

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 25, 2016 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATION
 - (a) Letter from Sherry Currie, 20 Thompson Avenue, dated January 17, 2016 with attached petition and photos.
 - (b) Letter from Pam Russell, 14 Thompson Avenue, dated January 13, 2016.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – December 21, 2015
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
 - (a) Letter from Andrew Holmes to Mayor and Council dated January 21, 2016.
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – December 21, 2015
 - (b) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – January 13, 2016
 - (c) Committee of Council Meeting – January 18, 2016
 - (d) Planning Advisory Committee Meeting – December 2, 2015

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. L-10 – Town of St. Stephen Building By-Law – Third and Final Reading – Short Title Only.

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) 2016 General Operating Fund Budget
- (c) 2016 Water and Sewerage Operating Fund Budget
- (d) Town-Owned Surplus Properties
- (e) St. Stephen Kiwanis Club – Proposed Skateboard Park
- (f) Endorsement of the Framework for Recreation in Canada 2015: Pathways to Wellbeing
- (g) Garcelon Civic Center – Student Lifeguard Positions (Non-Union) Wage Chart 2016
- (h) Customer Account Application and Customer Service Agreement – UniFirst
- (i) Out-of-Province Travel: Events Development Coordinator
- (j) Military Service Banners
- (k) Unused Vacation – Non-Union Employees (Carryover)
- (l) Unused Vacation – Union Employees (Carryover)
- (m) Dillon Consulting Limited – Building Condition Assessment of Former Town Hall
- (n) Former Town Hall – Public Meeting
- (o) Reappointments – St. Croix Public Library Board

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

January 17, 2016

Attention: Town Council and Mayor John Quartermain

I'm writing to ask the mayor and council of the town of St. Stephen to give **Thompson Ave.**, **HIGH** priority for the repair and upgrade of the storm system and sewers line on our street.

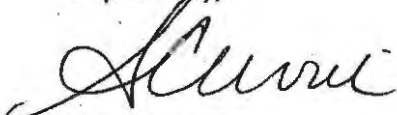
I have lived on Thompson Ave for 8 years. I have upgraded my home with drain tiles, a back water valve, and sump pump. The back water valve will hold up to 40 pounds of pressure to keep the town water from entering my basement. However, since the pressure is greater than 40 pounds my basement floods, and I have cracks in the basement floor resulting in decreased property value. Now it is time to approach town council to rectify this major problem on the street.

Not only is this affecting my home but many other homes on this street, as well as intersections. I believe it is up to the town to make this water damage problem a **HIGH Priority** by replacing the storm and sewer systems or at least pay for the cost of continual damages resulting to all homes that have been affected. Our homes on Thompson Ave are our largest investments and they are being destroyed and devalued by our towns inadequate storm drains and sewer systems.

I know that there have been other damages that needed repairing in this town **BUT NOT** an entire street. I hope we as a small community on Thompson Ave will receive support from our Mayor and Town Council. I believe that we will have your support as you had our support when elected to Town Council. My neighbourhood will greatly appreciate all the effort the town will do **THIS SPRING** to control the water levels in this area in light of today's weather conditions.

Thank You for taking the Time to Read this Letter we will see you on the January 25th at 7:PM. So we can take the next step regarding this major issue.

Respectfully,



Sherry Currie

20 Thompson Ave.

St. Stephen, NB

****ATTACHED IS THE PETITION OF ALL RESIDENTS WHO ARE SUPPORTING THIS ENDEAVOR****

Jerry Finnan	10 Thompson Ave.	St. Stephen N.B.
Donald Sears	16 THOMPSON AVE	ST. STEPHEN
Randy McLaw	17 Thompson Ave	
Bill Maitis	19 Thompson Ave	
John W. Park	25 Springwood Ct	
Naughty Park	"	"
Nicki Cosgrove	23 Thompson Ave	St. Stephen
Bonnie Shiffert	34 Thompson Ave.	St. Stephen
D. Brooker	36 Thompson Ave.	St. Stephen
Margaret Brooker	36 Thompson Ave	St. Stephen
Melissa Brown	40 Thompson Avenue	St. Stephen
Steve Kaley	42 Thompson Ave	St. Stephen
Quita McLaughlin	42 Thompson Ave	St. Stephen N.B.
Jessie D. Parkers	1 Sprucewood Ct.	St. Stephen, N.B.
John Maitis	1 Sprucewood Ct.	St. Stephen N.B.
Lee Matthe	22 Thompson Ave	
Cheryl Carter	2 Spruce woodct	St. Stephen N.B.
Bob Carter	2 Spruce wood Crn	St. Stephen N.B.
Charles Biddons	7 Sprucewood Ct	"
Deborah Murphy	8 Sprucewood Ct.	St. Stephen N.B.
Allen Bandy	9 Sprucewood Ct.	St. Stephen, N.B.
Magg MacPhee	24 Thompson Ave	St. Stephen, N.B.
Ken Russell	14 Thompson	St. Stephen
Jeremy Townes	1 Thompson Ave	St. Stephen 467-557
Aimee Townes	1 Thompson Ave	St. Stephen
Bonnie McLaw	17 Thompson Ave.	St. Stephen
Eric Klein	9 Thompson Ave	St. Stephen
Honnie Nordstrom	15 Thompson Ave.	St. Stephen
Green Borknack	18 Thompson Ave	St. Stephen
Sherry Currie	20 Thompson Ave	St. Stephen



Frank Valme
Water

Gum Pump
Bucket.

14 Thompson Ave.
St. Stephen, NB
E3L 2M1

January 13, 2016

Town of St. Stephen
112-73 Milltown Blvd.
St. Stephen, NB
E3L 1G5

Mayor and Councillors

Once again I need to inform you of a sewer backup early Monday, January 11th, between 12:00 am and 3:15 am. Just three months ago I wrote to you about having thirty-two inches of sewer water in my basement, September 30th 2015 and now I am cleaning up from twenty inches.

I have discussed options to remedy this worsening backup situation with plumbers; however, it seems there is no definite solution. It does not make any difference what I do or how much I spend I will still have sewage water backup into my basement. Something within the infrastructure near Thompson Ave. has changed for the worst and needs to be addressed immediately. I am frustrated with Town Council's who are and have been indifferent and unsympathetic to the residents of Thompson Ave. I am tired of hearing platitudes and the woes of others. I pay taxes too! For thirty-^{seven}two years, May 2015.

I am being held hostage in my home by this situation. I cannot go to work or away for a day without the worry of rain causing a backup. Where will I be if the power fails? I will still have a basement full of sewage water. Also, the market value of my home has dropped. This is a no win situation!

No one, let alone a senior should have to deal with this mess. I am overwhelmed by this worsening problem and woke this morning from a nightmare. I would like to think town council is taking this serious and are giving it a high priority. The Town needs to do something immediately.

A Very Concerned Citizen!


Pamela Russell

cc

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on December 21, 2015 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 21, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Harding

293/15 THAT the Agenda be unanimously approved with one (1) addition: Garcelon Civic Center – Casual Maintenance/Custodial Labourer – Job Recommendation be added as 14. (z) under NEW BUSINESS. CARRIED

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Booth

294/15 THAT the Minutes of the Regular Council meeting held on November 23, 2015 be approved as circulated. CARRIED

**MINUTES
REGULAR COUNCIL
DECEMBER 21, 2015**

2

8. ACCOUNTS

PAID BILLS

Moved by Councillor Maxwell
Seconded by Deputy Mayor MacEachern

295/15 **THAT** the paid bills in the amount of \$1,312,634.67 (one million, three hundred and twelve thousand, six hundred and thirty-four dollars and sixty-seven cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Booth
Seconded by Councillor MacDonald

296/15 **THAT** Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Harding

297/15 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on December 9, 2015 be approved as circulated. CARRIED

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

298/15 **THAT** the Minutes of the Planning Advisory Committee meeting held on October 7, 2015, copy attached, and approved at its meeting on December 2, 2015 be accepted. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacDonald
Seconded by Councillor Harding

299/15 **THAT** the following staff reports for the month of November 2015 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.10 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Booth

Seconded by Councillor MacDonald

300/15

THAT By-Law No. A-7.10 – A By-Law to Amend By-Law No. A-7 – "A By-Law to Impose a Special Business Improvement Levy" - be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. L-10 - "TOWN OF ST. STEPHEN BUILDING BY-LAW" – SECOND READING – SECTION NUMBERS ONLY

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

301/15

THAT By-Law No. L-10 – "Town of St. Stephen Building By-Law" – be given Second Reading – Section Numbers Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Pond

302/15

THAT the Royal Canadian Mounted Police November 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN GRANT – ST. STEPHEN HIGH SCHOOL SPARTAN HOCKEY ALUMNI

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

303/15

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$252.00 (two hundred and fifty-two dollars) to the St. Stephen High School Spartan Hockey Alumni to be applied to the ice rental cost of the Garcelon Civic Center for its fundraiser game on December 27, 2015, and which proceeds will be used to provide a scholarship. **CARRIED**

ESTABLISHMENT OF A WATER AND SEWERAGE OPERATING RESERVE FUND

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 304/15 **THAT** the Council of the Town of St. Stephen approves the establishment of a Water and Sewerage Operating Reserve Fund. **CARRIED**

WATER AND SEWERAGE OPERATING RESERVE FUND - BANK ACCOUNT

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 305/15 **THAT** the Council of the Town of St. Stephen directs the Town Treasurer to establish a Water and Sewerage Operating Reserve bank account by a change of purpose of an already established Royal Bank of Canada Water and Sewerage Capital Reserve bank account. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Booth
Seconded by Councillor Harding

- 306/15 **THAT** the amount of \$10,000.00 (ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE OPERATING RESERVE FUND

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 307/15 **THAT** the amount of \$38,640.00 (thirty-eight thousand, six hundred and forty dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 308/15 **THAT** the amount of \$540,148.06 (five hundred and forty thousand, one hundred and forty-eight dollars and six cents) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

RESTRICTED BANK ACCOUNT TRANSFER - VESTING FUTURE EMPLOYEE BENEFITS

Moved by Councillor Booth

Seconded by Councillor MacDonald

309/15 **THAT** the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund bank account to the restricted bank account for future employee benefits.

AND FURTHER THAT \$8,944.61 (eight thousand, nine hundred and forty-four dollars and sixty one cents) be transferred from the Water and Sewerage Operating Fund bank account to the restricted bank account for future employee benefits.

CARRIED

VOLUNTEER FIREFIGHTER POSITIONS

Moved by Councillor Harding

Seconded by Councillor Maxwell

310/15 **THAT** the Fire Chief's recommendation to recruit Bella Pomeroy and Attila Kirschner as volunteer firefighters subject to successful completion of the Firefighter 1 Course, appropriate medical and criminal records background check during a six (6) month probationary period be accepted. **CARRIED**

EXECUTION OF LEASE – NORTHAMPTON BREWING COMPANY LTD.

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

311/15 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*, between the Town and Northampton Brewing Company Ltd., for a period of five (5) years, commencing May 1, 2016 and terminating April 30, 2021, plus one (1) five (5) year renewal, for the lease of property located at 5 King Street, St. Stephen, NB.

CARRIED

GIDDENS MEMORIAL AIRPORT – GPS NAVIGATION SYSTEM

Moved by Councillor Harding

Seconded by Councillor Pond

312/15 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to gather quotations on the purchase and installation of a GPS navigation system (estimated at \$30,000.00) at the Giddens Memorial Airport, and to bring that information back to a future meeting.

AND THAT the Council acknowledges receipt of three (3) offers from the private sector to financially support the purchase and installation of a GPS navigation system in the amount of \$5,500.00 (five thousand, five hundred dollars) each.

CARRIED

AWARDING OF QUOTE: ST. CROIX PUBLIC LIBRARY

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 313/15** THAT of the two (2) quotes received, the lowest quote in the amount of \$4,245.00 (four thousand, two hundred and forty-five dollars), plus HST, from Cloney Construction Inc. for work at the St. Croix Public Library to help prevent further water leaks and damage be accepted. **CARRIED**

DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) – COMMUNITY EVENTS

LETTER OF INTENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 314/15** THAT the Council of the Town of St. Stephen authorizes a grant in 2016 to the Downtown Business Improvement Area to fund half of a full-time position, and such grant to be reviewed on an annual basis in October of each year, as outlined in the Letter of Intent in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*. **CARRIED**

ST. STEPHEN AREA CHAMBER OF COMMERCE – COMMUNITY EVENTS

LETTER OF INTENT

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 315/15** THAT the Council of the Town of St. Stephen authorizes a grant in 2016 to the St. Stephen Area Chamber of Commerce to fund half of a full-time position, and such grant to be reviewed on an annual basis in October of each year, as outlined in the Letter of Intent in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*. **CARRIED**

ENVIRONMENTAL CLEAN UP – 76-78 MILLTOWN BOULEVARD

Moved by Councillor Booth

Seconded by Councillor Pond

- 316/15** **WHEREAS** the Council of the Town of St. Stephen authorized, at its Regular Session on November 23, 2015, the Mayor and Town Clerk to execute the Purchase and Sale Agreement with Guy R. Day & Son Ltd., contingent on a final building inspection.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to engage the services of Fundy Engineering & Consulting Ltd. of Saint John, NB to remove contaminated soil located within Property Identifier Number (PID #) 15057706, being one (1) of the three (3) PID #'s located at 76 - 78 Milltown Boulevard, in order to accommodate the proposed sale of the property. **CARRIED**

RESCINDING OF RESOLUTION (COLLECTIVE AGREEMENT WITH CUPE LOCAL UNION NO. 770 – MEMORANDUM OF UNDERSTANDING)

Moved by Councillor Maxwell
Seconded by Councillor Harding

317/15 THAT Resolution # 284/15 as stated in the Minutes of November 23, 2015, which reads

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Agreement with CUPE Local Union No. 770 effective November 24, 2015 and expiring on December 31, 2017 in the form presented to Council. **CARRIED**

be rescinded effective immediately. **CARRIED**

COLLECTIVE AGREEMENT WITH CUPE LOCAL UNION NO. 770 – MEMORANDUM OF UNDERSTANDING

Moved by Councillor Harding
Seconded by Councillor Booth

318/15 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Agreement with CUPE Local Union No. 770 retroactive to November 24, 2015 and expiring on December 31, 2017, which eliminates the reference to a review at the end of a one year period, as outlined in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(j) of the NB *Municipalities Act*. **CARRIED**

PUBLIC WORKS DEPARTMENT – WASTE WATER UTILITY OPERATOR - JOB RECOMMENDATION

Moved by Councillor Maxwell
Seconded by Deputy Mayor MacEachern

319/15 THAT Ron Cleghorn be appointed to the position of Waste Water Utility Operator for the Public Works Department effective January 1, 2016, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

PAYROLL AUTHORIZATION – EMPLOYEE # E54

Moved by Councillor Harding
Seconded by Councillor Maxwell

320/15 THAT the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$2,073.50 (two thousand, and seventy-three dollars and fifty cents) for additional administrative and relief work. **CARRIED**

PAYROLL AUTHORIZATION – EMPLOYEE # E63

Moved by Councillor Maxwell

Seconded by Councillor Pond

- 321/15** THAT the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E63 in the amount of \$3,138.76 (three thousand, one hundred and thirty-eight dollars and seventy-six cents) for additional work required per Council direction. **CARRIED**

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE

Moved by Councillor Booth

Seconded by Councillor Harding

- 322/15** THAT the Council of the Town of St. Stephen authorizes a 1.0% (one percent) salary increase for the 2016 calendar year for permanent non-union management and administrative staff effective January 1, 2016. **CARRIED**

REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Councillor Maxwell

Seconded by Councillor Pond

- 323/15** THAT Allan Gillmor and Mark Porter be reappointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2016 and expiring December 31, 2018. **CARRIED**

PURCHASE AND SALE OF 46 KING STREET

Moved by Deputy Mayor MacEachern

Seconded by Councillor Pond

- 324/15** WHEREAS the Council of the Town of St. Stephen and the Shoe Horn Ltd. have negotiated terms of a Purchase and Sale Agreement for the property located at 46 King Street in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and the Shoe Horn Ltd. and the said Council authorizes the Mayor to execute an Affidavit of Value, both in the form presented to Council. **CARRIED**

PURCHASE AND SALE OF 76-78 MILLTOWN BOULEVARD

Moved by Councillor Booth

Seconded by Councillor Harding

325/15

WHEREAS the Council of the Town of St. Stephen at its Regular Session on November 23, 2015 authorized the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and Guy R. Day & Son Ltd., in the form presented to Council, and contingent on a final building inspection.

AND WHEREAS the Council of the Town of St. Stephen acknowledges receipt of the "Fulfillment and/or Waiver of Conditions" from Guy R. Day & Son Ltd. which deems the building inspection to be satisfactory, and therefore agrees to complete the sale subject to the environmental report being satisfactory.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Transfer, Assignment and Assumption Agreement, Notice of Transfer of Property and the Certificate as to Rents between the Town of St. Stephen and such parties identified therein, all in the form presented to Council. **CARRIED**

PURCHASE AND SALE OF 38-42 KING STREET & 48-52 KING STREET

Moved by Deputy Mayor MacEachern

Seconded by Councillor Pond

326/15

WHEREAS the land situate at 38-42 King Street, St. Stephen, NB having PID numbers 01301563 and 01301951 (the "Tin Shop Property") is registered in the name of Roger Allen McLaughlin;

AND WHEREAS the land situate at 48-52 King Street, St. Stephen, NB having PID numbers 01301787 and 01301712 (the "Tavern Property") is registered in the name of Golden Sisters Limited;

AND WHEREAS Charlotte County Development Corporation Inc. ("CCDC") is a secured lender having first ranking security against both the Tin Shop Property and the Tavern Property;

AND WHEREAS CCDC wishes to sell to The Town of St. Stephen and The Town of St. Stephen wishes to purchase the Tin Shop Property and the Tavern Property pursuant to the terms of a letter from CCDC to The Town of St. Stephen dated December 18, 2015;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement of Purchase and Sale and all such other documents as are necessary for the purchase the Tin Shop Property and the Tavern Property from CCDC based on and pursuant to the terms of the CCDC Letter and such further terms as are deemed necessary to complete such transaction by the solicitor for The Town of St. Stephen. **CARRIED**

**GARCELON CIVIC CENTER – CASUAL MAINTENANCE/CUSTODIAL
LABOURER - JOB RECOMMENDATION**

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

327/15

THAT Robert Tinker be offered the position of Casual Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective December 22, 2015 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended the Community Development Summit at the Garcelon Civic Center.
- Attended a Regional Service Commission 10 meeting.
- Attended all Town meetings.
- Attended and enjoyed the staff Christmas luncheon.

Councillor Harding

- Attended all Town meetings.
- Organized, attended and enjoyed the staff Christmas luncheon at the St. Croix Christian Centre.
- Wished everyone a Merry Christmas and Happy New Year.
- Pleased with tonight's resolution with respect to the proposed GPS Navigation System at the Giddens Memorial Airport.

Councillor Booth

- Attended and enjoyed the staff Christmas luncheon.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor MacDonald

- Out of the country the first week of December.
- Attended the monthly Committees meeting.
- Attended a Parks and Recreation Committee meeting.
- Participated in the casual maintenance/custodial labourer interviews.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Maxwell

- Sat as a member of the Substandard Properties Appeal Committee at an appeal hearing scheduled for non-compliance of the Town's Dangerous and Unsightly Premises by-law, being the first appeal the committee has heard.
- Attended the annual Home Support Services memorial tree lighting.
- Attended the Chocolate Museum Operating Committee annual general meeting and pleased that the museum is doing well.
- Attended and enjoyed the staff Christmas luncheon and as Chair of the Public Works Committee, pleased with the number of employees from the Public Works Department who attended.
- Attended the annual Hospice of Charlotte County memorial tree lighting.
- Attended the annual St. Croix Vocational Centre Christmas party.
- Wished everyone a Merry Christmas and Healthy New Year.

Councillor Pond

- Attended the monthly Business Improvement Area meeting.
- Attended a South West New Brunswick Transit Authority board meeting.
- Attended a Tourism Action Committee meeting.
- Attended a Union of Municipalities of NB meeting.
- Attended and enjoyed the staff Christmas luncheon.
- Welcomed the Town's newest residents, the Maatouk family from Syria, with the following comments:

Imagine watching your neighbourhood, your country, your way of life disintegrate around you. Imagine not knowing if you or your family members will be attacked, kidnapped, or killed. Imagine not knowing which of your neighbours or friends might be on the other side, who might be being blackmailed or held hostage. Imagine being petrified of what might happen to your children, not knowing you if your children will have a future at all.

Sound familiar? It should. It is a story that has been told before, and is unfolding right now for too many people in our world. It is the story of the Loyalist founders of St. Stephen, who left their lives in America behind to rebuild here on the banks of the St. Croix. More recently, it is the story of so many who fled the chaos of World War II, the Korean War, and the Vietnam War. Here in Canada, we can offer solace, comfort, and refuge.

How appropriate, also, that they arrive so close to the winter solstice and Christmas. At this time of year, almost every major religion and culture celebrates peace, community, love and family. Christians celebrate the birth of a man who taught that love, not hate, is the answer. They celebrate a man who embraced those that everyone else looked over and detested, feared and ostracized – the man who loved them, no matter their religion, past actions, or station in life. A man who showed that generosity extends to everyone giving what they have to give, and that is how to demonstrate faith. This describes Jesus, but it also describes the prophet Mohammed too, the centre of the Muslim faith, who spoke the same message. It is common human decency, no matter your beliefs, to take in those who flee the same violence we fear will visit us.

Thank you to the wonderful, generous residents of St. Stephen who made it possible for the Maatouk family to come here. I can only hope that someone would be as loving and welcoming to me and my family if the tables were turned. I can only hope that love and compassion, not fear and ignorance, will ultimately guide our actions. I cannot imagine the horrors you have experienced. I look at your daughter, so close to mine in age, who has never known the comfort of a secure home, and I long to comfort her and tell her that she will be okay.

Ahlan wa sahan, Mohammad, Rawda, Nariman, Fares, Bayan, Wael, Nissrine, Cherine, and Hanon. Welcome to Canada, and St. Stephen.

Mayor Quartermain

- Welcomed the Refugee family.
- Attended the Community Development Summit at the Garcelon Civic Center.
- Attended and enjoyed the staff Christmas luncheon.
- Thanked employees for their dedicated work.
- Thanked the many volunteers in the community.
- Invited everyone to the Mayor's Levee on New Year's Day from 2:00 p.m. – 4:00 p.m.

16. QUESTION PERIOD

Questions/comments from both Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, and Derwin Gowan, reporter with the *Telegraph-Journal*, were addressed by the Mayor and Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Clarification on the Community Events Letters of Intent for the BIA and Chamber positions.
- Future of the properties located at 38-42 King Street and 48-52 King Street.
- Status of the 2016 budget.

Mayor Quartermain thanked Council for remaining fiscally responsible during the past four years.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor MacEachern

328/15 THAT the meeting adjourn at 7:40 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 21, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATION
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – November 23, 2015
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS
 - COMMUNICATION FOR INFORMATION
 - COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – December 9, 2015
 - (b) Planning Advisory Committee Meeting – October 7, 2015
11. STAFF REPORTS
 - (a) Chief Administrative Officer
 - (b) Finance Department
 - (c) Public Works Department
 - (d) Parks and Recreation Department
 - (e) Fire Department
 - (f) By-Laws and Building Inspection Services
 - (g) Property Management Services
 - (h) Development Office
 - (i) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.10 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Third and Final Reading – Short Title Only
- (b) By-Law No. L-10 – Town of St. Stephen Building By-Law – Second Reading – Section Numbers Only.

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – St. Stephen High School Spartan Hockey Alumni
- (c) Establishment of a Water and Sewerage Operating Reserve Fund
- (d) Water and Sewerage Operating Reserve Fund – Bank Account
- (e) Transfer to the Water and Sewerage Capital Reserve Fund
- (f) Transfer to the Water and Sewerage Operating Reserve Fund
- (g) Transfer to the General Capital Reserve Fund
- (h) Restricted Bank Account Transfer – Vesting Future Employee Benefits
- (i) Volunteer Firefighter Positions
- (j) Execution of Lease – Northampton Brewing Company Ltd.
- (k) Giddens Memorial Airport – GPS Navigation System
- (l) Awarding of Quote: St. Croix Public Library
- (m) Downtown Business Improvement Area (BIA) – Community Events Letter of Intent
- (n) St. Stephen Area Chamber of Commerce – Community Events Letter of Intent
- (o) Environmental Clean Up – 76-78 Milltown Boulevard
- (p) Rescinding of Resolution (Collective Agreement with CUPE Local Union No. 770 – Memorandum of Understanding
- (q) Collective Agreement with CUPE Local Union No. 770 – Memorandum of Understanding
- (r) Public Works Department – Waste Water Utility Operator – Job Recommendation
- (s) Payroll Authorization – Employee # E54
- (t) Payroll Authorization – Employee # E63
- (u) Non-Union Management and Administrative Staff Salary Increase
- (v) Reappointments – Planning Advisory Committee
- (w) Purchase and Sale of 46 King Street
- (x) Purchase and Sale of 76-78 Milltown Boulevard
- (y) Purchase and Sale of 38-42 King Street & 48-52 King Street

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 25, 2016

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, 2015 be received.

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

	Actual To Date For the Eight Months Ending August 31, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Taxes	3,680,044	5,520,066	\$1,840,022	67%
Services Provided to Other Governments	138,245	206,611	68,366	67%
Sale of Services	78,528	646,439	567,911	12%
Other Revenue From Own Sources	205,402	223,855	18,453	92%
Unconditional Grants	954,958	1,432,436	477,478	67%
Unconditional Transfers	5,360	21,440	16,080	25%
Conditional Transfers	2,746	4,000	1,254	69%
Other Transfers	625,751	1,004,652	378,901	62%
Total Revenue	5,691,034	9,059,499	3,368,465	63%
Expenditure				
General Government Services	665,577	1,032,304	366,727	64%
Protective Services	1,227,106	2,122,004	894,898	58%
Transportation Services	1,223,205	1,859,472	636,267	66%
Environmental Health Services	139,538	258,570	119,032	54%
Environmental Development Services	241,857	289,938	48,081	83%
Recreational and Cultural Services	1,057,435	1,774,942	717,507	60%
Fiscal Services	1,108,083	1,714,269	606,186	65%
Other	-10,776	8,000	18,776	-135%
Total Expenditures	5,652,025	9,059,499	3,407,474	62%
Surplus (Deficit)	\$39,009	\$0		

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

	<u>Actual To Date For the Eight Months Ending August 31, 2015</u>	<u>Budget For the Year Ending December 31, 2015</u>	<u>Remaining</u>	<u>Percentage Used</u>
Revenue				
Sale of Service	\$1,118,163	\$2,014,837	\$896,674	55%
Other Revenue From Own Service	129,886	190,769	60,883	68%
Other Transfers	46,270	69,405	23,135	67%
Total Revenue	<u>1,294,319</u>	<u>2,275,011</u>	<u>957,557</u>	57%
Expenditures				
Water Supply	624,166	1,041,233	417,067	60%
Sewerage Collection and Disposal	392,227	736,226	343,999	53%
Fiscal Services	405,856	497,552	91,696	82%
Total Expenditures	<u>1,422,249</u>	<u>2,275,011</u>	<u>852,762</u>	63%
Surplus (Deficit)	<u>(\$127,930)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$2,544,301.08 (two million, five hundred and forty-four thousand, three hundred and one dollars and eight cents) be received.

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

December 2015

Town of St. Stephen General Operating Fund (Fund Transfer - Cheque #1067)	\$	57,335.89
Town of St. Stephen Utility Operating Fund (Fund Transfer - Cheque #1069)	\$	1.68
Total		<u>\$ 57,337.57</u>

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000003 dated between 12/01/2015 and 12/31/2015

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000002	12/22/2015 TOWN OF ST. STEPHEN 210000.00	210,000.00	A/P	OUT-STD	12/22/2015
	CC-TRANSFER FROM CC TO TOWN	210,000.00			
	Cheque Totals Issued:	210,000.00			
	Void:	0.00			
	Total Cheques Generated:	210,000.00			
	Total # of Cheques Listed:	1			

- Partial payment was made on Invoice
 - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017404 dated between 12/01/2015 and 12/31/2015

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Number	Issued	Amount	SC	Status	Status Date
015117	12/13/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER13,2015 SERIES "AU" - INTEREST	1,809.60 1,809.50	A/P	OUT-STD	12/13/2015
015122	12/22/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER22,2015 SERIES "AZ" - INTEREST	2,647.75 2,647.75	A/P	OUT-STD	12/22/2015
015123	12/22/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER22,2015* SERIES "AZ" - PRINCIPAL	27,000.00 27,000.00	A/P	OUT-STD	12/22/2015
015129	12/02/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER2,2015 SERIES "BC" - INTEREST	6,011.00 6,011.00	A/P	OUT-STD	12/02/2015
015142	12/11/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT December11,2015*** SERIES "BA" - INTEREST	4,821.75 4,821.75	A/P	OUT-STD	12/11/2015
017283	12/01/2015 A"PLUS" AUTO GLASS & UPHOLSTERY 21399 TS-#16- SUPPLY & INSTALL WINDSH 21402 TS-#21- SUPPLY & INSTALL MAR-GL 21403 TS-#24, #14- SUPPLY & INSTALL VE	1,010.22 493.30 458.52 90.40	A/P	OUT-STD	12/01/2015
017284	12/01/2015 BORDER AREA COMMUNITY ARENA POWERBELLNOV15 GG-GRANT-NBPOWER, BELL-NOV/1	151.29 151.29	A/P	OUT-STD	12/01/2015
017285	12/01/2015 BORDER INVESTIGATIONS & SECURITY INC. 14166 PS-BYLAW-NOVEMBER/15 FEE	2,531.20 2,531.20	A/P	OUT-STD	12/01/2015
017286	12/01/2015 CHEER ATLANTIC OCTOBER2015** RC-JUMPSTART-DONATION	450.00 450.00	A/P	OUT-STD	12/01/2015
017287	12/01/2015 CONLEY'S MARTIAL ARTS APRIL2015 RC-JUMPSTART-DONATION	1,350.00 1,350.00	A/P	OUT-STD	12/01/2015
017288	12/01/2015 DISHER HOMES LTD. OCTOBER082015 GG-CIVIC-DEMOLITION	8,305.50 8,305.50	A/P	OUT-STD	12/01/2015
017289	12/01/2015 ENBRIDGE GAS NEW BRUNSWICK 2015112401008-1016227-0 CC-BUILDING-NATURAL GAS 00	2,900.97 2,900.97	A/P	OUT-STD	12/01/2015
017290	12/01/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIK 15-237 PS-BUILDINGINSPECTOR-NOV 15-21	3,203.55 3,203.55	A/P	OUT-STD	12/01/2015
017291	12/01/2015 GARCELON CIVIC CENTER CHRISTMASJOY CC-ADMIN-OPERATION CHRISTMAS	81.00 81.00	A/P	OUT-STD	12/01/2015
017292	12/01/2015 GIRL GUIDES OF CANADA OCTOBER2015* RC-JUMPSTART-DONATION	95.00 95.00	A/P	OUT-STD	12/01/2015
017293	12/01/2015 HERITAGE COURT HOLDINGS LIMITED DECEMBER2015 GG-TOWNHALL-LEASE-DEC/15	5,323.40 5,323.40	A/P	OUT-STD	12/01/2015
017294	12/01/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 538341 TS-STS-DIESEL	1,113.11 1,113.11	A/P	OUT-STD	12/01/2015
017295	12/01/2015 JULIA'S SCHOOL OF DANCE OCTOBER2015 RC-JUMPSTART-DONATION	150.00 150.00	A/P	OUT-STD	12/01/2015
017296	12/01/2015 MINISTER OF FINANCE WEEK482015 EMPLOYEE DEDUCTIONS-NOV 29-D	209.30 209.30	A/P	OUT-STD	12/01/2015
017297	12/01/2015 N. B. ELECTRIC POWER 10128106NOV15 TS-XINGLIGHTS-KING STREET 17949909NOV15 GG-OLDTRAINSTATION-ELECTRICIT 54253127NOV15 CC-BUILDING-ELECTRICITY 54653258NOV15 TS-KING/SUPERSTORE-TRAFFIC LIK 57955782NOV15 RC-PARKS-CHOCOLATE PARK BAN	26,031.14 25.03 793.42 25,041.07 88.58 103.04	A/P	OUT-STD	12/01/2015
017298	12/01/2015 NORTHERN CONSTRUCTION INC. 14315 TS-STS- ASPHALT	3,971.23 3,971.23	A/P	OUT-STD	12/01/2015

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Town of St. Stephen
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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
017299	12/01/2015 O'CONNELL MIKE	186.17	A/P	OUT-STD	12/01/2015
	NOVEMBER232015 RC-PARKS&REC-PARADE CANDY	51.17			
	OCTOBER242015 RC-RECDIRECTOR-SPORT NB	135.00			
017300	12/01/2015 PAYROLL TRANSFER	89,818.43	A/P	OUT-STD	12/01/2015
	WEEK482015 GG-TRANSFER-NOV 13-26/15	89,818.43			
017301	12/01/2015 PETTY CASH	77.36	A/P	OUT-STD	12/01/2015
	OCTOBER272015 GG-RETIREMENT-DINNER	64.02			
	OCTOBER282015 GG-TREASURY-OVERSIZED LETTEF	2.03			
	OCTOBER282015* PS-BUILDINGINSPECTOR-REGISTE	11.30			
017302	12/01/2015 RECEIVER GENERAL FOR CANADA	30,350.79	A/P	OUT-STD	12/01/2015
	WEEK482015 GG-REMITTANCE-NOV 13-26/15	30,350.79			
017303	12/01/2015 RICHARDSON JEFF	20.00	A/P	OUT-STD	12/01/2015
	NOVEMBER152015 PS-FIRE-SEAMSTRESS WORK	20.00			
017304	12/01/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	12/01/2015
	WEEK492015 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK492015* PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
017305	12/08/2015 ACCT #903240047015	310.00	A/P	OUT-STD	12/08/2015
	NOVEMBER2015 VOL FIRE MEMBERSHIP DUES-NOV	310.00			
017306	12/08/2015 ACCT 8025-280	1,046.38	A/P	OUT-STD	12/08/2015
	NOVEMBER2015 LOCAL 770 UNION DUES-NOVEMBE	1,046.38			
017307	12/08/2015 ARCHITECTS 4	3,531.25	A/P	OUT-STD	12/08/2015
	A1526-003 CC-KITCHEN-ARCHITECTURAL DRA	3,531.25			
017308	12/08/2015 ATLANTIC CHEER ALL STARS	150.00	A/P	OUT-STD	12/08/2015
	APRIL2015 RC-JUMPSTART-DONATION	150.00			
017309	12/08/2015 BAYVIEW TRUCKS AND EQUIPMENT LTD.	356.02	A/P	OUT-STD	12/08/2015
	F197184 RC-LAWN MOWERS- OIL FILTERS, A	356.02			
017310	12/08/2015 BRUNSWICK NEWS INC	270.07	A/P	OUT-STD	12/08/2015
	1681320 PS-FIRE- TIME CHANGE, COLORING	270.07			
017311	12/08/2015 CHARLOTTE COUNTY JANITORIAL	1,245.10	A/P	OUT-STD	12/08/2015
	3203 PM-RCMP-JANITORIAL- OCT/ 15	1,109.50			
	3208 PS-FIRE- JANITORIAL- OCT/15	135.60			
017312	12/08/2015 CIBC MELLON GLOBAL SECURITIES NBMF0218002	20,358.10	A/P	OUT-STD	12/08/2015
	NOVEMBER2015 GG-MUNICIPALPLAN-NOVEMBER/15	20,358.10			
017313	12/08/2015 COX ELECTRONICS & COMMUNICATIONS	2,816.65	A/P	OUT-STD	12/08/2015
	2-1751915 PS-FIRE-LOGITECH S120 SPKRS, 3.1	118.30			
	2-1752776 GG-EVENT COOD- COMPUTER	892.64			
	2-1752916 PS-FIRE-AXXCESS 80W DIFF CON A	181.47			
	2-1753022 PS-FIRE-MAINTENANCE CONTRACT	1,444.14			
017316	12/08/2015 CREIGHTON-CARTER LTD.	1,428.21	A/P	OUT-STD	12/08/2015
	981-386007 TS-SHOP- TRAILER SOCKET 7 WAY,	60.73			
	981-386043 TS-SHOP- NAPA PREMIUM 5W20	69.46			
	981-386059 TS-SHOP- STAR SKT T45 (CONV)	11.47			
	981-386292 TS-SHOP-THINNER POLYURETHANE	53.93			
	981-386602 TS-SHOP- FINAL TACH CLOTH, WAS	82.81			
	981-386720 TS-SHOP- TIRE BEAD SEALER	27.50			
	981-388733 TS-SHOP-METHYL HYDRATE, NUTS	25.58			
	981-388821 TS-SHOP- SCREW EXTR SET	30.50			
	981-388984 TS-SHOP- DUST MASKS	22.37			
	981-387117 TS-#10- FUEL FILTERS	3.64			

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Number	Issued		Amount	SC	Status	Status Date
	961-387614	TS-SHOP-CLAMPS	3.59			
	961-387640	TS-#22- HYDRAULIC HOSES, INST F	54.75			
	961-387654	TS-SHOP- DOT 5 SILICONE BRAKES	54.65			
	961-387659	TS-SHOP-TORCH KIT	349.17			
	961-387668	TS-SHOP-COUPPLINGS,ADAPTER	42.32			
	961-387692	TS-#21- COPPER TERMINAL, 1 OZ W	9.16			
	961-387789	TS-#21- HYDRAULIC HOSES, INST F	44.69			
	961-387790	TS-#16- HYDRAULIC HOSES, COUPL	187.57			
	961-387840	TS-#16- MINITURE LAMPS	25.13			
	961-387914	TS-#7- HALOGEN SEALED BEAM	12.49			
	961-388023	RC-#304- WHEEL CYLINDER	22.16			
	961-388040	RC-#304- BRAKE SHOES	84.33			
	961-388050	RC-#304- BRAKE SHOE HARDWARE	20.72			
	961-388064	TS-#21- ADAPTER 10MB-6MJ	4.31			
	961-388077	RC-#304- WHEEL CYLINDER	22.16			
	961-388090	TS-#22- COPPER WASHERS	2.71			
	961-388126	TS-#21- UNIVERSAL JOINTS	85.67			
	961-388138	TS-SHOP- SMALL BRUSH BRASS, SI	8.11			
	961-388155	TS-SHOP- HYDRAULIC	8.09			
	961-388157	TS-SHOP- 1 8NPTX1 4BARB, 1 4 LOL	13.10			
	961-388191	TS-#21- 1 4 LOL HOSE	5.34			
017317	12/08/2015	DAVIS FUELS LTD.	2,286.27	A/P	OUT-STD	12/08/2015
	154204	PS/TS-199 UNION ST-HEATING FUEI	177.47			
	154488	TS/PS-199 UNION ST- HEATING FUE	1,201.77			
	341135	TS-#22, #21- HYDRAULIC TRANSMIS	637.80			
	341137	TS-SHOP- TOTAL TRANSMISSION TI	269.23			
017318	12/08/2015	DEMPSEY'S PLUMBING & HEATING	171.17	A/P	OUT-STD	12/08/2015
	11082015	RC-MILLPOOL/ROTARYFIELD-WINTI	171.17			
017319	12/08/2015	Derek O'Brien	350.00	A/P	OUT-STD	12/08/2015
	NOVEMBER2015	GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
017320	12/08/2015	EAST COAST INTERNATIONAL TRUCKS	308.28	A/P	OUT-STD	12/08/2015
	3-252720014	PS-#205-ALTERNATOR	308.28			
	3-252730006	PS-#201-ALTERNATOR	-308.28			
	3-252810004	TS-SHOP-WIRE 4-CON- 4/ 14	101.70			
	3-252930005	TS-SHOP- RUST INHIBITOR	294.48			
017321	12/08/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	3,944.27	A/P	OUT-STD	12/08/2015
	785	GG-TREASURY-ACCOUNTING SUPP	828.60			
	791	CC-TREASURY-ACCOUNTING SUPP	348.04			
	799	GG-TREASURY-ACCOUNTING SUPP	50.85			
	800	GG-TREASURY-ACCOUNTING SUPP	2,718.78			
017322	12/08/2015	FUNDY MINOR FOOTBALL ASSOCIATION	290.00	A/P	OUT-STD	12/08/2015
	APRIL2015	RC-JUMPSTART-DONATION	290.00			
017323	12/08/2015	GULLISON'S COURIER SERVICE	401.16	A/P	OUT-STD	12/08/2015
	917768	TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	917827	TS-SHOP-TO TOWN FR/ RICHWIL	28.25			
	917844	TS-SHOP- TO TOWN FR/ RICHWIL	33.90			
	925878	TS-#21- TO TOWN FR/ SAUNDERS E	28.25			
	925897	PS-FIRE- TO S S FIRE DEPT FR/ FIRI	28.25			
	925902	PS-FIRE- TO FIRE & SAFETY FR/ S S	28.25			
	925941	PS-FIRE-FROM FIRE & SAFETY	28.25			

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Number	Issued		Amount	SC	Status	Status Date
	925980	TS-#20-FR CASE EQUIPMENT	79.10			
	944777	TS-#18- TO TOWN FR/ CASE EQUIP	28.25			
	944785	TS-SHOP- TO TOWN FR/ BAYVIEW	33.90			
	944796	PS-FIRE- TO SAFETY SOURCE FR/ T	28.25			
	944997	CC-ADMIN- TO CIVIC CENTER FR/ BI	28.25			
017324	12/08/2015	HANNAH'S PUMPING SERVICE LTD	254.25	A/P	OUT-STD	12/08/2015
	2081	RC-PARKS- PORTABLE TOILET	254.25			
017325	12/08/2015	KENT BUILDING SUPPLIES	701.02	A/P	OUT-STD	12/08/2015
	934480	PS-FIRE-LUMBER, SCREWS	40.24			
	947607	PS-FIRE-PLUGS, BUSHINGS	15.72			
	948292	RC-PARKS-PAINT	14.69			
	954125	RC-PARKS- SEALANT, METAL HOLE	27.92			
	954328	RC-PARKS-BULBS	44.08			
	954758	RC-PARKS- HEXX 1/2" DRIVE-2", FO	82.73			
	960294	PS-FIRE- GLOVES	187.58			
	960700	TS-SHOP-PAINT ROLLER SET, TWIN	18.06			
	960735	RC-PARKS-PROPANE KIT, SAND CL	205.58			
	980851	RC-PARKS-RECEPT, CABLE CONNE	18.24			
	980983	RC-MILLPOOL- RECEPT/SP 30A 250	14.70			
	981098	RC-PARKS-FOAM SEAL, ROCK CAR	38.41			
	981149	RC-PARKS- TAPE, PAINT	23.08			
017326	12/08/2015	LINDE CANADA LTEE, M2193	440.94	A/P	OUT-STD	12/08/2015
	53031828	TS/PS-STREETS/FIRE- ACETYLENE,	415.74			
	53031830	TS-SHOP- ACETYLENE	25.20			
017327	12/08/2015	MICMAC FIRE & SAFETY SOURCE LTD.	3,011.45	A/P	OUT-STD	12/08/2015
	03830443	PS-FIRE- ISG CAMERA REPAIR	3,011.45			
017328	12/08/2015	MILLTOWN MACHINE & FABRICATION LTD.	122.68	A/P	OUT-STD	12/08/2015
	17918	RC-PARKS- 1- 1/4 X 1/2 X 20 FLAT B/	122.68			
017329	12/08/2015	MINISTER OF FINANCE	1,086.00	A/P	OUT-STD	12/08/2015
	NOVEMBER2015	EMPLOYEE DEDUCTIONS-NOVEMBI	1,086.00			
017330	12/08/2015	NORTHERN CONSTRUCTION INC.	3,085.24	A/P	OUT-STD	12/08/2015
	14363	TS-ST5- ASPHALT	3,085.24			
017331	12/08/2015	O'CONNELL MIKE	200.00	A/P	OUT-STD	12/08/2015
	NOVEMBER2015	RC-RECREATIONDIRECTOR-MONTI	200.00			
017332	12/08/2015	ORKIN CANADA CORPORATION	124.87	A/P	OUT-STD	12/08/2015
	IN-5627946	PS-FIRE- PEST CONTROL	124.87			
017333	12/08/2015	PARTS FOR TRUCKS INC.	24,828.35	A/P	OUT-STD	12/08/2015
	32248228-00	TS-ST5-DUMP BODY SHELL	24,828.35			
017334	12/08/2015	SOURCE ATLANTIC	94.24	A/P	OUT-STD	12/08/2015
	2204546	TS-SHOP- TRAFFIC SASH BELT TV2	94.24			
017335	12/08/2015	SPEEDY ST-STEPHEN 8788	1,497.25	A/P	OUT-STD	12/08/2015
	8788-188161	CC-RINK-TEMPERED GLASS REPLA	1,497.25			
017336	12/08/2015	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	12/08/2015
	NOVEMBER2015	EMPLOYEE DEDUCTIONS-NOVEMBI	40.00			
017337	12/08/2015	STARLIGHT GYMNASTICS CLUB	150.00	A/P	OUT-STD	12/08/2015
	APRIL2015	RC-JUMPSTART-DONATION	150.00			
017338	12/08/2015	WURTH CANADA LIMITED	484.62	A/P	OUT-STD	12/08/2015
	22102438	TS-SHOP- HOSE CLAMPS, HEX NUT	426.33			
	22107349	TS-SHOP- CABLE TIE HOLDER, SPA	28.19			

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Number	Issued	Amount	SC	Status	Status Date
017339	12/08/2015 MINISTER OF FINANCE WEE502015 EMPLOYEE DEDUCTIONS-DEC 6-15	209.30 209.30	A/P	OUT-STD	12/08/2015
017340	12/08/2015 PAT BEAUSOLEIL PICKLE BALL CC-BUILDING-PICKLE BALL EXPENS	1,184.88 1,184.88	A/P	OUT-STD	12/08/2015
017341	12/08/2015 SHANNON MICHAEL WEEK502015 PS-ANIMALCONTROL-WEEKLY FEE WEEK502015* PS-ANIMALCONTROL-WEEKLY VEH	385.44 167.69 197.75	A/P	OUT-STD	12/08/2015
017342	12/15/2015 FAIRVILLE CONSTRUCTION LTD. QM-3053-02 TS-STS-OVERFLOW CULVERTS-TAN	97,287.91 97,287.91	A/P	OUT-STD	12/15/2015
017343	12/15/2015 STEVEN HARTFORD OVERPAYMENTREFUND GG-ADMIN-OVERPAYMENT REFUND	289.58 289.58	A/P	OUT-STD	12/15/2015
017344	12/17/2015 A"PLUS" AUTO GLASS & UPHOLSTERY 21487 TS-F250- SEAT COVERS & HEAD RE	322.05 322.05	A/P	OUT-STD	12/17/2015
017345	12/17/2015 ANDREW GIDDENS DECEMBER082015 CC-OPSMANAGER-OZONE DS COU	330.02 330.02	A/P	OUT-STD	12/17/2015
017346	12/17/2015 ATLANTIC FIRE & SAFETY EQUIP. LTD. 94220 PS-FIRE-HIGH PRESSURE HYDRO T	247.98 247.98	A/P	OUT-STD	12/17/2015
017347	12/17/2015 BELL ALIANT 08336721NOV15 TS-AIRPORT-LANDLINE PHONE	135.94 135.94	A/P	OUT-STD	12/17/2015
017348	12/17/2015 BELL MOBILITY INC. 523889487NOV15 GG/CC/PS/TS/RC-CELL PHONE CHA	1,138.54 1,138.54	A/P	OUT-STD	12/17/2015
017349	12/17/2015 BORDER AREA COMMUNITY ARENA POWERNOV15 GG-GRANT-POWER-NOV/15	879.89 879.89	A/P	OUT-STD	12/17/2015
017350	12/17/2015 BRUNET 21748 CC-ADMIN-SET UP REMOTE ACCES 22058 GG-SERVER-EMAIL ISSUE	187.87 107.35 80.52	A/P	OUT-STD	12/17/2015
017351	12/17/2015 CARGILL LIMITED 2902531707 TS-STS- ROAD SALT	4,484.80 4,484.80	A/P	OUT-STD	12/17/2015
017352	12/17/2015 CAROL LYNN GAMBLIN AQUACIZEREFUND RC-MILLPOOL-AQUACIZE REFUND	35.00 35.00	A/P	OUT-STD	12/17/2015
017353	12/17/2015 CAROLE HOVEY-SMITH MEMBERSHIPREFUND CC-MEMBERSHIP-REFUND	600.00 600.00	A/P	OUT-STD	12/17/2015
017354	12/17/2015 CNH CAPITAL IN79092 TS-#11-VARIOUS FILTER TYPES IN7952 TS-#16-O-RING'S	732.45 449.77 282.68	A/P	OUT-STD	12/17/2015
017355	12/17/2015 Derek O'Brien DECEMBER012015 GG-CAO-VARIOUS MEETINGS DECEMBER012015* GG-CAO-KITCHEN SUPPLIES, MEET	614.06 332.20 281.86	A/P	OUT-STD	12/17/2015
017356	12/17/2015 DILLON CONSULTING LIMITED 144739 TS-STS- OVERFLOW CULVERTS- TA	23,085.90 23,085.90	A/P	OUT-STD	12/17/2015
017357	12/17/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 234234 TS-STS-DIESEL 524741 TS-STS-GAS 636108 TS-STS-DIESEL 934673 TS-STS-DIESEL	8,144.81 1,678.00 4,424.83 1,112.82 929.08	A/P	OUT-STD	12/17/2015
017358	12/17/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) 236641981 GG-TOWNHALL-PHOTOCOPY CHAR	147.00 147.00	A/P	OUT-STD	12/17/2015
017359	12/17/2015 KONICA MINOLTA 5767833 GG-TOWNHALL-PHOTOCOPIER LEA	270.01 270.01	A/P	OUT-STD	12/17/2015

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Number	Issued	Amount	BC	Status	Status Date
017360	12/17/2015 MERRITT DONALD DECEMBER022015 TS-#6-FUEL	40.00 40.00	A/P	OUT-STD	12/17/2015
017361	12/17/2015 MINISTER OF FINANCE 11368891NOV15 GG-TOWNHALL-LANDLINE PHONES 11378668NOV15 PS/TS-199UNIONST-LANDLINE PHO 11395944NOV15 TS/PS-199UNIONST-LANDLINE PHO 15772985NOV15 RC-REC/POOL-LANDLINE PHONES 46435731NOV15 RC-PARKS-CHOCOLATE PARK CAM	3,180.16 1,569.85 348.19 932.39 215.24 84.69	A/P	OUT-STD	12/17/2015
017362	12/17/2015 N. B. ELECTRIC POWER 19051703DEC15 TS-AIRPORT-ELECTRICITY 19051801DEC15 TS-AIRPORT-ELECTRICITY 218000030308DEC15 TS-ST5-AREA LIGHTS 57955826DEC15 CB-SELFCONTAINEDLIGHT-ELECTR	11,617.12 213.83 54.30 11,148.18 102.81	A/P	OUT-STD	12/17/2015
017363	12/17/2015 ORR ELECTRIC & ALARM LTD. 1984 PS-FIRE- THERMOSTAT REWIRE	124.84 124.84	A/P	OUT-STD	12/17/2015
017364	12/17/2015 PAYROLL TRANSFER WEEK502015* GG-TRANSFER-NOV 27-DEC 10/15	97,966.30 97,966.30	A/P	OUT-STD	12/17/2015
017365	12/17/2015 RECEIVER GENERAL FOR CANADA WEEK502015 GG-REMITTANCE-NOV 27-DEC 10/15	34,994.20 34,994.20	A/P	OUT-STD	12/17/2015
017366	12/17/2015 RICHARDSON JEFF NOVEMBER302015 PS-FIRE-ENVIRONMENT & LOCAL G	242.35 242.35	A/P	OUT-STD	12/17/2015
017367	12/17/2015 SERVICE NEW BRUNSWICK <i>(Vehicle Registration)</i> XV89242016 PS-FIRE-2012 KAWASAKI KMF250-G	41.00 41.00	A/P	OUT-STD	12/17/2015
017368	12/17/2015 SHANNON MICHAEL WEEK512015 PS-ANIMALCONTROL-WEEKLY FEE WEEK512015* PS-ANIMALCONTROL-WEEKLY VEHI	385.44 167.69 197.75	A/P	OUT-STD	12/17/2015
017369	12/17/2015 SOUTHWEST CONCRETE & CONS LTD 10-57-15 TS-ST5- EQUIP RENT, SCREENINGS	9,245.09 9,245.09	A/P	OUT-STD	12/17/2015
017370	12/17/2015 SOUTHERN SANITATION LTD. 153909 PM- AIRPORT- GARBAGE COLLECTI 153981 PM-CLARK BUILDING- GARBAGE CC 153982 RC-PARKS- GARBAGE COLLECTION 154082 PM-AIRPORT- GARBAGE COLLECTI 154124 PM-CLARK BUILDING- GARBAGE CC	2,017.34 32.21 216.42 1,520.08 32.21 216.42	A/P	OUT-STD	12/17/2015
017371	12/17/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 168901-170184 GG-TOWN- GARBAGE COLLECTION	9,114.49 9,114.49	A/P	OUT-STD	12/17/2015
017372	12/17/2015 ST. STEPHEN MINOR HOCKEY NOVEMBER2015 RC-DONATION-JUMPSTART	2,500.00 2,500.00	A/P	OUT-STD	12/17/2015
017374	12/17/2015 STATIONERY PLUS 356707 TS-SHOP- UNION JACK FLAG, LABEL 356845 RC-HORT-WRITEOUT, FILE FOLDER 356945 PS-FIRE- MARKERS, TAG METAL RII 358148 CC-TREASURY-ANALYSIS PADS, BII 358358 GG-TOWN HALL- WIRELESS MOUSE 358363 CC- TOWN HALL- TONER 358368 TS-SHOP- NOTEBK, COMPOSITION I 358397 GG- TOWN HALL- DRUM UNIT 358687 GG-TREASURY- INDEX DIVIDERS 358716 GG-TREASURY- ANALYSIS PADS	1,477.22 292.60 2.97 65.21 57.97 22.36 166.10 111.79 241.82 1.97 8.13	A/P	OUT-STD	12/17/2015

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Number	Issued		Amount	SC	Status	Status Date
	359264	GG-TOWN HALL- BINDER	1.73			
	359271	GG-TOWN HALL- TONER	81.34			
	359378	GG-TOWNHALL-3 HOLE PUNCH, ST/	22.49			
	359407	TS-STS-FLAGS	323.50			
	359659	GG-TOWNHALL-TONER	40.67			
	359668	GG-TOWN HALL- PEN, MARKER, HIL	3.53			
	359981	CC-ADMIN- SURGE PROTECT	18.86			
	360106	CC-ADMIN-SICK NOTES, PENS	14.18			
017375	12/22/2015	CNH CAPITAL	156.43	A/P	OUT-STD	12/22/2015
	IN79243	TS-#16-FILTERS, O-RINGS	156.43			
017376	12/22/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	4,009.93	A/P	OUT-STD	12/22/2015
	790	CC-TREASURY-ACCOUNTING SUPP	174.02			
	809	GG-TREASURY-ACCOUNTING SUPP	578.00			
	815	GG-TOWNHALL-RECEPTIONIST SUF	231.20			
	817	GG-TREASURY-ACCOUNTING SUPP	1,286.51			
	822	GG-TREASURY-ACCOUNTING SUPP	1,740.20			
017378	12/22/2015	GREAT-WEST LIFE ASSURANCE COMPANY	1,936.39	A/P	OUT-STD	12/22/2015
	DEC162015MAN	GG-PREMIUMS-DEC 24-JAN23/16-M/	1,935.38			
017379	12/22/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	817.36	A/P	OUT-STD	12/22/2015
	323J57	TS-STS-DIESEL	710.36			
	OCT,NOV,DEC/15	TS-STS-OCT, NOV, DEC/15 INTERES	107.00			
017380	12/22/2015	MEDAVIE BLUE CROSS	14,355.87	A/P	OUT-STD	12/22/2015
	JANUARY2016MAN	GG-HEALTH&DENTALPREMIUMS-JA	5,490.06			
	JANUARY2016UNION	GG-HEALTH&DENTALPREMIUMS-JA	8,865.81			
017381	12/22/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/22/2015
	WEEK512015	EMPLOYEE DEDUCTIONS-DEC 13-15	209.30			
017382	12/22/2015	O'CONNELL MIKE	262.00	A/P	OUT-STD	12/22/2015
	202.00	RC-RECDIR-SPROT NB SUMMIT & A'	202.00			
	50.00	RC-RECDIR-FRPA MEETING	50.00			
017383	12/22/2015	RICHARDSON JEFF	258.07	A/P	OUT-STD	12/22/2015
	171.48	PS-FIRE-SUPPER MEETING	171.48			
	83.59	PS-FIRE-CHILDREN'S CHRISTMAS P	83.59			
017384	12/22/2015	RICHARDSON JOSEPH	66.86	A/P	OUT-STD	12/22/2015
	66.86	PS-FIRE-TRAINING BREAKFAST	66.86			
017385	12/22/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	12/22/2015
	WEEK522015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK522015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
017386	12/22/2015	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,968.80	A/P	OUT-STD	12/22/2015
	550057037	CC-ELEVATOR-CHILDREN JUMPING	542.40			
	55M0056983	CC-ELEVATOR-SEP AND OCT MAIN	1,446.40			
017387	12/22/2015	GREAT-WEST LIFE ASSURANCE COMPANY	2,256.73	A/P	OUT-STD	12/22/2015
	DEC162015UNION	GG-PREMIUMS-DEC 24-JAN23/16-UN	2,260.28			
	DEC162015UNIONCRE	GG-PREMIUMS-DEC24-JAN23/16-UN	-3.55			
017388	12/23/2015	THE SHOE HORN LTD./PETER GARNETT	13,447.00	A/P	OUT-STD	12/23/2015
	PROPERTYPURCHASE	GG-PROPERTY-46 KING ST PROPEF	13,447.00			
017389	12/23/2015	RECEIVER GENERAL FOR CANADA	30,209.13	A/P	OUT-STD	12/23/2015
	WEEK522015	GG-REMITTANCE-DEC 11-24/15	30,209.13			
017390	12/23/2015	PAYROLL TRANSFER	71,006.00	A/P	OUT-STD	12/23/2015
	WEEK522015	GG-TRANSFER-DEC 11-24/15	71,006.00			

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Number	Issued	Amount	SC	Status	Status Date
017391	12/24/2015 FUNDY BUILDING INSPECTION & DRAFTING SERV 15-241 PS-BUILDINGINSPECTOR-NOV29-DE	3,178.85 3,178.85	A/P	OUT-STD	12/24/2015
017392	12/24/2015 JULIA'S SCHOOL OF DANCE APRIL/15 RC-JUMPSTART-DONATION	600.00 600.00	A/P	OUT-STD	12/24/2015
017393	12/30/2015 BELL ALIANT 47424130NOV15 CC-BUILDING-LANDLINE PHONES 47424130OCT15 CC-BUILDING-LANDLINE PHONES	1,738.91 888.66 868.25	A/P	OUT-STD	12/30/2015
017394	12/30/2015 BORDER INVESTIGATIONS & SECURITY INC. 14174 PS-BYLAW-DECEMBER/15 FEE	2,531.20 2,531.20	A/P	OUT-STD	12/30/2015
017395	12/30/2015 CARGILL LIMITED 2602570581 TS-STS-ROAD SALT	4,458.81 4,458.81	A/P	OUT-STD	12/30/2015
017396	12/30/2015 CHARLOTTE COUNTY JANITORIAL 3224 PM-RCMP-JANITORIAL-NOV/15 3230 PS-FIRE- JANITORIAL-NOV 15	1,230.57 1,081.07 169.50	A/P	OUT-STD	12/30/2015
017397	12/30/2015 DAVE DINSMORE WEB DESIGN & HOSTING 0437 CC-ADMIN-AUG-NOV/15 WEB HOSTI	180.76 180.75	A/P	OUT-STD	12/30/2015
017398	12/30/2015 GUY R. DAY & SON LTD. 58220 GG-PROPERTY-2016 INSURANCE	85,306.00 85,306.00	A/P	OUT-STD	12/30/2015
017399	12/30/2015 PAYROLL TRANSFER WEEK532015 GG-TRANSFER-DEC 24-29/15	5,246.00 5,246.00	A/P	OUT-STD	12/30/2015
017400	12/30/2015 RECEIVER GENERAL FOR CANADA WEEK532015 GG-REMITTANCE-DEC 24-29/15	2,784.68 2,784.68	A/P	OUT-STD	12/30/2015
017401	12/30/2015 SHANNON MICHAEL WEEK532015 PS-ANIMALCONTROL-WEEKLY FEE WEEK532015* PS-ANIMALCONTROL-WEEKLY VEH.	385.44 187.69 197.75	A/P	OUT-STD	12/30/2015
017402	12/30/2015 TOWN OF ST. STEPHEN 50972.00 GG-BANKACCOUNT-FUND TRANSF	50,972.00 50,972.00	A/P	OUT-STD	12/30/2015
017403	12/30/2015 TOWN OF ST. STEPHEN 540148.08 GG-CAPITALRESERVE-FUND TRANS	540,148.08 540,148.08	A/P	OUT-STD	12/30/2015
Cheque Totals Issued:		1,448,382.78			
Void:		0.00			
Total Cheques Generated:		1,448,382.78			
Total # of Cheques Listed:		122			

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**TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED (WATER
& SEWERAGE CAPITAL RESERVE FUND)**

DECEMBER 2015

Town of St. Stephen Water & Sewerage Capital Fund (Fund
Transfer, Cheque #6)

60,320.90

Total \$60,320.90

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

DECEMBER 2015

E. Cummings Contracting Inc. (Construction - Water Transmission Main Twinings - Route 170 and Valley Road - Project No. 13-8637, Cheque #108)	80,076.72
Dillon Consulting Limited (Engineering - Overflow Storm & Sanitary Sewer (Bell Ave & Todd St) - Project No. 151718, Cheque #109)	27,346.00
Dillon Consulting Limited (Engineering - Overflow Storm & Sanitary Sewer (Bell Ave & Todd St) - Project No. 151718, Cheque #110)	12,430.00
Dillon Consulting Limited (Engineering - Water Main Twinning - Dennis Stream - Project No. 138637, Cheque #111)	2,867.38
Town of St. Stephen General Operating Fund (Fund Transfer for Tan House Brook Project, Cheque #112)	39,405.71
Town of St. Stephen Utility Operating Fund (Fund Transfer, Cheque #1068)	7.29
Grand Total	<u>\$ 162,133.10</u>

Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
004827	12/13/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER13,2015* SERIES "AU" - INTEREST	1,128.00 1,128.00	A/P	OUT-STD	12/13/2015
004833	12/22/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER22,2015** SERIES "AZ" - INTEREST	1,680.00 1,680.00	A/P	OUT-STD	12/22/2015
004834	12/22/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER22,2015*** SERIES "AZ" - PRINCIPAL	17,000.00 17,000.00	A/P	OUT-STD	12/22/2015
004837	12/11/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER11,2015* SERIES "BA" - INTEREST	31,388.25 31,388.25	A/P	OUT-STD	12/11/2015
004840	12/02/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER2,2015* SERIES "BC" - INTEREST	5,318.00 5,318.00	A/P	OUT-STD	12/02/2015
004843	12/14/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER14,2015 SERIES "BI" - INTEREST	1,091.00 1,091.00	A/P	OUT-STD	12/14/2015
005538	12/01/2015 BRENNTAG CANADA INC. 40586935 WS-SOURCE-CHLORINE 40588182 WS-SOURCE-EMPTY CHLORINE CYL 40588690 SCD-DISPOSAL-EMPTY CHLORINE C 40594798 WS-SOURCE- CHLORINE	5,607.40 5,988.57 -3,616.00 -2,712.00 5,988.83	A/P	OUT-STD	12/01/2015
005539	12/01/2015 N. B. ELECTRIC POWER 81204006NOV15 SCD-STS-2216 KING ST LIFT STAT	148.86 148.86	A/P	OUT-STD	12/01/2015
005540	12/01/2015 NORTHERN CONSTRUCTION INC. 14315* SCD-DISPOSAL- ASPHALT 14332 WS-SOURCE- ASPALT	11,982.72 5,000.00 6,982.72	A/P	OUT-STD	12/01/2015
005541	12/01/2015 LAWRENCE PETERS NOVEMBER242015 WS-SOURCE-MILEAGE	120.00 120.00	A/P	OUT-STD	12/01/2015
005542	12/01/2015 SCP DISTRIBUTORS INC CANADA FE021248 WS-SOURCE-ACUPORT AP1000 RS FE023587* WS-SOURCE-15 HP 3PH 208 V MOT FE025782 WS-SOURCE-ACUPORT AP1000RS2	3,093.37 3,378.70 2,248.70 -2,534.03	A/P	OUT-STD	12/01/2015
005543	12/08/2015 AIR LIQUIDE CANADA 82387741 WS-TRANS & DIST- CARBON DIOXIC 82483708 WS-TRANS&DIST- BLUESHIELD B, C	37.82 18.91 18.91	A/P	OUT-STD	12/08/2015
005544	12/08/2015 BRIGGS PLUMBING INC. 110624 WS-TRANS&DIST- BRASS 1 1/4" X 3/4"	34.28 34.28	A/P	OUT-STD	12/08/2015
005545	12/08/2015 COLE-PARMER CANADA INC. 00538647 WS-SOURCE- STRAINR 185X800 15 00538814 WS-SOURCE- CHLOROBENSE SENE	642.84 122.98 519.86	A/P	OUT-STD	12/08/2015
005547	12/08/2015 CREIGHTON-CARTER LTD. 981-388286 WS-#102- WHITE POLYURETHANE 981-388057 WS-#102-CORE DEPOSIT CREDIT 981-388058 WS-#102- GREEN ETCH PRIMER, AB 981-388142 WS-#102-REMAN CV SHAFT 981-388186 WS-#102-WARRANTY, CORD DEPOS 981-388272 WS-#102- SWAY BAR BUSHING 981-388345 WS-#102- BLOWER MOTOR RESIST 981-388360 WS-#102-BLOWER MOTOR RESIST 981-388548 WS-#102-VINYL INSUL STEEL CL 981-388555 WS-#102- GREEN ETCH PRIMER, T-I 981-388812 WS-#102- WHITE POLYURETHANE, :	1,776.87 155.80 -57.11 223.25 141.19 -141.19 24.22 74.53 38.28 5.76 96.80 370.20	A/P	OUT-STD	12/08/2015

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Number	issued		Amount	SC	Status	Status Date
	961-388617	WS-#102- WHITE POLYURETHANE, (349.84			
	961-388633	WS-#102- HOSE CONNECTOR	3.75			
	961-388755	WS-#102- CLEARANCE MARKER DU	79.72			
	961-387148	WS-#102-LED 3 LAMP SURFACES	301.94			
	961-387220	WS-#10- NAPA BULK	4.50			
	961-387227	WS-#102- RED IND LIGHT	6.08			
	961-387290	WS-TRANS & DIST- PVC HOSE CUT	98.85			
005548	12/08/2015	EAST COAST INTERNATIONAL TRUCKS	214.93	A/P	OUT-STD	12/08/2015
	3-252870011	WS-#102- WHITE LED STRIPS, INTE	214.93			
005550	12/08/2015	GULLISON'S COURIER SERVICE	491.55	A/P	OUT-STD	12/08/2015
	917757	SCD-DISPOSAL-TO TOWN FR/ RICH	28.25			
	917790	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	917791	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	917796	SCD-#9- TO TOWN FR/ RICHWIL	28.25			
	917822	WS-SOURCE-TO RICHWIL FR/ TOW	56.50			
	917834	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	917835	WS-SOURCE-TO DOE LAB FR/TOWN	39.55			
	917846	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	944765	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944768	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	944779	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944801	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944854	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	945000	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
005551	12/08/2015	JAMER MATERIALS LTD.	3,254.95	A/P	OUT-STD	12/08/2015
	3018	TS-ST5- CRUSHED STONE	3,254.95			
005552	12/08/2015	KENT BUILDING SUPPLIES	58.85	A/P	OUT-STD	12/08/2015
	947419	WS-TRANS&DIST-RAKES	37.81			
	951497	SCD-DISPOSAL- STOPPER	3.14			
	955033	WS-TRANS&DIST- QUIKRETE HYRDI	18.90			
005553	12/08/2015	LINDE CANADA LTEE, M2193	472.16	A/P	OUT-STD	12/08/2015
	53031829*	SCD-DISPOSAL- OXYGEN	472.16			
005554	12/08/2015	MILLTOWN MACHINE & FABRICATON LTD.	107.07	A/P	OUT-STD	12/08/2015
	17920	WS-#8- 3 CHANNEL IRON, 1/4 STEEL	107.07			
005555	12/08/2015	RESEARCH & PRODUCTIVITY COUNCIL	68.82	A/P	OUT-STD	12/08/2015
	175416	WS-SOURCE- MICRO EXAM OF WAT	68.82			
005556	12/08/2015	SAINT JOHN LABORATORY SERVICES LTD.	1,432.33	A/P	OUT-STD	12/08/2015
	853-15	SCD-DISPOSAL- WWTP LAB TESTS	1,432.33			
005557	12/08/2015	SOURCE ATLANTIC	160.57	A/P	OUT-STD	12/08/2015
	2204548	WS-TRANS&DIST - CLOTHING ALLO	160.57			
005558	12/08/2015	THE PANEL SHOP	960.50	A/P	OUT-STD	12/08/2015
	746-99-81	SCD-DISPOSAL- NO/NC FLOATS	960.50			
005559	12/08/2015	UNITED RENTALS OF CANADA, INC.	662.18	A/P	OUT-STD	12/08/2015
	132061913-001	WS-PUMP HOUSE- 2" MAIL WATER F	662.18			
005560	12/17/2015	BELL MOBILITY INC.	934.64	A/P	OUT-STD	12/17/2015
	523889487NOV15*	WS/SCD-CELL PHONE CHARGES	934.64			
005561	12/17/2015	BERNARD MCFARLANE	494.23	A/P	OUT-STD	12/17/2015
	02	WS-TRANS&DIST-BALLASTS, LIGHT	93.87			
	122015	WS-TRANS&DIST-BREAKER, 24V DC	239.71			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005587 dated between 12/01/2015 and 12/31/2015

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	16	SCD-DISPOSAL-CHECK SWITCH, CH	160.66			
005562	12/17/2015 BRUNET 22058*	WS/SCD-SERVER-EMAIL ISSUE	80.51 80.51	A/P	OUT-STD	12/17/2015
005563	12/17/2015 DISHER HOMES LTD. SCD 0458	SCD-DISPOSAL- EXCAVATOR RENT.	2,474.70 2,474.70	A/P	OUT-STD	12/17/2015
005564	12/17/2015 FURLLOTTE, BLAIR DECEMBER032015	WS-TRANS&DIST-CLOTHINGALLOW	54.21 54.21	A/P	OUT-STD	12/17/2015
005565	12/17/2015 HYPERION RESEARCH LTD. 55134	WS-SOURCE- WATER SAMPLE ANAI	1,124.89 1,124.89	A/P	OUT-STD	12/17/2015
005566	12/17/2015 MINISTER OF FINANCE (<i>Handline, Phone</i>) 11368812NOV15	WS-SOURCE-PUMP STATION	286.65	A/P	OUT-STD	12/17/2015
	19002807NOV15	SCD-DISPOSAL-OLD BAY WWTP	134.02 152.53			
005567	12/17/2015 MINISTER OF FINANCE (DEPT OF ENVIRONMENT) 10003413	WS-SOURCE- DRINKING WATER LAI	3,433.27 3,433.27	A/P	OUT-STD	12/17/2015
005568	12/17/2015 MUNDIE KEVIN DECEMBER082016	WS-DISPOSAL-CLOTHINGALLOWAI	305.05 305.05	A/P	OUT-STD	12/17/2015
005569	12/17/2015 N. B. ELECTRIC POWER 90020960	WS-TRANS&DIST- HOLDING POLE C	687.06 400.23	A/P	OUT-STD	12/17/2015
	90020961	WS-TRANS&DIST- HOLDING POLE C	286.83			
005570	12/17/2015 ORR ELECTRIC & ALARM LTD. 1950	SCD-DISPOSAL-REPLACED 20 AMP	88.36 88.35	A/P	OUT-STD	12/17/2015
005571	12/17/2015 RECEIVER GENERAL (<i>General Collections/Compliances</i>) 32	WS-TRANS&DIST-BALLASTS, LIGHT (<i>Antic</i>)	392.25 74.50	A/P	OUT-STD	12/17/2015
	122015*	WS-TRANS&DIST-BREAKER, 24V DC	190.25			
	16	SCD-DISPOSAL-CHECK SWITCH, CH	127.50			
005572	12/17/2015 SOUTHWEST CONCRETE & CONS LTD 10-57-15*	WS-STS- SCREENINGS	7,179.46 7,179.46	A/P	OUT-STD	12/17/2015
005573	12/17/2015 SOUTHERN SANITATION LTD. 153934	WS-BUDD AVE- GARBAGE COLLECT	231.88 115.94	A/P	OUT-STD	12/17/2015
	154086	WS-BUDD AVE- GARBAGE COLLECT	115.94			
005575	12/17/2015 STATIONERY PLUS 357258	WS/SCD-TOWNHALL-BINDERS, HIGI	638.68 16.52	A/P	OUT-STD	12/17/2015
	357340	SCD-DISPOSAL-INK CARTRIDGES, F	18.37			
	358080	WS-TRANS&DIST- RUBBER BANDS	1.70			
	358687*	WS/SCD-TREASURY- INDEX DIVIDEI	1.96			
	358899	WS/SCD-UTILITY BILLS- ENVELOPE:	53.09			
	358716*	SCD/WS- TREASURY- ANALYSIS PA	8.12			
	358883	WS/SCD-UTILITY BILLS- ENVELOPE:	26.54			
	359009	WS/SCD- UTILITY BILLS- ENVELOPE	27.45			
	359257	GG-TOWN HALL- PAPER	112.55			
	359264*	WS/SCD- TOWN HALL- BINDER	1.73			
	359353	WS-TRANS&DIST- INK CARTS, MOU:	54.38			
	359360	WS-TRANS&DIST- ADAPTER USB	5.84			
	359378*	WS/SCD-TOWNHALL-3 PUNCH HOLI	22.48			
	359406	SCD-DISPOSAL- TAPE MAGIC, DIAR	40.75			
	359539	WS-SOURCE- LABELS	32.77			
	359668*	GG-TOWN HALL- PEN, MARKER, HIL	3.52			
	359693	WS-SOURCE- PENS, CORRECTION *	37.88			
	360124	WS-SOURCE- BATTERIES, RUBBER	72.03			

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005587 dated between 12/01/2015 and 12/31/2015

CHEQUE REGISTER

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Page 4 of 4

Number	Issued	Amount	SC	Status	Status Date
005576	12/17/2015 TRAVIS CLEGHORN NOVEMBER282015 WS-TRANS&DIST-CLOTHING ALLOW	17.22 17.22	A/P	OUT-STD	12/17/2015
005577	12/17/2015 XPLORNET INV11211767 WS-MAXWELLXING-SATELITE SERV	73.44 73.44	A/P	OUT-STD	12/17/2015
005578	12/17/2015 N. B. ELECTRIC POWER 36889807DEC15 WS-3119MAXWELLXING-BUILDING 50228902DEC15 WS-MAXWELLXING-PUMPS 52657428DEC15 SCD-218OLDBAYRD-WWTP 53473043DEC15 WS-SOURCE-CHLORINE RESIDUAL 81230004DEC15 WS-MAXWELLXING-PUMPS 82291006DEC15 WS-SOURCE-RESERVOIR	10,067.23 706.02 676.99 5,877.74 52.14 2,635.68 108.66	A/P	OUT-STD	12/17/2015
005579	12/22/2015 TOWN OF ST. STEPHEN 13735.88 WS-FUND TRANSFER	13,735.88 13,735.88	A/P	OUT-STD	12/22/2015
005580	12/22/2015 XPLORNET INV11536530 WS-MAXWELLXING-SATELLITE SER	73.44 73.44	A/P	OUT-STD	12/22/2015
005581	12/22/2015 TOWN OF ST. STEPHEN 399967.81 WS-FUND TRANSFER	399,967.81 399,967.81	A/P	OUT-STD	12/22/2015
005582	12/23/2015 TOWN OF ST. STEPHEN 10000.00 SCD-DISPOSAL-FUND TRANSFER	10,000.00 10,000.00	A/P	OUT-STD	12/23/2015
005583	12/30/2015 DEREK MORROW 84.24 WS-SOURCE-MILEAGE	84.24 84.24	A/P	OUT-STD	12/30/2015
005584	12/30/2015 GUY R. DAY & SON LTD. 58220* WS-TOWN-2016 INSURANCE	17,334.00 17,334.00	A/P	OUT-STD	12/30/2015
005585	12/30/2015 TOWN OF ST. STEPHEN 38840.00 WS-UTILITY-FUND TRANSFER	38,840.00 38,840.00	A/P	OUT-STD	12/30/2015
005586	12/30/2015 TOWN OF ST. STEPHEN 8944.61 WS-UTILITY-FUND TRANSFER	8,944.61 8,944.61	A/P	OUT-STD	12/30/2015
Cheque Totals Issued:		606,126.73			
Void:		0.00			
Total Cheques Generated:		606,126.73			
Total # of Cheques Listed:		52			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR ACTION FILE

THAT Communication for Action, note and file, be received.



andyspoolandstove.com

ANDY'S

Pool and Spa
(506)465-(SWIM) 7946

Stove Shop
(506)466-5801



174 Milltown Blvd., St. Stephen, NB E3L 1G8

Mayor and Council
Town of St. Stephen
74 Milltown Blvd.
St. Stephen, NB
E3L 1G5

January 21, 2016

Dear Mayor and Councillors:

This letter is in regard to some contents of the former Roger's Stove Shop/Border Pool and Spa building.

When I was considering opening my business, I looked into the mentioned property. Upon inspection, I chose not to locate there. However, there were contents that I was interested in. Due to the ownership issues, I was not authorized to remove the items. Once the building was sold, the contents would then belong to the new owners to deal with.

As a local small business operator, I would ask the town to consider allowing me to retrieve some items out of the building. The items I am interested in are primarily display items that are used to aid in appearance of displays or used to help explain the working of equipment a customer may own. There are a couple of items that can be used as a temporary service to customers while they await a replacement item. Most of these are not items that would benefit me by selling them.

The items include:

- Cut away displays of a pump and filter. **Items are unusable other than for demonstrations.**
- Backdrop for Softub sales display in the store. **I am the only retailer for these in the area.**
- Swimming pool wall samples. **Not a resale item**
- Mantels for around a stove insert. **Not a resale item**
- Folding spa cover. **Could be loaned out while waiting a replacement of the correct size.**
- Pool liner. **May/may not be usable. Would need a complete inspection first.**

- There are parts and pieces of chimney liners that I would hate to see trashed that may be sellable at some point. These items are good but are not my main concern by no means.

I understand that the building is beyond a reasonable state of repair. I am willing to use whatever precautions necessary to make the removal in a safe manner and would give a letter of release to the Town concerning any risk associated with removing the items if the town so desires.

I would be willing to pay a fee of up to \$500 for items relating to my business if the town allows. I could remove all of the items within a one hour time frame.

I look forward to hearing from you.

Thank You

Andrew Holmes

We keep you cool in the summer and warm in the winter.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on December 21, 2015 be approved as circulated.

COMMITTEE MEETING
MONDAY, DECEMBER 21, 2015 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

ABSENT: Councillor Debbie MacDonald.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

5. **ADJOURNMENT**

Council came out of closed session at 6:40 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Pond that the meeting adjourn at 6:40 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, DECEMBER 21, 2015 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. 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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on January 13, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JANUARY 13, 2016 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

It was MOVED by Councillor Harding and SECONDED by Councillor Maxwell that the above-noted eight (8) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor Allan MacEachern (Acting Mayor); Councillors Marg Harding, Mike Booth, Debbie MacDonald, and Jim Maxwell; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

ABSENT: Mayor John Quartermain; Councillor Abby Pond; and Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Maxwell and SECONDED by Councillor MacDonald that the agenda be approved with the addition of "Surplus Property" being added as the last item on the "Report of Property Management" under the Property, By-Laws and Environment Committee.

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern
(Acting Mayor)

- (i) Report of the Chief Administrative Officer – The report of the Chief Administrative Officer was received and reviewed.

As noted in the report, the Chief Administrative Officer advised:

- the Town's application to the Municipal Capital Borrowing Board for the Prince William Street project was approved;
- a public meeting is scheduled for January 12 @ 6:00 p.m. in Council Chambers to share the Billy Weston Brook Flood Risk Assessment report prepared by Dillon Consulting Limited in partnership with St. Croix Estuary Project Inc.; and
- due to a higher cost of asphalt and an extension of the curb to improve drainage, the total cost for the Tan House Brook project exceeded the amount approved by Council by \$3,676.96; the Town's portion of the project came in approximately \$5,000 under the tendered amount; and the overage will be covered by the Province's portion of the project.

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

- (iii) Cheque Register for month of December 2015 - The memo from the Assistant Treasurer dated January 5, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 25, 2016.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

As noted in the Director of Operations' report, the Prince William Street utility and street improvements project has a targeted tender date of late February.

POLICE AND FIRE - Chaired by Councillor Harding

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

Acting Sergeant Terry Pomeroy was in attendance and, in addition to his report, advised Council of the following:

- that a large number of drugs destined for St. Stephen were seized and arrests were made;
- that a new traffic initiative will be implemented in the near future, and a dedicated member from the day team and one from the night team will work one-half of their shift on the road within the Town and outside of Town;
- that some members from the St. Stephen Post will assist with the Prime Minister's visit to The Fairmount Algonquin;
- that he will introduce, at the request of Councillor Harding, new members from time to time; and
- that a fundraiser hockey game may be scheduled between the RCMP and the SSSHS hockey team.

The Chief Administrative Officer advised Acting Sergeant Pomeroy of a provincially scheduled meeting on Saturday, January 16 at the Garcelon Civic Center that could require assistance with crowd control, and information on the meeting will be provided to Acting Sergeant Pomeroy.

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

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

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

As noted in his report, the Chief Administrative Officer advised that Tanner Stewart, Chief Operating Officer of NutraPonics, who plans to open a new business in the business park, would like to meet with the Mayor and Council on Wednesday, January 20 @ 4:00 p.m.

- (iii) Report of the Property Management Office – The Chief Administrative Officer spoke to his report and the one (1) action item is noted as follows:

- Council directed the Chief Administrative Officer to seek quotations for the demolition of the recently purchased buildings on King Street.

The Chief Administrative Officer further spoke to the addition of “Surplus Property”, and Council will consider a motion at the next Regular Session on Monday, January 25, 2016 declaring the property near the former St. Stephen Kiwanis Pool, identified by Property Identification Numbers, to be surplus and directing the Chief Administrative Officer to send letters to adjacent property owners providing the opportunity to purchase the property at reasonable costs, and to bring the information back to a future meeting.

PARKS AND RECREATION - Chaired by Councillor MacDonald

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

As noted in the Director’s report, the Kiwanis Club is ready to proceed with its plans for a skateboard park in the parking lot of the Border Area Community Arena, and Council will consider a motion at the next Regular Session on Monday, January 25, 2016 to accept the location in principle contingent on approval of conceptual drawings.

As further noted in the Director’s report, through his involvement with Recreation NB, he has been involved with the “Framework for Recreation in Canada 2015: Pathways to Wellbeing” document which principle purpose is to guide and stimulate coordinated policies and practices in recreation that aim to improve the wellbeing of communities.

Council agreed with the Director’s recommendation to adopt the “Framework for Recreation in Canada 2015: Pathways to Wellbeing” document, and a motion will be considered at the next Regular Session of Council on Monday, January 25, 2016.

- (ii) Garcelon Civic Center Report – The Chief Administrative Officer spoke to his report and the one (1) action item is noted as follows:
- Council agrees with the Chief Administrative Officer’s recommendation to bring consistency and efficiency to the student lifeguard wages (non-union), as outlined in the Wage Chart 2016 attached to his report, and will consider a motion at the next Regular Session on Monday, January 25, 2016 to adopt the chart.

- (iii) Customer Account Application and Customer Service Agreement - UniFirst
- The memo from the Garcelon Civic Center Operations/Maintenance Coordinator dated January 5, 2016 with attached Customer Account Application and Customer Service Agreement was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, January 25, 2016 to authorize the Mayor and Town Clerk to sign both the Customer Account Application and Customer Service Agreement in order for UniFirst to supply floor mats at the Garcelon Civic Center.

PLANNING, PROMOTION AND TOURISM – Chaired by Deputy Mayor MacEachern (Acting Mayor) in the absence of Councillor Pond

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer spoke to his report and the three (3) action items are noted as follows:
- Council will consider a motion at the next Regular Session on Monday, January 25, 2016 authorizing out-of-province travel for the Events Development Coordinator to attend the Sport Economic Tourism Conference March 6-8, 2016 in Ottawa;
 - Council will consider a motion at the next Regular Session on Monday, January 25, 2016 authorizing the St. Stephen and Milltown Legions to erect Military Service Banners on the lampposts prior to Remembrance Day (mid October), and until the Christmas decorations go up. The banners will be sold by members of the Legions and the Town will install and store them each year.
 - Council will consider a motion at the next Regular Session on Monday, January 25, 2016 granting permission to the St. Croix Bandfest to hold its second annual event in August.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Charlotte Coastal Region Tourism Association (CCRTA) – Matthew MacKenzie, Chair of the CCRTA Board, presented to Council its 2015-2016 report, and David Whittingham, Past Chair of the Board, was also in attendance.

The vision is for the CCRTA, its members and partners to view and market the Charlotte Coastal Region as one visitor destination, along with its mission to encourage and support tourism operators who deliver sustainable tourism products and services within the Charlotte Coastal Region.

Deputy Mayor MacEachern (Acting Mayor) thanked Mr. MacKenzie for his presentation and advised that the CCRTA's 2016 \$3,000 financial request in support of administration and staff costs will be considered during the 2016 budget review.

6. NEW BUSINESS

- (i) Public Safety Concern – NB Southern Rail – Riverside Drive Residents – During a brief discussion, Councillor Harding who resides on Riverside Drive, advised that the trains are no longer parked in the area.

Council directed the Chief Administrative Officer to seek general information on public safety concerns in municipalities and to bring that information back to a future meeting.

- (ii) Welcome to Newcomers – Syrian Family – The Chief Administrative Officer asked Council if they wanted to provide a gift, such as a Gift Card, to the new Syrian Family.

Deputy Mayor MacEachern (Acting Mayor) advised that he and Mayor Quartermain visited the new family and provided them with two gift baskets.

Council directed the Chief Administrative Officer to provide a welcome gift in the amount of \$50.00 each to any future Syrian families.

7. ADJOURNMENT

The meeting moved into closed session at 6:10 p.m. and returned to open session at 8:25 p.m., at which time it was MOVED by Councillor MacDonald and SECONDED by Councillor Booth that the meeting adjourn at 8:25 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JANUARY 13, 2016 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of December 2015 – Memo from Assistant Treasurer dated January 5, 2016 with attachment:
 - Cheque Register

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.
- (iii) Customer Account Application and Customer Service Agreement – UniFirst – Memo from Garcelon Civic Center Operations/Maintenance Coordinator dated January 5, 2016 with attachments:
 - Copy of UniFirst Customer Account Application
 - Copy of UniFirst Customer Service Agreement

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Charlotte Coastal Region Tourism Association (CCRTA) – Presentation of the attached report by Matthew Mackenzie, Brian Usher and David Whittingham, CCRTA Board Members.

6. **NEW BUSINESS**

- (i) Public Safety Concern – NB Southern Rail – Riverside Drive Residents
- (ii) Welcome to Newcomers – Syrian Family

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on January 18, 2016 be approved as circulated.

COMMITTEE MEETING
MONDAY, JANUARY 18, 2016 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond (arrived at 4:15 p.m.); Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacDonald that the agenda be approved with one (1) addition under 4. **ITEM:** Request for Letter of Support from the Charlotte County Multicultural Association. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared prior to Councillor Pond's arrival; however, Councillor Pond declared a conflict of interest with a section of one (1) of the Financial Matters and left the Council Chambers at 4:23 p.m. and returned at 4:25 p.m.

4. **ITEMS**

- (i) **Request for Letter of Support from the Charlotte County Multicultural Association (CCMA)** – Council agreed to provide a letter of support to the CCMA which endorses a proposal from the CCMA to the Federal Government, "Immigration, Refugees and Citizenship Canada" to add full resettlement of Government assisted refugees to the existing scope of services offered by CCMA.

Motion to move into closed session as per:

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

It was MOVED by Councillor Booth and SECONDED by Councillor Maxwell that the above-noted two (2) Financial Matter items be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. CARRIED

5. ADJOURNMENT

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

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, JANUARY 18, 2016 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meeting held on December 2, 2015, copy attached, and approved at its meeting on January 6, 2016 be accepted.

MINUTES

Planning Advisory Committee

Wednesday, December 2, 2015

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, December 2, 2015 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

Attending

Ted Moore Marg Harding
Allan Gillmor Mike Booth

Mark Porter
Garth Orchard

Derek O'Brien

Regrets

Geoff Knight
Ed Zammit

B. Approval of Agenda

It was **MOVED** by Garth Orchard and **SECONDED** by Marg Harding that the agenda be approved as circulated. Carried

C. Approval of Minutes

It was **MOVED** by Garth Orchard and **SECONDED** by Marg Harding that the minutes of the Planning Advisory Committee Meeting held on Wednesday, October 7, 2015 be approved as circulated. Carried

D. Business Development

(i) Microbrewery/Restaurant – The Chief Administrative Officer/Development Officer explained the nature of the business proposed to open in May of 2016 at the former St. Stephen Train Station located at 5 King Street.

He explained that it is agreed that the use of the premises will include the operation of a micro-brewery, "Growler" sales, and food and alcohol service; and these shall extend to the exterior of the building on adjacent sidewalks / courtyard.


PAC unanimously agreed with the proposed use of 5 King Street and applied the following Terms and Conditions:

- outdoor use be accommodated by a deck / patio and fencing, and be aesthetically pleasing and not detract from the heritage and community area;
- special events will require approval from the Town Council; and
- any Provincial regulations shall be adhered to.


PAC recommends to the Town Council the addition of "microbrewery" to the DT (Downtown) Zone Permitted Uses when considering any future amendments to the Town's Zoning By-Law.

E. Adjournment

It was moved by Allan Gillmor that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:13 p.m. Carried



Derek O'Brien, Secretary



Ted Moore, Chair

AGENDA
Planning Advisory Committee
Wednesday, December 2, 2015 @ 6:00 p.m.
73 Milltown Blvd., Suite 112
St. Stephen, NB

A. Welcome

B. Approval of Agenda

C. Approval of October 7, 2015 Minutes

D. Business Development:

- (i) Microbrewery/Restaurant – Chief Administrative Officer Derek O'Brien will speak to the attached Section 5.2 DT (Downtown) Zone from the Town's Zoning By-Law No. Z-1.**

E. Adjournment

Derek O'Brien, Chief Administrative Officer
Town of St. Stephen
"Canada's Chocolate Town"



RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of December 2015 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department, Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Garcelon Civic Center.

Report to Mayor and Council – January 2016

Mission and Vision

Mayor and Council, and the staff of the Town of St. Stephen **advise, communicate, protect, and serve** the citizens of our community.

The Town of St. Stephen aspires to be a proud and engaged community where we act on informed decisions, are accountable toward our common goals, experience economic growth and strong community partnerships, and celebrate our assets.

Examples this month:

- Mayor's Levee – summary of all of the great accomplishments in our community throughout 2015.
- Community members stepping up to take leadership roles or to do work for the Community Development initiatives.

Administration

We received approval for our application to the Municipal Capital Borrowing Board for the Prince William Street project on December 10, 2015.

St. Croix Estuary Project Inc. Billy Weston Brook Flood Risk Assessment

A public meeting is scheduled for Tuesday, January 12 at 6:00 p.m. in Council Chambers to share the report and to identify next steps.

Tan House Brook Project

The invoice exceeded the amount approved in resolution by \$ 3 676.96. This was due in part by a higher cost of asphalt and an extension of the curb to improve drainage around the radius at Hill Street. The Town's portion of the project came in approximately \$ 5000 under the tendered amount and the overage will be covered by the Province's portion of the project.



Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 07 January 2016

Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Processing industrial Utility bills for December/15.
 - Processing residential Utility bills for October-December/15.
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Includes additional items related to new Civic Center, old Arena, and former Clark Building.
 - C) Payroll processing (Bi-weekly 65 employees, Monthly 31 employees, Twice Yearly 7 employees, Total 103 employees).
 - Includes additional employees related to new Civic Center.
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
 - Month end completed to December 31, 2014.
- 2) Statements of Revenue and Expenditures to August 31, 2015.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Department Head meeting-December 8, 2015.
 - B) Civic Center meeting for general accounting-December 10, 2015.
 - C) Budget Meeting-Civic Center-December 16, 2015.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) 2012 Sidewalks and Streets Rehabilitation.
 - 2) Civic Center.
 - 3) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 4) Gas Tax Project-Water Transmission Main Replacement.
 - 5) Tan House Brook Culverts (Milltown Blvd).
 - 6) Prince William Street Infrastructure Renewal.

- B) 2016 operating budgets-In Progress.

- C) Civic Center accounting reconciliations-In Progress.

- D) Civic Center financial controls.-In Progress.

- E) Organization of storage space for accounting files in old arena.-In Progress.

- F) Jumpstart processing-In Progress.

- G) T4's and T4A's-In Progress

Tim Tozer, CPA, CMA
Treasurer
Town of St. Stephen

Public Works Report for December 2015

FROM: Lee Johnson, Director of Operations

DATE: January 04, 2016

1: Water system:

- a) Read Meters.
- b) Repaired 3 Water Services.
- c) Installed 7 new meters.
- d) Plowed Snow.

2: Streets:

- a) Plowed and sanded streets and sidewalks.
- b) Hauled Snow.
- c) Cold Patched pot holes.
- d) Hauled gravel for stockpile.
- e) Dug and hauled contaminated soil to Saint John from #74 Milltown Blvd.

3: Waste Water:

- a) 5 Sewer Mains were videoed.
- b) 1 Sewer Main was repaired
- c) 2 Laterals were videoed.
- d) 1 Lateral was Rodded.
- e) Plowed Snow.

4: Capital Projects:

Utility and Street Improvements – Prince William Street – Project No. 152819

Surveying is complete. Information gaps have been identified and the orientation of the existing underground infrastructure was reviewed with Town staff at a meeting in mid-December. The design approach was also discussed at this meeting. Design of the proposed work will continue through January with a targeted tender date in late February.

Report of Parks & Recreation Dept.

December 2015

Parks

- I met with the Kiwanis Club regarding their plans on the SkatePark. They have done very well in their fundraising efforts and are ready to proceed once Council comes to a decision on their preferred location.

Pool

- It has been recommended that we do some work to the plumbing to the heat pumps before replacing any more. There is not enough water getting to the pumps, due to the size of the pipes. I will look into this further in the Spring.

Recreation

- Through my work with Recreation NB I have been involved with the Framework for Recreation in Canada 2015: Pathways to Wellbeing. The goal of this document is to have coordinated policies and practices in recreation aimed to improve the wellbeing of our Communities. I would like the Town of St Stephen to formally adopt this Framework, which would help my Department in forming Policies, Strategies and Programs. I have 1 copy of the document, which is 39 pages long. If anyone would like to review it I would be happy to get it to you. See attachments.
Action: I ask Council to formally adopt the Framework for Recreation in Canada 2015 by way of resolution.
- Plans for the Winter Carnival are coming along nicely. This year's Carnival will take place during March Break, March 7th-12th.
- Christmas Break was very busy at the Civic Center. We had several activities planned for the kids, as well as an expanded Public Skate and Swim schedule.
- We have hosted several busy hockey tournaments at the Civic Center already this year. The next major tournament takes place Jan 7th-10th. We have 21 teams confirmed, that's approximately 315 kids.
- We have started initial planning for the Sports Wall of Fame, more details to follow.
- We have many new initiatives being planned for events/programmes at the Civic Center, we hope to launch several this Winter/Spring.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- Civic Center Staff Mtg
- P&R Committee
- Saint Andrews Triathlon
- Winter Carnival Committee

Michael O'Connell
Director Parks & Recreation



October 1, 2015

Le 1^{er} octobre 2015

To: New Brunswick Recreation Stakeholders

À l'intention des intervenants du milieu des loisirs

**Subject: Framework for Recreation in Canada
2015: Pathways to Wellbeing**

**Objet : Sur la voie du bien-être – Cadre
stratégique 2015 pour le loisir au Canada**

Dear Recreation Stakeholder:

Madame, Monsieur,

We are pleased to provide you with a copy of a document entitled "Framework for Recreation in Canada 2015: Pathways to Wellbeing".

Nous sommes fiers de vous offrir un exemplaire de *Sur la voie du bien-être – Cadre stratégique 2015 pour le loisir au Canada*

The Framework is the result of a comprehensive process with various recreation stakeholder groups from across Canada. These consultations included facilitated engagements with national and provincial / territorial non-governmental organizations, municipal and provincial/territorial government officials, Aboriginal organizations, academics and various stakeholder groups at the community, municipal and provincial levels. This process has been a three year undertaking co-led by the Canadian Parks and Recreation Association, their partner provincial/territorial recreation organizations and provincial/territorial governments. The strong partnerships formed between governments and the recreation sector has led to the development of the Framework that is reflective of the needs and priorities of all parties.

Ce document est le fruit d'un processus exhaustif de consultation auquel ont pris part divers groupes d'intervenants en loisir de partout au Canada. Les consultations comprenaient notamment des discussions dirigées avec des organismes nationaux, provinciaux et territoriaux non gouvernementaux, des représentants de municipalités et de gouvernements provinciaux et territoriaux, des organismes autochtones, des universitaires et divers groupes d'intervenants à l'échelle communautaire, municipale et provinciale. Cette initiative de trois ans a été codirigée par l'Association canadienne des parcs et loisirs et leurs organismes partenaires de loisirs provinciaux et territoriaux, de même que par les gouvernements provinciaux et territoriaux. L'élaboration du cadre stratégique tient compte des besoins et des priorités de tous les partis concernés et a mené à de partenariats solides entre les gouvernements et le secteur des loisirs.

..2



On February 13, 2015 the Framework was endorsed by the Provincial/Territorial Ministers (excluding Québec) and supported by the Government of Canada. The Framework was also endorsed by the Canadian Parks and Recreation Association.

The principle purpose of the Framework is to guide and stimulate coordinated policies and practices in recreation that aim to improve the wellbeing of individuals, communities, and the built and natural environment.

Broad awareness, support and implementation of the Framework is essential given that responsibility for providing recreational opportunities rest with many stakeholders. In order to ensure the continuous advancement of the Framework's goals and priorities all stakeholders are encouraged to formally endorse the Framework. Endorsement does not equate to a commitment to implement all of the goals and priorities found within the Framework, but rather to use the Framework as a guiding document as policies, strategies and programs are developed.

You can help track momentum and uptake in New Brunswick by reporting your organization's endorsement of the Framework to Recreation New Brunswick via Jamie Shanks, Executive Director, at jshanks@recreationnb.ca. A Provincial Implementation Steering Committee will monitor and report back to stakeholders on uptake, progress and best practices resulting from the release of the Framework.

Le 13 février 2015, le cadre stratégique a reçu l'approbation des ministres provinciaux et territoriaux (sauf celui du Québec) et du gouvernement du Canada. Il a également été adopté par l'Association canadienne des parcs et loisirs.

Le but premier du cadre stratégique est de guider et de stimuler l'adoption de politiques et de pratiques coordonnées dans le domaine du loisir en vue d'améliorer le bien-être des individus et des communautés, et le développement des environnements naturels et bâtis.

La mise en œuvre du cadre stratégique nécessite une sensibilisation et un soutien à grande échelle puisque la responsabilité d'offrir des possibilités de loisir revient à de nombreux intervenants. Afin de favoriser la progression des priorités et des objectifs énoncés dans le cadre stratégique, tous les intervenants sont encouragés à appuyer officiellement ce dernier. Le fait d'appuyer le cadre stratégique ne signifie pas un devoir de réaliser toutes les priorités et tous les objectifs du cadre. Les intervenants sont invités plutôt à s'en servir comme guide pour élaborer des politiques, des stratégies et des programmes.

Vous pouvez nous aider à suivre la mise en application du cadre stratégique en signalant l'adoption de celui-ci par votre organisme à Jamie Shanks, directeur général de Recreation New Brunswick, à jshanks@recreationnb.ca. Un comité directeur provincial de mise en œuvre surveillera sa mise en application, les progrès réalisés et les pratiques exemplaires qui découleront du cadre stratégique, et en fera rapport aux intervenants.

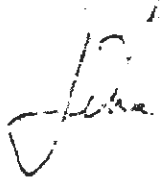
Questions concerning the Framework may be directed to either Recreation New Brunswick or the Sport and Recreation Branch of the Department of Tourism, Heritage and Culture. The Framework can be accessed electronically on the Canadian Parks and Recreation Association's website at <http://www.cpra.ca/EN/main.php?action=cms.framework>.

Thank you for your continued efforts towards improving our communities and the wellbeing of all New Brunswickers.

Sincerely,



Hon. Bill Fraser
Minister - Tourism, Heritage and Culture



Jason Thorne
President - Recreation New Brunswick

Enclosure

Si vous avez des questions au sujet du cadre stratégique, veuillez communiquer avec Recreation New Brunswick ou la Direction du sport et des loisirs du ministère du Tourisme, du Patrimoine et de la Culture. Le document se trouve sur le site Web de l'Association canadienne des parcs et loisirs à l'adresse suivante :

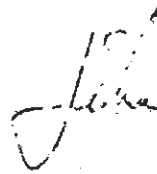
<http://www.cpra.ca/FR/main.php?action=cms.framework>.

En terminant, nous tenons à vous remercier de vos efforts constants pour améliorer nos collectivités et le mieux-être de l'ensemble de la population du Nouveau-Brunswick.

Recevez, Madame, Monsieur, nos sincères salutations.



L'honorable Bill Fraser
Ministre - Tourisme, Patrimoine et Culture



Jason Thorne
Président - Recreation New Brunswick

p.j.

Resolution

Resolution of support from the _____ for the advancement of the Framework for Recreation in Canada 2015: Pathways to Wellbeing

SUBMITTED BY: _____

MOVED BY: _____

SECONDED BY: _____

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing has been a collaborative effort of Provincial/Territorial Recreation Organizations, the Canadian Parks and Recreation Association and Provincial/Territorial governments; and

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing is the result of a comprehensive process of research, reflection and recommendations that were facilitated through discussions with various recreation stakeholders groups across Canada; and

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing has been formally endorsed by Provincial and Territorial Ministers responsible for recreation, sport and physical activity; the Canadian Parks and Recreation Association; Recreation New Brunswick; Communautés et loisir Nouveau-Brunswick; the Union of Municipalities of New Brunswick and supported by the Government of Canada; and

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing principle purpose is to guide and stimulate coordinated policies and practices in recreation that aim to improve the wellbeing of individuals, communities, and the built and natural environment; and

Whereas the _____ and its citizens are valued stakeholders in advancing recreation and therefore the health and wellbeing of our citizens and communities,

Be it resolved that the _____ formally endorse the Framework for Recreation in Canada 2015: Pathways to Wellbeing and support the collaborative work to accomplish the goals of the framework and to therefore support the advancement of recreation in New Brunswick.

Signature _____

Signature _____

Signature _____

DATE SUBMITTED _____

St. Stephen Fire Department

Report for December 2015

Alarms were: Town Alarms 6
 Out of Town Alarms 5
 11

Alarms are described as being :

		# of Firefighters	# of Hours
1. Motor Vehicle Accidents	4	41	61
2. Vehicle Fires	2	31	46
3. Electrical	1	3	3
4. Chimney	1	14	21
5. Rubbish	1	12	18
6. Alarm System	1	7	7
7. Smell of gas	1	10	15

Calls dispatched for the period of this report 47

Fire Department Activities:

1. Monthly meeting
2. Childrens Christmas Party
3. Adult Christmas Get Together
4. Training session

Fire Chiefs Activities

1. Budget Meeting
2. Monthly meeting
3. Committee meeting
4. Awards Dinner with the Moores Mills Fire Dept.
5. Management Meeting
6. Meeting of Canadian and American Fire Depts. regarding Training in the spring
7. All fire department ground ladders have been third party tested and passed
8. Fire Chief worked 5 shifts of Holiday Relief in December.

TOWN of ST. STEPHEN

By-Law Enforcement

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

December REPORT

2015

To: CAO – Town of St. Stephen

Please find enclosed my report for December By-Law – Enforcement. We handled 19 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist other Depts. (1)	False fire alarms at Apartment building	Spoke with the fire Chief about this and if they persist, the culprit(s) will be charged
Assist G.P. (3)	<ul style="list-style-type: none"><i>Lucky 7 cab company</i> <i>Make shift walkway into a house on King St.</i>	License issued for this new company to operate in the Town Spoke to the person who owns this property to let her know that there could be damage done to this when snow removal starts.
	<i>Chickens loose on Union St.</i>	Patrol was made to the area but was unable to locate the said birds.

<p>Parking Concern (1)</p>	<ul style="list-style-type: none"> • <i>Lady was into the office inquiring where she could park on Graham Ave.</i> 	<p>Advised her of the parking as well as the winter parking restrictions that are in place.</p>
<p>Rodent complaint</p>	<ul style="list-style-type: none"> • <i>Residence on Victor complaining of rodents around a certain Apartment building</i> 	<p>The owner of the building is aware of the issue and I believe the problem has been rectified</p>
<p>Dog Complaints(3)</p>	<p><i>Received complaint of a dog being aggressive in the Union St. area, while being walked</i></p>	<p>Will monitor the situation as well info has been passed onto animal control as well</p>
<p>General Info.(9) Taxi license renewals and winter parking issues</p>	<p><i>Letters have been sent out to all five Taxi companies in town reminding them of their licenses</i></p> <p><i>Four complaints of vehicles and plowing hindrances during snow removal</i></p>	<p>Will call again first of the month to remind them as well</p> <p>All concerned have been contacted and given a copy of the By-Law as well. Will continue to monitor and educate</p>

REPORT OF THE ANIMAL CONTROL OFFICER

Responded to all complaints and patrolled daily, some of the complaints were a dog fight on Union and Pine, one dog off leash.(owner warned). 3 or 4 complaints of two dogs running at large, I was unable to find ,will continue to watch Union St. Barking dogs on Milltown Blvd., and Buchanan St., talked to owner and complainant, situation is improving. Also cats at large, however because of cold weather hard to hold cats in traps very long

**Respectfully Submitted
Brent MacDougall
By-Law Enforcement Officer**

TOWN of ST. STEPHEN

Building Inspection Services

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

DECEMBER REPORT 2015

BUILDING INSPECTION

The month of December brought in a total of 5 (five) permits which represents \$185,600.00 (One Hundred and Eighty-five Thousand and Six Hundred) in building costs. The yearend total was 110 (One Hundred and Ten) Permits which represents 7,859,902.00 (Seven Million, Eight Hundred and Fifty-Nine Thousand, Nine Hundred and Two Dollars)

We issued no Stop Work Orders in the month October. This office has 3 (three) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 19 (Nineteen) Occurrences reports and filed 2 (two) Building Inspection reports. 0 electrical waivers were issued.

All required reports were filed with the appropriate government agencies

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

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

Report of Property Management – January 2016

St. Stephen Train Station	The lease agreement was signed following Council in December. Work will be underway by Northampton Brewing Company Ltd. and 5 Kings Restaurant this month.
Giddens Memorial Airport	<ul style="list-style-type: none">• Nothing to report.
Old Town Hall	<ul style="list-style-type: none">• Dillon Consulting is completing the report. It will be presented to Council and reviewed by staff as soon as it is received.
78 Milltown Blvd. (Clark Building)	<ul style="list-style-type: none">• SOLD. The sale closed on December 23, 2015.• The cost to clean up the contaminated soil was \$ 1 644.82. There will also be consultant fees to meet the requirements of the Department of Environment (approximately \$ 5 000).
RCMP Building	<ul style="list-style-type: none">• Maintenance attended to minor repairs.• We are gathering quotations to repair the HVAC system, complete electrical and fire system upgrades, and attend to other minor building repairs.
Fire Hall / Public Works Garage	<ul style="list-style-type: none">• Nothing to report.
Wharf	<ul style="list-style-type: none">• Nothing to report.
Border Arena	<ul style="list-style-type: none">• The engineer from Dillon Consulting completed their on-site work and a copy of the report is attached.• ACRE Architects, Saint John, will begin preliminary conceptual drawings.
Pizza Delight	<ul style="list-style-type: none">• Nothing to report.
Library	Cloney Construction will complete the work by the end of January.
King Street Buildings	Hydro and natural gas lines will be removed this week. We are preparing the buildings for demolition. <i>Action: Council directs me to seek quotations for the demolition.</i>



Report of the Development Office – January 2016

Community Development Leadership Group

- Continued regular meetings to further engage the community and to develop a shared community vision and strategic action plan.
- Working to develop strategies to help achieve the targets – engaging people, supporting business, attracting new citizens (ex. retirees and young professionals), building infrastructure and social capital, and marketing the community. Work is underway in all of these targets by community volunteers.

St. Stephen Development Board

- Next meeting is Thursday, January 14.

New Business

- Tanner Stewart plans to bring NutraPonics to St. Stephen. He hopes to meet with Mayor and Council on January 20. For more information visit: <http://www.nutraponics.ca>.

Planning Advisory Committee

- Committee meeting (January 6). The December 2 minutes will come forward to Council.
- Recommended the approval of a variance for the height of the signs at the Irving development.

Building Permits

- 5 issued - total estimated construction value of \$ 185 600.00.

Sign Permits

- 2 approved.

Variances

- Nothing to report.

Approved plans

- Nothing to report.

Unightly Premises

- The Appeal Committee heard an appeal of Notice to Comply on November 24. The Appeal Committee gave the resident until May 1, 2016 to comply with the notice.



Garcelon Civic Center Report -- January 2016

Advising Commission

No meeting in December. Next meeting January 18 at 4:30 p.m.

Aquatics and Fitness

- Swimming Lessons started January 7.
- Aqua-size and Aqua-fit continue with strong attendance.

Facility

Kitchen:

- The kitchen is complete and commissioned. Staff is currently being trained with the use of the equipment.
- A "Kitchen Party" grand opening is being planned.

Programming / Facility Rental

All areas of the facility are busy on a daily basis. The management team is meeting bi-weekly with our Events Development Coordinator to plan new events and programs.

- New Year's Eva Gala was well attended and received positive reviews.
- Mayor's Levee.
- The community appreciated the Christmas holiday pool and ice schedules.
- Doug MacDonald Memorial Hockey Tournament (January 7-9).
- Conference / meeting rooms have regular weekly rentals.

Concessions / bar services

The current arrangement with the St. Croix Curling Club is going very well. They are providing a quality service and are open for events that request service while maintaining regular hours. Since the completion of the kitchen, new hot menu items have been added.

Staffing

Three (3) full-time Maintenance and Custodial Labourer positions were advertised internally and close on January 21, as per the memorandum of understanding in the collective agreement. A recommendation will come to Council for your consideration.

In an effort to bring consistency and efficiency to the student lifeguard wages, staff developed a Wage Chart for 2016 (attached).

Action: Council consider a resolution to adopt the Student Lifeguard (non-union) wage chart for 2016.





**Garcelon Civic Center
Aquatics Department
Student Lifeguard Positions (non-union)
Wage Chart 2016
(Minimum Wage - \$10.30/Hr.)**



New Staff or Assistant Guard: \$10.50/hour

Regular Staff (Base Rate): \$10.75/hour

- Base Rate includes First Aid Certification and one of NLS Lifeguard Certification or Swim for Life Instructor

Each additional certification: \$.25/hour

- Eligible certifications include:
 - National Lifeguard Certification
 - Swim for Life Instructor
 - Lifesaving Instructor
 - Lifesaving Examiner
 - National Lifeguard Instructor
 - National Lifeguard Examiner
 - First Aid Instructor

Salary adjustments for certifications will be made in January and July of each calendar year. Lifeguards will submit a copy of each certificate to Human Resources / Payroll by December 31 for salary increases in January and June 30 for salary increases in July.

Additional year of employment: \$.25/hour

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. L-10 - "TOWN OF ST.STEPHEN BUILDING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT By-Law No. L-10 – "Town of St. Stephen Building By-Law" – be given Third and Final Reading – Short Title Only.

Town of St. Stephen

Building By-Law

By-Law No. L-10

BY-LAW NO. L-10
BUILDING BY-LAW

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BY-LAW NO. L-10
BUILDING BY-LAW

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Under the authority vested in it by Section 59 of the Community Planning Act, the St Stephen Town Council enacts as follows:

1. DEFINITIONS

1(1) In this by-law,

“**alter**” means, in relation to a **building** or **structure**, to make any structural or other change thereto which is not for purposes of **maintenance** only;

“**building**” means a roofed erection with solid exterior walls which is permanently affixed to a site and which is used or intended as a shelter for persons, animals or chattels;

“**building inspector**” means a Building Inspector, or his or her designate, or such other officer appointed by Town **Council**, to administer and enforce the Building By-law for the Town of St. Stephen;

“**building permit**” means written permission or written authorization from the **Building Inspector** to perform work regulated by the Building By-law for the Town of St. Stephen for the construction, erection and/or installation of buildings and/or **structures** and/or parts thereof;

“**Council**” means the Town of St. Stephen Town Council;

“**demolish**” means to do anything in the removal of a **building** or **structure** or any material part thereof, and **demolition** has a corresponding meaning;

“**demolition permit**” means written permission or written authorization from the **Building Inspector** to perform work regulated by the Building By-law for the Town of St. Stephen for the removal of a **building** or **structure** or any material part thereof;

“**dwelling**” means a main **building**, or portion thereof, other than a mobile home, mini-home, or trailer, which contains one or more units;

“**maintenance**” means upkeep which is cosmetic and non-structural;

“**other buildings**” means any **building** other than single/two family and multi residential buildings, which may or may not require a **building permit** as set out in Schedule “B”;

“**owner**” means a person who holds title to real property and includes any person who has entered into an agreement to purchase the real property, and includes the agent of such person and a contractor engaged by the **owner** to undertake **work**;

“**permit**” means a **building** or **demolition permit**;

“**permit holder**” shall be the **owner** or appointed agent of the owner;

BY-LAW NO. L-10

BUILDING BY-LAW

- 4 -

“**structure**” means anything that is erected, built or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure. A structure shall include buildings, walls and signs, fences exceeding 2 m (6.56 ft) in height and other similar erections. It does not include utility lines or poles, traffic control devices, pavement, curbs, sidewalks, or statutory notices;

“**total estimated cost**” (**tec**) means the total monetary worth of all construction or **work** involved in the project including wall finishes, miscellaneous structures, roofing, electrical, plumbing, HVAC equipment, elevator equipment, fire sprinkler, and all other labour, materials, and other devices necessary to complete the **work**;

“**town**” means the Town of St. Stephen;

“**work**” means the building, locating or relocating, demolishing, altering, structurally altering, repairing or replacing, or any combination thereof, of a **building** or **structure**;

“**working days**” means Monday thru Friday, excluding Holidays.

2. SCOPE

2(1) The purpose of this by-law is:

- (a) to prescribe standards for the building, locating or relocating, demolishing, altering, repairing, or replacing, or any combination thereof, of a **building** or **structure**;
- (b) to prohibit the undertaking or continuing of **work** mentioned in clause (a) in violation of standards prescribed hereby; and,
- (c) to prescribe a system of permits for **work** mentioned in clause (a), their terms and conditions, the conditions under which they may be issued, suspended, reinstated, revoked and renewed, their form and fees therefore.

3. ADOPTION OF CODE

3(1) The latest edition of the *National Building Code of Canada* (the “*Code*”), as adopted by the Province of New Brunswick, and amendments thereto, is hereby adopted as the standard for all **work** undertaken in the Town of St Stephen,

3(2) Notwithstanding subsection (1) of this section, no penalty clause or administrative procedure contained in the *Code* is adopted.

3(3) One copy of the *Code* shall be filed in the office of the Building Inspector, and be kept available for public use, inspection, and examination.

3(4) This by-law and the *Code* applies to site assembled and factory made **buildings** and **structures**.

BY-LAW NO. L-10

BUILDING BY-LAW

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4. APPOINTMENT OF BUILDING INSPECTOR

- 4(1) The Council shall appoint a Building Inspector who shall administer this by-law, and who shall keep the proper records of all applications received, permits and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of his or her duties.

5. POWERS OF THE BUILDING INSPECTOR

- 5(1) The **Building Inspector** may enter any property, **building, structure** or premises at any reasonable time for the purpose of administering or enforcing this by-law.
- 5(2) The **Building Inspector** may cause a written order to be served upon the **owner** of any property directing the **owner** to correct any condition that constitutes a contravention of this by-law.
- 5(3) The **Building Inspector** may direct that tests of materials, devices, construction methods, structural assemblies or foundation conditions be made, or that sufficient evidence or proof be submitted at the expense of the property **owner**, where such evidence or proof is necessary to determine whether the material, device, construction or foundation condition meet the requirements of this by-law.
- 5(4) The **Building Inspector** may revoke or refuse to issue a **permit** where in the opinion of the **Building Inspector** the **work** does not conform with this by-law and all other applicable by-laws, Acts and Regulations of the Province of New Brunswick.

6. BUILDING PERMIT

- 6(1) No person shall undertake or continue the building, locating or relocating, demolishing, altering or replacing of a building unless a building permit therefore has been issued pursuant to this section. No **permit** shall be issued until the fee set out in Section 14 has been paid to the Town of St. Stephen.
- 6(2) A person seeking to obtain a **building permit** shall make application in writing to the **Building Inspector** and such application shall:
- (a) be in a form prescribed by the **Council**;
 - (b) be signed by the applicant who shall be the **owner** of the property or by his or her duly authorized agent;
 - (c) state the intended use of the **building**;
 - (d) where required by this by-law or the **Building Inspector** provide two copies of legible scale drawings and specifications, including:
 - i) the dimensions of the **building**;
 - ii) the proposed use of each room or floor area;
 - iii) the dimensions of the land on which the **building** is, or is to be situated;

BY-LAW NO. L-10

BUILDING BY-LAW

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- iv) the grades of the streets and sewers abutting the land mentioned in sub clause (iii) and the policy of the **Town** will be to provide the grade of the street as requested; and,
 - v) the position, height and horizontal dimensions of all **buildings** on, and those proposed to be located on, the land referred to, for exterior renovations only.
- (e) set out the **total estimated cost** of the proposed **work**; and,
 - (f) contain such other information as the **Building Inspector** may require for the purpose of determining compliance herewith.
- 6(3) Where an application has been received and the proposed **work** conforms with this and any other applicable by-law, code, or provincial regulation, the **Building Inspector** shall issue the **building permit** requested.
- 6(4) In the case of **buildings** or parts thereof which exceed 600 square metres in building area or three (3) storeys in building height, no permit shall be issued unless the plans and specifications provided in a permit application, including all civil engineered site work and connections to municipal infrastructure, are certified under the seal of an Architect or of a qualified Professional Engineer skilled in the work concerned and licensed to practice in the Province of New Brunswick.
- 6(5) In the case of manufactured homes or modular homes, the following additional provisions shall apply for the purposes of obtaining a **building permit**:
- (a) Manufactured homes: the property **owner** shall provide a detailed foundation and anchorage drawing, a certificate of compliance with the Canadian Standards Associations CAN/CSA Z240 MH Series “Manufactured Homes” at the time of manufacture, and the name and address of the manufacturer;
 - (b) Modular homes: the applicant shall provide a detailed foundation and anchorage drawing, a certificate of compliance with the Canadian Standards Associations CAN/CSA A277 at the time of manufacture, and the name and address of the manufacturer; and,
 - (c) Existing manufactured homes: a **building permit** for the repair of or **maintenance** to an existing **building** shall require a letter of approval from the property **owner**, and may, where structural integrity or an increase in living space is involved, be subject to a certification process for the purposes of ensuring compliance with the Canadian Standards Associations CAN/CSA Z240 MH Series “Manufactured Homes” at the time of manufacture.

BY-LAW NO. L-10
BUILDING BY-LAW

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7. DEMOLITION PERMIT

7(1) No **building** shall be demolished without the **owner** or **owner's** agent first applying for and acquiring a **demolition permit**. An application for a **demolition permit** shall include the provincially approved location(s) to which the debris will be placed and a receipt from the provincially approved site shall be presented to the **building inspector** upon completion and disposal of the debris.

8. PERMIT CONDITIONS

8(1) A **building permit** or **demolition permit**, or the renewal thereof, is issued on the condition that the **work** is:

- (a) started within six (6) months from the date of **permit** approval;
- (b) not discontinued or suspended for a period of more than six (6) months;
- (c) carried out in compliance with the specifications contained in the application, unless otherwise approved by the **Building Inspector**; and
- (d) completed (exterior work) within 12 months of date of **permit** approval.

8(2) Where a person violates a condition or any provision of this by-law, the **Building Inspector** may, by written notice served personally on or sent by registered mail to the person named in the **permit**, state the nature of the violation and order the cessation thereof within a reasonable time mentioned in the notice.

8(3) Where a person fails to comply with an order mentioned in subsection 8(2), the **Building Inspector** may suspend or revoke the **building permit** and may, if the conditions leading to the suspension are subsequently corrected, reinstate the suspended **permit**.

9. DUTIES OF BUILDING PERMIT HOLDER

9(1) Where a **building permit** has been issued, the person named in the permit shall:

- (a) permit the **Building Inspector** to enter upon any property or **building** at all reasonable times for the purpose of making any inspection that is necessary for the administration of enforcement of this by-law;
- (b) obtain, where applicable, from the appropriate authority, permits relating to building, zoning, water and sewage, plumbing, signs, street occupancy, electricity, telecommunications, highways and all other permits required in connection with the proposed **work**;
- (c) give to the **Building Inspector** sufficient notice as described below, exclusive of Saturdays, Sundays and holidays, for inspection purposes:
 - i) 48 hours notice prior to placement of foundation footing;
 - ii) 48 hours notice prior to any backfilling of the foundation wall;

BY-LAW NO. L-10

BUILDING BY-LAW

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- iii) 48 hours notice for the purposes of a pre-drywall inspection prior to the installation of insulation and after plumbing, ventilation and electrical rough-in is completed;
 - iv) notice of the completion of the **work** described in the **permit** within 10 days of such completion for purposes of a final inspection prior to occupancy; and
 - v) notice required under subsection 9(1)(c) herein, shall be deemed received by the **Building Inspector** upon the delivery or provision of a verbal or written confirmation of receipt from the **Building Inspector** or his/her designate to the **permit** holder.
- (d) ensure the construction site is maintained and left in a clean and neat condition with all construction debris disposed of in a provincially approved site;
 - (e) be responsible for any repair cost associated with damage to any adjoining property or public property as a result of undertaking the **work** described in the **permit**;
 - (f) ensure a driveway culvert, where required by the **Town**, is installed to the satisfaction of the **Town's** Director of Operations or his/her designate;
 - (g) ensure there is no burning of materials in the course of site preparation and construction.
- 9(2) Where tests of any materials are made to ensure conformity with the requirements of this by-law, records of the test data shall be kept available for inspection during the construction of the **building** and for such a period thereafter as required by the **Building Inspector**.
- 9(3) The approval of plans or specifications, the issuing of a **building permit** or any inspections hereunder do not relieve the **owner** of any duty or responsibility for carrying out work in accordance with this by-law.
- 9(4) Where a **building permit** has been issued, the **owner** is not relieved of any duty or responsibility of obtaining any additional permits as required by any provincial act or regulation or by any by-law of the Town of St. Stephen.

10. DOCUMENTS ON SITE

- 10(1) Throughout completion of the **work** authorized by a **permit** issued pursuant to this by-law, the person named therein shall keep:
- (a) posted in a conspicuous place on the property in respect of which the **permit** was issued, a copy of the **building permit** or **demolition permit**; and
 - (b) a copy of any plans and specifications approved by the **Building Inspector** on the property in respect of which the **permit** was issued.

BY-LAW NO. L-10
BUILDING BY-LAW

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11. OPEN CELLARS AND EXCAVATIONS

- 11(1) The **owner** of a property upon which an open cellar or excavation exists as the result of **demolition**, destruction of a **building**, when new construction is not to proceed without delay, shall forthwith following such **demolition** or destruction, backfill such cellar or excavation to grade.
- 11(2) The **owner** of a property upon which an open cellar or excavation exists as the result of **demolition** or destruction of a **building**, when new construction is to proceed without delay, shall forthwith following such **demolition** or destruction, erect a wall or fence constructed of approved materials without openings, at least 1.8 metres in height, around the perimeter of such cellar or excavation and shall maintain the same so as not to become dilapidated or unsightly until construction has proceeded to a stage where the cellar or excavation is no longer a danger.

12. STOP WORK ORDER

- 12(1) Whenever any **work** is being done in violation of the provisions of this by-law, or in variance with the terms of any **permit** issued for such work, the **Building Inspector** may order all work on the job stopped until such violation or variance is eliminated and any **work** or installation made in violation of this by-law corrected, and on the making of such order the **permit** under which such **work** is purported to be done shall be suspended. Such stop order, if oral, shall be followed by a written stop order within three (3) **working days**.
- 12(2) No **work** shall be done in violation of such stop order, except as may be necessary to prevent injury or damage to persons or property and is approved by the **Building Inspector**.
- 12(3) If within thirty (30) days of the making of such stop order, any such violation or variance is eliminated and any **work** or installation made in violation of this by-law is corrected, the **Building Inspector** may reinstate the **permit** provided, however, that if such violation or variance is not eliminated and such **work** or installation is not corrected within the said time, the **Building Inspector** may revoke the **permit**.

13. RECORDS

- 13(1) The **Building Inspector** shall keep proper records of all applications received, **permit** and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of his or her duties.
- 13(2) The **Building Inspector** shall keep one (1) copy of all adopted *Codes* available for public use, inspection, and examination.

BY-LAW NO. L-10
BUILDING BY-LAW

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14. FEES

14(1) No **permit** or waiver may be issued in accordance with this by-law until the fees set out in Schedule "A" have been paid in full to the **Town**.

14(2) The Town Council may develop a policy to waive building permit fees.

14(3) Where **work** requiring a **permit** under this by-law has been commenced by anyone prior to issuance of a **Building Permit**, the fees prescribed herein shall be doubled.

14(4) The **permit** may be 50% refunded within six (6) months from the date of approval provided no **work** has been completed under the **permit**. Upon being refunded by the **Town**, the **permit** shall be deemed to be cancelled. *Council reserves the right to increase or decrease this amount.*

14(5) Where the **Building Inspector** believes that the **total estimated cost** is too low, the cost shall be based on the minimum construction costs per square metres as follows:

(a) Home Construction	Main Floor	\$807 / sq m (\$75 / sq ft)
	Second Floor	\$431 / sq m (\$40 / sq ft)
	Finished Basement	\$377 / sq m (\$35 / sq ft)
	Unfinished Basement	\$216 / sq m (\$20 / sq ft)
(b) Additions	Same as new construction
(c) Decks	\$108 / sq m (\$10 / sq ft)
(d) Garage	\$269 / sq m (\$25 / sq ft)
(e) Shed	\$108 / sq m (\$10 / sq ft)
(f) Multi-Residential Construction (Apartments)		\$538 / sq m (\$50 / sq ft each floor)
(g) Commercial Construction		\$753 / sq m (\$70 / sq ft)
(h) Warehouse Construction		\$431 / sq m (\$40 / sq ft)

14(6) If the proposed **work** involves heavy equipment traversing curbs, sidewalks, asphalt, ditches, water service appurtenances or other **Town** utility structures, a damage deposit in the amount of five hundred dollars (\$500.00) shall be posted with the **Town**.

14(7) Failure of compliance with the requirements of this by-law shall result in a deposit being forfeited to the **Town**.

BY-LAW NO. L-10
BUILDING BY-LAW

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15. EXEMPTIONS

15(1) Notwithstanding the provisions of subsection 6(1) herein, a person shall be exempt from obtaining a **building permit** for:

- (a) maintenance where **work** does not impact on safety, egress, access, or drainage, examples of which include:
 - i) painting;
 - ii) replacement of finished floor covering;
 - iii) changing interior doors, provided they are the same type, location and sizing;
 - iv) plaster and drywall repairs;
 - v) wallpaper installation;
 - vi) electrical maintenance;
 - vii) installation of gutters or downspouts;
 - viii) installation of storm doors and shutters;
 - ix) re-facing or replacing kitchen cabinetry; or
 - x) installation of cosmetic interior trim;
 - xi) non-structural repairs;
 - xii) repairing existing decks, verandas, landings or stairs where such repairs are of the same type and configuration as that item being repaired, except as required to comply with the *Code* and this by-law.
- (b) **work** where an electrical waiver has been issued pursuant to Section 16 herein.

16. ELECTRICAL WAIVER

16(1) Notwithstanding the provisions of subsection 6(1) herein, an **electrical waiver** may be issued in place of a **building permit** when the **work** is solely of an electrical nature, and:

- (a) is not part of a fire alarm or life safety system;
- (b) does not impact any structural aspect of the **building**;
- (c) does not impact the exterior wall assembly or the **building envelope**, any fire walls, fire separations, fire related materials, or fire rated assemblies by conduct penetrations or otherwise; and
- (d) there is no change in the use.

16(2) For the purposes of subsection 16(1) herein, electrical **work** includes, but is not limited to, mast repairs on residential units, service upgrades from fuse panels to breaker panels, service panel upgrades to a maximum of 400 amperage service, or similar work.

16(3) An **owner** seeking to obtain an Electrical Waiver shall make an application in writing, in a form prescribed by the **Building Inspector**, to the **Building Inspector** and shall pay the fees as prescribed in Schedule 'A' attached hereto.

BY-LAW NO. L-10
BUILDING BY-LAW

SCHEDULE "A"

<u>Description of Work</u>	<u>Single Family/ Duplex/Row Houses</u>	<u>Other Buildings</u>
	<u>Permit Required</u>	<u>Permit Required</u>
1. Roofing	No	Yes
2. Combustible Siding	Yes	Yes
3. Non-Combustible Siding, Aluminum, Brick, Stucco	No	No
4. Painting	No	No
5. Ceramic Tile	No	No
6. Plaster, drywall repairs (except fire separations)	No	No
7. Window Replacements	Yes	Yes
8. Structural Repairs, sagging Floor or roof, wall bulge	Yes	Yes
9. Insulating, except foamed plastic for interior walls, Styrofoam, etc	No	No
10. Replacement of floor covering	No	No
11. Fencing	Yes	Yes

BY-LAW NO. L-10
BUILDING BY-LAW

SCHEDULE "B"

1. No **permit** shall be issued in accordance with this by-law until the fee set out in the schedule below has been paid in full to the Town of St. Stephen:

(a) in the case of residential, commercial, industrial and institutional constructions:

Value of Work	Building Permit Fee
\$0 to \$5,000	\$25.00
\$5,001 - \$100,000	\$5.00/\$1,000
\$100,000+	\$500.00 + \$2.50/\$1,000

- (b) in the case of any **work** that will affect Town property, a deposit of five hundred dollars (\$500.00);
- (c) in the case of an **electrical waiver**, a fee of twenty-five dollars (\$25.00); and,
- (d) in the case of a **demolition permit**, a minimum fee of twenty-five dollars (\$25.00).

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police December 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



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

**POLICE REPORT
December, 2015**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **December 1, 2015 to December 31, 2015 inclusive**. During this time period, the RCMP responded to **210** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	1
Tickets issued	10
Warnings issued	7
Traffic Collisions	9

PROVINCIAL STATUTES:

Animal Calls	1
Child Welfare Act	1
Fail to Stop or Remain at Accident Scene	3
Family Orders & Agreements Enforcement Assistance Act	1
Family Relations Act	1
False/Abandoned 911 Call	9
Fire Prevention	2
Mental Health Act	13
Off Road Vehicle Act	2
Other Moving Traffic Violations	2
Other Non-Moving Traffic Violations	2
Person Report Missing	1
Roadside Suspensions – Alcohol Related	1

CRIMINAL CODE:

Aggravated Assault	1
Assault	7
Being Unlawfully at Large	1
Breach of Long Term Supervision	1
Crime Prevention	7
Criminal Harassment	1
Disobeying Order of Court	1
Disturbing the Peace	3
Fail to Comply with Undertaking	2
Fraud	4
Harassing Communications	1
Identity Fraud	1
Impaired Operation over 80 mg% of Motor Vehicle	5
Information File	3
Mischief damage to and/or Obstruct Enjoyment of Property	6
Other Theft under \$5000	5
Theft Under or Equal to \$5000 - Shoplifting	2
Theft Under of Equal to \$5000 from Motor Vehicle	5
Utter Threats against a Person	10

OTHER FEDERAL STATUTES:

Possession Schedule II – Cannabis Resin	2
Possession Schedule VIII – Cannabis Marihuana	2

OTHER INVESTIGATIONS:

Assistance to Canadian Police (non-RCMP) Agency	2
Assistance to General Public	6

OTHER INVESTIGATIONS:

Municipal Bylaws	2
Police Certificates	45
Offender Management	1
Suspicious Person/Vehicle/Property	5
Street Checks	12

**T. D. POMEROY, Cpl.
A/Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police**

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

2016 GENERAL OPERATING FUND BUDGET

THAT the sum of \$9,075,450 (nine million, seventy-five thousand, four hundred and fifty dollars) be the total operating budget of the Municipality, that the sum of \$5,377,298 (five million, three hundred and seventy-seven thousand, two hundred and ninety-eight dollars) be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.5800 (one dollar and fifty-eight cents). The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of St. Stephen.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

2016 WATER AND SEWERAGE OPERATING FUND BUDGET

THAT pursuant to paragraph 189(4) of the *Municipalities Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,294,009 (two million, two hundred and ninety-four thousand and nine dollars), and total expenditures of \$2,294,009 (two million, two hundred and ninety-four thousand and nine dollars).

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN-OWNED SURPLUS PROPERTIES

THAT the Council of the Town of St. Stephen declares the Town-owned property located at 37 School Street, also known as the former Kiwanis Pool, and identified as PID # 01306851, as well as the adjacent rear Town-owned property identified as PID # 01246057 to be surplus properties.

AND THAT the Council directs the Chief Administrative Officer to send letters of offer to acquire portions of the above-noted land, at reasonable costs, to adjacent property owners.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN KIWANIS CLUB – PROPOSED SKATEBOARD PARK

THAT the Council of the Town of St. Stephen accepts in principle a skateboard park to be located in the parking lot of the Border Community Area Arena by the St. Stephen Kiwanis Club contingent on Council approval of conceptual drawings.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

**ENDORSEMENT OF THE FRAMEWORK FOR RECREATION IN CANADA
2015: PATHWAYS TO WELLBEING**

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing has been a collaborative effort of Provincial/Territorial Recreation Organizations, the Canadian Parks and Recreation Association and Provincial/Territorial governments; and

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing is the result of a comprehensive process of research, reflection and recommendations that were facilitated through discussions with various recreation stakeholders groups across Canada; and

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing has been formally endorsed by Provincial and Territorial Ministers responsible for recreation, sport and physical activity; the Canadian Parks and Recreation Association; Recreation New Brunswick; Communautés et loisir Nouveau-Brunswick; the Union of Municipalities of New Brunswick and supported by the Government of Canada; and

Whereas the Framework for Recreation in Canada 2015: Pathways to Wellbeing principle purpose is to guide and stimulate coordinated policies and practices in recreation that aim to improve the wellbeing of individuals, communities, and the built and natural environment; and

Whereas the Town of St. Stephen and its citizens are valued stakeholders in advancing recreation and therefore the health and wellbeing of our citizens and communities,

Be it resolved that the Council of the Town of St. Stephen formally endorses the Framework for Recreation in Canada 2015: Pathways to Wellbeing and support the collaborative work to accomplish the goals of the framework and to therefore support the advancement of recreation in New Brunswick.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD POSITIONS (NON-UNION)
WAGE CHART 2016**

THAT the Council of the Town of St. Stephen adopts the attached “Student Lifeguard Positions (non-union) Wage Chart 2016 for the Garcelon Civic Center Aquatics Department.



**Garcelon Civic Center
Aquatics Department
Student Lifeguard Positions (non-union)
Wage Chart 2016
(Minimum Wage - \$10.30/Hr.)**



New Staff or Assistant Guard: \$10.50/hour

Regular Staff (Base Rate): \$10.75/hour

- Base Rate includes First Aid Certification and one of NLS Lifeguard Certification or Swim for Life Instructor

Each additional certification: \$.25/hour

- Eligible certifications include:
 - National Lifeguard Certification
 - Swim for Life Instructor
 - Lifesaving Instructor
 - Lifesaving Examiner
 - National Lifeguard Instructor
 - National Lifeguard Examiner
 - First Aid Instructor

Salary adjustments for certifications will be made in January and July of each calendar year. Lifeguards will submit a copy of each certificate to Human Resources / Payroll by December 31 for salary increases in January and June 30 for salary increases in July.

Additional year of employment: \$.25/hour

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

CUSTOMER ACCOUNT APPLICATION AND CUSTOMER SERVICE AGREEMENT - UNIFIRST

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a Customer Account Application between the Town and UniFirst in order to process any future purchases of the Town from the said company.

AND THAT the Council authorizes the Mayor and Town Clerk to sign a Customer Service Agreement, in the form presented to Council, with UniFirst in order to supply floor mats at the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: EVENTS DEVELOPMENT COORDINATOR

THAT the Council of the Town of St. Stephen approves the out-of-province travel for the Events Development Coordinator to attend the Sport Events Congress 2016 in Ottawa, Ontario from March 6 - 8, 2016, inclusively.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

MILITARY SERVICE BANNERS

THAT the Council of the Town of St. Stephen grants permission to the Royal Canadian Legion Branches #9 and #48 to erect Military Service Banners on the lampposts prior to Remembrance Day (approximately mid October), and until such time as the Christmas decorations are installed.

AND THAT the Military Service Banners will be sold by Legion members and the Town will erect, dismantle and store them each year.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2015 for non-union employees as follows:

Employee # E26	-	45 days
Employee # E37	-	5 days
Employee # E45	-	5 days
Employee # E54	-	3 days
Employee # E61	-	4.5 days
Employee # E63	-	14 days
Employee # E127	-	6 days

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2015 for union employees as follows:

Employee # E03	-	8 days
Employee # E04	-	36 days
Employee # E129	-	5 days
Employee # E39	-	4 days

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – BUILDING CONDITION ASSESSMENT OF FORMER TOWN HALL

THAT the Council of the Town of St. Stephen accepts the “Building Condition Assessment” prepared by Dillon Consulting Limited of the former Town Hall located at 34 Milltown Boulevard, copy attached.

AND THAT based on the assessment, the public safety concerns, the physical condition of the building, the estimated costs of restoration, and the lack of proposals to re-purpose and develop the building, the Council directs the Chief Administrative Officer to request quotes for the demolition of the former Town Hall located at 34 Milltown Boulevard, and provide a recommendation for approval at a future Council meeting.



DILLON
CONSULTING

TOWN OF ST. STEPHEN

Building Condition Assessment

34 Milltown Boulevard, St. Stephen, N.B

January 12, 2016



Town of St. Stephen
73 Milltown Boulevard, Unit 112
St. Stephen, N.B.
E3L 1G5

Attention: Mr. Derek O'Brien
Chief Administration Officer

Building Condition Assessment (34 Milltown Boulevard) St. Stephen, N.B.

Dillon Consulting Limited has completed a building condition assessment of the former Town Hall building located at 34 Milltown Boulevard in St. Stephen.

Please find enclosed a report to document our findings and costs estimates to rehabilitate this building.

Upon your review, if you have any questions, please contact us at your convenience.

Yours sincerely,

DILLON CONSULTING LIMITED

A handwritten signature in cursive script that reads "Brian Latimer".

Brian Latimer, P Eng.
Associate

Our file: 15-2816

272
Charlotte Street
Sydney
New South
Wales
Australia
6111 100
Telephone
(903) 562-9831
Fax
(903) 562-9890

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1.0 Introduction and Background Information

The purpose of this report is to summarize our assessment of the current conditions of the former St. Stephen Town Hall, which was constructed in St. Stephen, New Brunswick between 1885 and 1887. We will be providing comment on the building structure, mechanical and electrical systems. This is only a partial inspection as a full inspection is not achievable because of gypsum board wall and ceiling finishes. Costs identified in the 2004 ADI report will be adjusted based on the New Brunswick consumer price index to 2015. Cost improvements not listed in the 2004 ADI report and 2008 Estabrooks report will also be included.

On November 26, 2015, Mr. Tyler Baxter of Dillon Consulting, visited the captioned building to document the existing condition of the building. Exterior façade inspections were carried out from ground level and no building drawings were available. Three previous reports were available for reference, a Masonry/Structural Review carried out by ADI (dated Nov. 2004), an air quality survey carried out by RPC (dated July 27, 2007), and a preliminary condition masonry assessment carried out by Estabrooks Consultants Inc (dated Feb 15, 2008). With the exception of the installation of modern day operable vinyl windows, no work identified in previous reports carried out by ADI and Estabrooks appears to have been completed. Based on initial observations, the building is in poor shape and appears there has been little maintenance or repairs with respect to the aging building materials such as brick, sandstone and roofing.

Please note that a hazardous material survey to identify asbestos, lead, PCB's, mould and mercury was not carried out during our investigation, however, suspicious materials and surfaces containing mould and asbestos were observed throughout the building.

Photographs referenced in this letter report are attached in **Appendix A**.

2.0

Building Structure

2.1

East Façade

A major hole in the interior brick wythe at the east gable has been identified, (see Photo 1) from within the attic space. The exterior brick wythe between the three windows (Photo 2) located on the third floor at this gable was measured to be out of plumb $1 \frac{1}{4}$ " over 48". The deterioration of this gable is also obvious from brick and spalled brick faces located on the ground below (Photos 3 & 4). With the quantity and severity of exterior separated bricks and stone, the entry of water and freezing could result in catastrophic failure of this gable end wall. Stabilizing this gable now with the attachment of a temporary steel frame is probably impractical and not safe, but should be immediately investigated. With the close proximity of the neighboring Royal Bank and the height difference between the two structures, immediate consideration should also be given to dismantle this portion of the building during the Royal Banks off hours. Following removal of the gable, a structurally stable temporary weather tight enclosure would be required to protect the building from the elements. It is understood that both the brick mortar joints and sandstone would have worsened and immediate repair is required since no obvious repairs have been carried out following Estabrooks report. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

2.2

South Façade

The deteriorating condition of the top south east corner (Photo 5) of this southern face could be directly related to the adjacent condition of the eastern gable. Dismantling the eastern gable could possibly impact the integrity of this corner. The top half of the chimney (fig. 6) and area below the eastern side windows (Photo 7) have lost bricks since the ADI report that is obvious from period pictures and remnants of bricks on the ground below. Sections of brick below the second storey eastern side windows and top half of the chimney will also require dismantling and replacement. Sandstone arches (Photo 8) identified in previous reports will require repairs. It is understood that both the brick mortar joints and sandstone would have worsened and immediate repair is required since no obvious repairs have been carried out following Estabrooks report. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

2.3

West Façade

The structural integrity of the exterior fire escape has been compromised and can't be trusted. This type of exit is not compliant with current codes therefore a new fire rated stairwell within the current building will be required. The door to this fire escape should be removed and replaced with a partial window and wall system. It is understood that both the brick mortar joints and sandstone would have worsened and immediate repair is required since no obvious repairs have been carried out following Estabrooks report. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

2.4 North Façade

Consideration should be given to replace the deteriorated plywood roof covering on the sidewalk canopy. The front gable from both street level (Photo 9) and from roof above (Photo 10) appears to be out of plumb. This gable is of similar geometry to the deteriorated east side gable and should be monitored for movement. Mortar is missing from the east side gable coping (see Photo 11) and will allow the passage of water into the wall and under the coping below. A major immediate restoration for brick face is required above the second storey sandstone band (Photo 11) to prevent water from entering the wythe and allowing freeze thaw cycles to release bricks to the street below. Steps at the east side entrance (Photo 12) appear to have settled and there may be a direct relationship with granite stones in the foundation wall below (Photo 13) with cracked mortar. The first storey sandstone parapet at west side of building is cracked (Photo 14) due to a settling arch below. This crack is also permitting water to enter the wall wythes and will cause cracking and displacement of bricks during freeze thaw cycles. Replacement of transom windows above vinyl windows, all wood trim, perimeter sealants and flashings is now also required for a weather tight envelope.

2.5 Exterior Walls - Insulation & Vapour Barrier

Exterior basement walls have not been framed or insulated. Insulation and vapour barriers and placement techniques at first, second and third floors are well below modern day standards. Fiberglass batt wall insulation is R-12 compared to current day R-25. Fiberglass batt ceiling insulation at third floor offers little value because of construction debris compressing fiberglass batts and poor placement (Photo 15). Ceiling insulation is also well below current day standards. At least one wall (Photo 16) is deficient of insulation and vapour barrier. Polyethylene vapour barrier in one area of the building crumbled (Photo 17) when handled and can therefore be assumed to be inadequate. Placement of vapour barrier and insulation at openings (Photo 18) and continuation through building assemblies is poor and in most cases for the areas observed non-existent. An abundance of construction debris (Photo 19) from previous renovations between the masonry and exterior wood walls should be removed. Damp and blackened surfaces were also observed between these two walls. To improve indoor air quality and heating costs a major renovation should be carried out to insulate the basement area and to upgrade insulation and vapour barrier assemblies throughout the building. A new insulated 2"x4" wall should be constructed adjacent to the existing wall.

2.6 Doors

Consideration to replace the two front entry door systems and rear entry basement door systems should be considered if the building is to be renovated to current day standards.

2.7 Roofing

The upper roof (Photo 20) and lower roof are presently leaking. Missing asphalt shingles and remnants (Photo 21) of these shingles were observed from the ground. All roofs, curbs and perimeter trims are in immediate need of replacement to protect the interior of the building. Obsolete items should be removed from the upper roof during this replacement.

2.8 Stone Foundation

It has been reported that the basement continues to flood during storm events and this problem should be addressed if the building is to be occupied in future.

2.9 Basement Space

What appears to be major mould growth (Photo 22) is obvious throughout the basement. The lower sections of two interior masonry walls are either deteriorated or collapsed (Photo 23). What appears to be uncovered asbestos board (Photo 24) was observed on portions of the ceiling. All three items should be addressed to improve indoor air quality and building longevity.

2.10 First, Second, and Third Floor Spaces

With the exception of previously noted issues, the following additional items should be noted:

- Numerous wall and ceiling areas at these three floors are stained from exterior wall and roof leaks.
- First floor staircase treads are 2" out of level over 48" and require fixing.
- Timber framing above the east faced center window at the third floor level is collapsed and deteriorated and requires replacement.
- The condition of the timber floor framing was not accessible for inspection, therefore it's condition is unknown.

2.11 Attic Space

With the exception of previously noted issues, the following additional items should be noted:

- Two cracked and partially rotated heavy timbers (Photos 25 & 26) have been located in the space and should be repaired.
- Daylight can be seen through a section of roof and boards are rotten (Photo 27) due to water.
- Extent of decay can be determined during roof replacement and boards will require replacement.

2.12 Building Code Requirements

This building has neither life safety systems nor barrier free access and this may be a requirement if the building is renovated. Local authority having jurisdiction should be contacted to confirm requirements. At a minimum this item will include an elevator with fire rated shaft, handicap accessible washrooms, fire rated floor and stairwells, handicap accessibility ramp and building sprinkler system.

3.0 Building Mechanical Systems

3.1 Heating and Ventilation

Currently the National Building Code of Canada (NBCC) requires that all buildings be ventilated to ensure good indoor air quality and also heated, but not cooled. Currently the existing building is heated with baseboard electric heaters, which represents the most expensive form of heating. Given the previous statement, a complete new system would be required to meet current NBCC requirements, and to provide a heating and ventilation system that is operationally efficient. Based on current day equipment, a split system heat pump including all ductwork to provide ventilation, heating and cooling may be the best option and will be included in the cost summary.

3.2 Sanitary Piping

Over time the sanitary drainage system has been renovated through the addition of ABS drainage piping (Photo 28) and this piping is permitted in a commercial building provided it is concealed. If the ABS piping is not concealed it will be required to be replaced by copper or PVC. For the cost summary it will be assumed that 1.0% of the existing PVC is non-compliant.

3.3 Domestic Water Piping

Thermal insulation will be required on all distribution piping (Photo 29) to avoid the inevitable heat losses that occur from un-insulated pipes and National Plumbing Codes requires that hot water recirculation piping be installed.

4.0

Building Electrical Systems

It appears many electrical additions/repairs have taken place as needed over the years which may very well have met the code/practices of the day. With that being said, these installations did not always take into consideration the appearance and the quality of the installed systems, a lack of support for both wiring and junction boxes is obvious on the attic floor (photo 30) and it appears wiring was routed as needed. This building does have a mixed design with respect to communication and has not followed standards associated with EIT/TIA. With the current condition of the electrical and communication systems it would be appropriate to remove the entire electrical and communication systems and begin to develop a system that will support the future direction of this building and bring all systems up to today's standards.

5.0

Opinion of Probable Cost

The following opinion of probable cost for the rehabilitation of this building is compiled from budget costs summaries from previous reports and has been adjusted to current day CPI (+20.6% since 2004, +12.3% since 2008). Additional costs that are assumed not to have been originally covered are included in this new opinion of probable cost.

Table 5-1. Summary of Upgrading Costs Based on CPI

ITEM	COST
2.1 to 2.4 Building Facades	\$355,000.00
2.5 Exterior Walls – Insulation & Vapour Barrier	\$131,000.00
2.6 Doors	\$14,000.00
2.7 Roofing	\$34,000.00
2.8 Stone Foundation	\$48,000.00
2.9 Basement Space	\$15,000.00
2.10 First, Second and Third Floor Spaces	\$10,000.00
2.11 Attic Space	\$5,000.00
2.12 Building Code Requirements	\$386,000.00
3.12 Heating and Ventilation	\$176,000.00
3.2 Sanitary Piping	\$5,300.00
3.3 Domestic Water Piping	\$44,000.00
4.1 Electrical	\$160,000.00
Sub-Total:	\$1,383,000.00
Contingency (15%):	\$207,495.00
TOTAL (Taxes Not Included)	\$1,590,495.00

Although the consumer price index was applied to previous estimates prepared by others in Table 5.1 above, research has shown that construction costs for a majority of items have doubled over the previous 15 years at a calculated average rate of 6.66% per year according to cost data for the Canadian Construction Industry (Reference – "Yardsticks for Costing by Hanscombs"). This higher inflation of construction costs has affected items 2.1 to 2.4 (Building Facades), 2.8 (Stone Foundation), and 2.12 (Building Code Requirements). The following Table 5.2 includes the higher construction costs for these three items generated by using the more valid estimates determined by this method.

Table 5-2 Construction Costs based on Higher Current Cost Data

ITEM	COST
2.1 to 2.4 Building Facades	\$458,000.00
2.5 Exterior Walls – Insulation & Vapour Barrier	\$131,000.00
2.6 Doors	\$14,000.00
2.7 Roofing	\$34,000.00
2.8 Stone Foundation	\$59,000.00
2.9 Basement Space	\$15,000.00
2.10 First, Second and Third Floor Spaces	\$10,000.00
2.11 Attic Space	\$5,000.00
2.12 Building Code Requirements	\$589,000.00
3.1 Heating and Ventilation	\$176,000.00
3.2 Sanitary Piping	\$5,300.00
3.3 Domestic Water Piping	\$44,000.00
4.1 Electrical	\$160,000.00
Sub-Total	\$1,700,300.00
Contingency (15%)	\$255,045.00
TOTAL (Taxes Not Included)	\$1,955,345.00

Summary and Conclusions

The former St. Stephen Town Hall building at 34 Milltown Boulevard is approximately 130 years old. This historical building has been unoccupied for the last 7 years and has not been adequately maintained or upgraded.

As a result, this building has deteriorated substantially and was found to be in poor general condition. Many deficiencies were observed in the building including the weather envelope and the structural, mechanical, and electrical building components.

To bring this building back to a suitable condition to provide a functional building with adequate air quality and to meet the present day standards, Dillon Consulting Limited has estimated that the opinion of probable rehabilitation costs are in the range of \$1.6 million to \$2 million.

Before proceeding with the rehabilitation of this building, it is recommended that a hazardous materials audit be carried out to determine if there are any such materials in the building which could become a risk to the health and safety of workers during the renovation work (i.e., mould, asbestos, lead, PCB's, etc.)

Appendix A
Photos



Photo 1



Photo 2

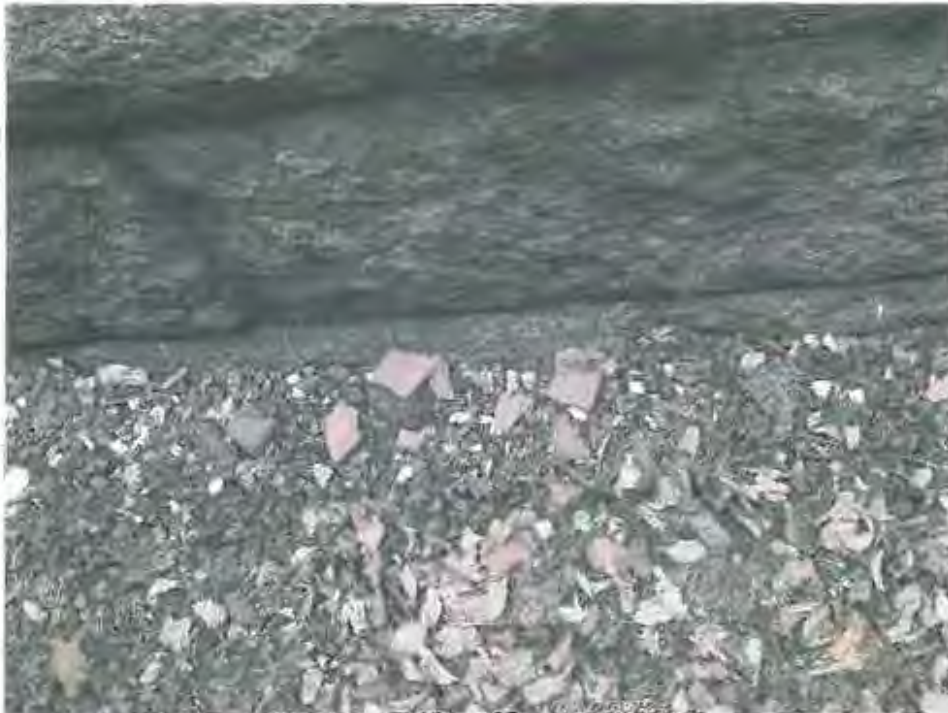


Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15

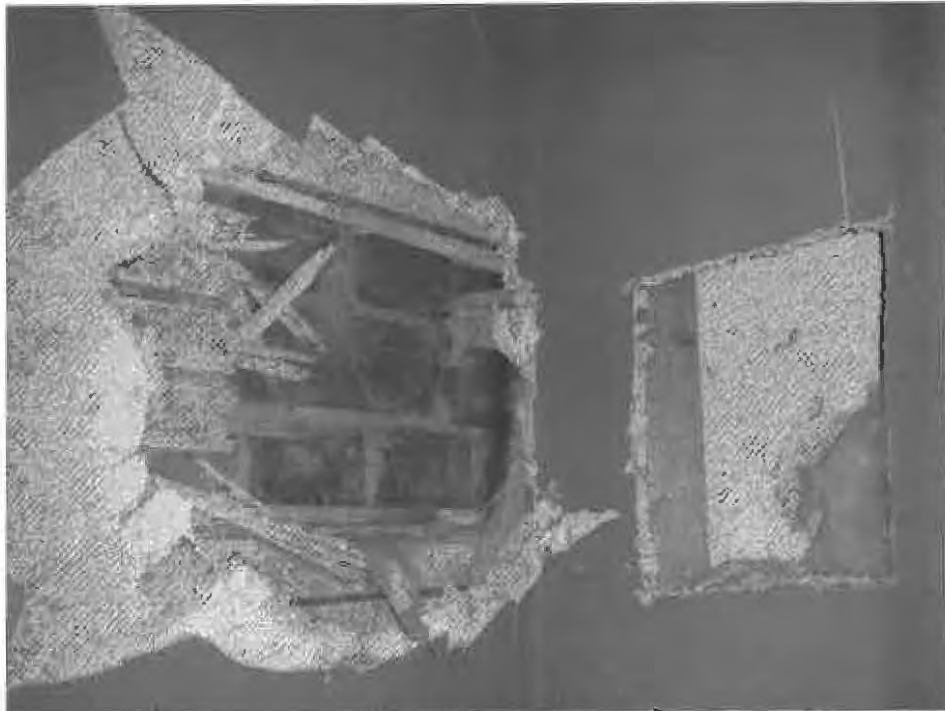


Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28

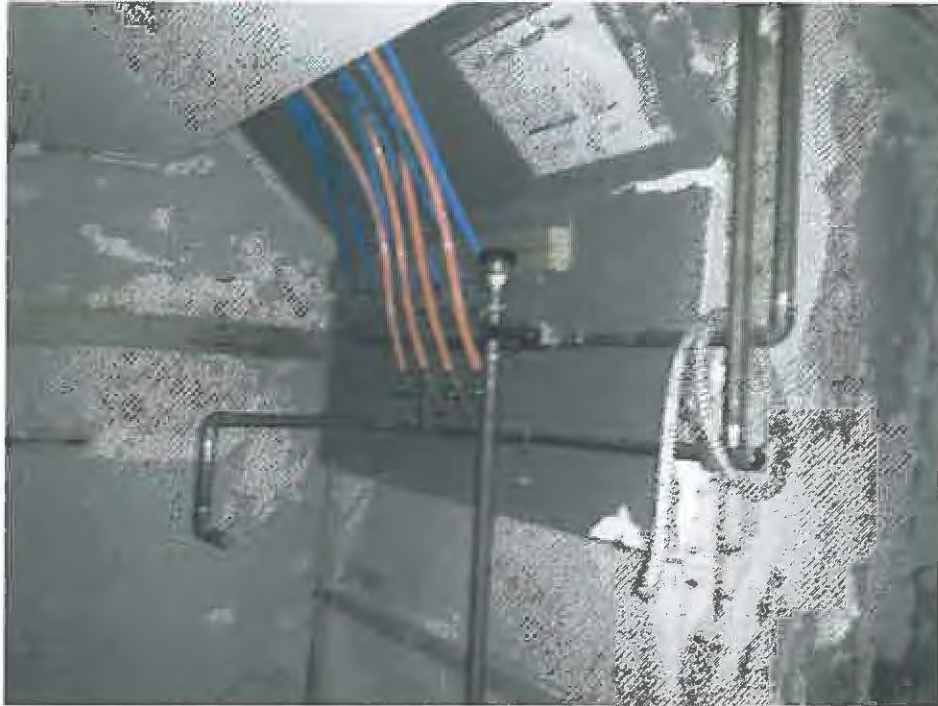


Photo 29



Photo 30

References

- 1 ADI Report 2004 – “Masonry/Structural Review and Recommendations to Maintain Historic Integrity, St. Stephen Town Hall”
- 2 Estabrooks Consultants Inc 2008 Report – “Preliminary Condition Assessment – Masonry St. Stephen Town Hall”
- 3 “Hanscomb Yardsticks for Costing – 2015, Cost Data for the Canadian Construction Industry”

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

FORMER TOWN HALL – PUBLIC MEETING

THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to schedule a public meeting to allow Dillon Consulting Limited to share the “Building Condition Assessment” prepared for the former Town Hall located at 34 Milltown Boulevard which guided the decision for demolition.

AND THAT the date and location for the public meeting will be published in *The Saint Croix Courier*, on the Town’s website, as well as through social media.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENTS – ST. CROIX PUBLIC LIBRARY BOARD

THAT Roderick Roy, Yvette Sawyer, Ken Jenkins and Frances Megilley be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective February 1, 2016 and expiring January 31, 2019.

RESOLUTION NO.: _____

DATE: January 25, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.