

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

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

COMMUNICATION FOR INFORMATION

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

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

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

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

14. NEW BUSINESS

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 25, 2014 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Mike Booth, Debbie MacDonald and Jim Maxwell (left the meeting at 7:15 p.m.); and Town Clerk Joan Flewelling.

ABSENT: Councillor Marg Harding.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth

Seconded by Councillor Maxwell

229/14 **THAT** the Agenda be approved with one (1) addition: The Town of St. Stephen's Garcelon Civic Center – Payment Solutions Provider be added as 14. (m) under **NEW BUSINESS. CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor MacEachern

230/14 **THAT** the Minutes of the Regular Council meeting held on July 28, 2014 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 231/14 **THAT** the Minutes of the Special Council meeting held on August 20, 2014 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacDonald
Seconded by Councillor Booth

- 232/14 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2014 be received. **CARRIED**

PAID BILLS

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 233/14 **THAT** the paid bills in the amount of \$1,990,104.46 (one million, nine hundred and ninety thousand, one hundred and four dollars and forty-six cents) be received. **CARRIED**

9. **COMMUNICATIONS**

No communications.

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 234/14 **THAT** the Minutes of the Committee of Council meeting held on July 28, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

- 235/14 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on August 13, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Booth

Seconded by Councillor MacEachern

236/14 **THAT** the following staff reports for the month of July 2014 be adopted: Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

237/14 **THAT** the Royal Canadian Mounted Police (RCMP) July 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

JOB PROMOTION POLICY FOR THE FIRE DEPARTMENT

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

238/14 **THAT** the Council of the Town of St. Stephen approves the Job Promotion Policy for the Fire Department No. 21 – A(2) attached. **CARRIED**

DONATION – ST. CROIX INTERNATIONAL QUILTERS

Moved by Councillor Booth

Seconded by Councillor MacEachern

239/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$100.00 (one hundred dollars) to the St. Croix International Quilters as a sponsor of its upcoming quilt show which proceeds assist various charities. **CARRIED**

CHANGE OF DATE: SEPTEMBER 2014 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 240/14** THAT the Council of the Town of St. Stephen changes the date of the September Regular Town Council Meeting from the fourth (4th) Monday, 22nd day of September, 2014 at 7:00 p.m., to the third (3rd) Monday, 15th day of September, 2014 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – BANK ACCOUNT

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 241/14** THAT the Council of the Town of St. Stephen accepts the recommendation of the Town Treasurer as outlined in his Memo dated August 11, 2014, and presented to Council at its closed session on August 13, 2014 as per Section 10.2(4)(c) of the NB *Municipalities Act* for the established Scotiabank General Capital Reserve Fund bank account be changed to a General Operating Fund bank account for the use of The Town of St. Stephen's Garcelon Civic Center. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CABINETS

Moved by Councillor MacDonald

Seconded by Deputy Mayor Ames

- 242/14** THAT of the two (2) proposals received, the lowest proposal of \$38,955.00 (thirty-eight thousand, nine hundred and fifty-five dollars), plus HST, from Hatt Enterprises (2010) Ltd., doing business as Classic Woodworking of Oak Bay, NB, to supply and install upper and lower cabinets in Rooms 033 and 211 at the Garcelon Civic Center, be accepted.

AND FURTHER THAT Council authorizes the payment from the redirection of funds budgeted in 2014 as a transfer to the General Capital Reserve Fund. **CARRIED**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 243/14** THAT the amount of \$90,212.00 (ninety thousand, two hundred and twelve dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses. **CARRIED**

EXECUTION OF REVISED LEASE – CYNTHIA FOSTER

Moved by Councillor Booth
Seconded by Deputy Mayor Ames

244/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating March 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating February 28, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF REVISED LEASE – 658850 N.B. LTD.

Moved by Councillor MacDonald
Seconded by Councillor Booth

245/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and 658850 N.B. Ltd, doing business as Miss D's Convenience Center (2012), for a period of ten (10) years retroactive to March 1, 2014 and terminating March 1, 2024, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and 658850 N.B. Ltd., doing business as Miss D's Convenience Center (2012), for a period of ten (10) years retroactive to March 1, 2014 and terminating February 29, 2024, plus five (5) years renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF REVISED LEASE – WANDA SCOTT

Moved by Councillor MacDonald
Seconded by Councillor MacEachern

246/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Wanda Scott, doing business as The Talk of the Town, for a period of one (1) year retroactive to March 1, 2014 and terminating March 1, 2015, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and Wanda Scott, doing business as The Talk of the Town, for a period of one (1) year retroactive to March 1, 2014 and terminating February 28, 2015, plus one (1) year renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF REVISED LEASE – MOVING FORWARD FOR BETTER INC.

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

247/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk at its Regular Session on July 28, 2014 to execute the lease, in the form presented to Council, between the Town and Tammy Cooke, doing business as Moving Forward For Better Inc., for a period of five (5) years retroactive to June 1, 2014 and terminating June 1, 2019, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB;

AND WHEREAS revisions have been made to the said lease in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the revised lease between the Town and Moving Forward For Better Inc., for a period of five (5) years retroactive to June 1, 2014 and terminating May 31, 2019, plus three (3) years renewal, for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

**AWARDING OF REQUEST FOR QUOTATION: SANITARY SEWER
OVERFLOW – BUDD AVENUE – PROJECT NO. 13-8513**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 248/14** THAT the quoted price of \$48,750.00 (forty-eight thousand, seven hundred and fifty dollars), including HST, being the only quote received, from Southwest Concrete & Const. Ltd. of St. Stephen, NB for the installation of a sewer overflow chamber on Budd Avenue be accepted. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – PAYMENT
SOLUTIONS PROVIDER**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 249/14** THAT the Council of the Town of St. Stephen authorizes the Garcelon Civic Center Manager to review proposals and to make a recommendation to the Acting Chief Administrative Officer and Town Treasurer for the Garcelon Civic Center's payment solutions provider.

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the necessary documentation based on the approval of the Acting Chief Administrative Officer and Town Treasurer of the recommendation by the Garcelon Civic Center Manager. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Attended all Town meetings.
- Attended and participated in the Lumberjack Championship during Chocolate Fest.
- Attended a Charlotte County Alternative Transportation (Charlotte Dial A Ride) board meeting.
- Attended Choctail Hour during Chocolate Fest.
- Attended the opening ceremony of the International Festival and participated in the "Friendship" handshake on the Ferry Point Bridge.
- Thanked Heather Donahue and Clarissa Arsenault for their great work with The Chocolate Fest and International Festival, respectively, along with the many volunteers and donors.

Councillor MacEachern

- Attended the Town hosted reception on the waterfront in Saint John for all the artists involved with Sculpture Saint John.
- Attended a Garcelon Civic Center marketing meeting.
- Attended all Town meetings.

**MINUTES
REGULAR COUNCIL
AUGUST 25, 2014**

Councillor Booth

- Attended all Town meetings.
- Back to work from two weeks vacation.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Garcelon Civic Center Opening Events Planning Committee meeting.
- Participated in various interviews for positions at the Garcelon Civic Center.
- Attended Chocolate Fest and International Festival activities.

Mayor Quartermain

- Thanked Heather Donahue, Clarissa Arsenault and Sarah Goulding for their hard work with Chocolate Fest and the International Festival.
- Thanked the summer students for their great work with the parks.
- Thanked the Public Works crew for their tireless efforts with brush clean up, road patching, etc. – a busy summer.

16. QUESTION PERIOD

A resident asked for an update on the hotel and the Mayor suggested he contact Tom MacFarlane.

Another resident asked for clarification on the Garcelon Civic Center – Payment Solutions Provider resolution.

Kathy Bockus, reporter with the *Saint Croix Courier*, questioned where the cabinets for the Civic Center were being installed; asked for more information with respect to the sanitary sewer overflow chamber on Budd Avenue; and asked when the Civic Center would open.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

250/14 **THAT** the meeting adjourn at 7:25 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 25, 2014 @ 7:00 P.M.

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4. CONFLICT OF INTEREST
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6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – July 28, 2014
 - (b) Special Council Meeting – August 20, 2014
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 – July 28, 2014
 - (b) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works – August 13, 2014

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Job Promotion Policy for the Fire Department
- (c) Donation – St. Croix International Quilters
- (d) Change of Date: September 2014 Regular Town Council Meeting
- (e) The Town of St. Stephen's Garcelon Civic Center – Bank Account
- (f) The Town of St. Stephen's Garcelon Civic Center – Cabinets
- (g) Transfer from the General Operating Reserve Fund
- (h) Execution of Revised Lease – Cynthia Foster
- (i) Execution of Revised Lease – 658850 N.B. Ltd.
- (j) Execution of Revised Lease – Wanda Scott
- (k) Execution of Revised Lease – Moving Forward For Better Inc.
- (l) Awarding of Request for Quotation: Sanitary Sewer Overflow – Budd Avenue – Project No. 13-8513

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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

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

Visa:

JULY 2014

John Quartermain (Health Services Promotion, Civic Centre Training,
Annual Visa Bank Fee, Recreation Special Events)

880.16

Total

880.16

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

AUGUST 2014

Town of St. Stephen General Operating Fund (Fund Transfer for Payment of General Operating Expenses - Cheque #3)	90,212.00
Total	<u><u>\$90,212.00</u></u>

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

AUGUST 2014

McInnes Cooper (Consulting Fees which are due to Exp Services Inc, Invoice #20140101682 - Cheque #132)	2,233.84
Exp Services (Professional Services and Reimbursable Expenses, Invoice #124 - Cheque #133)	4,159.13
Exp Services (Professional Services and Reimbursable Expenses, Invoice #129 - Cheque #134)	2,716.16
Exp Services (Professional Services, Invoice # 127 - Cheque #135)	339.00
Total	<u>\$ 9,448.13</u>

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:40, Sep 02/2014

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
014394	08/01/14 LEASE AUG/14	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-LEASE AUG 2014	5323.40 5323.40	A/P	OUT-STD	
014608	08/07/14 JULY30/14	ANN ROBINSON RC-MILLPOOL-SWIM SUITS	866.22 866.22	A/P	OUT-STD	
014609	08/07/14 N20187	BIG ERICS CC-KITCHEN-PLATE CARRIERS	2620.70 2620.70	A/P	OUT-STD	
014610	08/07/14 IN3907 IN3913 IN73913A IN73917 IN73923	CNH CAPITAL T4112 TS-#16-THROTTLE CO,REMAN-ALTER TS-#16-FILTERS,CARTRIDGE TS-#16-AIR FILTERS TS-#11-TENSIONER TS-#16-TENSIONER	1683.09 395.47 224.71 219.57 360.20 2883.04	A/P	OUT-STD	
014611	08/07/14 2-1702108 2-1703403	COX ELECTRONICS & COMMUNICATIONS PS-FIRE-MINITOR V CHARGERS PS-FIRE-APR/MAY/JUN MAINENANCE	135.43 1444.14 1579.57	A/P	OUT-STD	
014612	08/07/14 520455 821406 851090	IRVING ENERGY DISTRIBUTION AND MARK TS-ST5-DIESEL TS-ST5-DIESEL TS-ST5-GAS	1683.86 1571.77 5974.99 9230.62	A/P	OUT-STD	
014613	08/07/14 JULY/14 ³³	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-JUL/14	362.00 362.00	A/P	OUT-STD	
014614	08/07/14 JULY03/14 JULY04/14	MISS NEW BRUNSWICK PAGEANT GG-CIVIC-1/4 PAGE AD GG-CIVIC-SHARED FULL PAGE AD	100.00 150.00 250.00	A/P	OUT-STD	
014615	08/07/14 WEEK32/14	PAYROLL TRANSFER GG-TRANSFER-JUL 25-AUG 7/14	62940.00 62940.00	A/P	OUT-STD	
014616	08/07/14 WEEK32/14	RECEIVER GENERAL FOR CANADA GG-REMITTANCE-JUL 25-AUG 7/14	28307.66 28307.66	A/P	OUT-STD	
014617	08/07/14 JULY23/14	RICHARDSON JEFF PS-FIRE-ACCOUNTABILITY TAGS	101.70 101.70	A/P	OUT-STD	
014618	08/07/14	SAM BACKMAN				

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:40, Sep 02/2014

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
	JULY30/14	RC-MILLPOOL-SWIM SUITS	110.16			
			110.16	A/P	OUT-STD	
014619	08/07/14	SHANNON MICHAEL				
	WEEK32/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK32/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014620	08/07/14	UNIQUELY YOURS				
	3268	TS/GG-STG/CIVIC-RETIREMENT/BIR	71.13			
			71.13	A/P	OUT-STD	
014621	08/07/14	MINISTER OF FINANCE				
	MID-AUGUST/14	EMPLOYEE DEDUCTIONS-MID-AUG/14	724.00			
			724.00	A/P	OUT-STD	
014622	08/07/14	MINISTER OF FINANCE				
	WEEK32/14	EMPLOYEE DEDUCTIONS-AUG 9-15	209.30			
			209.30	A/P	OUT-STD	
014623	08/13/14	A.M.A.N.B.				
	FEE2014-107	GG-CIVIC-MEMBERSHIP FEES	432.68			
			432.68	A/P	OUT-STD	
014624	08/13/14	AQUAM				
	207320	RC-MILLPOOL-FLOATS,ROPE,ROPE H	325.56			
	208308	RC-MILLPOOL-REAGENT	34.53			
			360.09	A/P	OUT-STD	
014625	08/13/14	ATLANTIC TRACTORS & EQUIPMENT LTD.				
	9010539365	TS-#13-FILTERS,RING	466.08			
			466.08	A/P	OUT-STD	
014626	08/13/14	CANADIAN SPRINGS				
	700158152	RC-MILLPOOL-WATER	60.69			
	8000182176	GG-TOWN HALL-WATER	19.03			
	9912351385	PS-RCMP-WATER	26.99			
			106.71	A/P	OUT-STD	
014627	08/13/14	CYCLE WORKS				
	171386	TS-#6-ROPE	22.88			
			22.88	A/P	OUT-STD	
014628	08/13/14	DEMPSEY'S PLUMBING & HEATING				
	560	RC-MILLPOOL-INSTALLED HEAT PUM	489.55			
	561	RC-MILLPOOL-SPLASH PAD REPAIR	155.38			
			644.93	A/P	OUT-STD	
014629	08/13/14	EAST COAST INTERNATIONAL TRUCKS				
	3-241980020	TS-SHOP-RAGS,FLOOR DRY	64.70			
			64.70	A/P	OUT-STD	
014630	08/13/14	FERO WASTE & RECYCLING INC.				
	897074	GG-TOWN-GARBAGE COLLECTION	4917.50			
			4917.50	A/P	OUT-STD	

Town of St. Stephen
BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:40, Sep 02/2014

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
014631	08/13/14 14-114	FUNDY BUILDING INSPECTION & DRAFTIN PS-BUILDINSPECT-JUL 27-AUG9 FE	650.88 650.88	A/P	OUT-STD	
014632	08/13/14 JUNE 27, 2014*	HIGGINS TECH IT SERVICE PM/CC-COMPUTERS-COMPLETELY RES	455.00 455.00	A/P	OUT-STD	
014633	08/13/14 7473 7501	HOVEY'S HUSKY SALES & SERVICE TS-SHOP-MISC ALL, BLADES, PLUGS TS-SHOP-BOLTS	222.05 48.26 270.31	A/P	OUT-STD	
014634	08/13/14 JULY 12, 2014	JOEY DOUCET RC-MILLPOOL-NLS EXAMINERS FEE	191.20 191.20	A/P	OUT-STD	
014635	08/13/14 716281 717176* 745783 746058 746336 750094 752898 754534 754821	KENT BUILDING SUPPLIES RC-MILLPOOL-LUMBER, TROWELS RC-HORT-PERENNIALS, ANNUALS RC-MILLPOOL-MOLD REMOVAL SUPPL RC-MILLPOOL-SPRAYER FOR MOLD R PM-AIRPORT-PINE/1X8X16 FJ PRIM TS-SHOP-AXE HANDLE PM-AIRPORT-CABLE LOCK, PADLOCK TS-AIRPORT-KEYS, KEY CASE RC-HORT-LIQUAFEED	36.95 52.47 100.75 21.01 160.46 34.67 81.05 105.04 16.94 609.34	A/P	OUT-STD	
014636	08/13/14 5186939	KONICA MINOLTA GG-TOWN HALL-COPIER LEASE- AUG	141.81 141.81	A/P	OUT-STD	
014637	08/13/14 323742 323744	LASTING LEGACY CARPENTRY PM-LIBRARY-ROOF REPAIR PM-AIRPORT-REPAIR ROOF & FLASH	339.00 1977.50 2316.50	A/P	OUT-STD	
014638	08/13/14 2014-285 2014-307	LIFESAVING SOCIETY - NB Branch RC-MILLPOOL-WORKPLACE FIRST AI RC-MILLPOOL-NATIONAL LIFE GUARD	198.00 90.00 288.00	A/P	OUT-STD	
014639	08/13/14 14-115	MANZER YOUNG PS-BYLAW-JUL 27-AUG 9 FEE	355.95 355.95	A/P	OUT-STD	
014640	08/13/14 6080 6083 6156	MAYFIELD GARDENS & LANDSCAPE RC-HORT-FLOWERS RC-HORT-MULCH, COMPOST, SLUG BAI RC-MILLPOOL-CHLORINE	6507.46 1883.39 4104.34 12495.19	A/P	OUT-STD	

Town of St. Stephen
 BNKI General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:40, Sep 02/2014

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
014641	08/13/14 WEEK33/14	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS-AUG 16-22	209.30 209.30	A/P	OUT-STD	
014642	08/13/14 6301250	MINISTER OF FINANCE PS-FIRE-FIRE REPORT & WRITING	400.00 400.00	A/P	OUT-STD	
014643	08/13/14 17949909JUL14	N. B. ELECTRIC POWER GG-OLDTOWNHALL-ELECTRICITY	60.91 60.91	A/P	OUT-STD	
014644	08/13/14 309967	NEW SYSTEM LAUNDRY & CLEANERS LTD. GG-TOWN-FLOOR MATS	93.70 93.70	A/P	OUT-STD	
014645	08/13/14 25813 25823 25848	ORCHARD'S PAINT & PAPER LTD. RC-PARKS-PAINT PM-TOURISTBUREAU-PAINT, ROLLER PM-TOURISTBUREAU-PAINT, BRUSHE	92.43 77.88 294.64 464.95	A/P	OUT-STD	
014646	08/13/14 1425 1443 1444 1447 1448 1453 1481	ORR ELECTRIC & ALARM LTD. RC-LIBRARY-SHUT OFF HEAT BREAK RC-LIBRARY-INTERNET CABLE REPA PM-PIZZADELIGHT-BREAKER REPAIR RC-MILLPOOL-BREAKER MAINTENANC RC-MILLPOOL-HOOK UP NEW HEAT P RC-FOUNTAIN-HOOKED UP NEW PUMP RC-MILLPOOL-MONUMENT,REPLACE G	127.94 131.28 239.55 81.36 190.39 108.88 327.37 1206.77	A/P	OUT-STD	
014647	08/13/14 JULY02/14 JULY07/13 JULY07/14 JULY08/14 JULY08/14* JULY18/14 JULY24/14 JULY28/14 JULY28/14*	PETTY CASH PS-BYLA-W-REGISTERED LETTER GG-CIVIC-TOWN BROCHURES MAILED PS-BYLA-W-REGISTERED LETTER GG-CIVIC-SYMPATHY CARD GG-CIVIC-LINCOURT MANOR DONATI PS-BYLA-W-XPRESS POST MAILING PS-BYLA-W-REGISTERED LETTER PS-BYLA-W-REGISTERED LETTER GG-TREASURY-XPRESS POST LETTER	11.13 12.86 12.20 1.13 20.00 24.92 11.30 12.20 13.74 119.48	A/P	OUT-STD	
014648	08/13/14 424405796	PUROLATOR COURIER LTD. TS-SHOP-TO RESOURCE SYSTEMS	49.97 49.97	A/P	OUT-STD	
014649	08/13/14 2521504	R.NICHOLLS DISTRIBUTORS INC. PS-FIRE-CLOTHING ALLOW	771.41 771.41	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:40, Sep 02/2014

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
014650	08/13/14 106946	RICHWIL TRUCK CENTRE LTD. TS-#7-TENSIONR,ALTNATOR	439.02 439.02	A/P	OUT-STD	
014651	08/13/14 WEEK33/14 WEEK33/14 ³	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 365.44	A/P	OUT-STD	
014652	08/13/14 6153 6163 6298 6489	SOURCE ONE SUPPLIES RC-MILLPOOL-GARBAGE BAGS,GLOVE RC-MILLPOOL-DISINFECTNAT CLEAN RC-MILLPOOL-PAPER TOWEL, COLIN RC-MILLPOOL-BATH TISSUE	272.18 89.13 100.02 38.30 499.63	A/P	OUT-STD	
014653	08/13/14 JUNE 06, 2014	ST. STEPHEN GUARDIAN RC-MILLPOOL-FIRST AID SUPPLIES	78.60 78.60	A/P	OUT-STD	
014654	08/13/14 335796 336016 336042 336135 336218 336224 336244 336275 336341 336844	STATIONERY PLUS RC-MILLPOOL-PENS,PAPER CLIPS,M PS-FIRE-BINDERS RC-OFFICE-SCISORS,DESK TRAY RC-OFFICE-COLOUR COPY GG-TOWN HALL-TONER,PAPER,CLIPS GG-TOWN HALL-FILE FOLD LEG RC-OFFICE-COLOUR COPY GG-MBL/BI-TONER RC-MILLPOOL-SWIM TEAM CAR WASH GG-TOWN-PAPER,SHARPIE,TAPE	64.18 32.96 53.78 8.48 292.95 8.59 13.56 153.33 25.09 181.10 834.02	A/P	OUT-STD	
014655	08/13/14 8520	STUARTS CANDY & CARDS PS-FIRE-CANADA FLAG	112.98 112.98	A/P	OUT-STD	
014656	08/13/14 20259	VAUGHN MCINTYRE CONSULTING CC-BUSINESS & MARKETING PLAN	3390.00 3390.00	A/P	OUT-STD	
014657	08/13/14 14-8719490	YELLOW PAGES GROUP GG-TOWN-911 LISTING-JUL	9.32 9.32	A/P	OUT-STD	
014658	08/21/14 17201 17216	AJW MECHANICAL LTD. RC-MILLPOOL-HEAT PUMP PS-FIRE-COMPRESSOR REPAIR	7045.55 146.90 7192.45	A/P	OUT-STD	
014659	08/21/14	AQUAM				

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:40, Sep 02/2014

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
	208168	CC-POOL-POCKET MASKS, RESCUE T	772.92			
			772.92	A/P	OUT-STD	
014660	08/21/14	ATLANTIC TRACTORS & EQUIPMENT LTD.				
	9010559082	TS-#13-TUBES	309.28			
			309.28	A/P	OUT-STD	
014661	08/21/14	ATLANTIC CHEER ALL STARS				
	JULY02/14	RC-JUMPSTART-DONATION	560.00			
			560.00	A/P	OUT-STD	
014662	08/21/14	A TO Z RENTAL CENTRE LTD.				
	01-417883-03	RC-PARKS-PAINT SPRAYER	386.40			
			386.40	A/P	OUT-STD	
014663	08/21/14	BERNARD MCFARLANE				
	462014	TS-ST5-ELECTRICAL REPAIR	202.95			
			202.95	A/P	OUT-STD	
014664	08/21/14	BRIGGS PLUMBING INC.				
	108504	PM-MISSSCOOPS-TOILET BACKING U	62.15			
			62.15	A/P	OUT-STD	
014665	08/21/14	BRUNSWICK NEWS INC				
	1449228	GG-CIVIC-DISCOVER CHARLOTTE CO	220.35			
	1453295	CC-EMPLOYMENT-LIFEGUARD	423.75			
	2829022014	GG-TOWNHALL-TELEGRAPH 6 MNTH	114.92			
			759.02	A/P	OUT-STD	
014666	08/21/14	CANADIAN SPRINGS				
	9912580697	GG-TOWN-WATER,COOLER CLEANING	86.59			
	9912626765	PS-FIRE-LATE PAYMENT CHARGES	9.13			
			95.72	A/P	OUT-STD	
014667	08/21/14	CARQUEST				
	10260	TS-SHOP-ANTIFREEZE	188.08			
			188.08	A/P	OUT-STD	
014669	08/21/14	CHARLOTTE COUNTY JANITORIAL				
	2848	PS-FIRE-JANITORIAL-JUNE	203.40			
			203.40	A/P	OUT-STD	
014670	08/21/14	CHARLOTTE UNITED SOCCER CLUB				
	JULY02/14	RC-JUMPSTART-DONATION	1525.00			
			1525.00	A/P	OUT-STD	
014671	08/21/14	CNH CAPITAL T4112				
	IN73813	TS-#16-BLOWER ASSY, HY-TRAN	561.61			
			561.61	A/P	OUT-STD	
014672	08/21/14	CONLEY'S MARTIAL ARTS				
	JULY02/14	RC-JUMPSTART-DONATION	1000.00			
			1000.00	A/P	OUT-STD	
014674	08/21/14	CUMING'S FIRE & SAFETY EQUIPMENT LT				

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 7

Number	Issued	Recipient	Amount	SC	Status	StatDate
	78776	PS-FIRE-SAFETY STEP,RESCUE TAP	828.18			
			828.18	A/P	OUT-STD	
014675	08/21/14	CUMMINS EASTERN CANADA				
	028-86128	PS-#201-PUMP, FUEL TRANSFER	432.78			
	028-86745	PS-FIRE-V BELT	-57.70			
			375.08	A/P	OUT-STD	
014676	08/21/14	DAVIS FUELS LTD.				
	340383*	TS-SHOP-BARREL OF OIL	583.76			
	340396	TS-SHOP-ULTRALUBE SUPREME	90.05			
	340399	TS-SHOP-ULTRA GEARLUB	241.37			
			915.18	A/P	OUT-STD	
014677	08/21/14	DOWNEY'S SALES & SERVICE				
	24293	PS-#200-COIL-COOLING	97.67			
			97.67	A/P	OUT-STD	
014678	08/21/14	EAST COAST AIR				
	964	PM-LIBRARY-HEAT PUMP REPAIR	96.05			
			96.05	A/P	OUT-STD	
014679	08/21/14	EMCO CORPORATION				
	2812333-00	TS-ST5-COUPPLINGS, PVC PIPE	993.42			
	2812333-01	TS-ST5-COUPPLINGS	440.84			
	2812866-00	TS-ST5-COUPPLINGS	684.73			
			2118.99	A/P	OUT-STD	
014681	08/21/14	FUNDY MINOR FOOTBALL ASSOCIATION				
	JULY02/14	RC-JUMPSTART-DONATION	150.00			
			150.00	A/P	OUT-STD	
014682	08/21/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	AUGUST15/14	GG-PREMIUMS-AUG24-SEP23-DIV I	1759.03			
			1759.03	A/P	OUT-STD	
014683	08/21/14	GREENLAW'S GARAGE LTD.				
	8988	PS-#200-MV INSPECTION	28.25			
	9006	RC-#2-OIL PAN, U JOINT	1334.44			
	9007	RC-#308-FUEL MODULE, OIL CHANG	819.85			
			2182.54	A/P	OUT-STD	
014685	08/21/14	GULLISON'S COURIER SERVICE				
	279152	TS-SHOP-TO TOWN FR/ RICHWIL	67.80			
	279163	TS-SHOP-TO TOWN FR/ATO Z RENTA	84.75			
	279173	TS-SHOP-TO TOWN/FR CASE EQUIP	28.25			
	279207	TS-#16-TO TOWN FR/ CASE EQUIP	39.55			
	279214	TS-SHOP-TO TOWN FR/CASE EQUIP	56.50			
	279227	TS-SHOP-TO TOWN FR/ CASE EQUIP	45.20			
	279402	TS-SHOP-TO TOWN FR/CUMMINS	73.45			
	279410	TS-SHOP-TO TOWN FR/ RICHWIL	28.25			

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 8

Number	Issued	Recipient	Amount	SC	Status	StatDate
	279421	TS-SHOP-TO TOWN FR/ CASE EQUIP	28.25			
	279445	TS-SHOP-TO TOWN FR/ LSW	101.70			
	684005	TS-SHOP-TO TOWN FR/ RICHWIL	28.25			
	684031	TS-SHOP-TO CUMMINS FR/ TOWN	28.25			
	687071	TS-SHOP-TO TOWN FR/ CASE EQUIP	28.25			
	687089	TS-SHOP-TO TOWN FR/ RICHWIL	28.25			
	687092	TS-SHOP-TO A TO Z RENTAL FR/ T	39.55			
	687094	CC-COURIER-TO SERVICE NB	22.60			
			728.85	A/P	OUT-STD	
014686	08/21/14	HOVEY'S HUSKY SALES & SERVICE				
	7482	PS-FIRE-GENERATORS	1096.10			
			1096.10	A/P	OUT-STD	
014687	08/21/14	IPECC PROJECT MANAGEMENT INC.				
	38-001-2	CC-BUILDING-EVAC PLAN & FIRE S	1722.13			
			1722.13	A/P	OUT-STD	
014688	08/21/14	IRVING ENERGY DISTRIBUTION AND MARK				
	321462	TS-ST5-DIESEL	753.10			
	619504	TS-ST5-DIESEL	1232.07			
	939506	TS-ST5-DIESEL	1421.68			
	958664	TS-ST5-GAS	5316.15			
			8723.00	A/P	OUT-STD	
014689	08/21/14	JULIA'S SCHOOL OF DANCE				
	JULY02/14	RC-JUMPSTART-DONATION	250.00			
			250.00	A/P	OUT-STD	
014690	08/21/14	KATRINA'S DANCEWORKS				
	JULY02/14	RC-JUMPSTART-DONATION	300.00			
			300.00	A/P	OUT-STD	
014691	08/21/14	KEITH'S BUILDING SUPPLIES				
	133062	TS-SHOP-CALCIUM CHLORIDE	271.09			
			271.09	A/P	OUT-STD	
014692	08/21/14	KONICA MINOLTA BUSINESS SOLUTIONS (
	230085571	GG-TOWN HALL-COPIER CHARGES-JU	174.31			
			174.31	A/P	OUT-STD	
014693	08/21/14	KONICA MINOLTA				
	5197923*	GG-TOWN HALL-COPIER LEASE-SEP	135.51			
			135.51	A/P	OUT-STD	
014694	08/21/14	LASTING LEGACY CARPENTRY				
	323722	PM-CIVIC-BOARDED UP HOUSE	282.50			
	323723	PM-CIVIC-BOARDED UP HOUSE	282.50			
	323728	PM-CIVIC-SECURED BUILDING	904.00			
	323732	CC-FURNITURE-KITCHEN EQUIPMENT	678.00			
	323740	PM-TOURISTBUREAU-FOUNDATION RE	452.00			

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 9

Number	Issued	Recipient	Amount	SC	Status	StatDate
	323741	PS-RCMP-CABINET REPAIRS	446.35			
			3045.35	A/P	OUT-STD	
014695	08/21/14	LIFESAVING SOCIETY - NOVA SCOTIA BR				
	14-6210	RC-MILLPOOL-LIFEGUARD UNIFORMS	785.77			
			785.77	A/P	OUT-STD	
014696	08/21/14	LINDE CANADA LTEE, M2193				
	50090459	PS-FIRE-ACETYLENE,NITROGEN	37.63			
			37.63	A/P	OUT-STD	
014697	08/21/14	LSW WEAR PARTS LTD.				
	39593	TS-ST5 SWEEPERS- POLY ZZ CONVO	401.15			
			401.15	A/P	OUT-STD	
014698	08/21/14	MAYFIELD GARDENS & LANDSCAPE				
	6082	CC-LANDSCAPING-FLOWERS, SHRUBS	1266.91			
	6103	CC-LANDSCAPING-MULCH, SOIL, BO	219.25			
			1486.16	A/P	OUT-STD	
014699	08/21/14	MCINNES COOPER				
	2014015360	GG-LEGAL-GENERAL	1412.50			
	2014015383	GG-LEGAL-CONTRACT	5950.02			
			7362.52	A/P	OUT-STD	
014700	08/21/14	MEDAVIE BLUE CROSS				
	SEPTEMBER01/14	GG-HEALTH&DENTALPREMIUMS-MANAG	5633.76			
	SEPTEMBER1/14*	GG-HEALTH&DENTALPREMIUMS-UNION	8217.40			
			13851.16	A/P	OUT-STD	
014701	08/21/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16957	TS-#13-HYD. HOSE ASSEMBLY	128.20			
			128.20	A/P	OUT-STD	
014702	08/21/14	MINISTER OF FINANCE				
	WEEK34/14	EMPLOYEE DEDUCTIONS-AUG 23-29	209.30			
			209.30	A/P	OUT-STD	
014703	08/21/14	MINISTER OF FINANCE				
	11368891JUL14	GG/CC-TOWNHALL-TELEPHONES	1354.93			
	11378668JUL14	PS/TS-199UNIONST-TELEPHONES	346.37			
	1139594JUL14	TS/PS-199UNIONST-TELEPHONES	895.73			
	15772965JUL14	RC-REC/POOLS-TELEPHONES	347.40			
	46435731JUL14	RC-PARKS-CHOC PARK CAMERAS	77.91			
			3022.34	A/P	OUT-STD	
014704	08/21/14	MSC INDUSTRIAL SUPPLY ULC				
	6663791001*	TS-SHOP-HOSE CLAMPS,WASHERS	147.25			
			147.25	A/P	OUT-STD	
014705	08/21/14	N. B. ELECTRIC POWER				
	19051703AUG14	TS-AIRPORT-ELECTRICITY	155.91			
	19051801AUG14	TS-AIRPORT-ELECTRICITY	43.74			
			199.65	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 10

Number	Issued	Recipient	Amount	SC	Status	StatDate
014706	08/21/14	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	308611	PS-RCMP-FLOOR MATS	45.92			
	309517	PS-RCMP-FLOOR MATS	45.92			
	311783	GG-TOWN-FLOOR MATS	93.70			
			185.54	A/P	OUT-STD	
014707	08/21/14	ORCHARD'S PAINT & PAPER LTD.				
	25762	PS-FIRE-PAINT ROLLER	398.57			
	25781	PM-RCMP-PAINT FOR CABINET	75.65			
	25803	PM-TOURISTBUREAU-PAINT, BRUSH	109.52			
	25984	PM-PIZZADELIGHT-TOUCH UP PAINT	245.03			
			828.77	A/P	OUT-STD	
014708	08/21/14	ORKIN CANADA CORPORATION				
	IN-5578776	PS-FIRE-PEST CONTROL	117.52			
			117.52	A/P	OUT-STD	
014710	08/21/14	PAYROLL TRANSFER				
	WEEK34/14	GG-TRANSFER-AUG 8-21/14	64360.00			
			64360.00	A/P	OUT-STD	
014711	08/21/14	PUROLATOR COURIER LTD.				
	424481652	RC-REC-BROCHURE MAILINGS	48.41			
			48.41	A/P	OUT-STD	
014712	08/21/14	RECEATION NEW BRUNSWICK				
	2014-217	CC-GENMAN-QUEST 1	322.05			
	2014-218	CC-GENMAN-REG ORGANIZATION FEE	282.50			
			604.55	A/P	OUT-STD	
014713	08/21/14	RECEIVER GENERAL FOR CANADA				
	WEEK34/14	GG-REMITTANCE-AUG 8-21/14	27373.45			
			27373.45	A/P	OUT-STD	
014714	08/21/14	REGIONAL SERVICE COMMISSION 10				
	158597-159345	GG-TOWN-REGIONAL LANDFILL CONT	12594.00			
			12594.00	A/P	OUT-STD	
014715	08/21/14	SELDON SMITH & SONS LIMITED				
	13683	PM-AIRPORT-REPAIRED LEAKING TA	123.33			
			123.33	A/P	OUT-STD	
014716	08/21/14	SHANNON MICHAEL				
	WEEK34/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK34/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014717	08/21/14	SOS MARKETING				
	2451228	PS-FIRE-RULERS,MOP FOR CHEQUES	395.50			
			395.50	A/P	OUT-STD	
014718	08/21/14	SOURCE ONE SUPPLIES				
	6155	RC-MILLPOOL-MSDS(RIGHT TO KNOW	235.44			

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 11

Number	Issued	Recipient	Amount	SC	Status	StatDate
	6348	PM-LIBRARY-GLOVES,BATH TISSUE,	142.27			
	6386	PM-LIBRARY-GARBAGE BAGS	29.32			
	6455	PS-FIRE-BATH TISSUE,PAPER TOWE	180.38			
			587.41	A/P	OUT-STD	
014719	08/21/14	SOURCE ATLANTIC				
	1818568	TS-SHOP-CONNECTING LINK, PINTL	73.31			
	1871944	TS-STC-CLOTHING ALLOW	282.51			
	1874146	TS-SHOP-FINANCE CHARGE	4.99			
	1876820	RC-HORT-RAINCOAT SUIT	74.75			
	1881342	TS-SHOP-GLOVES,GRAY LENS GLASS	125.94			
	1881345	TS-SHOP-BRAKE SLACK ADJUSTER	169.44			
			730.94	A/P	OUT-STD	
014720	08/21/14	SOUTHERN SANITATION LTD.				
	151454	GG-TOWN-GARBAGE COLLECTION	8859.01			
	151542	TS-RC-GARBAGE/PARKS-GARBAGE CO	502.40			
			9361.41	A/P	OUT-STD	
014721	08/21/14	ST. CROIX PRINTING & PUBLISHING COM				
	088402	GG-CIVIC-PROSHOP SERVICES TEND	83.53			
	088491	CC-BUILDING-PRO SHOP SERVICE T	83.53			
	088583	CC-EMPLOYMENT-STUDENT JOBS	125.29			
	088584	CC-EMPLOYMENT-LIFEGUARD	135.74			
	20805	GG-TOWN-BUSINESS CARDS	99.44			
			527.53	A/P	OUT-STD	
014722	08/21/14	ST. STEPHEN DEVELOPEMENT BOARD				
	JULY24/14	GG-CIVIC-MARKETING STRATEGY	8620.57			
			8620.57	A/P	OUT-STD	
014723	08/21/14	ST. STEPHEN HIGH SCHOOL				
	JULY02/14	RC-JUMPSTART-DONATION	700.00			
			700.00	A/P	OUT-STD	
014724	08/21/14	ST. STEPHEN GUARDIAN				
	JULY14/14	RC-MILLPOOL-FIRST AID SUPPLIES	15.50			
			15.50	A/P	OUT-STD	
014725	08/21/14	ST. STEPHEN MINOR BASEBALL				
	JULY02/14	RC-JUMPSTART-DONATION	40.00			
			40.00	A/P	OUT-STD	
014726	08/21/14	ST. STEPHEN WRESTLING CLUB				
	JULY02/14	RC-JUMPSTART-DONATION	400.00			
			400.00	A/P	OUT-STD	
014727	08/21/14	VALLEY EQUIPMENT LTD				
	IX01245	TS-#6-PROP ROD	102.51			
	WW44378	TS-#6-REPAIR ELECTRICAL SYSTEM	516.52			
			619.03	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 12

Number	Issued	Recipient	Amount	SC	Status	StatDate
014728	08/21/14	WORLDLYNX				
	13048IN21889**	CC/PS/RC/TS/GG-TABLETS, CELL P	6779.11			
			6779.11	A/P	OUT-STD	
014729	08/21/14	WURTH CANADA LIMITED				
	21606958	TS-SHOP-TORQUE MULTIPLIER TOOL	331.30			
	21638728	TS-SHOP-REP BOOT SALE,REFIGERA	488.39			
			819.69	A/P	OUT-STD	
014730	08/21/14	ZEE MEDICAL CANADA CORP.				
	0160247591	PS-FIRE-FIRST AID SUPPLIES	366.96			
	32281601	PS-FIRE-FIRST AID SUPPLIES	11.85			
			378.81	A/P	OUT-STD	
014731	08/21/14	GREAT-WEST LIFE ASSURANCE COMPANY				
	AUGUST15/14*	GG-PREMIUMS-AUG 24-SEP 23-DIV2	1051.34			
			1051.34	A/P	OUT-STD	
014732	08/21/14	BELL ALIANT				
	06336721JUL14	TS-AIRPORT-TELEPHONE	129.17			
	47424130JUL14	CC-BUILDING-AUDIO VISUAL, TELE	132418.00			
			132547.17	A/P	OUT-STD	
014735	08/21/14	KENT BUILDING SUPPLIES				
	10045530	TS-SHOP-SURVEY STAKES	-18.39			
	693079	PM-LIBRARY-PRIMER,ROLLER,TRAY	55.96			
	694023	PS-RCMP-PAINT	24.16			
	694025	PM-TOURISTBUREAU-WALL GROUT	18.90			
	703894	PM-LIBRARY-SCREWS,PLYWOOD	276.54			
	709779	PM-LIBRARY-CEILING TILE	43.29			
	750495	PM-LIBRARY-SHINGLES,FELT UNDER	394.73			
	752334	RC-PARKS-WASHERS,NUTS,BOLTS	11.74			
	752611	PM-LIBRARY-ALUM DOWNSPT, RIGHT	62.27			
	752875	PS-FIRE-TRAY LINER,PERF-A-TAPE	12.24			
	753912	PS-RCMP-PAIL, QUIKRETE CONCRET	105.79			
	754534*	PM-AIRPORT-KEYS, KEY CASES, PA	105.04			
	755765	RC-PARKS-PANEL/ONDURA	26.22			
	756140	PM-LIBRARY-DRYWALL,COMPOUND/DU	39.13			
	756239	RC-PARKS-HOUSE&GARDEN ONE SHOT	9.45			
	756258	RC-HORT-GARDEN WALL CHAMOIS	11.32			
	756547	RC-HORT-SHEARS	28.92			
	757021	RC-PARKS-PAIL	5.24			
	757233	CC-ARENA-PLYWOOD	629.50			
	757247	CC-ARENA-PLYWOOD, CASTERS	86.24			
	757332	CC-ARENA-SCREWS, PLYWOOD	78.38			
	757463	CC-ARENA-SCREWS, PLYWOOD	71.71			
	757532	PM-LIBRARY-SIDING,CASTERS	50.87			

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 13

Number	Issued	Recipient	Amount	SC	Status	StatDate
	758966	RC-PARKS-LUMBER	9.93			
	759016	RC-PARKS-BOLT/CARRIAGE	177.12			
	759134	TS-SHOP-CLAMP HOSE	9.14			
	759145	RC-PARKS-NUT/STOP	0.14			
	760155	TS-SHOP-SNOW FENCE,STAKES	116.62			
			2442.20	A/P	OUT-STD	
014736	08/21/14	FRANK G GODSOE CHARTERED ACCOUNTANT				
	560	CC-BELLMOBILITY-AGREEMENTS/RES	453.70			
	561	CC-TENDER-FITNESS EQUIPMENT	37.29			
	562	GG-TREASURY-UTILITY REC ASSIST	1597.26			
	566	GG-TENDER-DEVELOPMENT POLICY	124.30			
	567*	GG-TREASURY-UTILITY BANK REC A	689.87			
	569	GG-TREASURY-ACCOUNTING SUPPORT	413.58			
			3316.00	A/P	OUT-STD	
014737	08/27/14	BORDER AREA COMMUNITY ARENA				
	RESOLUTION	GG-RESOLUTION-OPERATIONALGRANT	12554.17			
			12554.17	A/P	OUT-STD	
014738	08/27/14	CHARLOTTE EMERGENCY MEDICAL SERVICE				
	00062K*	PS-FIRE-CPR/AED LEVEL "HCP" TR	630.00			
			630.00	A/P	OUT-STD	
014739	08/27/14	COX ELECTRONICS & COMMUNICATIONS				
	2-1705420**	CC-OFFICE-GALAXY CAMERA	451.94			
	2-1706136*	CC-OFFICE-FUJI CAMERA	203.34			
			655.28	A/P	OUT-STD	
014740	08/27/14	DOW JENNIFER				
	AUGUST21/14	RC-HORT-YEAR END STAFF LUNCH	203.00			
			203.00	A/P	OUT-STD	
014741	08/27/14	MINISTER OF FINANCE				
	WEEK35/14	EMPLOYEE DEDUCTIONS-AUG30-SEP5	209.30			
			209.30	A/P	OUT-STD	
014742	08/27/14	ORR ELECTRIC & ALARM LTD.				
	1417	TS-ST5-DECORATIVE LIGHT REPAIR	73.45			
	1446	TS-WHARF-WHARF LIGHTS REPAIR	695.32			
	1452*	TS-ST5-MALL TRAFFIC LIGHTS REP	7390.20			
	1457	PM-WHARF-LIGHT REPAIR	316.00			
	1469	PM-AIRPORT-FUEL PUMP REPAIR	79.30			
	1476	PM-TOURISTBUREAU-EMERG LIGHT R	375.01			
			8929.28	A/P	OUT-STD	
014743	08/27/14	RICHARDSON JEFF				
	AUGUST04/14	PS-FIRE-50-CRIZ3A BATTERIES	92.77			
	AUGUST12/14	PS-FIRE-UNIFORM DRYCLEANING	237.51			
			330.28	A/P	OUT-STD	

Town of St. Stephen
 BNK1 General Bank Account
 From 000000 to 014756

CHEQUE REGISTER

Printed: 14:41, Sep 02/2014

Page: 14

Number	Issued	Recipient	Amount	SC	Status	StatDate
014744	08/27/14	SHANNON MICHAEL				
	WEEK35/14	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK35/14*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			365.44	A/P	OUT-STD	
014747	08/28/14	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN				
	VFIS3952VOLUNTS	PS-FIRE-VOLUNTEERS INSURANCE	7593.50			
	VFIS3953CAREERPS	PS-FIRE-CAREER MEMBERS INSURAN	2524.00			
			10117.50	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$526,186.83			
		Void:	\$0.00			

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 004712

CHEQUE REGISTER

Printed: 14:44, Sep 02/2014

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
004666	08/07/14	DILLON CONSULTING LIMITED				
	124985	WS-SOURCE-TOPOGRAPHIC SURVEY	929.43			
	124988	SCD-DISPOSAL-B.ASEMENT FLOODING	932.25			
			1861.68	A/P	OUT-STD	
004667	08/13/14	CHAR CO CHEVROLET PONTIAC BUICK GMC				
	130097	WS-#102-FUEL PRESSURE REPAIR	235.65			
	39482	WS-#102-FILTERS	74.85			
			310.50	A/P	OUT-STD	
004668	08/13/14	HYPERION RESEARCH LTD.				
	54072	WS-SOURCE-CHLORINE SHACK PT. B	792.94			
			792.94	A/P	OUT-STD	
004669	08/13/14	JAMER MATERIALS LTD.				
	2690	WS-TRANS&DIST-37.5MM BASE	135.15			
			135.15	A/P	OUT-STD	
004670	08/13/14	KENT BUILDING SUPPLIES				
	735221	SCD-DISPOSAL-QUIKRETE MORTAR	25.75			
	760095	SCD-DSPOSAL-ANCR/WEDGE	18.86			
			44.61	A/P	OUT-STD	
004671	08/13/14	MERRITT DONALD				
	AUGUST08/14	WS-TRANS&DIST-CLOTHING ALLOW	26.31			
			26.31	A/P	OUT-STD	
004672	08/13/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16969	SCD-DISPOSAL-FABRICATE MAN HOL	403.56			
			403.56	A/P	OUT-STD	
004673	08/13/14	RICHWIL TRUCK CENTRE LTD.				
	106947	WS-#8-CABLE	115.80			
	106966	WS-#8-TANK	352.53			
			468.33	A/P	OUT-STD	
004674	08/13/14	SCP DISTRIBUTORS INC CANADA				
	33636	WS-SOURCE-INV'S 199716,200223	-675.74			
	FE004484	WS-SOURCE-METERING PUMP,FOOT V	1057.47			
	FE005239	WS-SOURCE-METERING PUMP	865.58			
	FE006437	WS-SOURCE-CHLORINE,CONTAINER D	1030.56			
			2277.87	A/P	OUT-STD	
004675	08/13/14	SOURCE ONE SUPPLIES				
	6216	WS-SOURCE-MAGNETIC BROOM,DISIN	147.61			
			147.61	A/P	OUT-STD	
004676	08/13/14	STATIONERY PLUS				
	335861	SCD-DISPOSAL-MARKERS,MEMORY CA	16.76			
	336218*	WS/SCD-TOWN HALL-PPR CLIPS,STA	4.14			
	336224*	WS/SCD-TOWN HALL-FILE FOLD LEG	8.59			
	336744	WS-SOURCE-BINDERS,PAPER	28.39			

Town of St. Stephen
BNK2 Utility Bank Account
 From 000000 to 004712

CHEQUE REGISTER

Printed: 14:44, Sep 02/2014

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
	336844*	WS/SCD-TOWN-SHAPIE,POST IT,TAP	25.50			
			83.38	A/P	OUT-STD	
004677	08/21/14 12677	AQUA DATA ATLANTIC WS-TRANS&DIST-IPERL METERS	481.09			
			481.09	A/P	OUT-STD	
004678	08/21/14 13-2014 15-2014 222014 25-2014	BERNARD MCFARLANE WS-TRANS&DIST-LIGHTING REPAIR WS-TRANS&DIST-LIGHTING REPAIRS WS-TRANS&DIST-REMOVE ROOF LIGH WS-TRANS&DIST-ELECTRICAL REPAI	552.71 551.62 152.53 530.14			
			1787.00	A/P	OUT-STD	
004679	08/21/14 40454067 40458488 40461834 40467756	BRENNTAG CANADA INC. SCD-DISPOSAL-INV #40451357 WS-SOURCE-LIQUID CHLORINE WS-SOURCE-INV #40458488 SCD-DISPOSAL-SULPHUR DIOXIDE	-2712.00 5686.67 -3616.00 4160.21			
			3518.88	A/P	OUT-STD	
004680	08/21/14 1800147621	CANADIAN PACIFIC RAILWAY COMPANY SCD-DISPOSAL-MUN. TAX RECHARGE	513.82			
			513.82	A/P	OUT-STD	
004681	08/21/14 00504043 00504309 504475 505239 505279	COLE-PARMER CANADA INC. WS-SOURCE-REDUCING 3/8"X1/4" 1 WS-SOURCE-CHLOROSENSE SENSORS WS-SOURCE-TUBING PVC WS-SOURCE-TUBING HDPE WS-SOURCE-LOGIT PRESSURE TEMPE	343.09 454.51 229.06 70.96 401.76			
			1499.38	A/P	OUT-STD	
004682	08/21/14 2-1704625	COX ELECTRONICS & COMMUNICATIONS WS-SOURCE-LENOVO LAPTOP,MICRO	1509.57			
			1509.57	A/P	OUT-STD	
004683	08/21/14 171412	CYCLE WORKS WS-SOURCE-DECK	446.12			
			446.12	A/P	OUT-STD	
004684	08/21/14 2811604-00 2811684-00 2811695-00 2811695-01 2812866-01 2813123-00	EMCO CORPORATION WS-TRANS&DIST-THREE EDGE WEDGE WS-TRANS&DIST-INTERSECTION BOL WS-TRANS&DIST-COUPLINGS,ADAPTE WS-TRANS&DIST-ADAPTERS WS-TRANS&DIST-COUPLINGS WS-TRANS&DIST-LOCKNUTS	892.70 1064.73 351.03 18.48 166.86 346.91			
			2840.71	A/P	OUT-STD	
004685	08/21/14	GULLISON'S COURIER SERVICE				

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 004712

CHEQUE REGISTER

Printed: 14:44, Sep 02/2014

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
	279166	WS-SOURCE-TO DOE LAB FR/TOWN	33.90			
	279170	WS-SOURCE-TO TOWN FR/PANEL SHO	28.25			
	279179	WS-SOURCE-TO DOE LAB FR/ TOWN	33.90			
	279194	WS-SOURCE-TO TOWN FR/ RICHWIL	33.90			
	279215	WS-SOURCE-TO DOE LAB FR/ TOWN	33.90			
	279426	WS-SOURCE-TO DOE LAB FR/ TOWN	33.90			
	684032	WS-SOURCE-TO DOE LAB FR/TOWN	33.90			
	687065	WS-SOURCE- TO DOE FR/TOWN	33.90			
			265.55	A/P	OUT-STD	
004686	08/21/14	IMAGEWEAR A DIVISION OF MARK'S				
	251200	WS-TRANS&DIST-CLOTHING RETURN	-127.10			
	6498006	WS-STC-CLOTHING ALLOW	61.01			
	6498067	WS-STC-CLOTHING ALLOW	61.01			
	6636710	WS-TRANS&DIST-CLOTHING ALLOW	281.77			
	6658133	WS-TRANS&DIST-CLOTHING ALLOW	334.51			
			611.20	A/P	OUT-STD	
004687	08/21/14	JAMER MATERIALS LTD.				
	2667	WS-TRANS&DIST-FORKS FOR LOADER	1695.00			
			1695.00	A/P	OUT-STD	
004688	08/21/14	JOE JOHNSON EQUIPMENT INC.				
	PO7852	SCD-#9-CLUTCH ASSEMBLY	1040.53			
			1040.53	A/P	OUT-STD	
004689	08/21/14	KEITH'S BUILDING SUPPLIES				
	133081	SCD-DISPOSAL-SPRUCE,RIDGE CAP	113.45			
	133309	SCD-DISPOSAL-PLYWOOD	31.58			
	133357	WS-TRANS&DIST-SPRUCE WAFER	242.88			
			387.91	A/P	OUT-STD	
004690	08/21/14	KENT BUILDING SUPPLIES				
	753846	WS-TRANS&DIST-SINGLW DOOR SLAB	229.39			
			229.39	A/P	OUT-STD	
004691	08/21/14	MECHMUFFLER & CUSTOM EXHAUST INC.				
	1443	WS-#305-TAIL PIPE,MUFFLER ASY,	365.92			
			365.92	A/P	OUT-STD	
004692	08/21/14	MEGA-LAB MANUFACTURING CO. LTD.				
	133108	SCD-DISPOSAL-MEGACOTE	265.32			
	133145	SCD-DISPOSAL-BACTII-ODOUR FOAM	279.11			
			544.43	A/P	OUT-STD	
004693	08/21/14	MILLTOWN MACHINE & FABRICATION LTD.				
	16983	SCD-DISPOSAL-FABRICATE PIPE &	771.64			
			771.64	A/P	OUT-STD	
004694	08/21/14	MINISTER OF FINANCE				
	16391	WS-SOURCE-DRINKING WATER TESTI	83.62			
			83.62	A/P	OUT-STD	

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 004712

CHEQUE REGISTER

Printed: 14:44, Sep 02/2014

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
004695	08/21/14	MINISTER OF FINANCE				
	11366812JUL14	WS-SOURCE-PUMP STATION	134.03			
	11385317JUL14	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807JUL14	SCD-DISPOSAL-OLD BAY WWTP	145.78			
			314.92	A/P	OUT-STD	
004696	08/21/14	MOFFITT DODGE CHRYSLER LTD.				
	IM18285	WS-#305-SCREW	12.48			
			12.48	A/P	OUT-STD	
004697	08/21/14	N. B. ELECTRIC POWER				
	36869807AUG14	WS-3119MAXWELLXING-BUILDING	1132.44			
	50228902AUG14	WS-MAXWELLXING-PUMPS	867.17			
	53473043AUG14	WS-SOURCE-CHLORINE RESIDUAL	26.49			
	61230004AUG14	WS-MAXWELLXING-PUMPS	1394.41			
	82291006AUG14	WS-SOURCE-RESERVOIR	146.12			
			3566.63	A/P	OUT-STD	
004698	08/21/14	OK TIRE & AUTO SERVICE				
	IN028177	WS-#103-TIRE	225.12			
			225.12	A/P	OUT-STD	
004699	08/21/14	PRINCESS AUTO				
	173342	SCD-DISPOSAL-TANK PAINT SPRAY	429.38			
			429.38	A/P	OUT-STD	
004700	08/21/14	PUROLATOR COURIER LTD.				
	424481652*	WS-SOURCE-TO HYPERION RESEARCH	77.07			
			77.07	A/P	OUT-STD	
004701	08/21/14	SAINT JOHN LABORATORY SERVICES LTD.				
	643-14	SCD-DISPOSAL-WWTP TESTS	1798.82			
			1798.82	A/P	OUT-STD	
004702	08/21/14	SCOTIA TECH				
	12640	WS-TRANS&DIST-SENSUS IPEL METE	278.10			
	12658	WS-TRANS&DIST-IPERL METERS	3729.18			
	12677	WS-TRANS&DIST-SENSUS IPERL MET	481.09			
			4488.37	A/P	OUT-STD	
004703	08/21/14	SERVICE NEW BRUNSWICK				
	709601	WS-UTILITY-PAY RENT FEES	283.80			
			283.80	A/P	OUT-STD	
004704	08/21/14	SOURCE ONE SUPPLIES				
	6101	WS-TRANS&DIST-GARBAGE BAGS,AIR	38.63			
			38.63	A/P	OUT-STD	
004705	08/21/14	SOURCE ATLANTIC				
	1833484	WS-STS-BOOTS,SLIP HOOK	211.58			
			211.58	A/P	OUT-STD	
004706	08/21/14	THE PANEL SHOP				

Town of St. Stephen
 BNK2 Utility Bank Account
 From 000000 to 004712

CHEQUE REGISTER

Printed: 14:45, Sep 02/2014

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
	746-99-63	SCD-DISPOSAL-INSTALL BACK UP F	1268.99			
	746-99-64	SCD-DISPOSAL-REPLACE TRANSDUCE	4756.17			
	746-99-65	WS-SOURCE-SCADA PC REPAIRS	1300.63			
			7325.79	A/P	OUT-STD	
004707	08/21/14	WOLSELEY MECHANICAL GROUP				
	5942.29	WS-TRANS&DIST-LINE TUBING,EXTE	3554.79			
	5942030	WS-TRANS&DIST-WIRE ROPE, TAIL	429.40			
			3984.19	A/P	OUT-STD	
004708	08/21/14	WORLDLYNX				
	130448IN21889*	WS/SCD-CELL PHONES	677.63			
	13048IN22872	WS-TRANS&DIST-CAR CHARGER	39.54			
	13048IN22935	WS-TRANS&DIST-HOME CHARGER	39.54			
			756.71	A/P	OUT-STD	
004709	08/21/14	XPLORNET				
	INV06717555	WS-MAXWLLXING-SATELLITE SERVIC	73.44			
			73.44	A/P	OUT-STD	
004710	08/27/14	DEVLIN TIM				
	JULY25/14	SCD-#4-LIFT KIT	580.86			
			580.86	A/P	OUT-STD	
004711	08/27/14	TRAVIS CLEGHORN				
	AUGUST08/14	WS-TRANS&DIST-CLOTHING ALLOW	118.57			
			118.57	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$49,430.06			
		Void:	\$0.00			

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on August 25, 2014 be approved as circulated.

COMMITTEE MEETING
MONDAY, AUGUST 25, 2014 @ 6:30 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, Mike Booth, Debbie MacDonald and Jim Maxwell; and Town Clerk Joan Flewelling.

ALSO PRESENT: Garcelon Civic Center Manager Natalie Reid.

ABSENT: Councillor Marg Harding.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor Booth that the agenda be approved with one (1) additional Financial Matter. **CARRIED**

3. **ITEM**

Motion to move into closed session as per:

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

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

4. **ADJOURNMENT**

Council came out of closed session at 6:45 p.m. at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Booth that the meeting adjourn at 6:45 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, AUGUST 25, 2014 @ 6:30 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* – one (1) item

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on August 28, 2014 be approved as circulated.

COMMITTEE MEETING
THURSDAY, AUGUST 28, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

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

2. **APPROVAL OF AGENDA**

It was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor MacEachern 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* – four (4) items

It was **MOVED** by Councillor Harding 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**

Council came out of closed session at 6:30 p.m. at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacDonald that the meeting adjourn at 6:30 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, AUGUST 28, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

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

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

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

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 3, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

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

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames (left the meeting @ 5:50 p.m.); 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 Booth and SECONDED by Councillor MacEachern that the agenda be approved as circulated. CARRIED

3. CONFLICT OF INTEREST

Councillor Booth declared a conflict of interest and stated that he filed a Disclosure of Interest form with the Clerk's Office.

4. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Scott MacKenzie attended on behalf of Sergeant MacKnight who retires on September 15, 2014.

In addition to Sergeant MacKnight's report, Corporal MacKenzie advised that the Crime Reduction Unit will be operational by mid September, as well as school patrols between 7:30 a.m. – 8:30 a.m. and 2:30 p.m. – 3:30 p.m. have commenced.

Mayor Quartermain and Councillor Harding extended best wishes to Corporal MacKenzie in his efforts of promotion to Sergeant and replacing Sergeant MacKnight.

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

In the absence of the Fire Chief and in addition to his report, Councillor Harding announced that the annual "bucket sit" fundraiser is this weekend, and challenged all of Council to spend some time in the bucket, if permissible.

Councillor Maxwell challenged all of Council to each purchase a ladder rung for \$50.00 in support of the fundraiser.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.

- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.

- (iii) Animal Control Report – The Animal Control Report was received and reviewed.

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

In addition to the Property Manager's report, Councillor Harding suggested that after the opening of the Garcelon Civic Center, that the Giddens Memorial Airport committee meetings commence once again.

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) Report of the Garcelon Civic Center Manager – The report of the Garcelon Civic Center Manager was received and reviewed.
- (iii) Lifesaving Society Credit Application - The memo from the Garcelon Civic Center Manager dated August 28, 2014 with attached application was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, September 15, 2014 to authorize the Mayor and Clerk to sign the credit application from Lifesaving Society in order to process any future purchases of the Town from the said company.

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

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.
- (ii) Cheque Register for month of August 2014 – The cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 15, 2014.
- (iii) Transfer from General Capital Reserve Fund – The memo from the Treasurer dated August 29, 2014 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 15, 2014 to transfer funds from the General Capital Reserve Fund to the General Capital Fund for furniture and equipment for the Garcelon Civic Center.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

Due to his declared conflict of interest, Councillor Booth left Council Chambers at 5:25 p.m.

- (i) Christmas Decorations – The letter from the Business Improvement Area (BIA) President dated August 28, 2014 was received and reviewed.

After discussion on the various options noted in the BIA's letter, Council agreed with the purchase of twenty-seven (27) 3' Winterfest Snowflakes, which represents one-half (1/2) of the number of lamp posts in the downtown area, and a motion will be considered at the next Regular Session of Council on Monday, September 15, 2014, with a motion to consider at a future Council meeting to transfer funds from the General Capital Reserve Fund. Council further agreed to purchase the remaining twenty-seven (27) 3' Winterfest Snowflakes in 2015.

Councillor Booth returned to Council Chambers @ 5:45 p.m.

- (ii) Request to Hold Event – The letter from the Event Coordinator, St. Stephen's University dated August 13, 2014 was received and reviewed.

Committee agreed to grant permission to the St. Stephen's University to hold its Folk Festival, which includes music, on Saturday, October 4, 2014 from 1:00 p.m. to 7:00 p.m., and a motion will be considered at the next Regular Session of Council on Monday, September 15, 2014.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

As noted in the Director's report, crosswalk painting has started and the Director stated that traffic markings on King Street and Milltown Boulevard are painted by a contractor, and he plans to check on the contractor's commencement date.

5. DELEGATIONS/PRESENTATIONS

No delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:50 p.m. and returned to open session at 7:45 p.m., at which time it was **MOVED** by Councillor MacEachern and **SECONDED** by Councillor Harding that the meeting adjourn at 7:45 p.m., and one (1) Financial Matter as per Section 10.2(4)(c) of the NB *Municipalities Act*, by consensus, was tabled. CARRIED

Joan M. Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 3, 2014 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

OPEN COMMITTEES MEETING

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

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information to follow.
- (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
- (iii) Animal Control Report
- (iv) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Report of the Garcelon Civic Center Manager
- (iii) Lifesaving Society Credit Application – Memo from Garcelon Civic Center Manager dated August 28, 2014 with attached application.
- (iv) Garcelon Civic Center – Work Progress Update for month of August 2014 from Kingsley Bailey, Project Manager.

FINANCE AND ADMINISTRATION – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of August 2014 – Information to follow.
- (iii) Transfer from General Capital Reserve Fund – Memo from Treasurer dated August 29, 2014 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor Ames

- (i) Christmas Decorations – Letter from Business Improvement Area President dated August 28, 2014 attached.
- (ii) Request to Hold Event – Letter from Event Coordinator, St. Stephen's University, dated August 13, 2014 attached.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

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

COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 10, 2014 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames (arrived at 4:30 p.m.); Councillors Allan MacEachern, Marg Harding (arrived at 4:35 p.m.), Debbie MacDonald and Jim Maxwell; Town Treasurer Tim Tozer (arrived at 4:25 p.m.); and Town Clerk Joan Flewelling.

ALSO PRESENT: Human Resource and Office Manager Alison Estey (left the meeting at 4:25 p.m.); and Town Auditor Peter Logan (arrived at 4:40 p.m.).

ABSENT: Councillor Mike Booth.

2. **APPROVAL OF AGENDA**

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

3. **ITEMS**

Motion to move into closed session as per:

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

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

4. **ADJOURNMENT**

Council came out of closed session at 5:50 p.m. at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Deputy Mayor Ames that the meeting adjourn at 5:50 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 10, 2014 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

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

4. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Memo

To: Lee Johnson, CAO

From: Tim Tozer, Treasurer

Date: 29 August 2014

Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
-Includes additional items related to new Civic Center, old Arena, and former Clark Building.
 - C) Payroll processing (Bi-weekly).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
-Month end completed to November 30, 2013.
-Staff currently working extended hours to expedite completion of audits and month end procedures.
- 2) Statements of Revenue and Expenditures to July 31, 2014.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Meeting with Acting CAO and Engineer concerning Gas Tax Application–August 13, 2014.
 - B) Monthly Committee meeting–August 13, 2014.
 - C) Training Sessions for Max Galaxy software for Civic Center–August 25 & 26, 2014.
 - D) Meeting concerning interim staffing–August 27, 2014.
 - E) Closed Committee meeting–August 28, 2014.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) Combined Sanitary and Storm Sewer Separation.
 - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
 - 3) Gas Tax Project-West and Dow Streets.
 - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
 - 5) Civic Center.-Includes preparation of capital budget
- B) 2013 operational audits.
- C) 2013 gas tax audit.
- D) 2014 HST audit for Revenue Canada.
- E) Gas Tax application-Third Round
- F) Upgrade of accounting software.
- G) Civic Center financial controls.

Tim Tozer, CMA
Treasurer
Town of St. Stephen

Public Works Report for Aug 2014

FROM: Lee Johnson Director of Operations
DATE: August 27, 2014

1:Water system:

- a) Repaired 10 Water Services.
- b) Installed 4 new water meters..
- c) Repaired 12 water meters.

2:Streets:

- a) Street patching.
- b) Started crosswalk painting.
- c) Street sweeping .
- d) Helped with International Festival.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) 2 Sewer Laterals were videoed.
- c) 1 Sewer Main was repaired.
- d) 1 Sewer Lateral was repaired.
- e) 1 Sewer Lateral was flushed.

Report of the Parks and Recreation Office September 2014

Parks

- Mowing Staff are now finished for the season.
- We worked hard to get the playing fields in good shape this year. The ball fields will need more infield mix brought in for next season.
- Minor Baseball and Minor has are wrapping up their seasons, but the School sports are now underway.
- Starting repairs to bleachers and picnic tables. I hope to order some new picnic tables before next season.
- There has been some vandalism up at the Cotton Mill Monument site this summer.

Recreation

- The 1st Annual Street Hockey tournament took place on August 2nd. This was a huge success, and I am already looking at ways to make it better for next year.
- The 3rd Annual Chocolate Fun Run, took place on August 4th. The event continues to be a success. There were 104 runners this year, up from last years numbers.
- We need to get additional garbage cans for the Parks and Playing fields before next season.
- Working on Fall season of Jumpstart.
- I have started working on Fall/Winter Rec Guide.

Pool

- We had a good year at the pool. Several mechanical problems to start off the season, but everything is running properly now.
- There were some water leaks in the basement this year, I will be working on a solution this Fall.
- Swim lesson registration numbers were down a bit this year.
- Will be winterizing pool week of September 8th.
- Need to finish repairing the brick work this Fall.

Arena

- Arenafest was held on August 2nd
- Several meetings were held in the Arena throughout the summer
- Fall Fair scheduled for Sept. 20th.

Meetings

- FRPA
- Sport NB
- RNB
- Mowing contractors

Michael O'Connell
Director Parks & Recreation

St. Stephen Fire Department

Report for August 2014

This report covers the period of August 1 to August 27

Alarms were: Town Alarms 5
 Out of Town Alarms 1
 Mutual Aid- Rural Fire 1
 7

Alarms are described as being:

		#of firefighters	# of hours
1. Camp fire	1	9	9
2. Structure	1	18	44
3. Assist AMB NB	1	8	12
4. Motor Vehicle Accident	2	24	36
5. Alarm System	1	7	10
6. Mutual Aid- Structure fire	1	8	24

Calls dispatched for the period of this report : 57

Fire Department Activities for August

1. Participated in Milltown Elementary Schools Fun Day during International Festival.
2. Committee Meeting
3. Labour Management Meeting
4. Boat Training
5. Fire Chief worked 10 shifts as a relief driver covering for vacations

TOWN of ST. STEPHEN

By-Law Enforcement

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

AUGUST REPORT

2014

To: CAO – Town of St. Stephen

- **1 (ONE) sign permit issued.**
- **A complaint of an unsightly property has been filed. The issue is under review.**
- **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

AUGUST REPORT 2014

BUILDING INSPECTION

The month of August brought in a total of 5 (five) permits which represents \$25,600.00 in building costs.

We issued no Stop Work Orders in the month June. This office has 5 (five) current properties we are dealing with under the Unsightly By-Law

Our office dealt with and has filed 1 (one) Occurrences report and filed 4 (four) Building Inspection reports. 1 (one) electrical waiver was issued.

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

Respectively Submitted

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

Town of St. Stephen

Property Management Report

August 31, 2014

Report on Town Buildings

A. OLD TOWN HALL

- Working on New Engineering Evaluation Reports. Also working with masonry contractors on what needs to be completed to make the outer wall safe on the building.
- Public Meeting on the future of the building has been scheduled on Wednesday, September 24, 2014 @ 7:00 p.m. at the St. Stephen Legion.

B. RCMP BUILDING

- Repainted cabinets.

C. TOURIST BUREAU

- Repairs to lower concrete walls due to leaking.

D. LIBRARY

- Finished repairs to inside drywall from water leak on back wall.
- Repair the roof air vents.

E. WILLIAM T. BOOTH COMMUNITY POOL

- Ongoing drywall repairs.

F. BORDER AREA COMMUNITY ARENA

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

Other Work

Repair to Town wharf timbers ongoing.

Major repairs to wharf waiting for extra timbers.

Airport roof supplies ordered; signs repaired; gas tank painted; flags replaced; and planes fuelled.

Respectfully submitted,

Kingsley Bailey, Property Manager

Town of St. Stephen
Development Office Report
August 31, 2014

- Continuing to work with new business owners that would like to purchase town land and buildings that may be for sale or rent.
- Inspection of one (1) more unsafe building.
- Finished contracts for tenants in the Clark building.
- Set up lunch for the Sculpture group on the waterfront in Saint John.
- Ongoing work with Building Inspector on by-laws.
- Set for September 2 – 12 noon – 1:00 p.m. - BBQ at the Town Square for 25 Sculptures.

Meetings

Sculpture on the waterfront - Saint John

Health and Safety

Team Management Meeting

Ongoing – Business Park Buildings

Respectfully submitted,

Kingsley Bailey, Development Officer

Garcelon Civic Center Manager
Monthly Report
August 2014

Administration:

- The training and set up of the MaxGalaxy facility scheduling system took place on August 25, 26, & 27. An onsite training session is planned for mid-September.
- The Pro Shop proposal is being reviewed.
- The Canteen and Catering RFP for the facility was issued and is expected to close early September. Options for temporary canteen services for Aces games is being investigated and coordinated.
- The Marketing and Business plan for the facility continues to be fine-tuned with more research being done on the sport tourism and events sector.
- The new website for the facility is expected to be launched early next month. The website content has been uploaded and is now being reviewed.
- Two maintenance/custodial laborer positions were filled internally this month. Rob Dougherty and Charles Fairweather officially joined our Civic Center team on August 21. The job posting for two more maintenance/custodial laborers will close on August 28.
- Five Student Customer Service Attendants were hired this month with training slated to start August 27.
- Student Lifeguard Interviews are ongoing. The interviews are being conducted in two stages with a face to face portion and an on water skills testing. The reposted unionized full-time and casual Lifeguard job opportunities closed on August 25. We will repost for the full-time opportunity and interview two candidates for the casual positions.
- Various social media updates were completed throughout the month. The Facebook page now has 1083 likes. The site has been very active and is a great tool for Staff to share updates.
- Internal front desk and financial controls are being developed and finalized.
- Public Wi-Fi terms of use for the splash page have been finalized.
- The Aquatic Supervisor is finalizing the Aquatic Staff manual and working on aquatic schedules.
- \$3,200 in funding from the Department Healthy and Inclusive Communities for our Fit Start Orientation Program was approved this month. The funds will cover basic fitness and resistance training for staff and volunteers.
- The Administrative Clerk, Programs, and Marketing Coordinator is working on the front desk orientation manual for Customer Service Attendants, promotional materials, and volunteer recruitment.
- The newly formed Opening Event(s) Planning Committee held two meetings this month.
- A Garcelon Civic Center Special Event and Promotions Grant policy and application form is being developed.

Construction/Operations:

- Installation and Timing Schedules for various suppliers is being coordinated for moving into the facility.

Meetings:

- Pro Shop: August 1 & 8.
- Weekly Staff Meeting: August 5, 12, 18, and 26.
- Aces: August 5, 20, and 26.
- Advising Commission Meeting: August 11.
- Interviews: 13, 14, & 18.
- Committees Meeting: August 13.
- Event Planning Meeting: 14 & 27
- Website: August 15.
- Minor Hockey Meeting: August 19
- Council Meeting: August 20 & 25.
- Business & Marketing Plan: August 20 & 26.
- MaxGalaxy: 21, 25, 26, and 28.
- Bell Aliant: August 22 & 27.

Respectfully Submitted by

Natalie Reid

Garcelon Civic Center Manager

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-10 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – FIRST READING – SHORT TITLE ONLY
THAT leave now be given to introduce a by-law entitled By-law No. A-10 – "A By-law Respecting the Duties and Powers of the Chief Administrative Officer" - for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. A-10

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

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

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

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

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

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

Definitions

1 The following definitions apply in this by-law.

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

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

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

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

“town” means The Town of St. Stephen.

Appointment

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

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

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

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

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

Full time appointment

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

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

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

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

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

(d) received authorization from the council.

Council and chief administrative officer relationship

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

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

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

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

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

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

Responsibilities of chief administrative officer

5(1) The chief administrative officer shall

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

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

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

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

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

5(2) The chief administrative officer shall

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

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

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

(d) subject to policies adopted by the council,

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

(ii) establish departments of the town administration,

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

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

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

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

5(4) If the absence or disability of the chief administrative officer is judged to be of long term duration, the council may appoint a qualified member of staff, or other qualified person employed under special contract, to perform the required duties until the chief administrative officer is able to resume the responsibilities of the position.

5(5) If a provision of this by-law conflicts with or is inconsistent with a provision of any other municipal by-law, this by-law prevails.

Other positions held by the chief administrative officer

6 The chief administrative officer shall be Emergency Measures Co-Ordinator for the town and oversee the coordination and implementation of the town’s emergency plan.

7 The council by resolution may rescind, amend or vary the appointment authorized in section 6 hereof.

Repeal Provision

9 By-law No. A-8, A By-law Respecting the Duties and Powers of the Chief Administrative Officer passed by town council on September 21, 2009, and amendments thereto, is hereby repealed.

IN WITNESS WHEREOF The Town of St. Stephen has caused its corporate seal to be hereunto affixed to this by-law the _____ day of _____, 2014.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



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

**POLICE REPORT
August 2014**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of August 1, 2014 to August 28, 2014 inclusive. During this time period, the RCMP responded to 195 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Other moving traffic	9
Tickets issued	7
Traffic Collision	5
Warnings issued	3
Other non-moving	1
Check Stops	1

PROVINCIAL STATUTES:

Firearms Act	1
False Abandoned 911	4
Mental Health Act	4
Fail to Stop or Remain at Accident	1
Fire Prevention Act	1
Family Relations Act	1
Driving while Disqualified	2
Other Provincial/Territorial Statutes	1
False alarms	1

CRIMINAL CODE:

Assault	5
Break & Enter Business	1
Break and Enter Residence	4
Forcible confinement	1
Disturbing the peace/Causing a disturbance	3
Fail to comply with probation	1
Impaired operation of motor vehicle	2
Mischief damage to and/or Obstruct Enjoyment of Property	7
Other theft under \$5000	3
Uttering threats against person	1
Taking motor vehicle/vessel without consent	1
False pretences less than \$5000	1
Fail to comply with undertaking	2
Criminal Harassment	4
Being unlawfully at large	1
Trespass at night	2
Possession of property obtained by crime	1
Fail to stop or remain	1
Theft of motor vehicle	1

OTHER FEDERAL STATUTES:

Possession schedule VIII – cannabis	1
Importation/Exportation – schedule II – cannabis	1

OTHER INVESTIGATIONS:

Assistance to Canadian Police Non-RCMP	1
Assistance to Canadian Provincial Department	2
Assistance to General Public	3
Assistance to Canadian Federal Department	3

OTHER INVESTIGATIONS:

Crime Prevention	2
Items/lost found	4
Police Certificates	81
Fingerprints taken for the general public	1
Suspicious person	2
Municipal Bylaws	4
Person Reported Missing	2
VIP Security	1
Passport lost/stolen	2
Attempt or threat of suicide	1

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

PURCHASE OF CHRISTMAS DECORATIONS

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

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

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

DEMOLITION – 450 MILLTOWN BOULEVARD

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

TERM AGREEMENT – THE TOWN AND LINDA THERIAULT

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

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

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

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

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

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

RESOLUTION NO.: _____

DATE: March 25, 2013

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

**PUBLIC WORKS DEPARTMENT - SUPERVISOR I POSITION - JOB
RECOMMENDATION**

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

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

2013 AUDIT

THAT the 2013 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved.

RESOLUTION NO.: _____

DATE: September 15, 2014

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.