

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 Bills – 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: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

Proclamation

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
SEPTEMBER 24, 2012 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

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

ABSENT: Deputy Mayor John Ames

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor MacDonald

175/12 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

No conflicts declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

No petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell
Seconded by Councillor Booth

176/12 **THAT** the Minutes of the Regular Council meeting held on August 27, 2012 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Councillor MacEachern

- 177/12 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2012 be received. **CARRIED**

PAID BILLS

Moved by Councillor MacEachern
Seconded by Councillor Maxwell

- 178/12 **THAT** the paid bills in the amount of \$795,540.44 (seven hundred and ninety-five thousand, five hundred and forty dollars and forty-four cents) be ratified. **CARRIED**

Councillor MacEachern 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 Harding voting against the motion.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Booth
Seconded by Councillor Harding

- 179/12 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Maxwell
Seconded by Councillor MacDonald

- 180/12 **THAT** the Minutes of the Committee of Council meeting held on August 29, 2012 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Harding

- 181/12 **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 September 12, 2012 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 182/12 **THAT** the following staff reports for the month of August 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. T-1 – A BY-LAW TO REGULATE VEHICULAR TRAFFIC –
THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 183/12 **THAT** By-Law No. T-1, being “A By-Law to Regulate Vehicular Traffic” which will repeal the existing By-Law No. T-1, being “A By-Law to Regulate Vehicular Traffic” – be given Third and Final Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 184/12 **THAT** the Royal Canadian Mounted Police (RCMP) August 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

FIRE EMERGENCY DISPATCH SERVICE – WELSFORD FIRE DEPARTMENT

Moved by Councillor Maxwell
Seconded by Councillor MacEachern

- 185/12 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide dispatch service to the Welsford Fire Department at mutually agreed upon terms, conditions and rate of \$1,087.46 (one thousand, eighty-seven dollars and forty-six cents) per annum, and authorizes the Mayor and Clerk to sign the dispatch agreement. **CARRIED**

TRACTOR PERMIT – 43 MARKS STREET

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 186/12 **THAT** the Council of the Town of St. Stephen approves the application of Wayne Colpitts to travel to and from work to his place of residence at 43 Marks Street, also known as Property Identifier Number (PID #) 01302900 with his tractor only, and a permit will be signed by the Chief Administrative Officer as outlined in Section 14 of By-Law No. T-1, "A By-Law to Regulate Vehicular Traffic".
CARRIED

APPLICATION FOR FINANCING – GENERAL FUND

Moved by Councillor Maxwell
Seconded by Councillor MacEachern

- 187/12 **BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$485,000 (four hundred and eighty five thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Recreation and Cultural Services</u>		
New Construction/Renovations Pool Building	\$233,000	20 Years
<u>Transportation Services</u>		
Sidewalk and Street Improvements - 2010	\$ 65,000	10 Years
Tandem Plow Truck	\$159,000	10 Years
<u>Protective Services</u>		
Truck	\$ 28,000	5 Years
	<u>\$485,000</u>	

CARRIED

OUT-OF-PROVINCE TRAVEL POLICY

Moved by Councillor Booth
Seconded by Councillor Harding

- 188/12 **THAT** the Council of the Town of St. Stephen approves the Out-of-Province Travel Policy No. 56 attached. **CARRIED**

NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 189/12 **THAT** the Council of the Town of St. Stephen appoints Chief Administrative Officer John Ferguson to act as the “employer representative”, and Greg Pomeroy or his designate of Canadian Union of Public Employees (CUPE) Local 770 to act as the “employee representative” on the New Brunswick Municipal Employees Pension Plan Committee. **CARRIED**

THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – NATURAL GAS SERVICE

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 190/12 **THAT** the Council of the Town of St. Stephen accepts the terms and conditions outlined in the Application for Natural Gas Service for the connection and distribution of natural gas to the Town of St. Stephen’s Garcelon Civic Center, with Enbridge Gas New Brunswick (EGNB) retroactive to September 17, 2012, as previously discussed in a Closed Committee meeting on September 12, 2012 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – COMMERCIAL NATURAL GAS SALE AGREEMENT

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 191/12 **THAT** the Council of the Town of St. Stephen accepts the terms and conditions outlined in the Commercial Natural Gas Sale Agreement with Irving Energy Services Limited of Saint John, NB, for the commodity supply of natural gas to the Town of St. Stephen’s Garcelon Civic Center, as previously discussed in a Closed Committee meeting on September 12, 2012 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

PROPOSED ANNEXATION

Moved by Councillor Booth
Seconded by Councillor Harding

192/12 **WHEREAS**, it is a required step in the Department of Local Government municipal annexation overview process and based on the background information included as part of this motion for Council's consideration,

AND WHEREAS, The Town of St. Stephen, in all likelihood, would only consider potential development proposals within its own Town boundaries,

AND WHEREAS, The Town of St. Stephen desires to annex Town owned property outside of the Town's municipal boundaries,

AND WHEREAS, the potential property to be annexed will likely include other properties to meet a legislative process or policy guideline requiring a contingent flow of properties connecting to the Town's existing boundary,

THEN,

BE IT RESOLVED, the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Local Government the Town's interest and intent to annex the said properties (Appendix "A") (copy attached); and further request that a feasibility study, only if deemed necessary, be carried out by the Department of Local Government (Section 14 of the *Municipalities Act*).
CARRIED

ROYAL CANADIAN LEGION BRANCH #48

Moved by Councillor MacEachern
Seconded by Councillor MacDonald

193/12 **THAT** Council of the Town of St. Stephen directs the Chief Administrative Officer to research the property and building ownership(s) of the Royal Canadian Legion Branch #48 located at 444 Milltown Blvd., also known as Property Identifier Number (PID #) 01311901, and further directs a recommendation be brought to a future Property, By-Laws and Environment Committee meeting. **CARRIED**

ROYAL LIFESAVING SOCIETY CANADA – NATIONAL CONFERENCE

Moved by Councillor Harding
Seconded by Councillor MacEachern

194/12 **THAT** the Council of the Town of St. Stephen approves the attendance of the Assistant Director, Parks, Recreation and Property Management, to attend the National Conference of the Royal Lifesaving Society Canada (the Society) in Ottawa, Ontario from October 11 – 14, 2012 in her capacity as a Director of the Board, representing the Province of New Brunswick, with all expenses paid by the Society. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Councillor MacEachern

- Served breakfast at the Charlotte County Fall Fair.
- Attended a "Run for the Cure" fundraiser at the St. Stephen Legion.
- Attended a Municipal Orientation Session hosted by the Department of Environment and Local Government at the World Trade and Convention Centre in Saint John.

Councillor Harding

- Served breakfast at the Charlotte County Fall Fair.
- Attended the St. Stephen Fall Fair.
- Participated in the "Take Back The Night March" hosted by the Charlotte County Abuse Prevention Network with former Councillor Al Corbett which recognizes a major health concern for women, both physically and mentally.
- Stated that Fundy Region Transition House is celebrating its 30th anniversary this year, and is very proud to be the founder, along with Ann Breault and served on the board for many years.
- Commended Al Corbett and Jackie Matthews who continue to be board members after 27 years of dedicated service.

Councillor Booth

- Attended a Municipal Orientation Session hosted by the Department of Environment and Local Government at the World Trade and Convention Centre in Saint John.
- Served breakfast at the Charlotte County Fall Fair.
- Attended the St. Stephen Fall Fair at the Border Arena.
- Anticipates a report on the status of the Charlotte County Museum in the near future.

Councillor MacDonald

- Attended the Charlotte County Fall Fair.
- Attended various Garcelon Civic Center meetings.

Councillor Maxwell

- Attended various Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Participated in a fundraiser for the Fundy Region Transition House.
- Unable to participate this year in the "Take Back The Night March".
- Enjoyed the joint Council picnic this year hosted by the Calais Council.

Mayor Quartermain

- Enjoyed the joint Council picnic this year hosted by the Calais Council.
- Commended Councillor Harding on her dedicated service to Fundy Region Transition House.
- Welcomed the public and participated in the "Take Back The Night March".
- Commended and thanked the many dedicated volunteers in the area, and in particular, the volunteers who have served on the Fundy Region Transition House board for so many years.

16. QUESTION PERIOD

Carl Young, a resident, thanked the Chief Administrative Officer (CAO) for the new sidewalk on Queen Street West, and the CAO in turn stated he will pass the comments on to the Director of Operations.

Pat Cummins, a resident, commented on the following:

- questioned Town vehicles being driven for personal service and was advised that employees who take Town vehicles home are charged accordingly per Revenue Canada;
- stated that the "Money Savers" are still being thrown from cars, as discussed in the July Council meeting, and the Mayor advised that he contacted the "Money Saver" and was informed that they are to be delivered to mailboxes; Mayor Quartermain will contact the "Money Saver" once again;
- stated that he has informed the Town Office that a dog located at 357 Milltown Blvd. whines every morning and the CAO advised he will check into it.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Maxwell

195/12 THAT the meeting adjourn at 7:45 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
SEPTEMBER 24, 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 – August 27, 2012
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from Allyssa Cleaves.
 - (b) Letter from the Chief Administrative Officer to Kelly Kurtz-Johnson, Charlotte County Abuse Prevention Network, dated August 28, 2012.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – August 29, 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 – September 12, 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. T-1 – A By-Law to Regulate Vehicular Traffic – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Fire Emergency Dispatch Service – Welsford Fire Department
- (c) Tractor Permit – 43 Marks Street
- (d) Application for Financing – General Fund
- (e) Out-of-Province Travel Policy
- (f) New Brunswick Municipal Employees Pension Plan Committee
- (g) The Town of St. Stephen's Garcelon Civic Center – Natural Gas Service
- (h) The Town of St. Stephen's Garcelon Civic Center – Commercial Natural Gas Sale Agreement
- (i) Proposed Annexation
- (j) Royal Canadian Legion Branch #48
- (k) Royal Lifesaving Society Canada – National Conference

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 22, 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 September 30, 2012 be received.

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

	Actual To Date For the Nine Months Ending September 30, 2012	Budget For the Year Ending December 31, 2012	Remaining	Percentage Used
Revenue				
Taxes	4,107,686	5,476,914	\$1,369,228	75%
Services Provided to Other Governments	137,453	196,222	58,769	70%
Sale of Services	78,394	117,769	39,375	67%
Other Revenue From Own Sources	173,420	223,545	50,125	78%
Unconditional Grants	492,858	657,142	164,284	75%
Conditional Transfers	3,200	6,000	2,800	53%
Other Transfers	646,255	855,073	208,818	76%
Total Revenue	5,639,266	7,532,665	1,893,399	75%
Expenditure				
General Government Services	711,969	1,012,253	300,284	70%
Protective Services	1,712,308	2,375,897	663,589	72%
Transportation Services	1,178,383	1,748,516	570,133	67%
Environmental Health Services	192,295	273,205	80,910	70%
Environmental Development Services	218,559	279,970	61,411	78%
Recreational and Cultural Services	593,344	773,662	180,318	77%
Fiscal Services	510,458	1,061,162	550,704	48%
Other	5,568	8,000	2,432	70%
Total Expenditures	5,122,884	7,532,665	2,409,781	68%
Surplus (Deficit)	\$516,382	\$0		

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

	Actual To Date For the Nine Months Ending September 30, 2012	Budget For the Year Ending December 31, 2012	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,529,481	\$2,068,052	\$538,571	74%
Other Revenue From Own Service	136,119	136,364	245	100%
Total Revenue	1,665,600	2,204,416	538,816	76%
Expenditures				
Water Supply	650,607	1,001,446	350,839	65%
Sewerage Collection and Disposal	436,716	638,097	201,381	68%
Fiscal Services	449,520	564,873	115,353	80%
Total Expenditures	1,536,843	2,204,416	667,573	70%
Surplus (Deficit)	\$128,757	\$0		

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

PAID BILL: CONFLICT OF INTEREST – CANADA POST

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.

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

September 2012

Visa:

John Ferguson (CAO Meeting, CAO Training, Health Services Promotion)

272.73

Total

272.73

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

September 2012

Kaitylyn Legacy (Frances Esther Todd Scholarship - First
Installment, Cheque #52)

2,000.00

Total

2,000.00

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

August 2012

Interm:

Stantec Consulting Ltd. (Geotechnical Services - Invoice #668529, Cheque #44)	3,568.97
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September 2012

Frank Godsoe Chartered Accountant (Project Accounting and Consulting - August - Invoice #288, Cheque #49)	4,926.80
Dora Construction Limited (Claim #3 to July 31/12 - Design Build Contract, Cheque #50)	383,367.24
Stantec Consulting Ltd. (Geotechnical Services - Invoice #682415, Cheque #51)	1,698.30

Total

\$393,561.31

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
010539	09/01/12 SEPT01,2012	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-LEASE, SIGN RENTAL	5475.95 5475.95	A/P	OUT-STD	
010987	09/01/12 4212	MAYFIELD GARDENS & LANDSCAPE RC-TURFMAINTENANCE-PASSIVE PAR	10264.15 10264.15	A/P	OUT-STD	
010988	09/01/12 3780	SHARPE'S LAWN CARE RC-TURFMAINTENANCE-PLAYING FIE	9694.93 9694.93	A/P	OUT-STD	
010989	09/05/12 00455757	A.E. HORNE & SON LTD. TS-STGREHAB-ASPHALT BROKERAGE	87.10 87.10	A/P	OUT-STD	
010990	09/05/12 44279	AGRI-MECHANICAL LTD. TS-AIRPORT-BUSHHOG	106.80 106.80	A/P	OUT-STD	
010991	09/05/12 ACCT 253	ATHABASCA UNIVERSITY GG-ASSTREASURER-ACCT 253 CRSE	768.00 768.00	A/P	OUT-STD	
010992	09/05/12 2511266	ATLANTIC GYM & SPORTS RC-FIELD-LINE PAINT	514.67 514.67	A/P	OUT-STD	
010993	09/05/12 01-399475-04	A TO Z RENTAL CENTRE LTD. TS-STSP-PAINT SPRAYER	180.63 180.63	A/P	OUT-STD	
010994	09/05/12 12-038	COASTAL ASPHALT (2002) LTD. TS-STSP REHAB-ASPHALT	1244.81 1244.81	A/P	OUT-STD	
010996	09/05/12 WEEK36/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS -SEPT4-17	209.30 209.30	A/P	OUT-STD	
010997	09/05/12 WEEK36/12	PAYROLL TRANSFER GG-TRANSFER-AUG24-SEPT6/12	59767.00 59767.00	A/P	OUT-STD	
010998	09/05/12 PAY18/12	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-AUG 24-SEPT 6	25966.44 25966.44	A/P	OUT-STD	
010999	09/05/12 8307	STUARTS CANDY & CARDS TS-STSP-FLAGS	717.44 717.44	A/P	OUT-STD	
011000	09/05/12 ORIENTATION12	MINISTER OF FINANCE GG-COUNCILLORS-ORIENTATION/12	160.00 160.00	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
011001	09/05/12	SHANNON MICHAEL				
	AUGUST/12	PS-ANMLCNTRL-KENNEL FEE	339.00			
	WEEK36/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK36/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			704.44	A/P	OUT-STD	
011002	09/07/12	CANADA POST				
	SEPTEMBER04/12	RC-REC-FALL&WINTER BROCHURES	754.61			
			754.61	A/P	OUT-STD	
011003	09/07/12	IRVING ENERGY DISTRIBUTION AND MARK				
	350238	TS-ST5-DIESEL	1076.37			
	643370	TS-ST5-DIESEL	653.55			
			1729.92	A/P	OUT-STD	
011004	09/07/12	KONICA MINOLTA				
	4376621	GG-TOWN-COPIER RENTAL-SEPT	174.39			
			174.39	A/P	OUT-STD	
011005	09/07/12	MCLAY, STEPHEN				
	SEPTEMBER04/12	TS-AIRPORT-LIGHTS SUPPLIES	35.31			
			35.31	A/P	OUT-STD	
011006	09/07/12	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	259057	GG-TOWNHALL-FLOOR MATS	93.70			
			93.70	A/P	OUT-STD	
011007	09/07/12	NORTHERN CONSTRUCTION INC.				
	4693	TS-ST5 REHAB-ASPHALT	2562.81			
			2562.81	A/P	OUT-STD	
011008	09/07/12	OK TIRE & AUTO SERVICE				
	IN018996	TS-#13-BACKHOE TIRE	1073.50			
			1073.50	A/P	OUT-STD	
011009	09/07/12	ORCHARD'S PAINT & PAPER LTD.				
	23317	TS-ST5-LINE PAINT	192.04			
			192.04	A/P	OUT-STD	
011010	09/07/12	PETTY CASH				
	AUGUST01/12	GG-TOWNHALL-KITCHEN SUPPLIES	6.35			
	AUGUST01/12*	GG-CIVIC-CANCER SOCIETY DONATI	20.00			
	AUGUST07/12	GG-OTHEREXPENSE-PREMIER'S MEET	4.69			
	AUGUST07/12*	GG-OTHEREXPENSE-PREMIER'S MEET	7.59			
	AUGUST21/12	GG-TOWNHALL-KITCHEN SUPPLIES	43.23			
			81.86	A/P	OUT-STD	
011011	09/07/12	R.NICHOLLS DISTRIBUTORS INC.				
	2491729	PS-FIRE-NICKEL PLATED BADGES	797.11			
			797.11	A/P	OUT-STD	
011012	09/07/12	RICHARDSON JEFF				
	AUGUST29/12	PS-FIRE-MILEAGE, CLOTHING ALLO	166.42			
			166.42	A/P	OUT-STD	

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
011013	09/07/12 26382	ROGER'S STOVE SHOP RC-#308-SHEET METAL	56.50 56.50			
011014	09/07/12 147087 147089	SOUTHERN SANITATION LTD. TS-AIRPORT-GARBAGE COLLECTION TS/RC-SHOP/ARENA-GARBAGE COLLE	30.51 475.96 506.47	A/P	OUT-STD	
011015	09/07/12 3-356018	ST. STEPHEN PRESCRIPTION CENTRE RC-MILLPOOL-FIRST AID SUPPLIES	27.40 27.40	A/P	OUT-STD	
011016	09/07/12 21856412AUG12 21856412AUGCREG	TELUS GG/RC/PS/TS-CELL PHONE CHARGES REGG-CELLPHONES-ACCT LEVEL TAXES	408.03 -0.01 408.02	A/P	OUT-STD	
011017	09/07/12 I-18915	TERRA CONSULTANTS LTD. GG-TOWN-CONFIGURED NEW BACKUP	63.56 63.56	A/P	OUT-STD	
011018	09/07/12 AUG23/12	THORN LAW P.C. INC. GG-LEGAL-ANIMAL CONTROL BYLAW	506.99 506.99	A/P	OUT-STD	
011019	09/12/12 185465	ATLANTIC CHEMICAL & AQUATICS INC. RC-MILLPOOL-PH INDICATOR	25.92 25.92	A/P	OUT-STD	
011020	09/12/12 1210126 2509214	ATLANTIC GYM & SPORTS RC-FIELDS-LINE PAINT RC-MILLPOOL-NET HOOK FOR BHG G	514.67 253.12 767.79	A/P	OUT-STD	
011021	09/12/12 105312	BRIGGS PLUMBING INC. TS-GARAGE-WASHROOM LEAK REPAIR	110.29 110.29	A/P	OUT-STD	
011022	09/12/12 IN00181931	CANADIAN RED CROSS RC-MILLPOOL-TRAINING PARTNER C	100.00 100.00	A/P	OUT-STD	
011023	09/12/12 9906570873	CANADIAN SPRINGS RC-MILLPOOL-WATER	41.05 41.05	A/P	OUT-STD	
011024	09/12/12 2012 GRANT	CHARLOTTE COUNTY FALL FAIR GG-CIVIC-2012 GRANT	1000.00 1000.00	A/P	OUT-STD	
011025	09/12/12 12-132	CLASSIC ASPHALT LTD. TS-STSREHAB-ASPHALT	1236.67 1236.67	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
011026	09/12/12 12-041	COASTAL ASPHALT (2002) LTD. TS-STREHAB-ASPHALT	15607.90 15607.90	A/P	OUT-STD	
011028	09/12/12 293145 293148 293182 293206 293555 293556 293590 293591 293898 294022 294104 294213 294492 294618	CREIGHTON-CARTER LTD. RC-#308-PANELS TS-#2-RESISTOR UNITS RC-TRUCK-HANDY-PAK, LOCTITE TS-SHOP-GUN WASH PS-FIRE-SOLENOID, ADHESIVE RC-#307-THERMOSTATS PS-FIRE-WARRANTY RC-#307-THERMOSTAT TS-SHOP-IMPACT WRENCH RC-#304-OIL FILTERS TS-#22-STROBE TS-#4-HINGE PIN KITS, SPRING N TS-SHOP-SCRAPER1-1 4 FLEX TS-SHOP-KESTER SOLDER, LEAD FR	70.27 41.79 13.66 61.53 28.11 38.02 -12.60 -9.92 158.20 6.06 163.79 118.31 5.64 23.76 706.62	A/P	OUT-STD	
011029	09/12/12 33771	DALHOUSIE UNIVERSITY GG-TREASURER-PROPERTY TAX CRSE	845.00 845.00	A/P	OUT-STD	
011030	09/12/12 99068 99069	DILLON CONSULTING LIMITED RC-DEV'T DEPT-IMPROVEMENTS REV GG-DEV'T FORMS-REVAMPED FORMS	2523.18 2657.42 5180.60	A/P	OUT-STD	
011031	09/12/12 AUGUST/12	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-SEP 24 - OCT 23/12	1699.12 1699.12	A/P	OUT-STD	
011032	09/12/12 734721	GULLISON'S COURIER SERVICE TS-#16-FROM CASE EQUIPMENT	28.25 28.25	A/P	OUT-STD	
011033	09/12/12 428255 642072	IRVING ENERGY DISTRIBUTION AND MARK TS-ST3-DIESEL TS-ST3-GAS	530.50 6602.41 7132.91	A/P	OUT-STD	
011034	09/12/12 3RD QUARTER	LAVIOLETTE, GEORGE TS-AIRPORT-ATTENDANT SERVICES	1457.50 1457.50	A/P	OUT-STD	
011035	09/12/12 45927947	LINDE CANADA TS-SHOP-OXYGEN	68.46 68.46	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
011036	09/12/12	MAYFIELD GARDENS & LANDSCAPE				
	4359	RC-SSHSFIELD-PREP & HYDROSEED	960.50			
	4360	RC-PARKS-WATERFRONT WALKWAY	1080.01			
	4400	RC-PARKS-ADDITIONAL TURF AREAS	684.78			
			2725.29	A/P	OUT-STD	
011037	09/12/12	MICMAC FIRE & SAFETY LTD.				
	NS-00803009	PS-FIRE-CLASS A FOAM	3529.27			
	NS-00803119	PS-FIRE-CLASS A FOAM	113.85			
			3643.12	A/P	OUT-STD	
011038	09/12/12	MINISTER OF FINANCE				
	WEEK37/12	EMPLOYEE DEDUCTIONS-SEPT 18-24	209.30			
			209.30	A/P	OUT-STD	
011039	09/12/12	MINISTER OF FINANCE				
	11368891AUG12	GG-TOWNHALL-TELEPHONES	1208.92			
	11378668AUG12	PS/TS-199UNIONST-TELEPHONES	362.96			
	11395944AUG12	TS/PS-199UNIONST-TELEPHONES	856.31			
	15772965AUG12	RC-REC/POOLS-TELEPHONES	355.02			
	46435731AUG12	RC-PARKS-CHOC PARK CAMERAS	58.70			
			2841.91	A/P	OUT-STD	
011040	09/12/12	OK TIRE & AUTO SERVICE				
	IN019158	TS-#11-TIRE	496.14			
	IN019191	TS-#13-TIRE	57.47			
	IN019440	TS-#11-DISMOUNT CHARGE REFUND	-58.76			
			494.85	A/P	OUT-STD	
011041	09/12/12	ORKIN CANADA CORPORATION				
	IN-4243725	PS-FIRE-PEST CONTROL	96.62			
			96.62	A/P	OUT-STD	
011042	09/12/12	SHANNON MICHAEL				
	WEEK37/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK37/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
011043	09/12/12	SOURCE ONE SUPPLIES				
	201200503	RC-LIBRARY-BOL-GENIE, GLOVES	143.09			
			143.09	A/P	OUT-STD	
011044	09/12/12	UNITEX				
	19832	PS-FIRE-CLOTHING ALLOW	3117.19			
			3117.19	A/P	OUT-STD	
011045	09/12/12	WURTH CANADA LIMITED				
	20949815	TS-ST5-FIRST AID TRUCK KITS, M	279.19			
			279.19	A/P	OUT-STD	
011046	09/12/12	GREAT-WEST LIFE ASSURANCE COMPANY				
	AUGUST/12*	GG-PREMIUMS-SEP 24 - OCT 23/12	1265.77			
			1265.77	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
011047	09/14/12 DANCE	MARK DOWNEY RC-SWIMMEET-DANCE	350.00 350.00	A/P	OUT-STD	
011048	09/14/12 SEPTEMBER11/12	STEVEN BACKMAN RC-SWIMMEET-REFRESHMENTS	677.22 677.22	A/P	OUT-STD	
011049	09/19/12 182128	ARMSTRONG'S COMMUNICATION LTD. RC-MILLPOOL-ALARM MONITORING	94.92 94.92	A/P	OUT-STD	
011050	09/19/12 1221617	BRUNSWICK NEWS INC PS-FIRE-BUCKET SIT AD	114.13 114.13	A/P	OUT-STD	
011051	09/19/12 9906638333 9906760372	CANADIAN SPRINGS PS-FIRE-WATEK GG-TOWN-WATER	83.90 22.79 106.69	A/P	OUT-STD	
011052	09/19/12 2012 GRANT	CHARLOTTE COUNTY CRIME STOPPERS GG-CIVIC-2012 GRANT	700.00 700.00	A/P	OUT-STD	
011053	09/19/12 2012 GRANT	CITIZENS ON PATROL GG-CIVIC-2012 GRANT	2000.00 2000.00	A/P	OUT-STD	
011054	09/19/12 3-222430022	EAST COAST INTERNATIONAL TRUCKS TS-SHOP-FLOOR DRY, RAGS	64.34 64.34	A/P	OUT-STD	
011055	09/19/12 2791998-01 2792002-00 2792157-00 2792284-00 2792288-00	EMCO CORPORATION TS-ST5 REHAB-GALV CMP CPLGS TS-ST5 REHAB-HYDRANT TS-ST5 REHAB-SERV TUBE TS-ST5 REHAB-BOLT PACKS, GATE TS-ST5 REHAB-EXT RNGE CPLGS	361.37 3254.55 212.26 4495.23 847.36 9170.77	A/P	OUT-STD	
011056	09/19/12 IN126439	FIRE SAFETY CANADA PS-FIRE-PREVENTION WEEK SUPPLI	2768.33 2768.33	A/P	OUT-STD	
011057	09/19/12 12-120	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE	1987.39 1987.39	A/P	OUT-STD	
011058	09/19/12 693569	GULLISON'S COURIER SERVICE TS-#16-FROM LSW	67.80 67.80	A/P	OUT-STD	
011059	09/19/12	MEDAVIE BLUE CROSS				

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 7

Number	Issued	Recipient	Amount	SC	Status	StatDate
	OCTOBER/12	GG-HEALTH&DENTALPREMIUMS-OCT	4591.28			
	OCTOBER/12**	RC/PS/TS-HEALTH&DENTAL-COT	7011.18			
			11602.46	A/P	OUT-STD	
011060	09/19/12	MINISTER OF FINANCE				
	WEEK38/12	EMPLOYEE DEDUCTIONS-SEP25-OCT1	209.30			
			209.30	A/P	OUT-STD	
011063	09/19/12	SERVICE NEW BRUNSWICK				
	18988703SEPT12	TS/PS-199UNIONST-ELECTRICITY	1080.10			
	19051703SEP12	TS-AIRPORT-ELECTRICITY	167.71			
	19051801SEP12	TS-AIRPORT-ELECTICITY	46.43			
	216030308SEP12	TS-ST5-AREA LIGHTS	11631.51			
	55471834SEPT12	TS/PS-220UNIONST-ELECTRICITY	45.47			
	71315207SEPT12	PS-RCMP-ELECTRICITY	801.17			
	83278804SEP12	TS-ST5-PARKS SHED	25.02			
			13797.41	A/P	OUT-STD	
011064	09/19/12	SERVICE NEW BRUNSWICK				
	06336721AUG12	TS-AIRPORT-TELEPHONE	129.17			
			129.17	A/P	OUT-STD	
011065	09/19/12	SHANNON MICHAEL				
	WEEK38/12	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK38/12*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
011066	09/21/12	ALLAN MACEACHERN				
	SEPTEMBER14/12	GG-COUNCILLOR-MUN ORIENTATION	110.20			
			110.20	A/P	OUT-STD	
011067	09/21/12	FRANK G GODSOE CHARTERED ACCOUNTANT				
	287	GG-TREASURY-UTILITY BANK REC	1033.95			
	289	GG-TREASURY-INSURANCE POLICY	1412.50			
	290	GG-TREASURY-HST, PAYROLL, PENS	638.45			
	291	GG-TREASURY-DEBIT MACHINE	418.10			
	292	GG-TREASURY-UTILITY BANK REC	1062.20			
			4565.20	A/P	OUT-STD	
011068	09/21/12	MARK FLEMING				
	MUNICIPAL LAW	PS-BYLAW-MUN LAW ENFORCE SEMIN	892.10			
			892.10	A/P	OUT-STD	
011069	09/21/12	PAYROLL TRANSFER				
	WEEK38/12*	GG-TRANSFER-SEPT 07-20/12	51528.00			
			51528.00	A/P	OUT-STD	
011070	09/21/12	RECEIVER GENERAL FOR CANADA				
	WEEK19/12*	GG-REMITTANCE-SEP 07-20/12	24540.57			
			24540.57	A/P	OUT-STD	
011071	09/21/12	SEARS - RBT ENTERPRISES LTD.				

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 8

Number	Issued	Recipient	Amount	SC	Status	StatDate
	AUG2/12	TS-AIRPORT-VACUUM	158.19			
			158.19	A/P	OUT-STD	
011072	09/21/12	TIM TOZER				
		GG-TREASURER-PROP TAX & ASSESS	133.73			
		PROP TAX&ASSESS	133.73	A/P	OUT-STD	
011073	09/24/12	JAMER MATERIALS LTD.				
	2252	TS-ST5 REHAB-MATERIAL, SCREENI	1878.06			
			1878.06	A/P	OUT-STD	
011074	09/24/12	KEITH'S BUILDING SUPPLIES				
	114881	RC-PARKS-LATEX PRIMER	158.18			
	115071	PS-FIRE-LIGHTER TRI	5.07			
	115174	TS-ST5REHAB-BITS, SCREWS, BROO	73.09			
			236.34	A/P	OUT-STD	
011076	09/24/12	KENT BUILDING SUPPLIES				
	447243	RC-PARKS-NUT/GRC LOCK, BOLT/CA	18.81			
	449963	TS-PARKS-FRONT TRIGGER 7 IN 1	13.65			
	450152	RC-PARKS-PAINT	39.03			
	450158	RC-PARKS-9"X11" SIGNATURE ALUM	2.29			
	450525	RC-PARKS-PADLOCK	12.59			
	451237	RC-USERFEEFUNDS-DUG OUT LUMBER	679.21			
	452274	TS-SHOP-RAKE/BOWS	75.62			
	452381	RC-PARKS-PAINT	46.27			
	452464	RC-PARKS-BULBS/FLOUR	41.99			
	453068	RC-PARKS-PAINT, TRAY, WOOD POL	104.50			
	453114	RC-PARKS-SCRW/WOOD	2.51			
	454278	TS-ST5REHAB-TWINE, SCREWS	222.14			
	454578	RC-PARKS-PAINT	7.14			
	454822	RC-MILLPOOL-GLOVES, TERRY TOWE	33.58			
	455293	RC-PARKS-TRIMMERLINE	8.46			
	455353	RC-PARKS-BI-MTL RECIP MTL&PIPE	48.16			
	455500	RC-PARKS-XTAPE/CAUTION3"	11.28			
	455750	TS-ST5REHAB-PATIO SLAB, GRASS	57.23			
	456028	TS-ST5REHAB-GRASS SEED	55.69			
	456060	RC-PARKS-PLIER	18.90			
	456424	TS-SHOP-DUACTIVA BROOM	23.10			
	457717	TS-ST5 REHAB-LUMBER	23.54			
	459182	GG-TOWN-KEY TO OFFICE MADE	2.62			
			1548.31	A/P	OUT-STD	
011077	09/24/12	KONICA MINOLTA BUSINESS SOLUTIONS (
	CONIN01996332	GG-TOWN HALL-COPIER CHARGES	152.61			
			152.61	A/P	OUT-STD	
011078	09/24/12	L.E.WHITTAKER CO., LTD.				

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 9

Number	Issued	Recipient	Amount	SC	Status	StatDate
	31824	PS-FIRE-KIDDE GAUGES, O-RINGS,	100.08			
			100.08	A/P	OUT-STD	
011079	09/24/12	LEVITT SAFETY LIMITED				
	1445656-00	PS-FIRE-DOCK STATION FOR GAS M	1267.32			
			1267.32	A/P	OUT-STD	
011080	09/24/12	LINDE CANADA				
	45948865	TS-SHOP-ACETYLENE, NITROGEN	22.49			
			22.49	A/P	OUT-STD	
011081	09/24/12	MILLTOWN ELEMENTARY SCHOOL				
	AUG1/12	RC-GRANT-SKATING PROGRAM	213.00			
			213.00	A/P	OUT-STD	
011082	09/24/12	NBAFC				
	AUG1/12	PS-FIRE-CHILDREN'S FIRE SAFETY	295.00			
			295.00	A/P	OUT-STD	
011083	09/24/12	ORCHARD'S PAINT & PAPER LTD.				
	23456	TS-STC-CROSSWALK PAINT	384.09			
			384.09	A/P	OUT-STD	
011084	09/24/12	ORR ELECTRIC & ALARM LTD.				
	617	RC-MILLPOOL-UMBRELLA POOL PUMP	567.83			
	642	PS-FIRE-STAIRWELL LIGHT, SMOKE	453.40			
	643	RC-MILLPOOL-CHLORINE PUMP REPA	101.70			
	663	PS-FIRE-PER WHSCC PANEL REPAIR	966.15			
	679	RC-MILLPOOL-CHECKED POOL PUMP	73.45			
			2162.53	A/P	OUT-STD	
011086	09/24/12	SERVICE NEW BRUNSWICK				
	1012610-6	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	1791590-9	RC-POOL-SCHOOL ST	73.97			
	1793520-0	TS-KING/UNION ST-TRAFFIC LIGHT	37.15			
	1794990-9	GG-OLD TOWN HALL-ELECTRICITY	212.46			
	1816920-5	RC-POOL-MILL LANE	1698.97			
	5066014-0	RC-PARKS-ROTARY CHANGING ROOM	23.79			
	5418767-2	TS-KING/QUEEN-TRAFFIC LIGHTS	35.92			
	5465325-8	TS-KING/SUPERSTORE-TRAFFIC LIG	59.65			
	5516060-7	RC-COTTONMILL SITE LIGHTS	71.39			
	5591747-1	TS-STC-WATERFRONT LIGHTS	80.12			
	7292430-6	RC-PARKS-BANDSTAND	47.11			
	7300603-8	RC-LIBRARY-ELECTRICITY	1050.29			
	8212220-7	RC-PARKS-BASKETBALL COURT	28.97			
	8496050-1	RC-PARKS-RIVERSIDE DR LIGHTS	90.48			
			3533.92	A/P	OUT-STD	
011087	09/24/12	SCOTIABANK <i>(The Lone Construction Corporation)</i>				
	1350979	TS-LANECONST-ASPHALT	1109.75			
			1109.75	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 10

Number	Issued	Recipient	Amount	SC	Status	StatDate
011088	09/26/12 SEPT9-22/12	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE, MILEAGE	1847.55 1847.55	A/P	OUT-STD	
011089	09/26/12 736734	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL	2646.15 2646.15	A/P	OUT-STD	
011090	09/26/12 SEPTEMBER/12	JOAN FLEWELLING GG-TOWNCLERK-MNTHLY VEH ALLOW	50.00 50.00	A/P	OUT-STD	
011091	09/26/12 SEPTEMBER/12 SEPTEMBER/12* SEPTEMBER24/12	JOHN FERGUSON GG-CAO-PHONE CELL REIMBURSEMNT GG-CAO-MNTHLY VEH ALLOW GG-CAO-PROV TRAIN, ENTERPRISE	93.00 350.00 157.60 600.60	A/P	OUT-STD	
011092	09/26/12 SEPTEMBER/12	LEAH NIXON RC-ASSTRECDIR-MNTHLY VEH ALLOW	200.00 200.00	A/P	OUT-STD	
011093	09/26/12 15175	LESTER TROPHIES RC-SWIM TEAM-SWIMMING MEDALS	1809.13 1809.13	A/P	OUT-STD	
011094	09/26/12 WEEK39/12	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-OCT 2-8/12	209.30 209.30	A/P	OUT-STD	
011095	09/26/12 SEPTEMBER/12 SEPTEMBER21/12	O'CONNELL MIKE RC-DIRPR/PM-MNTHLY VEH ALLOW RC-PARKS-SAFETY BOOTS FOR CIVI	200.00 135.59 335.59	A/P	OUT-STD	
011096	09/26/12 AUG1/12 AUG31/12	RICHARD PIERCE LTD. PS/RC-FIRE/REC-BACKFLOW TESTIN PS-FIRE-LEAKING BACKFLOW REPAI	395.50 56.50 452.00	A/P	OUT-STD	
011097	09/26/12 WEEK39/12 WEEK39/12*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
011098	09/26/12 1989847*	SOS MARKETING PF-FIRE-FLASHLIGHTS, SCREEN PR	235.20 235.20	A/P	OUT-STD	
011099	09/26/12 142619-143324	SOUTH WEST SOLID WASTE COMMISSION GG-TOWNHALL-GARBAGE COLLECTION	9016.50 9016.50	A/P	OUT-STD	
011100	09/26/12	SOUTHERN SANITATION LTD.				

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 011140

CHEQUE REGISTER

Printed: 10:33, Oct 03/2012

Page: 11

Number	Issued	Recipient	Amount	SC	Status	StatDate
	14565	GG-TOWN-GARBAGE COLLECTION	8642.59			
	147088	TS-AIRPORT-GARBAGE COLLECTION	30.51			
	147090	TS/RC-SHOP/ARENA-GARBAGE COLLE	475.96			
			9149.06	A/P	OUT-STD	
011101	09/26/12	ST. CROIX PRINTING & PUBLISHING COM				
	078328	GG-CIVIC-TRAFFIC BYLAW	74.04			
	078361	GG-CIVIC-TRAFFIC BYLAW	61.83			
	078387	GG-CIVIC-TRAFFIC BYLAW	74.04			
	078438	GG-CIVIC-TRAFFIC BYLAW	61.83			
	078447	GG-CIVIC-TRAFFIC BYLAW	50.24			
	078519	GG-CIVIC-TRAFFIC BYLAW	59.80			
	16908	PS-FIRE-EMERG PHONE # BOOKMARK	185.60			
			567.38	A/P	OUT-STD	
011102	09/26/12	ST. CROIX VOCATIONAL CENTRE INC.				
	335601	TS-STs REHAB-SURVEY STAKES	42.94			
			42.94	A/P	OUT-STD	
011103	09/26/12	ST. GEORGE GLASS (2003) INC.				
	25290118601	GG-PIZZADELIGHT-PIVOT FOR DOOR	542.40			
			542.40	A/P	OUT-STD	
011107	09/26/12	STATIONERY PLUS				
	305761	RC-MILLPOOL-INK CARTRIDGES	82.35			
	305762	RC-MILLPOOL-PAPER MULTI	4.96			
	305813	TS-AIRPORT-PAPER, STAPLES	6.08			
	305820	GG-TOWN-RUBBER BANDS	-1.36			
	305821	GG-TOWN-PENS, LEAD, RUBBER BAN	4.78			
	306135	GG-MBL/BI-BATTERY, RULER, LABE	65.14			
	306246	RC-MILLPOOL-MARKERS	8.18			
	306422	TS-SHOP-TAPE, SCISSORS, STICKY	5.38			
	306531	GG-TOWN HALL-TONER	301.99			
	306826	GG-TOWN-BINDING CASES, STICKY	30.04			
	306830	GG-TOWN-PAPER	148.82			
	306884	GG-TOWNHALL-PENS	3.36			
	306966	GG-TOWN-PENCILS, PENS, LEGAL P	28.44			
	306985	GG-TOWN-STORAGE BOXES	15.77			
			703.93	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$344,092.15			
		Void:	\$0.00			

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

September 2012

H.E. Merchant and Sons Ltd. (Construction - Muncipal Utility Upgrades and Street Reconstruction - West and Dow Street - Project No. 12-6198, Cheque #62)	265,415.05
Dillon Consulting Limited (Engineering - Muncipal Utility Upgrades and Street Reconstruction - West and Dow Street - Project No. 126198, Cheque #63)	3,664.03
Total	<u>\$269,079.08</u>

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 003479

CHEQUE REGISTER

Printed: 10:44, Oct 03/2012

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
003436	09/05/12	BRENNTAG CANADA INC.				
	40281329	WS-SOURCE-CHLORINE	5356.19			
	40284730	WS-SOURCE-INV# 40281329	-3616.00			
			1740.19	A/P	OUT-STD	
003437	09/05/12	DOWNEYS SALES & SERVICE				
	547858	WS-#105-RPLCE RIGHT FRONT WHEE	113.57			
			113.57	A/P	OUT-STD	
003439	09/07/12	BRUNET DISTRIBUTION				
	5403-011812	WS-TRANS&DIST-LINERS, ADAPTORS	19.50			
	5403-019389	WS-TRANS&DIST-5403-019389 HST	2.54			
			22.04	A/P	OUT-STD	
003440	09/07/12	LAWRENCE PETERS				
	AUGUST21/12	WS-SOURCE-PERSONAL VEH USE	16.80			
			16.80	A/P	OUT-STD	
003441	09/07/12	MINISTER OF FINANCE				
	13,589	WS-TRANS&DIST-DRNKINGH20 TESTS	1044.98			
			1044.98	A/P	OUT-STD	
003442	09/07/12	MISS D'S				
	497035	WS-TRANS&DIST-WATER	11.00			
	497039	WS-TRANS&DIST-WATER	6.60			
	497040	WS-TRANS&DIST-WATER	30.24			
	497041	WS-TRANS&DIST-WATER	2.25			
	497638	WS-TRANS&DIST-WATER	12.72			
			62.81	A/P	OUT-STD	
003443	09/07/12	SOURCE ATLANTIC				
	1383547	WS-TRANS&DIST-CLOTHING ALLOW	24.50			
	1383550	WS-TRANS&DIST-CLOTHING ALLOW	73.50			
			98.00	A/P	OUT-STD	
003444	09/07/12	SOUTHERN SANITATION LTD.				
	147091	WS-BUDDAVE-GARBAGE COLLECTION	109.84			
			109.84	A/P	OUT-STD	
003445	09/07/12	TELUS				
	21856412AUG12*	WS/SCD-CELL PHONE CHARGES	523.90			
			523.90	A/P	OUT-STD	
003446	09/07/12	TERRA CONSULTANTS LTD.				
	I-18915*	WS/SCD-TOWN-CONFIGURED BACKUP	63.57			
			63.57	A/P	OUT-STD	
003447	09/12/12	BRUNET DISTRIBUTION				
	5403-019087	WS-TRANS&DIST-ADAPTORS, BALL C	1680.00			
	5403-019390	WS-TRANS&DIST-5403-019390 HST	218.40			
			1898.40	A/P	OUT-STD	
003448	09/12/12	GULLISON'S COURIER SERVICE				

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 003479

CHEQUE REGISTER

Printed: 10:44, Oct 03/2012

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
	334932	WS-SOURCE-TO DOE LAB	28.25			
	533314	WS-SOURCE-FR THE PANEL SHOP	28.25			
	533332	WS-SOURCE-TO DOE LAB	28.25			
	533380	WS-SOURCE-TO DOE LAB	28.25			
	734704	WS-TRANS&DIST-FR SANSOM EQUIPM	90.40			
	734733	WS-SOURCE-TO DOE LAB	28.25			
	734988	WS-SOURCE-TO DOE LAB	28.25			
	734998	WS-SOURCE-TO DOE LAB	28.25			
			288.15	A/P	OUT-STD	
003449	09/12/12	MINISTER OF FINANCE				
	11366812AUG12	WS-SOURCE-PUMP STATION	120.47			
	11385317AUG12	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807AUG12	SCD-DISPOSAL-OLD BAY WWTP	147.22			
			302.80	A/P	OUT-STD	
003450	09/12/12	MISS D'S				
	497042	WS-TRANS&DIST-WATER	8.68			
			8.68	A/P	OUT-STD	
003452	09/19/12	BERNARD MCFARLANE				
	11	SCD-DISPOSAL-LIFT STAT MAINTEN	74.58			
			74.58	A/P	OUT-STD	
003453	09/19/12	CHAR CO CHEVROLET PONTIAC BUICK GMC				
	119455	WS-#102-OIL AND FILTER CHANGE	99.73			
			99.73	A/P	OUT-STD	
003454	09/19/12	COLE-PARMER CANADA INC.				
	00450075	WS-SOURCE-DATALOGGER	342.05			
			342.05	A/P	OUT-STD	
003455	09/19/12	EMCO CORPORATION				
	2792003-00	WS-TRANS&DIST-HYDRANT	3254.55			
	2792156-00	WS-TRANS&DIST-ADPTS, CPLGS	575.49			
	2792640-00	WS-TRANS&DIST-BALL VLVS	1085.88			
	2792645-00	WS-TRANS&DIST-DS SDL 1900	228.14			
	2792703-00	WS-TRANS&DIST-PVC SDR TEES	407.72			
	2792705-00	WS-TRANS&DIST-COUPLINGS, PVC P	751.88			
	2793023-00	WS-TRANS&DIST-BALL VLVS, SERV	739.88			
	2793296-00	WS-TRANS&DIST-COUPLINGS	370.58			
	2793481-00	WS-TRANS&DIST-SLIDE TYPE EXT	244.22			
			7658.34	A/P	OUT-STD	
003456	09/19/12	GULLISON'S COURIER SERVICE				
	533427	WS-SOURCE-TO DOE LAB	28.25			
	693573	WS-SOURCE-TO DOE LAB	28.25			
	693586	WS-SOURCE-TO DOE LAB	28.25			
	693630	WS-SOURCE-TO DOE LAB	28.25			

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 003479

CHEQUE REGISTER

Printed: 10:44, Oct 03/2012

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
	693648	WS-SOURCE-TO RPC	28.25			
	952422	WS-SOURCE-TO DOE LAB	28.25			
			169.50	A/P	OUT-STD	
003457	09/19/12	SERVICE NEW BRUNSWICK				
	36869807SEP12	WS-3119MAXWELLXING-BUILDING	737.07			
	50228902SEP12	WS-MAXWELLXING-PUMPS	563.42			
	52557428SEPT12	SCD-218OLDBAYRD-WWTP	12450.84			
	53473043SEP12	WS-SOURCE-CHLORINE RESIDUAL	29.79			
	61230004SEP12	WS-MAXWELLXING-PUMPS	2016.24			
	82291006SEPT12	WS-SOURCE-RESERVOIR	40.70			
			15838.06	A/P	OUT-STD	
003458	09/24/12	KEITH'S BUILDING SUPPLIES				
	114970	SCD-DISPOSAL-MINI BULBS	33.00			
	115113	WS-ST-SMOOTH PERF BRICK	58.31			
	115116	WS-ST-SMOOTH PERF BRICK	88.41			
			179.72	A/P	OUT-STD	
003459	09/24/12	KENT BUILDING SUPPLIES				
	451259	SCD-DISPOSAL-ANCR/WEDGE3	4.70			
	455061	WS-SOURCE-KWIKFOAM, CEMENT ABS	49.41			
	458099	WS-TRANS&DIST-HEX BLADE, HOLES	46.21			
			100.32	A/P	OUT-STD	
003460	09/24/12	LEVITT SAFETY LIMITED				
	1445655-00	SCD-DISPOSAL-GAS MONITOR	1288.58			
	1445656-00*	SCD-DOCKING STATION FOR GAS ME	1267.32			
			2555.90	A/P	OUT-STD	
003461	09/24/12	MEGA-LAB MANUFACTURING CO. LTD.				
	125028	SCD-DISPOSAL-DEGREASER	920.72			
			920.72	A/P	OUT-STD	
003462	09/24/12	MISS D'S				
	497037	WS-TRANS&DIST-WATER	3.00			
	497043	WS-TRANS&DIST-ICE	2.25			
	497044	WS-TRANS&DIST-ICE	2.25			
			7.50	A/P	OUT-STD	
003463	09/24/12	SERVICE NEW BRUNSWICK				
	5312361-7	SCD-ST-S-DECHLORINATION CHAMBER	100.57			
	5315887-5	WS-ST-S-BUDD AVE LIFT STATION	2365.08			
	5480744-0	WS-ST-S-158A MILLTOWN BLVD LIFT	45.47			
	5635604-8	SCD-ST-S-18 RIVERSIDE DR LIFT S	27.74			
	6120400-6	SCD-ST-S-2-216 KING ST LIFT STA	171.68			
	6122400-2	WS-ST-S-358A MILLTOWN BLVD. LIF	917.16			
	6123600-8	WS-ST-S-BUDD AVE LIFT STATION	259.23			
	7613980-7	SCD-ST-S-54 RIVERSIDE DR LIFT S	70.03			

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 003479

CHEQUE REGISTER

Printed: 10:44, Oct 03/2012

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
	8493490-6	SCD-STS-658A RIVERSIDE DR LIFT	123.22			
	8494340-6	WS-STS-TODD HILL RESERVOIR	142.82			
			4223.00	A/P	OUT-STD	
003464	09/26/12	PITNEY BOWES LEASING				
	403962333931	WS-TOWNHALL-POSTAGE METER LEAS	797.47			
			797.47	A/P	OUT-STD	
003465	09/26/12	R.L. DENNIS ASSOCIATES LIMITED				
	0000112063	SCD-DISPOSAL-SEWER CAMERA, REE	4122.24			
			4122.24	A/P	OUT-STD	
003466	09/26/12	RESEARCH & PRODUCTIVITY COUNCIL				
	125800	WS-SOURCE-HALOACETIC ACIDS, HA	808.61			
			808.61	A/P	OUT-STD	
003468	09/26/12	SERVICE NEW BRUNSWICK				
	554656	WS/SCD-TOWN-UTILITYPAYMENTFEES	930.58			
			930.58	A/P	OUT-STD	
003469	09/26/12	SOURCE ATLANTIC				
	1398716	WS-SHOP-CLOTHING ALLOWANCE	68.65			
	1398739	WS-TRANS&DIST-CLOTHING ALLOWAN	24.50			
	1406810	WS-TRANS&DIST-SAFETY SASH BELT	89.68			
			182.83	A/P	OUT-STD	
003470	09/26/12	SOUTHERN SANITATION LTD.				
	147092	WS-BUDDAVENUE-GARBAGE COLLECTI	109.84			
			109.84	A/P	OUT-STD	
003471	09/26/12	STATIONERY PLUS				
	305821*	WS/SCD-TOWN-PENS, LEAD, RUBBER	4.77			
	305827	WS/SCD-TOWN-UTILITY ENVELOPES	18.17			
	305901	SCD-DISPOSAL-BULLETIN BRD, PUS	29.92			
	305998	WS/SCD-TOWN-UTILITY ENVELOPES	18.17			
	306007	WS/SCD-TOWN-UTILITY ENVELOPES	18.17			
	306247	WS-SOURCE-BINDER, DVD-R, PENS	76.44			
	306531*	WS/SCD-TOWN HALL-TONER	302.00			
	306826*	WS/SCD-TOWN-BINDING CASES, STI	30.02			
	306966*	WS/SCD-TOWN-PENCILS, PENS, LEG	28.44			
	306985*	WS/SCD-TOWN-STORAGE BOXES	15.78			
			541.88	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$45,956.60			
		Void:	\$0.00			

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

RESOLUTION NO.: _____

DATE: October 22, 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 October 10, 2012 be approved **as** circulated.

COMMITTEES MEETING
WEDNESDAY, OCTOBER 10, 2012 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Financial Matter - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Deputy Mayor Ames and SECONDED by Councillor Harding that the above-noted ten (10) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. DELEGATIONS/PRESENTATIONS

- (i) Ambulance New Brunswick – Michelle Breen, Regional Manager for Southern NB, provided a detailed PowerPoint presentation on Ambulance NB., and Dale Stafford, St. Stephen District Operations Manager, was also in attendance.

Ambulance New Brunswick (ANB) is the organization that has been granted the license and authority by the New Brunswick Department of Health to provide ambulance services in New Brunswick.

ANB is responsible for providing land and air ambulance services throughout New Brunswick and employs close to 1,000 professionals as paramedics, medical transportation dispatchers and flight nurses to the service of New Brunswickers.

Mayor Quartermain thanked Ms. Breen for her informative presentation and service to the area.

- (ii) The Chocolate Museum Operating Committee – Maria Kulcher, Chair, presented Committee with an update on the Chocolate Museum's progress and requested the Town continue its ongoing financial support. Treasurer Alana MacLeod and Past Chair Allan Gillmor were also in attendance.

Mayor Quartermain thanked Mrs. Kulcher and advised that the many volunteers who provide dedicated service to the community are very much appreciated.

- (iii) Charlotte Coastal Region Tourism Association – Ron Beckwith, Chair of the Board of Charlotte Coastal Region Tourism Association (CCRTA), presented Committee with a brief history and an overview of how funds are used, and Carol Baker, Administrator, was also in attendance.

Mayor Quartermain thanked Mr. Beckwith for his presentation.

4. ITEMS

PUBLIC WORKS – Chaired by Councillor Maxwell

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

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 commended the RCMP for a recent drug seizure and is hopeful more will happen in the future.

Sergeant MacKnight thanked Councillor Harding and stated that he realizes one of the Town's priorities is to focus on the drug problem.

Mayor Quartermain stated he was pleased to hear a recent CBC News report that New Brunswick has been ranked the second safest province behind Ontario.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.

As noted in his report, the Fire Chief advised that this week is Fire Prevention Week and he is busy providing educational material to elementary schools, preschools and daycares.

- (iii) Lighting Upgrade – 199 Union Street – The memo from the Fire Chief dated October 4, 2012 with attachment was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 22, 2012 to award the lighting upgrade to Orr Electric & Alarm Ltd., being the low quote.
- (iv) Report of the By-Laws Office – The report of the Manager, By-Laws and Building Inspection was received and reviewed.

In addition to his report, the Manager advised that crosswalk signs will be erected in the near future as a result of the recent enactment of the new By-Law No. T-1, "A By-Law to Regulate Vehicular Traffic".

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) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.
- (v) Link to Life Ribbon Campaign – Letter from Coordinator, Suicide Prevention Committee dated September 18, 2012 with attached information sheet was received and reviewed.

Committee supports the "Link to Life Ribbon Campaign" and a motion will be considered at the next Regular Session of Council on Monday, October 22, 2012.

- (vi) Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee – Memo from Mayor Quartermain dated October 4, 2012 with attached Provisions dated February 23, 2009 and revised December 14, 2009 was received and reviewed.

After discussion, Committee agreed to retain the current Provisions and a motion will be considered at the next Regular Session of Council on Monday, October 22, 2012 to appoint five (5) new members to form the Substandard Properties Appeal Committee.

- (vii) Proposed Sidewalk Café By-Law – Memo from the Chief Administrative Officer dated October 2, 2012 was received and reviewed.

Committee directed the Chief Administrative Officer to draft a by-law and bring it back to a future Committee meeting.

PARKS AND RECREATION - Chaired by Councillor MacDonald

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

As noted in the Director's report, the Town has received significant funding through the Canadian Tire Jumpstart national program, and Committee agreed with the Chief Administrative Officer's recommendation that a letter of appreciation be sent from the Mayor.

- (ii) Garcelon Civic Center – Work Progress Update for the period September 7 – September 27, 2012 from E. A. Farren, Limited was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Promoting St. Stephen as a Bedroom/Commuter Community – Letter from Councillor MacEachern dated October 1, 2012 was received and reviewed and it was agreed by Committee that if anyone has any comments, to contact the Deputy Mayor.
- (ii) Queen Elizabeth II's Diamond Jubilee Medal Program – Letter from the President of the Federation of Canadian Municipalities (FCM) dated September 24, 2012 was received and reviewed.

Committee agreed that the Deputy Mayor will research with the possibility of nominating an individual(s) as a recipient(s) for a Diamond Jubilee Medal(s).

- (iii) 2013 Business Improvement Area (BIA) – Memo from the Treasurer dated October 3, 2012 with attached letter from the BIA Coordinator dated September 27, 2012 and proposed 2013 Operating Budget was received and reviewed.

As noted in the Coordinator's letter, the Business Improvement Area (BIA) Levy will remain at \$.18 per \$100 of assessment and first reading of 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" will be considered at the next Regular Session of Council on Monday, October 22, 2012.

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 October 3, 2012 with attached cheque register was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, October 22, 2012.

5. **NEW BUSINESS**

No new business.

6. **ADJOURNMENT**

The meeting moved into closed session at 6:45 p.m. and adjourned at 8:30 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, OCTOBER 10, 2012 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. DELEGATIONS/PRESENTATIONS
 - (i) Ambulance New Brunswick – Presentation by Michelle Breen, Regional Manager for Southern NB and Dale Stafford, St. Stephen District Operations Manager.
 - (ii) The Chocolate Museum Operating Committee – Presentation by Maria Kulcher, Chair, and members of the Committee.
 - (iii) Charlotte Coastal Region Tourism Association – Presentation by Ron Beckwith, Chair of the Board, and Carol Baker, Administrator.
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) Lighting Upgrade – 199 Union Street – Memo from Fire Chief dated October 4, 2012 with attachment:
 - Efficiency NB – Energy Efficiency Evaluation – Summary Report
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Animal Control Report
- (iv) Report of the Property Management Office
- (v) Link to Life Ribbon Campaign – Letter from Coordinator, Suicide Prevention Committee dated September 18, 2012 with attachment:
 - Information Sheet
- (vi) Provisions Governing the Procedure and Operation of the St. Stephen Substandard Properties Appeal Committee – Memo from Mayor Quartermain dated October 4, 2012 with attachment:
 - Provisions dated February 23, 2009 and revised December 14, 2009.
- (vii) Proposed Sidewalk Café – Memo from CAO dated October 2, 2012.

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center – Work Progress Update for the period September 7 – September 27, 2012 from E. A. Farren, Limited.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Promoting St. Stephen as a Bedroom/Commuter Community – Letter from Councillor MacEachern dated October 1, 2012.
- (ii) Queen Elizabeth II's Diamond Jubilee Medal Program – Letter from the President of the Federation of Canadian Municipalities (FCM) dated September 24, 2012.
- (iii) 2013 Business Improvement Area (BIA) – Memo from Treasurer dated October 3, 2012 with attachments:
 - Letter from BIA Coordinator dated September 27, 2012.
 - Proposed 2013 Operating Budget

FINANCE & ADMINISTRATION – Chaired by Councillor MacEachern

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

5. NEW BUSINESS

6. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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.

Memo

To: John Ferguson, CAO
From: Tim Tozer, Treasurer
Date: 03 October 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 July 31, 2012.
- 2) Statements of Revenue and Expenditures to August 31, 2012.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee meeting-September 12, 2012.
 - B) Online Demonstration Accounting Package Upgrades Software-September 20, 2012.
 - C) Online Demonstration Capital Asset Software-September 24, 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 September 2012

FROM: Lee Johnson Director of Operations
DATE: Oct. 01,2012

1:Water system:

- a) Read all meters for Quarterly Billing.
- b) 7 new meters were installed.
- c) 5 Water Laterals were repaired.

2:Streets:

- a) Installed **asphalt** side walk on Queen Street West.
- b) Installed **asphalt** side walk on Princess Street.
- c) Lawn restoration on Queen Street West.
- d) Repaired walking trail -River Street to #57 Prince William St.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 10 Sewer mains were videoed and 3 sewer mains were flushed.
- c) 1 Sewer lateral was installed.
- d) 1 Sewer main was repaired.

4: West and Dow Sewer and Water Project

- a) Base asphalt started on West Street and fine grading began on Dow Street.

Report of the Parks and Recreation Office October 2012

Parks

- The Elm Street Nature Park Committee has been working hard on the upkeep to the Park. They have 2 Middle School students volunteering their time to make new directional signs. They plan to have a grand re-opening sometime this Fall.

Recreation

- There is an exercise program for seniors and disabled happening twice a week at the Kirk McColl gym.
- We received over \$20,000 this session from Jumpstart. Our largest application yet. They also approved an application to help Milltown Elementary School go skating this winter.
- Fall & Winter Guide is now out.
- Were busy helping the 2 Fall Fairs with their set-up.
- Recreation New Brunswick's Annual Conference will be held this month in Moncton.
- Have started planning for Santa Claus Parade and Tree Lighting. The date has been set for November 16th.

Meetings

- Christmas Promotion x 2
- Communities in Bloom
- FRPA
- Elm St Nature Park Committee
- BIA
- Budget

Leah

- The ice plant was turned on Sept. 22 and ice making began on Sept, 24.
- The first groups are on the ice on Oct 3-6 for Minor Hockey's Tune-up Camp
- Oct 7 is the first official day of ice for Regular Ice Users
- Arena staff are on regular shifts now.
- Assisted with Fall Fair set-up
- 2 Co op students from the high school have just started this week at the arena
- Extra ice times are being promoted on a new website and potentially will increase sales
- Boys and Girls club moved out of the building on Sept. 30, partitions will be taken down Oct 10-15.

- Farmers market is now finished in the parking lot for the season
- Pool is closed up and winterized
- Sport Fields are winding down except for the High School fields and Rotary Soccer Field (SSMS)
- I have attended meetings for Lifesaving NB, National Lifesaving Society Board, Recreation NB, Coach NB, Town Joint Safety Committee, Arena Board, Schedulesup.com
- I Have just resigned from Recreation NB Board and Coach NB Board
- Conducted Interviews for Co Op students
- Taught First Aid course for Arena staff
- Worked on Arena schedules for staff and ice users.
- Ongoing Arena Management duties
- Travelling to Ottawa for National Lifesaving Society meetings Oct 10-14.

Michael O'Connell
Director Parks, Recreation
& Property Management

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

By-Law/Zoning Issues

- Sign By-Law.
- Working on possible re-zoning issue.

Facilities

- Researched ownership of Milltown Legion.
- The wharf and floating dock is in very poor condition. We are working with BIA to come up with a plan for repairs.
- Evaluated garbage tender.
- Met with George at the airport, discussions went very well.
- Working with Jeff on upgraded lighting for Fire Hall. As a result of our efficiency audits, there will be some incentive money from Efficiency NB for this work.

Other

- Researched waterfront, with regards to Foreshore Grants. The Province granted us the high water mark from the Cove down to the Wharf.

Meetings

- Signs
- George – Airport
- Budget

Michael O'Connell
Director Parks, Recreation
& Property Management

St. Stephen Fire Department

Report for September 2012

<u>Alarms were:</u>	Town Alarms	6
	Out of Town Alarms	2
	Mutual Aid- Calais	0
	Rural Fire	<u>0</u>
		8

Calls are described as being:

		<u># of Firefighters</u>	<u>Hours</u>
1. Assist Ambulance NB	2	20	20
2. Motor Vehicle Accident	2	30	37
3. Structure Fire	1	16	32
4. Alarm System	3	21	21

Calls dispatched for the period of this report: 51

Fire Department Activities for September:

1. The 8th Annual Fire Department Bucket Sit was once again a success with over \$10,000.00 being raised.
2. Meeting of the Fundy Firefighters Association.
3. The Fire Department is once again this year hosting a student from St. Stephen High School Co Operative Education Program. This semester Devon Marshall of Mayfield will be that student. Devon plans to attend Holland College upon graduation to become a full-time firefighter.
4. In cooperation with the Public Works-Wastewater Department the Fire Department has purchased a Calibration – Docking Station. This equipment will allow both departments to keep their Gas Monitors calibrated and ready to use.

5. The Fire Chief covered 8 shifts of vacation leave .
6. Plans for Fire Prevention Week, October 7-13 are finalized and are as follows:
 - Sunday, Oct. 7, 9:00 am, Church , St. Stephen's Catholic Church
 - Brunch to follow
 - Tuesday, Oct. 9., Pooh's Preschool, 3 sessions
 - Just for Kidz Daycare
 - Wednesday, Oct. 10 , St. Stephen Elementary
 - Thursday, Oct. 11, Milltown Elementary
 - Friday, Oct. 12, Lawrence Station Elementary
 - Boys and Girls Club
7. The Fire Chief will be on vacation starting Oct. 15 and returning Nov. 5.

October 1, 2012

To: CAO – St. Stephen

Fr: By-Laws & Building Inspection

Re: September 2012 – Report

- Three (3) requests for “Children at Play “signs from the Pleasant, Church and Union St areas. Responded to their concerns see attachments. RCMP made aware of complaints concerning speeders.
- I continue to receive complaints from concerned citizens regarding the continued use of skateboards on streets, sidewalks and parking lots. Warnings are being issued. I will endeavour to work with the RCMP to devise a strategy for next year as to how we can handle this ongoing issue. I see this as a matter for a uniformed policeman to deal with due to my limited resources and powers in demanding identification etc. This seems to be a problem in all communities throughout the Province and nation. Lack of helmets also an issue.
- Two (2) complaints from the Pleasant and Spring St concerning garbage not being picked up at regular hours. Garbage eventually picked up
- Continued to monitor and remove signs placed on telephone poles.
- Complaint received concerning family camping in the Elm St Nature Trail area. Family has been camping throughout the Maritimes. I attended scene with the RCMP and advised family that camping was not permitted in Public Parks. Given until end of weekend to vacate.
- Attended MLEOA by-law Officers Training Seminar in London, Ontario. Very beneficial and contributes towards certification and accreditation which will be required at the Atlantic Level. Future Training will be at the Atlantic By-Law Officers Association which is held in the various Atlantic Provinces. Council approval required.
- 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.

False sense of security



Some traffic control signs placed in neighborhoods, designed with the intent to provide security and safety for the families who live there, can often have the exact opposite result. The best example of this type of sign is the one which reads "Children At Play."

"Children At Play" Signs Not Officially Recognized

National standards, Ohio law and the Wayne County Engineer do not recognize the "Children At Play" signs for a number of reasons:

1. There is no evidence to show these signs help reduce pedestrian accidents or lower speeds.
2. These signs encourage parents and children to believe they have added protection in the neighborhood.
3. Federal standards do not support the use of these signs because the signs suggest that it is acceptable behavior for children to play in streets. Children should not be encouraged to play in the street.

Warning Signs

Warning signs are most effective when used sparingly and are intended to advise motorists of an unusual or unexpected condition ahead. These signs have little value as they have become overused.

National studies have shown that many signs which warn of normal conditions in residential areas fail to improve safety. Since children live on nearly every residential block, there would have to be signs on each street. Blocks with no signs could have the effect of suggesting no children live in that neighborhood.

[Return to Traffic page](#)

"Children at Play" signs imperil our kids.

By Tom Vanderbilt | Posted Wednesday, May 18, 2011, at 10:15 AM ET

| Posted Wednesday, May 18, 2011, at 10:15 AM ET

Slate.com

ENABLE SOCIAL READING

Little. Yellow. Dangerous.

"Children at Play" signs imperil our kids.



A sign in Urbana, Iowa.

You don't have to drive far in a typical American town before you see it: A pictographic image of a child (implied to be a boy), perhaps chasing a ball, perhaps poised in midstride, perhaps atop a seesaw, perhaps with a jaunty cap, perhaps with a companion or parent. And then, some variation on these words: "Slow: Children at Play." As a child, you may have played near such a sign. Maybe you made the callous jokes about "slow children" playing. You probably assumed they were there for a good reason; that they made your community a safer place for children; that their message, beaming with retro-reflective glory, was duly observed by drivers, who suddenly snapped to hyper-vigilant readiness at the wheel, scanning the road in a methodical, Terminator-like radar-sweep.

You would be wrong.

Despite the continued preponderance of "Children at Play" on streets across the land, it is no secret in the world of traffic engineering that "Children at Play" signs—termed, with subtle condescension, "advisory signs"—have been proven neither to change driver behavior nor to do anything to improve the safety of children in a traffic setting. The National Cooperative Highway Research Program, in its "Synthesis of Highway Practice No. 139," sternly advises that "non-uniform signs such as "CAUTION—CHILDREN AT PLAY," "SLOW—CHILDREN," or similar legends should not be permitted on any roadway at any time." Moreover, it warns that "the removal of any nonstandard signs should carry a high priority."

There are several reasons engineers don't like the signs. The first, and most simple, is that if you are driving in an area where children are actually playing, you will, it is hoped, notice them before you notice a sign warning you of them. Or, more to the point, that you will have noticed that you are driving in an area (say, a residential street) where there are likely to be children about. "I find it amazing that people think that a 30-in X 30-in square sign (that is only a little less than 6.25 square feet of sheeting material when you make the corners rounded) will make a difference in driver behavior," one engineer complained on an Internet forum. "If the driver does not notice the characteristics of a neighborhood as they drive down the street, why would they notice a sign as they pass it, or remember it for more than a few seconds once they have passed it."

Another problem is that, as with "Bridges Freeze Before Roadway" signs on a hot summer day, the many times a driver will drive down a street when no children are playing gradually condition him to disregard the warning, or even view it with a bit of suspicion. Who hasn't gone past a rusting "Deaf Child" sign and wondered if the child hasn't long since grown up or moved away?

The Federal Highway Administration, in its Manual of Uniform Traffic Control Devices, the sacred Ur-text of road signage, does not sanction "Children at Play" signs. It notes: "The use of warning signs should be kept to a minimum as the



A DIY "kids at play" sign in Niverville Junction, N.Y.

unnecessary use of warning signs tends to breed disrespect for all signs. In situations where the condition or activity is seasonal or temporary, the warning sign should be removed or covered when the condition or activity does not exist."

There are other problems. Does the presence of a "Children at Play" sign subtly hint that there aren't children at play in other locations? Does the sign breed a false sense of security? And does it, as some engineers suggest, encourage the idea that the street is to be used as a play area—which could, as one report suggests, expose municipalities to the possibility of tort liability?

If the sign is so disliked by the profession charged with maintaining order and safety on our streets, why do we seem to see so many of them? In a word: Parents. Talk to a town engineer, and you'll often get the sense it's easier to put up a sign than to explain to local residents why the sign shouldn't be put up. (This official notes that "Children at Play" signs are the second-most-common question

he's asked about at town meetings.) Residents have also been known to put up their own signs, perhaps using the DIY instructions provided by eHow (which notes, in a baseless assertion typical of the whole discussion, that "Notifying these drivers there are children at play may reduce your child's risk"). States and municipalities are also free to sanction their own signs (hence the rise of "autistic child" traffic signs).



This neighborhood may require another sign telling people to watch for tree branches as well

Which is not to discount the concern of parents, or anyone else, about traffic speeds on residential streets (even if, as police have told me on more than one occasion, it's often the very same residents who are the problem). In fact, as much as engineers know about how "Children at Play" signs do not work, one might argue there is much they do not know about how they work. As one report notes, "though these all discourage the use of such signs, none of them cites specific research demonstrating that these signs are ineffective." In other words, even if the "Children at Play" signs are a placebo, that doesn't mean they've been tested with the same rigor as a new drug.

One of the things that is known, thanks to peer-reviewed science, is that increased traffic speeds (and volumes) increase the risk of children's injuries. But "Children at Play" signs are a symptom, rather than a cure—a sign of something larger that is out of whack, whether the lack of a pervasive safety culture in driving, a system that puts vehicular mobility ahead of neighborhood livability, or non-contextual street design. After all, it's roads, not signs, that tell people how to drive. People clamoring for "Children at Play" signs are often living on residential streets that are inordinately wide, lacking any kind of calming obstacles (from trees to "bulb-outs"), perhaps having unnecessary center-line markings—three factors that will boost vehicle speed more than any sign will lower them.

It's also not uncommon to see "Children at Play" signs in the presence of 35 mph speed-limit signs, which is roughly akin to trying to put out fire with gasoline. It's not simply that fatality risks begin to soar at impact speeds of more than 20 mph, but that, as a study by John Wann and colleagues at Royal Holloway University in London has suggested, children, until well into their teens, are unable to detect during a normal crossing of the street the approaching speed and distance of cars above a threshold—also 20 mph. This study adds legitimacy to the increasingly popular idea, as introduced in the U.K. in 1991, that residential areas be designated as 20 mph zones. (Research by the Transport Research Laboratory has found, among other things, a 60 percent crash reduction during the "after" period in 20 mph zones.)

It is, of course, no secret that children are risky pedestrians. "Children are particularly vulnerable to pedestrian

death because they are exposed to traffic threats that exceed their cognitive, developmental, behavioral, physical and sensory abilities," reads a typical child safety document. "Children are impulsive and have difficulty judging speed, spatial relations, and distance."

This is all true, and well and good, but it overlooks one thing: The same could be said about many adult drivers, the ones putting those children at risk. As is often the case in driving, when we meet the enemy, it is us. You want difficulty in judging spatial relations? Consider the research, by Dennis Shaffer, that showed people reporting 10-foot-long highway stripes to be two feet long. You want difficulty estimating speed? Consider this study, which found drivers underestimating their speed in the presence of children by upwards of 50 percent. You want exceeded sensory abilities? Consider the widespread phenomenon of "overdriving" one's headlights. You want trouble estimating distance? Ask any driver how many feet they'll need to stop, driving at 65 mph. You want impulsive? Who's reaching across the seat for that buzzing BlackBerry? Driving, developmentally, turns us into children.

But it's easier to blame the victim and to say the child trying to cross the road, on which cars were moving faster than they should, impulsively darted into traffic. As a paper in Injury Prevention noted, however, "drivers who hit a child pedestrian were more likely to have had a prior citation, more citations, more safety violations, a suspended or revoked license, or more negligent operator points than drivers who did not hit a child pedestrian in the study period." Not to mention the many cases (to cite just one recent example) of children struck by drivers when they weren't even on the road, when they weren't "playing," but simply walking.

"Children at Play" signs may not be doing any good, but simply removing them isn't likely to do much more. What we need is lower speeds, and a more compelling way of achieving those speeds than signs that everyone has seen, and no one seems to mind.

x



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TOWN of ST. STEPHEN

Building Inspection Services

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

SEPTEMBER REPORT

2012

BUILDING INSPECTION


The month of September has brought in a total of 28 (twenty-eight) permits which represents \$294,750.00 in building costs.

Our office has had 2 (two) electrical waivers to deal with. We issued 2 (two) stop work orders in the month September, both of which were resolved and have filed 27 (twenty-seven) 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

October 1, 2012

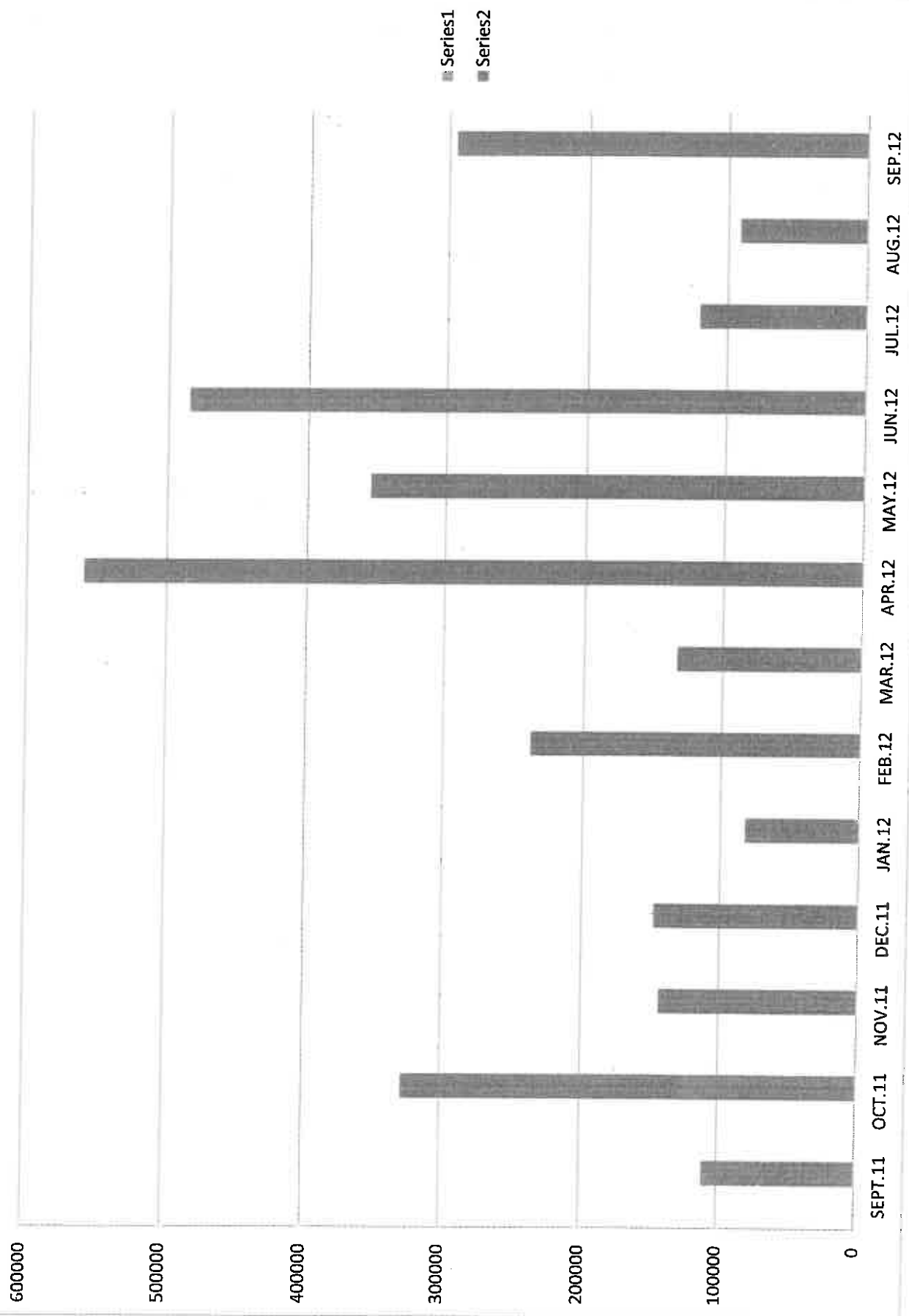
To: CAO – St. Stephen

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

Re: September 2012

- Twenty Seven (27) Building, Sign & Demolition Permits issued – Totalling \$294,750
- Four (4) Variances granted. Three (3) dealing with rear setbacks. 52 Queensway – 11 Cove St – 4 Clark Court. One (1) side setback – 12 Queen St E.
- One Building Permit Waiver – 8 Boundary St (Electrical upgrade 200 amp service)

BUILDING & DEMOLITION PERMITS SEPT 2011 - SEPT 2012



RESOLUTION NO.: _____

DATE: October 22, 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” – FIRST READING – SHORT TITLE ONLY

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

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:

SECOND READING:

THIRD READING AND ENACTED:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **September 01, 2012 to September 30, 2012 inclusive**. During this time period, the RCMP responded to 284 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	1
Tickets and Warnings	102
Traffic Collision Non-Fatal Injury	1
Traffic Collision Property Damage	6

PROVINCIAL STATUTES:

Fail to Stop or Remain at Accident Scene	1
False Abandoned 911	6
Mental Health Act	6
Motor Vehicle Act – other	1
Municipal Bylaws	5
Other Moving Traffic Violations – Provincial	3

CRIMINAL CODE:

Assault	5
Assault with a weapon	2
Breach of recognizance	1
Break and Enter Business	1
Break and Enter Residence	2
Counterfeit money	1
Criminal Harassment	2
Disturbing the peace/Causing a disturbance	7
Fail to comply with probation	1
Fraud less than or equal to \$5000	1
Impaired Operation of Motor Vehicle	2
Mischief damage to and/or Obstruct Enjoyment of Property	3

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

Continued from Page 1

Other theft under \$5000	5
Possession of property obtained by crime	1
Public mischief	1
Theft from mail	1
Theft of bicycle under or equal to \$5000	1
Theft of car	1
Theft under or equal to \$5000 – shoplifting	3
Theft from motor vehicle	1
Uttering Threats Against Person	5

OTHER FEDERAL STATUES:

Controlled substance act	2
Possession for the purpose of trafficking	1
Trafficking Schedule I Other	3

OTHER INVESTIGATIONS:

Animal Calls	1
Assistance to Canadian Federal Department/Agency	2
Assistance to Canadian Provincial Department	3
Assistance to General Public	16
Crime Prevention	1
False Alarms	2
Lost & Found	3
Missing Person	3
Police Certificates	63
Request to locate individual	2
Suspicious Person/vehicle	3

SUMMARY OF ARRESTS/CHARGES/PRISONERS:

Arrested	6
Charged	4
Cleared Otherwise	8
Prisoners	4

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

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

LIGHTING UPGRADE – MUNICIPAL BUILDING (199 UNION STREET)

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – LINK TO LIFE RIBBON CAMPAIGN

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE

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

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

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

THAT pursuant to Article II, section 1 of the Articles of Agreement between The Town of St. Stephen and Southern Sanitation Ltd. dated the 14th day of November, 2011 for Residential Homes – Zone II (the “Agreement”) the Council of the Town of St. Stephen accepts the “Contractor’s Monthly Household Proposal Rate” of seven dollars and ninety cents (\$7.90), including HST, per household, per month, for the year commencing November 1, 2012 and terminating on October 31, 2013 and authorizes an extension of the Agreement for such period on the same terms and conditions as outlined in the Agreement (CTOSS2011-15).

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

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

THAT pursuant to Article II, section 1 of the Articles of Agreement between The Town of St. Stephen and Southern Sanitation Ltd. dated the 14th day of November, 2011 for Residential Homes – Zone III (the “Agreement”) the Council of the Town of St. Stephen accepts the “Contractor’s Monthly Household Proposal Rate” of seven dollars and ninety cents (\$7.90), including HST, per household, per month, for the years commencing November 1, 2012 and terminating on October 31, 2014 and authorizes an extension of the Agreement for such period on the same terms and conditions as outlined in the Agreement (CTOSS2011-16).

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY

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



TOWN OF ST. STEPHEN

POLICY

Title: MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY Policy No. 57

Page 1 of 4

Effective Date: October 22, 2012

I. PURPOSE

The Major Industry and Economic Incentive Policy (the "**Policy**") is to provide development incentives to industry that will assist with their capital and operating expenses in support of a business case.

This Policy applies to new projects which will employ more than 100 employees or projects which have the potential to increase employment by a minimum of 20 persons or 10 percent of the existing workforce, for existing employers employing in excess of 400 employees.

This Policy is not intended to, nor will it guarantee, that a grant will be allocated. Applications to the Town will be evaluated on a case by case basis.

This Policy shall not apply to existing renovations or retrofits. It shall only apply to new construction or new expansions.

II. DEFINITIONS

The Chief Administrative Officer ("**CAO**") includes the Chief Administrative Officer for the Town of St. Stephen (the "**Town**") and such person as is designated by the Chief Administrative Officer to act on the Chief Administrative Officer's behalf.

Unusual circumstance means unique development obstacles in infrastructure or site development ("**unusual circumstances**"). Examples of unusual circumstances may include, but shall not necessarily be limited to, a lift station which may be required; ledge which may have to be removed; a railway crossing which may be needed; unexpected environmental conditions which may have to be overcome or innovative practices to minimize waste or reduce the impact on existing infra-structure.

III. CONTENT OF APPLICATION

To be considered under this Policy, all applications shall be made by the applicant prior to the start of any construction.

All applications must include the following:

- (i) Description of the capital project –
 - a. Specification of development costs (capital and otherwise) in excess 5 million dollars.
 - b. The application must demonstrate “environmental sustainability” indicating measures and methods to minimize the impact on municipal infra-structure.
 - c. The description of the capital project shall include new and innovative technologies and/or best practices and efficient use of the building footprint and operations.
 - d. The application must describe the number of jobs created during construction and expected total long term operating employment.
- (ii) The developer must submit a business plan, including a capital and operation budget for the project, which demonstrates features beneficial the Town’s infrastructure, local economy and job creation.
- (iii) The amount of grant for which the application is being made.

Special consideration may be given to applications which demonstrate a need to overcome unusual circumstances. Preference may be given to applications which demonstrate development that takes advantage of and minimizes the impact on existing infra-structure.

IV. STATUTORY AUTHORITY FOR POLICY

Section 90.01 (1) of the *Municipalities Act* states in part:

90.01(1) Subject to subsection (4), a municipality may, by resolution of council, make grants to the following upon such terms and conditions as determined by council:

*...
(c) any other organization or corporation if, in the opinion of council, the grant will assist in the development of the municipality.*

V. PROCESS FOR APPROVAL OF APPLICATION

Section 1 – Regular Application

All applications shall be made to and evaluated by the CAO who may, at his or her sole discretion, either reject the application or make a recommendation to the St. Stephen Town Council (the “**Council**”). All applications will be evaluated on a case by case basis.

The CAO shall consult with the Town Treasurer (the “**Treasurer**”) with respect to any application prior to making a recommendation to Council.

Following a recommendation from the CAO, all grants determined by Council to assist the community, which determination is in the sole discretion of Council, will be paid to the developer beginning no earlier than in the calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). Subject to the foregoing, grants approved hereunder will be paid in installments up to \$10,000 per year not exceeding 20 years.

Major Industry and Economic Incentive Policy

Page 4

- The Town will cease payments if: (a) a temporary variance expires and the new employment level created by the development is not returned to the required 80 percent level, or (b) the employment level drops below 60 percent of the new employment created by the development. Payments may be reinstated if employment numbers return to above 60 the percent level through a temporary variance as specified above.
- Grants allotted under this Policy will be for the sole purpose of the stated project.
- If a developer changes the original stated purpose and criteria for which the grant was approved, the Town reserves the right to cancel such grant and recover any previous payments made to the developer under this Policy.
- All grants approved under this policy are non-transferable. If the ownership of a developer changes or the ownership of the development changes, any grant awarded under this Policy will null and void.
- The Town reserves the right to confirm employment numbers at two year intervals beginning no later than January 30th in a calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). The employment numbers will be confirmed by the CAO.

THE POLICY IS SUBJECT TO AMENDMENT OR CANCELLATION AT ANYTIME BY RESOLUTION OF COUNCIL.

Approved: _____
Town Clerk

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – SANTA CLAUS PARADE

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

FUNDING REQUEST – ENTERPRISE CHARLOTTE

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.

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

CLOSED SESSION

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

RESOLUTION NO.: _____

DATE: October 22, 2012

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.