

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 27, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Town Employee Retirement – Presentation of plaque to David Richardson
 - (b) MADD Canada “Red Ribbon Campaign Day” - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – September 15, 2014
 - (b) Special Council Meeting – October 2, 2014
 - (c) Special Council Meeting – October 10, 2014
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from the family of Richard Hatt.
 - (b) Thank you letter from Oversight Manager, Chocolate Festival, dated September 18, 2014.
 - (c) Thank you card from the St. Croix International Quilters.
 - (d) Thank you letter from the President, Juno Beach Centre Association dated August 15, 2014.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – September 14, 2014
- (b) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – October 15, 2014
- (c) Committee of Council Meeting – October 17, 2014

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
- (c) Parks and Recreation Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Property Management Services
- (g) Development Office
- (h) Office of the Garcelon Civic Center Manager

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-law No. A-10 – “A By-law Respecting the Duties and Powers of the Chief Administrative Officer” – Second Reading – Section Numbers Only
- (b) By-Law No. A-7.9 – 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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Approval of Event – Link to Life Campaign
- (c) New Brunswick Municipal Employees Pension Plan Committee
- (d) Donation – MADD Charlotte County
- (e) Approval of Event – Santa Claus Parade
- (f) Flood Light Installation – Center Street
- (g) Licence Agreement – Kitchen, Canteen and Catering Services
- (h) Licence Agreement – Pro-Shop Services
- (i) Garcelon Civic Center – Casual Lifeguard – Job Recommendation
- (j) Garcelon Civic Center – Casual Lifeguard – Job Recommendation

- (k) Out-of-Province Travel: Garcelon Civic Center Manager and Aquatic Supervisor
- (l) Garcelon Civic Center – Additional Electrical – Telephones – Data Communications Work
- (m) Garcelon Civic Center Pool – Additional Programming and Wiring
- (n) Awarding of Bid: Solid Waste and Collection and Disposal Services – Residential Homes – Zone 3 (TOSS14-08)
- (o) Demolition – 458 Milltown Boulevard
- (p) Sale of Surplus Homemade Flat Truck Body
- (q) Meeting Room Rental Policy – 199 Union Street
- (r) Execution of Lease – John B. Ames, Member of the Legislative Assembly for the Province of New Brunswick
- (s) Confidentiality Agreement – Jamie White
- (t) Town of St. Stephen – Five-Year Capital Investment Plan Respecting the “GTF Administrative Agreement”

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

Proclamation

Nov. 1, 2014 as “MADD Canada *Project Red Ribbon Day*”

Whereas:

The effects of impaired driving is 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
- (3) Help within the community by saving lives and supporting victims

Whereas:

MADD Annual Red Ribbon Campaign from November 1st 2014 – January 5th, 2015 to bring extra awareness of impaired driving during the Christmas festivities by planning ahead and having a safe drive home.

Now Therefore:

Mayor Quartermain hereby proclaims November 1st, 2014 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

Mayor

Date

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on September 15, 2014 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 15, 2014 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Councillors Allan MacEachern, Marg Harding, Mike Booth, and Debbie MacDonald; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Deputy Mayor John Ames and Councillor Jim Maxwell.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding

Seconded by Councillor MacDonald

251/14

THAT the Agenda be approved with fourteen (14) additions: By-Law Enforcement Officer – Appointment and Contract; Public Works Department – Operator – Job Recommendation; Garcelon Civic Center – Lifeguard – Job Recommendation (Chiasson); Garcelon Civic Center – Lifeguard – Job Recommendation (Simmonds); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Gullison); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Lusk); Garcelon Civic Center – Student Lifeguard – Job Recommendation (McCray); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Beck); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Cook); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Groom); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Johnston); Garcelon Civic Center – Student Lifeguard – Job Recommendation (Avery); Garcelon Civic Center – Maintenance/Custodial Labourer – Job Recommendation; and Garcelon Civic Center – Maintenance/Custodial Labourer – Job Recommendation be added as 14. (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y), (z), (aa) and (ab), respectively, under **NEW BUSINESS. CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) RCMP Retired Member – Mayor Quartermain, along with Councillor Harding as Chair of the Police and Fire Committee, presented a plaque to retired Sergeant Bob MacKnight recognizing his 32 years of dedicated service with the Royal Canadian Mounted Police and, in particular, the last eight years in the Town.
- (b) Teed Saunders Doyle & Co. – Peter Logan, Auditor, presented the 2013 Audited Financial Statements. He commended the Treasurer and staff for their preparation and the Mayor thanked Mr. Logan for a job well done.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor Mike Booth

252/14 THAT the Minutes of the Regular Council meeting held on August 25, 2014 be approved as circulated. CARRIED

8. ACCOUNTS

PAID BILLS

Moved by Councillor MacDonald

Seconded by Councillor Harding

253/14 THAT the paid bills in the amount of \$676,157.18 (six hundred and seventy-six thousand, one hundred and fifty-seven dollars and eighteen cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor MacEachern

Seconded by Councillor Booth

254/14 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 MacDonald

Seconded by Councillor Harding

- 255/14** THAT the Minutes of the Committee of Council meeting held on August 25, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern

Seconded by Councillor Mike Booth

- 256/14** THAT the Minutes of the Committee of Council meeting held on August 28, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 257/14** THAT the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on September 3, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Mike Booth

Seconded by Councillor Marg Harding

- 258/14** THAT the Minutes of the Committee of Council meeting held on September 10, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

- 259/14** THAT the following staff reports for the month of August 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-10 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Councillor MacDonald

26014 **THAT** leave now be given to introduce a by-law entitled By-law No. A-10 – "A By-law Respecting the Duties and Powers of the Chief Administrative Officer" - for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor MacDonald

261/14 **THAT** the Royal Canadian Mounted Police (RCMP) August 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Harding

Seconded by Councillor Booth

262/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and LifeguardDepot.com, an online store of the Lifesaving Society, in order to process any future purchases of the Town from the said company. **CARRIED**

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor MacDonald

Seconded by Councillor Booth

263/14 **THAT** the amount of \$73,479 (seventy three thousand, four hundred and seventy-nine dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchased furniture and equipment for the Garcelon Civic Center. **CARRIED**

PURCHASE OF CHRISTMAS DECORATIONS

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 264/14** THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$325.00 (three hundred and twenty-five dollars) (US funds) each, plus all other applicable charges from the St. Stephen Business Improvement Area Inc. (BIA) for the purchase of twenty-seven (27) three foot (3') Winterfest Snowflakes.

AND FURTHER THAT the Council of the Town of St. Stephen commits to including in its 2015 General Operating Fund Budget amounts to purchase in 2015 an additional twenty-seven (27) three foot (3') Winterfest Snowflakes, in the amount of \$325.00 (three hundred and twenty-five dollars) (US funds) each, plus all other applicable charges, from the BIA. **CARRIED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor MacEachern voting against the motion.

APPROVAL OF EVENT – ST. STEPHEN'S UNIVERSITY'S FOLK FESTIVAL

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 265/14** THAT the Council of the Town of St. Stephen grants permission to St. Stephen's University to hold an outdoor music and arts festival between 1:00 p.m. and 7:00 p.m. on Saturday, October 4, 2014 at 8 Main Street (front lawn on Milltown Blvd.).
CARRIED

GARCELON CIVIC CENTER – ADDITIONAL ELECTRICAL – TELEPHONES – DATA COMMUNICATIONS WORK

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 266/14** THAT the Council of the Town of St. Stephen approves the unbudgeted expenditure up to a maximum amount of \$10,000.00 (ten thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB, for additional electrical – telephones – data communications work at the Garcelon Civic Center.

AND FURTHER THAT Council authorizes the payment from the Garcelon Civic Center project bank account. **CARRIED**

DEMOLITION – 450 MILLTOWN BOULEVARD

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 267/14** THAT the Council of the Town of St. Stephen declares 450 Milltown Boulevard (PID # 01309376), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building in the unbudgeted amount of \$87,900.00 (eighty-seven thousand, nine hundred dollars), plus HST, being the low quote of two (2) quotes obtained. **CARRIED**

TERM AGREEMENT – THE TOWN AND LINDA THERIAULT

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 268/14** **WHEREAS** the Council of the Town of St. Stephen and Linda Theriault have negotiated a Term Agreement in the form presented to Council at its closed session on September 10, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen and Linda Theriault of St. Stephen, NB for the position of Human Resource and Office Manager for a one (1) year term commencing on the Commencement Date and expiring on the date which is one (1) year therefrom, and in the form of agreement presented to Council at its above-noted meeting. **CARRIED**

GARCELON CIVIC CENTER – STUDENT ASSISTANT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Harding
Seconded by Councillor Booth

- 269/14** THAT Catherine Grace Lloyd be offered the position of Student Assistant Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 and as outlined in the letter of offer in the form presented to Council at its closed session on September 10, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Catherine Grace Lloyd. **CARRIED**

GARCELON CIVIC CENTER – STUDENT ASSISTANT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 270/14** THAT Cassandra Acheson be offered the position of Student Assistant Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, conditional on her successful completion of Standard First Aid Certification, and as outlined in the letter of offer in the form presented to Council at its closed session on September 10, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Cassandra Acheson. **CARRIED**

OUT-OF-PROVINCE TRAVEL: GARCELON CIVIC CENTER AQUATIC SUPERVISOR

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 271/14** THAT the Council of the Town of St. Stephen approves the Garcelon Civic Center Aquatic Supervisor to attend an Aqua Fit Instructor Certification Course at the Sackville Sports Stadium in Lower Sackville, NS from September 19 – 20, 2014, inclusively. **CARRIED**

AWARDING OF QUOTE: TURF MAINTENANCE – PASSIVE PARKS, TOT LOTS AND OTHER TURF AREAS

Moved by Councillor Booth
Seconded by Councillor Harding

- 272/14** THAT of the two (2) quotes received, the low quote of \$10,400.00 (ten thousand, four hundred dollars), plus HST, from Sharpe's Lawn Care, Mayfield, NB, for the turf maintenance of the passive parks, tot lots and other turf areas be accepted retroactively from September 1, 2014 to November 30, 2014. **CARRIED**

PUBLIC WORKS DEPARTMENT - SUPERVISOR I POSITION - JOB RECOMMENDATION

Moved by Councillor MacDonald
Seconded by Councillor MacEachern

- 273/14** THAT Blair Furlotte be appointed to the position of Supervisor I for the Public Works Department effective September 19, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

2013 AUDIT

Moved by Councillor MacEachern
Seconded by Councillor Booth

- 274/14 THAT the 2013 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

BY-LAW ENFORCEMENT OFFICER – APPOINTMENT AND CONTRACT

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 275/14 THAT the Council of the Town of St. Stephen appoints Brent MacDougall of Border Investigations & Security Inc. to be the Town's By-Law Enforcement Officer effective September 16, 2014.

AND FURTHER THAT Brent MacDougall shall have all the responsibilities and powers of the By-Law Enforcement Officer as Agent for Border Investigations & Security Inc., in accordance with the terms of Tender # TOSS14-06.

AND ALSO FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Contract for By-Law Enforcement Officer Services with Border Investigations & Security Inc., in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 276/14 THAT David Boudreau be appointed to the position of Operator for the Public Works Department effective September 16, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

GARCELON CIVIC CENTER - LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 277/14 THAT Brook Chiasson be offered the position of Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

GARCELON CIVIC CENTER - LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 278/14** THAT Christa Simmonds be offered the position of Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 279/14** THAT Megan Gullison be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Megan Gullison. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 280/14** THAT Kody Lusk be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Kody Lusk. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 281/14** THAT Joelle McCray be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Joelle McCray. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 282/14** THAT Alexandra Beck be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Alexandra Beck. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 283/14** THAT Allyson Cook be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Allyson Cook. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 284/14** THAT William Groom be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and William Groom. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 285/14** THAT Eric Johnston be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Eric Johnston. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB
RECOMMENDATION**

Moved by Councillor Booth

Seconded by Councillor Harding

- 286/14** THAT Malcolm Avery be offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014, and as outlined in the letter of offer in the form presented to Council at its closed session on September 14, 2014 as per Section 10.2(4)(j) of the NB *Municipalities Act*.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Malcolm Avery. **CARRIED**

GARCELON CIVIC CENTER - MAINTENANCE/CUSTODIAL LABOURER - JOB RECOMMENDATION

Moved by Councillor MacEachern

Seconded by Councillor Booth

- 287/14** THAT Daniel Hovey be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

GARCELON CIVIC CENTER - MAINTENANCE/CUSTODIAL LABOURER - JOB RECOMMENDATION

Moved by Councillor Harding

Seconded by Councillor MacDonald

- 288/14** THAT Jason Gowan be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor MacEachern

- Attended the BBQ at Town Square for the sculptors.
- Attended the exhibition game of the Charlotte County Aces at the Garcelon Civic Center.
- Attended an Opening Events Planning Committee meeting.
- Participated in job interviews for the Garcelon Civic Center.

Councillor Harding

- Wished retired Sergeant Bob MacKnight all the best.
- Pleased that Acting Sergeant Scott MacKenzie meets regularly with herself and the Mayor.
- Stated that she did not attend the first event at the Garcelon Civic Center, the exhibition game of the Charlotte County Aces; however, commended the Mayor, Councillor MacDonald, and Garcelon Civic Center staff.
- Attended the BBQ at Town Square for the sculptors.
- Recommended everyone attend the public meeting on September 24th at the St. Stephen Legion @ 7:00 p.m. in order to voice opinions on the future of the old Town Hall.

Councillor Booth

- Attended all Town meetings.
- Glad to see the attendance at the Charlotte County Aces hockey games.
- Attended the Fall Fair at the Ganong Nature Park.
- Reiterated Councillor Harding's comments with respect to attending the public meeting on September 24th at the St. Stephen Legion @ 7:00 p.m. to voice opinions on the future of the old Town Hall.

Councillor MacDonald

- Attended all Town meetings.
- Attended both Charlotte County Aces hockey games.
- Attended a Charlotte County Aces development camp meeting in St. Andrews.
- Attended an Opening Events Planning Committee meeting.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended the BBQ at Town Square for the sculptors.
- Attended the Sculpture Symposium in Saint John.
- Participated in job interviews for the Garcelon Civic Center.
- Commended Natalie Reid, the Garcelon Civic Center Manager, for all her hard work.
- Attended the candidates' night hosted by the Chamber of Commerce at the St. Stephen Legion for the Provincial candidates elect.
- Attended the Fall Fair at the Ganong Nature Park and commended the many volunteers.
- Announced that Garcelon Civic Center memberships are now on sale, and stated that the pool should be open by early to mid October.

Mayor Quartermain

- Thanked the many volunteers who assisted with the opening exhibition game of the Charlotte County Aces at the Garcelon Civic Center.

16. QUESTION PERIOD

A resident asked for confirmation that the CAO By-law which received first reading, short title only, had minor changes from the current by-law.

**MINUTES
REGULAR COUNCIL
SEPTEMBER 15, 2014**

14

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor Harding

289/14 THAT the meeting adjourn at 8:05 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 15, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) RCMP Retired Member - Presentation of plaque to retired Sergeant Bob MacKnight.
 - (b) Teed Saunders Doyle & Co. – Presentation of 2013 Audited Financial Statements.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – August 25, 2014
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from the family of Charles Denyer.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – August 25, 2014
 - (b) Committee of Council Meeting – August 28, 2014
 - (c) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – September 3, 2014
 - (d) Committee of Council Meeting – September 10, 2014

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
- (c) Parks and Recreation Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Property Management Services
- (g) Development Office
- (h) Office of the Garcelon Civic Center Manager

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-law No. A-10 – “A By-law Respecting the Duties and Powers of the Chief Administrative Officer” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town of St. Stephen – Commercial Credit Application
- (c) Transfer from the General Capital Reserve Fund
- (d) Purchase of Christmas Decorations
- (e) Approval of Event – St. Stephen’s University’s Folk Festival
- (f) Garcelon Civic Center – Additional Electrical – Telephones – Data Communications Work
- (g) Demolition – 450 Milltown Boulevard
- (h) Term Agreement – The Town and Linda Theriault
- (i) Garcelon Civic Center – Student Assistant Lifeguard – Job Recommendation
- (j) Garcelon Civic Center – Student Assistant Lifeguard – Job Recommendation
- (k) Out-of-Province Travel: Garcelon Civic Center Aquatic Supervisor
- (l) Awarding of Quote: Turf Maintenance – Passive Parks, Tot Lots and Other Turf Areas
- (m) Public Works Department – Supervisor I Position – Job Recommendation
- (n) 2013 Audit

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on October 2, 2014 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, OCTOBER 2, 2014 @ 4:30 P.M.

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald, and Jim Maxwell; Acting CAO Lee Johnson (left the meeting @ 6:00 p.m.); Town Treasurer Tim Tozer (left the meeting @ 6:00 p.m.); and Town Clerk Joan Flewelling.

ALSO PRESENT: Town Solicitor James Mosher; Garcelon Civic Center Manager Natalie Reid; Garcelon Civic Center Project Accountant Frank Godsoe; and Garcelon Civic Center Project Manager Kingsley Bailey.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Councillor Maxwell

290/14 **THAT** the Agenda be approved unanimously with the addition of two (2) Financial Matters, and the deletion of one (1) Labour and Employment Matter, being item number 4. (v) under **NEW BUSINESS**, Garcelon Civic Center – Casual Maintenance/Custodial Labourer – Job Recommendation, as per Section 10.2(4)(c) and (j), respectively, of the New Brunswick *Municipalities Act*.

CARRIED

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

CLOSED SESSION

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

291/14 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss three (3) Financial Matters and two (2) Labour and Employment Matters as per Section 10.2(4)(c) and (j), respectively, of the New Brunswick *Municipalities Act*. **CARRIED**

The Council came out of closed session at 6:00 p.m.

EXPROPRIATION SETTLEMENT

Moved by Councillor Booth

Seconded by Councillor Harding

- 292/14** THAT the Council of the Town of St. Stephen agree to table the motion "Expropriation Settlement" being item number 4. (ii) under **NEW BUSINESS** as a result of a financial matter discussed in the above-noted closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 293/14** THAT Travis Cleghorn be appointed to the position of Operator for the Public Works Department effective October 3, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

AMENDED

**GARCELON CIVIC CENTER – CASUAL MAINTENANCE/CUSTODIAL
LABOURER – JOB RECOMMENDATIONS**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 294/14** THAT Resolution #'s 225/14 and 226/14 as stated in the Special Council Minutes of August 20, 2014, respectively, which read

THAT Robert Dougherty be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

THAT Charles Fairweather be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective August 21, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

AND FURTHER THAT Resolution #'s 287/14 and 288/14 as stated in the Regular Council Minutes of September 15, 2014, respectively, which read

THAT Daniel Hovey be offered the position of Maintenance/Custodial Labourer for The Town of St.

**SPECIAL MEETING
TOWN COUNCIL
OCTOBER 2, 2014**

3

Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

THAT Jason Gowan be offered the position of Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

shall all be amended by adding the word "Casual" to the job title of Maintenance/Custodial Labourer, which titles shall now all read: Casual Maintenance/Custodial Labourer. **CARRIED**

GARCELON CIVIC CENTER – FULL-TIME LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Booth

Seconded by Councillor MacDonald

295/14 **THAT** Karen Joyner be offered the position of Full-time Lifeguard for The Town of St. Stephen's Garcelon Civic Center as outlined in the letter of offer in the form presented to Council at its closed session on October 2, 2014, as per Section 10.2(4)(j) of the NB *Municipalities Act*, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Karen Joyner. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor MacEachern voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Harding voting against the motion.

NEW BUILDING CANADA FUND APPLICATION

Moved by Councillor MacEachern

Seconded by Councillor Harding

296/14 **THAT** the Council of the Town of St. Stephen approves the submission of an application to the NEW BUILDING CANADA FUND – SMALL COMMUNITIES COMPONENT for the Project titled "Prince William Street Infrastructure Renewal" in the form presented to Council at its closed session on October 2, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

5. REMARKS FROM DEPUTY MAYOR JOHN AMES

Prior to Deputy Mayor Ames speaking, Mayor Quartermain congratulated him on his victory during the recent Provincial election, and stated that he looks forward to working with him as the Member of the Legislative Assembly for Charlotte-Campobello, and thanked him for all his dedicated work as Deputy Mayor.

Deputy Mayor Ames read his resignation letter as follows:

“To the Town of St. Stephen, his worship, Council, staff and constituents of St. Stephen,

It is with regret that I tender my resignation as Deputy Mayor and Councillor for the Town of St. Stephen effective immediately.

I am extremely grateful for having the opportunity to serve and represent the residents of St. Stephen these past two and a half years.

I offer you my best wishes for continued success on Town Council. I encourage the town to contact me in my new role, should I be able to assist in any matter that St. Stephen is faced with. I will continue to collaborate, represent, and hold the interests of our region high in all my future endeavours. You are always welcome to approach me in any capacity.

Thank you to the residents for granting me this privilege and responsibility. It has been an honour that I will never forget.”

Upon completion, he tendered his written resignation letter to the Clerk and retired from the Council table.

VACANCY OF COUNCILLOR – TOWN OF ST. STEPHEN

Moved by Councillor Booth

Seconded by Councillor Harding

297/14 **THAT** the Council of the Town of St. Stephen declares a vacancy for the position of Councillor as governed by Sections 33(7), 34(1)(b) and 35(1) of the *Municipalities Act*, such vacancy having resulted from the resignation of Councillor John Ames of the Town of St. Stephen effective October 2, 2014.

CARRIED

6. ADJOURNMENT

ADJOURNMENT

Moved by Councillor MacEachern

Seconded by Councillor Booth

298/14 THAT the meeting adjourn at 6:15 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, OCTOBER 2, 2014 @ 4:30 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) One (1) Financial Matter and Three (3) Labour and Employment Matters – Motion to move into closed session as per Section 10.2(4)(c) and (j), respectively, of the New Brunswick *Municipalities Act*
 - (ii) Expropriation Settlement
 - (iii) Public Works Department - Operator – Job Recommendation
 - (iv) Amended: Garcelon Civic Center – Casual Maintenance/Custodial Labourer – Job Recommendations
 - (v) Garcelon Civic Center – Casual Maintenance/Custodial Labourer – Job Recommendation
 - (vi) Garcelon Civic Center – Full-time Lifeguard – Job Recommendation

5. REMARKS FROM DEPUTY MAYOR JOHN AMES
 - (i) Vacancy of Councillor – Town of St. Stephen

6. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on October 10, 2014 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
FRIDAY, OCTOBER 10, 2014 @ 4:30 P.M.

1. **RECORDING OF ATTENDANCE**

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

ALSO PRESENT: Garcelon Civic Center Project Accountant Frank Godsoe.

ABSENT: Councillor Jim Maxwell.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Booth

Seconded by Councillor Harding

299/14 **THAT** the Agenda be approved as circulated. CARRIED

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –
RECREATION AND CULTURAL SERVICES**

Moved by Councillor MacEachern

Seconded by Councillor Harding

300/14 **THAT** the Municipality of the Town of St. Stephen submits to the Municipal
Capital Borrowing Board an application for authorization to borrow for a capital
expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Recreation and Cultural Services</u>		
Interim Financing- Design, site preparation and construction of a new multi-purpose recreation, cultural and meeting facility	<u>\$ 3,430,000</u>	3 Years
<u>CARRIED</u>		

5. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Booth

301/14 THAT the meeting adjourn at 4:40 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
FRIDAY, OCTOBER 10, 2014 @ 4:30 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Application to the Municipal Capital Borrowing Board – Recreation and Cultural Services

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 27, 2014

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 August 31, 2014 be received.

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

	Actual To Date For the Eight Months Ending August 31, 2014	Budget For the Year Ending December 31, 2014	Remaining	Percentage Used
Revenue				
Taxes	3,708,623	5,562,934	\$1,854,311	67%
Services Provided to Other Governments	135,763	193,199	57,436	70%
Sale of Services	31,462	395,414	363,952	8%
Other Revenue From Own Sources	210,846	189,498	(21,348)	111%
Unconditional Grants	699,267	1,048,900	349,633	67%
Unconditional Transfers	11,105	22,980	11,875	48%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	856,960	1,090,911	233,951	79%
Total Revenue	5,654,026	8,507,836	2,853,810	66%
Expenditure				
General Government Services	656,452	916,120	259,668	72%
Protective Services	1,136,514	2,137,940	1,001,426	53%
Transportation Services	1,141,114	1,798,421	657,307	63%
Environmental Health Services	163,628	265,550	101,922	62%
Environmental Development Services	294,464	249,838	(44,626)	118%
Recreational and Cultural Services	638,690	1,536,164	897,474	42%
Fiscal Services	1,060,549	1,595,803	535,254	66%
Other	2,468	8,000	5,532	31%
Total Expenditures	5,093,879	8,507,836	3,413,957	60%
Surplus (Deficit)	\$560,147	\$0		

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

	Actual To Date For the Eight Months Ending August 31, 2014	Budget For the Year Ending December 31, 2014	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,127,311	\$2,034,783	\$907,472	55%
Other Revenue From Own Service	126,041	178,464	52,423	71%
Other Transfers	701	1,051	350	67%
Total Revenue	<u>1,254,053</u>	<u>2,214,298</u>	<u>959,895</u>	57%
Expenditures				
Water Supply	536,638	1,014,201	477,563	53%
Sewerage Collection and Disposal	407,076	681,953	274,877	60%
Fiscal Services	376,677	518,144	141,467	73%
Total Expenditures	<u>1,320,391</u>	<u>2,214,298</u>	<u>893,907</u>	60%
Surplus (Deficit)	<u>(\$66,338)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$893,315.81 (eight hundred and ninety-three thousand, three hundred and fifteen dollars and eighty-one cents) be received.

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014962

CHEQUE REGISTER

Printed: 10:00, Oct 09/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
014395	09/01/14 LEASE SEP/14	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-LEASE SEP 2014	5323.40 5323.40			
014748	09/01/14 4910	SHARPE'S LAWN CARE RC-PARKS-PLAYING FIELDS TURF	9694.93 9694.93	A/P	OUT-STD	
014749	09/02/14 AUGUST/14	ACCT #903240047015 VOL FIRE MEMBERSHIP DUES-AUG	320.00 320.00	A/P	OUT-STD	
014750	09/02/14 AUGUST/14	ACCT 8025-280 LOCAL 770 UNION DUES-AUG/14	854.69 854.69	A/P	OUT-STD	
014751	09/02/14 AUGUST/14	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS-AUG/14	540.00 540.00	A/P	OUT-STD	
014752	09/02/14 AUGUST/14	CIBC MELLON GLOBAL SECURITIES NBMF0 GG-MUNCIPALPLAN-AUG/14	18140.30 18140.30	A/P	OUT-STD	
014753	09/02/14 AUGUST/14	GREAT WEST LIFE EMPLOYEE DEDUCTIONS-AUG/14	369.24 369.24	A/P	OUT-STD	
014754	09/02/14 AUGUST/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-AUG/14	362.00 362.00	A/P	OUT-STD	
014755	09/02/14 AUGUST/14	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS-AUG/14	60.00 60.00	A/P	OUT-STD	
014756	09/04/14 56268549	AIR LIQUIDE CANADA TS-SHOP-CYLINDER GAS	96.14 96.14	A/P	OUT-STD	
014757	09/04/14 PAYROLL RESO	BORDER AREA COMMUNITY ARENA GG-GRANT-PAYROLL RESOLUTION	191.05 191.05	A/P	OUT-STD	
014758	09/04/14 108635	BRIGGS PLUMBING INC. RC-PARKS-BRUSH 3/4",ABS 1 1/2	7.91 7.91	A/P	OUT-STD	
014759	09/04/14 1455327 1456375	BRUNSWICK NEWS INC GG-CIVIC-FESTIVAL PS-FIRE-FESTIVAL	192.10 175.15 367.25	A/P	OUT-STD	
014760	09/04/14 8000228171	CANADIAN SPRINGS GG-TOWN-WATER	11.72			

Town of St. Stephen
BNK 1 General Bank Account
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Number	Issued	Recipient	Amount	SC	Status	StatDate
	9912614963	RC-MILLPOOL-WATER	103.68			
			115.40	A/P	OUT-STD	
014761	09/04/14 2878	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANITORIAL-JULY	135.60			
			135.60	A/P	OUT-STD	
014762	09/04/14 AUGUST21/14*	DOW JENNIFER RC-HORT-YEAR END STAFF LUNCH	203.00			
			203.00	A/P	OUT-STD	
014763	09/04/14 910913	FERO WASTE & RECYCLING INC. GG-TOWN-GARBAGE COLLECTION	4917.50			
			4917.50	A/P	OUT-STD	
014764	09/04/14 568	FRANK G GODSOE CHARTERED ACCOUNTANT GG-TOWNHALL-RECEPTION SUPPORT	1385.95			
			1385.95	A/P	OUT-STD	
014765	09/04/14 14-127	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-AUG 10-23 FEE,	1290.46			
			1290.46	A/P	OUT-STD	
014766	09/04/14 723879 JUN,JUL,AUG	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL TS-ST5-INTEREST	1732.34 173.88			
			1906.22	A/P	OUT-STD	
014767	09/04/14 5220539	KONICA MINOLTA GG-TOWN HALL-COPIER LEASE-SEP	129.00			
			129.00	A/P	OUT-STD	
014768	09/04/14 323745	LASTING LEGACY CARPENTRY RC-MILLPOOL-MOLD AND MATERIAL	502.85			
			502.85	A/P	OUT-STD	
014769	09/04/14 2014-364	LIFESAVING SOCIETY - NB Branch RC-MILLPOOL-BRONZE STAR-PASSES	36.00			
			36.00	A/P	OUT-STD	
014770	09/04/14 14-128	MANZER YOUNG PS-BYLAW-AUG 20-23 FEE	395.50			
			395.50	A/P	OUT-STD	
014771	09/04/14 IN00246302	MARITIME COFFEE SERVICE PS-FIRE-KITCHEN SUPPLIES	60.50			
			60.50	A/P	OUT-STD	
014772	09/04/14 6162	MAYFIELD GARDENS & LANDSCAPE RC-HORT-FLOWERS&SUPPLIES	540.95			
			540.95	A/P	OUT-STD	
014773	09/04/14 40022184	MINISTER OF FINANCE PS-FIRE-RADIO COMMUNICATIONS-J	200.64			
			200.64	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
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CHEQUE REGISTER

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Number	Issued	Recipient	Amount	SC	Status	StatDate
014776	09/04/14	N. B. ELECTRIC POWER				
	10126106AUG14	TS-KINGSTSCHOOL-XING LIGHTS	24.13			
	17915909AUG14	RC-POOL-SCHOOL ST	118.58			
	17935200AUG14	TS-KING/UNIONST-TRAFFIC LIGHTS	36.65			
	17949909AUG14	GG-OLDTOWNHALL-ELECTRICITY	93.40			
	18169205AUG14	RC-POOL-MILL LANE	2526.99			
	18988703AUG14	TS/PS-199UNIONST-ELECTRICITY	1274.67			
	216030308AUG14	TS-ST5-AREA LIGHTS	10699.65			
	50660140AUG14	RC-PARKS-ROTARY CHANGING ROOMS	24.13			
	54187672AUG14	TS-KING/QUEEN-TRAFFIC LIGHTS	35.67			
	54253127AUG14	CC-BUILDING-ELECTICITY	1761.79			
	54653258AUG14	TS-KING/SUPERSTORE-TRAFFIC LIG	54.87			
	55160607AUG14	RC-COTTONMILL-LIGHTS	45.13			
	55471834AUG14	TS/PS-220UNIONST-ELECTRICITY	168.79			
	55917471AUG14	TS-ST5-WATERFRONT LIGHTS	106.48			
	57579341AUG14	CB-EMPTYSTORE/HAIRDRESSER-ELEC	443.66			
	57955755AUG14	CB-ACTHEAT/HOUSE-ELECTRICITY	365.30			
	57955773AUG14	CB-PHARMACY/BIGAREA-ELECTRICIT	157.67			
	57955782AUG14	CB-FORMERCCT-ELECTRICITY	64.47			
	57955791AUG14	CB-UPSTAIRSOFFICE-ELECTRICITY	86.73			
	57955808AUG14	CB-ACUNTANDHOUSE-ELECTRICITY	57.51			
	57955826AUG14	CB-SELFCONTAINEDLIGHT-ELECTRIC	99.20			
	71315207AUG14	PS-RCMP-ELECTRICITY	980.49			
	72924306AUG14	RC-PARKS-BANDSTAND	38.04			
	73006038AUG14	RC-LIBRARY-ELECTRICITY	913.41			
	82122207AUG14	RC-PARKS-BASKETBALL COURT	49.44			
	83278804AUG14	TS-ST5-PARKS SHED	25.65			
	84960501AUG14	RC-PARKS-RIVERSIDE DR LIGHTS	24.13			
			20276.63	A/P	OUT-STD	
014777	09/04/14	O'CONNELL MIKE				
	JULY31/14	RC-RECDIR-JULY MILEAGE	354.40			
			354.40	A/P	OUT-STD	
014778	09/04/14	PITNEY WORKS				
	AUG 13/14*	GG/PS-TOWN POSTAGE METER REFIL	362.67			
	JULY 13/14	GG-POSTAGE METER-FINANCE CHARG	15.00			
			377.67	A/P	OUT-STD	
014779	09/04/14	SHANNON MICHAEL				
	WEEK36/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK36/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014780	09/04/14	SOURCE ONE SUPPLIES				
	6609	RC-MILLPOOL-BOL-GENIE,BATH TIS	62.78			
			62.78	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014962

CHEQUE REGISTER

Printed: 10:00, Oct 09/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
014781	09/04/14 WEEK36/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-SEP 6-12	209.30 209.30	A/P	OUT-STD	
014782	09/04/14 WEEK36/14	PAYROLL TRANSFER GG-TRANSFER-AUG 22-SEPT 04/14	97894.90 97894.90	A/P	OUT-STD	
014783	09/04/14 WEEK36/14*	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-AUG 22-SEPT 04	25661.08 25661.08	A/P	OUT-STD	
014784	09/05/14 SEP04/14	KINGSLEY BAILEY GG-CIVIC-SCULPTURE NB BBQ SUPP	475.00 475.00	A/P	OUT-STD	
014786	09/11/14	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI21903	TS-#5-MUDFLAPS	18.89			
	SI21926	RC-LAWN MOWERS-OIL FILTERS,AIR	150.36			
	SI21956	TS-#20-SEAL,HUB-DRIV,ROCKWELL	417.49			
	SI21981*	RC-PARKS0AIR FILTERS,OIL FILTE	294.41			
	SI21984	TS-#5-LAMP-4' LED ST, FILTER	118.03			
	SI22052	TS-SHOP-1-1/2 RUBBER C	5.63			
	SI22054	RC-PARKS-LAWN MOWER BLADES	91.65			
	SI22056	PS-#201,#203-OIL, FILTERS	634.40			
	SI22057	PS-#201-OIL FILTER,24" HOSE	69.77			
	SI22060	TS-#5-LAMP-RECT LICE	10.68			
	SI22066	RC-PARKS-LAWN MOWER BLADES	91.65			
	SI22084	PS-#203- OIL FILTERS, WATER FI	53.30			
	SI22085	TS-SHOP-FILTER	23.96			
	SI22125	PS-#201-BATTERY STUD, CABLE AS	184.82			
	SI22166	PS-#203-WIPER BLADES	40.86			
	SI22219	PS-#203-SI22166	116.44			
	SI22235*	TS-#6-OIL FILTER, FILTER	127.44			
	SI22245	PS-#203-WIPER BLADES	25.13			
	SI22289	TS-#5-SWIVEL NUT ELB,CRIMP FIT	120.98			
		2595.89		A/P	OUT-STD	
014791	09/11/14	CREIGHTON-CARTER LTD.				
	961-346877	RC-MILLPOOL-SAND	14.78			
	961-346953	TS-#21-HYDRAULIC HOSES	71.22			
	961-347123	RC-MILLPOOL-SAND	14.78			
	961-347177	TS-SHOP-FITTING	6.46			
	961-347273	TS-SHOP-T-SHIRT WIPERS	26.07			
	961-347388	TS-#22-ADAPTER 6FJ-CAP	9.97			
	961-347456	RC-MILLPOOL-SAND	14.78			
	961-347633	TS-SHOP-UAP NAPA-BULK	15.53			

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	961-347666	TS-#5-ADAPTER	13.54			
	961-347749	TS-#22-HYDRAULIC HOSE, FITTING	87.12			
	961-347907	TS-#21-BELT	20.70			
	961-347918	TS-SHOP-ANTIFREEZE	3.94			
	961-348565	TS-#11-HYDRAULIC HOSE, COUPLING	167.97			
	961-348594	TS-#2-IDLER PULLEY	57.14			
	961-348896	TS-SHOP-600 AMP CLAMPS	20.78			
	961-348986	TS-#11-HYD HOSE, INST FIT END	61.35			
	961-349009	TS-#20-MUD FLAP	48.07			
	961-349137	TS-SHOP-HOSE CLAMP	94.47			
	961-349145	RC-#304-BRAKE ROTOR, OIL FILTER	171.72			
	961-349307	TS-SHOP-14 ALU. PIPE WR, SLOTTE	144.87			
	961-349316	TS-SHOP-FUEL FILTERS, ROBERTSON	27.55			
	961-349387	TS-SHOP-HOSE CLAMP	40.23			
	961-349418	TS-SHOP-OIL ABSORBANT	26.26			
	961-349642	TS-SHOP-SOLID WIRE-12LB	35.38			
	961-349845	TS-SHOP-BATTERY CHARGER	338.99			
	961-349976	TS-SHOP-NON-DETERGENT 30, OIL	87.77			
	961-350026	TS-#2-WATER PUMP	62.91			
	961-350080	TS-#306-IDLER ARM ASSY	74.22			
	961-350086	TS-#2-A/C COMP BY-PASS PULLEY	54.24			
	961-350100	TS-#306-WIPER BLADE	12.20			
	961-350131	PS-ANTIQUÉ FORD-BATTERY	172.31			
	961-350137	TS-#2-01-635. CORE DEPOSIT	-129.94			
	961-350140	TS-#12-BRAKE PADS, TIE ROD END	184.83			
	961-350144	TS-SHOP-STAR SOCKET, T55 SOCKE	31.82			
	961-350296	TS-SHOP-COULPERS	35.29			
	961-350299	TS-SHOP-AIR TOOL LUBRICANT	7.67			
	961-350482	TS-SHOP-LUCITE THINNER	112.42			
	961-350500	TS-SHOP-4-3 8 OCT. LKNT SCKT	49.93			
	961-350526	TS-STS-TRAILER-GREASE CAP	6.72			
	961-350539	TS-SHOP-TORX SOCKET SET	141.24			
	961-350759	TS-SHOP-T-SHIRT WIPERS	26.07			
	961-351025	PS-#201-HYD. HOSE, HYD FITTING	33.39			
	961-351057	PS-#201-HYDRAULIC HOSES	34.96			
	961-351108	TS-SHOP-FITTING, ADAPTER 8MJ-PL	36.34			
	961-351263	PS-#203-BATTERY CABLES	82.49			
	961-351278	TS-#12-U-JOINTS	56.61			
	961-351323	TS-SHOP-ROUGH SERVICE LAMPS	8.37			
	961-351332	PS-#203-MICRO-V BELT	71.13			
	961-351548*	RC-#306-CENTRE LINK	47.70			
	961-351637	PS-#203-BELT	20.70			

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	961-351672	RC-#306-SWAY BAR LINK REPAIR K	10.76			
	961-351755	PS-FIRE-T-SHIRT WIPERS	26.07			
			2891.89	A/P	OUT-STD	
014792	09/11/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-134	PS-BUILDINSPECT-AUG 24-SEP 6 F	813.60			
			813.60	A/P	OUT-STD	
014793	09/11/14	MANZER YOUNG				
	14-135	PS-BYLA W-AUG 24-SEP 6 FEE	276.85			
			276.85	A/P	OUT-STD	
014794	09/11/14	MAXIMUM SOLUTIONS, INC.				
	15974	CC-SOFTWARE-SETUP, FEE, TRAINI	18671.13			
	15998	CC-MEMBERSHIP-KEY TAGS	311.50			
			18982.63	A/P	OUT-STD	
014795	09/11/14	MINISTER OF FINANCE				
	WEEK37/14	EMPLOYEE DEDUCTIONS-SEP 13-19	209.30			
			209.30	A/P	OUT-STD	
014796	09/11/14	MINISTER OF FINANCE				
	654908	CC-RINK-FIRE INSPECTION	904.00			
			904.00	A/P	OUT-STD	
014797	09/11/14	OFFICE INTERIORS				
	418892	CC-BUILDING-COAT RACK HANGERS	796.65			
			796.65	A/P	OUT-STD	
014798	09/11/14	PHIL BRIDEAU OVERHEAD DOORS				
	1112	PS-FIRE-EMERGENCY DOOR REPAIR	966.15			
			966.15	A/P	OUT-STD	
014799	09/11/14	ROBARS PORTABLE SAWMILL				
	642753	PM-WHARF-LUMBER FOR DECK REPAI	501.50			
			501.50	A/P	OUT-STD	
014800	09/11/14	SHANNON MICHAEL				
	WEEK37/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK37/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014801	09/15/14	CASH FLOAT				
	SEPTEMBER2014	CC-CASHFLOAT-START UP FLOAT	400.00			
			400.00	A/P	OUT-STD	
014802	09/16/14	AIR LIQUIDE CANADA				
	56408317	TS-SHOP-CYLINDER GAS	10.98			
			10.98	A/P	OUT-STD	
014803	09/16/14	ATLANTIC TRACTORS & EQUIPMENT LTD.				
	9010571581	TS-#3-PIN-GET,RETAINER AS	44.69			
	9010572764	TS-#13-TANK (HYD)	960.04			
			1004.73	A/P	OUT-STD	

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014804	09/16/14 01-419280-01	A TO Z RENTAL CENTRE LTD. TS-SHOP-UPPER GUIDE, UPPER SEAL.	621.84 621.84	A/P	OUT-STD	
014805	09/16/14 06336721AUG14	BELL ALIANT TS-AIRPORT-TELEPHONE	129.17 129.17	A/P	OUT-STD	
014806	09/16/14 108672 108677	BRIGGS PLUMBING INC. PM-LIBRARY-TANK TO BOWL KIT, B PS-FIRE-FLUSH REPAIR	109.84 301.13 410.97	A/P	OUT-STD	
014807	09/16/14 1462794	BRUNSWICK NEWS INC PS-FIRE-BUCKET SIT	119.90 119.90	A/P	OUT-STD	
014808	09/16/14 9912621516 9912677911 9912834301	CANADIAN SPRINGS PS-RCMP-WATER PS-FIRE-WATER GG-TOWN HALL-WATER	26.45 3.39 15.11 44.95	A/P	OUT-STD	
014809	09/16/14 9502	CHILD IDENTIFICATION PS-FIRE-CHILD ID KIT	96.05 96.05	A/P	OUT-STD	
014810	09/16/14 AUG 20/14	CPANB PS-FIRE-BULLYING AWARENESS BOO	225.00 225.00	A/P	OUT-STD	
014811	09/16/14 028-86359	CUMMINS EASTERN CANADA PS-#203-V BELT	57.70 57.70	A/P	OUT-STD	
014812	09/16/14 2013GRANT	DRAGONFLY CENTRE FOR AUTISM INC. GG-CIVIC-2013 GRANT	300.00 300.00	A/P	OUT-STD	
014813	09/16/14 950	EAST COAST AIR PM-TALKOFTHETOWN-AC REPAIR	390.90 390.90	A/P	OUT-STD	
014814	09/16/14 9180	GREENLAW'S GARAGE LTD. TS-#22-RECHARGE A/C	282.44 282.44	A/P	OUT-STD	
014815	09/16/14 134367	KEITH'S BUILDING SUPPLIES PS-FIRE-CLAMPS	22.15 22.15	A/P	OUT-STD	
014817	09/16/14 694221 752240	KENT BUILDING SUPPLIES PM-TOURISTBUREAU-GROUT SPONGE PM-TOURISTBUREAU-FLEXTRA CLEAR	4.19 56.69			

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	754099	PM-PIZZADELIGHT-JIGSAW BLADE	12.28			
	761143	RC-PARKS-MEND BRACES	47.36			
	761310	RC-PARKS-SCREWS	5.98			
	762346	PM-LIBRARY-SANDING BLOCK,DROP	17.74			
	762891	PM-LIBRARY-BATTERY,LANTERN BAT	18.89			
	762930	PM-LIBRARY-STAIN BRUSH SET,PAI	62.69			
	763387	PM-LIBRARY-DUST CONTROL COMPOU	16.44			
	763583	TS-SHOP-2X4X96" STUD,PLYWOOD	197.47			
	763669	PM-LIBRARY-PLYWOOD,PAINT	30.42			
	764005	TS-SHOP-KEYS	5.65			
	765060	TS-SHOP-SCRWS,2X4X96"STLD	69.04			
	765146	PS-FIRE-PAIS	10.49			
	765913	TS-SHOP-SCREWS	32.57			
	766131	PS-FIRE-STRAPPING,SCREWS	34.23			
	766136	PS-FIRE-STRAPPING SDRY	13.12			
	767101	TS-SHOP-KEYS	5.42			
	771245	CC-RINK-AREA RUG, HOSE CLAMPS	23.28			
	771289	CC-RINK-PIPE WRENCH, MARKER, H	50.42			
	771880	CC-BUILDING-TWO GALLON SPRAYER	31.52			
	772082	CC-RINK-SCRAPERS	13.85			
			759.74	A/P	OUT-STD	
014818	09/16/14	KEY INDUSTRIES				
	7162	RC-SWIMTEAM-T-SHIRTS	426.76			
	7221	CC-PRODUCTS-SPORTS BOTTLES	788.18			
			1214.94	A/P	OUT-STD	
014819	09/16/14	KONICA MINOLTA				
	5231415	GG-TOWNHALL-COPIER LEASE-OCT	148.47			
			148.47	A/P	OUT-STD	
014820	09/16/14	MCINNES COOPER				
	2014018235	GG-LEGAL-CONTRACT	3240.34			
	2014018239	GG-LEGAL-GENERAL	163.85			
	2014018248	GG-TREASURY-AUDIT	753.71			
			4157.90	A/P	OUT-STD	
014821	09/16/14	MEGA-LAB MANUFACTURING CO. LTD.				
	133522	TS-SHOP-MEGALUBE WP GREASE	247.47			
			247.47	A/P	OUT-STD	
014822	09/16/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16992	TS-SHOP-ANGLE IRON,SCH. 40 PIP	71.61			
			71.61	A/P	OUT-STD	
014823	09/16/14	MINISTER OF FINANCE				
	WEEK38/14	EMPLOYEE DEDUCTIONS-SEP 20-26	209.30			
			209.30	A/P	OUT-STD	

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014824	09/16/14	MINISTER OF FINANCE				
	11368891AUG14	GG/CC-TOWNHALL-TELEPHONES	1325.91			
	11378668AUG14	PS/TS-199UNIONST-TELEPHONES	353.05			
	11395944AUG14	TS/PS-199UNIONST-TELEPHONES	896.56			
	15772965AUG14	RC-REC/POOLS-TELEPHONES	347.38			
	46435731AUG14	RC-PARKS-CHOC PARK CAMERAS	77.91			
			3000.81	A/P	OUT-STD	
014826	09/16/14	N. B. ELECTRIC POWER				
	18169205SEP14	RC-POOL-MILL LANE	2502.36			
	18988703SEP14	TS/PS-199UNIONST-ELECTRICITY	1358.45			
	19051703SEP14	TS-AIRPORT-ELECTRICITY	142.41			
	19051801SEP14	TS-AIRPORT-ELECTRICITY	43.88			
	216030308SEP14	TS-ST5-AREA LIGHTS	10860.14			
	55160607SEP14	RC-COTTONMILL-LIGHTS	49.01			
	55471834SEP14	TS/PS-220UNIONST-ELECTRICTY	149.07			
	57955826SEP14	CB-SELFCONTAINEDLIGHT-ELECTRIC	100.69			
	71315207SEP14	PS-RCMP-ELECTRICITY	1137.38			
	72924306SEP14	RC-PARKS-BANDSTAND	44.58			
	82122207SEP14	RC-PARKS-BASKETBALL COURT	47.68			
	83278804SEP14	TS-ST5-PARKS SHED	24.76			
	84960501SEP14	RC-PARKS-RIVERSIDE DR LIGHTS	24.63			
			16485.04	A/P	OUT-STD	
014827	09/16/14	NATALIE REID				
	DECEMBER23/13	CC-CIVICNTRE-KITCHEN SUPPLIES	8.48			
			8.48	A/P	OUT-STD	
014828	09/16/14	ORCHARD'S PAINT & PAPER LTD.				
	25908	PM-LIBRARY-PAINT,ROLLER	88.06			
	25922	PM-LIBRARY-PAINT	109.50			
			197.56	A/P	OUT-STD	
014829	09/16/14	ORR ELECTRIC & ALARM LTD.				
	1497	PM-LIBRARY-REPLACED TIMER AND	186.51			
			186.51	A/P	OUT-STD	
014830	09/16/14	RICHWIL TRUCK CENTRE LTD.				
	107001	TS-320-BELT	45.97			
	107029	TS-#20-SEAL	90.24			
	107086	TS-#5-MOTOR	483.50			
	107123	TS-#5-HEADER	468.63			
	107145	TS-#5-TUBES	298.16			
	107167	TS-#5-FITTINGS	45.83			
	107210	TS-#5-TUBES	194.36			
	107212	TS-#5-FITTING	34.22			
	107226	TS-#5-FITTINGS	207.20			

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	CM105540	TS-#5-HEADER	-411.65			
	CM106247	TS#20-TANK	-468.33			
			988.13	A/P	OUT-STD	
014831	09/16/14	SAKO INDUSTRIAL SUPPLY				
	11696	PS-FIRE-CITRA BLAST,EASY FILL,	293.80			
			293.80	A/P	OUT-STD	
014832	09/16/14	SHANNON MICHAEL				
	AUGUST/14	PS-ANMLCNTRL-KENNEL FEE-AUG	113.00			
	WEEK38/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK38/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			478.44	A/P	OUT-STD	
014833	09/16/14	SOUTHERN SANITATION LTD.				
	151514	PM-AIRPORT-GARBAGE COLLECTION	32.21			
			32.21	A/P	OUT-STD	
014834	09/16/14	ST. CROIX PRINTING & PUBLISHING COM				
	20880	PS-FIRE-BOOKMARKS	205.83			
			205.83	A/P	OUT-STD	
014835	09/16/14	ST. CROIX INTERNATIONAL QUILTERS				
	GRANT 2014	GG-CIVIC-2014 GRANT	100.00			
			100.00	A/P	OUT-STD	
014837	09/16/14	STATIONERY PLUS				
	337064	CC-OFFICE-TONER, FOLD BACK CLI	108.47			
	337244	CC-OFFICE-BATTERY, LAB. REMOV.	26.16			
	337270	GG-TOWNHALL-POST-IT,FOLD BACK	22.29			
	337276	GG-TOWNHALL-BINDING CASE	12.71			
	337514	TS-SHOP-INK COMPS	39.14			
	337520	PS-FIRE-PUNCH 1 HOLE,PENS,MARK	71.92			
	337530	CC-GENMAN-PORTFOLIOS, HILITERS	27.49			
	337531	CC-GENMAN-PENS	17.49			
	337679	GG-A/P-HANG FOLD, PENS	12.36			
	337681	GG-HR/OM-PLANNER ACAD.WKLY	4.06			
	337686	GG-TOWN HALL-STOR. BOXES	14.20			
	337755	GG-TOWN HALL-POST ITS	5.63			
	337924	PS-FIRE-VACATION PLANNER	16.71			
	338006	PS-FIRE-VACATION PLANNER	33.43			
	338118	RC-PARKS-TAPE,MARKERS,PAPER	27.58			
	338299	RC-PARKS-MARKERS,POST BRD.	4.02			
			443.66	A/P	OUT-STD	
014838	09/16/14	STUARTS CANDY & CARDS				
	8532	PM-AIRPORT-CANADIAN FLAGS,US F	248.55			
			248.55	A/P	OUT-STD	
014839	09/16/14	UNIVERSAL TRUCK AND TRAILER				

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	96928W	PS-#203-V RIB BELT	89.28			
			89.28	A/P	OUT-STD	
014840	09/16/14 20261	VAUGHN MCINTYRE CONSULTING CC-CENTRE-MARKETING CONSULTANT	1695.00			
			1695.00	A/P	OUT-STD	
014841	09/16/14 14-8823009	YELLOW PAGES GROUP GG-CIVIC-911 LISTING-AUG	9.32			
			9.32	A/P	OUT-STD	
014842	09/16/14 0160040504 32291102	ZEE MEDICAL CANADA CORP. TS-SHOP-FIRST AID SUPPLIES PS-FIRE-REPLACEMENT VALVES	382.66 84.94			
			467.60	A/P	OUT-STD	
014843	09/16/14 143335	IRVING ENERGY DISTRIBUTION AND MARK TS-STS-DIESEL	1456.85			
			1456.85	A/P	OUT-STD	
014844	09/23/14 77256	ALL GAS TANKS RC-PARKS-SPARK PLUGS	9.83			
			9.83	A/P	OUT-STD	
014845	09/23/14 4327	A ONE PUMPING SERVICE LTD. RC-R.WILSON FIELD-FLUSH REPAIR	288.15			
			288.15	A/P	OUT-STD	
014846	09/23/14 248331	ARMSTRONG'S COMMUNICATION LTD. RC-MILLPOOL-ALARM SYSTEM MONIT	94.92			
			94.92	A/P	OUT-STD	
014847	09/23/14 1464889	BRUNSWICK NEWS INC PS-FIRE-BUCKET SIT	183.18			
			183.18	A/P	OUT-STD	
014848	09/23/14 8000350006	CANADIAN SPRINGS GG-TOWN HALL-WATER	19.03			
			19.03	A/P	OUT-STD	
014849	09/23/14 14838-9299	CARQUEST TS-SHOP-HALF MASK KIT	60.90			
			60.90	A/P	OUT-STD	
014850	09/23/14 EMT-5089	CREATIVE SERVICES CC-BUILDING-LED CHANNEL LETTER	10360.22			
			10360.22	A/P	OUT-STD	
014851	09/23/14 24429	DOWNEY'S SALES & SERVICE PS-#200-CONNECTOR,EXHAUST GAS	437.30			
			437.30	A/P	OUT-STD	
014852	09/23/14 111384	DYNAMIC ONLINE MARKETING CORP. PS-FIRE-FIRE PREVENTION MATERI	1740.20			
			1740.20	A/P	OUT-STD	

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014853	09/23/14 IN135560	FIRE SAFETY CANADA PS-FIRE-FIRE PREVENTION WEEK K	3055.88 3055.88			
				A/P	OUT-STD	
014854	09/23/14 16152	FRONTLINE OUTFITTERS PS-FIRE-GLOVES	344.16 344.16			
				A/P	OUT-STD	
014855	09/23/14 8375 8376 8377	G. LEBLANC FIRE TRUCK REPAIR LTD. PS-#3-PUMP CAPACITY TEST PS-#1-PUMP CAPACITY TEST PS-#202-PUMP CAPACITY TEST	370.41 370.41 370.41 1111.23			
				A/P	OUT-STD	
014856	09/23/14 5177202-00	GRAYBAR CANADA PS-FIRE-TWISTLOCK PLUGS	392.74 392.74			
				A/P	OUT-STD	
014857	09/23/14 SEP16/14 CRE SEPT16/14	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-SEP24-OCT23-DIV 1 GG-PREMIUMS-SEP24-OCT23-DIV 1	-669.64 1759.03 1089.39			
				A/P	OUT-STD	
014858	09/23/14 684112* 684171 684179 684194 684210 684217 684243	GULLISON'S COURIER SERVICE TS-SHOP-TO TOWN FR/RICHWIL TS-SHOP-TO TOWN FR/ CASE EQUIP TS-SHOP-TO TOWN FR/ CASE EQUIP TS-SHOP-TO TOWN FR/ RICHWIL TS-SHOP-TO TOWN FR A TO Z RENT TS-SHOP-TO TOWN FR CASE EQUIP TS-SHOP-TO TOWN FR RICHWIL	56.50 28.25 28.25 39.55 28.25 56.50 33.90 271.20			
				A/P	OUT-STD	
014859	09/23/14 745744 760825 768802 769439 769797 769823 771464 772491 772619 772639 773016	KENT BUILDING SUPPLIES TS-WHARF-GARBAGE BAGS TS-WHARF-LUMBER,CABLE,BOLTS TS-WHARF-MASKING TAPE,RAGS, VA RC-SCHOOL POOL-PLYWOOD, SCREWS TS-WHARF-STEEL DECK PAINT TS-WHARF-PAIL,MINERAL SPIRITS TS-SHOP-PLYWOOD,FULI ZN TS-WHARF-WASHERS,NUTS,HEX RC-PARKS-REPAIR COUPLING RC-PARKS-COUPLING KIT,SHUT OFF RC-PARKS-STAIN BRUSHES	14.70 47.70 108.19 192.96 88.25 23.09 36.92 3.36 3.14 40.10 23.10 581.51			
				A/P	OUT-STD	
014860	09/23/14 230451503	KONICA MINOLTA BUSINESS SOLUTIONS (GG-TOWNHALL-COPIER CHARGES-AUG	221.27 221.27			
				A/P	OUT-STD	

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014861	09/23/14 5254394	KONICA MINOLTA GG-TOWN-COPIER LEASE-OCT	128.69 128.69	A/P	OUT-STD	
014862	09/23/14 2014-388	LIFESAVING SOCIETY - NB Branch RC-MILLPOOL-BRONZE MEDALS	90.40 90.40	A/P	OUT-STD	
014863	09/23/14 SEP22/14 SEP22/14* SEP22/14CRE	MEDAVIE BLUE CROSS GG-OCTHEALTH&DENTAL-MANAGEMENT GG-OCTHEALTH&DENTAL-UNION GG-OCTHEALTH&DENTAL-UNION	5633.76 7663.97 -553.43 12744.30	A/P	OUT-STD	
014864	09/23/14 133920	MEGA-LAB MANUFACTURING CO. LTD. PS-FIRE-CASE OF 3P (A)	212.44 212.44	A/P	OUT-STD	
014865	09/23/14 16911	MILLTOWN MACHINE & FABRICATION LTD. TS-WHARF-WORK ON HANDRAILS	1172.04 1172.04	A/P	OUT-STD	
014866	09/23/14 WEEK39/14	MINISTER OF FINANCE EMPLOYEEDEDUCTIONS-SEP 27-OCT3	209.30 209.30	A/P	OUT-STD	
014867	09/23/14 313585	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN HALL-FLOOR MATS	93.70 93.70	A/P	OUT-STD	
014868	09/23/14 1530	ORR ELECTRIC & ALARM LTD. RC-PARKS-FOUNTAIN REPAIR	107.61 107.61	A/P	OUT-STD	
014869	09/23/14 WEEK38/14	PAYROLL TRANSFER GG-TRANSFER-SEPT 5-18/14	49883.00 49883.00	A/P	OUT-STD	
014870	09/23/14 WEEK38/14	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-SEPT 5-18/14	25220.54 25220.54	A/P	OUT-STD	
014871	09/23/14 159491-160033	REGIONAL SERVICE COMMISSION 10 GG-TOWN-REGIONAL LANDFILL CONT	6927.00 6927.00	A/P	OUT-STD	
014872	09/23/14 WEEK39/14 WEEK39/14*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
014873	09/23/14 5337 6457	SOURCE ONE SUPPLIES RC-PARKS-GARBAGE BAGS PS-FIRE-GARBAGE BAGS	26.45 21.76 48.21	A/P	OUT-STD	

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014874	09/23/14 1902431	SOURCE ATLANTIC TS-ST5-WATER HOSES,ALUM.,PUNCH	281.29 281.29	A/P	OUT-STD	
014875	09/23/14 088611 088738 088767 088780 088809 088811	ST. CROIX PRINTING & PUBLISHING COM GG-CIVIC-INTERNATIONAL FESTIVA GG-CIVIC-HR/OM JOB A8 AD GG-CIVIC-CIVIC CENTER LIFE GUAR PM-TOWN-SALE OF SURPLUS PROPER PM-TOWN-SALE SURPLUS PROPERTY GG-CIVIC-CIVIC CENTER COSTODIA	190.97 114.85 146.18 86.67 104.41 141.70 784.78	A/P	OUT-STD	
014876	09/23/14 08/21/14	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN Grant for Donations	1320.00 1320.00	A/P	OUT-STD	
014877	09/23/14 0160040567	ZEB MEDICAL CANADA CORP. PS-FIRE-NON-REBREATHING O2 MAS	162.30 162.30	A/P	OUT-STD	
014878	09/23/14 SEP16/14*	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-SEP24-OCT23-DIV 2	1166.87 1166.87	A/P	OUT-STD	
014880	09/24/14 54121 731204	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL TS-ST5-GAS	951.27 4958.07 5909.34	A/P	OUT-STD	
014882	09/24/14 10126106SEP14 17915909SEP14 17935200SEP14 50660140SEP14 54187672SEP14 54253127SEP14 54653258SEP14 55917471SEP14 57579341SEP14 57955755SEP14 57955773SEP14 57955782SEP14 57955791SEP14 57955808SEP14* 73006038SEP14	N. B. ELECTRIC POWER TS-KINGST SCHOOL-XING LIGHTS RC-POOL-SCHOOL ST TS-KING/UNIONST-TRAFFIC LIGHTS RC-PARKS-ROTARY CHANGING ROOM TS-KING/QUEEN-TRAFFIC LIGHTS CC-BUILDING-ELECTRICITY TS-KING/SUPERSTORE-TRAFFIC LIG TS-ST5-WATERFRONT LIGHTS CB-EMPTYSTORE/HAIRDRESSER-ELEC CB-ACHEAT-HOUSE-ELECTRICITY CB-PHARMACY/BIGAREA-ELECTRICIT CB-FORMERCCT-ELECTRICITY CB-UPSTAIRSOFFICE-ELECTRICITY CB-ACUNIT&HOUSE-ELECTRICITY RC-LIBRARY-ELECTRICITY	24.13 69.89 35.39 24.26 34.42 4214.19 51.11 110.65 382.18 302.70 135.41 64.75 89.78 40.82 868.52 6448.20	A/P	OUT-STD	
014883	09/24/14	PITNEY WORKS		A/P	OUT-STD	

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	SEPT14/14	GG/RC-TOWNHALL-POSTAGE REFILL	253.80			
			253.80	A/P	OUT-STD	
014884	09/24/14	SAM BACKMAN				
	AUG27/14	RC-MILLPOOL-SWIM TEAM MEET	775.12			
			775.12	A/P	OUT-STD	
014885	09/24/14	CHARLOTTE EDDY-LLOYD				
	SEP17/14	RC-SWIMTEAM-SWEATSHIRTS	1773.59			
			1773.59	A/P	OUT-STD	
014886	09/24/14	PETTY CASH				
	AUG12/14	CC-CIVICCENTRE-REGISTERED LETT	11.30			
	AUG18/14	TS-ST5-VEHICLE STICKER REPLACE	20.00			
	AUG19/14	GG-TOWNHALL-KITCHEN SUPPLIES	23.77			
	AUG25/14	GG-TOWNHALL-KITCHEN SUPPLIES	14.66			
	AUG28/14	PS-BUILDINSPECT-REGISTERED LET	24.92			
	AUGUST01/13	PS-BUILDINSPECT-REGISTERED LET	12.20			
	AUGUST05/14	GG-CIVIC-REQUESTED BROCHURES M	12.89			
			119.74	A/P	OUT-STD	
014887	09/30/14	ACCT #903240047015				
	SEPTEMBER/14	VOL FIREMEMBERSHIP DUES-SEP/14	310.00			
			310.00	A/P	OUT-STD	
014888	09/30/14	ACCT 8025-280				
	SEPTEMBER/14	LOCAL 770 UNION DUES-SEP/14	884.54			
			884.54	A/P	OUT-STD	
014889	09/30/14	BAYVIEW CREDIT UNION				
	SEPTEMBER/14	EMPLOYEE DEDUCTIONS-SEP/14	540.00			
			540.00	A/P	OUT-STD	
014890	09/30/14	BELL ALIANT				
	47424130AUG14	CC-BUILDING-LANDLINE PHONES	111.37			
			111.37	A/P	OUT-STD	
014892	09/30/14	BELL MOBILITY INC.				
	523889487APR14	GG-COUNCIL-TABLETS	226.69			
	523889487APRA	RC-HORT-CELL	-54.11			
	523889487APRB	CC-OPSMAN-CELL	-490.74			
	523889487APRC	PS-FIRE-RESCUE TRUCK	-112.49			
	523889487APRD	RC-PARKS-CELL	-476.22			
	523889487APRE	TS-AIRPORT-CELL	-112.49			
	523889487APRF	PS-FIRE-FIRE CHIEF CELL	-498.11			
	523889487APRG	TS-ST5-CALL OUT CELL	-112.49			
	523889487APRH	TS-DIROPOPS-CELL	-503.73			
	523889487APRI	CC-GENMAN-CELL	-502.20			
	523889487APRJ	RC-RECDIR-CELL	-503.73			
	523889487AUG14	PS/CC/TS/RC/GG-CELL&TABLETS	1049.16			

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	523889487JUL14	RC/CC/PS/TS/COUNCIL-CELLS,TABL	996.06			
	523889487JUN14	TS/PS/CC/PM/RC-CELL PHONE CHAR	1145.37			
	523889487MAY14	GG/RC/PS/CC/TS-CELL PHONE/TABL	1102.37			
	523889487SEP14	RC/CC/TS/PS/GG-CELL PHONE CHAR	939.45			
			2092.79	A/P	OUT-STD	
014893	09/30/14	BORDER AREA COMMUNITY ARENA				
	56408317AIRLIQ	RC-AIRLIQUIDE-INV #56408317	94.80			
			94.80	A/P	OUT-STD	
014894	09/30/14	CALDWELL LESLIE				
	SEPT 05,2014	CC-RINK-ACE BANNER INSTALLED	275.00			
			275.00	A/P	OUT-STD	
014895	09/30/14	CIBC MELLON GLOBAL SECURITIES NBMFO				
	SEPTEMBER/14	GG-MUNICIPALPLAN-SEP/14	17799.28			
			17799.28	A/P	OUT-STD	
014896	09/30/14	FRANK G GODSOE CHARTERED ACCOUNTANT				
	559	GG-TREASURY-ACCOUNTING SUPPORT	167.81			
	564	GG-TREASURY-ACCOUNTING SUPPORT	192.67			
	565	GG-TREASURY-ACCOUNTING SUPPORT	93.23			
	575	GG-TREASURY-ACCOUNTING SUPPORT	633.93			
	578	GG-TREASURY-ACCOUNTING SUPPORT	1124.92			
	582	GG-TREASURY-ACCOUNTING SUPPORT	1945.30			
	587	GG-TREASURY-ACCOUNTING SUPPORT	1137.35			
	588	GG-TREASURY-ACCOUNTING SUPPORT	1227.46			
	593	GG-TREASURY-ACCOUNTING SUPPORT	279.68			
	594	GG-TOWNHALL-RECEPTION SLPPORT	855.18			
			7657.53	A/P	OUT-STD	
014897	09/30/14	FUNDY BUILDING INSPECTION & DRAFTIN				
	14-142	PS-BUILDINSPECT-SEPT7-20 FEB	1819.30			
			1819.30	A/P	OUT-STD	
014898	09/30/14	GREAT WEST LIFE				
	SEPTEMBER/14	EMPLOYEE DEDUCTIONS-SEP/14	369.24			
			369.24	A/P	OUT-STD	
014899	09/30/14	IRVING ENERGY DISTRIBUTION AND MARK				
	233989	TS-ST5-DIESEL	550.11			
			550.11	A/P	OUT-STD	
014900	09/30/14	LAVIOLETTE, GEORGE				
	JUL-SEP/14	TS-AIRPORT-ATTENDANT SERVICES	1457.50			
			1457.50	A/P	OUT-STD	
014901	09/30/14	MANZER YOUNG				
	14-141	PS-BYLAW-SEP7-13 FEE	39.55			
			39.55	A/P	OUT-STD	
014902	09/30/14	MINISTER OF FINANCE				

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	SEPTEMBER/14	EMPLOYEE DEDUCTIONS-SEP/14	362.00			
			362.00	A/P	OUT-STD	
014903	09/30/14	O'CONNELL MIKE				
	SEPT15/14	RC-RECDIR-CLOTHING ALLOW	135.58			
	SEPT15/14*	RC-RECDIR-RECREATION NB MEETIN	385.06			
			520.64	A/P	OUT-STD	
014904	09/30/14	RICHARDSON JEFF				
	SEPT15/14	PS-FIRE-FIRE HALL BEDDING	221.99			
			221.99	A/P	OUT-STD	
014905	09/30/14	SHANNON MICHAEL				
	WEEK40/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK40/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014906	09/30/14	ST. STEPHEN UTILITY DEPT.				
	SEPTEMBER/14	EMPLOYEE DEDUCTIONS-SEP/14	60.00			
			60.00	A/P	OUT-STD	
014908	09/30/14	MINISTER OF FINANCE				
	WEEK40/14	EMPLOYEE DEDUCTIONS-OCT 4-10	209.30			
			209.30	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$432,640.05			
		Void:	\$0.00			

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

Visa:

AUGUST 2014

John Quartermain (Extended Council Meeting Meal, Sculpture Saint
John Reception)

207.69

Total

207.69

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

SEPTEMBER 2014

Alyssa Orchard (Frances Esther Todd Scholarship, First Installment, Cheque #64)	1,700.00
Brandon Bertin (Irving Randall Todd Scholarship, First Installment, Cheque #65)	1,700.00
Total	<u><u>\$3,400.00</u></u>

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

SEPTEMBER 2014

Town of St. Stephen (Fund Transfer - Cheque #01)	56.95
Town of St. Stephen (Fund Transfer for the Purchase of Furniture and Equipment for the Garcelon Civic Center - Cheque #02)	73,479.00
Total	<u><u>\$73,535.95</u></u>

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

SEPTEMBER 2014

Frank G. Godsoe, C.A. (Civic Center Accounting and Consulting for the Month of July, 2014, Invoice #589 - Cheque #136)	2,330.63
Office Interiors (Invoice #418891 for Coat Racks, Approved by Council, Charge Back to Dora - Cheque #0137)	1,589.91
Office Interiors (Furniture and Equipment at Garcelon Civic Centre, Invoice #405106 - Cheque #1049)	74,728.14
Total	<u>\$ 78,648.68</u>

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004712	09/04/14 2-1707968	COX ELECTRONICS & COMMUNICATIONS WS-SOURCE-IPHONE CHARGER	30.51 30.51	A/P	CLEARED	09/30/14
004713	09/04/14 54096	HYPERION RESEARCH LTD. WS-SOURCE-AEROBIC SPORE COUNTS	808.97 808.97	A/P	CLEARED	09/30/14
004714	09/04/14 I0001328 I0001329 I0001330 I0001331 I0001332 I0001334 I0001335 I0001336 I0001337 I0001338 I0001339	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T	39.56 31.68 39.56 47.52 59.34 47.52 79.11 122.04 31.68 59.33 94.92 652.26	A/P	OUT-STD	
004715	09/04/14 52557428AUG14 53123617AUG14 53158875AUG14 54807440AUG14 56356048AUG14 61204006AUG14 61224002AUG14 61236008AUG14 76139807AUG14 84934906AUG14 84943406AUG14	N. B. ELECTRIC POWER SCD-218OLDBAY RD-WW TREAT PLAN SCD-ST5-DECHLORINATION CHAMBER WS-ST5-BUDD AVE LIFT STATION WS-ST5-158A MILLTOWN BLVD LIF SCD-ST5-18 RIVERSIDE DR LIFT S SCD-ST5-2-216 KING ST LIFT ST WS-ST5-358A MILLTOWN BLVD LIFT SCD-ST5-BUDD AVE LIFT STATION SCD-ST5-54 RIVERSIDE DR LIFT S SCD-ST5-658A RIVERSIDE DR LIFT WS-ST5-TODD HILL RESERVOIR	10776.53 111.62 3042.75 28.30 32.48 123.84 1060.36 286.48 63.08 128.46 146.82 15800.72	A/P	CLEARED	09/30/14
004716	09/04/14 AUG 13/14**	PITNEY WORKS GG/PS-TOWN-POSTAGE METER REFIL	1126.72 1126.72	A/P	CLEARED	09/30/14
004717	09/04/14 424760008	PUROLATOR COURIER LTD. WS-SOURCE-TO HYPERION RESEARCH	80.48 80.48	A/P	CLEARED	09/30/14
004718	09/04/14 6643	SOURCE ONE SUPPLIES WS-SOURCE-BATH TISSUE,PAPER TO	89.03 89.03	A/P	CLEARED	09/30/14
004719	09/04/14	TOM CONNICK				

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		WS-WATERTOWER-MOWING	225.00			
			225.00	A/P	CLEARED	09/30/14
004720	09/04/14 108602*	BRIGGS PLUMBING INC. WS-MAXWELLXING-WATER LEAK REPA	98.82			
			98.82	A/P	CLEARED	09/30/14
004721	09/11/14 SI21991	BAYVIEW TRUCKS AND EQUIPMENT LTD. WS-#8 & #20- OIL	213.57			
			213.57	A/P	CLEARED	09/30/14
004722	09/11/14 40473637 470470931	BRENNTAG CANADA INC. WS-SOURCE-CHLORINE GAS SCD-DISPOSAL-INV# 40467756	5686.67 -2712.00			
			2974.67	A/P	CLEARED	09/30/14
004724	09/11/14	CREIGHTON-CARTER LTD.				
	961-347180	WS-TRANS&DIST-FUEL FILTERS	4.86			
	961-349154	WS-TRANS&DIST-NAPA OIL ABSORBA	13.13			
	961-350089	WS-TRANS&DIST-ANTIFREEZE	127.91			
	961-350687	WS-#305-TOTAL ECLIPSE SEMI-LO	31.24			
	961-350750	WS-#305-BRAKE PADS,CALIPER W/	443.57			
	961-350872	WS-#305-CAB CORNER	43.67			
	961-351192	WS-#305-BUBBLE FLARE KIT	35.82			
	961-351193	WS-#305-BUBBLE NUTS,BRAKE LINE	29.70			
	961-351277	WS-#305-WHEEL NUTS	25.49			
	961-351281	WS-#305-SWAY BAR LINKS,SWAY BA	78.08			
	961-351297	WS-#305-BRAKE HOSE - REAR	28.24			
	961-351311	TS-#305-BUBBLE NUTS, HOSE LOCK	-185.15			
	961-351340	WS-#305-BUBBLE NUTS,BRKLNE ADA	13.00			
	961-351391	WS-#305-BRAKE HARDWARE, WHEEL	40.12			
	961-351400	WS-#103-HYDRAULIC HOSE, INST F	83.60			
	961-351401	WS-#305-CAB CORNER RH CLUB	158.70			
	961-351476	WS-#305-BALL JOINT	107.33			
	961-351664	WS-#305-CAB CORNER LH CLUB	158.70			
	961-351887	WS-#305-CAB CORNER	-34.07			
	961-351979	SCD-DISPOSAL-S D DRILL 6 16	35.19			
			1239.13	A/P	CLEARED	09/30/14
004725	09/11/14 7-61-14	SOUTHWEST CONCRETE & CONS LTD WS-TRANS&DIST-CRUSHED GRAVEL,G	3751.60			
			3751.60	A/P	CLEARED	09/30/14
004727	09/16/14 4047	A ONE PUMPING SERVICE LTD. SCD-DISPOSAL-HAUL 2 LOADS	291.54			
			291.54	A/P	CLEARED	09/30/14
004728	09/16/14 047472	AVENSYS SCD-DISPOSAL-ROLL OF SILICONE	473.02			
			473.02	A/P	OUT-STD	

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004729	09/16/14 2719	JAMER MATERIALS LTD. WS-TRANS&DIST-BASE	638.44 638.44	A/P	CLEARED	09/30/14
004730	09/16/14 98117	KEM CANADA MFG SCD-DISPOSAL-ENVIROTAIN	643.35 643.35	A/P	CLEARED	09/30/14
004731	09/16/14 765257 766350	KENT BUILDING SUPPLIES WS-SOURCE-LIGHT WS-TRANS&DIST-GRASS SEED	43.57 39.92 83.49	A/P	CLEARED	09/30/14
004732	09/16/14 133594	MEGA-LAB MANUFACTURING CO. LTD. SCD-DISPOSAL-DEGREASER, WINDOW	1083.22 1083.22	A/P	CLEARED	09/30/14
004733	09/16/14 10001333*	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER LAB T	122.04 122.04	A/P	OUT-STD	
004734	09/16/14 11366812AUG14 11385317AUG14 19002807AUG14	MINISTER OF FINANCE WS-SOURCE-PUMP STATION WS-TRANS&DIST-BUDD AVE SCD-DISPOSAL-OLD BAY WWTP	134.03 17.75 145.75 297.53	A/P	CLEARED	09/30/14
004735	09/16/14 36869807SEP14 50228902SEP14 52557428SEP14 53473043SEP14 61224002SEP14 61230004SEP14 76139807SEP14 82291006SEP14 84934906SEP14 84943406SEP14	N. B. ELECTRIC POWER WS-3119MAXWELLXING-BUILDING WS-MAXWELLXING-PUMPS SCD-218OLDBAYRD-WWTP WS-SOURCE-CHLORINE RESIDUAL WS-STS-358A MILLTOWN BLVD LIFT WS-MAXWELLXING-PUMPS SCD-STS-54 RIVERSIDE DR LIFT S WS-SOURCE-RESERVOIR SCD-STS-658A RIVERSIDE DR LIFT WS-STS-TODD HILL RESERVOIR	850.95 723.51 11053.06 25.23 830.13 1331.16 47.34 177.27 108.13 142.31 15289.09	A/P	CLEARED	09/30/14
004736	09/16/14 107039 107083 107211	RICHWIL TRUCK CENTRE LTD. WS-TRANS&DIST-PUMP,ALTNATOR,TE WS-TRANS&DIST-GENERATOR MOTOR WS-#8-GOVERNOR	1111.39 621.33 29.04 1761.76	A/P	CLEARED	09/30/14
004737	09/16/14 151543	SOUTHERN SANITATION LTD. WS-BUDD AVE-GARBAGE COLLECTION	115.94 115.94	A/P	OUT-STD	
004738	09/16/14	STATIONERY PLUS				

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CHEQUE REGISTER

Printed: 10:05, Oct 09/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	337185	WS/SCD-JANET-UTILITY ENVELOPES	71.70			
	337226	WS-TRANS&DIST-CALENDAR PAD	6.87			
	337228	WS-TRANS&DIST-STCIT NOTES,LABE	3.01			
	337270*	WS/SCD-TOWN HALL-POST-IT,FOLD	22.31			
	337276*	WS/SCD-TOWNHALL-BINDING CASE	12.70			
	337405	SCD-DISPOSAL-INK CARTS	29.55			
	337617	WS/SCD-TOWN HALL-PAPER UTILITY	207.47			
	337679*	WS/SCD-A/P-HANG FOLD, PENS	12.36			
	337681*	WS/SCD-HR/OM-PLANNER ACAD WKLY	4.06			
	337686*	WS/SCD-TOWN HALL- STOR. BOXES	14.21			
	337755*	WS/SCD-TOWN HALL- POST ITS	5.66			
			389.90	A/P	CLEARED	09/30/14
004739	09/23/14	ALL GAS TANKS				
	76865	WS-SOURCE-OIL MIX,FLASHLIGHT	38.30			
			38.30	A/P	OUT-STD	
004740	09/23/14	BERNARD MCFARLANE				
	JUNE 9, 2014	SCD-DISPOSAL-CONTACTOR	630.54			
			630.54	A/P	OUT-STD	
004741	09/23/14	CARQUEST				
	14838-2584	SCD-#3-CV SHAFT	-39.55			
	14838-9297	WS-#102-BWB LIM7MIXE-PUS	158.01			
			118.46	A/P	OUT-STD	
004742	09/23/14	CHAR CO CHEVROLET PONTIAC BUICK GMC				
	39702	WS-#102-CAB MOUNT CUSHION & WA	664.96			
	39713	WS-#102-SEAL	10.45			
	39720	WS-#102-RINGS	10.85			
	39722	WS-#102-SEAL	10.45			
	39725	WS-#102-RINGS	18.46			
	39761	WS-#102-SEALS	42.40			
	39779	WS-#102-BOOT KIT	48.41			
	39781	WS-#102-SEAL	75.17			
	39794	WS-#102-FLUID	31.78			
	39796	WS-#102-BOLTS	16.39			
			929.32	A/P	OUT-STD	
004743	09/23/14	CNH CAPITAL T4112				
	IN74190	WS-TRAN&DIST-ADAPTER FOR FORKS	1246.39			
			1246.39	A/P	OUT-STD	
004744	09/23/14	COX ELECTRONICS & COMMUNICATIONS				
	2-1709230	WS-SOURCE-PREMADE CABLE	11.29			
			11.29	A/P	OUT-STD	
004745	09/23/14	FULTON AUTO RECYCLERS				
	17041	WS-#102-1U-DOOR ASSEMBLY	452.00			
			452.00	A/P	OUT-STD	

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004774

CHEQUE REGISTER

Printed: 10:03, Oct 09/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
004746	09/23/14	GULLISON'S COURIER SERVICE				
	684092	WS-SOURCE-TO DOE FR/TOWN	33.90			
	684137	WS-SOURCE-TO DOE FR/TOWN	33.90			
	684177	WS-SOURCE-TO DOE LAB FR/TOWN	33.90			
	684185	WS-SOURCE-TO DOE LAB FR/TOWN	33.90			
	684236	WS-SOURCE-TO DOE LAB FR/TOWN	33.90			
			169.50	A/P	OUT-STD	
004747	09/23/14	SAINT JOHN LABORATORY SERVICES LTD.				
	724-14	SCD-DISPOSAL-WWTP TESTS	1287.07			
			1287.07	A/P	CLEARED	09/30/14
004748	09/23/14	SANSOM EQUIPMENT LTD.				
	S00-573800	WS-TRANS&DIST-PROREADER RF SYS	2480.35			
			2480.35	A/P	CLEARED	09/30/14
004749	09/23/14	SOURCE ATLANTIC				
	1902429	WS-TRANS&DIST-DRILL SET	141.25			
	1905180	WS-TRANS&DIST-CLOTHING ALLOW	99.42			
	1905181	SCD-DISPOSAL-STRIPE SOFTSHELL	72.89			
			313.56	A/P	CLEARED	09/30/14
004750	09/23/14	THE PANEL SHOP				
	746-99-58-1	SCD-DISPOSAL-FLOW MEASUREMENT	9334.59			
			9334.59	A/P	CLEARED	09/30/14
004751	09/23/14	TOTAL FALL PROTECTION				
	1218215	SCD-DISPOSAL-HARNES, WINCH, TRI	139.56			
			139.56	A/P	OUT-STD	
004752	09/23/14	TOWN OF ST. STEPHEN				
	09/20/14	Transfer to General Op Fund	82833.56			
			82833.56	A/P	OUT-STD	
004753	09/23/14	WOLSELEY MECHANICAL GROUP				
	5952781	WS-TRANS&DIST-SHUT-OFF KEY,BAL	1052.94			
			1052.94	A/P	OUT-STD	
004754	09/23/14	XYLEM CANADA COMPANY				
	35580210031	SCD-DISPOSAL-PUMP RENTAL	1236.13			
	50165621	SCD-DISPOSAL-BALL BEARING	-113.89			
			1122.24	A/P	OUT-STD	
004756	09/23/14	TOWN OF ST. STEPHEN				
	09/20/14*	Transfer to General Op Fund	55181.20			
			55181.20	A/P	OUT-STD	
004757	09/23/14	TOWN OF ST. STEPHEN				
	09/23/14	Transfer to General Op Fund	95834.60			
			95834.60	A/P	OUT-STD	
004758	09/24/14	N. B. ELECTRIC POWER				
	53123617SEP14	SCD-STS-DECHLORINATION CHAMBER	100.91			

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004774

CHEQUE REGISTER

Printed: 10:03, Oct 09/2014

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Number	Issued	Recipient	Amount	SC	Status	StatDate
	53158875SEP14	WS-STS-BUDD AVE LIFT STATION	2348.35			
	54807440SEP14	WS-STS-158A MILLTOWN BLVD LIFT	26.91			
	56356048SEP14	SCD-STS-18 RIVERSIDE DR LIFT S	28.30			
	61204006SEP14	SCL-STS-2-216 KING ST LIFT STA	158.13			
	61236008SEP14	WS-STS-BUDD AVE LIFT STATION	254.59			
			2917.19			
004759	09/24/14	PITNEY WORKS		A/P	CLEARED	09/30/14
	SEPT14/14*	WS/SCD-TOWNHALL-POSTAGE REFILL	320.01			
			320.01	A/P	OUT-STD	
004761	09/30/14	HELL MOBILITY INC.				
	523889487AP14*	WS-SOURCE-CELL PHONE CHARGES	29.75			
	523889487APRK	WS-SCADA-CELLS	-503.50			
	523889487APRL	WS-SCADA-CELLS	-503.73			
	523889487APRM	WS-SOURCE-RANDY'S CELL	-502.71			
	523889487APRN	SCD-DISPOSAL-TD'S CELL	-481.84			
	523889487APRO.	WS-TRANS&DIST-CELLS	-503.73			
	523889487APRP	WS-TRANS&DIST-CELLS	-112.49			
	523889487APRQ	WS-SOURCE-LP'S CELL	-498.63			
	523889487APRR	WS-TRANS&DIST-CELLS	-51.36			
	523889487AU14*	WS/SCD-CELL PHONE CHARGES	651.74			
	523889487JUL*	WS/SCD-CELL PHONE CHARGES	645.07			
	523889487JUNUT	WS/SCD-CELL PHONE CHARGES	660.39			
	523889487MAYUT	WS/SCD-CELL PHONE CHARGES	644.61			
	523889487SEP*	WS/SCD-CELL PHONE CHARGES	642.96			
			116.53	A/P	OUT-STD	
004762	09/30/14	XPLORNET				
	INV06978768	WS-MAXWELLXING-SATELLITE SERVI	73.44			
			73.44	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$304,883.44			
		Void:	\$0.00			

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on September 14, 2014 be approved as circulated.

COMMITTEE MEETING
SUNDAY, SEPTEMBER 14, 2014 @ 2:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames (arrived at 2:20 p.m.); Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; and Town Clerk Joan Flewelling.

ALSO PRESENT: Garcelon Civic Center Manager Natalie Reid; Garcelon Civic Center Project Manager Kingsley Bailey; and Garcelon Civic Center Project Accountant Frank Godsoe.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding that the agenda be approved as circulated. **CARRIED**

3. **ITEMS**

Motion to move into closed session as per:

- (i) **Labour and Employment Matter** – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items
- (ii) **Financial Matter** - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – three (3) items

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

4. **ADJOURNMENT**

Council came out of closed session at 2:35 p.m. at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding that the meeting adjourn at 2:35 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
SUNDAY, SEPTEMBER 14, 2014 @ 2:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

- (i) Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items
- (ii) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – three (3) items

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on October 15, 2014 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, OCTOBER 15, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – fifteen (15) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) items

It was MOVED by Councillor MacDonald and SECONDED by Councillor Harding that the above-noted nineteen (19) 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 Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, and Jim Maxwell; Acting CAO Lee Johnson; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Booth and SECONDED by Councillor Maxwell that the agenda be approved with one addition: Potential Street Light added as item (iii) under the Public Works Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

In addition to his report, Acting Sergeant MacKenzie gave a general update on various activities.

- (ii) Department of Public Safety – Safer Communities and Neighbourhoods (SCAN) Unit – Jack MacKay, Investigator, provided a PowerPoint presentation on the Safer Communities and Neighbourhoods (SCAN) Unit which gives residents a way to safely report their concerns to help stop illegal activities in their neighbourhoods, such as:

- Producing, selling or using illegal drugs
- Prostitution
- Unlawful sale or manufacture of alcohol
- Use, sale or consumption of an intoxicating substance
- Unlawful activities linked to organized crime
- Child sexual abuse/exploitation
- Unlawful gaming activities
- Possession of illegal firearms or explosives

Mr. MacKay advised that if anyone is suspicious of a property in their neighbourhood to call 1-877-826-2122 or email: SCAN@gnb.ca and the identity of the complainant is entirely confidential.

Councillor Harding thanked Mr. MacKay for his very informative presentation and is pleased that SCAN and the local RCMP are working well together.

- (iii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iv) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

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

- (v) Banner Request – The letter from the Coordinator, Charlotte County Suicide Prevention Committee, Canadian Mental Health Association, NB Division, dated September 29, 2014 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, October 27, 2014 to grant permission to hang a banner across King Street in the vicinity of the current Aces Welcome banner during the month of February 2015 which is Suicide Prevention Month.

PARKS AND RECREATION - Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office - The report of the Parks and Recreation Office was received and reviewed.
- (ii) W. T. Booth Community Pool – Year End Report – Summer 2014 – The report was received and reviewed for information.
- (iii) Christmas Tree (Cotton Mill Monument Site) – The memo from the Director, Parks and Recreation, dated October 8, 2014 was received and reviewed.

Council agreed with the placement of a Christmas tree and lights near the Cotton Mill Monument Site, and the Director will purchase same from his operating budget.

Deputy Mayor MacEachern stated that a free tree may be available and he will advise the Director, Parks and Recreation accordingly.

- (iv) Report of the Garcelon Civic Center Manager – The report of the Garcelon Civic Center Manager was received and reviewed.
- (v) Garcelon Civic Center – The Work Progress Update for the month of September 2014 from Kingsley Bailey, Project Manager, was received and reviewed.

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 September 2014 – The cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 27, 2014.
- (iii) New Brunswick Municipal Employees Pension Plan Board (NBMEPP) – The memo from the Human Resource and Office Manager dated October

2, 2014 with attached memo from the Secretary-Treasurer, NBMEPP, dated September 19, 2014 and Council Resolution No. 189/12 was received and reviewed.

The Town Treasurer offered to act as the employer representative on the NB Municipal Employees Pension Plan Committee, and confirmation will be received from the Canadian Union of Public Employees (CUPE) Local 770 which, in the past, has acted as the employee representative, and a motion will be considered at the next Regular Session of Council on Monday, October 27, 2014 to appoint the two representatives.

- (iv) Financial Request – The letter from the Administrative Assistant, MADD Charlotte County, dated September 18, 2014 was received and reviewed.

It was agreed to make a donation of \$150.00 (one hundred and fifty dollars) to MADD Charlotte County's Red Ribbon Campaign kickoff fundraiser on November 15, 2014 which proceeds assist with education to communities within Charlotte County, Safe Grad, TADD (Teens Against Drunk Driving), and multimedia presentations to schools, and a motion will be considered at the next Regular Session of Council on Monday, October 27, 2014.

PLANNING, PROMOTION AND TOURISM – Chaired by Mayor Quartermain due to the Councillor vacancy

- (i) 2015 Business Improvement Levy – The memo from the Treasurer dated October 2, 2014 with attached letter from the Business Improvement Area (BIA) Coordinator dated September 29, 2014 and Proposed 2015 Operating Budget was received and reviewed.

As noted in the Coordinator's letter, the Business Improvement Levy will remain at \$0.18 per \$100 of assessment, and first reading of a by-law to amend the existing by-law which imposes a special business improvement levy will be considered at the next Regular Session of Council on Monday, October 27, 2014.

- (ii) Request to Hold Event – The letter from the Community Events Coordinator, St. Stephen Business Improvement Area Inc., dated September 29, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 27, 2014 to grant permission to hold the annual Santa Claus Parade.

Some members of Council will participate in the parade and collect items along the route for the food bank.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The report of the Public Works Department was received and reviewed.
- (ii) Fall Clean Up – The memo from the Acting CAO/Director of Operations dated October 1, 2014 was received and reviewed.

It was agreed to provide a fall clean-up of bagged leaves and bundled or bagged twigs as outlined in the Town's By-Law No. S-7.2, "A By-Law to Amend a By-Law to Regulate the Collection and Disposal of Garbage and Other Material", and a public notice will be published in the *Courier*, as well as placed on the Town's website.

- (iii) Potential Street Light - Councillor Maxwell spoke to a request from The Knights of Pythias International Lodge # 61 for the placement of a street light on a certain pole to deter ongoing vandalism.

Council agreed with Mayor Quartermain's recommendation to install a floodlight with a plexiglass cover, and a motion will be considered at the next Regular Session of Council on Monday, October 27, 2014.

5. **DELEGATIONS/PRESENTATIONS**

- (i) The Chocolate Museum Operating Committee – Maria Kulcher, Chair, presented to Committee an update on The Chocolate Museum's progress and requested the following:
 - \$4,000 grant to provide assistance to the Museum to cover fixed operating expenses;
 - \$16,000 to cover monthly payments for the bank loan incurred from the expansion of the Museum in 2009; and
 - an additional grant of \$2,600 to cover the balance of the interest incurred by the Museum on the outstanding expansion loan.

Past Chair Allan Gillmor and Treasurer Alana MacLeod were also in attendance.

Mayor Quartermain thanked the Chair for the update and advised that the financial request will be reviewed during the 2015 budget process.

- (ii) Climate Change & Variability Impacts in Charlotte County – Abby Pond, Executive Director, St. Croix International Waterway Commission, and former Director of St. Croix Estuary Project Inc. provided a PowerPoint presentation on a Climate Change Vulnerability Report created by the

**MINUTES
COMMITTEES MEETING
OCTOBER 15, 2014**

6

Community Working Group, St. Croix Estuary Project Inc. and Eastern Charlotte Waterways.

Council agreed with the request to hold two (2) meetings in the near future:

- 1) A meeting with any members of Council and Lee Johnson, the Town's Director of Operations; and,
- 2) A public meeting held at the Garcelon Civic Center to present the information in the report.

The Town Clerk was directed to communicate with Abby Pond to schedule the above-noted meetings.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:40 p.m. and returned to open session at 10:05 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Booth that the meeting adjourn at 10:05 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, OCTOBER 15, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – fifteen (15) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Department of Public Safety – Safer Communities and Neighbourhoods (SCAN) Unit – Presentation by Jack MacKay.
- (iii) Report of the Fire Department
- (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) Banner Request – Letter from Coordinator, Charlotte County Suicide Prevention Committee, Canadian Mental Health Association, NB Division, dated September 29, 2014 attached.

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) W. T. Booth Community Pool – Year End Report – Summer 2014 attached.
- (iii) Christmas Tree (Cotton Mill Monument Site) – Memo from Director, Parks and Recreation, dated October 8, 2014.
- (iv) Report of the Garcelon Civic Center Manager
- (v) Garcelon Civic Center – Work Progress Update for month of September 2014 from Kingsley Bailey, Project Manager.

**AGENDA
COMMITTEES
OCTOBER 15, 2014**

2

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of September 2014 – Memo from Assistant Treasurer dated October 9, 2014 with attachment:
 - Cheque Register
- (iii) New Brunswick Municipal Employees Pension Plan Board (NBMEPP) – Memo from Human Resource and Office Manager dated October 2, 2014 with attachments:
 - Memo from Secretary-Treasurer, NBMEPP, dated September 19, 2014.
 - Council Resolution No. 189/12
- (iv) Financial Request – Letter from Administrative Assistant, MADD Charlotte County, dated September 18, 2014 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Mayor Quartermain

- (i) 2015 Business Improvement Levy – Memo from Treasurer dated October 2, 2014 with attachments:
 - Letter from BIA Coordinator dated September 29, 2014.
 - Proposed 2015 Operating Budget
- (ii) Request to Hold Event – Letter from Community Events Coordinator, St. Stephen Business Improvement Area Inc., dated September 29, 2014 attached.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department
- (ii) Fall Clean Up – Memo from Acting CAO/Director of Operations dated October 1, 2014 attached.

5. **DELEGATIONS/PRESENTATIONS**

- (i) The Chocolate Museum Operating Committee – Presentation by Maria Kulcher, Chair of The Chocolate Museum Operating Committee.
- (ii) Climate Change & Variability Impacts in Charlotte County – Presentation by Abby Pond, Executive Director, St. Croix International Waterway Commission, and former Director of St. Croix Estuary Project Inc.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on October 17, 2014 be approved as circulated.

COMMITTEE MEETING
FRIDAY, OCTOBER 17, 2014 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ALSO PRESENT: Garcelon Civic Center Project Accountant Frank Godsoe; Garcelon Civic Center Project Manager Kingsley Bailey; and Town Solicitor James Mosher.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Maxwell that the agenda be approved as circulated. **CARRIED**

3. **ITEMS**

Motion to move into closed session as per:

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

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

After discussion of one (1) Financial Matter, it was **MOVED** by Councillor Booth and **SECONDED** by Councillor Harding that the meeting stands recessed at 5:30 p.m. for approximately 30 minutes and remains in closed session. **CARRIED**

It was **MOVED** by Councillor Booth and **SECONDED** by Councillor Harding that the meeting reconvene at 6:10 p.m. to continue discussion on the one (1) Financial Matter, along with the second Financial Matter, and one (1) Labour and Employment Matter. **CARRIED**

4. ADJOURNMENT

Council came out of closed session at 6:25 p.m., at which time it was **MOVED** by Councillor Maxwell and **SECONDED** by Councillor Harding that the meeting adjourn at 6:25 p.m. CARRIED

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
FRIDAY, OCTOBER 17, 2014 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

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

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of September 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation Department, Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager.

Memo

To: Lee Johnson, CAO

From: Tim Tozer, Treasurer

Date: 09 October 2014

Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Processing Utility bills for July-September, 2014
 - Processing various leasing invoices
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Includes additional items related to new Civic Center, old Arena, and former Clark Building.
 - 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 February 28, 2014.
 - Staff currently working extended hours to expedite completion of audits and month end procedures.
- 2) Statements of Revenue and Expenditures to August 31, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee meeting-September 3, 2014.
 - B) Closed Committee meeting-September 10, 2014.
 - C) Monthly Council meeting-September 15, 2014.
 - D) Monthly Department Head meeting-September 24, 2014.
 - E) Special Committee and Council meeting-October 2, 2014.
 - F) Information session in Fredericton with PNB for changes in new Procurement Act-October 6, 2014.
 - G) Meeting with Community Finances Director in Fredericton-October 6, 2014.
 - H) Meeting to discuss labor issues-October 7, 2014.
 - I) Meeting with PNB to discuss property assessments October 8, 2014.

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.
 - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
 - 3) Gas Tax Project-West and Dow Streets.
 - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
 - 5) Civic Center.
 - Includes preparation of capital budget
 - Includes new application related to interim financing.

- B) 2013 operational audits.-Completed.

- C) 2013 gas tax audit.-In Progress.

- D) 2014 HST audit for Revenue Canada.-In Progress.

- E) 2015 Budget-In Progress.

- F) Gas Tax application-Third Round

- G) Upgrade of accounting software.

- H) Civic Center financial controls.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for Sept 2014

FROM: Lee Johnson Director of Operations
DATE: Oct 01, 2014

1:Water system:

- a) Repaired 4 Water Services.
- b) Installed 2 new water meters.
- c) Read water meters.
- d) Repaired 4 Water Mains

2:Streets:

- a) Patched Streets .
- b) Finished crosswalk painting.
- c) Repaired Reservoir Road.
- d) Helped with Fall Fair.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 3 Sewer Laterals were videoed.
- c) 1 Sewer Main was replaced.
- d) 1 Sewer Main was flushed.
- e) 1 Sewer Lateral was flushed.

**Report of the Parks
and Recreation Office
October 2014**

Parks

- Sharpe's has been mowing the Parks since first of September. Everything has gone well. If students are going to mow again next summer, another vehicle is required.
- School sports are ongoing. Fields will be used at the High School until the end of the month.
- Finished dragging ball fields for the season. Some maintenance is required on the tractor and then I will put it away for the winter.
- Will be winterizing Rotary change house in the next week or so.
- Most of the picnic tables have been brought in for the winter. They are in need of some repairs which I will try and work on over the winter.
- Garbage cans are starting to be brought in from Parks. These are in rough shape and need some work. We also need about 10 more before next season.
- We had to remove a bunch of broken and unsafe equipment from the Skate park again. When we have time, we will work on repairs.
- Tennis Courts will be shut down around the end of the month.

Recreation

- Working on 2015 budget.
- Working on 5 year Capital budget.
- The Fall/Winter Rec Guide has been sent out.
- Held St Stephen Fall Fair at Arena on Sept 20th.
- Hosting FRPA group at Civic Center for our monthly meeting on October 9th.
- Sport NB Sport Summit will take place on November 21st and 22nd.
- Continue to work on Recreation NB's 2015 Annual Conference which will be held in Saint Andrews/St Stephen

Pool

- The year went well. Lots of young staff, but they worked out very well for us.
- Swim lesson registration numbers were down this year.
- The pool has been shut down for the season and the building has been winterized.
- Still some brick work to do on deck, looks like it will have to wait until the Spring.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- Health and Safety

Michael O'Connell
Director Parks & Recreation

St.Stephen Fire Department Report for September 2014

Alarms were: Town Alarms 12
 Out of Town Alarms 2
 Mutual Aid: St. Andrews 1
 15

Alarms are described as being:

	# of firefighters	# of hours
1. Mutual Aid –Passamaquoddy Lodge	11	22
2. Alarm System Activations 6	32	32
3. Overturned Manlift 1 clean up Hydraulic Fluid	4	6
4. Rail Car of Fish Meal	19	76
5. Structure 1	15	30
6. Hydro pole 1	11	22
7. Vehicle Fire 1	16	24
8. Natural Gas Leak	12	72
9. Motor vehicle Accident 1 (no Extrication) 1	22	22
10. Debris Fire (building material)	10	15

The St. Stephen Fire Department dispatched 65 calls in September.

Fire Department Activities:

- Monthly meeting of the Fire Department
- Annual Bucket Sit Fundraiser
- Pre Incident Planning Tour of Milltown Power Plant
- Meeting of the Fundy Firefighters Assoc.
- Pre Incident Planning Tour of the Civic Centre

Fire Chiefs Activities

- Monthly Meeting of the Fire Dept.
- Joint Health and Safety Committee Meeting
- 2 Pre Incident Planning Tours
- Meeting of the Fundy Firefighters Assoc.
- Met with Electrical Inspector regarding a property.
- Meeting with Acting Seargent Scott McKenzie

Attended a meeting of the Rotary Club.
Finished the prep work for Fire Prevention Week
Management Meeting
Fire Chief worked 8 shifts as a Relief Driver.

TOWN of ST. STEPHEN

By-Law Enforcement

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

SEPTEMBER REPORT

2014

To: CAO – Town of St. Stephen

Please find enclosed my report for the last two weeks of September.
For By-Law –Enforcement.

We handled 15 calls

1 application for taxi license, 2 taxi complaints

5 parking occurrences

2 sign applications, turned over to building inspection

5 assist general public

Respectfully submitted

Brent MacDougall
By-Law Enforcement Officer

TOWN of ST. STEPHEN

Building Inspection Services

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

SEPTEMBER REPORT 2014

BUILDING INSPECTION

The month of September brought in a total of 12 (twelve) permits which represents \$120,800.00 in building costs.

We issued no Stop Work Orders in the month June. This office has 5 (five) current properties we are dealing with under the Unsightly By-Law. 2 (Two) of which are slated for demolition in the month o October.

Our office dealt with and has filed 1 (one) Occurrences report and filed 6 (six) Building Inspection reports. 2 (two) electrical waivers were issued.

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**

Town of St. Stephen
Property Management Report

September 30, 2014

Report on Town Buildings

A. OLD TOWN HALL

- Working with engineering companies on a report for stabilizing the north and east roof gables. Also working with masonry contractors.

B. RCMP BUILDING

- Checked lights and repaired rear door base.

C. TOURIST BUREAU

- Repaired inside drywall from water leaks.
- Repaired roof leak around flashing.

D. LIBRARY

- Finished repairs to inside drywall from water leak on back wall.
- Repaired two more roof air vents.

E. WILLIAM T. BOOTH COMMUNITY POOL

- Working on pricing on washroom drywall repairs from water leaks.
- Obtaining estimates for fence repairs.

F. BORDER AREA COMMUNITY ARENA

- Non-essential electrical equipment will be shut off by the end of September.

Other Work

Repair to Town wharf timbers ongoing.

Major repairs to wharf waiting for extra timbers.

Airport roof supplies delivered and will be installed next week.

Respectfully submitted,
Kingsley Bailey, Property Manager

Town of St. Stephen
Development Office Report
September 30, 2014

- Continuing to work with owners of property that purchase town land for new businesses
- Inspection of two (2) more unsafe buildings.
- Arranged for delivery of the Sculpture from the waterfront in Saint John to St. Stephen.
- Ongoing work with Building Inspector on by-laws.

Meetings

Sculpture Symposium

Health and Safety

Team Management

Ongoing meetings – Business Park

Respectfully submitted,

Kingsley Bailey, Development Officer

Garcelon Civic Center Manager

Monthly Report

September 2014

Administration:

- Training on the facility management system took place this month through a series of training sessions. We expect to go live with the system within the next couple of weeks.
- Two Pro Shop proposals have been received and are being reviewed.
- The Canteen and Catering RFP for the facility closed with no proposals received within the deadline. Several proposals have since been received and are being reviewed. Temporary canteen services for Aces games is being provided by Minor Hockey, Tim Horton's, and Pizza Delight.
- The Marketing and Business plan for the facility continues to be fine-tuned with more research being done on the sport tourism and events sector with the support of the GCC Task Force Group.
- The new website for the facility was launched and the new website can be found at www.garcelonciviccenter.ca.
- Two Maintenance/Custodial laborer positions were filled through public posting with one more position to be filled in the near future. The Maintenance/Custodial staff have been undergoing training and orientation over the course of the month.
- The Student Customer Service Attendants and Lifeguards have started their training and orientation to the facility.
- The Student Lifeguard positions with the facility have been filled. We are still looking to secure casual unionized Lifeguard positions.
- Various social media updates were completed throughout the month. The Facebook page now has 1491 likes. The site has been very active and is a great tool for Staff to share updates.
- Internal front desk and financial controls are being developed and finalized.
- Staff and volunteers completed the Basic Fitness Theory and Resistance Training courses thanks to the \$3,200 received from the Department Healthy and Inclusive Communities.
- The newly formed Opening Event(s) Planning Committee continues to meet and plan for our open house and donor recognition event.
- A Garcelon Civic Center Special Event and Promotions Grant policy and application form is being developed.
- The facility opened its doors to a portion of the facility on Sept 4th to accommodate an Aces exhibition game. The attendance for recent Aces games have been in the range of 1,100 to 1,400.
- Over the course of the month a phased in opening schedule for Sept and October was developed and promoted to the public. The opening schedule included pre-membership sales, track times, public skates, pick up hockey, and room rentals. The Aquatic and Fitness Center is

nearing completion and once it is ready for use the full facility will open. The regular arena schedule started the last week of October with the regular ice users and the full public skating schedule.

- The walking and jogging track has been a big hit with many community members utilizing the track several times a day. The track hours over the course of the month of September expanded and are now 7:30am-10:30pm Monday-Sunday until the full facility is open. The painting of the lane and the construction of the shoe cubbies are expected to arrive soon.
- Interior signage for the facility is being fabricated. The bleacher section signs have been installed.

Construction/Operations:

- The installation of a variety of items took place over the course of the month which included but not limited to furniture, audio visual and communication, and first aid provisions.
- Efforts to work with DORA to finalize the installation of the sound system in the Arena is ongoing.
- Some of the telephone and data lines have been activated. The balance of the lines will be activated once the lines have been put in place.
- The Tide Zamboni arrived this month.
- Canteen supplies and equipment arrived and are ready for installation once the construction in those space is completed. Cabinet work and equipment installation ongoing.

Meetings:

- Interviews: Sept 2, 3, 4, & 9.
- Weekly Staff Meeting: Sept 24
- Advising Commission Meeting: Sept 3, & 8.
- Committees Meeting: Sept 3, & 14.
- Event Planning Meeting: Sept
- Ice Users Meeting: Sept 20
- Business & Marketing Plan: Sept 9, and 29
- MaxGalaxy: Sept 9, 10, 11, 12, & 26.
- Bell Aliant: Sept 16.
- Kiwanis Site Tour: Sept 24.

Respectfully Submitted by

Natalie Reid

Garcelon Civic Center Manager

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-10 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – SECOND READING – SECTION NUMBERS ONLY

THAT By-law No. A-10 – "A By-law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Second Reading – Section Numbers Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. A-10

A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS The Town of St. Stephen was incorporated by the Acts of the Legislative Assembly of the Province of New Brunswick, being Chapter XX, 34 Victoria A.D. 1871 and continues under, and is subject to, the *Municipalities Act*, R.S.N.B. 1973, Chapter M-22;

AND WHEREAS the governance of the town is the responsibility of the elected council, including the mayor, who is the chief elected officer;

AND WHEREAS by the authority of sections 74 and 75 of the *Municipalities Act* the council may appoint a chief administrative officer who has such duties and powers as the council prescribes by by-law or resolution;

AND WHEREAS the council has deemed it in the best interest of the town to appoint a chief administrative officer and prescribe duties and powers by by-law that shall confirm the role of the chief administrative officer as the chief administrator of the town and who shall be responsible for the implementation of such policies as formulated by the council;

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

Definitions

1 The following definitions apply in this by-law.

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

“chief administrative officer” means the chief administrative officer appointed by the council pursuant to subsection 74(1) of the Act.

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

“mayor” means the mayor of The Town of St. Stephen and is the chief elected officer of the town.

“town” means The Town of St. Stephen.

Appointment

2(1) The council shall appoint a chief administrative officer for the town and the duties and powers of the chief administrative officer are prescribed by this by-law with such additions as may be approved by a resolution of the council from time to time.

2(2) The chief administrative officer is appointed under subsection 74(1) of the Act and is employed on a full-time basis.

2(3) Pursuant to subsection 74(5) of the Act, the chief administrative officer is entitled to hold office until retirement, death, resignation, or dismissal for cause by the affirmative vote of at least two-thirds of the whole council.

2(4) Notwithstanding subsection (3) hereof, and subsection 74(5) of the Act, the chief administrative officer may be dismissed or otherwise disciplined in accordance with the terms of a written contract of employment in force between the town and the chief administrative officer.

2(5) Upon hiring, the council and the chief administrative officer may agree to a limited duration of the term and other conditions of employment.

Full time appointment

3(1) Unless prevented by ill health or other sufficient cause, all of the chief administrative officer's time and attention shall be devoted to the business of the town as required by this by-law and the council.

3(2) Notwithstanding subsection (1), the chief administrative officer may engage in another business if the chief administrative officer has

(a) complied with the conflict of interest requirements of section 90.1 of the Act,

(b) advised the council in writing that an interest in another business has been acquired, or is held, and outlines the nature of the business and its name and any property or business in which that business has a pecuniary interest,

(c) established that any such business does not engage in the sale of, or otherwise deal in, any product or service to or with the town; and

(d) received authorization from the council.

Council and chief administrative officer relationship

4(1) The chief administrative officer is the head of the administrative branch of the government of the town and is responsible to the council for the proper administration of the affairs of the town in accordance with applicable legislation, the by-laws of the town and the policies and resolutions adopted by the council.

4(2) The chief administrative officer shall keep the council informed concerning the affairs of the town, and shall recommend to the council such actions as may be necessary or expedient for the welfare of the town, or as required by the *Municipalities Act* and other applicable legislation.

4(3) The members of the council may communicate directly with employees of the town to obtain or provide information.

4(4) The council shall provide direction on the administration, plans, policies and programs of the town to the chief administrative officer.

4(5) No member of the council, committee or member of a committee established by the council shall instruct or give direction to, either publicly or privately, an employee of the town.

4(6) The chief administrative officer shall obtain permission from the mayor for absences from the town in excess of three (3) days.

Responsibilities of chief administrative officer

5(1) The chief administrative officer shall

(a) coordinate and direct the preparation of plans and programs to be submitted to the council for the construction, rehabilitation and maintenance of all town property and facilities;

(b) ensure that the annual budget is prepared and submitted to the council;

(c) be responsible for the administration of the budget after adoption;

(d) review the drafts of all proposed by-laws and policies and make recommendations to the council with respect to them;

(e) oversee the publication of all notices, ordinances or other documents required by law to be published and prepare, or approve, all reports which the town or any of the officers thereof are required by law to prepare.

5(2) The chief administrative officer shall

(a) attend all meetings of the council and any board, committee, commission or corporation of the town, or delegate this obligation to employees of the town and at such meetings the chief administrative officer, or the designated employee, may make observations and suggestions on any subject under discussion;

(b) recommend to the council the appointment, employment, suspension or dismissal of any employee and, in situations where considered prudent and necessary by the chief administrative officer, take action to employ or suspend an employee without seeking prior approval of the council, but such action shall be reported to the council as soon as practical, and if two-thirds of the whole council vote in favor, the council may review and take such action as it deems appropriate;

(c) when appropriate, but not exclusively, communicate and liaise with senior government departments and employees on behalf of the town;

(d) subject to policies adopted by the council,

(i) make or authorize expenditures, and, subject to subsection 5(2) of the Act, enter into contracts on behalf of the town, for anything required for the town where the amount of the expenditure is budgeted or within the amount determined by the council by policy, and may delegate this authority to employees of the town,

(ii) establish departments of the town administration,

(iii) recommend to the council a system of classification of positions of town officers and employees and specify offices that may not be filled by the same person,

(e) authorize, in the name of the town, and subject to applicable legislation and the common law, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of the legal action, defence or proceeding to the council at the next meeting and may, if the council so provides by policy, delegate this authority to employees of the town but the council may by resolution limit this authority to the extent deemed appropriate from time to time; and

(f) where the council so provides by policy, settle a legal action or proceeding in accordance with the policy.

5(3) In the event of temporary absence or disability, the chief administrative officer may designate a senior employee of the town to perform the duties of the chief administrative officer during that absence, and shall file a letter with the mayor indicating that such action has been taken.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.9 - 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 leave now be given to introduce a by-law entitled By-law No. A-7.9 – "A By-law to Amend By-law No. A-7 a By-law to Impose a Special Business Improvement Levy" - for First Reading – Short Title Only.

BY-LAW NO. A-7.9

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 \$26,986 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 , 2014.

FIRST READING:

October 27, 2014

SECOND READING:

THIRD READING AND ENACTED:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police (RCMP) September 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



**Royal Canadian Mounted Police
St. Stephen Municipal Post
West District**

**POLICE REPORT
September 2014**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **September 1, 2014 to September 30, 2014 inclusive**. During this time period, the RCMP responded to 248 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	5
Tickets issued	7
Traffic Collision	6
Warnings issued	1
Moving traffic	1

PROVINCIAL STATUTES:

Firearms Act	2
False Abandoned 911	3
Mental Health Act	3
Controlled Drugs & Substance Act	1
Fire Prevention Act	1
Motor Vehicle Act	2
Driving while Disqualified	1
Other Provincial/Territorial Statutes	1
False alarms	2
Off-Road Vehicle Act	1
Dangerous Driving	1

CRIMINAL CODE:

Assault	7
Break & Enter Business	1
Break and Enter Residence	4
Break & Enter Other	1
Unauthorized possession of a firearm	1
Disturbing the peace/Causing a disturbance	5
Fail to comply with probation	2
Impaired operation of motor vehicle	4
Mischief damage to and/or Obstruct Enjoyment of Property	9
Other theft under \$5000	8
Uttering threats against person	7
Dangerous operation of Motor Vehicle	2
Harassing phone calls	1
Fail to comply with undertaking	2
Criminal Harassment	3
Driving while disqualified	1
Trespass at night	2
Possession of property obtained by crime	1
Fail to stop or remain	1
Failure/Refusal to provide breath sample	1
Assault w/ weapon	1
Arson	1
Fraud	1

OTHER FEDERAL STATUTES:

Possession schedule VIII – cannabis	1
Importation/Exportation – schedule II – cannabis	2
Trafficking – Schedule I – other CDSA	2

OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	0
Assistance to Canadian Provincial Department	2
Assistance to General Public	7
Assistance to Canadian Federal Department	4

OTHER INVESTIGATIONS:

Crime Prevention	4
Items/lost found	6
Police Certificates	98
Suspicious person	10
Municipal Bylaws	1
Person Reported Missing	3
Information	1
Offender Management	3

(Scott MacKenzie), A/Sgt.
Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – LINK TO LIFE CAMPAIGN

THAT the Council of the Town of St. Stephen grants permission to the Charlotte County Suicide Prevention Committee to hang a banner across King Street in the vicinity of the current Aces Welcome banner, for the month of February 2015, Suicide Prevention Month, to promote the Link to Life Campaign.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE

THAT the Council of the Town of St. Stephen appoints Town Treasurer Tim Tozer 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.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

DONATION – MADD CHARLOTTE COUNTY

THAT the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$150.00 (one hundred and fifty dollars) to MADD Charlotte County as a donation to its Red Ribbon Campaign kickoff fundraiser, which proceeds assist with education to communities within Charlotte County.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – SANTA CLAUS PARADE

THAT the Council of the Town of St. Stephen grants permission to the St. Stephen Business Improvement Area Inc. to hold the Santa Claus Parade, which includes music, on Friday, November 14, 2014, commencing at 6:30 p.m. from the Charlotte Mall and Ganong Bros. Limited parking lots, down King Street to Milltown Boulevard and up Main Street to St. Stephen's University.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

FLOOD LIGHT INSTALLATION – CENTER STREET

THAT the Council of the Town of St. Stephen approves the installation of one (1) flood light, with a Plexiglas covering, on Pole # F1C/s435 located on Center Street, near The Knights of Pythias International Lodge # 61 hall.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

LICENCE AGREEMENT – KITCHEN, CANTEEN AND CATERING SERVICES

WHEREAS the Garcelon Civic Center manager and Lisa Cobham have negotiated a Licence Agreement which provides a licence from The Town of St. Stephen to a company to be incorporated by Lisa Cobham to provide Kitchen, Canteen and Catering Services in the Garcelon Civic Center (the "Licence Agreement");

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Licence Agreement between The Town of St. Stephen and a company which will be incorporated and owned by Lisa Cobham, providing a licence for such party to provide Kitchen, Canteen and Catering Services in the Garcelon Civic Center on the terms and as more particularly set out in the form of Licence Agreement presented to Council.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

LICENCE AGREEMENT – PRO-SHOP SERVICES

WHEREAS the Garcelon Civic Center manager and Robert Dougherty have negotiated a Licence Agreement which provides a licence from The Town of St. Stephen to Robert Dougherty to provide Pro-Shop Services in the Garcelon Civic Center (the "Licence Agreement");

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Licence Agreement between The Town of St. Stephen and Robert Dougherty, providing a licence for Robert Dougherty to provide Pro-Shop Services in the Garcelon Civic Center on the terms and as more particularly set out in the form of Licence Agreement presented to Council.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

THAT Julie Lord be offered the position of Casual Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective October 28, 2014 contingent on successful completion of a National Lifesaving Society Course, a Standard First Aid Course, and a Criminal Record Check by November 24, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

THAT Carrie Thibideau be offered the position of Casual Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective October 28, 2014 contingent on successful completion of a National Lifesaving Society Course, a Standard First Aid Course, and a Criminal Record Check by November 24, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

**OUT-OF-PROVINCE TRAVEL: GARCELON CIVIC CENTER MANAGER AND
AQUATIC SUPERVISOR**

THAT the Council of the Town of St. Stephen approves the Garcelon Civic Center Manager and Aquatic Supervisor to attend an Aquatic Management Training Course at the CARI Complex in Charlottetown, PEI retroactive to October 24, 2014.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – ADDITIONAL ELECTRICAL – TELEPHONES – DATA COMMUNICATIONS WORK

WHEREAS the Council of the Town of St. Stephen approved an unbudgeted expenditure up to a maximum amount of \$10,000.00 (ten thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB, for additional electrical – telephones – data communications work at the Garcelon Civic Center at its Regular Session on September 15, 2014 with payment from the Garcelon Civic Center project bank account.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen approves an additional unbudgeted expenditure up to a maximum amount of \$2,000.00 (two thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB, for additional electrical – telephones – data communications work at the Garcelon Civic Center.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council of the Town of St. Stephen authorizes the payment from the Garcelon Civic Center project bank account.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER POOL – ADDITIONAL PROGRAMMING AND WIRING

THAT the Council of the Town of St. Stephen approves the combined unbudgeted expenditure up to a maximum amount of \$16,000.00 (sixteen thousand dollars), including HST, from Security Electrical Ltd. of Quispamsis, NB; Controls & Equipment Ltd. of Saint John, NB; and Orr Electrical & Alarm Ltd. of St. Stephen, NB, for additional programming and wiring to complete the Garcelon Civic Center pool.

AND FURTHER THAT Council authorizes the payment from the Garcelon Civic Center project bank account.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 3 (TOSS14-08)

THAT the Council of the Town of St. Stephen hereby awards the bid of \$7.35 (seven dollars and thirty-five cents) per household, per month, including HST for Zone 3, as defined in the tender, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 3 for the period November 1, 2014 to October 31, 2017.

AND FURTHER THAT the awarding of this bid is subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in 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 27, 2014

MOVED BY: _____

SECONDED BY: _____

DEMOLITION – 458 MILLTOWN BOULEVARD

THAT the Council of the Town of St. Stephen declares 458 Milltown Boulevard (PID # 01311265), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises", and authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building in the unbudgeted amount of \$6,970.00 (six thousand, nine hundred and seventy dollars), plus HST, being the low quote of two (2) quotes obtained.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

SALE OF SURPLUS HOMEMADE FLAT TRUCK BODY

THAT the Council of the Town of St. Stephen authorizes the sale of the surplus homemade flat truck body to George MacVicar in the amount of \$150.00 (one hundred and fifty dollars), plus HST.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

MEETING ROOM RENTAL POLICY – 199 UNION STREET

THAT the Council of the Town of St. Stephen approves the Meeting Room Rental Policy No. 46 - A (copy attached) for 199 Union Street.



TOWN OF ST. STEPHEN

POLICY

Title: **MEETING ROOM RENTAL -
199 UNION STREET**

Policy No. 46 - A

Page 1

Original Effective Date: February 20, 2006

Amendment Effective Date: October 27, 2014

PURPOSE

The purpose of this policy is to outline the guidelines for use of the meeting room at 199 Union Street.

All users are responsible to leave the room arranged as they found it. All garbage is to be placed in the supplied garbage cans. Any and all damage will be the responsibility of the user.

The use of this room will be on a first come first serve basis with booking of the room being done by the Fire Department. The Town of St. Stephen and its departments will have first use of this room.

The room is available for the use of non-profit organizations for the cost of janitorial services. The following fee schedule shall apply for all other users:

- | | | |
|------------------------------------|---|----------|
| • Full day 8:00 a.m. to 5:00 p.m. | - | \$100.00 |
| • Half day 8:00 a.m. to 12:00 Noon | - | \$ 50.00 |
| • Half day 1:00 p.m. to 5:00 p.m. | - | \$ 50.00 |
| • Evening 7:00 p.m. to 10:00 p.m. | - | \$ 30.00 |

Users of this room will not cause a disruption to normal operations of the Public Works Department or the Fire Department.

All users wishing to cancel a booking shall do so at least one (1) week in advance or a late cancellation fee of \$25.00 (twenty-five dollars) may apply.

Audio Visual equipment will not be part of the room usage. All users shall supply their own Audio Visual equipment.

Approved: _____
Town Clerk

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

EXECUTION OF LEASE – JOHN B. AMES, MEMBER OF THE LEGISLATIVE ASSEMBLY FOR THE PROVINCE OF NEW BRUNSWICK

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a lease, in the form presented to Council, between the Town and John B. Ames, Member of the Legislative Assembly for the Province of New Brunswick, for an initial term of three (3) years beginning November 1, 2014 and terminating October 31, 2017, plus one three (3) year renewal, for the office space located at 78 Milltown Blvd., at the rental rate set out in the lease and on the terms and as more particularly described in such lease agreement.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

CONFIDENTIALITY AGREEMENT – JAMIE WHITE

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Confidentiality Agreement, in the form presented to Council, between The Town of St. Stephen and Jamie White of Cox Electronics & Communications commencing October 28, 2014 as a result of his involvement with confidential files.

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN
RESPECTING THE "GTF ADMINISTRATIVE AGREEMENT"**

THAT the document entitled "Five-Year Capital Investment Plan for the GTF Administrative Agreement (Town of St. Stephen) 2014-2018" (copy attached) be adopted.



Five-Year Capital Investment Plan for the GTF Administrative Agreement

(Town of St. Stephen)

2014 – 2018

INTRODUCTION

The *Town of Stephen* has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**FIVE-YEAR CAPITAL INVESTMENT PLAN
FOR THE GTF ADMINISTRATIVE AGREEMENT
TOWN OF ST. STEPHEN
2014- 2018
RESOLUTION**

201X-XXX Moved by Councilor _____ and seconded by Councilor _____
"that the document entitled *(Name of municipality, rural community or regional
municipality)* _____ *Five-Year Capital Investment Plan for
the GTF Administrative Agreement 2014-2018* be adopted".

Motion Carried

I certify that the above resolution of the council of _____ was
adopted while in *regular/special* session XXXXXX, 201X.

(SEAL)

CLERK
RURAL COMMUNITY / MUNICIPALITY OF XXXXXXXX

PROJECTS

1) Environmental Risk Assessment (CCME Strategy Compliance) Phase 2

Project Category:

Capacity Building

Project Description:

This project was initiated under the 2010-2013 round of Gas Tax and will be completed in 2014, with the scope of work in 2014 being "Phase 2". Under Phase 2, the environmental risk assessment for the wastewater effluent discharging from the Town's wastewater treatment plant will be finalized.

EIA Required Tender Required

Expected Outcome:

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

Proposed indicator(s):

Copy of Report

Year	GTF Contribution	Total Cost
2014	\$7,861	\$7,861
2015		
2016		
2017		
2018		

2) Water Transmission Main Replacement

Project Category:

Drinking water

Project Description:

A significant portion of the Town's water transmission main was constructed in 1906 and conveys all of the Town's drinking water from the source/treatment location to the distribution system. This project proposes the replacement of one section of water main that crosses beneath a watercourse/wetland and floodplain, making maintenance and repairs difficult and/or impossible during periods of high water. The new 700 (+/-) lineal metre transmission main will be routed along an existing road making future maintenance and repairs easier and less costly and provide enhanced system security.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal meters of transmission main installed.

Year	GTF Contribution	Total Cost
2014		
2015	\$495,000	\$495,000
2016		
2017		
2018		

3) Overflow Storm Sewer and Sanitary Sewer Renewal

Project Category:

Wastewater

Project Description:

This project includes replacement of approximately 200 lineal metres of old sanitary sewer and installation of a separate storm sewer system (approximately 400 lineal metres) on Todd Street and Bell Avenue. Additionally a ditch and inlet pipe will be constructed into the new storm sewer from a low lying area between Bell Avenue and the NBSR Railway that will help alleviate overland flooding from nearby Doodle Brook.

EIA Required

Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Year	GTF Contribution	Total Cost
2014		
2015	\$600,000	\$600,000
2016		
2017		
2018		

4) Todd Hill Water Reservoir Re-Coating and Miscellaneous Improvements

Project Category:

Drinking water

Project Description:

The existing reservoir is a 5.7 megalitre above-ground welded steel standpipe constructed in 1988. Recent inspection has indicated that areas of the existing surface coating are chipped and peeling. In an effort to preserve the integrity of the standpipe, the interior and exterior of the tank will be repaired and/or re-coated. In addition to coatings, miscellaneous upgrades will be made to the tank including replacement of the existing vent with a frost proof vent/vacuum relief unit, modifications to the existing ladder, addition of a second access manhole at the base and provision of the required safety equipment.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of square metres of tank surface re-coated
 Number of years of service life extended

Year	GTF Contribution	Total Cost
2014		
2015		
2016	\$653,328	\$653,328
2017		
2018		

TOWN OF ST. STEPHEN

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
						\$0
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$7,861
Water Transmission Main Replacement		\$495,000				\$495,000
Overflow Storm & Sanitary Sewer Renewal		\$600,000				\$600,000
Todd Hill Reservoir Re-coating and Upgrades			\$653,328			\$653,328
						\$0
						\$0
						\$0
						\$0
						\$0
Total Capital Expenditures	\$7,861	\$1,095,000	\$653,328	\$0	\$0	\$1,756,189

SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
Capital Reserve Fund	\$392,042	\$392,042				\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$380,034	\$314,258	\$339,070	\$355,222	\$0
Total Sources of Funds	\$7,861	\$1,095,000	\$653,328	\$0	\$0	\$1,756,189

RESOLUTION NO.: _____

DATE: October 27, 2014

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.