

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 21, 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) Emily Dean – Presentation of \$100.00 for her attendance at the International Shooting Sport Federation (ISSF) World Cup in Rio de Janeiro, Brazil between April 11 – 19, 2016.
- (b) Anglophone South School District – Presentation by Jenny MacDougall, Director of Schools, St. Stephen Education Centre, on a District initiative “Attendance Matters”.
- (c) St. Stephen Middle School Entrepreneurial Adventure Program – Presentation by members of the SSMS Entrepreneurial Adventure Committee on their Marketplace event scheduled for March 24, 2016 at the Garcelon Civic Center.

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES

- (a) Regular Council Meeting – February 22, 2016

8. ACCOUNTS

- (a) Statements of Revenue and Expenditure
- (b) Paid Bills

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

- (a) Letter from The Marigold Project to Mayor and Council.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee of Council Meeting – February 29, 2016
- (b) Committee of Council Meeting – March 1, 2016
- (c) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – March 9, 2016
- (d) Planning Advisory Committee Meeting – January 6, 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) Town Grant – Charlotte County IWK Fundraising Committee
- (c) Town Grant – Emily Dean
- (d) Application for Financing – Water & Sewerage Fund
- (e) Town of St. Stephen – Proposed Five Year Plan 2016 – 2020 – Designated Highway Program
- (f) Training Grounds – Fire Department
- (g) Sale of Surplus Dehumidifiers
- (h) Grant – St. Stephen Area Chamber of Commerce – Community Events
- (i) Grant – Downtown Business Improvement Area (BIA) – Community Events
- (j) Fundraising Road Toll – Charlotte County Animal Shelter
- (k) Approval of Event – NB Antique Auto Club Inc. and the St. Stephen Area Chamber of Commerce – Annual Car Show
- (l) Approval of Event: Carnival – St. Stephen-Milltown Rotary Club
- (m) Parks Maintenance Supervisor – Job Recommendation
- (n) Purchase and Sale of 120 Milltown Boulevard
- (o) Purchase and Sale and Lease of 128-130 Milltown Boulevard
- (p) Purchase and Sale of 136 Milltown Boulevard
- (q) Transfer from the General Capital Reserve Fund – Purchase of Milltown Boulevard Properties

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.



ANGLOPHONE SOUTH SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

490 Woodward Avenue - Saint John, New Brunswick E2K 5N3
Telephone: (506) 658-5300 - Fax: (506) 658-5399 - www.asd-s.nbed.nb.ca

February 2, 2016

I am writing to request the opportunity to speak briefly at your next council meeting, regarding our District initiative "Attendance Matters"

Anglophone South School District is pleased to introduce a new initiative entitled Attendance Matters, originating in response to a heightened awareness/concern regarding student tardiness and attendance. Administrators, teachers, District Office personnel and members of the District Education Council expressed their concern regarding student attendance. To this end, a working group was formed to study the concern.

With the start-up of the 2015-2016 school year, the District has launched an awareness campaign focusing on student attendance. Family and community members can find information on the Anglophone South website (www.asd-s.nbed.nb.ca). As well there is a link to a brochure and a short video featuring students from the District. Students are taking an active role in promoting the awareness campaign and the Parent School Support Committees (PSSCs) are involved.

ASD-S recognizes that parents/guardians and community members hold the greatest influence with their children. We are seeking your support for the Attendance Matters initiative. To this end, we would like to meet with you to explore how we can work together to raise awareness about the importance of being present and on time for school. It is hoped that the community becomes engaged in and supportive of this initiative.

Please contact me at your earliest convenience to schedule a time for your next council meeting.
Thank you.

Yours truly,

Erica Lane
Community Engagement Coordinator
Anglophone South School District
(506)721-0852
Erica.lane@gnb.ca



What is the Entrepreneurial Adventure Program?

The Learning Partnership's **Entrepreneurial Adventure program** is helping young Canadians discover entrepreneurship, an increasingly essential skill in today's economic and business environment. The program pairs **kindergarten to Grade 12 classes** with **business mentors** to create and develop a business venture from concept to launch and actual sales, with profits going to the class' favourite charity. Students develop **entrepreneurial** and other **21st century skills** such as **communication, collaboration, critical thinking, presentation skills, business planning** and the importance of **social responsibility**.

Skills for the 21st Century



The *Entrepreneurial Adventure* program encompasses 21st century skills in its format, focus and purpose. As identified by the Ministries of Education of the Atlantic Provinces 2010.

Our History

Since the Beginning of the Program

- Began in 1995
- Now in its 21st year
- Supported by BMO since the beginning
- Over 52,500 students
- \$2.9 million dollars raised (to end of 2015)
- 1,551 successful student driven social entrepreneurship ventures
- 1,526 business partners
- 2,013 teachers
- 19th year of EA Showcases and
- 12th year of BMO Financial National Student Innovation Awards

In 2015

- 5,238 students
- 233 teachers
- 156 business partners
- 134 schools
- 199 ventures
- 51 award applications
- 150 judges
- 10 award winners
- \$172,533.85 raised for charity

"Entrepreneurs are the backbone of Canada's economy and they generate 50% of Canada's jobs and 40% of the economy. In addition, 32% of young people view entrepreneurship as the most desired profession."

Benefits for Students

- Engagement through experiential learning
- Opportunity to make a significant contribution to their community; develop personal and social responsibility
- Enhancement of creativity, teamwork, oral and written presentation and interpersonal skills
- Experience in project management-planning, organizing and delivering a project
- Strategies acquired for informed decision-making
- Increase in self-confidence and self-esteem
- An understanding of how businesses work

Benefits for Teachers

- Supports the Ministry of Education curriculum; easily integrated
- Appeals to students of all ability levels
- Develops meaningful community partnerships
- Provides a focus for many other classroom activities
- Offers professional learning opportunities
- Includes access to resources, mentor videos, program manager support
- Networking with colleagues from different schools and boards

To register, go to our website at www.tlpcanada.ca/entrepreneurial-adventure-landing for more information about Entrepreneurial Adventure program, please visit our website at: www.thelearningpartnership.ca/what-we-do/student-programs/entrepreneurial-adventure



Benefits for Business Partners

- Give back to community – be a part of positive change
- Discover what matters to today's young people
- Build community relationships and strengthen networks
- Fulfill a sense of empathy / connection with a "cause."
- Sharpen presentation skills
- Serve as a role model
- Gain access to a national forum and a library of resources
- Demonstrate corporate responsibility
- Instill a value of giving and caring
- Establish a profile in the community
- Demonstrate commitment to public education

Role of the EA Teacher

- Facilitate and co-lead venture with a business partner
- Engage students in the process of experiential learning
- Attend the introductory Entrepreneurial Adventure workshop
- Connect with the EA community through thelearningpartnership.ca.
- Build a team with the students and the business/community partner
- Brainstorm with students and business partner to create an EA venture
- Develop a business plan.
- Integrate the project with the curriculum. It is not an add on.

- Raise money for the venture startup costs
- Complete the project by the end of April
- Apply for any of the EA National Innovation Awards (if desired)
- Participate in an EA Showcase with a representative student 'trade-show' team to market your venture

What is expected from a business partner?

While each partnership is unique and individual partners will negotiate the terms of their own partnership, partners generally spend approximately 4-6 hours per month working with the teacher and students in the classroom. The following are some suggested roles for the business partner volunteer:

- Serve as a mentor or a role model for the students to enhance understanding of the entrepreneurial process and business activities
- Make presentations to the class that relate to the desired outcomes of their venture
- Advise students as they work on various tasks in teams and in small groups
- Help develop or acquire resource materials students may need
- Help assess the ideas, opportunities and venture plans that students develop
- Provide opportunities for students to visit a business or businesses
- Connect the school to other businesses in the community
- Bring your personal business experience to the partnership to engage and inform students
- Participate in and contribute to the online community for EA program participants

To register, go to our website at www.tlpcanada.ca/entrepreneurial-adventure-landing for more information about Entrepreneurial Adventure program, please visit our website at: www.thelearningpartnership.ca/what-we-do/student-programs/entrepreneurial-adventure

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on February 22, 2016 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 22, 2016 @ 7:00 P.M.

1. PRAYER

2. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Debbie MacDonald.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor Pond

28/16 THAT the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

29/16 THAT the Minutes of the Regular Council meeting held on January 25, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 30/16 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. **CARRIED**

PAID BILLS

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 31/16 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. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 32/16 THAT Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Booth

Seconded by Councillor Harding

- 33/16 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 February 10, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor Booth

- 34/16 THAT the following staff reports for the month of January 2016 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

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Pond

Seconded by Councillor Harding

35/16 **THAT** the Royal Canadian Mounted Police January 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

CARRIED

CHANGE OF DATE: MARCH 2016 REGULAR TOWN COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

36/16 **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). **CARRIED**

CHANGE OF DATE: MAY 2016 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Pond

37/16 **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). **CARRIED**

SCOTIABANK BORROWING AUTHORITY

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

38/16

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. **CARRIED**

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Booth

Seconded by Councillor Harding

39/16

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

**MINUTES
REGULAR COUNCIL
FEBRUARY 22, 2016**

5

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. **CARRIED**

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

Moved by Councillor Pond

Seconded by Councillor Booth

40/16 **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. **CARRIED**

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

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

41/16 **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. **CARRIED**

GIDDENS MEMORIAL AIRPORT – GPS NAVIGATION SYSTEM

Moved by Councillor Harding

Seconded by Councillor Maxwell

42/16 **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.

CARRIED

PEDDLER'S LICENSE – SANDRO'S CATERING

Moved by Councillor Booth

Seconded by Councillor Pond

- 43/16 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". **CARRIED**

CANADIAN TIRE JUMPSTART PROGRAM

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 44/16 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. **CARRIED**

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

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 45/16 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. **CARRIED**

CHARLOTTE COUNTY FALL FAIR – "IN KIND" SUPPORT

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

- 46/16 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. **CARRIED**

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 47/16 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. **CARRIED**

CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM INC. - REACTIVATION

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 48/16 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. **CARRIED**

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

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 49/16 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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.
- Attended a Regional Service Commission 10 police meeting.
- Attended a welcoming reception for the refugee family.
- Attended the Super Bowl Party at the Civic Center.

Councillor Harding

- Attended all Town meetings.
- Meet regularly with the RCMP.
- Attended the "kitchen party" dinner at the Garcelon Civic Center.

Councillor Booth

- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.
- Attended all Town meetings.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.

Councillor Pond

- Attended Town meetings.
- Attended the public presentation by Dillon Consulting Limited on the old Town Hall building.
- Attended the “kitchen party” dinner at the Garcelon Civic Center.
- Attended a South West New Brunswick Transit Authority board meeting.
- Attended a Union of Municipalities of New Brunswick (UMNB) board meeting and will be attending meetings of UMNB on the weekend.
- Attended the St. Stephen-Milltown Rotary Club’s Super Draw dinner.
- Participated in the “Curl for Cancer” bonspiel which raised approximately \$9,000.00

16. QUESTION PERIOD

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

- Clarification on the Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Long Term Control Plan;
- Clarification on the signalized crosswalk on Route 3;
- Clarification on the GPS Navigation System for the Giddens Memorial Airport; and,
- Clarification on the three full-time maintenance/custodial labourer positions at the Garcelon Civic Center.

**MINUTES
REGULAR COUNCIL
FEBRUARY 22, 2016**

In addition to questions/comments with respect to the agenda, Kathy Bockus advised that Jackie Bateman, a member of the organizing committee who hosted a tea in the David Alison Ganong Chocolate Park last September in recognition of Queen Elizabeth the Second's reign and who had forwarded that information to Buckingham Palace, was very pleased to have received an acknowledgment.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor MacEachern

Seconded by Councillor Pond

50/16 THAT the meeting adjourn at 7:25 p.m. CARRIED

Mayor

Town Clerk

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: March 21, 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 January 31, 2016 be received.

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

| | Actual To Date For the One Month Ending January 31, 2016 | Budget For the Year Ending December 31, 2016 | Remaining | Percentage Used |
|--|---|---|------------------|----------------------------|
| Revenue | | | | |
| Taxes | 460,006 | 5,377,298 | \$4,917,292 | 9% |
| Services Provided to Other Governments | 0 | 208,704 | 208,704 | 0% |
| Sale of Services | 0 | 630,211 | 630,211 | 0% |
| Other Revenue From Own Sources | 13,177 | 170,401 | 157,224 | 8% |
| Unconditional Grants | 119,370 | 1,629,268 | 1,509,898 | 7% |
| Unconditional Transfers | 0 | 5,541 | 5,541 | 0% |
| Conditional Transfers | 0 | 4,000 | 4,000 | 0% |
| Other Transfers | 79,144 | 1,050,027 | 970,883 | 8% |
| Total Revenue | 671,697 | 9,075,450 | 8,403,753 | 7% |
| Expenditure | | | | |
| General Government Services | 54,418 | 956,346 | 901,928 | 6% |
| Protective Services | 78,510 | 2,260,218 | 2,181,708 | 3% |
| Transportation Services | 129,710 | 1,915,473 | 1,785,763 | 7% |
| Environmental Health Services | 0 | 260,065 | 260,065 | 0% |
| Environmental Development Services | 32,925 | 377,886 | 344,961 | 9% |
| Recreational and Cultural Services | 77,409 | 1,839,190 | 1,761,781 | 4% |
| Fiscal Services | 38,089 | 1,458,272 | 1,420,183 | 3% |
| Other | 0 | 8,000 | 8,000 | 0% |
| Total Expenditures | 411,061 | 9,075,450 | 8,664,389 | 5% |
| Surplus (Deficit) | \$260,636 | \$0 | | |

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

| | <u>Actual To Date For the One Month Ending January 31, 2016</u> | <u>Budget For the Year Ending December 31, 2016</u> | <u>Remaining</u> | <u>Percentage Used</u> |
|----------------------------------|---|---|------------------|----------------------------|
| Revenue | | | | |
| Sale of Service | \$50,622 | \$2,034,105 | \$1,983,483 | 2% |
| Other Revenue From Own Service | 10,494 | 190,605 | 180,111 | 6% |
| Other Transfers | 5,775 | 69,299 | | 8% |
| Total Revenue | <u>66,891</u> | <u>2,294,009</u> | <u>2,163,594</u> | 3% |
| Expenditures | | | | |
| Water Supply | 58,613 | 1,030,075 | 971,462 | 6% |
| Sewerage Collection and Disposal | 40,772 | 683,661 | 643,089 | 6% |
| Fiscal Services | 10,110 | 580,073 | 569,963 | 2% |
| Total Expenditures | <u>109,495</u> | <u>2,294,009</u> | <u>2,184,514</u> | 5% |
| Surplus (Deficit) | <u>(\$42,604)</u> | <u>\$0</u> | | |

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$669,373.86 (six hundred and sixty-nine thousand, three hundred and seventy-three dollars and eighty-six cents) be received.

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

February 2016

| | | |
|---|-----------|------------------------|
| Exp Services Inc. (Invoice #173 - Payment Certifications Services - Dora Construction, Cheque #158) | \$ | 1,887 10 |
| Frank G Godsoe Chartered Accountant (Invoice #870 - Civic Center Construction Accounting & Assistance with Kitchen Construction Co-Ordination, Cheque #159) | \$ | 5,494.06 |
| Total | \$ | <u>7,381.16</u> |

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

Visa:

October 2015

John Quartermain (Gen Gov't: Civic Relations; Recreation: Fall/Winter
Brochure Mailings) 811.56

Derek O'Brien (Gen Gov't: Civic Relations, Office Supplies; Civic Center:
Arena Training; Fire: Membership Fee, Vehicle Repairs; Streets:
Radio Supplies) 1,163.80

Grand Total \$1,975.36

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017764 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 1 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|--|-----|---------|-------------|
| 017627 | 02/03/2016 BAYTOWN HARDWARE LTD. 17464 CC-ARENA-LOCK BOX-DOOR LOCK | 537.88 537.88 | A/P | OUT-STD | 02/03/2016 |
| 017628 | 02/03/2016 BELLBOY DRYCLEANERS 2-362927 CC-BUILDING-DRY CLEANING | 11.30 11.30 | A/P | OUT-STD | 02/03/2016 |
| 017629 | 02/03/2016 BORDER AREA COMMUNITY ARENA 19055406JAN16 GG-OPSGRANT-NB POWER 218500950303JAN16 GG-OPSGRANT-NB POWER | 1,621.26 1,424.96 96.30 | A/P | OUT-STD | 02/03/2016 |
| 017630 | 02/03/2016 BORDER INVESTIGATIONS & SECURITY INC. 14186 PS-BYLAJANUARY/16 FEE | 3,184.00 3,184.00 | A/P | OUT-STD | 02/03/2016 |
| 017631 | 02/03/2016 BRUNSWICK NEWS INC 1599576 CC-ADMIN-SCHEDULE | 339.00 339.00 | A/P | OUT-STD | 02/03/2016 |
| 017632 | 02/03/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-004 PS-BUILDINGINSPECTOR-JAN 10-23 | 3,051.00 3,051.00 | A/P | OUT-STD | 02/03/2016 |
| 017633 | 02/03/2016 GRACEN JOHNSON 19 GG-CIVIC-CONSULTING FOR FUTUR | 746.40 746.40 | A/P | OUT-STD | 02/03/2016 |
| 017634 | 02/03/2016 HERITAGE COURT HOLDINGS LIMITED RC000022264 GG-TOWNHALL-FEBRUARY/16 LEAS | 5,323.40 5,323.40 | A/P | OUT-STD | 02/03/2016 |
| 017635 | 02/03/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 254241 CC-BUILDING-NATURAL GAS | 2,600.66 2,600.66 | A/P | OUT-STD | 02/03/2016 |
| 017636 | 02/03/2016 MC VENTILATION LTD. 8879 CC-KITCHEN-EQUIPMENT AND INST | 112,154.76 112,154.76 | A/P | OUT-STD | 02/03/2016 |
| 017637 | 02/03/2016 MILLTOWN MACHINE & FABRICATION LTD. 18040 CC-KITCHEN-AIR EXCHANGE WORK | 31,447.90 31,447.90 | A/P | OUT-STD | 02/03/2016 |
| 017638 | 02/03/2016 MINISTER OF FINANCE WEEK052016 EMPLOYEE DEDUCTIONS-JAN 31-FE | 209.30 209.30 | A/P | OUT-STD | 02/03/2016 |
| 017639 | 02/03/2016 MOFFITT DODGE CHRYSLER LTD. BM02176 TS-DIR OF OPS- CAR REPAIR | 1,930.74 1,930.74 | A/P | OUT-STD | 02/03/2016 |
| 017640 | 02/03/2016 SHANNON MICHAEL WEEK052016 PS-ANIMALCONTROL-WEEKLY FEE WEEK052016* PS-ANIMALCONTROL-WEEKLY VEHI | 365.44 167.69 197.75 | A/P | OUT-STD | 02/03/2016 |
| 017641 | 02/03/2016 SOURCE ONE SUPPLIES 10137* CC-JANITORIAL-BATH TISSUE, HANI 10138* CC-JANITORIAL-VINYL GLOVES 10300* CC-JANITORIAL-HAND TOWEL, GAR 10766* CC-POOL-BATH TISSUE, HAND TOW 10841-2015 CC-JANITORIAL- SOURCE ONE FLOI 10845** CC-JANITORIAL-FLOOR PADS, MOP 10861 CC-POOL- MURIATIC ACID 10934* CC-JANITORIAL-BATH TISSUE 9159 CC-ARENA- COMET POWDER | 3,881.50 842.39 75.85 1,030.10 780.08 393.55 119.09 586.73 195.26 56.47 | A/P | OUT-STD | 02/03/2016 |
| 017642 | 02/03/2016 STERLING MARKING PRODUCTS 6447588* GG-TOWN-DOG/CAT TAGS 2016 | 266.39 266.39 | A/P | OUT-STD | 02/03/2016 |
| 017643 | 02/03/2016 SUMMERTIME INDUSTRIES (N.B.) LTD. 117723 CC-KITCHEN-FRYERS, CONVENTIOI 117949 CC-KITCHEN-STEEL LEGS FOR S/S 117950 GG-KITCHEN-FULL SIZE S/S INSERT | 25,006.05 25,034.02 -55.09 27.12 | A/P | OUT-STD | 02/03/2016 |
| 017644 | 02/03/2016 UNION OF MUNICIPALITIES OF NEW BRUNSWICK 2016 MEMBERSHIP GG-CAO-MEMBERSHIP DUES | 3,200.00 3,200.00 | A/P | OUT-STD | 02/03/2016 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 2 of 10

| Number | issued | Amount | SC | Status | Status Date |
|--------|--|---|-----|---------|-------------|
| 017648 | 02/09/2016 ACCT #903240047015 JANUARY2016 VOL FIRE MEMBERSHIP DUES-JANU | 340.00 340.00 | A/P | OUT-STD | 02/09/2016 |
| 017649 | 02/09/2016 ACCT 8025-280 JANAURY2016 LOCAL 770 UNION DUES-JANUARY/ | 1,130.41 1,130.41 | A/P | OUT-STD | 02/09/2016 |
| 017650 | 02/09/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD. A144724 TS-SHOP- WINTER WASH | 27.03 27.03 | A/P | OUT-STD | 02/09/2016 |
| 017651 | 02/09/2016 BELL MOBILITY INC. 523889487JAN16** GG/PS/RC/CC/TS-CELL PHONE CHA | 1,030.44 1,030.44 | A/P | OUT-STD | 02/09/2016 |
| 017652 | 02/09/2016 BLAKNEY'S TRUCKING INC. 57 TS-ST5-ROAD SALT DELIVERY | 1,304.62 1,304.62 | A/P | OUT-STD | 02/09/2016 |
| 017653 | 02/09/2016 BRIGGS PLUMBING INC. 110868 TS-SHOP- URINAL DRAIN TREATMEI | 286.23 286.23 | A/P | OUT-STD | 02/09/2016 |
| 017655 | 02/09/2016 CANADIAN TIRE N15518195 TS-#22- NUTS & BOLTS N15518198 TS-SHOP- SHOVEL N16036488 TS-SHOP- COUPLER LOCK N16036500 TS-SHOP- FOAM SEALANT N16036518 TS-SHOP- TOTES N16036522 TS-SHOP- EYE BOLTS N16036552 TS-SHOP- BUNGEE ADJ, G HEX LGS N16036608 CC-ARENA- CHALK LINE, CLOTHING N16036649 TS-SHOP- DEWALT DRILL N16036652 TS-SHOP- HANGERS N16036656 CC-ADMIN- TOTE, STORAGE CONTA N16036683 RC-PARKS- DUCT TAPE, ELECTRIC/ N16036116 PS-FIRE- SCREW DRIVER, NUT DRI N16036121 TS-SHOP- TOTES N16036165 PS-FIRE-TRACKER WIRE N16036167 TS-SHOP- ROD N16036168 TS-SHOP POWER CORD N16036180 TS-SHOP- PAINT BRUSH N16036182 TS-#2- BATTERIES N16036191 CC-BUILDING- CLOTHES PINS | 858.38 22.54 11.29 36.15 7.33 31.62 8.03 59.82 117.88 169.44 18.06 38.40 26.78 42.87 30.48 31.17 8.46 22.58 14.67 152.54 8.44 | A/P | OUT-STD | 02/09/2016 |
| 017656 | 02/09/2016 CANADIAN SPRINGS 9917496723 PS-RCMP-WATER | 11.24 11.24 | A/P | OUT-STD | 02/09/2016 |
| 017657 | 02/09/2016 CARGILL LIMITED 2902633514 TS-ST5-ROAD SALT | 4,457.38 4,457.36 | A/P | OUT-STD | 02/09/2016 |
| 017658 | 02/09/2016 CHARLOTTE COUNTY JANITORIAL 3252 PS-FIRE-JANITORIAL- DEC/15 | 169.60 169.50 | A/P | OUT-STD | 02/09/2016 |
| 017659 | 02/09/2016 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JANUARY2016 GG-MUNCIPALPLAN-JANUARY/16 | 21,313.14 21,313.14 | A/P | OUT-STD | 02/09/2016 |
| 017660 | 02/09/2016 CNH CAPITAL IN79243A TS-#16-O-RINGS IN79256 TS-16-O-RINGS IN79851 TS-#16- TUBES IN79725 TS-#16- FILTERS IN79805 TS-#11-FILTERS | 922.36 55.97 -282.68 393.76 486.62 288.69 | A/P | OUT-STD | 02/09/2016 |
| 017661 | 02/09/2016 COMMERCIAL AQUATIC SUPPLIES 132762 CC-POOL MAINTENANCE SUPPLIES | 99.45 99.45 | A/P | OUT-STD | 02/09/2016 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 3 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| 017662 | 02/09/2016 COX ELECTRONICS & COMMUNICATIONS 2-1760953 PS-FIRE-2 BATT LI-ION 2250MAH NN | 203.38 203.38 | A/P | OUT-STD | 02/09/2016 |
| 017665 | 02/09/2016 CREIGHTON-CARTER LTD. 961-386295 PS-#201- MICRO-V BELT 961-388710 PS-#200- AIR FILTER, FUEL FILTER, 961-391071 TS-#7- HYDRAULIC 961-391092 TS-#2- STARTER SOLENOID SWITCH 961-391100 TS-SHOP- VALPLEX GREASE, UND. 961-391122 TS-#2- OIL FILTERS 961-391125 TS-SHOP- HARDWARE 961-391152 TS-#201, #202- WINTER BLADES 961-391154 TS-#22- AIR FILTER 961-391198 TS-SHOP- INSTANT GASKET MAKEF 961-391199 TS-#2- BRAKE HOSE 961-391219 TS-SHOP- STEEL TUBING 961-391220 TS-SHOP- AUTOMOTIVE 961-391270 TS-SHOP- GLOSS WHITE 961-391405 TS-#7- ADAPTER PLUGS 961-391428 TS-#7- HYDRAULICS 961-391481 TS-#7- HYDRAULIC HOSE 961-391485 TS-#7- HYD FITING 961-391517 TS-#7- ADAPTERS, FITTINGS, JIC EL 961-391737 TS-#5- 1 8NPTX1 4BARB, COLD WEL 961-392045 TS-#22- AIR FILTER, OIL FILTERS 961-392371 PS-#201- 2-38IN RAD HOSES 961-392482 TS-SHOP- METHYL HYDRATE,UPPE 961-392529 TS-SHOP- ARO COUPLERS 961-392540 TS-#21-BRAID-HYD HOSES, HYD FIT 961-392554 TS-#21- HYDRAULIC HOSES, HYD FI 961-392612 TS-#12- WINTER BLADES 961-392775 PS-FIRE- WINTER BLADES | 1,287.13 72.01 29.51 21.26 39.95 121.83 7.28 15.54 58.71 42.69 42.88 19.94 17.80 20.27 14.53 13.33 21.47 10.17 8.64 47.01 25.41 229.17 175.78 26.98 76.11 30.86 37.28 29.36 29.36 | A/P | OUT-STD | 02/09/2016 |
| 017666 | 02/09/2016 DAVIS FUELS LTD. 155205 TS/PS-199 UNION ST- HEATING FUE 155347 TS/PS-199 UNION ST- HEATING FUE 155461 TS/PS-199 UNION ST- HEATING FUE | 2,672.60 885.83 955.43 831.34 | A/P | OUT-STD | 02/09/2016 |
| 017667 | 02/09/2016 Derek O'Brien JANUARY2016 GG-CAO-MONTHLY VEHICLE ALLOW | 350.00 350.00 | A/P | OUT-STD | 02/09/2016 |
| 017668 | 02/09/2016 EAST COAST INTERNATIONAL TRUCKS 100929 TS-SHOP-ROTELLA 15W40, RAGS 102829 TS-#5,#6- ROTELLA, ROTELLA 15W4 3-280050012 PS-#202- CIRCUIT BREAKER, TOGGI 3-280070013 TS-#5- ELBOW, BRACKET 3-280080032 TS-#7- FILTERS | 698.73 97.75 226.20 263.76 64.33 46.89 | A/P | OUT-STD | 02/09/2016 |
| 017669 | 02/09/2016 FERNO CANADA 100937 PS-FIRE-SCOOP STRETCHERS | 974.12 974.12 | A/P | OUT-STD | 02/09/2016 |
| 017671 | 02/09/2016 IMAGEWEAR A DIVISION OF MARK'S 7581631 TS-ST3-CLOTHING ALLOWANCE | 172.88 172.88 | A/P | OUT-STD | 02/09/2016 |
| 017672 | 02/09/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 224982 TS-ST3-DIESEL 523554 TS-ST3- DIESEL | 10,399.18 2,450.39 1,232.21 | A/P | OUT-STD | 02/09/2016 |

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed 1:20:40PM 03/01/2016

Page 4 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|----------------------------|-----|---------|-------------|
| | 530482 TS-STG-GAS | 4,085.63 | | | |
| | 946201 TS-STG-DIESEL | 2,630.95 | | | |
| 017673 | 02/09/2016 JANE MCSHANE JANUARY 1, 2016 GG-CIVIC- MAYOR'S LEVEE | 525.00 525.00 | A/P | OUT-STD | 02/09/2016 |
| 017674 | 02/09/2016 KEM CANADA MFG 106607 TS-SHOP- ENGINE SHAMPOO, HANT | 451.60 451.60 | A/P | OUT-STD | 02/09/2016 |
| 017675 | 02/09/2016 KEY INDUSTRIES 10220 RC-PARKS-UNIFORMS | 714.27 714.27 | A/P | OUT-STD | 02/09/2016 |
| 017676 | 02/09/2016 KONICA MINOLTA 5828171 GG-TOWN HALL- COPIER LEASE FE | 232.15 232.15 | A/P | OUT-STD | 02/09/2016 |
| 017677 | 02/09/2016 LEVITT SAFETY LIMITED 1470788-00 PS-FIRE-CHARGING CRADLE | 381.65 381.65 | A/P | OUT-STD | 02/09/2016 |
| 017678 | 02/09/2016 MCMAC FIRE & SAFETY SOURCE LTD. NS-00832151 PS-FIRE- BUNKER BOOT, FIRE FIGH | 2,202.37 2,202.37 | A/P | OUT-STD | 02/09/2016 |
| 017679 | 02/09/2016 MIDLAND COURIER 09527002 TS-#5- FR RICHWIL TRUCK CENTER | 64.62 64.62 | A/P | OUT-STD | 02/09/2016 |
| 017680 | 02/09/2016 MILLTOWN MACHINE & FABRICATION LTD. 18140 TS-#16- 1-3/8 COLD ROLLED ROUNC | 70.61 70.61 | A/P | OUT-STD | 02/09/2016 |
| 017681 | 02/09/2016 MINISTER OF FINANCE JANUARY2016 EMPLOYEE DEDUCTIONS-JANUARY | 1,086.00 1,086.00 | A/P | OUT-STD | 02/09/2016 |
| 017682 | 02/09/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 350021 PM-RCMP- FLOOR MATS | 45.92 45.92 | A/P | OUT-STD | 02/09/2016 |
| 017683 | 02/09/2016 NOVA FIRE EQUIPMENT LTD. 16026 PS-FIRE- RUBBER BOOTS, SUPER C | 2,422.41 2,422.41 | A/P | OUT-STD | 02/09/2016 |
| 017684 | 02/09/2016 ORKIN CANADA CORPORATION IN-6885188 PS-FIRE-PEST CONTROL | 124.87 124.87 | A/P | OUT-STD | 02/09/2016 |
| 017685 | 02/09/2016 PAYROLL TRANSFER WEEK052016 GG-TRANSFER-JAN 22-FEB04/16 | 59,849.00 59,849.00 | A/P | OUT-STD | 02/09/2016 |
| 017686 | 02/09/2016 RCL-NB JANUARY 7, 2016 PS-FIRE- HONORING NB VETS | 295.00 295.00 | A/P | OUT-STD | 02/09/2016 |
| 017687 | 02/09/2016 RECEIVER GENERAL FOR CANADA WEEK052016 GG-REMITTANCE-JAN 22-FEB 04/16 | 30,572.63 30,572.63 | A/P | OUT-STD | 02/09/2016 |
| 017688 | 02/09/2016 SOURCE ONE SUPPLIES 10914 TS-SHOP- BATH TISSUE, PAPER TO | 73.42 73.42 | A/P | OUT-STD | 02/09/2016 |
| 017689 | 02/09/2016 SOURCE ATLANTIC 2285618 TS-STG-CLOTHING ALLOWANCE 2280766 TS-#5,#8- CONNECTING LINK, PINTL | 473.46 354.54 118.92 | A/P | OUT-STD | 02/09/2016 |
| 017690 | 02/09/2016 SOUTH WEST COURIER 15330 TS-SHOP- FR SJ SPRINGWORKS, C/ | 29.56 29.56 | A/P | OUT-STD | 02/09/2016 |
| 017691 | 02/09/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 096260 GG-CIVIC-NOTICE BILLY WESTON B | 74.67 74.67 | A/P | OUT-STD | 02/09/2016 |
| 017692 | 02/09/2016 ST. STEPHEN AREA CHAMBER 1320 GG-CIVIC- 2016 MEMBERSHIP | 225.00 225.00 | A/P | OUT-STD | 02/09/2016 |
| 017693 | 02/09/2016 ST. STEPHEN UTILITY DEPT. JANUARY2016 EMPLOYEE DEDUCTIONS-JANUARY | 40.00 40.00 | A/P | OUT-STD | 02/09/2016 |
| 017694 | 02/09/2016 UNITED RENTALS OF CANADA, INC. 132061813-004 TS-SHOP- PVC SUCTION- CAMLOCK | 194.36 194.36 | A/P | OUT-STD | 02/09/2016 |
| 017696 | 02/09/2016 WURTH CANADA LIMITED 22138823 TS-SHOP- WASHERS,HEX NUTS, HE | 1,093.81 386.22 | A/P | OUT-STD | 02/09/2016 |

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed 1:20:40PM 03/01/2016

Page 5 of 10

| Number | issued | Amount | SC | Status | Status Date |
|--------|---|---------------------------------|-----|---------|-------------|
| | 22161626 | TS-SHOP-ZEBRA POWHOSECLAMP: | | | |
| | 22186883 | TS-SHOP- DRILL POINT SCREW, HO | | | |
| 017697 | 02/09/2016 MINISTER OF FINANCE | 209.30 | A/P | OUT-STD | 02/09/2016 |
| | WEEK062016 | EMPLOYEE DEDUCTIONS-FEB 07-13 | | | |
| | | 209.30 | | | |
| 017698 | 02/09/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVI | 2,695.05 | A/P | OUT-STD | 02/09/2016 |
| | 16-011 | PS-BUILDINGINSPECTOR-JAN 24-FE | | | |
| | | 2,695.05 | | | |
| 017699 | 02/09/2016 SHANNON MICHAEL | 365.44 | A/P | OUT-STD | 02/09/2016 |
| | WEEK062016 | PS-ANIMALCONTROL-WEEKLY FEE | | | |
| | WEEK062016* | PS-ANIMALCONTROL-WEEKLY VEHI | | | |
| | | 167.89 | | | |
| | | 197.75 | | | |
| 017700 | 02/12/2016 FRANCIS J. JAMES | 200.00 | A/P | OUT-STD | 02/12/2016 |
| | 003 | CC-KITCHENLAUNCH-DINNER ENTE | | | |
| | | 200.00 | | | |
| 017701 | 02/17/2016 ANDREW GIDDENS | 115.00 | A/P | OUT-STD | 02/17/2016 |
| | FEB2 2016 | CC-TRAVEL TO SAINT JOHN FEB 2/1 | | | |
| | | 115.00 | | | |
| 017702 | 02/17/2016 ARCHITECTS 4 | 3,878.42 | A/P | OUT-STD | 02/17/2016 |
| | A1528-004 | CC-KITCHEN-PLUMBING, FIRE PLAN | | | |
| | | 3,878.42 | | | |
| 017703 | 02/17/2016 BELL ALJANT | 135.94 | A/P | OUT-STD | 02/17/2016 |
| | 06336721JAN16 | TS-AIRPORT-LANDLINE PHONE | | | |
| | | 135.94 | | | |
| 017704 | 02/17/2016 BORDER AREA COMMUNITY ARENA | 134.82 | A/P | OUT-STD | 02/17/2016 |
| | 216500950303JAN16* | GG-OPSGRANT-FINAL INVOICE | | | |
| | | 134.82 | | | |
| 017705 | 02/17/2016 BRUNSWICK NEWS INC | 137.86 | A/P | OUT-STD | 02/17/2016 |
| | 1574684 | CC-FIT AND FUN OVER 50 AD | | | |
| | | 137.86 | | | |
| 017706 | 02/17/2016 CANADIAN SPRINGS | 42.11 | A/P | OUT-STD | 02/17/2016 |
| | 1112804940 | GG-TOWN HALL- WATER | | | |
| | | 42.11 | | | |
| 017707 | 02/17/2016 CHARLOTTE COUNTY JANITORIAL | 186.45 | A/P | OUT-STD | 02/17/2016 |
| | 3284 | PS-FIRE- JANITORIAL-JAN/16 | | | |
| | | 186.45 | | | |
| 017708 | 02/17/2016 CHARLOTTE COUNTY MUSIC FESTIVAL | 100.00 | A/P | OUT-STD | 02/17/2016 |
| | SILVERDONATION | GG-CIVIC-SILVER DONATION. | | | |
| | | 100.00 | | | |
| 017709 | 02/17/2016 CLONEY CONSTRUCTION INC. | 2,734.50 | A/P | OUT-STD | 02/17/2016 |
| | 00146 | CC-LOBBY BATHROOM CEILING/ARI | | | |
| | | 2,734.50 | | | |
| 017710 | 02/17/2016 DEMPSEY'S PLUMBING & HEATING | 642.89 | A/P | OUT-STD | 02/17/2016 |
| | 1212 | RC-ARENA- WINTERIZED AND REMK | | | |
| | 1213 | RC-ARENA- TURNED WATER OFF AI | | | |
| | | 67.80 | | | |
| 017711 | 02/17/2016 DILLON CONSULTING LIMITED | 1,699.24 | A/P | OUT-STD | 02/17/2016 |
| | 147325 | GG-BUILDINGASSESSMENTS-TOWNT | | | |
| | | 1,699.24 | | | |
| 017712 | 02/17/2016 EAST COAST INTERNATIONAL TRUCKS | 68.81 | A/P | OUT-STD | 02/17/2016 |
| | 10093S | TS-SHOP- ROTELLA T 15W40 | | | |
| | | 68.81 | | | |
| 017713 | 02/17/2016 EAST COAST AIR | 265.55 | A/P | OUT-STD | 02/17/2016 |
| | 1453 | CB-BI-ANNUALSERVICE-HEAT PUMF | | | |
| | | 265.55 | | | |
| 017714 | 02/17/2016 FRANK G GODSOE CHARTERED ACCOUNTANT | 3,272.48 | A/P | OUT-STD | 02/17/2016 |
| | 807* | CC-TREASURY-ACCOUNTING SUPP | | | |
| | | 3,020.49 | | | |
| | 808 | GG/CC-TREASURY-ACCOUNTING SI | | | |
| | | 94.92 | | | |
| | 810 | GG-TREASURY-ACCOUNTING SUPP | | | |
| | | 99.44 | | | |
| | 814* | CC-TREASURY-ACCOUNTING SUPP | | | |
| | | 57.63 | | | |
| 017715 | 02/17/2016 GREAT-WEST LIFE ASSURANCE COMPANY | 1,946.07 | A/P | OUT-STD | 02/17/2016 |
| | FEBRUARY112016 | GG-PREMIUMS-FEB24-MAR23/16-M/ | | | |
| | | 1,946.07 | | | |
| 017716 | 02/17/2016 IRVING OIL LTD. | 68.60 | A/P | OUT-STD | 02/17/2016 |
| | 16203 | TS-BOWLING ALLEY- PROPANE | | | |
| | | 34.80 | | | |
| | 16913 | TS-STREETS- PROPANE | | | |
| | | 34.80 | | | |
| 017717 | 02/17/2016 JEREMY BARHAM | 25.00 | A/P | OUT-STD | 02/17/2016 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 6 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|----------------------|-----|---------|-------------|
| | REFUND PS-BUILDINGINSPECTOR-BUILDING | 25.00 | | | |
| 017718 | 02/17/2016 JONATHAN MCCAFFREY 117 PS-FIRE- SETUP AND COPY ALL DA' | 250.00 250.00 | A/P | OUT-STD | 02/17/2016 |
| 017719 | 02/17/2016 KONICA MINOLTA 237993974 GG-TOWN HALL- COPIER MAINTENU | 174.35 174.35 | A/P | OUT-STD | 02/17/2016 |
| 017720 | 02/17/2016 LEVITT SAFETY LIMITED 1471168-00 PS-FIRE- CO SENSOR BAD- SERVIC | 127.13 127.13 | A/P | OUT-STD | 02/17/2016 |
| 017721 | 02/17/2016 LIFESAVING SOCIETY - NB Branch 865 CC-POOL-LIFESAVING INSTRUCTOF | 90.00 90.00 | A/P | OUT-STD | 02/17/2016 |
| 017722 | 02/17/2016 LISA HANSON OUELLETTE 009 CC-POOL-TRAINING | 456.40 456.40 | A/P | OUT-STD | 02/17/2016 |
| 017723 | 02/17/2016 MACDONALD AMES DECEMBER072015 GG-LEGAL-FEES | 692.13 692.13 | A/P | OUT-STD | 02/17/2016 |
| 017724 | 02/17/2016 MEDAVIE BLUE CROSS MARCH2016* GG-HEALTH&DENTALPREMIUMS-M | 14,577.48 -221.61 | A/P | OUT-STD | 02/17/2016 |
| | MARCH2016MAN GG-HEALTH&DENTALPREMIUMS-M | 5,480.06 | | | |
| | MARCH2016UNION GG-HEALTH&DENTALPREMIUMS-M | 9,309.03 | | | |
| 017725 | 02/17/2016 MINISTER OF FINANCE 11368991JAN16 GG-TOWNHALL-LANDLINE PHONES | 3,065.74 1,485.80 | A/P | OUT-STD | 02/17/2016 |
| | 11378668JAN16 PS/TS-199UNIONST-LANDLINE PHO | 347.29 | | | |
| | 11395944JAN16 TS/PS-199UNIONST-LANDLINE PHO | 932.64 | | | |
| | 15772965JAN16 RC-REC/POOL-LANDLINE PHONES | 215.32 | | | |
| | 46435731JAN16 RC-PARKS-CHOCOLATE PARK CAM | 84.69 | | | |
| 017726 | 02/17/2016 N. B. ELECTRIC POWER 19051703FEB16 TS-AIRPORT-ELECTRICITY | 12,221.75 288.81 | A/P | OUT-STD | 02/17/2016 |
| | 19051801FEB16* TS-AIRPORT-ELECTRICITY | 63.68 | | | |
| | 216000030308FEB16 TS-ST5-AREA LIGHTS | 11,146.18 | | | |
| | 57955808JAN16* CB-ACUNIT&HOUSE-ELECTRICITY | 702.51 | | | |
| | 57955826FEB16 CB-SELFCONTAINEDLIGHT-ELECTR | 20.57 | | | |
| 017727 | 02/17/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 342349 PM-RCMP-FLOOR MATS | 91.84 45.92 | A/P | OUT-STD | 02/17/2016 |
| | 343295 PM-RCMP- FLOOR MATS | 45.92 | | | |
| 017728 | 02/17/2016 O'CONNELL MIKE JANUARY2016 RC-RECREATIONDIRECTDR-MONTH | 200.00 200.00 | A/P | OUT-STD | 02/17/2016 |
| 017729 | 02/17/2016 ORCHARD'S PAINT & PAPER LTD. 26710 CC-ARENA-MAINTENANCE | 36.16 36.16 | A/P | OUT-STD | 02/17/2016 |
| 017730 | 02/17/2016 ORKIN CANADA CORPORATION IN-8690848 CC-BUILDING-PEST CONTROL | 193.23 193.23 | A/P | OUT-STD | 02/17/2016 |
| 017731 | 02/17/2016 RICHMIL TRUCK CENTRE LTD. 113183 TS-#20- BLOWER FLE | 222.75 222.75 | A/P | OUT-STD | 02/17/2016 |
| 017732 | 02/17/2016 SHANNON MICHAEL 691102 PS-ANIMALCONTROL-KENNELFEE- | 588.84 203.40 | A/P | OUT-STD | 02/17/2016 |
| | WEEK072016 PS-ANIMALCONTROL-WEEKLY FEE | 167.89 | | | |
| | WEEK072016* PS-ANIMALCONTROL-WEEKLY VEH | 197.75 | | | |
| 017733 | 02/17/2016 SOURCE ONE SUPPLIES 10958 CC-JANITORIAL SUPPLIES | 4,516.69 1,854.90 | A/P | OUT-STD | 02/17/2016 |
| | 11049 CC-JANITORIAL SUPPLIES | 904.00 | | | |
| | 11078 CC-JANITORIAL SUPPLIES | 185.26 | | | |
| | 11101 CC-JANITORIAL SUPPLIES | 1,325.90 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 7 of 10

| Number | Issued | | Amount | SC | Status | Status Date |
|--------|----------------|---|-----------|-----|---------|-------------|
| | 11189 | CC-JANITORIAL SUPPLIES | 236.63 | | | |
| 017734 | 02/17/2016 | SOUTHWEST ELECTRIC & SECURITY INC. | 149.75 | A/P | OUT-STD | 02/17/2016 |
| | 13586 | CC-ARENA-CONNECTION REPAIRS | 53.11 | | | |
| | 13608 | CC-CEILING KIT TRIM | 96.64 | | | |
| 017735 | 02/17/2016 | ST. CROIX PRINTING & PUBLISHING COMPANY LIM | 193.20 | A/P | OUT-STD | 02/17/2016 |
| | 098247 | GG-CIVIC- TOWN EVENTS | 48.30 | | | |
| | 098291 | GG-CIVIC-TOWN EVENTS | 48.30 | | | |
| | 096370* | GG-CIVIC-TOWN EVENTS | 48.30 | | | |
| | 096441 | GG-CIVIC- TOWN EVENTS | 48.30 | | | |
| 017736 | 02/17/2016 | ST. CROIX PUBLIC LIBRARY | 9,010.00 | A/P | OUT-STD | 02/17/2016 |
| | JAN-MAR2016 | GG-CIVIC-JAN-MAR/16 GRANT PAYM | 9,010.00 | | | |
| 017737 | 02/17/2016 | ST. STEPHEN AREA CHAMBER | 3,864.50 | A/P | OUT-STD | 02/17/2016 |
| | JAN-MAR2016 | GG-CIVIC-JAN-MAR/16 GRANT | 3,864.50 | | | |
| 017738 | 02/17/2016 | ST. STEPHEN HIGH SCHOOL | 60.00 | A/P | OUT-STD | 02/17/2016 |
| | 33 | CC-POOL-FITNESS BOX | 60.00 | | | |
| 017739 | 02/17/2016 | ST. STEPHEN BUSINESS IMPROVEMENT AREA INC. | 3,641.50 | A/P | OUT-STD | 02/17/2016 |
| | JAN-MAR2016 | GG-CIVIC-JAN-MAR/16 GRANT | 3,641.50 | | | |
| 017740 | 02/17/2016 | The 5 Kings Brew Pub Inc. | 4,493.18 | A/P | OUT-STD | 02/17/2016 |
| | 1 | CC-KITCHEN-CULINARY SHOW CAS | 4,493.18 | | | |
| 017741 | 02/17/2016 | THE QUODDY TIDES | 79.80 | A/P | OUT-STD | 02/17/2016 |
| | 50444 | CC-ADVERTISING-HOLIDAY SHOPPI | 79.80 | | | |
| 017742 | 02/17/2016 | THE SAINT CROIX COURIER | 65.00 | A/P | OUT-STD | 02/17/2016 |
| | 16154 | GG-TOWN HALL- YEARLY SUBSCRI# | 65.00 | | | |
| 017743 | 02/17/2016 | THYSSENKRUPP ELEVATOR (CANADA) LIMITED | 2,779.80 | A/P | OUT-STD | 02/17/2016 |
| | 550057723 | CC-ELEVATOR-RESTRICTOR REPAI | 610.20 | | | |
| | 55M0056683 | CC-ELEVATOR-INSPECTION | 1,084.80 | | | |
| | 55M0057783 | CC-ELEVATOR-INSPECTION | 1,084.80 | | | |
| 017744 | 02/17/2016 | UNIFIRST CANADA LTD. | 233.04 | A/P | OUT-STD | 02/17/2016 |
| | 7100084954 | CC-LOBBY-MATS | 58.26 | | | |
| | 7100065414 | CC-LOBBY-MATS | 58.26 | | | |
| | 7100065693 | CC-LOBBY-MATS | 58.26 | | | |
| | 7100066360 | CC-MATS | 58.26 | | | |
| 017745 | 02/17/2016 | YELLOW PAGES GROUP | 9.77 | A/P | OUT-STD | 02/17/2016 |
| | 16-2398081 | GG-TOWN- 911 LISTING | 9.77 | | | |
| 017746 | 02/17/2016 | GREAT-WEST LIFE ASSURANCE COMPANY | 2,494.84 | A/P | OUT-STD | 02/17/2016 |
| | FEB122016** | GG-PREMIUMS-FEB24-MAR23/16-UN | -20.34 | | | |
| | FEB1220616* | GG-PREMIUMS-FEB24-MAR23/16-UN | 2,515.18 | | | |
| 017747 | 02/17/2016 | D. NORMAN BROWN | 195.00 | A/P | OUT-STD | 02/17/2016 |
| | DECEMBER312015 | PM-LIBRARY-SNOW REMOVAL FOR | 195.00 | | | |
| 017748 | 02/17/2016 | PETTY CASH | 20.35 | A/P | OUT-STD | 02/17/2016 |
| | CASHADJAN2016 | CASH ADJUSTMENT FOR BANK-JAN | 0.01 | | | |
| | JANUARY192016 | GG-TOWNHALL-REGISTERED LETTI | 11.30 | | | |
| | JANUARY282016 | GG-CIVIC-GREETING CARDS | 9.04 | | | |
| 017749 | 02/17/2016 | MINISTER OF FINANCE | 209.30 | A/P | OUT-STD | 02/17/2016 |
| | WEEK072016 | EMPLOYEE DEDUCTIONS - FEB 14-; | 209.30 | | | |
| 017751 | 02/18/2016 | PAYROLL TRANSFER | 64,349.00 | A/P | OUT-STD | 02/18/2016 |
| | WEEK072016 | GG-TRANSFER-FEB05-18/16 | 64,349.00 | | | |
| 017752 | 02/18/2016 | RECEIVER GENERAL FOR CANADA | 32,713.44 | A/P | OUT-STD | 02/18/2016 |
| | WEEK072016 | GG-REMITTANCE-FEB 05-18/16 | 32,713.44 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 8 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|---|-----|---------|-------------|
| 017753 | 02/18/2016 TOWN OF ST. STEPHEN 90.35 GG-TREASURY-FUND TRANSFER | 90.35 90.35 | A/P | OUT-STD | 02/18/2016 |
| 017754 | 02/24/2016 BRUNET 22459 GG-TOWN HALL-SERVER MAINTEN/ | 53.88 53.88 | A/P | OUT-STD | 02/24/2016 |
| 017755 | 02/24/2016 CNH CAPITAL IN79841 TS-#11- FILTERS | 66.61 66.61 | A/P | OUT-STD | 02/24/2016 |
| 017756 | 02/24/2016 DAVE DINSMORE WEB DESIGN & HOSTING 0447 CC-MAXGALAXY COMPUTER WORK | 1,491.60 1,491.60 | A/P | OUT-STD | 02/24/2016 |
| 017757 | 02/24/2016 Derek O'Brien JANUARYTRAVEL16 GG-CAO-JANUARY TRAVEL/16 PETTYCASHJAN16 GG-CAO- <i>Office Supplies, Meals</i> | 1,159.31 630.41 538.90 | A/P | OUT-STD | 02/24/2016 |
| 017758 | 02/24/2016 FRANK G GODSOE CHARTERED ACCOUNTANT 818 CC-TREASURY-ACCOUNTING SUPP 819 GG-TREASURY-ACCOUNTING SUPP | 3,982.12 3,903.02 79.10 | A/P | OUT-STD | 02/24/2016 |
| 017759 | 02/24/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 425822 TS-ST5- DIESEL | 2,104.35 2,104.35 | A/P | OUT-STD | 02/24/2016 |
| 017760 | 02/24/2016 JAMIE LINTON 250.00 TS-ST5-IP EXAM AUTO SERVICE TE | 250.00 250.00 | A/P | OUT-STD | 02/24/2016 |
| 017761 | 02/24/2016 JONATHAN MCCAFFREY 118 PS-FIRE- SETUP CHEIF'S COMPUTE | 40.00 40.00 | A/P | OUT-STD | 02/24/2016 |
| 017762 | 02/24/2016 KEITH'S BUILDING SUPPLIES 149036 TS-SHOP- CALCIUM CHLORIDE 149134 TS-SHOP- KEYS | 168.05 162.65 5.40 | A/P | OUT-STD | 02/24/2016 |
| 017763 | 02/24/2016 KEM CANADA MFG 106684 CC-JANITORIAL SUPPLIES | 429.98 429.98 | A/P | OUT-STD | 02/24/2016 |
| 017764 | 02/24/2016 MINISTER OF FINANCE WEEK082016 EMPLOYEE DEDUCTIONS-FEB21-27 | 209.30 209.30 | A/P | OUT-STD | 02/24/2016 |
| 017765 | 02/24/2016 N. B. ELECTRIC POWER 10126106FEB16 TS-XINGLIGHTS-KING STREET 17915908FEB16 RC-POOL-SCHOOL STREET 17935200FEB16 TS-KING/UNIONST-TRAFFIC LIGHTS 17949909FEB16 PM-TOURISTBUREAU-ELECTRICITY 18168205FEB16 RC-POOL-MILL LANE 18988703FEB16 PS/TS-199UNIONST-ELECTRICITY 50660140FEB16 RC-PARKS-ROTARY CHANGING RO 54187672FEB16 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127FEB16 CC-BUILDING-ELECTRICITY 54853258FEB16 TS-KING/SUPERSTORE-TRAFFIC LI 55160607FEB16 RC-COTTONMILL-LIGHTS 55471834FEB16 TS/PS-220UNIONST-ELECTRICITY 55917471FEB16 TS-ST5-WATERFRONT LIGHTS 57955782FEB16 RC-PARKS-CHOC PARK BANKSTANI 71315207FEB16 PM-RCMP-ELECTRICITY 72924306FEB16 RC-PARKS-BANDSTAND 73008038FEB16 RC-LIBRARY-ELECTRICITY 82122207FEB16 RC-PARKS-BASKETBALL COURT 83278604FEB16 TS-ST5-PARKS SHED 84960501FEB16 RC-PARKS-RIVERSIDE DR LIGHTS | 28,768.46 25.03 73.91 50.29 1,090.61 544.78 1,582.15 25.03 52.57 19,423.71 68.14 69.44 590.24 121.63 27.48 1,020.93 25.03 1,772.76 49.11 114.42 41.32 | A/P | OUT-STD | 02/24/2016 |
| 017767 | 02/24/2016 PETER ROUSE | 2,500.00 | A/P | OUT-STD | 02/24/2016 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:20:40PM 03/01/2016

Page 9 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|-----------|-----|---------|-------------|
| | DECEMBER112015 GG-CIVIC-CONTRIBUTION FOR LEG | 2,500.00 | | | |
| 017768 | 02/24/2016 RICHARDSON JEFF | 84.41 | A/P | OUT-STD | 02/24/2016 |
| | 84.41 PS-FIRE-PILLOWS, FIRE CALL COFF | 84.41 | | | |
| 017769 | 02/24/2016 ROYAL DOOR LIMITED | 328.77 | A/P | OUT-STD | 02/24/2016 |
| | W12257 CC-FRONT ENTRANCE-DOOR REPA | 328.77 | | | |
| 017770 | 02/24/2016 SERVICE NEW BRUNSWICK | 24,160.00 | A/P | OUT-STD | 02/24/2016 |
| | 200862016 PS-FIRE-FIREFIGHTER ASSESMEN | 24,840.00 | | | |
| | 200862016CRE PS-FIRE-FIREFIGHTER ASSESMEN | -690.00 | | | |
| 017771 | 02/24/2016 SHANNON MICHAEL | 365.44 | A/P | OUT-STD | 02/24/2016 |
| | WEEK082016 PS-ANIMALCONTROL-WEEKLY FEE | 167.69 | | | |
| | WEEK082016* PS-ANIMALCONTROL-WEEKLY VEH: | 197.75 | | | |
| 017772 | 02/24/2016 SHELLEY KADATZ | 13.54 | A/P | OUT-STD | 02/24/2016 |
| | 13.54* CC-NEWHORIZONS-SPORT EQUIPM | 13.54 | | | |
| 017773 | 02/24/2016 SOURCE ONE SUPPLIES | 672.49 | A/P | OUT-STD | 02/24/2016 |
| | 8588 TS-AIRPORT- BATH TISSUE, HAND T | 143.50 | | | |
| | 8748 ED-TOURIST BUREAU- CLEANER, G | 528.99 | | | |
| 017774 | 02/24/2016 SPEEDY ST-STEPHEN 8788 | 2,812.58 | A/P | OUT-STD | 02/24/2016 |
| | 8788-201021 PM- PIZZA DELIGHT- DOOR INSTALI | 2,812.58 | | | |
| 017775 | 02/24/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIM | 92.66 | A/P | OUT-STD | 02/24/2016 |
| | 23329 GG-CIVIC- BUSINESS CARD | 92.66 | | | |
| 017776 | 02/24/2016 SUMMERTIME INDUSTRIES (N.B.) LTD. | 754.16 | A/P | OUT-STD | 02/24/2016 |
| | 118229 CC-KITCHEN-COOKING SUPPLIES | 579.66 | | | |
| | 118231 CC-KITCHEN-COOKING SUPPLIES | 174.50 | | | |
| 017777 | 02/24/2016 SUREWAY INTERNATIONAL INC. | 1,411.75 | A/P | OUT-STD | 02/24/2016 |
| | 254816 PM-AIRPORT-RUNWAY LIGHTS | 1,411.75 | | | |
| 017778 | 02/24/2016 VALLEY EQUIPMENT LTD | 265.80 | A/P | OUT-STD | 02/24/2016 |
| | S7191 TS-#8-AUTOMATIC BRAKE ADJUSTI | 265.80 | | | |
| 017779 | 02/24/2016 WORLDLYNX | 23.73 | A/P | OUT-STD | 02/24/2016 |
| | 13048IN25818 CC-CLARISSA-SIM COMBO CARD | 23.73 | | | |
| 017780 | 02/24/2016 RSC 11 | 75.00 | A/P | OUT-STD | 02/24/2016 |
| | LEARNINGEVENT16 GG-CAO-DEVELOPMENT OFFICERS | 75.00 | | | |
| 017782 | 02/29/2016 STATIONERY PLUS | 2,359.97 | A/P | OUT-STD | 02/29/2016 |
| | 361196 GG-EVENTS COORD- BINDERS, PLA | 30.97 | | | |
| | 361336 GG-TOWN HALL- POST ITS, SCISSO | 14.36 | | | |
| | 361347 GG-TOWN HALL- LIQUID PAPER | 2.43 | | | |
| | 361378 GG-TREASURY-GENERAL FUND CH | 768.51 | | | |
| | 361388 GG-TOWN HALL- WEEKLY DIARY | 6.32 | | | |
| | 361430 GG-TOWN HALL- MARKERS, PENS, I | 12.92 | | | |
| | 361675 GG-TOWN HALL- PAPER, PAPER CL | 202.52 | | | |
| | 362384 CC-AQUATIC- OFFICE SUPPLIES | 61.69 | | | |
| | 362528 CC-COAT CHECK-OFFICE SUPPLIES | 16.28 | | | |
| | 362668 TS-SHOP-INDEX PRINTABLE TABS, I | 71.56 | | | |
| | 363026 GG-ASST TR- ENVEL. 10 | 22.07 | | | |
| | 363329 CC-OFFICE SUPPLIES-SUPERBOWL | 30.23 | | | |
| | 363341 GG-TOWN HALL- PAPER, STOR. BO | 242.25 | | | |
| | 363347 GG-TOWN HALL- TAPE | 4.21 | | | |
| | 363533 CC-ADMIN-COLOR PAPER | 56.39 | | | |
| | 363642 CC-ADMIN-OFFICE SUPPLIES | 53.04 | | | |
| | 363827 TS-SHOP-FILE FRAMES, TABS, DIA | 107.23 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 017784 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:23:40PM 03/01/2016

Page 10 of 10

| Number | Issued | | Amount | SC | Status | Status Date |
|--------|------------|-----------------------------------|-------------------|-----|---------|-------------|
| | 384003 | TS-SHOP- FILE BOX OP | 20.08 | | | |
| | 384054 | TS-SHOP- HAND FOLDERS, FILE FO | 43.49 | | | |
| | 384073 | CC-ADMIN-SCANNER FOR CHRISTIN | 158.09 | | | |
| | 384158 | GG-TOWN HALL- PAPER, RUBBER E | 147.84 | | | |
| | 384320 | GG-TOWN HALL- TONER | 196.38 | | | |
| | 384528 | GG-TOWN HALL- BINDING CASES, F | 43.94 | | | |
| | 385149 | CC-FRONT OFFICE-DESK ORGANIZI | 45.19 | | | |
| 017783 | 02/29/2016 | SELDON SMITH & SONS LIMITED | 18,102.50 | A/P | OUT-STD | 02/29/2016 |
| | 60734 | CC-KITCHEN-PLUMBING | 18,102.50 | | | |
| | | Cheque Totals Issued: | 815,518.10 | | | |
| | | Void: | 0.00 | | | |
| | | Total Cheques Generated: | 815,518.10 | | | |
| | | Total # of Cheques Listed: | 148 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005709 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:21:45PM 03/01/2016

Page 1 of 3

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|----------|-----|---------|-------------|
| 005672 | 02/09/2016 AIR LIQUIDE CANADA | 55.54 | A/P | OUT-STD | 02/09/2016 |
| | 62724851 WS-TRANS&DIST- CARBON DIOXIDE | 18.31 | | | |
| | 63020986 WS-TRANS&DIST- CARBON DIOXIDE | 18.92 | | | |
| | 63432711 WS-TRANS&DIST- CARBON DIOXIDE | 18.31 | | | |
| 005673 | 02/09/2016 BELL MOBILITY INC. | 905.49 | A/P | OUT-STD | 02/09/2016 |
| | 523889487JAN16*** WS/SCD-CELL PHONE CHARGES | 905.49 | | | |
| 005674 | 02/09/2016 CANADIAN TIRE | 688.43 | A/P | OUT-STD | 02/09/2016 |
| | N15490271 SCD-DISPOSAL- STRAPS, BUNGEE I | 58.27 | | | |
| | N15518200 WS-SOURCE- HEX KEYS , LIGHTER, | 55.34 | | | |
| | N16035495 WS-TRANS&DIST- WINDOW SCRAPI | 33.87 | | | |
| | N16035546 WS-SOURCE- 8IN18TP! STGT, 9" CAI | 40.36 | | | |
| | N16035551 SCD-DISPOSAL- BATTERIES, OIL | 101.07 | | | |
| | N16036053 WS-SOURCE- SNOW BRUSH, SNOW | 105.01 | | | |
| | N16036059 WS-TRANS&DIST- MINI TORCH | 45.19 | | | |
| | N16036115 SCD-DISPOSAL- HEAT REFLECTION | 33.89 | | | |
| | N16036175 WS-SOURCE- WD 40 LUBE, WD40 3I | 39.83 | | | |
| | N16036179 WS-SOURCE- MINI PLIERS, P HANDI | 89.15 | | | |
| | N16036188 WS-TRANS&DIST- PAINT | 4.51 | | | |
| | N16036192 WS-SOURCE- RAINX, DUPONT SNOI | 83.94 | | | |
| 005675 | 02/09/2016 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. | 1,388.88 | A/P | OUT-STD | 02/09/2016 |
| | IG03126 WS-#102- FUEL PUMP | 1,388.88 | | | |
| 005676 | 02/09/2016 CREIGHTON-CARTER LTD. | 560.58 | A/P | OUT-STD | 02/09/2016 |
| | 961-390623 SCD-#9- SOLENOID | 40.25 | | | |
| | 961-390633 SCD-DISPOSAL-SOLENOID | -0.31 | | | |
| | 961-390837 SCD-#3- WINTER BLADES | 24.43 | | | |
| | 961-390868 WS-#105- AIR FILTER, OIL FILTER | 11.73 | | | |
| | 961-391307 WS-#102- ADAPTER 12MB-PLUGS | 22.15 | | | |
| | 961-391522 WS-#102- FUEL FILTER, OIL FILTER | 71.63 | | | |
| | 961-391879 SCD-#3- ALTERNATOR | 426.21 | | | |
| | 961-391948 SCD-#13-CORE DEPOSIT | -59.96 | | | |
| | 961-392119 WS-#105- WIPER BLADES | 24.43 | | | |
| 005677 | 02/09/2016 DAVIS FUELS LTD. | 459.50 | A/P | OUT-STD | 02/09/2016 |
| | 154898 WS-MAXWELL X-ING- HOUSE HEATI | 459.50 | | | |
| 005678 | 02/09/2016 EAST COAST INTERNATIONAL TRUCKS | 133.28 | A/P | OUT-STD | 02/09/2016 |
| | 10154S WS-#8-DRYER,FLEETRITE | 133.28 | | | |
| 005679 | 02/09/2016 HYPERION RESEARCH LTD. | 1,031.26 | A/P | OUT-STD | 02/09/2016 |
| | 55189 WS-SOURCE- ANALYSIS CHLORINE | 1,031.26 | | | |
| 005680 | 02/09/2016 IMAGEWEAR A DIVISION OF MARK'S | 401.66 | A/P | OUT-STD | 02/09/2016 |
| | 7583101 WS-ST5-CLOTHING ALLOWANCE | 401.66 | | | |
| 005681 | 02/09/2016 MINISTER OF FINANCE (DEPT OF ENVIRONMENT) | 923.21 | A/P | OUT-STD | 02/09/2016 |
| | 10003646 WS-SOURCE-DRINKING WATER LAE | 923.21 | | | |
| 005682 | 02/09/2016 RAYTEK | 2,959.68 | A/P | OUT-STD | 02/09/2016 |
| | 120310 SCD-DISPOSAL- MAIN LINE VIDEO C | 2,959.68 | | | |
| 005683 | 02/09/2016 SCOTIA TECH | 9,916.90 | A/P | OUT-STD | 02/09/2016 |
| | 13290 WS-TRANS&DIST- 5/8" X 3/4" METER | 5,424.00 | | | |
| | 13330 WS-TRANS&DIST- AUTOGUN RF | 4,492.90 | | | |
| 005684 | 02/09/2016 XPLOARNET | 73.44 | A/P | OUT-STD | 02/09/2016 |
| | INV11889203 WS-MAXWELL X-ING- SATELLITE SE | 73.44 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005709 dated between 02/01/2016 and 02/28/2016

CHEQUE REGISTER

Printed: 1:21:45PM 03/01/2016

Page 2 of 3

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|--------------------|-----|---------|-------------|
| 005685 | 02/17/2016 CARQUEST 14838-32415 | 26.87 26.87 | A/P | OUT-STD | 02/17/2016 |
| | SCD-DISPOSAL- MAGNETIC TRAY | | | | |
| 005686 | 02/17/2016 COLE-PARMER CANADA INC. 00633603 | 2,805.64 304.28 | A/P | OUT-STD | 02/17/2016 |
| | WS-SOURCE- PROBE PH | | | | |
| | 00544053 | 1,176.12 | | | |
| | WS-SOURCE-CHLOROSENSE SENS | | | | |
| | 00544884 | 1,325.24 | | | |
| | WS-SOURCE- PRO 1030 PH/CON ME | | | | |
| 005687 | 02/17/2016 CULLIGAN 113053 | 265.55 265.55 | A/P | OUT-STD | 02/17/2016 |
| | WS-MAXWELL X-ING- REPLACEMENT | | | | |
| 005688 | 02/17/2016 JOHNSON LEE 59.99 | 59.99 59.99 | A/P | OUT-STD | 02/17/2016 |
| | TS-DIROFOPS-CLOTHING ALLOWAN | | | | |
| 005689 | 02/17/2016 M.P.W.W.A. 5066* | 253.00 253.00 | A/P | OUT-STD | 02/17/2016 |
| | WS/SCD-UTILITY-T.DEVLIN,L.JOHNS | | | | |
| 005690 | 02/17/2016 MINISTER OF FINANCE <i>(Landline Phone)</i> 11388812JAN16 | 286.53 134.02 | A/P | OUT-STD | 02/17/2016 |
| | WS-SOURCE-PUMP STATION | | | | |
| | 19022807JAN16 | 152.51 | | | |
| | SCD-DISPOSAL-OLD BAY WWTP | | | | |
| 005691 | 02/17/2016 N. B. ELECTRIC POWER 38869807FEB16 | 9,332.99 709.17 | A/P | OUT-STD | 02/17/2016 |
| | WS-3119MAXWELLXING-BUILDING | | | | |
| | 50228002FEB16 | 572.60 | | | |
| | WS-MAXWELLXING-PUMPS | | | | |
| | 52557428FEB16 | 4,480.81 | | | |
| | SCD-218OLDBAYRD-WWTP | | | | |
| | 53473043FEB16 | 97.85 | | | |
| | WS-SOURCE-CHLORINE RESIDUAL | | | | |
| | 81230004FEB16 | 3,223.46 | | | |
| | WS-MAXWELLXING-PUMPS | | | | |
| | 82291008FEB16 | 249.10 | | | |
| | WS-SOURCE-RESERVOIR | | | | |
| 005692 | 02/17/2016 PARTS FOR TRUCKS INC. 34219242-01 | 166.68 166.68 | A/P | OUT-STD | 02/17/2016 |
| | WS-#8- WP FIELD KITS 120V, 4 HOLE | | | | |
| 005693 | 02/17/2016 RESEARCH & PRODUCTIVITY COUNCIL 178817 | 845.31 68.82 | A/P | OUT-STD | 02/17/2016 |
| | WS-SOURCE- MICROBIOLOGICAL E | | | | |
| | 178948 | 705.38 | | | |
| | WS-SOURCE- HALOACETIC ACIDS II | | | | |
| | 179089 | 71.11 | | | |
| | WS-SOURCE- MICROBIOLOGICAL E | | | | |
| 005694 | 02/17/2016 RICHWIL TRUCK CENTRE LTD. 113089 | 282.27 282.27 | A/P | OUT-STD | 02/17/2016 |
| | WS-#8- TUBE TORQU, END TORQUE | | | | |
| 005695 | 02/17/2016 SERVICE NEW BRUNSWICK 838835 | 932.95 241.55 | A/P | OUT-STD | 02/17/2016 |
| | WS/SCD-UTILITY- PAYMENT ACCEP | | | | |
| | 843518 | 631.85 | | | |
| | WS/SCD-UTILITY- PAYMENT ACCEP | | | | |
| | 848872 | 59.75 | | | |
| | WS/SCD-UTILITY- PAYMENT ACCEP | | | | |
| 005696 | 02/17/2016 M.P.W.W.A. 36THANNUAL | 282.50 282.50 | A/P | OUT-STD | 02/17/2016 |
| | SCD-DISPOSAL-36TH ANNUALTRAIN | | | | |
| 005697 | 02/24/2016 BRUNET 22489* | 53.67 53.67 | A/P | OUT-STD | 02/24/2016 |
| | WS/SCD-TOWN HALL- SERVER MAIL | | | | |
| 005698 | 02/24/2016 CUSTOM EMBROIDERY PLUS 241 | 77.60 77.50 | A/P | OUT-STD | 02/24/2016 |
| | WS-TRANS&DIST- WORKS DEPT LO | | | | |
| 005699 | 02/24/2016 JONATHAN MCCAFFREY 119 | 180.00 180.00 | A/P | OUT-STD | 02/24/2016 |
| | WS-TRANS&DIST- SETUP EMAIL PR | | | | |
| 005700 | 02/24/2016 KEITH'S BUILDING SUPPLIES 149441 | 78.85 67.62 | A/P | OUT-STD | 02/24/2016 |
| | WS-SOURCE- SPRUCE, DRILL BIT, C | | | | |
| | 149578 | 9.03 | | | |
| | WS-TRANS&DIST-SPRAY SILICONE | | | | |
| 005701 | 02/24/2016 N. B. ELECTRIC POWER 53123617FEB16 | 6,266.75 135.43 | A/P | OUT-STD | 02/24/2016 |
| | SCD-ST5-DECHLORINATION CHAME | | | | |
| | 53158875FEB16 | 2,892.25 | | | |
| | SCD-ST5-BUDD AVE LIFT STATION | | | | |
| | 54807440FEB16 | 32.24 | | | |
| | WS-ST5-158A MILLTOWN BLVD LIFT | | | | |

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005709 dated between 02/01/2016 and 02/29/2016

CHEQUE REGISTER

Printed: 1:21:45PM 03/01/2016

Page 3 of 3

| Number | Issued | | Amount | SC | Status | Status Date |
|--------|---------------|-----------------------------------|------------------|-----|---------|-------------|
| | 56356048FEB16 | SCD-ST5-18 RIVERSIDE DR LIFT S | 36.57 | | | |
| | 61204008FEB16 | SCD-ST5-2216 KING ST LIFT STAT | 202.70 | | | |
| | 61224002FEB16 | SCD-ST5-358A MILLTOWN BLVD LIF | 1,073.66 | | | |
| | 61236008FEB16 | WS-ST5-BUDD AVE LIFT STATION | 1,571.22 | | | |
| | 76139807FEB18 | SCD-ST5-54 RIVERSIDE DR LIFT S | 81.26 | | | |
| | 84934906FEB16 | SCD-ST5-658A RIVERSIDE DR LIFT | 101.66 | | | |
| | 84943406FEB16 | WS-ST5-TODD HILL RESERVOIR | 139.86 | | | |
| 005702 | 02/24/2016 | N B C C FIRE SERVICE | 2,100.00 | A/P | OUT-STD | 02/24/2016 |
| | 6307113 | WS-SOURCE- WATER DISTRIBUTIOI | 2,100.00 | | | |
| 005703 | 02/24/2016 | SERVICE NEW BRUNSWICK | 172.87 | A/P | OUT-STD | 02/24/2016 |
| | 856288 | WS/SCD-UTILITY- PAYMENT ACCEP | 172.87 | | | |
| 005704 | 02/24/2016 | SOURCE ONE SUPPLIES | 148.31 | A/P | OUT-STD | 02/24/2016 |
| | 10817 | WS-TRANS&DIST- WATERLESS HAN | 146.31 | | | |
| 005708 | 02/29/2016 | STATIONERY PLUS | 411.38 | A/P | OUT-STD | 02/29/2016 |
| | 360276* | WS/SCD-TOWN HALL- FILES, HILITE | 52.45 | | | |
| | 361338* | WS/SCD- TOWN HALL- POST ITS, SC | 14.35 | | | |
| | 361347* | WS/SCD-TOWN HALL- LIQUID PAPEI | 2.43 | | | |
| | 361430* | SCD/WS- TOWNN HALL- MARKERS, | 12.90 | | | |
| | 361675* | WS/SCD- TOWN HALL- PAPER CLIP\$ | 33.36 | | | |
| | 361787 | WS-SOURCE- LOOSE LEAF RINGS, I | 37.12 | | | |
| | 362111 | WS-SOURCE- LABEL FLURS | 22.25 | | | |
| | 362672 | WS-SOURCE-BINDERS, PENS | 42.44 | | | |
| | 363026* | WS/SCD- ASST TR- ENVELOPES 10 | 22.07 | | | |
| | 363341* | WS/SCD-TOWN HALL- STOR BOX, FI | 33.88 | | | |
| | 363347** | WS/SCD-TOWNHALL-TAPE | 4.23 | | | |
| | 363686 | WS/SCD-TREASURY-UTILITY ENVEL | 54.90 | | | |
| | 364158* | WS/SCD-TOWN HALL- PAPER, RUBE | 35.06 | | | |
| | 364529* | WS/SCD-TOWN- BINDING CASES H | 43.94 | | | |
| | | Cheque Totals Issued: | 44,501.24 | | | |
| | | Void: | 0.00 | | | |
| | | Total Cheques Generated: | 44,501.24 | | | |
| | | Total # of Cheques Listed: | 34 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

**the
Marigold
PROJECT**
Growing Children and Marigolds



Dear Mayor and Council:

I am very pleased to report for the third year in a row we will surpass our own Guinness World Record for the number of citizens planting flowers-Marigolds .This is our 19th year and over 7,000 children from 56 schools from Sussex to Saint John to St. Stephen will be growing and planting Marigolds. This year we will surpass the 4 million mark of planting Marigolds and are just about at a point a whole generation of our citizens have done so . Our citizens and tourists love the idea that our children are improving our community. I have been told by police officers and gardeners that this , our Mural program and the planting of thousands of spruce seedlings by our students for close to 20 years has resulted in lower vandalism and graffiti issues .Our teachers , gardeners and recreational staffs have been a delight to work with .

Thank You for your support, we start at Christmas each year organizing the sponsors and ordering the trays, soil and seeds for our children. The children are presently growing their Marigolds in their classrooms and I encourage you to visit them .

Sincerely, Barry Ogden, The Marigold Project ,PO Box 6582 , Saint John , N B, E2K 4S65

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on February 29, 2016 be approved as circulated.

COMMITTEE MEETING
MONDAY, FEBRUARY 29, 2016 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth (arrived at 6:20 p.m.), Debbie MacDonald, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; 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 as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

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

5. **ADJOURNMENT**

Council came out of closed session at 7:05 p.m., at which time it was **MOVED** by Councillor Pond and **SECONDED** by Deputy Mayor MacEachern that the meeting adjourn at 7:05 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, FEBRUARY 29, 2016 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on March 1, 2016
be approved as circulated.

COMMITTEE MEETING
TUESDAY, MARCH 1, 2016 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Abby Pond

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Potential Litigation Matter** - Section 10.2(4)(g) of the New Brunswick *Municipalities Act* – one (1) item

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

5. **ADJOURNMENT**

Council came out of closed session at 4:50 p.m., at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Booth that the meeting adjourn at 4:50 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
TUESDAY, MARCH 1, 2016 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

- (i) Potential Litigation Matter – Section 10.2(4)(g) of the New Brunswick *Municipalities Act* – one (1) item

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 21, 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 March 9, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, MARCH 9, 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* – one (1) item
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) items

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Maxwell that the above-noted five (5) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. **CARRIED**

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor Allan MacEachem (Acting Mayor); Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell, and Abby Pond; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Mayor John Quartermain and Chief Administrative Officer Derek O'Brien.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

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

(i) Report of the Chief Administrative Officer – The Chief Administrative Officer's report was received and reviewed and the three (3) action items are noted as follows:

- Council will consider a motion at the next Regular Session on Monday, March 21, 2016 to authorize a grant for the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, in the amount of \$350.00 to offset the rental fees for their annual IWK Kids Carnival.
- Council will consider a motion at the next Regular Session on Monday, March 21, 2016 to authorize a grant to Emily Dean in the amount of \$100.00 as sponsorship to attend the ISSF World Cup in Rio de Janeiro, Brazil between April 11 – 19, 2016.

Emily will be invited to attend the Council meeting on Monday, March 21, 2016 to receive her cheque and Town lapel pins, if convenient for her to do so.

- Council directed the Chief Administrative Officer to draft a policy on the procedure for reporting incidents internally, such as the recent waste water incident, and to bring it back to a future meeting.

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

(iii) Debenture Application – The memo from the Treasurer dated March 4, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 21, 2016 to refinance a debenture for an additional 10 year term.

(iv) Cheque Register for month of February 2016 - The memo from the Assistant Treasurer dated March 1, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 21, 2016.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department – The Director of Operations' report was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 21, 2016 to approve the proposed Designated Highway Five Year Priorities (2016 – 2020).

POLICE AND FIRE - Chaired by Councillor Harding

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

Acting Sergeant Terry Pomeroy was in attendance and stated that he continues regular meetings with Councillor Harding and confirmed the top three (3) priorities for the Town: (i) police presence; (ii) eliminate illicit drugs; and (iii) ATV's driving on Town streets.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Training Grounds for the Fire Department – The Fire Chief spoke to his memo of March 2, 2016 and Council will consider a motion at its Regular Session on Monday, March 21, 2016 to grant permission for the Fire Department to use a portion of the land behind the Fire Hall, near the salt shed, to set up metal storage containers (sea cans) to be used for "live fire" evolutions for new recruits, as well as ongoing training for existing members, and for the area to be known as the fire training grounds.
- (iv) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

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

As noted in the Chief Administrative Officer's report, there is interest in the community to revisit a possible runway expansion and upgrades, and Council directed the Chief Administrative Officer to request Dillon Consulting Ltd. to provide an Offer of Services to update the former plan for runway expansion and upgrades, and that information will be brought back to a future meeting.

Margaret Williamson, a resident and spokesperson for The River Arts Resource Council, was in attendance and provided Deputy Mayor MacEachern, Councillor Booth and Councillor Pond with copies of their business proposal on the Old Town Hall, as the three had agreed last month to read, along with a sheet on the petition results of saving the Old Town Hall.

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 and the one (1) action item is noted as follows:
 - Councillor Pond, due to her past involvement with NB Trails, asked whether or not the Snowmobile Club has the proper insurance coverage for both walking and motorized trail use; therefore prior to Council considering a motion to allow the Snowmobile Club to begin the necessary work to the walking trail to allow snowmobile access, Council directed the Chief Administrative Officer to contact the Snowmobile Club to inquire on their insurance, and to bring that information back to next month's meeting.
- (ii) Surplus Equipment – Border Arena - The memo from the Director, Parks and Recreation, dated March 2, 2016 with attached offer to purchase letter from the St. Stephen Curling Club, Ltd. was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 21, 2016 to authorize the sale of the two surplus dehumidifiers for \$1,000.00, plus HST.
- (iii) Garcelon Civic Center Report – The report from the Chief Administrative Officer was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Planning, Promotion and Tourism – The Planning, Promotion and Tourism report was received and reviewed and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, March 21, 2016 to approve the additional sums of \$2,063.54 be paid to the St. Stephen Area Chamber of Commerce, and \$1,019.98 to the Business Improvement Area to cover a 50% share of payroll deductions (Canada Pension Plan, Employment Insurance, and Group Insurance Premium) which were not included in the grant authorized by resolution in December 2015.
- (ii) Volunteer Road Toll – The request from the Charlotte County Animal Shelter dated March 1, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 21, 2016 granting permission to hold a fundraising road toll in June with an alternate date in September.
- (iii) Request to Hold Event – NB Antique Auto Club Inc. “Car Show”– The request from the St. Stephen Area Chamber of Commerce dated February 16, 2016, in partnership with the NB Antique Auto Club, was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, March 21, 2016 to grant permission to hold this year’s car show on Sunday, August 14, 2016 in various downtown parking lots, with live music from 11:00 a.m. – 3:00 p.m. in the David Alison Ganong Chocolate Park.

As noted in the Chamber of Commerce’s letter, the NB Antique Auto Club Inc. has submitted its Certificate of Insurance to the Town.

- (iv) Request to Hold Event – The letter from the St. Stephen-Milltown Rotary Club Carnival Chairperson dated March 7, 2016 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, March 21, 2016 to grant permission for the Rotary Club to hold a carnival in the Border Area Community Arena parking lot from July 6 – 9, 2016, contingent on receipt of the Club’s Certificate of Insurance.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:40 p.m. and returned to open session at 6:10 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Booth that the meeting adjourn at 6:10 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, MARCH 9, 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* – one (1) item
2. **Labour and Employment Matter** – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) **Report of the Chief Administrative Officer** – with attachments:
 - St. Stephen Middle School Entrepreneurial Adventure Program information.
 - Letter from Chair, Charlotte County IWK Fundraising Committee dated March 1, 2016.
 - Letter from Emily Dean dated February 16, 2016 with attached invitation from the ISSF World Cup, Rio De Janeiro, Brazil.
- (ii) **Report of the Finance Department**
- (iii) **Debenture Application** – Memo from Treasurer dated March 4, 2016 attached.
- (iv) **Cheque Register for month of February 2016** – Memo from Assistant Treasurer dated March 1, 2016 with attachment:
 - Cheque Register

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) **Report of the Public Works Department** – with attachment:
 - Designated Highway Five Year Priorities (2016 – 2020)

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Training Grounds for the Fire Department – Memo from Fire Chief dated March 2, 2016 with attachment:
 - Aerial photo marked with an asterisk for proposed fire training grounds.
- (iv) Report of the By-Laws Office

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

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

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office – with attachments:
 - Snowmobile Club's notes from February 17, 2016 public meeting.
 - Frost Fest 2016 – March Break Schedule
- (ii) Surplus Equipment – Border Arena – Memo from Director, Parks and Recreation dated March 2, 2016 with attachment:
 - Offer to purchase letter from St. Stephen Curling Club, Ltd.
- (iii) 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.
- (ii) Volunteer Road Toll – Request from the Charlotte County Animal Shelter dated March 1, 2016 attached.
- (iii) Request to Hold Event – NB Antique Auto Club Inc. "Car Show" – Letter from the Executive Assistant, St. Stephen Area Chamber of Commerce, dated February 16, 2016.
- (iv) Request to Hold Event – Letter from the St. Stephen-Milltown Rotary Club dated March 7, 2016 attached.

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

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

MINUTES

Planning Advisory Committee

Wednesday, January 6, 2016

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, January 6, 2016 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

Attending

| | | | | |
|-----------|---------------|---------------|--------------|---------------|
| Ted Moore | Allan Gillmor | Garth Orchard | Marg Harding | Derek O'Brien |
| Ed Zammit | Geoff Knight | Mike Booth | Mark Porter | |

B. Approval of Agenda

It was **MOVED** by Allan Gillmor and **SECONDED** by Marg Harding that the Agenda be approved as circulated. Carried.

C. Approval of Minutes

It was **MOVED** by Garth Orchard and **SECONDED** by Ed Zammit that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, December 2, 2015 be approved as circulated. Carried

D. Review of Section 9.3.2(1)(a&b) Freestanding Signs of the Town's Zoning By-Law

Members of the Planning Advisory Committee reviewed the above-noted section of the Town's Zoning By-Law No. Z-1.

E. Review of one (1) request for Variance

- (i) Irving – Request for permission for additional sign area and additional sign height for two (2) new freestanding signs with attached information:
- copy of Variance Application;
 - copy of site plan;
 - copy of sign plan; and,
 - copy of authorization letter for Permit World to act on Irving's behalf.

The application was brought to the Planning Advisory Committee to request a variance as it did not meet the width and height requirements as outlined in Section 9.3.2(1)(a&b) of the Town's Zoning By-Law.

It was MOVED by Allan Gillmor and SECONDED by Marg Harding that the variance required for the additional area and additional height for the two (2) new freestanding signs for the new Irving gas station to be located at 19 Route 170 be approved. Carried

F. Adjournment

It was MOVED by Geoff Knight that there being no further business the meeting of the Planning Advisory Committee be adjourned at 6:12 p.m. Carried



Derek O'Brien, Secretary



Ted Moore, Chair

AGENDA
Planning Advisory Committee
Wednesday, January 6, 2016 @ 6:00 p.m.
73 Milltown Blvd., Suite 112
St. Stephen, NB

- A. Welcome**
- B. Approval of Agenda**
- C. Approval of December 2, 2015 Minutes**
- D. Review of Section 9.3.2(1)(a & b) Freestanding Signs of the Town's Zoning By-Law No. Z-1 – copy attached.**
- E. Review of one (1) request for variance:**
- (i) Irving – Request for permission for additional sign area and additional sign height for two (2) new freestanding signs with attached information:**
- copy of Variance Application;
 - copy of site plan;
 - copy of sign plan; and,
 - copy of authorization letter for Permit World to act on Irving's behalf.
- F. Adjournment**



RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of February 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 – March 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.

Billy Weston Brook Flooding

Dillon Consulting Ltd. provided the scope of work that will refine the model results and provide each stakeholder with hydraulic design parameters to support potential structure upgrades along the reach of the brook. The cost is \$ 9 800 + HST. St. Croix Estuary Project Inc. has an available grant for this project and will fund it.

St. Stephen Middle School Entrepreneurial Adventure Program

The Town of St. Stephen will be assisting this program in partnership with Sweeney International in helping to cover the rental costs at the Garcelon Civic Center for the "Marketplace" on Thursday, March 24 (approximately \$ 190). Students will present to Council at the Regular Meeting of Council on March 21 (program information attached).

Grant requests

Charlotte County IWK Fundraising Committee is hosting their annual IWK Kids Carnival at the Garcelon Civic Center on Saturday, April 23. The rental of the facility for event, plus set-up the day before, will be \$ 650.00. They are requesting a grant to offset the rental cost (letter attached). In the past when they held this at the Border Arena, they paid approximately \$ 300 to cover the staff costs. In review with the Finance Working group, it is recommended that the Town support this request with a grant.

Action: Council considers a resolution to provide a grant to the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, in the amount of \$ 350.00 to offset the rental fees for this event.

Emily Dean, St. Croix Sportsman's Club, will compete in the World Cup Air Rifle Event in Rio de Janeiro, Brazil from April 11-19, 2016. She is asking for sponsorship (letter attached). In review with the Finance Working group, it is recommended that the Town support this request.



Legal Fees to support saving the Provincial Court

Action: Council considers a resolution to sponsor Emily Dean to compete in the World Cup Air Rifle Event in the amount of \$ 100.00.

Council approved a payment in the amount of up to \$ 2 500 to the Regional Service Commission to support regional legal action in an attempt to save our Provincial Court here in St. Stephen. \$ 2 500.00 was paid for this purpose directly to Peter Rouse, the law firm handling the action. This is clarification because the resolution read that the amount would be paid to the Regional Service Commission.

Follow up to waste water incident – February 22, 2016

Currently, the Town follows the protocol outlined by the "Approval to Operate" provided by the Minister of Environment and Local Government. Our Public Works Department responded timely and appropriately to address the issue. The Emergency Reporting protocol was followed.

The Town does not have a procedure for reporting incidents like this internally.

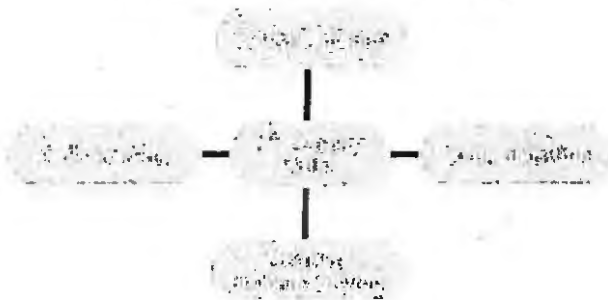
Action: Council direct the CAO to draft a policy and bring it back to a future Committee meeting.



What is the Entrepreneurial Adventure Program?

The Learning Partnership's **Entrepreneurial Adventure program** is helping young Canadians discover entrepreneurship, an increasingly essential skill in today's economic and business environment. The program pairs **kindergarten to Grade 12 classes** with **business mentors** to create and develop a business venture from concept to launch and actual sales, with profits going to the class' favourite charity. Students develop **entrepreneurial** and other **21st century skills** such as **communication, collaboration, critical thinking, presentation skills, business planning** and the importance of **social responsibility**.

Skills for the 21st Century



The *Entrepreneurial Adventure* program encompasses 21st century skills in its format, focus and purpose. As identified by the Ministries of Education of the Atlantic Provinces 2010.

Our History

Since the Beginning of the Program

- Began in 1995
- Now in its 21st year
- Supported by BMO since the beginning
- Over 52,500 students
- \$2.9 million dollars raised (to end of 2015)
- 1,551 successful student driven social entrepreneurship ventures
- 1,526 business partners
- 2,013 teachers
- 19th year of EA Showcases and
- 12th year of BMO Financial National Student Innovation Awards

By 2015

- 5,238 students
- 233 teachers
- 156 business partners
- 134 schools
- 199 ventures
- 51 award applications
- 150 judges
- 10 award winners
- \$172,533.85 raised for charity

Benefits for Students

- Engagement through experiential learning
- Opportunity to make a significant contribution to their community; develop personal and social responsibility
- Enhancement of creativity, teamwork, oral and written presentation and interpersonal skills
- Experience in project management-planning, organizing and delivering a project
- Strategies acquired for informed decision-making
- Increase in self-confidence and self-esteem
- An understanding of how businesses work

Benefits for Teachers

- Supports the Ministry of Education curriculum; easily integrated
- Appeals to students of all ability levels
- Develops meaningful community partnerships
- Provides a focus for many other classroom activities
- Offers professional learning opportunities
- Includes access to resources, mentor videos, program manager support
- Networking with colleagues from different schools and boards

To register, go to our website at www.tlpcanada.ca/enpreneurial-adventure-landing for more information about Entrepreneurial Adventure program, please visit our website at: www.thelearningpartnership.ca/what-we-do/student-programs/entrepreneurial-adventure



Benefits for Business Partners

- Give back to community - be a part of positive change
- Discover what matters to today's young people
- Build community relationships and strengthen networks
- Fulfil a sense of empathy / connection with a "cause."
- Sharpen presentation skills
- Serve as a role model
- Gain access to a national forum and a library of resources
- Demonstrate corporate responsibility
- Instill a value of giving and caring
- Establish a profile in the community
- Demonstrate commitment to public education

Role of the EA Teacher

- Facilitate and co-lead venture with a business partner
- Engage students in the process of experiential learning
- Attend the introductory Entrepreneurial Adventure workshop
- Connect with the EA community through thelearningpartnership.ca.
- Build a team with the students and the business/ community partner
- Brainstorm with students and business partner to create an EA venture
- Develop a business plan.
- Integrate the project with the curriculum. It is not an add on.

- Raise money for the venture startup costs
- Complete the project by the end of April
- Apply for any of the EA National Innovation Awards (if desired)
- Participate in an EA Showcase with a representative student 'trade-show' team to market your venture

What is expected from a business partner?

While each partnership is unique and individual partners will negotiate the terms of their own partnership, partners generally spend approximately 4-6 hours per month working with the teacher and students in the classroom. The following are some suggested roles for the business partner volunteer:

- Serve as a mentor or a role model for the students to enhance understanding of the entrepreneurial process and business activities
- Make presentations to the class that relate to the desired outcomes of their venture
- Advise students as they work on various tasks in teams and in small groups
- Help develop or acquire resource materials students may need
- Help assess the ideas, opportunities and venture plans that students develop
- Provide opportunities for students to visit a business or businesses
- Connect the school to other businesses in the community
- Bring your personal business experience to the partnership to engage and inform students
- Participate in and contribute to the online community for EA program participants

To register, go to our website at www.tlpcanada.ca/enpreneurial-adventure-landing for more information about Entrepreneurial Adventure program, please visit our website at: www.thelearningpartnership.ca/what-we-do/student-programs/entrepreneurial-adventure

March 1st, 2016

Town of St. Stephen
73 Milltown Blvd.
St. Stephen, NB

Attention: Derek O'Brien

Dear Derek:

I am writing to you all today to ask for a grant to help defray the rental costs at the Garceolon Civic Center for our Charlotte County IWK Kids Carnival fundraising event. We would like to keep our tradition of holding the IWK Kid's Carnival in our community. Our group has been able to donate over \$145,000.00 in the past through all of our fundraising events and we could not have raised so much without the support of this wonderful community.

The IWK Health Center in Halifax, NS has helped so many children and their families within Charlotte County for many years. Whether the care be life saving or a check-up visit, the Health Center has touched so many lives and hearts within many communities all over New Brunswick. The Province of New Brunswick, as you know, does not have such a facility for our children. So our Committee is asking New Brunswickers to pull together and help support our neighboring Province continue to deliver exceptional care to Maritime children and their families. Unfortunately no one knows when the services and care of The IWK Health Center could be directly affecting your own loved ones and family.

We are asking to use the civic center for carnival this year and hope that you will find it in your heart to allow this tradition for our local children to continue and for them to be able to enjoy an afternoon with their families and support a wonderful cause. This is not a huge fundraiser but it is a way that we can give back to our community for all they do for us. We would like to have our carnival on **Saturday, April 23rd from 11:00-3:00. We would like to get in to the arena by 3:30 on Friday, April 22nd.** We are in the day of the carnival by 8:30 and after cleaning up are usually gone by 5:00 at the latest. In the past we were given the arena free of charge but we do pay for janitorial services through the Town for the day. I am of the understanding there is a grant that we can apply for where we are non-profit and all of our money goes directly to the IWK. Please let me know at your earliest convenience.

If you have any questions, please do not hesitate to contact me at 466-1222 (home), 467-6126 (cell) or 466-7786 (work).

Jenn Johnston
Chair Charlotte County IWK Fundraising Committee

Finance Ctte. Mar. 2/16

Emily Dean
241 Milltown Blvd
St Stephen, NB E3L 1H3

February 16, 2016

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



Dear Mr. John Quartermain:

RE: Sponsorship Opportunity

Again, I would like to introduce myself, my name is Emily Dean and I'm 18 and am a member of the St Croix Sportsman's Club. Again I would like to thank you for your financial support you have given me in the past.

I would like to update you on my achievements since the Youth Olympic Festival in Australia. I have continued to compete both local and internationally. I've been to World Cups in Germany, Fort Benning, Georgia and my most recent last year in Chongwan Korea. I have been able to increase my world ranking from 123rd to 77th to 55th in the course of 3 years. I was first alternate for the Pan Am Games and won Silver at the Canada Games.

I was the 2014 Women's National Air Rifle Champion also SportNB 2014 Women's Athlete of the Year. I was a finalist again last year. I won the 2015 National .22 Grand Championship, leading in both prone and 3P. I also won the Women's and Junior division and then went on to place 2nd in Women's National Air Rifle. For the 4th year I am on the National team

As I have just started university at UNB in Fredericton, my training has required me to drive home on weekends to train. I will be finished soon and then I can get back to my daily training to prepare for my first World Cup will be April 11-19th in Rio de Janeiro, Brazil. This will service as a test match for the Olympics as well as allocation of possible quota spots that are remaining. The Canadian Grand Prix being held at the Pan Am Range in Toronto at the end of May will follow this. Then off to Suhl, Germany for the ISSF Youth World Cup. As I missed out on being carded by one position this year I must compete again this year to keep increasing my chances to be funded.

I would like to stress that all these events are self funded and I do hope that you might consider sponsoring me again, through the St Croix Sportsman Club. I can give you any further information and cost breakdown or you can contact my coach Don Brown.

Thank you so very much for giving this your consideration.

Emily Dean

Town of St. Stephen
RECEIVED
FEB 23 2016



**ISSF WORLD CUP
RIFLE / PISTOL / SHOTGUN
RIO DE JANEIRO, BRA
13 APR - 25 APR 2016**

Rio de Janeiro, BRA

December 2015

TO THE KIND ATTENTION OF ALL ISSF MEMBER FEDERATIONS

INVITATION

Dear Ms. Emily Kathrine Dean,

The Brazilian Shooting Sport Confederation and the Organizing Committee are pleased to invite you to participate in the

ISSF World Cup Rifle/Pistol/Shotgun Rio de Janeiro 2016

Which will take place from 13th to 25th April 2016 at the Olympic Shooting Center in Rio de Janeiro, Brazil.

Enclosed herewith please find the General Information, Preliminary Competition Schedule and Registration Forms which are also available on the ISSF website www.issf-sports.org and the website of the Brazilian Shooting Sport Confederation www.cbte.org.br

All participating federations are asked to complete the registration forms and return them by the set deadlines.

Please use the ISSF Online Registration Service <http://entry.issf-sports.info> to make your Preliminary and Final Entries for Athletes and Officials directly online.

We hope to welcome all ISSF Member Federations and making the ISSF World Cup Rio de Janeiro 2016 a successful competition.

With best regards,

Durval Luz Balen
President of the Brazilian Shooting Sport
Confederation

Ricardo Brenck
President of the Organizing Committee

ISSF Technical Delegates:
Mr. Gary L. Anderson, USA – Rifle/Pistol
Mr. Medhat M. Wahdan, EGY – Shotgun

Competition Manager:
Ericson Andreatta, BRA

Organizing Committee:
Brazilian Shooting Sport Confederation
Rua Miguel Couto 105 sala 922 – Centro
20070-030 Rio de Janeiro, RJ, Brazil
Phone: +55-21-22233313
Fax: +55-21-22830522
E-mail: wcbra2016@cbte.org.br
Web: www.cbte.org.br

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 07 March 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).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 61 employees, Monthly 33 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 January 31, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Department Head meeting-February 9, 2016.
 - B) Committee meeting-February 10, 2016.
 - C) Civic Center meeting for general accounting-February 12, 2016.
 - D) Department Head meeting-February 23, 2016.
 - E) Civic Center meeting for general accounting-February 26, 2016.
 - F) Finance group meeting-March 2, 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-Complete.

- C) 2015 audit working papers-In Progress.

- D) Capital budget-In Progress.

- E) Work Safe NB remittances-In Progress.

- F) Civic Center accounting reconciliations-In Progress.

- G) Jumpstart processing-In Progress.

- H) T4's and T4A's-Complete.

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

Public Works Report for February 2016

FROM: Lee Johnson, Director of Operations

DATE: March 01, 2016

1: Water system:

- a) Started reading Meters.
- b) Repaired 2 Water Service.
- c) Installed 18 new meters.
- d) Plowed Snow.

2: Streets:

- a) Plowed and sanded streets and sidewalks.
- b) Hauled Snow.
- c) Cold Patched pot holes.
- d) Removed Bowling Lanes from former Bowling Alley.
- e) Repaired washouts.

3: Waste Water:

- a) 1 force main was repaired.
- b) 3 Sewer Main were flushed.
- c) 9 Sewer Laterals were videoed.
- d) 2 Sewer Laterals were rodded
- e) Plowed Snow.

4: Capital Projects:

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

The street and underground infrastructure design is complete. Final tender documents are undergoing internal technical review March 1. Pending the technical review, the tender ad will be posted on either March 1 or March 2, allowing for a tender closing of either March 17 or March 18. If there are no significant delays in awarding the project, we anticipate construction starting in early-to-mid-May and lasting until late October 2016. Spring work will be required (e.g. application of the seal course of asphalt) in June 2017.

Signalized Crosswalk – Route 3 – Project No. 16-3395

Topographic survey was completed on February 29. Design will commence later this week.

CSO/SSO Long Term Control Plan – Project No. 16-3394

The project team is being assembled. Work is expected to start on the Plan during the second half March

5: DTI Five Year Priorities

Please see the attached **Designated Highway Five Year Priorities**, as requested by the Department of Transportation and Infrastructure, for Council's consideration.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAY
FIVE YEAR PRIORITIES

Year 2016

Curb & Gutter, Milltown Blvd., both sides
Hill St. to Church St. - 440 meters.
Add storm sewer where needed for adequate drainage \$375,000

Year 2017

Curb & Gutter, Milltown Blvd., both sides
Boundary St. to Hill St. - 840 meters \$405,000

Year 2018

Curb & Gutter, Milltown Blvd., both sides
Church St. to Milltown Customs - 640 meters
Street parking to change to parallel \$310,000

Year 2019

Mill and Seal Milltown Blvd., Watson St. to Civic # 267
350 Meters. \$120,000
Seal Milltown Blvd., Civic # 267 to Milltown Customs
2550 Meters \$550,000

Year 2020

Mill and Seal Church Street - Milltown Blvd To Railway
Install Curb on North Side - Queensway to Railway
Install Curb on South Side -Brewers Lane to Railway
Add storm sewer where needed for adequate drainage \$940,000



Report of Parks & Recreation Dept.

February 2016

Parks

- I am still working on 3D drawings for the proposed Kiwanis Skate Park.
- The Snowmobile Club held a public meeting on February 17th with 25 people in attendance. There were a few concerns, but the overall response was positive as outlined in the Snowmobile Club's notes attached.
Action: Consider a motion to allow the Club to begin the necessary work to trail to allow snowmobile access.
- Student job applications have gone out, with a closing of April 8th.
- New activator post has arrived for the Splash Pad.

Pool

- Work continues on coordinating the WT Booth Community Pool and the Civic Center Pool for the summer. (Staffing/Memberships)
- Student job applications have gone out, with a closing of May 6th.

Recreation

- Frost Fest week has been finalized. There will be lots of activities going on for the Community over the March Break. See attached.
- Continue to meet with user groups over potential space at the Border Arena.
- Working on summer student grants proposals.
- I am working on having Sport NB come to Town to have a discussion with our local Sport Associations on how Sport NB can be of assistance.
- Met with Horizon Health on a very exciting opportunity to partner with them on a program at the Civic Center.
- Work continues on our annual Fun Run
- Planning for the 3rd Annual Ball Hockey tournament.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- CC Staff
- Community Events
- Cheer Provincials
- Greg Evans – RNB
- P&R Committee
- Winter Carnival Committee
- Don Brown – Gun Club
- Horizon Health
- IWK

Michael O'Connell
Director, Parks and Recreation
Town of St Stephen

Snowmobile Meeting to use walking trail

In preparation for the snowmobile meeting of February 17/16 which took place at Granville Place on Prince William St, Darren Mitchell left notices on the bulletin boards of the apartments owned by Randy Wilson and John O'Halloran. Also notices were put in the mailboxes of all the condos and houses on the river side of the street. Kathy Bockus also had a notice in the Courier for any other residents that wanted to attend.

The meeting started around 6:40 pm with 25 people in attendance along with Allan MacEachern from Town Council. Darren gave an introductory speech on where the club wanted the trail to go and why it would be beneficial for the town and its residents. It was explained that the trail would bring business to the downtown area along with the rail bed being groomed for residents to use for walking, skiing etc.. since the surface would be hard making it easier and safer to get out and exercise. The SPCA has volunteers that walk animals and that area could also be used by them if they chose to. It was stated that there would be barricades during the months the snowmobile club would not be using the trail to keep 4 wheelers and such away from the area.

The common issues were noise and the speed of the sleds using the trail. Darren and Stacy Noddin (club president) thought posting speed signs (35 km/hr) would be a good idea and also signs stating pedestrians have the right of way. There would be stop and stop ahead signs for all road crossings. One resident was concerned since he has a home/office the noise might bother him during work hours. Darren went a few days after the meeting and measured the distance from the rail bed to the back of his house which was 160 feet so he shouldn't have any issues with noise.

The club was happy to see Allan there as he was a great help answering questions and speaking from the town's point of view. At the end Allan asked who was for this proposal and 16 people were in favor out of 25. The club was very happy with the outcome of this meeting.



GARCELON CIVIC CENTER MARCH BREAK SCHEDULE

FROST FEST 2016



RINK POOL MORE PROGRAMS

| MON. MAR. 7 | TUES. MAR. 8 | WED. MAR. 9 | THURS. MAR. 10 | FRI. MAR. 11 | SAT. MAR. 12 | SUN. MAR. 13 |
|--|--|--|---|--|---|----------------------------|
| ADULT SKATE 7:45 to 8:30am SENIOR SKATE 8:40 to 9:25am PUBLIC SKATE 9:35am to 10:50am TYKES WITH STICKS 11am to 12:30pm POOL SNOWMAN CREATIONS Ages 7 to 12 10am to 12pm \$5 per child OCC (pre-registered) SOC HOP with DJ Ages 13 to 18 7pm to 9pm COMMUNITY ACES Skills competition FREE - pre-register 1pm to 4pm | ADULT SKATE 7:45 to 8:30am SENIOR SKATE 8:40 to 9:25am PUBLIC SKATE 9:35 to 10:50am TYKES WITH STICKS 12:10 to 1:50pm POOL KIDZ KITCHEN KIDZ TONS Ages 10 to 13 10am to 12pm Maximum 15 kids INTRO TO CURLING FREE - pre-register 1pm to 4pm St. Stephen Curling Club | ADULT SKATE 7:45 to 8:30am SENIOR SKATE 8:40 to 9:25am PUBLIC SKATE 9:35 to 10:50am TYKES WITH STICKS 11am to 12:30pm PARENTS & TOYS SKATE 12:40 to 1:50pm POOL BABY TIKES SKATE Ages 3 to 5 10am to 12pm \$5 per child \$10 (incl. ice skates) TAG & BANG BALLOONS TALENT SHOW FREE - pre-register 5 to 8pm | ADULT SKATE 7:45 to 8:30am SENIOR SKATE 8:40 to 9:25am PUBLIC SKATE 9:35 to 10:50am TYKES WITH STICKS 12:10 to 1:50pm POOL MORE KUWANIS CLUB'S SCAVENGER HUNT 10am to 12pm COSMIC SKATE 12:10 to 1:50pm with Mark & Wendy | ADULT SKATE 7:45 to 8:30am SENIOR SKATE 8:40 to 9:25am PUBLIC SKATE 9:35 to 10:50am TYKES WITH STICKS 12:10 to 2:10pm PUBLIC SKATE 2:20 to 4:20pm POOL MORE FACE PAINTING 10 to 5pm SWANZ 1&2 MOVIE 5:15 to 7pm UNDER THE JAWZ 7:15 to 9pm FREE PHOTOGRAPHY THE AWOTE | PUBLIC SKATE 1:30 to 9:30pm TYKES WITH STICKS 3:40 to 5:40pm AGES GAME 7 to 10pm POOL MORE COMMUNITY BREAKFAST 8am to 10am MORE SKIDING PARTY 10 to 11pm \$10 per person in form of cash donation (max will be \$100 per family) - more info at (819) 333-3333 | POOL MORE |

Garcelon Civic Center
 27 Budge Avenue St. Stephen, NB E3L 1E9
 Phone: 467-3030
 www.garcelon.civiccenter.ca

PUBLIC SKATING FEES:
 Adults: \$3 - Seniors/Students: \$2.50
 Parent/Tot: \$2 - Tykes with Sticks \$2

POOL SCHEDULE DESCRIPTIONS:
PUBLIC SWIM: All pools and slide; general recreational swim.
FAMILY SWIM: All pools and slide; parents and/or guardians must be with their children in the water.
LAP SWIM: Leisure pool lane swimming only. Lanes are divided by speed. Ages 12 and up are welcome.
LITTLE ONES: A therapy pool swim for children younger than 6 years old and their parent/guardian.
STRETCH: A guided stretching routine in the therapy pool for adults to improve and retain range of motion. Swimming skills not required.
THERAPY SWIM: An adult swim for those looking for gentle movement, relaxation and/or stretching in our therapy pool.
TOONIE SWIM: All pools and slide; special event swim. May be used for mock rescue scenarios.

Adults \$8 Families \$20
 Student Senior Youth \$5
 (Access to the Aquatic & Fitness Center is included in the GCC membership package or the daily admission rates apply as noted above.)
PERSONAL CARE GIVERS: Accompanying individuals with physical and mental disabilities are permitted free to the aquatic and fitness center.

FEES FOR MORE EVENTS
 All Skates are limited. You may only skate 3 times in the same week. All events are subject to change without notice. All fees are in dollars.



Fire Department Report for February 2016

Alarms were : Town Alarms 6
 Out of Town Alarms 6
 Mutual Aid- St. George 1
 13

Alarms are described as being :

| | # of firefighters | Hours |
|-----------------------------------|-------------------|-------|
| 1. Mutual Aid- St. George – 1 | 6 | 15 |
| 2. Brush 1 | 14 | 14 |
| 3. Wellness Check 1 | 4 | 4 |
| 4. Natural Gas Leak 1 | 20 | 40 |
| 5. Motor Vehicle Accident 3 | 35 | 49 |
| 6. Structure 1 | 21 | 84 |
| 7. Alarm System Activation 1 | 8 | 8 |
| 8. Ambulance Assist 1 | 11 | 11 |
| 9. Transformer 1 | 12 | 18 |
| 10. Vehicle Fire 1 | 17 | 25 |
| 11. Grass 1 | 2 | 2 |

Calls dispatched for the month of February were : 92

Fire Department Activities:

1. Monthly meeting of the fire department
2. One of three evenings of First Responder Medical Training
3. Thermal Imaging Camera Demo and training
4. Meeting of Training Officers for the Fundy Firefighters Assoc.
5. Three Members took both the Incident Command 100 and 200 Courses.
6. Plans are underway for the Annual Fire Dept. Funspiel to be held March 19.

Fire Chiefs Activities

1. Monthly Meeting of the Fire Dept.
2. Monthly Committee Meeting

3. Meeting of the Fire Service Instructors for the Fundy Firefighters Assoc.
4. Quarterly Meeting of the Fundy Firefighters Assoc.
5. A CO OP Student from the St. Stephen High School has started with the Fire Dept. for this school semester.
6. Medical First Responder Training

TOWN of ST. STEPHEN

By-Law Enforcement

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

February REPORT

2016

To: CAO – Town of St. Stephen

Please find enclosed my report for February By-Law – Enforcement. We handled 7 calls.

| CATEGORY | DETAIL | FOLLOW UP |
|-------------------------|---|--|
| Assist other Depts. (3) | Problem with vehicle at pump station at Maxwell Crossing Home owner placing snow on sidewalk on Main St. Snow being placed on Murchie Ave again | Issue has been dealt with as the owner of vehicle was informed as to where not to drive. Patrol made to area and spoke with the person who cleaned up the area Patrol made and by the time I arrived works dept. had cleaned it up |
| Ticket issued | <i>Ticket # 0510 issued to a resident on Murchie Ave for placing snow onto the street.</i> | Issue resolved. |
| | | |

| | | |
|--------------------------------|--|---|
| <p>Parking Concern (3)</p> | <ul style="list-style-type: none"> • <i>Vehicle parked on King St. in violation of two hour parking</i> <p><i>Vehicle on King street in violation of two hour parking</i></p> <p><i>Vehicle on King parking</i></p> | <p>Owner of vehicle was notified of the problem and apologized and is now using off street parking provided to them</p> <p>Warning ticket was placed on the window</p> <p>Spoke to the owner of vehicle and informed them of the 2 hour parking</p> |
|--------------------------------|--|---|

REPORT OF THE ANIMAL CONTROL OFFICER

A number of stray cat complaints were received from Milltown Trailer park. Queen St. and Dow St. four cats were picked up and impounded also dogs running at large complaints were received and resolved. None impounded. I responded to all complaints and patrolled daily

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

TOWN of ST. STEPHEN

Building Inspection Services

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

FEBRUARY REPORT 2016

BUILDING INSPECTION

The month of February brought in a total of 6 (six) permits which represents \$45,600.00 (Forty-Five Thousand and Six Hundred dollars) in building costs.

We issued no Stop Work Orders in the month February. This office has 5 (Five) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 20 (Twenty) Occurrence reports and filed 10 (Ten) Building Inspection reports. No electrical waivers were issued.

All required reports were filed with the appropriate government agencies

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

Respectively Submitted

Manzer Young

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

Report of the Development Office – March 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 to 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 March 2 to discuss a variance for a garage to be built in front of a house.
- Next meeting is Wednesday, April 6.

Building Permits

- 6 issued - total estimated construction value of \$ 45 600.00.

Sign Permits

- 1 approved.

Variances

- 1 approved.

Approved plans

- Subdivision of a lot at 33 Victoria Street.

New Development

- Suite numbers were designated for the four (4) units at 19 Route 170 (Irving Development).



Report of Property Management – March 2016

| | |
|--|---|
| St. Stephen Train Station | Some shingles blew off the roof during recent rainstorms and windstorms. These will be repaired. |
| Giddens Memorial Airport | There is interest in the community to re-visit at a possible runway expansion and upgrades. Would Council like Dillon Consulting Ltd. to provide an offer of services to update the former plan for runway expansion and upgrades? |
| Old Town Hall 34 Milltown Blvd. | Four (4) quotations for the demolition of the building were received and are being reviewed. This will be tabled to a future committee meeting in order to allow time for a private developer to conduct a review of the building and determine interest and feasibility. |
| RCMP Building | The building renovations are proceeding as planned (flooring, fire alarm system, electrical and lighting upgrades, and basement work) and are near completion. |
| Fire Hall / Public Works Garage | A personal entrance door was damaged in the wind and a local contractor is assessing the damage. |
| Wharf | Nothing to report. |
| Border Arena | Nothing to report. |
| Pizza Delight | Nothing to report. |
| Library | Tenants were directed to complete a clean up of materials being stored in the building. Additional roof work (approximately \$ 3 500) is being done to repair damaged shingles and install metal flashing to prevent leaks. |
| King Street Buildings | Nothing to report. |
| Building Assessments, Inspections, and Planning | A. Giddens is assisting the CAO with the assessment, inspections, and repairs required for our buildings in addition to his work at the Garcelon Civic Center and is being remunerated through payroll according to the budget line provided for this – Common Services – Property Manager. |



Garcelon Civic Center Report – March 2016

Advising Commission

February 15 meeting.

- Updates provided on staff, facility user liability insurance, and programming were provided.

Next meeting April 18 at 4:30 p.m.

Charlotte County Civic Centre Fund Raising

Acting Chair, Allan Gillmor, Director, Lori Toombs, and the CAO met with the Town Solicitor to review the board Letters Patent, by-laws, and Charitable Status to detail the amendments needed and the process required. The proposed amendments will be drafted and the board will meet again to approve and officially elect the new directors.

Files will be stored at the Garcelon Civic Center.

Finance and Administration

Accounting practices are being reviewed and aligned to meet the demands of the facility and the needs of the Town.

Aquatics and Fitness

- Aqua-size and Aqua-fit continues with 20-30 participants.
- Taste, test, tri-athlon (16 participants).
- Couch to 5K program continues (20 participants).

Facility

Normal operations.

Programming / Facility Use

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.
- Midget AAA Girls Hockey Tournament (March 18-20).
- Frost Fest (March 7-12).
- Millennial Dream Premiere Screening (March 16).
- Katey Day & The Knights with Theresa Malenfant (March 19) SOLD OUT.
- CBC New Brunswick Celebrates St. Stephen (March 30).
- St. Stephen-Milltown Rotary Presents The Good Brothers (April 16).

Staff

A staff training session was held on Thursday, February 25.



RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **February 1, 2016 to February 29, 2016 inclusive**. During this time period, the RCMP responded to **198** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

| | |
|---------------------------|-----------|
| Checkstop | 6 |
| Tickets issued | 12 |
| Warnings issued | 13 |
| Traffic Collisions | 7 |

PROVINCIAL STATUTES:

| | |
|---|----------|
| Animal Calls | 1 |
| Child Welfare Act | 1 |
| Driving While Disqualified or Licence Suspension | 1 |
| Driving Without Due Care or Attention | 1 |
| Fail to Stop or Remain at Accident Scene | 1 |
| False Alarms | 4 |
| False/Abandoned 911 Call | 1 |
| Fire Prevention Act – Other Activities | 2 |
| Mental Health Act | 1 |
| Moving Traffic – Intersection Related Violations | 1 |
| Off Road Vehicle Act | 1 |
| Other Moving Traffic Violations | 2 |
| Other Non-Moving Traffic Violations | 5 |

CRIMINAL CODE:

| | |
|--|---|
| Assault | 4 |
| Assault with Weapon or Causing Bodily Harm | 2 |
| Breach of Recognizance | 1 |
| Carrying Concealed Weapon | 1 |
| Counsel or Aid and Abet to Commit Suicide – Cause Death | 1 |
| Crime Prevention | 4 |
| Criminal Harassment | 2 |
| Criminal Intelligence – Persons of Interest | 1 |
| Disturbing the Peace/Causing a Disturbance | 5 |
| Fail to Attend Court | 1 |
| Fail to Comply with Undertaking | 1 |
| Fraud Less than or Equal to \$5000 | 2 |
| Harassing Communications | 2 |
| Impaired Operation (by a drug) of Motor Vehicle | 1 |
| Impaired Operation over 80 mg% of Motor Vehicle | 3 |
| Information File | 2 |
| Mischief damage to and/or Obstruct Enjoyment of Property | 3 |
| Other Theft under \$5000 | 1 |
| Sexual Assault | 2 |
| Theft Under or Equal to \$5000 - Shoplifting | 1 |
| Theft Under or Equal to \$5000 – From a Motor Vehicle | 1 |
| Utter Threats against a Person | 4 |

OTHER FEDERAL STATUTES:

| | |
|---|---|
| Criminal Intelligence – Drugs | 1 |
| Possession – Schedule III – Other CDSA | 1 |
| Possession – Schedule VIII – Cannabis Marihuana | 1 |

OTHER INVESTIGATIONS:

| | |
|---|----------|
| Assistance to Canadian Federal Dept. | 3 |
| Assistance to Canadian Provincial Agency | 1 |
| Assistance to General Public | 7 |
| Assistance to US Police Agency | 1 |

OTHER INVESTIGATIONS:

| | |
|----------------------------------|-----------|
| Items Lost/Found | 1 |
| Police Certificates | 53 |
| Street Checks | 22 |
| Suspicious Person/Vehicle | 2 |

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

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – CHARLOTTE COUNTY IWK FUNDRAISING COMMITTEE

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$350.00 (three hundred and fifty dollars) for the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, to offset the rental cost for their annual IWK Kids Carnival to be held on Saturday, April 23, 2016.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – EMILY DEAN

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$100.00 (one hundred dollars) to Emily Dean to attend the International Shooting Sport Federation World Cup in Rio de Janeiro, Brazil between April 11 – 19, 2016.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

APPLICATION FOR FINANCING – WATER & SEWERAGE FUND

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$41,000 (forty-one thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

| <u>Purpose</u> | <u>Amount</u> | <u>Term</u> |
|---|------------------------|--------------------|
| <u>Environmental Health Services</u> Refinancing Debenture No. AU 21-2006 | <u>\$41,000</u> | 10 Years |

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2016 – 2020 –
DESIGNATED HIGHWAY PROGRAM**

THAT the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2016 – 2020 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAY
FIVE YEAR PRIORITIES

Year 2016

Curb & Gutter, Milltown Blvd., both sides
Hill St. to Church St. - 440 meters.
Add storm sewer where needed for adequate drainage \$375,000

Year 2017

Curb & Gutter, Milltown Blvd., both sides
Boundary St. to Hill St. - 840 meters \$405,000

Year 2018

Curb & Gutter, Milltown Blvd., both sides
Church St. to Milltown Customs - 640 meters
Street parking to change to parallel \$310,000

Year 2019

Mill and Seal Milltown Blvd., Watson St. to Civic # 267
350 Meters. \$120,000
Seal Milltown Blvd., Civic # 267 to Milltown Customs
2550 Meters \$550,000

Year 2020

Mill and Seal Church Street - Milltown Blvd To Railway
Install Curb on North Side - Queensway to Railway
Install Curb on South Side -Brewers Lane to Railway
Add storm sewer where needed for adequate drainage \$940,000

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

TRAINING GROUNDS – FIRE DEPARTMENT

THAT the Council of the Town of St. Stephen grants permission to the Fire Department to use a portion of the land behind the Fire Hall, near the salt shed, to set up metal storage containers (sea cans) to be used for “live fire” evolutions for new recruits, as well as ongoing training for existing members.

AND THAT the above-noted area be known as the fire training grounds.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

SALE OF SURPLUS DEHUMIDIFIERS

THAT the Council of the Town of St. Stephen authorizes the sale of two (2) 7.5 HP Cimco Humicon MK VIII-Scroll Dehumidifiers, in the amount of \$500.00 (five hundred dollars), plus HST, each to the St. Stephen Curling Club, Ltd.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

GRANT - ST. STEPHEN AREA CHAMBER OF COMMERCE – COMMUNITY EVENTS

WHEREAS the Council of the Town of St. Stephen, by resolution at its Regular Session on December 21, 2015, authorized a grant in 2016 to the St. Stephen Area Chamber of Commerce (the Chamber) to fund half of a full-time position;

NOW THEREFORE BE IT RESOLVED THAT the Council approve an additional sum of \$2,063.54 (two thousand, sixty-three dollars and fifty-four cents), unbudgeted, to the Chamber to cover half of the payroll deductions (Canada Pension Plan, Employment Insurance, and Group Insurance Premium).

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

GRANT - DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) – COMMUNITY EVENTS

WHEREAS the Council of the Town of St. Stephen, by resolution at its Regular Session on December 21, 2015, authorized a grant in 2016 to the Downtown Business Improvement Area (BIA) to fund half of a full-time position;

NOW THEREFORE BE IT RESOLVED THAT the Council approve an additional sum of \$1,019.98 (one thousand, nineteen dollars and ninety-eight cents), unbudgeted, to the BIA to cover half of the payroll deductions (Canada Pension Plan, Employment Insurance, and Group Insurance Premium).

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter to hold a fundraising road toll on Queen Street West between Marks Street and Porter Street on Saturday, June 11, 2016 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, September 10, 2016 between the hours of 8:00 a.m. and 6:00 p.m.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – NB ANTIQUE AUTO CLUB INC. AND THE ST. STEPHEN AREA CHAMBER OF COMMERCE – ANNUAL CAR SHOW

THAT the Council of the Town of St. Stephen grants permission to the NB Antique Auto Club Inc. (the Club), and the St. Stephen Area Chamber of Commerce, to hold this year's car show in various downtown parking lots on Sunday, August 14, 2016 from 11:00 a.m. – 3:00 p.m., with live music during the show in the David Alison Ganong Chocolate Park.

AND THAT the Council of the Town of St. Stephen acknowledges receipt of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT: CARNIVAL - ST. STEPHEN-MILLTOWN ROTARY CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to host the East Coast Amusements Carnival on the grounds of the Border Area Community Arena from Wednesday, July 6, 2016 to Saturday, July 9, 2016 as a fundraiser which enables the Club to continue to support the organizations and people in the community requiring assistance, contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

PARKS MAINTENANCE SUPERVISOR - JOB RECOMMENDATION

THAT Daniel Hovey be assigned the position of Parks Maintenance Supervisor for the Town of St. Stephen effective March 22, 2016, for thirty-two (32) weeks per year, with the applicable wages and benefits of a Labourer position as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE OF 120 MILLTOWN BOULEVARD

WHEREAS the Council of the Town of St. Stephen and Wilgar Ltd. have negotiated terms of a Purchase and Sale Agreement for the property located at 120 Milltown Boulevard in the form presented to Council;

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

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE AND LEASE OF 128-130 MILLTOWN BOULEVARD

WHEREAS the Council of the Town of St. Stephen and Perri Ross Rubin have negotiated terms of a Purchase and Sale Agreement and Lease for the property located at 128-130 Milltown Boulevard in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement and Lease between The Town of St. Stephen and Perri Ross Rubin, and the said Council authorizes the Mayor to execute an Affidavit of Value, all in the form presented to Council.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE OF 136 MILLTOWN BOULEVARD

WHEREAS the Council of the Town of St. Stephen and John Blenkhorn and Carol Ann Wagstaff have negotiated terms of a Purchase and Sale Agreement for the property located at 136 Milltown Boulevard in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and John Blenkhorn and Carol Ann Wagstaff, and the said Council authorizes the Mayor to execute an Affidavit of Value, both in the form presented to Council.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

**TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND – PURCHASE OF
MILLTOWN BOULEVARD PROPERTIES**

THAT the amount of \$152,040.26 (one hundred and fifty-two thousand and forty dollars and twenty-six cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of the properties at 120 Milltown Boulevard, 128-130 Milltown Boulevard, and 136 Milltown Boulevard.

RESOLUTION NO.: _____

DATE: March 21, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.