

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 22, 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
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – January 25, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from Chair, Charlotte Coastal Region Tourism Association to Mayor and Council dated January 21, 2016.
 - (b) Letter from Minister of Tourism, Heritage and Culture to the Clerk dated February 12, 2016.

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 – February 10, 2016

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) Development Office
- (h) Property Management Services
- (i) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Change of Date: March 2016 Regular Town Council Meeting
- (c) Change of Date: May 2016 Regular Town Council Meeting
- (d) Scotiabank Borrowing Authority
- (e) Royal Bank of Canada Borrowing Authority
- (f) Dillon Consulting Limited – Agreement for Professional Services –
Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO)
Long Term Control Plan
- (g) Dillon Consulting Limited – Agreement for Professional Services –
Signalized Crosswalk on Route 3
- (h) Giddens Memorial Airport – GPS Navigation System
- (i) Peddler's License – Sandro's Catering
- (j) Canadian Tire Jumpstart Program
- (k) Out-of-Province Travel: Director, Parks and Recreation
- (l) Charlotte County Fall Fair – "In Kind" Support
- (m) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (n) Charlotte County Ground Search and Rescue Team Inc. – Reactivation
- (o) Garcelon Civic Center – Full-Time Maintenance/Custodial Labourer –
Job Recommendations

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on January 25, 2016 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 25, 2016 @ 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; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor MacEachern
Seconded by Councillor Harding

01/16

THAT the Agenda be unanimously approved with one (1) addition: Heart Month February 2016 Proclamation be added as (c) under 5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS. CARRIED

4. CONFLICT OF INTEREST

Councillor Pond declared a conflict of interest on 14(b) under NEW BUSINESS and left Council Chambers at 7:47 p.m. and returned at 7:48 p.m.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Letter from Sherry Currie, 20 Thompson Avenue, dated January 17, 2016 with attached petition and photos was received and read by Mayor Quartermain, as well as the
- (b) Letter from Pam Russell, 14 Thompson Avenue, dated January 13, 2016.

Sherry Currie, along with residents Pam Russell, Garry McGaw, Lorraine Matthews and Jeremy Townes requested assistance/solutions from the Town with respect to their flooding issues on Thompson Avenue.

Mayor Quartermain informed the concerned residents that the Town's Engineer from Dillon Consulting Limited has advised that the Prince William Street infrastructure renewal project scheduled for this year should help alleviate the flooding.

**MINUTES
REGULAR COUNCIL
JANUARY 25, 2016**

The Chief Administrative Officer will meet with the Town's Engineer to determine other options should the Prince William Street project fail to alleviate the flooding on Thompson Avenue.

After the meeting with the Town's Engineer, the Chief Administrative Officer will contact Sherry Currie, on behalf of the residents, and advise them accordingly.

A copy of the "Sanitary Sewer Assessment (Final) Thompson Avenue" prepared by Dillon Consulting Limited in September 2011 will be posted on the Town's website.

(c) Heart Month – February - Proclamation

Mayor Quartermain proclaimed the month of February 2016 as Heart Month:

Whereas the effects of heart disease and stroke are responsible for widespread suffering and create serious hardship in our community; and

Whereas the Heart and Stroke Foundation of New Brunswick is taking positive action to reduce disability and death from heart disease and stroke through:

- (1) a planned, priority research program to save lives
- (2) a public and professional heart health promotion program to prevent disease
- (3) supporting people living with heart disease and stroke to promote recovery, and

Whereas the Heart and Stroke Foundation of New Brunswick's Annual Person-to-Person Campaign is being conducted during the Month of February.

Now Therefore, I, John Quartermain, Mayor of the Town of St. Stephen, hereby proclaim the month of February 2016 as Heart Month in the Town of St. Stephen and urge all citizens to cooperate in the Heart Month Drive and all civic, social and fraternal organizations and business establishments to give this campaign the greatest possible support.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

02/16 THAT the Minutes of the Regular Council meeting held on December 21, 2015 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 03/16 **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.
CARRIED

PAID BILLS

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 04/16 **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.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION FILE

Moved by Councillor Maxwell

Seconded by Councillor Pond

- 05/16 **THAT** Communication for Action, note and file, be received. **CARRIED**

Council agreed with the request from Andrew Holmes outlined in his letter dated January 21, 2016 to purchase certain items located in the former Roger's Stove Shop/Border Pool and Spa building prior to demolition, and will pay a fee of up to \$500.00, plus any fees incurred for Town staff.

Council directed the Chief Administrative Officer to make arrangements for the removal of the requested items and to invoice Mr. Holmes accordingly.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 06/16 **THAT** the Minutes of the Committee of Council meeting held on December 21, 2015 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor MacDonald

- 07/16 **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. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Booth

- 08/16 **THAT** the Minutes of the Committee of Council meeting held on January 18, 2016 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Booth
Seconded by Deputy Mayor MacEachern

- 09/16 **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. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Pond

- 10/16 **THAT** the following staff reports for the month of December 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. L-10 - "TOWN OF ST. STEPHEN BUILDING BY-LAW" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor MacEachern
Seconded by Councillor Harding

- 11/16 **THAT** By-Law No. L-10 – "Town of St. Stephen Building By-Law" – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT.

Moved by Councillor MacDonald

Seconded by Councillor Pond

- 12/16 **THAT** the Royal Canadian Mounted Police December 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

2016 GENERAL OPERATING FUND BUDGET

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 13/16 **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. **CARRIED**

2016 WATER AND SEWERAGE OPERATING FUND BUDGET

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 14/16 **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). **CARRIED**

TOWN-OWNED SURPLUS PROPERTIES

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 15/16 **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. **CARRIED**

ST. STEPHEN KIWANIS CLUB – PROPOSED SKATEBOARD PARK

Moved by Councillor Pond

Seconded by Councillor MacDonald

- 16/16 **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.
CARRIED

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

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 17/16 **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. **CARRIED**

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

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 18/16 **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. **CARRIED**

**CUSTOMER ACCOUNT APPLICATION AND CUSTOMER SERVICE
AGREEMENT – UNIFIRST**

Moved by Councillor MacDonald
Seconded by Councillor Booth

- 19/16 **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. **CARRIED**

OUT-OF-PROVINCE TRAVEL: EVENTS DEVELOPMENT COORDINATOR

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 20/16 **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. **CARRIED**

MILITARY SERVICE BANNERS

Moved by Councillor Booth
Seconded by Councillor Pond

- 21/16 **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. **CARRIED**

UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)

Moved by Councillor Harding
Seconded by Councillor Maxwell

22/16 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

CARRIED

UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)

Moved by Councillor Harding
Seconded by Councillor Pond

23/16 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

CARRIED

DILLON CONSULTING LIMITED – BUILDING CONDITION ASSESSMENT OF FORMER TOWN HALL

Moved by Councillor Booth
Seconded by Councillor Maxwell

24/16 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. **CARRIED**

FORMER TOWN HALL – PUBLIC MEETING

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 25/16 **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.

CARRIED

REAPPOINTMENTS – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

- 26/16 **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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended the Mayor’s Levee.
- Attended a public meeting hosted by Concerned Citizens of Charlotte County.
- Attended a public Provincial choices meeting.
- As Chair of the Finance and Administration Committee, attended several budget meetings.

Councillor Harding

- Attended the Mayor’s Levee.
- Attended all Town meetings.
- Attended a meeting in which the Billy Weston Brook Flood Risk Assessment prepared by the St. Croix Estuary Project Inc. and Dillon Consulting Limited was shared with the public.

Councillor Booth

- Attended all Town meetings.
- Attended a meeting in which the Billy Weston Brook Flood Risk Assessment prepared by the St. Croix Estuary Project Inc. and Dillon Consulting Limited was shared with the public.
- Attended a public Provincial choices meeting.

Councillor MacDonald

- Attended a Parks and Recreation Committee meeting.
- Attended a public Provincial choices meeting.
- Attended several Town budget meetings.
- Enjoyed meeting with Tanner Stewart of Stewart Farms on growing farmed products through NutraPonics technology.

Councillor Maxwell

- Attended all Town meetings.
- Attended the Mayor's Levee.
- Attended a meeting in which the Billy Weston Brook Flood Risk Assessment prepared by the St. Croix Estuary Project Inc. and Dillon Consulting Limited was shared with the public.
- Attended several Town budget meetings and thanked the Town Treasurer for his diligent work.
- Enjoyed meeting with Tanner Stewart of Stewart Farms on growing farmed products through NutraPonics technology.
- Attended the Doug MacDonald Memorial Hockey tournament.
- Organized and participated in a fundraiser pool tournament for the St. Croix Vocational Centre.

Councillor Pond

- Recently enjoyed a vacation.
- Attended a South West New Brunswick Transit Authority board meeting.
- Attended the monthly Business Improvement Area meeting.
- Attended the Mayor's Levee.

Mayor Quartermain

- Thanked the Town Treasurer for his diligent work and pleased that the tax rate remains the same, even with a \$22 million Garcelon Civic Center.
- Thanked the many volunteers in the community and, in particular, the people working on future downtown development.

16. QUESTION PERIOD

Kent Caldwell, a member of the Royal Canadian Legion Branch # 9, was in attendance and was pleased with Council's resolution with respect to the military service banners. He also announced a blood donor clinic at the Legion on Wednesday, January 27, 2016.

**MINUTES
REGULAR COUNCIL
JANUARY 25, 2016**

With respect to the resolution directing the Chief Administrative Officer to request quotes for demolition of the former Town Hall, Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, questioned whether or not Council was in contradiction with the Culture and Heritage section of the Municipal Plan By-Law.

The Mayor advised that to borrow the estimated \$2,000,000 to restore the building would cause significant increases to the tax rate over the next several years.

Members of Council stated that it is unfortunate the building was not properly maintained over the years; however, it is a major safety concern and must be demolished before potential fatalities or injuries occur.

Derwin Gowan, reporter with the *Telegraph-Journal*, questioned how the tax rate was maintained to which the Mayor advised that some long term debt was finished and no long term was added.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

27/16 THAT the meeting adjourn at 8:12 p.m. CARRIED

Mayor

Town Clerk

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: February 22, 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 September 30, 2015 be received.

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

	Actual To Date For the Nine Months Ending September 30, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Taxes	4,140,050	5,520,066	\$1,380,016	75%
Services Provided to Other Governments	145,896	206,611	60,715	71%
Sale of Services	140,522	646,439	505,917	22%
Other Revenue From Own Sources	222,228	223,855	1,627	99%
Unconditional Grants	1,074,327	1,432,436	358,109	75%
Unconditional Transfers	5,360	21,440	16,080	25%
Conditional Transfers	6,042	4,000	-2,042	151%
Other Transfers	735,825	1,004,652	268,827	73%
Total Revenue	6,470,250	9,059,499	2,589,249	71%
Expenditure				
General Government Services	736,028	1,032,304	296,276	71%
Protective Services	1,565,324	2,122,004	556,680	74%
Transportation Services	1,373,626	1,859,472	485,846	74%
Environmental Health Services	170,614	258,570	87,956	66%
Environmental Development Services	243,296	289,938	46,642	84%
Recreational and Cultural Services	1,236,332	1,774,942	538,610	70%
Fiscal Services	1,201,231	1,714,269	513,038	70%
Other	-10,757	8,000	18,757	-134%
Total Expenditures	6,515,694	9,059,499	2,543,805	72%
Surplus (Deficit)	(\$45,444)	\$0		

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

	Actual To Date For the Nine Months Ending September 30, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,528,055	\$2,014,837	\$486,782	76%
Other Revenue From Own Service	149,393	190,769	41,376	78%
Other Transfers	52,054	69,405	17,351	75%
Total Revenue	1,729,502	2,275,011	528,158	76%
Expenditures				
Water Supply	753,924	1,041,233	287,309	72%
Sewerage Collection and Disposal	448,144	736,226	288,082	61%
Fiscal Services	410,962	497,552	86,590	83%
Total Expenditures	1,613,030	2,275,011	661,981	71%
Surplus (Deficit)	\$116,472	\$0		

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,167,522.15 (one million, one hundred and sixty-seven thousand, five hundred and twenty-two dollars and fifteen cents) be received.

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

JANUARY 2016

Lexi Brisley (Frances Esther Todd Scholarship Fund - Final Installment,
Cheque #73) 1,750.00

Brandon Mofford (Irving Randall Todd Scholarship - Final Installment,
Cheque #74) 1,750.00

Total \$3,500.00

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

Visa:

September 2015

John Quartermain (Utility: Cell Phone Upgrade)

366.09

Grand Total

366.09

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000004 dated between 01/01/2016 and 01/31/2016

CHEQUE REGISTER

Printed: 2:33:04PM 02/03/2016

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Number	Issued	Amount	SC	Status	Status Date
000003	01/20/2016 TOWN OF ST. STEPHEN 55,000.00	55,000.00	AP	OUT-STD	01/20/2016
	GG-GENERAL-FUND TRANSFER FRI	55,000.00			
	Cheque Totals Issued:	55,000.00			
	Void:	0.00			
	Total Cheques Generated:	55,000.00			
	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 017627 dated between 01/01/2016 and 01/31/2016

CHEQUE REGISTER

Printed: 2:34:24PM 02/03/2016

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Number	Issued	Amount	SC	Status	Status Date
017404	01/06/2016 ACCT #903240047015 DECEMBER2015 VOLUNTEER FIRE MEMBERSHIP DU	330.00 330.00	A/P	OUT-STD	01/06/2016
017405	01/06/2016 ACCT 8025-280 DECEMBER2015 LOCAL 770 UNION DUES-DECEMBE	1,107.11 1,107.11	A/P	OUT-STD	01/06/2016
017406	01/06/2016 AJW MECHANICAL LTD. 19791 CC-PENTHOUSE/MECHANICALROO	378.56 378.55	A/P	OUT-STD	01/06/2016
017408	01/06/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD. F198010 RC-PARKS-MOWER FITTERS	112.51 112.51	A/P	OUT-STD	01/06/2016
017409	01/06/2016 BLAKNEY'S TRUCKING INC. 32 TS-STS-ROAD SALT DELIVERY	1,312.66 1,312.66	A/P	OUT-STD	01/06/2016
017410	01/06/2016 BRIGGS PLUMBING INC. 110628 RC-SLASH PARK- BROKEN VALVE R 110710 PS-FIRE-ZONE VALVE STUCK ON	393.01 191.99 201.02	A/P	OUT-STD	01/06/2016
017411	01/06/2016 BRUNSWICK NEWS INC 1585165 PS-FIRE- REMEMBRANCE DAY	55.37 55.37	A/P	OUT-STD	01/06/2016
017414	01/06/2016 CANADIAN TIRE N15517803 CC-POOL-BROOM N15517816 TS-SHOP- PADLOCKS N15517837 CC- POOL- PH BOOSTER N15517856 RC-PARKS- WADERS N15517866 TS-#29- CABLE & SUPPLIES N15517873 PM-CLARKBUILDING-BOOTS N15517875 PS-FIRE- EXTNG 2A10BC, GAS CAN: N15517867 CC-ARENA-WASHERS N15518010 RC-HORT- CIL GG SSX QUK N15518011 RC-PARKS- TOW STRA, QUICK LINK N15518060 TS-SHOP-TAPE MEASURES N15518064 RC-PARKS- RV PLUMBING, TREMCL N15518081 CC-MAINTENANCE- GLOVES N15518111 CC- MAINTENANCE- GLOVES N15518123 CC- MAINTENANCE- CUT OFF WHEE N15518127 TS-SHOP-PAINT, NUMBERS N15518128 RC-PARKS-PLUMBING ANTIFREEZE N15518149 TS-SHOP- JOBMATE 8" ICE CHOP N15518154 PS-FIRE- BOUNCE SHEETS, BATTEF N15518183 TS-SHOP- EXTENSION CORD N18036023 RC-HORT- ROSE CONE, STEELWOC N18036035 CC- BUILDING- CUTTING BOARD DE N18036082 TS-SHOP- WHEEL, BALL HITCH N18036088 PS-FIRE- BATTERIES N18036091 TS-SHOP- SPRAY NINE, PROTECTAI N18036092 TS-SHOP- TIRES N18036095 TS-SHOP- TARP N16036096 CC-BUILDING- XMAS LIGHTS N18036101 TS-SHOP- A/F PLUMB	1,322.47 19.20 18.07 18.61 90.39 45.28 44.06 255.99 3.32 20.33 60.99 30.71 48.53 17.61 34.96 15.76 25.96 14.68 40.66 75.19 11.24 23.24 33.87 30.49 37.93 30.94 67.78 9.02 182.88 14.68	A/P	OUT-STD	01/06/2016
017415	01/06/2016 CANADIAN SPRINGS 1112878675 GG-TOWN HALL- WATER	26.31 26.31	A/P	OUT-STD	01/06/2016
017416	01/06/2016 CARQUEST 14838-28855 PS-FIRE- BATT CHARGE	99.66 78.96	A/P	OUT-STD	01/06/2016

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	14836-29914	RC-#307- AIR FILTER	20.10			
017417	01/06/2016	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. RG06529	49.72 49.72	A/P	OUT-STD	01/06/2016
017418	01/06/2016	CIBC MELLON GLOBAL SECURITIES NBMF0216002 DECEMBER2015	20,416.22 20,416.22	A/P	OUT-STD	01/06/2016
017419	01/06/2016	CONNORS DIVING SERVICES 22853	1,185.94 1,185.94	A/P	OUT-STD	01/06/2016
017420	01/06/2016	CONTROLS & EQUIPMENT LTD. 32328	678.00 678.00	A/P	OUT-STD	01/06/2016
017421	01/06/2016	COX ELECTRONICS & COMMUNICATIONS 2-1737867 2-1751153 2-1752385 2-1752878 2-1752989 2-1755653	1,728.86 180.80 1,327.58 271.03 -118.30 -22.80 90.34	A/P	OUT-STD	01/06/2016
017424	01/06/2016	CREIGHTON-CARTER LTD. 961-388363 961-388590 961-388644 961-388701 961-388161 961-388162 961-388172 961-388213 961-388454 961-388492 961-388545 961-388584 961-388587 961-388682 961-388725 961-388744 961-388938 961-388948 961-388953 961-390028 961-390029 961-390099 961-390194 961-390198 961-390209* 961-390294 961-390320 961-390344 961-390406 961-390436	1,334.76 78.05 79.88 42.50 82.08 24.31 27.69 0.45 69.33 31.41 -349.84 53.42 185.41 52.60 162.31 55.08 5.89 1.82 18.71 29.39 11.35 3.84 12.22 14.42 180.39 66.84 35.38 135.18 39.52 42.16 141.17	A/P	OUT-STD	01/06/2016
017425	01/06/2016	Derek O'Brien DECEMBER2015	350.00 350.00	A/P	OUT-STD	01/06/2016
017426	01/06/2016	EAST COAST AIR	542.92	A/P	OUT-STD	01/06/2016

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	1455	PM-LIBRARY- BI-ANNUAL SERVICE I	216.06			
	1455	PM-CLARKBUILDING-TRANE ROOF *	326.86			
017427	01/08/2016	FLEET READY LTD.	460.39	A/P	OUT-STD	01/08/2016
	7771	PS-FIRE- DISPLAY, MASTER	460.39			
017428	01/06/2016	FRANK G GODSOE CHARTERED ACCOUNTANT	2,888.17	A/P	OUT-STD	01/06/2016
	781	GG-TREASURY-ACCOUNTING SUPP	254.82			
	787	GG-TREASURY-ACCOUNTING SUPP	348.04			
	788	GG-TREASURY-ACCOUNTING SUPP	186.45			
	812	GG-TREASURY-ACCOUNTING SUPP	2,098.86			
017429	01/06/2016	FUNDY BUILDING INSPECTION & DRAFTING SERVIK	2,440.80	A/P	OUT-STD	01/06/2016
	15-245	PS-BUILDINGINSPECTOR-DEC 13-26	2,440.80			
017430	01/06/2016	GARCELON CIVIC CENTER	252.00	A/P	OUT-STD	01/06/2016
	SSHS	SHOCKEYALUMNI CC-EVENTS-SSHS HOCKEY ALUMN	252.00			
017431	01/08/2016	HAYDEN WIEBE	150.00	A/P	OUT-STD	01/08/2016
	!	GG-CIVIC-MAYOR'S LEVEE ENTERT.	150.00			
017432	01/06/2016	IPECC PROJECT MANAGEMENT INC.	134.90	A/P	OUT-STD	01/06/2016
	36-003-1	CC-BUILDING- FIRE SAFETY PLANS	134.90			
017433	01/08/2016	IRVING ENERGY DISTRIBUTION AND MARKETING	1,367.19	A/P	OUT-STD	01/08/2016
	249815	CC-BUILDING-NATURAL GAS	1,367.19			
017435	01/08/2016	KEITH'S BUILDING SUPPLIES	1,843.34	A/P	OUT-STD	01/08/2016
	146982	RC-PARKS- LATHES BDLE, DECK SC	67.72			
	147028	RC-PARKS- FLEX SEALANT	45.14			
	147064	RC-PARKS- SPRUCE	33.76			
	147095	RC-PARKS- DUPLEX OULET, ELECT	82.34			
	147097	RC-PARKS- JAR DECK SCREWS	24.85			
	147117	RC-PARKS- LAMINATE VINYL PLANK	81.05			
	147121	RC-PARKS- WAX SEAL	3.38			
	147169	RC-PARKS- HANDRAIL FINGER JOIN	71.71			
	147218	PS-FIRE- WASHER & DRYER	1,387.64			
	147247	PS-FIRE-WASHER CHECK	36.73			
	147622	RC-PARKS-LUMBER	9.02			
017436	01/06/2016	KEM CANADA MFG	474.85	A/P	OUT-STD	01/06/2016
	105795	TS-SHOP- RUST PREVENTATIVE CC	474.85			
017438	01/08/2016	KENT BUILDING SUPPLIES	1,908.71	A/P	OUT-STD	01/08/2016
	13052711	RC-MILLPOOL-LUMBER	-35.93			
	960156	CC-MAINTENANCE- TENSION ROD, I	81.39			
	963738	CC-MAINTENANCE- PROPANE SELF	64.08			
	968643	CC-ARENA- QUIKRETE QUIKSET, LL	59.96			
	967209	RC-PARKS- SCREWS, DRYWALL	109.55			
	967308	RC-PARKS- BIT	11.03			
	968815	RC-PARKS- LUMBER	35.93			
	968822	RC-PARKS- LUMBER	43.09			
	968829	RC-PARKS-PAINT	120.82			
	969333	CC-MAINTENANCE-AUTH. PERSONN	6.40			
	970485	CC-MAINTENANCE-LUMBER	24.41			
	970848	CC-MAINTENANCE-TIES, DECK SCR	26.18			
	970917	CC-MAINTENANCE-TAPE RULE, BOL	34.67			
	970937	CC-MAINTENANCE-PAINT, UTILITY P	39.76			
	971062	CC-MAINTENANCE-WOOD SCREWS	57.42			
	971382	RC-PARKS- PAINT	120.91			

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Number	Issued		Amount	BC	Status	Status Date
	971629	RC-PARKS- RECIP SAW BLADE, MAI	29.41			
	972134	TS-SHOP- LIGHTSET/LED C8 70LT M	78.51			
	972180	TS-SHOP- LIGHT SET/ LED C8 200L \	67.79			
	973172	TS-ST5- HOOKS, PLYWOOD	119.59			
	973298	TS-ST5- BOLTS, REBAR	12.71			
	974812	TS-SHOP- SHOPLIGHT, PULLEY2 SG	111.97			
	974907	TS-SHOP- BIT/ROUND SHANK, NAIL	282.64			
	975592	TS-SHOP- LUMBER	15.20			
	976604	TS-SHOP- SCREWS, PLYWOOD	287.08			
	976844	CC <i>Maîtremaître - Ray Blanks, Pipes</i>	18.80			
	976879	TS-SHOP- LUMBER	29.70			
	976890	TS-SHOP-LUMBER	55.62			
017440	01/08/2016	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	98.24	A/P	OUT-STD	01/08/2016
	237080867	GG-TOWN HALL- COPIER MAINTEN/	98.24			
017441	01/08/2016	L.E.WHITTAKER CO., LTD.	173.81	A/P	OUT-STD	01/08/2016
	36218	PS-FIRE- FIRE EXTINGUISHER HYDI	140.29			
	36283	PS-FIRE-DSP PINS, CHAINS	33.82			
017442	01/08/2016	MCINNES COOPER	203.40	A/P	OUT-STD	01/08/2016
	2015028041	GG-LEGAL-CONTRACT	203.40			
017443	01/08/2016	MEGA-LAB MANUFACTURING CO. LTD.	247.47	A/P	OUT-STD	01/08/2016
	139387	TS-SHOP- MEGALUBE WP GREASE	247.47			
017444	01/08/2016	MILLTOWN MACHINE & FABRICATION LTD.	428.77	A/P	OUT-STD	01/08/2016
	17991	TS-#16- 1 PLATE, 1-1/2 COLD ROLLE	240.87			
	18001	TS-#7- LABOUR TO MACHINE TWO 2	158.20			
	18015	TS-#7- 1/8 X 1-1/2 X 20 FLAT BAR	29.70			
017445	01/08/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/08/2016
	DEC13-192015	EMPLOYEE DEDUCTIONS-DEC 13-11	209.30			
017446	01/08/2016	MORNEAU SHEPELL	10,735.00	A/P	OUT-STD	01/08/2016
	247106	GG-TREASURY-OPEB ACCOUNTING	10,735.00			
017447	01/08/2016	MSC INDUSTRIAL SUPPLY ULC	669.59	A/P	OUT-STD	01/08/2016
	7960313001	TS- SHOP- 1 WAY FEMALE WEATHE	476.80			
	8025898001	TS-SHOP- HEX NUTS, CAP SCREWS	192.98			
017448	01/08/2016	N. B. ELECTRIC POWER	31,496.64	A/P	OUT-STD	01/08/2016
	10128108DEC15	TS-XINGLIGHTS-KING STREET	25.03			
	17915908DEC15	RC-POOL-SCHOOL STREET	72.47			
	17935200DEC15	TS-KING/UNIONST-TRAFFIC LIGHTS	42.36			
	17949809DEC15	GG-TOURISTBUREAU-ELECTRICITY	952.80			
	18169205DEC15	RC-POOL-MILL LANE	340.02			
	18988703DEC15	PS/TS-189UNIONST-ELECTRICITY	1,183.21			
	50860140DEC15	RC-PARKS-ROTARY CHANGING RO	25.03			
	54187872DEC15	TS-KING/QUEENST-TRAFFIC LIGHT	45.21			
	54253127DEC15	CC-BUILDING-ELECTRICITY	23,079.69			
	54853258DEC15	TS-KING/SUPERSTORE-TRAFFIC LK	68.66			
	551802607DEC15	RC-COTTONMILL-LIGHTS	76.94			
	55471834DEC15	TS/PS-220UNIONST-ELECTRICITY	221.13			
	55917471DEC15	TS-ST5-WATERFRONT LIGHTS	136.63			
	57579341DEC15	CB-EMPTYSTORE/HAIRDRESSER-E	570.34			
	57965735DEC15	CB-ACTHEAT/HOUSE-ELECTRICITY	159.50			
	57955773DEC15	CB-PHARMACY/BIGAREA-ELECTRIC	500.06			
	57955782DEC15	RC-PARKS-CHOC PARK BANDSTAN	27.33			

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	57955791DEC15	CB-UPSTAIRSOFFICE-ELECTRICITY	236.12			
	57955808DEC15	CB-ACUNIT&HOUSE-ELECTRICITY	756.20			
	71315207DEC15	PM-RCMP-ELECTRICITY	1,095.11			
	72924306DEC15	RC-PARKS-BANDSTAND	25.03			
	73006038DEC15	RC-LIBRARY-ELECTRICITY	1,667.91			
	82122207DEC15	RC-PARKS-BASKETBALL COURT	49.97			
	83278804DEC15	TS-STP-PARKS SHED	34.26			
	84960501DEC15	RC-PARKS-RIVERSIDE DR LIGHTS	85.44			
017450	01/06/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD.	185.54	A/P	OUT-STD	01/06/2016
	343832	GG- TOWN HALL- FLOOR MATS	93.70			
	344352	PM- RCMP- FLOOR MATS	45.92			
	345422	PM-RCMP-FLOOR MATS	45.92			
017451	01/08/2016	NOVA FIRE EQUIPMENT LTD.	3,293.24	A/P	OUT-STD	01/08/2016
	15499	PS-FIRE-TURNOUT GEAR	2,564.39			
	15543	PS-FIRE- ELECTRICAL CURRENT REA	385.50			
	15567	PS-FIRE- TRADITIONAL HELMET	333.35			
017452	01/08/2016	O'CONNELL MIKE	468.00	A/P	OUT-STD	01/08/2016
	265.00	CC-CVIC-CHRISTMAS BREAK ACTI	265.00			
	DECEMBER2015	RC-RECREATIONDIRECTOR-MONTH	200.00			
017453	01/08/2016	OK TIRE & AUTO SERVICE	1,741.54	A/P	OUT-STD	01/08/2016
	IN034877	TS-#14- TRAILER TIRE	103.40			
	IN034712	TS-#5- TIRES	1,838.14			
017454	01/05/2016	ORKIN CANADA CORPORATION	124.87	A/P	OUT-STD	01/06/2016
	IN-6580818	PS-FIRE- PEST CONTROL	124.87			
017455	01/06/2016	PROCOM DATA SERVICES INC.	4,368.25	A/P	OUT-STD	01/06/2016
	2016012671	GG-TREASURY-MULTI USER SUPPC	3,221.63			
	2016012877/8/9	GG-TREASURY-ADDITIONAL USER I	1,336.62			
017456	01/06/2016	R.E.M TRANSPORT GARAGE	56.50	A/P	OUT-STD	01/06/2016
	47350	TS-#6- PRINTED TRUCK CODES	56.50			
017457	01/06/2016	RECREATION NB	271.20	A/P	OUT-STD	01/06/2016
	2015-233	RC-REC DIV- RNB AWARDS BANQUI	271.20			
017458	01/06/2016	RICHARDSON JEFF	719.80	A/P	OUT-STD	01/06/2016
	719.80	PS-FIRE-TABLET PURCHASE	719.80			
017459	01/06/2016	SAINT JOHN SPRING WORKS LTD	124.30	A/P	OUT-STD	01/06/2016
	97129	TS-#12- A535 RUBBER	124.30			
017460	01/06/2016	SAUNDERS EQUIPMENT LTD.	305.67	A/P	OUT-STD	01/06/2016
	59877	TS-#21, #22- HYD OIL FILTER W/O RI	305.67			
017461	01/06/2016	SEACOR ATHLETIC	488.50	A/P	OUT-STD	01/06/2016
	SGII3192	CC-RINK-HOCKEY NETS, HOCKEY G	488.50			
017462	01/06/2016	SHANNON MICHAEL	366.44	A/P	OUT-STD	01/06/2016
	WEEK012016	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK022016*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
017463	01/06/2016	SOURCE ONE SUPPLIES	2,268.16	A/P	OUT-STD	01/06/2016
	10442	PM-LIBRARY- PAPER TOWEL, BATH	280.74			
	10443	CC-JANITORIAL-BATHROOM TISSUE	117.16			
	10490	CC-JANITORIAL-HAND SOAP	67.77			
	10539	CC-POOL-FOOD GRADE PAPER BAK	370.87			
	10562	CC-JANITORIAL-BATHROOM TISSUE	306.90			
	10608	TS-SHOP- PAPER TOWEL, DISINFEC	59.13			

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	10656	CG-JANITORIAL-GLOVES, ALGAE 80			
017464	01/06/2016 SOURCE ATLANTIC	174.92	A/P	OUT-STD	01/06/2016
	2220243	TS-ST5-CLOTHING ALLOWANCE			
		174.92			
017465	01/06/2016 SOUTHWEST CONCRETE & CONS LTD	4,313.21	A/P	OUT-STD	01/06/2016
	11-63-15	TS-ST5-CHANNEL BLOCK, SCREENI			
		4,030.71			
	11-68-15	CC-ARENA-EQUIPMENT RENTAL			
		282.50			
017466	01/06/2016 SOUTHERN SANITATION LTD.	452.00	A/P	OUT-STD	01/06/2016
	153979	CC-BUILDING-GARBAGE COLLECTK			
		452.00			
017467	01/06/2016 SOUTHWEST ELECTRIC & SECURITY INC.	30.91	A/P	OUT-STD	01/06/2016
	13495	PM-RCMP-REPLACED BROKEN LIGH			
		30.91			
017468	01/06/2016 SOUTH WEST COURIER	94.47	A/P	OUT-STD	01/06/2016
	15214	CC-RINK-ZAMBONI EXPENSES			
		79.55			
	15271	TS-#12- FROM SJ SPRINGWORKS			
		14.92			
017469	01/06/2016 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	7,660.73	A/P	OUT-STD	01/06/2016
	169628-170861	GG-TOWN- GARBAGE COLLECTION			
		7,660.73			
017470	01/06/2016 SPEEDY ST-STEPHEN 8768	90.40	A/P	OUT-STD	01/06/2016
	8768-193731	PM- PIZZA DELIGHT- SERVICE CALL			
		90.40			
017471	01/06/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIMITEE	1,076.03	A/P	OUT-STD	01/06/2016
	094577	CC-RECREATION- FITNESS MODULI			
		97.34			
	094603	CC-RECREATION- FITNESS MODULI			
		119.33			
	094644	CC-TENDER- CONCESSION SERVIC			
		102.67			
	095294	GG-TOWN- TOWN EVENTS			
		48.30			
	095372	GG-TOWN- TOWN EVENTS			
		48.30			
	095430	GG-TOWN- REMEMBRANCE DAY			
		104.41			
	095518	GG-TOWN- TOWN EVENTS			
		48.30			
	095686	GG-CVIC- TOWN EVENTS			
		48.30			
	095698	GG-TOWN- EMPLOYMENT OPPORTI			
		129.77			
	095699	GG-CVIC- SNOW REMOVAL			
		67.12			
	23158	CC-RECREATION- SENIORS PROGR			
		67.80			
	23340	CC-EVENTS-NEW YEAR'S EVE GALA			
		193.39			
017472	01/06/2016 ST. STEPHEN AREA CHAMBER	125.00	A/P	OUT-STD	01/06/2016
	1133	CC-CVIC-CHRISTMAS PROMOTION			
		125.00			
017473	01/06/2016 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	01/06/2016
	DECEMBER2015	EMPLOYEE DEDUCTIONS-DECEMBE			
		40.00			
017474	01/06/2016 STATIONERY PLUS	698.62	A/P	OUT-STD	01/06/2016
	367182	CC-ADMIN-DYMO TAPE, GLUE STICK			
		23.88			
	360278	GG-TOWN HALL- PAPER, FILES, HIL			
		221.61			
	360518	GG-TOWN- BINDING CASE, STENO E			
		20.06			
	360522	GG-TOWN HALL-TONER			
		191.17			
	360551	GG-TREASURY-BINDERS, PENS			
		8.20			
	360756	GG-TOWN HALL- STOR BOX, BATTE			
		38.93			
	360817	GG-TOWN HALL- TAPE, TONERS			
		194.67			
017475	01/06/2016 T.DONOVAN & SON (1997)	788.86	A/P	OUT-STD	01/06/2016
	IN00018115	CC - <i>Interial - Triple C, Bay Steaks</i>			
		788.86			
017476	01/06/2016 THE MINISTER OF FINANCE	253,583.00	A/P	OUT-STD	01/06/2016
	5970	PS-RCMP-OCT 1-DEC 31/15 CONTR			
		253,583.00			
017477	01/06/2016 TRC HYDRAULICS INC.	5,932.50	A/P	OUT-STD	01/06/2016
	126628	TS-#21- PUMP AND MOTOR			
		5,932.50			
017478	01/06/2016 YELLOW PAGES GROUP	9.77	A/P	OUT-STD	01/06/2016

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Number	Issued	Amount	SC	Status	Status Date
	15-2185608 GG-TOWN- 911 LISTING	9.77			
017479	01/06/2016 ZEE MEDICAL CANADA CORP. 32735201 PS-FIRE- FIRST AID SUPPLIES	177.50 177.50	A/P	OUT-STD	01/06/2016
017480	01/06/2016 CHARLOTTE COASTAL REGION TOURISM ASSOC 224 GG-CIVIC- 2015 GRANT	3,000.00 3,000.00	A/P	OUT-STD	01/06/2016
017483	01/06/2016 MINISTER OF FINANCE WEEK532015 EMPLOYEE DEDUCTIONS - DEC 27-	209.30 209.30	A/P	OUT-STD	01/08/2016
017484	01/06/2016 MINISTER OF FINANCE DECEMBER2015 EMPLOYEE DEDUCTIONS-DECEMBE	1,066.00 1,066.00	A/P	OUT-STD	01/06/2016
017485	01/08/2016 MINISTER OF FINANCE WEEK012016 EMPLOYEE DEDUCTIONS-JAN 03-05	209.30 209.30	A/P	OUT-STD	01/08/2016
017486	01/08/2016 PAYROLL TRANSFER WEEK012016 GG-TRANSFER-DEC 25/15-JAN07/16	62,179.00 62,179.00	A/P	OUT-STD	01/08/2016
017487	01/08/2016 RECEIVER GENERAL FOR CANADA WEEK012016 GG-REMITTANCE-DEC 25/15 - JAN 0	33,708.91 33,708.91	A/P	OUT-STD	01/08/2016
017488	01/08/2016 SERVICE NEW BRUNSWICK CMT5822015 RC-PARKS-2008 CHEV COLORADO	19.00 19.00	A/P	OUT-STD	01/08/2016
017490	01/11/2016 SCOTIABANK 1674638** TS-LANECONSTRUCTION-ASPHALT	3,184.55 3,184.55	A/P	OUT-STD	01/11/2016
017491	01/14/2016 BELL MOBILITY INC. 523889487JAN16 GG/CC/PS/TS-CELL PHONE CHARGE	1,026.07 1,026.07	A/P	OUT-STD	01/14/2016
017492	01/14/2016 BLAKNEY'S TRUCKING INC. 36 TS-ST5- ROAD SALT	1,304.97 1,304.97	A/P	OUT-STD	01/14/2016
017494	01/14/2016 DAVIS FUELS LTD. 154577 TS/PS- 199 UNION ST HEATING FUE 154727 TS/PS- 199 UNION ST - HEATING FU 341182 TS-#22- FLUID H3 12X946ML 341199 TS-SHOP- AW 32 208L, FLUID	2,551.48 941.23 601.08 50.29 758.88	A/P	OUT-STD	01/14/2016
017495	01/14/2016 Derek O'Brien 219.58 GG-CAO-DINNER MEETINGS, BATTE	219.58 219.58	A/P	OUT-STD	01/14/2016
017496	01/14/2016 FRANK G GODSOE CHARTERED ACCOUNTANT 808 GG-TREASURY-SUPPORT	329.40 329.40	A/P	OUT-STD	01/14/2016
017497	01/14/2016 GARCELON CIVIC CENTER JUMPSTART CC-POOL-SWIM LESSONS JUMPSTA	850.00 850.00	A/P	OUT-STD	01/14/2016
017498	01/14/2016 HERITAGE COURT HOLDINGS LIMITED RC000022098 GG-TOWNHALL-JANUARY LEASE	5,323.40 5,323.40	A/P	OUT-STD	01/14/2016
017499	01/14/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 438151 TS-ST5-DIESEL 44385 TS-ST5-DIESEL 735293 TS-ST5-DIESEL DECEMBER022016 CC-OCT,NOV,DEC-INTEREST CHAR	4,433.88 1,989.27 769.27 1,684.51 30.84	A/P	OUT-STD	01/14/2016
017500	01/14/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 234192517 CC-PHOTOCOPIER-MAINTENANCE , 236901866* CC-PHOTOCOPIER-MAINTENANCE (, 237328803 CC-PHOTOCOPIER-MAINTENANCE I 237504657 GG-PHOTOCOPIER-MAINTENANCE	256.01 34.18 68.16 85.94 87.73	A/P	OUT-STD	01/14/2016
017501	01/14/2016 MINISTER OF FINANCE WEEK022016 EMPLOYEE DEDUCTIONS-JAN 10-16	209.30 209.30	A/P	OUT-STD	01/14/2016
017502	01/14/2016 NOVA FIRE EQUIPMENT LTD.	87.34	A/P	OUT-STD	01/14/2016

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Number	Issued		Amount	SC	Status	Status Date
	15599	PS-FIRE- SUSPENDERS	87.34			
017503	01/14/2016	O'CONNELL MIKE	25.00	A/P	OUT-STD	01/14/2016
	25.00	RC-CHOCOLATEPARK-CHRISTMAS	25.00			
017504	01/14/2016	PITNEY WORKS	871.17	A/P	OUT-STD	01/14/2016
	DECEMBER132015	GG-POSTAGEMETER-FINANCE CHA	30.00			
	NOV132015	GG-TOWNHALL-POSTAGE METER R	834.00			
	OCT132015	GG-TOWNHALL-POSTAGE METER C	7.17			
017505	01/14/2016	SHANNON MICHAEL	365.44	A/P	OUT-STD	01/14/2016
	WEEK022016	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK022016**	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
017506	01/14/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	166.11	A/P	OUT-STD	01/14/2016
	23482	GG-CIVIC- CHRISTMAS CARDS AND	166.11			
017507	01/14/2016	ST. STEPHEN HIGH SCHOOL	150.00	A/P	OUT-STD	01/14/2016
	DECEMBER2015	RC-JUMPSTART-DONATION	150.00			
017508	01/14/2016	ZEE MEDICAL CANADA CORP.	154.10	A/P	OUT-STD	01/14/2016
	0180294129	GG-TOWNHALL-FIRST AID SUPPLIE:	154.10			
017509	01/21/2016	A"PLUS" AUTO GLASS & UPHOLSTERY	164.98	A/P	OUT-STD	01/21/2016
	21630	TS-#22- SUPPLY LEXAN	164.98			
017510	01/21/2016	ARMSTRONG'S COMMUNICATION LTD.	94.92	A/P	OUT-STD	01/21/2016
	268111	RC-MILLPOOL- ALARM SYSTEM MOI	94.92			
017511	01/21/2016	ATLANTIC BUNKER GEAR SERVICES	142.27	A/P	OUT-STD	01/21/2016
	7152	PS-FIRE-CLEANING & INSPECTION (142.27			
017512	01/21/2016	ATLANTIC TRACTORS & EQUIPMENT LTD.	506.00	A/P	OUT-STD	01/21/2016
	9011042946	TS-#13- ALTERNATOR	436.28			
	9011043213	TS-#13- VEE BELT SET	69.72			
017513	01/21/2016	BELL ALIANT	1,003.96	A/P	OUT-STD	01/21/2016
	08336721DEC15	TS-AIRPORT-LANDLINE PHONE	135.94			
	47424130DEC15	CC-BUILDING-LANDLINE PHONES	868.02			
017514	01/21/2016	BLAKNEY'S TRUCKING INC.	1,963.47	A/P	OUT-STD	01/21/2016
	45	TS-STS-ROAD SALT DELIVERY	1,963.47			
017515	01/21/2016	BORDER AREA COMMUNITY ARENA	818.04	A/P	OUT-STD	01/21/2016
	DECEMBER2015POWER	GG-OPSGRANT-DEC POWER 2015	818.04			
017516	01/21/2016	BRUNSWICK NEWS INC	412.46	A/P	OUT-STD	01/21/2016
	1583256	PS-FIRE- TIME CHANGE, HALLOWEI	233.91			
	1598045	PS-FIRE- CHRISTMAS WISH	178.54			
017517	01/21/2016	CARGILL LIMITED	4,479.02	A/P	OUT-STD	01/21/2016
	2902256343	TS-STS-ROAD SALT	4,479.02			
017518	01/21/2016	COX ELECTRONICS & COMMUNICATIONS	396.50	A/P	OUT-STD	01/21/2016
	2-1752995	CC-COMPUTER-WARRANTY CHARG	-189.44			
	2-1756617	PS-FIRE- SIX UNIT RADIO CHARGE	584.94			
017519	01/21/2016	CUMMINS EASTERN CANADA	63.66	A/P	OUT-STD	01/21/2016
	029-11168	TS-#21, #22- PLUGS, WASHERS	14.13			
	028-11349	TS-#21, #22- THREADED PLUGS	49.53			
017520	01/21/2016	EAST COAST INTERNATIONAL TRUCKS	996.95	A/P	OUT-STD	01/21/2016
	3-253070014	TS-SHOP- FLUID INHIBITOR	30.66			
	3-253210023	TS-#7- GROMMETS, PIGTAILS	62.18			
	3-253230013	TS-#5,#7- EMERGENCY LAMP, GROMI	181.88			
	3-253230018	TS-#7- BELT	46.64			
	3-253230022	TS-#7- JUNCTION BOX 7 TERMINA	12.35			

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	3-253300016 PS-#201- 31S 850CCA BATT EXC, RL	615.22			
017521	01/21/2016 EAST COAST AIR 1429 RC- RCMP STATION- HEAT PUMP ST	713.93 713.93	A/P	OUT-STD	01/21/2016
017522	01/21/2016 FIRE TRAINING ASSOCIATES LTD. 1558 PS-FIRE- TESTING OF LADDERS	1,453.67 1,453.67	A/P	OUT-STD	01/21/2016
017523	01/21/2016 FUNDY BUILDING INSPECTION & DRAFTING SERV 16-001 PS-BUILDINGINSPECTOR-DEC 27-1/	2,542.60 2,542.60	A/P	OUT-STD	01/21/2016
017524	01/21/2016 GREAT-WEST LIFE ASSURANCE COMPANY JANUARY142016 GG-PREMIUMS-JAN 24-FEB23/16-MA	1,935.39 1,935.39	A/P	OUT-STD	01/21/2016
017525	01/21/2016 GULLISON'S COURIER SERVICE 944551 TS-#11- TO TOWN FR/ CASE EQUIP 944558 GG-TREASURY- TO MARYSVILLE PL 944563 TS-SHOP- TO TOWN FR/ BAYVIEW 944572 PS-#202- TO PIERCY'S FR/TOWN 944613 TS-SHOP- TO TOWN FR/ RICHWIL 944625 TS-SHOP- TO TOWN FR/ RICHWIL 944618 TS- #21, #22 - TO TOWN FR/ SAUNDI 944634 TS-#5- TO TOWN FR/ RICHWIL 944665 PS-FIRE- TO SAFETY SOURCE FR/ T	264.25 28.25 28.25 28.25 28.25 28.25 28.25 28.25 28.25	A/P	OUT-STD	01/21/2016
017526	01/21/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 39373 TS-STS-GAS 524043 TS-STS-DIESEL	5,448.10 4,213.97 1,234.13	A/P	OUT-STD	01/21/2016
017527	01/21/2016 KEM CANADA MFG 106258 TS-SHOP- TRL 23 ENGINE SHAMPOO 106259 PS-FIRE- TRL 29 CAR & TRUCK WAS	467.83 315.84 151.89	A/P	OUT-STD	01/21/2016
017528	01/21/2016 KIWANIS CLUB OF ST. STEPHEN TRADESHOW2016 GG-CVIC-2016 TRADE SHOW BOOT	125.00 125.00	A/P	OUT-STD	01/21/2016
017529	01/21/2016 LSW WEAR PARTS LTD. 42790 TS-#13- LOADER EDGE, NUTS & BOL	357.08 357.08	A/P	OUT-STD	01/21/2016
017530	01/21/2016 MARITIME COFFEE SERVICE IN00302244 PS-FIRE- KITCHEN SUPPLIES	60.60 60.60	A/P	OUT-STD	01/21/2016
017531	01/21/2016 MEDAVIE BLUE CROSS FEBRUARY2016MAN GG-HEALTH&DENTALPREMIUMS-FE FEBRUARY2016UNION GG-HEALTH&DENTALPREMIUMS-FE	10,119.87 6,367.62 9,752.26	A/P	OUT-STD	01/21/2016
017532	01/21/2016 MICMAC FIRE & SAFETY SOURCE 00831298 PS-FIRE- THERMAL CAMERA REPAIR	1,582.00 1,582.00	A/P	OUT-STD	01/21/2016
017533	01/21/2016 MIDLAND COURIER 09523682 PS-FIRE- FROM ATLANTIC BUNKER	39.18 39.15	A/P	OUT-STD	01/21/2016
017534	01/21/2016 MINISTER OF FINANCE WEEK032016 EMPLOYEE DEDUCTIONS-JAN 17-25	209.30 209.30	A/P	OUT-STD	01/21/2016
017535	01/21/2016 MINISTER OF FINANCE 11368891DEC15 GG-TOWNHALL-LANDLINE PHONES 11378668DEC16 PS/TS-199UNIONST-LANDLINE PHO 11395944DEC15 PS/TS-199UNIONST-LANDLINE PHO 15772985DEC16 RC-REG/POOL-LANDLINE PHONES 46435731DEC15 RC-PARKS-CHOCOLATE PARK CAM	3,070.76 1,490.44 348.18 932.14 215.31 64.69	A/P	OUT-STD	01/21/2016
017536	01/21/2016 MOFFITT DODGE CHRYSLER LTD. IM19801 RC-#304- SHAFT	389.85 389.85	A/P	OUT-STD	01/21/2016
017538	01/21/2016 N. B. ELECTRIC POWER	10,611.36	A/P	OUT-STD	01/21/2016

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	10126106.JAN16	TS-XINGLIGHTS-KING STREET	25.53			
	17616909.JAN16	RC-POOL-SCHOOL STREET	73.56			
	17935200.JAN16	TS-KING/UNIONST-TRAFFIC LIGHTS	7.42			
	17949909.JAN16	GG-OLDTOURISTBUREAU-ELECTRICI	1,194.45			
	18198205.JAN16	RC-POOL-MILL LANE	532.56			
	18998703.JAN16	PS/TS-199UNIONST-ELECTRICITY	1,433.74			
	19051703.JAN16	TS-AIRPORT-ELECTRICITY	275.54			
	19051801.JAN16	TS-AIRPORT-ELECTRICITY	62.66			
	50680140.JAN16	RC-PARKS-ROTARY CHANGING RO	25.53			
	54187672.JAN16	TS-KING/QUEENST-TRAFFIC LIGHTS	92.37			
	54653258.JAN16	TS-KING/SUPERSTORE-TRAFFIC LK	76.38			
	55190807.JAN16	RC-COTTONMILL-LIGHTS	88.33			
	55471834.JAN16	TS/PS-220UNIONST-ELECTRICITY	535.89			
	55917471.JAN16	TS-ST5-WATERFRONT LIGHTS	152.09			
	57579341.JAN16	CB-EMPTYSTORE/HAIRDRESSER-E	864.39			
	57985755.JAN16	CB-ACTHEAT/HOUSE-ELECTRICITY	194.00			
	57985782.JAN16	RC-PARKS-CHOC PARK BANDSTAN	29.28			
	57986791.JAN16	CB-UPSTAIRSOFFICE-ELECTRICITY	354.28			
	57986808.JAN16	CB-ACUNIT&HOUSE-ELECTRICITY	1,000.70			
	57986828	CB-SELFCONTAINEDLIGHT-ELECTR	102.81			
	71315207.JAN16	PM-RCMP-ELECTRICITY	1,148.85			
	72924306.JAN16	RC-PARKS-BANDSTAND	25.53			
	73006038.JAN16	RC-LIBRARY-ELECTRICITY	2,055.92			
	82122207.JAN16	RC-PARKS-BASKETBALL COURT	54.19			
	83278804.JAN16	TS-ST5-PARKS SHED	111.78			
	84960501.JAN16	RC-PARKS-RIVERSIDE DR LIGHTS	93.50			
017539	01/21/2016 NBAFC 2016M-96	PS-FIRE- 2016 MEMBERSHIP	125.00 125.00	A/P	OUT-STD	01/21/2016
017540	01/21/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 346626	GG-TOWN- FLOOR MATS	45.92 45.92	A/P	OUT-STD	01/21/2016
017541	01/21/2016 NORTHERN CONSTRUCTION INC. 14811	TS-ST5- ASPHALT	3,203.32 3,203.32	A/P	OUT-STD	01/21/2016
017542	01/21/2016 OK TIRE & AUTO SERVICE IN035071	TS-#1- TIRES	358.44 358.44	A/P	OUT-STD	01/21/2016
017543	01/21/2016 ORKIN CANADA CORPORATION IN-8831842	PS-FIRE- PEST CONTROL	124.67 124.67	A/P	OUT-STD	01/21/2016
017544	01/21/2016 PARTS FOR TRUCKS INC. 10712903-00 10713038-00 34219847-00	TS-#7- VALVE SECTION, SECTION S TS-#16- RH HINGE TS-#16- HEL-H83145001	3,200.26 671.77 2,486.00 42.49	A/P	OUT-STD	01/21/2016
017546	01/21/2016 PUROLATOR COURIER LTD. 429482890	GG-TREASURY- DEPT OF ENVIRONI	33.18 33.18	A/P	OUT-STD	01/21/2016
017548	01/21/2016 REGIONAL PETROLEUM PRODUCTS RECYCLING L' 92508	CC-CLARK BUILDING- DISPOSAL FE	1,844.82 1,844.82	A/P	OUT-STD	01/21/2016
017547	01/21/2016 RICHWIL TRUCK CENTRE LTD. 112320 112453 112471	TS-#5- OIL, SEAL SET TS-#7- LAMP SIGNA, RIGHT ANGL TS-#7- SHIELD DUS	481.17 198.54 108.25 174.38	A/P	OUT-STD	01/21/2016
017548	01/21/2016 SHANNON MICHAEL WEEK032016	PS-ANIMALCONTROL-WEEKLY FEE	385.44 167.89	A/P	OUT-STD	01/21/2016

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	WEEK032016* PS-ANIMALCONTROL-WEEKLY VEHI	187.75			
017549	01/21/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	344.52	A/P	OUT-STD	01/21/2016
	095787 GG-CIVIC-TOWN EVENTS	48.30			
	095826 PS-FIRE- FLASHBACK CALENDAR	180.60			
	095876 GG-CIVIC-TOWN EVENTS	48.30			
	095879 GG-CIVIC- SNOW REMOVAL	87.12			
017550	01/21/2016 ST. CROIX CHRISTIAN CENTRE	896.00	A/P	OUT-STD	01/21/2016
	DECEMBER 8, 2015 GG-STAFF- CHRISTMAS DINNER	896.00			
017551	01/21/2016 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	6,940.00	A/P	OUT-STD	01/21/2016
	BUCKETSIT2015 PS-FIRE-BUCKSIT 2015 FUNDRAISE	6,940.00			
017552	01/21/2016 VALLEY EQUIPMENT LTD	928.01	A/P	OUT-STD	01/21/2016
	IX26204 TS-#6- MOTOR BLOWER, HARN-HVA	228.31			
	WW55170 TS-#6- REPAIR DEF TANK AND HEAT	699.70			
017553	01/21/2016 WURTH CANADA LIMITED	263.98	A/P	OUT-STD	01/21/2016
	22123887 TS-SHOP- HOSE CLAMPS, BRAKE &	263.98			
017554	01/21/2016 GREAT-WEST LIFE ASSURANCE COMPANY	2,429.84	A/P	OUT-STD	01/21/2016
	JANJARY142016* GG-PREMIUMS-JAN 24-FEB 23/15 UP	2,429.84			
017555	01/23/2016 ALL GAS TANKS	22.37	A/P	OUT-STD	01/28/2016
	83633 PS-FIRE- CHAIN OIL	22.37			
017556	01/23/2016 ATLANTIC BUNKER GEAR SERVICES	189.73	A/P	OUT-STD	01/28/2016
	7184 PS-FIRE- NFPA ADVANCED CLEANI	189.73			
017557	01/28/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.	241.26	A/P	OUT-STD	01/28/2016
	9011043100 TS-#13- VEE BELT	30.41			
	9011044575 TS-#13- V BELT	32.24			
	9011044737 TS-#13- OIL-HYD 10W 16.9L	135.84			
	9011046548 TS-#13- VEE BELT SET	73.18			
	9030124985 TS-#13-VEE BELT	-30.41			
017558	01/28/2016 BARB TUCKER	999.73	A/P	OUT-STD	01/28/2016
	75.15 RC-PARKS-TENT REPAIR ON N.B. D	75.15			
	924.58 CC-CMFC-CHRISTMAS, NEW YEAR'S	924.58			
017559	01/28/2016 BELLBOY DRYCLEANERS	293.80	A/P	OUT-STD	01/28/2016
	25-358877 CC-LAUNDRY- TABLE CLOTHES	141.25			
	27-381458 CC-LAUNDRY- TABLE CLOTHES	152.55			
017560	01/28/2016 BRIGGS PLUMBING INC.	528.90	A/P	OUT-STD	01/28/2016
	110728 CB-MISS D'S- HITCHEN SINK REPAIR	148.78			
	110816 PM-LIBRARY- TOILET KEEPS RUNNI	74.02			
	110891 PS-FIRE- WATER LEAK	305.10			
017561	01/28/2016 BRUNSWICK NEWS INC	135.04	A/P	OUT-STD	01/28/2016
	1595185 CC-CMFC- LAST MINUTE GIFTS	45.77			
	1598349 PS-FIRE- NEW YEAR'S WISH	89.27			
017562	01/28/2016 CANADIAN BEARINGS LTD	64.21	A/P	OUT-STD	01/28/2016
	61060652-00 TS-#7- BALL BEARINGS	64.21			
017563	01/28/2016 CANADIAN SPRINGS	119.05	A/P	OUT-STD	01/28/2016
	1112786738 GG-TOWN HALL-WATER	19.01			
	1112835578 GG-TOWN HALL- BOTTLED WATER	19.49			
	9516747387 PS-RCMP-WATER	34.93			
	9817016705 GG-BUILDING- WATER	10.89			
	9917016706 PS-RCMP-WATER	34.93			
017564	01/28/2016 CARGILL LIMITED	2,229.40	A/P	OUT-STD	01/28/2016

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	2902598342	TS-STG-ROAD SALT	2,229.40			
017565	01/28/2016	CARQUEST	25.22	A/P	OUT-STD	01/28/2016
	14838-31805	TS-SHOP- WINDSHIELD WASH FLUII	25.22			
017566	01/28/2016	CHARLOTTE COUNTY JANITORIAL	1,220.52	A/P	OUT-STD	01/28/2016
	3248	PM-RCMP- JANITORIAL- DEC/15	1,220.52			
017567	01/28/2016	CLONEY CONSTRUCTION INC.	7,175.30	A/P	OUT-STD	01/28/2016
	00124	CC-KITCHEN-DRYWALL, CRACK FILI	4,644.10			
	00126	CC-BANQUET ROOM- CRACK FILL, F	2,531.20			
017568	01/28/2016	COX ELECTRONICS & COMMUNICATIONS	7,813.02	A/P	OUT-STD	01/28/2016
	2-1759852	CC-ADMIN0COMPUTER	847.39			
	2-1759832	PS-FIRE- COMPUTER	1,163.79			
	2-1760282	PS-FIRE- ALL PHONE BOOSTERS	1,106.69			
	2-1760872	PS-FIRE- PAGERS, PAGER CASES	4,893.15			
017569	01/28/2016	CUMING'S FIRE & SAFETY EQUIPMENT LTD.	158.05	A/P	OUT-STD	01/28/2016
	82664	PS-FIRE-SQWINCHER LITE QWIK ST	158.05			
017570	01/28/2016	DAVIS FUELS LTD.	3,745.30	A/P	OUT-STD	01/28/2016
	154812	TS/PS- 199 UNION ST- HEATING	762.94			
	154895	TS/PS- 199 UNION STREET- HEATING	869.11			
	155028	TS/PS- 199 UNION STREET- HEATING	752.27			
	155099*	TS/PS-199 UNION STREET- HEATING	602.10			
	341236	TS-#22- FLUID H3 19L	161.88			
	341240	TS-SHOP- AW 32 208L DRUM	597.00			
017571	01/28/2016	DILLON CONSULTING LIMITED	2,565.10	A/P	OUT-STD	01/28/2016
	146447	TS-OVERFLOWCULVERTS-TAN HOL	2,565.10			
017572	01/28/2016	EAST COAST INTERNATIONAL TRUCKS	797.83	A/P	OUT-STD	01/28/2016
	3-253420016	PS-#201- VALVES, MUFFLER, PIPE	482.79			
	3-253430001	PS-#201- MUFFLER	151.40			
	3-253570026	TS-#5- CLUTCH REPAIR KIT-FAN	163.64			
017573	01/28/2016	ENBRIDGE GAS NEW BRUNSWICK	3,281.78	A/P	OUT-STD	01/28/2016
	2015122301008-1016227-0	CC-BUILDING-NATURAL GAS	3,281.78			
	00					
017574	01/28/2016	FEDERATION OF CANADIAN MUNICIPALITIES	826.42	A/P	OUT-STD	01/28/2016
	39874	GG-CAO-APR 1/16-MAR31/17 MEMBE	826.42			
017575	01/28/2016	FLYNN CANADA LTD.	5,593.50	A/P	OUT-STD	01/28/2016
	304274	CC-KITCHEN-VENTILATION	5,593.50			
017576	01/28/2016	FRANK G GODSOE CHARTERED ACCOUNTANT	3,612.78	A/P	OUT-STD	01/28/2016
	780	GG-TREASURY-ACCOUNTING SUPP	229.96			
	813	GG-TREASURY-ACCOUNTING SUPP	683.31			
	816	GG-TREASURY-ACCOUNTING SUPP	666.67			
	825	GG-TOWNHALL-RECEPTIONIST SUF	129.27			
	826	CC-TREASURY-ACCOUNTING SUPP	1,359.39			
	827	GG-TREASURY-ACCOUNTING SUPP	694.72			
	828	CC-TREASURY-ACCOUNTING SUPP	47.48			
017578	01/28/2016	GULLISON'S COURIER SERVICE	706.25	A/P	OUT-STD	01/28/2016
	348588	TS-#7-FR PARTS FOR TRUCKS	28.25			
	348582	TS-#5- TO TOWN FR/ RICHWIL	33.90			
	348828	TS-#16- TO TOWN FR/ CASE EQUIP	28.25			
	348832	TS-SHOP-TO TOWN FR/ RICHWIL	28.25			
	348954	TS-#13- TO TOWN FR/ CASE EQUIP	62.15			
	348965	TS-#5- TO TOWN FR/ CAT	79.10			

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Town of St. Stephen
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 Cheques from 000001 to 017827 dated between 01/01/2016 and 01/31/2016

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Number	Issued		Amount	SC	Status	Status Date
	348978	TS-#20- TO TOWN FR/ RICHWIL	58.50			
	346982	TS-SHOP- TO TOWN FR/ CASE EQUI	84.75			
	348989	TS-#5- TO TOWN FR/ RICHWIL	39.55			
	348993	TS-#13- TO TOWN FR/ PARTS FOR T	62.15			
	348998	TS-SHOP- TO RICHWIL FR/ TOWN	33.90			
	944525	TS-#16- TO TOWN FR/ RICHWIL	56.50			
	944541	TS-#11- TO CASE EQUIP FR/ TOWN	28.25			
	944545	TS-#16- TO TOWN FR/ CUMMINS	56.50			
	944548	PS-FIRE- TO FIRE SAFETY FR/ TOW	28.25			
017579	01/28/2016	IRVING ENERGY DISTRIBUTION AND MARKETING	2,139.61	A/P	OUT-STD	01/28/2016
	252827	CC-BUILDING-NATURAL GAS	2,139.61			
017580	01/28/2016	KEM CANADA MFG	1,441.00	A/P	OUT-STD	01/28/2016
	106272	CC-POOL- ICE MELT, ENVIROZYME	1,441.00			
017582	01/28/2016	KENT BUILDING SUPPLIES	2,529.37	A/P	OUT-STD	01/28/2016
	10063042	CC-BUILDING-BLANK KEYS RETURN	-14.14			
	968718	RC-PARKS-PLYWOOD, LUMBER	550.30			
	977175	TS-SHOP- SCREWS, PLYWOOD	252.32			
	977868	TS-SHOP- LUMBER, PLYWOOD, CHA	160.60			
	977951	TS-SHOP- DOOR, LUMBER	302.03			
	978237	TS-SHOP- LUMBER	125.76			
	978595	TS-SHOP-HOOK/CUP, DEVICE BOX,	20.24			
	978844	TS-SHOP- WIRE	52.53			
	979208	TS-SHOP- PLYWOOD, SCREWS	230.83			
	980049	TS-SHOP-STRAPPING SDRY	46.72			
	980614	TS-SHOP- SHOP LIGHT, HOOK/CUP	72.06			
	980957	TS-SHOP- ANCR/ZIP-IT ZINC W/SCR	7.45			
	981180	TS-SHOP- LUMBER, PLYWOOD	210.32			
	981185	TS-SHOP- COMBO BLADE	59.31			
	981399	TS-SHOP- MULTI P ZN10X3 1/2 500E	64.88			
	981863	TS-SHOP- CORNER BRACES, PLYW	98.88			
	982296	TS-SHOP- PRO IN 1X EGG BA	122.32			
	982401	CC-POOL- TOTE BOXES	55.88			
	983504	CC-SIGNAGE-SUPPLIES	62.73			
	983585	CC-MAINTENACE- LINK 3/16 QUICK	9.41			
	988734	TS-SHOP- SCREW HOOKS	11.29			
	987145	TS-SHOP- CEILING HOOKS	8.77			
017583	01/28/2016	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	65.94	A/P	OUT-STD	01/28/2016
	9001981070	CC-ADMIN-PHOTOCOPIER MAINTEN	65.94			
017584	01/28/2016	KONICA MINOLTA	103.48	A/P	OUT-STD	01/28/2016
	5792237	CC-ADMIN-PHOTOCOPIER LEASE-J/	103.48			
017585	01/28/2016	LAROCHELLE EQUIPMENT INC.	1,173.28	A/P	OUT-STD	01/28/2016
	0078213	TS-#5- BOLTS, LONG CONV SPRKT,	557.43			
	0078214	TS-#6- REDUCTEUR GEAR BOX	615.85			
017586	01/28/2016	LIFESAVING SOCIETY - NB Branch	73.78	A/P	OUT-STD	01/28/2016
	916	CC-POOL-LIFESAVING INSTRUCTOF	73.78			
017587	01/28/2016	LINDE CANADA LTEE, M2193	25.20	A/P	OUT-STD	01/28/2016
	53400410	TS-SHOP- ACETYLENE WN	25.20			
017588	01/28/2016	MICMAC FIRE & SAFETY SOURCE LTD.	308.49	A/P	OUT-STD	01/28/2016
	NB-03832016	PS-FIRE- GLOVES	308.49			
017589	01/28/2016	MIDLAND COURIER	42.85	A/P	OUT-STD	01/28/2016

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Number	Issued		AMOUNT	SC	Status	Status Date
	09521782	PS-FIRE-TO ATLANTIC BUNKER GE/	42.85			
017590	01/28/2016	N. B. ELECTRIC POWER	35,338.61	A/P	OUT-STD	01/28/2016
	216000030308JAN16	TS-STG-AREA LIGHTS	11,146.18			
	54253127JAN16	CC-BUILDING-ELECTRICITY	23,888.59			
	57955773JAN16	CB-PHARMACY/BIGAREA-ELECTRIC	308.04			
017591	01/28/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD.	233.32	A/P	OUT-STD	01/28/2016
	345970	GG-TOWN HALL- FLOOR MATS	93.70			
	348239	GG-TOWN HALL- FLOOR MATS	93.70			
	348827	PS-RCMP- FLOOR MATS	45.92			
017592	01/28/2016	ORCHARD'S PAINT & PAPER LTD.	454.18	A/P	OUT-STD	01/28/2016
	26616	CC-BUILDING-PAINT	307.30			
	26628	CC-BUILDING-PAINT	146.88			
017593	01/28/2016	ORR ELECTRIC & ALARM LTD.	843.70	A/P	OUT-STD	01/28/2016
	1888	PM-LIBRARY- TESTED EMERGENCY	843.70			
017594	01/28/2016	PAYROLL TRANSFER	65,932.00	A/P	OUT-STD	01/28/2016
	WEEK032016	GG-TRANSFER-JAN 9-21/16	65,932.00			
017595	01/28/2016	PETTY CASH	88.75	A/P	OUT-STD	01/28/2016
	DECEMBER012015	PS-BYLAW-REGISTERED LETTER	37.05			
	DECEMBER072015	PS-BYLAW-REGISTERED LETTER	12.20			
	DECEMBER082015	PS-BUILDINGINSPECTOR-REGISTE/	12.20			
	DECEMBER232015	PS-BUILDINGINSPECTOR-REGISTE/	13.50			
	NOVEMBER192015	PS-BUILDINGINSPECTOR-REGISTE/	11.30			
	YEAREND2015	GG-PETTYCASH-YEAR END ADJUST	0.50			
017596	01/28/2016	PIANOWORKS OF NEW BRUNSWICK	226.00	A/P	OUT-STD	01/28/2016
	529346	CC-BUILDING-PIANO	226.00			
017597	01/28/2016	RECEIVER GENERAL FOR CANADA	32,313.86	A/P	OUT-STD	01/28/2016
	WEEK032016	GG-REMITTANCE-JAN 08-21/16	32,313.86			
017598	01/28/2016	RICHARDSON JEFF	350.00	A/P	OUT-STD	01/28/2016
	350.00	PS-FIRE-FIRE EXTINGUISHER LICEN	350.00			
017599	01/28/2016	RICHWIL TRUCK CENTRE LTD.	9,337.28	A/P	OUT-STD	01/28/2016
	112597	TS-#6- FILTERS	402.51			
	112683	TS-#20- CABLE, FILTERS	203.11			
	112776	TS-#5- BELT FAN, PULLEY, TEN , TAI	1,275.11			
	112838	TS-#5- RADIATOR, FAN ENG, DRIVE.	4,788.53			
	112862	TS-#5- BEARING BA	25.23			
	112876	TS-#5- PULLEY FAN	787.10			
	112894	TS-#5- KEY IGNITIONS, KEYS	36.82			
	112904	TS-#7- FLTR,KIT, SENSORS	1,302.44			
	338915	TS-#5- PNEUMATIC, GASKETS	374.44			
	338938	TS-#7- VALVE SOLE	142.00			
017600	01/28/2016	ROY ANDERSON	1,175.20	A/P	OUT-STD	01/28/2016
	6625	CC-BUILDING- CLEAN & POLISH TILI	1,175.20			
017601	01/28/2016	SAINT JOHN SPRING WORKS LTD	46.33	A/P	OUT-STD	01/28/2016
	87286	PM-AIRPORT- SQR U BOLTS	46.33			
017602	01/28/2016	SAMEDAY WORLDWIDE	112.16	A/P	OUT-STD	01/28/2016
	5639473	TS-#16-FR PARTS FOR TRUCKS	112.16			
017604	01/28/2016	SOURCE ONE SUPPLIES	632.19	A/P	OUT-STD	01/28/2016
	10771	CC-ARENA- DPD#1 & #2 REAGENT 2	79.60			
	10794	CC-ARENA- GOJO FMX, DISPENSER	76.73			

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	10850	CC-POOL- MURIATIC ACID	117.75			
	10893	CC-ARENA- TORK ADVANCED SOFT	316.23			
	10915	PS-FIRE- BATH TISSUE	41.88			
017605	01/28/2016	SOURCE ATLANTIC	669.28	A/P	OUT-STD	01/28/2016
	2231566	TS-SHOP- ANCHOR SHACKLES	217.64			
	2231567	TS-SHOP- ANCHOR SHACKLE	88.68			
	2235118	TS-SHOP- CHOPCUT WHEEL, ROD 1	283.63			
	2235727	TS-#8,#7- PL667X C/I INK, STEEL PIN	79.33			
017606	01/28/2016	SOUTHERN SANITATION LTD.	1,900.72	A/P	OUT-STD	01/28/2016
	154145	CC-BUILDING-GARBAGE COLLECTK	452.00			
	154250	TS-AIRPORT-GARBAGE COLLECTIO	32.21			
	154251	PM- AIRPORT-GARBAGE COLLECTK	32.21			
	154367	CB-BUILDING- GARBAGE COLLECTI	263.88			
	154368	CB- BUILDING- GARAGE COLLECTK	216.42			
	154394	CC-BUILDING-GARBAGE COLLECTK	452.00			
	154395	CC-BUILDING-GARBAGE COLLECTK	452.00			
017607	01/28/2016	SOUTHWEST ELECTRIC & SECURITY INC.	215.33	A/P	OUT-STD	01/28/2016
	13586	CC-ARENA- RELOCATED PLUG FOR	215.33			
017608	01/28/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	9,110.64	A/P	OUT-STD	01/28/2016
	170342-171593	GG-TOWN - GARBAGE COLLECTION	9,110.64			
017609	01/28/2016	SPEEDY ST-STEPHEN 8768	273.46	A/P	OUT-STD	01/28/2016
	8768-197781	CC-ARENA- SUPPLY AND INSTALL C	273.46			
017610	01/28/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	652.38	A/P	OUT-STD	01/28/2016
	085988	GG-CIVIC- TOWN EVENTS	48.30			
	098060	GG-CIVIC- TOWN EVENTS	48.30			
	096120*	GG-CIVIC- CHRISTMAS GREETINGS	144.69			
	096152	PS-FIRE- A FIRE AT CHRISTMAS	50.85			
	096185*	GG-CIVIC- TOWN EVENTS	48.30			
	23580	GG-TOWN HALL- BUILDING INSPEC*	311.94			
017611	01/28/2016	ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	250.00	A/P	OUT-STD	01/28/2016
	GRANT2015	PS-FIRE-GRANT TO VOLUNTEER FI	250.00			
017612	01/28/2016	ST. STEPHEN BUSINESS IMPROVEMENT AREA INC.	19.78	A/P	OUT-STD	01/28/2016
	DECEMBER 22,2015	CC-CIVIC- SIGNAGE FOR COMMUNI	19.78			
017613	01/28/2016	ST. STEPHEN HORSESHOE PITCHERS CLUB	5,000.00	A/P	OUT-STD	01/28/2016
	2015 GRANT	CC-CIVIC-2015 GRANT	5,000.00			
017614	01/28/2016	STATIONERY PLUS	372.63	A/P	OUT-STD	01/28/2016
	357317	CC-ADMIN- DYMO TAPE	21.91			
	357589	CC-ADMIN-SCISSORS, CRAYONS, G	17.09			
	357906	CC-ADMIN- COLOUR COPYS, POST	14.86			
	358809	CC-ADMIN- INDEX PRINT TAB	5.66			
	358831	CC-ADMIN- LAMINAT POUCH	47.45			
	359014	CC-ADMIN- COVER COL.COPY, FIGL	12.01			
	360723	CC-ADMIN- PAPER, MEDIA READER	77.73			
	360868	GG-TOWNHALL-TONER	-81.34			
	360867	GG-TOWNHALL-TAPE	-3.19			
	361136	CC-ADMIN- DRUM UNIT, DYMO TAPI	172.87			
	361160	CC-ADMIN- TONER CART	87.56			
017616	01/28/2016	TEED SAUNDERS DOYLE & CO.	4,463.80	A/P	OUT-STD	01/28/2016
	6537	WS-TREASURY- EXAMINATION OF T	4,463.80			

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017617	01/28/2016 THE QUODDY TIDES 50256 CC-CIVIC- HOLIDAY SHOPPING GUI	79.80 79.80	A/P	OUT-STD	01/28/2016
017618	01/28/2016 TIM SEARS 2001 2015 PS-FIRE-USED CONTAINERS	5,500.00 5,500.00	A/P	OUT-STD	01/28/2016
017619	01/28/2016 UNIFIRST CANADA LTD. 710 0064455 CC- FRONT LOBBY MATS	58.26 58.26	A/P	OUT-STD	01/28/2016
017620	01/28/2016 UNITED RENTALS OF CANADA, INC. 132061913-003 ts-shop- hoses	228.26 228.26	A/P	OUT-STD	01/28/2016
017621	01/28/2016 WORLDLYNX 13048IN28946 TS-SHOP-OTTERBOX	67.79 67.79	A/P	OUT-STD	01/28/2016
017622	01/28/2016 YELLOW PAGES GROUP 15-2281623 GG-TOWN- 911 LISTING	9.77 9.77	A/P	OUT-STD	01/28/2016
017623	01/28/2016 SHANNON MICHAEL WEEK042016 PS-ANIMALCONTROL-WEEKLY FEE WEEK042016* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 197.75	A/P	OUT-STD	01/28/2016
017624	01/28/2016 MINISTER OF FINANCE WEEK042016 EMPLOYEE DEDUCTIONS-JAN 24-30	209.30 209.30	A/P	OUT-STD	01/28/2016
017625	01/28/2016 BAYTOWN HARDWARE LTD. 17784 CC- BUILDING- LABOUR TO INSTALL	576.30 576.30	A/P	OUT-STD	01/28/2016
017626	01/28/2016 SAUNDERS EQUIPMENT LTD. 69453 TS-ST5-2015 TRACKLESS BLOWER 60532 TS-#22- DOOR HANDLE, STRIKER	19,287.97 19,097.00 190.97	A/P	OUT-STD	01/28/2016
Cheque Totals Issued:		824,143.64			
Void:		0.00			
Total Cheques Generated:		824,143.64			
Total # of Cheques Listed:		205			

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

JANUARY 2016

Southwest Concrete & Const Ltd. (Construction - Storm And Sanitary Sewer
Improvements - Bell Avenue and Todd Street - Project No. 15-1718,
Cheque #113)

141,672.92

Grand Total

\$ 141,672.92

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005672 dated between 01/01/2016 and 01/31/2016

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Number	Issued	Amount	SC	Status	Status Date
005382	01/06/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JANUARY062016 WS-UTILITY-2016 INTEREST PAYME	2,194.50 2,194.50	A/P	OUT-STD	01/06/2016
005587	01/06/2016 A.E. HORNE & SON LTD. 00519741-01 WS-TRANS&DIST-ASPHALT BROKEI 00519742-01 WS-TRANS&DIST-ASPHALT BROKEI 00519743-01* WS-TRANS&DIST-ASPHALT BROKEI	420.85 137.93 141.32 141.40	A/P	OUT-STD	01/06/2016
005588	01/06/2016 AIR LIQUIDE CANADA 62724850 WS-SOURCE-CARBON DIOXIDE	18.30 18.30	A/P	OUT-STD	01/06/2016
005589	01/06/2016 A ONE PUMPING SERVICE LTD. 5219 WS-TRANS&DIST- CLEANING GATE	3,966.30 3,966.30	A/P	OUT-STD	01/06/2016
005590	01/06/2016 ATLANTIC PURIFICATION SYSTEMS LTD. 151067 SCD-DISPOSAL- PH GEL PROBE	1,082.12 1,082.12	A/P	OUT-STD	01/06/2016
005591	01/06/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD. A141410 WS-#8, #102- ROTELLA T TRIP, WINT	366.32 366.32	A/P	OUT-STD	01/06/2016
005592	01/06/2016 BRIGGS PLUMBING INC. 110714 WS-TRANS&DIST- BRAIDED BASIN €	470.36 470.36	A/P	OUT-STD	01/06/2016
005596	01/06/2016 CANADIAN TIRE N15490264 SCD-DISPOSAL- GAP FILLER N15517636 WS-SOURCE-SCREWS, BITS N15517827 WS-TRANS&DIST-TIRE FOAM N15517689 SCD-DISPOSAL-ANCHORS & COUPL N15517871 WS-TRANS&DIST- PAINT N15517928 WS-SOURCE-BULBS N15518004 WS-TRANS&DIST-CHLORINE N15518015 WS-SOURCE- ADRENALIN BOOTS, C N15518023 WS-#102-WIRE PROTECTOR N15518027 WS-TRANS&DIST-TARPS N15518033 WS-TRANS&DIST-PAINT, PAINT BRL N15518036 WS-SOURCE- ELECTRICAL TAPE, M N15518040 WS-TRANS& DIST- WRECKING BAR N15518047 WS-SOURCE-OCT BOX, SURFACE, L N15518049 SCD-DISPOSAL-WIL WSPHORNTKLF N15518061 WS-SOURCE- WASHR FLAT, HEX NI N15518066 SCD-DISPOSAL-BATTERIES N15518073 WS-#102-BATTERY CASTINGS N15518080 SCD-DISPOSAL-EXTENSION CORD ; N15518086 SCD-DISPOSAL-XPOWER 1500 W N15518106 WS-#102- TRUCK BATTERIES N15518109 WS-SOURCE-GLOVES N15518112 WS-SOURCE-3.5 HITCHRING, HAND N15518113 SCD-DISPOSAL-XPOWER 1500W, GI N15518114 SCD-DISPOSAL-XPOWER 1000W, BX N15518128* SCD-DISPOSAL-POWER CORD N15518130 SCD-DISPOSAL-CHAIN N15518139 WS-TRANS& DIST- SPRAY 9 N15518142 SCD-DISPOSAL- COUPLING & ROPE N15518151 SCD-DISPOSAL- PLASTIC WELDER ; N15518181 WS-SOURCE- WATER, TOOLS, NITR N15518166 WS-SOURCE- STUD SENSOR, PLAS	2,284.69 9.59 21.99 29.35 20.85 27.66 42.92 26.19 110.65 9.03 45.09 29.92 97.01 64.82 61.96 14.67 2.78 32.41 -40.00 95.96 -180.74 350.28 19.76 92.60 187.47 218.00 -64.69 29.79 33.79 31.52 21.45 175.80 63.62	A/P	OUT-STD	01/06/2016

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	N15518177	SCD-DISPOSAL- ALUMANGLE, WDG	54.70			
	N15518180	SCD-DISPOSAL- BULLSEYE LEVEL,	16.00			
	N15518182	WS-SOURCE-BROOM, GLUE, SPRA\	113.03			
	N16035452	WS-SOURCE- SHOP SUPPLIES	98.31			
	N16038018	WS-SOURCE- PRESTONE, MEASUR	26.00			
	N16038027	SCD-DISPOSAL- DRILL	146.84			
	N16038037	SCD-DISPOSAL- ROPE, ANCHOR, C/	72.77			
	N16038100	WS-#102- OIL	91.50			
005597	01/08/2016	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	322.57	A/P	OUT-STD	01/06/2016
	IG02702	WS-#102- MODULE 17TO	322.57			
005598	01/08/2016	COLE-PARMER CANADA INC.	519.86	A/P	OUT-STD	01/06/2016
	00540448	WS-SOURCE- CHLOROSENSE SENS	519.86			
005599	01/06/2016	COX ELECTRONICS & COMMUNICATIONS	101.62	A/P	OUT-STD	01/06/2016
	2-1743814	WS-SOURCE- HDMI 14E 1M BLAC, V	73.43			
	2-1752998	WS-SOURCE-COMPUTER LABOUR	28.19			
005600	01/08/2016	CREIGHTON-CARTER LTD.	360.99	A/P	OUT-STD	01/06/2016
	961-387712*	WS-TRANS&DIST-HOSES	12.75			
	961-388595	WS-TRANS& DIST- SPRING PINS, P1	10.09			
	961-388645	WS-TRANS&DIST- SPRING PINS	0.68			
	961-388862	WS-#8- FUSE HOLDERS, SWITCHES	26.46			
	961-389230	WS-TRANS&DIST- SCREWS	6.78			
	961-389421	WS-#103- AIR FILTER, FUEL FILTER,	52.75			
	961-389478	WS-#103- AIR FILTER	33.14			
	961-389649	SCD-DISPOSAL- CLAMP-U-BOLTS, N	11.62			
	961-389951	SCD-#3- TIE ROD END - OUTER	71.05			
	961-389989	SCD-#3- BRAKE SHOE HARDWARE I	19.91			
	961-389993	SCD-#3- BRAKE SHOES- REAR, PRC	23.87			
	961-390028	SCD-#3- UPPER BALL JOINT	96.48			
	961-390147	SCD-#4- AIR FILTER	13.41			
005601	01/06/2016	IMAGEWEAR A DIVISION OF MARK'S	510.10	A/P	OUT-STD	01/06/2016
	7517584	WS-TRANS&DIST-CLOTHING ALLOW	510.10			
005602	01/06/2016	KETH'S BUILDING SUPPLIES	55.88	A/P	OUT-STD	01/06/2016
	146986	WS-TRANS&DIST- REBAR	38.95			
	146988	WS-TRANS&DIST- SPRAY PAINT	16.93			
005603	01/06/2016	KENT BUILDING SUPPLIES	87.59	A/P	OUT-STD	01/06/2016
	984657	WS-TRANS&DIST- ANGLE BRUSH SE	17.65			
	971797	WS-TRANS&DIST- DOOR KNOB SET	51.05			
	975194	WS-TRANS&DIST- THINSULATE	18.89			
005604	01/06/2016	MEGA-LAB MANUFACTURING CO. LTD.	490.42	A/P	OUT-STD	01/06/2016
	139088	WS-TRANS&DIST- MEGALUBE WP G	247.47			
	139178	WS-TRANS&DIST- GREEN-X MEGAP	242.95			
005605	01/06/2016	MILLTOWN MACHINE & FABRICATION LTD.	136.64	A/P	OUT-STD	01/06/2016
	17956	WS-#102- FLAT BARS	47.03			
	18018	SCD-#8- 1/2 X 4 FLAT BARS	89.61			
005606	01/06/2016	N. B. ELECTRIC POWER	6,034.12	A/P	OUT-STD	01/06/2016
	53123817DEC15	SCD-STS-DECHLORINATION CHAME	131.54			
	53158875DEC15	SCD-STS-BUDD AVE LIFT STATION	3,202.10			
	54807440DEC15	WS-STS-158A MILLTOWN BLVD LIFT	27.91			
	56356048DEC15	SCD-STS-18 RIVERSIDE DR LIFT S	30.79			
	61204008DEC15	SCD-STS-2216 KING ST LIFT STAT	131.07			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005672 dated between 01/01/2016 and 01/31/2016

CHEQUE REGISTER

Printed 2:42:00PM 02/03/2016

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Number	Issued	Amount	SC	Status	Status Date
	81224002DEC15	SCD-ST3-358A MILLTOWN BLVD LIF			
	81236008DEC15	WS-ST3-BUDD AVE LIFT STATION			
	76139807DEC15	SCD-ST3-54 RIVERSIDE DR LIFT S			
	84934908DEC15	SCD-ST3-658A RIVERSIDE DR LIFT			
	84943406DEC15	WS-ST3-TODD HILL RESERVOIR			
005607	01/06/2016	PROCOM DATA SERVICES INC.		OUT-STD	01/06/2016
	2015012671*	WS-TREASURY-MULTI USER SUPPC			
	2015012677/8/9*	WS/SCD-TREASURY-ADDITIONAL U			
005608	01/06/2016	RESEARCH & PRODUCTIVITY COUNCIL		OUT-STD	01/06/2016
	175764	WS-SOURCE-MICRO EXAM OF WATI			
	175768	WS-SOURCE- MICRO EXAM OF WAT			
	176040	WS-SOURCE- MICRO EXAM OF WAT			
	176291	WS-SOURCE- MICRO EXAM OF WAT			
	176829	WS-SOURCE-MICRO EXAM OF WATI			
	177064	WS-SOURCE- MICRO EXAM OF WAT			
005609	01/06/2016	RESOURCE SYSTEMS INC.		OUT-STD	01/06/2016
	86-5764	WS-SOURCE-GASKETS			
005610	01/06/2016	RICHARD PIERCE LTD.		OUT-STD	01/06/2016
	NOVEMBER 12, 2015	WS-MAX WELL XING- TESTING OF B			
005611	01/06/2016	SELDON SMITH & SONS LIMITED		OUT-STD	01/06/2016
	52091	SCD-DISPOSAL- RED GASKET MATE			
005612	01/06/2016	SOURCE ONE SUPPLIES		OUT-STD	01/06/2016
	10480	SCD-DISPOSAL- GLOVES, PAPER TC			
005613	01/06/2016	SOURCE ATLANTIC		OUT-STD	01/06/2016
	2211207	SCD-DISPOSAL- CLOTHING ALLOW/			
	2211209	WS- TRANS& DIST- CLOTHING ALLC			
	2211215	WS-TRANS& DIST- CLOTHING ALLO'			
	2220239	WS-TRANS&DIST- CLOTHING ALLOV			
	2220242	WS-TRANS&DIST- CLOTHING ALLOV			
	2220245	WS-TRANS&DIST- CLOTHING ALLOV			
	2225558	WS-SOURCE- CLOTHING ALLOWAN			
005614	01/06/2016	SOUTHWEST CONCRETE & CONS LTD		OUT-STD	01/06/2016
	11-63-15*	WS-TRANS&DIST- EQUIP RENTAL			
005615	01/06/2016	STATIONERY PLUS		OUT-STD	01/06/2016
	360279*	WS/SCD- TOWN HALL- PAPER, FILE:			
	360308	WS-TRANS&DIST- PENS, DIARY, INK			
	360518*	WS/SCD-TOWN- BINDING CASE, STI			
	360651*	WS/SCD-TREASURY-BINDER,PENS			
	360750	WS-TRANS&DIST- HANG FOLDER LI			
	360756*	WS/SCD-TOWN HALL- STOR BOX, B			
	360766	WS-TRANS&DIST- FRAME- PENDAFI			
	360817*	WS/SCD-TOWN HALL-TAPE, TONER			
	360839	WS-SOURCE-PAPER			
	361111	WS-TRANS&DIST- SHARPENERS, PI			
005616	01/06/2016	THE PANEL SHOP		OUT-STD	01/06/2016
	746-99-82	WS-SOURCE- MODIFY SCADA SYST			
	746-99-83	SCD-DISPOSAL- SUPPLY & INSTALL			
005617	01/06/2016	PARTS FOR TRUCKS INC.		OUT-STD	01/06/2016
	34217106-00	WS-#102- BLADE GUIDE SET, CONS			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
005618	01/08/2016 JOHNSON LEE 205.00*	205.00 205.00	A/P	OUT-STD	01/08/2016
005619	01/11/2016 SCOTIABANK <i>(Rose Construction Corporation)</i> 1674538*	11,524.00 11,524.00	A/P	OUT-STD	01/11/2016
005620	01/14/2016 AVENSYS SOLUTIONS INC 052201	561.86 561.86	A/P	OUT-STD	01/14/2016
005621	01/14/2016 BELL MOBILITY INC. 523889487JAN16*	901.03 901.03	A/P	OUT-STD	01/14/2016
005622	01/14/2016 DAVIS FUELS LTD. 154570 341207	585.47 535.18 50.29	A/P	OUT-STD	01/14/2016
005623	01/14/2016 MINISTER OF FINANCE O0T08110658-2015	18.38 18.38	A/P	OUT-STD	01/14/2016
005624	01/14/2016 PITNEY WORKS NOV132015*	1,200.00 1,200.00	A/P	OUT-STD	01/14/2016
005625	01/14/2016 PUROLATOR COURIER LTD. 429250497 429534383	157.80 78.80 78.80	A/P	OUT-STD	01/14/2016
005626	01/20/2016 TOWN OF ST. STEPHEN 50,000.00	50,000.00 50,000.00	A/P	OUT-STD	01/20/2016
005627	01/21/2016 A.E. HORNE & SON LTD. 00519883-01 00519884-01 00519885-01 00519886-01	556.93 134.79 139.87 139.87 142.40	A/P	OUT-STD	01/21/2016
005628	01/21/2016 ALL GAS TANKS 83394	88.57 88.57	A/P	OUT-STD	01/21/2016
005629	01/21/2016 BUCHANAN ENVIROMENTAL 8014	401.15 401.15	A/P	OUT-STD	01/21/2016
005630	01/21/2016 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG02986	20.68 20.68	A/P	OUT-STD	01/21/2016
005631	01/21/2016 CYCLE WORKS 18807	62.15 62.15	A/P	OUT-STD	01/21/2016
005633	01/21/2016 EMCO CORPORATION 2828819-00 2829057-01 2829499-00 2829521-00 2829680-00 2831516-00 2831516-01 2831545-00 2831548-00 2831548-01 2831555-00 2831908-00 2831910-00 2832035-00 2832140-00	4,172.86 466.60 46.26 917.01 314.63 231.85 344.77 1,902.89 395.50 631.92 56.50 155.93 138.20 1,127.11 99.80 -2,247.66	A/P	OUT-STD	01/21/2016

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Town of St. Stephen
 BNK2 - Utility Bank Account
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	2832297-00	WS-TRANS&DIST-HYD INDICATOR €	-408.43			
005634	01/21/2016	GULLISON'S COURIER SERVICE	299.48	A/P	OUT-STD	01/21/2016
	944554	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	944555	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944807	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944608	WS-SOURCE- TO DOE LAB FR/TOWI	33.90			
	944820	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	944821	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944853	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	944854	WS-SOURCE- TO DOE LAB FR/ TOV	33.90			
	944886	WS-#102- TO TOWN FR/ PARTS FOR	28.25			
005635	01/21/2016	HYPERION RESEARCH LTD.	1,013.18	A/P	OUT-STD	01/21/2016
	55155	WS-SOURCE- AEROBIC SPORE, CO	1,013.18			
005636	01/21/2016	KEITH'S BUILDING SUPPLIES	27.09	A/P	OUT-STD	01/21/2016
	148713	SCD-DISPOSAL- PRO FLEX SEALAN	27.09			
005637	01/21/2016	M.P.W.W.A.	253.00	A/P	OUT-STD	01/21/2016
	5086	WS/SCD-UTILITY- 4 MEMBERSHIPS	253.00			
005638	01/21/2016	MILLTOWN MACHINE & FABRICATION LTD.	417.41	A/P	OUT-STD	01/21/2016
	18042	SCD-#9- 3X3X1/4 ANGLE IRON	58.26			
	18088	SCD-#9- 1/4 X 3 FLAT BAR, 3/8 STEE	359.15			
005639	01/21/2016	MINISTER OF FINANCE <i>(Road line Phones)</i>	286.53	A/P	OUT-STD	01/21/2016
	11368812DEC15	WS-SOURCE-PUMP STATION	134.02			
	19002807DEC15	SCD-DISPOSAL-OLD BAY WWTP	152.51			
005640	01/21/2016	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	894.96	A/P	OUT-STD	01/21/2016
	10003534	WS-SOURCE- DRINKING WATER LAI	894.96			
005642	01/21/2016	N. B. ELECTRIC POWER	12,940.89	A/P	OUT-STD	01/21/2016
	36889807JAN16	WS-3118MAXWELLXING-BUILDING	881.80			
	50228902JAN16	WS-MAXWELLXING-PUMPS	710.46			
	53123617JAN16	SCD-ST5-DECHLORINATION CHAME	21.72			
	53158875JAN16	SCD-ST5-BUDD AVE LIFT STATION	3,946.32			
	53473043JAN16	WS-SOURCE-CHLORINE RESIDUAL	113.12			
	54807440JAN16	WS-ST5-158A MILLTOWN BLVD LIFT	29.85			
	58358048JAN16	SCD-ST5-18 RIVERSIDE DR LIFT S	34.19			
	61204006JAN16	SCD-ST5-2216 KING ST LIFT STAT	191.85			
	61224002JAN16	SCD-ST5-358A MILLTOWN BLVD LIF	1,515.38			
	61230004JAN16	WS-MAXWELLXING-PUMPS	3,247.73			
	61236008JAN16	WS-ST5-BUDD AVE LIFT STATION	1,615.80			
	76139807JAN16	SCD-ST5-54 RIVERSIDE DR LIFT S	105.40			
	82281006JAN16	WS-SOURCE-RESERVOIR	264.98			
	84934908JAN16	SCD-ST5-858A RIVERSIDE DR LIFT	111.75			
	84943408JAN16	WS-ST5-TODD HILL RESERVOIR	150.77			
005643	01/21/2016	N. B. SOUTHERN RAILWAY COMPANY LIMITED	565.00	A/P	OUT-STD	01/21/2016
	70651	WS-ST5-UNDERGROUND PIPE, PRI	565.00			
005644	01/21/2016	OK TIRE & AUTO SERVICE	1,552.62	A/P	OUT-STD	01/21/2016
	IN035110	WS-#8- TIRES	1,552.62			
005645	01/21/2016	ORCHARD'S PAINT & PAPER LTD.	31.61	A/P	OUT-STD	01/21/2016
	28852	WS-TRANS&DIST- PAINT BRUSHES	31.61			
005646	01/21/2016	PARTS FOR TRUCKS INC.	896.37	A/P	OUT-STD	01/21/2016
	34219242-00	WS-#8-WP FIELD KIT 120V, 4 HOLE	83.34			

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Town of St. Stephen
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CHEQUE REGISTER

Printed 2:42:00PM 02/03/2016

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Number	Issued	Amount	SC	Status	Status Date
	34219728-00	SCD-#9- SERV CHMBR FLAT MOUNT			
	34219958-00	WS-#102- CUTTING EDGES, CARRAI			
005647	01/21/2016 RESEARCH & PRODUCTIVITY COUNCIL	68.82	A/P	OUT-STD	01/21/2016
	177349	WS-SOURCE- MICRO EXAM OF WAT			
		68.82			
005648	01/21/2016 RICHARD PIERCE LTD.	132.23	A/P	OUT-STD	01/21/2016
	DECEMBER 2, 2015	WS- MAXWELLXING- REPLACING SV			
		132.23			
005649	01/21/2016 SAINT JOHN LABORATORY SERVICES LTD.	1,488.55	A/P	OUT-STD	01/21/2016
	821-15	SCD-DISPOSAL- TP LAB TESTS			
		1,488.55			
005650	01/21/2016 SCP DISTRIBUTORS INC CANADA	1,030.56	A/P	OUT-STD	01/21/2016
	FE026482	WS-SOURCE- CHLORINE			
		1,030.56			
005652	01/28/2016 AIR LIQUIDE CANADA	37.21	A/P	OUT-STD	01/28/2016
	83020985	WS-TRANS&DIST- CARBON DIOXIDE			
		18.91			
	83432710	WS-TRANS&DIST-CARBON DIOXIDE			
		18.30			
005653	01/28/2016 ALL GAS TANKS	18.95	A/P	OUT-STD	01/28/2016
	83300	WS-SOURCE- WORK ON HUSKY BRI			
		18.95			
005654	01/28/2016 BRENNTAG CANADA INC.	2,183.39	A/P	OUT-STD	01/28/2016
	40598105	WS-TRANS&DIST-EMPTY CYLINDER			
		-3,616.00			
	40598319	SCD-DISPOSAL-CHLORINE			
		4,501.66			
	40602311	SCD-DISPOSAL-EMPTY CYLINDER			
		-2,712.00			
	40604847	SCD-DISPOSAL- SULPHUR DIOXIDE			
		4,350.90			
	40604848	WS-SOURCE- CHLORINE			
		5,966.83			
	40608951	WS-SOURCE-EMPTY CYLINDER RE			
		-3,616.00			
	40608952	SCD-DISPOSAL-CYLINDER RETURN			
		-2,712.00			
005655	01/28/2016 BRIGGS PLUMBING INC.	89.81	A/P	OUT-STD	01/28/2016
	110837	SCD-#9- INSERT ADAPTERS, BUSHII			
		89.81			
005656	01/28/2016 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	121.50	A/P	OUT-STD	01/28/2016
	IG03125	WS-#102- FILTERS			
		121.50			
005657	01/28/2016 EAST COAST INTERNATIONAL TRUCKS	581.49	A/P	OUT-STD	01/28/2016
	3-253350005	WS-#102- WINDOW WASH, ROTELL/			
		307.18			
	3-253570004	SCD-#9- ROTELLAS			
		274.31			
005658	01/28/2016 EMCO CORPORATION	2,017.18	A/P	OUT-STD	01/28/2016
	2832322-00	WS-TRANS&DIST- HYD MRKR W/REI			
		1,413.27			
	2832532-00	WS-TRANS&DIST- PULLING CABLE			
		145.96			
	2832601-00	WS-TRANS&DIST- HYD MRKRS			
		233.96			
	2832725-00	WS-TRANS&DIST-VB800 CVR F/4-1/4			
		-120.96			
	2832773-00	SCD-DISPOSAL- ELLBOW BELL. BY E			
		344.83			
005659	01/28/2016 GULLISON'S COURIER SERVICE	361.60	A/P	OUT-STD	01/28/2016
	346569	SCD-DISPOSAL- TO BUCHANAN			
		33.90			
	346570	WS-SOURCE- TO RPC FR/ TOWN			
		33.90			
	346571	WS-SOURCE- TO DOE LAB FR/TOWN			
		33.90			
	346815	WS-SOURCE- TO DOE LAB FR/ TOW			
		33.90			
	346829	WS-SOURCE- TO RPC FR/TOWN			
		28.25			
	346959	SCD-DISPOSAL- TO TOWN FR/ PANI			
		28.25			
	346972	WS-SOURCE-TO RPC FR/TOWN			
		33.90			
	346973	WS-SOURCE- TO DOE LAB FR/TOWN			
		33.90			
	346997	WS-SOURCE-TO DOE LAB FR/ TOW			
		33.90			
	944512	WS-SOURCE- TO RPC FR/TOWN			
		33.90			
	944513	WS-SOURCE- TO DOE LAB FR/ TOW			
		33.90			
005660	01/28/2016 KENT BUILDING SUPPLIES	195.12	A/P	OUT-STD	01/28/2016

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CHEQUE REGISTER

Printed: 2:42:00PM 02/03/2016

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Number	Issued	Amount	SC	Status	Status Date
	983905	SCD-DISPOSAL- SCREW/METAL PAI			
	985217	SCD-DISPOSAL- SCREWS/MULTIPUI			
005661	01/28/2016 M.P.W.W.A.	368.00	A/P	OUT-STD	01/28/2016
	36T-HTRAINING SEMINAR WS-TRANS&DIST-36TH ANNUAL TR/	368.00			
005662	01/28/2016 MEGA-LAB MANUFACTURING CO. LTD.	887.84	A/P	OUT-STD	01/28/2016
	138698 SCD-DISPOSAL-CAPTIVE 8 (2)	887.84			
005663	01/28/2016 MIDLAND COURIER	56.68	A/P	OUT-STD	01/28/2016
	09521782* SCD-DISPOSAL-FR BUCHANAN ENV	56.68			
005664	01/28/2016 N. B. ELECTRIC POWER	6,751.67	A/P	OUT-STD	01/28/2016
	52557428JAN16 SCD-218OLDBAYRD-WWTP	6,751.67			
005665	01/28/2016 PITNEY BOWES LEASING	711.91	A/P	OUT-STD	01/28/2016
	3200108976 WS-TOWN HALL- POSTAGE METER	711.91			
005666	01/28/2016 RESEARCH & PRODUCTIVITY COUNCIL	88.82	A/P	OUT-STD	01/28/2016
	177810 WS-SOURCE- MICRO EXAM OF WAT	88.82			
005667	01/28/2016 RICHWIL TRUCK CENTRE LTD.	420.64	A/P	OUT-STD	01/28/2016
	112825 WS-#8- CABLE ASM, HEATER ASS	188.28			
	112890 WS-#8- COOLANT, AIR FILTERS	252.28			
005668	01/28/2016 SAINT JOHN LABORATORY SERVICES LTD.	1,334.30	A/P	OUT-STD	01/28/2016
	963-15 SCD-DISPOSAL- TP LAB TESTS	1,334.30			
005669	01/28/2016 SOURCE ATLANTIC	621.50	A/P	OUT-STD	01/28/2016
	2237071 WS-TRANS&DIST- CLOTHING ALLOW	148.90			
	2244240 WS-STC- CLOTHING ALLOWANCE	148.90			
	2244241 WS-STC-CLOTHING ALLOWANCE	169.50			
	2244242 WS-STC-CLOTHING ALLOWANCE	158.20			
005670	01/28/2016 TEED SAUNDERS DOYLE & CO.	1,188.50	A/P	OUT-STD	01/28/2016
	8537* WS-TREASURY- EXAMINATION OF T	1,188.50			
005671	01/28/2016 WORLDLYNX	67.79	A/P	OUT-STD	01/28/2016
	13048IN28842 WS-SOURCE- OTTERBOX	67.79			
Cheque Totals Issued:		142,839.60			
Void:		0.00			
Total Cheques Generated:		142,839.60			
Total # of Cheques Listed:		80			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

Received
FEB 04 2016
Town of St. Stephen



PO Box 3927
St. Andrews, NB
E5B 3S7
(506) 321 – 1557

January 21, 2016

Mayor Quartermain and Council
73 Milltown Boulevard
St. Stephen, NB
E3L 1G5

Dear Mayor and Council:

On behalf of the Charlotte Coastal Region Tourism Association (CCRTA), I would like to thank you for your continued financial support of our efforts in 2015.

We have a number of exciting initiatives planned in 2016, and we look forward to working with you and members in St. Stephen to address the issues you face in tourism and economic development. We are pleased to report that we have increased our financial support of the events and festivals in St. Stephen for 2016 and look forward to seeing new events grow. We are currently developing a new strategic plan, which we will be sharing with you in the near future.

If you have any questions, please get in touch with myself or our Executive Director, Abby Pond, regarding support in the upcoming year. Once again, thank you for your support in the past.

Sincerely,

Matthew Mackenzie
Chair
Charlotte Coastal Region Tourism Association

February 12, 2016

Received
FEB 17 2016
Town of St. Stephen

Ms. Joan M. Flewelling
Clerk
Town of St. Stephen
112-73 Milltown Blvd.
St. Stephen, NB E3L 1G5

Dear Ms. Flewelling:

Subject: Endorsement of the Framework for Recreation in Canada 2015

I would like to thank the Town of St. Stephen for their Endorsement of the Framework for Recreation in Canada 2015.

A small working group has been established to review and monitor the implementation of the Framework throughout the province in order to encourage continuous momentum and uptake. They will be reporting back to stakeholders in 2016 on progress and best practices resulting from the release of the Framework.

I wish you and Council continued success with efforts towards providing recreation opportunity for the citizens of St. Stephen and the well-being of all New Brunswickers.

Sincerely,



Hon. Bill Fraser
Minister



RESOLUTION NO.: _____

DATE: February 22, 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 February 10, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, FEBRUARY 10, 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* – two (2) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Councillor Harding and SECONDED by Councillor Maxwell that the above-noted three (3) 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: 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; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

It was MOVED by Councillor MacDonald and SECONDED by Councillor Harding that the agenda be approved with one (1) addition and two (2) deletions: Pedestrian Crosswalk System be added as (ii) under the Public Works Committee; (iii) Charlotte County Fall Fair Request of "In Kind" Support be deleted from the Planning, Promotion and Tourism Committee; and (ii) Anglophone South School District be deleted under 5. Delegations/Presentations.

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

(i) Report of the Chief Administrative Officer – The Chief Administrative Officer spoke to his report and the three (3) action items are noted as follows:

- Council directed the Chief Administrative Officer to engage Dillon Consulting Limited to prepare a proposal for the scope of work involved to develop a dynamic hydraulic model/analysis to identify the best solutions with respect to the Billy Weston Brook flooding.
- Council will consider a motion at the next Regular Session on Monday, February 22, 2016 to change the date of the Regular Meeting in March from the fourth Monday (March 28) to the third Monday (March 21).
- Council will consider a motion at the next Regular Session on Monday, February 22, 2016 to change the date of the Regular Meeting in May from the fourth Monday (May 23) to the fourth Tuesday (May 24).

At 5:08 p.m., Mayor Quartermain left the meeting to accept a telephone call and returned at 5:11 p.m., and Deputy Mayor MacEachern presided during his absence.

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

(iii) Bank Credit Line Resolutions – The memo from the Treasurer dated February 3, 2016 was received and reviewed, and two motions will be considered at the next Regular Session of Council on Monday, February 22, 2016 to secure short term operational financing requirements of both the General Operating Fund and Water and Sewerage Operating Fund budgets from Scotiabank and Royal Bank of Canada.

(iv) Cheque Register for month of January 2016 - The memo from the Assistant Treasurer dated February 3, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 22, 2016.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The Director of Operations' report was received and reviewed and the two (2) action items are noted as follows:
- Council directed the Chief Administrative Officer to send out a Request for Bids for the four (4) surplus vehicles and to bring the information back to a future meeting for Council approval.
 - Council will consider a motion at the next Regular Session to authorize the Mayor and Clerk to sign an Agreement for Professional Services with Dillon Consulting Limited to carry out the scope of work to develop a Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan which is mandated by the Department of Environment and Local Government.
- (ii) Pedestrian Crosswalk System – The Chief Administrative Officer reviewed with Council the pedestrian crosswalk system map provided by Department of Transportation and Infrastructure, and which will be the Town's responsibility to construct between St. Stephen High School and the new Irving Station on Route 3.

Council directed the Chief Administrative Officer to ask Dillon Consulting Limited to provide an Offer of Services which would outline the scope of work to construct a pedestrian crosswalk system across Route 3 from the St. Stephen High School to the new Irving Station, and if the information is received prior to the Regular Session of Council on Monday, February 22, 2016, then a motion will be considered to authorize the Mayor and Clerk to sign an Agreement for Professional Services.

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Scott MacKenzie was in attendance and stated that Acting Sergeant Terry Pomeroy sends his regrets. Corporal MacKenzie advised that the competition for the Operations NCO closes next week.

- (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 the report of the Chief Administrative Officer/Development Officer, Lori Keating plans to open a new business sometime over the next couple of years and has requested that any building permits be waived.

Council agreed with the recommendation of the Chief Administrative Officer, as noted in his report, and will consider a business development incentive grant, in an amount not to exceed the value of the municipal building permits required, paid over a period of three (3) years and beginning when the business opens.

Therefore, Council directed the Chief Administrative Officer to draft a policy to waive building permit fees and to bring it back to a future meeting.

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

Margaret Williamson, a resident and spokesperson for The River Arts Resources Council, asked Council to consider a petition and business plan to save the old Town Hall which could be provided at next month's Committees meeting on Wednesday, March 9, 2016. Alex Henderson, a resident who is assisting The River Arts Resources Council develop a business plan, was also in attendance.

Mayor Quartermain polled Council to determine whether or not they wanted to have a presentation of a petition and proposed business plan from The River Arts Resources Council at next month's Committees meeting. Council did not agree to a presentation and confirmed their decision to demolish as per the resolutions passed at the Regular Session on Monday, January 25, 2016 as follows:

**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.

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.

The Chief Administrative Officer spoke to his report and the one (1) action item is noted as follows:

- Council will consider a motion at the next Regular Session on Monday, February 22, 2016 to accept the quotation from Air Navigation Data in the amount of \$25,600.00, plus HST, to design a Global Positioning System (GPS) for the Giddens Memorial Airport, and to authorize the Mayor and Clerk to sign the agreement.

As noted in the Chief Administrative Officer’s report, some base-building renovations, which the Town is responsible for costs, are necessary at the RCMP building and Council directed him to proceed; other renovations are tenant requests and the RCMP will be responsible for the costs. The Town portion will be \$6,825.00, plus HST (Skillen Builders Ltd.), and \$10,782.00, plus HST (Southwest Electric). The RCMP portion is \$8,760.00, plus HST (Southwest Electric) and \$9,215.00, plus HST (Skillen Builders Ltd.) and the Town will invoice the RCMP.

- (iv) Application for Peddler's License – The letter from Stacey and Alex Suhaianu dated February 1, 2016 with attached application for a peddler's license was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 22, 2016 to approve the issuance of the license.

PARKS AND RECREATION - Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) Canadian Tire Jumpstart Program - The memo from the Director, Parks and Recreation dated January 28, 2016 was received and reviewed.

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

A motion will be considered at the next Regular Session of Council on Monday, February 22, 2016 to approve an unbudgeted expenditure of \$5,000.00 to Jumpstart. Upon receipt of Jumpstart's \$11,000.00, \$6,000.00 will be used within the Jumpstart program, and the original \$5,000.00 will be placed back in the General Operating Fund, as the Director, Parks and Recreation confirmed would be permissible.

- (iii) Conference – Out-of-Province – The memo from the Director, Parks and Recreation dated January 28, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 22, 2016, granting permission for him to attend an Atlantic Recreation & Facilities Conference (ARFC) at the Rath Eastlink Community Centre, Truro, NS from April 6 – 8, 2016.
- (iv) Garcelon Civic Center Report – The report from the Chief Administrative Officer was received and reviewed.

As noted in his report, the Charlotte County Civic Centre Board officially held its last meeting on Tuesday, January 26, 2016, and successfully met its fundraising goal of \$3.5 million, and provided the Town with a cheque in the amount of \$95,000, which represented the final payment.

Councillor MacDonald commended the fundraising committee for meeting its goal.

As further noted in the Chief Administrative Officer's report, a new board will continue as a non-profit, charitable organization accepting donations and making annual contributions to capital projects at the Garcelon Civic Center.

In addition to his report, the Chief Administrative Officer confirmed that the Civic Center is being very well utilized.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Planning, Promotion and Tourism – The Planning, Promotion and Tourism report was received and reviewed.

At 6:05 p.m., Councillor Pond left the meeting to accept a telephone call and returned at 6:10 p.m., and Mayor Quartermain chaired the committee during her absence.

As noted in the report, planning guides and special events grant program have been developed which Council agreed with and the "Special Events Grant Program Application Guidelines" will be available on the Town's website in the near future.

The Chief Administrative Officer spoke to his report and the two (2) action items are noted as follows:

- Council will consider a motion at the next Regular Session on Monday, February 22, 2016 to approve "in kind" support to the Charlotte County Fall Fair in the amount of \$4,000.00, and to authorize the Mayor and Clerk to sign Part E – Confirmation of Support from Municipal Government or Equivalent Authority, which represents a portion of the fair's federal grant application, and also includes the Town's contribution of \$1,000.00 as outlined in the 2016 budget.
 - Council directed the Chief Administrative Officer to proceed with the Facility User Liability Insurance Program, in the amount of \$2,000,000, as outlined in his report and attachment for individuals and informal groups who do not have insurance in place, and to revise the Administrative Fees Policy to include the fee offered to event organizers, and to bring the revised policy back to a future meeting for approval.
- (ii) Volunteer Road Toll – The request from the St. Stephen-Milltown Lions Club was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 22, 2016 granting permission to hold a fundraising road toll in September.

5. DELEGATIONS/PRESENTATIONS

- (i) Charlotte County Ground Search and Rescue (CCGSAR) Team Inc. – Deborah Northrup, President of CCGSAR Team Inc. presented to Council and, in particular, noted the following:
- the CCGSAR team was reactivated one and one-half years ago after dissolution in 2008 of the previous team;
 - the CCGSAR team operates under the jurisdiction of the RCMP and acts under the RCMP incident commander, with an agreement to supply a minimum of 16 searchers and four overhead, in conjunction with two other teams in order to provide sufficient numbers prior to membership growth;
 - the government donated a retired bookmobile which will be renovated to act as a command post, and NBCC donated a 10 foot trailer for equipment storage;
 - a yearly grant of \$2,500 is used for registration and insurance of vehicles and maintenance of equipment, with additional funds raised by team members;
 - team members are volunteers who are trained to meet national levels of certification and provide their own gear and appropriate seasonal clothing;
 - the team meets twice monthly – one training session and one meeting with a brief training exercise;
 - an educational program known as “HUG A TREE” for children between the ages of 5 – 10 is available and designed to teach children what to do if lost, and which would assist with a safe rescue; and,
 - request support to meet with the Fire Department and other agencies in order to coordinate and pool resources and clarify roles in preparation for any incidents.

Mayor Quartermain thanked Ms. Northrup for her very informative presentation and Council supported her request to meet with the Fire Department, and will also consider a motion at the next Regular Session on Monday, February 22, 2016 supporting the reactivation of the CCGSAR Team Inc.

6. NEW BUSINESS

- (i) Mayor Quartermain proclaimed the week of February 8 – 15, 2016 as Heritage Week and February 15, 2016 as Heritage Day:

WHEREAS the second week in February is provincially recognized as the time to celebrate our heritage; and

WHEREAS the third Monday in February is National Heritage Day in Canada; and

WHEREAS the significant heritage which we have inherited from our ancestors plays a vital role in providing a unique identity to our Town; and

WHEREAS this heritage provides us with a legacy to be handed down for the benefit and enjoyment of future generations; and

WHEREAS the Town of St. Stephen wishes to remember those individuals who have helped shape our identity, and who have forged a place in the history of this town;

NOW THEREFORE, I, John Quartermain, Mayor of the Town of St. Stephen, do hereby proclaim the week of February 8 – 15, 2016 as **HERITAGE WEEK** in the Town of St. Stephen and Monday, February 15, 2016 as **HERITAGE DAY** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the Town.

7. ADJOURNMENT

The meeting moved into closed session at 6:30 p.m. and returned to open session at 7:08 p.m., at which time it was **MOVED** by Deputy Mayor MacEachern and **SECONDED** by Councillor Pond that the meeting adjourn at 7:08 p.m.

Deputy Mayor MacEachern left the meeting at 6:45 p.m. due to a family matter and returned at 7:00 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, FEBRUARY 10, 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* – two (2) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

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) Bank Credit Line Resolutions – Memo from Treasurer dated February 3, 2016 attached.
- (iv) Cheque Register for month of January 2016 – Memo from Assistant Treasurer dated February 3, 2016 with attachment:
 - Cheque Register

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – with attachment:
 - Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan – Offer of Services from Dillon Consulting Limited dated January 18, 2016 with Agreement for Professional Services and Terms of Engagement

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 – with attachment:
 - Letter from Lori Keating.
- (iii) Report of the Property Management Office – with attachment:
 - Copy of Air Navigation Data Engineering Services Agreement
- (iv) Application for Peddler's License – Letter from Stacey and Alex Suhaianu dated February 1, 2016 with attachment:
 - Application for license

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Canadian Tire Jumpstart Program – Memo from the Director, Parks and Recreation, dated January 28, 2016 attached.
- (iii) Conference - Out-of-Province – Memo from the Director, Parks and Recreation, dated January 28, 2016 attached.
- (iv) Garcelon Civic Center Report – Report from the Chief Administrative Officer.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer with attachments:
 - Draft Special Events Grant Program Application Guidelines
 - Frank Cowan Company Facility User Solution Information
- (ii) Volunteer Road Toll – Request from Secretary, St. Stephen-Milltown Lions Club attached.
- (iii) Charlotte County Fall Fair Request of "In Kind" Support – Letter from Co-Treasurer of the Charlotte County Fall Fair dated February 4, 2016 with attachment:
 - Part E – Confirmation of Support from Municipal Government or Equivalent Authority of the Federal grant application.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Charlotte County Ground Search and Rescue Team Inc. – Presentation by Deborah Northrup, President.
- (ii) Anglophone South School District – Presentation by Jenny McDougall, Director of Schools, St. Stephen Education Centre, on a District initiative "Attendance Matters".

6. **NEW BUSINESS**

- (i) Heritage Week and Heritage Day 2016 Proclamation

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of January 2016 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department, Fire Department; By-Laws and Building Inspection Services; Development Office; Property Management Services; and Garcelon Civic Center.

Report to Mayor and Council – February 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:

- Enthusiasm throughout the community for events (ex. hockey games, dinner, music event).
- Community interest in hosting events (ex. R. Brisley concert).
- Eagerness to plan a bigger Canada Day event.

Billy Weston Brook Flooding

A meeting of the three property owners (NB Southern Railway, Crombie, and Department of Transportation and Infrastructure) and Town staff was held on Wednesday, February 3. The group agreed that a collaborative approach is required and identified next steps to include: developing the scope of work for the project, engaging an engineer to develop a dynamic hydraulic model / analysis to identify the best solutions, and future meetings to discuss implementation. Each stakeholder will need to design and implement a solution.

Action: Council directs the CAO to engage Dillon Consulting Ltd. to prepare a proposal for the scope of work.

Council Meetings – March

The fourth Monday of March is Easter Monday. I would recommend that the Regular Meeting of Council be scheduled on Monday, March 21. This would have our Committees of Council on Wednesday, March 9.

Action: Council considers a resolution to change the date of the Regular Meeting of Council in March.

Council Meetings – May

The fourth Monday of May is Victoria Day. I would recommend that the Regular Meeting of Council be scheduled on Tuesday, May 24. This would have our Committees of Council on Wednesday, May 11.



Action: Council considers a resolution to change the date of the Regular Meeting of Council in May.

Conference Travel

I will be attending "Cities Reducing Poverty" Conference April 5-7 in Edmonton, AB at no cost to the municipality.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 03 February 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 Utility bills for October-December/15.
 - B) **Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).**
 - C) **Payroll processing (Bi-weekly 60 employees, Monthly 34 employees, Twice Yearly 7 employees, Total 101 employees).**
 - D) **General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for seven funds).**
-Month end completed to December 31, 2014.
- 2) **Statements of Revenue and Expenditures to September 30, 2015.**
- 3) **Preparation and review of departmental information for Committee and Council packages.**
- 4) **Computer server maintenance.**
- 5) **Meetings:**
 - A) **Budget Meeting-Finance-January 7, 2016.**
 - B) **Civic Center meeting for general accounting-January 8, 2016.**
 - C) **Budget Meeting-Utility-January 11, 2016.**
 - D) **Department Head Meeting-January 12, 2016.**
 - E) **Closed Committee Meeting-January 18, 2016.**
 - F) **Council Meeting-January 25, 2016.**
 - G) **Civic Center meeting for general accounting-January 29, 2016.**

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) Organization of storage space for accounting files in old arena.-Complete.

- E) Jumpstart processing-In Progress.

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

- G) Charitable tax receipts-Complete

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

Public Works Report for January 2016

FROM: Lee Johnson, Director of Operations

DATE: February 02, 2016

1: Water system:

- a) 1 Water Main Leak.
- b) Repaired 1 Water Service.
- c) Installed 6 new meters.
- d) Plowed Snow.

2: Streets:

- a) Plowed and sanded streets and sidewalks.
- b) Hauled Snow.
- c) Cold Patched pot holes.
- d) Picked up Christmas Trees.
- e) Repaired washouts.

3: Waste Water:

- a) 1 Sewer Main was videoed.
- b) 1 Sewer Main was flushed.
- c) 3 Sewer Laterals were videoed.
- d) Liftstation and Lagoon Maintenance
- e) Plowed Snow.

4: Capital Projects:

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

Geometric design of the street is nearly complete. The current focus is designing the underground infrastructure. Design and preparation of tender documents is ongoing with a targeted tender date in late February.

5: Surplus Vehicles:

The following four (4) vehicles have become surplus vehicles:

- 2002 Chev ¾ ton 4 x 4
- 2000 GMC ½ ton
- 1997 Dodge Dakota
- 2000 Dodge 1500 4 x 4

Action: Council direct the Chief Administrative Officer to send out a Request for Bids for the surplus vehicles and bring the information back to a future meeting.

6: Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan:

As mandated by the Department of Environment and Local Government, all municipal sewer system owners are required to develop a long term control plan as outlined in the attached Offer of Services from Dillon Consulting Limited.

Action: *Council consider a motion at its next Regular Session authorizing the Mayor and Clerk to sign an Agreement for Professional Services with Dillon Consulting Limited in the amount of \$10,250.00, plus HST, to carry out the scope of work outlined in the Offer of Services.*

January 18, 2016

Town of St. Stephen
73 Milltown Boulevard – Suite 112
St. Stephen, NB
E3L 1G5

Attention: Mr. Derek O'Brien
Chief Administrative Officer

Offer of Services – CSO/SSO Long Term Control Plan

Dillon Consulting Limited (Dillon) is pleased to provide you with a scope of work and fee proposal to develop a Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan.

Background

The Province of New Brunswick, under the authority of the *Water Quality Regulation – Clean Environment Act* is mandated to regulate municipal sewer systems in a manner that is protective of human health and the environment. In 2009, New Brunswick became signatory to the Canada-Wide Strategy for the Management of Municipal Wastewater Effluent which contained National Standards for CSOs and SSOs.

The National Standards for CSOs are:

- .1 No Increase in CSO frequency related to development or re-development, unless it occurs as part of an approved CSO management plan.
- .2 No CSO discharge during dry weather, except during spring thaw and emergencies.
- .3 Floatable materials will be removed, where feasible.

The National Standards for SSOs are:

- .1 SSO frequencies should not increase due to development or re-development.
- .2 SSOs should not occur during dry weather, except during spring thaw and emergencies.

To address the National Standards, the Province of New Brunswick, through the Department of Environment and Local Government, requires all municipal sewer system owners to develop a plan. The plan will provide a detailed characterization of the system and employ a long term planning approach to eliminate overflow events during dry weather and to reduce overflow events during wet weather conditions.



1149 Smythe Street
Suite 200
Fredericton
New Brunswick
Canada
F3B 3H4
Telephone
506.444.8520
Fax
506.444.8821



The detailed scope of the plan for the Town of St. Stephen is outlined below.

Scope

System Characterization

The system characterization requires collection and reporting of information for each known overflow point in the system. Specifically, the system characterization will include the following:

- Coordinates of each SSO and CSO overflow point.
- Boundaries of the sewer shed(s).
- Sources of Inflow and Infiltration consisting of:
 - Known infiltration points such as older sewer mains with non-gasketed joints or otherwise known to be subject to significant infiltration;
 - Known areas of inflow (roof drains, catch basin leads, etc.).
- Current means of measuring overflow frequency and volume.
- Current methods of water quality treatment at overflows (i.e. baffles to prevent release of floatables).
- Identification of areas where sanitary or combined sewer overflows discharge to the storm sewer, and the downstream location where the effluent is discharged to the environment.
- Desktop characterization of the receiving environment at each overflow location including coordinates, potential receptors within 250 meters (i.e. potable water supply, recreational water, watercourse, wetland, provincially significant wetland, sensitive receiving environment, etc.).

Long Term Control Plan

The long term control plan will be developed based on the results of the system characterization and will include the following:

- Identification of (where applicable):
 - observed problem areas within the sewer system that are suspected to contribute to the occurrence of overflow events;
 - sensitive receiving environments;
 - public health risks.
- Prioritized plan of suggested improvements.
- Where the system characterization identifies critical information gaps, a plan to gather the appropriate information (e.g. a plan to identify potential sources of inflow and infiltration).
- Develop long term goals with measurable outcomes/benchmarks for effluent water quality and reduction in overflow frequency/volume.

Town of St. Stephen
Page 3
January 18, 2016

Schedule

Dillon is prepared to commence the work within 2 weeks of written acceptance of this offer of services with the final deliverable available at a mutually agreeable date.

Engineering Fees

We propose a lump sum fixed fee of \$10,250.00 plus HST to carry out the scope of work described above. This fee is inclusive of all labour, expenses and Dillon administration fees. Invoicing will be submitted monthly based on progress.

In accordance with our company procedures, we require your written authorization to proceed. If you are in agreement with this offer of services, please sign the attached *Agreement for Professional Services* form and return one copy, complete with all attachments, to the undersigned.

If you have any questions, please feel free to contact the undersigned at your convenience.

Yours sincerely,

DILLON CONSULTING LIMITED



Rory C. Pickard, P.Eng.
Associate

RCP:trw
Attachment

cc. Lee Johnson
John Quartermain
Joan Flewelling

Our file: MK0500-22-43

Commercial Confidentiality Statement

This document contains trade secrets or scientific, technical, commercial, financial and labour or employee relations information which is considered to be confidential to Dillon Consulting Limited ("Dillon"). Dillon does not consent to the disclosure of this information to any third party or person not in your employ. Additionally, you should not disclose such confidential information to anyone in your organization except on a need-to-know basis and after such individual has agreed to maintain the confidentiality of the information and with the understanding that you remain responsible for the maintenance of such confidentiality by people within your organization. If the head of any other party within any government institution intends to disclose this information, or any part thereof, then Dillon requires that it first be notified of that intention. Such notice should be addressed to Dillon Consulting Limited, 235 Yorkland Boulevard, Suite 800, Toronto, Ontario M2J 4Y8, Attention: President.

AGREEMENT FOR PROFESSIONAL SERVICES

1. This Agreement for Professional Services (this "Agreement") is between DILLON CONSULTING LIMITED ("Dillon"), and _____
(Client to insert full legal name) (the "Client").

2. The Client is a: *(Please check the appropriate box and provide the requested information)*

Corporation incorporated under the laws of _____ *(insert jurisdiction of incorporation);*

Partnership having the following general partners _____
(list all general partners);

Sole Proprietorship; or

Other (please specify) _____

3. The Client acknowledges that it has read, understood and accepts the following attachments which form part of this Agreement:

A. Terms of Engagement (dated July 15, 2015).

B. Offer of Services Letter from Dillon (dated: January 18, 2016).

C. Other:

i) NONE

ii) _____

iii) _____

4. The Client agrees to the following additions or amendments to the attached Terms of Engagement:

A. The laws of New Brunswick shall govern all matters arising out of this agreement and the venue for any related litigation will be Fredericton.

5. The Client:

A. Authorizes Dillon to proceed with the work described in the Offer of Services Letter;

B. Acknowledges that it has had the opportunity to read, discuss and negotiate the attached Terms of Engagement prior to executing this Agreement;

C. Agrees to be bound by and comply with the provisions of this Agreement, the attached Terms of Engagement and Offer of Services Letter, and any other attachments to this Agreement;

D. Agrees that the signing of a facsimile copy or portable document format (PDF) copy of this Agreement and any amendments thereto shall have the same effect as the signing of an original; and

E. Agrees that the retention of an electronic version of this agreement is permitted and that the subsequent production of an electronic version of this document shall be treated as if it was the production of an original signed copy.

DILLON CONSULTING LIMITED:

FULL LEGAL NAME OF CLIENT:

Per: _____
I/We have authority to bind Dillon.

Name: _____

Title: _____

Date: _____

Per: _____
I/We have authority to bind Dillon.

Name: _____

Title: _____

Date: _____

Per: _____
I/We have authority to bind the Client.

Name: _____

Title: _____

Date: _____

Per: _____
I/We have authority to bind the Client.

Name: _____

Title: _____

Date: _____

DILLON CONSULTING LIMITED - TERMS OF ENGAGEMENT

These terms of engagement govern the services to be provided by Dillon Consulting Limited ("Dillon") to the Client and constitute part of the agreement for services between Dillon and the Client (the "Agreement"). By accepting Dillon's offer of services, the Client agrees to be bound by and comply with these terms of engagement.

1. Warranty

1.1 Dillon warrants that it will perform its services with the standard of due care and diligence usually practised by the consulting profession, at the time that the services are rendered. The Client acknowledges and agrees that all other warranties, representations or remedies, express or implied, except the warranty for loss of the work required under Section 2118 of the Civil Code of Quebec are excluded and the Client agrees to waive any right, remedy or cause of action it may have with respect to such warranties, representations or remedies. In addition, the Client agrees to defend and indemnify Dillon from all other liability, including but not limited to liability for direct, incidental or consequential damages arising in connection with Dillon's actions, whether such liability arises in contract, tort or otherwise.

2. Limitation of Liability

2.1 Dillon's liability to the Client and all claimants not party to this agreement shall be limited to injury or loss caused by negligence of Dillon and/or sub-consultants for which it is responsible. The total amount of Dillon's liability for said negligence shall not exceed the lesser of \$50,000.00 or Dillon's fees for this project in total for all claims, costs and expenses and the Client hereby waives all claims in excess of this amount howsoever arising including any claim for contribution and indemnity which the Client may have against Dillon. The Client irrevocably and unconditionally agrees to defend, indemnify and hold Dillon harmless from all claims and expenses associated therewith resulting from claims brought by other parties in excess of the aforesaid limit.

2.2 Increased liability limits may be negotiated prior to the commencement of services by Dillon upon the prior written request of the Client, the payment of an additional fee as determined by Dillon, and the prior written agreement of Dillon.

3. Confidentiality

3.1 Documents prepared by Dillon and provided to the Client (the "Dillon Documents"), such as proposal documentation, reports and any documentation containing professional advice, are intended exclusively for the purposes, project and site locations outlined in those documents. The information contained in any Dillon Document may not be appropriate for other uses by the Client or for use by third parties and any such use or reuse is at the sole risk of the user.

3.2 Certain Dillon Documents contain confidential information which is the intellectual property of Dillon and which is provided to the Client solely for the purposes outlined in the document. The Client shall not provide any such confidential information to any other person, or use the information in a manner other than prescribed in the Dillon Document or Documents without the prior written consent of Dillon.

4. Provision of Relevant Information

4.1 The Client shall provide Dillon with all relevant information of which the Client is aware and which may be required by Dillon to perform its services for the Client. Without limiting the generality of the foregoing, if the Client has knowledge of or suspects that hazardous materials may exist at any site at which services are to be performed by Dillon, the Client shall provide this information promptly to Dillon in writing.

4.2 Dillon shall not be responsible or liable for any incorrect or inadequate advice, report, recommendation, finding, decision or conduct based either directly or indirectly on inaccurate or inadequate information supplied by the Client.

5. Site Access, Subterranean Structures and Utilities

5.1 The Client shall grant or obtain free and ready access to each project site at which Dillon is to perform services for the Client. The Client shall notify all owners and occupiers of property at the project site that Dillon is to be granted free and ready access to the site.

5.2 Unless otherwise agreed in writing by Dillon and the Client, the Client shall delineate accurately on the Client's property all subterranean structures and utilities. The Client assumes sole and complete responsibility for any damage or injury caused to any person, property, subterranean structures or utilities because of incorrect or inadequate information provided to Dillon and the Client agrees to indemnify, defend and hold Dillon harmless from any claim or liability for injury or loss resulting from such damage or injury.

6. Samples

6.1 Unless otherwise agreed in writing, all samples obtained by Dillon, including soil cores, may be discarded by Dillon within 30 days after submission of Dillon's report to the Client. A mutually agreed storage fee will be charged to the Client for any samples stored longer than this 30 day period.

6.2 If any of the samples contain substances or constituents that Dillon believes may be hazardous or detrimental to the environment or human health and safety, Dillon may, at the Client's expense, return such samples to the Client or dispose of the samples in a manner deemed appropriate by Dillon.

7. Force Majeure

7.1 Notwithstanding any other provision of the Agreement, Dillon shall not be deemed in breach of the Agreement or liable for any failure or delay in performing any of its obligations under the Agreement, if the failure or delay is caused directly or indirectly by any event or circumstance beyond Dillon's control, including, without limiting the generality of the foregoing, acts of God, government or civil or military authority, inclement weather, fire, flood, labour trouble, failure of transportation, accident, act or omission of the Client or anyone employed or engaged directly or indirectly by the Client, or the discovery of hazardous or potentially hazardous materials or situations at or near the project site.

7.2 Where an event or circumstance of the kind referred to in Clause 7.1 arises, Dillon may, at its option, extend the period of time for completion of the Agreement or terminate the Agreement.

8. Payment

8.1 Unless otherwise stipulated in this agreement for services, the Client shall pay Dillon for its services as follows (applicable taxes are extra):

- (a) fees shall be paid on the basis of Dillon's current schedule of standard flat hourly rates;
- (b) routine expenses and disbursements (communications, local travel, project office supplies, production of routine documents/drawings, courier/ messenger services, standard software/computer costs, and similar items) shall be paid at a standard rate of 8% of fees;
- (c) other project-related expenses and disbursements (sub-consultant/sub-contractor charges, travel beyond local area, living expenses when away from home office, advertising costs, testing services, use of specialized equipment or software, approval/permit/licence fees, project specific insurance, production of tender or other non-routine documents, and similar items) shall be paid at cost plus a 5% administration fee;
- (d) payment shall be made within thirty days of the date of Dillon's invoice;
- (e) interest shall be paid by the Client at an annual rate equivalent to the average bank prime rate plus 4% on all amounts unpaid within 30 days of the date of Dillon's invoice, with payment to be applied first to accrued interest and then to the unpaid principal amount.

9. Independent Professional Services Consultant

9.1 Unless otherwise agreed in writing by Dillon and the Client, it is acknowledged that Dillon is an independent professional services consultant in performing services under this agreement, and accordingly it is further acknowledged that Dillon is an independent contractor.

10. Defects in Service

10.1 The Client shall promptly report to Dillon any defects or suspected defects in Dillon's work or services of which the Client becomes aware, so that Dillon may take measures to minimize the consequences of such defects. Failure by the Client to notify Dillon in a timely manner shall relieve Dillon of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given. No unilateral withholdings, deductions or offsets shall be made from Dillon's compensation for any defects or suspected defects unless Dillon has been found legally liable for such amounts.

11. Suspension of Services

11.1 If the Client fails to make payments when due, or otherwise is in breach of the Agreement, Dillon may suspend performance of services upon five (5) calendar days' notice to the Client. Dillon shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension.

12. Agreement

12.1 These terms of engagement govern the services to be provided by Dillon under the Agreement, shall be amended only by the written agreement of Dillon's authorized representative and the Client, and shall not be altered or supplemented by any other understanding or agreement. The Client waives its right to unilateral rescission of contract under the Civil Code of Quebec and undertakes not to seek termination of the Agreement during the term of the Agreement.

12.2 The Agreement, of which these terms of engagement form a part, shall be governed by and interpreted in accordance with the laws of the province or territory of jurisdiction named on the Agreement for Professional Services.

12.3 Titles and section headings are for convenience of reference only and shall not be considered in interpreting the text of the terms of engagement.

12.4 If any clause in these terms of engagement is held illegal, invalid or unenforceable in whole or in part, the remaining clauses shall not be impaired and shall remain in full force and effect. All limitations of liability, releases, indemnities and similar provisions shall survive termination of the Agreement for any cause, and shall apply even in the event of the fault, negligence or other liability of Dillon, and shall extend to the officers, directors, employees and agents of Dillon.

Report of Parks & Recreation Dept.

January 2016

Parks

- I have requested some 3D drawings of the proposed Skate Park equipment on the Border Arena site. Hopefully I will have something back soon.
- We will be removing the old historical signs from the Waterfront this Spring, they are in really rough condition. We will work with the BIA on long term plan.
- I am looking for a Canadian Certified Playground Inspector Training course to attend, along with the Parks supervisor.
- Our ballfields are in very poor condition. In order for them to be in safe playing condition, they require new infield mix brought in this year.
- New parts have been ordered for the Splash Pad.

Pool

- We are hosting a certified pool operator's course at the Civic Center on Feb 9th-11th. I am taking this course along with 4 others from the Civic Center.
- I am working with Tara to better coordinate the WT Booth Community Pool and the Civic Center Pool for the summer.

Recreation

- Planning for Winter Fest 2016 is going very well. The dates are March 7th-13th. I will have an event flyer out soon.
- The inventory list of surplus equipment at the Border Arena is now out, with a closing date of February 16th.
- We are hosting Female Midget AAA provincials March 18th-20th
- We are hosting a concussion workshop at the Civic Center on April 14th. Funding for this is coming from the Fundy Recreation Professionals Association, which I am a member of.
- The first Wall of Fame meeting will take place on Feb 9th at 4pm at the GCC.
- Many new and exciting programs taking place at the GCC:
 - Taste Test a Tri
 - Mayor's Wellness Challenge
 - I Love Water Polo
 - Lifeguard Sport
 - Couch to 5K
 - Kids of Steel
 - Ball Hockey
 - Looking into some possible Summer Camps

We are currently looking for a Can Skate instructor, as well as a Swim Coach.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- Civic Center Staff Mtg
- Community Events
- Cheer Provincials
- Pickelball
- Greg Evans – Prov of NB
- P&R Committee
- Saint Andrews Triathlon
- Winter Carnival Committee
- Kiwanis – Skate Park
- Charlie Bourgeois
- Don Brown – Border Arena

Michael O'Connell
Director Parks & Recreation

St. Stephen Fire Department

Report for January 2016

Alarms were : Town Alarms 6
 Out of Town Alarms 8
 14

Alarms are described being :

	# of firefighters	# of hours
1. Dumpster 2	34	34
2. Assist Amb NB (Cardiac arrest) 1	8	12
3. Structure 2	28	56
4. Alarm System Activation 2	17	20
5. Smell of Smoke 3 (flooded basements)	17	55
6. Motor Vehicle Accident 3	38	70
7. Chimney 1	10	15

Calls dispatched for the period of this report 78

Fire Department Activities :

1. Monthly Meeting of the fire department
2. Water Rescue Training
3. Fire Fighter 1 Training has started, One student from SSFD

Chiefs Report :

1. Monthly Meeting of the Fire Department
2. Management Meeting
3. Committee Meeting
4. Training.
5. Interview committee for Calais Fire Dept.

TOWN of ST. STEPHEN

By-Law Enforcement

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

January REPORT

2016

To: CAO – Town of St. Stephen

Please find enclosed my report for January By-Law – Enforcement. We handled 17 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist other Depts. (3)	Buildings being posted on King St. No traffic lights on King St. at Union, and Queen Service New Brunswick called regarding a POPA ticket they have	Assisted Building Inspector with the postings applied to the buildings. Notified streets Dept about the issue and they were going to look after placing stop signs at the intersections. Informed the person we have no POPA tickets just Town By-Law.
Assist G.P. (2)	<ul style="list-style-type: none"><i>Councilor requesting contact info for the new Taxi in Town</i> <i>Request from Sandros Catering regarding a food truck</i>	Was given the number that we have on file Spoke with them about this request and gave them the By-Law regarding this, so that they may follow up.

Parking Concern (4)	<ul style="list-style-type: none"> • <i>Vehicle parked on King St. hindering snow removal</i> <p><i>Vehicle parked on Milltown Blvd hindering snow removal</i></p> <p><i>Complaint of W&S construction parking on sidewalk on church St.</i></p> <p><i>Vehicle parking on sidewalk on Scoodic St.</i></p>	<p>Vehicle was removed by way of tow truck.</p> <p>Vehicle was removed by owner</p> <p>Spoke with the contractors and they informed me that they would look after the issue.</p> <p>Warning ticket issued.</p>
Snow Complaints (4)	<ul style="list-style-type: none"> • <i>Complaint of person plowing snow out onto the street at the end of Boundary.</i> <p><i>Complaint of a home owner on Murchie Ave. putting snow on the street, also same residence blowing snow onto a Town Vehicle.</i></p> <p><i>Blocking the sidewalk with snow at 347 Milltown Blvd.</i></p> <p><i>Complaint of snow being pushed onto Milltown Blvd. at Canada Customs.</i></p>	<p>Still trying to determine who is looking after the removal of snow at this location.</p> <p>File is still ongoing and has been turned over to the RCM Police</p> <p>Spoke with the property owner and he informed that he would fix the problem and apologized.</p> <p>Have spoken to the contractor about the issue.</p>
Taxi License renewals (2)	<i>Two companies have renewed their yearly license to this point</i>	The other two companies are being contacted about their license's .

<p>General Info.(9)</p> <p>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 attacking the owner, dogs running on Union St. dog in heat running loose. Stray cats on Queen St., dog running in trailer park>Dog attacking cat on Church St., Dog at school in Milltown, the dog was impounded and returned to owner. Also a dog was picked up on Union And Rose St.. Impounded and cat from Queen St. was impounded.

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

TOWN of ST. STEPHEN

Building Inspection Services

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

JANUARY REPORT 2016

BUILDING INSPECTION

The month of January brought in a total of 5 (five) permits which represents \$455,900.00 (Four Hundred and Fifty-five Thousand and Nine Hundred dollars) in building costs.

We issued no Stop Work Orders in the month January. This office has 6 (Six) 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. 1 (One) electrical waiver was 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 the Development Office -- February 2016

Community Development Leadership Group – Future St. Stephen

- Future St. Stephen is evolving as a leadership group aligning the community development pillars. They are developing working committees with strong leadership in create and implement strategies that will help achieve the goals.
 1. Engaging people
 2. Supporting business
 3. Attracting new citizens (ex. retirees and young professionals),
 4. Building infrastructure
 5. Building social capital
 6. Marketing the community.

St. Stephen Development Board

- Nothing to report.

Planning Advisory Committee

- Committee meeting that was scheduled for February 3 was canceled because there were no items for the agenda.
- Next meeting is Wednesday, March 2.

Building Permits

- 5 issued - total estimated construction value of \$ 455 900.00.

Sign Permits

- 1 approved.

Variances

- Nothing to report.

Approved plans

- Nothing to report.

New Business Request

- L. Keating has purchased 11 Milltown Boulevard and is planning renovations. She is requesting that Council waive the building permit required for the renovations (letter attached).

Recommendation: that Council considers a business development incentive grant in an amount not to exceed the value of the municipal building permits required paid over a period of three (3) years beginning when the business opens.



11 On the Blvd Project

Dear Mayor and Council,

Please allow me to introduce myself with a brief description of my interest in St. Stephen and my future plans.

I was born in St. Stephen, raised my family there and have operated a number of small businesses over the years.

I currently live in Doha, Qatar where my husband has been Chair of Academics in a Canadian Collage (Collage of the North Atlantic) for the past 8 years.

September 2016 will mark our final school year in Qatar. Our initial plan was to move to Costa Rica to operate a small boutique hotel, but that didn't solve our problem of being so far away from our grandsons.

After careful thought, and a few deciding factors we have decided to invest in St. Stephen. One of the deciding factors included securing a building that would give me the potential to operate an inn or boutique hotel.

Please find enclosed the scope of the project and my request to council for their consideration to waiver the fee's for permits necessary to see both the short and long term planning move forward.

Immediate actions in regards to ***short term planning***:

I will have applied for the necessary permits to complete the immediate exterior and interior renovations scheduled for late June or early July 2016 when I am back in Canada.

My estimated budget for the project is \$200 000.00

Renovations include the following:

- A complete new roof

- A new facade that includes replacing all windows, doors and brick materials on both levels.
- Drain work to eliminate water from entering the basement.
- Any other necessary work to ensure the building is tight and secure.
- Interior renovations needed to secure apartment two-year leases until I am ready to start the long term planning.

Future Planning for 11(Eleven) on The BLVD

Over the period of the next year and a half to 2 years I will be working with business planners, architects, and other local professionals needed to realize my dream to have ***an upscale intimate 8 to 12 room inn or boutique hotel*** that will allow me to entertain local and global visitors.

This project will require employee trained in the food and hospitality field, as well as staff for cleaning, general management and transportation and recreation.

The hotel or inn will provide quality services and rooms in a standard above most local hotel chains and establishments. Other services planned but not limited to include:

- Global marketing plan that invites the world to see and explore a unique part of the world.
- Providing guided or self guided tour packages
- Airport pick-ups
- Food and Beverage Establishment
- Wedding accommodations or other special events.
- Retail shop that showcases quality N.B (Maritime) crafts

The benefits of both the short and long-term plans for the Town of St. Stephen will go further than the obvious increased of taxes that come from a well-kept building. I am requesting from our St. Stephen Mayor and Council that consideration be put into waiving the permit fee's for construction as a show of support towards the project.

I am available via email or Face Book message (11 on the BLVD) if there are further questions needed.

Kind Regards,

Lori Keating

*Please see picture attachment

1) Planned Façade

Report of Property Management – February 2016

St. Stephen Train Station Nothing to report.

Giddens Memorial Airport Air Navigation Data submitted a scope of work to design the instrument procedures and maintain for the four-year period until regulatory review at a cost of \$ 25 600. plus HST (Engineering Services Agreement attached). We have three (3) commitments from the private sector to provide \$ 5 500. each towards the installation of this system.

Action: Council considers a resolution to accept this quotation and to direct the Mayor and Clerk to sign the agreement.

Old Town Hall

- The Request for Quotations for demolition has been published and will close on Friday, February 19.
- The Public Presentation of the Building Condition Assessment occurred on Wednesday, February 3. Thirty (30) people, in addition to the Mayor, Council, and local media (CBC, The Tide, The Telegraph Journal, and The Saint Croix Courier) attended. There was support amongst the thirty for saving the building, but it is noteworthy that nine (9) of the group approached staff affirming their support for Council's decision.
- An unsightly notice was posted on the building.

**78 Milltown Blvd.
(Clark Building)**

- The Department of the Environment has accepted the recommendation from Fundy Engineering for the remedial activities and final closure on the site. A formal letter is forthcoming.

RCMP Building

Quotations were received to complete building renovations that include flooring, fire alarm system, electrical and lighting upgrades, and basement work. Some are base-building (Town of St. Stephen responsible for costs) and others are tenant requests (RCMP responsible for costs). We will proceed with the work as one project because it is the most efficient means. The Town portion will be \$ 6 825.00 + HST (Skillen Builders Ltd.) and \$ 10 782.00 + HST (Southwest Electric). The RCMP portion is \$ 8 760.00 + HST (Southwest Electric) and \$ 9 215.00 + HST (Skillen Builders Ltd.). These will be invoiced to the RCMP.



**Fire Hall / Public Works
Garage**

- Nothing to report.

Wharf

- Nothing to report.

Border Arena

- ACRE Architects, Saint John, will begin preliminary conceptual drawings.

Pizza Delight

- A new door will be purchased from and installed by Speedy Auto Glass (\$ 2 925.00 + HST).

Library

- Minor maintenance issues resolved.

King Street Buildings

- The buildings have been prepared for demolition. A request for tenders to demolish the buildings is being prepared.



AIR NAVIGATION DATA ENGINEERING SERVICES AGREEMENT

THIS ENGINEERING SERVICES AGREEMENT (the "Agreement") entered into at the City of Ottawa, Province of Ontario, Canada, this 26 day of January, 2015.

BETWEEN: **Town of St. Stephen**, Town Hall, 73 Milltown Blvd, Suite 112, St. Stephen, N.B. E3L 1G5 (hereinafter referred to as the **Client**)

AND: **Air Navigation Data**, PO Box 2608 Station D, Ottawa, ON. K1P 5W7 (hereinafter referred to as "**AND**").

WITNESSETH THAT:

WHEREAS, AND is an independent organization which performs engineering services as, or similar to, those defined hereunder and who is offering such engineering services (hereinafter referred to as "Engineering Services") to the Client who wishes to obtain such services from AND.

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties hereby agree as follows:

1. INTERPRETATION

1.1. In this Agreement, the following terms shall have the meanings set out below unless the context requires otherwise:

1.1.1. "**Designated Employee(s)**" shall have the meaning ascribed to it in Section 2.4;

1.1.2. "**Dollars**" and "**\$**" means the lawful currency of Canada;

1.1.3. "**Engineering Services**" means the services to be performed by AND for the Client as described in the Statement of Work attached hereto as Schedule "A".

1.1.4. "**Proprietary Information**" shall mean any information originally disclosed by the Client to AND under this Agreement, whether in writing, orally, visually, machine readable, magnetic recording, electronic disclosure, in the form of samples, models or otherwise, provided that such information, if written, is clearly and conspicuously marked as being proprietary or confidential and that if oral, visual, machine readable, magnetic recording, electronic disclosure or in other non-written form is designated as Proprietary Information at the time of disclosure or transmittal;

1.1.5. "**Proprietary Materials**" means all products, devices, computer programs, techniques, know-how, algorithms, procedures, improvements, discoveries or inventions, whether

patentable or copyrightable and whether reduced to practice, and all materials, texts, drawings, specifications, source code, data and other recorded information, in preliminary or final form and on any media whatsoever, that is created, conceived, reduced to practice, developed, discovered, invented or made by AND and/or its Designated Employee(s) during the Term of this Agreement, whether solely or jointly with others, while engaged in performing Engineering Services under this Agreement.

1.1.6. **"Technical Authority"** shall have the meaning ascribed to it in Schedule "A";

1.1.7. **"Term"** means the period during which AND is to provide the Client with the Engineering Services, as defined in Section 3.1.

1.2. All Schedules to this Agreement shall form an integral part of this Agreement.

2. PERFORMANCE OF SERVICES

2.1. The Client hereby retains the services of AND to provide Engineering Services as described in the Statement of Work (SOW).

2.2. The parties hereto acknowledge and agree that the reporting requirements of AND in the performance of the Engineering Services shall be determined by the Technical Authority.

2.3. AND shall perform the Engineering Services in a competent and professional manner and in accordance with good management, technical and industry practices.

2.4. AND has competent employees who shall carry out the Engineering Services throughout the Term of this Agreement. Any subcontracting work of shall only be made with the prior written consent of the Client.

2.5. AND and the Designated Employee(s) shall devote sufficient, but not necessarily full time and attention to the Client's business and affairs as may be necessary for the performance of the Engineering Services in accordance with the schedule requested by the Technical Authority.

2.6. AND recognizes and agrees that, at the discretion of the Client, Engineering Services may include travelling in North America and overseas.

3. TERM

3.1. AND shall provide the Client with the Engineering Services in accordance with the Client's schedules or at the Client's option for as long as required to complete the work set out in the Statement Of Work (SOW).

4. COMPENSATION

- 4.1. The Client shall pay AND a total fee of Twenty Five Thousand, Six Hundred Canadian Dollars (\$25,600) plus applicable taxes for the Engineering Services subject to the agreed pay schedule. Payments are subject to the Client's approval that the work has been completed to reasonable satisfaction. The Client's approval of any such completed work shall not be unreasonably withheld. Payments shall be made within thirty (30) days, calculated from the date of receipt of the invoice, provided that the work completed was approved and performed to the Client's reasonable satisfaction.
- 4.2. The Client shall reimburse AND for reasonable transportation and living expenses as supported by original receipts. The consultant shall not incur any of these expenses without the prior written approval of the Client.
- 4.3. The Client shall pay AND against AND's invoices for AND's fees and expenses in accordance with agreements but in the absence of such an agreement payment will be made within 30 days of invoice date.
- 4.4. Except as otherwise specifically provided in this Agreement, AND shall assume all of its own costs, expenses and charges necessary or incidental to its operations under this Agreement.

5. TAXES

- 5.1. AND hereby accepts as its sole responsibility the compliance with any and all tax laws which are or may be applicable to any compensation or reimbursement of expenses paid by the Client to AND under this Agreement.

6. NON-COMPETITION

- 6.1. The Client reserves the right to enter into agreements at any time with other consultants to perform the Engineering Services for the Client as described herein.

7. NON-SOLICITATION

- 7.1. Without the Client's prior written consent, AND agrees that it shall not, for the term of this Agreement and a further period of two (2) years thereafter, directly or indirectly solicit for employment or employ any person who is now employed by the Client.

8. RELATIONSHIP OF THE PARTIES

- 8.1. This Agreement is not intended to constitute, nor does it create a joint venture, partnership, teaming agreement or similar enforceable arrangement.
- 8.2. In performing the Engineering Services, AND (and for the avoidance of doubt, the Designated Employee(s)) is an independent Client and under no circumstances shall AND or the Designated Employee(s) be deemed to be an agent, servant, distributor or employee of the Client. All Designated Employee(s) used by AND shall be exclusively AND employees and the

entire management, direction and control of all such employees shall be exclusively vested in AND. AND shall ensure that its Designated Employee(s) and any permitted replacement employees be bound by the same provisions as if he/she were a party to this Agreement.

- 8.3. AND has no right or authority to make or undertake any promise or to make any representation for the Client, or to execute any document or to otherwise assume any obligation or responsibility in the name of or on behalf of the Client.

9. INTELLECTUAL PROPERTY

- 9.1. Nothing contained in this Agreement shall be construed as granting AND either expressly or by implication, estoppel, or otherwise, any license under any invention, improvement, discovery, patent, copyright, know-how or other intellectual property, now or hereafter owned or controlled by the Client.
- 9.2. All work performed during the term of this Agreement, or for one year thereafter, whether at the request of the Client or otherwise, relating to the performance of Engineering Services by AND and its Designated Employee(s) including Proprietary Materials shall become the exclusive property of the Client unless as otherwise agreed to in the SOW. Consultant shall immediately disclose such work and Proprietary Materials in writing to the Client, and agrees to perform all necessary acts required to evidence, transfer, vest or confirm the Client's right, title and interest therein. The Client shall bear the expenses of procuring any patent desired by it and covered by the terms of this Agreement.
- 9.3. The word "invent" as herein used includes "make", "discover", "invent", or "produce"; the words "invention" and "anything" each include the phrase "any new or useful or original art, machine, manufacture, process, composition of matter, design, shape or configuration of any kind", and the words "improvement", or "all extensions, renewals, modification, improvements and re-issues of such patent"; "appointee" includes "whomsoever the Client may designate". This Section 9 shall apply for all discoveries and inventions whether similar to anything used in conjunction with this Agreement or radically different in principle or result therefrom.
- 9.4. This Section 9 respecting Proprietary Materials, patents and inventions shall extend to and be obligatory upon the successors of the respective parties.

10. NON-DISCLOSURE

- 10.1. AND agrees and undertakes, for itself, its employees and the Designated Employee(s), that it shall (i) hold Proprietary Information and Proprietary Materials confidential to itself and restrict access thereto to such of its employees and sub-Clients who need to know it for the purposes stated in this Agreement, (ii) not use the Proprietary Information and Proprietary Materials other than for the purpose stated herein, and (iii) not disclose the Proprietary Information Proprietary Materials to any third party without the Client's prior written consent.
- 10.2. AND shall handle Proprietary Information and Proprietary Materials with the same degree of care normally used to protect its own Proprietary Information and Proprietary Materials within

its own organization, but in no event any less than reasonable care.

10.3. Proprietary Information shall not be afforded the protection of this Agreement which:

10.3.1. AND can demonstrate by written evidence the Proprietary Information was already known to it without restriction prior to receiving it from the Client; and/or

10.3.2. Prior to the time of disclosure hereunder to AND the Proprietary Information had been published or otherwise made available in the public domain otherwise than by breach of this Agreement by AND.

10.4. All Proprietary Information and Proprietary Material in the possession of AND and/or its Designated Employee(s) shall remain the property of the Client and shall be returned to the Client or destroyed within thirty (30) days at the request of the Client, or upon termination or expiration of this Agreement together with all copies made thereof.

10.5. The protection of Proprietary Information and Proprietary Materials shall, notwithstanding anything to the contrary herein, survive the expiration or any termination of this Agreement.

11. LIABILITY FOR INJURY, LOSS OR DAMAGE

11.1. AND shall be liable for injury, loss or damage to persons or property which have been caused by the negligence of AND, its Designated Employee(s), servants or agents.

11.2. To this effect, AND shall, at its expense, procure and maintain, throughout the term of this Agreement, sufficient insurance policies in a form and issued by companies reasonably satisfactory to the Client, to cover any and all damages resulting from actions or negligence on the part of AND, its Designated Employee(s), servants or agents.

12. TERMINATION

12.1. This Agreement shall become effective upon the date first above written and may only be terminated upon the occurrence of any one of the following events:

12.1.1. reserved

12.1.2. The failure of AND to provide the Engineering Services as reasonably requested by the Client, and such failure is not cured within three (3) working days of the receipt by AND of the Client's written notice;

12.1.3. reserved

12.1.4. The bankruptcy, insolvency, winding-up or dissolution of AND or the Client, in which event this Agreement shall terminate immediately upon delivery of a notice to terminate to the party which is bankrupt, insolvent, winding-up or dissolving, as the case may be, by the other party;

12.1.5. If AND fails to perform its obligations to the Client's entire satisfaction, the Client may terminate this Agreement immediately upon delivery of written notice to AND stating its reasons for such termination.

13. INDEMNIFICATION

13.1. AND shall indemnify the Client and its affiliates, officers, directors, employees, stockholders, agents and representatives against and hold them harmless from any loss, liability, claim, damage or expense (including reasonable legal fees and expenses) arising from, in connection with, or otherwise with respect to the Engineering Services to be provided by AND pursuant to this Agreement.

14. NOTICES

14.1. Any notice, demand, request, statement or other writing required or permitted by this Agreement to either party shall be in writing to the other party as set forth below or at such other address as shall have been furnished in writing by a party to this Agreement to the other party. Notice hereunder shall be deemed given when personally delivered or when mailed by certified or registered mail, or if in the case of fax when transmitted:

As for the Client: **Town of St. Stephen,**
Town Hall,
73 Milltown Blvd, Suite 112,
St. Stephen, N.B. E3L 1G5
Tel: (506) 466-7700
Attention: Derek O'Brien

As for AND: **Air Navigation Data**
PO Box 2608, Station D
Ottawa, Ontario
CANADA K1P 5W7
Tel: (613) 747-8530
Attention: John C. Ainsworth

MISCELLANEOUS

- 14.2. This Agreement may not be amended except by an instrument in writing signed by AND and the Client.
- 14.3. This Agreement and the rights and obligations hereunder may not be transferred or assigned by one party without the prior written consent of the other party hereto.
- 14.4. This Agreement may be executed in one or more counterparts, all of which shall be considered one and the same agreement, and shall become effective when one or more such counterparts have been signed by each of the parties and delivered to the other party.
- 14.5. This Agreement contains the entire agreement and understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to such subject matter. If any provision of this Agreement (or any

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Initials Initials

portion thereof) or the application of any such provision (or any portion thereof) to any person or circumstance shall be held invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision hereof (or the remaining portion thereof) or the application of such provision to any other persons or circumstances.

- 14.6. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.
- 14.7. The covenants set forth in Sections 5, 6, 7, 9 and 10 of this Agreement shall survive the termination of this Agreement indefinitely.
- 14.8. This Agreement shall be governed, construed and interpreted in accordance with the laws of the Province of Ontario, Canada, which shall be deemed to be the proper law of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their duly authorized representatives on the day and year first above written.

Town of St. Stephen

Air Navigation Data

BY: _____

BY: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Initials

Initials

Schedule A - Statement of Work (SOW)

This Statement of Work (SOW), attached hereto, describes the work to be performed by AND at its location, or at other locations deemed appropriate by the Technical Authority, under the terms of the Engineering Services Agreement, dated 26 January 2016, and entered into by AND and the Client.

TECHNICAL AUTHORITY

The technical authority for this work will be Mike Smith.

DESIGN

The following instrument procedures will be designed:

- St. Stephen (CCS3) LNAV Rwy 14
- St. Stephen (CCS3) LNAV Rwy 32

To accomplish the above designs the following work will be undertaken:

- Runway survey relating to instrument approach requirements.
- Procedure Design.
- Procedure Quality Assurance.
- Flight check of the instrument procedures.
- Coordination with the Federal Aviation Authority with respect to US overflight of portions of the procedure.
- Coordination with Nav Canada Air Traffic Control (ATC).
- Provide NAV CANADA with the approach designs and all documentation necessary for publication in the Canada Air Pilot (CAP).

MAINTENANCE

On going instrument procedure maintenance will be provided until the next regulatory review (four years following the design).

PROCESS

Air Navigation Data will make its best efforts to have the procedures published in a timely manner, however, Air Navigation Data does not have any control over NAV CANADA's production schedule.

Garcelon Civic Center Report – February 2016

Advising Commission

January 18 meeting.

- B. Tucker attended in my stead.
- Updates on staff, exclusive alcohol sponsorship, facility user liability insurance, and programming were provided.

Next meeting February 15 at 4:30 p.m.

Charlotte County Civic Centre Fund Raising

The Board officially held their last meeting on Tuesday, January 27. A cheque for \$ 95 000 was given to the Town of St. Stephen representing the final payment from fund raising efforts. This board successfully met their goal raising \$ 3.5 million towards the Garcelon Civic Centre.

A new board will continue as a non-profit, charitable organization accepting donations and making annual contributions to capital projects at the civic centre.

Aquatics and Fitness

- Aqua-size and Aqua-fit are very popular programs with 20-30 participants.
- Taste, test, tri-athlon (16 participants).
- Couch to 5K program started (20 participants).
- Corporate Challenge – Ganong Bros. Limited participating.

Facility

- The Management Team is developing facility expectations for each space to be reviewed with all staff.
- Pool operators course (February 9, 10, and 11).

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.

- Holland College "Captain's Course" in the conference room daily.
- Super Bowl 50 event (February 7).
- A "Kitchen Party" grand opening is planned for Friday, February 12 with chef Lisa Aronson. SOLD OUT (150 tickets).
- Midget AAA Girls Hockey Tournament (March 18-20).
- Winter Carnival (March 7-12).

The Management Team is reviewing the Conference / Meeting Room Rental Fees & Guidelines Policy (Policy No. 62) and will bring recommendations from the Advisory Commission.

Staff

A staff training session is planned for Thursday, February 25.



RESOLUTION NO.: _____

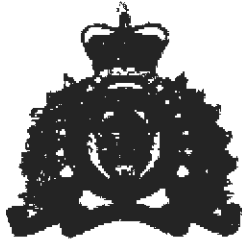
DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police January 2016 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
January, 2016**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **January 1, 2016 to January 31, 2016 inclusive**. During this time period, the RCMP responded to 230 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	6
Tickets issued	13
Warnings issued	24
Traffic Collisions	7

PROVINCIAL STATUTES:

Child Welfare Act	2
Driving While Disqualified or Licence Suspension	1
False Alarms	1
False/Abandoned 911 Call	3
Mental Health Act	5
Off Road Vehicle Act	1
Other Moving Traffic Violations	1
Other Non-Moving Traffic Violations	1
Person Report Missing	1
Request to Locate Individual	1

CRIMINAL CODE:

Arson – Damage to Property	1
Assault	4
Breach of Peace	1
Breach of Recognizance	3
Break and Enter – Residence	1
Crime Prevention	2
Criminal Harassment	2
Dangerous Operation of Motor Vehicle	1
Fail to Comply with Undertaking	1
Harassing Communications	1
Impaired Operation over 80 mg% of Motor Vehicle	3
Information File	1
Mischief damage to and/or Obstruct Enjoyment of Property	1
Other Theft over \$5000	1
Other Theft under \$5000	6
Possession of Weapon for Dangerous Purpose	1
Sexual Assault	1
Sexual Exploitation of Young Person	1
Theft of Car	1
Theft Under or Equal to \$5000 from Motor Vehicle	5
Utter Threats against a Person	6

OTHER FEDERAL STATUTES:

Possession Schedule II – Cannabis Resin	1
Possession Schedule VIII – Cannabis Marihuana	4

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	2
Assistance to Canadian Police (non-RCMP) Agency	1
Assistance to General Public	7

OTHER INVESTIGATIONS:

Police Certificates	64
Offender Management	2
Street Checks	38

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

RESOLUTION NO.: _____

DATE: February 22, 2015

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: MARCH 2016 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the March Regular Town Council Meeting from the fourth (4th) Monday, 28th day of March, 2016 at 7:00 p.m., to the third (3rd) Monday, 21st day of March, 2016 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: February 22, 2015

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: MAY 2016 REGULAR TOWN COUNCIL MEETING
THAT the Council of the Town of St. Stephen changes the date of the May Regular Town Council Meeting from the fourth (4th) Monday, 23rd day of May, 2016 at 7:00 p.m., to the fourth (4th) Tuesday, 24th day of May, 2016 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

SCOTIABANK BORROWING AUTHORITY

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$363,018.00 (three hundred and sixty-three thousand, and eighteen dollars), to meet current expenditures of the Corporation for the year 2016. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL BANK OF CANADA BORROWING AUTHORITY

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2016, the sum of \$1,147,005.00 (one million, one hundred and forty-seven thousand, and five dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the said sum of \$1,147,005.00 (one million, one hundred and forty-seven thousand, and five dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – COMBINED SEWER OVERFLOW (CSO) AND SANITARY SEWER OVERFLOW (SSO) LONG TERM CONTROL PLAN

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the unbudgeted amount of \$10,250.00 (ten thousand, two hundred and fifty dollars), plus HST, to develop a Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – SIGNALIZED CROSSWALK ON ROUTE 3

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the unbudgeted amount of \$7,200.00 (seven thousand, two hundred dollars), plus HST, for the design of an RA-5 style crosswalk across Route 3 in St. Stephen adjacent to the High School property.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

GIDDENS MEMORIAL AIRPORT – GPS NAVIGATION SYSTEM

THAT the Council of the Town of St. Stephen accepts the quote from Air Navigation Data in the amount of \$25,600.00 (twenty-five thousand, six hundred dollars), plus HST, to design a Global Positioning System (GPS) for the Giddens Memorial Airport.

AND THAT the Council authorizes the Mayor and Clerk to execute an Engineering Services Agreement with Air Navigation Data effective February 23, 2016, and in the form presented to Council at the Committees Meeting on February 10, 2016.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

PEDDLER'S LICENSE – SANDRO'S CATERING

THAT the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Sandro's Catering which will expire on the 31st day of December, 2016, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers".

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

CANADIAN TIRE JUMPSTART PROGRAM

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

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

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: DIRECTOR, PARKS AND RECREATION

THAT the Council of the Town of St. Stephen approves the out-of-province travel for the Director, Parks and Recreation, to attend the Atlantic Recreation & Facilities Conference (ARFC) at the Rath Eastlink Community Centre, Truro, NS from April 6 - 8, 2016.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

CHARLOTTE COUNTY FALL FAIR – “IN KIND” SUPPORT

THAT the Council of the Town of St. Stephen authorizes “in kind” support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 17 and 18, 2016, which support encompasses the use of bleachers, picnic tables, garbage cans, tables and chairs, along with support staff for event set up and tear down.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign “Part E – Confirmation of Support from Municipal Government or Equivalent Authority” form as part of the federal grant application submitted by St. Croix Estuary Project Inc. on behalf of the Charlotte County Fall Fair which outlines the “in kind” support, as well as the grant of \$1,000.00 (one thousand dollars) outlined in the Town’s 2016 budget.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club to hold a fundraising road toll near the intersection of Wall Street and Prince William Street on Saturday, September 17, 2016 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 24, 2016 between the hours of 8:00 a.m. and 4:00 p.m.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

**CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM INC. -
REACTIVATION**

THAT the Council of the Town of St. Stephen recognizes and supports, in principle, the reactivation of the Charlotte County Ground Search and Rescue Team Inc.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER – FULL-TIME MAINTENANCE/CUSTODIAL
LABOURER - JOB RECOMMENDATIONS**

THAT Robert Dougherty, Charles Fairweather, and Daniel Hovey be offered the positions of full-time Maintenance/Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective February 23, 2016 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: February 22, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.