

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
TUESDAY, MAY 24, 2016 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – April 25, 2016
 - (b) Special Council Meeting – May 8, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from Andrew Holmes dated April 19, 2016 copied to Mayor and Council.
 - (b) Letter from Department of Health dated April 28, 2016 to Mayor and Council.

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 – May 11, 2016
 - (b) Planning Advisory Committee Meeting – March 2, 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) Out-of-Province Travel: Firefighters
- (c) Demolition – 19 Riverside Drive
- (d) Demolition – 7 Church Street
- (e) Placement of Bistro Tables and Chairs – Something’s Brewing Café
- (f) Deck Expansion – Something’s Brewing Café
- (g) Re-appointments and Appointment – Charlotte County Hospital Foundation Inc.
- (h) Approval of Skateboard Park Plan - St. Stephen Kiwanis Club
- (i) Out-of-Province Travel: Garcelon Civic Center Maintenance Staff
- (j) Approval of Event: Chocolate Festival Inc. (Mascot Unveiling)
- (k) Approval of Event: Boys and Girls Club of Charlotte County (Race for Kids)
- (l) Re-appointment – St. Croix Public Library Board

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Harding

83/16 **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

- (a) St. Stephen Middle School Entrepreneurial Adventure Program – Josh Cheney, St. Stephen Middle School teacher, along with Andrew Smith, Emily McLean, and Dale Brunnell, grade 8 Language Arts students and members of the SSMS Entrepreneurial Adventure Committee gave a brief presentation on the Entrepreneurial Adventure Program and their business experiences at the “Marketplace”. Mr. Cheney spoke on behalf of Gracie Pomeroy and Chantelle Cook, two other students involved in the program and unable to attend, who enjoyed the experience and thanked the Town for its financial contribution.

The grade 8 Language Arts classes collaborated with The Learning Partnership and worked diligently with individual businesses, most of whom agreed to join together to form a “Marketplace” to sell their products or services at the Garcelon Civic Center which was held on Thursday, March 24, 2016 from 10:00 a.m. – 2:00 p.m. All of the profits each business earned were donated to a charity of that business’s choice.

The students thanked the Town of St. Stephen who partnered with Sweeney International to assist with the rental costs at the Garcelon Civic Center for the "Marketplace".

Bob Sweeney and Amanda Daigle of Sweeney International were also in attendance and both attend regularly at the SSMS to assist the members of the SSMS Entrepreneurial Adventure Committee.

(b) Community Pride Month (May 2016) – Proclamation

Mayor Quartermain proclaimed the month of May 2016 as Community Pride Month:

WHEREAS the Town of St. Stephen is excited to declare the month of May "Community Pride Month". This is particularly exciting in 2016 because there is a Municipal Election. There is no better time to engage the community, gather with our neighbours, and celebrate all that we have in our town than during an election - one of the basic elements of our democracy and one of our civic responsibilities!

WHEREAS "St. Stephen - the middle of everywhere!" is striving to be the best little town in the world and the enthusiasm that we generate during "Community Pride Month" will fuel the positive momentum in our town. St. Stephen is a great place to live, work, and play!

WHEREAS the Mayor and Council challenge every citizen to fully participate in "Community Pride Month"!

- Take time to tidy up your property.
- Work with our Town staff, service clubs, businesses, and other organizations to clean up our parks, streets, and other public areas.
- Host neighbourhood events with your friends and families.
- Enjoy the assets of our community and take part in the variety of events planned this month.

We have a lot to be proud of in St. Stephen!

THEREFORE, I, John Quartermain, Mayor of the Town of St. Stephen, do hereby proclaim the month of May 2016 to be "Community Pride Month".

(c) Mayor Quartermain pledged St. Stephen to be a Breastfeeding Friendly Community:

The Town of St. Stephen will create a supportive environment for our employees and others in our community who choose to breastfeed by:

- Informing all staff that the right to breastfeed anywhere, anytime is protected by the Canadian Charter of Rights and Freedoms.
- Openly showing support by displaying the Breastfeeding Friendly sign in our buildings and posting our pledge and signs on our town website.
- Providing a place for a mother to breastfeed discretely if requested.
- Defending a mother's right to breastfeed in public if she is criticized for doing so.
- Offering employees sufficient break time to either feed their infant or pump milk.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Pond

84/16 THAT the Minutes of the Regular Council meeting held on March 21, 2016 be approved as circulated. CARRIED

SPECIAL COUNCIL MEETING

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

85/16 THAT the Minutes of the Special Council meeting held on April 18, 2016 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

86/16 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 29, 2016 be received. CARRIED

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor Pond

87/16 THAT the paid bills in the amount of \$1,129,525.50 (one million, one hundred and twenty-nine thousand, five hundred and twenty-five dollars and fifty cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor MacEachern
Seconded by Councillor Harding

88/16 THAT Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacDonald
Seconded by Councillor Booth

89/16 THAT the Minutes of the Committee of Council meeting held on March 21, 2016 be approved as circulated. CARRIED

COMMITTEES MEETING

Moved by Councillor MacDonald
Seconded by Councillor Maxwell

90/16 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 April 13, 2016 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Pond
Seconded by Councillor Harding

91/16 THAT the following staff reports for the month of March 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 Booth

Seconded by Councillor Pond

92/16 THAT the Royal Canadian Mounted Police March 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TEMPORARY CROSSWALK GUARD – ST. STEPHEN HIGH SCHOOL AND ST. STEPHEN IRVING – CIRCLE K

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

93/16 THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to hire a temporary crosswalk guard on Route 3 between St. Stephen High School and the St. Stephen Irving – Circle K prior to the RA-5 Pedestrian Signal Installation, and to remunerate at minimum wage, retroactive to April 20, 2016.
CARRIED

OUT-OF-PROVINCE TRAVEL: FIRE DEPARTMENT MEMBERS

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

94/16 THAT the Council of the Town of St. Stephen retroactively approves an unbudgeted expenditure up to \$350.00 (three hundred and fifty dollars), plus the use of a Town vehicle, for out-of-province travel for four (4) members of the Fire Department to attend a funeral service in Parrsboro, NS on Friday, April 15, 2016. CARRIED

TOWN-OWNED SURPLUS PROPERTY – 2 KING STREET

Moved by Councillor Pond

Seconded by Councillor Harding

95/16 THAT the Council of the Town of St. Stephen declares the Town-owned property located at 2 King Street, also known as the Pizza Delight building, and identified as PID # 15010341 to be surplus property.

AND THAT the Council confirms the direction to the Chief Administrative Officer at the Committees meeting on April 13, 2016 to send out a Request for Proposals for the sale of the building and property. CARRIED

DEED TRANSFER – THE ROYAL CANADIAN LEGION

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

96/16 **WHEREAS** the Council of the Town of St. Stephen in 1965 agreed to transfer the property utilized by St. Croix Branch No. 9, The Royal Canadian Legion (the "Legion") to the Legion;

AND WHEREAS there has not been a conveyance previous hereto;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen transfers the property for the nominal amount of \$1.00 (one dollar) and authorizes the Mayor and Town Clerk to execute the Deed in the form presented to Council. **CARRIED**

ST. CROIX RIDGE RUNNERS – WALKING TRAIL

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

97/16 **THAT** the Council of the Town of St. Stephen grants the St. Croix Ridge Runners (snowmobile club) access to the walking trail from Prince William Street to Budd Avenue during the winter season.

AND THAT any snowmobiler who uses the trail shall carry at least \$1,000,000.00 (one million dollars) of public liability insurance.

AND FURTHER THAT the snowmobile club will provide signage as required by the Town. **CARRIED**

APPROVAL OF CONCERTS – MILLTOWN BANDSTAND AND ROTARY BANDSTAND

Moved by Councillor Booth

Seconded by Councillor Harding

98/16 **THAT** the Council of the Town of St. Stephen grants permission to Ron Brisley, along with other local musicians, to hold musical concerts, scheduled through the Parks and Recreation Department, at the Milltown Bandstand on various Sundays from 6:00 p.m. – 8:00 p.m. commencing in June 2016 and continuing pending weather.

AND THAT the Council of the Town of St. Stephen grants permission to Ron Brisley, along with other musicians, to hold musical concerts occasionally, scheduled through the Parks and Recreation Department, at the Rotary Bandstand located in the David Alison Ganong Chocolate Park.

AND FURTHER THAT permission is granted to Ron Brisley to carry out minor repairs to the Milltown Bandstand, in consultation with the Director of Parks and Recreation, to be paid from voluntary concert donations. **CARRIED**

AWARDING OF QUOTE: 2014 FORD F-150 EXTENDED CAB

Moved by Councillor Maxwell

Seconded by Councillor Pond

99/16 **THAT** of the quotes received, the quote of \$24,877.74 (twenty-four thousand, eight hundred and seventy-seven dollars and seventy-four cents), including HST and registration, from St. Croix Auto Ltd. of Oak Bay, NB, for a 2014 Ford F-150 Extended Cab to be used by the Parks and Recreation Department be accepted.

AND THAT Council authorizes the payment from the redirection of funds budgeted in 2016 as a transfer to the General Capital Reserve Fund. **CARRIED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Pond voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

SIGNAGE – ELM STREET NATURE PARK

Moved by Councillor Pond

Seconded by Councillor Harding

100/16 **THAT** the Council of the Town of St. Stephen grants permission to the Elm Street Nature Park Society to erect the following two signs on park property: (i) replacement of entrance sign; and (ii) reinstallation of a former sign.

AND THAT the Council of the Town of St. Stephen grants further permission to erect the following signs on various existing signs in order to promote the location of the park: (i) corner of Elm Street and Parkwood Drive; (ii) east side of Elm Street approximately 680 meters south of Queen Street West; (iii) north side of Queen Street West approximately 680 meters east of the intersection of Queen Street West and Elm Street; and (iv) north side of Queen Street West and Lisgar Street.

AND FURTHER THAT the signage referred to above will be the size and construction as outlined in the information presented to Council at its Committees meeting on April 13, 2016. **CARRIED**

**GARCELON CIVIC CENTER – FUNDY COMMUNITY FOUNDATION GRANT
APPLICATION**

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 101/16 **THAT** the Council of the Town of St. Stephen accepts the recommendation of the Project Coordinator, New Horizons for Seniors, to apply for a grant in the amount of \$1,500.00 (one thousand, five hundred dollars) through the Fundy Community Foundation, and if successful, such funding would subsidize the “50 Shapes of Fit” program, a fitness program for 50 years old and older which program includes Tai Chi, circuit training, dance, yoga, etc.

AND THAT the Council authorized the Mayor and Town Clerk at its Committees meeting on April 13, 2016 to retroactively sign such application due to the submission deadline of April 15, 2016, and in the form presented to Council.

CARRIED

**GARCELON CIVIC CENTER – CANADA-NEW BRUNSWICK JOB GRANT
APPLICATION**

Moved by Deputy Mayor MacEachern
Seconded by Councillor Pond

- 102/16 **THAT** the Council of the Town of St. Stephen accepts the recommendation of the Project Coordinator, New Horizons for Seniors, to apply for a training grant through a Canada-New Brunswick Job Grant application, and if successful, such funding would cover two-thirds of the total cost of \$700.00 (seven hundred dollars), including tuition and text books, for training the Project Coordinator, who in turn would assist seniors in the workout room.

AND THAT the remaining one-third of the training cost would be paid by the Town through a previously approved grant from NB Active Communities.

AND FURTHER THAT the Council authorizes the Mayor and Town Clerk to sign such application, in the form presented to Council. **CARRIED**

**ECONOMIC DEVELOPMENT AGREEMENT – THE TOWN OF ST. STEPHEN AND
ST. STEPHEN DEVELOPMENT BOARD INCORPORATED**

Moved by Deputy Mayor MacEachern
Seconded by Councillor Harding

- 103/16 **WHEREAS** the Council of the Town of St. Stephen and the St. Stephen Development Board Incorporated have negotiated terms of an Economic Development Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Economic Development Agreement is hereby approved and the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Economic Development Agreement between The Town of St. Stephen and the St. Stephen Development Board Incorporated in the form presented to Council. **CARRIED**

SALE OF TOWN-OWNED SURPLUS VEHICLES

Moved by Councillor Maxwell
Seconded by Councillor Harding

104/16 THAT of the bids received, Council of the Town of St. Stephen authorizes the sale of the following three (3) surplus vehicles:

<u>Vehicle</u>	<u>Purchaser</u>	<u>Purchase Price</u>
2000 Dodge Ram Pickup Serial No. 1B7HF13Y9YJ119552	Ryan Orchard	\$350.00, plus HST
2002 Chev Silverado Pickup Serial No. 1GCHK24U32Z157655	Ryan Orchard	\$275.00, plus HST
2000 GMC Sierra Pickup Serial No. 1GTEC14V4YE163631	Tim Belyea	\$171.00, plus HST

CARRIED

GARCELON CIVIC CENTER – OPERATIONS/MAINTENANCE COORDINATOR POSITION

Moved by Deputy Mayor MacEachern
Seconded by Councillor MacDonald

105/16 WHEREAS the Council of the Town of St. Stephen directed the Chief Administrative Officer to advertise for the position of Operations/Maintenance Coordinator at the Garcelon Civic Center filling the vacancy left by the resignation of Andrew Giddens, and such position was advertised and closed on April 1, 2016.

AND WHEREAS the Chief Administrative Officer, upon completion of the interview process, will bring a recommendation to a future meeting.

NOW THEREFORE BE IT RESOLVED THAT the Council accepts the offer from Andrew Giddens to assist during this transition period and for required orientation, and authorizes payment from payroll, based on his former salary, retroactive to April 2, 2016. **CARRIED**

EMPLOYMENT AGREEMENT – THE TOWN AND BARBARA TUCKER

Moved by Deputy Mayor MacEachern
Seconded by Councillor Pond

106/16 WHEREAS the Council of the Town of St. Stephen and Barbara Tucker have negotiated an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Employment Agreement between The Town of St. Stephen and Barbara Tucker of Dufferin, NB for the position of Administrative & Finance Coordinator of the Garcelon Civic Center commencing April 28, 2016, and in the form of agreement presented to Council.

CARRIED

AWARDING OF TENDER: RA-5 PEDESTRIAN SIGNAL INSTALLATION – KING STREET (ROUTE 3) - PROJECT NO. 16-3395

Moved by Councillor Booth

Seconded by Councillor MacDonald

107/16

THAT of the two (2) tenders received, the low tender of \$34,970.00 (thirty-four thousand, nine hundred and seventy dollars), including HST, from K-Line Construction Ltd. of Beardsley, NB, for an RA-5 Pedestrian Signal Installation on King Street (Route 3) adjacent to St. Stephen High School be accepted.

AND THAT Council authorizes the payment from the redirection of funds budgeted in 2016 as a transfer to the General Capital Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Participated in candidates' night at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Attended the IWK Carnival at the Garcelon Civic Center.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Participated in candidates' night at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Pleased to see the new St. Stephen Irving – Circle K is now open.
- Expressed "good luck" to all candidates in the upcoming Municipal Election.

Councillor Booth

- Attended all Town meetings.
- Very busy with his greenhouses.
- Expressed "good luck" to Deputy Mayor MacEachern and Councillor Pond in their mayoral race.

Councillor MacDonald

- Away on vacation for part of the month.
- Urged everyone who is eligible to exercise their right to vote in the upcoming Municipal Election.
- Expressed "good luck" to all candidates.

Councillor Maxwell

- Attended all Town meetings.
- Attended the tea at the Kirk McColl United Church Hall in recognition of Queen Elizabeth II's 90th birthday.
- Expressed "good luck" to all candidates.
- Worked 150+ volunteer hours on spring cleanup at the St. Stephen Rural Cemetery and continues to do so.

Councillor Pond

- Attended all Town meetings.
- Attended a presentation in Saint John where UNB SJ tourism students presented their projects assessing St. Stephen from a tourism perspective.
- Attended a Union of Municipalities of New Brunswick (UMNB) board meeting.
- Attended Future St. Stephen meetings.
- Participated in candidates' night at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Interviewed by CBC Radio One as a Mayoral Candidate in the upcoming Municipal Election.

Mayor Quartermain

- Expressed "good luck" to all candidates.
- Thanked Council for their passion and dedication to the Town over the past four years, with many accomplishments, and in particular noted the following:
 - construction of the Garcelon Civic Center;
 - reduced operating costs to ensure a stable tax and utility rate;
 - resolution of two law suits;
 - numerous equipment purchases paid for out of capital reserve funds;
 - no long term new borrowing except for the Garcelon Civic Center and Prince William Street project;
 - completed projects on Tan House Brook and Bell Subdivision to mitigate flooding problems;
 - restructured and funded the transition from Development St. Stephen to Future St. Stephen;
 - provided the venue for Picaroons and 5 Kings Restaurant;
 - purchased two large plots of land for development by the Future St. Stephen group;
 - facilitated the information of a group of stakeholders involved with the Billy Weston Brook flooding.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier* 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 new truck for the Parks and Recreation Department.
- Clarification on the Economic Development Agreement between the Town and the St. Stephen Development Board Incorporated, and the role of Future St. Stephen.
- Clarification on payment to Andrew Giddens for his assistance during the transition period until such time as the Operations/Maintenance Coordinator vacancy at the Garcelon Civic Center is filled.
- Clarification on Barbara Tucker's position.
- Clarification on the Chair and board members of Future St. Stephen.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Pond

Seconded by Councillor Harding

108/16 THAT the meeting adjourn at 7:55 p.m. CARRIED

Mayor

Town Clerk

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

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) St. Stephen Middle School Entrepreneurial Adventure Program – Presentation by members of the SSMS Entrepreneurial Adventure Committee on their project and the Marketplace event held on March 24, 2016 at the Garcelon Civic Center.
 - (b) Community Pride Month (May 2016) – Proclamation
 - (c) Breastfeeding Friendly Community Pledge
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – March 21, 2016
 - (b) Special Council Meeting – April 18, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Hansard – Excerpt, John Ames, MLA, Charlotte-Campobello

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – March 21, 2016
 - (b) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – April 13, 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) Temporary Crosswalk Guard – St. Stephen High School and St. Stephen Irving – Circle K
- (c) Out-of-Province Travel: Fire Department Members
- (d) Town-Owned Surplus Property – 2 King Street
- (e) Deed Transfer – The Royal Canadian Legion
- (f) St. Croix Ridge Runners – Walking Trail
- (g) Approval of Concerts – Milltown Bandstand and Rotary Bandstand
- (h) Awarding of Quote: 2014 Ford F-150 Extended Cab
- (i) Signage: Elm Street Nature Park
- (j) Garcelon Civic Center – Fundy Community Foundation Grant Application
- (k) Garcelon Civic Center – Canada-New Brunswick Job Grant Application
- (l) Economic Development Agreement – The Town of St. Stephen and St. Stephen Development Board Incorporated
- (m) Sale of Town-Owned Surplus Vehicles
- (n) Garcelon Civic Center – Operations/Maintenance Coordinator Position
- (o) Employment Agreement – The Town and Barbara Tucker
- (p) Awarding of Tender: RA-5 Pedestrian Signal Installation – King Street (Route 3) – Project No. 16-3395

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on May 8, 2016 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
SUNDAY, MAY 8, 2016 @ 7:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Harding

109/16 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

EMPLOYMENT AGREEMENT – THE TOWN AND AARON COLLIER

Moved by Councillor Booth
Seconded by Councillor MacDonald

WHEREAS the Council of the Town of St. Stephen and Aaron Collier have negotiated an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Employment Agreement between The Town of St. Stephen and Aaron Collier of Utopia, NB for the position of Operations/Maintenance Coordinator for the Garcelon Civic Center commencing May 16, 2015, and in the form of agreement presented to Council.

AMENDED

EMPLOYMENT AGREEMENT – THE TOWN AND AARON COLLIER

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

110/16 **THAT** the above-noted motion be amended by changing the commencement date from May 16, 2015 to May 16, 2016

which shall now read:

WHEREAS the Council of the Town of St. Stephen and Aaron Collier have negotiated an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Employment Agreement between The Town of St. Stephen and Aaron Collier of Utopia, NB for the position of Operations/Maintenance Coordinator for the Garcelon Civic Center commencing May 16, 2016, and in the form of agreement presented to Council.

CARRIED

Deputy Mayor MacEachern voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor Pond voting against the motion.

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Pond

111/16 **THAT** the meeting adjourn at 7:08 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
SUNDAY, MAY 8, 2016 @ 7:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Employment Agreement – The Town and the Garcelon Civic Center
Operations/Maintenance Coordinator

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: May 24, 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 March 31, 2016 be received.

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

	Actual To Date For the Three Months Ending March 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	1,344,325	5,377,298	\$4,032,973	25%
Services Provided to Other Governments	59,068	208,704	149,636	28%
Sale of Services	126,247	630,211	503,964	20%
Other Revenue From Own Sources	60,134	170,401	110,267	35%
Unconditional Grants	407,313	1,629,268	1,221,955	25%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	257,094	1,050,027	792,933	24%
Total Revenue	2,259,722	9,075,450	6,815,728	25%
Expenditure				
General Government Services	200,119	956,346	756,227	21%
Protective Services	616,507	2,260,218	1,643,711	27%
Transportation Services	465,050	1,915,473	1,450,423	24%
Environmental Health Services	41,459	260,065	218,606	16%
Environmental Development Services	105,184	377,886	272,702	28%
Recreational and Cultural Services	383,777	1,839,190	1,455,413	21%
Fiscal Services	129,398	1,458,272	1,328,874	9%
Other	277	8,000	7,723	3%
Total Expenditures	1,941,771	9,075,450	7,133,679	21%
Surplus (Deficit)	\$317,951	\$0		

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

	Actual To Date For the Three Months Ending March 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Sale of Service	\$479,063	\$2,034,105	\$1,555,042	24%
Other Revenue From Own Service	48,830	190,605	141,775	26%
Other Transfers	17,325	69,299	51,974	25%
Total Revenue	545,218	2,294,009	1,696,817	24%
Expenditures				
Water Supply	204,835	1,030,075	825,240	20%
Sewerage Collection and Disposal	135,025	683,861	548,836	20%
Fiscal Services	26,459	580,073	553,614	5%
Total Expenditures	366,319	2,294,009	1,927,690	16%
Surplus (Deficit)	\$178,899	\$0		

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,614,034.00 (one million, six hundred and fourteen thousand, and thirty-four dollars and zero cents) be received.

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

FEBRUARY 2016

Dillon Consulting Limited (Engineering-Prince William Street-Project #152819, Cheque #1075)	\$	65,088.00
Receiver General (HST on Property Purchase-120 Milltown Blvd., Cheque #1076)	\$	6,601.26
Receiver General (HST on Property Purchase-128-130 Milltown Blvd., Cheque #1077)	\$	7,150.00
Total	\$	<u>78,839.26</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000005 dated between 04/01/2016 and 04/30/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000004	04/06/2016 Town of St. Stephen	140,000.00	A/P	OUT-STD	04/06/2016
	APRIL2016TRANSFER CC-FUND TRANSFER FROM GCC OF	140,000.00			
	Cheque Totals Issued:	140,000.00			
	Void:	0.00			
	Total Cheques Generated:	140,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016152 dated between 04/01/2016 and 04/30/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
017932	04/01/2016 HERITAGE COURT HOLDINGS LIMITED RC000022659 GG-TOWNHALL-LEASE-APRIL/16	5,323.40 5,323.40	A/P	OUT-STD	04/01/2016
017960	04/06/2016 ACCT #903240047015 MARCH2016 VOL FIRE MEMBERSHIP DUES-MAR	330.00 330.00	A/P	OUT-STD	04/06/2016
017961	04/06/2016 ACCT 8025-260 MARCH2016 LOCAL 770 UNION DUES-MARCH/16	1,695.96 1,695.96	A/P	OUT-STD	04/06/2016
017962	04/06/2016 ACKLANDS - GRAINGER INC. 9027632927 PS-FIRE- FLOW TEST OF 20 SCBA &	1,804.50 1,804.50	A/P	OUT-STD	04/06/2016
017963	04/06/2016 A.J.W MECHANICAL LTD. 19770 RC-MILLPOOL- HEAT PUMP REPAIR	621.50 621.50	A/P	OUT-STD	04/06/2016
017965	04/06/2016 CANADIAN TIRE 16035031 CC-POOL-SUPPLIES 16035057 CC- <i>Building- Batteries, Screwdriver</i> 16035059 CC-MAINTENANCE-HAMMER 16035163 CC-MAINTENANCE-SNOW SHOVEL 16035185 CC-POOL-JANITORIAL SUPPLIES 16035191 CC-ZAMBONI-CHAINLUBE 16035192 CC-MAINTENANCE GRINDER 16035437 CC-OFFICE-KEYS N16035016 TS-SHOP- BOOSTER PACK N16035114 TS-SHOP-TK PWH 12-24X2 N16035116 TS-SHOP- PROPANE 30LBS N16035119 TS-SHOP- RECEPTACLES N16035152 TS-SHOP- KEY CUT, HEATER N16035158 TS-SHOP- PROPANE N16035173 TS-SHOP-OLFA BLADESW N16035199 TS- SHOP- SPRAY NINE N16076261 RC-PARKS- WHITE TARP	917.33 40.61 177.55 56.46 40.67 32.75 14.68 33.84 16.89 209.04 9.03 38.99 9.02 75.65 38.99 25.98 29.37 67.79	A/P	OUT-STD	04/06/2016
017966	04/06/2016 CANADIAN SPRINGS 1113012490 GG-TOWN HALL- WATER	27.03 27.03	A/P	OUT-STD	04/06/2016
017967	04/06/2016 CHARLOTTE COUNTY JANITORIAL 3288 PM-RCMP-JANITORIAL- FEB/16 3303 PS-FIRE- JANITORIAL - FEB /16	1,311.75 1,142.25 169.50	A/P	OUT-STD	04/06/2016
017968	04/06/2016 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MARCH2016 GG-MUNCIPALPLAN-MARCH/16	33,492.52 33,492.52	A/P	OUT-STD	04/06/2016
017969	04/06/2016 CNH CAPITAL IN80259 TS-#16- BEARINGS	282.50 282.50	A/P	OUT-STD	04/06/2016
017970	04/06/2016 COX ELECTRONICS & COMMUNICATIONS 2-1763805 GG-BIA- INSTALL OFFICE SUITE 2-1764780 CC-CONFERENCE ROOMS-AUDIO C	135.53 90.34 45.19	A/P	OUT-STD	04/06/2016
017972	04/06/2016 CREIGHTON-CARTER LTD. 961-395063 TS-SHOP- LIQUID BUFFER, TIRE REI 961-395207 TS-SHOP- SYTHETIC WOOL WASH, 961-395370 TS-SHOP- 10 BI-LEVEL REPLACEME 961-395419 TS- #24- SEALED BEAMS 961-395486 TS-SHOP- AIR TOOL LUBRICANT 961-395515 TS-SHOP- BOLTS 961-395554 TS-#6- HYDRAULIC HOSES, INST FIT 961-395574 TS-#5- HYD FITTING, COUPLING AD/	1,080.07 45.30 100.43 20.50 21.58 8.00 15.05 64.00 120.75	A/P	OUT-STD	04/06/2016

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018152 dated between 04/01/2016 and 04/30/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	961-395857	TS-#6- HYDRAULIC HOSES, INST FI			
	961-395756	TS-SHOP- NAPA BULK			
	961-395888	TS-#3- ATF SUPERFLO			
	961-395930	TS-#12- EXTERIOR DOOR HANDLE			
	961-396103	TS-SHOP- DIESEL FUEL NOZZLE			
	961-396184	TS-SHOP- JERRY CAN PARTS KIT, P			
	961-396226*	TS-#23-AIR FILTER, BRAKE FLUID			
	961-396241	TS-#24- AIR FILTER			
	961-396245	TS-SHOP- COB PIVOTING ROTATIN			
	961-396480	TS-#13- CLIPS FASTENERS			
	961-396845	TS-SHOP- EQUIPMENT, HARMONIC			
017973	04/06/2016 DAVIS FUELS LTD.	2,590.28	A/P	OUT-STD	04/06/2016
	155564*	TS/PS- 199 UNION STREET- HEATIN			
	155678	TS/PS- 199 UNION STREET- HEATIN			
	155777	TS/PS-199 UNION ST- HEATING FUE			
	155887	TS/PS- 199 UNION STREET- HEATIN			
017974	04/06/2016 DEMPSEY'S PLUMBING & HEATING	1,376.70	A/P	OUT-STD	04/06/2016
	1288	CC-BUILDING MAINTENANCE-BACKI			
017975	04/06/2016 Derek O'Brien	997.97	A/P	OUT-STD	04/06/2016
	FEB&MAR/16EXPENSES	GG-CAO-MEETING EXPENSES			
	FEB&MARPETTYCASH	GG-CAO-MEETINGS, CHAMBER, OFI			
	MARCH2016	GG-CAO-MONTHLY TRAVEL ALLOW			
017976	04/06/2016 EAST COAST INTERNATIONAL TRUCKS	111.21	A/P	OUT-STD	04/06/2016
	10125S	PS-#202-BRAKE CORES			
	10528S	TS-#22, #21- ROTELLA T 15W40			
017977	04/06/2016 FRANK G GODSOE CHARTERED ACCOUNTANT	4,716.29	A/P	OUT-STD	04/06/2016
	856	GG-TREASURY-ACCOUNTING SUPP			
	858	GG-TREASURY-ACCOUNTING SUPP			
	859*	CC-TREASURY-ACCOUNTING SUPP			
	860	GG-TREASURY-ACCOUNTING SUPP			
	861*	CC-TREASURY-ACCOUNTING SUPP			
017978	04/06/2016 GRAYBAR CANADA	400.97	A/P	OUT-STD	04/06/2016
	6018971-00	PS-FIRE- CONNECTOR BODS, TWIS			
017979	04/06/2016 GULLISON'S COURIER SERVICE	553.70	A/P	OUT-STD	04/06/2016
	177666	TS-#22- TO TOWN FR/ CUMMINS			
	546502	TS-SHOP- TO TOWN FR/ PARTS FO			
	546508	TS-#7- TO TOWN FR/ PARTS FOR TF			
	546524	TS-#1- TO TOWN FR/ CASE EQUIP			
	546532	TS-SHOP- TO TOWN FR/ PARTS FO			
	546546	TS-SHOP- TO TOWN FR/ CASE EQUI			
	546886	TS-SHOP- TO TOWN FR/ LSW			
	546939	TS-#5- TO TOWN FR/ RICHWIL			
	546962	TS-SHOP- TO TOWN FROM/ PARTS			
	546974	TS-SHOP- TO TOWN FR/ LSW			
	546985	TS-SHOP- TO TOWN FR/ CASE EQUI			
	546993	TS-#13- TO TOWN FR/ CASE EQUIP			
017980	04/06/2016 I.M.P GROUP LIMITED	1,882.58	A/P	OUT-STD	04/06/2016
	736455	TS-STREETS- CATCH BASIN GRATE			
017981	04/06/2016 IRVING ENERGY DISTRIBUTION AND MARKETING	986.62	A/P	OUT-STD	04/06/2016
	140974	TS-ST5-DIESEL			

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Town of St. Stephen
 BNK1 - General Bank Account
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Number	Issued		Amount	SC	Status	Status Date
	534131	TS-ST5-DIESEL	281.21			
	838860	TS-ST5-DIESEL	204.58			
017982	04/06/2016	JODI ST PETER	495.00	A/P	OUT-STD	04/06/2016
	NBAFPOCONFERENCE	PS-FIRE-NBAFPO FIRE PREVENTIOI	495.00			
017985	04/06/2016	KENT BUILDING SUPPLIES	1,585.02	A/P	OUT-STD	04/06/2016
	1C000703	PS-FIRE- ABS PIPE	8.40			
	1001558	CC-ARENA-REPAIR SUPPLIES	15.73			
	1002352	CC-ARENA-REPAIRS	6.61			
	1005222	CC-ARENA REPAIRS	33.59			
	10052581	CC-ELETRICAL-RECEPTICAL RETUF	-14.70			
	1005508	TS-ST5- CEILING TILES	105.07			
	1005983	TS-SHOP- LUMBER	67.72			
	1006046	PM- RCMP- WASHERS, GEN. FILL V/	24.86			
	1006187	TS-SHOP-SCREWS, SILICONE	32.44			
	1006300	TS-SHOP- DRYWALL, SCREWS	25.89			
	1007341	CC-ARENA-MAINTENANCE SUPPLIE	13.44			
	1007763	TS-SHOP- PLUG	18.90			
	989275	RC-PARKS- CERAMIC HEATER	38.87			
	991207	RC-PARKS- PLYWOOD, SCREWS	49.70			
	992756	PS-FIRE- PAILS	63.00			
	992915	CC-ARENA-BUILDING REPAIRS	20.97			
	993521	RC-PARKS-AUGER DRIVE BELT	21.01			
	993522	RC-PARKS-BULBS	4.19			
	994987	PS-FIRE- PIPES/ABS, COUPLING RE	83.12			
	995534	PS-FIRE- CLOTHES HOOKS, PINE	22.92			
	996278	TS-SHOP- BLADES, BI-METAL	43.01			
	996328	TS-SHOP- BLADES, PLYWOOD	37.81			
	996948	CC-CHANGE ROOMS-HOOKS	57.48			
	997058	TS-SHOP- CIRCSAW, PRESSURE TR	61.51			
	997527	TS-SHOP- LUMBER	37.21			
	997585	TS-SHOP- 2X4 VALUE STUDS	60.61			
	997706	CC-ARENA-REPAIRS	68.24			
	997903	TS-SHOP- LUMBER	280.69			
	998339	TS-SHOP- KNEEPAD, CHISEL, PUNC	50.32			
	998372	TS-SHOP- CHISEL, BIT	57.99			
	998510	TS-SHOP- LUMBER	114.02			
	999424	CC-CHANGING ROOMS-COAT HANG	19.10			
	999703	CC-ARENA-BUILDING MATERIALS	55.30			
017986	04/06/2016	KONICA MINOLTA	135.51	A/P	OUT-STD	04/06/2016
	5873951	GG-TOWN HALL- COPIER LEASE	135.51			
017987	04/06/2016	L.E.WHITTAKER CO., LTD.	752.52	A/P	OUT-STD	04/06/2016
	36610	PS-FIRE- FIRE EXTINGUISHERS HYI	697.38			
	36635	PS-FIRE- CARTRIDGE TYPE HYDRO	55.14			
017988	04/06/2016	LINDE CANADA LTEE, M2193	25.88	A/P	OUT-STD	04/06/2016
	53740661	TS-SHOP- ACETYLENE	25.88			
017989	04/06/2016	LSW WEAR PARTS LTD.	2,591.38	A/P	OUT-STD	04/06/2016
	43263	TS- #5, #6, #7 - 3/4 x 8 x 144 PLOW BI	2,591.38			
017990	04/06/2016	MCINNES COOPER	12,487.62	A/P	OUT-STD	04/06/2016
	2015030176	GG-LEGAL-COMPLAINT	369.51			
	2015030185	GG-LEGAL-SALE OF PROPERTY	847.50			

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Number	Issued		Amount	SC	Status	Status Date
	2015034768	GG-LEGAL-GENERAL	3,130.10			
	2015034773	GG-LEGAL-SALE	2,825.00			
	2015034778	GG-LEGAL-PROPERTY PURCHASE	2,075.01			
	2015034792	GG-LEGAL-DEDICATION OF STREET	632.80			
	2015034799	GG-LEGAL-PROPOSED DEVELOPME	1,695.00			
	2015034802	GG-LEGAL-EASEMENT	745.80			
	2015034805	GG-LEGAL-AUDIT REQUEST	146.90			
017991	04/06/2016	MILLTOWN MACHINE & FABRICATION LTD. 18240	106.79	A/P	OUT-STD	04/06/2016
		TS-SHOP- LABOUR TO REPAIR AV 1	106.79			
017992	04/06/2016	MINISTER OF FINANCE MARCH2016	1,086.00	A/P	OUT-STD	04/06/2016
		EMPLOYEE DEDUCTIONS-MARCH/1	1,086.00			
017993	04/06/2016	N.B.A.O.F.P.O. 2016SEMINAR	200.00	A/P	OUT-STD	04/06/2016
		PS-FIRE-2016 NBAFPO SEMINAR	200.00			
017994	04/06/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD. 353016	93.70	A/P	OUT-STD	04/06/2016
		GG-TOWN HALL- FLOOR MATS	93.70			
017995	04/06/2016	O'CONNELL MIKE FROSTFESTPRIZES MARCH2016	477.82	A/P	OUT-STD	04/06/2016
		CC-EVENT-FROST FEST PRIZES	277.82			
		RC-RECREATIONDIRECTOR-MONTI	200.00			
017996	04/06/2016	Omni Life Support 100316-003JM	1,186.50	A/P	OUT-STD	04/06/2016
		CC-MARCH BREAK-BABYSITTING C	1,186.50			
017997	04/06/2016	PAYROLL TRANSFER WEEK132016	63,415.00	A/P	OUT-STD	04/06/2016
		GG-TRANSFER-MAR18-APR01/16	63,415.00			
017998	04/06/2016	PRINCESS AUTO 37-6-105428	257.97	A/P	OUT-STD	04/06/2016
		TS-SHOP- BRAKE HAND PRESS	257.97			
018000	04/06/2016	RICHARD PIERCE LTD. MAR12016	113.00	A/P	OUT-STD	04/06/2016
		CC-POOL-BACK FLOW PREVENTOR	113.00			
018001	04/06/2016	SHANNON MICHAEL WEEK142016 WEEK142016*	365.44	A/P	OUT-STD	04/06/2016
		PS-ANIMALCONTROL-WEEKLY FEE	167.69			
		PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
018002	04/06/2016	SHELLEY KADATZ FEB042016*	153.63	A/P	OUT-STD	04/06/2016
		CC-NEWHORIZONS-YEAR END SOC	153.63			
018003	04/06/2016	SOJOURN ENTERPRISES LIMITED 52017	101.07	A/P	OUT-STD	04/06/2016
		TS-ST5- STREET NAME BLADES	101.07			
018004	04/06/2016	SOURCE ATLANTIC 2282202 2282208 2285975	1,817.61	A/P	OUT-STD	04/06/2016
		TS-SHOP- GRAY LENS GLASSES, W	405.11			
		PS-FIRE- CLOTHING ALLOWANCE	282.50			
		PS- FIRE- CLOTHING ALLOWANCE	1,130.00			
018005	04/06/2016	SOUTHWEST ELECTRIC & SECURITY INC. 13855	218.26	A/P	OUT-STD	04/06/2016
		PM- AIRPORT- REPAIR 8 FIXTURES	218.26			
018006	04/06/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 171699-172688	2,802.20	A/P	OUT-STD	04/06/2016
		GG-TOWN- LANDFILL CONTRACT	2,802.20			
018007	04/06/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIMITE 23668 23775	451.53	A/P	OUT-STD	04/06/2016
		CC-EVENTS-WINTER 2016 SCHEDULE	314.14			
		CC-EVENTS-KITCHEN LAUNCH TICKET	137.39			
018008	04/06/2016	ST. STEPHEN AREA CHAMBER 1377	30.00	A/P	OUT-STD	04/06/2016
		GG- CIVIC- BREAKFAST MEETING	30.00			
018009	04/06/2016	ST. STEPHEN UTILITY DEPT. MARCH2016	60.00	A/P	OUT-STD	04/06/2016
		EMPLOYEE DEDUCTIONS-MARCH/1	60.00			
018011	04/06/2016	STATIONERY PLUS	667.25	A/P	OUT-STD	04/06/2016

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Number	Issued		Amount	SC	Status	Status Date
	361424	GG-TOWNHALL-DAILY DAIRY	-7.67			
	362654	GG-TOWNHALL-INDEX TABS	-8.56			
	363800	GG-TOWN OFFICE- TONER, FINGER	92.60			
	363918	PS-FIRE- SHARPIES	15.88			
	364356	CC-FITOVER50 PROGRAM-PAPER S	17.52			
	364385	TS-SHOP- SHEET PROTECTORS	11.29			
	364437	PS-FIRE- TONER	196.38			
	364498	GG- TOWN HALL- REPORT COVERS	14.24			
	364719	GG-TOWN HALL- STOR BOX	24.34			
	365199	GG- TOWN HALL- PAPER, STAPLES,	283.32			
	365205	GG-TOWN HALL- CANNED AIR	3.37			
	365299	TS-SHOP- PAPER	5.64			
	365479	GG-TOWN HALL- PEN	0.62			
	365537	TS-SHOP- INK CARTS	18.28			
018012	04/06/2016	THE MINISTER OF FINANCE <i>(Rec'd Contract)</i>	284,495.25	A/P	OUT-STD	04/06/2016
	6048	GG-CIVIC-POLICING SERVICES-JAN	284,495.25			
018013	04/06/2016	RECEIVER GENERAL FOR CANADA <i>(Mobile Radios)</i>	2,179.00	A/P	OUT-STD	04/06/2016
	20160045475	PS/TS-STREETS/FIRE-RADIO LICEN:	2,179.00			
018014	04/06/2016	RECEIVER GENERAL FOR CANADA <i>(Payroll)</i>	33,076.36	A/P	OUT-STD	04/06/2016
	WEEK132016	GG-REMITTANCE-MAR18-MAR31/16	33,076.36			
018015	04/08/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	04/06/2016
	WEEK142016	EMPLOYEE DEDUCTIONS-APR 03-0:	209.30			
018016	04/06/2016	PROCOM DATA SERVICES INC.	56.44	A/P	OUT-STD	04/06/2016
	2016013005	GG- TREASURY- A/R WEBINAR	56.44			
018017	04/06/2016	CUMMINS EASTERN CANADA	157.45	A/P	OUT-STD	04/06/2016
	028-15423	TS-#22- GASKET, SEALS, SEALANT	157.45			
018018	04/14/2016	ARMSTRONG'S COMMUNICATION LTD.	94.92	A/P	OUT-STD	04/14/2016
	296386	RC- MILLPOOL- ALARM SYSTEM MC	94.92			
018019	04/14/2016	BAYTOWN HARDWARE LTD.	733.37	A/P	OUT-STD	04/14/2016
	18304	CC-ARENA-DOOR REPAIRS	733.37			
018020	04/14/2016	BELL ALIANT	869.09	A/P	OUT-STD	04/14/2016
	47424130FEB16	CC-LANDLINE-PHONES	869.09			
018021	04/14/2016	BELLBOY DRYCLEANERS	124.30	A/P	OUT-STD	04/14/2016
	22-386143	CC-DRYCLEANING-TABLECLOTHES	124.30			
018022	04/14/2016	BELL MOBILITY INC.	1,110.10	A/P	OUT-STD	04/14/2016
	523889487MAR16	GG/PS/TS/CC-CELL PHONE CHARGE	1,110.10			
018023	04/14/2016	BERNIE'S BODY BLAST	560.00	A/P	OUT-STD	04/14/2016
	2	CC-FITNESS-TRAINING CLASSES	560.00			
018024	04/14/2016	CLONEY CONSTRUCTION INC.	3,955.00	A/P	OUT-STD	04/14/2016
	00164	PM- LIBRARY- ROOF REPAIR	3,955.00			
018025	04/14/2016	CNH CAPITAL	282.50	A/P	OUT-STD	04/14/2016
	IN80259A	TS-#16- BEARINGS	282.50			
018026	04/14/2016	COX ELECTRONICS & COMMUNICATIONS	1,832.93	A/P	OUT-STD	04/14/2016
	2-1761845	CC-CTAPLEY-EMAIL/TOWNSUITE SE	180.69			
	2-1762483	CC-TOWNSUITE SETUP	90.34			
	2-1764393*	CC-ADMIN-HEADPHONES	49.54			
	2-1765144	GG-TOWN HALL- WIRELESS KEYBO	28.19			
	2-1765845	TS-#20- 6 MINI UHF (M) CRIMP	33.56			
	2-1766817	CC-POOL-PORTABLE PA SYSTEM	1,450.61			

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018027	04/14/2016 CRITERION PICTURES 777978 CC-LICENSE TO SHOW MOVIES	1,695.00 1,695.00	A/P	OUT-STD	04/14/2016
018028	04/14/2016 CUMMINS EASTERN CANADA 028-15601 TS-#22- SEAL KIT	181.30 181.30	A/P	OUT-STD	04/14/2016
018029	04/14/2016 DEMPSEY'S PLUMBING & HEATING 1241** CC-BUILDING-UNPLUGGED WATER 1264* CC-BUILDING-PARTS FOR DELTA BK	428.34 101.70 326.64	A/P	OUT-STD	04/14/2016
018030	04/14/2016 DONALD NOFTELL 15 GG-CIVIC-LIVE TRAPS FOR SKUNKS	200.00 200.00	A/P	OUT-STD	04/14/2016
018031	04/14/2016 EAST COAST INTERNATIONAL TRUCKS 11244S* TS-SHOP- RAGS 11426S TS-#20- ROD TORQUE SOLI	411.47 105.73 305.74	A/P	OUT-STD	04/14/2016
018032	04/14/2016 ENBRIDGE GAS NEW BRUNSWICK 2016032301008-1016227-0 CC-NATURAL GAS 00	3,615.41 3,615.41	A/P	OUT-STD	04/14/2016
018033	04/14/2016 GARCELON CIVIC CENTER 2016IWKGRANT GG-CIVIC-2016 CC IWK FUNDRAISIN	350.00 350.00	A/P	OUT-STD	04/14/2016
018034	04/14/2016 IMAGEWEAR A DIVISION OF MARK'S 7686340 TS-ST5- CLOTHING ALLOWANCE	82.90 82.90	A/P	OUT-STD	04/14/2016
018035	04/14/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 243236 TS-ST5-DIESEL 254579 CC-NATURAL GAS 630275 TS-ST5-GAS	9,271.30 1,718.66 3,487.39 4,065.25	A/P	OUT-STD	04/14/2016
018036	04/14/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 238430038 GG-PHOTOCOPIER- MAINTENANCE	132.53 132.53	A/P	OUT-STD	04/14/2016
018037	04/14/2016 LEVITT SAFETY LIMITED 1471864-00 PS-FIRE- CALIBRATION GAS, CHAR	1,085.29 1,085.29	A/P	OUT-STD	04/14/2016
018038	04/14/2016 LIFESAVING SOCIETY - NB Branch 1030** CC-POOL-SWIM FOR LIFE CD	35.66 35.66	A/P	OUT-STD	04/14/2016
018039	04/14/2016 MARITIME FIRE CHIEFS ASSOCIATION 1284 PS-ASST DEPUTY CHEIF- MEMBERS	50.00 50.00	A/P	OUT-STD	04/14/2016
018040	04/14/2016 MARK DOWNEY 030217 CC-MARCH BREAK-DJ COSMIC SKA	200.00 200.00	A/P	OUT-STD	04/14/2016
018041	04/14/2016 MINISTER OF FINANCE WEEK152016 EMPLOYEE DEDUCTIONS-APR 10-16	209.30 209.30	A/P	OUT-STD	04/14/2016
018043	04/14/2016 ORR ELECTRIC & ALARM LTD. 2063 PM- TIN SHOP- UNHOOKED POWER	158.20 158.20	A/P	OUT-STD	04/14/2016
018044	04/14/2016 PAYROLL TRANSFER WEEK152016 GG-TRANSFER-APR 01-14/16	58,834.00 58,834.00	A/P	OUT-STD	04/14/2016
018045	04/14/2016 PETTY CASH BANKADJMAR2016 GG-BANK CASH ADJUSTMENT TO C MARCH242016 GG-TREASURY-EXPRESSPOST LET	12.20 0.01 12.19	A/P	OUT-STD	04/14/2016
018046	04/14/2016 PRINCESS AUTO 37-6-116078 TS-#31, #34- TOPLINK CAT1, PIN TOI	222.00 222.00	A/P	OUT-STD	04/14/2016
018047	04/14/2016 PROVINCIAL BANDAG TIRES WOOD106616 PS-FIRE- WINTER TIRES WOOD106656 TS-#13- BACKHOE TIRE	2,800.15 2,298.42 501.73	A/P	OUT-STD	04/14/2016
018048	04/14/2016 RECEIVER GENERAL FOR CANADA (Payroll) WEEK152016 GG-REMITTANCE-APR 01-14/16	29,892.82 29,892.82	A/P	OUT-STD	04/14/2016

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018049	04/14/2016 RICHWIL TRUCK CENTRE LTD. 113505 TS-#5- GOVERNOR	88.15 88.15	A/P	OUT-STD	04/14/2016
018050	04/14/2016 SELDON SMITH & SONS LIMITED 13187 PS-FIRE- PLUMBING REPAIRS	516.56 516.56	A/P	OUT-STD	04/14/2016
018051	04/14/2016 SHANNON MICHAEL WEEK152016 PS-ANIMALCONTROL-WEEKLY FEE WEEK152016* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	04/14/2016
018052	04/14/2016 SOURCE ONE SUPPLIES 1C842* CC-JANITORIAL-FINISH BUCKET 112032018 PS-FIRE-LAUNDRY DETERGENT, PA	275.35 177.77 97.58	A/P	OUT-STD	04/14/2016
018053	04/14/2016 SOUTHERN SANITATION LTD. 154622 PM-CLARK BUILDING- GARBAGE CC 154771 GG-TOWN- GARBAGE COLLECTION 154772 GG-TOWN HALL- GARBAGE COLLEC 154774 PS/RC- STREETS/PARKS- GARBAGE 154868 CC-GARBAGE REMOVAL	18,107.50 52.21 8,559.26 8,559.26 484.77 452.00	A/P	OUT-STD	04/14/2016
018054	04/14/2016 ST. CROIX PUBLIC LIBRARY APR-JUN2016 GG-OPSGRANT-2ND QUARTER 2016	9,010.00 9,010.00	A/P	OUT-STD	04/14/2016
018055	04/14/2016 ST.STEPHEN DEVEVELOPEMENT BOARD 2018OPSGRANT GG-CIVIC-2016 GENERAL OPERATI	40,000.00 40,000.00	A/P	OUT-STD	04/14/2016
018056	04/14/2016 ST. STEPHEN AREA CHAMBER 1396 GG-CIVIC- AGM DINNERS 1427 GG- CIVIC- 3 LUNCHES 2NDQUART2016 GG-OPSGRANT-2ND QUARTER 2016 JAN-JUN2016 GG-OPSGRANT-1ST QUART ADDITI	5,236.28 280.00 60.00 3,864.50 1,031.78	A/P	OUT-STD	04/14/2016
018057	04/14/2016 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC. 2NDQUART2016 GG-OPSGRANT-2016 2ND QUARTER JAN-JUN2016 GG-OPSGRANT-1ST AND 2ND QUAR	4,151.50 3,641.50 510.00	A/P	OUT-STD	04/14/2016
018058	04/14/2016 TIM HORTONS MARCH112016* CC-EVENTS-MARCH BREAK	94.24 94.24	A/P	OUT-STD	04/14/2016
018059	04/14/2016 ORKIN CANADA CORPORATION IN-3785260 PS-FIRE- PEST CONTROL	124.87 124.87	A/P	OUT-STD	04/14/2016
018060	04/15/2016 ALEX REID SS CASE STUDY GG-EVENTSCOORDINATOR-ST STE	92.00 92.00	A/P	OUT-STD	04/15/2016
018063	04/15/2016 FRANK G GODSOE CHARTERED ACCOUNTANT 830 CC-TREASURY-ACCOUNTING SUPP 832 GG-TREASURY-ACCOUNTING SUPP 833 GG-TREASURY-ACCOUNTING SUPP 835 GG-TREASURY-ACCOUNTING SUPP 842 GG-TREASURY-ACCOUNTING SUPP 843 GG-TREASURY-ACCOUNTING SUPP 849 GG-TREASURY-ACCOUNTING SUPP 851 GG-TREASURY-ACCOUNTING SUPP 852 GG-TREASURY-ACCOUNTING SUPP 854 GG-TREASURY-ACCOUNTING SUPP 855 CC-TREASURY-ACCOUNTING SUPP 857 GG-TREASURY-ACCOUNTING SUPP 862 GG-TREASURY-ACCOUNTING SUPP 863 GG-TREASURY-ACCOUNTING SUPP	39,502.96 1,876.93 93.23 1,012.48 1,007.96 422.62 833.94 584.21 105.66 273.46 68.37 3,996.25 242.39 176.51 1,920.44	A/P	OUT-STD	04/15/2016

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	864	CC-TREASURY-ACCOUNTING SUPP	4,546.56			
	865	GG-TREASURY-ACCOUNTING SUPP	981.97			
	866	GG-TREASURY-ACCOUNTING SUPP	49.72			
	867	GG-TREASURY-ACCOUNTING SUPP	161.59			
	868	GG-TREASURY-ACCOUNTING SUPP	696.08			
	869	GG-TREASURY-ACCOUNTING SUPP	62.15			
	871	GG-TREASURY-ACCOUNTING SUPP	180.24			
	872	GG-TREASURY-ACCOUNTING SUPP	174.02			
	873	GG/CC-TREASURY-ACCOUNTING SI	142.95			
	874	GG-TREASURY-ACCOUNTING SUPP	1,000.62			
	875	CC-TREASURY-ACCOUNTING SUPP	6,587.90			
	876	GG-TREASURY-ACCOUNTING SUPP	55.94			
	877	GG-TREASURY-ACCOUNTING SUPP	889.99			
	878	GG-TREASURY-ACCOUNTING SUPP	2,288.25			
	879	CC-TREASURY-ACCOUNTING SUPP	16.95			
	880	GG-TREASURY-ACCOUNTING SUPP	33.90			
	883	GG-TREASURY-ACCOUNTING SUPP	3,331.81			
	884	GG-TREASURY-ACCOUNTING SUPP	37.29			
	885	GG-TREASURY-ACCOUNTING SUPP	49.72			
	886	GG-TREASURY-ACCOUNTING SUPP	37.29			
	887	GG-TREASURY-ACCOUNTING SUPP	1,025.48			
	888	CC-TREASURY-ACCOUNTING SUPP	3,965.17			
	889	GG-TREASURY-ACCOUNTING SUPP	118.09			
	890	GG-TREASURY-ACCOUNTING SUPP	454.83			
018064	04/15/2016	FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-031 PS-BUILDINGINSPECTOR-MAR20-AF	2,491.65 2,491.65	A/P	OUT-STD	04/15/2016
018065	04/15/2016	O'CONNELL MIKE FRPA RC-RECREATIONDIRECTOR-FRPA M SPORTHALLOFFAME RC-RECREATIONDIRECTOR-NB SP	246.00 119.00 127.00	A/P	OUT-STD	04/15/2016
018066	04/20/2016	C.J.MUNN EQUIPMENT LTD. 79342 PS- FIRE- END CAP FOR VANTAGE I	29.99 29.99	A/P	OUT-STD	04/20/2016
018067	04/20/2016	CHARLOTTE COASTAL REGION TOURISM ASSOC 270 GG- ADVERTISING- DISCOVERY MA	500.00 500.00	A/P	OUT-STD	04/20/2016
018068	04/20/2016	GREAT-WEST LIFE ASSURANCE COMPANY APR132016 GG-PREMIUMS-APR24-MAY23/16-M/	1,761.35 1,761.35	A/P	OUT-STD	04/20/2016
018069	04/20/2016	IMPACT AUTOMATION SERVICES LTD 21038 CC-MAINTENANCE REPAIRS-PROGI	1,580.59 1,580.59	A/P	OUT-STD	04/20/2016
018070	04/20/2016	KEY INDUSTRIES 10542 RC- PARKS- UNIFORMS	159.67 159.67	A/P	OUT-STD	04/20/2016
018071	04/20/2016	MCINNES COOPER 2016005031 GG-LEGAL-GENERAL	1,070.79 1,070.79	A/P	OUT-STD	04/20/2016
018072	04/20/2016	MEDAVIE BLUE CROSS MAY2016MANAGEMENT GG-HEALTH&DENTALPREMIUMS-M/ MAY2016UNION GG-HEALTH&DENTALPREMIUNS-M/	14,238.33 4,929.30 9,309.03	A/P	OUT-STD	04/20/2016
018073	04/20/2016	MIDLAND COURIER 09548529 PS-FIRE- TO ACKLANDS GRAINGER	35.70 35.70	A/P	OUT-STD	04/20/2016
018074	04/20/2016	MINISTER OF FINANCE WEEK162016 EMPLOYEE DEDUCTIONS-APR 17-2:	209.30 209.30	A/P	OUT-STD	04/20/2016
018075	04/20/2016	MORIAH PETCH	50.00	A/P	OUT-STD	04/20/2016

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	POSTERDESIGN CC-50SHADES-POSTER DESIGN	50.00			
018076	04/20/2016 N. B. ELECTRIC POWER 90021900 GG-CIVIC-DOWNTOWN CHRISTMAS	232.99 232.99	A/P	OUT-STD	04/20/2016
018077	04/20/2016 SERVICE NEW BRUNSWICK 2328432016 GG-ASSESSMENT-YEARLY WAGES 2328432018* GG-ESTIMATE OF YEARLY SUB-CO 2328432016CRE GG-WAGES ESTIMATED REVERSAL 2328432016CRE* GG-SUB-CONTRACTOR ESTIMATED	60,258.13 60,179.25 3,007.27 -2,778.22 -150.17	A/P	OUT-STD	04/20/2016
018078	04/20/2016 SHANNON MICHAEL 661104 PS-ANIMALCONTROL-KENNEL FEES WEEK162016 PS-ANIMALCONTROL-WEEKLY FEE WEEK162016* PS-ANIMALCONTROL-WEEKLY VEH	588.84 203.40 167.69 197.75	A/P	OUT-STD	04/20/2016
018079	04/20/2018 SKILLEN BUILDERS LTD. 2292 PM- RCMP- FLOOR COVERING REPI 2293 PM-RCMP- FURNITURE AND EQUIP 2294 PM- RCMP- BASEMENT RENOVATIO	19,876.70 7,712.25 2,090.50 10,073.95	A/P	OUT-STD	04/20/2016
018080	04/20/2016 ZEE MEDICAL CANADA CORP. 0150294129 CC-FIRST AID/MEDICAL SUPPLIES	963.90 983.90	A/P	OUT-STD	04/20/2016
018081	04/20/2016 GREAT-WEST LIFE ASSURANCE COMPANY APR132016* GG-PREMIUMS-APR24-MAY23/16-UN	2,438.06 2,438.06	A/P	OUT-STD	04/20/2016
018083	04/20/2016 N. B. ELECTRIC POWER 17915909APR16 RC-POOL-SCHOOL STREET 17935200APR16 TS-KING/UNIONST-TRAFFIC LIGHTS 17949909APR16 PM-TRAINSTATION-ELECTRICITY 18189205APR16 RC-POOL-MILL LANE 18988703APR16 TS/PS-199UNIONST-ELECTRICITY 19051703APR16 TS-AIRPORT-ELECTRICITY 19051801APR16 TS-AIRPORT-ELECTRICITY 216000030308APR16 TS-ST5-AREA LIGHTS 50660140APR16 RC-PARKS-ROTARY CHANGING RO 54187672APR16 TS-KING/QUEENST-TRAFFIC LIGHTS 55160607APR16 RC-COTTONMILL-LIGHTS 55471834APR16 TS/PS-199UNIONST-ELECTRICITY 55917471APR16 TS-ST5-WATERFRONT LIGHTS 57955782APR16 RC-PARKS-CHOC PARK BANDSTAN 71315207APR16 PM-RCMP-ELECTRICITY 72924306APR16 RC-PARKS-BANDSTAND 73006038APR16 RC-LIBRARY-ELECTRICITY 82122207APR16 RC-PARKS-BASKETBALL COURT 83278804APR16 TS-ST5-PARKS SHED 84960501APR16 RC-PARKS-RIVERSIDE DR LIGHTS	18,364.67 72.47 43.92 773.61 557.75 1,856.53 286.78 57.47 11,146.18 25.03 48.53 58.05 451.83 104.04 27.48 907.20 25.03 1,762.17 50.84 84.73 25.03	A/P	OUT-STD	04/20/2016
018084	04/28/2016 AJW MECHANICAL LTD. 21211* PM- TRAIN STATION- AC UNIT MAIN 21212 PM- LIBRARY- UNIT CHECK CONTR 21305 PM- LIBRARY- CHECK HEAT IN LIBR	1,080.22 599.97 197.75 282.50	A/P	OUT-STD	04/28/2016
018085	04/28/2016 BERNARD RIOUX BUILDINGPERMITREFUND PS-BUILDINGPERMIT-REFUND	25.00 25.00	A/P	OUT-STD	04/28/2016
018086	04/28/2018 BRUNSWICK NEWS INC 1615162 CC- JOB AD- OPERATION MAINTEN	423.75 423.75	A/P	OUT-STD	04/28/2016

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018087	04/28/2016 C.J.MUNN EQUIPMENT LTD. 82767 PS-FIRE- CAP FOR INNER BLADDER	58.65 58.65	A/P	OUT-STD	04/28/2016
018088	04/28/2016 CANADIAN RED CROSS 0C012M PS-FIRE- FIRST RESPONDER & CPR	2,850.00 2,850.00	A/P	OUT-STD	04/28/2016
018089	04/28/2016 CANADIAN SPRINGS 8002466309 GG-TOWN HALL- BOTTLED WATER 8002514092 GG- TOWN HALL- WATER 8002565172 GG-TOWN HALL - BOTTLED WATER	43.39 19.49 11.95 11.95	A/P	OUT-STD	04/28/2016
018090	04/28/2016 CHARLOTTE COUNTY ALTERNATIVE TRANSPORTA 2C16GRANT GG-CIVIC-2016 GRANT	2,500.00 2,500.00	A/P	OUT-STD	04/28/2016
018091	04/28/2016 CHEER ATLANTIC NB16172161 GG-JUMPSTART-DONATION	600.00 600.00	A/P	OUT-STD	04/28/2016
018092	04/28/2016 CONLEY'S MARTIAL ARTS 16-001 CC-PROGRAMS-50 SHAPES OF FIT NB18172161 GG-JUMPSTART-DONATION	1,750.00 400.00 1,350.00	A/P	OUT-STD	04/28/2016
018093	04/28/2016 COX ELECTRONICS & COMMUNICATIONS 2-1765428 CC-ADMIN-COMPUTERS-DIAGNOST 2-1765537 CC-ADMIN-NETWORKING CABLE	77.96 67.80 10.16	A/P	OUT-STD	04/28/2016
018094	04/28/2016 DAVE DINSMORE WEB DESIGN & HOSTING 0455 CC-MONTHLY WEB HOSTING	180.75 180.75	A/P	OUT-STD	04/28/2016
018095	04/28/2016 DAVIS FUELS LTD. 155969 TS/PS- 199 UNION STREET- HEATIN 158083 TS/PS- 199 UNION STREET- HEATIN 158142 TS/PS- 199 UNION ST- HEATING FUE	1,982.58 886.91 581.78 513.89	A/P	OUT-STD	04/28/2016
018096	04/28/2016 DEMPSEY'S PLUMBING & HEATING 1364* CC-MAINTENANCE-REPAIRS FLANG	305.10 305.10	A/P	OUT-STD	04/28/2016
018097	04/28/2016 DISHER HOMES LTD. AND 2018INSTALLMENT GG-HOUSINGUNITDEVELOPMENTG	12,355.00 12,355.00	A/P	OUT-STD	04/28/2016
018098	04/28/2016 FLEET READY LTD. 8181 PS- FIRE- SWITCH TOGGLE FOR ZIC	75.36 75.36	A/P	OUT-STD	04/28/2016
016099	04/28/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-035 PS-BUILDINGINSPECTOR-APR03-16	2,186.50 2,186.50	A/P	OUT-STD	04/28/2016
018100	04/28/2016 GARCELON CIVIC CENTER NB16172161 GG-JUMPSTART-DONATION	220.00 220.00	A/P	OUT-STD	04/28/2016
018101	04/28/2016 GIANT TIGER STORES LIMITED PARTIALREFUND PS-BUILDINGPERMIT-PARTIAL REFI	50.00 50.00	A/P	OUT-STD	04/28/2016
018102	04/28/2016 IRENE WATTS 90.95 PS-XINGGUARD-CLOTHING ALLOW/	90.95 90.95	A/P	OUT-STD	04/28/2016
018103	04/28/2016 JULIA'S SCHOOL OF DANCE NB16172161 GG-JUMPSTART-DONATION	150.00 150.00	A/P	OUT-STD	04/28/2016
018104	04/28/2016 KEM CANADA MFG 107450 CC- <i>Building - Envirotecna 204</i> 107476 TS-SHOP- <i>ENGINE SHAMPOO, WASI</i>	796.80 414.13 382.47	A/P	OUT-STD	04/28/2016
018105	04/28/2016 LEVITT SAFETY LIMITED 1472254-00 PS-FIRE- 2 GAS MONITORS FOR SE	711.40 711.40	A/P	OUT-STD	04/28/2016
018106	04/28/2016 LINDE CANADA LTEE, M2193 53924531 TS-SHOP- ACETYLENE	25.88 25.88	A/P	OUT-STD	04/28/2016
018107	04/28/2016 MICMAC FIRE & SAFETY SOURCE LTD. NS-00833514 PS-FIRE- GLOVES	1,474.65 1,474.65	A/P	OUT-STD	04/28/2016

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018108	04/28/2016 MILLTOWN MACHINE & FABRICATION LTD. 18309 TS-#16- LABOUR & MATERIAL TO FA	44.54 44.54	A/P	OUT-STD	04/28/2016
018109	04/28/2016 MINISTER OF FINANCE 11368891MAR16 GG-TOWNHALL-TELEPHONES	1,491.03 1,491.03	A/P	OUT-STD	04/28/2016
018110	04/28/2016 N. B. ELECTRIC POWER 1C126106APR16 TS-XINGLIGHTS-KING STREET 19055406APR16 GG-BORDERARENA-ELECTRICITY 19055406MAR16 GG-BORDERARENA-ELECTRICITY 54653258APR16 TS-KING/SUPERSTORE-TRAFFIC LK	7,397.85 25.03 3,636.57 3,662.63 73.62	A/P	OUT-STD	04/28/2016
018111	04/28/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 354758 PM-RCMP- FLOOR MATS 355329 GG-TOWN- FLOOR MATS 355887 PM-RCMP- FLOOR MATS	185.54 45.92 93.70 45.92	A/P	OUT-STD	04/28/2016
018112	04/28/2016 NOVA FIRE EQUIPMENT LTD. 16154 PS-FIRE- SUPER GLOVES	1,101.31 1,101.31	A/P	OUT-STD	04/28/2016
018113	04/28/2016 O'CONNELL MIKE 168.32 RC-RECDIRECTOR-CONCUSSION & 833.48 RC-RECDIR-ATLANTIC REC FACILIT	1,001.80 168.32 833.48	A/P	OUT-STD	04/28/2016
018114	04/28/2016 PARTS FOR TRUCKS INC. 34224895-00 TS- #29, #30- ELETRIC CLUTCH, COF 34225192-00 TS-#5- FLX - 5526-050X25	611.75 590.87 20.88	A/P	OUT-STD	04/28/2016
018115	04/28/2016 PAYROLL TRANSFER WEEK172016 GG-TRANSFER-APR 15-28/16	63,831.00 63,831.00	A/P	OUT-STD	04/28/2016
018116	04/28/2016 PIZZA DELIGHT 451816-1 PS-FIRE-FIRE CALL LUNCH 534739 PS- FIRE- - FIRE CALLOUT MEAL	196.56 98.28 98.28	A/P	OUT-STD	04/28/2016
018117	04/28/2016 PROCOM DATA SERVICES INC. 2016013049 GG-ACCTSREC-WEBINAR TRAINING	56.44 56.44	A/P	OUT-STD	04/28/2016
018118	04/28/2016 RICHWIL TRUCK CENTRE LTD. 113849 TS-#20- KT PUMP KIT 113894 TS-#5- GASKET IRR 113902 TS-#20- DRIVE FAN CM112776 TS-#5-TANK SURGE CM113089 TS-#20-TUBE TORQUE, END TORQU	3,723.11 2,728.01 45.43 1,856.58 -624.64 -282.27	A/P	OUT-STD	04/28/2016
018119	04/28/2016 SHANNON MICHAEL WEEK172016 PS-ANIMALCONTROL-WEEKLY FEE WEEK172016* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 197.75	A/P	OUT-STD	04/28/2016
018120	04/28/2016 SKILLEN BUILDERS LTD. 2295 PS-RCMP- ADDITIONAL FIRE RATEL	994.40 994.40	A/P	OUT-STD	04/28/2016
018121	04/28/2016 SOURCE ONE SUPPLIES 10935 CC-JANITORIAL SUPPLIES 10936 CC-POOL-CHEMICALS 10990 CC-JANITORIAL SUPPLIES 11017 CC-POOL-JANITORIAL SUPPLIES 11270 CC-POOL-CHEMICALS 11344 CC-POOL-CHEMICALS 11440 CC-JANITORIAL SUPPLIES 11472 CC-JANITORIAL SUPPLIES	6,207.73 122.42 1,509.23 1,173.36 370.98 1,325.90 1,017.00 197.58 491.26	A/P	OUT-STD	04/28/2016
018122	04/28/2016 SOUTHERN SANITATION LTD.	9,558.19	A/P	OUT-STD	04/28/2016

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 018152 dated between 04/01/2016 and 04/30/2016

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Number	Issued		Amount	SC	Status	Status Date
	154728	TS- AIRPORT- GARBAGE COLLECTI	31.08			
	154729	TS-AIRPORT- GARBAGE COLLECTIC	31.08			
	154773	GG- TOWN- GARBAGE COLLECTION	8,559.26			
	154775	TS/RC- STREETS/PARKS- GARBAGE	484.77			
	154869	CC-GARBAGE REMOVAL	452.00			
018123	04/28/2016	SOUTHWEST ELECTRIC & SECURITY INC.	22,734.12	A/P	OUT-STD	04/28/2016
	13675	PM-RCMP- INSTALL, FIRE ALARM S	12,183.66			
	13696	PM-RCMP- REMOVE ALL OLD REDU	9,898.80			
	13697	PM-RCMP- ELECTRICAL WORK	460.52			
	13718	PM- LIBRARY- CHANGE FLOURESC	191.14			
018124	04/28/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	8,449.28	A/P	OUT-STD	04/28/2016
	172283-173356	GG-TOWN HALL- GARBAGE COLLEC	8,449.28			
018125	04/28/2016	SPEEDY ST-STEPHEN 8768	88.51	A/P	OUT-STD	04/28/2018
	8768-203131	PS-FIRE- FLAT GLASS	88.51			
018126	04/28/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	3,648.89	A/P	OUT-STD	04/28/2016
	096903	GG-CIVIC- TOWN EVENTS	48.30			
	096982	GG-CIVIC- TOWN EVENTS	48.30			
	097100	GG-CIVIC- TOWN EVENTS	48.30			
	097298	GG- CIVIC- TOWN EVENTS	48.30			
	23901	CC-POOL-SCHEDULE PRINTING	214.70			
	23917	RC-REC- SPRING AND SUMMER BR	3,240.79			
018127	04/28/2016	SUREWAY INTERNATIONAL INC.	1,543.02	A/P	OUT-STD	04/28/2016
	256322	PM- AIRPORT- RUNWAY LIGHTS	1,543.02			
018128	04/28/2016	UNIFIRST CANADA LTD.	270.35	A/P	OUT-STD	04/28/2016
	7100068296	CC-LOBBY MATS	58.26			
	7100068783	CC-LOBBY MATS	37.31			
	7100069260	CC-MATS	58.26			
	7100069751	CC-MATS	58.26			
	7100070225	CC-MATS	58.26			
018129	04/28/2016	WURTH CANADA LIMITED	724.27	A/P	OUT-STD	04/28/2016
	22244928	TS-SHOP- BUFF WHEELS SPEED CL	724.27			
018130	04/28/2016	YELLOW PAGES GROUP	9.77	A/P	OUT-STD	04/28/2016
	16-2636187	GG-TOWN HALL- 911 LISTING	9.77			
018131	04/28/2016	CHOCOLATE MUSEUM	13,200.00	A/P	OUT-STD	04/28/2016
	2016GRANT1ST	GG-2016GRANT-FIRST INSTALLMEN	13,200.00			
018132	04/28/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	04/28/2016
	WEEK172016	EMPLOYEE DEDUCTIONS-APR 24-31	209.30			
018133	04/28/2016	RECEIVER GENERAL FOR CANADA <i>(Payroll)</i>	31,005.48	A/P	OUT-STD	04/28/2016
	WEEK172016	GG-REMITTANCE-APR 25-28/16	31,005.48			
018134	04/28/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	3,416.50	A/P	OUT-STD	04/28/2016
	2016-02	GG- CIVIC- COLLABORATIVE & REG	3,416.50			
018136	04/28/2016	FRANK G GODSOE CHARTERED ACCOUNTANT	8,786.32	A/P	OUT-STD	04/28/2016
	910	GG-TREASURY-ACCOUNTING SUPP	1,484.82			
	913	GG-TREASURY-ACCOUNTING SUPP	766.14			
	914	GG-TREASURY-ACCOUNTING SUPP	155.94			
	915	GG-TREASURY-ACCOUNTING SUPP	24.86			
	920	GG-TREASURY-ACCOUNTING SUPP	49.72			
	921	GG-TREASURY-ACCOUNTING SUPP	24.86			
	922	GG-TREASURY-ACCOUNTING SUPP	1,615.90			

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018152 dated between 04/01/2016 and 04/30/2016

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Number	Issued		Amount	SC	Status	Status Date
	923	GG-TREASURY-ACCOUNTING SUPP	4,570.85			
	925	GG-TREASURY-ACCOUNTING SUPP	49.72			
	928	GG-TREASURY-ACCOUNTING SUPP	43.51			
018137	04/28/2016	ST. CROIX AUTO LTD	24,877.74	A/P	OUT-STD	04/28/2016
	2014FORDF150	RC-HORT-2014 FORD F150	24,877.74			
		Cheque Totals Issued:	1,080,284.28			
		Void:	0.00			
		Total Cheques Generated:	1,080,284.28			
		Total # of Cheques Listed:	168			

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

APRIL 2016

Dillon Consulting Limited (Engineering-Overflow Storm & Sanitary Sewer
(Bell Ave and Todd St), Project #151718, Cheque #115)

2,486.00

Grand Total

\$ 2,486.00

Town of St. Stephen
BNK2 - Utility Bank Account
Cheques from 000001 to 005824 dated between 04/01/2016 and 04/30/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
005798	04/14/2016 MERRILL, DINES	2,106.41	A/R	OUT-STD	04/14/2016

Cheque Totals Issued:	2,106.41
Void:	0.00
Total Cheques Generated:	2,106.41
Total # of Cheques Listed:	1

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 005824 dated between 04/01/2016 and 04/30/2016

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Number	Issued	Amount	SC	Status	Status Date
005763	04/06/2016 AIR LIQUIDE CANADA 63731758 TS-TRANS&DIST- CARBON DIOXIDE	18.92 18.92	A/P	OUT-STD	04/06/2016
005765	04/06/2016 CANADIAN TIRE N16035019 WS-SOURCE- MOP N16035024 WS-SOURCE- RACKS N16035025 WS-TRANS&DIST- NUTS AND BOLTS N16035056 WS-SOURCE- PAINT SUPPLIES N16035099 WS-TRANS&DIST- PAINT, SLEDGE H N16035117 WS-SOURCE- BATTERIES, SCREWS N16035129 WS-TRANS&DIST- SNOW BRUSH N16035131 WS-SOURCE- BUCKET, SUB UTILITY N16035143 WS-SOURCE- WIPERS, SPRAY, RAIL N16035147 WS-SOURCE- DIGITAL PRESSURE C N16035161 WS-SOURCE- RAT TRAP N16035164 WS-SOURCE- AC RUST CRI, CM WO N16035170 WS-SOURCE-CARPET N16035186 SCD-DISPOSAL-CHEST WADER, BA N16035442 WS-TRANS&DIST- REG CUT KEY N16076253 WS-SOURCE- TOOL BAG	1,415.86 64.93 169.33 14.66 86.78 41.79 95.86 10.16 206.03 112.37 20.28 27.09 105.02 202.99 123.09 10.14 125.34	A/P	OUT-STD	04/06/2016
005766	04/06/2016 CREIGHTON-CARTER LTD. 961-395746 WS-TRANS&DIST- NAPA BULK 961-396627 WS-#8- SHEET METAL 961-396885 WS-#8- SEAM SEALER GRAY	191.08 133.00 47.19 10.89	A/P	OUT-STD	04/06/2016
005767	04/06/2016 DAVIS FUELS LTD. 155563 WS- MAXWELL X-ING- HOUSE HEAT 155890 WS-MAXWELL XING- HOUSE HEATII	755.95 366.03 389.92	A/P	OUT-STD	04/06/2016
005768	04/06/2016 DOWNEY FORD SALES LTD. 26167 WS-#10- PANEL AND WHEELHOUSE	380.32 380.32	A/P	OUT-STD	04/06/2016
005769	04/06/2016 EAST COAST INTERNATIONAL TRUCKS 10657S WS-#8- KT HRNS HARN 10928S WS-#8- SEALS, BEARING SETS 10934S WS-#8- AIRDRYER 10935S WS-#8-FLEETRITE DRYER 10950S WS-#8-OIL SEALS, 4719ES2 23K 10954S WS-#8- CORE DEPOSIT, ROTELLA 1:	834.38 89.50 409.74 225.47 -194.99 -266.43 571.09	A/P	OUT-STD	04/06/2016
005770	04/06/2016 EMCO CORPORATION 12500199-00 WS-TRANS&DIST- CURB CB, NEO FI 12500224-00 WS-TRANS&DIST- STRD MTR WIRE 12500242-00 WS-TRANS&DIST- PIPE DESCAL, BE 12500298-00 WS-TRANS& DIST- 14 TUF GRIP RES 12500300-00 WS-TRANS&DIST- BOLT PACKS	3,927.73 1,901.29 207.40 663.00 994.40 161.64	A/P	OUT-STD	04/06/2016
005771	04/06/2016 FURLOTTE, BLAIR MPWWASEMINAR WS-TRANS&DIST-MPWWA TRAININ	796.77 796.77	A/P	OUT-STD	04/06/2016
005772	04/06/2016 GULLISON'S COURIER SERVICE 545851 WS-SOURCE- TO DOE LAB FR/ TOW 545852 WS-SOURCE- TO RPC FR/ TOWN 545873 WS-SOURCE- TO RPC FR/ TOWN 545874 WS-SOURCE- TO DOE LAB FR/ TOW 545897 WS- #8- TO TOWN FR/ RICHWIL	412.45 33.90 33.90 33.90 33.90 56.50	A/P	OUT-STD	04/06/2016

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Number	Issued		Amount	SC	Status	Status Date
	546923	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	546924	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	546949	WS-#8-TO TOWN FR/ RICHWIL	84.75			
	546979	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	546980	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
005773	04/06/2016	KENT BUILDING SUPPLIES	418.96	A/P	OUT-STD	04/06/2016
	1003543	WS-TRANS&DIST- HEAVY DUTY BEL	19.94			
	1004822	WS-TRANS&DIST- DOOR, ENTRY DC	294.49			
	1005235	WS-TRANS&DIST-PAINT	4.83			
	1005729	SCD-DISPOSAL- ANCR/WEDGE3	8.79			
	1005809	SCD-DISPOSAL-CABLE	45.26			
	1005813	SCD-DISPOSAL- ANCR/SLEEVE	6.26			
	990940	WS-TRANS&DIST- STRAP/RIGID 1/2'	3.14			
	992455	SCD-DISPOSAL- HOSE	36.25			
005774	04/06/2016	MILLTOWN MACHINE & FABRICATION LTD.	50.15	A/P	OUT-STD	04/06/2016
	18233	WS-#8- 16 GA. PLATE, LABOUR TO S	50.15			
005775	04/06/2016	MINISTER OF FINANCE <i>(Yearly Occupation Fee)</i>	75.00	A/P	OUT-STD	04/06/2016
	HUP15639-2016	WS-OCCUPATION FEE-ROUTE 170 A	75.00			
005776	04/06/2016	N.B. SOUTHERN RAILWAY COMPANY LIMITED <i>(200 Private Crossing)</i>	282.50	A/P	OUT-STD	04/06/2016
	71079	WS-SOURCE- ANNUAL FEE FOR PR	282.50			
005777	04/06/2016	PRINCESS AUTO	257.98	A/P	OUT-STD	04/06/2016
	37-6-105428*	WS-TRANS&DIST- BRAKE HAND PRI	257.98			
005778	04/06/2016	SCOTIA TECH	3,295.08	A/P	OUT-STD	04/06/2016
	13379	WS-TRANS&DIST- SENSUS METERS	3,295.08			
005779	04/06/2016	SERVICE NEW BRUNSWICK	785.79	A/P	OUT-STD	04/06/2016
	862662	WS-UTILITY- PAYMENT ACCEPTANC	785.79			
005780	04/06/2016	SOURCE ATLANTIC	146.90	A/P	OUT-STD	04/06/2016
	2282204	WS-TRANS&DIST- CLOTHING ALLOW	146.90			
005781	04/06/2016	SOUTHWEST CONCRETE & CONS LTD	1,463.35	A/P	OUT-STD	04/06/2016
	2-46-16	WS-TRANS&DIST- EQUIP RENT	1,463.35			
005782	04/06/2016	STATIONERY PLUS	141.50	A/P	OUT-STD	04/06/2016
	360276CRE	WS/SCD-TO CORRECT DOUBLE PA'	-52.45			
	363867**	WS/SCD-TOWNHALL-TAPE	-3.18			
	362664*	WS/SCD-TOWNHALL-INDEX TABS	-8.56			
	363799	WS/SCD-TOWN OFFICE- ENVELOPE	27.45			
	363800*	WS/SCD-TOWN OFFICE- TONER, FIF	0.73			
	364498*	WS/SCD- TOWN HALL- REPORT COV	14.22			
	364719*	WS/SCD- TOWN HALL- STOR BOX	24.34			
	364928	WS-TRANS&DIST- BULLETIN BRD., F	27.56			
	365010	WS-SOURCE- MARKERS	49.61			
	365199*	WS/SCD- TOWN HALL- PAPER, STAF	57.77			
	365205*	WS/SCD-TOWN HALL- CANNED AIR	3.40			
	365479*	WS/SCD-TOWN HALL- PEN	0.61			
005783	04/06/2016	TOWN OF ST. STEPHEN	78,217.23	A/P	OUT-STD	04/06/2016
	APR2016TRANSFER	WS-GENERALOPERATING-FUND TR	78,217.23			
005784	04/06/2016	TRAVIS CLEGHORN	167.48	A/P	OUT-STD	04/06/2016
	CLOTHINGALLOWANCE	WS-STC-CLOTHING ALLOWANCE	167.48			
005785	04/14/2016	AIR LIQUIDE CANADA	39.82	A/P	OUT-STD	04/14/2016
	64079626	WS-TRANS&DIST- CARBON DIOXIDE	19.91			

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Number	Issued		Amount	SC	Status	Status Date
	64079627	WS-TRANS&DIST- CARBON DIOXIDE	19.91			
005786	04/14/2016	BELL MOBILITY INC.	880.74	A/P	OUT-STD	04/14/2016
	523889487MAR16*	WS/SCD-CELL PHONE CHARGES	880.74			
005787	04/14/2016	COX ELECTRONICS & COMMUNICATIONS	148.84	A/P	OUT-STD	04/14/2016
	2-1757761	WS-SOURCE-SEAGATE 2TB EXT HD	146.84			
005788	04/14/2016	DEVLIN TIM	79.10	A/P	OUT-STD	04/14/2016
	12704704-00	SCD-DISPOSAL-LAGOON EXHAUSTI	79.10			
005789	04/14/2016	EAST COAST INTERNATIONAL TRUCKS	275.21	A/P	OUT-STD	04/14/2016
	11422S	WS-#8- 4- 1/2" SQUARE 1, DLINE100	275.21			
005790	04/14/2016	MILLTOWN MACHINE & FABRICATION LTD.	84.99	A/P	OUT-STD	04/14/2016
	16277	WS-#8- 1/8 X 1 FLAT BAR, 9/16 X 6 Bt	39.30			
	16282	WS-#8- 16 GA PLATES	45.69			
005791	04/14/2016	PROVINCIAL BANDAG TIRES	999.58	A/P	OUT-STD	04/14/2016
	WOOD106616*	WS-STREETS-WINTER TIRES	999.58			
005792	04/14/2016	RICHWIL TRUCK CENTRE LTD.	339.05	A/P	OUT-STD	04/14/2016
	113508	WS-#8- FILTERS	231.74			
	113580	WS-#8- SILL CAB F, BLADE WIPE, BL	300.40			
	CM113580	WS-#8-SILL, CAB	-193.09			
005793	04/14/2016	SAINT JOHN LABORATORY SERVICES LTD.	1,110.56	A/P	OUT-STD	04/14/2016
	345-16	SCD-DISPOSAL- TREATMENT PLAN*	1,110.56			
005794	04/14/2016	SCP DISTRIBUTORS INC CANADA	307.36	A/P	OUT-STD	04/14/2016
	FE027267	WS-SOURCE- CHLORINE	1,030.56			
	FE027295	WS-SOURCE-20L YELLOW DEPOSIT	-723.20			
005795	04/14/2016	SOUTHERN SANITATION LTD.	111.87	A/P	OUT-STD	04/14/2016
	154776	WS-BUDD AVE- GARBAGE COLLEC1	111.87			
005796	04/14/2016	TOWN OF ST. STEPHEN	105,298.13	A/P	OUT-STD	04/14/2016
	APR2015TRANSFER	WS-UTILITY-FUND TRANSFER	105,298.13			
005797	04/14/2016	TRC HYDRAULICS INC.	1,005.81	A/P	OUT-STD	04/14/2016
	129739	WS-#8- REPAIR DUMP CYLINDER	1,005.81			
005799	04/20/2016	BRENNTAG CANADA INC.	2,351.71	A/P	OUT-STD	04/20/2016
	40618478	WS-SOURCE-EMPTY CYLINDER RE*	-3,616.00			
	40629511	SCD- DISPOSAL- CHLORINE	5,967.71			
005801	04/20/2016	N. B. ELECTRIC POWER	18,370.34	A/P	OUT-STD	04/20/2016
	36369807APR16	WS-3119MAXWELLXINGBLDG-ELEC	784.60			
	50228902APR16	WS-MAXWELLXING-PUMPS	527.80			
	52557428APR16	SCD-2180LDBAYROAD-WWTP	6,751.78			
	53123617APR16	SCD-ST5-DECHLORINATION CHAME	146.44			
	53158875APR16	SCD-ST5-BUDD AVE LIFT STATION	3,557.61			
	53473043APR16	WS-SOURCE-CHLORINE RESIDUAL	86.46			
	54807440APR16	WS-ST5-158A MILLTOWN BLVD LIFT	30.79			
	56356048APR16	SCD-ST5-18 RIVERSIDE DR LIFT S	33.69			
	61224002APR16	SCD-ST5-358A MILLTOWN BLVD LIF	1,264.20			
	61230004APR16	WS-MAXWELLXING-PUMPS	3,181.75			
	61236008APR16	WS-ST5-BUDD AVE LIFT STATION	1,322.52			
	76139807APR16	SCD-ST5-54 RIVERSIDE DR LIFT S	84.15			
	82291006APR16	WS-SOURCE-RESERVOIR	358.39			
	84934906APR16	SCD-ST5-658A RIVERSIDE DR LIFT	97.12			
	84943406APR16	WS-ST5-TODD HILL RESERVOIR	143.04			
005802	04/20/2016	TOWN OF ST. STEPHEN	63,559.69	A/P	OUT-STD	04/20/2016

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Number	Issued		Amount	SC	Status	Status Date
	63559.69	WS-UTILITY-FUND TRANSFER	63,559.69			
005803	04/28/2016	A"PLUS" AUTO GLASS & UPHOLSTERY 22123 WS-#305- HITCH	135.60 135.60	A/P	OUT-STD	04/28/2016
005804	04/28/2016	AIR LIQUIDE CANADA 64209439 WS-TRANS&DIST- BLUESHEILD, CAI 64209440 WS-TRANS&DIST- CARBON DIOXIDE	61.93 43.31 18.62	A/P	OUT-STD	04/28/2016
005805	04/28/2016	CARQUEST 14838-35655 WS-#305- FUEL PUMP ASSEMBLY	242.89 242.89	A/P	OUT-STD	04/28/2016
005808	04/28/2016	EMCO CORPORATION 12500202-00 WS-TRANS&DIST- SERV SHUT OFF 12500315-00 WS-TRANS&DIST- BOLT PACKS, BIC 12500315-01 WS-TRANS&DIST- 14 TUF GRIP RES 12500315-02 WS-TRANS&DIST- REP CLMPS 12500317-00 WS-TRANS&DIST- 22/4 STRD MTR V 12500318-00 WS-TRANS&DIST- D12 COMBINATIO 12500320-00 WS-TRANS&DIST- GATE VLV OL 12500343-00 WS-TRANS&DIST- TUF GRIP RESTR 12500349-00 WS-TRANS&DIST- CSA 200 SERV TL	12,121.46 115.99 1,932.30 497.20 1,389.90 231.65 172.71 6,909.95 745.80 125.95	A/P	OUT-STD	04/28/2016
005807	04/28/2016	KEM CANADA MFG 107477 SCD-DISPOSAL-DEGREASER	1,677.12 1,677.12	A/P	OUT-STD	04/28/2016
005808	04/28/2016	LEVITT SAFETY LIMITED 1472186-00 SCD-DISPOSAL-GAS DETECTOR RE	727.31 727.31	A/P	OUT-STD	04/28/2016
005809	04/28/2016	MILLTOWN MACHINE & FABRICATION LTD. 18308 SCD-#9- LABOUR & MATERIAL TO F/	679.52 679.52	A/P	OUT-STD	04/28/2016
005810	04/28/2016	MUNDIE KEVIN 692.42 SCD-DISPOSAL-MPWWA CONFEREI	692.42 692.42	A/P	OUT-STD	04/28/2016
005811	04/28/2016	N. B. ELECTRIC POWER 61204006APR16 SCD-STS-2216 KING ST LIFT STAT	132.28 132.28	A/P	OUT-STD	04/28/2016
005812	04/28/2016	PARTS FOR TRUCKS INC. 34224637-00 WS-#18- BRAKE KIT, BRAKE REPAIR	251.68 251.68	A/P	OUT-STD	04/28/2016
005813	04/28/2016	RICHWIL TRUCK CENTRE LTD. 113815 WS-#8- KING PIN	301.04 301.04	A/P	OUT-STD	04/28/2016
005814	04/28/2016	SAINT JOHN LABORATORY SERVICES LTD. 371-16 SCD-DISPOSAL- TREATMENT PLAN	1,124.69 1,124.69	A/P	OUT-STD	04/28/2016
005815	04/28/2016	SCOTIA TECH 13401 WS-TRANS&DIST-1" SENSUS IPERL	623.58 623.58	A/P	OUT-STD	04/28/2016
005816	04/28/2016	SERVICE NEW BRUNSWICK 870043 WS-UTILITY-PAYMENT ACCEPTANC	129.23 129.23	A/P	OUT-STD	04/28/2016
005817	04/28/2016	SOURCE ONE SUPPLIES 11253 WS-SOURCE- PAPER TOWEL 11434 WS-TRANS&DIST- DISINFECTANT C	190.76 112.02 78.74	A/P	OUT-STD	04/28/2016
005818	04/26/2016	SOUTHWEST CONCRETE & CONS LTD 3-30-16 TS- STS- EQUIPMENT RENTAL	745.80 745.80	A/P	OUT-STD	04/28/2016
005819	04/28/2016	SOUTHERN SANITATION LTD. 154777 WS-BUDD AVENUE- GARBAGE COLI	111.87 111.87	A/P	OUT-STD	04/28/2016
005820	04/28/2016	THE PANEL SHOP 746-99-87 SCD-DISPOSAL- MULTISMART UPGF	1,024.68 1,024.68	A/P	OUT-STD	04/28/2016
005822	04/28/2016	VIKING FIRE PROTECTION INC 482312 WS-MAXWELLCROSSINGPUMPHSE	192.10 192.10	A/P	OUT-STD	04/28/2016

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005824 dated between 04/01/2016 and 04/30/2016

CHEQUE REGISTER

Printed: 11:16:34AM 05/09/2016

Page 5 of 5

Number	Issued		Amount	SC	Status	Status Date
005823	04/28/2016 XPLORNET		155.92	A/P	OUT-STD	04/28/2016
	INV1255948	WS-MAXWELLXING-SATELLITE SER	77.96			
	INV12955638	WS-MAXWELLXING-SATELLITE SER	77.96			
Cheque Totals Issued:			310,318.05			
Void:			0.00			
Total Cheques Generated:			310,318.05			
Total # of Cheques Listed:			57			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE
THAT Communication for Information, note and file, be adopted.

Town of St. Stephen, NB
73 Milltown Blvd., Suite 102
St. Stephen, NB
E3L 1G5

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

April 19, 2016

To whom it may concern:

In a response to a bill I received for the removal of goods from the Roger's Building, I am paying the amount that council had set.

I had expressed my concern over the original offer of up to \$500 dollars as there had been items removed over the previous weekend by town employees. One particular item which was not there when I went in was an oversized spa cover that was worth half of the original offer. There were also a few things that my son put on that went straight to the garbage as they were no good, such as what was thought to be an extension cord by your employee. It was actually an old light cord that was no good. The dampers and screen were also just junk he thought was good.

When the council voted, they unanimously agreed that there would be no cost for the goods and displays.

However, all agreed, including myself that the town could collect on the wages to have someone there to allow access.

On that note, I agree to the wages portion of the bill.

\$32.03 for the supervisor

\$29.99 for the operator

\$8.06 HST

TOTAL PAID WITH CHEQUE 0075 \$70.08

Sincerely


Andrew Holmes

Cc: Mayor and Council



Health Protection Branch
Public Health Inspection
41 King Street
St. Stephen, NB
E3L 2C1

April 28, 2016

Received
APR 29 2016
Town of St. Stephen

Town of St. Stephen
Mayor & Council
73 Milltown Blvd.,
Suite 112
St. Stephen, NB
E3L 1G5

Re: Food Premises Licensing at Public Markets

Dear Mayor and Council:

This letter is to inform you of changes relating to licensing requirements for public markets in New Brunswick.

Effective April 1, 2016, the *Food Premises Regulation 09-138* under the *Public Health Act* now requires licensing of food premises at public markets. Those preparing potentially hazardous foods in a home kitchen to sell from a public market, storing potentially hazardous foods at a market location, and/or preparing foods at a market location will require a food premises licence.

The applicable licensing fees will be as follows:

Food vendors at public markets	Class 3	Class 4
Operating less than 160 days/year	\$0	\$0
Operating 160 or more days/year	\$50	\$265

A similar letter has been sent to public market operators. Public market operators have been asked to distribute this information to their food vendors. Please share this information within your networks should you wish.



If you are aware of someone who is currently operating a public market, or who may be interested in operating a public market, please let us know by contacting your local Health Protection Branch office.

If you have any questions, please do not hesitate to contact this office at 506-466-7615.

Sincerely,



Douglas Walker
Regional Director, Health Protection, South Region



RESOLUTION NO.: _____

DATE: May 24, 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 May 11, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, MAY 11, 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* – three (3) items

It was MOVED by Councillor Harding and SECONDED by Councillor Maxwell that the above-noted three (3) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

ABSENT: Mayor John Quartermain and Councillor Mike Booth.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Maxwell and SECONDED by Councillor Harding that the agenda be approved with two (2) additions: Re-appointments - Charlotte County Hospital Foundation Inc. Board be added as (vii) under the Property, By-Laws and Environment Committee; and, Re-appointment - St. Croix Public Library Board be added as (ii) under the Planning, Promotion and Tourism Committee.
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 one (1) action item is noted as follows:
- Council directed the Chief Administrative Officer to send out a tender for the replacement of the 2006 Chevrolet truck which burned at the home of one of the Town employees, and a recommendation will be brought back to a future meeting.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of April 2016 - The memo from the Assistant Treasurer dated May 9, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016.
- (iv) Financial Request – The letter from the Coordinator, Voices of the Bay, dated March 13, 2016 was received and reviewed.

Council denied the financial request and directed the Chief Administrative Officer to advise the Coordinator that should they wish to apply again for any future funding, that it would be reviewed during the 2017 budget process in the fall.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

As noted in the Director's report, construction will start on the Prince William Street project as soon as weight restrictions are lifted from roads.

Councillor Elect Phil Chisholm was in attendance and suggested that the Public Works Department commence the spring cleanup on Prince William Street before the construction begins.

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Scott MacKenzie was in attendance and in addition to Acting Sergeant Terry Pomeroy's report, advised that Peter Stubbs, the new Sergeant, will be transferring to St. Stephen in the near future.

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

- (iii) Out-of-Province Travel (Fire Department) – The memo from the Fire Chief dated May 4, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 to approve out-of-province travel for three firefighters to attend a training conference in Wolfville, NS from June 3 – 5, 2016 with costs covered by the Fire Department's training budget.

- (iv) Membership (Fire Department) – The memo from the Fire Chief dated May 5, 2016 was received, and Council tabled it for review at the June Committees meeting with the newly elected Council.

- (v) 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 and the two (2) action items are noted as follows:

- Council will consider a motion at the next Regular Session on Tuesday, May 24, 2016 declaring 19 Riverside Drive as unsightly and to proceed with the demolition.
- Council will consider a motion at the next Regular Session on Tuesday, May 24, 2016 declaring 7 Church Street as unsightly and to proceed with the demolition.

- (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, the Department of Transportation and Infrastructure advised that the Anglophone South School District has declared the land at 163 King Street, PID # 01307412 (Border Area Community Arena) surplus and will proceed to have the property inspected and appraised.

- (iv) Request for Sidewalk Bistro Tables & Chairs – The letter from Something's Brewing Café dated May 2, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 granting permission for the placement of two bistro tables and four chairs on the sidewalk in front of the café located at 140 Milltown Blvd.
- (v) Request for Deck Expansion – The letter from Something's Brewing Café dated May 2, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 granting permission for the deck expansion on the understanding that this is Town-owned property; that the Town may request removal at its discretion; and any damage to Town property will be the responsibility of Something's Brewing Café.
- (vi) Request for Land – The letter from the Executive Director, Fundy Region Transition House, dated May 3, 2016 was received, and Council tabled it for review at the June Committees meeting with the newly elected Council.
- (vii) Re-appointments to the Charlotte County Hospital Foundation Inc. Board - The letter from the Secretary, Charlotte County Hospital Foundation Inc. dated May 10, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 to re-appoint Steven Backman, Richard MacMillan, John Stewart, and Samantha Kinney to the Board of Trustees of the Charlotte County Hospital Foundation Inc.

PARKS AND RECREATION - Chaired by Councillor MacDonald

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

As noted in and attached to the Director's report, the St. Stephen Kiwanis Club has submitted proposed skateboard park drawings, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 to approve the drawings in the form presented to Council.

As further noted in the Director's report, the Maritime Arena Operations Institute course is being held in Prince Edward Island June 13 – 16, 2016,

and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 granting permission for Rob Dougherty and Charlie Fairweather to attend. Council recommended that Aaron Collier, the Operations/Maintenance Coordinator, who begins his position at the Garcelon Civic Center on May 16, 2016 should also attend if sufficient space is available.

(ii) Garcelon Civic Center Report – The Chief Administrative Officer’s report was received and reviewed and the two (2) action items are noted as follows:

- The Chief Administrative Officer updated his report and Christina Tapley, Receptionist and Hospitality Attendant, will remain a casual employee with reduced hours, working approximately eight (8) hours weekly; however, a second casual position is required to fill the void and Council directed the Chief Administrative Officer to advertise the position, and a recommendation will be brought back to a future meeting.
- Council directed the Chief Administrative Officer to advertise for student lifeguards and assistant lifeguards and recommendations will be brought back to a future meeting(s).

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

(i) Planning, Promotion and Tourism – The Chief Administrative Officer’s report was received and reviewed and the two (2) action items are noted as follows:

- Council will consider a motion at the next Regular Session on Tuesday, May 24, 2016 approving The Great Chocolate Moose and Tiffany “Mascot Unveiling” on June 11, 2016 at the David Alison Ganong Chocolate Park with music between 11:00 a.m. - 3:00 p.m.
- Council will consider a motion at the next Regular Session on Tuesday, May 24, 2016 approving the Boys and Girls Club of Charlotte County “Race for Kids” event on various sidewalks throughout town on June 4, 2016 beginning in the David Alison Ganong Chocolate Park with music in the park from 9:30 – 10:30 a.m. contingent on receipt by the town of a Certificate of Insurance.

(ii) Re-appointment – St. Croix Library Board – The letter from the Library Manager dated May 5, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Tuesday, May 24, 2016 to re-appoint Mary Hill to the Board of Trustees.

Councillor Pond commended the many volunteers who helped clean up the Town on "Town Pride Clean Up Day" last Thursday as part of the annual Community Pride Month.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:05 p.m. and returned to open session at 6:18 p.m., at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding that the meeting adjourn at 6:18 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, MAY 11, 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* – three (3) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of April 2016 – Memo from Assistant Treasurer dated May 9, 2016 with attachment:
 - Cheque Register
- (iv) Financial Request – Letter from Coordinator, Voices of the Bay dated March 13, 2016.

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Out-of-Province Travel (Fire Department) – Memo from Fire Chief dated May 4, 2016 attached.
- (iv) Membership (Fire Department) – Memo from Fire Chief dated May 5, 2016 with attachment:
 - copy of Membership Memo dated November 8, 2015
- (v) 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
- (iv) Request for Sidewalk Bistro Tables & Chairs – Letter from Something's Brewing Café dated May 2, 2016 attached.
- (v) Request for Deck Expansion – Letter from Something's Brewing Café dated May 2, 2016 with attachment:
 - copy of proposed deck expansion plan
- (vi) Request for Land – Letter from Executive Director, Fundy Region Transition House, Inc. dated May 3, 2016 attached.

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office – with attachment:
 - copies of skate park drawings
- (ii) 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.

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meeting held on March 2, 2016 and approved at its meeting on May 4, 2016 be accepted.

Town of St. Stephen



Canada's Chocolate Town

MINUTES

Planning Advisory Committee

Wednesday, March 2, 2016

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, March 2, 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 Geoff Knight and SECONDED by Ed Zammit that the Agenda be approved as circulated. Carried.

C. Approval of Minutes

It was MOVED by Marg Harding and SECONDED by Allan Gillmor that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, January 6, 2016 be approved as circulated. Carried

D. Review of Section 4.1.9(1)(c) Accessory Buildings and Structures in a Residential Zone of the Town's Zoning By-Law No. Z-1

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) Marcel Babineau (37 West Street) – The application was brought to the Planning Advisory Committee to request a variance to allow for the placement of his garage in the front of his house as it would be in violation of the following section of the Town's *Zoning By-Law* which states in part:

4.1.9 Accessory Buildings and Structures in a Residential Zone

- (1) *Accessory uses, buildings and structures* shall be permitted in zone but shall not:
- (c) be placed, *erected or altered* so that it is within the *front yard of the main building*;

It was MOVED by Garth Orchard and SECONDED by Mike Booth that the variance required for the placement of the garage in the front of the house located at 37 West Street as outlined on the Variance Application be approved. Carried

F. Adjournment

It was MOVED by Geoff Knight that there being no further business this meeting of the Planning Advisory Committee be adjourned. Carried



Derek O'Brien, Secretary



Ted Moore, Chair

AGENDA
Planning Advisory Committee
Wednesday, March 2, 2016 @ 6:00 p.m.
73 Milltown Blvd., Suite 112
St. Stephen, NB

- A. Welcome
- B. Approval of Agenda
- C. Approval of January 6, 2016 Minutes
- D. Review of Section 4.1.9(1)(c) Accessory Buildings and Structures in a Residential Zone of the Town's Zoning By-Law No. Z-1 – copy attached.
- E. Review of one (1) request for variance:
- (i) Marcel Babineau (37 West Street) – Request permission to place garage in front of house with attached information:
- Copy of Variance Application;
 - Copy of Site Drawing;
 - Copy of Survey Plan; and,
 - Copy of "Graves Barns & Buildings Ltd." Garage Plans.
- F. Adjournment



RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of April 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 – April 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.

- An out of town developer recently commented that he is hearing a positive buzz around the province about St. Stephen. He stated that his reason for choosing to develop a business here is because of the St. Stephen experience – people working together for the common good.

Water Department Truck

On April 29, our 2006 Chevrolet truck caught fire and burned at the home of one of our employees. We are following up with our Insurance Agent for details. Our coverage offers a replacement cost endorsement.

Action: Council direct me to prepare a tender for the replacement of this vehicle.

Canadian Association of Principals' Conference

I will be presenting at the Canadian Association of Principals' Annual Conference in Saint John May 17-18.



Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 09 May 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).
-Invoicing January-March, 2016 Utility bills complete.
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 72 employees, Monthly 32 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 112 employees).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Month end completed to May 31, 2015.
- 2) Statements of Revenue and Expenditures to February 29, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Committee meeting-April 13, 2016.
 - B) Department Head meeting-April 19, 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) 2015 audit working papers-In Progress.
- C) Capital budget-In Progress.
- D) Civic Center accounting reconciliations-Month end completed to November 30, 2015-In Progress.
- E) Jumpstart processing-In Progress.

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

Public Works Report for April 2016

FROM: Lee Johnson, Director of Operations

DATE: May 02, 2016

1: Water system:

- a) Started flushing Hydrants.
- b) Repaired 1 Water Service.
- c) Cleaned Gate Valve Boxes.
- d) Repaired 1 Water Main.

2: Streets:

- a) Swept Streets And Sidewalks.
- b) Put out Benches and Garbage Cans
- c) Cold Patched pot holes.
- d) Repaired some street signs.
- e) Cleaned off catch Basins.

3: Waste Water:

- a) 6 Sewer Mains were flushed.
- b) 2 Sewer Lateral was flushed.
- c) 1 Sewer Laterals was videoed.
- d) 1 Sewer Main was Videoed.

4: Capital Projects:

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

Tender was closed on March 18, 2016. Awaiting construction schedule from contractor, however contractor has indicated construction should start as soon as weight restrictions are lifted from roads.

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

Tenders closed and awarded. We are awaiting shop drawings for equipment

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

Work has commenced. Initial drawings and figures are complete and the reporting has commenced.

Interim Parking Plan (Garcelon Civic Center) – Project No. 16-3592

One option has been developed to maximize the number of parking stalls using the current parking area, and the second is underway. Both options will be presented in early May.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. April 2016

Parks

- Working on Spring clean-up.
- We will be spending a lot of time cleaning up in Dover Hill this summer.
- We are working on the lights at the Jake Donahue Memorial Park.
- Please see the attached Skate Park drawings.

Pool

- We have started cleaning out the pool.
- Working on improve water flow to the heat pumps.
- There are several maintenance issues that we are working on at the pool.

Recreation

- Very busy month for events at the Civic Center. The team spent many long hours during the week and weekends preparing.
- We would like to send 2 Civic Center employees to the Maritime Arena Operations Institute course, being held in PEI from June 13th-16th. The money will come from our operating budget.
Action item: Council's permission to send Rob Dougherty and Charlie Fairweather to the MAOI Level 1 Arena Operator's course from June 13th - 16th.
- Summer registration will be held on May 2nd and 4th.
- Wall of Fame meetings have been going well.
- Work continues on our 4th Annual Fun Run
- Planning for the 3rd Annual Ball Hockey tournament.

Meetings

- | | |
|-------------|---------------------|
| • FRPA | • Community Events |
| • Sport NB | • Community Pride |
| • RNB | • Cheer Provincials |
| • Dept Head | • P&R Committee |
| • CC Staff | • IWK |

Michael O'Connell
Director, Parks and Recreation



20 YEAR WARRANTY

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MAXGRIP™ POLYESTER POWDERCOAT 3/16" STEEL RIDING SURFACE

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 Local: (905) 777-1SK8
 Toll Free: (800) 591-2417
 Fax: (289) 844-2975
sales@canadianrampcompany.ca

DRAWN BY Chuck Dodge

DATE 5/27/15

REP. AGENCY

Canadian Ramp Company

REP. NAME

Ryan Hicks

REP. PHONE

(905) 777-1758



CUSTOMER APPROVAL **DATE**

PARK ENCLOSED? Yes

PRO SERIES ✓

X SERIES -

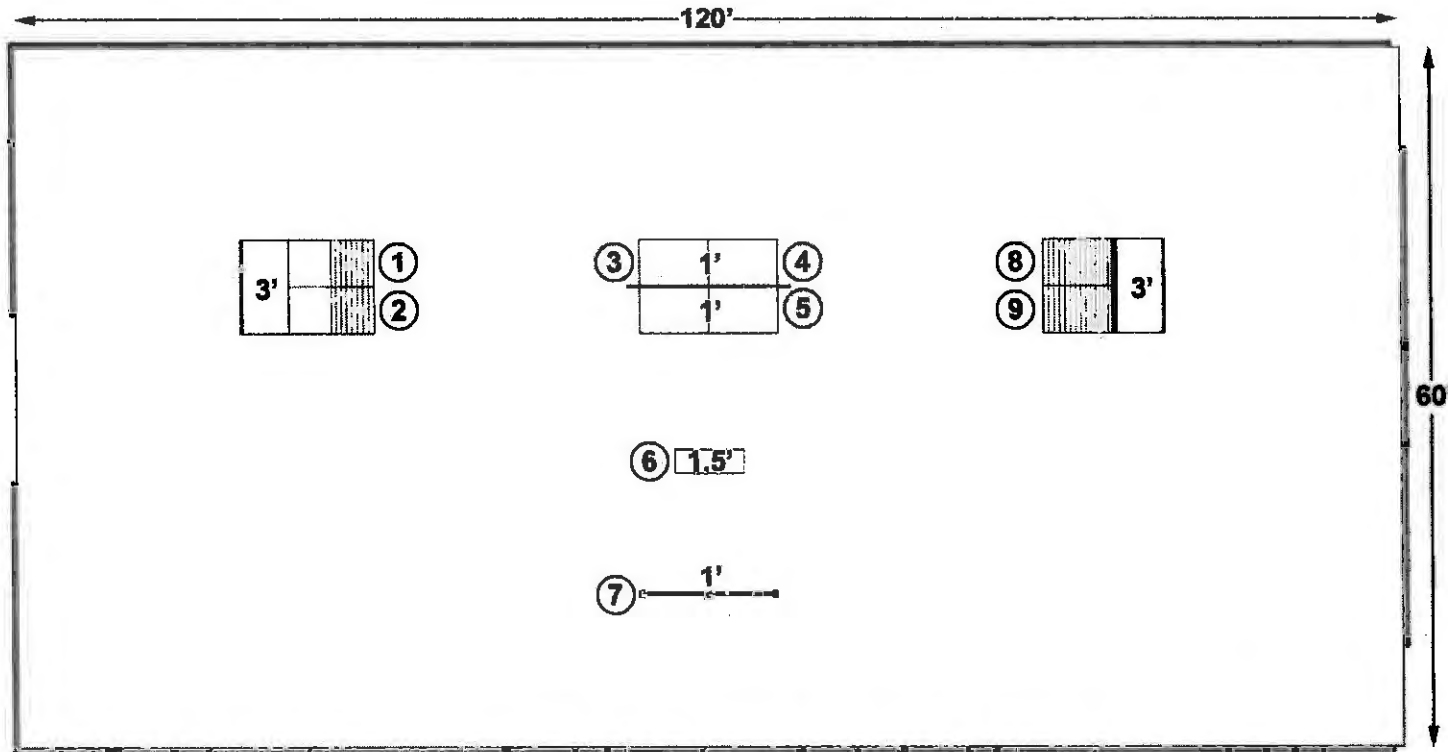
STEALTH SERIES -

STEALTH CLASSIC SERIES -

PROJECT NAME

St. Stephen Skato Park

DESIGN NO. 5876



[CLICK HERE TO VIEW DESIGN VIDEOS](#)

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St. Stephen Fire Department

Report for April 2016

Alarms were : Town Alarms 11
 Out of Town Alarms 6
 Mutual Aid : Rural Fire 4
 21

Alarms are described as being :

	# of ff,s	# of hr.s
1. Grass /brush 6	64	90
2. Alarm system activation 2	25	31
3. Chimney fire 1	14	21
4. Wellness Check 1	2	2
5. Power Lines Down 1	6	12
6. Structure 1	17	17
7. Smell of Smoke in a building 3	40	64
8. Assist Ambulance NB – Cardiac Arrest 1	12	18
– lost diabetic person 1	10	20
9. Forest Fire 2	19	75
10. Vehicle 1	12	18
11. Mulch 1	11	11

The St. Stephen Fire Department dispatched 121 calls during April.

Fire Department Activities:

1. Monthly Meeting of the fire department
2. Fire Department hosted the Firefighter 1 practical day
3. Six members participated in a weekend of training with members from Calais and other Washington County Firefighters.

4. Four members of the Fire Department travelled to Parrsboro, NS for the funeral of Mary Currie , wife of Firefighter Merton Lewis.
5. Sixteen Firefighters participated in training on subjects such as ladders, self rescue, hose advancement, breaching wall and hose loads.

Fire Chiefs Activities :

1. Monthly meeting of the Fire Dept .
2. Monthly Committee Meeting
3. Management Meeting
4. Meeting with the High School reference to a TADD program
5. Firefighter 1 Practical Day.
6. All Officers took the Office of the Fire Marshall Local Assistant Training Seminar hosted by the fire department.
7. Attended an information seminar dealing with "Heat Alert and Response System" sponsored by the Chief Medical Officer of Health .

TOWN of ST. STEPHEN

By-Law Enforcement

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

April REPORT

2016

To: CAO – Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist other Depts. (1)	Information needed on the chicken By-Law	Delivered to the appropriate agency and the chicken issue resolved
Warning Tickets issued(2)	<i>Two vehicle s on King street</i>	Warnings issued and will continue to monitor
Lighting concerns (1)	<ul style="list-style-type: none"><i>Received a call from a resident on Hartford street complaining</i>	

	<p>About very bright lights shining on his property from a property located on Scoodic St. also concerned about the use of video cameras as well.</p>	<p>Spoke with the people at the Scoodic St. residence about the issues and then patrolled to there home and spoke with them about the excessive light by-law. They have rectified the problem with the lights and have turned their cameras so as not to be invasive of the neighbors</p>
<p>General info (8)</p>	<p><i>Gentleman was in to inquire about a portable sign.</i></p> <p><i>Complaint received with regards local landscapers not using the guards on their mowers</i></p> <p><i>Elm St. nature trail committee requesting putting up small direction signage for the trail.</i></p> <p><i>Complaint from Parkwood drive about a baby barn abandoned and on their property. Wanted to remove same</i></p> <p><i>Dumpster complaint at Scoops</i></p>	<p>Passed onto the building inspector</p> <p>Informed complaint that this is an issues with work safe NB, and to direct his concerns with them.</p> <p>Was presented to council and the ok given to place them after an inspection. This was done with no issues arising.</p> <p>Informed home owner to contact the property owner who no longer lives there and ask to remove same.</p> <p>Spoke to the owner and the company is scheduled to pick up.</p>

	<p><i>Complaint from a resident on Boundary about rodent issues.</i></p> <p><i>Received a call with regards to a pool installation</i></p> <p><i>Received a call with regards to a Busker's license and how to apply</i></p>	<p>Advised complainant that Benton Woodard looks after nuisance animals</p> <p>Provided same with a copy of the By-Law</p> <p>Provided the caller with the info as well as a copy of the By-Law</p>
Chicken By-Law(2)	<p><i>Complaint of chickens running loose on Union</i></p> <p><i>Copy of By-law requested by homeowner</i></p>	Dealt with home owner
Animal Complaints(2)	<p><i>Stray cats on West St.</i></p> <p><i>Abandoned dog on Hawthorne</i></p>	Both complaints were passed onto the animal enforcement officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town daily and responded to all complaints. Four animals were picked up and impounded this month. Some of the complaints barking dogs, lost dogs and cats Dogs running loose, unleashed. All issues were resolved. No animals impounded

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

TOWN of ST. STEPHEN

Building Inspection Services
73 Milltown Blvd. St. Stephen NB. E3L-1G5

APRIL REPORT 2016

BUILDING INSPECTION

The month of April brought in a total of 7 (Seven) permits which represents \$428,000.00 (Four Hundred & Eight Thousand dollars) in building permits.

We issued no Stop Work Orders in the month April. This office has 4 (Four) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 14 (Fourteen) Occurrence reports and filed 5 (Five) Building Inspection reports. Two 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 – April 2016

**Community Development
Leadership Group –
Future St. Stephen and St.
Stephen Development
Board**

The Board of Directors for the St. Stephen Development Board Inc., operating as Future St. Stephen, met on April 26. Two items of business included approval of the Letters Patent and the Economic Development Agreement. The Board also elected the executive officers:

Bob Brown, Chair
David Archambault, Treasurer
Derek O'Brien, Secretary

At the meeting of May 3 the financial statements were reviewed. The date of May 12 was set for the Annual General Meeting.

**Planning Advisory
Committee**

Committee meeting May 4 to consider a variance for a garage being placed three (3) feet from the property line as opposed to the required ten (10) feet.

Next meeting: June 1.

Building Permits

- 7 issued - total estimated construction value of \$ 428 000.00.

Sign Permits

- 6 approved.

Variances

- 1 approved.

Approved plans

- Nothing to report.

New Development

- Nothing to report.

Unightly Premises

- 19 Riverside Drive was given appropriate notice and the property owner failed to address the issues.

Action: Council consider a resolution to declare the building unsightly and proceed with the demolition.

- 7 Church Street – the property owner failed to meet the conditions outlined by the Appeals Committee by the May 1, 2016 deadline and failed to address the issues of the building.



Action: Council consider a resolution to declare the building unsightly and proceed with the demalition.

Business Recognition

- April 14 Guy R. Day & Son Ltd. moved into their new home at 78 Milltown Blvd. Chris and Daryl Spires, and Brandon McGee continue an historic business in St. Stephen and a commitment to our community.
- Richard and Pat MacKay retired from Stationery Plus after 26 years in business here in St. Stephen. Dale, Valerie, and Jeff Weeks are the new owners of Stationery Plus. Congratulations!
- Rob and Kathy Mills opened the Pita Pit on May 2. A new business for St. Stephen.



Report of Property Management – April 2016

St. Stephen Train Station	Renovations are ongoing.
Giddens Memorial Airport	Nothing to report.
Border Arena	The Department of Transportation and Infrastructure advised that the Anglophone South School District, at its meeting on April 13, 2016, declared the land at 163 King Street, PID # 01307412, surplus. The department will proceed to have the property inspected and appraised to determine the land value.
RCMP Building	Minor repairs completed.
Pizza Delight	Nothing to report.
Library	Minor repairs completed.



Garcelon Civic Center Report – April 2016

Advising Commission

Meeting April 19.

- Reviewed the current by-law.
- Discussed membership and rental fee increases to align with the HST increase on July 1.
- Discussed the need for blinds / curtains in the conference centre.

Next meeting June 13 at 4:30 p.m.

Charlotte County Civic Centre Fund Raising

Nothing to report.

Finance and Administration

Christina Tapley, Receptionist and Hospitality Attendant, has resigned her position effective May 20, 2016.

Action: Council direct me to advertise the vacancy and bring a recommendation to a future meeting of Council.

Aquatics and Fitness

There will be a need for additional student lifeguards in the coming months.

Action: Council direct me to advertise for student lifeguards and assistant lifeguards and bring recommendations to a future meeting of Council.

Facility

We completed the interview process for our Maintenance and Operations Coordinator. Aaron Collier was approved by Council and will begin his work on Monday, May 16, 2016.

Programming / Facility Use

All areas of the facility are busy on a daily basis.

- Kiwanis Trade Fair (April 29-30).
- Drop-in Pickleball (3 days / week).
- Ball hockey leagues.

We received "Go NB" grant of \$ 4 000. for "I love water polo" program.



RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **April 1, 2016 to April 30, 2016 inclusive**. During this time period, the RCMP responded to **283** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstop	3
Tickets issued	8
Warnings issued	12
Traffic Collisions	5

PROVINCIAL STATUTES:

Animal Calls	1
Child Welfare Act	1
Coroner's Act – Sudden Death	1
Dog Act	1
Driving While Disqualified or License Suspension	1
Fail to Stop or Remain at Accident Scene	2
False Alarms	3
Family Orders & Agreements	1
Fire Prevention Act	2
False/Abandoned 911 Call	4
Mental Health Act	3
Motor Vehicle Act	2
Other Moving Traffic	3
Other Non-Moving Traffic	1
Other Provincial/Territorial Statutes	1

CRIMINAL CODE:

Assault	6
Crime Prevention	6
Criminal Harassment	6
Disturbing the Peace/Causing a Disturbance	5
Fail to Comply with Probation Order	2
Fail to Comply with Undertaking	1
Fraud Less than or Equal to \$5000	3
Fraud through Mail	1
Harassing Communications	1
Impaired Operation over 80 mg% of Motor Vehicle	1
Information File	1
Mischief damage to and/or Obstruct Enjoyment of Property	9
Offender Management	1
Other Theft over \$5000	1
Other Theft under \$5000	1
Theft Under or Equal to \$5000 – Shoplifting	1
Theft Under of Equal to \$5000 from a Motor Vehicle	2
Uttering Threats	5
Uttering Threats Against Property	1

OTHER FEDERAL STATUTES:

Customs Act – Running the Port	1
Possession – Schedule I – Cocaine	1
Possession – Schedule II – Cannabis Resin	2
Possession for the Purpose of Trafficking – Schedule I – Other	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	3
Assistance to Canadian Police (non-RCMP) Agency	1
Assistance General Public	7

OTHER INVESTIGATIONS:

Items Lost/Found	2
Person Reported Missing	2
Police Certificates	127
Street Checks	27

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

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: FIREFIGHTERS

THAT the Council of the Town of St. Stephen approves the out-of-province travel for three (3) firefighters to attend the Fire Department Information Conference at Acadia University, Wolfville, NS from June 3 – 5, 2016.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

DEMOLITION – 19 RIVERSIDE DRIVE

THAT the Council of the Town of St. Stephen declares 19 Riverside Drive (PID # 01308584), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises".

AND THAT Council authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building in the unbudgeted amount of \$6,800.00 (six thousand, eight hundred dollars), plus HST, being the low quote of the four (4) quotes received.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

DEMOLITION – 7 CHURCH STREET

THAT the Council of the Town of St. Stephen declares 7 Church Street (PID # 01308857), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises".

AND THAT Council authorizes the engagement of Disher Homes Ltd. of Dufferin, NB, to demolish the building in the unbudgeted amount of \$6,400.00 (six thousand, four hundred dollars), plus HST, being the low quote of the four (4) quotes received.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

**PLACEMENT OF BISTRO TABLES AND CHAIRS – SOMETHING’S BREWING
CAFÉ**

THAT the Council of the Town of St. Stephen grants permission to *Something’s Brewing Café* located at 140 Milltown Boulevard for the placement of two (2) bistro style tables and four (4) chairs on the sidewalk in front of the business.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

DECK EXPANSION – SOMETHING’S BREWING CAFÉ

THAT the Council of the Town of St. Stephen grants permission to *Something’s Brewing Café* located at 140 Milltown Boulevard to expand its deck at the rear of the building, located on Town-owned property, by an additional 14 feet by 16 feet adjacent to the existing deck as outlined on the plan presented to Council at its Committees meeting on May 11, 2016 with the following conditions:

- 1) the Town may request removal at its discretion;
- 2) any damage to Town property will be the responsibility of Something’s Brewing Café; and
- 3) the same conditions as outlined in Resolution # 189/15 passed at a Regular Session of Council on July 27, 2015 remain in effect when serving alcohol.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

**RE-APPOINTMENTS AND APPOINTMENT - CHARLOTTE COUNTY HOSPITAL
FOUNDATION INC.**

THAT Steven Backman, Richard MacMillan, John Stewart, and Samantha Kinney be re-appointed to the Board of Trustees of the Charlotte County Hospital Foundation Inc. for a three (3) year term retroactive to May 1, 2016 and expiring April 30, 2019.

AND THAT Fred Peddie be appointed to the Board of Trustees of the Charlotte County Hospital Foundation Inc. for a three (3) year term retroactive to May 1, 2016 and expiring April 30, 2019.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF SKATEBOARD PARK PLAN – ST. STEPHEN KIWANIS CLUB

WHEREAS the Council of the Town of St. Stephen at its Regular Session on January 25, 2016 accepted in principle a skateboard park to be located in the parking lot of the Border Community Area Arena by the St. Stephen Kiwanis Club contingent on Council approval of conceptual drawings.

NOW THEREFORE BE IT RESOLVED that the Council of the Town of St. Stephen approves the plan designed by Canadian Ramp Company of Oakville, Ontario, and presented to Council at its Committees meeting on May 11, 2016.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: GARCELON CIVIC CENTER MAINTENANCE STAFF

THAT the Council of the Town of St. Stephen approves the out-of-province travel for three (3) maintenance staff at the Garcelon Civic Center to attend the Maritime Arena Operations Institute (MAOI) Level 1 course at the CARI Complex, Charlottetown, PEI from June 13 – 16, 2016.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – CHOCOLATE FESTIVAL INC. (MASCOT UNVEILING)

THAT the Council of the Town of St. Stephen grants permission to Chocolate Festival Inc. to host The Great Chocolate Moose and Tiffany “Mascot Unveiling” on Saturday, June 11, 2016 at the David Alison Ganong Chocolate Park, which includes a fundraising barbecue at 11:00 a.m. and music between 11:00 a.m. – 3:00 p.m.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF EVENT – BOYS AND GIRLS CLUB OF CHARLOTTE COUNTY
(RACE FOR KIDS)**

THAT the Council of the Town of St. Stephen grants permission to the Boys and Girls Club of Charlotte County (the Club) to host its five kilometres fundraiser “Race for Kids” on sidewalks throughout Town on Saturday, June 4, 2016 beginning at the David Alison Ganong Chocolate Park, which includes music in the park between 9:30 a.m. – 10:30 a.m., and contingent on receipt by the Town of the Club’s Certificate of Insurance.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

RE-APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

THAT Mary Hill be re-appointed to the Board of Trustees of the St. Croix Public Library for a two (2) year term effective June 1, 2016 and expiring May 31, 2018.

RESOLUTION NO.: _____

DATE: May 24, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.