

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 28, 2013 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Town Employee Retirement – Presentation to Gary E. Tracy.
 - (b) Development of a Rail-Trail – Presentation by Bob Poirier.
 - (c) MADD Canada Project Red Ribbon Day - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – September 23, 2013
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) The Volunteer Centre of Charlotte County Inc. October 2013 News Letter.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – September 23, 2013
 - (b) Committee of Council Meeting – September 26, 2013
 - (c) Committee of Council Meeting – October 8, 2013

- (d) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – October 16, 2013
- (e) Committee of Council Meeting – October 24, 2013
- (f) Planning Advisory Committee Meetings – Acceptance of Minutes – May 29, 2013 and July 29, 2013.

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – be given First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Approval of Event – Link to Life Ribbon Campaign
- (c) Canadian Tire Jumpstart Program
- (d) Movie License – Milltown Family Nights
- (e) FAST Program – Milltown Elementary School
- (f) Old Town Hall Building – Basement Cleanup
- (g) Dillon Consulting Limited – Client Authorization to Proceed
- (h) Sale of Vehicle
- (i) The Town of St. Stephen's Garcelon Civic Center – Change Request – Supply and Install Rubber Flooring on Walking Track
- (j) The Town of St. Stephen's Garcelon Civic Center – Change Request – Supply and Install Goal Frame Inserts
- (k) Awarding of Bid: Solid Waste and Collection and Disposal Services – Residential Homes – Zone 2 (TOSS13-02)
- (l) Job Description – Parks and Recreation Director
- (m) Confidentiality Agreement – Dawn Parks
- (n) Amendment to Option Agreement – Spur Line Properties Inc.
- (o) Amendment to Option Agreement – Home Support Services Inc.
- (p) Exercise of Option Agreement – Home Support Services Inc. (PID # 15041312)

15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

Proclamation

Nov. 1, 2013 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 2013 – January 7th, 2014 to bring extra awareness of impaired driving during the Holiday festivities by planning ahead, being responsible and having a safe drive home.

Now Therefore:

I, John Quartermain, Mayor of St. Stephen hereby proclaims November 1st, 2013 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

Mayor

Date

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on September 23, 2013
be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 23, 2013 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

243/13

THAT the Agenda be approved with 14.(o) under NEW BUSINESS being replaced with a revised version, and with the addition of 14.(q). **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

(a) Town Employee Retirement – Mayor Quartermain, along with Councillor Harding as Chair of the Police and Fire Committee, presented a plaque to Charles Giddens recognizing his 36 years of dedicated service with the Town. Fire Chief Richardson, along with members of the Fire Department, were also in attendance.

(b) St. Croix Theatre Company – Bill Breuer, board member, provided Council with a fact sheet on the St. Croix Theatre Company which will celebrate its 20th anniversary next year. As noted in the fact sheet, the Theatre Company is interested in providing entertainment opportunities at the new Civic Center, as well as the hotel, and invited the public to visit its website @:
www.stcroixtheatrecompany.com.

6. NOTICES OF MOTIONS

No notices of motions.

**MINUTES
REGULAR COUNCIL
SEPTEMBER 23, 2013**

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7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor MacEachern

Seconded by Councillor Harding

244/13 THAT the Minutes of the Regular Council meeting held on August 26, 2013 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Booth

Seconded by Councillor MacEachern

245/13 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2013 be received. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Harding

246/13 THAT the paid bills in the amount of \$1,886,392.43 (one million, eight hundred and eighty-six thousand, three hundred and ninety-two dollars and forty-three cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

No items in the file this month.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor MacDonald

247/13 THAT the Minutes of the Committee of Council meeting held on August 26, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 248/13** THAT the Minutes of the Committee of Council meeting held on September 3, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 249/13** THAT the Minutes of the Committees meeting – Finance and Administration; Planning, Promotion and Tourism; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Public Works held on September 11, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

- 250/13** THAT the Minutes of the Committee of Council meeting held on September 17, 2013 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 251/13** THAT the following staff reports for the month of August 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; and Department of By-Laws and Building Inspection. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 252/13 **THAT** the Royal Canadian Mounted Police (RCMP) August 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

DONATION – THE CHARLOTTE GARDENERS

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 253/13 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$100.00 (one hundred dollars) for a grant to The Charlotte Gardeners to be used for the Charlotte County Blooms 10th Annual Gardening Seminar to be held at the St. Stephen High School on Saturday, September 28, 2013.

AND FURTHER THAT the Council agrees to waive the Town's Lapel Pin Policy No. 41 to allow the allotment of 200 pins to be inserted into welcome bags for the gardeners. **CARRIED**

APPROVAL OF EVENT – SANTA CLAUS PARADE

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 254/13 **THAT** the Council of the Town of St. Stephen grants permission to the Retailers' Christmas Promotion to hold the Santa Claus Parade, which includes music, on Friday, November 15, 2013, commencing at 6:30 p.m., followed by the tree lighting at Town Square. **CARRIED**

AGREEMENT AMENDING LEASE – THE TOWN AND THE PROVINCE OF NEW BRUNSWICK

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 255/13 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement Amending Lease between the Town and the Province of New Brunswick for one (1) year commencing April 1, 2014 and expiring March 31, 2015 for the lease of the Visitor Information Center at 5 King Street. **CARRIED**

EXECUTION OF AIRPORT LEASES

Moved by Deputy Mayor Ames
Seconded by Councillor Harding

- 256/13** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute individual leases between the Town and the following seven (7) lessees for a period of five (5) years retroactive to January 1, 2013 and terminating December 31, 2018 for the lease of property at the St. Stephen Municipal Airport, also known as the Giddens Memorial Airport:

Michael Smith
Timothy J. Foulkes
Darcy Reynold Brittain
Peter Conboy
Vance Fiander
St. Croix Valley Flying Club
Cole G. Bridges

CARRIED

ARCHAMBAULT NEATHWAY & RIDEOUT – ENGAGEMENT LETTER

Moved by Deputy Mayor Ames
Seconded by Councillor MacDonald

- 257/13** THAT the Council of the Town of St. Stephen authorizes the accounting firm of Archambault Neathway & Rideout of St. Stephen, NB, to provide the services for the management of the tender process for the Town's general and liability insurance, including review of submissions and recommendation to Council, for a fee not to exceed \$5,300 (five thousand, three hundred dollars) plus HST, and an additional fee of \$250.00 (two hundred and fifty dollars) for each tender response in excess of two responses.

AND FURTHER THAT Council authorizes the Mayor and Town Clerk to execute an engagement letter with the firm as to the agreed terms of the engagement as described in the letter dated September 9, 2013 and as previously discussed in a closed session on September 11, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

GIDDENS MEMORIAL AIRPORT – ATTENDANT SERVICES

Moved by Councillor Harding
Seconded by Councillor Booth

- 258/13** THAT the Council of the Town of St. Stephen authorizes the continuation of payments to George Laviolette, for airport attendant services, during his leave of absence, for the months of October, November and December 2013 at the Giddens Memorial Airport. **CARRIED**

USED TRUCK PURCHASE

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 259/13** THAT the Council of the Town of St. Stephen authorizes the purchase of a used truck for the Water & Sewerage Department up to a maximum of \$16,000.00 (sixteen thousand dollars) with funding from the Water & Sewerage Capital Reserve Fund.

AND FURTHER THAT a motion will be considered at a future Council meeting for the actual fund transfer when final costs are known. **CARRIED**

DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED

Moved by Councillor Harding
Seconded by Councillor Booth

- 260/13** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$11,500.00 (eleven thousand, five hundred dollars), plus HST, for the design and contract/construction administration of a sewer overflow chamber on Budd Avenue to be paid from authorized borrowing from 2012 streets rehabilitation. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – DESIGN CHANGE TO SHOW POOL SAUNA CHANGE ROOMS LOCATED ON EAST WALL

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 261/13** THAT the Council of the Town of St. Stephen approves completion of a change order for \$Nil cost, as outlined by change request # 5, dated August 17, 2012 and issued by DORA Construction Limited, for a design change to show pool sauna change rooms location on east wall, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – DESIGN CHANGE OF LAYOUT FOR THE POOL AREA

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 262/13** THAT the Council of the Town of St. Stephen approves completion of a change order for \$Nil cost, as outlined by change request # 6, dated August 22, 2012 and issued by DORA Construction Limited, for a design change to reflect change of layout for the pool area as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – ELIMINATE INVERTOR AND REPLACE WITH POWER PACKS

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 263/13** THAT the Council of the Town of St. Stephen approves completion of a change order for \$Nil cost, as outlined by change request # 10, dated June 25, 2013 and issued by DORA Construction Limited, for a design change to eliminate invertor and replace by power pack emergency lights and energy efficient lights in foyer area and reception as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – STRUCTURAL SUPPORT FOR ROOFTOP VENTILATION UNITS OVER KITCHEN

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 264/13** THAT the Council of the Town of St. Stephen approves completion of a change order for \$8,222.50, (eight thousand, two hundred and twenty-two dollars and fifty cents), plus HST, as outlined by change request # 21, dated August 20, 2013 and issued by DORA Construction Limited, to supply and install materials for structural support for rooftop ventilation units over kitchen, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

AND FURTHER THAT Council authorizes the payment for this change order from the redirection of funds provided for as part of the allowance for kitchen equipment supply and install that is included in the base contract price with DORA Construction

**MINUTES
REGULAR COUNCIL
SEPTEMBER 23, 2013**

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Limited and The Town of St. Stephen's Garcelon Civic Center Design Build Contract
– Section 11.0 (a) – Scope of Work Requirements. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE
REQUEST – SEAMLESS DASHER BOARDS UPGRADE**

Moved by Councillor Harding

Seconded by Councillor MacDonald

265/13

THAT the Council of the Town of St. Stephen approves completion of a change order for \$14,000.00, (fourteen thousand dollars), plus HST, as outlined by change request # 25, dated September 4, 2013 and issued by DORA Construction Limited, to upgrade the dasher board system to a seamless dasher board system, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

AND FURTHER THAT Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE
REQUEST – SUPPLY AND INSTALL IN THE ARENA 20' HIGH NHL APPROVED
BLACK NYLON SAFETY NETTING ON THE ENDS/RADII**

Moved by Councillor Maxwell

Seconded by Councillor Booth

266/13

THAT the Council of the Town of St. Stephen approves completion of a change order for \$6,050.00, (six thousand and fifty dollars), plus HST, as outlined by change request # 27, dated September 9, 2013 and issued by DORA Construction Limited, to supply and install in the arena 20' high NHL approved black nylon safety netting on the ends/radii, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

AND FURTHER THAT Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund. **CARRIED**

**AGREEMENT WITH INFRASTRUCTURE CANADA – BUILDING CANADA FUND
– THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER CONSTRUCTION
– ENVIRONMENTAL REPORTING**

Moved by Councillor MacEachern

Seconded by Councillor Harding

267/13

THAT the Council of the Town of St. Stephen authorizes an extension of the contract with Fundy Engineering & Consulting Ltd., dated October 25, 2011 to permit it to provide services to enable the submissions of environmental reports as directed by the Town’s agreement with Infrastructure Canada – Building Canada Fund related to the construction of the Garcelon Civic Center, and as directed by the report entitled “CEAA Environmental Screening Report” dated August 12, 2011, and referred to in the agreement with Infrastructure Canada – Building Canada Fund as it relates to environmental reporting.

AND FURTHER THAT Council authorizes the services be performed by Fundy Engineering & Consulting Ltd., at an agreed fee of \$1,000.00 (one thousand dollars) plus HST, per quarter retroactive to February 1, 2013 until completion of the project, and as required by the agreement with Infrastructure Canada – Building Canada Fund. **CARRIED**

**THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – CHANGE
REQUEST – INSTALL ELECTRIC DOOR OPERATORS TO THREE OVERHEAD
DOORS**

Moved by Councillor Harding

Seconded by Councillor MacDonald

268/13

THAT the Council of the Town of St. Stephen approves completion of a change order for \$6,160.00, (six thousand one hundred and sixty dollars), plus HST, as outlined by change request # 15, dated August 14, 2013 and issued by DORA Construction Limited, to add electric door operators complete with power supply to three overhead doors, and as previously requested by the Town of St. Stephen’s Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen’s Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

AND FURTHER THAT Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Attended all Town meetings.
- Responded to several citizens on various municipal matters.
- Looks forward to the public forum on Wednesday, September 25th at the Border Community Area Arena with respect to its future.

Councillor MacEachern

- Attended the Fall Fair at the Ganong Nature Park.
- Attended and assisted with the Charlotte Dial A Ride “ball drop” fundraiser.
- Attended all Town meetings.

Councillor Harding

- Attended the St. Stephen Fall Fair.

Councillor Booth

- Attended both the St. Stephen Fall Fair and Charlotte County Fall Fair.
- Attended all Town meetings.

Councillor MacDonald

- Participated in the tour of the Garcelon Civic Center with Premier Alward.
- Attended all Town meetings.
- Attended the Fall Fair at the Ganong Nature Park.

Councillor Maxwell

- Attended all Town meetings.
- Attended the St. Stephen Fall Fair and brought greetings from the Town.
- Attended the Charlotte County Fall Fair.
- Experienced the busiest month ever which included four fundraising projects.

16. QUESTION PERIOD

There were no questions.

**MINUTES
REGULAR COUNCIL
SEPTEMBER 23, 2013**

11

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor MacEachern

269/13 THAT the meeting adjourn at 7:40 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 23, 2013 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Town Employee Retirement – Presentation to Charles H. Giddens.
 - (b) St. Croix Theatre Company – Presentation by Bill Breuer, Board Member.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – August 26, 2013
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – August 26, 2013
 - (b) Committee of Council Meeting – September 3, 2013
 - (c) Committees Meeting – Finance and Administration; Planning, Promotion and Tourism; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Public Works - September 11, 2013
 - (d) Committee of Council Meeting – September 17, 2013

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Donation – The Charlotte Gardeners
- (c) Approval of Event – Santa Claus Parade
- (d) Agreement Amending Lease – the Town and the Province of New Brunswick
- (e) Execution of Airport Leases
- (f) Archambault Neathway & Rideout - Engagement Letter
- (g) Giddens Memorial Airport – Attendant Services
- (h) Used Truck Purchase
- (i) Dillon Consulting Limited – Client Authorization to Proceed
- (j) The Town of St. Stephen's Garcelon Civic Center – Change Request – Design Change to Show Pool Sauna Change Rooms Located on East Wall
- (k) The Town of St. Stephen's Garcelon Civic Center – Change Request – Design Change of Layout for the Pool Area
- (l) The Town of St. Stephen's Garcelon Civic Center – Change Request – Eliminate Invertor and Replace with Power Packs
- (m) The Town of St. Stephen's Garcelon Civic Center – Change Request – Structural Support for Rooftop Ventilation Units over Kitchen
- (n) The Town of St. Stephen's Garcelon Civic Center – Change Request – Seamless Dasher Boards Upgrade
- (o) The Town of St. Stephen's Garcelon Civic Center – Change Request – Supply and Install in the Arena 20' high NHL approved Black or White Nylon Safety Netting on the Ends/Radii
- (p) Agreement with Infrastructure Canada – Building Canada Fund – The Town of St. Stephen's Garcelon Civic Center Construction – Environmental Reporting

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2013 be received.

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

	Actual To Date For the Nine Months Ending September 30, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
Revenue				
Taxes	4,155,594	5,540,792	\$1,385,198	75%
Services Provided to Other Governments	128,760	184,662	55,902	70%
Sale of Services	73,552	125,548	51,996	59%
Other Revenue From Own Sources	199,540	227,764	28,224	88%
Unconditional Grants	614,931	819,907	204,976	75%
Conditional Transfers	3,200	5,000	1,800	64%
Other Transfers	625,395	866,203	240,808	72%
Total Revenue	5,800,972	7,769,876	1,968,904	75%
Expenditure				
General Government Services	810,929	1,000,836	189,907	81%
Protective Services	1,520,851	2,067,208	546,357	74%
Transportation Services	1,208,464	1,771,027	562,563	68%
Environmental Health Services	184,541	265,415	80,874	70%
Environmental Development Services	205,195	251,055	45,860	82%
Recreational and Cultural Services	575,297	1,031,328	456,031	56%
Fiscal Services	834,265	1,375,007	540,742	61%
Other	1,047	8,000	6,953	13%
Total Expenditures	5,340,589	7,769,876	2,429,287	69%
Surplus (Deficit)	\$460,383	\$0		

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

	Actual To Date For the Nine Months Ending September 30, 2013	Budget For the Year Ending December 31, 2013	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,525,927	\$2,054,325	\$528,398	74%
Other Revenue From Own Service	138,171	168,464	30,293	82%
Total Revenue	<u>1,664,098</u>	<u>2,222,789</u>	<u>558,691</u>	<u>75%</u>
Expenditures				
Water Supply	608,424	1,013,981	405,557	60%
Sewerage Collection and Disposal	472,509	650,953	178,444	73%
Fiscal Services	441,250	557,855	116,605	79%
Total Expenditures	<u>1,522,183</u>	<u>2,222,789</u>	<u>700,606</u>	<u>68%</u>
Surplus (Deficit)	<u>\$141,915</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$2,044,763.24 (two million, forty-four thousand, seven hundred and sixty-three dollars and twenty-four cents) be received.

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 013111

CHEQUE REGISTER

Printed: 14:25, Oct 09/2013

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Number	Issued	Recipient	Amount	SC	Status	StatDate
012449	09/01/13 SEPTEMBER/13	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-SEPTEMBER/13 LEASE	5323.40 5323.40	A/P	OUT-STD	
012877	09/01/13 4009	SHARPE'S LAWN CARE RC-TURFMAINTENANCE-PLAY FIELDS	9694.93 9694.93	A/P	OUT-STD	
012878	09/03/13 AUGUST/13	ACCT #903240047015 VOL FIRE MEMBERSHIP DUES-AUG	290.00 290.00	A/P	OUT-STD	
012879	09/03/13 AUGUST/13	ACCT 8025-280 LOCAL 770 UNION DUES-AUG/13	912.31 912.31	A/P	OUT-STD	
012880	09/03/13 AUGUST/13	ACCT 903240070386 EMPLOYEE DEDUCTIONS-AUG/13	400.00 400.00	A/P	OUT-STD	
012881	09/03/13 AUGUST/13	BAYVIEW CREDIT UNION EMPLOYEE DEDUCTIONS - AUG/13	540.00 540.00	A/P	OUT-STD	
012882	09/03/13	CHEER ATLANTIC JUMPSTARTFALIRC-JUMPSTART-DONATION	600.00 600.00	A/P	OUT-STD	
012883	09/03/13 AUGUST/13	CIBC MELLON GLOBAL SECURITIES NBMF0 GG-MUNICIPALPLAN-AUGUST/13	19318.72 19318.72	A/P	OUT-STD	
012884	09/03/13	FUNDY MINOR FOOTBALL ASSOCIATION JUMPSTARTFALIRC-REC-JUMPSTART DONATION	100.00 100.00	A/P	OUT-STD	
012885	09/03/13	FUNDY CHEER ALLSTARS JUMPSTARTFALIRC-JUMPSTART DONATION	300.00 300.00	A/P	OUT-STD	
012886	09/03/13 AUGUST/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-AUG/13	362.00 362.00	A/P	OUT-STD	
012887	09/03/13 AUGUST/13	ST. STEPHEN UTILITY DEPT. EMPLOYEE DEDUCTIONS - AUG/13	60.00 60.00	A/P	OUT-STD	
012888	09/03/13	ST. STEPHEN BASKETBALL ASSOCIATION JUMPSTARTFALIRC-JUMPSTART DONATION	100.00 100.00	A/P	OUT-STD	
012889	09/03/13	JULIA'S SCHOOL OF DANCE JUMPSTARTFALIRC-REC-JUMPSTART DONATION	800.00 800.00	A/P	OUT-STD	

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012890	09/05/13	IRVING ENERGY DISTRIBUTION AND MARK				
	734097	TS-STG-GAS	5618.65			
	735434	TS-STG-GAS	5610.21			
			11228.86	A/P	OUT-STD	
012891	09/05/13	MAYFIELD GARDENS & LANDSCAPE				
	5211	RC-PARKS-MOWING	1013.61			
			1013.61	A/P	OUT-STD	
012892	09/05/13	MINISTER OF FINANCE				
	WEEK36/13	EMPLOYEE DEDUCTIONS-SEP 10-16	209.30			
			209.30	A/P	OUT-STD	
012893	09/05/13	MISS D'S				
	83225	TS-SHOP-ICE	2.50			
			2.50	A/P	OUT-STD	
012894	09/05/13	MUNICIPALITY OF LAC-MEGANTIC				
		DISASTERRELIEF-CIVIC-DISASTER RELIEF	1000.00			
			1000.00	A/P	OUT-STD	
012895	09/05/13	NBAFC				
	WORKSHOP	PS-FIRE-FIRE SERVICE WORKSHOP	200.00			
			200.00	A/P	OUT-STD	
012896	09/05/13	O'CONNELL MIKE				
	AUGUST22/13	RC-PARKS-YEAR END LUNCH	213.18			
	AUGUST23/13	RC-DIRPR/PM-LIFESAVING SOCIETY	100.00			
			313.18	A/P	OUT-STD	
012897	09/05/13	ORR ELECTRIC & ALARM LTD.				
	1054	PS-FIRE-INSTALL EMERG LIGHTS I	974.38			
	1057	RC-COTTONMILL-RMVD LIGHT FIXTU	465.56			
			1439.94	A/P	OUT-STD	
012898	09/05/13	PAYROLL TRANSFER				
	WEEK36/13	GG-TRANSFER-AUG 23 - SEPT 5/13	58947.00			
			58947.00	A/P	OUT-STD	
012899	09/05/13	PETTY CASH				
	AUGUST06/13	GG-TOWNHALL-KITCHEN SUPPLIES	2.24			
	AUGUST08/13	TS-STG-#5 LICENSE PLATE REPLAC	50.00			
	AUGUST18/13	GG-CIVIC-MARITIMER OF THE WEEK	5.07			
	AUGUST23/13	GG-CIVIC-MARITIMER OF THE WEEK	39.08			
	AUGUST23/13A	GG-CIVIC-MARITIMER OF THE WEEK	33.20			
			129.59	A/P	OUT-STD	
012900	09/05/13	RECEIVER GENERAL FOR CANADA				
	PAY18/13	GG-REMITTANCE-AUG 23-SEPT5/13	28668.70			
			28668.70	A/P	OUT-STD	
012901	09/05/13	RICHARD PIERCE LTD.				
	JULY12/13	RC-SPLASHPAD-BACKFLOW TEST	169.50			
			169.50	A/P	OUT-STD	

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012902	09/05/13 AUGUST21/13	SAM BACKMAN RC-MILLPOOL-UNIFORM DUTY	26.21 26.21			
				A/P	OUT-STD	
012903	09/05/13 11770	SELDON SMITH & SONS LIMITED TS-AIRPORT-REPAIR FAUCETS	176.96 176.96			
				A/P	OUT-STD	
012904	09/05/13 AUGUST/13 WEEK36/13 WEEK36/13*	SHANNON MICHAEL PS-ANMLCNTRL-KENNEL FEE-AUG PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WEEKLY VEH ALLOW	339.00 167.69 197.75 704.44			
				A/P	OUT-STD	
012905	09/05/13 AUGUST30/30	SHANNON GULLISON RC-MILLPOOL-PROPANE FOR BARBEQ	22.60 22.60			
				A/P	OUT-STD	
012906	09/05/13 201203282 201203366 201203368 201203369 201203370	SOURCE ONE SUPPLIES TS-SHOP-HAND TWL, CLEANER, URI TS-SHOP-GARBAGE BAGS TS-SHOP-WEDGE ALL TS-SHOP-CONE CUPS TS-SHOP-SDS PLUS CARBIDE BIT	97.87 26.45 10.03 77.91 11.18 223.44			
				A/P	OUT-STD	
012907	09/05/13 149555	SOUTHERN SANITATION LTD. TS-AIRPORT-GARBAGE COLLECTION	30.51 30.51			
				A/P	OUT-STD	
012908	09/05/13 BOOTH MACDONALD MACEACHERN	UNION OF MUNICIPALITIES OF NEW BRUN GG-COUNCILLOR-CONFERENCE 2013 GG-COUNCILLOR-CONFERENCE 2013 GG-COUNCILLOR-CONFERENCE 2013	300.00 360.00 300.00 960.00			
				A/P	OUT-STD	
012909	09/10/13 76500045434	ACKLANDS - GRAINGER INC. PS-FIRE-STRAP LOWER KEVLAR, TE	336.11 336.11			
				A/P	OUT-STD	
012910	09/10/13 RES0119677	AMBULANCE NEW BRUNSWICK PS-FIRE-WILLIAM EULOTH-VOL. FI	130.60 130.60			
				A/P	OUT-STD	
012911	09/10/13 3588	A ONE PUMPING SERVICE LTD. RC-PARKS-CHOCFEST MUD RUN TOILET	203.40 203.40			
				A/P	OUT-STD	
012912	09/10/13 1342238 1343332	BRUNSWICK NEWS INC GG-CIVIC-INTERNATIONAL FESTIVA PS-FIRE-INTERNATIONAL FESTIVAL	192.10 175.48 367.58			
				A/P	OUT-STD	

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012920	09/10/13	CANADIAN TIRE				
	N14003638	RC-TOURISTBUREAU-HF 2 ARM PREM	8.46			
	N14003644	RC-PARKS-TAPE, BUG SPRAY	24.05			
	N14003654	PS-FIRE-SHLF, TOTE, JACK	202.22			
	N14003655	RC-PARKS-BOLT CUTTERS	22.60			
	N14003661	RC-MILLPOOL-SIGNS, LOCK FOR SA	17.14			
	N14003667	RC-PARKS-PAINT ROLLER, NET PEG	12.41			
	N14003670	RC-BASKETBALL COURT-SEALER	22.59			
	N14003679	RC-PARKS-WELDING GLOVES	22.59			
	N14003688	RC-PARKS-BASKETBALL NET	4.51			
	N14003692	RC-PARKS-AIR COMPRESSOR REEL	79.64			
	N14085699	RC-PARKS-TIRES	-558.17			
	N14085702	RC-BALLFIELD-STRING	5.64			
	N14085704	RC-MILLPOOL-TENT PEGS, TOTE	18.41			
	N14085738	RC-TOURISTBUREAU-FLUSH LEVER	9.93			
	N14085756	TS-SHOP-SWITCH, MINI FUSEHLD	17.94			
	N14085757	RC-PARKS-200ZHAMMR GRPH	15.35			
	N14085766	RC-PARKS-SOCKET SET	35.03			
	N14085768	RC-MILLPOOL-SUPPLIES	42.88			
	N14085769	RC-PARKS-PAD LOCK	14.23			
	N14085770	GG-CIVIC-GIFT CARDS FOR ROTARY	100.00			
	N14085773	RC-PARKS-CLAMPS, DRMFN 5P, AC	59.75			
	N14085774	RC-MILLPOOL-PAIL, VILEDA PRO-W	46.86			
	N14085776	TS-SHOP-SCRUB BUCKET	9.59			
	N14085780	RC-PARKS-CLAMPS	23.71			
	N14085781	RC-TOURISTBUREAU-TOILET FLAPPE	8.46			
	N14085783	RC-PARKS-MARKING CHALK	8.46			
	N14085798	RC-#306-MOTOMASTER P205	317.26			
	N14821645	RC-#306-TIRES	639.63			
	N14864933	RC-SKATEBOARD PARK-ALUMANGLE	14.11			
	N14864963	RC-TRUCK-DRILLBITS	16.94			
	N14864968	TS-#22-HOSE BARB	4.72			
	N14865124	TS-#2-CAPS, BRAKE CONTLLER	152.53			
	N14865127	RC-MILLPOOL-CLOCK BATTERIES	17.83			
	N15109402	RC-MILLPOOL-BULB, TITANIUM BIT	37.47			
	N15109404	RC-PARKS-ROLLER	7.90			
	N15109405	RC-MILLPOOL-LIFE JACKETS	135.53			
	N15109411	PS-FIRE-BLUE TARP, HEAVY 4PK R	49.70			
	N15109415	TS-STS-TAPES	18.08			
	N15109419	RC-HORT-HOSE CONNECT	6.94			
	N15109422	TS-SHOP-SUPPLIES	62.14			
	N15109431	TS-SHOP-FLASHLIGHT	22.59			

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	N15109433	RC-PARKS-GAS CAN, MOTOR OIL	12.41			
	N15109604	TS-ST5-BOW RAKE, CILGG S/S	74.55			
	N15109606	RC-PARKS-SPRAY NINE	25.96			
	N15109607	TS-SHOP-VACUUM BAGS	20.20			
	N15109811	RC-PARKS-SIGN, TIES	13.20			
	N15109813	RC-SKATEBOARD PARK-GRINDING WH	20.34			
	N15109821	RC-PARKS-FLUX WIRE	84.74			
	N15109842	TS-ST5-BUG SPRAY	21.11			
	N15109843	RC-DIR PR/PM-PNZL 5W30 JUG, HA	49.69			
	N15109847	RC-SKATEBOARD-WHEEL CUT, CAP,	34.77			
	N15109852	RC-PARKS-WATER COOLER	142.36			
	N15109854	RC-PARKS-BUG SPRAY	31.49			
	N15109860	TS-SHOP-1/2 COST OF CABINET	334.00			
	N15109865	TS-SHOP-PAINT SUPPLIES	15.80			
	N15109871	TS-SHOP-SOCKET	18.97			
	N15109882	TS-ST5-GRASS SEED	19.19			
	N15109885	PS-FIRE-AM/FM RADIO, BROOM CLI	126.44			
	N15109886	RC-PARKS-SUN SCREEN, PAINT, DI	20.87			
	N15109895	RC-MILLPOOL-SOLDER GUN, SOLDER	62.01			
	N15109899	RE-SPLASHPAD-DUCT TAPE, CLOSED	19.53			
	N15109900	RC-PARKS-BLEACH	7.42			
	N15109903	TS-SHOP-RAID	9.82			
	N15109908	TS-SHOP-REG CUT KEY	5.63			
	N15109909	TS-#22-VINYL HOSE	8.46			
	N15109910	RC-PARKS-RATCHET STRAPS	18.07			
	N15109913	RC-BENCHES-PAINT, GRAN SHOCK	105.07			
	N15109923	RC-MILLPOOL-LYSOL WIPES, CLORO	10.83			
	N15109925	TS-ST5-36QT ADVANTAGE	32.77			
	N15109926	RC-PARKS-BLDRCP, MET14T9"	19.20			
	N15109932	RC-PARKS-CUT WHEELS, WRENCH SE	88.14			
	N15109937	RC-MILLPOOL-CLEANING SUPPLIES	28.76			
	N15109941	RC-PARKS-LAMP HOLDERS	189.05			
	N15109944	RC-PARKS-LAMP HOLDER, CORD	91.33			
	N15109945	RC-SPRINKLERPAD-HOOK UP HOSE,	38.39			
	N15109950	TS-SHOP-TRIMLINER, PAINT TRAY	9.02			
	N15109954	RC-PARKS-LIGHT BULBS	7.09			
	N15109957	RC-PARKS-VISE	53.11			
	N15109958	RC-HORT-FLY RIBBONS	6.76			
	N15109962	RC-PARKS-SKL SAW, EXTENSION CO	123.63			
	N15109968	RC-SHOP-BENCH GRINDER, HACK SA	88.12			
	N15109971	RC-PARKS-LIGHT BULBS, TIRE REP	19.18			
	N15109972	PS-FIRE-3" BARRL BLT ZP, TEKS	63.94			

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	N15109973	TS-#21-3" BRDBUTT HG LS	6.20			
	N15109975	TS-SHOP-ABS PIPE	6.77			
	N15109977	TS-SHOP-4 PC HOOK&PICK, 3/8" D	30.15			
	N15109981	RC-PARKS-4IN1 TRNSMITTR, PNT PL	59.87			
	N15109987	RC-PARKS-LIGHT BULBS	63.23			
	N15109988	RC-PARKS-SILICONE	6.32			
	N15109990	RC-PARKS-SUPPLIES	110.74			
	N15109999	RC-MILLPOOL-CLEANING SUPPLIES	64.95			
	N15110004	RC-MILLPOOL-MOPS, KEYS CUT	61.45			
	N15110016	RC-PARKS-DRIVER ST 6PC, PICKUP	15.80			
			4384.55	A/P	OUT-STD	
012921	09/10/13	CANADIAN SPRINGS				
	9909405688	RC-MILLPOOL-WATER	67.20			
	9909409823	PS-RCMP-WATER	33.67			
			100.87	A/P	OUT-STD	
012922	09/10/13	CNH CAPITAL T4112				
	IN70369	TS-#16-STARTER CORE	-84.75			
	IN70492	TS-#11-LINK ASSY. LARGE PIN, S	1066.38			
	IN70606	TS-#11-BUSHINGS, FLOOR FLUID	158.80			
			1140.43	A/P	OUT-STD	
012923	09/10/13	EAST COAST INTERNATIONAL TRUCKS				
	3-230860021CRE	TS-#7-WIPER BLADES	-10.35			
	3-231900008	TS-#5-REMAN SH, SEAL, DRIVE HU	279.47			
	3-231910018	TS-SHOP-RAGS	18.02			
	3-231960029	TS-#5-REMAN SH	-94.02			
	3-232120013	PS-FIRE-ROTELLA 15W40 1L, RAGS	203.72			
			396.84	A/P	OUT-STD	
012924	09/10/13	EAST COAST AIR				
	721	RC-TOURISTBUREAU-HEAT PUMP REP	97.46			
			97.46	A/P	OUT-STD	
012925	09/10/13	FLEET READY LTD.				
	4822	PS-FIRE-VEHICLE DOOR DECAL	133.61			
			133.61	A/P	OUT-STD	
012926	09/10/13	FUNDY BUILDING INSPECTION & DRAFTIN				
	13-106	PS-BUILDINSPECT-FEE, MILEAGE	1194.98			
			1194.98	A/P	OUT-STD	
012927	09/10/13	HOVEY'S HUSKY SALES & SERVICE				
	7051	TS-SHOP-SUPPLIES	78.53			
			78.53	A/P	OUT-STD	
012928	09/10/13	RENE WATTS				
	SEPT04/13	PS-XWALKGUARDS-FOOTWEAR	49.94			
			49.94	A/P	OUT-STD	

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012929	09/10/13	IRVING ENERGY DISTRIBUTION AND MARK				
	335356	TS-ST5-DIESEL	1141.94			
	740228	TS-ST5-DIESEL	1701.53			
			2843.47	A/P	OUT-STD	
012930	09/10/13	Jason St. Peter				
	SEPT4/13	PS-FIRE-2013 FIRE WORKSHOP	500.00			
			500.00	A/P	OUT-STD	
012931	09/10/13	JOHN QUARTERMAIN				
	SEPTEMBER4/13	GG-MAYOR-DATA CENTRES MEETING	98.70			
	SEPTEMBER4/13	GG-MAYOR-FUNDY TRAIL AGM	166.40			
	SEPTEMBER4/13	GG-MAYOR-CIVIC CENTRE COMMUNIC	100.80			
	SEPTEMBER4/13	GG-MAYOR-NB SPORTS HALL OF FAM	380.21			
			746.11	A/P	OUT-STD	
012932	09/10/13	KEITH'S BUILDING SUPPLIES				
	124673	TS-SHOP-KD SPRUCE	30.80			
			30.80	A/P	OUT-STD	
012933	09/10/13	LIFESAVING SOCIETY - NB Branch				
	2013-182	RC-MILLPOOL-CLOTHING	655.40			
			655.40	A/P	OUT-STD	
012934	09/10/13	MCINNES COOPER				
	2013016335	GG-LEGAL-VIOLATION OF ORDER	2523.29			
			2523.29	A/P	OUT-STD	
012935	09/10/13	MINISTER OF FINANCE				
	WEEK37/13	EMPLOYEE DEDUCTIONS-SEP 17-23	209.30			
			209.30	A/P	OUT-STD	
012936	09/10/13	RICHARDSON JEFF				
	SEPT4/13	PS-FIRE-RETIREMENT BREAKFAST	399.15			
			399.15	A/P	OUT-STD	
012937	09/10/13	SHANNON MICHAEL				
	WEEK37/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK37/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
012938	09/12/13	DISHER HOMES LTD.				
	AUGUST01/13	RC-PARKS-WHARF REPAIRS	7265.90			
			7265.90	A/P	OUT-STD	
012939	09/12/13	DOT LARSEN				
	SEPTEMBER10/13	PS-XWALKGUARDS-FOOTWEAR	25.36			
			25.36	A/P	OUT-STD	
012940	09/12/13	GREAT-WEST LIFE ASSURANCE COMPANY				
	AUG30/13	GG-PREMIUMS-SEPT24-OCT23-DIV1	1789.34			
	AUG30/13CRE	GG-PREMIUMS-SEP24-OCT23-DIV1	-165.92			
	AUG30/13CRE*	GG-PREMIUMS-SEP24-OCT23-DIV1	-147.32			
			1476.10	A/P	OUT-STD	

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012941	09/12/13 225841697	KONICA MINOLTA BUSINESS SOLUTIONS (GG-TOWNHALL-COPIER CHARGES	136.05 136.05	A/P	OUT-STD	
012942	09/12/13 SEPTEMBER 11/13	LAVIOLETTE, GEORGE RC-AIRPORT-RUNWAY MAINTENANCE	410.00 410.00	A/P	OUT-STD	
012943	09/12/13 2013016344 2013019121 2013019128 2013019132 2013019220	MCINNES COOPER GG-LEGAL-GRANT OF OPTION GG-LEGAL-REVISIONS OF BY-LAWS GG-LEGAL-GRANT OF OPTION GG-LEGAL- <i>Personnel Records</i> GG-LEGAL-GENERAL	671.22 3813.75 1695.00 4423.95 4637.52 15241.44	A/P	OUT-STD	
012944	09/12/13 11368891AUG13 11378668AUG13 11395944AUG13 15772965AUG13 46435731AUG13	MINISTER OF FINANCE GG-TOWNHALL-TELEPHONES TS/PS-199UNIONST-TELEPHONES TS/PS-199UNIONST-TELEPHONES RC-REC/POOLS-TELEPHONES RC-PARKS-CHOC PARK CAMERAS	1183.85 350.44 895.58 346.59 77.91 2854.37	A/P	OUT-STD	
012945	09/12/13 24458 24469	ORCHARD'S PAINT & PAPER LTD. RC-PARKS-PAINT FOR PICNIC TABL RC-PARKS-PAINT FOR PICNIC TABL	55.31 55.31 110.62	A/P	OUT-STD	
012946	09/12/13 2013-68	RANDY'S TOWING TS-#2-MILLTOWN MACHINE TO GARA	113.00 113.00	A/P	OUT-STD	
012947	09/12/13 299972	RICHWIL TRUCK CENTRE LTD. TS-#7-BELT	184.53 184.53	A/P	OUT-STD	
012948	09/12/13 AUG 1/13	SMITH BROS. MACHINE SHOP LTD. PS-FIRE-CUT & BEND ALUM PLATE	96.05 96.05	A/P	OUT-STD	
012949	09/12/13 201201855 201202558 201202665 201203003 201203121 201203141 201203382	SOURCE ONE SUPPLIES RC-LIBRARY-PAPER TOWELS, GARBA RC-TOURISTBUREAU-GARBAGE BAGS, RC-TOURISTBUREAU-GARBAGE BAGS PS-FIRE-LAUNDRY DETERGENT, GAR RC-MILLPOOL-BOL-GENIE, LYSOL, PS-FIRE-HAND SOAP RC-LIBRARY-GRBG BAGS, HAND TOW	178.36 470.11 54.22 131.93 138.24 29.31 147.97 1150.14	A/P	OUT-STD	

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012950	09/12/13 13525	SOUTH WEST COURIER TS-#7-FROM SJ SPRINGWORKS	29.11 29.11			
012951	09/12/13 8768-117661 8768-118131	SPEEDY ST-STEPHEN 8768 RC-PIZZADELIGHT-FRONT DOOR REP RC-LIBRARY-SERVICE ON LOCK	226.00 73.45 299.45	A/P	OUT-STD	
012952	09/12/13 335640 335641	ST. CROIX VOCATIONAL CENTRE INC. TS-ST5-SURVEY STAKES TS-SHOP-SURVEY STAKES	21.47 42.94 64.41	A/P	OUT-STD	
012953	09/12/13 AUG30/13 *	GREAT-WEST LIFE ASSURANCE COMPANY GG-PREMIUMS-SEPT24-OCT23-DIV 2	1298.28 1298.28	A/P	OUT-STD	
012954	09/18/13 9010196911 9100039299 9100040640	ATLANTIC TRACTORS & EQUIPMENT LTD. TS-#13-GLASS-LH TS-#13-CONES, BEARING, SEALS, TS-#13-CONE BEARING, VENT, BOL	413.70 5185.95 5370.58 10970.23	A/P	OUT-STD	
012955	09/18/13 06336721AUG13	BELL ALIANT TS-AIRPORT-TELEPHONE	129.17 129.17	A/P	OUT-STD	
012956	09/18/13 #2730	BOB BURNSIDE RC-POOL-SWIM LESSONS REFUND	83.00 83.00	A/P	OUT-STD	
012957	09/18/13 50168189	BRAEMAR PEST CONTROL SERVICES GG-OLD TOWN HALL-PEST CONTROL	37.37 37.37	A/P	OUT-STD	
012958	09/18/13 IN052090	CANADIAN RED CROSS RC-MILLPOOL-SAFETY RENEWAL FEE	100.00 100.00	A/P	OUT-STD	
012959	09/18/13 339773	DAVIS FUELS LTD. TS-SHOP-SUPREME	217.18 217.18	A/P	OUT-STD	
012960	09/18/13 108730	DYNAMIC ONLINE MARKETING CORP. PS-FIRE-TRAINING INCENTIVES, F	1017.00 1017.00	A/P	OUT-STD	
012961	09/18/13 13-113	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-FEE	1245.83 1245.83	A/P	OUT-STD	
012962	09/18/13 7052	HOVEY'S HUSKY SALES & SERVICE PS-FIRE-PUMP	361.60 361.60	A/P	OUT-STD	

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012963	09/18/13 142847	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL	1765.38 1765.38			
				A/P	OUT-STD	
012964	09/18/13 2013-291	LIBESAVING SOCIETY - NB Branch RC-POOLS-BRONZE STAR, MEDALLIO	185.00 185.00			
				A/P	OUT-STD	
012965	09/18/13 13-01 13-02	MANZER YOUNG PS-BYLAU-FEE PS-BYLAU-FEE	39.55 435.05 474.60			
				A/P	OUT-STD	
012966	09/18/13 5248	MAYFIELD GARDENS & LANDSCAPE RC-PARKS-BUSH HOG 97 QUEENSWAY	67.80 67.80			
				A/P	OUT-STD	
012967	09/18/13 013019165	MCINNES COOPER GG-LEGAL-LEASES RENEWAL	789.87 789.87			
				A/P	OUT-STD	
012968	09/18/13 OCTOBER/13 OCTOBER/13* OCTOBER/13** OCTOBER/13*** OCTOBER/13****	MEDAVIE BLUE CROSS GG-HEALTH&DENTALPREMIUMS-OCT GG-HEALTH&DENTALPREMIUMS-OCT GG-HEALTH&DENTALPREMIUMS-OCT GG-HEALTH&DENTALPREMIUMS-OCT GG-HEALTH&DENTALPREMIUMS-OCT	5653.44 555.44 -555.44 -555.44 8658.27			
			13756.27	A/P	OUT-STD	
012969	09/18/13 129263	MEGA-LAB MANUFACTURING CO. LTD. TS-SHOP-MEGALUBE WP GREASE	247.47 247.47			
				A/P	OUT-STD	
012970	09/18/13 16466	MILLTOWN MACHINE & FABRICATION LTD. RC-PARKS-RAIL RIVERWALK	28.14 28.14			
				A/P	OUT-STD	
012971	09/18/13 83223 83226 83227	MISS D'S TS-SHOP-ICE TS-SHOP-GARBAGE BAGS TS-SHOP-ICE	5.00 271.11 2.50 278.61			
				A/P	OUT-STD	
012973	09/18/13 17915909SEP13 17935200SEP13 17949909SEP13 18169205SEP13 18988703SEP13 19051703SEP13 19051801SEP13	N. B. ELECTRIC POWER COMM RC-SCHOOLST-POOL TS-KING/UNIONST-TRAFFIC LIGHTS GG-OLDTOWNHALL-ELECTRICITY RC-POOL-MILL LANE TS/PS-199UNIONST-ELECTRICITY TS-AIRPORT-ELECTRICITY TS-AIRPORT-ELECTRICITY	99.88 35.11 103.35 1549.20 1079.10 152.84 43.15			

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	216030308SEP13	TS-ST5-AREA LIGHTS	11029.72			
	50660140SEP13	RC-PARKS-ROTARY CHANGING ROOMS	23.65			
	54187672SEP13	TS-KING/QUEENST-TRAFFIC LIGHTS	34.15			
	55160607SEP13	RC-COTTONMILL-PEDESTAL LIGHT	59.65			
	55471834SEP13	TS/PS-220UNIONST-ELECTRICITY	56.39			
	55917471SEP13	TS-ST5-WATERFRONT LIGHTS	60.61			
	71315207SEP13	PS-RCMP-ELECTRICITY	820.95			
	72924306SEP13	RC-PARKS-BANDSTAND	41.11			
	73006038SEP13	RC-LIBRARY-ELECTRICITY	679.02			
	82122207SEP13	RC-PARKS-BASKETBALL COURT	31.15			
	83278804SEP13	TS-ST5-PARKS SHED	24.46			
	84960501SEP13	RC-PARKS-RIVERSIDE DR LIGHTS	126.36			
			16049.85	A/P	OUT-STD	
012974	09/18/13	NICK GAUNCE				
	AUGUST19/13	PS-BUILDINGPERMIT-REFUND	25.00			
			25.00	A/P	OUT-STD	
012975	09/18/13	O'CONNELL MIKE				
	SEPTEMBER10/13	RC-DIRPM/PR-RECREATION NB MEET	135.00			
			135.00	A/P	OUT-STD	
012976	09/18/13	ST. STEPHEN ARBA CHAMBER				
	CIBGIFTCERTIFI	GG-CIVIC-COMM IN BLOOM GIFT CE	50.00			
			50.00	A/P	OUT-STD	
012977	09/18/13	TELUS				
	21856412AUG13	RC/PS/TS-CELL PHONE CHARGES	690.22			
	21856412CREAUG	GG-CELL PHONE CREDIT-AUGUST	-0.01			
			690.21	A/P	OUT-STD	
012979	09/19/13	MCLAUGHLIN, DONALD				
	AUGUST28/13	GG-TOWN-TOWN OFFICE SIGN	316.40			
			316.40	A/P	OUT-STD	
012980	09/19/13	MINISTER OF FINANCE				
	WEEK38/13	EMPLOYEE DEDUCTIONS-SEPT 24-30	209.30			
			209.30	A/P	OUT-STD	
012981	09/19/13	PAYROLL TRANSFER				
	WEEK38/13	GG-TRANSFER-SEP 6-19/13	60274.00			
			60274.00	A/P	OUT-STD	
012982	09/19/13	RECEIVER GENERAL FOR CANADA				
	PAY38/13	GG-REMITTANCE-SEPT 6-19	31811.31			
			31811.31	A/P	OUT-STD	
012983	09/19/13	SHANNON MICHAEL				
	WEEK38/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK38/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	

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012984	09/19/13	YUNJU PARK				
	SWIM REFUND	RC-POOL-SWIM LESSONS REFUND	40.00			
			40.00	A/P	OUT-STD	
012985	09/19/13	LISA GLYNN				
	NLS COURSE	RC-POOL-NLS COURSE REFUND	220.00			
			220.00	A/P	OUT-STD	
012986	09/23/13	SCOTIABANK (SWIM OUTLET)				
	6612447	RC-MILLPOOL-SWIMSUITS	1305.13			
			1305.13	A/P	OUT-STD	
012987	09/25/13	ALICIA SUTHERLAND				
	SWIM REFUND	RC-MILLPOOL-LESSONS REFUND	48.00			
			48.00	A/P	OUT-STD	
012988	09/25/13	CHARLOTTE UNITED SOCCER CLUB				
	FUNDY DONATION	RC-JUMPSTART-DONATION	100.00			
			100.00	A/P	OUT-STD	
012989	09/25/13	CHUCK BROWN				
	SWIM REFUND	RC-MILLPOOL-COURSE REFUND	125.00			
			125.00	A/P	OUT-STD	
012992	09/25/13	CREIGHTON-CARTER LTD.				
	319675	TS-SHOP-ANTIFREEZE	15.77			
	319696	TS-SHOP-BLADES	-55.32			
	319698	TS-SHOP-CO. DRILL 3 16	12.18			
	319885	RC-PARKS-TOOLS	45.19			
	320172	TS-#11-LUBE FILTER	-8.67			
	320172*	TS-#11-TO REVERSE CREDIT#320172	8.67			
	320266	TS-SHOP-WHITE GREASE	17.79			
	320281	RC-PARKS-FUSE ASST	11.24			
	320395	RC-PARKS-HALOGEN BULBS	9.74			
	320532	TS-SHOP-UPPER CYLINDER LUB, GR	18.40			
	320576	TS-SHOP-S. DEMING BIT	71.25			
	320651	TS-SHOP-GUN WASH	61.53			
	320835	TS-SHOP-WORKLIGHT	41.97			
	320867	TS-SHOP-SUPER BONDER	25.72			
	321070	TS-SHOP-GUN WASH	61.53			
	321129	PS-FIRE-WHEEL CYLINDER	135.74			
	321420	TS-#16-REDI-RODS	7.65			
	321555	TS-#21-POWER ALTERNATOR, CORE	73.73			
	321564	TS-#21-CORE DEPOSIT, VOLT REG	-8.23			
	321684	TS-SHOP-SOCKET HOLDERS	38.61			
	321952	TS-SHOP-HOOK, PICK SET	21.79			
	321956	TS-#22-HOSES, INST. FIT END	42.67			
	322107	TS-SHOP-LARGE BLACK KNIFE	3.74			

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	322264	TS-SHOP-LOCTITE, THREADLOCKER	16.77			
	322355	TS-SHOP-MINIATURE BULB	4.41			
			673.87	A/P	OUT-STD	
012993	09/25/13	DISHER HOMES LTD. HOUSE REMOVAL	5593.50			
		GG-TOWN-10 EATON HOUSE REMOVAL	5593.50	A/P	OUT-STD	
012994	09/25/13	FIREMED TRAINING SOLUTIONS INC. SEMINAR 2013	300.00			
		PS-FIRE-2013 TRAINING SESSION	300.00	A/P	OUT-STD	
012995	09/25/13	FRANK G GODSOE CHARTERED ACCOUNTANT 416	994.40			
		GG-TOWNHALL-ADMIN SUPPORT	994.40	A/P	OUT-STD	
012996	09/25/13	HELEN SOUCOUP NLS REFUND	220.00			
		RC-MILLPOOL-NLS COURSE REFUND	220.00	A/P	OUT-STD	
012997	09/25/13	JOAN FLEWELLING SEPTEMBER/13	50.00			
		GG-TWNCLERK-MNTHLY VEH ALLOW	50.00	A/P	OUT-STD	
012998	09/25/13	JODI ST PETER SEPT13-15/13	359.32			
		PS-FIRE-FIRE SERVICE WORKSHOP	359.32	A/P	OUT-STD	
012999	09/25/13	JOHNSON ENGINEERED SOLUTIONS LIMITE 10638	2949.30			
		RC-CIVICCNTR-REVIEWED DRAWINGS	2949.30	A/P	OUT-STD	
013000	09/25/13	KRISTAN CLONEY TENNIS REFUND	45.00			
		RC-TENNISCAMP-REFUND	45.00	A/P	OUT-STD	
013001	09/25/13	MANZER YOUNG AUG18-31/13	435.05			
		PS-BYLAW-FEE	435.05			
	SEP1-14/13	PS-BYLAW-FEE	870.10	A/P	OUT-STD	
013002	09/25/13	MCINNES COOPER 2013019168	1130.00			
		GG-LEGAL-ACQUISITION OF LAND	701.73			
		2013021800	305.10			
		GG-LEGAL-TITLE TO FORESHORE	305.10			
		2013021824	1250.91			
		GG-LEGAL-ECONOMIC INCENTIVE RE	7437.66			
		2013021830	11130.50	A/P	OUT-STD	
		GG-LEGAL-EMPLOYEE RESEARCH				
		2013021830				
		GG-LEGAL-EMPLOYEE RESEARCH				
		2013021854				
		GG-LEGAL-EMPLOYEE RESEARCH				
		2013021859				
		GG-LEGAL-GENERAL				
013003	09/25/13	MINISTER OF FINANCE WEEK39/13	209.30			
		EMPLOYEE DEDUCTIONS-OCT 1-7/13	209.30	A/P	OUT-STD	

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013004	09/25/13	N. B. ELECTRIC POWER COMM				
	10126106SEP13	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	54653258SEP13	TS-KING/SUPERSTORE-TRAFFIC LIG	60.48			
			84.13	A/P	OUT-STD	
013005	09/25/13	O'CONNELL MIKE				
	SEPTEMBER/13	RC-DIRPR/PM-MNTHLY VEH ALLOW	200.00			
			200.00	A/P	OUT-STD	
013006	09/25/13	OK TIRE & AUTO SERVICE				
	IN024428	TS-#21-TIRE	204.89			
	IN024447	TS-#22-AGRILIM	231.92			
			436.81	A/P	OUT-STD	
013007	09/25/13	ORKIN CANADA CORPORATION				
	IN-4942787	PS-FIRE-PEST CONTROL	106.79			
			106.79	A/P	OUT-STD	
013008	09/25/13	ORR ELECTRIC & ALARM LTD.				
	1076	PS-FIRE-REPLACED HEAT DETECTOR	853.20			
	1079	RC-BASKETBALLCRT-CK/REP LIGHTS	520.74			
	1083	RC-MILLTOWNPARK-ELECTRICAL WOR	416.31			
	1098	RC-DECON LIGHTS - REPAIR	73.45			
	1099	RC-DECON LIGHTS- REPAIR	345.58			
	1100	RC-PARKING LOT LIGHTS-REPAIR	835.02			
	1101	RC-MILL PARK- LIGHTS REPAIR	73.45			
			3117.75	A/P	OUT-STD	
013009	09/25/13	PARTS FOR TRUCKS INC.				
	32197701-00	PS-FIRE-WARNING LAMP & MOUNT	142.24			
			142.24	A/P	OUT-STD	
013010	09/25/13	RICHARDSON JEFF				
	SEPT10/13	PS-FIRE-ALTERNATOR REPAIRS	243.31			
			243.31	A/P	OUT-STD	
013011	09/25/13	SAMEDAY WORLDWIDE				
	5343106	PS-FIRE-TO ACKLAND GRAINGER	48.66			
			48.66	A/P	OUT-STD	
013012	09/25/13	SHANNON MICHAEL				
	WEEK39/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK39/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
013013	09/25/13	SOURCE ONE SUPPLIES				
	201203497	PS-FIRE-HAND TWLS, BATH TISSUE	82.07			
			82.07	A/P	OUT-STD	
013014	09/25/13	SOURCE ATLANTIC				
	1654004	TS-SHOP-ELECTRIC PUMPS & HOSE	1002.85			
	1668109	TS-ST5-RESPIRATOR	30.19			

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	1671253	TS-#31- PILLOW BALL BEARING	65.65			
	1672561	TS-SHOP-WHEEL ZIP CUT	487.59			
	1672622	TS-SHOP-2IN PART A ALUM.	19.10			
			1605.38	A/P	OUT-STD	
013015	09/25/13	SOUTHWEST CONCRETE & CONS LTD				
	8-18-13	TS-0665-LINKBELT/CRANE, CONCRE	4140.32			
			4140.32	A/P	OUT-STD	
013016	09/25/13	ST. CROIX PRINTING & PUBLISHING COM				
	18910	PS-FIRE-BOOKMARKS	205.83			
			205.83	A/P	OUT-STD	
013018	09/25/13	STATIONERY PLUS				
	322144	GG-ASST.TREAS-FINGER TIP	0.18			
	322165	GG-TOWN-BOXES, BINDCASE, TONER	240.02			
	322181	GG-TOWN-PAPER BOND, DRUM UNIT	134.90			
	322228	RC-PARKS-FILE FOLDERS, MARKERS	12.66			
	322337	RC-PARKS-FLASH DRIVE, APT BOOK	55.71			
	322340	GG-TREASURER-RULER, HILITER	1.29			
	322501	GG-TOWN-PAPER, TONER	149.50			
	322654	GG-HR/OM-NOTEBOOK	2.43			
	322687	RC-MILLPOOL-INDEX CARDS	6.52			
	322828	GG-ASST TREAS-MONITOR RISER	22.69			
	322993	TS-AIRPORT-CALCULATOR, PAPER	21.90			
	323531	GG-TOWNHALL-PAPER	108.05			
	323554	TS-SHOP-MULTIFUNCTION INK W/L	179.67			
	323722	GG-TOWNHALL-PENS, NOTEBOOK, PL	14.26			
			949.78	A/P	OUT-STD	
013019	09/25/13	WURTH CANADA LIMITED				
	21316628	TS-#7- REFIG & A/C TREATMENT	211.62			
			211.62	A/P	OUT-STD	
013020	09/25/13	ZEE MEDICAL CANADA, INC.				
	0160208651	TS-SHOP-FIRST AID SUPPLIES	109.41			
			109.41	A/P	OUT-STD	
013021	09/30/13	LAVIOLETTE, GEORGE				
	JUL-SEP/13	TS-AIRPORT-ATTENDENT FEE	1457.50			
			1457.50	A/P	OUT-STD	
013022	09/25/13	CNH CAPITAL T4112				
	IN69816A	TS-#11-BUMPER	33.44			
			33.44	A/P	OUT-STD	
013023	09/26/13	REGIONAL SERVICE COMMISSION 10				
	AUGUST/13	GG-TOWN-REGIONAL LANDFILL CONT	7181.25			
			7181.25	A/P	OUT-STD	
013024	09/26/13	THE CHARLOTTE GARDENERS				

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	DONATION 2013	GG-CIVIC-2013 DONATION	100.00			
			100.00	A/P	OUT-STD	
013025	09/26/13	THE MINISTER OF FINANCE				
	SGM5129	PS-POLICINGSERVICES-JUL-SEP/13	246992.00			
			246992.00	A/P	OUT-STD	
013026	09/26/13	UNIQUELY YOURS				
	3140	GG-EMPLOYEE-RETIREMENT PLAQUE	45.20			
			45.20	A/P	OUT-STD	
013027	09/30/13	ACCT #903240047015				
	SEPTEMBER/13	VOL FIRE MEMBERSHIP DUES-SEP/1	270.00			
			270.00	A/P	OUT-STD	
013028	09/30/13	ACCT 8025-280				
	SEPTEMBER/13	LOCAL 770 UNION DUES - SEP/13	886.08			
			886.08	A/P	OUT-STD	
013029	09/30/13	ACCT 903240070386				
	SEPTEMBER/13	EMPLOYEE DEDUCTIONS-SEP/13	400.00			
			400.00	A/P	OUT-STD	
013030	09/30/13	BAYVIEW CREDIT UNION				
	SEPTEMBER/13	EMPLOYEE DEDUCTIONS-SEP/13	540.00			
			540.00	A/P	OUT-STD	
013031	09/30/13	CIBC MELLON GLOBAL SECURITIES NBMF0				
	SEPTEMBER/13	GG-MUNICIPALPLAN-SEPTEMBER/13	18593.32			
			18593.32	A/P	OUT-STD	
013032	09/30/13	GREAT WEST LIFE				
	SEPTEMBER/13	EMPLOYEE DEDUCTIONS-SEP/13	443.09			
			443.09	A/P	OUT-STD	
013033	09/30/13	MINISTER OF FINANCE				
	SEPTEMBER/13	EMPLOYEE DEDUCTIONS-SEP/13	362.00			
			362.00	A/P	OUT-STD	
013034	09/30/13	ST. STEPHEN UTILITY DEPT.				
	SEPTEMBER/13	EMPLOYEE DEDUCTIONS-SEP/13	60.00			
			60.00	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$648,238.24			
		Void:	\$0.00			

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

August 2013

E.A. Farren Ltd. (Project Management Fees for the Period July 9/13 to August 2/13, Cheque #095) 17,203.82

September 2013

Frank G. Godsoe Chartered Accountant (Accounting and Advisory Services for the Months of June, July and August, Cheque #097) 7,290.20

Teed Saunders Doyle & Co Chartered Accountant (Audit Report, Cheque #099) 1,130.00

Teed Saunders Doyle & Co Chartered Accountant (Audit Report, Cheque #100) 1,130.00

Dora Construction Limited (Claim #15 dated July 31/13 - Design Build Contract, Cheque #101) 1,313,230.18

Total

\$ 1,339,984.20

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

September 2013

Daniel McShane (Irving Randall Todd Scholarship - First Installment, Cheque #58)	1,750.00
Jayanna Mofford (Frances Esther Todd Scholarship - First Installment, Cheque #59)	1,750.00

Total

\$3,500.00

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

Visa:

September 2013

John Quartermain (General Government: Joint Barbeque with
Calais Council)

362.28

Total

\$362.28

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004056	09/05/13 16454	MILLTOWN MACHINE & FABRICATION LTD. WS-TRANS&DIST-FLAT BAR, LABOUR	23.74 23.74	A/P	CLEARED	09/30/13
004057	09/05/13 103648 103735	RICHWIL TRUCK CENTRE LTD. SCD-#9-SLEEVE, GASKET, TUBE WS-DISPOSAL-TUBE	6.80 62.66 69.46	A/P	CLEARED	09/30/13
004058	09/05/13 7-64-13	SOUTHWEST CONCRETE & CONS LTD WS-TRANS&DIST-GRAVEL, LIMESTON	3835.79 3835.79	A/P	CLEARED	09/30/13
004060	09/10/13 N14003649 N14003668 N14003673 N14085703 N14865123 N14865126 N15109423 N15109428 N15109430 N15109432 N15109808 N15109841 N15109861 N15109880 N15109881 N15109884 N15109891 N15109901 N15109952 N15109959 N15109964 N15109965 N15110019	CANADIAN TIRE WS-SOURCE-SUPPLIES WS-TRANS&DIST-GAS CAN, SCR SX WS-SOURCE-BULBS, FLASHLIGHT, S WS-TRANS&DIST-BLDST 42" STAR WS-#8-PAINT & SUPPLIES WS-TRANS&DIST-SUPPLIES WS-SOURCE-MEM DVD+R 100PK WS-SOURCE-BULBS, KEYRINGS, WS-SOURCE-TAPE TEFLM SCD-DISPOSAL-MURIATIC ACID SCD-DISPOSAL-DRYPACK, CELL PH, WS-TRANS&DIST-SUPPLIES SCD-SHOP-1/2 COST OF CABINET SCD-DISPOSAL-BATTERIES WS-SOURCE-LAMPDESK, BULBS SCD-DISPOSAL-SUPPLIES SCD-DISPOSAL-RAID, PAINT WS-TRANS&DIST-EXTENSION CORD, WS-SOURCE-LIGHTER, BATTERIES, WS-TRANS&DIST-BATTERIES SCD-DISPOSAL-7IN1 DRIVER, DISP WS-TRANS&DIST-FILTERS, ELEC TA SCD-DISPOSAL-GARAGE DOOR PULL	80.16 27.10 86.74 56.49 161.50 33.83 39.54 27.85 2.58 11.29 54.21 61.54 333.32 9.93 61.00 5.63 31.14 29.93 63.02 33.88 38.40 49.12 5.64 1303.84	A/P	CLEARED	09/30/13
004061	09/10/13 8952-58828 8952-58869 8952-58907	CARQUEST WS-#8-V-BELTS, TRUCK BELTS WS-#8-V-BELTS WS-#8-AUTOMOTIVE V-BELTS	226.23 -84.65 0.16 141.74	A/P	CLEARED	09/30/13
004062	09/10/13 7050	HOVEY'S HUSKY SALES & SERVICE WS-TRANS&DIST-WATER PUMP	361.60 361.60	A/P	CLEARED	09/30/13

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004063	09/10/13 2478	JAMER MATERIALS LTD. WS-TRANS&DIST-CRUSHED STONE	1889.60 1889.60	A/P	CLEARED	09/30/13
004064	09/13/13 40381645 40386288	BRENNTAG CANADA INC. WS-SOURCE-CHLORINE WS-SOURCE-INV# 40381645	5638.47 -3616.00 2022.47	A/P	CLEARED	09/30/13
004065	09/13/13 14809 15083	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER LAB T WS-SOURCE-DRINKING WATER LAB T	876.95 1085.77 1962.72	A/P	CLEARED	09/30/13
004066	09/13/13 11366812AUG13 11385317AUG13 19002807AUG13	MINISTER OF FINANCE WS-SOURCE-PUMP STATION WS-TRANS&DIST-BUDD AVE SCD-DISPOSAL-OLD BAY WWTP	134.03 35.11 145.84 314.98	A/P	CLEARED	09/30/13
004067	09/13/13 292899846720A	PITNEY BOWES LEASING WS-TOWNHALL-POSTAGE METER LEAS	797.47 797.47	A/P	CLEARED	09/30/13
004068	09/13/13 421046206	PURULATOR COURIER LTD. SCD-DISPOSAL-TO RESOURCE SYSTE	39.39 39.39	A/P	CLEARED	09/30/13
004069	09/13/13 86-5217	RESOURCE SYSTEMS INC. SCD-DISPOSAL-FILTER FLOSS, FLU	628.37 628.37	A/P	CLEARED	09/30/13
004070	09/13/13 0976	RIVERSIDE ENTERPRISES LTD. WS-MAXWELLXING RES-UV LAMP	248.60 248.60	A/P	CLEARED	09/30/13
004071	09/13/13 623-13	SAINT JOHN LABORATORY SERVICES LTD. SCD-DISPOSAL-LAB TESTS	761.90 761.90	A/P	CLEARED	09/30/13
004072	09/13/13 50104	SELDON SMITH & SONS LIMITED WS-TRANS&DIST-2" BI 45 ELBOW	46.42 46.42	A/P	CLEARED	09/30/13
004073	09/13/13 AUGUST1/13	SMITH BROS. MACHINE SHOP LTD. SCD-DISPOSAL-REPAIR HYD CYLIND	153.30 153.30	A/P	CLEARED	09/30/13
004074	09/13/13 201203406	SOURCE ONE SUPPLIES SCD-DISPOSAL-HAMMER DRILL, BIT	42.94 42.94	A/P	CLEARED	09/30/13
004075	09/13/13 INV04140929	XPLORNET WS-MAXWELLXING-SATELLITE SERVI	73.44 73.44	A/P	CLEARED	09/30/13

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004076	09/13/13 149586*	SOUTHERN SANITATION LTD. WS-BUDDAVE-GARBAGE COLLECTION	109.84 109.84			
				A/P	OUT-STD	
004077	09/18/13 00478816	COLE-PARMER CANADA INC. WS-SOURCE-CHLOROSENSE SENSORS	416.72 416.72			
				A/P	CLEARED	09/30/13
004079	09/18/13 2-1667924	COX ELECTRONICS & COMMUNICATIONS WS-SOURCE-LAPTOP CASE	55.35 55.35			
				A/P	CLEARED	09/30/13
004080	09/18/13 9157	INDUSTRIAL HYDRO-VAC NB LIMITED SCD-DISPOSAL-VIDEO INSPECT SAN	858.80 858.80			
				A/P	CLEARED	09/30/13
004081	09/18/13 48127256	LINDE CANADA LTEE, M2193 SCD-DISPOSAL-OXYGEN	71.44 71.44			
				A/P	CLEARED	09/30/13
004083	09/18/13	N. B. ELECTRIC POWER COMM				
	36869807SEP13	WS-3119MAXWELLXING-BUILDING	1077.83			
	50228902SEP13	WS-MAXWELLXING-PUMPS	958.66			
	52557428SEP13	SCD-218OLDBAYRD-WWTP	11645.86			
	53123617SEP13	SCD-STS-DECHLORINATION CHAMBER	99.89			
	53158875SEP13	SCD-STS-BUDD AVE LIFT STATION	3304.14			
	53473043SEPT13	WS-SOURCE-CHLORINE RESIDUAL	26.24			
	54807440SEP13	WS-STS-158A MILLTWN BLVD LIFT	45.47			
	56356048SEP13	SCD-STS-18 RIVER ST LIFT STATI	29.11			
	61224002SEP13	WS-STS-358 MILLTWN BLVD LIFT 4	964.78			
	61230004SEP13	WS-MAXWELLXING-PUMPS	1523.67			
	61236008SEP13	WS-STS-BUDD AVE LIFT STATION	187.96			
	76139807SEP13	SCD-STS-3-4 RIVERSIDE DR LIFT	72.75			
	82291006SEP13	WS-SOURCE-RESERVOIR	167.95			
	84934906SEP13	SCD-STS-6-58A RIVERSIDE DR LIF	127.31			
	84943406SEP13	WS-STS-TODD HILL RESEVOIR	145.02			
			20376.64	A/P	CLEARED	09/30/13
004084	09/18/13 21856412AUG13*	TELUS WS/SCD-CELL PHONE CHARGES	549.02 549.02			
				A/P	CLEARED	09/30/13
004085	09/25/13 1800143220	CANADIAN PACIFIC RAILWAY COMPANY SCD-DISPOSAL-MUN TAX RECHARGE	523.42 523.42			
				A/P	OUT-STD	
004086	09/25/13 2013021827	MCINNIS COOPER WS/SCD-LEGAL-WATERLINE EXPROPR	1144.13 1144.13			
				A/P	OUT-STD	
004087	09/25/13	N. B. ELECTRIC POWER COMM				

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	61204006SEP11	SCD-STS-2-216 KING ST LIFT STA	162.65			
			162.65	A/P	CLEARED	09/30/13
004088	09/25/13 421326960	PUROLATOR COURIER LTD. WS-SOURCE-TO HYPERION RESEARCH	65.24			
			65.24	A/P	OUT-STD	
004089	09/25/13 98021	RAYTEK SCD-DISPOSAL-VACUUM TRUCK USE	5310.42			
			5310.42	A/P	OUT-STD	
004090	09/25/13 86-5220 86-5231	RESOURCE SYSTEMS INC. SCD- DISPOSAL WS-SOURCE-MAINTENANCE KIT FOR	200.58			
			606.20			
			806.78	A/P	OUT-STD	
004091	09/25/13 629513*	SERVICE NEW BRUNSWICK WS/SCD-UTILITY-PAYMENT FEE	290.08			
			290.08	A/P	OUT-STD	
004092	09/25/13 1654006 1672627 1672629	SOURCE ATLANTIC WS-TRANS&DIST-BOOTS WS-PUMPHOUSE,HIPWADER,PUMP,HOS WS-SOURCE-VEST,H.HAT,HOSE	383.52			
			625.69			
			146.94			
			1156.15	A/P	OUT-STD	
004093	09/25/13 8-18-13*	SOUTHWEST CONCRETE & CONS LTD TS-0665-CRUSHED GRAVEL, EX210	2084.85			
			2084.85	A/P	CLEARED	09/30/13
004094	09/25/13 322144* 322165* 322181* 322340* 322501* 322654* 322764 322828* 323375 323502 323531* 323722*	STATIONERY PLUS WS/SCD-ASST.TREAS-FINGER TIP WS/SCD-TOWN-BOXES, BINDCASE, T WS/SCD-TOWN-PAPER BOND, DRUM U WS/SCD-TREAS-RULER, HILITER WS/SCD-TOWN-TONER WS/SCD-HR/OM-NOTEBOOK WS-SOURCE-PAPER, PENS WS/SCD-ASSTTREAS-MONITOR RISER WS-SOURCE-TONER SCD-DISPOSAL-FLASH DRIVE WS/SCD-TOWNHALL-PAPER, STAPLES WS/SCD-TOWNHALL-PENS, NOTEBOOK	0.17			
			38.89			
			12.88			
			1.30			
			50.28			
			2.44			
			46.67			
			22.68			
			349.08			
			16.94			
			8.84			
			14.26			
			564.43	A/P	OUT-STD	
004095	09/25/13 746-99-55-1	THE PANEL SHOP SCD-DISPOSAL-REPAIR CHLORINE M	2065.64			
			2065.64	A/P	OUT-STD	
004096	09/25/13 1215394	TOTAL FALL PROTECTION SCD-DISPOSAL,INSPECTION,CHARGE	146.90			
			146.90	A/P	OUT-STD	

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004098	09/26/13 15228	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER LAB T	977.25 977.25			
				A/P	OUT-STD	
004099	09/26/13 4	TOM CONNICK WS-TRANS&DIST-WATER TOWER MOWI	225.00 225.00			
				A/P	OUT-STD	
		Cheque Totals Non-Void:	\$52,678.52			
		Void:	\$0.00			

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on September 23, 2013 be approved as circulated.

COMMITTEE MEETING
MONDAY, SEPTEMBER 23, 2013 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Acting CAO Lee Johnson; Town Clerk Joan Flewelling; Human Resource and Office Manager Alison Estey; and Frank Godsoe, Civic Center Project Accountant.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Harding and SECONDED by Deputy Mayor Ames that the agenda be approved with the addition of one (1) Financial Matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. CARRIED

3. ITEM

Motion to move into closed session as per:

- (ii) Labour and Employment Matter - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Deputy Mayor Ames and SECONDED by Councillor Booth that the above-noted item be moved into closed session as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, with the addition of one (1) Financial Matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. CARRIED

4. ADJOURNMENT

It was MOVED by Councillor Booth and SECONDED by Councillor Harding that the meeting adjourn at 6:55 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, SEPTEMBER 23, 2013 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Labour and Employment Matter - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on September 26, 2013 be approved as circulated.

COMMITTEE MEETING
THURSDAY, SEPTEMBER 26, 2013 @ 7:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Town Treasurer Tim Tozer; Town Clerk Joan Flewelling; Frank Godsoe, Civic Center Project Accountant.

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* – one (1) item
- (ii) **Financial Matter** - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

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

4. **ADJOURNMENT**

It was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Booth that the meeting adjourn at 8:45 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, SEPTEMBER 26, 2013 @ 7:30 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* – one (1) item
- (ii) Financial Matter - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on October 8, 2013 be approved as circulated.

COMMITTEE MEETING
TUESDAY, OCTOBER 8, 2013 @ 7:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames (arrived at 7:30 p.m.); Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Town Clerk Joan Flewelling; Frank Godsoe, Civic Center Project Accountant.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Booth 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

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

4. **ADJOURNMENT**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacEachern that the meeting adjourn at 8:15 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
TUESDAY, OCTOBER 8, 2013 @ 7:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 10.2(4)(c) of the *New Brunswick Municipalities Act* – two (2) items

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 23, 2013

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 16, 2013 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, OCTOBER 16, 2013 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – ten (10) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was MOVED by Councillor Harding and SECONDED by Councillor Maxwell that the above-noted twelve (12) items, along with one (1) additional Financial Matter, be moved into closed session following the Open Committees Meeting, as per Section 10.2(4) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

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

3. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

Councillor Harding commended the Calais, Maine Police Department for recently acting on public tips with respect to suspected drug dealers and

several new drug investigations have commenced which, in turn, could help with the drug situation in the St. Stephen area, being an international town.

Sergeant MacKnight confirmed that the Safer Communities and Neighbourhoods (SCAN) project through the NB Public Safety Department has received additional funding which, in turn, continues to be beneficial to the community.

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

Councillor Harding advised that the Fire Chief was absent due to a well-deserved vacation.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – No report this month.
- (iii) Animal Control Report – The Animal Control Report was received and reviewed.
- (iv) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.
- (v) Link to Life Ribbon Campaign – The letter from the Coordinator, Suicide Prevention Committee dated October 11, 2013 was received and reviewed.

Committee supports the “Link to Life Ribbon Campaign” and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2013.

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) Jumpstart – The memo from the Director, Parks, Recreation and Property Management dated October 7, 2013 was received and reviewed.

As noted in his report, the Director stated that if the Town submitted \$5,000.00 to Jumpstart, then Jumpstart in turn will match it and send a cheque to the Town in the amount of \$11,000.00.

A motion will be considered at the next Regular Session of Council on Monday, October 28, 2013 to approve an unbudgeted expenditure of \$5,000.00 to Jumpstart. Upon receipt of Jumpstart's \$11,000.00, \$6,000.00 will be used within the Jumpstart program, and the original \$5,000.00 will be placed back in the General Operating Fund, as the Director, Parks, Recreation and Property Management confirmed would be permissible.

- (iii) Garcelon Civic Center – The Work Progress Update for the period September 6, 2013 through October 5, 2013 from E. A. Farren, Limited was received and reviewed.
- (iv) Letter of Support – Charlotte County Junior A Hockey – The memo from Councillor MacDonald dated October 3, 2013 was received and reviewed, and the Town Clerk was directed to provide a letter from the Office of the Mayor on behalf of Council to the Charlotte County Junior A Hockey Team committee in support of their application for admission into the Maritime (Junior A) Hockey League.

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 2013 – Memo from the Assistant Treasurer dated October 9, 2013 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2013.
- (iii) Financial Request – The letter from the Charlotte County Coalition for a Drug Free Community dated October 9, 2013 was received and reviewed.

Committee agreed to support once again the request to assist the Community Movie Theatre, previously located at St. Stephen High School, and now known as “Milltown Family Nights” at the Milltown Elementary School, with the purchase of a license to play new release movies not yet out on DVD, and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2013.

- (iv) Financial Request – The letter from the Community Schools Coordinator dated October 9, 2013 was received and reviewed.

Committee agreed to support once again the FAST (Families & Schools Together) program at the Milltown Elementary School, and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2013.

It was agreed that the request to support once again the After School Program will be reviewed during the 2014 budget process.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) 2014 Business Improvement Area (BIA) – Memo from the Treasurer dated October 11, 2013 with attached letter from the BIA President dated September 30, 2013 and proposed 2014 Operating Budget was received and reviewed.

As noted in the President's letter, the Business Improvement Area (BIA) Levy will remain at \$0.18 per \$100 of assessment and first reading of By-Law No. A-7.8, "A By-Law to Amend By-Law No. A-7 a By-Law to Impose a Special Business Improvement Levy" will be considered at the next Regular Session of Council on Monday, October 28, 2013.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

Councillor MacEachern commended the Public Works crew for their great work on sidewalks and the Acting CAO thanked him and advised that he would pass the compliment along to the crew.

In addition to his report, the Acting CAO/Director of Operations confirmed that upon completion of the drainage study by Dillon Consulting Limited, as a result of the July 26, 2013 flooding, it will be brought to a future Committee meeting.

4. **DELEGATIONS/PRESENTATIONS**

No delegations/presentations.

5. **NEW BUSINESS**

No new business.

6. ADJOURNMENT

The meeting moved into closed session at 5:50 p.m. and adjourned at 9:05 p.m.

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, OCTOBER 16, 2013 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – ten (10) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

OPEN COMMITTEES MEETING

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

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office – No report this month.
- (iii) Animal Control Report
- (iv) Report of the Property Management Office
- (v) Link to Life Ribbon Campaign – Letter from Coordinator, Suicide Prevention Committee dated October 11, 2013.

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Jumpstart – Memo from Director, Parks, Recreation and Property Management dated October 7, 2013.
- (iii) Garcelon Civic Center – Work Progress Update for the period September 6, 2013 through October 5, 2013 from E. A. Farren, Limited.
- (iv) Letter of Support – Charlotte County Junior A Hockey – Memo from Councillor MacDonald dated October 3, 2013.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of September 2013 – Memo from Assistant Treasurer dated October 9, 2013 with attachment:
 - Cheque Register
- (iii) Financial Request – Letter from the Charlotte County Coalition for a Drug Free Community dated October 9, 2013.
- (iv) Financial Request – Letter from Community Schools Coordinator dated October 9, 2013.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) 2014 Business Improvement Area (BIA) – Memo from Treasurer dated October 11, 2013 with attachments:
 - Letter from BIA President dated September 30, 2013.
 - Proposed 2014 Operating Budget

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

4. DELEGATIONS/PRESENTATIONS

5. NEW BUSINESS

6. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on October 24, 2013 be approved as circulated.

COMMITTEE MEETING
THURSDAY, OCTOBER 24, 2013 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Town Treasurer Tim Tozer; Town Clerk Joan Flewelling; Town Solicitor James Mosher (left Council Chambers at 5:20 p.m.); Matthew Hayes, Solicitor, McInnes Cooper (left Council Chambers @ 5:20 p.m.); Frank Godsoe, Garcelon Civic Center Project Accountant; and Ed Farren, E. A. Farren, Limited, Garcelon Civic Center Project Manager (arrived at 5:20 p.m.).

2. APPROVAL OF AGENDA

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Booth 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

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

4. ADJOURNMENT

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacDonald that the meeting adjourn at 6:35 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, OCTOBER 24, 2013 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meetings held on May 29, 2013 and July 29, 2013 be accepted.



MINUTES

TOWN OF ST STEPHEN PLANNING ADVISORY COMMITTEE

Meeting: May 29th, 2013

1. RECORDING OF ATTENDANCE

Present:

- Garth Orchard – Acting Chair
- Marg Harding
- Ed Zammit
- Mark Porter
- Allan Gilmore
- Geoff Knight
- Mike Booth

Absent:

- Ted Moore – Chair

2. DECLARATIONS OF CONFLICT OF INTEREST, IF ANY

None declared

3. ADDITIONS TO AND/OR APPROVAL OF AGENDA

Motion brought forward by Geoff Knight that the committee approve the agenda as circulated. Seconded by Marg Harding. Motion passed unanimously.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES - March 27th, 2013

Motion brought forward by Ed Zammit that the committee approve the minutes as presented. Seconded by Mike Booth. Motion passed unanimously.

5. BUSINESS ARISING FROM MINUTES

None

6. PRESENTATIONS/DELEGATIONS

No presentations/delegations

7. ZONING APPLICATIONS

None

8. APPLICATIONS FOR VARIANCES

None

9 SIGN APPLICATIONS

The committee reviewed the application from Mr. Sawyer for a variance on his property at 240 Milltown Blvd. Based on the facts presented they felt this was a reasonable request. Marg made the following motion:

The application for a portable sign located at 240 Milltown Blvd. be approved for a period of 1 year. If there are no issues during the year, no need to come before PAC again. Mr Sawyer must also obtain a permit for the 2nd neon sign which is attached to his building.

Seconded by Mike Booth. Motion was passed with Mark Porter voting against the motion.

10 SUBDIVISION APPLICATIONS

None

11 OTHER BUSINESS

None

12 MOTION FOR ADJOURNMENT

Allan Gilmor made a motion that we adjourn the meeting; seconded by Geoff Knight. Motion carried unanimously. Meeting adjourned @ 6:00 PM.


Ted Moore – Chair


Mark Fleming - Secretary



MINUTES

TOWN OF ST STEPHEN PLANNING ADVISORY COMMITTEE

Meeting: July 29th, 2013

1. RECORDING OF ATTENDANCE

Present:

- Ted Moore – Chair
- Marg Harding
- Ed Zammit
- Mark Porter
- Allan Gilmor
- Geoff Knight
- Mike Booth

Absent: Garth Orchard

2. DECLARATIONS OF CONFLICT OF INTEREST, IF ANY

Geoff Knight declared a conflict on the Variance application from Mr. Densmore.

3. ADDITIONS TO AND/OR APPROVAL OF AGENDA

Motion brought forward by Allan that the committee approve the agenda as circulated.
Seconded by Geoff. Motion passed unanimously.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES - May 29th, 2013

Motion brought forward by Marg that the committee approve the minutes as presented.
Seconded by Mike Booth. Motion passed unanimously.

5. BUSINESS ARISING FROM MINUTES

None

6. PRESENTATIONS/DELEGATIONS

Gary Sturgeon was present to discuss the St Stephen Farmer's Market banner application. He explained that they wanted to leave it up 7 days a week for the season. Their group felt there were too many people who didn't know the market was taking place at the market.

7. ZONING APPLICATIONS

None

8. APPLICATIONS FOR VARIANCES

Marg brought forward a motion that the variances for 25 Princess St. be approved as requested. The addition is not to be used for commercial purposes, and must be non-residential. Mike Booth seconded the motion. Motion passed unanimously.

9 SIGN APPLICATIONS

The committee reviewed the application from the St Stephen Farmer's Market and felt that as long as the banner was placed a minimum of 45 meters from the King St crosswalk that it would be ok.

Motion was brought forward by Mark and seconded by Allan. Motion was passed. Marg voted against the motion.

10 SUBDIVISION APPLICATIONS


None

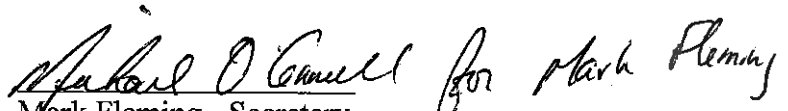
11 OTHER BUSINESS

None

12 MOTION FOR ADJOURNMENT

Allan Gilmor made a motion that we adjourn the meeting
Meeting adjourned @ 6:30 PM.


Ted Moore - Chair


Mark Fleming - Secretary

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Memo

To: Lee Johnson, CAO
From: Tim Tozer, Treasurer
Date: 10 October 2013
Subject: Finance Department Report

Staff Activity since last report:

- 1) Ongoing accounting work involving:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing. (Bi-weekly).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
-Month end completed to November 30, 2012.
- 2) Statements of Revenue and Expenditures to August 31, 2013.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Monthly Committee Meeting-September 11, 2013.
 - B) Closed Committee Meeting-September 17, 2013.
 - C) Department Head Meeting-September 25, 2013.
 - D) Civic Center Scheduling Software Presentation-September 26, 2013.
 - E) Closed Committee Meeting-September 26, 2013.
 - F) Civic Center Scheduling Software Presentation-October 1, 2013.
 - G) NB MEPP Training Session-October 3, 2013.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) Combined Sanitary and Storm Sewer Separation-Construction and engineering payments, and grant claims.
 - 2) Gas Tax Project-Renovations to the Valley Road Reservoir.
 - 3) Gas Tax Project-Environmental Risk Assessment (CCME).
 - 4) Gas Tax Project-West and Dow Streets.
 - 5) 2010 & 2011 Sidewalks and Streets Rehabilitation.
 - 6) Pizza Delight Building Renovations.
 - 7) Streets Tandem Plow Truck.
 - 8) Fire Department Support Vehicle.
 - 9) Civic Center.

- B) 2012 operational, capital, reserve and trust fund audit.

- C) 2014 operational and capital budgets.

- D) Tenders in progress-Municipal Insurance, Garbage Collection, Transportation and Utility Vehicles.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for September 2013

FROM: Lee Johnson Director of Operations
DATE: Oct. 04, 2013

1:Water system:

- a) Meters were read for quarterly billing.
- b) 2 new Water meters were installed.
- c) 10 Water Services were repaired.
- d) Repaired Reservoir Road.

2:Streets:

- a) Started sidewalk replacement on Milltown Blvd.
- b) Patched street cuts.
- c) Repaired 2 Catch Basins.
- d) Repaired ditch on Pleasant Street.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 3 Sewer Mains were flushed and 3 Sewer Mains were videoed.
- c) 1 Sewer Main was repaired..

4: West and Dow Sewer and Water Project

- a) Contractor started Spring Work on deficiencies.

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

Parks

-
- The Elm Nature Park committee held their Fall clean-up on Saturday, October 5th. A big thank you to this Community volunteer group.
- Helped SSES prepare their playground for the school year.
- We have ordered 8 no smoking signs for now. I will place in a few of the more popular parks and open spaces.

Pool

- The pool is shut down for the season. There are some repairs, and light painting to be done inside the building before next season.
- The cement work needs to be repaired before next season, I am currently working on some prices.
- The pool slide needs a little work before next season.

Other

- Fall/Winter Community guide is now out. This is a great resource for Sport and Recreation in Town.
- Eat Well Be Active sessions have been going well. We had 35 people sign up.
- Have been busy getting the Arena ready, we opened on October 2nd.
- Jumpstart administration
- Attended public forum at Arena
- Pat Zwicker and I met with Curtis Malloch to see what grants may be available for the Eastern Canadian Wrestling Championships.

Meetings

- Turf Maintenance contractors
- Civic Center meetings
- FRPA
- RNB
- Cimco

Michael O'Connell
Director Parks, Recreation
& Property Management

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

Zoning/By-Laws

- Attended PAC meeting
- Several zoning issues
- Worked on agreement between Town and Bill Young

Facilities

- I met with 2 companies down at the old Town Hall. I have received 2 quotes to clean up the mould. Kingsley is working on this file and will submit a report shortly.
- Replaced the broken shingles on the wharf, still need to re-paint.
- VIC is now closed for the season.

Other

- Waiting on council's ok to install the Promenade of Premiers Panels.
- Continued work on the JAD Memorial scholarship.
- Continued work on new location for Blue Bins.

Meetings

- George Laviolette
- Kingsley Bailey

Michael O'Connell
Director Parks, Recreation
& Property Management

St. Stephen Fire Department Report for September 2014

Alarms for the month were:

Town Alarms	6
Out of Town Alarms	1
Mutual Aid—Calais	1
	8

Alarms are described as being :

		# of Firefighters	# of Hours
1. Mutual Aid - Calais	1	13	26
2. Smoke Alarm Activation	3	25	37
3. Medical Assist	1	9	14
4. Lift Assist	2	13	19
5. Brush	1	1	1

Calls dispatched for the Month of September : 37

Fire Department Activities for September ::

1. Fire Departments Annual Bucket Sit Fundraiser
2. Monthly Meeting of the Fire Department
3. Fundy Firefighters Assoc. Meeting
4. Planning for Fire Prevention Week, October 6 -12
5. Meeting of Fire Service Instructors to discuss training for the upcoming year as well as for the Mobile Burn Trailer from the Nova Scotia Firefighters School in Waverly , N.S. which is scheduled to be in the area Oct. 19-20.
6. Losing another Veteran Firefighter to the West

Fire Chiefs Activities for September :

1. Monthly meeting of the Fire Department
2. Monthly Meeting of the Police and Fire Committee
3. Four meetings for Union Contract
4. Meeting of the Fundy Firefighters
5. Five shifts as a Relief Driver/ Dispatcher

TOWN of ST. STEPHEN

By-Law Enforcement

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

SEPTEMBER REPORT

2013

To: CAO – Town of St. Stephen

- **One (1) sign permit issued in the month of September**
- **Reviewed Traffic By-Law Complaint issue (i.e. Crosswalks)**
- **Dealing with ongoing garbage issues.**
- **Corresponding with the public on a weekly basis with matters related to zoning issues.**
- **Preparing reports to appropriate Government entities in relation to building and or By-Law office related matters.**

Respectively Submitted

**Manzer Young
Building Inspection and By-Law Enforcement
Town of St. Stephen**

TOWN of ST. STEPHEN

Building Inspection Services

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

SEPTEMBER REPORT

2013

BUILDING INSPECTION

The month of September has brought in a total of 11 (eleven) permits which represents \$46,700.00 in building costs.

We issued no Stop Work Orders in the month September, and have no current Orders to Comply issued. We have received complaints on two other buildings and are in a process of investigation of these properties.

Our office dealt with and has filed 56 (fifty-six) Occurrences reports and filed 8 (eight) Building Inspection reports. Four (4) electrical waivers had been issued.

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

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

Respectively Submitted

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

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. A-7.8 – A BY-LAW TO AMEND BY-LAW NO. A-7 – “A BY-LAW TO
IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – FIRST READING –
SHORT TITLE ONLY**

THAT By-Law No. A-7.8 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” be given First Reading – Short Title Only.

BY-LAW NO. A-7.8

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 \$27,017 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 , 2013.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police (RCMP) September 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



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

**POLICE REPORT
SEPTEMBER 2013**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **September 1, 2013 to September 30, 2013 inclusive**. During this time period, the RCMP responded to 254 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	1
Fail to stop remain accident scene	1
Moving traffic speeding	1
Other moving traffic	7
Tickets issued	24
Traffic Collision	7
Warnings issued	40

PROVINCIAL STATUTES:

Coroner's Act	1
Dog Act	1
False Abandoned 911	6
Family Orders & Agreements	1
Mental Health Act	5
Municipal Bylaws	3
Off Road Vehicle Act	1
Parking Offences	1

CRIMINAL CODE:

Assault	7
Assault with a weapon	1
Being unlawfully in a dwelling house	1
Break and enter – residence	1
Child pornography transmits, makes available	1
Dangerous operation of a motor vehicle	1
Disturbing the peace/Causing a disturbance	3
Driving while disqualified	1
Fail to comply with undertaking	3
Fraud less than \$5000	2
Fraud through mails	1
Harassing phone calls	2
Impaired operation of motor vehicle	2
Mischief damage to and/or Obstruct enjoyment of property	6
Obtain food/lodging by fraud	1
Other theft under \$5000	9
Possession of property obtained by crime	1
Public mischief	2
Sexual assault	1
Theft from mail	1
Theft from motor vehicle	1
Theft under \$5000 - shoplifting	1
Uttering threats against person	2

OTHER FEDERAL STATUES:

Criminal Records Act	1
Possession Schedule I – methamphetamine	1
Possession Schedule VIII – cannabis marihuana	2
Production Schedule I – methamphetamine	1

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

Continued from Page 2

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Department	4
Assistance to Canadian Provincial Department	3
Assistance to Canadian Police (non-RCMP)	1
Assistance to General Public	7
Crime Prevention	2
False Alarms	6
Lost & Found	6
Person reported missing	3
Police Certificates	63
Suspicious person/vehicle	3

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

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – LINK TO LIFE RIBBON CAMPAIGN

THAT the Council of the Town of St. Stephen grants permission to the Charlotte County Suicide Prevention Committee (the Committee) to post ribbons on King Street from the Charlotte Mall to Milltown Boulevard through to Milltown Customs, and with the possibility of a banner raised between poles in an appropriate location, similar to that done by the International "Homecoming" Festival Committee, between February 23 and February 28, 2014 to raise public awareness of formal supports in the community and how to access them.

AND FURTHER THAT it is understood the ribbons and possible banner will be removed by the Committee on March 1, 2014.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

CANADIAN TIRE JUMPSTART PROGRAM

THAT the Council of the Town of St. Stephen approves the unbudgeted expenditure in the amount of \$5,000.00 (five thousand dollars) payable to Canadian Tire Jumpstart (Jumpstart), and the Town, in turn, will receive a cheque from Jumpstart in the amount of \$11,000.00 (eleven thousand dollars).

AND FURTHER THAT of the \$11,000.00 (eleven thousand dollars) received Council authorizes \$6,000.00 (six thousand dollars) to be used within Jumpstart, and the remaining \$5,000.00 (five thousand dollars) be placed in the General Operating Fund for general purposes.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

MOVIE LICENSE – MILLTOWN FAMILY NIGHTS

THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$950.00 (nine hundred and fifty dollars) for the purchase of a license to play new release movies not yet out on DVD for the Milltown Family Nights at the Milltown Elementary School, formerly known as the “Community Movie Theatre” at the St. Stephen High School, and organized by the Charlotte County Coalition for a Drug Free Community.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

FAST PROGRAM – MILLTOWN ELEMENTARY SCHOOL

THAT the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$500.00 (five hundred dollars) to the FAST (Families & Schools Together) program at the Milltown Elementary School to assist with the following four (4) goals: (i) enhance family functioning; (ii) ensure scholastic success; (iii) prevent substance abuse and delinquency; and (iv) engage parents in the education process.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

OLD TOWN HALL BUILDING – BASEMENT CLEANUP

THAT the Council of the Town of St. Stephen approves the unbudgeted expenditure of \$9,750.00 (nine thousand, seven hundred and fifty dollars), plus HST, to BELFOR Property Restoration of Saint John, NB for the removal of drywall, insulation and wood studs, from the basement of the old Town Hall building located at 34 Milltown Blvd. as a result of the flooding the end of July 2013.

AND FURTHER THAT the Council approves an additional unbudgeted expenditure of \$3,500.00 (three thousand, five hundred dollars), plus HST, to BELFOR Property Restoration to check files and to remove or destroy same, conditional upon receipt of information regarding Provincial and Federal regulations.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$11,500.00 (eleven thousand, five hundred dollars), plus HST, for the design of a new water main to be installed beneath Dennis Stream and the surrounding wetland across an existing easement between Route 170 and the end of driveway at Civic #23 Valley Road.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

SALE OF VEHICLE

THAT the Council of the Town of St. Stephen authorizes the sale of the 1999 Ford 150 ½ ton pickup, Serial # NB101329 to Charles Giddens in the amount of \$250.00, plus HST.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST – SUPPLY AND INSTALL RUBBER FLOORING ON WALKING TRACK

THAT the Council of the Town of St. Stephen approves completion of a change order for \$58,000.00, (fifty-eight thousand dollars), plus HST, as outlined by change request # 13, dated August 1, 2013 and issued by DORA Construction Limited, to supply and install rubber flooring on the walking track to provide more comfort and less impact for users, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

AND FURTHER THAT Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST –SUPPLY AND INSTALL GOAL FRAME INSERTS

THAT the Council of the Town of St. Stephen approves completion of a change order for \$660.00 (six hundred sixty dollars), plus HST, and including allowance for overhead and profit as provided for by the Contract between DORA Construction Limited and the Town of St. Stephen, to supply and install goal frame inserts, as included in change request # 32, dated October 11, 2013 and issued by DORA Construction Limited, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

AND FURTHER THAT Council does not approve the remainder of the items included on change request # 32.

AND ALSO FURTHER THAT Council authorizes the payment for this change order from the redirection of funds budgeted in 2013 as a transfer to the General Capital Reserve Fund; otherwise from redirection of funds budgeted in 2013 as a transfer to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 2 (TOSS13-02)

THAT the Council of the Town of St. Stephen hereby awards the bid of \$8.30 (eight dollars and thirty cents) per household, per month, including HST, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 2 for the period November 1, 2013 to October 31, 2016 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 28, 2013

MOVED BY: _____

SECONDED BY: _____

JOB DESCRIPTION – PARKS AND RECREATION DIRECTOR

THAT the Council of the Town of St. Stephen approves the revised Job Description for the Parks and Recreation Director (copy attached) effective immediately.

AND FURTHER THAT the pay scale and authorization for movement within the pay scale, for the position, be the same as that for the Director, Parks, Recreation and Property Management position.

AND FURTHER THAT the current Director, Parks, Recreation and Property Management be moved to the Parks and Recreation Director position at the same pay scale step.

PARKS & RECREATION DIRECTOR

JOB DESCRIPTION

Position Title: Parks & Recreation Director
Status: Regular: Full-time Employee

Description of Work:

The Parks & Recreation Director is the senior employed person responsible for the planning, development, and coordination of a broad range of recreation and leisure services taking place outside of the Garcelon Civic Center.

Examples of Duties Include:

General:

- Acts in an advisory capacity to the Town Council through the Parks & Recreation Committee, Chief Administrative Officer, Arena Board, and to any other community organization requesting help on any matter pertaining to recreation such as: surveys, facility planning, equipment and program development.
- Keeps files, records, and statistics and administers the affairs of the Parks & Recreation Department, the Border Area Community Arena, and the W. T. Booth Community Pool.
- Interprets and implements policies as determined by the Town Council, through the Parks & Recreation Committee and the Arena Board.
- Continually evaluates the programs being sponsored by the Town and the Arena, as well as initiates new programs and activities as required.
- Studies the needs of the community on a regular basis and formulates plans for future development of areas and facilities to meet these needs.
- Meets with private and voluntary organizations with a view to furthering cooperation and coordination of programs and activities.
- Works in cooperation with the Garcelon Civic Center Manager for the overall recreational and leisure activities of the Town.

Reports:

- Prepares monthly reports of the Parks & Recreation Department's activities for submission to Council.
- Prepares monthly reports of the Border Area Community Arena's business for submission to the Arena Board.
- Assists the Parks & Recreation Committee in the preparation of an annual report for presentation to Town Council upon request.

- Prepares the annual Parks & Recreation budget for submission to the Town Treasurer.
- Prepares an annual budget for the Border Area Community Arena, in conjunction with the Arena Board Finance Committee, for submission to the Arena Board.

Areas and Facilities:

- Arranges and supervises the acquisition, planning, design, construction, operation and maintenance of all Parks & Recreation facilities outside of the Garcelon Civic Center.

Planning and Research:

- Studies, analyzes and reports on the effectiveness of the Parks & Recreation Department's recreational and leisure services.
- Prepares and recommends adoption of long-range and immediate plans to meet needs of adequate recreation space, programs and personnel.
- Studies and keeps informed of developments in Facility Management and in the recreation field.

Finance:

- Prepares and justifies budget estimates, work programs and supporting data.

Public:

- Promotes, organizes and encourages community recreation and works to establish and maintain cooperative planning and working relationships with all groups concerned with recreation.

Records and Reports:

- Maintains systematic, complete and accurate records of the Parks & Recreation Department's activities, services, personnel and others, for information to the governing bodies and the community.

Staff:

- Recruits voluntary leadership as required for the conduct of specific recreational activities.
- Offers in-service training courses for volunteers as required.
- Keeps volunteers, part-time staff and persons offering leadership in other organizations informed of leadership training opportunities offered by other external agencies, government and non-government.

Parks & Recreation Director

Job Description

Page 3

- Within the terms of budgets, to employ and have general supervision of all full and part-time staff outside of the Garcelon Civic Center.

Publicity:

- Promotes good public relations at all times.
- Issues publicity through bulletins, press, radio, television, and other means on all services of the Parks & Recreation Department within the terms of the budget, subject to Town policy.

Reporting Relationship:

- The Parks & Recreation Director reports to the Chief Administrative Officer on all matters pertaining to the operation of the Parks & Recreation Department.
- The Parks & Recreation Director will also report to the Arena Board on all matters pertaining to the management and operation of the Border Area Community Arena.

Preferred Qualifications:

- Bachelor's Degree in Recreation Administration or Diploma or Certificate in Community Recreation or related field and/or at least three (3) years experience in a responsible supervisory position relative to recreation administration and facilities management, including operation of arena, pools, sports fields, parks and playgrounds.
- Comprehensive benefit package is offered. Reliable personal transportation is also required.

Revised: October 28, 2013

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

CONFIDENTIALITY AGREEMENT – DAWN PARKS

WHEREAS the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on September 3, 2013 as per Section 10.2(4)(a) of the New Brunswick *Municipalities Act* to draft a confidentiality agreement between the Town, to be signed by the Mayor and Town Clerk on behalf of the Town, and Dawn Parks of Cox Electronics & Communications as a result of her involvement with confidential files.

NOW THEREFORE BE IT RESOLVED THAT the above-noted confidentiality agreement which was executed by the parties on the 10th day of September, 2013 is hereby ratified and approved.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

AMENDMENT TO OPTION AGREEMENT- SPUR LINE PROPERTIES INC.

WHEREAS the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on October 24, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* to proceed with a revision to the Option Agreement between the Town of St. Stephen and Spur Line Properties Inc. in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the above-noted revision to the Option Agreement between the Town of St. Stephen and Spur Line Properties Inc. is hereby ratified and approved, and authorizes the Mayor and Town Clerk to execute same.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

AMENDMENT TO OPTION AGREEMENT – HOME SUPPORT SERVICES INC.

WHEREAS the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on October 24, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* to proceed with a revision to the Option Agreement between the Town of St. Stephen and Home Support Services Inc. in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the above-noted revision to the Option Agreement between the Town of St. Stephen and Home Support Services Inc. is hereby ratified and approved, and authorizes the Mayor and Town Clerk to execute same.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

EXERCISE OF OPTION AGREEMENT- HOME SUPPORT SERVICES INC.
(PID # 15041312)

WHEREAS the Council of the Town of St. Stephen directed the Town Solicitor at its closed session on October 24, 2013 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* to exercise the Town of St. Stephen's option to purchase PID # 15041312 from Home Support Services Inc. for \$1.00 (one dollar);

NOW THEREFORE BE IT RESOLVED THAT the direction to the Town Solicitor to exercise the Town of St. Stephen's option with Home Support Services Inc. to purchase PID # 15041312 for consideration of \$1.00 (one dollar) is hereby ratified and approved.

RESOLUTION NO.: _____

DATE: October 28, 2013

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.