dollars), without additional approvals from the Town Council. **CARRIED**

**PROPOSED DEVELOPMENT OF CLARK COURT PROPERTY**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 52/13 **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". **CARRIED**

**SALE OF VEHICLE**

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 53/13 **THAT** the Council of the Town of St. Stephen authorizes the sale of the 1998 GMC ½ ton pickup, Serial # 1GTEC14M6WZ537833 to David Richardson in the amount of \$500.00, plus HST, based on the appraisal the Town received from Downey Ford Sales Ltd. **CARRIED**

**PARKS AND RECREATION DEPARTMENT - VEHICLE PURCHASE – 2007**

**DODGE DAKOTA**

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 54/13 **THAT** the Council of the Town of St. Stephen authorizes the purchase of a used 2007 Dodge Dakota, Serial No. 1D7HE42K87S266946 for \$12,919.00 (twelve thousand nine hundred and nineteen dollars), including HST, and license fee from St. Croix Auto Ltd. **CARRIED**

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 55/13 **THAT** the amount of \$11,837.45 (eleven thousand eight hundred and thirty seven dollars and forty five cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2007 Dodge Dakota for the Parks and Recreation Department. **CARRIED**

**REGISTRATION FEE - 2013 COMMUNITIES IN BLOOM**

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

- 56/13 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$572.25 (five hundred and seventy-two dollars and twenty-five cents), including GST, in payment of the 2013 Communities in Bloom registration fee. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Councillor MacEachern**

- Attended the Maxwell Crossing Bridge meeting at the St. Stephen Middle School Auditorium.
- Attended a Growth Initiative meeting.
- Attended Atlantic Canada Opportunities Agency's funding announcement at the VIC for the Garcelon Civic Center.
- Attended two meetings with staff from Progress Magazine of Halifax, NS.

**Councillor Booth**

- Attended a St. Stephen Development Board meeting.
- Will be attending a Planning Advisory Committee meeting in the near future.

**Councillor MacDonald**

- Attended a meeting on the proposed artificial turf field.
- Attended the soccer awards ceremony at the St. Stephen High School.
- Attended a Growth Initiative meeting.
- Attended two meetings with staff from Progress Magazine of Halifax, NS.
- Attended an Arena Board meeting.
- Attended various Civic Center meetings.

Councillor Maxwell

- Attended various Town meetings.
- Attended the Maxwell Crossing Bridge meeting at the St. Stephen Middle School Auditorium.
- Attended the grand opening of Home Support Services' new location.
- Attended Atlantic Canada Opportunities Agency's funding announcement at the VIC for the Garcelon Civic Center and toured the Civic Center site.
- Attended a Chocolate Museum Operating Committee meeting.

Mayor Quartermain

- Met the Leader of the Liberal Party at a reception hosted by Teneo Properties.
- Attended the grand opening of Home Support Services' new location.
- Attended the soccer awards ceremony at the St. Stephen High School.

16. QUESTION PERIOD

David Whittingham, Town resident and owner of the Blair House Bed and Breakfast, and Director on the Charlotte Coastal Region Tourism Association (CCRTA) Board expressed his concern over Council's decision not to provide any financial support to CCRTA in 2013, and asked Council to reconsider.

Mayor Quartermain suggested more detailed information be provided on where the money is spent and agreed with Mr. Whittingham's request for CCRTA to re-present at the next Committees meeting on Wednesday, March 13, 2013.

17. ADJOURNMENT

**ADJOURNMENT**

Moved by Councillor Maxwell

Seconded by Councillor Booth

57/13 THAT the meeting adjourn at 7:45 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, FEBRUARY 25, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Hands-only CPR Demo – Presentation by Ambulance NB.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – January 28, 2013
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS  
COMMUNICATION FOR INFORMATION
  - (a) Letter from Mayor Quartermain to Manager, St. Croix Public Library, dated January 30, 2013.
  - (b) Letter from Mayor Quartermain to Honourable Claude Williams, Minister of Transportation and Infrastructure, dated February 15, 2013.
  - (c) Thank you card from the Giddens family.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – January 28, 2013
- (b) Committee of Council Meeting – February 4, 2013
- (c) Committees Meeting – Public Works; Planning, Promotion and Tourism; Finance and Administration; Police and Fire; Property, By-Laws and Environment; and Parks and Recreation – February 13, 2013

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (c) Grant and Foundation Search Software
- (d) Off Road Fire Rescue Utility Vehicle Equipment
- (e) Dillon Consulting Limited – Client Authorization to Proceed
- (f) Proposed Development of Clark Court Property
- (g) Sale of Vehicle

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

8. (a)

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

DATE: March 25, 2013

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

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

**STATEMENTS OF REVENUE AND EXPENDITURE**

**THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 28, 2013 be received.

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

	Actual To Date For the Two Month Ending February 28, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
<b>Revenue</b>				
Taxes	912,819	5,540,792	\$4,627,973	16%
Services Provided to Other Governments	0	184,662	184,662	0%
Sale of Services	383	125,548	125,165	0%
Other Revenue From Own Sources	30,766	227,764	196,998	14%
Unconditional Grants	109,523	819,907	710,384	13%
Conditional Transfers	0	5,000	5,000	0%
Other Transfers	118,919	866,203	747,284	14%
<b>Total Revenue</b>	<b>1,172,410</b>	<b>7,769,876</b>	<b>6,597,466</b>	<b>15%</b>
<b>Expenditure</b>				
General Government Services	190,696	1,000,836	810,140	19%
Protective Services	159,340	2,067,208	1,907,868	8%
Transportation Services	269,194	1,771,027	1,501,833	15%
Environmental Health Services	39,057	265,415	226,358	15%
Environmental Development Services	39,219	251,055	211,836	16%
Recreational and Cultural Services	75,933	1,031,328	955,395	7%
Fiscal Services	106,151	1,375,007	1,268,856	8%
Other	0	8,000	8,000	0%
<b>Total Expenditures</b>	<b>879,590</b>	<b>7,769,876</b>	<b>6,890,286</b>	<b>11%</b>
<b>Surplus (Deficit)</b>	<b>\$292,820</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Two Months Ending February 28, 2013</b>	<b>Budget For the Year Ending December 31, 2013</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$95,536	\$2,054,325	\$1,958,789	5%
Other Revenue From Own Service	27,590	168,464	140,874	16%
<b>Total Revenue</b>	<b>123,126</b>	<b>2,222,789</b>	<b>2,099,663</b>	<b>6%</b>
<b>Expenditures</b>				
Water Supply	138,740	1,013,981	875,241	14%
Sewerage Collection and Disposal	75,663	650,953	575,290	12%
Fiscal Services	50,570	557,855	507,285	9%
<b>Total Expenditures</b>	<b>264,973</b>	<b>2,222,789</b>	<b>1,957,816</b>	<b>12%</b>
<b>Surplus (Deficit)</b>	<b>(\$141,847)</b>	<b>\$0</b>		

8. (b)

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

DATE: March 25, 2013

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,172,822.47 (one million, one hundred and seventy-two thousand, eight hundred and twenty-two dollars and forty-seven cents) be received.

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

**Visa:**

**January 2013**

John Ferguson (CAO Travel, Gen Govt Computer Goods, Gen Govt  
Office and Supplies) 159.96

**February 2013**

John Ferguson (CAO Travel, Gen Govt Office and Supplies) 503.08

**Total**

**\$663.04**

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

February 2013

Brayden Farrell (Irving Randall Todd Scholarship - Final  
Installment - Cheque #55)

2,000.00

**Total**

**2,000.00**

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

**February 2013**

E.A. Farren Limited (Project Management for Garcelon Civic Center Project for the months of December and January, 2013 - Cheque #68)	34,407.64
Gullison's Courier Service (Courier - RDC Funding Claim to Fredericton, NB, on February 4, 2013 - Cheque #70)	28.25
Dora Construction Limited (Design Build Contract - Invoice #4293 (Lien) - Cheque #71)	231,246.00
Frank G. Godsoe Chartered Accountant (Accounting and Advisory Services for Month of January, 2013 - Cheque #72)	3,977.60
<b>Total</b>	<b><u>269,659.49</u></b>

**Town of St. Stephen**  
**BNK1 General Bank Account**  
**From: 000000 to 011974**

**CHEQUE REGISTER**

Printed: 14:52, Mar 05/2013

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
011713	02/01/13	HERITAGE COURT HOLDINGS LIMITED				
	FEB01/13	GG-TOWNHALL-FEB LEASE	5323.40			
	IN000005445*	GG-TOWNHALL-OPERATING COST CRE	-116.11			
			<b>5207.29</b>	A/P	OUT-STD	
011841	02/06/13	BLAKNEY'S TRUCKING				
	369617	TS-ST5-ROAD SALT DELIVERY	1232.26			
			<b>1232.26</b>	A/P	OUT-STD	
011842	02/06/13	BRIGGS PLUMBING INC.				
	106000	PS-RCMP-KITCHEN TAPS REPAIR	82.18			
			<b>82.18</b>	A/P	OUT-STD	
011843	02/06/13	CANADIAN SPRINGS				
	9907875996	GG-TOWN-WATER	16.04			
	9908075941	PS-RCMP-WATER	33.75			
			<b>49.79</b>	A/P	OUT-STD	
011844	02/06/13	EAST COAST INTERNATIONAL TRUCKS				
	3-230150007	TS-SHOP-DIESEL EXHAUST FLUID,	209.33			
	3-230280033	TS-#5-WIPER BLADE	31.87			
			<b>241.20</b>	A/P	OUT-STD	
011845	02/06/13	KONICA MINOLTA BUSINESS SOLUTIONS (				
	CONIN02128886	GG-TOWNHALL-COPIER CHARGES	101.84			
			<b>101.84</b>	A/P	OUT-STD	
011846	02/06/13	KONICA MINOLTA				
	4561307	GG-TOWN HALL-COPIER LEASE FEB	122.55			
			<b>122.55</b>	A/P	OUT-STD	
011847	02/06/13	MARITIME COFFEE SERVICE				
	IN00172252	PS-FIRE-KITCHEN SUPPLIES	60.50			
			<b>60.50</b>	A/P	OUT-STD	
011848	02/06/13	MICMAC FIRE & SAFETY SOURCE LTD.				
	NB-00806537	PS-FIRE-RECHARGEABLE BATTERY F	245.21			
			<b>245.21</b>	A/P	OUT-STD	
011849	02/06/13	O'CONNELL MIKE				
	FEB4/13	RC-DIRPR/PM-TRAINING EXPENSES	919.44			
			<b>919.44</b>	A/P	OUT-STD	
011850	02/06/13	PAYROLL TRANSFER				
	WEEK06/13	GG-TRANSFER-JAN25-FEB07/13	40031.00			
			<b>40031.00</b>	A/P	OUT-STD	
011851	02/06/13	PETTY CASH				
	JAN08/13	GG-CIVIC-IN MEMORY OF DONATION	20.00			
	JAN09/13	GG-TOWNHALL-KITCHEN SUPPLIES	41.91			
	JAN22/13	GG-CIVIC-IN MEMORY OF DONATION	20.00			
	JAN22/13*	GG-CIVIC-FUNERAL ARRANGEMENT	67.80			
	JAN22/13**	GG/PS-TREAS/BUILDINSPECT-LETTE	33.58			

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	JAN28/13	GG-TOWNHALL-KITCHEN SUPPLIES	40.48			
			<b>223.77</b>	A/P	OUT-STD	
011852	02/06/13	RICHARDSON JOSEPH				
	JAN30/13	PS-FIRE-PICKING UP UTILITY VEH	181.00			
			<b>181.00</b>	A/P	OUT-STD	
011853	02/06/13	MINISTER OF FINANCE				
	WEEK06/13	EMPLOYEE DEDUCTIONS-FEB 12-18	209.30			
			<b>209.30</b>	A/P	OUT-STD	
011854	02/06/13	RECEIVER GENERAL FOR CANADA				
	PAY03/13	GG-REMITTANCE-JAN25-FEB7/13	23429.78			
			<b>23429.78</b>	A/P	OUT-STD	
011855	02/06/13	SHANNON MICHAEL				
	JANUARY/13	PS-ANMLCNTRL-KENNEL FEE-JAN/13	226.00			
	WEEK06/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK06/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>591.44</b>	A/P	OUT-STD	
011856	02/08/13	JOHN FERGUSON				
	JAN29/13	GG-CAO-DORA CONSTRUCTION MEET	226.00			
			<b>226.00</b>	A/P	OUT-STD	
011857	02/08/13	N. B. ELECTRIC POWER COMM				
	90014659	GG-TOWN-FESTIVE LIGHTS	1377.53			
			<b>1377.53</b>	A/P	OUT-STD	
011858	02/08/13	PUROLATOR COURIER LTD.				
	418930376	GG-CAO-TO DEPT. OF TRANSPORTAT	43.05			
			<b>43.05</b>	A/P	OUT-STD	
011859	02/13/13	BARNES DISTRIBUTION				
	5160906001	TS-SHOP-WASHERS, LOCK NUTS	396.25			
			<b>396.25</b>	A/P	OUT-STD	
011860	02/13/13	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI14664	TS-#7-BRAKE-CLUTCH	28.08			
	SI14698	TS-#7-KIT-BEARING RE	22.23			
	SI14763	PS-#202-LIGHT, BUMPER	31.13			
	SI14872	TS-#6-PIGTAIL-RIGHT	15.93			
	SI14879	TS-#5-CABLE, LINCH PIN	45.12			
	SI14905	TS-#16-CLAMP, V BAND	63.62			
			<b>206.11</b>	A/P	OUT-STD	
011861	02/13/13	BLAKNEY'S EXCAVATING & TRUCKING				
	369651	TS-ST5-ROAD SALT DELIVERY	1237.83			
			<b>1237.83</b>	A/P	OUT-STD	
011862	02/13/13	BORDER INVESTIGATIONS & SECURITY IN				
	13578	PS-BUILD INSPECT-SRVC OF DOCUM	107.35			
			<b>107.35</b>	A/P	OUT-STD	

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011863	02/13/13 366637	BRAEMAR PEST CONTROL SERVICES GG-OLD TOWN HALL-PEST CONTROL	37.37 <b>37.37</b>	A/P	OUT-STD	
011864	02/13/13 1277609 1279885	BRUNSWICK NEWS INC PS-FIRE-SAFETY/RECRUITMENT PS-FIRE-HOME SAFETY	407.37 203.68 <b>611.05</b>	A/P	OUT-STD	
011865	02/13/13 73407	C.J.MUNN EQUIPMENT LTD. PS-FIRE-SIGN STANDS, EXTINGUIS	879.93 <b>879.93</b>	A/P	OUT-STD	
011866	02/13/13 2900939356 2900941735 2900958940	CARGILL LIMITED TS-ST5-ROAD SALT TS-ST5-ROAD SALT TS-ST5-ROAD SALT	2066.52 2061.22 2057.23 <b>6184.97</b>	A/P	OUT-STD	
011867	02/13/13 18521	CARR'S TRANSMISSION 2000 LTD. TS-#1-FRONT DRIVE SHAFT	428.37 <b>428.37</b>	A/P	OUT-STD	
011868	02/13/13 321	FRANK G GODSOE CHARTERED ACCOUNTANT GG-TREASURY-PSAB, DEC ACCRUAL	966.15 <b>966.15</b>	A/P	OUT-STD	
011869	02/13/13 FEB15/12	FUNDY FIRE FIGHTER ASSOCIATION PS-FIRE-2012 DUES	125.00 <b>125.00</b>	A/P	OUT-STD	
011870	02/13/13 13-0012	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE	1235.94 <b>1235.94</b>	A/P	OUT-STD	
011871	02/13/13 FEB01/13	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-FEB24-MAR23-DIV 1	1699.12 <b>1699.12</b>	A/P	OUT-STD	
011872	02/13/13 747218	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL	2551.62 <b>2551.62</b>	A/P	OUT-STD	
011873	02/13/13 FEB06/13 FEB06/13*	JOHN QUARTERMAIN GG-MAYOR-DORA/PROGRESS MAG GG-MAYOR-FOREST SUSTAINABILITY	240.40 104.80 <b>345.20</b>	A/P	OUT-STD	
011874	02/13/13 NB1247021	JULIA'S SCHOOL OF DANCE RC-JUMPSTART-CONTRIBUTION	600.00 <b>600.00</b>	A/P	OUT-STD	
011875	02/13/13 JULY12/12*	MEG CASEY RC-MILLPOOL-FIRST AID CRSE SUP	104.00 <b>104.00</b>	A/P	OUT-STD	

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011876	02/13/13	MINISTER OF FINANCE				
	11368891JAN13]	GG-TOWNHALL-TELEPHONES	1233.88			
	11378668JAN13	PS/TS-199UNIONST-TELEPHONES	352.34			
	11395944JAN13	TS/PS-199UNIONST-TELEPHONES	908.89			
	15772965JAN13	RC-REC/POOLS-TELEPHONES	350.00			
	46435731JAN13	RC-PARKS-CHOC PARK CAMERAS	77.91			
			<b>2923.02</b>	A/P	OUT-STD	
011877	02/13/13	RICHARDSON JEFF				
	JAN28/13	PS-FIRE-NB ASSOC OF FIRE CHIEF	399.94			
			<b>399.94</b>	A/P	OUT-STD	
011878	02/13/13	SARAH CLEGHORN				
	JULY29/11	RC-MILLPOOL-SWIM LESSONS REFUN	67.00			
			<b>67.00</b>	A/P	OUT-STD	
011879	02/13/13	TELUS				
	21856412JAN13	GG/RC/PS/TS-CELL PHONE CHARGES	378.68			
	21856412JAN13A	GG-CELL PHONE ACCT LEVEL TAXES	-0.02			
			<b>378.66</b>	A/P	OUT-STD	
011880	02/13/13	GREAT-WEST LIFE ASSURANCE COMPANY				
	FEB01/13*	GG-PREMIUMS-FEB24-MAR23-DIV 2	1265.77			
			<b>1265.77</b>	A/P	OUT-STD	
011881	02/13/13	MINISTER OF FINANCE				
	WEEK07/13	EMPLOYEE DEDUCTIONS - FEB19-25	209.30			
			<b>209.30</b>	A/P	OUT-STD	
011882	02/13/13	SHANNON MICHAEL				
	WEEK07/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK07/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
011883	02/14/13	BELL ALIANT				
	06336721JAN13	TS-AIRPORT-TELEPHONE	129.17			
			<b>129.17</b>	A/P	OUT-STD	
011884	02/14/13	MARITIME FIRE CHIEFS ASSOCIATION				
	2013-10	PS-FIRE-DEPUTY CHIEF MEMBERSHI	50.00			
	2013-196	PS-FIRE-CHIEF MEMBERSHIP	50.00			
			<b>100.00</b>	A/P	OUT-STD	
011885	02/14/13	MILLTOWN MACHINE & FABRICATION LTD.				
	16146	TS-#7-1-1/4 GRADE 5 NUT	23.73			
			<b>23.73</b>	A/P	OUT-STD	
011887	02/14/13	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	271003	GG-TOWN HALL-FLOOR MATS	93.70			
			<b>93.70</b>	A/P	OUT-STD	
011888	02/14/13	OK TIRE & AUTO SERVICE				
	IN021813	TS-#2-TIRES	399.86			
			<b>399.86</b>	A/P	OUT-STD	

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011889	02/14/13 IN-4544634	ORKIN CANADA CORPORATION PS-FIRE-PEST CONTROL	96.62 <b>96.62</b>	A/P	OUT-STD	
011890	02/14/13 2013-75	ORR FOUNDATIONS INC. RC-LIBRARY-FLOOR REPAIR	1525.50 <b>1525.50</b>	A/P	OUT-STD	
011891	02/14/13 18801	PIERCYS STARTER & ALTERNATOR REPAIR TS-#7-REBUILD STARTER	141.25 <b>141.25</b>	A/P	OUT-STD	
011892	02/14/13 JAN28/13	RCL-NB PS-FIRE-ANNUAL MILITARY SERVIC	295.00 <b>295.00</b>	A/P	OUT-STD	
011893	02/14/13 46199 46486	SAUNDERS EQUIPMENT LTD. TS-#22-FLEX HOSE TS-#22-STEERING WHEEL	63.90 190.97 <b>254.87</b>	A/P	OUT-STD	
011894	02/14/13 1522249 1522272	SOURCE ATLANTIC TS-SHOP-CLEAR GLASS TS-ST5-BROWN METAL FREE BOOT	2.03 171.67 <b>173.70</b>	A/P	OUT-STD	
011895	02/14/13 18169205FEB13 18988703FEB13 19051703FEB13 19051801FEB13 216030308FEB13 55160607FEB13 55471834FEB13 71315207FEB13 72924306FEB13 82122207FEB13 83278804FEB13 84960501FEB13	N. B. ELECTRIC POWER COMM RC-POOL-MILL LANE TS/PS-199UNIONST-ELECTRICITY TS-AIRPORT-ELECTRICITY TS-AIRPORT-ELECTRICITY TS-ST5-AREA LIGHTS RC-COTTONMILL-LIGHTS TS/PS-220UNIONST-ELECTRICITY PS-RCMP-ELECTRICITY RC-PARKS-BANDSTAND RC-PARKS-BASKETBALL COURT TS-ST5-PARKS SHED RC-PARKS-RIVERSIDE DR LIGHTS	157.97 1560.04 381.58 65.94 11821.08 71.17 774.51 1359.98 61.45 28.92 63.16 92.26 <b>16438.06</b>	A/P	OUT-STD	
011896	02/21/13 JAN15/13	ATLANTIC CHEER ALL STARS RC-REC-JUMPSTART	300.00 <b>300.00</b>	A/P	OUT-STD	
011897	02/21/13 FEB4/13	BRUNSWICK NEWS INC GG-TOWNHALL-6 MTH SUBSCRIPTION	102.17 <b>102.17</b>	A/P	OUT-STD	
011898	02/21/13 73350	C.J.MUNN EQUIPMENT LTD. PS-FIRE-CUSTOM STOP/SLOW SIGN	291.54 <b>291.54</b>	A/P	OUT-STD	

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011899	02/21/13 2900961637	CARGILL LIMITED TS-ST5-ROAD SALT	2043.98 <b>2043.98</b>	A/P	OUT-STD	
011900	02/21/13 2353 2364	CHARLOTTE COUNTY JANITORIAL PS-RCMP-JANITORIAL SERVICES PS-FIRE-JANITORIAL-JAN	1315.61 135.60 <b>1451.21</b>	A/P	OUT-STD	
011901	02/21/13 CHRISTMAS2012	COMEAU JEAN GG-CHRISTMASDINNER-2012	650.00 <b>650.00</b>	A/P	OUT-STD	
011902	02/21/13 146125 146260 146359 146530 339345	DAVIS FUELS LTD. TS/PS-199 UNIONST-HEATING FUEL TS/PS-199 UNIONST-HEATING FUEL TS/PS-199 UNIONST-HEATING FUEL TS/PS-199 UNIONST-HEATING FUEL TS-#21 & #22-ULTRALUBE ATF	1350.49 958.47 714.67 1486.48 190.83 <b>4700.94</b>	A/P	OUT-STD	
011903	02/21/13 106961	DYNAMIC ONLINE MARKETING CORP. PS-FIRE-FIRE PREVENTION MATERI	474.60 <b>474.60</b>	A/P	OUT-STD	
011904	02/21/13 9000032	GANONG BROS. LIMITED GG-CIVIC-NEW DOCTOR GIFT	39.55 <b>39.55</b>	A/P	OUT-STD	
011905	02/21/13 340107 340132 346253 346262 783521 783569 783581 952440*	GULLISON'S COURIER SERVICE TS-#21-FROM LSW TS-#7-FROM RICHWIL TS-#7-FROM PIERCYS TS-#22-FROM SAUNDERS EQUIPMENT TS-#7-FROM RICHWIL TS-ST5-FROM RICHWIL TS-#7-TO PIERCYS PS-FIRE-TO ANDREW MACDONALD	84.75 39.55 28.25 28.25 28.25 28.25 28.25 22.60 <b>288.15</b>	A/P	OUT-STD	
011906	02/21/13 146962 445792	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL TS-ST5-DIESEL	2105.08 1285.21 <b>3390.29</b>	A/P	OUT-STD	
011907	02/21/13 JAN15/13*	KATRINA'S DANCEWORKS RC-REC-JUMPSTART	600.00 <b>600.00</b>	A/P	OUT-STD	
011908	02/21/13 DEC14/12	MARK FLEMING PS-BY-LAW-CAR MAINTENANCE	16.00			

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	FEB15/13	PS-BYLAW-VEHICLE MAINTENANCE	12.00			
			<b>28.00</b>	A/P	OUT-STD	
011909	02/21/13	MCINNES COOPER				
	2013002051	GG-LEGAL-ARBITRATION OF GRIEVA	1130.00			
	2013002054	GG-LEGAL-UNSIGTHLY PREMISES	1977.50			
	2013002055	GG-LEGAL-CIVIC CENTRE ADVISING	1220.40			
	2013002056	GG-LEGAL-GRANT OF OPTION	847.50			
	2013002057	GG-LEGAL-GENERAL	565.00			
	2013002058	GG-LEGAL-DUTIES, RESPONSIBILIT	6780.00			
			<b>12520.40</b>	A/P	OUT-STD	
011910	02/21/13	MEDAVIE BLUE CROSS				
	MAR/13	GG-HEALTH&DENTALPREMIUMS-MAR	5871.60			
	MAR/13*	GG-HEALTH&DENTALPREMIUMS-MAR	8952.38			
			<b>14823.98</b>	A/P	OUT-STD	
011911	02/21/13	MINISTER OF FINANCE				
	WEEK08/13	EMPLOYEEDEDUCTIONS-FEB 26-MAR4	209.30			
			<b>209.30</b>	A/P	OUT-STD	
011912	02/21/13	N. B. ELECTRIC POWER COMM				
	10126106FEB13	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	17915909FEB13	RC-POOL-SCHOOL ST	71.24			
	17935200FEB13	TS-KING/UNIONST-TRAFFIC LIGHTS	50.12			
	17949909FEB13	GG-OLDTOWNHALL-ELECTRICITY	820.76			
	50660140FEB13	RC-PARKS-ROTARY CHANGING ROOMS	23.65			
	54187672FEB13	TS-KING/QUEEN-TRAFFIC LIGHTS	52.43			
	54653258FEB13	TS-KING/SUPERSTORE-TRAFFIC LIG	76.43			
	55917471FEB13	TS-ST5-WATERFRONT LIGHTS	109.44			
	73006038FEB13	RC-LIBRARY-ELECTRICITY	1585.66			
			<b>2813.38</b>	A/P	OUT-STD	
011913	02/21/13	POMEROY, WILLIAM				
	FEB14/13	TS-ST5-CLOTHING ALLOWANCE	86.96			
			<b>86.96</b>	A/P	OUT-STD	
011914	02/21/13	SCOODIC EQUIPMENT RENTALS				
	DEC01/12	TS-ST5-HAMMER DRILL, DRILL BIT	59.89			
			<b>59.89</b>	A/P	OUT-STD	
011915	02/21/13	SHANNON MICHAEL				
	WEEK08/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK08/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
011916	02/21/13	STARLIGHT GYMNASTICS CLUB				
	JAN15/13**	RE-REC-JUMPSTART	2100.00			
			<b>2100.00</b>	A/P	OUT-STD	
011918	02/21/13	RECEIVER GENERAL FOR CANADA				

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	PAY04/13	GG-REMITTANCE-FEB 8-21/13	26268.49			
			<b>26268.49</b>	A/P	OUT-STD	
011919	02/21/13	PAYROLL TRANSFER				
	WEEK08/13	GG-TRANSFER-FEB 8-21/13	44646.00			
			<b>44646.00</b>	A/P	OUT-STD	
011920	02/25/13	CATHERINE RHYNO				
	FEB25/13	GG-CIVICCENTRE-COLOUR CONSULT	344.60			
			<b>344.60</b>	A/P	OUT-STD	
011921	02/25/13	CNH CAPITAL T4112				
	IN64026*	TS-ST5-CREDIT ON INVOICE	-20.08			
	IN68598	TS-#11-FLOOR FLUID	297.59			
			<b>277.51</b>	A/P	OUT-STD	
011922	02/25/13	IRVING ENERGY DISTRIBUTION AND MARK				
	425234	TS-ST5-GAS	5092.75			
			<b>5092.75</b>	A/P	OUT-STD	
011923	02/25/13	PARTS FOR TRUCKS INC.				
	32181685-00	TS-#7-COMPRESSION SPRING & BOX	-462.49			
	32182534-00	TS-#29-GEAR BOX, ELECTRIC CLUT	318.60			
	32182534-01	TS-#29-CENTER DRIVE PRO-CASTER	685.85			
	32182639-00	TS-#30-DRIVE SPROCKET	24.80			
			<b>566.76</b>	A/P	OUT-STD	
011924	02/25/13	PITNEY WORKS				
	FEB13/13	GG-POSTAGE-METER REFILL	517.79			
			<b>517.79</b>	A/P	OUT-STD	
011925	02/25/13	REGIONAL SERVICE COMMISSION 10				
	JANUARY31/13	GG-TOWN-GARBAGE COLLECTION	7684.50			
			<b>7684.50</b>	A/P	OUT-STD	
011926	02/25/13	SAINT JOHN SPRING WORKS LTD				
	83768	TS-#29-CONVEYOR SPROCKETS	193.84			
			<b>193.84</b>	A/P	OUT-STD	
011927	02/25/13	SELDON SMITH & SONS LIMITED				
	50861	TS-ST5-PLUGS	15.87			
			<b>15.87</b>	A/P	OUT-STD	
011928	02/25/13	SOURCE ONE SUPPLIES				
	1399008	TS-ST5-CLOTHING ALLOW	-24.50			
	1399008*	TO REVERSE INVOICE	24.50			
	201201551	PS-FIRE-LAUNDRY DET, LIQUID DR	64.49			
			<b>64.49</b>	A/P	OUT-STD	
011929	02/25/13	SPEEDY ST-STEPHEN 8768				
	8768-103551	PS-FIRE-FRONT WINDOW 199UNION	100.57			
			<b>100.57</b>	A/P	OUT-STD	
011931	02/25/13	STATIONERY PLUS				

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	312624	RC-DIR PM/PR-APPT BOOK, COMPOS	21.97			
	312658	GG-TREAS-TONER, FIG.PAD, CALEN	167.84			
	312796	GG-OM/HR-NOTE PADS, FILE FRAME	23.64			
	312917	GG-MBL/BI-WIRELESS MOUSE	39.95			
	312964	GG-MBL/BI-PENS	17.19			
	313017	GG-TOWN-PAPER, CARD HOLDER, TA	115.99			
	313021	GG-TOWN-PAPER	49.61			
	313041	GG-MBL/BI-DESK CALENDAR	9.02			
	313084	RC-DIR PM/PR-COVERS, LABELS, P	430.42			
	313109	RC-DIR PM/PR-POSTER BRD, CD-R	23.53			
	313191	GG-TOWN-STORAGE BOXES	20.31			
	313362	GG-TOWN-STORAGE BOXES	19.72			
	313467	GG-TOWN-NAME BADGES	66.08			
	313647	GG-TOWN-STAPLES, PENS	7.36			
	313664	GG-TOWN-FILES, LABELS, PENS	14.83			
	313667	GG-ACCOUNTING-FILE CABINET	129.39			
	313900	GG-TOWN-STORAGE BOXES	19.72			
	313970	GG-TOWN-PAPER, B.CASES, FILES,	260.88			
	314100	TS-SHOP-PAPER, PENS, FILE FOLD	33.85			
			<b>1471.30</b>	A/P	OUT-STD	
011932	02/25/13 IN077139	TRILLIUM SALES GROUP INC. PS-FIRE-BUCCANEER MULTI-TOOL	440.64			
			<b>440.64</b>	A/P	OUT-STD	
011933	02/28/13 369663	BLAKNEY'S EXCAVATING & TRUCKING TS-ST5-ROAD SALT DELIVERY	1229.87			
			<b>1229.87</b>	A/P	OUT-STD	
011934	02/28/13 9908115110	CANADIAN SPRINGS GG-TOWNHALL-WATER	32.08			
			<b>32.08</b>	A/P	OUT-STD	
011935	02/28/13 2-1643373	COX ELECTRONICS & COMMUNICATIONS RC-ASST REC DIR-COMPUTER LABOU	90.34			
			<b>90.34</b>	A/P	OUT-STD	
011936	02/28/13 1652	DEMPSEY'S PLUMBING & HEATING RC-LIBRARY-ABS CAP, SHARKBITE	75.68			
			<b>75.68</b>	A/P	OUT-STD	
011937	02/28/13 3-230360005	EAST COAST INTERNATIONAL TRUCKS TS-#4-WIPER BLADES	11.39			
			<b>11.39</b>	A/P	OUT-STD	
011938	02/28/13 737904	FERO WASTE & RECYCLING INC. GG-TOWN-GARBAGE COLLECTION	4917.50			
			<b>4917.50</b>	A/P	OUT-STD	
011939	02/28/13	FUNDY BUILDING INSPECTION & DRAFTIN				

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	13-0019	PS-BUILDINSPECT-FEE, MILEAGE	967.56			
			<b>967.56</b>	A/P	OUT-STD	
011940	02/28/13	GREENLAW'S GARAGE LTD.				
	6071	TS-#4-COMPUTER TEST & FUEL PSI	56.44			
			<b>56.44</b>	A/P	OUT-STD	
011941	02/28/13	JOHN FERGUSON				
	FEBRUARYCAR/13	GG-CAO-MNTHLY CAR ALLOW	350.00			
	FEBUARYCELL/13	GG-CAO-MNTHLY CELL ALLOW	93.00			
			<b>443.00</b>	A/P	OUT-STD	
011942	02/28/13	LEAH NIXON				
	FEBRUARY/13	RC-ASSTRECDIR-MNTHLY VEH ALLOW	150.00			
			<b>150.00</b>	A/P	OUT-STD	
011944	02/28/13	LINDE CANADA				
	46906511	TS-SHOP-ACETYLENE	10.40			
			<b>10.40</b>	A/P	OUT-STD	
011945	02/28/13	LSW WEAR PARTS LTD.				
	36585	TS-#5+#7-PLOW CUTTING EDGES	1613.64			
	36588	TS-#16+#6-PLOW CUTTING EDGES	686.48			
			<b>2300.12</b>	A/P	OUT-STD	
011946	02/28/13	ORR ELECTRIC & ALARM LTD.				
	853	RC-LIBRARY-LAMP POST REPAIR	268.15			
	860	TS-ST5-QUEEN/KING ST TRAFFIC L	158.20			
	865	TS-ST5-D/TOWN POST LIGHTS REPA	90.95			
	877	PS-RCMP-FLOURESCENT LIGHT REPA	127.37			
			<b>644.67</b>	A/P	OUT-STD	
011948	02/28/13	SHANNON MICHAEL				
	WEEK09/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK09/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
011950	02/28/13	JOAN FLEWELLING				
	FEBRUARY/13	GG-TOWNCLERK-MNTHLY VEH ALLOW	50.00			
			<b>50.00</b>	A/P	OUT-STD	
011951	02/28/13	O'CONNELL MIKE				
	FEBRUARY/13	RC-DIRPR/PM-MNTHLY VEH ALLOW	150.00			
			<b>150.00</b>	A/P	OUT-STD	
011952	02/28/13	CANADIAN TIRE				
	N14820410	TS-SHOP-BATTERIES	13.54			
	N14820411	PS-FIRE-LOCKS	37.62			
	N14820414	TS-SHOP-WRENCH	108.47			
	N14820415	PS-FIRE-LOCKS	9.58			
	N14820427	PS-#200-BRAKE CONTROL	133.29			
	N14820433	TS-SHOP-PAINT	22.58			

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	N14820437	TS-ST5-MAILBOX, DECK SCR	39.30			
	N14820448	PS-#200-BRACKET FOR HITCH	7.90			
	N14820454	TS-ST5-LOCK	42.70			
	N14820539*	TS-SHOP-KEYS	16.88			
	N14864610	PS-FIRE-BATTERIES	18.97			
	N14864714	RC-PARKS-KEYS	5.63			
			<b>456.46</b>	A/P	OUT-STD	
011953	02/28/13	TOWN OF ST. STEPHEN				
	02/27/13	Transfer to General Cap Fund	471066.93			
			<b>471066.93</b>	A/P	OUT-STD	
011954	02/28/13	TOWN OF ST. STEPHEN				
	02/27/13*	Transfer to General Cap Fund	163.07			
			<b>163.07</b>	A/P	OUT-STD	
011955	02/28/13	ACCT 8025-280				
	FEBRUARY/13	LOCAL 770 UNION DUES-FEB/13	816.59			
			<b>816.59</b>	A/P	OUT-STD	
011956	02/28/13	ACCT 903240049220				
	FEBRUARY/13	VOL FIRE UNION DUES - FEB/13	100.00			
			<b>100.00</b>	A/P	OUT-STD	
011957	02/28/13	ACCT 903240070386				
	FEBRUARY/13	EMPLOYEE DEDUCTIONS-FEB/13	400.00			
			<b>400.00</b>	A/P	OUT-STD	
011958	02/28/13	ATHABASCA UNIVERSITY				
	MAY-JUNE/13	GG-ASSTTREAS-MAY-JUNE COURSE	165.00			
			<b>165.00</b>	A/P	OUT-STD	
011959	02/28/13	BAYVIEW CREDIT UNION				
	FEBRUARY/13	EMPLOYEE DEDUCTIONS - FEB/13	540.00			
			<b>540.00</b>	A/P	OUT-STD	
011960	02/28/13	CIBC MELLON GLOBAL SECURITIES NBMF0				
	FEBRUARY/13	GG-MUNCIPALPLAN-FEB/13	19299.50			
			<b>19299.50</b>	A/P	OUT-STD	
011961	02/28/13	RANDY GULLISON				
	581658	RC-LIBRARY-CARPET REMOVAL/INST	239.56			
			<b>239.56</b>	A/P	OUT-STD	
011962	02/28/13	RECEIVER GENERAL FOR CANADA				
	3059280&	TS/PS-RADIO LICENSES RENEWALS	2179.00			
			<b>2179.00</b>	A/P	OUT-STD	
011963	02/28/13	SERVICE NEW BRUNSWICK				
	200862013	PS-FIREFIGHTER ASSESSMENT NOTI	11544.00			
			<b>11544.00</b>	A/P	OUT-STD	
011964	02/28/13	ST. STEPHEN UTILITY DEPT.				
	FEBRUARY/13	EMPLOYEE DEDUCTIONS-FEB/13	130.00			
			<b>130.00</b>	A/P	OUT-STD	

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011965	02/28/13	MINISTER OF FINANCE				
	WEEK09/13	EMPLOYEE DEDUCTIONS-MAR5-11	209.30			
			<b>209.30</b>	A/P	OUT-STD	
011966	02/28/13	MINISTER OF FINANCE				
	FEBRUARY/13	EMPLOYEE DEDUCTIONS-FEB/13	362.00			
			<b>362.00</b>	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$771,762.77			
		Void:	\$0.00			

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

**February 2013**

Dillon Consulting Limited (Engineering - Additional Construction Costs - Municipal Utility Upgrades & Street Reconstruction - West and Dow Streets, Project #126198, Cheque #73)	23,000.00
H.E. Merchant and Sons Ltd. (Construction - Municipal Utility Upgrades and Street Reconstruction - West and Dow Street - Partial Holdback Release - Project #12-6198, Cheque #74)	61,503.88
<b>Total</b>	<b><u><u>\$84,503.88</u></u></b>

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Number	Issued	Recipient	Amount	SC	Status	StatDate
003740	02/06/13 JAN30/13	BARTLETT RANDY WS-SOURCE-PLAYBOOK KEYBOARD	62.13 <b>62.13</b>			
				A/P	OUT-STD	
003741	02/06/13 40325498 40328865	BRENNTAG CANADA INC. WS-SOURCE-CHLORINE WS-SOURCE-INV #40325498	5591.85 -3616.00 <b>1975.85</b>			
				A/P	OUT-STD	
003742	02/06/13 00460291 00460444 00461068	COLE-PARMER CANADA INC. WS-SOURCE-CABLE CONDUCTIVITY WS-SOURCE-TEST KIT COLIFORM WS-SOURCE-CHLORINE METER	586.11 406.12 1103.14 <b>2095.37</b>			
				A/P	OUT-STD	
003743	02/06/13 3-230100009	EAST COAST INTERNATIONAL TRUCKS WS-#8-EXIDE 9, FLOOR DRY	323.99 <b>323.99</b>			
				A/P	OUT-STD	
003744	02/13/13 16230	A"PLUS" AUTO GLASS & UPHOLSTERY WS-#102-SWITCHES (2)	108.48 <b>108.48</b>			
				A/P	OUT-STD	
003745	02/13/13 SI14895	BAYVIEW TRUCKS AND EQUIPMENT LTD. WS-#8-HITCH PIN, HAIRPIN CLIP	59.00 <b>59.00</b>			
				A/P	OUT-STD	
003746	02/13/13 121710	CHAR CO CHEVROLET PONTIAC BUICK GMC WS-#102-WHEEL ALIGNMENT, IDLER	1248.48 <b>1248.48</b>			
				A/P	OUT-STD	
003747	02/13/13 00461432 00461501	COLE-PARMER CANADA INC. WS-SOURCE-CHLOROSENSE SENSORS WS-SOURCE-REPL CUVETTES 3/PK	403.23 126.11 <b>529.34</b>			
				A/P	OUT-STD	
003748	02/13/13 2798084-00 2798327-00 2798330-00	EMCO CORPORATION WS-TRANS&DIST-INS F/PE PIPE, B WS-TRANS&DIST-CPLG CB, SERV BO WS-TRANS&DIST-SERV BOX ROD, SE	1360.52 881.11 447.48 <b>2689.11</b>			
				A/P	OUT-STD	
003749	02/13/13 B2B50IN43 B2B50IN51	GBS MOBILITY WS-SOURCE-INTERNET STICK WS-SOURCE-SIM CARD	169.50 11.30 <b>180.80</b>			
				A/P	OUT-STD	
003750	02/13/13 11366812JAN13 11385317JAN13 19002807JAN13	MINISTER OF FINANCE WS-SOURCE-PUMP STATION WS-TRANS&DIST-BUDD AVE SCD-DISPOSAL-OLD BAY WWTP	126.12 35.11 145.75 <b>306.98</b>			
				A/P	OUT-STD	

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003751	02/13/13	TELUS				
	21856412JAN13*	WS/SCD-CELL PHONE CHARGES	511.56			
			<b>511.56</b>	A/P	OUT-STD	
003752	02/13/13	XPLORNET				
	INV02654538	WS-SOURCE-SATELLITE SERVICE	70.05			
			<b>70.05</b>	A/P	OUT-STD	
003753	02/14/13	KEITH'S BUILDING SUPPLIES				
	119481	SCD-DISPOSAL-WORKLIGHT HALOGEN	27.31			
			<b>27.31</b>	A/P	OUT-STD	
003754	02/14/13	MARITIME AUTO RADIATOR				
	9828	WS-#8-RECORDED RADIATOR	1098.93			
			<b>1098.93</b>	A/P	OUT-STD	
003755	02/14/13	MINISTER OF TRANSPORTATION				
	DOT08110658-20	WS-HIGHWAY USAGE-OCCUPATION FE	18.38			
			<b>18.38</b>	A/P	OUT-STD	
003756	02/14/13	N. B. ELECTRIC POWER COMM				
	36869807FEB13	WS-3119MAXWELLXING-BUILDING	1320.55			
	50228902FEB13	WS-MAXWELLXING-PUMPS	766.49			
	52557428FEB13	SCD-218OLDBAYRD-WWTP	4653.88			
	53473043FEB13	WS-SOURCE-CHLORINE RESIDUAL	66.07			
	61224002FEB13	WS-ST5-358A MILLTOWN BLVD LIFT	1028.49			
	61230004FEB13	WS-MAXWELLXING-PUMPS	2796.98			
	76139807FEB13	SCD-ST5-54 RIVERSIDE DR LIFT S	68.75			
	82291006FEB13	WS-SOURCE-RESERVOIR	359.31			
	84934906FEB13	SCD-ST5-658A RIVERSIDE DR LIFT	114.24			
	84943406FEB13	WS-ST5-TODD HILL RESERVOIR	135.78			
			<b>11310.54</b>	A/P	OUT-STD	
003757	02/14/13	SAINT JOHN LABORATORY SERVICES LTD.				
	903-12	SCD-DISPOSAL-WWTP LAB TESTS	1967.05			
			<b>1967.05</b>	A/P	OUT-STD	
003758	02/14/13	SERVICE NEW BRUNSWICK				
	587208	WS/SCD-UTILITY PAYMENTS-FEES	398.62			
			<b>398.62</b>	A/P	OUT-STD	
003759	02/14/13	SOURCE ATLANTIC				
	1522270	SCD-DISPOSAL-DRILL 3/8 MAGNUM	260.19			
			<b>260.19</b>	A/P	OUT-STD	
003760	02/18/13	SCOTIABANK				
	1448459	WS-ST5-LANE CONSTRUCT CORP	2084.96			
			<b>2084.96</b>	A/P	OUT-STD	
003761	02/21/13	DAVIS FUELS LTD.				
	146179	WS-110MAXWELLXING-HEATING FUEL	603.84			
	146571	WS-MAXWELL XING-HEATING FUEL	649.25			
			<b>1253.09</b>	A/P	OUT-STD	

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003762	02/21/13	GULLISON'S COURIER SERVICE				
	340110	WS-SOURCE-TO DOE LAB	28.25			
	340139	WS-SOURCE-TO DOE LAB	28.25			
	346257	WS-SOURCE-TO DOE LAB	28.25			
	783524	WS-SOURCE-TO DOE LAB	28.25			
	783577	WS-SOURCE-TO DOE LAB	28.25			
			<b>141.25</b>	A/P	OUT-STD	
003763	02/21/13	N. B. ELECTRIC POWER COMM				
	53123617FEB13	SCD-STS-DECHLORINATION CHAMBER	142.72			
	53158875FEB13	WS-STS-BUDD AVE LIFT STATION	3195.64			
	54807440FEB13	WS-STS-158A MILLTOWN BLVD LIFT	48.21			
	56356048FEB13	SCD-STS-18 RIVERSIDE DR LIFT S	35.92			
	61204006FEB13	SCD-STS-2-216 KING ST LIFT STA	145.50			
	61236008FEB13	WS-STS-BUDD AVE LIFT STATION	1297.00			
			<b>4864.99</b>	A/P	OUT-STD	
003764	02/25/13	PARTS FOR TRUCKS INC.				
	32182869-00	WS-#20-HOIST CYLINDER	2231.75			
			<b>2231.75</b>	A/P	OUT-STD	
003765	02/25/13	PITNEY WORKS				
	FEB13/13*	WS-POSTAGE-METER REFILL	1063.08			
			<b>1063.08</b>	A/P	OUT-STD	
003766	02/25/13	SCOTIA TECH				
	12062	WS-TRANS&DIST-SENSUS ACCUSTREA	1978.16			
			<b>1978.16</b>	A/P	OUT-STD	
003767	02/25/13	SOURCE ATLANTIC				
	1529817	SCD-#9-TRANSPRT CHAIN	32.77			
			<b>32.77</b>	A/P	OUT-STD	
003769	02/25/13	STATIONERY PLUS				
	312658*	WS/SCD-TREAS-TONER, FIG.PAD, C	5.13			
	312841*	WS-TRANS&DIST-PENCILS, STENO	7.22			
	312935	WS/SCD-TOWN-UTILITY ENVELOPES	18.17			
	313017*	WS/SCD-TOWN-CARD HOLDER, TAPE,	16.79			
	313157	WS/SCD-TOWN-UTILITY ENVELOPES	54.51			
	313191*	WS/SCD-TOWN-STORAGE BOXES	20.30			
	313362*	WS/SCD-TOWN-STORAGE BOXES	19.72			
	313365	WS/SCD-JANET-ANALYSIS PAD, PAP	37.91			
	313647*	WS/SCD-TOWN-STAPLES, PENS	7.35			
	313664*	WS/SCD-TOWN-FILES, LABELS, PEN	14.82			
	313667*	WS/SCD-ACCOUNTING-FILE CABINET	129.38			
	313871	SCD-DISPOSAL-USB DRIVE, MEMORY	77.52			
	313900*	WS/SCD-TOWN-STORAGE BOXES	19.72			
	313970*	WS/SCD-TOWN-B.CASES, FILES, TO	112.05			
			<b>540.59</b>	A/P	OUT-STD	

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003770	02/28/13 106067	BRIGGS PLUMBING INC. WS-TRANS&DIST-SUPPLY HOSE, BUS	12.09 <b>12.09</b>			
003772	02/28/13	CANADIAN TIRE				
	N14820404	SCD-DISPOSAL-KEYS	5.63			
	N14820407	WS-SOURCE-BATTERIES, SHOP TOWE	31.17			
	N14820412	WS-TRANS&DIST-GLOVES	20.34			
	N14820426	WS-SOURCE-BATTERIES, WEATHER S	88.73			
	N14820430	SCD-DISPOSAL-UNIVERSAL MT BR	10.14			
	N14820432	WS-SOURCE-UTILITY HEATER	115.23			
	N14820434	WS-SOURCE-SUPPLIES	25.96			
	N14820440	WS-SOURCE-LIGHT BULBS	29.13			
	N14820442	WS-TRANS&DIST-SUPPLIES	27.32			
	N14820458	SCD-DISPOSAL-BATTERIES	9.93			
	N14864556	WS-SOURCE-LIGHTS	15.66			
	N14864611	SCD-DISPOSAL-FLOOR MATS, STEEL	40.42			
	N14864708	WS-TRANS&DIST-SUPPLIES	47.78			
	N14864730	SCD-DISPOSAL-TOQUE, GLOVES	53.08			
			<b>520.52</b>	A/P	OUT-STD	
003773	02/28/13 2-1644989	COX ELECTRONICS & COMMUNICATIONS WS-SOURCE-BATTERY BACKUP SCADA	225.89 <b>225.89</b>			
				A/P	OUT-STD	
003774	02/28/13 52173	HYPERION RESEARCH LTD. WS-SOURCE-CHLORINE	745.80 <b>745.80</b>			
				A/P	OUT-STD	
003775	02/28/13 14358	MINISTER OF FINANCE WS-SOURCE-DRINK H2O LAB TESTS	1569.55 <b>1569.55</b>			
				A/P	OUT-STD	
003776	02/28/13 828-12	SAINT JOHN LABORATORY SERVICES LTD. WS/SCD-DISPOSAL-TP LAB TESTS	1353.74 <b>1353.74</b>			
				A/P	OUT-STD	
003777	02/28/13	M.P.W.W.A.				
	33RD SEMINAR	SCD-DISPOSAL-33RD TRAINING SEM	186.45			
	33RD SEMINAR*	SCD-DISPOSAL-33RD TRAINING SEM	186.45			
			<b>372.90</b>	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$44,233.29			
		Void:	\$0.00			

9. (a)

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

DATE: March 25, 2013

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

10.(a)

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

DATE: March 25, 2013

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

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

**COMMITTEES MEETING**

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

**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 13, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) items
3. Provincial Government Matter – Section 10.2(4)(e) of the New Brunswick *Municipalities Act* – one (1) item
4. Personal Information Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Councillor MacEachern and SECONDED by Deputy Mayor Ames that the above-noted eight (8) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Marg Harding

2. APPROVAL OF AGENDA

It was MOVED by Deputy Mayor Ames and SECONDED by Councillor MacDonald that the agenda be approved with one addition: Purchase of Parks and Recreation Vehicle be added as (iv) under Parks and Recreation.

3. ITEMS

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

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for Month of February 2013 – Memo from the Assistant Treasurer dated March 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, March 25, 2013.
- (iii) Debenture Refinancing – Memo from the Treasurer dated March 5, 2013 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013 to refinance a Water and Sewerage Fund debenture.
- (iv) Remuneration of Council – Memo from the Treasurer dated March 6, 2013 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013 to freeze the Mayor's and Councillors' annual Cost of Living as agreed to by Council during the budget process.

**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 Mayor Quartermain in the absence of Councillor Harding

- (i) Report of the NCO, RCMP – The report of the NCO, RCMP was received and reviewed.  
  
Sergeant MacKnight stated that the report indicates a decline in calls for service and confirmed that the drop is typical for this time of year. He further stated that he attended a recent Policing Committee meeting of the Regional Service Commission 10.
- (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.

- (iv) Atlantic Bylaw Officers Association 2013 Conference and Training – Memo from the Manager, By-Laws and Building Inspection dated February 15, 2013 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013 for approval of the Manager's attendance at the Atlantic Bylaw Officers Association 2013 Conference and Training in Newfoundland and Labrador.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.
- (iii) Animal Control Report – The Animal Control Report was received and reviewed.
- (iv) Reappointments – The Charlotte County Hospital Foundation Inc. – Letter from the Secretary, The Charlotte County Hospital Foundation Inc. dated February 19, 2013 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013 for the reappointments of five Board of Trustees.
- (v) Chair and Vice-Chair Appointments - Planning Advisory Committee – Memo from the Recording Secretary, Planning Advisory Committee (PAC), dated March 1, 2013 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013 for the reappointment of the Chair and appointment of Vice-Chair to the PAC.
- (vi) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.

As noted in the Director's report, the traffic lights at the Charlotte Mall continue to flash and new parts are expected by March 25, 2013. The Director, along with some Councillors, have received favourable comments with respect to the traffic lights on flashing mode; therefore the Director will research any potential liability concerns if the lights were to remain flashing permanently, rather than being repaired, and will bring that information back to next month's meeting.

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

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.
- (ii) Appointment – 2013 Communities in Bloom Committee – Memo from Mayor Quartermain dated March 4, 2013 was received and reviewed.

After a brief discussion, it was agreed that Councillor MacDonald will sit on the 2013 Communities in Bloom Committee, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013.

- (iii) Garcelon Civic Center – The Work Progress Update for the period February 1, 2013 through February 28, 2013 from E. A. Farren, Limited was received and reviewed.
- (iv) Purchase of Parks and Recreation Vehicle – Memo from the Treasurer dated March 12, 2013 was received and reviewed.

The majority of Committee authorized the CAO to proceed with the purchase of a 2008 Dodge Dakota from St. Croix Auto Ltd. in the amount of \$13,597.00 (thirteen thousand, five hundred and ninety-seven dollars), including HST and license fee, and the following four motions will be considered at the next Regular Session of Council on Monday, March 25, 2013:

- 1) Rescinding the resolution passed at last month's Regular Session of Council to purchase a 2007 Dodge Dakota.
- 2) Rescinding the resolution passed at last month's Regular Session of Council to transfer from the General Capital Reserve Fund to the General Capital Fund for the purchase of the 2007 Dodge Dakota.
- 3) Purchase of the 2008 Dodge Dakota.
- 4) Transfer from the General Capital Reserve Fund to the General Capital Fund for the purchase of the 2008 Dodge Dakota.

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

- (i) Televised Council Meetings – The Deputy Mayor spoke to his memo dated March 13, 2013. After discussion, it was agreed that the Deputy Mayor will contact Rogers, as well as Bell, to schedule possible presentations by both companies at the Committees meeting on Wednesday, May 15, 2013 in order for Council to receive more information on potential televised open Committees meetings and Council meetings held in the Council Chambers.

- (vii) Host Proposal for the 2014 New Brunswick Sports Hall of Fame Annual Banquet and Induction Ceremony – Memo from the CAO dated March 8, 2013 with attached letter from Chairman of the Board dated February 1, 2013, along with the Annual Induction Banquet & Ceremony Event Guidelines and Host Proposal form was received and reviewed.

After discussion, the CAO was authorized to submit the Host Proposal for 2014, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2013 for approval of the bid application, along with approval of a bid-bond in the amount of \$2,000.00 due within 30 days if selected as the host community.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

5. NEW BUSINESS

No new business.

6. ADJOURNMENT

The meeting moved into closed session at 6:40 p.m. and adjourned at 9:15 p.m. after the one (1) Personal Information Matter as per Section 10.2(4)(b) of the New Brunswick *Municipalities Act* was tabled to next month's Committee meeting on Wednesday, April 10, 2013 at 5:00 p.m.

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 13, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four ( 4) items
3. Provincial Government Matter – Section 10.2(4)(e) of the New Brunswick *Municipalities Act* – one (1) item
4. Personal Information Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item

**OPEN COMMITTEES MEETING**

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

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

- (i) Report of the Finance Department
- (ii) Cheque Register for month of February 2013 – Memo from Assistant Treasurer March 5, 2013 with attachment:
  - Cheque Register
- (iii) Debenture Refinancing – Memo from Treasurer dated March 5, 2013.
- (iv) Remuneration of Council – Memo from Treasurer dated March 6, 2013.

**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
- (iv) Atlantic Bylaw Officers Association 2013 Conference and Training – Memo from Manager, By-Laws and Building Inspection dated February 15, 2013.

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Animal Control Report
- (iv) Reappointments – The Charlotte County Hospital Foundation Inc. – Letter from Secretary, The Charlotte County Hospital Foundation Inc. dated February 19, 2013.
- (v) Chair and Vice-Chair Appointments - Planning Advisory Committee – Memo from Recording Secretary, Planning Advisory Committee, dated March 1, 2013.
- (vi) Report of the Property Management Office

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

- (i) Report of the Parks and Recreation Office
- (ii) Appointment - 2013 Communities in Bloom Committee – Memo from Mayor Quartermain dated March 4, 2013.
- (iii) Garcelon Civic Center – Work Progress Update for the period February 1, 2013 through February 28, 2013 from E. A. Farren, Limited.

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

- (i) Televised Council Meetings – Memo from Deputy Mayor Ames dated March 13, 2013.
- (ii) Development Board Appointment – Email from Bob Brown, President, St. Stephen Development Board dated February 18, 2013.
- (iii) Voluntary Road Toll – Letter from Oversight Manager, Chocolate Fest 2013, dated February 19, 2013.
- (iv) Request to Hold Event – Letter from Oversight Manager, Chocolate Fest 2013, dated February 12, 2013.
- (v) Presentation Request – Email from Caroline Davies, Chair, Save Ocean Science (SOS) Committee dated February 19, 2013.

**AGENDA  
COMMITTEES  
MARCH 13, 2013**

3

- (vi) The Working Forest Newspaper – Letter from Jolene Lisk, Sales Representative, dated March 4, 2013 with attachment:
  - Advertising Proposal
- (vii) Host Proposal for the 2014 New Brunswick Sports Hall of Fame Annual Banquet and Induction Ceremony – Memo from CAO dated March 8, 2013 with attachments:
  - Letter from Chairman of the Board dated February 1, 2013 with attached Annual Induction Banquet & Ceremony Event Guidelines and Host Proposal form.

4. DELEGATIONS/PRESENTATIONS

5. NEW BUSINESS

6. ADJOURNMENT

10.(b)

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

DATE: \_\_\_\_\_ March 25, 2013

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

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

**PLANNING ADVISORY COMMITTEE MEETING**

**THAT** the Minutes of the Planning Advisory Committee meeting held on December 10, 2012 be accepted.



## MINUTES

### TOWN OF ST STEPHEN PLANNING ADVISORY COMMITTEE

**Meeting: December 10, 2012 @ 5:30 PM**

1. RECORDING OF ATTENDANCE

- Ted Moore – Chair
- Garth Orchard
- Geoff Knight
- Ed Zammit
- Marge Harding
- Michael Booth
- Mark Fleming

Absent:

- Andre Levesque – Resigned (Personal Reasons)
- Greg Farrell – Resigned (does not live in Town)

2. DECLARATIONS OF CONFLICT OF INTEREST, IF ANY

None declared

3. ADDITIONS TO AND/OR APPROVAL OF AGENDA

- Nominations for two vacant positions
- Zoning By-Law – Amendment to Portable Signs Portion of by-Law Sec. 9.3.6

4. APPROVAL OF PREVIOUS MEETING'S MINUTES - December 20, 2011

Moved by Marge Harding and seconded by Garth Orchard that the minutes be approved as presented. Motion carried

5. BUSINESS ARISING FROM MINUTES

None

6. PRESENTATIONS/DELEGATIONS

Mrs. Sheila Polk and her partner furthered their application for their variance to have a garage placed in the front of their home and a front setback variance from 25 to 23 feet. (See Agenda Topics)

7. ZONING APPLICATIONS - NIL

8. APPLICATIONS FOR VARIANCES

- Variance application from Ms. Sheila Polk, 26 Queensway to have an accessory building namely a garage measuring 24 x 30 ft x 14 ft placed in front of her home. She also required a front setback from 25 ft to 23 ft. (Agenda topics)

9. SIGN APPLICATIONS - NIL

10. SUBDIVISION APPLICATIONS - NIL

11. OTHER BUSINESS – NIL

AGENDA TOPICS:

- a. Nominations to replace two members of PAC due to resignations of Andre Levesque (Personal Reasons) and Greg Farrell who no longer lives within the boundaries of the Town. Four names were advanced Mark Porter – Richard Rogers – Allen Gillmor and Wilfred Torunski. After some discussion Geoff Knight made a motion that Mark Porter and Allen Gillmor's names be presented to council as PAC's choice to serve on the Planning Advisory Committee.. Geoff Knight offered to resign to allow Richard Rogers serve on the committee; no motion was received from committee to accept his resignation. Geoff Knight agreed to continue serving on the committee.

The following term extensions were voted on by the membership:

1. Garth Orchard – January 1, 2013 – December 31, 2013
2. Ed Zammit – January 2013- October 2014
3. Mark Porter – January 1, 2013 – December 31, 2015
4. Geoff Knight - January 1 – 2013 – December 31, 2013
5. Ted Moore – January 1, 2013 – December 31, 2014
6. Allan Gillmor – January 1, 2013 – December 31, 2015
7. Margaret Harding – At the pleasure of council
8. Michael Booth – At the pleasure of council

February 2013 – an election will be held to determine chair and co-chair. The term of office shall be for one (1) year but they are available for re-election or re-designation.

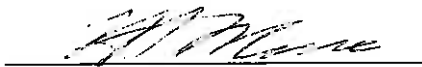
- b. Zoning By-Law – Amendment to Portable Sign portion of By-Law Sec 9.3.6. After much discussion a motioned was presented by Garth Orchard and seconded by Geoff Knight that the amendment to the by-law is supported by PAC. Motion carried unanimously.

- c. Variance application from Ms. Sheila Polk, 26 Queensway to have an accessory building namely a garage measuring 24' x 30' x 14' placed in front of her home. She also requested a front setback from 25 ft to 23 ft. Ms. Polk's request was accompanied by support of five (5) neighbours. Staff had no concerns as the placement of the garage is aesthetically pleasing conforming to the homes in the neighbourhood.

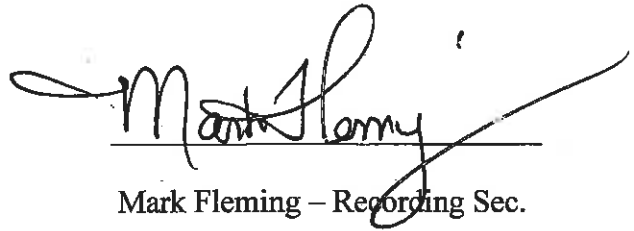
It was moved by Geoff Knight and seconded by Marg Harding that both variances are granted to Ms. Polk. Motion carried

## 12. MOTION FOR ADJOURNMENT

Moved by Ed Zammit and seconded by Marge Harding that there being no further business the meeting adjourned at 6:40 PM



Ted Moore – Chair



Mark Fleming – Recording Sec.

11.

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

DATE: March 25, 2013

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

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

**STAFF REPORTS**

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

# Memo

**To:** John Ferguson, CAO  
**From:** Tim Tozer, Treasurer  
**Date:** 4 March 2013  
**Subject:** Finance Department Report

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

### 1) Ongoing accounting work involving:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
- C) Payroll processing. (Bi-weekly).
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to November 30, 2012.

### 2) Statements of Revenue and Expenditures to January 31, 2013.

### 3) Preparation and review of departmental information for Committee and Council packages.

### 4) Computer server maintenance.

### 5) Meetings:

- A) Monthly Committee meeting-March 13, 2013.
- B) Attend announcement for Civic Center funding-March 19, 2013.

6) Projects:

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

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

B) Public Sector Accounting Board standard implementation.

C) 2013 Budget.

D) General 2012 Audit.

E) Gas Tax Fund 2012 Audit

F) Revenue Canada 2010 and 2011 Audit

G) T4's and T4A's.

H) Worksafe NB yearly submissions.

Tim Tozer, CMA  
Treasurer  
Town of St. Stephen

## **Public Works Report for February 2013**

FROM: Lee Johnson Director of Operations  
DATE: March 05,2013

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

- a) 1 Hydrant was repaired.
- b) 6 new meters were installed.
- c) 7 service lines were repaired.
- d) 1 new service was installed.

### **2:Streets:**

- a) Plowed and sanded streets.
- b) Removed snow banks.
- c) Cleaned Catch Basins.
- d) Cold Patched.

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

- a) Lift station and Lagoon maintenance.
- b) 3 Sewer Laterals were videoed.
- c) 1 Sewer Main was Flushed and 1 sewer main was Videoed.

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

- a) Finished for winter.

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

Parks

- Steve returns to the Parks department on March 25<sup>th</sup>.
- Jennifer returns on April 2<sup>nd</sup>.
- The floodlights will be installed in the Donahue Park once the snow has melted.
- Student application have started coming in, close on April 2<sup>nd</sup>.
- We will begin numbering all of our seasonal assets once Steve gets organized.

Pool

- Steve will begin to clean and get pool ready in April. Chemicals and supplies need to be ordered.

Other

- Received a very generous grant from Jumpstart to assist Milltown Elementary school children attend the Boys and Girls Club.
- Attended Civic Center meetings.
- Continue to work on the Civic Center website.
- Will need to have the Promenade of Premiers Panels installed once the snow is gone.

Leah

- Spring & Summer Community Guide
- Pool schedule
- Pool staff training schedule
- Regular daily arena operations
- Planning arena closure
- ‘Run for Chocolate’

Meetings:

- National Lifesaving Board conference call
- Lifesaving NB Board
- Arena Board
- Maritime Arena Operation Institute conference call
- Growth Initiative meeting
- ‘Run for Chocolate’ Fun Run

Michael O’Connell  
Director Parks, Recreation  
& Property Management

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

**By-Law/Zoning Issues**

- Continue to follow up on the proposed development at 134/138 Milltown Blvd.
- Working on a possible re-zoning for a home-based business on Princess St.
- Met with Bill Young re. Subdivision proposal.

**Facilities**

- Repairs have been completed at the VIC.
- Red ants are a problem at the library again. I have asked Braemar to take a look.

**EMO**

- Setting up our Sentinel program.
- John F and I met with Eddie Oldfield who was representing Public Safety Canada, we discussed a project called Making Cities Resilient: 'My City is getting ready'. This free initiative is designed to help us be ready for any future disasters.

**Other**

- The traffic lights at the Mall are on flashing mode right now, the new parts are due to arrive on March 25<sup>th</sup>, and will be completely repaired at that time.
- Sitting room at the library is all set-up with the Hotel pictures, and the 3D tour of the Civic Center.
- Reviewing all Town tax bills.
- Lamp pole on waterfront has a bad lean to it, will be repaired once snow and ice has melted.
- I was on vacation from February 22<sup>nd</sup> – March 6<sup>th</sup>.

**Meetings**

- George Laviolette
- Eddie Oldfield
- Progress Magazine
- Growth Initiative
- Bill Young
- Tom MacFarlane

Michael O'Connell  
Director Parks, Recreation  
& Property Management

# St. Stephen Fire Department

## Report for February 2013

Alarms were: Town Alarms           6  
                  Out of Town Alarms 1  
  7

Alarms are described as being :

		# of firefighters	# of Hours
1. Alarm activation	3	30	39
2. Motor vehicle accident	1	12	18
3. Unknown odor	1	2	2
4. Hydro Pole	1	9	18
5. False Alarm	1 (dryer vent)	11	11

Calls dispatched for the period of this report : 51

Fire Department Activities for February:

1. Monthly meeting of the fire department followed by training.
2. Tour of Ganongs for Pre planning purposes relative to the new line.
3. Five presentation were made regarding the Off Road Rescue Unit.
4. Participated with Ambulance NB for the "Hands Only CPR " for the public held at the firehall.
5. Ambulance NB conducted a training session with the department dealing with infectious disease protection, equipment cleaning ,ambulance layout, and the proper use of different pieces of equipment they use.
6. Preparation for the Curling Funspiel March 09.

Fire Chiefs Activities.

1. Monthly Meeting of the department.
2. Monthly meeting of committee
3. Five presentations to various groups for the Off Road Rescue Equipmeent.
4. The EMS package has been built and in service.
5. Fire Chief worked 4 shifts as relief driver in February.
6. Meeting of the Fundy Firefighters Assoc.
7. AllSself Contained Breathing Apparatus have received their annual testing .
8. Working with the Fire Chief in Calais and the Town Solicitor on updating our Automatic Aid Agreement . This agreement will need to be signed once it is received and reviewed by council.

March 1, 2013

To: CAO – St. Stephen

Fr: By-Laws & Building Inspection

Re: February 2013 – Report

- Several issues relating to 2 hr parking on Milltown Blvd. Vehicles removed before two hr time limit.
- Issues with overnight parking ban on town Streets (snow clearing) Princess and Riverside Dr. Vehicle moved
- Working with Building Inspector concerning several Dangerous and Unsightly Premises. Three (3) properties are being addressed by this department.
- Corresponding with the public on a daily basis with matters relating to Zoning Issues, Building By-law and other enforcement by-laws
- Signing off of bills and preparation of reports to Stats Canada, Service New Brunswick & CMHC
- Addressing issues concerning Parks – Recreation and Property Management – Director on vacation
- On vacation for one (1) week

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

## **FEBRUARY REPORT**

**2013**

### **BUILDING INSPECTION**

The month of February has brought in a total of 1 (one) permit which represents \$10,000.00 in building costs.

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

Our office dealt with and has filed 17 (seventeen) Occurrences reports and filed 8 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**

March 1, 2013

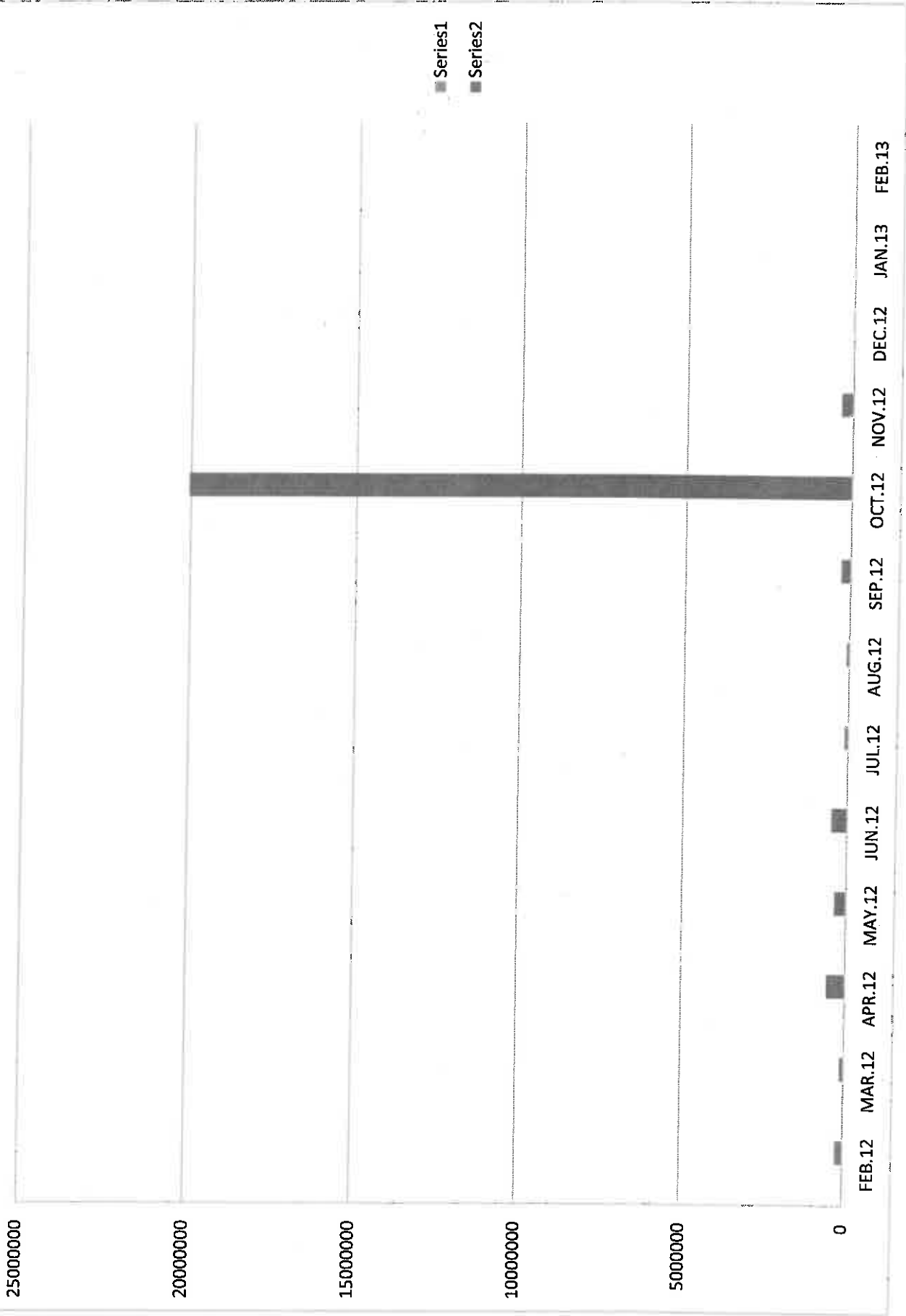
To: CAO – St. Stephen

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

Re: February 2013

- One (1) Building permit issued – Totalling \$10,000
- No waivers issued
- No variances
- Three (3) approvals sub/division plans by Development Officer

# FEB 2012- FEB 2013 BUILDING & DEMOLITION PERMITS



14.(a)

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

DATE: March 25, 2013

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

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

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **February 1, 2013 to February 28, 2013 inclusive**. During this time period, the RCMP responded to 283 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

Checkstop	1
Other moving traffic	3
Tickets issued	24
Traffic Collision	4
Warnings issued	72

**PROVINCIAL STATUTES:**

911 Other Activities	1
False Abandoned 911	12
Fire Prevention Act	1
Liquor Control Act	2
Mental Health Act	4
Motor Vehicle Act – other	1
Municipal Bylaws	3

**CRIMINAL CODE:**

Assault	8
Assault with weapon	1
Break and enter residence	2
Carrying a concealed weapon	1
Counterfeit money	3
Disobeying an order of the court	1
Disturbing the peace/Causing a disturbance	2
Fail to comply with condition of undertaking	1
Fail to stop/remain property damage	2
Harassing phone calls	4
Impaired care or control	2
Indecent Act	1

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

Continued from Page 1

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Mischief damage to and/or Obstruct enjoyment of property	4
Other theft under \$5000	6
Possession of property obtained by crime	1
Public mischief	1
Roadside suspension	1
Sexual assault	1
Theft under \$5000 – shoplifting	1
Trespass at night	1
Uttering threats against person	6
Uttering threats against property	1

**OTHER FEDERAL STATUTES:**

Possession Schedule VII – cannabis marihuana	1
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**OTHER INVESTIGATIONS:**

Abandoned vehicles	1
Assistance to Other Canadian Police Department	2
Assistance to Canadian Provincial Department	4
Assistance to General Public	11
Crime Prevention	5
False Alarms	9
Lost & Found	1
Police Certificates	64
Suspicious person/vehicle	6

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

Arrested	6
Charged	8
Cleared Otherwise	5
Prisoners	2

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

14.(b)

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

DATE: March 25, 2013

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

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

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

**BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$104,000 (one hundred and four thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
Refinancing Debenture No. AO 23	\$104,000	10 Years

14.(c)

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

DATE: March 25, 2013

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

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

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

**THAT** the Council of the Town of St. Stephen agrees to freeze its annual, not to exceed 3% Cost of Living, as outlined in Section 5.05 of the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", retroactive to December 1, 2012 to November 30, 2013.

14.(d)

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

DATE: March 25, 2013

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

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

**OUT-OF-PROVINCE TRAVEL: MANAGER, BY-LAWS AND BUILDING INSPECTION**

THAT the Council of the Town of St. Stephen approves the Manager, By-Laws and Building Inspection, to attend the Atlantic Bylaw Officers Association 2013 Conference and Training in Bay Roberts, Newfoundland and Labrador, June 17 – 19, 2013, inclusively.

14. (e)

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

DATE: March 25, 2013

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

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

**REAPPOINTMENTS – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION, INC.**  
THAT Steven Backman, Richard MacMillan, John Stewart, Dorothy Hyslop and Samantha Kinney be reappointed to the Board of Trustees of the Charlotte County Hospital Foundation, Inc. for a three year term commencing May 1, 2013 and expiring April 30, 2016.

14.(f)

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

DATE: March 25, 2013

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

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

**CHAIR AND VICE-CHAIR APPOINTMENTS – PLANNING ADVISORY COMMITTEE**

**THAT** Ted Moore be reappointed as Chair to the Planning Advisory Committee for a one (1) year term retroactive to January 1, 2013 and expiring December 31, 2013.

**AND FURTHER THAT** Garth Orchard be appointed as Vice-Chair for a one (1) year term retroactive to January 1, 2013 and expiring December 31, 2013.

14. (9)

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

DATE: March 25, 2013

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

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

**COUNCIL APPOINTEE – 2013 COMMUNITIES IN BLOOM COMMITTEE**

**THAT** the Council of the Town of St. Stephen appoints Councillor Debbie MacDonald to act as its member on the 2013 Communities in Bloom Committee.

14. (h)

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

DATE: March 25, 2013

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

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

**COUNCIL APPOINTEE - ST. STEPHEN DEVELOPMENT BOARD**

**THAT** Mayor John Quartermain be appointed to the St. Stephen Development Board (the Board) to join Councillor Mike Booth as the two members of Council on the Board as outlined in its Supplementary Letters Patent.

14. (i)

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

DATE: March 25, 2013

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

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

**RESCINDING OF RESOLUTION (PARKS AND RECREATION DEPARTMENT  
– VEHICLE PURCHASE – 2007 DODGE DAKOTA)**

**THAT** Resolution # 54/13 as stated in the Minutes of February 25, 2013, which reads

**THAT** the Council of the Town of St. Stephen authorizes the purchase of a used 2007 Dodge Dakota, Serial No. 1D7HE42K87S266946 for \$12,919.00 (twelve thousand nine hundred and nineteen dollars), including HST, and license fee from St. Croix Auto Ltd. **CARRIED**

be rescinded immediately.

14. (j)

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

DATE: March 25, 2013

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

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

**RESCINDING OF RESOLUTION (TRANSFER FROM GENERAL CAPITAL RESERVE FUND**

**THAT** Resolution # 55/13 as stated in the Minutes of February 25, 2013, which reads

**THAT** the amount of \$11,837.45 (eleven thousand eight hundred and thirty seven dollars and forty five cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2007 Dodge Dakota for the Parks and Recreation Department. **CARRIED**

be rescinded immediately.

14.(k)

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

DATE: March 25, 2013

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

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

**PARKS AND RECREATION DEPARTMENT - VEHICLE PURCHASE – 2008**  
**DODGE DAKOTA**

THAT the Council of the Town of St. Stephen authorizes the purchase of a used 2008 Dodge Dakota, Serial No. 1D7HE32K68S529429 for \$13,597.00 (thirteen thousand, five hundred and ninety-seven dollars), including HST, and license fee from St. Croix Auto Ltd.

14. (1)

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

DATE: March 25, 2013

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

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

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND**

**THAT** the amount of \$12,458.02 (twelve thousand, four hundred and fifty- eight dollars and two cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2008 Dodge Dakota for the Parks and Recreation Department.

14. (m)

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

DATE: March 25, 2013

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

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

**FUNDRAISING ROAD TOLL – CHOCOLATE FESTIVAL OPERATING COMMITTEE**  
THAT the Council of the Town of St. Stephen approves the request from the Chocolate Festival Operating Committee to hold a fundraising road toll in the vicinity of 35 Union Street (corner of Union and School Streets) on Saturday, June 15, 2013 between the hours of 10:00 a.m. and 5:00 p.m., with an alternate date of Saturday, June 22, 2013 between the hours of 10:00 a.m. and 5:00 p.m.

14. (n)

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

DATE: March 25, 2013

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

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

**APPROVAL OF EVENT – CHOCOLATE FEST**

**THAT** the Council of the Town of St. Stephen grants permission to Chocolate Fest to hold its festival from Saturday, August 3 to Saturday, August 10, 2013 as outlined in its brochure.

14. (0)

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

DATE: March 25, 2013

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

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

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

**THAT** the Council of the Town of St. Stephen approves the bid application and with the full intent to meet the required responsibilities as described by the New Brunswick Sports Hall of Fame in their letter dated February 1, 2013.

**AND FURTHER THAT** the Council of the Town of St. Stephen approves the bid-bond payment in the amount of \$2,000.00 (two thousand dollars) due within 30 (thirty) days of being selected as the host community.

14. (P)

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

DATE: March 25, 2013

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

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

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

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement between the Town and Arthur T. Doyle Associates for the recruitment of The Town of St. Stephen's Garcelon Civic Center Manager in the amount of \$12,000.00 (twelve thousand dollars), plus HST.

14. (a)

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

DATE: March 25, 2013

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

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

**GENERAL CAPITAL RESERVE FUND TRANSFER**

**THAT** the Council of the Town of St. Stephen approves the reallocation of \$12,000.00 (twelve thousand dollars), plus HST, from amounts budgeted in 2013 for "Transfer to General Capital Reserve" to the budget line "Other Research" for the payment of the recruitment of The Town of St. Stephen's Garcelon Civic Center Manager.

14.(v)

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

DATE: March 25, 2013

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

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

**VACATION CARRY-OVER**

**THAT** the Council of the Town of St. Stephen approves the 2012 non-union vacation credit carry-over of 15 (fifteen) days for employee # E26.

17. (a)

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

DATE: March 25, 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*.

18.

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

DATE: March 25, 2013

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.