

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 26, 2012
7:00 P.M. – 9:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 22, 2012
 - (b) Special Council Meeting – October 25, 2012
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
 - (c) Paid Bill – Conflict of Interest – Canada Post
 - Cheque # 011201
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Thank you card from Alison Estey dated November 4, 2012.
 - (b) Letter from Mayor Quartermain to Kim Reeder, Program Director, St. Croix Estuary Project Inc. dated November 15, 2012.
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – October 25, 2012
 - (b) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration – November 14, 2012

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS
 - (a) By-Law No. A-7.7 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – be given Second Reading – Reading in its Entirety
 - (b) By-Law No. Z-1.1 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – Second Reading – Reading in its Entirety
 - (c) By-Law No. L-9 – “A By-Law Respecting a Sidewalk Café” – First Reading – Short Title Only

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on October 22, 2012 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
OCTOBER 22, 2012 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Marg Harding.

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

196/12 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

Councillor Booth declared a conflict of interest on paid bill to Canada Post and left Council Chambers at 7:40 p.m. and returned at 7:41 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) MADD Canada Project Red Ribbon Day - Mayor Quartermain proclaimed November 1, 2012 as "MADD Canada *Project Red Ribbon Day*":

Whereas:

The effects of impaired driving are the cause of widespread suffering and death in our communities.

Whereas:

MADD is taking positive action to reduce disabilities and deaths caused by impaired driving by:

- (1) providing our multimedia presentation to each high school in Charlotte County to educate our youth;
- (2) providing and informing citizens of consequences of impaired driving; and,
- (3) helping within the community by saving lives and supporting victims.

Whereas:

MADD Annual Red Ribbon Campaign from November 1st 2012 – January 7th, 2013 will bring extra awareness of impaired driving during the Christmas festivities by planning ahead and having a safe drive home.

Now Therefore:

I, John Quartermain, Mayor of the Town of St. Stephen, hereby proclaims November 1st, 2012 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

- (b) Department of Public Safety – Charlotte County Region Emergency Program – Scott Biggs and Sandy Livingstone, NB EMO Program Officers, provided information on the Charlotte County Region Emergency Program which was developed after the government recognized the need to strengthen emergency management programs in Charlotte County as a result of the 2010 flooding.

In particular, the Town’s EMO responsibilities are as follows:

- Emergency Response Plan
- Appoint an EMO Coordinator
- Emergency Action Committee
- Emergency Operations Centre

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Booth

197/12

THAT the Minutes of the Regular Council meeting held on September 24, 2012 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 198/12 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2012 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell
Seconded by Councillor MacDonald

- 199/12 **THAT** the paid bills in the amount of \$1,054,207.26 (one million, fifty-four thousand, two hundred and seven dollars and twenty-six cents) be ratified. **CARRIED**

PAID BILL: CONFLICT OF INTEREST – CANADA POST

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 200/12 **THAT** the paid bill (Cheque # 011002) in the amount of \$754.61 (seven hundred, fifty-four dollars and sixty-one cents) for Canada Post be ratified. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 201/12 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

- 202/12 **THAT** the Minutes of the Committees meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration held on October 10, 2012 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 203/12 THAT the following staff reports for the month of September 2012 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.7 – A BY-LAW TO AMEND BY-LAW NO. A-7 – “A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

- 204/12 THAT By-Law No. A-7.7 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 205/12 THAT the Royal Canadian Mounted Police (RCMP) September 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

LIGHTING UPGRADE – MUNICIPAL BUILDING (199 UNION STREET)

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 206/12 **THAT** the Council of the Town of St. Stephen hereby awards the quote of \$7,548.40 (seven thousand, five hundred and forty-eight dollars and forty cents), including HST, being the low quote of the two (2) quotes solicited to Orr Electric & Alarm Ltd. of St. Stephen, NB, for the upgrade of lighting of the Municipal Building located at 199 Union Street. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor MacEachern voting against the motion.

APPROVAL OF EVENT – LINK TO LIFE RIBBON CAMPAIGN

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

- 207/12 **THAT** the Council of the Town of St. Stephen grants permission to the Charlotte County Suicide Prevention Committee (the Committee) to post ribbons on King Street from the Charlotte Mall to Milltown Boulevard through to Milltown Customs between November 18th and November 30th, 2012 to raise public awareness of formal supports in the community and how to access them.

AND FURTHER THAT it is understood the ribbons will be removed by the Committee the first week of December 2012. **CARRIED**

ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 208/12 **THAT** the Council of the Town of St. Stephen appoints the following five members of Council to form the Town's Substandard Properties Appeal Committee:

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

CARRIED

AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE I (TOSS12-03)

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 209/12** THAT the Council of the Town of St. Stephen hereby awards the bid of \$8.75 (eight dollars and seventy-five cents) per household, per month, including HST, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Fero Waste & Recycling Inc. of Moncton, NB, for the solid waste collection and disposal – residential homes – Zone I for the period November 1, 2012 to October 31, 2015 subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and compliance with the Town's By-Law No. S-7, "A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material", and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered. **CARRIED**

EXTENSION OF CONTRACT - SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE II (CTOSS2011-15)

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 210/12** THAT the Council of the Town of St. Stephen authorizes an extension for the solid waste collection and disposal – residential homes – Zone II with Southern Sanitation Ltd. of Oak Bay, NB for the period November 1, 2012 to October 31, 2013, for the current contracted price of \$7.90 (seven dollars and ninety cents), including HST, per household per month, and conditional on the same terms and conditions as outlined in the current contract (CTOSS2011-15). **CARRIED**

EXTENSION OF CONTRACT - SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE III (CTOSS2011-16)

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 211/12** THAT the Council of the Town of St. Stephen authorizes an extension for the solid waste collection and disposal – residential homes – Zone III with Southern Sanitation Ltd. of Oak Bay, NB for the period November 1, 2012 to October 31, 2014, for the current contracted price of \$7.90 (seven dollars and ninety cents), including HST, per household per month, and conditional on the same terms and conditions as outlined in the current contract (CTOSS2011-16). **CARRIED**

**ACTUARIAL SERVICES – CANADIAN INSTITUTE OF CHARTERED
ACCOUNTANTS PUBLIC SECTOR ACCOUNTING BOARD STANDARDS**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 212/12 **THAT** the Council of the Town of St. Stephen approves the amount of \$9,500.00 (nine thousand, five hundred dollars), plus HST, to Morneau Shepell Inc. of Fredericton, NB for the provision of actuarial services, prior to December 31, 2012, in order to meet obligations for compliance with the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Board (PSAB) standards and municipal reporting requirements for New Brunswick Municipalities.

AND FURTHER THAT the Council authorizes the Mayor and Town Clerk to execute the agreement(s) with Morneau Shepell Inc. to provide the above-noted services. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – DORA
CONSTRUCTION LIMITED – CHANGE REQUEST NUMBER 4**

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

- 213/12 **THAT** the Council of the Town of St. Stephen hereby approves, for The Town of St. Stephen's Garcelon Civic Center project, Change Request Number 4 in the amount of \$4,000.00 (four thousand dollars), plus HST, dated August 16, 2012, as recommended by the Project Manager and under the terms of the Contract Agreement, with DORA Construction Limited, Section 6.3 and subsections 6.3.1, 6.3.2 and 6.3.4.

AND FURTHER THAT the purpose of the Change Request is to change the location of the second floor washroom from the cafeteria to the west wall to better facilitate the flow of traffic to service the meeting rooms from the cafeteria.

CARRIED

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – DORA
CONSTRUCTION LIMITED – CHANGE REQUEST NUMBER 8**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

- 214/12 **THAT** the Council of the Town of St. Stephen hereby approves, for The Town of St. Stephen's Garcelon Civic Center project, Change Request Number 8 in the amount of a credit of \$67,395.00 (sixty-seven thousand, three hundred and ninety-five dollars), plus HST, dated September 14, 2012, as recommended by the Project Manager and under the terms of the Contract Agreement, with DORA Construction Limited, Section 6.2 and subsections 6.2.1.1 and 6.2.1.2.

AND FURTHER THAT the purpose of the Change Request is to allow for a change in the fire rating of the fire rated wall panels of the west wall resulting from criteria which required the increased rating as a result of the potential for further construction by the Province in the space which is next to the building on the west wall, and which is no longer required as a result of the receipt of a variance from the Province. **CARRIED**

MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

THAT the Council of the Town of St. Stephen approves the Major Industry and Economic Incentive Policy No. 57 attached.

AMENDED

MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY

Moved by Deputy Mayor Ames

Seconded by Councillor MacDonald

- 215/12 **THAT** the Council of the Town of St. Stephen approves the Major Industry and Economic Incentive Policy No. 57 attached, with amendments recommended by the Chief Administrative Officer, and retroactive to January 31, 2011 to allow applications presently on hold to qualify. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor MacEachern voting against the motion.

APPROVAL OF EVENT – SANTA CLAUS PARADE

Moved by Councillor Maxwell

Seconded by Deputy Mayor Ames

- 216/12 **THAT** the Council of the Town of St. Stephen grants permission to the Retailers' Christmas Promotion to hold the Santa Claus Parade, which includes music, on Friday, November 16, 2012, commencing at 6:30 p.m., followed by the tree lighting at Town Square, and ending approximately 9:00 p.m. **CARRIED**

FUNDING REQUEST – ENTERPRISE CHARLOTTE

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 217/12 **THAT** the Council of the Town of St. Stephen approves the funding request from Enterprise Charlotte for the first three (3) months of 2013 which is based on an annual rate of \$1.00 (one dollar) per capita paid quarterly, for a total of \$1,204.25 (one thousand, two hundred and four dollars and twenty-five cents), which represents the final funding amount to be paid to the organization. **CARRIED**

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Deputy Mayor Ames voting against the motion.

Councillor MacEachern voting against the motion.

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Attended a Business Improvement Area (BIA) meeting.
- Attended an International Festival meeting.
- After attending the Union of Municipalities of New Brunswick (UMNB) annual conference, and in particular, the meeting on New Brunswick's Forestry Sector hosted by Irving, stated that the Town should host a provincial meeting regarding New Brunswick's forestry sector, and suggested it be discussed further at next month's Planning, Promotion and Tourism Committee meeting.

Councillor MacEachern

- Attended the Union of Municipalities of New Brunswick (UMNB) annual conference.
- Attended various Town meetings.

Councillor Booth

- Spoke with representatives on the Milltown Legion.
- Milltown Legion's assets are being sold.

Councillor MacDonald

- Attended the Union of Municipalities of New Brunswick (UMNB) annual conference and found it to be very informative.
- Attended the Chamber of Commerce Business Recognition Gala.

Councillor Maxwell

- Attended various Town meetings.
- Attended the Chamber of Commerce Business Recognition Gala.

Mayor Quartermain

- Attended the Union of Municipalities of New Brunswick (UMNB) annual conference.
- Attend ongoing Civic Center meetings.
- Attended the Chamber of Commerce Business Recognition Gala.
- Participated in a flag raising ceremony to mark NB Foster Parent Appreciation Week from October 21 – 27, 2012.
- Will attend the opening ceremony for the new highway, one year ahead of schedule.

16. QUESTION PERIOD

Pat Cummins, a resident, asked whether or not the Town would be held liable for not repairing a problem it was aware of and the Chief Administrative Officer suggested it more than likely would be.

Mr. Cummins reiterated that “The Money Savers” are still being thrown from cars.

17. CLOSED SESSION

CLOSED SESSION

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

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*. **CARRIED**

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

218/12 **THAT** the meeting adjourn at 9:30 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
OCTOBER 22, 2012
7:00 P.M. – 9:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) MADD Canada Project Red Ribbon Day - Proclamation
 - (b) Department of Public Safety – Charlotte County Region Emergency Program – Presentation by Scott Biggs and Sandy Livingstone, NB EMO Program Officers.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – September 24, 2012
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
 - (c) Paid Bill – Conflict of Interest – Canada Post
 - Cheque # 011002
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from the Mayor to the Regional Manager, Atlantic Canada, Canadian Tire Jumpstart dated October 17, 2012.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Planning, Promotion and Tourism; and Finance and Administration – October 10, 2012

11. STAFF REPORTS
 - (a) Finance Department
 - (b) Public Works Department
 - (c) Department of Parks, Recreation and Property Management
 - (d) Fire Department
 - (e) Department of By-laws and Building Inspection
 - (f) Development Office
12. UNFINISHED BUSINESS
13. CONSIDERATION OF BY-LAWS
 - (a) By-Law No. A-7.7 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – be given First Reading – Short Title Only
14. NEW BUSINESS
 - (a) Royal Canadian Mounted Police – Monthly Report
 - (b) Lighting Upgrade – Municipal Building (199 Union Street)
 - (c) Approval of Event - Link to Life Ribbon Campaign
 - (d) St. Stephen Substandard Properties Appeal Committee
 - (e) Awarding of Bid: Solid Waste and Collection and Disposal Services – Residential Homes – Zone I (TOSS12-03)
 - (f) Extension of Contract – Solid Waste and Collection and Disposal Services – Residential Homes – Zone II (CTOSS2011-15)
 - (g) Extension of Contract – Solid Waste and Collection and Disposal Services – Residential Homes – Zone III (CTOSS2011-16)
 - (h) Actuarial Services – Canadian Institute of Chartered Accountants Public Sector Accounting Board Standards
 - (i) The Town of St. Stephen's Garcelon Civic Center – DORA Construction Limited – Change Request Number 4
 - (j) The Town of St. Stephen's Garcelon Civic Center – DORA Construction Limited – Change Request Number 8
 - (k) Major Industry and Economic Incentive Policy
 - (l) Approval of Event – Santa Claus Parade
 - (m) Funding Request – Enterprise Charlotte
15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. CLOSED SESSION
 - (a) Motion to move into closed session to discuss a financial matter as per Section 10.2(4)(c) of the New Brunswick Municipalities Act.
18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on October 25, 2012 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, OCTOBER 25, 2012 @ 8:45 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; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Booth

Seconded by Councillor Harding

219/12 **THAT** the Council of the Town of St. Stephen moves from a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* and accepts the recommendation of the Mayor to call an emergency Special Council meeting and approves the agenda. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest.

4. **NEW BUSINESS**

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

Moved by Deputy Mayor Ames

Seconded by Councillor Harding

220/12 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute and seal both Option to Purchase Agreements: (1) Home Support Services Inc. and The Town of St. Stephen; and (2) The Town of St. Stephen and 661405 N.B. Inc. as directed this date in a Closed Committee meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.
CARRIED

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

221/12 **THAT** the meeting adjourn at 8:55 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, OCTOBER 25, 2012 @ 8:45 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) Option to Purchase Agreements: (1) Home Support Services Inc. and The Town of St. Stephen; and (2) The Town of St. Stephen and 661405 N.B. Inc.

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2012

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 October 31, 2012 be received.

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

	Actual To Date For the Ten Months Ending October 31, 2012	Budget For the Year Ending December 31, 2012	Remaining	Percentage Used
Revenue				
Taxes	4,564,095	5,476,914	\$912,819	83%
Services Provided to Other Governments	137,453	196,222	58,769	70%
Sale of Services	78,345	117,769	39,424	67%
Other Revenue From Own Sources	192,565	223,545	30,980	86%
Unconditional Grants	547,619	657,142	109,523	83%
Conditional Transfers	3,200	6,000	2,800	53%
Other Transfers	728,369	855,073	126,704	85%
Total Revenue	6,251,646	7,532,665	1,281,019	83%
Expenditure				
General Government Services	787,488	1,012,253	224,765	78%
Protective Services	1,811,844	2,375,897	564,053	76%
Transportation Services	1,339,925	1,748,516	408,591	77%
Environmental Health Services	208,682	273,205	64,523	76%
Environmental Development Services	261,667	279,970	18,303	93%
Recreational and Cultural Services	660,505	773,662	113,157	85%
Fiscal Services	523,188	1,061,162	537,974	49%
Other	2,318	8,000	5,682	29%
Total Expenditures	5,595,617	7,532,665	1,937,048	74%
Surplus (Deficit)	\$656,029	\$0		

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

	Actual To Date For the Ten Months Ending October 31, 2012	Budget For the Year Ending December 31, 2012	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,584,480	\$2,068,052	\$483,572	77%
Other Revenue From Own Service	146,674	136,364	(10,310)	108%
Total Revenue	1,731,154	2,204,416	473,262	79%
Expenditures				
Water Supply	736,799	1,001,446	264,647	74%
Sewerage Collection and Disposal	504,143	638,097	133,954	79%
Fiscal Services	457,143	564,873	107,730	81%
Total Expenditures	1,698,085	2,204,416	506,331	77%
Surplus (Deficit)	\$33,069	\$0		

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

PAID BILL: CONFLICT OF INTEREST – CANADA POST

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

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

October 2012

Visa:

John Ferguson (CAO Meeting, Travel, Office Supplies)

510.80

Total

\$510.80

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

October 2012

Interm:

Dora Construction Limited (Design Build Contract, Cheque #52)	1,319,466.22
Frank G. Godsoe Chartered Accountant (Civic Centre Accounting and Advisory Services for Month of September, 2012, Cheque #53)	2,604.65
Total	<u><u>\$1,322,070.87</u></u>

TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED
(CHARLES F. TODD TRUST FUND):

October 2012

Brayden Farrell (Irving Randall Todd Scholarship - First
Installment, Cheque #53)

2,000.00

Total

2,000.00

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010540	10/01/12 OCTOBER01,2012	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-LEASE, SIGN RENTAL	5475.95 5475.95			
011108	10/01/12 SEPTEMBER/12	ACCT 8025-280 LOCAL 770 UNION DUES-SEPT/12	913.98 913.98	A/P	OUT-STD	
011109	10/01/12 SEPTEMBER/12	ACCT 903240049220 VOLUNTEER FIRE UNION DUES-SEPT	108.00 108.00	A/P	OUT-STD	
011110	10/01/12 SEPTEMBER/12	ACCT 903240070386 EMPLOYEE DEDUCTIONS - SEPT/12	400.00 400.00	A/P	OUT-STD	
011111	10/01/12 10206 10289 10385 10387 10388	ACORN CRESTING LTD RC-TENNIS-CLOTHING RC-SWIM CLUB-CLOTHING RC-SWIM CLUB-CLOTHING RC-SWIM CLUB-CLOTHING RC-SWIM CLUB-CLOTHING	395.61 133.91 811.68 109.61 146.90 1597.71	A/P	OUT-STD	
011112	10/01/12 47644255	AIR LIQUIDE CANADA TS-SHOP-CYLINDER GAS	23.47 23.47	A/P	OUT-STD	
011113	10/01/12 IN47809	ANNEX PUBLISHING BOOK DIVISION PS-FIRE-EMERG RESPONSE GUIDEBO	224.29 224.29	A/P	OUT-STD	
011114	10/01/12 3124 3318	A ONE PUMPING SERVICE LTD. RC-SWIM MEET-PORTABLE TOILETS PS-FIRE-BUCKET SIT TOILET	395.50 101.70 497.20	A/P	OUT-STD	
011115	10/01/12 2512265	ATLANTIC GYM & SPORTS RC-PARKS-SAVE-A-LEG HOME PLATE	83.51 83.51	A/P	OUT-STD	
011116	10/01/12 9010045762	ATLANTIC TRACTORS & EQUIPMENT LTD. TS-#13-ELEMENTS, MIRROR	214.41 214.41	A/P	OUT-STD	
011117	10/01/12 4753025001	BARNES DISTRIBUTION TS-SHOP-SCREWS, WASHERS	268.31 268.31	A/P	OUT-STD	
011118	10/01/12 SEPTEMBER/12	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS - SEPT/12	540.00 540.00	A/P	OUT-STD	
011119	10/01/12	BORDER AREA COMMUNITY ARENA				

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		1ST HALF ICE GG-GRANT-1ST HALF ICE GRANT	11000.00			
		4TH QUART CAPS GG-GRANT-4TH QUARTER OPS/12	10000.00			
		4TH QUARTER/12 GG-GRANT-4TH QUARTER OPS/12	7500.00			
			28500.00	A/P	OUT-STD	
011120	10/01/12	BRAEMAR PEST CONTROL SERVICES				
	355523	GG-OLD TOWN HALL-PEST CONTROL	37.37			
			37.37	A/P	OUT-STD	
011121	10/01/12	BROCKWAY'S CLEANING SERVICE				
	66	PS-RCMP-JANITORIAL-AUGUST	960.50			
			960.50	A/P	OUT-STD	
011122	10/01/12	BRUNSWICK NEWS INC				
	1220360	GG-CIVIC-ST. CROIX AUTO'S 10TH	85.43			
			85.43	A/P	OUT-STD	
011125	10/01/12	CANADIAN TIRE				
	N14820276	PS-BYLAW-TIRES	711.92			
	N14820602	RC-PARKS-CA7426 USE: 023	8.51			
	N14820606	RC-PARKS-WINDSHIELD WASHER,	10.34			
	N14820615	RC-MILLPOOL-GRBG BAGS, CLOROX	23.12			
	N14820616	TS-SHOP-SUPPLIES	12.63			
	N14820618	RC-MILLPOOL-FLUOR, SAT, YELLO	6.20			
	N14820627	RC-PARKS-PAINT	248.59			
	N14820634	RC-MILLPOOL-DUCT TAPE	7.11			
	N14820645	RC-MILLPOOL-CEMENT RUBBER	11.29			
	N14820657	RC-MILLPOOL-GLOVES, GRBG BAGS,	35.62			
	N14820664	RC-HIGH SCHOOL SOCCER-HOSE	58.07			
	N14820668	PS-FIRE-BIC LIGHTERS, ROPE, PR	19.93			
	N14820673	PS-FIRE-BLU MGC METL PO	9.03			
	N14820679	TS-AIRPORT-GLASS CLEANER, BLAD	22.78			
	N14820680	RC-MILLPOOL-HANDWASHMANG3, LYS	25.14			
	N14820683	RC-PARKS-SUPPLIES	33.28			
	N14820687	RC-HORT-HEAVY DUTY CRN B	11.30			
	N14820696	RC-BALLFIELDS-CORD CHALK LINE	4.73			
	N14820698	RC-MILLPOOL-LYSOL, TOILET BRUS	42.07			
	N14820728	PS-FIRE-VAC	124.29			
	N14820738	TS-SHOP-SLDER TIP	11.29			
	N14820744	PS-BYLAW-AIR FILTER, WINDSHIEL	17.61			
	N14820745	RC-PARKS-GLOVES	22.59			
	N14820756	RC-PARKS-WINDSHIELD WASH BUCKE	23.01			
	N14820759	RC-POOLS-SUPPLIES	5.30			
	N14820762	RC-PARKS-SUPPLIES	72.86			
	N14820767	PS-FIRE-KILL SWITCH, MERCURY B	97.15			
	N14820777	RC-OFFICE-SDR 3 SHELF	27.67			
			1703.43	A/P	OUT-STD	

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011126	10/01/12 34466	CHAR CO CHEVROLET PONTIAC BUICK GMC RC-PARKS-LAMP ASM	91.30 91.30	A/P	OUT-STD	
011127	10/01/12 2217	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANITORIAL-AUG	135.60 135.60	A/P	OUT-STD	
011128	10/01/12 SEPTEMBER/12	CIBC MELLON GLOBAL SECURITIES NBMF0 GG-MUNCIPALPLAN-SEPT/12	20619.84 20619.84	A/P	OUT-STD	
011129	10/01/12 12-045	COASTAL ASPHALT (2002) LTD. TS-ST5 REHAB-ASPHALT	6771.19 6771.19	A/P	OUT-STD	
011130	10/01/12 2-1611014	COX ELECTRONICS & COMMUNICATIONS GG-MAYOR-ROUTER	39.49 39.49	A/P	OUT-STD	
011131	10/01/12 32712	DEL COMMUNICATIONS INC. GG-CIVIC-COMMUNITY FUTURES NOV	406.24 406.24	A/P	OUT-STD	
011132	10/01/12 515	EAST COAST AIR RC-TOURISTBUREAU-AIR COND REPA	193.17 193.17	A/P	OUT-STD	
011133	10/01/12 SEPTEMBER/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - SEPT/12	362.00 362.00	A/P	OUT-STD	
011134	10/01/12 SEPT13/12	PITNEY WORKS GG/RC/FIRE-TOWNHALL-POSTAGE RE	165.01 165.01	A/P	OUT-STD	
011135	10/01/12 SEPTEMBER20/12	SHANNON GULLISON RC-MILLPOOL-FUN DAY SWIM LESSO	25.83 25.83	A/P	OUT-STD	
011136	10/01/12 4TH QUARTER/12	ST. CROIX PUBLIC LIBRARY GG-GRANT-4TH QUARTER/12	5385.50 5385.50	A/P	OUT-STD	
011137	10/01/12 4TH QUARTER/12	ST. STEPHEN DEVELOPEMENT BOARD GG-GRANT-4TH QUARTER/12	35250.00 35250.00	A/P	OUT-STD	
011138	10/01/12 SEPTEMBER/12	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS - SEPT/12	40.00 40.00	A/P	OUT-STD	
011139	10/01/12 4826	THE MINISTER OF FINANCE GG-POLICING-JUL - SEPT/12	313500.00 313500.00	A/P	OUT-STD	

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011140	10/03/12 12-050	COASTAL ASPHALT (2002) LTD. TS-ST5 REHAB-1/2" SEAL	4197.16 4197.16	A/P	OUT-STD	
011141	10/03/12 688853	FERO WASTE & RECYCLING INC. GG-TOWN-GARBAGE COLLECTION	5620.00 5620.00	A/P	OUT-STD	
011142	10/03/12 9244	FOUR SEASONS SPORTS LTD. STS-STREETS-LINE PAINTINGS	12340.89 12340.89	A/P	OUT-STD	
011143	10/03/12 143912	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL	2648.54 2648.54	A/P	OUT-STD	
011144	10/03/12 4415 4417	MAYFIELD GARDENS & LANDSCAPE RC-HORT-FLOWER SUPPLIES RC-SSELEM-SOCCER FIELD REPAIR	1402.26 2821.07 4223.33	A/P	OUT-STD	
011146	10/03/12 255365	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN-FLOOR MATS	93.70 93.70	A/P	OUT-STD	
011147	10/03/12 IN018997	OK TIRE & AUTO SERVICE TS-#5-DRIVE CAP TIRES	976.32 976.32	A/P	OUT-STD	
011148	10/03/12 32170443-00	PARTS FOR TRUCKS INC. TS-#22-COMP SD5H14HD 12V 2 GRV	372.92 372.92	A/P	OUT-STD	
011149	10/03/12 WEEK40/12	PAYROLL TRANSFER GG-TRANSFER-SEPT 21 - OCT 4/12	45251.00 45251.00	A/P	OUT-STD	
011150	10/03/12 WEEK20/12	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-SEPT 21 - OCT 04	22864.39 22864.39	A/P	OUT-STD	
011151	10/03/12 SEPTEMBER/12 WEEK40/12 WEEK40/12*	SHANNON MICHAEL PS-ANMLCNTRL-KENNEL FEE-SEPT PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	226.00 167.69 197.75 591.44	A/P	OUT-STD	
011152	10/03/12 27450	SOJOURN ENTERPRISES LIMITED TS-ST5-STREET SIGNS	3093.71 3093.71	A/P	OUT-STD	
011153	10/03/12 201200599 201200644	SOURCE ONE SUPPLIES RC-TOURISTBUREAU-BOWL CLEANER, PS-FIRE-AUTOWASH	51.75 18.01 69.76	A/P	OUT-STD	

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011154	10/03/12 8-93-12*	SOUTHWEST CONCRETE & CONS LTD TS-STSTREHAB-TOPSOIL	623.76 623.76	A/P	OUT-STD	
011155	10/03/12 16918 16984 16992	ST. CROIX PRINTING & PUBLISHING COM GG-TOWN-GEN.OPER.FUND RECEIPT GG-TOWN-MAYOR LETTERHEAD TS-AIRPORT-BUSINESS CARDS	163.76 73.68 58.76 296.20	A/P	OUT-STD	
011156	10/03/12 2012-00135	ST. STEPHEN FALL FAIR GG-PERMIT-REFUND	25.00 25.00	A/P	OUT-STD	
011157	10/03/12 8320	STUARTS CANDY & CARDS TS-STST-FLAGS	141.23 141.23	A/P	OUT-STD	
011158	10/03/12 4413859	KONICA MINOLTA GG-TOWNHALL-COPIER LEASE-OCT	122.55 122.55	A/P	OUT-STD	
011159	10/03/12 WEEK40/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - OCT 9-15	209.30 209.30	A/P	OUT-STD	
011160	10/05/12 OCTBER01/12	ALLAN MACEACHERN GG-COUNCILLOR-UMNB CONFERENCE	577.14 577.14	A/P	OUT-STD	
011161	10/05/12 OCTOBER04/12	JOHN AMES GG-COUNCILLOR-UMNB CONFERENCE	552.94 552.94	A/P	OUT-STD	
011162	10/05/12 OCTOBER03/12 SEPT28/12* SEPTEMBER28/12	LEAH NIXON RC-PLAYINGFIELD-PAINT RC-PLAYINGFIELDS-PAINT(SPECIAL RC-MILLPOOL-POOL SUPER MEETING	31.45 64.60 37.85 133.90	A/P	OUT-STD	
011163	10/05/12 OCTOBER03/12	MICHAEL BOOTH GG-COUNCILLOR-UMNB CONFERENCE	314.37 314.37	A/P	OUT-STD	
011164	10/10/12 12-134	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE	1819.30 1819.30	A/P	OUT-STD	
011165	10/10/12 00-181441 00-183804 00-195293	GRANITE CLAIMS SOLUTIONS GG-INSURANCE-FILE PCW112894038 GG-INSURANCE-PCW112894038 GG-INSURANCE-FIELD ADJUSTER FE	1757.05 1410.95 467.25 3635.25	A/P	OUT-STD	

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011166	10/10/12	JOHN QUARTERMAIN				
	SEPTEMBER27/12	GG-MAYOR-UMNB AUCTION, DR RETE	38.36			
	SEPTEMBER30/12	GG-MAYOR-UMNB CONFERENCE	314.37			
			352.73	A/P	OUT-STD	
011167	10/10/12	MINISTER OF FINANCE				
	WEEK41/12	EMPLOYEE DEDUCTIONS-OCT 16-22	209.30			
			209.30	A/P	OUT-STD	
011169	10/10/12	RICHARDSON JEFF				
	SEPTEMBER28/12	PS-FIRE-BATTERIES	125.92			
			125.92	A/P	OUT-STD	
011170	10/10/12	SHANNON MICHAEL				
	WEEK41/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK41/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
011171	10/10/12	ST. CROIX VOCATIONAL CENTRE INC.				
	SEPT6/12	TS-ST5 REHAB-SURVEY STAKES	64.41			
			64.41	A/P	OUT-STD	
011172	10/10/12	TONY WHITE				
	SEPTEMBER29/12	RC-SOCCER-GOAL POSTS NETS	1263.66			
			1263.66	A/P	OUT-STD	
011173	10/15/12	A"PLUS" AUTO GLASS & UPHOLSTERY				
	15769	TS-#2-REPAIR SEAT SPRING	90.40			
			90.40	A/P	OUT-STD	
011174	10/15/12	AIR LIQUIDE CANADA				
	47903643	TS-SHOP-CYLINDER GAS	174.29			
			174.29	A/P	OUT-STD	
011175	10/15/12	A ONE PUMPING SERVICE LTD.				
	3402	RC-SOCCER PROVINCIALS-TOILETS	796.65			
			796.65	A/P	OUT-STD	
011176	10/15/12	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI12934	TS-#13-FILTERS	67.19			
	SI12935	TS-#13-FILTER-HYDRAUL	112.71			
	SI13028	TS-#11-L/M SERIES KEY	12.16			
	SI13103	TS-#7-PIPE-EXHAUST	40.14			
			232.20	A/P	OUT-STD	
011177	10/15/12	BRAEMAR PEST CONTROL SERVICES				
	357733	GG-OLD TOWN HALL-PEST CONTROL	37.37			
			37.37	A/P	OUT-STD	
011178	10/15/12	BRUNSWICK NEWS INC				
	1212528	GG-CIVIC-INTERNATIONAL FESTIVA	186.45			
	1222913	GG-CIVIC-SELDONS 50TH	128.14			
	1224303	PS-FIRE-BUCKET AD	176.28			

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	1227069	PS-FIRE-BUCKET AD	114.13			
	1232387	PS-FIRE-BUCKET SIT	159.78			
	1235813	PS-FIRE-FALL RENOS	463.30			
			1228.08	A/P	OUT-STD	
011179	10/15/12	CANADIAN SPRINGS				
	9906799357	PS-RCMP-WATER	40.50			
	9906813715	RC-MILLPOOL-WATER	41.12			
	9906897070	GG-TOWNHALL-WATER	29.54			
			111.16	A/P	OUT-STD	
011180	10/15/12	CHAR CO CHEVROLET PONTIAC BUICK GMC				
	34752	TS-#4-BOLTS	52.88			
			52.88	A/P	OUT-STD	
011181	10/15/12	CHARLOTTE COUNTY SIGNS				
	SEPT12/12	RC-SWIM TEAM-TOURNAMENT BANNER	140.12			
			140.12	A/P	OUT-STD	
011182	10/15/12	COASTAL ASPHALT (2002) LTD.				
	12-051	TS-STS REHAB-ASPHALT	2478.43			
	12-053	TS-STS REHAB-ASPHALT	2646.23			
			5124.66	A/P	OUT-STD	
011184	10/15/12	CREIGHTON-CARTER LTD.				
	295836	TS-#4-TENSIONER ASSEMBLY, DRIV	118.45			
	295846	TS-SHOP-PANELS, VALVE EXTRACTI	88.13			
	296022	TS-SHOP-BODY PUTTY, STIKITS	59.63			
	296152	TS-SHOP-STIKITS	42.33			
	296743	TS-SHOP-SCRAPER1-1 4 FLEX	11.28			
	296917	TS-#7-COURTESY LAMP	10.83			
	297063	TS-#4-BALL JOINT, TIE ROD END	174.71			
	297124	RC-PARKS-RAGS, BRUSH 4X19	51.38			
	297164	TS-#4-MUFFLER	72.84			
	297166	TS-SHOP-RAZOR BLADES	7.88			
	297408	TS-SHOP-STIKIT DISCS	24.05			
	297410	TS-#4-BRAKE ROTORS, BRAKE PADS	285.68			
	297423	TS-#4-BRAKE ROTORS	190.63			
	297427	TS-#4-BRAKE ROTORS	-181.93			
	297828	TS-#4-MUFFLER CLAMPS	6.06			
	297834	TS-#21-HYD FITTING, HYD HOSE	46.09			
	297837	TS-SHOP-ROUGH SERVICE BULBS, S	35.84			
	298005	TS-SHOP-WASH N WAX, GROTE	26.84			
	298054	TS-SHOP-POWER STEERING FLUID,	63.09			
			1133.81	A/P	OUT-STD	
011185	10/15/12	DAVE DINSMORE WEB DESIGN & HOSTING				
	0048	GG-CIVIC-CIVIC CENTER WEBSITE	45.19			
			45.19	A/P	OUT-STD	

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011186	10/15/12 SEPT14/12	DISHER HOMES LTD. RC-SOCCERFIELD-RPR CLUBHOUSE D	555.96 555.96			
				A/P	OUT-STD	
011187	10/15/12 21889	DOWNEYS SALES & SERVICE PS-#438-CABLE ASY-PARKING	131.48 131.48			
				A/P	OUT-STD	
011188	10/15/12 1065	ENTERPRISE CHARLOTTE GG-OPS FUNDING-OCT-12	1204.25 1204.25			
				A/P	OUT-STD	
011189	10/15/12 IN001985	FIRE MARSHALL'S PUBLIC FIRE SAFETY PS-FIRE-MEMBERSHIP 2012/13	100.00 100.00			
				A/P	OUT-STD	
011190	10/15/12 12490	FULTON AUTO RECYCLERS TS-#4-1U-BODY PARTS	209.05 209.05			
				A/P	OUT-STD	
011191	10/15/12 9000030	GANONG BROS. LIMITED GG-DOCTOR RETENTION-GIFT BAG	23.73 23.73			
				A/P	OUT-STD	
011192	10/15/12 OCT2/12	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-OCT24-NOV23 -DIV 1	1699.12 1699.12			
				A/P	OUT-STD	
011193	10/15/12 545529 545572	GULLISON'S COURIER SERVICE TS-#13-FROM CAT TS-#5-FROM RICHWIL	28.25 28.25 56.50			
				A/P	OUT-STD	
011194	10/15/12 461974 462082 462353 462491 463990 464312 464465 464829 464842 465349 470845 471427	KENT BUILDING SUPPLIES PS-FIRE-BTR STRAPPING, CONDUIT PS-FIRE-TAPE/CLOTH, PAINT SET RC-PARKS-HOSE HANGER PS-FIRE-CORD/TRADES TS-ST5 REHAB-SCRW/DECK TS-ST5-BROOM RC-PARKS-WINDEX, SANDINGBLOCK, TS-ST5-RAKE/BOWS RC-PARKS-MOP RC-PARKS-KEY RC-PARKS-ANGLE BROOM TS-ST5 REHAB-SCRW/FLOOR	43.27 81.86 4.19 136.61 34.67 10.29 43.02 56.71 20.49 2.62 8.61 29.31 471.65			
				A/P	OUT-STD	
011195	10/15/12 CONIN02019857	KONICA MINOLTA BUSINESS SOLUTIONS (C) GG-TOWN HALL-COPIER CHARGES	108.33 108.33			
				A/P	OUT-STD	

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011196	10/15/12 31788	L.E.WHITTAKER CO., LTD. PS-FIRE-ABC POWDER BULK	1371.47 1371.47	A/P	OUT-STD	
011197	10/15/12 2012-750 2012-756	LIFESAVING SOCIETY - NB Branch RC-MILLPOOL-SWIM AWARD RC-MILLPOOL-FIRST AID MANUAL	483.00 44.97 527.97	A/P	OUT-STD	
011198	10/15/12 4453	MAYFIELD GARDENS & LANDSCAPE RC-PARKS-EXTRA MOWING	628.28 628.28	A/P	OUT-STD	
011199	10/15/12 15933	MILLTOWN MACHINE & FABRICATION LTD. TS-#4-LBR/MTR TO CUT 1/8"PLATE	79.68 79.68	A/P	OUT-STD	
011200	10/15/12 11368891SEP12 11378668SEP12 11395944SEP12 15772965SEP12 46435731SEP12	MINISTER OF FINANCE GG-TOWNHALL-TELEPHONES TS/TS-199UNIONST-TELEPHONES TS/PS-199UNIONST-TELEPHONES RC-REC/POOLS-TELEPHONES RC-PARKS-CHOC PARK CAMERAS	1240.21 360.50 856.08 354.10 58.70 2869.59	A/P	OUT-STD	
011201	10/15/12 SEPT14/12 SEPT24/12 SEPT24/12* SEPT25/12	PETTY CASH GG-TOWNHALL-KITCHEN SUPPLIES GG-TOWNHALL-KITCHEN SUPPLIES GG-TOWNHALL-COIN ROLLERS GG-TREASURY-XPRESSPOST LETTER	4.05 49.19 2.26 12.62 68.12	A/P	OUT-STD	
011202	10/15/12 18169205OCT12 18988703OCT12 19051703OCT12 19051801OCT12 216030308OCT12 55160607OCT12 55471834OCT12 71315207OCT12 72924306OCT12 82122207OCT12 83278804OCT12 84960501OCT12	SERVICE NEW BRUNSWICK RC-POOL-MILL LANE TS/PS-199UNIONST-ELECTRICITY TS-AIRPORT-ELECTRICITY TS-AIRPORT-ELECTRICITY TS-STs-AREA LIGHTS RC-COTTONMILL-LIGHTS TS/PS-220UNIONST-ELECTRICITY PS-RCMP-ELECTRICITY RC-PARKS-BANDSTAND RC-PARKS-BASKETBALL COURT TS-STs-PARKS SHED RC-PARKS-RIVERSIDE DR LIGHTS	190.66 1069.08 155.16 46.01 11631.51 73.85 78.21 821.98 45.61 28.15 24.19 86.66 14251.07	A/P	OUT-STD	
011203	10/15/12 06336721SEP12	SERVICE NEW BRUNSWICK TS-AIRPORT-TELEPHONE	129.17 129.17	A/P	OUT-STD	

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011204	10/15/12 RECPT #6390	ST. CROIX VOCATIONAL CENTRE INC. GG-CIVIC-CASUAL FRIDAY DONATIO	170.00 170.00	A/P	OUT-STD	
011205	10/15/12	ST. STEPHEN AREA CHAMBER CHRISTMASPROMO	2000.00 2000.00	A/P	OUT-STD	
011206	10/15/12 10/12/12	TOWN OF ST. STEPHEN Transfer to General Cap Fund	56385.16 56385.16	A/P	OUT-STD	
011207	10/15/12 OCT02/12*	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-OCT24-NOV23 - DIV2	1265.77 1265.77	A/P	OUT-STD	
011208	10/15/12 10/12/12*	TOWN OF ST. STEPHEN Transfer to General Cap Fund	14680.30 14680.30	A/P	OUT-STD	
011209	10/17/12 SEPTEMBER29/12	DEBBIE MACDONALD GG-COUNCILLOR-UMNB CONFERENCE	487.57 487.57	A/P	OUT-STD	
011210	10/17/12 SEPTEMBER25/12	ELIZA CASEY RC-SWIMTEAM-PARTY SUPPLIES	11.30 11.30	A/P	OUT-STD	
011211	10/17/12 OCTOBER01/12	JODI ST PETER PS-FIRE-FIRE PREVENTION WEEK	554.64 554.64	A/P	OUT-STD	
011212	10/17/12 OCTOBER10/12	JOHN FERGUSON GG-CAO-UMNB CONFERENCE	108.00 108.00	A/P	OUT-STD	
011213	10/17/12 SEPTEMBER25/12	MEG CASEY RC-SWIMTEAM-POSTAGE, FIRST AID	179.64 179.64	A/P	OUT-STD	
011214	10/17/12 WEEK42/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-OCT 23-29	209.30 209.30	A/P	OUT-STD	
011215	10/17/12 260906	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN-FLOOR MATS	93.70 93.70	A/P	OUT-STD	
011216	10/17/12 OCTOBER15/12	O'CONNELL MIKE RC-DIRPR/PM-REC NB ANNUAL CONF	698.10 698.10	A/P	OUT-STD	
011217	10/17/12 IN-4326427	ORKIN CANADA CORPORATION PS-FIRE-PEST CONTROL	96.62 96.62	A/P	OUT-STD	

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011218	10/17/12 695	ORR ELECTRIC & ALARM LTD. RC-ELM PARK-RPLC LIGHT LENS ON	73.45 73.45	A/P	OUT-STD	
011219	10/17/12 RECEIPT #6399	PETER COOK PS-BUILDINSPECT-PERMIT REFUND	25.00 25.00	A/P	OUT-STD	
011220	10/17/12 417197167	PURULATOR COURIER LTD. GG-GAS TAX PROJECT-TO DILLON	21.80 21.80	A/P	OUT-STD	
011221	10/17/12 WEEK42/12 WEEK42/12*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
011222	10/17/12 201200726	SOURCE ONE SUPPLIES PS-FIRE-AUTOWASH	83.50 83.50	A/P	OUT-STD	
011223	10/17/12 1378512 1398719 1406805 1406808 1412325 2000000093	SOURCE ATLANTIC TS-AIRPORT-MASTER PADLOCK SHAC TS-SHOP-PARTS KIT FOR GRINDER TS-SHOP-COTTER PIN SET TS-SHOP-TAPERED BROOM HANDLE TS-STS-SAFETY GLASSES GG-UNAPPLIED CREDIT	57.63 31.58 49.16 15.82 40.00 -155.67 38.52	A/P	OUT-STD	
011224	10/17/12 SEPT30/12	SOUTH WEST SOLID WASTE COMMISSION GG-TOWN-REG LANDFILL CONTRACT	10754.25 10754.25	A/P	OUT-STD	
011225	10/17/12 078705 078834 17041	ST. CROIX PRINTING & PUBLISHING COM GG-CIVIC-BACK TO SCHOOL GG-CIVIC-DRIVE SAFE PS-BLDG INSP-OCCURRANCE REPORT	45.20 39.55 100.57 185.32	A/P	OUT-STD	
011226	10/17/12 SEPTEMBER25/12	STEVEN BACKMAN RC-SWIMTEAM-PARTY SUPPLIES	92.61 92.61	A/P	OUT-STD	
011227	10/17/12 21856412SEP12	TELUS GG/PS/RC/TS-CELL PHONE CHARGES	401.46 401.46	A/P	OUT-STD	
011228	10/17/12 I-19101	TERRA CONSULTANTS LTD. GG-TREASURY-CONFIGURE RMT DESK	26.84 26.84	A/P	OUT-STD	
011229	10/17/12	TRANS. GUILBAULT ATLANTIQUE INC				

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	40-340838-2	RC-PLAYING FIELDS-LINE PAINT T	262.35			
			262.35	A/P	OUT-STD	
011230	10/17/12	WURTH CANADA LIMITED				
	20980643	TS-SHOP-JUMBO FLAP DISC ZIRC,	243.68			
			243.68	A/P	OUT-STD	
011231	10/17/12	ZEE MEDICAL CANADA, INC.				
	0160100277	TS-SHOP-FIRST AID SUPPLIES	54.80			
	0160100448	PS-FIRE-FIRST AID SUPPLIES	110.72			
			165.52	A/P	OUT-STD	
011234	10/18/12	MEDAVIE BLUE CROSS				
	NOV/12	GG/PS/TS/RC-HEALTH&DENTAL-NOV	4591.28			
	NOV/12*	TS/PS-HEALTH&DENTAL-NOV	7011.18			
			11602.46	A/P	OUT-STD	
011235	10/18/12	PAYROLL TRANSFER				
	WEEK42/12*	GG-TRANSFER-OCT 5 - OCT 18/12	51199.00			
			51199.00	A/P	OUT-STD	
011236	10/18/12	RECEIVER GENERAL FOR CANADA				
	PAY21/12	GG-REMITTANCE-OCT 5 - OCT 18	24868.61			
			24868.61	A/P	OUT-STD	
011237	10/22/12	ANNEX PUBLISHING BOOK DIVISION				
	IN47609	PS-FIRE-ELECTRIC VEHICLE EMERG	370.77			
			370.77	A/P	OUT-STD	
011238	10/22/12	BROCKWAY'S CLEANING SERVICE				
	78	PS-RCMP-JANITORIAL- SEPT	960.50			
			960.50	A/P	OUT-STD	
011239	10/22/12	CANADIAN SPRINGS				
	9906897071	PS-RCMP-WATER	33.75			
			33.75	A/P	OUT-STD	
011240	10/22/12	CHARLOTTE EDDY-LLOYD				
	SEPTEMBER20/12	RC-SWIMTEAM-SWIM CAPS	428.56			
			428.56	A/P	OUT-STD	
011241	10/22/12	COASTAL ASPHALT (2002) LTD.				
	12-056*	TS-STREHAB-PRINCESS ST SIDEWA	1229.55			
			1229.55	A/P	OUT-STD	
011242	10/22/12	COX ELECTRONICS & COMMUNICATIONS				
	2-1622329	PS-FIRE-2 MINITOR V BATT NIMH	41.81			
	2-1623300	PS-FIRE-NYLON CASES	230.38			
			272.19	A/P	OUT-STD	
011243	10/22/12	EAST COAST INTERNATIONAL TRUCKS				
	3-222840022	TS-#5-RADIATOR ELBOW	63.82			
			63.82	A/P	OUT-STD	
011244	10/22/12	FUNDY BUILDING INSPECTION & DRAFTIN				

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	12-140	PS-BUILDINSPECT-FEE	1829.19			
			1829.19	A/P	OUT-STD	
011245	10/22/12	IRVING ENERGY DISTRIBUTION AND MARK				
	854999	TS-ST5-DIESEL	989.11			
	OCTÖBER02/12	GG-ST5-INTEREST CHARGE	5.20			
			994.31	A/P	OUT-STD	
011246	10/22/12	KEITH'S BUILDING SUPPLIES				
	115593	TS-ST5 REHAB-SURVEY STAKES	63.17			
	116229	RC-PARKS-U SHAPED FLOUR.BULBS	446.80			
			509.97	A/P	OUT-STD	
011247	10/22/12	MAYFIELD GARDENS & LANDSCAPE				
	4471	RC-PARKS-BUSH HOGGING	67.80			
	4477	RC-PARKS-PRUNE HEDGE	339.00			
	4516	RC-PARKS-TURF AREAS ADDITIONAL	308.49			
			715.29	A/P	OUT-STD	
011248	10/22/12	MCINNES COOPER				
	201222131	GG-CIVIC-FINANCIAL COMMITMENT	565.00			
			565.00	A/P	OUT-STD	
011249	10/22/12	SERVICE NEW BRUNSWICK				
	10126106OCT12	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	17915909OCT12	RC-POOL-SCHOOL ST	71.24			
	17935200OCT12	TS-KING/UNIONST-TRAFFIC LIGHTS	34.43			
	17949909OCT12	GG-OLDTOWNHALL-ELECTRICITY	147.00			
	50660140OCT12	RC-PARKS-ROTARY CHANGING ROOM	23.65			
	54187672OCT12	TS-KING/QUEEN-TRAFFIC LIGHTS	34.01			
	54653258OCT12	TS-KING/SUPERSTORE-TRAFFIC LIG	64.98			
	55917471OCT12	TS-ST5-WATERFRONT LIGHTS	86.52			
	73006038OCT12	RC-LIBRARY-ELECTRICITY	928.94			
			1414.42	A/P	OUT-STD	
011251	10/25/12	CANADIAN TIRE				
	N14418003	TS-SHOP-GELGRIP, LOPP	39.54			
	N14418004	RC-PARKS-BASEBALL LINER	13.55			
	N14418017	PS-FIRE-DRILL	141.25			
	N14418019	TS-SHOP-BROOM	7.90			
	N14418037	RC-MILLPOOL-DUCT TAPE	12.42			
	N14418094	RC-PARKS-SUMP PUMP	152.54			
	N14418095	TS-#4-CLAMPS, BRACKET	25.82			
	N14418096	PS-FIRE-BATTERIES	40.21			
	N14418098	TS-SHOP-ROPE	1.31			
	N14418108	RC-PARKS-PIPEWRENCH, VISEGRIP	69.47			
	N14418114	TS-#4-CLAMPS	7.44			
	N14418134	TS-ST5 REHAB-SCREWS	14.34			

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	N14820300	RC-MILLPOOL-KEY	2.81			
	N14820311	TS-SHOP-REG CUT KEY	11.25			
	N14820714	PS-FIRE-ARMOR ALL, SPRAY 9	48.01			
	N14820797	RC-PARKS-PRESSURE WASHER, SEAL	16.94			
	N14820800	PS-FIRE-PRUNING SHEARS, BLADE	86.28			
			691.08	A/P	OUT-STD	
011252	10/25/12	DOT LARSEN				
	OCTOBER22/12	PS-XWALKGUARDS-CLOTHING ALLOW	84.74			
			84.74	A/P	OUT-STD	
011253	10/25/12	FRANK G GODSOE CHARTERED ACCOUNTANT				
	299	GG-TOWNHALL-ADMIN SUPPORT	1017.00			
			1017.00	A/P	OUT-STD	
011254	10/25/12	IRENE WATTS				
	OCTOBER22/12	PS-XWALKGUARDS-CLOTHING ALLOW	33.84			
			33.84	A/P	OUT-STD	
011255	10/25/12	IRVING ENERGY DISTRIBUTION AND MARK				
	238365	TS-STSDIESEL	4319.24			
			4319.24	A/P	OUT-STD	
011256	10/25/12	JOAN FLEWELLING				
	OCTOBER/12	GG-TOWNCLERK-MNTHLY VEH ALLOW	50.00			
			50.00	A/P	OUT-STD	
011257	10/25/12	JOHN FERGUSON				
	OCTOBER/12	GG-CAO-CELL PHONE REIMBURSEMNT	93.00			
	OCTOBER/12*	GG-CAO-MNTHLY VEH ALLOW	350.00			
			443.00	A/P	OUT-STD	
011258	10/25/12	LEAH NIXON				
	OCTOBER/12	RC-ASSTRECDIR-MNTHLY VEH ALLOW	200.00			
			200.00	A/P	OUT-STD	
011259	10/25/12	MINISTER OF FINANCE				
	WEEK43/12	EMPLOYEE DEDUCTIONS-OCT30-NOV5	209.30			
			209.30	A/P	OUT-STD	
011260	10/25/12	O'CONNELL MIKE				
	OCTOBER/12	RC-DIRPR/PM-MNTHLY VEH ALLOW	200.00			
	OCTOBER16/12	TS-AIRPORT-COVERALLS	93.23			
			293.23	A/P	OUT-STD	
011261	10/25/12	ORR ELECTRIC & ALARM LTD.				
	711	RC-LIBRARY-RESET TIME CLOCK, C	393.69			
			393.69	A/P	OUT-STD	
011262	10/25/12	PITNEY WORKS				
	OCTOBER14/12	GG-TOWNHALL-POSTAGE CHARGES	35.27			
			35.27	A/P	OUT-STD	
011263	10/25/12	RIVERSIDE GROCERY				

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	20120817PS	RC-SWIMTEAM-PROVINCIALS PARTY	144.55			
			144.55	A/P	OUT-STD	
011264	10/25/12	SHANNON MICHAEL				
	WEEK43/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK43/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
011265	10/25/12	SOURCE ATLANTIC				
	1430413	TS-ST5-FINANCE CHARGE	1.00			
	1434002	TS-ST5-HARD COAT LENS GLASSES	50.85			
	1434133	TS-SIDEWALKS-RUGASOL	271.20			
	1434723	TS-ST5-CLOTHING ALLOW	175.15			
			498.20	A/P	OUT-STD	
011266	10/25/12	SOUTHWEST CONCRETE & CONS LTD				
	9-77-12	TS-ST5REHAB-PRINCESS ST SIDEWA	2459.73			
			2459.73	A/P	OUT-STD	
011267	10/25/12	STATIONERY PLUS				
	307354	GG-MBL/BI-LAMINATING SHEETS	46.33			
	307515	PS-FIRE-COIN WRAPPERS, SHARPIE	5.74			
	307539	GG-TOWN-INDEX DIVIDERS	1.10			
	307875	RC-ASSTRECDIR-TONER	84.64			
	307910	GG-TOWN-PAPER	148.82			
	308057	RC-REC OFFICER-TONER	254.14			
	308249	TS-SHOP-PAPER, INK CARTRIDGES	77.24			
	308310	GG-TOWN-PAPER, FILE FOLDERS, R	100.08			
	308472	GG-TOWN-MAILING TUBE, LTR OPEN	2.99			
	308492	RC-REC OFFICER-MAGAZINE KWIKFI	12.16			
	308514	GG-TOWN-BINDER	3.95			
			737.19	A/P	OUT-STD	
011268	10/31/12	ACCT 8025-280				
	OCTOBER/12	LOCAL 770 UNION DUES - OCT/12	1372.93			
			1372.93	A/P	OUT-STD	
011269	10/31/12	ACCT 903240049220				
	OCTOBER/12	VOL FIRE UNION DUES - OCT/12	108.00			
			108.00	A/P	OUT-STD	
011270	10/31/12	ACCT 903240070386				
	OCTOBER/12	EMPLOYEE DEDUCTIONS - OCT/12	600.00			
			600.00	A/P	OUT-STD	
011271	10/31/12	BAYVIEW CREDIT UNION				
	OCTOBER/12	EMPLOYEE DEDUCTIONS - OCT/12	810.00			
			810.00	A/P	OUT-STD	
011272	10/31/12	CHOCOLATE MUSEUM				
	GRANT2012	GG-CIVIC-2012 GRANT	8000.00			
			8000.00	A/P	OUT-STD	

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011273	10/31/12 OCTOBER/12	CIBC MELLON GLOBAL SECURITIES NBMF0 GG-MUNICIPALPLAN-OCT/12	29450.28 29450.28	A/P	OUT-STD	
011274	10/31/12 OCTOBER02/12	HERB DUPLISSEA RC-TENNISGRANT-CAMP SUPPLIES	408.01 408.01	A/P	OUT-STD	
011275	10/31/12 947790	IRVING ENERGY DISTRIBUTION AND MARK TS-STSD-DIESEL	2567.86 2567.86	A/P	OUT-STD	
011276	10/31/12 OCTOBER26/12*	JOHN FERGUSON GG-CAO-PENSION MEETING	224.00 224.00	A/P	OUT-STD	
011277	10/31/12 WEEK44/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-NOV 6 - 12	209.30 209.30	A/P	OUT-STD	
011278	10/31/12 WEEK 44/12	PAYROLL TRANSFER GG-TRANSFER-OCT 19 - NOV 01	45504.00 45504.00	A/P	OUT-STD	
011279	10/31/12 PAY22/12	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-OCT 19-NOV 01/12	21410.07 21410.07	A/P	OUT-STD	
011280	10/31/12 WEEK44/12 WEEK44/12*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
011281	10/31/12 OCTOBER/12	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS - OCT/12	60.00 60.00	A/P	OUT-STD	
011282	10/31/12 OCTOBER/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - OCT/12	362.00 362.00	A/P	OUT-STD	
011283	10/31/12 101309 101310	DILLON CONSULTING LIMITED RC-DEVTOFFICE-NEW FORMS & PRO PS-BYLAWS-BYLAWS REVIEW ASSISTI	416.16 831.70 1247.86	A/P	OUT-STD	
Cheque Totals Non-Void:			\$882,859.00			
Void:			\$0.00			

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

October 2012

Saint John Laboratory Services Ltd. (Lab tests - Municipal Utility Upgrades and Street Reconstruction - West & Dow Street - Project No. 126198, Cheque #64)	128.82
Saint John Laboratory Services Ltd. (Lab tests - Municipal Utility Upgrades and Street Reconstruction - West & Dow Street - Project No. 126198, Cheque #65)	268.94
Dillon Consulting Limited (CCME Wastewater Study (Phase I & II) - Project No. 115027, Cheque #66)	7,641.51
First Choice Ventilation Ltd. (Construction - Storm Sewer Separation 2010 (Riverside & Prince William) - Project #92732, Cheque #1029)	6,418.40
Total	<u>\$14,457.67</u>

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003472	10/01/12	ACORN CRESTING LTD				
	10291	WS-TRANS&DIST-CLOTHING ALLOWAN	243.52			
	10341	WS-SOURCE-CLOTHING ALLOWANCE	5.09			
	10347	WS-TRANS&DIST-CLOTHING ALLOWAN	289.28			
	10350	WS-TRANS&DIST-CLOTHING ALLOWAN	107.35			
	10443	WS-TRANS&DIST-CLOTHING ALLOWAN	252.11			
			897.35	A/P	OUT-STD	
003473	10/01/12	ALL GAS TANKS				
	69051	WS-SOURCE-SPARK PLUG, AIR FILT	17.81			
			17.81	A/P	OUT-STD	
003474	10/01/12	BERNARD MCFARLANE				
	09	WS-SOURCE-CHORINE MONITOR STAT	505.16			
	2012-32	WS-SOURCE-CHLORINE MONITOR STA	377.58			
	23-2012	WS-SOURCE-CHLORINE MONITOR STA	528.84			
	45-2012	WS-SOURCE-CHLORINE MONITOR STA	563.31			
			1974.89	A/P	OUT-STD	
003476	10/01/12	CANADIAN TIRE				
	N1480741	WS-SOURCE-TEFLON TAPE, CLAMP,	4.71			
	N14820607	WS-SOURCE-TBING, VINYL	12.41			
	N14820608	WS-SOURCE-MINITORCH, 8PC HOLES	432.77			
	N14820610	WS-SOURCE-TWNE, GLOW N DARK, P	18.17			
	N14820613*	WS-SOURCE-3/8"IDFUEL TBE40, PN	12.41			
	N14820630	SCD-DISPOSAL-TRBLT WDGE ANC3	4.96			
	N14820648	WS-#305-BRACKET	6.77			
	N14820661	WS-TRANS&DIST-ICE PACK, COOLER	16.92			
	N14820686	WS-SOURCE-SAW	85.88			
	N14820690	WS-SOURCE-DRILL BIT	16.02			
	N14820703	SCD-DISPOSAL-AC FLR ALK AB 3,	29.36			
	N14820707	WS-SOURCE-BATTERIES, TIMER	64.81			
	N14820722	WS-TRANS&DIST-TOOLS	21.44			
	N14820742	SCD-DISPOSAL-DEIONIZED WATER,	28.22			
	N14820743	WS-SOURCE-PADLOCK	28.24			
	N14820751	WS-TRANS&DIST-SUPPLIES	9.36			
	N14820774	WS-SOURCE-MOWER BLADE, HOSE,	77.82			
			870.27	A/P	OUT-STD	
003477	10/01/12	COLE-PARMER CANADA INC.				
	00451258	WS-SOURCE-DICKSONWARE S/W & SE	134.85			
			134.85	A/P	OUT-STD	
003478	10/01/12	PITNEY WORKS				
	SEPT13/12*	WS-TOWN HALL-POSTAGE REFILL	512.99			
			512.99	A/P	OUT-STD	
003479	10/03/12	HYPERION RESEARCH LTD.				

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	52112	WS-SOURCE-AEROBIC SPORE ANALYS	1575.67			
			1575.67	A/P	OUT-STD	
003480	10/03/12	MINISTER OF FINANCE				
	13723	WS-SOURCE-DRINKING WATER TESTS	860.70			
			860.70	A/P	OUT-STD	
003481	10/03/12	MISS D'S				
	497045	WS-TRANS&DIST-WATER	7.95			
	497046	WS-TRANS&DIST-WATER	9.54			
			17.49	A/P	OUT-STD	
003482	10/03/12	PUROLATOR COURIER LTD.				
	417630084	WS-SOURCE-FR HYPERION RESEARCH	68.21			
			68.21	A/P	OUT-STD	
003483	10/03/12	RAYTEK				
	91334	SCD-DISPOSAL-MAIN LINE VIDEO C	1279.73			
			1279.73	A/P	OUT-STD	
003484	10/03/12	SOUTHWEST CONCRETE & CONS LTD				
	8-93-12	WS-TRANS&DIST-EQUIP RENT	415.28			
			415.28	A/P	OUT-STD	
003485	10/03/12	SOUTH WEST COURIER				
	12885	SCD-#3-FROM SJ NISSAN	15.19			
			15.19	A/P	OUT-STD	
003486	10/10/12	MCINNES COOPER				
	201222133*	WS/SCD-LEGAL-WATERLINE EXPROP	1520.65			
			1520.65	A/P	OUT-STD	
003487	10/10/12	WORLDLYNX				
	13048IN15162	WS-SOURCE-USB PORT TRAVEL CHAR	33.89			
	13048IN15242	WS-SOURCE-BLACKBERRY HOLSTER	60.95			
			94.84	A/P	OUT-STD	
003488	10/10/12	XPLORNET				
	INV01663834	WS-SOURCE-SATELLITE SERVICE	70.05			
			70.05	A/P	OUT-STD	
003489	10/15/12	ALL GAS TANKS				
	69086	WS-SOURCE-TRIMMER, SHOP SUPPLI	90.90			
			90.90	A/P	OUT-STD	
003490	10/15/12	ATLANTIC CHEMICAL & AQUATICS INC.				
	182271	WS-SOURCE-CHLORINE	668.96			
	182272	WS-SOURCE-INV. #182271 DEPOSIT	361.60			
	183942	WS-SOURCE-LIQUID CHLORINE	668.96			
	183943	WS-SOURCE-INV #183942 DEPOSIT	361.60			
	32025	WS-SOURCE-INV'S 182271, 183942	-678.00			
			1383.12	A/P	OUT-STD	
003491	10/15/12	BAYVIEW TRUCKS AND EQUIPMENT LTD.				

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	SI13062	WS-#20-1/2 HOSE SPACE, COOLANT	121.58			
			121.58	A/P	OUT-STD	
003492	10/15/12	BRENNTAG CANADA INC.				
	40284144	SCD-DISPOSAL-CHLORINE	4038.00			
	40287785	SCD-DISPOSAL-EMPTY CLYLINDER R	-2712.00			
			1326.00	A/P	OUT-STD	
003493	10/15/12	BRIGGS PLUMBING INC.				
	105494	WS-TRANS&DIST-CARBON FILTERS	94.92			
			94.92	A/P	OUT-STD	
003494	10/15/12	COASTAL ASPHALT (2002) LTD.				
	12-053*	WS-STS-ASPHALT	3710.02			
			3710.02	A/P	OUT-STD	
003495	10/15/12	CREIGHTON-CARTER LTD.				
	293144	WS-#305-IDLER ARM ASSEMBLY, MU	127.80			
	293839	WS-#305-BEARINGS, OIL SEAL	40.85			
	293997	WS-#105-UBS WARRANTY	-251.89			
	294866	WS-#305-BEARINGS, OIL SEAL	41.43			
	296278	WS-#3-AIR FILTER, FUEL FILTER	13.98			
	296966	WS-#102-TIE ROD END STEERING	87.83			
	296972	WS-#102-INNER TIE ROD END	62.93			
	297570	SCD-DISPOSAL-FUEL FILTER	8.83			
	297802	SCD-DISPOSAL-SPARK PLUGS	38.04			
	297940	SCD-DISPOSAL-ELECT. TAPE	3.73			
			173.53	A/P	OUT-STD	
003496	10/15/12	EMCO CORPORATION				
	2793023-01	WS-TRANS&DIST-SERV BOX EXT	26.36			
	2793023-02	WS-TRANS&DIST-SERV BOX EXT	30.14			
			56.50	A/P	OUT-STD	
003497	10/15/12	GULLISON'S COURIER SERVICE				
	545509	WS-SOURCE-TO DOE LAB	28.25			
	545521	WS-SOURCE-TO DOE LAB	28.25			
	545608	WS-SOURCE-TO DOE LAB	28.25			
	545914	WS-SOURCE-TO DOE LAB	28.25			
			113.00	A/P	OUT-STD	
003498	10/15/12	MICMAC FIRE & SAFETY SOURCE LTD.				
	NB-00803573	WS-STREETS-BOOTS, FIREMEN	854.78			
			854.78	A/P	OUT-STD	
003499	10/15/12	MINISTER OF FINANCE				
	11366812SEP12	WS-SOURCE-PUMP STATION	121.10			
	11385317SEP12	WS-TRANS&DIST-BUDD AVE	35.74			
	19002807SEP12	SCD-DISPOSAL-OLD BAY WWTP	146.24			
			303.08	A/P	OUT-STD	

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003500	10/15/12	MISS D'S				
	497047	WS-TRANS&DIST-WATER	15.90			
	497048	WS-TRANS&DIST-WATER	8.94			
			24.84	A/P	OUT-STD	
003501	10/15/12	SERVICE NEW BRUNSWICK				
	36869807OCT12	WS-3119MAXWELLXING-BUILDING	696.06			
	50228902OCT12	WS-MAXWELLXING-PUMPS	616.29			
	52557428OCT12	SCD-218OLDBAYRD-WWTP	11326.63			
	53473043OCT12	WS-SOURCE-CHLORINE RESIDUAL	26.24			
	61224002OCT12	WS-ST5-358A MILLTOWN BLVD LIFT	1087.01			
	61230004OCT12	WS-MAXWELLXING-PUMPS	2259.21			
	76139807OCT12	SCD-ST5-54 RIVERSIDE DR LIFT S	100.03			
	82291006OCT12	WS-SOURCE-RESERVOIR	100.43			
	84934906OCT12	SCD-ST5-658A RIVERSIDE DR LIFT	125.95			
	84943406OCT12	WS-ST5-TODD HILL RESERVOIR	135.78			
			16473.63	A/P	OUT-STD	
003502	10/15/12	TOWN OF ST. STEPHEN				
	10/12/12**	Transfer to Utility Cap Fund	781.97			
			781.97	A/P	OUT-STD	
003503	10/15/12	TOWN OF ST. STEPHEN				
	10/12/12***	Transfer to Utility Cap Fund	154.64			
			154.64	A/P	OUT-STD	
003504	10/17/12	PUROLATOR COURIER LTD.				
	417197167*	WS/SCD-GAS TAX PROJECT-TO DILL	12.26			
			12.26	A/P	OUT-STD	
003505	10/17/12	R.L. DENNIS ASSOCIATES LIMITED				
	112086	SCD-DISPOSAL-SEWER CAM MONITOR	3164.00			
	112094	WS-TRANS&DIST-CAMERA, CAM	3220.50			
			6384.50	A/P	OUT-STD	
003506	10/17/12	RESOURCE SYSTEMS INC.				
	86-5004	WS-SOURCE-GASKETS	249.73			
			249.73	A/P	OUT-STD	
003507	10/17/12	SOURCE ATLANTIC				
	1342074	WS-TRANS&DIST-RAINSUIT	89.15			
	1424116	WS-TRANS&DIST-1-1/8 SHACKLE	67.69			
	1424118	WS-TRANS&DIST-DRY/WET CUTTING	231.65			
	1427752	WS-TRANS&DIST-DRY/WET CUTTING	447.48			
			835.97	A/P	OUT-STD	
003508	10/17/12	TELUS				
	21856412SEP12*	WS/SCD-CELL PHONE CHARGES	749.62			
			749.62	A/P	OUT-STD	
003509	10/17/12	TERRA CONSULTANTS LTD.				

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	I-19101*	WS/SCD-TREASURY-CONFIGRED RMT D	26.84			
			26.84	A/P	OUT-STD	
003510	10/17/12	WURTH CANADA LIMITED				
	20966665	WS-TRANS&DIST-FIRST AID KIT FE	56.49			
	20980642	WS-TRANS&DIST-THUNDER BIT DRIL	279.62			
			336.11	A/P	OUT-STD	
003511	10/22/12	BRENNTAG CANADA INC.				
	40290647	SCD-DISPOSAL-SULPHUR DIOXIDE	4007.66			
	40294515	SCD-DISPOSAL-INV #40290647	-2712.00			
			1295.66	A/P	OUT-STD	
003512	10/22/12	COASTAL ASPHALT (2002) LTD.				
	12-056	WS-STAS-ASPHALT	4316.15			
			4316.15	A/P	OUT-STD	
003513	10/22/12	COLE-PARMER CANADA INC.				
	00452737	WS-SOURCE-CHLOROSENSE SENSORS	400.33			
			400.33	A/P	OUT-STD	
003514	10/22/12	EAST COAST INTERNATIONAL TRUCKS				
	3-222840010	WS-#20-MOTOR, W/WIPER	180.65			
			180.65	A/P	OUT-STD	
003515	10/22/12	SERVICE NEW BRUNSWICK				
	53123617OCT12	SCD-STAS-DECHLORINATION CHAMBER	95.94			
	53158875OCT12	WS-STAS-BUDD AVE LIFT STATION	2223.34			
	54807440OCT12	WS-STAS-158A MILLTOWN BLVD LIFT	45.47			
	56356048OCT12	SCD-STAS-18 RIVERSIDE DR LIFT S	29.11			
	61204006OCT12	SCD-STAS-2-216 KING ST LIFT STA	180.63			
	61236008OCT12	WS-STAS-BUDD AVE LIFT STATION	313.44			
			2887.93	A/P	OUT-STD	
003516	10/25/12	BRUNET DISTRIBUTION				
	5403-021369	WS-TRANS&DIST-SERVICE BOXS, RO	1908.32			
	5403-022262	WS-STAS-INV 5403-022262 HST	248.08			
			2156.40	A/P	OUT-STD	
003517	10/25/12	CANADIAN TIRE				
	N14418007	WS-SOURCE-GV PLUG	8.73			
	N14418021	SCD-DISPOSAL-BATTERIES, PAINT	14.44			
	N14418033	WS-SOURCE-COOLERS	45.18			
	N14418082	SCD-DISPOSAL-PIPE WRAP	17.77			
	N14418084	WS-SOURCE-SHOP IN BOX, INVERTE	81.09			
	N14418111	WS-SOURCE-FLAGN TAPE, CUPHOLDE	33.31			
	N14418129	SCD-DISPOSAL-MIRROR, ROPE	39.20			
	N14418133	WS-TRANS&DIST-GLOVES	13.56			
	N14820719	SCD-DISPOSAL-TOOL BOX	9.48			
	N14820798	WS-SOURCE-BATTERIES	18.97			
			281.73	A/P	OUT-STD	

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Number	Issued	Recipient	Amount	SC	Status	StatDate
003518	10/25/12 3488	MARITIME BLOWER REPAIR INC SCD-DISPOSAL-REPAIRS TO BLOWER	8379.29 8379.29	A/P	OUT-STD	
003519	10/25/12 86-5011	RESOURCE SYSTEMS INC. WS-SOURCE-MAINTENANCE KIT FOR	676.67 676.67	A/P	OUT-STD	
003520	10/25/12 613-12* 688-12	SAINT JOHN LABORATORY SERVICES LTD. SCD-DISPOSAL-T.P. LAB TESTING SCD-DISPOSAL-TREATPLANT LAB TE	1379.73 1883.99 3263.72	A/P	OUT-STD	
003521	10/25/12 44982	SAINT JOHN NISSAN SCD-#3-GASKET, BOLT, VALVE	326.74 326.74	A/P	OUT-STD	
003522	10/25/12 9-77-12*	SOUTHWEST CONCRETE & CONS LTD WS-STS-EQUIP RENT	1067.85 1067.85	A/P	OUT-STD	
003523	10/25/12 307539* 307860 308310* 308514*	STATIONERY PLUS WS/SCD-TOWN-INDEX DIVIDERS WS-SOURCE-CORRECT, KEYBOARD, P WS/SCD-FILE FOLDERS, BINDING C WS/SCD-TOWN-BINDER	1.10 95.90 50.47 3.95 151.42	A/P	OUT-STD	
003524	10/31/12 OCTOBER24/12	JOHN FERGUSON WS-CAO-WATERLINE EXPROPRIATION	105.90 105.90	A/P	OUT-STD	
003525	10/31/12 742-12	SAINT JOHN LABORATORY SERVICES LTD. SCD-DISPOSAL-TREATPLANT LAB TE	1115.31 1115.31	A/P	OUT-STD	
Cheque Totals Non-Void:			\$71,189.26			
Void:			\$0.00			

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on October 25, 2012 be approved **as** circulated.

COMMITTEE MEETING
THURSDAY, OCTOBER 25, 2012 @ 8:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **ITEMS**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – six (6) items

It was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor Harding that the above-noted six (6) items be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

4. **ADJOURNMENT**

The meeting adjourned at 8:45 p.m. at which time Council accepted the Mayor's recommendation to call an emergency Special Council meeting.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, OCTOBER 25, 2012 @ 8:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

- (i) Financial Matter - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – six (6) items

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

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

COMMITTEES MEETING
WEDNESDAY, NOVEMBER 14 , 2012 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Provincial Government Information - Section 10.2(4)(e) of the New Brunswick *Municipalities Act* – one (1) item
2. Financial Matter - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – three (3) items
3. Personal Information Matter - Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – three (3) items

It was MOVED by Councillor MacEachern and SECONDED by Councillor Harding that the above-noted seven (7) 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 (arrived at 5:25 p.m.); Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; CAO/Development Officer John Ferguson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

The agenda was approved with one (1) addition: Welcome Package from Woodstock, NB be added as (ii) under Planning, Promotion and Tourism.

3. DELEGATIONS/PRESENTATIONS

- (i) Department of Public Safety: Safer Communities and Neighbourhoods (SCAN) – Bill Hanley, Lead Investigator, provided a PowerPoint presentation on the Provincial *Safer Communities and Neighbourhoods Act* which gives residents a way to take back their neighbourhoods by reporting problem residences and businesses. It helps target and, if necessary, shut down buildings and land that are used routinely for illegal activities such as:

- producing, selling or using illegal drugs
- prostitution
- the unlawful sale of alcohol
- unlawful activities linked to or promoting organized crime
- child sexual abuse/exploitation
- unlawful gaming activities
- possession of illegal firearms or explosives

Mr. Hanley advised that if anyone is suspicious of a property in your neighbourhood to call 1-877-826-2122 or email: SCAN@gnb.ca and an investigative unit is in place to respond to community concerns and the identity of the complainant is entirely confidential.

Mayor Quartermain thanked both Mr. Hanley for his very informative presentation, and Councillor Harding for her involvement in arranging for same.

- (ii) The Nature Trust of New Brunswick Inc. – Don Dennison, Past President, provided a PowerPoint presentation on the history of The Nature Trust of New Brunswick, founded in 1987, which is a non-profit, province-wide land trust dedicated to conserving ecologically significant areas for the benefit of current and future generations.

Mayor Quartermain thanked him for his presentation and Mr. Dennison stated that if ever there was an opportunity to work with the Town, to contact him.

- (iii) St. Stephen Business Improvement Area Inc. – Kevin Stuart, President of the St. Stephen Business Improvement Area (BIA) provided a brief history of the BIA which was enacted in 1982 after the provincial government, concerned business people and community leaders saw a need for communities to be focused and competitive. The BIA encompasses properties along Milltown Boulevard eastward from Watson Street to and including Budd Avenue, the adjacent waterfront and up to 99 King Street.

Mr. Stuart stated the need to work together to create a long term plan to revitalize the downtown area.

Mayor Quartermain thanked him for his presentation and Mr. Stuart extended an invitation for Council members to contact him at anytime.

4. ITEMS

PUBLIC WORKS – Chaired by Councillor Maxwell

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

POLICE AND FIRE - Chaired by Councillor Harding

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

Councillor Harding thanked Sergeant MacKnight for arranging for tonight's SCAN presentation, and Sergeant MacKnight in turn thanked Councillor Harding for her interest in SCAN.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) After Hours Call Monitoring and Dispatch for Town of St. George – Memo from the Fire Chief dated November 5, 2012 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2012 to provide after hours and holidays call monitoring dispatch services to the Town of St. George.
- (iv) Report of the By-Laws Office – The report of the Manager, By-Laws and Building Inspection was received and reviewed.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed
- (iii) Animal Control Report – The Animal Control Report was received and reviewed.
- (iv) Proposed Amendment – Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee – Memo from Councillor MacEachern dated October 30, 2102 with attached provisions was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, November 26, 2012 to remove "Section G. Language of Proceedings" from the existing provisions.

- (v) Workplace Harassment Policy – The draft policy was received and reviewed.

Committee agreed with the policy and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2012 for approval.

- (vi) Proposed Sidewalk Café By-Law – Memo from the Manager, By-Laws and Building Inspection dated October 31, 2012 with attached draft by-law was received and reviewed.

Committee directed the Manager, through the Chief Administrative Officer, to have the Town Solicitor vet the by-law and first reading, short title only, will be considered at the next Regular Session of Council on Monday, November 26, 2012 or at the December's Regular Session of Council, depending on the Town Solicitor's schedule.

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

- (viii) Zoning By-Law: Proposed Amendment: Portable Signs – Memo from the Director, Parks, Recreation and Property Management dated November 5, 2012 was received and reviewed.

Further to first reading, short title only, of By-Law No. Z-1.1, "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" which was held at the Regular Session of Council on Monday, July 23, 2012, and the direction given to the Director, Parks, Recreation and Property Management, through the Chief Administrative Officer, at the Committee meeting on Wednesday, September 12, 2012 to form a committee with business owners and report back at a future Committee meeting, Committee agreed with the new proposed amendments, and second reading will be considered at the next Regular Session of Council on Monday, November 26, 2012.

- (ix) St. Croix Estuary Project (SCEP): Climate Change Risks and Preparedness – Letter from the Program Director, SCEP, dated November 6, 2012 with attached "Port Elgin Coastal Workshop Report" was received and reviewed.

Committee agreed to support SCEP with its interest in pursuing a Community Vulnerability Assessment Tool (CVAT) analysis of our climate

change risks and options, and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2012 indicating Council's interest if SCEP is successful in securing Atlantic Ecosystem Initiatives support for this endeavor.

Committee also welcomes a future presentation by SCEP to discuss further details of the proposed project.

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) Tennis Report 2012 – Herb Duplissea presented the 2012 Tennis Report, along with his wife Lynda, and thanked past and present Council for the renewal of the tennis courts and the continued support of maintenance.

Councillor MacDonald and Mayor Quartermain both thanked Herb and Lynda for their passion to the sport of tennis and their many years of dedicated volunteerism.

- (iii) Garcelon Civic Center – Work Progress Update for the period September 27 – October 31, 2012 from E. A. Farren, Limited was received and reviewed.

Councillor MacDonald stated that the Mayor and Council had a tour of the site, as did the Garcelon Civic Center Board.

- (iv) Garcelon Civic Center – Organizational Structure and Personnel - Memo from the Chief Administrative Officer dated November 9, 2012 was received and reviewed.

It was agreed that a motion be considered at a Committee meeting on Wednesday, November 28, 2012 @ 6:00 p.m. to move into a closed session to discuss items under Section 10.2(4) of the New Brunswick *Municipalities Act*.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Regional Wood Products Development Conference – Memo from Deputy Mayor Ames dated October 31, 2012 was received and reviewed.

It was agreed that an *ad hoc* committee be formed and the Chief Administrative Officer was directed to work with Deputy Mayor Ames to first establish "Terms of Reference" for the committee structure and purpose and to bring that information back to a future Committee meeting.

- (ii) Welcome Package from Woodstock, NB – Deputy Mayor Ames presented to Committee, for information only, a Welcome Package he recently received while visiting Woodstock, and it was suggested that perhaps a similar package could be looked at for St. Stephen in the future.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for Month of August – Memo from the Assistant Treasurer dated November 8, 2012 with attached cheque register was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, November 26, 2012.
- (iii) Change of Date: December 2012 Regular Town Council Meeting – Memo from the Town Clerk dated November 1, 2012 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2012 to change December's Regular Session of Council from the fourth (4th) Monday to the third (3rd) Monday.

5. **NEW BUSINESS**

No new business.

6. **ADJOURNMENT**

The meeting moved into closed session at 8:05 p.m. and adjourned at 9:35 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, NOVEMBER 14, 2012 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

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

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. DELEGATIONS/PRESENTATIONS
 - (i) Department of Public Safety: Safer Communities and Neighbourhoods (SCAN) – Presentation by Bill Hanley, Lead Investigator.
 - (ii) The Nature Trust of New Brunswick Inc. – Presentation by Don Dennison, President.
 - (iii) St. Stephen Business Improvement Area Inc. – Presentation by Kevin Stuart, President.
4. 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) After Hours Call Monitoring and Dispatch for Town of St. George – Memo from Fire Chief dated November 5, 2012.
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Animal Control Report
- (iv) Proposed Amendment - Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee – Memo from Councillor MacEachern dated October 30, 2012 with attachment:
 - Provisions dated February 23, 2009, revised December 14, 2009 and proposed revision November 26, 2012.
- (v) Workplace Harassment Policy – Draft policy for review.
- (vi) Proposed Sidewalk Café By-Law – Memo from Manager, By-Laws and Building Inspection dated October 31, 2012 with attachment.
 - Proposed Sidewalk Café By-Law.
- (vii) Report of the Property Management Office
- (viii) Zoning By-Law: Proposed Amendment: Portable Signs – Memo from Director, Parks, Recreation and Property Management dated November 5, 2012.
- (ix) St. Croix Estuary Project (SCEP): Climate Change Risks and Preparedness – Letter from Program Director, SCEP dated November 6, 2012 with attachment:
 - Port Elgin Coastal Workshop Report

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Tennis Report 2012 – Report from Herb Duplissea, Reed Haley and Lynda Duplissea with attachment:
 - Picture – Roadrunner's Tennis Camp by the Numbers
- (iii) Garcelon Civic Center – Work Progress Update for the period September 27, 2012 – October 31, 2012 from E. A. Farren, Limited.
- (iv) Garcelon Civic Center – Organizational Structure and Personnel dated November 9, 2012 from John Ferguson – Chief Administrative Officer.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Regional Wood Products Development Conference – Memo from Deputy Mayor Ames dated October 31, 2012.

FINANCE & ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of October – Memo from Assistant Treasurer dated November 8, 2012 with attachment:
 - Cheque Register
- (iii) Change of Date: December 2012 Regular Town Council Meeting – Memo from Town Clerk dated November 1, 2012.

5. NEW BUSINESS

6. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Memo

To: John Ferguson, CAO
From: Tim Tozer, Treasurer
Date: 06 November 2012
Subject: Finance Department Report

Staff Activity since last report:

1) Ongoing accounting work involving:

- A) Accounts Receivable processing (Daily payment processing, weekly deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
- B) Accounts Payable processing (Verification and daily input of invoices, and weekly payment of amounts owed by the Town).
- C) Payroll processing. (Bi-weekly).
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
-Month end completed to August 31, 2012.

2) Statements of Revenue and Expenditures to September 30, 2012.

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

4) Computer server maintenance.

5) Meetings:

- A) Draft budget review-General Government and RCMP Services-October 10, 2012.
- B) Monthly Committee meeting-October 10, 2012.
- C) Draft budget review-Fire Department-October 11, 2012.
- D) Draft budget review-Transportation Services-October 30, 2012.
- E) Draft budget review-Other Protection, Environmental Health Services and Environmental Development Services-November 2, 2012.

6) Projects:

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

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

B) Public Sector Accounting Board standard implementation.

C) 2013 Budget.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for October 2012

FROM: Lee Johnson Director of Operations

DATE: Nov. 01,2012

1:Water system:

- a) Flushed and pumped all Hydrants.
- b) 2 new meters were installed.
- c) 1 Hydrant was repaired.

2:Streets:

- a) Started hauling winter sand.
- b) Repaired concrete side walks.
- c) Cleaned Catch Basins.
- d) Started getting equipment ready for winter.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 8 Sewer Laterals were videoed and 5 sewer Laterals were flushed.
- c) 2 Sewer Mains were Flushed.

4: West and Dow Sewer and Water Project

- a) Finished for winter.

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

Parks

- The Rotary Clubhouse has been shut down for the winter.
- Most of the picnic tables and garbage cans have been put away for the season.
- We have received new 'closed' signs for certain areas of the Elm Street Nature Park.
- Steve is finished in Parks for the season and has gone back to the Arena.
- Jennifer will finish for the season on November 9th.
- Had more vandalism at the bandstand/tennis courts. Looking at having cameras installed.
- Leaves have been picked up for Remembrance Day.

Recreation

- The Milltown Pool has been winterized.
- The Splash Pad has been shut down and winterized.
- The snowflakes will go up on Nov. 13th.
- The Town Christmas tree will be delivered on Nov. 13th.
- I have been working on the 2013 budget.
- Civic Centre site tour with Civic Centre Board.
- Finished off Jumpstart session.
- Spoke with St Croix Sportsman Club re. funding opportunities.

Meetings

- Christmas Promotion
- Civic Centre
- Budget

Michael O'Connell
Director Parks, Recreation
& Property Management

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

By-Law/Zoning Issues

- Finalized Sign By-Law amendment.

Facilities

- Met with Fundy contractors re. state of wharf and dock.
- Met with Legion re. facility.
- Met with Paul Stapleton re. possible locations for Regional Service Commission's office.
- Dealt with a few minor issues at RCMP station.

Other

- Working on 2013 budget.
- JAD Campbell Scholarship – Working on getting cheques to recipients.
- Researched surplus land on Route 170.
- Monitored possible flooding on Oct. 30th and 31st.

Meetings

- Signs
- George – Airport
- Budget
- Paul Stapleton

Michael O'Connell
Director Parks, Recreation
& Property Management

St. Stephen Fire Department Report for October 2012

Alarms were: Town Alarms 6
 Out of Town alarms 1
 Mutual Aid –Calais 1
 8

Alarms are described as being:

	# of firefighters	# of hours
1. Alarm System Activation 3	9	12
2. Mutual Aid , Calais, Structure 1	11	16
3. Carbon Monoxide 1	11	22
4. Motor Vehicle Accident 1	7	10
5. Assist AMB NB 1	11	16
6. Machinery (Flakeboard) 1	17	42

Calls dispatched for the period of this report 52

Fire Department Activities for October:

1. Fire Prevention Week- October 7-13
 - 3 Elementary schools visited 862 students
 - 8 Preschools –75 children
 - Fire Department Church Parade followed by Brunch
2. Fire Chief covered 2 shifts of vacation leave.

3. Fire Chief had 3 weeks of vacation

4. Meetings- Monthly meeting of the Fire Department

- Budget Meeting
- Committee meeting
- meeting with Brunswick Pipeline
- Board Meeting of the New Brunswick Assoc. of Fire Chiefs

5. 8 Members of the department participated in a day long “Live Fire Training” exercise. Training consisted of – fire attack, different hose streams and their effect, accountability- safety, ventilation, attack principles and truck operations.

November 6, 2012

To: CAO – St. Stephen

Fr: By-Laws & Building Inspection

Re: October 2012 – Report

- One (1) complaint concerning safety of building/rooming house 63-65 King St. Attended with Building Inspector/Fire Marshall/Health Inspector/Electrical Inspector. Numerous code violations. Health Officer posted building as not being habitable due to septic in basement. Other structural/electrical issues are being addressed.
- Issuing of two transient trader's licences car dealerships from Saint John
- Continued to monitor and remove signs placed on telephone poles as time permits.
- Demolition of property 102 Queensway facilitated without reverting to the Dangerous and Unightly Premises By-law.
- Continuing work in preparation for addressing several buildings under the Dangerous and Unightly Premises By-law
- Preparing for budget (2013)
- Prepared Harassment Policy for Council and Employees
- Working on Code of Conduct for Council and Employees (still in progress)
- Corresponding with the public on a daily basis with matters relating to Zoning Issues, Building By-law and other enforcement by-laws
- Signing off of bills and preparation of reports to Stats Canada, Service New Brunswick & CMHC
- Preparing and issuing building permits for the signature of the building inspector and signing off as required as the Assistant Development Officer.
- Off duty sick for one week

TOWN of ST. STEPHEN

Building Inspection Services

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

OCTOBER REPORT

2012

BUILDING INSPECTION

The month of October has brought in a total of 32 (thirty-two) permits which represents \$20,054,745.00 in building costs.

Our office has had 3 (three) electrical waivers to deal with. We issued no stop work orders in the month October, We have 1 (one) Order to Comply on a very serious matter.

Our office dealt with and have filed 31 (thirty-one) Occurrences reports.

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

It should be noted that prior to issue of a building permit a pre-site inspection is conducted to determine if a building permit is needed. All permits are based on the individual pre-inspection of the proposed work. If needed a plan review is conducted, (many instances do not warrant a permit as the work may be deemed maintenance only), and ongoing inspections are conducted throughout the construction period.

Respectively Submitted

**Manzer Young
Building Inspector
Town of St. Stephen**

November 5, 2012

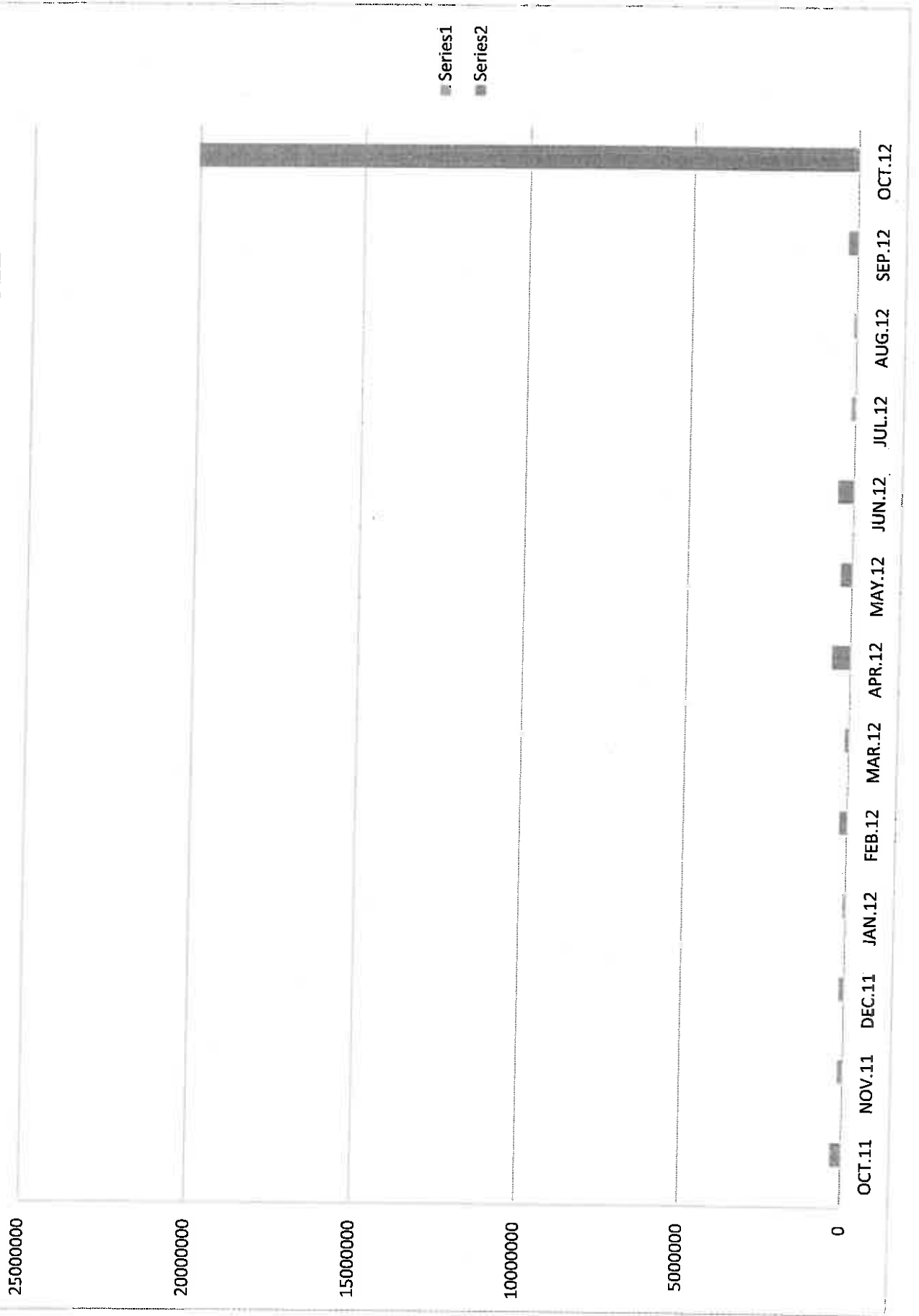
To: CAO – St. Stephen

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

Re: October 2012

- Thirty Two (32) Building, Sign & Demolition Permits issued – Totalling \$20,054,745
- Three (3) Building Permit Waivers issued - electrical upgrades

BUILDING & DEMOLITION PERMITS OCT 2011- OCT 2012



RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.7 – A BY-LAW TO AMEND BY-LAW NO. A-7 – “A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – SECOND READING – READING IN ITS ENTIRETY

THAT By-Law No. A-7.7 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given Second Reading – Reading in its Entirety.

BY-LAW NO. A-7.7

A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY"

Pursuant to Section 3(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY the Town Council of the Town of St. Stephen as follows:

THAT a Business Improvement Levy be imposed on all non residential property within the Business Improvement Area of the municipality that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$28,622 at the rate of \$0.18 per \$100 of property assessment and the Council hereby directs and orders the Minister to Levy said amount pursuant to the provisions of the *Business Improvement Area Act*.

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

FIRST READING: October 22, 2012

SECOND READING:

THIRD READING AND ENACTED:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. Z-1.1 – “A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW” – SECOND READING – READING IN ITS ENTIRETY

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

TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.1

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

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

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

9.3.6 Portable Signs

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

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

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

First Reading: July 23, 2012

Second Reading:

Third Reading and Enactment:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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

THE TOWN OF ST. STEPHEN

BY-LAW NO. L-9

A BY-LAW RESPECTING A SIDEWALK CAFÉ

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

Definitions:

1. The following definitions apply this by-law:

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

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

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

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

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

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

Approval Requirements:

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

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

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

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

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

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

2. **Appeal:** An applicant may appeal to Council, the Development Officer's decision to refuse to grant approval or the terms and conditions of approval imposed.
3. **Revocation of Approval:** Where a person fails to conform to the terms and conditions of approval, then the Development Officer may order that the sidewalk café be removed from the public sidewalk on which it is located. If the operator fails to comply with such an order within 24 hours notification, the municipality may take such action needed to have the sidewalk café removed.
4. **Permits Required:** The operator of a sidewalk café shall apply for and obtain, annually, a conditional development permit (Schedule "A") prior to commencement and a building permit will be required prior to the installation of barriers, structures and awnings.
5. **Application Fee:** There shall be an application fee in the amount of \$100.00 per year.
6. **Information Requirements:** The applicant should submit a site plan, drawn to a minimum scale of ¼ inch to 1 foot, which shows the delineated area of the proposed sidewalk café and proposed location and placement of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk and to the indoor restaurant associated with it. The plan shall show (within 6 metres (19.7 ft) of the development) the location of utility poles, hydrants, parking meters, shelters, manholes, traffic signs, catch basins, awnings, easements and any other physical or drainage feature of the street or beyond 6 metres (19.7 ft) of any public utility that may be affected by the development.
7. **Design:** The design of sidewalk café should be consistent with the age and character of the building for which it serves as an accessory use, and where the municipality has established design guidelines for a specific area, these shall be considered in review of applications.
8. **Conditions of Approval:**
 - a) **Insurance:** The operator of a sidewalk café must carry a minimum of \$2,000,000 liability insurance for the operation of the sidewalk café and must indemnify the Town of St. Stephen safe and harmless from any and all claims of injury to persons or damage to property

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

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

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

- s) **Emergency Vehicle Access:** The Town of St. Stephen retains the right of access to the approved sidewalk café for emergency vehicle access.
- t) **Season:** Permits granted under this By-Law shall be for the period of May 1st to October 30th, unless otherwise approved by the Development Officer.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the _____ day of _____, 20__

FIRST READING:

SECOND READING:

THIRD READING AND ENACTMENT:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk



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

Name of Business: _____

Contact Person (Title or Position) _____

Address: _____

Tel Number: _____ Fax Number _____

E-mail: _____

Address of Property (if different from above) _____

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

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

APPROVAL

Conditions (attachments)

Effective Date:

Ending Date:

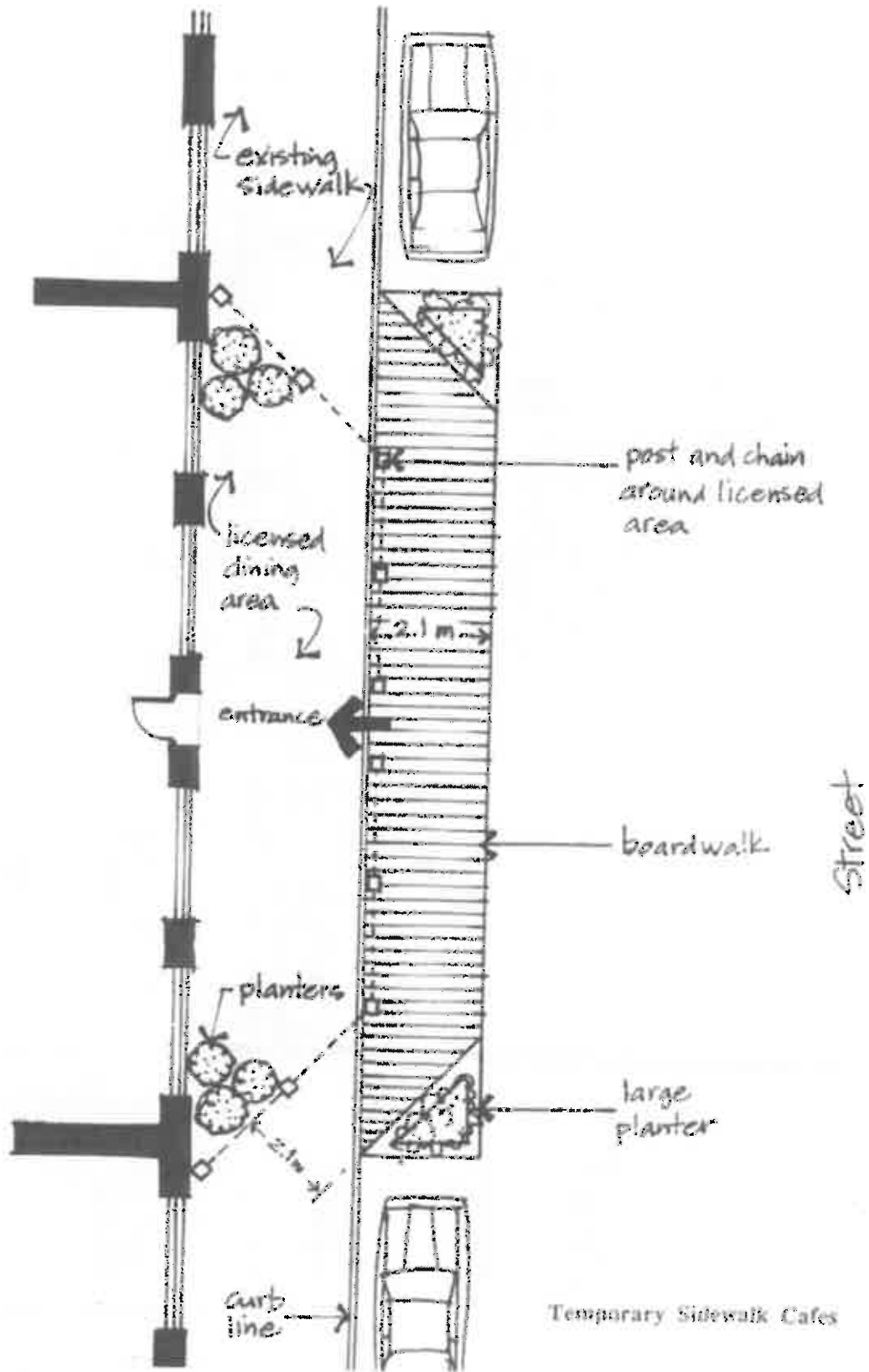
Development Officer

SCHEDULE B (1 OF 3)

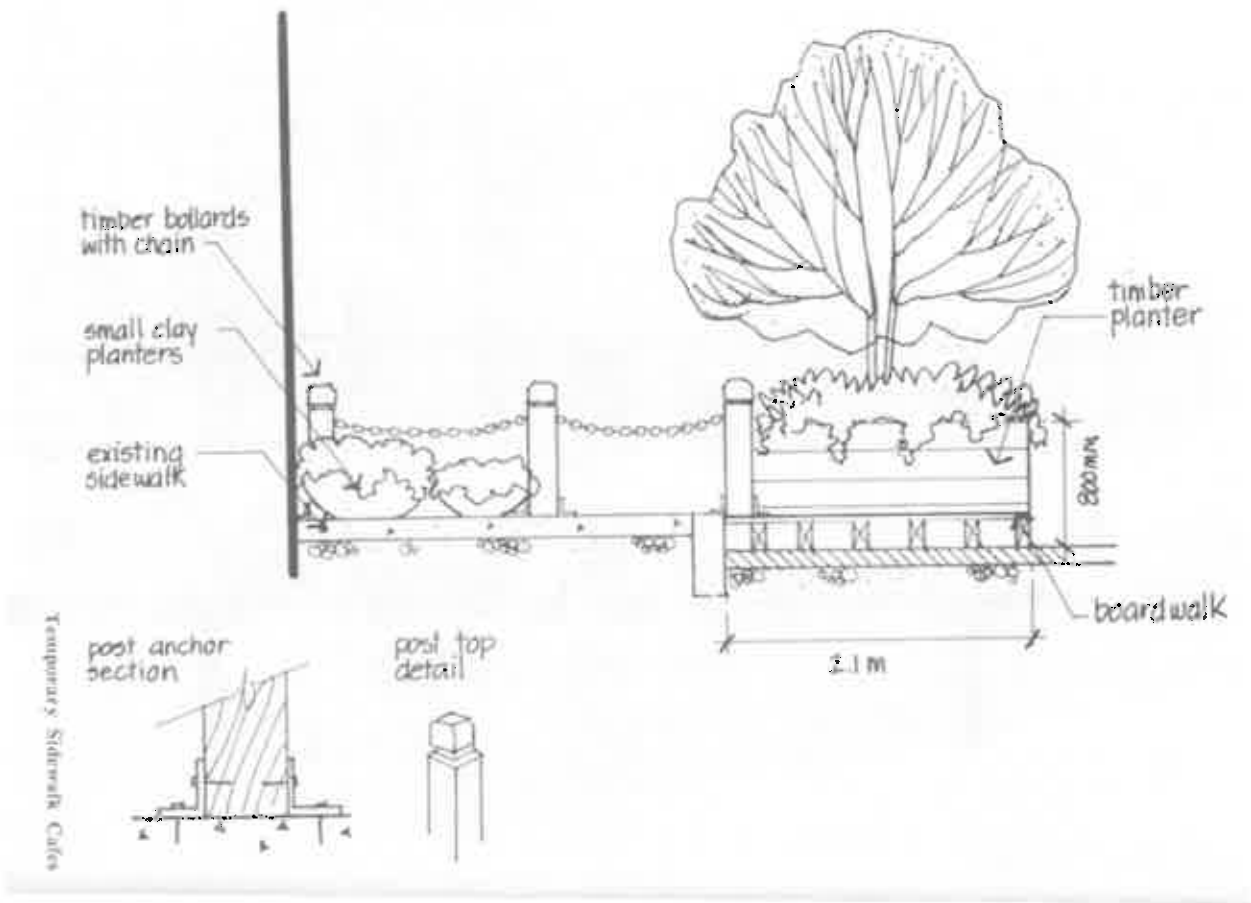


Temporary Sidewalk Cafes

SCHEDULE B (2 OF 3)



SCHEDULE B (3 OF 3)



RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



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

**POLICE REPORT
October 2012**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **October 01, 2012 to October 31, 2012 inclusive**. During this time period, the RCMP responded to 301 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	3
Tickets issued	31
Traffic Collision Property Damage	5
Warnings issued	35

PROVINCIAL STATUTES:

Fail to Stop or Remain at Accident Scene	2
Fail to Stop or remain property damage	1
False Abandoned 911	7
Intoxicated Persons Act	1
Liquor Act	2
Mental Health Act	4
Motor Vehicle Act – other	2
Municipal Bylaws	1
Other Moving Traffic Violations – Provincial	4
Roadside suspension	1

CRIMINAL CODE:

Assault	3
Breach of recognizance	1
Break and Enter Business	1
Criminal Harassment	1
Disturbing the peace/Causing a disturbance	6
Fail to comply with probation	3
Fail to comply with undertaking	1
Harassing phone calls	2
Impaired care or control of motor vehicle	2
Impaired Operation of Motor Vehicle	4
Mischief damage to and/or Obstruct Enjoyment of Property	8

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

Continued from Page 1

Other theft under \$5000	2
Possession of property obtained by crime	1
Sexual Assault	1
Theft of electric/gas/telecommunications	1
Theft of other motor vehicle	1
Theft under or equal to \$5000 – shoplifting	3
Theft from motor vehicle	1
Unsafe storage of firearms	1
Uttering Threats Against Person	5

OTHER FEDERAL STATUES:

Controlled substance act	1
Possession Schedule VIII cannabis marijuana	5
Trafficking Schedule I Other	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Department/Agency	1
Assistance to Other Canadian Police Department	2
Assistance to Canadian Provincial Department	1
Assistance to General Public	22
Crime Prevention	4
False Alarms	4
Lost & Found	3
Missing Person	3
Police Certificates	100
Request to locate individual	1
Suspicious Person/vehicle	6

SUMMARY OF ARRESTS/CHARGES/PRISONERS:

Arrested	10
Charged	7
Cleared Otherwise	14
Prisoners	1

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

October 22, 2012

Jacque Taylor
Project Officer, Applications | Agente de projet, Applications
Green Municipal Fund
Fonds municipal vert
24, rue Clarence Street, Ottawa, Ontario K1N 5P3
T. 613-907-6339 | F. 613-244-1515

Dear Mrs. Taylor

RE: In Kind Support-Garcelon Civic Center

This letter will confirm that the Town of St Stephen will provide In Kind Support in the amount of \$28,000 for the Garcelon Civic Center.

Yours truly,



John Ferguson,
Chief Administrative Officer

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

EYEGASSES - GIDDENS MEMORIAL AIRPORT ATTENDANT

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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

G. Language of Proceedings

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

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

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

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

Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee

Current to: February 23, 2009
Revised: December 14, 2009
Revised: November 26, 2012

WHEREAS subsection 190.01(3) of the *Municipalities Act* provides that an officer appointed by Council may notify the owner or occupier of a premises, building or structure when such premises is in an unsightly condition because of specified items being upon it, and when the building or structure presents a hazard to the safety of the public by reason of dilapidation or unsoundness of structural strength.

AND WHEREAS a Notice to Comply may also be sent by an officer appointed by Council with respect to a dwelling or dwelling unit which is being leased to another person and does not comply with the minimum property standards set out in the *St. Stephen Minimum Property Standards By-Law* or in the *Residential Properties Maintenance and Occupancy Code Approval Regulation - Municipalities Act* or in both. The appointed officer may, in his Notice to Comply, require that the unsightly and/or hazardous condition be remedied, or may require that the dwelling or dwelling units be brought into compliance with minimum property standards.

AND WHEREAS subsection 190.021(1) of the *Municipalities Act* provides that an owner or occupier of a premises, building or structure who has been given a Notice to Comply and who is not satisfied with the terms or conditions set out therein and may appeal to the appropriate committee of council by filing a Notice of Appeal by registered mail to the clerk of the municipality within fourteen (14) days after having been given the Notice to Comply. The *St. Stephen Minimum Property Standards By-law* also provides a similar right of appeal from a Notice to Comply issued under said By-law.

NOW THEREFORE BE IT RESOLVED that the *St. Stephen Substandard Properties Appeal Committee* is hereby created.

AND FURTHER BE IT RESOLVED that the provisions herein shall apply to the order and dispatch of business of the *St. Stephen Substandard Properties Appeal Committee*.

A. Definitions

1. In these provisions:

- (a) “*Appeal Committee*” means the St. Stephen Substandard Properties Appeal Committee.
- (b) “*Architect*” means a professional architect registered in the Province of New Brunswick.
- (c) “*Building Inspector*” means a person appointed pursuant to subsection 74(3) of the *Municipalities Act*.
- (d) “*Chairperson*” means the Chairperson of the Appeal Committee.

- (e) “*Clerk*” means the Clerk of The Town of St. Stephen or a person designated by the Clerk.
- (f) “*Council*” means the Council of The Town of St. Stephen.
- (g) “*Engineer*” means a professional engineer registered in the Province of New Brunswick.
- (h) “*Municipalities Act*” means the *Municipalities Act*, R.S.N.B. 1973, c. M-22, and amendments thereto, including any Regulations hereunder.
- (i) “*Notice*” means a Notice to Comply prescribed by *New Brunswick Regulation 2007-22* under the *Municipalities Act*, issued under subsection 190.01(3) of the *Municipalities Act* or under the *St. Stephen Minimum Property Standards By-law*.
- (j) “*Official Languages*” means the two official languages of New Brunswick within the meaning of the *Official Languages Act*, S.N.B. 2002, c. O-0.5, and amendments thereto.
- (k) “*Officer*” appointed by Council means the By-Law Enforcement Officer.
- (l) “*Subject Property*” means the property for which a Notice of Appeal has been sent to and received by the Clerk pursuant to the *Municipalities Act*.
- (m) “*Vice-Chairperson*” means the Vice-Chairperson of the Appeal Committee.

B. Composition of the St. Stephen Substandard Properties Appeal Committee and Appointments

- 2(1) There shall be an Appeal Committee composed of the following persons:
 - (a) the Appeal Committee shall consist of five (5) members of Council; and
 - (b) Council shall appoint all members who serve on the Appeal Committee.
- 2(2) Should a member of the Appeal Committee die, resign, become ineligible to be a member or be removed from office, Council shall, as soon as reasonably possible, appoint another person to replace such member, and such newly appointed member shall hold office for the remainder of the term of the member he replaces.

C. Terms of Office and Revocation of Appointment

- 3(1) All members of the Appeal Committee shall be appointed for a term not exceeding three (3) years but in the appointment of the first members to the Appeal Committee, Council may provide that certain members shall be appointed for a term of less than three (3) years to achieve greater continuity in the composition of the Appeal Committee.
- 3(2) All members of the Appeal Committee may be appointed to serve a maximum of two (2) consecutive terms, inclusive of his original term.
- 3(3) The Chairperson shall be appointed by the Appeal Committee from the membership of the Appeal Committee for a term not exceeding one (1) year, or until he ceases to be a member of Council, whichever comes first, and may be re-appointed to serve a maximum of two (2) consecutive terms.
- 3(4) The Chairperson shall determine the time, date and place of hearings of the Appeal Committee.
- 3(5) The Vice-Chairperson shall be appointed by the Appeal Committee from the membership of the Appeal Committee for a term not exceeding one (1) year, or until he ceases to be a member of Council, whichever comes first, and may be re-appointed to serve a maximum of two (2) consecutive terms.
- 3(6) The Vice-Chairperson is authorized to act as Chairperson in the event of the Chairperson's absence or his inability to act, or in the case of a vacancy in the chairmanship and, when so authorized, the Vice-Chairperson shall have all the powers and duties of the Chairperson.
- 3(7) Any appointment to the Appeal Committee may be revoked by Council at any time.
- 3(8) A member may resign at any time by submitting his resignation in writing to Council.
- 3(9) Appeal Committee members who are absent for three (3) consecutive appeals without reasonable cause shall be considered to have vacated their membership on the Appeal Committee and Council shall be asked by the Chairperson or the Vice-Chairperson to appoint a replacement member to the Appeal Committee.
- 3(10) In the event that the membership of the Appeal Committee is increased, Council shall appoint such additional member(s) and amend the Provisions Governing the Procedure and Operation of the Appeal Committee accordingly.

- 3(11) In the event that the membership of the Appeal Committee is decreased, Council shall remove the necessary number of member(s) and amend the Provisions Governing the Procedure and Operation of the Appeal Committee accordingly.

D. Rules of Procedures

- 4(1) When the Clerk receives a Notice of Appeal that has been issued in accordance with subsection 190.021(1) of the *Municipalities Act*, the Clerk shall:

- (a) obtain from the By-Law Enforcement Officer a copy of the Notice to which the Notice of Appeal relates;
- (b) promptly notify the Chairperson or the Vice-Chairperson of the Appeal Committee;
- (c) enface the original copy of the Notice of Appeal and all documents submitted by the appellant with the date upon which it was received;
- (d) assign and enface the Notice of Appeal and all documents submitted by the appellant with a file number;
- (e) retain and file the original Notice of Appeal and all documents submitted by the appellant;
- (f) forward a copy of the Notice of Appeal and all documents submitted by the appellant, including the Notice, to the Appeal Committee;
- (g) forward a copy of the Notice of Appeal and all documents submitted by the appellant to the By-Law Enforcement Officer; and
- (h) attempt to ascertain the appellant's official language of choice.

- 4(2) The Appeal Committee shall hold a hearing during normal business hours within thirty (30) calendar days after being advised by the Clerk that a Notice of Appeal has been sent to, and received by the Clerk in accordance with subsection 190.021(1) of the *Municipalities Act*, with respect to:

- (a) premises which are allegedly unsightly;
- (b) buildings or structures which are allegedly a hazard to the safety of the public by reason of dilapidation or unsoundness of structural strength; or

- (c) buildings that allegedly do not meet the minimum property standards set out in the *St. Stephen Minimum Property Standards By-law* or *Residential Properties Maintenance and Occupancy Code Approval Regulation – Municipalities Act* or in both of them.

4(3) The Appeal Committee shall, at least ten (10) days before the hearing:

- (a) cause a copy of the Notice of Hearing which sets out the date, time and place of the hearing, to be filed in the office of the Clerk;
- (b) cause the original copy of the Notice of Hearing, to either be personally served on the appellant or posted in a conspicuous place on the premises, building or structure;
- (c) in the event that the appellant is represented by counsel and his counsel is authorized to accept service, serve a copy of the Notice of Hearing with his counsel; and
- (d) advise the By-Law Enforcement Officer of the date, time and place of the hearing.

4(4) Prior to hearing the submissions of the parties, the Chairperson or Vice-Chairperson shall ask the appellant:

- (a) to review the Notice received from the Clerk; and
- (b) confirm that the Notice received from the Clerk is the Notice that the appellant is appealing.

4(5) The following order shall be followed by the Appeal Committee when hearing any representations and evidence:

- (a) firstly, hear the representations and evidence presented by the appellant in support of his Notice of Appeal;
- (b) secondly, hear the representations and evidence from the Building Inspector in support of the Notice to Comply; and
- (c) offer the appellant a chance to rebut the representations of and evidence from the By-Law Enforcement Officer.

4(6) Should the appellant wish to abandon his/her appeal, he/she shall file with the Clerk a Notice of Abandonment or provide written confirmation to the Clerk stating that he/she abandons his/her appeal.

- 4(7) A Notice of Appeal is deemed to have been abandoned when the appellant or his/her counsel does not appear at the time, place and date set out in the Notice of Hearing.
- 4(8) When an appeal is abandoned, the Appeal Committee shall carry out the following:
- (a) dismiss the appeal;
 - (b) affirm the Notice;
 - (c) return the Notice of Appeal and all documents submitted by the appellant to the address shown on the Notice of Appeal; and
 - (d) notify the appellant in writing at the address shown on his/her Notice of Appeal that his/her appeal has been dismissed.

E. Duties and Powers

- 5(1) A quorum of the Appeal Committee shall consist of three (3) members. In the event that either the Chairperson or Vice-Chairperson are unable to be present at a scheduled hearing, the members present shall select amongst those in attendance, a person who shall act as the Chairperson, and such person shall have all the powers and duties of the Chairperson.
- 5(2) The Appeal Committee shall, when making its decision in an appeal involving an allegedly hazardous building or structure, give due consideration to the following:
- (a) section 190.07 of the *Municipalities Act*, which provides that a report from an architect, an engineer, a Building Inspector, By-Law Enforcement Officer, or the Fire Marshall stating that a building or structure is dilapidated or structurally unsound is proof in the absence of evidence to the contrary that a building or structure is dilapidated or structurally unsound;
 - (b) other representations and evidence presented in support of the Notice that is being appealed; and
 - (c) other representations and evidence presented by the appellant or his/her counsel.
- 5(3) The Appeal Committee shall, when making its decision in an appeal involving allegedly unsightly premises, give due consideration to the following:
- (a) whether the items involved are enumerated in subsection 190.01(1) of the *Municipalities Act*;

- (b) the location from which the items involved are clearly visible;
 - (c) the location and use of the property;
 - (d) any representations and evidence presented in support of the Notice that is being appealed; and
 - (e) any representations and evidence presented by the appellant or his/her counsel.
- 5(4) The Appeal Committee shall, when making its decision in an appeal involving a building or structure which allegedly does not meet the minimum property standards, give due consideration to the following:
- (a) the provisions of the *St. Stephen Minimum Property Standards By-law* and the *Residential Properties Maintenance and Occupancy Code Approval Regulation – Municipalities Act*;
 - (b) any representations and evidence presented in support of the Notice that is being appealed; and
 - (c) any representations and evidence presented by the appellant or his/her counsel.
- 5(5) If neither the appellant nor his/her counsel appear at the date, time and place fixed for hearing of the appeal or at a rescheduled date, the Appeal Committee shall:
- (a) upon proof that the Notice of Hearing was filed with the Clerk, and
 - (b) upon proof of service of the Notice of Hearing on the appellant or his/her counsel, or upon proof that the Notice of Hearing was posted in a conspicuous place on the premises, building or structure in relation to the proceedings, carry out the following:
 - (i) dismiss the appeal;
 - (ii) confirm the Notice;
 - (iii) return the Notice of Appeal and all documents submitted by the appellant to the address shown on the Notice of Appeal; and
 - (iv) notify the appellant in writing at the address shown on his Notice of Appeal that his appeal has been dismissed.

F. Hearings to be Public

6(1) All hearings before the Appeal Committee shall be open to the public.

G. Right to Counsel

7(1) A person who brings an appeal shall be heard by the Appeal Committee and may be represented by counsel.

H. Records of the Proceedings

8(1) The Appeal Committee shall keep records of its proceedings and shall use audio recording technology to record its appeal hearings.

8(2) The audio recording of a hearing may be destroyed one (1) year after the hearing of the appeal if the appellant has not exercised his/her right under the *Municipalities Act* to appeal the Appeal Committee's decision to The Court of Queen's Bench of New Brunswick.

I. Decisions

9(1) The Appeal Committee shall, within fourteen (14) days following the hearing, render a decision in writing wherein it confirms, or modifies or rescinds the Notice or extends the time for complying with the Notice.

9(2) The Clerk shall within fourteen (14) days after the Appeal Committee has rendered a written decision:

- (a) cause a copy of the decision to be filed with the office of the Clerk;
- (b) cause the original copy of the decision to be personally served on the appellant or posted in a conspicuous place on the premises, building or structure to which the appeal related;
- (c) in the event that the appellant is represented by counsel and his/her counsel is authorized to accept service, serve a copy of the decision with his/her counsel; and
- (d) cause a copy of the decision to be delivered to the By-Law Enforcement Officer.

9(3) The Appeal Committee's decision shall be dated and such date shall be the date of the decision.

9(4) All decisions of the Appeal Committee shall be written by the person who acted as the chairperson.

- 9(5) Each member of the Appeal Committee who participates in a hearing shall indicate in writing his concurrence with or dissent from the decision of the Appeal Committee.
- 9(6) Should a decision of the Appeal Committee not be unanimous, the dissenting reasons of the member that disagrees with the decision of the majority of members shall be expressed in writing in the decision of the Appeal Committee.

J. Conflict of Interest

- 10(1) Any member must excuse himself from participating in a hearing in circumstances where he has a conflict of interest.

K. Remuneration and Expenses

- 11(1) Members of the Appeal Committee are not entitled to receive any compensation.
- 11(2) Members of the Appeal Committee will be reimbursed for necessary expenses, reasonably and actually incurred by virtue of their participation in Appeal Committee hearing.

L. Funding

- 12(1) The Town of St. Stephen shall provide funding for the Appeal Committee's activities through its normal budgeting procedure.
- 12(2) The Town of St. Stephen shall provide the following to the Appeal Committee:
- (a) a venue where the hearings shall take place;
 - (b) audio recording equipment which is sufficient to record the hearing;
 - (c) secretarial services, as required;
 - (d) official stationary, as required; and
 - (e) such other incidental services or resources that are necessary for the proper functioning of the Appeal Committee.

M. Office of the Appeal Committee

13(1) The address of the Appeal Committee shall be as follows:

St. Stephen Substandard Properties Appeal Committee
c/o Clerk, Town of St. Stephen
73 Milltown Blvd.
St. Stephen, NB
E3L 1G5

N. Matters Not Provided For

14(1) Any matter of procedure or practice not expressly provided for in the Provisions Governing the Procedure and Operation of the Appeal Committee shall be left to the members of the Appeal Committee to decide.

O. Commencement

15(1) These Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee come into force on April 20, 2009.

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

WORKPLACE HARASSMENT POLICY

THAT the Council of the Town of St. Stephen approves Workplace Harassment Policy No. 58 attached.



TOWN OF ST. STEPHEN

POLICY

Title: Workplace Harassment

Policy No. 58

Page 1 of 7

Effective Date: November 26, 2012

Purpose:

Consistent with the Province of New Brunswick's "Harassment Policy" the purpose of the Town Policy is to ensure that all personnel employed by the Town of St. Stephen are offered an opportunity to work in an environment in which individuals are treated with respect and dignity. It is the employer's responsibility to prevent and eliminate harassment in the workplace. Where applicable, this policy also applies to council, staff members, volunteers, contractors and fee for service individuals.

Policy Statement:

The harassment free policy is the responsibility of both Governance and Administration. Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects the individual's ability to learn and work. It can also be an expression of abuse of power, authority, or control and is coercive in nature. Managers are responsible to take appropriate preventive or corrective action and to put a stop to any harassment they are aware of, whether or not a complaint is filed. Failure to take appropriate action may result in disciplinary measures being imposed on the manager as well as the offending person. Harassment in the workplace will not be tolerated and managers must take appropriate action to protect their employees and others in the workplace. Harassment in the workplace constitutes a disciplinary infraction and shall be dealt with appropriately. The abuse of one's authority or position, to intimidate, coerce, or harass is forbidden. All managers and supervisors are responsible for their employees' work environment. This policy is not intended to limit or constrain the employer's right to manage. **Performance reviews, work evaluation and disciplinary measures taken by the employer for any valid reason do not constitute harassment in the workplace.** This policy delineates some unacceptable behavior but does not modify any other rights or obligations.

Definitions:

For the purpose of this policy, harassment in the workplace includes personal and sexual harassment, poisoned work environment and abuse of authority.

Personal Harassment:

Personal harassment means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment

Without limiting the above, personal harassment includes harassment within the meaning of the *New Brunswick Human Rights Act*, i.e., harassment on the basis of the following prohibited grounds of discrimination: race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.

Sexual Harassment

Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents,

- a. that might reasonably be expected to cause offence or humiliation; or
- b. that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services or a contract.

Examples of behaviour that can constitute sexual harassment include, but are not limited to:

- unwanted touching, patting or leering;
- sexual assault;
- inquiries or comments about a person's sex life;
- telephone calls with sexual overtones;
- gender-based insults or jokes causing embarrassment or humiliation;
- repeated unwanted social or sexual invitations; and
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance.

Poisoned Work Environment

A **poisoned work environment** is characterized by an activity or behaviour, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee and the display of pornographic or other offensive material

Abuse of Authority

Harassment also includes **abuse of authority** where an individual **improperly** uses the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner which serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail or coercion.

Workplace

The **workplace** includes but is not limited to the physical work site, washrooms, cafeterias, training sessions, business travel, conferences, work related social gatherings, the employee or client's home or worksite, etc.

- The Complainant is the person who alleges that she/he has been harassed by the respondent.
- The Respondent is the person who is alleged to have harassed the complainant.
- CAO means a Chief Administrative Officer or designate.
- Manager includes line supervisors and all appropriate persons in the chain of command within the organization. A manager may be designated to be responsible for formal complaints or in any other role as determined by the CAO.
- Parties to the complaint mean the complainant and respondent.

Procedure

Upon becoming aware of any incident which may fall under the definition of harassment nothing precludes a CAO from foregoing the procedure under this policy and taking appropriate action which may include invoking the normal disciplinary procedure.

Informal Procedure

Complainants and managers must use the informal complaint procedure to attempt to resolve workplace harassment unless it is inappropriate to do so.

Informal Complaint - Mediation

An effective way to end the problem of harassment in the workplace is to communicate concerns directly by telling the person that the behaviour is unwelcome and must stop or by requesting the manager to do so.

A complainant should request the assistance of a manager in the informal resolution of a workplace harassment complaint. If the communication is done orally the complainant should have the manager present. If done in writing, it is advisable to forward a copy to the manager, and to keep a copy of the letter.

The manager may help with other methods of informal resolution such as discussion and mediation, to assist the parties in voluntarily reaching an acceptable solution.

When the facts are not in dispute and it is determined by the CAO that the respondent or any other person has committed an act or acts constituting harassment the CAO shall take appropriate action up to and including dismissal.

Nothing in the informal procedure prevents a manager from recommending the matter be investigated or if the informal complaint procedure is not successful from recommending further action.

Formal Procedure

Where appropriate, the complainant may choose to file a formal complaint.

The employer is committed to responding to all complaints; however, it is in the CAO's discretion whether or not to investigate a complaint if it is not filed within a year of the alleged circumstance leading to the complaint unless:

- a) there is a strong factual and legal case,
- b) there is evidence of substantial loss or damage to the complainant and a clearly identifiable remedy,
- c) there are justifiable reasons beyond the complainant's control for not filing the complaint within the one year limit, and
- d) the respondent will not be unduly prejudiced by the extension.

A formal complaint must be written and signed. It should give an accurate account of the incident or incidents of harassment including times, places and parties involved. When completed, the complaint is submitted to the manager, or Chief Administrative Officer (CAO).

The CAO shall investigate or shall appoint an investigator to ensure the complaint is investigated in a confidential and expeditious manner.

If at any time a grievance has been filed and the subject matter is the same as, similar in nature or related to the complaint the CAO may suspend or terminate the investigation.

When there is a direct reporting relationship between the complainant and the respondent, it may be in the best interest of all parties for them to be physically and hierarchically removed from one another for the period of the investigation. If there is no reporting relationship, the employer shall determine if the parties should be physically removed from one another for the period of the investigation.

The CAO or the investigator may upon reviewing the written complaint and interviewing the complainant determine whether or not the complainant has a prima facie complaint under this policy which merits further investigation. The CAO or investigator shall inform the complainant whether or not the investigation will be pursued and may take action to resolve the issue.

The respondent shall be informed of the complaint, presented with a written statement of allegations and afforded an opportunity to respond.

Unless directed otherwise the investigator shall gather and analyze the information, summarize the findings and may propose corrective action or make recommendations.

The investigator shall report the findings and recommendations to the CAO who shall determine whether the respondent has committed an act or acts constituting harassment.

Where it is determined that the respondent has committed an act or acts of harassment, the CAO shall take appropriate action up to and including dismissal.

The CAO may take any other action deemed advisable.

A complaint under this policy that involves falsehood or malicious intent or is otherwise made in bad faith, as determined by the investigation, shall be subject to appropriate disciplinary action.

The parties to the complaint must be informed in writing of the outcome.

Other Options

Complaints to the New Brunswick Human Rights Commission

New Brunswick Human Rights Act complaints should normally be filed within one year from the time the harassment occurred. Complaints are investigated by the New Brunswick Human Rights Commission. For more information, call the New Brunswick Human Rights Commission.

Complaints under the Criminal Code

Sexual and other forms of assault are covered under the Criminal Code. In these instances, the police can be asked to lay criminal charges. Sexual and other forms of assault are serious criminal offenses that should be reported to the police.

Rights and Responsibilities

A shared responsibility

While all managers, members of council and employees share responsibility for understanding and preventing harassment in the workplace, it is important to recognize that, under law, managers carry more responsibility than other employees.

Chief Administrative Officer or designate

The Chief Administrative Officer is responsible for the implementation and administration of this policy. He shall:

- Appoint an investigator or investigators as soon as possible;
- Consult with the investigator or investigators to set a reasonable time frame for the completion of the investigation;
- Review the findings and recommendations;
- Determine the outcome and the appropriate action to be taken, and
- Ensure the parties are informed of the outcome in a timely fashion.

Managers

Those who have authority to prevent or discourage harassment may be held accountable for failing to do so. This accountability extends to anyone in a management or supervisory position. The employer may share liability with managers and others in founded complaints.

Managers are also responsible for ensuring that the rights of both the respondent and the complainant involved in a harassment incident are protected. Fair and equitable procedures must be ensured for all parties.

Members of Council

Those who have governance responsibility have authority to approve policy and a duty to abide by the authority granted to their office as stated in the municipalities act; including new privacy law and any other particular legislation related to their public held office.

Complainants**Complainants have the right:**

- a) to make a complaint and to obtain a review of the complaint
- b) to be accompanied by a person of their choice during the interview; and
- c) not to be subject to retaliation for the reason of having made a complaint under this policy.

It is the responsibility of the complainants:

- a) to immediately make known, if possible, their disapproval or unease to the individual;
- b) to follow all procedures under this policy;
- c) to cooperate with all those responsible for dealing with the investigation of the complaint; and
- d) to maintain confidentiality.

Respondents

Respondents have the right:

- a) to be informed that a complaint has been filed;
- b) to be presented with a written statement of allegations and to be afforded an opportunity to respond to them; and
- c) to be accompanied by a person of their choice during their interview.

It is the responsibility of the respondents:

- a) to follow all procedures under the policy;
- b) to cooperate with all those responsible for dealing with the investigation of the complaint; and
- c) to maintain confidentiality.

Witnesses

Witnesses have the right:

- a) not to be subject to retaliation because he or she has participated as a witness.

It is the responsibility of the witness:

- a) to meet with the investigator and to cooperate with all those responsible for the investigation of the complaint; and
- b) to maintain confidentiality with respect to the investigation.

Investigator(s)

The investigator shall:

- Ensure the respondent has received a written statement of the allegations;
- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned and any witnesses;
- Collect all pertinent evidence;
- Use a mediation process where appropriate;
- Prepare a report; and
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances -- (usually up to 3 months).

Approved: _____

Town Clerk

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: DECEMBER 2012 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 24th day of December, 2012 at 7:00 p.m., to the third (3rd) Monday, 17th day of December, 2012 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

ACQUISITION OF PROPERTY LOCATED ON ROUTE 170, DUFFERIN, NB -

(PID # 15035165)

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – FUNDY COMMUNITY FOUNDATION

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

RESOLUTION NO.: _____

DATE: November 26, 2012

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.