

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

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Town Employee Retirement – Presentation to Charles H. Giddens.
  - (b) St. Croix Theatre Company – Presentation by Bill Breuer, Board Member.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – August 26, 2013
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committee of Council Meeting – August 26, 2013
  - (b) Committee of Council Meeting – September 3, 2013
  - (c) Committees Meeting – Finance and Administration; Planning, Promotion and Tourism; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Public Works - September 11, 2013
  - (d) Committee of Council Meeting – September 17, 2013

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AGENDA**

**THAT** the Agenda be approved as circulated.

September 2013  
**ST CROIX THEATRE COMPANY**  
FACT SHEET

Will celebrate its 20th Anniversary next year!

Formed in 1994 and incorporated as a registered charity & a not for profit organization in 2011.

To date, the company has produced 27 plays (dramas, dessert theatres, comedies, mysteries).

The company has an active and dedicated board and includes professionals. It also has a consultant theatrical advisor.

Dave Duplissea is the current Artistic Director.

The SCTC is now a Pro-Am Community Theatre Company - where unpaid professionals and amateurs have equal status and provide the opportunity for education in the various arts of stagecraft.

We will conduct a theatre camp to the Boys and Girls Club for the summer of 2014.

The company now has a Playwright in Residence.

The SCTC produced a Canadian Debut in 2009, a romantic comedy "The Faery's Kiss".

The company will produce an International Premiere with the new romantic Comedy, "Where or When?" this Spring (March/April 2014).

The SCTC has been attracting talent from the surrounding communities on both sides of the border.

The company now maintains a Comedy Improv Troupe.

The company's production budgets and revenue have relied solely on advertising, business donations and ticket sales. We have donated over \$10,000 to area schools and to the Red Cross 9/11 Project.

With the creation of the new Civic Centre and adjacent Hotel, we hope to provide entertainment opportunities to conventions, visitors, and the residents of this region - thus adding to the overall attraction of the area and impacting the economy.

CONTACT: Phone: (506) 469 0022 (Dave Duplissea: Artistic Director)  
email [StCroixTheatreNB@gmail.com](mailto:StCroixTheatreNB@gmail.com)

Web: [www.stcroixtheatrecompany.com](http://www.stcroixtheatrecompany.com), [www.angelfire.com/indie/stcroix](http://www.angelfire.com/indie/stcroix)

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**REGULAR COUNCIL MEETING**

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

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, AUGUST 26, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell  
Seconded by Councillor MacDonald

**217/13** **THAT** the Agenda be approved as circulated. **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 Harding  
Seconded by Councillor MacEachern

**218/13** **THAT** the Minutes of the Regular Council meeting held on July 22, 2013 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Booth  
Seconded by Councillor MacDonald

**219/13** **THAT** the Minutes of the Special Council meeting held on July 23, 2013 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 220/13 THAT the Minutes of the Special Council meeting held on July 24, 2013 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor MacEachern

- 221/13 THAT the Minutes of the Special Council meeting held on July 31, 2013 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor MacDonald  
Seconded by Councillor Harding

- 222/13 THAT the Minutes of the Special Council meeting held on August 14, 2013 be approved as circulated. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.  
Councillor Harding voting in favour of the motion.  
Councillor Booth voting in favour of the motion.  
Councillor MacDonald voting in favour of the motion.  
Councillor Maxwell voting in favour of the motion.  
Councillor MacEachern voting against the motion.

8. **ACCOUNTS**

**PAID BILLS**

Moved by Councillor MacEachern  
Seconded by Councillor Harding

- 223/13 THAT the paid bills in the amount of \$2,822,927.05 (two million, eight hundred and twenty-two thousand, nine hundred and twenty-seven dollars and five cents) be received. **CARRIED**

9. **COMMUNICATIONS**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Deputy Mayor Ames  
Seconded by Councillor Booth

- 224/13 THAT Communication for Information, note and file, be adopted. **CARRIED**

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 225/13 **THAT** the Minutes of the Committee of Council meeting held on July 23, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 226/13 **THAT** the Minutes of the Committee of Council meeting held on July 24, 2013 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 227/13 **THAT** the Minutes of the Committee of Council meeting held on July 31, 2013 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 228/13 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Public Works and Planning, Promotion and Tourism held on August 14, 2013 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 229/13 **THAT** the following staff reports for the month of June 2013 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; and Department of By-Laws and Building Inspection. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 230/13 **THAT** the Royal Canadian Mounted Police (RCMP) July 2013 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

**VOLUNTEER FIREFIGHTER POSITION**

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 231/13 **THAT** the Fire Chief's recommendation to recruit Howard Moore as a volunteer firefighter subject to a six month probationary period be accepted. **CARRIED**

**LICENCE AGREEMENT – THE TOWN, JEFFREY JOHN DIONNE AND MELLISSA MAE DIONNE – 7 GROOM STREET**

Moved by Councillor MacEachern

Seconded by Councillor Maxwell

- 232/13 **WHEREAS** Jeffrey John Dionne and Mellissa Mae Dionne have requested a licence from the Town so that they may construct a fence to enclose a pool being placed on their property;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Licence Agreement between The Town of St. Stephen (the "Town") as licencor, and Jeffrey John Dionne and Melissa Mae Dionne, as licencees, granting permission to the licencees to place a portion of a fence on Town property so that they may enclose a pool being constructed on their property in the form of agreement presented to Council.

**CARRIED**

**CHARLOTTE COUNTY MUSEUM – REPAIRS**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 233/13 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure in the amount of \$6,000.00 (six thousand dollars), including HST, to cover repairs to the Charlotte County Museum as listed in its quote from Paul Guay of St. Stephen, NB, as well as the purchase of a dehumidifier for the basement. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor MacEachern voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Harding voting against the motion.

**ROYAL BANK OF CANADA SIGNING AUTHORITIES**

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

**234/13** THAT the Council of the Town of St. Stephen resolves:

1. That Royal Bank of Canada ("Royal Bank") is appointed banker for the Town of St. Stephen.
2. That any one of the Mayor, Deputy Mayor or Acting CAO together with Treasurer or Assistant Treasurer for amounts of \$5,000 or less or either the Mayor or Deputy Mayor together with Treasurer or Assistant Treasurer for amounts greater than \$5,000 are authorized on behalf of the Town of St. Stephen from time to time:
  - (a) to withdraw or order transfers of funds from the Town of St. Stephen's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
  - (b) to sign any agreements or other documents or instruments with or in favour of the Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Town of St. Stephen; and
  - (c) to do, or to authorize any person or persons to do, any one or more of the following:
    - (i) to receive from the Royal Bank any cash or any securities, instruments or other property of the Town of St. Stephen held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
    - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Town of St. Stephen, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Town of St. Stephen, or any other name under which the Town of St. Stephen carries on business, on any security or instrument;
    - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Town of St. Stephen;
    - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Town of St. Stephen's accounts with or any service of the Royal Bank, and to settle and certify the Town of St. Stephen's accounts with Royal Bank.
3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall

**MINUTES  
REGULAR COUNCIL  
AUGUST 26, 2013**

6

be valid and binding on the Town of St. Stephen, and Royal Bank is hereby authorized to act on them and give effect to them.

4. That the Royal Bank be furnished with:
  - (a) a copy of this Resolution; and
  - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Town of St. Stephen, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the (1) Mayor and (2) Treasurer of the Town of St. Stephen; and
  - (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Town of St. Stephen until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Town of St. Stephen has its account. **CARRIED**

**THE BANK OF NOVA SCOTIA SIGNING AUTHORITIES**

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

235/13

**THAT** the Council of the Town of St. Stephen resolves that:

1. We appoint The Bank of Nova Scotia as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.
2. Any two of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:  
Mayor, Deputy Mayor or Acting CAO, along with the Treasurer or Assistant Treasurer.
3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any two of the officers set out below. The most recent certificate given to you will be the current certificate in effect:  
Over \$5,000 – Mayor or Deputy Mayor along with Treasurer or Assistant Treasurer  
Under \$5,000 – Mayor, Deputy Mayor or Acting CAO along with Treasurer or Assistant Treasurer.
4. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
5. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice. **CARRIED**

MINUTES  
REGULAR COUNCIL  
AUGUST 26, 2013

7

**MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY – AMENDED**

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 236/13 **THAT** the Council of the Town of St. Stephen approves the amended Major Industry and Economic Incentive Policy No. 57-A attached. **CARRIED**

**FINANCIAL CONTRIBUTION – LAC-MÉGANTIC, QUEBEC RAIL DISASTER**

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 237/13 **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$1,000.00 (one thousand dollars) payable to the Municipality of Lac-Mégantic, Quebec to assist with the psychological and social rebuilding of its community as a result of the July 6, 2013 rail disaster. **CARRIED**

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2014 – 2018 – DESIGNATED HIGHWAY PROGRAM**

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 238/13 **THAT** the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2014 – 2018 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED**

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

- 239/13 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, an unbudgeted expenditure of \$18,300.00 (eighteen thousand, three hundred dollars), plus HST, to conduct a drainage study to assess basement sewer backups/flooding that occurred as a result of the heavy rainfall on July 26, 2013. **CARRIED**

**EMPLOYMENT AGREEMENT – THE TOWN AND NATALIE REID**

Moved by Councillor MacDonald

Seconded by Councillor MacEachern

**WHEREAS** the Council of the Town of St. Stephen and Natalie Reid have negotiated terms of an Employment Agreement 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 an Employment Agreement between The Town of St. Stephen (the "Town") and Natalie Reid of Hanwell, NB for the position of manager of the Garcelon Civic Center and head of the Town's Department of Parks & Recreation and such other non-union duties assigned to her by the Chief Administrative Officer for the Town commencing September 17, 2013 and in the form of agreement presented to Council.

AMENDED

EMPLOYMENT AGREEMENT – THE TOWN AND NATALIE REID

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

240/13 **BE IT RESOLVED THAT** the resolution be amended by the deletion of the phrase “and head of the Town’s department of Parks & Recreation” such that the resolution reads as follows:

EMPLOYMENT AGREEMENT – THE TOWN AND NATALIE REID

**WHEREAS** the Council of the Town of St. Stephen and Natalie Reid have negotiated terms of an Employment Agreement 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 an Employment Agreement between The Town of St. Stephen (the “Town”) and Natalie Reid of Hanwell, NB for the position of manager of the Garcelon Civic Center, and such other non-union duties assigned to her by the Chief Administrative Officer for the Town commencing September 17, 2013 and in the form of agreement presented to Council.

**AND BE IT RESOLVED THAT** the form of agreement presented to Council be amended as follows:

- by the deletion of the phrase “and head of the Parks & Recreation Department” in the third line thereof;
- by the deletion of the phrase “and shall be the head of the Parks & Recreation department for the town” after the word “hereto” in the first sentence of section 9 of such agreement; and
- by the addition of the phrase “for all activities carried out in the town’s Garcelon Civic Center” after the word “Recreation” in the second sentence of section 9 of such agreement. **CARRIED**

APPROVAL OF EVENT – ST. STEPHEN’S UNIVERSITY’S FESTIVAL OF THE ARTS

Moved by Deputy Mayor Ames

Seconded by Councillor Booth

241/13 **THAT** the Council of the Town of St. Stephen grants permission to St. Stephen's University to hold an outdoor music and crafts/arts festival between 2:00 p.m. and 6:00 p.m. on Saturday, October 5, 2013 at 8 Main Street (front lawn on Milltown Blvd.). **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Ames

- Attended various Town meetings.
- Attended International Festival meetings.
- Attended various events during International Festival and Chocolate Fest.

Councillor MacEachern

- Attended the lumberjack competition during International Festival.
- Attended the opening ceremony of International Festival on the Ferry Point Bridge.
- Attended the ceremony for Shirley McMahon, Maritimer of the Week.
- Attended Communities in Bloom events.
- Attended the joint Council BBQ with Calais hosted by St. Stephen at the home of Councillor MacDonald.
- Attended various Town meetings.

Councillor Harding

- Attended various Town meetings.
- Attended the opening ceremony of International Festival on the Ferry Point Bridge.
- Attended the ceremony for Shirley McMahon, Maritimer of the Week.
- Stated that the Knights of Pythias hall suffers from a lot of vandalism and requests the public to contact the RCMP if they have any information.
- Urged the public to remove their yard sale signs from poles after their sales.

Councillor Booth

- Attended various events during International Festival and Chocolate Fest.
- Attended various Town meetings.
- Attended meetings with Doug Dougherty with respect to the Charlotte County Museum.

Councillor MacDonald

- Attended various events during International Festival and Chocolate Fest.
- Attended Communities in Bloom events.
- Attended a meeting with a flood expert from Dillon Consulting as a result of the flooding the end of July.
- Attended various Town meetings.
- Enjoyed the joint Council BBQ with Calais which St. Stephen hosted.

**MINUTES  
REGULAR COUNCIL  
AUGUST 26, 2013**

10

- Attended Labour/Management meetings.
- Attended the ceremony for Shirley McMahon, Maritimer of the Week.

Councillor Maxwell

- Attended various Town meetings.
- Attended Communities in Bloom events.
- Attended the opening ceremony of International Festival on the Ferry Point Bridge.
- Inducted into the Chocolate Lovers' Society.
- Attended the joint Council BBQ with Calais hosted by St. Stephen at the home of Councillor MacDonald.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the ceremony for Shirley McMahon, Maritimer of the Week, and commended Gary Sharpe for her nomination.

Mayor Quartermain

- Thanked the many dedicated volunteers involved in making the Chocolate Fest and International Festival great successes.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *Saint Croix Courier*, asked for clarification on the Garcelon Civic Center Manager's amended resolution; the Major Industry and Economic Incentive Policy amendment; and the Dillon Consulting Limited drainage study.

Derwin Gowan, reporter with the *Telegraph Journal*, asked when the proposed hotel would be breaking ground and the Mayor advised that he was unsure and should contact the developer.

Patrick Cummins, a resident, stated his concern with the Town not having a by-law to enforce citizens to keep grass trimmings off of sidewalks. He also stated that the By-Law Enforcement Officer should send letters to people who do not comply with by-laws.

Kathy Bockus questioned Council's decision to hire Natalie Reid as the Garcelon Civic Center Manager and she was advised that Ms. Reid scored the highest during the interview process, met the qualifications and had excellent references.

**MINUTES  
REGULAR COUNCIL  
AUGUST 26, 2013**

11

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding  
Seconded by Councillor Booth

**242/13** THAT the meeting adjourn at 7:40 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, AUGUST 26, 2013 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES

- (a) Regular Council Meeting – July 22, 2013
- (b) Special Council Meeting – July 23, 2013
- (c) Special Council Meeting – July 24, 2013
- (d) Special Council Meeting – July 31, 2013
- (e) Special Council Meeting – August 14, 2013

8. ACCOUNTS

- (a) Paid Bills

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

- (a) Thank you card from Jayanna Mofford, recipient of the Frances Esther Todd Scholarship.
- (b) Thank you letter from Mayor Quartermain to American and Canadian Co-Chairs of the International Homecoming Festival dated August 20, 2013.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – July 23, 2013
- (b) Committee of Council Meeting – July 24, 2013
- (c) Committee of Council Meeting – July 31, 2013
- (d) Committees Meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Public Works; and Planning, Promotion and Tourism – August 14, 2013

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Volunteer Firefighter Position
- (c) Licence Agreement – The Town, Jeffrey John Dionne and Mellissa Mae Dionne – 7 Groom Street
- (d) Charlotte County Museum – Repairs
- (e) Royal Bank of Canada Signing Authorities
- (f) The Bank of Nova Scotia Signing Authorities
- (g) Major Industry and Economic Incentive Policy – Amended
- (h) Financial Contribution – Lac-Mégantic, Quebec Rail Disaster
- (i) Town of St. Stephen – Proposed Five Year Plan 2014-2018 – Designated Highway Program
- (j) Dillon Consulting Limited – Client Authorization to Proceed
- (k) Employment Agreement – The Town and Natalie Reid
- (l) Approval of Event – St. Stephen's University's Festival of the Arts

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STATEMENTS OF REVENUE AND EXPENDITURE**

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

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

	<b>Actual To Date For the Eight Months Ending August 31, 2013</b>	<b>Budget For the Year Ending December 31, 2013</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$1,111,290	\$2,054,325	\$943,035	54%
Other Revenue From Own Service	120,222	168,464	48,242	71%
<b>Total Revenue</b>	<u>1,231,512</u>	<u>2,222,789</u>	<u>991,277</u>	<u>55%</u>
<b>Expenditures</b>				
Water Supply	537,420	1,013,981	476,561	53%
Sewerage Collection and Disposal	414,317	650,953	236,636	64%
Fiscal Services	432,783	557,855	125,072	78%
<b>Total Expenditures</b>	<u>1,384,520</u>	<u>2,222,789</u>	<u>838,269</u>	<u>62%</u>
<b>Surplus (Deficit)</b>	<u>(\$153,008)</u>	<u>\$0</u>		

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAID BILLS**

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

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

**July 2013**

Gullison's Courier Services (Courier- RDC Funding Claim to Fredericton,  
NB, on July 12/13, Cheque #0094) 28.25

**August 2013**

Dora Construction Limited (Claim #14 dated June 30/13 - Design Build  
Contract, Cheque #0096) 1,280,506.58

**Total** \$ 1,280,534.83

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

**Visa:**

**August 2013**

John Quartermain (Streets: Streets Supplies)	107.15
John Ferguson (General Government: CAO/Dev Officer - Travel)	59.98

**Total**

**\$167.13**

**Town of St. Stephen**  
**BNK1 General Bank Account**  
**From 000000 to 012909**

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
012448	08/01/13 AUGUST/13	HERITAGE COURT HOLDINGS LIMITED GG-TOWNHALL-AUGUST/13 LEASE	5323.40 5323.40			
				A/P	OUT-STD	
012719	08/07/13 JULY31/13	ANN ROBINSON RC-SWIMTEAMACCT-SWIMSUITS	195.65 195.65			
				A/P	OUT-STD	
012720	08/07/13 2609878	ATLANTIC GYM & SPORTS RC-PARKS-HEXAGON SOCCER NETS	479.12 479.12			
				A/P	OUT-STD	
012721	08/07/13 5642165001	BARNES DISTRIBUTION TS-ST5-HEX CAP SCREWS	127.35 127.35			
				A/P	OUT-STD	
012722	08/07/13 SI16850 SI16950 SI16996	BAYVIEW TRUCKS AND EQUIPMENT LTD. TS-#16-VALVE-AIR SEAT TS-#22-LINCH PINS TS-#7-6" HOLD DOWN	64.26 6.71 16.49 87.46			
				A/P	OUT-STD	
012723	08/07/13 106702	BRIGGS PLUMBING INC. TS-SHOP-BOILER DRAIN	11.30 11.30			
				A/P	OUT-STD	
012724	08/07/13 9909243431	CANADIAN SPRINGS PS-RCMP-WATER	36.25 36.25			
				A/P	OUT-STD	
012725	08/07/13 IN69989	CNH CAPITAL T4112 TS-#11-SE TOR PACKAGE	120.99 120.99			
				A/P	OUT-STD	
012728	08/07/13 317002 317035 317076 317149 317152 317308 317313 317390 317442 317463 317464 317466 317581 317584 317820	CREIGHTON-CARTER LTD. PS-#200-BRAKE PADS SET, BRAKE PS-#200-BRAKE SHOE SET, BRAKE PS-#200-WHEEL NUT TS-SHOP-GUN WASH PS-#200-OIL FILTER, ADAPTOR PO TS-#18-SPARK PLUGS TS-SHOP-TIRE BEAD SEALER TS-SHOP-LONG RIVET ALUM TS-SHOP-FITTINGS, FLUID FILM, PS-#200-WIPER BLADES TS-SHOP-HOSES, PLUG, COUPLER TS-SHOP-SECURITY REPLACEMENT, TS-SHOP-IDO SERIES 1-40 18.9L TS-#13-12MPT16MJC TS-#4-STARTER	178.79 61.74 4.17 61.53 15.13 12.57 21.04 16.26 72.92 24.88 32.60 70.50 176.75 24.41 243.92			

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
	317823	TS-SHOP-SECURITY REPLACEMENT	-8.09			
	317896	TS-#4-CORE DEPOSIT	-44.07			
	317950	RC-PARKS-FUEL & OIL FILTERS	16.75			
	318060	TS-SHOP-MOLY LUBE	22.89			
	318161	TS-#21-HD BLADE	43.95			
	318184	TS-#22-PIN HITCHES	17.94			
	318471	TS-#1-ANTIFREEZE	83.73			
	318472	TS-SHOP-10W30 OIL	13.42			
	318983	TS-SHOP-HALOGEN BULBS, MINI BU	60.09			
	319010	TS-SHOP-GUN WASH	61.53			
	319087	TS-#4-WIPER BLADES	24.88			
	319499	TS-SHOP-DRILL	59.09			
			<b>1369.32</b>	A/P	OUT-STD	
012729	08/07/13	DISHER HOMES LTD.				
	SUMMARY	TS-ST5-MOVE EQUIPMENT TO FREDE	559.35			
			<b>559.35</b>	A/P	OUT-STD	
012730	08/07/13	FERO WASTE & RECYCLING INC.				
	782509	GG-TOWN-GARBAGE COLLECTION	4917.50			
			<b>4917.50</b>	A/P	OUT-STD	
012731	08/07/13	FRANK G GODSOE CHARTERED ACCOUNTANT				
	406	GG-TOWN HALL-ADMIN SUPPORT	248.60			
			<b>248.60</b>	A/P	OUT-STD	
012732	08/07/13	FUNDY BUILDING INSPECTION & DRAFTIN				
	13-091	PS-BUILDINSPECT-FEE, MILEAGE	2015.64			
			<b>2015.64</b>	A/P	OUT-STD	
012733	08/07/13	HOWIE R. BIRD & SONS LTD.				
	39327	TS-ST5-CULVERT PIPE	2298.62			
			<b>2298.62</b>	A/P	OUT-STD	
012734	08/07/13	LINDE CANADA LTEE, M2193				
	47864604	TS-ST5-ACETYLENE WS	11.41			
			<b>11.41</b>	A/P	OUT-STD	
012735	08/07/13	MAYFIELD GARDENS & LANDSCAPE				
	5171	RC-PARKS-TURF MAINTENANCE	10264.15			
			<b>10264.15</b>	A/P	OUT-STD	
012736	08/07/13	MINISTER OF FINANCE				
	40018126	PS-FIRE-RADIO COMMUNICATION SE	1633.84			
			<b>1633.84</b>	A/P	OUT-STD	
012737	08/07/13	MINISTER OF FINANCE				
	WEEK32/13	EMPLOYEE DEDUCTIONS-AUG 13-19	209.30			
			<b>209.30</b>	A/P	OUT-STD	
012738	08/07/13	MOFFITT DODGE CHRYSLER LTD.				
	IM16888	TS-#1-SCREW	5.85			
			<b>5.85</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 012909

CHEQUE REGISTER

Printed: 13:12, Sep 06/2013

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
012739	08/07/13	O'CONNELL MIKE				
	JULY29/13	TS-ST5-CAR CHARGER	23.93			
	JULY31/13	RC-DIRPR/PM-FRPA MBETING	171.00			
			<b>194.93</b>	A/P	OUT-STD	
012740	08/07/13	PAYROLL TRANSFER				
	WEEK32/13	GG-TRANSFER-JUL26-AUG8/13	60077.00			
			<b>60077.00</b>	A/P	OUT-STD	
012741	08/07/13	PETTY CASH				
	JULY11/13	GG-TOWNHALL-TONER RETURN	13.21			
	JULY30/13	GG-TOWNHALL-KITCHEN SUPPLIES	39.78			
			<b>52.99</b>	A/P	OUT-STD	
012742	08/07/13	RECEIVER GENERAL FOR CANADA				
	PAY16/13	GG-REMITTANCE-JUL26-AUG8/13	37887.88			
			<b>37887.88</b>	A/P	OUT-STD	
012743	08/07/13	RICHARDSON JEFF				
	JULY22/13	PS-FIRECHIEF-PERSONAL VEH USE	196.00			
	JULY29/13	PS-FIRE-FLOOD EXPENSES	231.26			
			<b>427.26</b>	A/P	OUT-STD	
012744	08/07/13	SHANNON MICHAEL				
	JULY/13	PS-ANMLCNTRL-KENNEL FEB-JULY	282.50			
	WEEK32/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK32/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>647.94</b>	A/P	OUT-STD	
012745	08/07/13	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN				
	VFIS 3696	PS-FIRE-VOL FIRE INSURANANCE	7961.00			
	VFP 9019913	PS-FIRE-CAREER INSURANCE	2524.00			
			<b>10485.00</b>	A/P	OUT-STD	
012746	08/07/13	SUBWAY				
	RECT#485351	PS-FIRE-LUNCH AFTER FIRE	120.35			
	RECT#486366	PS-FIRE-FLOOD WORKER MEALS	41.35			
			<b>161.70</b>	A/P	OUT-STD	
012748	08/07/13	IRVING ENERGY DISTRIBUTION AND MARK				
	225592	TS-ST5-GAS	5248.76			
	245552	TS-ST5-DIESEL	713.75			
	335530	TS-ST5-DIESEL	1219.15			
			<b>7181.66</b>	A/P	OUT-STD	
012749	08/14/13	BELL ALIANT				
	06336721JUL13	TS-AIRPORT-TELEPHONE	129.17			
			<b>129.17</b>	A/P	OUT-STD	
012750	08/14/13	CALDWELL LESLIE				
	JULY27/13	TS-ST5-CUT LIMBS ON MAPLE ST	150.00			
			<b>150.00</b>	A/P	OUT-STD	

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
012751	08/14/13 2000102026	CANADIAN PACIFIC RAILWAY COMPANY TS-ST5-MILLTOWN PRIVATE XING	12.43 <b>12.43</b>	A/P	OUT-STD	
012752	08/14/13 JULY27/13A JULY27/13B JULY27/13C JULY27/13D JULY27/13E JULY27/13F JULY27/13G	D AND L PRESLEY TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS	29.75 79.80 87.10 22.10 75.00 78.45 83.00 <b>455.20</b>	A/P	OUT-STD	
012753	08/14/13 9000004A	GANONG BROS. LIMITED GG-CIVIC-MEETING	128.14 <b>128.14</b>	A/P	OUT-STD	
012754	08/14/13 JULY26/13A JULY26/13B JULY26/13C	IRVING OIL LTD. TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS TS-ST5-RAIN STORM GAS	198.02 50.00 81.42 <b>329.44</b>	A/P	OUT-STD	
012757	08/14/13 100391194 10039246 10039348 571118 571863 571966 573072 573368 573691 573792 575877 576282 576338 576744 577103 577647 577702 578121 578129 579690 579753	KENT BUILDING SUPPLIES RC-PARKS-BRACKET, DOOR RAIL TS-SHOP-SNAP OFF KNIFE RC-PARKS-FLUSH LEVER RC-PARKS-KEY RC-PARKS-HOOK&EYE, DECKING/PT RC-PARKS-NUT/STOP RC-PARKS-BOLT/CARRIAGES, WASHE RC-PARKS-PADLOCK, RATCHET STRA RC-PARKS-DOOR HANDLE RC-PARKS-LEVER FLUSH, COIL/DRA RC-PARKS-SCRWS/DECK, PLYWOOD RC-PARKS-BOLTS, PENCILS, MARKE TS-SHOP-MORTAR MIX RC-PARKS-SCRWS/DECK, LUMBER RC-PARKS-WASHERS TS-SHOP-PAVER/OLDSTONE RED RC-PARKS-BLADE, NUT,HEXES, WAS RC-PARKS-DEADBOLT, KEYS RC-PARKS-VALUE SLAB RC-PARKS-PLYWOOD RC-PARKS-HOSE	-43.47 -9.72 -6.93 2.83 14.03 15.96 10.50 78.78 60.94 51.31 433.63 17.16 15.74 76.63 7.54 6.25 33.95 69.47 28.50 101.53 98.76			

Town of St. Stephen  
 BNKI General Bank Account  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
	580015	TS-SHOP-HANGER/ROLL LIGHT IRON	13.64			
	580036	RC-PARKS-AQUA GUN, HOSE	112.41			
	580305	TS-SHOP-PULL, PLYWOOD	28.93			
	581207	RC-PARKS-FLASHLIGHT, WASP/HORN	30.96			
	581239	RC-PARKS-SCREWS	2.51			
	581655	RC-PARKS-PLIER LOCKING STRT.,	33.59			
	583835	RC-PARKS-BOLTS	6.83			
	584556	RC-TOURISTBUREAU-AIR CONDITION	683.07			
	584646	RC-PARKS-SPRINKLER, CONNECTOR	34.78			
	584874	RC-HORT-LIQUAFEED KIT & REFILL	30.45			
	584902	RC-PARKS-ANTI SKIDD/EPOXY SHIE	28.54			
	584906	RC-PARKS-WATER	5.63			
	585641	RC-PARKS-ROD/CLOSET, DOORSTOP,	90.14			
	586125	RC-PARKS-MET.DEPRSD CTR WH	6.92			
			<b>2171.79</b>	A/P	OUT-STD	
012758	08/14/13	KEY INDUSTRIES				
	4439	RC-PARKS-UNIFORMS	106.58			
			<b>106.58</b>	A/P	OUT-STD	
012759	08/14/13	LEAH NIXON				
	AUGUST/13	RC-ASSTRECDIR-1/2 VEH ALLOW	100.00			
	AUGUST13/13	RC-MILLPOOL-SUPERVISORS MEETIN	45.72			
			<b>145.72</b>	A/P	OUT-STD	
012760	08/14/13	MCINNES COOPER				
	2013016239	PS-LEGAL-CIVIC CENTRE CONTRACT	1220.40			
	2013016254	GG-LEGAL-GENERAL	793.26			
	2013016299	GG-LEGAL-AIRPORT LEASES	1582.00			
	2013016349	GG-LEGAL-RIGHT OF WAY	420.96			
	2013016352	GG-LEGAL-MUTAL AID FIRE AGREEM	183.06			
	2013016353	GG-LEGAL-TITLE TO FORESHORE	366.12			
			<b>4565.80</b>	A/P	OUT-STD	
012761	08/14/13	METASOFT SYSTEMS INC.				
	17436	GG-CAO-CDN FOUNDATION SEARCH	4514.35			
			<b>4514.35</b>	A/P	OUT-STD	
012762	08/14/13	MINISTER OF FINANCE				
	WEEK33/13	EMPLOYEE DEDUCTIONS-AUG 20-26	209.30			
			<b>209.30</b>	A/P	OUT-STD	
012763	08/14/13	N. B. ELECTRIC POWER COMM				
	19051703AUG13	TS-AIRPORT-ELECTRICITY	186.26			
	19051801AUG13	TS-AIRPORT-ELECTRICITY	42.34			
			<b>228.60</b>	A/P	OUT-STD	
012764	08/14/13	ORR ELECTRIC & ALARM LTD.				
	1015	RC-MILLPOOL-MOTOR	1066.72			
			<b>1066.72</b>	A/P	OUT-STD	

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
012765	08/14/13	SHANNON MICHAEL				
	WEEK33/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK33/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
012766	08/14/13	SHANNON GULLISON				
	AUGUST12/13	RC-MILLPOOL-FUN DAY SUPPLIES	18.01			
			<b>18.01</b>	A/P	OUT-STD	
012767	08/14/13	SOS MARKETING				
	2220082	PS-FIRE-5-IN-1 RULER FAMILY, S	372.90			
			<b>372.90</b>	A/P	OUT-STD	
012768	08/14/13	SOURCE ONE SUPPLIES				
	201202620A	TS-STS-CORE DRILL RENTAL	96.05			
	201202961	PS-FIRE-PPR TOWELS, BATH TISSU	82.07			
	201203251	RC-MILLPOOL-COLINON	22.41			
			<b>200.53</b>	A/P	OUT-STD	
012769	08/14/13	SOURCE ATLANTIC				
	1611550	TS-STS-CLOTHING ALLOWANCE	80.24			
	1613359	TS-SHOP-FLAGGING TAPE-ORANGE	36.07			
	1626176	TS-SHOP-DRY/WET CUTTING WHEEL,	372.90			
	1626180	PS-FIRE-MOLDEX RESPIRATOR	129.86			
			<b>619.07</b>	A/P	OUT-STD	
012770	08/14/13	SOUTHWEST NEW BRUNSWICK SERVICE COM				
	RSC-10 ST.S003	GG-CIVIC-REGIONAL PLANNING SER	2782.50			
			<b>2782.50</b>	A/P	OUT-STD	
012771	08/14/13	ST. CROIX PRINTING & PUBLISHING COM				
	082795	GG-CIVIC-2013 COASTGUIDE	312.16			
	082934	GG-CIVIC-CANADA DAY	67.80			
	082938	PS-FIRE-CANADA DAY	67.80			
	083009	GG-CIVIC-CANADA DAY	44.07			
	083013	PS-FIRE- CANADA DAY	44.07			
			<b>535.90</b>	A/P	OUT-STD	
012772	08/14/13	ST. CROIX VOCATIONAL CENTRE INC.				
	1342	TS-STS-SURVEY STAKES	53.11			
			<b>53.11</b>	A/P	OUT-STD	
012773	08/14/13	ST.STEPHEN VOLUNTEER FIRE DEPARTMEN				
	08/13/13	Mtly Stipend Deductions	1952.80			
			<b>1952.80</b>	A/P	OUT-STD	
012775	08/14/13	WIGGLE ON DOWN				
	JULY12/13	RC-SWIMTEAM-BARRACUDA LOGO ART	465.56			
			<b>465.56</b>	A/P	OUT-STD	
012776	08/14/13	WURTH CANADA LIMITED				
	21256805	TS-WORKS-REFRIGERANT & A/C TRE	371.67			
			<b>371.67</b>	A/P	OUT-STD	

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 7

Number	Issued	Recipient	Amount	SC	Status	StatDate
012777	08/14/13	MINISTER OF FINANCE				
	11368891JUL13	GG-TOWNHALL-TELEPHONES	1172.43			
	11378668JUL13	TS/PS-199UNIONST-TELEPHONES	347.51			
	11395944JUL13	TS/PS-199UNIONST-TELEPHONES	895.89			
	15772965JUL13	RC-REC/POOLS-TELEPHONES	347.59			
	46435731JUL13	RC-PARKS-CHOC PARK CAMERAS	77.91			
			<b>2841.33</b>	A/P	OUT-STD	
012778	08/14/13	MISS NEW BRUNSWICK PAGEANT				
	JULY1/13	GG-CIVIC-NB KEEPSAKE PROGRAM	100.00			
			<b>100.00</b>	A/P	OUT-STD	
012779	08/21/13	A B C RECREATION LTD				
	27991	RC-CHOC PARK SPLASHPAD-DIAPHRA	97.58			
			<b>97.58</b>	A/P	OUT-STD	
012780	08/21/13	ACKLANDS - GRAINGER INC.				
	7650 0044344	PS-FIRE-O-RINGS	60.48			
			<b>60.48</b>	A/P	OUT-STD	
012781	08/21/13	BARNES DISTRIBUTION				
	5637074001	TS-SHOP-CAP SCREWS, HEX NUTS	206.28			
			<b>206.28</b>	A/P	OUT-STD	
012782	08/21/13	BETTER SAFE THAN SORRY				
	6712	PS-FIRE-PROFESSIONAL LISTING	141.25			
			<b>141.25</b>	A/P	OUT-STD	
012783	08/21/13	BRUNET				
	13814	GG-TOWNHALL-SERVER ISSUES	53.68			
			<b>53.68</b>	A/P	OUT-STD	
012784	08/21/13	BRUNSWICK NEWS INC				
	1335130	GG-CIVIC-DISCOVER CHAR CO, GAN	316.40			
			<b>316.40</b>	A/P	OUT-STD	
012785	08/21/13	CANADIAN SPRINGS				
	9909243693	RC-MILLPOOL-WATER	50.49			
			<b>50.49</b>	A/P	OUT-STD	
012786	08/21/13	EAST COAST AIR				
	690	RC-TOURISTBUREAU-HVAC SYSTEM	204.25			
			<b>204.25</b>	A/P	OUT-STD	
012788	08/21/13	GREAT-WEST LIFE ASSURANCE COMPANY				
	AUG02/13	GG-PREMIUMS-AUG 24-SEP 23	1770.74			
			<b>1770.74</b>	A/P	OUT-STD	
012789	08/21/13	KONICA MINOLTA BUSINESS SOLUTIONS (				
	225475254	GG-TOWNHALL-COPIER CHARGES	136.05			
			<b>136.05</b>	A/P	OUT-STD	
012790	08/21/13	KONICA MINOLTA				
	4780989	GG-TOWNHALL-COPIER LEASE-AUG	135.51			
			<b>135.51</b>	A/P	OUT-STD	

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 8

Number	Issued	Recipient	Amount	SC	Status	StatDate
012791	08/21/13	LIFESAVING SOCIETY - NB Branch				
	2013-171	RC-MILLPOOL-SWIM FOR LIFE INST	210.00			
	2013-53*	RC-MILLPOOL-CAN 1ST AID MANUAL	249.17			
			<b>459.17</b>	A/P	OUT-STD	
012792	08/21/13	MEDAVIE BLUE CROSS				
	SEPTEMBER/13	GG-HEALTH&DENTALPREMIUMS-SEPT	6208.88			
	SEPTEMBER/13*	GG-HEALTH&DENTALPREMIUMS-SEPT	8658.27			
			<b>14867.15</b>	A/P	OUT-STD	
012794	08/21/13	N. B. ELECTRIC POWER COMM				
	10126106AUG13	TS-KINGSTSCHOOL-XING LIGHTS	23.65			
	17915909AUG13	RC-SCHOOLST-POOL	101.25			
	17935200AUG13	TS-KING-TRAFFIC LIGHTS	36.48			
	17949909AUG13	GG-OLDTOWNHALL-ELECTRICITY	92.45			
	18169205AUG13	RC-POOL-MILL LANE	1960.65			
	18988703AUG13	TS/PS-199UNIONST-ELECTRICITY	1066.80			
	216030308AUG13	TS-ST5-AREA LIGHTS	11597.56			
	50660140AUG13	RC-PARKS-ROTARY CHANGING ROOMS	23.65			
	54187672AUG13	TS-KING/QUEEN-TRAFFIC LIGHTS	35.24			
	54653258AUG13	TS-KING/SUPERSTORE-TRAFFIC LIG	63.62			
	55160607AUG13	RC-COTTONMILL-LIGHTS	53.79			
	55471834AUG13	TS/PS-220UNIONST-ELECTRICITY	34.57			
	55917471AUG13	TS-ST5-WATERFRONT LIGHTS	48.75			
	71315207AUG13	PS-RCMP-ELECTRICITY	778.28			
	72924306AUG13	RC-PARKS-BANDSTAND	45.06			
	73006038AUG13	RC-LIBRARY-ELECTRICITY	845.68			
	82122207AUG13	RC-PARKS-BASKETBALL COURT	28.97			
	83278804AUG13	TS-ST5-PARKS SHED	25.29			
	84960501AUG13	RC-PARKS-RIVERSIDE DR LIGHTS	62.93			
			<b>16924.67</b>	A/P	OUT-STD	
012795	08/21/13	O'CONNELL MIKE				
	AUGUST1/13	RC-DIRPR/PM-ROTHESAY MEETING	119.00			
			<b>119.00</b>	A/P	OUT-STD	
012796	08/21/13	SHANNON MICHAEL				
	WEEK34/13	PS-ANMLCNTRL-WEEKLY FEE	167.69			
	WEEK34/13*	PS-ANMLCNTRL-WKLY VEH ALLOW	197.75			
			<b>365.44</b>	A/P	OUT-STD	
012797	08/21/13	ST. CROIX PRINTING & PUBLISHING COM				
	081920	RC-PARKS&REC-SUMMER PROGRAM	123.40			
			<b>123.40</b>	A/P	OUT-STD	
012798	08/21/13	TELEGRAPH-JOURNAL				
	28290213	GG-TOWNHALL-6 MNTH RENEWAL	102.17			
			<b>102.17</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 9

Number	Issued	Recipient	Amount	SC	Status	StatDate
012799	08/21/13	TELUS				
	21856412CREJUL	GG-CELL PHONE CHARGES CREDIT	-0.03			
	21856412JUL13	RC/PS/PS-CELL PHONE CHARGES	809.29			
	21856412JULCOR	GG-CELLPHONE-JUNE CORRECTION	0.04			
			<b>809.30</b>	A/P	OUT-STD	
012800	08/21/13	GREAT-WEST LIFE ASSURANCE COMPANY				
	AUG02/13*	GG-PREMIUMS-AUG24-SEP23-DIV 2	1298.28			
			<b>1298.28</b>	A/P	OUT-STD	
012801	08/22/13	MINISTER OF FINANCE				
	WEEK34/13	EMPLOYEEDEDUCTIONS-AUG27-SEP2	209.30			
			<b>209.30</b>	A/P	OUT-STD	
012802	08/22/13	PAYROLL TRANSFER				
	WEEK34/13	GG-TRANSFER-AUG 9 - AUG 22	73429.00			
			<b>73429.00</b>	A/P	OUT-STD	
012803	08/22/13	RECEIVER GENERAL FOR CANADA				
	PAY17/13	GG-REMITTANCE-AUG 2 - AUG 22	27038.21			
			<b>27038.21</b>	A/P	OUT-STD	
012804	08/27/13	ALISON ESTEY				
	AUGUST21/13	GG-CIVICCNTR-3D DATACOMM	97.60			
			<b>97.60</b>	A/P	OUT-STD	
012805	08/27/13	CHOCOLATE MUSEUM				
	2013-006	GG-CIVICCNTR-DONOR TOUR	53.20			
			<b>53.20</b>	A/P	OUT-STD	
012806	08/27/13	FERO WASTE & RECYCLING INC.				
	796839	GG-TOWN-GARBAGE COLLECTION	4917.50			
			<b>4917.50</b>	A/P	OUT-STD	
012807	08/27/13	FUNDY BUILDING INSPECTION & DRAFTIN				
	13-098	PS-BUILDINSPECT-FEE	1433.69			
			<b>1433.69</b>	A/P	OUT-STD	
012808	08/27/13	IRVING ENERGY DISTRIBUTION AND MARK				
	653390	TS-ST5-DIESEL	4000.06			
	AUGUST02/13	TS-ST5-MAY AND JUNE INTEREST	73.95			
			<b>4074.01</b>	A/P	OUT-STD	
012809	08/27/13	IRVING OIL LTD.				
	JULY25/13	TS-ST5-GAS	99.45			
			<b>99.45</b>	A/P	OUT-STD	
012810	08/27/13	MAYFIELD GARDENS & LANDSCAPE				
	5148	RC-HORT-FLOWER SUPPLIES	1874.14			
	5152	RC-HORT-HANGING BASKETS	3211.46			
	5156	RC-HORT-FLOWER SUPPLIES	907.20			
	5157	RC-HORT-FLOWER ORDERS	6665.54			
	5161	RC-PLAYINGFIELDS-LIME	338.77			

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 10

Number	Issued	Recipient	Amount	SC	Status	StatDate
	5200	RC-PARKS-MILLTOWN BLVD BUSH CU	684.78			
			<b>13681.89</b>	A/P	OUT-STD	
012811	08/27/13	MCINNES COOPER				
	2013016381	GG-LEGAL-DISPATCH AGREEMENT	152.55			
			<b>152.55</b>	A/P	OUT-STD	
012812	08/27/13	MCLAUGHLIN, DONALD				
	JULY15/13	TS-ST5-HIGHWAY SIGNS	45.20			
			<b>45.20</b>	A/P	OUT-STD	
012813	08/27/13	MCNAY'S WHITE HOUSE				
	587126	TS-ST5-SUPPER FOR FLOOD WORK	84.07			
	587127	TS-ST5-SUPPER FOR FLOOD WORK	16.27			
			<b>100.34</b>	A/P	OUT-STD	
012814	08/27/13	MICMAC FIRE & SAFETY SOURCE LTD.				
	NS-00811412	PS-FIRE-QUICK STIK LITES	126.56			
	NS-00811582*	PS-FIRE-LEGACY 5 RATCHET HEADB	315.27			
	NS-00811717*	PS-FIRE-RAPID ATTACK MONITOR,	3779.85			
			<b>4221.68</b>	A/P	OUT-STD	
012815	08/27/13	MILLTOWN MACHINE & FABRICATION LTD.				
	16394	RC-PARKBENCHES-ANGLE IRON & LA	58.60			
	16415	TS-SHOP-JIC PLUGS, JIC CAPS	22.18			
	16431	TS-ST5-FLAT BAR, ANGLE IRON	79.87			
			<b>160.65</b>	A/P	OUT-STD	
012816	08/27/13	MINISTER OF FINANCE				
	306613	TS-AIRPORT-PETRO STORAGE LICEN	55.00			
			<b>55.00</b>	A/P	OUT-STD	
012817	08/27/13	MOFFITT DODGE CHRYSLER LTD.				
	IMI7086	TS-SHOP-LUBRICATION 1A7	130.99			
	RM60886	RC-#308-REPLACED INSTRUMENT CL	484.36			
			<b>615.35</b>	A/P	OUT-STD	
012818	08/27/13	NEW BRUNSWICK COMMUNITY COLLEGE				
	416545	TS-ST5-WATER/WASTEWATER CRSE	600.00			
			<b>600.00</b>	A/P	OUT-STD	
012819	08/27/13	NEW SYSTEM LAUNDRY & CLEANERS LTD.				
	283582	GG-TOWN-FLOOR MATS	93.70			
			<b>93.70</b>	A/P	OUT-STD	
012820	08/27/13	ORCHARD'S PAINT & PAPER LTD.				
	24168	RC-MILLPOOL-PAINT	147.86			
	24261	TS-ST5-CROSSWALK PAINT	427.14			
	24277	RC-PICNICTABLES-PAINT	84.67			
	24288	RC-BLEECHERS-PAINT	294.61			
	24304	TS-ST5-CROSSWALK PAINT	279.04			
	24382	RC-PARKS-PAINT, THINNER	91.45			

**Town of St. Stephen**  
**BNK1 General Bank Account**  
 From 000000 to 012909

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 11

Number	Issued	Recipient	Amount	SC	Status	StatDate
	24402	TS-SHOP-CROSSWALK PAINT	854.28			
			<b>2179.05</b>	A/P	OUT-STD	
012821	08/27/13 IN-4876909	ORKIN CANADA CORPORATION PS-FIRE-PEST CONTROL	106.79			
			<b>106.79</b>	A/P	OUT-STD	
012822	08/27/13 1017 1023 1024 1031 1039*	ORR ELECTRIC & ALARM LTD. RC-MILLPOOL-WIRED MOTOR, INSTA PS-FIRE-DORM ROOM LIGHT TO 3WA RC-TOURISTBUREAU-BALLAST REPAI PS-FIRE-INSTALL SWITCH COVER, PS-RCMP-CHANGED BALLAST	1273.26 1164.92 92.50 202.26 104.76			
			<b>2837.70</b>	A/P	OUT-STD	
012823	08/27/13 AUGUST13/13	PITNEY BOWES GG/RC/PS-POSTAGE METER REFILL	233.47			
			<b>233.47</b>	A/P	OUT-STD	
012824	08/27/13 JULY31/13	REGIONAL SERVICE COMMISSION 10 GG-TOWN-GARBAGE COLLECTION	15702.75			
			<b>15702.75</b>	A/P	OUT-STD	
012825	08/27/13 103592	RICHWIL TRUCK CENTRE LTD. TS-#7-PANEL	870.85			
			<b>870.85</b>	A/P	OUT-STD	
012826	08/27/13 0473810	RIDEOUT TOOL & MACHINE INC. PS-FIRE-SERVICE TO NEDDERMAN E	1864.50			
			<b>1864.50</b>	A/P	OUT-STD	
012827	08/27/13 86024	SAINT JOHN SPRING WORKS LTD TS-#7-SPRING, BOLTS	597.09			
			<b>597.09</b>	A/P	OUT-STD	
012828	08/27/13 AUGUST22/13	SHANNON GULLISON RC-MILLPOOL-FUNDAY SUPPLIES	17.26			
			<b>17.26</b>	A/P	OUT-STD	
012829	08/27/13 201202665 201203003 201203004 201203121 201203141	SOURCE ONE SUPPLIES RC-TOURISTBUREAU-GARBAGE BAGS PS-FIRE-LAUNDRY DETERGENT, GAR PS-FIRE-DISH DETERGENT, BOL-GE RC-MILLPOOL-BOL-GENIE, LYSOL, PS-FIRE-HAND SOAP	54.22 131.93 96.05 138.24 29.31			
			<b>449.75</b>	A/P	OUT-STD	
012830	08/27/13 1630498 1640145 1640146 1641086	SOURCE ATLANTIC TS-SHOP-WELDSKILL NOZZLE TS-SHOP-SOCKET HOLDERS TS-STS-ORANGE TRAFFIC VESTS TS-SHOP-WELDING NOZZLE, CUTTIN	32.93 83.38 58.54 104.82			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 012909

CHEQUE REGISTER

Printed: 13:12, Sep 06/2013

Page: 12

Number	Issued	Recipient	Amount	SC	Status	StatDate
	1645073	TS-SHOP-CURB BROOM, HANDLE, SH	144.00			
			<b>423.67</b>	A/P	OUT-STD	
012831	08/27/13	SOUTHERN SANITATION LTD.				
	149585	TS/RC-SHOP/ARENA-GARBAGE COLLE	475.96			
			<b>475.96</b>	A/P	OUT-STD	
012832	08/27/13	ST. CROIX PRINTING & PUBLISHING COM				
	083379	PS-FIRE-INTERNATIONAL FESTIVAL	111.87			
	083394	GG-CIVIC-INTERNATIONAL FESTIVA	190.97			
			<b>302.84</b>	A/P	OUT-STD	
012833	08/27/13	ST. STEPHEN PRESCRIPTION CENTRE				
	JULY31/13	RC-MILLPOOL-FIRST AID SUPPLIES	8.00			
			<b>8.00</b>	A/P	OUT-STD	
012834	08/27/13	ST. STEPHEN AREA CHAMBER				
	JUNE13/13	GG-CAO-DIRECTORS MEET & BREAKF	10.00			
			<b>10.00</b>	A/P	OUT-STD	
012836	08/27/13	STATIONERY PLUS				
	320821	RC-HORT-INK CARTRIDGES, PAPER	80.70			
	320989	GG-ASST.TREAS-DRUM UNIT	118.65			
	321009	GG-TOWNHALL-PENS, POSTIT NOTES	16.08			
	321054	RC-MILLPOOL-COMPUTER LABELS	20.33			
	321152	RC-PARKS-TONER, FIGURING PADS	79.51			
	321349	GG-TOWN-PENS, PAPER CLIPS	9.17			
	321479	GG-TREASURER-TONER CART, DRUM	194.34			
	321513	GG-TOWN-STAPLERS	9.36			
	321617	GG-HR/OM-TONER	47.91			
	321690	RC-MILLPOOL-FLASH DRIVE	16.94			
	321830	GG-TOWN HALL-PAPER	198.43			
	321994	RC-PARKS-TONER, PORTFOLIO, REP	81.89			
	322095	PS-FIRE-INVOICE BK, CALCULATOR	42.16			
			<b>915.47</b>	A/P	OUT-STD	
012837	08/27/13	TOWN OF ST. STEPHEN				
	08/27/13	Transfer to General Cap Fund	118291.69			
			<b>118291.69</b>	A/P	OUT-STD	
012838	08/27/13	ZEE MEDICAL CANADA, INC.				
	0160208500	TS-SHOP-FIRST AID SUPPLIES	117.98			
	0160208501	PS-FIRE-FIRST AID SUPPLIES	141.41			
			<b>259.39</b>	A/P	OUT-STD	
012839	08/28/13	AIR LIQUIDE CANADA				
	851777970	TS-SHOP-CYLINDER GAS	38.08			
			<b>38.08</b>	A/P	OUT-STD	
012840	08/28/13	ATLANTIC TRACTORS & EQUIPMENT LTD.				
	9100038040	TS-#13-SEAL-U-CUP, O-RINGS, RI	4632.53			
			<b>4632.53</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK1 General Bank Account  
 From: 000000 to 012909

CHEQUE REGISTER

Printed: 13:12, Sep 06/2013

Page: 13

Number	Issued	Recipient	Amount	SC	Status	StatDate
012841	08/28/13 5708420001	BARNES DISTRIBUTION TS-SHOP-NUTS, CAP SCREWS, LOCK	255.37 <b>255.37</b>	A/P	OUT-STD	
012842	08/28/13 SII17326 SII17441 SII17450 SII17525 SII17617	BAYVIEW TRUCKS AND EQUIPMENT LTD. TS-#16-LOCKNUTS TS-#7-ROCKWELL, HUB-DRIV SEAL TS-#16-BATTERY TS-#7-INV #SII17441, HUB DRIV S PS-#203-PIPE-EXHAUST	58.06 237.81 471.44 -34.93 151.82 <b>884.20</b>	A/P	OUT-STD	
012843	08/28/13 50159703 JULY30/13	BRAEMAR PEST CONTROL SERVICES GG-OLDTOWNHALL-PEST CONTROL TS-WHARF MAINTENANCE-ANTS	37.37 113.00 <b>150.37</b>	A/P	OUT-STD	
012844	08/28/13 14004	BRUNET GG-TOWN-SERVER BACKUPS	53.67 <b>53.67</b>	A/P	OUT-STD	
012845	08/28/13 74893	CJ.MUNN EQUIPMENT LTD. PS-FIRE-WATER NOZZLE, THREAD A	221.93 <b>221.93</b>	A/P	OUT-STD	
012846	08/28/13 9909357894	CANADIAN SPRINGS GG-TOWN-WATER	20.30 <b>20.30</b>	A/P	OUT-STD	
012847	08/28/13 8952-57696 8952-57711 8952-57746 8952-58310 8952-58313	CARQUEST TS-SHOP-HAND CLEANER RC-2000DODGERAM-SHOCKS, STRUTS RC-2000DODGERAM-BULBS, BOLT D RC-#304-RED FILTERS TS-#2-CAB CORNER, R/FENDER	14.63 179.07 19.27 12.83 169.50 <b>395.30</b>	A/P	OUT-STD	
012848	08/28/13 2532 2536*	CHARLOTTE COUNTY JANITORIAL PS-FIRE-JANITORIAL SERVICE-JUL PS-RCMP-JANITORIALSERVICES-JUL	135.60 1145.39 <b>1280.99</b>	A/P	OUT-STD	
012849	08/28/13 LEAH	CHARLOTTE COUNTY SIGNS RC-PARKS-RUN FOR CHOC BANNER	123.17 <b>123.17</b>	A/P	OUT-STD	
012850	08/28/13 13-015	COASTAL ASPHALT (2002) LTD. TS-STAS-ASPHALT	3908.33 <b>3908.33</b>	A/P	OUT-STD	
012851	08/28/13 2-1662752	COX ELECTRONICS & COMMUNICATIONS PS-FIRE-APR,MAY,JUN MAINTENANC	1444.14			

**Town of St. Stephen**  
**BNK1 General Bank Account**  
**From 000000 to 012909**

**CHEQUE REGISTER**

Printed: 13:12, Sep 06/2013

Page: 14

Number	Issued	Recipient	Amount	SC	Status	StatDate
	2-1665604	PS-FIRE-2 PAGERS	1152.49			
	2-1665672	PS-FIRE-BATTERIES	305.07			
			<b>2901.70</b>	A/P	OUT-STD	
012852	08/28/13	DAVE DINSMORE WEB DESIGN & HOSTING				
	0199	GG-CIVIC-CIVIC CENTER WEBSITE	271.13			
			<b>271.13</b>	A/P	OUT-STD	
012853	08/28/13	DEMPSEY'S PLUMBING & HEATING				
	180	RC-SPLASHPAD-REPAIRS TO UNION	1593.42			
	191	RC-LIBRARY-FIXED URINAL AND FL	62.15			
	196*	RC-TOURISTBUREAU-URINAL VALVE	288.15			
			<b>1943.72</b>	A/P	OUT-STD	
012854	08/28/13	DILLON CONSULTING LIMITED				
	111599	GG-CIVIC-PLANNING ADVISORY SER	331.34			
			<b>331.34</b>	A/P	OUT-STD	
012855	08/28/13	DISHER HOMES LTD.				
	SUMMARY*	TS-ST5-MOVE EQUIPMENT FROM FRE	497.20			
			<b>497.20</b>	A/P	OUT-STD	
012856	08/28/13	EAST COAST AIR				
	697	RC-TOURISTBUREAU-HVAC REPAIRS	548.05			
	711	RC-LIBRARY-NEW FUSES TO HEAT P	145.21			
			<b>693.26</b>	A/P	OUT-STD	
012857	08/28/13	FM CARSON & SONS				
	6283	TS-#11-FITTINGS	18.60			
			<b>18.60</b>	A/P	OUT-STD	
012858	08/28/13	FOUR SEASONS SPORTS LTD.				
	10292	TS-ST5-LINE PAINTING	6284.51			
			<b>6284.51</b>	A/P	OUT-STD	
012859	08/28/13	GANONG BROS. LIMITED				
	900005	GG-CIVIC-CHOCOLATE FOR VISITOR	21.35			
			<b>21.35</b>	A/P	OUT-STD	
012860	08/28/13	GBS MOBILITY				
	B2B50IN230	TS-ST5-CELL HOLDERS	101.68			
			<b>101.68</b>	A/P	OUT-STD	
012861	08/28/13	GULLISON'S COURIER SERVICE				
	352661	TS-SHOP-FR CASE EQUIP	39.55			
	352675	TS-#7-FR RICHWIL	39.55			
	352689	PS-FIRE-FR C J MUNN	28.25			
	352696	TS-#32,#34-FROM LSW	45.20			
	352716	TS-ST5-TO CASE EQUIPMENT	56.50			
	352724	TS-#16-FROM CASE EQUIPMENT	28.25			
	352730	TS-#11-TO CASE EQUIPMENT	39.55			
	352734	TS-#11-FROM CASE EQUIPMENT	39.55			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 012909

CHEQUE REGISTER

Printed: 13:12, Sep 06/2013

Page: 15

Number	Issued	Recipient	Amount	SC	Status	StatDate
	362916	TS-#11-FROM CASE EQUIPMENT	28.25			
	548005	TS-#11-FR CASE EQUIP	28.25			
	548017	TS-#11-FR CASE EQUIP	28.25			
			<b>401.15</b>	A/P	OUT-STD	
012862	08/28/13	JOAN FLEWELLING				
	AUGUST/13	GG-TWNCLRK-MNTHLY VEH ALLOW	50.00			
			<b>50.00</b>	A/P	OUT-STD	
012863	08/28/13	KETH'S BUILDING SUPPLIES				
	123300	TS-SHOP-BOLT LAG GALV	6.64			
	123662	TS-STC-CULVERT, COUPLING JOINE	740.30			
	123686	TS-STC-CULVERT	169.49			
	123725	TS-SHOP-CON NAIL ANC	5.53			
	124158	RC-PARKS-100W OUTDOOR FLOOD 2	5.98			
			<b>927.94</b>	A/P	OUT-STD	
012867	08/28/13	KENT BUILDING SUPPLIES				
	588162	RC-PARKS-BULBS	4.18			
	588315	TS-SHOP-SCREWS, LUMBER	35.43			
	588535	RC-PARKS-BIT, SCREWS, NUTS, BO	27.91			
	588558	RC-PARKS-BOLTS	10.88			
	588951	RC-PARKS-BTU WINDOW A/C, SCREW	403.52			
	589211	RC-PARKS-WATER	9.30			
	589534	RC-PARKS-WINDOW A/C	388.82			
	590941	RC-PARKS-ELECTRICAL TAPE	6.29			
	591259	RC-PARKS-LUMBER	22.06			
	591312	RC-PARKS-PAINT	6.80			
	591905	RC-PARKS-KEY MADE	2.83			
	592127	RC-PARKS-FLUX/PASTE W/BRUSH	3.88			
	592430	RC-PARKS-DRILL BIT	3.67			
	593326	RC-PARKS-FABRIC ROLLER, NYLON	9.85			
	594163	RC-PARKS-SCREWS, BOLTS	3.28			
	594225	RC-PARKS-BOLTS, SCREWS	21.83			
	594430	RC-PARKS-CASTERS	61.12			
	594473	RC-PARKS-LUMBER, BALUSTER ANGL	90.33			
	594868	RC-HORT-AQUA GUN	10.50			
	595077	RC-PARKS-DRILL BIT, LUMBER, BO	50.38			
	595162	RC-PARKS-FLOODLIGHT, PATIO SLA	132.62			
	595251	RC-PLAYINGFIELDS-BOLTS	15.18			
	595351	RC-PARKS-POLY BRUSH SET, CASTE	56.13			
	596172	RC-PARKS-PANEL, SCREWS	319.64			
	596210	PS-FIRE-EARMUFF, WIRE ANCHOR,	137.45			
	596230	RC-PARKS-PANEL/ONDURA	46.14			
	596332	RC-PARKS-SCREWS, BATTERY PACK	212.37			

Town of St. Stephen  
 BNK1 General Bank Account  
 From 000000 to 012909

CHEQUE REGISTER

Printed: 13:12, Sep 06/2013

Page: 16

Number	Issued	Recipient	Amount	SC	Status	StatDate
	596433	RC-PARKS-YELLOW SPRAY	51.87			
	596468	RC-PARKS-HOLESAW	26.26			
	596732	RC-PARKS-DECKING/PT	23.54			
	597268	RC-PARKS-DRILL BIT	4.61			
	597307	RC-PARKS-HEX BOLTS	2.50			
	597902	RC-PARKS-DEC SCREWS, MARKER B	31.29			
	597918	RC-HORT-WATER	4.64			
	598604	RC-PARKS-POWERBARS, PLYWOOD	116.47			
	598960	RC-PARKS-HEX BOLT, STOP NUT	1.19			
	599022	RC-PARKS-HEX BOLT, STOP NUT	0.40			
	599087	RC-PARKS-CREVICE TOOL, FILTER,	29.92			
	599134	RC-PARKS-TILE/CEILING PLATEAU	35.58			
	599137	RC-PARKS-TILE/CEILING PLATEAU	10.51			
	599172	RC-PARKS-CORNER BRACES	12.41			
	600463	RC-PARKS-DNOFLOOR/100W	39.91			
	600476	RC-PARKS-BIT/DRILL	8.93			
	600536	RC-PARKS-CAULKING, BOLTS, WASH	7.90			
	600702	RC-PARKS-90W FLOOD, ENERGIZER	37.80			
	601328	TS-SHOP-BLADE/DIAMOND	18.90			
	601815	RC-PARKS-STUD SPF S-DRY	2.94			
			<b>2559.96</b>	A/P	OUT-STD	
012868	08/28/13 33149	L.E. WHITTAKER CO., LTD. PS-FIRE-FIRE EXT. HYDRO-TESTED	67.80 <b>67.80</b>	A/P	OUT-STD	
012869	08/28/13 2013-210	LIFESAVING SOCIETY - NB Branch RC-MILLPOOL-LIFESAVING MANUAL	171.26 <b>171.26</b>	A/P	OUT-STD	
012870	08/28/13 48053248	LINDE CANADA LTEE, M2193 TS-SHOP-ACETYLENE WS	11.41 <b>11.41</b>	A/P	OUT-STD	
012871	08/28/13 37570	LSW WEAR PARTS LTD. TS-#32, #34-POLY ZZ CONVOLUTED	423.75 <b>423.75</b>	A/P	OUT-STD	
012872	08/28/13 WEEK35/13	MINISTER OF FINANCE EMPLOYEE DEDUCTIONS - SEP 3-9	209.30 <b>209.30</b>	A/P	OUT-STD	
012873	08/28/13 AUGUST/13	O'CONNELL MIKE RC-DIRPR/PM-MNTHLY VEH ALLOW	200.00 <b>200.00</b>	A/P	OUT-STD	
012874	08/28/13 WEEK35/13 WEEK35/13*	SHANNON MICHAEL PS-ANMLCNTRL-WEEKLY FEE PS-ANMLCNTRL-WKLY VEH ALLOW	167.69 197.75 <b>365.44</b>	A/P	OUT-STD	

Town of St. Stephen  
BNK1 General Bank Account  
From 000000 to 012909

CHEQUE REGISTER

Printed: 13:12, Sep 06/2013

Page: 17

Number	Issued	Recipient	Amount	SC	Status	StatDate
012875	08/28/13	ST. STEPHEN FALL FAIR				
	2013 GRANT	GG-CIVIC-2013 GRANT	1000.00			
			<del>1000.00</del>	A/P	OUT-STD	
012876	08/29/13	CHARLOTTE COUNTY MUSEUM				
	2013 GRANT	GG-GRANT-REPAIRS	6000.00			
			<del>6000.00</del>	A/P	OUT-STD	
		Cheque Totals Non-Void:	\$524,206.10			
		Void:	\$0.00			

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 004059

**CHEQUE REGISTER**

Printed: 13:23, Sep 06/2013

Page: 1

Number	Issued	Recipient	Amount	SC	Status	StatDate
004002	08/07/13 131289	ATLANTIC PURIFICATION SYSTEMS LTD. SCD-DISPOSAL-SOLUTION, STORAGE	307.58 <b>307.58</b>			
				A/P	OUT-STD	
004003	08/07/13 S116905 S116949	BAYVIEW TRUCKS AND EQUIPMENT LTD. WS-#8-MUFFLER, CONNECTOR-PIPE, WS-#8-SET-BEARING, PIPE-EXHAUS	219.46 144.19 <b>363.65</b>			
				A/P	OUT-STD	
004004	08/07/13 40360084 40361969 40367992 40375725	BRENNTAG CANADA INC. SCD-DISPOSAL-SUPHUR DIOXIDE SCD-DISPOSAL-EMPTY CHLORINE CY WS-SOURCE-CHLORINE WS-SOURCE-INV#40367992	4139.11 -2712.00 5638.47 -3616.00 <b>3449.58</b>			
				A/P	OUT-STD	
004005	08/07/13 1800124852 1800132103 1800136718	CANADIAN PACIFIC RAILWAY COMPANY SCD-2008 MUN TAX RECHARGE EASE SCD-DISPOSAL-2011 MUN RECHARGE SCD-2012 MUN TAX RECHARGE	1195.00 530.41 533.04 <b>2258.45</b>			
				A/P	OUT-STD	
004006	08/07/13 318304 318453	CREIGHTON-CARTER LTD. WS-#102-WINDSHIELD WIPERS WS-#8-HD BLADE, MOLDED COOLANT	22.33 70.51 <b>92.84</b>			
				A/P	OUT-STD	
004007	08/07/13 152093	DEBLY ENTERPRISES LTD. WS-TRANS&DIST-ASPHALT	1021.97 <b>1021.97</b>			
				A/P	OUT-STD	
004009	08/07/13 2800362-00 2800568-00 2800568-01 2800568-02 2801405-00 2801406-00 2801406-01 2801715-00 2801878-00 2801879-00 2801880-00 2801990-00 2802008-00 2802100-00	EMCO CORPORATION WS-TRANS&DIST-DS SDL 1900 WS-TRANS&DIST-CPLGS, RATCHET B WS-TRANS&DIST-METER WRENCH WS-TRANS&DIST-CPLGS WS-TRANS&DIST-BOLT PACKS, STAR WS-TRANS&DIST-TRAFFIC REP KIT, WS-TRANS&DIST-GATE VLV OLS WS-TRANS&DIST-BOLT PACKS, CAPS WS-TRANS&DIST-PVC PIPE WS-SOURCE-PVC PIPE WS-TRANS&DIST-BOLT PACKS, GATE WS-TRANS&DIST-RATCHET BOX WREN WS-TRANS&DIST-PVC PIPE WS-TRANS&DIST-BOLT PACKS, PVC	239.44 159.23 104.93 1312.72 313.96 1202.00 1539.06 114.11 3667.08 1571.60 2257.84 69.07 654.84 699.67 <b>13905.55</b>			
				A/P	OUT-STD	
004010	08/07/13	SERVICE NEW BRUNSWICK				

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From: 000000 to 004059

**CHEQUE REGISTER**

Printed: 13:23, Sep 06/2013

Page: 2

Number	Issued	Recipient	Amount	SC	Status	StatDate
	616891	WS/SCD-UTILITY-FEES	825.39			
	623164	WS/SCD-UTILITY-FEES	171.86			
			<b>997.25</b>	A/P	OUT-STD	
004011	08/07/13	TELUS				
	21856412JUL13*	WS/SCD-CELL PHONE CHARGES	857.12			
			<b>857.12</b>	A/P	OUT-STD	
004012	08/14/13	KENT BUILDING SUPPLIES				
	574074	WS-TRANS&DIST-LEVER TANK SINGL	12.60			
	579931	WS-TRANS&DIST-LUMBER, FAUCET,	20.33			
			<b>32.93</b>	A/P	OUT-STD	
004013	08/14/13	MCINNES COOPER				
	2013016258	WS-LEGAL-PERSONNEL ACCOMMODATI	367.39			
	2013016342	WS/SCD-LEGAL-WATERLINE EXPROPR	810.87			
			<b>1178.26</b>	A/P	OUT-STD	
004014	08/14/13	MINISTER OF FINANCE				
	11366812JUL13	WS-SOURCE-PUMP STATION	134.04			
	11385317JUL13	WS-TRANS&DIST-BUDD AVE	35.11			
	19002807JUL13	SCD-DISPOSAL-OLD BAY WWTP	146.19			
			<b>315.34</b>	A/P	OUT-STD	
004015	08/14/13	N. B. ELECTRIC POWER COMM				
	36869807AUG13	WS-3119MAXWELLXING-BUILDING	993.87			
	50228902AUG13	WS-MAXWELLXING-PUMPS	673.06			
	52557428AUG13	WS-218OLDBAYRD-WWTP	373.61			
	53473043AUG13	WS-SOURCE-CHLORINE RESIDUAL	26.37			
	61230004AUG13	WS-MAXWELLXING-PUMPS	1484.87			
	82291006AUG13	WS-SOURCE-RESERVOIR	166.45			
			<b>3718.23</b>	A/P	OUT-STD	
004016	08/14/13	RAYTEK				
	96981	SCD-DISPOSAL-MAIN LINE VIDEO C	4681.18			
	96982	SCD-DISPOSAL-CLEANED SEWER LIN	4279.40			
	96983	SCD-DISPOSAL-FLUSHED SEWER LIN	4944.21			
	97031	SCD-DISPOSAL-CUT ROOTS IN LINE	1872.23			
	97035	SCD-DISPOSAL-MAIN LINE VIDEO C	1911.35			
			<b>17688.37</b>	A/P	OUT-STD	
004017	08/14/13	RICHARD PIERCE LTD.				
	JULY 1/13	WS-SOURCE-PUMP STA LEAK REPAIR	342.57			
			<b>342.57</b>	A/P	OUT-STD	
004018	08/14/13	SOURCE ATLANTIC				
	1626179	WS-TRANS&DIST-GLOVES	41.63			
			<b>41.63</b>	A/P	OUT-STD	
004019	08/14/13	VIKING FIRE PROTECTION INC				
	376652	WS-MAXWELLXING-SPRINKLER INSPE	192.10			
			<b>192.10</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 004059

CHEQUE REGISTER

Printed: 13:23, Sep 06/2013

Page: 3

Number	Issued	Recipient	Amount	SC	Status	StatDate
004021	08/21/13 13814*	BRUNET WS/SCD-TOWNHALL-SERVIER ISSUES	53.67 <b>53.67</b>	A/P	OUT-STD	
004022	08/21/13 1835	K & K VENTURES SCD-DISPOSAL-MECHANICAL SEALS,	3262.40 <b>3262.40</b>	A/P	OUT-STD	
004023	08/21/13 93030 93038	KEM CANADA MFG SCD-DISPOSAL-TRP 66 TROZYME A SCD-#9-HAND CLEANSER, TRO-LUBE	1029.31 184.60 <b>1213.91</b>	A/P	OUT-STD	
004024	08/21/13 53123617AUG13 53158875AUG13 54807440AUG13 56356048AUG13 61204006AUG13 61224002AUG13 61236008AUG13 76139807AUG13 84934906AUG13 84943406AUG13	N. B. ELECTRIC POWER COMM SCD-STS-DECHLORINATION CHAMBER WS-STS-BUDD AVE LIFT STATION WS-STS-158A MILLTOWN BLVD LIFT SCD-STS-18 RIVERSIDE DR LIFT S SCD-STS-2-216 KING ST LIFT STA WS-STS-358AMILLTOWN BLVD LIFT WS-STS-BUDD AVE LIFT STATION SCD-STS-54 RIVERSIDE DR LIFT S SCD-STS-658A RIVERSIDE DR LIFT WS-STS-TODD HILL RESEVOIR	110.25 3814.09 50.93 31.83 211.46 1298.17 218.42 78.21 124.58 138.58 <b>6076.52</b>	A/P	OUT-STD	
004025	08/21/13 INV03839670	XPLORNET WS-MAXWELLXING-SATELLITE SERVI	73.44 <b>73.44</b>	A/P	OUT-STD	
004026	08/27/13 AUGUST20/13	BOOTH, ALAN WS-STS-CLOTHING ALLOWANCE	353.84 <b>353.84</b>	A/P	OUT-STD	
004027	08/27/13 267089	MARKS WORK WEARHOUSE WS-TRANS&DIST-CLOTHING	531.29 <b>531.29</b>	A/P	OUT-STD	
004028	08/27/13 5201	MAYFIELD GARDENS & LANDSCAPE RC-TRANS&TRANS-VALLEY RD HYDRO	397.48 <b>397.48</b>	A/P	OUT-STD	
004029	08/27/13 16393	MILLTOWN MACHINE & FABRICATION LTD. WS-#102-LABOUR TO ALUM. WELD	53.39 <b>53.39</b>	A/P	OUT-STD	
004031	08/27/13 416545*	NEW BRUNSWICK COMMUNITY COLLEGE WS-STS-WATER/WASTEWATER CRSE	1500.00 <b>1500.00</b>	A/P	OUT-STD	
004032	08/27/13 AUGUST13/13*	PITNEY BOWES WS-POSTAGE METER REFILL	1122.53 <b>1122.53</b>	A/P	OUT-STD	

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 004059

CHEQUE REGISTER

Printed: 13:23, Sep 06/2013

Page: 4

Number	Issued	Recipient	Amount	SC	Status	StatDate
004033	08/27/13 420976541	PUROLATOR COURIER LTD. WS-SOURCE-FR HYPERION RESEARCH	75.39 75.39	A/P	OUT-STD	
004034	08/27/13 557-13	SAINT JOHN LABORATORY SERVICES LTD. SCD-DISPOSAL-WWTP LAB TESTS	2049.26 2049.26	A/P	OUT-STD	
004035	08/27/13 12263	SCOTIA TECH WS-SOURCE-PROPELLER HSPU REGIS	808.73 808.73	A/P	OUT-STD	
004036	08/27/13 4096	SHARPE'S LAWN CARE SCD-DISPOSAL-CLEAN UP LAGOON	904.00 904.00	A/P	OUT-STD	
004037	08/27/13 JUNE12/13	SMITH BROS. MACHINE SHOP LTD. SCD-#9-REPAIR HY CLINDER	319.23 319.23	A/P	OUT-STD	
004038	08/27/13 201202995	SOURCE ONE SUPPLIES WS-TRANS&DIST-LAWN ROLLER RENT	11.30 11.30	A/P	OUT-STD	
004039	08/27/13 1645853	SOURCE ATLANTIC SCD-#9-TIMKEN CONE	29.89 29.89	A/P	OUT-STD	
004040	08/27/13 320984 321009 321034 321349* 321513*	STATIONERY PLUS WS-SOURCE-LASER TONER WS/SCD-TOWNHALL-PENS, POSITT N WS/SCD-TOWN-UTILITY ENVELOPES WS/SCD-TOWNHALL-PENS, PAPER CL WS/SCD-TOWNHAKK-STAPLERS	95.82 16.07 54.51 9.17 9.38 184.95	A/P	OUT-STD	
004041	08/27/13 14941	MINISTER OF FINANCE WS-SOURCE-DRINKING WATER LAB T	1020.42 1020.42	A/P	OUT-STD	
004042	08/27/13 73882013UTI	MINISTER OF FINANCE WS-SOURCE-PETRO SITE LICENSE	55.00 55.00	A/P	OUT-STD	
004043	08/28/13 72570 72571	ALL GAS TANKS SCD-DISPOSAL-TRIMMER, GAS CAN SCD-DISPOSAL-X LINE, CHISEL BL	483.17 45.64 528.81	A/P	OUT-STD	
004044	08/28/13 192316 192317 194141	ATLANTIC CHEMICAL & AQUATICS INC. WS-SOURCE-LIQUID CHLORINE WS-SOURCE-CONTAINER DEPOSIT WS-SOURCE-LIQUID CHLORINE	668.96 361.60 668.96			

Town of St. Stephen  
 BNK2 Utility Bank Account  
 From 000000 to 004059

CHEQUE REGISTER

Printed: 13:23, Sep 06/2013

Page: 5

Number	Issued	Recipient	Amount	SC	Status	StatDate
	194142	WS-SOURCE-INV#194141 DEPOSIT	361.60			
	32861	WS-SOURCE-INV #192314	-676.87			
			<b>1384.25</b>	A/P	OUT-STD	
004045	08/28/13	BAYVIEW TRUCKS AND EQUIPMENT LTD.				
	SI17338	SCD-#9-HARNESS, LAMP-BOX	43.43			
			<b>43.43</b>	A/P	OUT-STD	
004046	08/28/13	BRENNTAG CANADA INC.				
	40373903	SCD-DISPOSAL-CHLORINE	4254.39			
	40377430	SCD-DISPOSAL-EMPTY CLINDERS RE	-2712.00			
			<b>1542.39</b>	A/P	OUT-STD	
004047	08/28/13	BRIGGS PLUMBING INC.				
	106846	WS-TRANS&DIST-COPPER ADAPTER,	97.66			
	106867	WS-TRANS&DIST-PRESSURE GAUGE,	54.67			
	106897	WS-MAXWELLXINGRES-LEAK REPAIR	74.86			
			<b>227.19</b>	A/P	OUT-STD	
004048	08/28/13	BRUNET				
	14004*	WS/SCD-TOWN-SERVER BACKUP	53.68			
			<b>53.68</b>	A/P	OUT-STD	
004049	08/28/13	COASTAL ASPHALT (2002) LTD.				
	13-011	WS-TRANS&DIST-SEAL	2477.41			
			<b>2477.41</b>	A/P	OUT-STD	
004050	08/28/13	COLE-PARMER CANADA INC.				
	00476546	WS-SOURCE-CHLOROSENSE SENSORS	405.85			
			<b>405.85</b>	A/P	OUT-STD	
004051	08/28/13	COX ELECTRONICS & COMMUNICATIONS				
	2-1664552	WS-SOURCE-MARUSON UPS 400 VA	90.34			
			<b>90.34</b>	A/P	OUT-STD	
004052	08/28/13	EMCO CORPORATION				
	2802672-00	WS-TRANS&DIST-GASKET BOLTS, CO	898.73			
	2802870-00	WS-TRANS&DIST-KORNERHORN, ASSM	1975.29			
	2803438-00	WS-TRANS&DIST-GALV COMP CPLG	232.69			
	2803462-00	WS-TRANS&DIST-CPLG CB, 81 CI A	2842.23			
			<b>5948.94</b>	A/P	OUT-STD	
004053	08/28/13	GULLISON'S COURIER SERVICE				
	352655	WS-SOURCE-TO DOE LAB	28.25			
	352700	WS-SOURCE-TO DOE LAB	28.25			
	352741	WS-SOURCE-TO DOE LAB	28.25			
	352882	WS-SOURCE-TO DOE LAB	28.25			
	352899	WS-SOURCE-TO DOE LAB	28.25			
	362938	WS-SOURCE-TO DOE LAB	28.25			
	548044	WS-SOURCE-TO DOE LAB	28.25			
			<b>197.75</b>	A/P	OUT-STD	

Town of St. Stephen  
BNK2 Utility Bank Account  
From 000000 to 004059

CHEQUE REGISTER

Printed: 13:23, Sep 06/2013

Page: 6

Number	Issued	Recipient	Amount	SC	Status	StatDate
004054	08/28/13 53089	HYPERION RESEARCH LTD. WS-SOURCE-CHLORINATION SHACK T	892.56 892.56			
				A/P	OUT-STD	
004055	08/28/13 123795 124150	KEITH'S BUILDING SUPPLIES SCD-DISPOSAL-NYLON ROPE WS-TRANS&DIST-PUMP SUMP, KIT,	345.12 486.59 831.71			
				A/P	OUT-STD	
		Cheque Totals Non-Void:	\$81,484.37			
		Void:	\$0.00			

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEE OF COUNCIL MEETING**

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

**COMMITTEE MEETING**  
**MONDAY, AUGUST 26, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Acting CAO Lee Johnson; Town Clerk Joan Flewelling; and Town Solicitor James Mosher (via speaker phone).

2. **APPROVAL OF AGENDA**

The agenda was approved as circulated.

3. **ITEM**

Motion to move into closed session as per:

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

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

4. **ADJOURNMENT**

The meeting adjourned at 6:45 p.m.

---

Joan Flewelling  
Town Clerk

---

Dated

**AGENDA**  
**COMMITTEE MEETING**  
**MONDAY, AUGUST 26, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEM

Motion to move into closed session as per:

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

4. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on September 3, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 3, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

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

3. ITEMS

Motion to move into closed session as per:

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

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

4. ADJOURNMENT

It was MOVED by Councillor Booth and SECONDED by Councillor Harding that the meeting adjourn at 8:50 p.m.

---

Joan Flewelling  
Town Clerk

---

Dated

**AGENDA**  
**COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 3, 2013 @ 6:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. ITEMS

Motion to move into closed session as per:

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

4. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEES MEETING**

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

**COMMITTEES MEETING**  
**WEDNESDAY, SEPTEMBER 11, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items
2. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

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

3. ITEMS

**FINANCE AND ADMINISTRATION** – Chaired by Councillor MacEachern

- (i) Report of the Finance Department - The report of the Finance Department was received and reviewed.

In addition to his report, the Treasurer stated that he plans to provide the regular annual audit for Council approval this month.

- (ii) Cheque Register for month of August 2013 – Memo from the Assistant Treasurer dated September 6, 2013 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2013.
- (iii) Financial Request – The letter from the President of The Charlotte Gardeners received September 4, 2013 was reviewed with the President in attendance who provided information on the annual seminar.

It was MOVED by Councillor Harding and SECONDED by Councillor MacEachern to move the above-noted financial matter into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. CARRIED

If, after discussion in closed session, Council chooses to support the financial request, a motion will then be considered at the next Regular Session of Council on Monday, September 23, 2013.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Deputy Mayor Ames

- (i) Lapel Pins Request – The letter from the Community Events Coordinator, Development St. Stephen, dated September 3, 2013 on behalf of The Charlotte Gardeners was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2013 to waive the Town's Lapel Pin Policy No. 41 to allow the allotment of 200 pins to be inserted into welcome bags to be used at the 10<sup>th</sup> annual gardening seminar.
- (ii) Request to Hold Event - The letter from the Community Events Coordinator, Development St. Stephen, dated September 3, 2013 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2013 to grant permission to hold the annual Santa Claus Parade, followed by the Christmas Tree Lighting.

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – The report of the NCO, RCMP was received and reviewed.
- (ii) Proposed Security Cameras Downtown St. Stephen – The memo from the Director, Parks, Recreation & Property Management dated September 9, 2013 with attached quote for the purchase and installation of security cameras was received and reviewed. After discussion, the majority of Committee was against spending the money at this time.

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

In addition to his report, the Fire Chief advised that the Fire Department raised \$8,900.00 during its annual “bucket sit” fundraiser held last weekend, for a fundraising total of \$26,000.00 for the year.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – No report this month.
- (iii) Animal Control Report – The Animal Control Report was received and reviewed.
- (iv) Traffic By-Law (Crosswalks) – The memo from the Director, Parks, Recreation & Property Management dated September 9, 2013 with attached memo from the By-Law Enforcement Officer dated September 6, 2013 was received and reviewed.

The crosswalks in the downtown area have been approved by the Registrar of Motor Vehicles, a Provincial requirement, and the Department of Public Safety’s requirements state that no parking shall be permitted 30 meters before and 15 meters after a crosswalk, but the Department agreed to compromise with the Town to help accommodate with downtown parking and reduced the distances by half.

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

As noted in the Director’s report, the panels for the Promenade of Premiers need to be installed and Committee agreed with the Director’s recommendation in the area between the wharf and the proposed hotel, and he will mark an area on a map and circulate it to Council.

As further noted in the Director’s report, the basement of the old Town Hall is extremely wet after the flood the end of July and requires extensive cleanup. Committee directed the Director, through the Acting CAO, to obtain quotes for clean up and to bring the information back to a future meeting.

- (vi) Lease Renewal – Visitor Information Centre – The memo from the Director, Parks, Recreation & Property Management dated September 4, 2013 with attached Agreement Amending Lease from the Province for the Visitor Information Centre was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2013 authorizing the Mayor and Clerk to execute the lease with the Province.
- (vii) Airport Leases – The memo from the Director, Parks, Recreation & Property Management dated September 6, 2013 with attached sample of an airport lease was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2013 authorizing the Mayor and Clerk to execute leases with seven lessees.

**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) Smoke-Free Policy – Signage – The memo from the Director, Parks, Recreation & Property Management dated September 9, 2013 with attached information from Kelly Harrell, a concerned citizen, requesting the erection of signs to increase public awareness of the smoke-free policy.

The Director, through the Acting CAO, was directed to obtain quotes for the cost of signs and the information will be brought back to next month's Committee meeting.

- (iii) Potential Recycling Depot – Milltown Heights - The memo from the Director, Parks, Recreation & Property Management dated September 9, 2013 with attached site requirements sheet and photos was received and reviewed.

After discussion, it was agreed that the area near 111 Church Street is the desired location, if feasible, after further exploration, and after meeting with Flakeboard, even though the area is Town-owned property.

- (iv) Garcelon Civic Center – The Work Progress Update for the period August 5, 2013 through September 5, 2013 from E. A. Farren, Limited was received and reviewed.

- (v) Garcelon Civic Center Advising Commission – The memo from Councillor MacDonald dated September 9, 2013 with attached copy of the Town's By-Law No. A-9, "A By-Law Respecting the Advising Commission of the Town of St. Stephen's Garcelon Civic Center" was received and reviewed.

After a brief discussion, it was agreed that a notice will be published in the *Saint Croix Courier* seeking members for appointment on the Advising Commission.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

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

4. **DELEGATIONS/PRESENTATIONS**

No delegations/presentations.

5. **NEW BUSINESS**

No new business.

6. **ADJOURNMENT**

The meeting moved into closed session at 6:10 p.m. and adjourned at 10:05 p.m.

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Joan M. Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, SEPTEMBER 11, 2013 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items
2. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items

**OPEN COMMITTEES MEETING**

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

**FINANCE AND ADMINISTRATION** – Chaired by Councillor MacEachern

- (i) Report of the Finance Department
- (ii) Cheque Register for month of August 2013 – Memo from Assistant Treasurer dated September 6, 2013 with attachment:
  - Cheque Register
- (iii) Financial Request – Letter from the President, The Charlotte Gardeners, received September 4, 2013.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Deputy Mayor Ames

- (i) Lapel Pins Request – Letter from Community Events Coordinator, Development St. Stephen, dated September 3, 2013 with attachment:
  - The Town's Lapel Pin Policy
- (ii) Request to Hold Event – Letter from Community Events Coordinator, Development St. Stephen, dated September 3, 2013.

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Proposed Security Cameras Downtown St. Stephen – Memo from Director, Parks, Recreation & Property Management dated September 9, 2013 with attachment:
  - Quote from Orr Electric & Alarm Ltd.
- (iii) Report of the Fire Department
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office - No report this month.
- (iii) Animal Control Report
- (iv) Traffic By-Law (Crosswalks) – Memo from Director, Parks, Recreation & Property Management dated September 9, 2013 with attachment:
  - Memo from By-Law Enforcement Officer dated September 6, 2013.
- (v) Report of the Property Management Office
- (vi) Lease Renewal – Visitor Information Centre – Memo from Director, Parks, Recreation & Property Management dated September 4, 2013 with attachment:
  - Copy of Agreement Amending Lease from the Province.
- (vii) Airport Leases – Memo from Director, Parks, Recreation & Property Management dated September 6, 2013 with attachment:
  - Copy of airport lease.

**PARKS AND RECREATION** – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Smoke-Free Policy – Signage – Memo from Director, Parks, Recreation & Property Management dated September 9, 2013 with attachments:
  - Letter from Kelly Harrell dated September 4, 2013.
  - Three (3) photos.
  - Copy of the Town's Smoke-Free Policy No. 54.
- (iii) Potential Recycling Depot – Milltown Heights – Memo from Director, Parks, Recreation & Property Management dated September 9, 2013 with attachments:
  - Site Requirements sheet.
  - Two (2) photos.
- (iv) Garcelon Civic Center – Work Progress Update for the period August 5, 2013 through September 5, 2013 from E. A. Farren, Limited.

**AGENDA  
COMMITTEES  
SEPTEMBER 11, 2013**

3

- (v) Garcelon Civic Center Advising Commission – Memo from Councillor MacDonald dated September 9, 2013 with attachment:
- Copy of By-Law No. A-9, "A By-Law Respecting the Advising Commission of the Town of St. Stephen's Garcelon Civic Center".

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

4. DELEGATIONS/PRESENTATIONS

5. NEW BUSINESS

6. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on September 17, 2013 be approved as circulated.

**COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 17, 2013 @ 7:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

1. **RECORDING OF ATTENDANCE**

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

**ABSENT:** Councillor Marg Harding.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Booth and **SECONDED** by Councillor MacDonald 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* – one (1) item
- (ii) **Labour and Employment Matter** - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was **MOVED** by Councillor MacEachern 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**

It was **MOVED** by Councillor MacEachern and **SECONDED** by Councillor Maxwell that the meeting adjourn at 10:25 p.m.

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 17, 2013 @ 7:00 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* – one (1) item
- (ii) Labour and Employment Matter - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

4. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STAFF REPORTS**

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

# Memo

**To:** Lee Johnson, CAO  
**From:** Tim Tozer, Treasurer  
**Date:** 9 September 2013  
**Subject:** Finance Department Report

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## **Staff Activity since last report:**

- 1) Ongoing accounting work involving:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - C) Payroll processing. (Bi-weekly).
  - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to November 30, 2012.
- 2) Statements of Revenue and Expenditures to July 31, 2013.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
  - A) Monthly Committee Meeting-August 14, 2013.
  - B) Department Head Meeting-August 28, 2013.
  - C) Contractor Meeting-August 29, 2013.

6) Projects:

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

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

B) Public Sector Accounting Board standard implementation.

C) 2012 operational, capital, reserve and trust fund audit.

Tim Tozer, CMA  
Treasurer  
Town of St. Stephen

## **Public Works Report for Aug 2013**

FROM: Lee Johnson Director of Operations

DATE: Sept. 02, 2013

### **1:Water system:**

- a) 15 Water Services were repaired.
- b) 2 new Water meters were installed.
- c) 1 water main was repaired.
- d) Repaired Reservoir Road.

### **2:Streets:**

- a) Installed Floating Docks.
- b) Patched street cuts.
- c) Cleaned Catch Basins.
- d) Repaired Flood Washouts.

### **3: Waste Water:**

- a) Lift station and Lagoon maintenance.
- b) 16 Sewer Mains were flushed and 4 Sewer Mains were videoed.
- c) 2 Sewer laterals were flushed and 11 laterals were videoed.

### **4: West and Dow Sewer and Water Project**

- a) Contractor started Spring Work on deficiencies.

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

Parks

- The Splash Pad has been turned off. The surface has once again become too slippery, and the push mechanism is not working properly. I am looking at solutions for next year.
- The Parks students have all finished for the year.
- School teams have begun using the fields.
- The new spotlights in the Donahue Park are working well.
- Assisting with the St Stephen Fall Fair.
- Assisting with set-up for Charlotte County Fall Fair.
- The Elm Nature Park committee is making plans for their Spring clean-up.

Pool

- Attended Swim Provincials in Hartland, St Stephen finished 4th.
- Pool is now closed for the season.
- The bus shuttle we offered to the public was a success again this year.

Other

- Working on the Winter Brochure, hope to get it out soon.
- Met with Executive Director of NB Sports Hall of Fame.
- Helping Frank with Civic Center tender.
- Ongoing arena operations, several rentals
- Arena staff returns to work on the 16<sup>th</sup>, ice will be ready for Oct. 2<sup>nd</sup>.
- Jumpstart administration
- Kidsport fund administration

Meetings

- Lifesaving NB Board meeting
- Turf Maintenance contractors
- Civic Center meetings
- Hall of Fame
- FRPA

Michael O'Connell  
Director Parks, Recreation  
& Property Management

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

**Zoning/By-Laws**

- Attended PAC meeting
- Several zoning issues

**Facilities**

- The new airport leases are ready to be signed.
- The old Town Hall had some flooding during the last flood. The basement is extremely wet, and requires some extensive clean-up. There should also be some air quality testing performed.
- Repairing lighthouse on the wharf.
- The lines at the airport are in need of painting.

**Other**

- I would like to install the Panels for the Promenade of Premiers. I think the best location is along the waterfront, down by the Wharf. Once these are up, the Province is asking that we have a special unveiling ceremony.
- Finishing paperwork for JAD Memorial scholarship.
- Working with Province on disaster Relief file.
- Reviewed several locations for Blue Bins.
- Turf Maintenance contracts expire at the end of this year.

**Meetings**

- George Laviolette
- Ray Disher
- Dan Harrington

Michael O'Connell  
Director Parks, Recreation  
& Property Management

## St. Stephen Fire Department Report for August 2013

Alarms were: Town Alarms	4
Out of Town Alarms	3
Mutual Aid : Calais	0
Rural Fire	0
	7

Alarms are described as being:

		# Of firefighters	# of hours
1. Motor Vehicle Accident	1	13	20
2. Structure fire	3	52	122
3. Alarm system Activation	2	20	30
4. Assist AMB NB	1	8	12

Calls dispatched for the Month of August 43

Fire Department Activities for August :

1. Monthly meeting of the fire department
2. Fire Department members participated in the Childrens day of Chocolate Fest
3. Members participated in the International Festival Parade as well as BBQ,d during the fireworks display.
4. The fire department gathered for a breakfast Aug. 31 in recognition of Charles Giddens last shift. Charlie retired after 37 years of service to the Town of St. Stephen and the St. Stephen Fire Dept.. Charlie started in 1976 as a volunteer firefighter ( he is the last active firefighter to have started in the Marks St. Station), worked as an operator/mechanic in public works and as a driver/ dispatcher in the fire department.

Fire Chiefs Activities:

1. Meeting with a company to discuss specifications on a new truck
2. Labour Management Meeting
3. 2 inspections for Special Events Licensing
4. Fire Chief worked 7 shifts as a relief driver
5. Participated in a Table Top Exercise with the Calais Fire Dept.

# **TOWN of ST. STEPHEN**

**By-Law Enforcement**

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

**AUGUST REPORT**

**2013**

**To: CAO – Town of St. Stephen**

- **Removed 1 non conforming sign at the traffic circle**
- **Five(5) signs issued in the month of August**
- **Reviewed Traffic By-Law Complaint issue**
- **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**

**2013**

### **BUILDING INSPECTION**

The month of August has brought in a total of 11 (eleven) permits which represents \$162,900.00 in building costs.

We issued no Stop Work Orders in the month August. We had issued 2 (two) Demolition permits to deal with the ongoing Orders to Comply, these buildings are now removed.

Our office dealt with and has filed 33 (thirty-three) Occurrences reports and filed 12 (twelve) Building Inspection reports. No electrical waivers have been issued.

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

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

Respectively Submitted

Manzer Young  
Building Inspector  
Town of St. Stephen

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

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



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

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**POLICE REPORT  
AUGUST 2013**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **August 1, 2013 to August 31, 2013 inclusive**. During this time period, the RCMP responded to 280 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Checkstop</b>	<b>1</b>
<b>Dangerous operation of a motor vehicle</b>	<b>1</b>
<b>Impaired operation of motor vehicle</b>	<b>3</b>
<b>Motor vehicle insurance coverage violations</b>	<b>1</b>
<b>Other moving traffic</b>	<b>3</b>
<b>Other non moving traffic</b>	<b>1</b>
<b>Tickets issued</b>	<b>19</b>
<b>Traffic Collision</b>	<b>6</b>
<b>Warnings issued</b>	<b>54</b>

**PROVINCIAL STATUTES:**

<b>False Abandoned 911</b>	<b>3</b>
<b>Family Relations Act</b>	<b>1</b>
<b>Fire Prevention Act</b>	<b>1</b>
<b>Intoxicated Person Detention Act</b>	<b>1</b>
<b>Liquor Control Act</b>	<b>2</b>
<b>Mental Health Act</b>	<b>2</b>
<b>Municipal Bylaws</b>	<b>2</b>
<b>Other Provincial/Territorial statutes</b>	<b>1</b>

**CRIMINAL CODE:**

Assault	6
Assault with a weapon	4
Break and enter – other	1
Break and enter – residence	4
Causing animals or birds unnecessary suffering	2
Criminal harassment	2
Disturbing the peace/Causing a disturbance	6
Fail to comply with undertaking	1
Fail/refusal to provide breath sample	1
Mischief damage to and/or Obstruct enjoyment of property	9
Other theft under \$5000	6
Other theft over \$5000	1
Theft from motor vehicle	1
Theft under \$5000 - shoplifting	1
Uttering threats against person	5

**OTHER FEDERAL STATUTES:**

Possession Schedule VIII – cannabis marihuana	2
Production Schedule II – cannabis marihuana	1
Trafficking Schedule I – cocaine	1

**OTHER INVESTIGATIONS:**

Abandoned vehicle	1
Animal calls	1
Assistance to Canadian Federal Department	4
Assistance to Canadian Provincial Department	1
Assistance to Canadian Police (non-RCMP)	1
Assistance to General Public	13
Breach of peace	2
Crime Prevention	3
False Alarms	1
Lost & Found	4
Offender management	2
Peace bond	1

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

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**Continued from Page 2**

<b>Person reported missing</b>	<b>1</b>
<b>Police Certificates</b>	<b>86</b>
<b>Suspicious person/vehicle</b>	<b>3</b>

**SUMMARY OF ARRESTS/CHARGES/PRISONERS:**

<b>Arrested</b>	<b>4</b>
<b>Charged</b>	<b>6</b>
<b>Cleared Otherwise</b>	<b>8</b>
<b>Prisoners</b>	<b>0</b>

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DONATION – THE CHARLOTTE GARDENERS**

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**APPROVAL OF EVENT – SANTA CLAUS PARADE**

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**EXECUTION OF AIRPORT LEASES**

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ARCHAMBAULT NEATHWAY & RIDEOUT – ENGAGEMENT LETTER**

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**GIDDENS MEMORIAL AIRPORT – ATTENDANT SERVICES**

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**USED TRUCK PURCHASE**

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED**

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

**AND FURTHER THAT** Council authorizes the payment for this change order from the redirection of funds provided for as part of the allowance for kitchen equipment supply and install that is included in the base contract price with DORA Construction Limited and The Town of St. Stephen's Garcelon Civic Center Design Build Contract – Section 11.0 (a) – Scope of Work Requirements.

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

THAT the Council of the Town of St. Stephen approves completion of a change order for \$6,050.00, (six thousand and fifty dollars), plus HST, as outlined by change request # 27, dated September 9, 2013 and issued by DORA Construction Limited, to upgrade the dasher board system to a seamless dasher board system, and as previously requested by the Town of St. Stephen's Project Manager, E.A. Farren, Limited, and subject to the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55, and the Garcelon Civic Center Design-Build Contract specific to change order provisions.

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

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

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

RESOLUTION NO.: \_\_\_\_\_

DATE: September 23, 2013

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ADJOURNMENT**  
**THAT** the meeting adjourn.