

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 27, 2016 @ 7:00 P.M.

1. **PRAYER** – Pastor Jody MacBeth
2. **RECORDING OF ATTENDANCE**
3. **APPROVAL OF AGENDA**
4. **CONFLICT OF INTEREST**
5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**
 - (a) Recognition - Tim Tozer, Town Treasurer – Certificate in Local Government Financial Administration
 - (b) Recognition - Jeff Richardson, Fire Chief – Member of the Board of Directors for the NB Association of Fire Chiefs – 21 years
6. **NOTICES OF MOTIONS**
7. **APPROVAL OF COUNCIL MINUTES**
 - (a) Regular Council Meeting – May 24, 2016
 - (b) Special Council Meeting – May 30, 2016
 - (c) Special Council Meeting – June 15, 2016
8. **ACCOUNTS**
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. **COMMUNICATIONS**
COMMUNICATION FOR INFORMATION
 - (a) Letter from Rose, Wendy and Murray, Jr. Weeks to the Staff, Mayor and Council dated May 27, 2016.
 - (b) Thank you card from Al and Rita Corbett dated May 7, 2016.
 - (c) Letter from the Minister of Environment and Local Government to Mayor MacEachern dated June 15, 2016.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committee Meeting – Public Works – June 10, 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 – June 15, 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) Medavie Blue Cross – Group Health Policy Amendment
- (c) Fire Department – Job Recommendation (Lieutenants)
- (d) Fire Department – Job Recommendation (Backup Driver)
- (e) Council Request – Planning Advisory Committee – Proposed Rezoning of 27 Elm Street
- (f) Setting Date for Public Presentation – Proposed Rezoning of 27 Elm Street
- (g) Removal of Fees – W. T. Booth Community Pool
- (h) Garcelon Civic Center – Rate Fees Adjustments
- (i) Garcelon Civic Center – Student Lifeguards – Job Recommendations
- (j) Town of St. Stephen – Commercial Credit Application
- (k) Approval of Event – International Homecoming Festival
- (l) Reappointment – St. Croix Public Library Board
- (m) Dillon Consulting Limited – Agreement for Professional Services – Street Improvements (Milltown Boulevard)
- (n) Purchase and Sale – 220 Union Street
- (o) Purchase and Sale of a Portion of PID # 01246057
- (p) Purchase and Sale of PID # 01306851 and Part of PID # 01246057
- (q) Job Description – Horticulture Technician

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on May 24, 2016 be approved as circulated.

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

1. PRAYER

2. RECORDING OF ATTENDANCE

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

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell

Seconded by Councillor Harding

112/16 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

Councillor Harding presented a plaque from the Mayor, Councillors and Staff to Councillor Maxwell in recognition of his many years of volunteerism and continued dedication and service to our community.

Councillor Harding noted the following volunteer work:

- long-time member of the Board of Directors of the St. Stephen Rural Cemetery serving as Property Chairman;
- organized and participated in the annual spring cleanups of the Cemetery, consisting of 300 volunteer hours for almost 40 years;
- ongoing weekly mowing at the Cemetery;
- raised the first \$20,000 to erect a Memorial Donation Stone as a fundraiser for the Cemetery, and raised an additional \$20,000 in support of the Cemetery;

**MINUTES
REGULAR COUNCIL
MAY 24, 2016**

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- served on the Chocolate Museum and Chocolate Festival Committees for several years and organized many fundraising events for the Museum, selling many tickets on various baskets.
- organized many pool tournaments at Dooly's over the years for several local charities;
- acted as ticket chairman for the local Shriners Club for 14 years;
- participated in fundraisers for Victoria Lodge No. 26 and has been a very active member for 50 years;
- active supporter of local sports teams and has raised money for local athletes to attend competitions;
- acted as a volunteer driver for Charlotte Dial-A-Ride and Meals on Wheels for a number of years; and
- served on several committees of Kirk McColl United Church.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth

Seconded by Councillor Pond

113/16 THAT the Minutes of the Regular Council meeting held on April 25, 2016 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor MacDonald

Seconded by Councillor Pond

114/16 THAT the Minutes of the Special Council meeting held on May 8, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor Booth

115/16 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. **CARRIED**

PAID BILLS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 116/16** 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. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Pond
Seconded by Councillor Harding

- 117/16** THAT Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 118/16** 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 May 11, 2016 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Harding
Seconded by Councillor Pond

- 119/16** 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. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 120/16** THAT the following staff reports for the month of April 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 Harding

Seconded by Councillor Maxwell

- 121/16** THAT the Royal Canadian Mounted Police April 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

OUT-OF-PROVINCE TRAVEL: FIREFIGHTERS

Moved by Councillor Councillor Booth

Seconded by Councillor Councillor Harding

- 122/16** 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. **CARRIED**

DEMOLITION – 19 RIVERSIDE DRIVE

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 123/16** 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.
CARRIED

DEMOLITION – 7 CHURCH STREET

Moved by Councillor MacDonald

Seconded by Councillor Harding

124/16

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.

CARRIED

PLACEMENT OF BISTRO TABLES AND CHAIRS – SOMETHING'S BREWING CAFÉ

Moved by Councillor Maxwell

Seconded by Councillor Harding

125/16

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. **CARRIED**

DECK EXPANSION – SOMETHING'S BREWING CAFÉ

Moved by Councillor Pond

Seconded by Councillor Booth

126/16

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. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Maxwell

127/16 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. **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 against the motion.

APPROVAL OF SKATEBOARD PARK PLAN – ST. STEPHEN KIWANIS CLUB

Moved by Councillor Booth

Seconded by Councillor MacDonald

128/16 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. **CARRIED**

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

Moved by Councillor MacDonald

Seconded by Councillor Harding

129/16 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. **CARRIED**

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

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 130/16 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. **CARRIED**

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

Moved by Councillor Harding
Seconded by Councillor Booth

- 131/16 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. **CARRIED**

RE-APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 132/16 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. **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 against the motion.

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor Pond

- Attended all Town meetings.
- Attended NB Tourism’s spring launch.
- Attended a BIA meeting.
- Attended a Tourism and Promotion Action Committee
- Attended a 506 Festival meeting.

**MINUTES
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MAY 24, 2016**

- Stated it was a great pleasure to serve on Council and extended best wishes to the incoming Council and recommended they continue with fiscal responsibilities.

Councillor Harding

- Stated that Council worked well together during the past four years and got the Garcelon Civic Center completed.
- Extended best wishes to the current Council and the incoming Council and pleased with her re-election.

Councillor MacDonald

- Very pleased with the accomplishments of Council during the past four years.
- Attended all Town meetings.
- Extended best wishes to the incoming Council and is hopeful they will support new initiatives.

Councillor Maxwell

- Very pleased with the plaque presentation tonight in recognition of many years of volunteer work.
- Congratulated the newly elected Council and thanked Mayor Quartermain for the past four years.
- Thanked a number of people as follows:
 - CAO Derek for the great job he is doing;
 - Town office staff for all the courtesies extended to him during the past nine years on Council;
 - Joan for her dedication as Town Clerk;
 - Mike O'Connell as Director of Parks and Recreation, and all Garcelon Civic Center staff;
 - Jennifer, the Town's Horticulturist and her students who make the Town look great;
 - RCMP and the Fire Department;
 - Lee Johnson as Director of Operations and the Public Works Department;
 - All the volunteers who serve on the many boards and committees for the Town;
 - St. Croix Courier, The Tide and the Telegraph Journal; and
 - All citizens who voted for him which allowed him to serve on Council for nine years and found it to be an honour and privilege.

Councillor Booth

- Very busy with the greenhouses since April 1st.
- Had a good four years on Council which were constructive seeing the Garcelon Civic Center to completion and changing Chief Administrative Officers.
- Extended best wishes to the incoming Council.

Deputy Mayor MacEachern (Acting Mayor)

- Thanked Mayor John Quartermain for his dedication during the past four years.
- Thanked the current Council for their dedication during the past four years.
- Welcomed the incoming Council.
- Stated that great things have developed during the current Council's mandate and more is anticipated in the future.
- Attended Norma Caswell's 80th birthday party at the Kirk McCoil church hall.
- Attended Diana Boyd's 90th birthday party at the Kirk McCoil church hall.
- Attended Future St. Stephen meetings.
- Announced the following:
 - Business Bliss at the Garcelon Civic Center on Saturday, May 28, 2016;
 - Community prayer service in the David Alison Ganong Chocolate Park on Sunday, May 29, 2016 @ 7:00 p.m.; and
 - Oaths of Office ceremony and Special Council meeting will take place at the Garcelon Civic Center on Monday, May 30, 2016 @ 7:00 p.m.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier* were addressed by Deputy Mayor MacEachern (Acting Mayor) and the Town Clerk. In particular, the questions/comments referred to the following:

- Clarification on the conditions placed last year when alcohol is served on the rear deck of Something's Brewing Café.
- Clarification on whether or not the new Operations/Maintenance Coordinator would be one (1) of the three (3) maintenance staff travelling out-of-province to attend a conference in PEI.

**MINUTES
REGULAR COUNCIL
MAY 24, 2016**

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17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Pond

Seconded by Councillor Harding

133/16 THAT the meeting adjourn at 7:30 p.m. CARRIED

Acting Mayor

Town Clerk

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: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on May 30, 2016 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 30, 2016 @ 7:00 P.M.

1. **WELCOME AND O'CANADA** - Mayor John Quartermain welcomed the public and extended best wishes to the incoming Mayor and Council. He also thanked the numerous volunteers who are so dedicated with their service to the community.

Mayor Quartermain introduced the Milltown Elementary School Choir and they sang a couple of songs, very much enjoyed by all.

2. **MUSICAL PRESENTATION** – Mayor Quartermain thanked the choir.
3. **OATHS OF OFFICE** – James Mosher, Solicitor/Notary Public, administered the Oaths of Office to Mayor Allan MacEachern; Deputy Mayor Jason Carr; and Councillors Marg Harding, Ghislaine Wheaton, Phil Chisholm, David Hyslop and Ken Parker.
4. **PASSING OF CHAIN OF OFFICE** – John Quartermain passed the Chain of Office over to Mayor MacEachern.
5. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

134/16 THAT the Agenda be approved as circulated. **CARRIED**

6. **APPOINTMENT OF DEPUTY MAYOR**

APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Parker

Seconded by Councillor Harding

135/16 THAT the Council of the Town of St. Stephen appoints Jason Carr as Deputy Mayor for the full four (4) year term (2016 – 2020) as outlined in Section 30 of the New Brunswick *Municipalities Act* and Section 4 of the Town of St. Stephen By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration". **CARRIED**

7. APPOINTMENTS OF STANDING COMMITTEES AND AGENCIES,
BOARDS OR COMMISSIONS

**APPOINTMENTS OF STANDING COMMITTEES AND AGENCIES, BOARDS OR
COMMISSIONS**

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

136/16

THAT the Council of the Town of St. Stephen accepts the following Chairs, appointed by the Mayor, of the six (6) Standing Committees and all members of Council shall participate as members of each Committee, with the Mayor as an *ex officio* member of each Committee as outlined in Section 10 of the Town of St. Stephen By-Law No A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration":

- Finance and Administration – Chaired by Deputy Mayor Jason Carr
- Parks and Recreation – Chaired by Councillor Phil Chisholm
- Planning, Promotion and Tourism – Chaired by Councillor Ghislaine Wheaton
- Police and Fire – Chaired by Councillor Marg Harding
- Property, By-Laws and Environment – Chaired by Councillor Ken Parker
- Public Works – Chaired by Councillor David Hyslop

AND THAT Council accepts the following Appointees to serve on the various agencies, boards or commissions:

- | | |
|---|--------------------------------|
| • Garcelon Civic Center Advising Commission | - Councillor Phil Chisholm |
| • Library Board | - Mary Gilmore |
| • Planning Advisory Committee | - Councillor Marg Harding |
| | - Councillor Ken Parker |
| • Business Improvement Area | - Deputy Mayor Jason Carr |
| • Chocolate Museum Operating Committee | - Councillor Ghislaine Wheaton |
| • Chocolate Fest | - Councillor Ghislaine Wheaton |
| • Charlotte County Museum | - Councillor David Hyslop |
| • International Festival | - Councillor Phil Chisholm |
| • Charles F. Todd Scholarship Committee | - Mayor Allan MacEachern |

CARRIED

8. DATE OF FIRST REGULAR SESSION OF TOWN COUNCIL

DATE OF FIRST REGULAR SESSION OF TOWN COUNCIL

Moved by Councillor Wheaton

Seconded by Councillor Parker

- 137/16** THAT the first Regular Session of the newly appointed Council shall be held in Council Chambers, 73 Milltown Blvd., Suite 112, Ganong Place (entrance at back corner of building) on the 27th day of June, 2016 at 7:00 p.m., being the fourth (4th) Monday, as outlined in Section 9 of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" and its amendment By-Law No. A-2.3. CARRIED

9. AUTHORIZATION OF SIGNING OFFICERS – BANKING SERVICES

THE BANK OF NOVA SCOTIA SIGNING AUTHORITIES

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 138/16** THAT the Council of the Town of St. Stephen resolves that:

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

5. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice. **CARRIED**

ROYAL BANK OF CANADA SIGNING AUTHORITIES

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

139/16

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

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

3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Town of St. Stephen, and Royal Bank is hereby authorized to act on them and give effect to them.
4. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Town of St. Stephen, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the (1) Mayor and (2) Treasurer of the Town of St. Stephen; and
 - (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Town of St. Stephen until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Town of St. Stephen has its account. **CARRIED**

10. WORDS FROM THE MAYOR

The following are the words delivered by Mayor MacEachern:

Good evening newly elected councillors, family, and friends. This is an exciting night for all of us, but especially for the six councilors and I as we swear the oath of office and begin our term as Mayor and Council for the Town of St. Stephen. We each have hopes and dreams for what our town can become over the next four years. We share an enthusiasm and a dedication to work hard serving all of you who trusted us with your vote. Thank you for your support and for joining us this evening.

There is a tremendous enthusiasm throughout St. Stephen. People are talking positively about the good things happening in our town and the level of community engagement is at an all-time high. There are exciting community events with high levels of participation. Our Garcelon Civic Center is drawing large crowds for all events. Businesses are flourishing and new businesses are opening. People around the province are talking about St. Stephen, and we are giving them something to talk about! We are all excited to be part of the momentum that will continue to move St. Stephen forward.

Now, the election is behind us and our work begins. Each of the councillors are ready to learn their new portfolios. Deputy Mayor Carr will bring his business and Rotary club experience to the table as he chairs the Finance and Administration Committee. Councilor Harding brings her experience in law enforcement and

advocating for victim's rights and as the present chair will be a great fit with Police and Fire and she will "hit the ground running". Councillor Chisholm will use his past experiences in education and sports to lead the Parks and Recreation Committee. Councillor Wheaton has a variety of experiences as a teacher, principal, and community volunteer that will benefit her leadership of the Planning, Promotion, and Tourism Committee. Councillor Parker will chair Property, By-laws, and Environment sharing his work and past council experience to guide staff. Councillor Hyslop will rely on his engineering background to chair Public Works. We also are connected to a variety of volunteer agencies, boards, and commissions where councillors and I will participate and share the progress with our colleagues and the community.

These committees will guide and direct the departments of our town and will work together to continue moving St. Stephen forward. Our success depends on your continued participation and communication. We want to support an administration that responds to the needs of the community. We want to continue to create policy that will guide our town staff and create a teamwork environment. We will work hard to keep you engaged in the process.

I want to thank John Quartermain and the councillors who have just finished their term. There was a lot of hard work to be done over the past four years and your Mayor and Council should be proud of the leadership they provided. The opening of the Garcelon Civic Center, the completion of major public works' projects at the Bell Sub-division and the Tan House Brook, the stability of property taxes and utility rates, numerous business partnerships, and bold moves to foster development such as the creation of a community events office and property acquisition are all examples of your achievements. Your new Council and I truly appreciate your work and the position that you put our town in as a result of your dedication and commitment. We are in a very good place to continue to move forward.

St. Stephen, the middle of everywhere, is writing a new story. We are a community of engaged citizens who want to make this the best little town in the world. We will continue to work collaboratively with Future St. Stephen, the Chamber and BIA, and all of our citizens to develop the entire community. We want the people of this community and visitors to know well and think positively about the "St. Stephen experience".

11. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Chisholm

Seconded by Councillor Harding

140/16 THAT the meeting adjourn at 7:35 p.m. CARRIED

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
GARCELON CIVIC CENTER, 22 BUDD AVENUE
MONDAY, MAY 30, 2016 @ 7:00 P.M.

1. WELCOME AND O'CANADA - Mayor John Quartermain
2. MUSICAL PRESENTATION – Milltown Elementary School Choir
3. OATHS OF OFFICE – James Mosher, Solicitor/Notary Public
4. PASSING OF CHAIN OF OFFICE – John Quartermain to Mayor Allan MacEachern
5. APPROVAL OF AGENDA
6. APPOINTMENT OF DEPUTY MAYOR
7. APPOINTMENTS OF STANDING COMMITTEES AND AGENCIES,
BOARDS OR COMMISSIONS
8. DATE OF FIRST REGULAR SESSION OF TOWN COUNCIL
9. AUTHORIZATION OF SIGNING OFFICERS – BANKING SERVICES
 - (i) The Bank of Nova Scotia Signing Authorities
 - (ii) Royal Bank of Canada Signing Authorities
10. WORDS FROM THE MAYOR
11. ADJOURNMENT
12. RECEPTION TO FOLLOW

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on June 15, 2016 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, JUNE 15, 2016 @ 5:00 P.M.

Mayor MacEachern requested a moment of silence for victims of a mass shooting at the Pulse nightclub in Orlando, Florida on June 12, 2016, the deadliest mass shooting in American history.

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

141/16 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

CLEAN WATER AND WASTEWATER FUND APPLICATION

Moved by Councillor Hyslop
Seconded by Councillor Parker

142/16 **THAT** the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled “Storm Water Separation and Infrastructure Renewal (Elm Park, Pinewood, Maple)” in the form presented to Council at its Committee Meeting on June 10, 2016. **CARRIED**

5. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

143/16

THAT the meeting adjourn at 5:05 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, JUNE 15, 2016 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Clean Water and Wastewater Fund Application

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 27, 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 April 30, 2016 be received.

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

	Actual To Date For the Four Months Ending April 30, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	1,792,433	5,377,298	\$3,584,865	33%
Services Provided to Other Governments	59,068	208,704	149,636	28%
Sale of Services	147,821	630,211	482,390	23%
Other Revenue From Own Sources	63,494	170,401	106,907	37%
Unconditional Grants	543,085	1,629,268	1,086,183	33%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	338,143	1,050,027	711,884	32%
Total Revenue	2,949,585	9,075,450	6,125,865	33%
Expenditure				
General Government Services	275,904	956,346	680,442	29%
Protective Services	700,571	2,260,218	1,559,647	31%
Transportation Services	594,506	1,915,473	1,320,967	31%
Environmental Health Services	41,770	260,065	218,295	16%
Environmental Development Services	161,984	377,886	215,902	43%
Recreational and Cultural Services	546,343	1,839,190	1,292,847	30%
Fiscal Services	172,573	1,458,272	1,285,699	12%
Other	9,160	8,000	-1,160	115%
Total Expenditures	2,502,811	9,075,450	6,572,639	28%
Surplus (Deficit)	\$446,774	\$0		

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

	Actual To Date For the Four Months Ending April 30, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Sale of Service	\$528,685	\$2,034,105	\$1,505,420	26%
Other Revenue From Own Service	59,297	190,605	131,308	31%
Other Transfers	23,100	69,299	46,199	33%
Total Revenue	611,082	2,294,009	1,636,728	27%
Expenditures				
Water Supply	283,366	1,030,075	746,709	28%
Sewerage Collection and Disposal	190,789	683,861	493,072	28%
Fiscal Services	34,204	580,073	545,869	6%
Total Expenditures	508,359	2,294,009	1,785,650	22%
Surplus (Deficit)	\$102,723	\$0		

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$978,527.49 (nine hundred and seventy-eight thousand, five hundred and twenty-seven dollars and forty-nine cents) be received.

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018296 dated between 05/01/2016 and 05/31/2016

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Number	Issued	Amount	SC	Status	Status Date
017244	05/25/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY252016* GG-SERIES "AW"-PRINCIPAL	64,000.00 64,000.00	A/P	OUT-STD	05/25/2016
017255	05/19/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY192016 GG-SERIES "BD"-INTEREST	1,375.25 1,375.25	A/P	OUT-STD	05/19/2016
017258	05/30/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY302016 GG-SERIES "BH"-INTEREST	5,519.50 5,519.50	A/P	OUT-STD	05/30/2016
017261	05/15/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY152016 GG-SERIES "BK"-INTEREST	4,128.50 4,128.50	A/P	OUT-STD	05/15/2016
017262	05/15/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY152016* GG-SERIES "BK"-PRINCIPAL	33,000.00 33,000.00	A/P	OUT-STD	05/15/2016
018135	05/01/2016 HERITAGE COURT HOLDINGS LIMITED RC000022835 GG-TOWNHALL-LEASE-MAY/16	5,323.40 5,323.40	A/P	OUT-STD	05/01/2016
018138	05/01/2016 SHARPE'S LAWN CARE 4677 RC-PARKS-PLAYING FIELDS TURF M	14,407.50 14,407.50	A/P	OUT-STD	05/01/2016
018139	05/04/2016 ACCT #903240047015 APRIL2016 VOL FIRE MEMBERSHIP DUES-APRI	320.00 320.00	A/P	OUT-STD	05/04/2016
018140	05/04/2016 ACCT 8025-280 APRIL2016 LOCAL 770 UNION DUES-APRIL/16	1,129.06 1,129.06	A/P	OUT-STD	05/04/2016
018141	05/04/2016 Derek O'Brien APRIL2016 GG-CAO-MONTHLY TRAVEL ALLOW	350.00 350.00	A/P	OUT-STD	05/04/2016
018142	05/04/2016 KONICA MINOLTA 5898060** CC-ADMIN-COPIER LEASE-APRIL/16	152.04 152.04	A/P	OUT-STD	05/04/2016
018143	05/04/2016 MINISTER OF FINANCE APRIL2016 EMPLOYEE DEDUCTIONS-APRIL201	1,086.00 1,086.00	A/P	OUT-STD	05/04/2016
018144	05/04/2016 N. B. ELECTRIC POWER 5425312-7APR2016 CC-BUILDING-ELECTRICITY	21,220.27 21,220.27	A/P	OUT-STD	05/04/2016
018145	05/04/2016 O'CONNELL MIKE APRIL2016 RC-RECREATIONDIRECTOR-MONTH	200.00 200.00	A/P	OUT-STD	05/04/2016
018146	05/04/2016 RICHARDSON JEFF 92.23 PS-FIRE-TRAINING EQUIP RETURN	92.23 92.23	A/P	OUT-STD	05/04/2016
018147	05/04/2016 SHANNON MICHAEL WEEK182016 PS-ANIMALCONTROL-WEEKLY FEE WEEK182016* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 197.75	A/P	OUT-STD	05/04/2016
018148	05/04/2016 ST. STEPHEN UTILITY DEPT. APRIL2016 EMPLOYEE DEDUCTIONS-APRIL/16	40.00 40.00	A/P	OUT-STD	05/04/2016
018149	05/04/2016 MINISTER OF FINANCE WEEK182016 EMPLOYEE DEDUCTIONS-MAY01-07	209.30 209.30	A/P	OUT-STD	05/04/2016
018150	05/04/2016 BORDER INVESTIGATIONS & SECURITY INC. 14276 PS-BYLAW-APRIL/16 FEE	3,164.00 3,164.00	A/P	OUT-STD	05/04/2016
018151	05/04/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVI 16-042 PS-BUILDINGINSPECTOR-APR 17-30	2,695.05 2,695.05	A/P	OUT-STD	05/04/2016
018152	05/12/2016 A.E. HORNE & SON LTD. 00523039-01 CC-MEMBERSHIP CARDS-CUSTOMER	52.90 52.90	A/P	OUT-STD	05/12/2016
018153	05/12/2016 AIR LIQUIDE CANADA 64429074 TS-SHOP- BLUE SHEILD, CARBON D	47.24 47.24	A/P	OUT-STD	05/12/2016
018154	05/12/2016 ALLAN MACEACHERN ZONEMEETING GG-COUNCILLOR-ZONE MEETING	39.20 39.20	A/P	OUT-STD	05/12/2016
018155	05/12/2016 BELL MOBILITY INC.	1,168.63	A/P	OUT-STD	05/12/2016

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
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Number	Issued	Amount	SC	Status	Status Date
	523889487APR16 GG/RC/CC/TS/PS-CELL PHONE CHA	1,168.63			
018156	05/12/2016 CHARLOTTE COUNTY JANITORIAL 3324 PS-FIRE- JANITORIAL - MAR/16	152.55 152.55	A/P	OUT-STD	05/12/2016
018157	05/12/2016 CIBC MELLON GLOBAL SECURITIES NBMF0216002 APRIL2016 GG-MUNCIPALPLAN-APRIL/18	21,938.80 21,938.80	A/P	OUT-STD	05/12/2016
018158	05/12/2016 CLONEY CONSTRUCTION INC. 00166 RC- COTTON MILL- INSTALL CHICKE	226.00 226.00	A/P	OUT-STD	05/12/2016
018159	05/12/2016 Derek O'Brien 111.00 GG-CAO-APRIL EXPENSES APRILPETTYCASH GG-CAO-RELAY FOR LIFE, CANADA	404.76 111.00 293.76	A/P	OUT-STD	05/12/2016
018160	05/12/2016 ENBRIDGE GAS NEW BRUNSWICK 2016022401008-1016227-0 CC-NATURAL GAS-FEB 2016 00	3,855.83 3,855.83	A/P	OUT-STD	05/12/2016
018161	05/12/2016 FUNDY GAS ELECTRIC SERVICES LTD 64008 CC-KITCHEN-PILOT ASSEMBLY	199.60 199.60	A/P	OUT-STD	05/12/2016
018162	05/12/2016 GORDON KINGHORNE VARIANCEREFUND GG-VARIANCE-REFUND	100.00 100.00	A/P	OUT-STD	05/12/2016
018163	05/12/2016 INTERNATIONAL SOCIETY OF FIRE SERVICE INSTR FDICCONFERENCE PS-FIRE-FIRE DEPT INFO CONFERE	920.00 920.00	A/P	OUT-STD	05/12/2016
018164	05/12/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 30329 TS-ST5-DIESEL 328732 TS-ST5-DIESEL 330293 TS-ST5-GAS 633301 TS0ST5-DIESEL 945514 TS-ST5-DIESEL	6,973.76 882.94 683.68 4,236.17 601.25 569.72	A/P	OUT-STD	05/12/2016
018165	05/12/2016 JILL LITTLE DESIGN 0001114 GG-CIVIC-TOWNOFST.STEPHEN BA	395.50 395.50	A/P	OUT-STD	05/12/2016
018166	05/12/2016 KIRK MCCOLL UNITED CHURCH WOMEN QUEENSBIRTHDAY GG-CIVIC-QUEEN'S BIRTHDAY CELE	75.00 75.00	A/P	OUT-STD	05/12/2016
018167	05/12/2016 LEVITT SAFETY LIMITED 1472223-00 PS-FIRE- DETECTOR, MULTI GAS 1472776-00 PS-FIRE- CALIBRATION GAS	691.00 284.76 406.24	A/P	OUT-STD	05/12/2016
018168	05/12/2016 LINDE CANADA LTEE, M2193 5370861 TS-SHOP- ACETYLENE	25.88 25.88	A/P	OUT-STD	05/12/2016
018169	05/12/2016 LOCKHART SAW LIMITED 83510 CC-ARENA-ICE SCRAPER BLADES	316.40 316.40	A/P	OUT-STD	05/12/2016
018170	05/12/2016 MAYFIELD GARDENS & LANDSCAPE 219* CC-POOL-DOLPHIN WAVE 100 POOL	5,117.77 5,117.77	A/P	OUT-STD	05/12/2016
018171	05/12/2016 MEGA-LAB MANUFACTURING CO. LTD. 140954 TS-SHOP- CASE OF CRYSTAL 140955 PS-FIRE- CASE OF CRYSTAL	341.26 153.68 187.58	A/P	OUT-STD	05/12/2016
018172	05/12/2016 N. B. ELECTRIC POWER 19051703MAY16 TS-AIRPORT-ELECTRICITY 19051801MAY16 TS-AIRPORT-ELECTRICITY	279.80 229.68 50.12	A/P	OUT-STD	05/12/2016
018173	05/12/2016 PAYROLL TRANSFER WEEK192016 GG-TRANSFER-APR29-MAY12/16	66,510.00 66,510.00	A/P	OUT-STD	05/12/2016
018174	05/12/2016 PITNEY WORKS APRIL13/16 GG-TOWNHALL-POSTAGE METER R	273.46 273.46	A/P	OUT-STD	05/12/2016
018175	05/12/2016 PRINCESS AUTO 37-6-126429 TS-SHOP- SOCKET OIL FILTER, HOSE	91.79 91.79	A/P	OUT-STD	05/12/2016

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018176	05/12/2016 RECEIVER GENERAL FOR CANADA WEEK192016 GG-REMITTANCE-APR29-MAY12/16	30,968.63 30,968.63	A/P	OUT-STD	05/12/2016
018178	05/12/2016 UNIFIRST CANADA LTD. 7100067810* CC-MATS 7100070695 CC-MATS 7100071164 CC-MATS 7100071648 CC-MATS	233.04 58.26 58.26 58.26 58.26	A/P	OUT-STD	05/12/2016
018179	05/12/2016 UNIQUELY YOURS 3520 GG-COUNCILLOR-PLAQUE FOR JIM	28.19 28.19	A/P	OUT-STD	05/12/2016
018181	05/12/2016 WATSON'S HEATING AND VENTILATION 7892 PS-FIRE- F10 BURNER MOTOR	483.19 483.19	A/P	OUT-STD	05/12/2016
018182	05/12/2016 MINISTER OF FINANCE WEEK192016 EMPLOYEE DEDUCTIONS-MAY 8-14.	209.30 209.30	A/P	OUT-STD	05/12/2016
018183	05/12/2016 SHANNON MICHAEL WEEK192016 PS-ANIMALCONTROL-WEEKLY FEE WEEK192016* PS-ANIMALCONTROL-WEEKLY VEHI	365.44 167.69 197.75	A/P	OUT-STD	05/12/2016
018184	05/13/2016 ALL GAS TANKS 84707 RC-PARKS- WOODCUTTER SAFETY	112.94 112.94	A/P	OUT-STD	05/13/2016
018185	05/13/2016 BELL ALIANT 47424130MAR2016 CC-PHONE	917.00 917.00	A/P	OUT-STD	05/13/2016
018187	05/13/2016 CANADIAN TIRE 18035045 CC-ADMIN-STORAGE BINS 18076287 CC-ARENA MAINTENANCE SUPPLIE 18076297** CC-MAINTENANCE SUPPLIES 18076298 CC-ADMIN-OFFICE SUPPLIES 18076315 CC-MAINTENANCE-RIVETS 18076366 CC-LOBBY DOORS-REPAIRS N16035012 TS-SHOP- KEY N16035076* TS-SHOP-KEY CUT REFUND N16035611 TS-SHOP- TARP N16076276 TS-SHOP- BATTERIES, LIGHT BULB! N16076277 GG-TOWN HALL- WATER BREAK CL N16076282 PS-FIRE- TARPS N16076284 TS-SHOP-PAD LOCK N16076299 TS-SHOP- CLOTHES LINE CABLE N16076326 TS-SHOP- EDG W/FTT 5W20, 3P2" S N16076365 TS-SHOP- EXTENSION CORDS N16078387 TS-SHOP- PICKS	634.22 19.14 7.33 16.70 25.93 38.37 22.54 3.38 -3.38 6.77 49.65 9.03 90.26 9.03 90.94 175.20 63.17 10.16	A/P	OUT-STD	05/13/2016
018188	05/13/2016 CARQUEST 14838-35521 TS-SHOP- WINDSHEILD WASH FLUI 14838-38265 TS-#438- SENSА-TRAC TRUCK SHK	232.46 86.33 146.13	A/P	OUT-STD	05/13/2016
018189	05/13/2016 CHARLOTTE COUNTY JANITORIAL 3319 PM-RCMP- JANITORIAL-MAR/16	1,085.01 1,085.01	A/P	OUT-STD	05/13/2016
018190	05/13/2016 CLONEY CONSTRUCTION INC. 00176 PM-LIBRARY- REMOVE GYP-ROCK I	384.20 384.20	A/P	OUT-STD	05/13/2016
018191	05/13/2016 COX ELECTRONICS & COMMUNICATIONS 2-1765848 TS-SHOP- COMPUTER LABOUR 2-1767647 PS-FIRE- SPEAKER MICS, PAGER	1,491.03 271.03 1,220.00	A/P	OUT-STD	05/13/2016
018194	05/13/2016 CREIGHTON-CARTER LTD.	4,851.76	A/P	OUT-STD	05/13/2016

* - Partial payment was made on Invoice

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Number	Issued	Amount	SC	Status	Status Date
	961-397065	TS-SHOP- RED SILICONE SENS, UPI			
	961-397142	TS-#22- MICRO-V BELT			
	961-397188	TS-#22- FUEL HOSES			
	961-397194	PS-#202- SWITCHES			
	961-397213	TS-#22- FILTERS			
	961-397556	TS-ST5- ROLLING JACK			
	961-397571	TS-SHOP- ARO PLUGS- 1-4			
	961-397614	TS-#29- SPARK PLUGS			
	961-397673	TS-#8- ABRASIVE, ROLOC 3 36			
	961-397802	TS-#24- WIPER BLADES			
	961-397815	TS-SHOP- FUEL FILTERS			
	961-397850	TS-SHOP- AIR HOSE, BULK HEAD C			
	961-397870	TS-SHOP-AIR HOSE			
	961-397901	TS-SHOP- EXTRUDED 90 STREET			
	961-397928	TS-SHOP-EXTRUDED45 DTREET EL			
	961-397959	TS-#21- AIR FILTER			
	961-397978	TS-SHOP- 1/2 TUBE TO 1/4 MPTS			
	961-397984	TS-#21- AIR FILTERS			
	961-398065	TS-#21-CLEARANCE MARKERS DUR			
	961-398673	TS-SHOP- SNAP STRAPS			
	961-398892	TS-SHOP- GLOVES			
	961-398916	TS-SHOP- WHITE GREASE			
	961-398940	TS-SHOP- TIRE REPAIR PATCHES			
	961-399031	TS- SHOP- ANTIFEREEZE			
	961-399097	TS- SHOP- STIKIT DISCS, STANLEY			
	961-399141	TS-SHOP- 030 SOLID WIRE-12LB			
	961-399186	TS-SHOP- SPOT WELD BIT, FUSE AT			
018195	05/13/2016 DAVIS FUELS LTD.				
	156246	TS/PS- 199 UNION ST- HEATING FUE			
	341322	TS-SHOP- MOTOR OIL			
018196	05/13/2016 DEMPSEY'S PLUMBING & HEATING				
	1375	CC-BOILER ROOM-VALVE REPAIR			
	1388	CC-MAINTENANCE-INSTALL VALVES			
018197	05/13/2018 ENBRIDGE GAS NEW BRUNSWICK				
	2018042002008-1016227-0	CC-NATURAL GAS APRIL 2016			
	00				
018198	05/13/2018 FLEET READY LTD.				
	8338	PS-FIRE- VALVE INTAKE			
018199	05/13/2016 GULLISON'S COURIER SERVICE				
	177510	TS-#16- TO TOWN FR/ CASE EQUIP			
	177538	TS-#20- TO TOWN FR/ PARTS FOR T			
	177628	TS-#16- TO TOWN FR/ CASE EQUIP			
	177629	TS-#5- TO CASE EQUIP FR/ TOWN			
	177682	TS-#22- TO TOWN FR/ CUMMINS			
	177687	TS-#16- TO TOWN FR/ CASE EQUIP			
	326212	TS-#5- TO TOWN FR/ RICHWIL			
018200	05/13/2016 IRVING ENERGY DISTRIBUTION AND MARKETING				
	259740	CC-NATURAL GAS MARCH 2016			
018201	05/13/2016 JANET DOWNEY				
	857783	CC-PROGRAMS-AQUA ZUMBA			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
018202	05/13/2016 JOEY DOUCET MAY142016 CC-POOL-NLS STANDARD FIRST AII	203.00 203.00	A/P	OUT-STD	05/13/2016
018203	05/13/2016 KEITH'S BUILDING SUPPLIES 150888 GG- CIVIC- FENCING	45.20 45.20	A/P	OUT-STD	05/13/2016
018204	05/13/2016 KEM CANADA MFG 107837 TS-SHOP- TRL 21 FINALLY ORANGE 107838 TS-SHOP-RUST PREVENTATIVE CO. 107869 CC-POOL CHEMICALS	1,468.01 408.44 325.08 734.49	A/P	OUT-STD	05/13/2016
018205	05/13/2016 KENT BUILDING SUPPLIES 1010409 CC-ARENA-TOOLS 1010764 CC-ARENA-TOOLS 1011960 PS-FIRE- ANCR/TAP, BIT 1012721 PM-RCMP- FLAT POLY SET, PRIMER 1014825 RCMP-BUILDING REPAIRS SUPPLIE 1014862 CC-ARENA-MAINTENANCE SUPPLIE 1015984 CC-ARENA-BUILDING SUPPLIES 1016224 TS-SHOP- LUMBER, PAINT 1017524 PS-FIRE- LUMBER 1019513 RC-PARKS- BULBS 1020038 CC-MAINTENANCE-CEILING REPAIR 1020381 PM- RCMP- FLOOR COVERING 1020594 CC-ARENA-BUILDING SUPPLIES	908.03 46.19 19.52 17.32 39.54 105.34 48.52 15.75 117.03 211.86 77.73 115.58 36.94 56.71	A/P	OUT-STD	05/13/2016
018206	05/13/2016 KEY INDUSTRIES 10854 CC-POOL-LIFEGUARD TOPS	550.64 550.64	A/P	OUT-STD	05/13/2016
018207	05/13/2016 KYLE KIZZIAR 1234 CC-PROGRAMS-DJ FOR SOCK HOP	100.00 100.00	A/P	OUT-STD	05/13/2016
018208	05/13/2016 LIFESAVING SOCIETY - NB Branch 1103 CC-POOL-SWIMMING LESSON SUPP	250.52 250.52	A/P	OUT-STD	05/13/2016
018209	05/13/2016 MAYFIELD GARDENS & LANDSCAPE 227 CC-POOL-CHEMICALS	494.44 494.44	A/P	OUT-STD	05/13/2016
018210	05/13/2018 MIDLAND COURIER 09544948 PS- FIRE- TO LEVITT SAFETY, ACKL	109.35 109.35	A/P	OUT-STD	05/13/2016
018211	05/13/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 356990 PM-RCMP- FLOOR MATS	45.92 45.92	A/P	OUT-STD	05/13/2016
018212	05/13/2018 ORKIN CANADA CORPORATION IN-6887718 CC-PEST CONTROL	64.41 64.41	A/P	OUT-STD	05/13/2016
018213	05/13/2016 PRO-TECH SANITATION LTD. 210358 CC-MAINTENACE-FLOOR SCRUBBE	1,574.01 1,574.01	A/P	OUT-STD	05/13/2016
018214	05/13/2018 RECREATION NB 2016-025 RC-REC DIV- 2016- 2017 MEMBERSH	420.36 420.36	A/P	OUT-STD	05/13/2016
018215	05/13/2018 SOJOURN ENTERPRISES LIMITED 52540 TS-ST5- STREET SIGNS	1,486.26 1,486.26	A/P	OUT-STD	05/13/2016
018216	05/13/2016 SOURCE ONE SUPPLIES 11047* CC-POOL-JANITORIAL SUPPLIES 11271 CC-JANITORIAL SUPPLIES 11453 CC-JANITORIAL SUPPLIES	1,602.81 171.22 733.86 697.73	A/P	OUT-STD	05/13/2016
018217	05/13/2016 SPEEDY ST-STEPHEN 8768 8768-203591 PM- PIZZA DELIGHT- WINDOWS	3,305.25 3,305.25	A/P	OUT-STD	05/13/2016
018219	05/13/2016 TOWN OF ST. STEPHEN	28,000.00	A/P	OUT-STD	05/13/2016

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Number	Issued	Amount	SC	Status	Status Date
	28000.00*	GG-FUNDTRANSFER-FROM CIVIC C			
018220	05/13/2016 UNIFIRST CANADA LTD. 7100072125	60.87 60.87	A/P	OUT-STD	05/13/2016
018221	05/13/2016 WATER & ICE NORTH AMERICA INC. 34543*	7,910.00 7,910.00	A/P	OUT-STD	05/13/2016
018222	05/13/2016 STATIONERY PLUS 365045	830.55 18.50	A/P	OUT-STD	05/13/2016
	365996	129.36			
	368009	45.09			
	368064	35.39			
	366221	90.76			
	366234	35.13			
	366295	6.10			
	366343	17.19			
	366481	213.20			
	366517	48.39			
	366580	23.72			
	367098	8.87			
	367195	158.85			
018240	05/18/2016 GREAT-WEST LIFE ASSURANCE COMPANY MAY112016UNION	2,438.06 2,438.06	A/P	OUT-STD	05/18/2016
018241	05/18/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) 236894844	149.00 149.00	A/P	OUT-STD	05/18/2016
018242	05/18/2016 KONICA MINOLTA 5862421*	535.68 116.19	A/P	OUT-STD	05/18/2016
	5910663	148.47			
	5944896	271.02			
018243	05/18/2016 MEDAVIE BLUE CROSS JUNE2016MANAG	14,238.33 4,929.30	A/P	OUT-STD	05/18/2016
	JUNE2016UNION	9,309.03			
018244	05/18/2016 SHANNON MICHAEL WEEK202016	365.44 167.69	A/P	OUT-STD	05/18/2016
	WEEK202016*	197.75			
018245	05/18/2016 SOURCE ATLANTIC 2291412	1,123.60 120.47	A/P	OUT-STD	05/18/2016
	2291417	169.50			
	2294490	66.12			
	2294491	90.17			
	2299123	481.88			
	2317147	108.20			
	2320576	87.26			
018246	05/18/2016 GREAT-WEST LIFE ASSURANCE COMPANY MAY222016MAN	1,761.35 1,761.35	A/P	OUT-STD	05/18/2016
018247	05/18/2016 MINISTER OF FINANCE WEEK202016	209.30 209.30	A/P	OUT-STD	05/18/2016
018248	05/25/2016 DILLON CONSULTING LIMITED 152805	5,695.20 5,695.20	A/P	OUT-STD	05/25/2016
018249	05/25/2016 FUNDY BUILDING INSPECTION & DRAFTING SERV 16-046	2,695.05 2,695.05	A/P	OUT-STD	05/25/2016

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
018250	05/25/2016 JUDY OLSEN 1 CC-MOTHERS DAY BUFFET CATERI	930.00 930.00	A/P	OUT-STD	05/25/2016
018251	05/25/2016 SHANNON MICHAEL WEEK212016 PS-ANIMALCONTROL-WEEKLY FEE WEEK212016* PS-ANMLCNTRL-WKLY VEH ALLOW	365.44 167.69 197.75	A/P	OUT-STD	05/25/2016
018252	05/25/2016 TOWN OF ST. STEPHEN 849.18 GG-FUND TRANSFER TO GEN CAP I	849.16 849.16	A/P	OUT-STD	05/25/2016
018259	05/25/2016 MINISTER OF FINANCE	68,355.76	A/P	OUT-STD	05/25/2016
	PID012360902016 ED-GRAVEL PIT MAXWELL CROSSI	281.66			
	PID012460572016 ED-SCOUT HUT & LOT SCHOOL ST	499.63			
	PID012529152016 ED-VACANT LAND BY TRACKS CHUI	45.75			
	PID012574432016 GG-VACANT LAND UPPER MILLS RC	136.32			
	PID01258192016 GG-AIRPORT FACILITIES 172 RTE 1;	2,204.56			
	PID012610232016 GG-MILLTOWN TOWN DUMP MOHAI	174.83			
	PID012624922016 ED-TIMBERLAND CHURCH ST EXTE	23.03			
	PID012626582016 ED-GRAVEL PIT, LAND BURNT HILL	180.71			
	PID012747602016 ED-RIGHT OF WAY (CORE CONST) V	6.19			
	PID012772502016 PM-VACANT LAND VALLEY RD	98.18			
	PID0128337316 RC-LAND ONLY, BOAT LANDING RIV	25.97			
	PID012970502016 RC-OLD DUMP SITE ELM ST	138.94			
	PID012993042016 RC-PARK LAND 183 MILLTOWN BLV	75.44			
	PID012994862016 RC-PARK LAND MILLTOWN BLVD	68.02			
	PID013001362016 RC-PARK LAND & GARDENS 268 MIL	375.96			
	PID0130150616 GG-STORE & LOT 46 KING ST	961.32			
	PID013017382016 ED-PARKING LOT UNION ST	948.32			
	PID013041872016 ED-BEHIND SPCA BLDG PRINCE WII	538.11			
	PID013056062016 RC-GAZEBO & PARK 66 MILLTOWN I	397.16			
	PID013056142016 ED-ENTRY TO PARKING AREA MILL	220.54			
	PID013059862016 ED-VACANT PARK LAND MILLTOWN	42.25			
	PID013060422016 ED-VACANT COMMERCIAL LOT 50 M	880.21			
	PID013060912016 GG-TOWN HALL & LOT 32 MILLTOWI	1,426.47			
	PID013062652016 PM-RCMP OFFICE & LOT 16 HAWTH	6,082.50			
	PID0130631516 GG-BLDGS & LOT 220 UNION ST	1,680.51			
	PID013068512016 RC-BATTING CAGE & LOT SCHOOL :	745.73			
	PID013073472016 RC-VACANT LAND PRINCE WILLIMA	213.95			
	PID013077842016 ED-VACANT EXCESS S/D LAND REA	191.54			
	PID013083782016 ED-FORMERLY FARM LAND BOUND.	300.51			
	PID0130907916 GG-VACANT LOT QUEENSWAY	137.27			
	PID013106972016 RC-LOT RIVERSDIE/PLEASANT PLE	51.94			
	PID0131149716 GG-VACANT LOT PLEASANT ST	110.07			
	PID0131197616 GG-VACANT LOT RIVERSIDE DR	12.36			
	PID0131249516 GG-REMNANT TRIANGULAR PROGF	4.58			
	PID0131273516 GG-VACANT LAND CHURCH ST	129.57			
	PID0131301416 RC-MILLTOWNPARK/TENNIS QUEEN	430.05			
	PID0133329316 GG-PLAYGROUND LOTS #53 & 54 A	47.00			
	PID0133693216 RC-ELM PARK "PARK" ELM PARK	84.10			
	PID0133713816 GG-MUNICDIPAL BLDG & LAND 199	11,885.82			
	PID1417815516 GG-VACANT LOT 07-4 CHURCH ST	198.49			
	PID150019362016 ED-TOURIST BUREAU & LOT	6,970.14			
	PID150019692016 RC-PARKS-ROTARY FIELD QUEEN E	32.15			

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Number	Issued		Amount	SC	Status	Status Date
	PID150019852016	RC-PARKS-SMALL PARK AT COVE	80.38			
	PID150027102016	ED-SSDEVBOARD-TIMBERLAND RO	42.54			
	PID150103412016	ED-PIZZA DELIGHT & LOT 14 KING S	8,883.09			
	PID1501233916	GG-VACANT LOT PRINCESS ST	210.24			
	PID150219002016	ED-WATER LOT UPRIVER OF BRIDG	66.16			
	PID150219182016	ED-COMMERCIAL WATER LOT SOU	3,539.67			
	PID150235422016	RC-PARKS-THELMA KILPATRICK P/K	77.91			
	PID150252162016	RC-PARKS-BLDG, POOL & LOT COT	2,531.52			
	PID1503516516	GG-REAR LAND IN TOWN RTE 170 C	17.31			
	PID15035165a16	GG-VACANT LOT RTE 170	70.57			
	PID150403482016	ED-TIMBERLAND & FORMER MOHAI	145.89			
	PID1504131216	GG-VACANT LOT 41 BUDD AVE	77.19			
	PID150536062016	ED-BIA PARKING AREA MILLTOWN E	4,121.89			
	PID150536222016	ED-BIA PARKING DEWOLFE KING S	266.86			
	PID150885602016	ED-FUTURE STREET BOUNDARY ST	12.36			
	PID150902102016	ED-VACANT LOT 94-3 PROGRESS D	370.61			
	PID150938182016	ED-PARKING&VACANT COMM BUDC	992.43			
	PID151047972016	RC-PARKS-PARK LAND 177 MILLTOI	118.72			
	PID151075432016	ED-GREEN AREA ALONG R/R PROG	33.08			
	PID151457332016	ED-VACANT LAND 99-4 PROGRESS	1,235.36			
	PID151457412016	ED-VACANT LAND PROGRESS DRIV	215.04			
	PID151494202016	ED-VACANT LAND PROGRESS DRIV	553.63			
	PID151517562016	ED-GREEN AREA PROGRESS DRIVE	22.05			
	PID151530422016	ED-(GREEN SPACE) REAR BELL AVI	101.40			
	PID151626882016	ED-VACANT LAND OFF OF BREWER	585.88			
	PID151630742016	ED-BEAVER POND MCDOUGALL BR	17.65			
	PID151680082016	ED-VACANT SHORE LOT TODD ST	181.79			
	PID151708552016	ED-VACANT STRIP@ROAD PROGRE	150.99			
	PID1517361016	GG-LAND FOR PUBLIC PURPOSES M	209.00			
	PID151759042016	ED-SALMON FALLS LOT 08-1 DEVEL	185.25			
	PID1517810616	GG-VACANT LOT CHURCH ST	38.34			
	PID1517811416	RC-VACANT LOT/SMALL CHURCH S	4.41			
	PID1517813016	GG-VACANT LOT 07-5 WAS 122 CHU	288.91			
	PID1517814816	GG-VACANT LOT 07-6 WAS 124 CHU	242.59			
	PID1518500216	GG-VACANT LOT MILLTOWN BLVD	96.46			
	PID1518765116	RC-CIVIC CENTER POOL AREA	3,193.16			
	PID1519371716	GG-VACANT COMM 41 BUDD AVE	317.57			
018260	05/25/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	05/25/2016
	WEEK212016	EMPLOYEE DEDUCTIONS-MAY 22-2	209.30			
018261	05/30/2016	CNH CAPITAL	86.06	A/P	OUT-STD	05/30/2016
	IN80758	TS-#16-FUEL FILTERS	86.06			
018262	05/30/2016	DOW JENNIFER	319.16	A/P	OUT-STD	05/30/2016
	122.48	RC-HORT-KNEE PADS, WATERING C	122.48			
	196.68	RC-HORT-CLOTHING ALLOWANCE	196.68			
018263	05/30/2016	FRANK G GODSOE CHARTERED ACCOUNTANT	10,822.02	A/P	OUT-STD	05/30/2016
	952	GG-TREASURY-ACCOUNTING SUPP	298.32			
	953	GG-TREASURY-ACCOUNTING SUPP	490.42			
	954	CC-TREASURY-ACCOUNTING SUPP	1,017.00			
	955	GG-TREASURY-ACCOUNTING SUPP	84.75			
	958	CC-TREASURY-ACCOUNTING SUPP	1,061.07			

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Town of St. Stephen
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	959	GG-TREASURY-ACCOUNTING SUPP	776.88			
	960	GG-TREASURY-ACCOUNTING SUPP	497.20			
	961	GG-TREASURY-ACCOUNTING SUPP	31.08			
	962	CC-TREASURY-ACCOUNTING SUPP	3,430.68			
	963	GG-TREASURY-ACCOUNTING SUPP	27.12			
	964	GG-TREASURY-ACCOUNTING SUPP	3,107.50			
018264	05/30/2016	IRVING ENERGY DISTRIBUTION AND MARKETING	1,877.41	A/P	OUT-STD	05/30/2016
	436110	TS-STS-DIESEL	1,032.23			
	715849	TS-STS-DIESEL	845.18			
018265	05/30/2016	JAMIE LINTON	120.00	A/P	OUT-STD	05/30/2016
	120.00	TS-STS-AUTOMOTIVE C Q EXAM	120.00			
018266	05/30/2016	PAYROLL TRANSFER	91,503.00	A/P	OUT-STD	05/30/2016
	WEEK212016	GG-TRANSFER-MAY13-26/16	91,503.00			
018267	05/30/2016	RECEIVER GENERAL FOR CANADA	36,034.04	A/P	OUT-STD	05/30/2016
	WEEK212016	GG-REMITTANCE-MAY 13-26/16	36,034.04			
018268	05/30/2016	RICHARDSON JEFF	1,454.45	A/P	OUT-STD	05/30/2016
	196.64	PS-FIRE-ATTEND FUNERAL SERVIC	196.64			
	232.00	PS-FIRE-PERSONAL VEH USE, TRAI	232.00			
	381.64	PS-FIRE-CYCLEWORKS-PARTS	381.64			
	644.17	PS-FIRE-CLOTHING ALLOWANCE	644.17			
018270	05/30/2016	SOURCE ONE SUPPLIES	9,407.79	A/P	OUT-STD	05/30/2016
	11578	CC-POOL-CHEMICALS	1,325.90			
	11586	TS-SHOP- HAND TOWEL, PAPER TO	35.12			
	11625	PM- LIBRARY- PAPER TOWEL, BATH	234.55			
	11647	CC-JANITORIAL SUPPLIES	152.32			
	11692	PS-FIRE- DISH DETERGENT	47.35			
	11694	CC-JANITORIAL SUPPLIES	236.43			
	11697	PS-FIRE- SAFETY GLASSES, GLOVE	409.72			
	11716	PS-FIRE- CAMLOCK FITTINGS	96.62			
	11776	RC-MILLPOOL- SUPPLIES, CHEMICAL	4,999.87			
	11762	CC-JANITORIAL SUPPLIES	782.23			
	11763	TS-SHOP- GARBAGE BAGS	374.12			
	11800	GG-BIA- GARBAGE BAGS, GLOVES	246.00			
	11846	CC-JANITORIAL SUPPLIES	35.14			
	11935	CC-JANITORIAL SUPPLIES	432.42			
018271	05/31/2016	RECEIVER GENERAL FOR CANADA	1,322.82	A/P	OUT-STD	05/31/2016
	2015 T4 DIFFERENCE	GG-PAYROLL-2015 T4 SUMMARY DI	1,322.82			
917243	05/25/2016	NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT	6,831.75	A/P	OUT-STD	05/25/2016
	MAY252016	GG-SERIES "AW"-INTEREST	6,831.75			
		Cheque Totals Issued:	631,928.53			
		Void:	0.00			
		Total Cheques Generated:	631,928.53			
		Total # of Cheques Listed:	111			

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Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000007 dated between 05/01/2016 and 05/31/2016

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Number	Issued	Amount	SC	Status	Status Date
000005	05/25/2016 TOWN OF ST. STEPHEN	28,000.00	A/P	OUT-STD	05/25/2016
	28000.00** GG-FUNDTRANSFER-FROM CIVIC C	28,000.00			
	Cheque Totals Issued:	28,000.00			
	Void:	0.00			
	Total Cheques Generated:	28,000.00			
	Total # of Cheques Listed:	1			

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

APRIL 2016

Dillon Consulting Limited (Engineering-Prince William Street-Project #152819, Cheque #1078)	\$	7,232.00
Total	\$	<u>7,232.00</u>

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

Visa:

MARCH 2016

Derek O'Brien (Gen Gov't: Office Supplies; Events Coordinator: Travel Expenses; Civic Center: Galaxy Program Fees; Streets: Vehicle #8 Repair Supplies) \$ 575.36

APRIL 2016

John Quartermain (Recreation: Postage for Spring/Summer Brochure Mailings; Fire: Truck #201 Bearings; Gen Gov't: Health Services Promotion) \$ 1,107.23

Grand Total

\$ 1,682.59

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 005886 dated between 05/01/2016 and 05/31/2016

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Number	Issued	Amount	SC	Status	Status Date
005508	05/25/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY252016** WS-SERIES "AW"-INTEREST	1,632.00 1,632.00	A/P	CLEARED	05/31/2016
005509	05/25/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY252016*** WS-SERIES "AW"-PRINCIPAL	24,000.00 24,000.00	A/P	CLEARED	05/31/2016
005523	05/15/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY152016** WS-SERIES "BK"-INTEREST	14,890.75 14,890.75	A/P	CLEARED	05/31/2016
005524	05/15/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI MAY152016*** WS-SERIES "BK"-PRINCIPAL	118,000.00 118,000.00	A/P	CLEARED	05/31/2016
005824	05/12/2016 BELL MOBILITY INC. 523889487APR16* WS/SCD-CELL PHONE CHARGES	990.48 990.48	A/P	CLEARED	05/31/2016
005825	05/12/2016 BRIGGS PLUMBING INC. 111138 WS-TRANS&DIST- WATERPUMP PLI 111139 WS-TRANS&DIST- UPONOR 1/2" PIP 111142 WS-#18- POLY 2" INSERT TEE, HOSE	84.59 33.77 26.04 24.78	A/P	CLEARED	05/31/2016
005826	05/12/2016 CLASSIC WOODWORKING LTD. 557843 WS-TRANS& DIST- 25" KITCHEN COI	225.43 225.43	A/P	CLEARED	05/31/2016
005827	05/12/2016 COLE-PARMER CANADA INC. 00549442 WS-SOURCE- METER TURBIDITY O/ 00549451 WS-SOURCE- TRANSPORT, TUBING	1,987.91 1,674.57 313.34	A/P	CLEARED	05/31/2016
005828	05/12/2016 DOWNEY FORD SALES LTD. 561895 WS- #105- REPLACE TAILGATE HAN	127.89 127.89	A/P	CLEARED	05/31/2016
005829	05/12/2016 INDUSTRIAL HYDRO-VAC NB LIMITED 14293 SCD-DISPOSAL- FLUSHING SEWER	954.85 954.85	A/P	CLEARED	05/31/2016
005830	05/12/2016 MOORE HOME IMPROVEMENTS 295 WS-TRANS&DIST- REMOVE OLD DI	327.70 327.70	A/P	CLEARED	05/31/2016
005831	05/12/2016 N. B. ELECTRIC POWER 36859807MAY16 WS-3119MAXWELLXING-BUILDING 50228902MAY16 WS-MAXWELLXING-PUMPS 52557428MAY16 SCD-218OLDBAYRD-WWTP 53473043MAY16 WS-SOURCE-CHLORINE RESIDUAL 61230004MAY16 WS-MAXWELLXING-PUMPS 82291006MAY16 WS-SOURCE-RESERVOIR	8,736.08 791.79 488.18 4,406.02 29.79 2,727.80 292.50	A/P	CLEARED	05/31/2016
005832	05/12/2016 PITNEY BOWES LEASING 3200168621 WS-TOWNHALL-POSTAGE METER L	711.91 711.91	A/P	CLEARED	05/31/2016
005833	05/12/2016 PITNEY WORKS APRIL13/16* WS/SCD-TOWNHALL-POSTAGE MET	506.44 506.44	A/P	CLEARED	05/31/2016
005834	05/12/2016 RESEARCH & PRODUCTIVITY COUNCIL 178290 WS-SOURCE- ANAEROBIC SPOREFI 178831 WS-SOURCE- ANAEROBIC SPOREFI 179317 WS-SOURCE- ANAEROBIC SPOREFI 179404 WS-SOURCE- TRACE METALS, SILIC 179449 WS-SOURCE- COLIFORMS AND E.C 179612 WS-SOURCE- ANAEROBIC SPOREFI 179949 WS-SOURCE- ANAEROBIC SPOREFI 180219 WS-SOURCE- ANAEROBIC SPOREFI 181596 WS-SOURCE- GENERAL CHEMISTR 181759 WS-SOURCE- ANAEROBIC SPOREFI 181859 WS-SOURCE- ANAEROBIC SPOREFI	1,894.77 68.82 68.82 71.11 177.78 380.79 71.11 71.11 71.11 71.11 135.34 71.11 71.11	A/P	CLEARED	05/31/2016

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 005886 dated between 05/01/2016 and 05/31/2016

CHEQUE REGISTER

Printed: 4:22:12PM 06/09/2016

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Number	Issued		Amount	SC	Status	Status Date
	182108	WS-SOURCE- HALOACETIC ACIDS II	636.56			
005835	05/12/2016	GARCELON CIVIC CENTER	310.00	A/P	CLEARED	05/31/2016
	310.00	WS-FUNDTRANSFER-HORIZON BOA	310.00			
005838	05/12/2016	ORCHARD'S PAINT & PAPER LTD.	640.57	A/P	CLEARED	05/31/2016
	28632	WS-TRANS&DIST- PAINT	275.72			
	26986	WS-TRANS&DIST- TRAY, ROLLER H,	364.85			
005840	05/13/2016	CANADIAN TIRE	1,053.07	A/P	CLEARED	05/31/2016
	N16035014	WS-TRANS&DIST- HOSE, ACC KIT	138.85			
	N16035036	WS-#8- WELD ST ANG	21.46			
	N16035042	WS-SOURCE- SHOP VAC, BAGS, CA	129.92			
	N16035072	WS-#8- ANGLE IRON	37.95			
	N16035175	WS-#8- ANGLE IRON	32.76			
	N16035602	SCD-DISPOSAL- WASHERS, CLAMP:	24.25			
	N16035612	SCD-DISPOSAL- SLVE ANC FH 1/4	2.24			
	N16035613	WS-SOURCE- SUPPLIES	19.72			
	N16035614	WS-TRANS&DIST- LIGHTING CABLE	99.34			
	N16035616	WS-#8- PAINT	22.79			
	N16035618	WS-SOURCE- KEYS	10.14			
	N16076267	SCD-DISPOSAL- CBL TOES, VISEGR	46.27			
	N16076280	WS-SOURCE- PAINT BRUSHES, PAI	53.32			
	N16076281	WS-TRANS&DIST- CLAMP LIGHT, TA	56.48			
	N16076286	SCD-DISPOSAL- CP100 MIRROR	45.37			
	N16076288	WS- SOURCE- CAR CHARGER	33.89			
	N16076292	WS-SOURCE- TURBO LITE	23.71			
	N16076300	SCD-DISPOSAL-PLUMBING	20.75			
	N16076303	ES-TRANS&DIST- DOOR KNOBS	45.19			
	N16076319	WS-SOURCE- PAILS	35.01			
	N16076374	WS-#8- TRY PLAS MINI, 4" TRMRLR I	103.55			
	N16076377	SCD-DISPOSAL- SAFETY HASP	11.28			
	N16076384	WS-TRANS&DIST- FOAM TAPE	19.20			
	N16076389	WS-TRANS&DIST- SPRAY PAINT	19.63			
005841	05/13/2016	CARQUEST	194.96	A/P	CLEARED	05/31/2016
	14838-38102	WS-#305- LIMCO SUPREME, LV CLE.	194.96			
005842	05/13/2016	COX ELECTRONICS & COMMUNICATIONS	395.50	A/P	CLEARED	05/31/2016
	2-1785544	WS-SOURCE- 1 TECH 1 HR	395.50			
005843	05/13/2016	CREIGHTON-CARTER LTD.	924.36	A/P	CLEARED	05/31/2016
	961-397095	WS-#305- CHAMPION COPPER COR	21.76			
	961-397109	SCD-DISPOSAL- TAP 1 4 - 20NC	6.60			
	961-397110	WS-#305- OIL FILTERS	10.92			
	961-397498	SCD-#4- FORMULA SHELL, OIL FILT	56.71			
	961-397504	SCD-#4- BRAKE PADS	70.35			
	961-398230	WS-#305- FUEL PRESS TEST KIT	55.02			
	961-398284	WS-#8- BRUSHABLE SEAM SEALER	22.32			
	961-398315	WS-#8- BEARINGS	69.08			
	961-398382	WS-#8- GREEN ETCH PRIMER	41.12			
	961-398500	WS-#102- CV DRIVESHAFT	151.44			
	961-398555	WS-#102-WARRANTY	-151.44			
	961-399011	WS-#305- FEND FTLH, ROCKER PNL	405.56			
	961-399117	WS-#305- ROCKER PNL	164.92			
005844	05/13/2016	DAVIS FUELS LTD.	437.68	A/P	CLEARED	05/31/2016

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

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Number	Issued		Amount	SC	Status	Status Date
	156151	WS-MAXWELL XING- HOUSE HEATII	437.68			
005845	05/13/2016	EAST COAST INTERNATIONAL TRUCKS	539.99	A/P	CLEARED	05/31/2016
	11976S	WS-#9,#8 - FLUID INGIBITOR, FLUID	539.99			
005846	05/13/2016	GULLISON'S COURIER SERVICE	259.90	A/P	OUT-STD	05/13/2016
	177505	WS-#8- TO TOWN FR/ PARTS FOR T	56.50			
	177621	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	177622	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	326203	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	326204	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	326219	WS-TRANS&DIST- TO RPC FR/TOWN	33.90			
	326236	WS-SOURCE- TO DOE LAB FR/TOWN	33.90			
005847	05/13/2016	KEITH'S BUILDING SUPPLIES	148.99	A/P	OUT-STD	05/13/2016
	151042	WS-TRANS&DIST- SWITCH PLATES,	110.24			
	151211	WS-SOURCE- KEY	8.10			
	151460	WS-#18- ELBOW 90 ABS, CEMENT	30.65			
005848	05/13/2016	KENT BUILDING SUPPLIES	113.30	A/P	CLEARED	05/31/2016
	1017591	WS-TRANS&DIST- SCRAPER/GLASS	16.79			
	1019451	WS-TRANS&DIST- SUBFLOOR/ADHE	10.49			
	1020125	WS-#18- LUMBER, STRAP	39.28			
	1020395	WS-SOURCE-- DOOR HANDLES	35.72			
	1020532	WS-#18- ABS ADAPTER MALE, PIPE	11.02			
005849	05/13/2016	MEGA-LAB MANUFACTURING CO. LTD.	1,309.39	A/P	CLEARED	05/31/2016
	140819	SCD- DISPOSAL- PAILS OF CAPTIVE	1,309.39			
005850	05/13/2016	PARTS FOR TRUCKS INC.	168.48	A/P	CLEARED	05/31/2016
	34225567-00	WS-#8- LAP JOINT CLAMPS	168.48			
005851	05/13/2016	PRINCESS AUTO	215.42	A/P	CLEARED	05/31/2016
	37-6-130097	WS-TRANS&DIST- DECOY CAMERA	215.42			
005852	05/13/2016	STATIONERY PLUS	1,233.92	A/P	CLEARED	05/31/2016
	365906	WS-SOURCE- MOUSE, FLASH DRIVE	93.59			
	366221*	WS/SCD- TOWN HALL- PENS, BINDII	90.76			
	366234*	WS/SCD-TOWN HALL- STAPLER	35.14			
	366343*	WS/SCD- TOWN HALL- MARKERS, F	17.18			
	366481*	WS/SCD- TOWN HALL- FILE FOLDEF	11.86			
	366680*	WS/SCD- TOWN HALL- FILE FOLDEF	23.72			
	367098*	WS/SCD- TOWN HALL- BINDER, EXP	8.87			
	367195*	WS/SCD- TOWN HALL- PAPER, STOI	46.09			
	367390	WS-SOURCE- TONER	400.47			
	367391	WS-SOURCE-LATERAL 3 DOOR FILII	506.24			
005853	05/13/2016	THE PANEL SHOP	4,447.68	A/P	CLEARED	05/31/2016
	746-99-85	WS-SOURCE- FRESH WATER SITE S	4,447.68			
005872	05/18/2016	SOURCE ATLANTIC	602.01	A/P	CLEARED	05/31/2016
	2251151	WS-TRANS&DIST- SAFETY LENS SP	48.31			
	2311765	WS-TRANS&DIST- CLOTHING ALLOW	174.02			
	2317143*	WS-TRANS&DIST- CLOTHING ALLOW	176.28			
	2320574	WS-TRANS&DIST- CLOTHING ALLOW	203.40			
005873	05/25/2016	TOWN OF ST. STEPHEN	11,755.94	A/P	CLEARED	05/31/2016
	11755.94	WS-FUNDTRANSFER FROM UTILITY	11,755.94			
005874	05/25/2016	TOWN OF ST. STEPHEN	27,960.06	A/P	CLEARED	05/31/2016
	27960.06	WS-FUND TRANSFER FROM GEN C/	27,960.06			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005886 dated between 05/01/2016 and 05/31/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
005875	05/25/2016 TOWN OF ST. STEPHEN 61023.94	61,023.94 61,023.94	A/P	CLEARED	05/31/2016
005876	05/25/2016 XPLORNET INV13296487	77.96 77.96	A/P	OUT-STD	05/25/2016
005877	05/25/2016 MINISTER OF FINANCE PID0125814416 PID0126103116 PID0126119716 PID0126130416 PID0127041216 PID0127734216 PID0130812116 PID0130934316 PID0131195016 PID1502875616 PID1516357916 PID1517570616	15,067.29 7,106.58 3,652.68 12.36 644.14 307.75 126.10 324.19 68.02 463.13 1,949.57 64.31 348.46	A/P	OUT-STD	05/25/2016
005878	05/30/2016 DEREK MORROW 255.00	255.00 255.00	A/P	OUT-STD	05/30/2016
005879	05/30/2016 DEVLIN TIM 223.73	223.73 223.73	A/P	OUT-STD	05/30/2016
005880	05/30/2016 NULANTIC WATER INC. NU: 00020 NU: 00021	4,500.53 3,716.57 783.96	A/P	OUT-STD	05/30/2016
Cheque Totals Issued:		308,930.47			
Void:		0.00			
Total Cheques Generated:		308,930.47			
Total # of Cheques Listed:		40			

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

Town of St. Stephen
BNK2 - Utility Bank Account
Cheques from 000001 to 005886 dated between 05/01/2016 and 05/31/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
005836	05/12/2016 KEVIN MCCARTY	653.90	A/R	CLEARED	05/31/2016
005837	05/12/2016 GEORGE MCLAY	100.00	A/R	CLEARED	05/31/2016
Cheque Totals Issued:		753.90			
Void:		0.00			
Total Cheques Generated:		753.90			
Total # of Cheques Listed:		2			

* - Partial payment was made on invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

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

To: Town of St. Stephen Staff, Mayor and Council

From: Rose Mitchell (Weeks)

Date: May 27, 2016

On behalf of the Weeks family, we would like to express our appreciation and gratitude to the town old and new members. For the many years he worked for the town our father loved working with all the guys... young and older he considered each one a friend. I would like to leave two words that describe and in honor of who our father Murray was, **HUMBLE & KIND.**

Thank you,

Rose, Wendy and Murray Jr.



THANK YOU

Dear Joan Flewelling May 7 2016

We would like to thank the town
for the lovely certificate on the occasion
of our 50th Wedding Anniversary.

The certificate was on display
with the others at our open House.
It was really very touching.

Thanks again
Al Rita Corbett

June 15, 2016

Received
JUN 20 2016
Town of St. Stephen

His Worship Allan MacEachern
Mayor of St. Stephen
73 Milltown Boulevard, Suite 112
St. Stephen, NB E3L 1G5

Your Worship:

**Subject: Federal Gas Tax Fund (GTF) – 2016 Allocation
Town of St. Stephen – Reference No. (6934.097.0000)**

I am pleased to inform you that under the federal Gas Tax Fund (GTF) program, the 2016 allocation of \$339,070 is available for the Town of St. Stephen to be invested in municipal infrastructure or capacity building projects from your 2014-2018 Capital Investment Plan.

This funding is to be transferred in two equal payments as follows:

- a first payment before July 29, 2016; and
- a second payment before March 31, 2017.

The above mentioned payments will be made once the Province is in receipt of the annual allocation from the Government of Canada, and if you are deemed compliant with the terms and conditions of our Agreement on the Gas Tax Fund with Local Governments.

Please feel free to contact Mr. André Chenard, Director of the Community Funding Branch, at (506) 457-4947 if you have any questions.

Sincerely,



Hon. Serge Rousselle, Q.C.
Minister

C. Mr. André Chenard, Director
Ms. Sara DeGrace, Acting Assistant Deputy Minister

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE MEETING

THAT the Minutes of the Committee meeting – Public Works – held on June 10, 2016 be approved as circulated.

COMMITTEE MEETING
FRIDAY, JUNE 10, 2016 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachem; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm and Ken Parker (arrived at 4:07 p.m.); Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) **Clean Water and Wastewater Fund Application** – The memo from the Chief Administrative Officer dated June 8, 2016 with attached proposed application was received and reviewed.

Council will consider a motion at a Special Council Meeting on Wednesday, June 15, 2016 at 5:00 p.m. to approve the submission of the application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled “Storm Water Separation and Infrastructure Renewal (Elm Park, Pinewood, Maple)”.

5. **ADJOURNMENT**

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Parker that the meeting adjourn at 4:20 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
FRIDAY, JUNE 10, 2016 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Clean Water and Wastewater Fund Application – Memo from Chief Administrative Officer dated June 8, 2016 with attached completed Application.

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 27, 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 June 15, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JUNE 15, 2016 @ 5:05 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Legal Matter – Section 10.2(4)(f) of the New Brunswick *Municipalities Act* – one (1) item
2. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – four (4) items
3. Provincial Government Matter – Section 10.2(4)(e) of the New Brunswick *Municipalities Act* - one (1) item
4. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

It was MOVED by Councillor Hyslop and SECONDED by Councillor Chisholm that the above-noted eleven (11) items, along with one (1) additional Labour and Employment Matter, be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c)(e)(f)(j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer's report was received and reviewed and the four (4) action items are noted as follows:
- Chief Administrative Officer asked Council to consider the following three (3) questions and to provide responses to him prior to next month's Committee meeting:
 - As a new Council, what are your priorities over the next four years?
 - How do you want our community to describe your contribution to the Town of St. Stephen at the end of your term?
 - What do you hope St. Stephen will look like in 2021?
 - Council will consider a motion at the next Regular Session on Monday, June 27, 2016 to direct the Chief Administrative Officer to sign the Amendment to the Town's Group Health Policy with Medavie Blue Cross which will add massage therapy under the Extended Health Benefits.
 - Upon approval by the insurance company, Council will consider a motion at a future meeting to approve the purchase of the service body attachment and accessories, and the purchase of a new truck to be used by the Water Department, all of which were destroyed by fire.
 - The majority of Council directed the Chief Administrative Officer to advise the Milltown Catholic Cemetery volunteers that the Public Works Department cannot pick up brush and leaves gathered from the cemetery clean up since the cemetery is outside of the town limits.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of May 2016 - The memo from the Assistant Treasurer dated June 9, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 27, 2016.

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 introduced Constable Emily Boudreau, a recent graduate of the RCMP Academy in Regina, who is posted in St. Andrews.

In addition to his report, Corporal MacKenzie advised that the new Sergeant, Peter Stubbs, plans to move to St. Stephen by mid July.

Also, in addition to his report, Corporal MacKenzie, as a result of complaints, recommended that the sand and gravel at the end of Union Street be cleared to discourage “wheelies”, etc.

The Chief Administrative Officer advised that he has received complaints with respect to speed on Church Street and Corporal MacKenzie will coordinate with the Citizens on Patrol for the placement of the speed trailer.

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

As noted in the Fire Chief's report, the 1987 pumper truck needs to be replaced, and Council directed him, through the Chief Administrative Officer, to bring back to next month's meeting information on leasing a truck; purchasing a used truck; and the cost of a new truck.

At this time, the Treasurer was directed to bring to next month's meeting financial information for the funding of a truck.

- (iii) Membership (Fire Department) – The memo from the Fire Chief dated May 5, 2016 with attached memo of November 8, 2015, tabled from last month's meeting, was received and reviewed.

Two (2) motions will be considered at the next Regular Session of Council on Monday, June 27, 2016: (i) to promote three (3) firefighters to Lieutenant positions; and (ii) appoint a Backup Driver.

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

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

- (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 one (1) action item is noted as follows:
- Council directed the Chief Administrative Officer/Development Officer to authorize the total payment of \$13,378.69 to the St. Stephen Development Board Inc. as outlined in the memo dated May 22, 2016 from the President of Future St. Stephen, and as budgeted in 2015 for contracts paid for the implementation of the internal marketing segment of the Marketing Strategy for the Town between November 1, 2014 to May 11, 2015.
- (iii) Report of the Property Management Office – The report of the Property Management Office was received and reviewed and the one (1) action item is noted as follows:
- Council directed the Chief Administrative Officer to solicit quotations for the demolition of the three (3) King Street properties, formerly Roger's Tin Shop; Shoe Horn; and Old Town Tavern, and to bring a recommendation back to a future meeting.
- (iv) Request for Land – The letter from the Executive Director, Fundy Region Transition House, dated May 3, 2016, tabled from last month's meeting, was received and reviewed.

Council directed the Chief Administrative Officer to arrange for a presentation of the proposed Second Stage Housing project at next month's meeting.

- (v) Proposed Rezoning – 27 Elm Street – The memo from the Chief Administrative Officer/Development Officer dated June 7, 2016 with attached copy of rezoning application; copy of By-Law No. M-1.3, an amendment to the Town's Municipal Plan By-Law No. M-1; and, copy of By-Law No. Z-1.5, an amendment to the Town's Zoning By-Law No. Z-1 were received and reviewed.

Two (2) motions will be considered at the next Regular Session of Council on Monday, June 27, 2016: (i) to request the written views of the Planning Advisory Committee (PAC); and, (ii) set the date for the public presentation of the proposed rezoning.

PARKS AND RECREATION - Chaired by Councillor Chisholm

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

As noted in the Director's report, the lights at the Jake Donahue Memorial Park do not work due to vandalism. The Director is looking for solutions and will bring information back to a future meeting.

Mayor MacEachern commended Jennifer Dow, the Town's Horticulturist, and her crew for how great the flowers look in the various parks; and in particular, the David Alison Ganong Chocolate Park where he received compliments during the Chocolate Moose and Tiffany unveiling.

- (ii) W. T. Booth Community Pool Fees – Councillor Harding stated that the fees should be removed from the W. T. Booth Community Pool.

Yolande Stewart, concerned citizen, was in attendance and made a request to Council, in support of Councillor Harding's opinion, that the fees should be removed.

Council will consider a motion at the next Regular Session on Monday, June 27, 2016 to authorize the removal of the fees.

- (iii) Garcelon Civic Center Report – 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 Monday, June 27, 2016 to approve rate increases for memberships and rentals at the Garcelon Civic Center to reflect the HST increase effective July 1, 2016.
- Council will consider a motion at the next Regular Session on Monday, June 27, 2016 to authorize the Mayor and Clerk to sign the Commercial Credit Application with Acklands Grainger in order to process any future purchases.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer's report was received and reviewed and the one (1) action item is noted as follows:

- Council will consider a motion at the next Regular Session on Monday, June 27, 2016 to approve the calendar of events for the 2016 International Homecoming Festival.
- (ii) International Homecoming Festival – The letter from the Canadian Chair dated May 31, 2016 with attached list of International Homecoming Festival Events was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 27, 2016 to approve the events, as requested in the Planning, Promotion and Tourism report from the Chief Administrative Officer.
- (iii) Re-appointment – St. Croix Library Board – The letter from the Library Manager dated June 1, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 27, 2016 to re-appoint Jane Lindsay to the Board of Trustees.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations' report was received and reviewed and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session to authorize the Mayor and Clerk to sign an Agreement for Professional Services with Dillon Consulting Limited for street improvements on Milltown Boulevard consisting of the addition/replacement of concrete curb and gutter on each of the streets between Hill Street and Church Street (approximately 440 meters) complete with site restoration.

Harold Williams, a citizen from Birchwood Court, presented various concerns and, in particular, requested that the Public Works Department use less sand during the winter.

Councillor Hyslop, as Chair of the Public Works Committee, stated that he will discuss the concerns at the next working group meeting of the Public Works Committee.

5. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 7:20 p.m. and returned to open session at 9:30 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 9:30 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JUNE 15, 2016
(IMMEDIATELY FOLLOWING ADJOURNMENT OF
SPECIAL COUNCIL MEETING @ 5:00 P.M.)
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Legal Matter – Section 10.2(4)(f) of the New Brunswick *Municipalities Act* – one (1) item
2. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – four (4) items
3. Provincial Government Matter – Section 10.2(4)(e) of the New Brunswick *Municipalities Act* - one (1) item
4. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) 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 Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of May 2016 – Memo from Assistant Treasurer dated June 9, 2016 with attachment:
 - Cheque Register

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Membership (Fire Department) – Memo from Fire Chief dated May 5, 2016 with attachment:
 - copy of Membership Memo dated November 8, 2015
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Report of the Property Management Office
- (iv) Request for Land – Letter from Executive Director, Fundy Region Transition House, Inc. dated May 3, 2016.
- (v) Proposed Rezoning – 27 Elm Street – Memo from Chief Administrative Officer/Development Officer dated June 7, 2016 with attachments:
 - copy of rezoning application
 - copy of By-Law No. M-1.3, an amendment to the Town's Municipal Plan By-Law No. M-1
 - copy of By-Law No. Z-1.5, an amendment to the Town's Zoning By-Law No. Z-1

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) W.T. Booth Community Pool Fees – Councillor Harding will speak to it.
- (iii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) International Homecoming Festival - Letter from Canadian Chair dated May 31, 2016 with attachment:
 - List of International Homecoming Festival Events
- (iii) Reappointment – St. Croix Public Library Board – Letter from Library Manager dated June 1, 2016.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: _____ June 27, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of May 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 – May 2016

Mission and Vision

This is our first meeting of Committee for our new Mayor and Council. On behalf of the staff, congratulations to each of you and thank you for serving the citizens of our community. The success of our work depends on your leadership.

We also wish to thank citizens Abby Pond, Ralph Williams, Bob Coates, and Patrick Cummins who offered as candidates in this past municipal election. The interest in this past election demonstrates the high level of citizen engagement in our community.

In an effort to guide our work, we encourage you to consider the following:

- As a new Council, what are your priorities over the next four years?
- How do you want our community to describe your contribution to the Town of St. Stephen at the end of your term?
- What do you hope St. Stephen will look like in 2021?

Action: Council consider these questions and provide responses to the CAO prior to our Committee Meeting in July.

Town Group Health Policy Amendment

Staff reviewed the Town health benefits package with Medavie Blue Cross and we recommend the addition of massage therapy under the Extended Health Benefits. There is no additional increase in the premium at this time, but may change when the policy is renewed depending on the use as per other benefits. The Group Health Policy Amendment form is attached.

Action: Council consider a resolution directing the CAO to sign the amendment to the policy.

Water Department Truck

The tender was posted on June 9 and closes at 12:00 p.m. on Monday, June 27. Should the tender be adequately met and the insurance company concurs, a recommendation maybe ready for Council to consider a resolution on June 27.

Two quotations were received for the service body attachment and accessories covered in the replacement cost. I am waiting on the approval from our insurance company.

Action: Council consider a resolution to approve the purchase of the service body



and accessories once approved by the insurance company.

**Catholic Cemetery
Request**

The Catholic Cemetery volunteers, located in Barter Settlement, have requested our Town Public Works Department pick up brush and leaves gathered from the cemetery clean up. This falls outside of town limits and would need Council's direction.

Action: How would Council like to direct me?

**UNB Human Resources
Management
Certificate**

I will be participating in this certificate program at UNB, Fredericton throughout the fall of 2016 and winter/spring 2017. It will involve nine (9) two-day modules at the Fredericton Campus. The cost is \$ 4 495 – covered by the CAO Conference Fees and Training budget allocations.

Presentations

Heritage Chapter I.O.D.E. (May 4).



GROUP HEALTH POLICY AMENDMENT

**Executive Offices: Moncton, New Brunswick
Dartmouth, Nova Scotia**

Policyholder: TOWN OF ST. STEPHEN

Policy Number: 12683 & Sections

Effective Date: February 1, 2016

AMENDMENT - 03

The master policy, issued by Medavie Blue Cross, is hereby amended as follows:

Extended Health Benefit is revised as follows: Massage therapist is added under Private Practice Para-Medical Services.

The following page(s) is/are revised:

SECTION 5D - EXTENDED HEALTH BENEFIT PROVISIONS, page S-5D.6

This amendment forms part of the contract between Medavie Inc., operating under the business name Medavie Blue Cross, and the Policyholder and should be filed with the group policy. Except as provided in this amendment, all other terms, provisions and conditions of the contract remain in effect.

Payment of contributions by the Group Contract Holder to Medavie Blue Cross within 60 days of the receipt of this amendment constitutes acceptance of this Amendment by the Group Contract Holder.

Signed for Medavie Blue Cross at Moncton, New Brunswick this 24th day of February 2016.

John Diamond
Vice-President, Finance and Treasurer

Eric Laberge
President, Medavie Blue Cross

Acknowledging receipt of this amendment on behalf of the Policyholder on this ___ day
of _____ 20__.

Authorized Officer of the Policyholder

Title

Please acknowledge receipt by signing and returning the original to Medavie Blue Cross.

Examined by: CS

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 08 June 2016

Subject: Finance Department Report

Staff Activity since last report:

- 1) **Monthly accounting procedures:**
 - A) **Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).**
 - B) **Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).**
 - C) **Payroll processing (Bi-weekly 73 employees, Monthly 32 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 113 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 August 31, 2015.**
- 2) **Statements of Revenue and Expenditures to March 31, 2016.**
- 3) **Preparation and review of departmental information for Committee and Council packages.**
- 4) **Computer server maintenance.**
- 5) **Meetings:**
 - A) **Department Head meeting-May 10, 2016.**
 - B) **Committee meeting-May 11, 2016.**
 - C) **Civic Center meeting for general accounting-May 13, 2016.**
 - D) **Civic Center meeting for general accounting-May 25, 2016.**
 - E) **Department Head meeting-June 7, 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 general audit working papers, auditors expected in July, 2015-In Progress.

- C) 2015 Gas Tax Fund reconciliations for the PNB, due June 30, 2015-In Progress.

- D) Civic Center accounting reconciliations-Month end completed to April 30, 2016-In Progress.

- E) Jumpstart processing-In Progress.

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

Public Works Report for May 2016

Lee Johnson, Director of Operations, June 02, 2016

1: Water system:

- a) Finished flushing Hydrants.
- b) Repaired 2 Water Services.
- c) Installed 1 new Hydrant.
- d) Started reading Meters.

2: Streets:

- a) Swept Streets And Sidewalks.
- b) Started Leaf And Twig Pickup.
- c) Cold Patched pot holes.
- d) Repaired lawns
- e) Installed one catchbasin.

3: Waste Water:

- a) 1 Sewer Main was videoed.
- b) 2 Sewer Laterals were flushed.
- c) 4 Sewer Laterals were videoed.
- d) 1 Sewer Lateral was rodded.
- e) Work has begun on SCADA Upgrades to the amount of \$18,747.50. \$3,747.50 to be paid from the Sewer budget with the remaining \$15,000 to be paid from the Utility Reserve as agreed by Council during the budget process.

4: Capital Projects:

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

Construction began on May 16, 2016. Work to date has been primarily focused on underground infrastructure between King Street and Princess Street. It is anticipated that the new water main will be commissioned on this block within the next week. To date, there have been no significant changes to the work.

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

We are awaiting a schedule from the contractor. Shop drawings have been reviewed and submitted.

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

Work is approximately 85% complete.

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

Five options were developed to improve parking capacity using the existing parking space at Garcelon Civic Center. These have been sent to Andrew Gibbons.

Street Improvements (Milltown Boulevard) – Project No. TBD

Topographic survey has been completed.

5: Street Improvements (Milltown Boulevard)

Attached is an Offer of Services from Dillon Consulting Limited for street improvements on Milltown Boulevard consisting of the addition/replacement of concrete curb and gutter on each of the streets between Hill Street and Church Street (approximately 440 meters) complete with site restoration.

Action: *Council consider a motion at its next Regular Session authorizing the Mayor and Clerk to sign an Agreement for Professional Services with Dillon Consulting Limited in the amount of \$54,300.00, plus HST, to carry out the scope of work outlined in the Offer of Services.*

June 3, 2016



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

Attention: Mr. Derek O'Brien
Chief Administrative Officer and Development Officer

Offer of Services –Street Improvements (Milltown Boulevard)

Dillon Consulting Limited (Dillon) is pleased to submit this Offer of Services for street improvements on Milltown Boulevard. The work is expected to consist of the addition/replacement of concrete curb and gutter on each of the streets between Hill Street and Church Street (approximately 440 meters) complete with site restoration. This project has been approved by the *Province of New Brunswick under the Provincially Designated Highways Program* for construction in 2016 with an estimated construction cost of approximately \$362,000.00 (including HST).

SCOPE

In respect of the overall project scope described above, our understanding of the detailed scope of professional services required is outlined as follows:

Design Phase Services

- Project Management
- Topographic survey and field data collection as required for design
- Preparation of sealed engineering drawings and specifications for tender and construction
- Preparation of a detailed, pre-tender, Engineer's Estimate of the construction cost
- Liaison with the Department of Transportation and Infrastructure regarding funding and project approvals prior to tender and award of the project

Tender Phase Services

- Preparation of Tender Call and submission to NBON
- Preparation and distribution of tender packages
- Submission of project plans and specifications for the NB Construction Associations
- Responding to bidder inquiries during tender period
- Attend tender closing at the Town office
- Preparation of a bid summary and letter to the Town following the tender closing

1149 Sanythe Street
Suite 200
Fredericton
New Brunswick
Canada
E3B 3L4
Telephone
506.444.8520
Fax
506.444.8821

Construction Phase Services

- Project Management during construction
- Review of shop drawings
- Contract administration including:
 - Preparation of contract documents for signing
 - Preparation of monthly progress claims and payment certificates
- Preparation of monthly progress invoices to the NB Department of Transportation and Infrastructure
- Schedule and attend pre-construction meeting with the Town and contractor
- Notify WorkSafe NB of the contractor's construction schedule
- Up to 5 weeks of Construction Observation during the construction period
- Preparation of Record Drawings

SCHEDULE

Field work is expected to commence within two weeks of acceptance of this Offer of Services. It is understood that the Town of St. Stephen intends to tender this project for construction during the 2016 construction season.

ENGINEERING FEES

We propose an engineering fee equal to 15% (plus applicable HST) of the actual construction value of the tendered work to be invoiced as a lump sum. This fee is inclusive of all labour, expenses and Dillon administration fees. Invoicing will be submitted monthly based on progress. Based on the preliminary construction cost estimate, our initial estimate of fees is shown below:

Phase	Fee (\$)
Design & Tender Phase Services	\$18,100.00 (plus HST)
Construction Phase Services	\$36,200.00 (plus HST)
<i>Total</i>	<i>\$54,300.00 (plus HST)</i>

In the event of a low tender submission that is more than 10% below the pre-tender Engineer's Estimate, the engineering fees will not be reduced more than 10% from the established by the Value of the Engineer's Estimate.

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

Town of St. Stephen

Page 3

June 3, 2016

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

Yours truly,

DILLON CONSULTING LIMITED



Rory C. Pickard, P.Eng.

Associate

RCP:trw

Attachments

cc: Ms. Joan Flewelling
Mr. Lee Johnson
Mr. Tim Tozer

Commercial Confidentiality Statement

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

AGREEMENT FOR PROFESSIONAL SERVICES

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

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

- Corporation incorporated under the laws of _____ (insert jurisdiction of incorporation);
- Partnership having the following general partners _____ (list all general partners);
- Sole Proprietorship; or
- Other (please specify) Incorporated Municipality

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

- A. Terms of Engagement (dated December 21, 2015).
- B. Offer of Services Letter from Dillon (dated: May 3, 2016).
- C. Other:
 - i) NONE
 - ii) _____
 - iii) _____

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

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

5. The Client:

- A. Authorizes Dillon to proceed with the work described in the Offer of Services Letter;
- B. Acknowledges that it has had the opportunity to read, discuss and negotiate the attached Terms of Engagement prior to executing this Agreement;
- C. Agrees to be bound by and comply with the provisions of this Agreement, the attached Terms of Engagement and Offer of Services Letter, and any other attachments to this Agreement;
- D. Agrees that the signing of a facsimile copy or portable document format (PDF) copy of this Agreement and any amendments thereto shall have the same effect as the signing of an original; and
- E. Agrees that the retention of an electronic version of this agreement is permitted and that the subsequent production of an electronic version of this document shall be treated as if it was the production of an original signed copy.

DILLON CONSULTING LIMITED:

THE CLIENT:

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

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

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

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

DILLON CONSULTING LIMITED - TERMS OF ENGAGEMENT

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

1. Warranty

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

2. Limitation of Liability

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

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

3. Confidentiality

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

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

4. Provision of Relevant Information

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

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

5. Site Access, Subterranean Structures and Utilities

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

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

6. Samples

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

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

7. Force Majeure

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

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

8. Payment

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

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

9. Independent Professional Services Consultant

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

10. Defects in Service

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

11. Suspension of Services

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

12. Agreement

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

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

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

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



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. May 2016

Parks

- All safety training has been completed.
- Continue clean up at Dover Hill Park.
- The lights at Jake Donahue Memorial Park do not work due to vandalism.
- Netting has been put on all fields.
- Clean up in most parks and trails have been completed.

Pool

- The W. T. Booth Community Pool is now up and running. School groups will start using it in early June.
- The 3rd heat pump has been repaired and a new pump was installed to improve water flow.
- Summer registration was held.

Recreation

- Another busy month for events at the Civic Center.
- Continue to make progress on the Wall of Fame.
- Working with Boys and Girls Club to run a Sport Camp at the GCC for 1 week this summer.
- The 4th Annual Fun Run committee is being formed.
- The 3rd Annual Ball Hockey tournament will be held at the GCC.

Meetings

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

The following is a list of Summer Students for 2016:

Horticulture

1. Alesha Baxter
2. Jessica Theriault
3. Sydney Nordstrom

Parks Crew

1. Nick Goleniec
2. Ryan Hanson

Mowing Crew

1. Ryan Orchard
2. Brandon Belyea
3. Chris March
4. Dan McShane

W. T. Booth Community Pool

- | | |
|--------------------|--------------------|
| 1. Erin Harrington | 8. Lexi Brisley |
| 2. Erin McShane | 9. Dan McShane |
| 3. Catherine Smith | 10. Megan Gullison |
| 4. Eric Johnston | 11. Rachel Glynn |
| 5. Ally Cook | 12. Eliza Casey |
| 6. Cass Acheson | 13. Kelly Johnston |
| 7. Morgan Parks | |

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for May 2016

Alarms were: Town Alarms 12
 Out of Town Calls 1
 Mutual Aid-Calais 1
 14

Alarms are described as :

	# of firefighters	# of hours
1. Open Burning Put out by Property owner	1 2	2
2. Hydro pole fire	1 7	14
3. Assist AMB NB	1 9	9
4. Mutual Aid- structure	1 9	14
5. Alarm System Activation	6 54	75
6. Motor Vehicle Accidents	2 22	27
7. Check a building (fire put out by a business owner)	1 2	2
8. Assist Waste Water Dept.	1 3	12

Calls dispatched for the month of May ---- 74

Fire Department Activities

1. Monthly meeting of the Fire Department
2. Training sessions – 3
3. Members participated with the St. Stephen High School T.A.D.D. committee, AMB NB, RCMP and Humphreys Funeral Home in organizing and presenting a Mock Accident at the High School May 20
4. Four members attended the Western Charlotte Fire Departments Open House and Long Service Awards Ceremony.
5. Meeting of the Fundy Firefighters Assoc..

Fire Chiefs Activities:

1. Monthly meeting of the Fire Dept.
2. Monthly meeting of Police and Fire Committee
3. Fundy Firefighters Association Meeting.
4. Attended the Western Charlotte Fire Departments Open House and Long Service Awards Ceremony
5. Training Sessions -3
6. Meeting of Local Fire Chiefs
7. Management Committee Meeting
8. T.A.D.D. meetings and Exercise
9. Attended the Special Meeting of the New Council.
10. At the New Brunswick Association of Fire Chiefs Convention May 27-28 in Bathurst I was recognized for having been on the Board of Directors for the NBAFC for a period of 21 years.

Coming up in June

- > Fire prevention program for the Syrian Families
- > Preparing for Canada Day
- > Boys and Girls Club Relay for Kids
- > Relay for Life

As the new council begins their mandate I must bring to your attention the need to replace one of our firetrucks. This unit is a 1987 pumper which until recently has given relatively little trouble.

This spring the truck developed a leak in a pipe which delivers water to the pump. A valve (6") was found to be the culprit, reason for leak , rusted out. Cost to repair \$2000.00 plus labour. While this slowed the leak down it did not totally cure the problem.

Each spring I bring an outside company specializing in fire truck maintenance and repair in to go over all the trucks and test them to meet standards, during the maintenance checks on the 1987 pumper they had to take the Tank to Pump valve out to investigate the cause of the leak. The cause of the leak was found to be a piece of very rusted pipe 2" in dia. And 3" long stuck in the valve. The piece

of pipe most likely came from the tank but cannot be confirmed. With the piece of pipe in the valve and the valve trying to open and close the valve is damaged beyond repair. To repair this will be significant. I have asked the repair company to give me pricing on making necessary repairs. However:

1. How much do we invest in a 29 year old truck which should have been replaced 4-5 years ago.
2. If rust has caused this much damage that we know of whats next ?
3. This truck because of the age and its troubles cannot be considered reliable anymore and therefore I cannot continue to use it as a frontline firetruck.
4. Over the past 2 years council has set aside \$130,000.00 in a Capital Reserve Account with another \$100,000.00 earmarked in 2016
5. Approximate cost to replace the 1987 truck would be \$450,000.00 for another pumper .
6. Industry Standards recommend replacing pumpers every 8 to 10 years max.

Submitted for Information and Consideration

Jeff Richardson

Fire Chief

TOWN of ST. STEPHEN

By-Law Enforcement

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

May REPORT

2016

To: CAO - Town of St. Stephen

Please find enclosed my report for May By-Law - Enforcement.
We handled 14 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (3)	Gentleman inquiring about Rogers Tin Shop building Lady inquiring about business license etc. for Woody's BBQ Pit. Sandro's catering inquiring about grease disposal	Informed him to contact the CAO on this matter Informed her the only thing she would need from us is sign/ building permits if necessary. Steered her to the appropriate agency to contact.
Warning Tickets issued(2)	<i>One vehicle on King street, and one at Civic Center</i>	Warnings issued and will continue to monitor.

Noise complaint(1)	<i>Lady on princess street complaining about noise from the adjoining day care</i>	Informed her there wasn't very much we could do as they were only children outside playing.
General info (8)	<p><i>Garbage strewn about on Pleasant St.</i></p> <p><i>Garbage being placed on vacant lot on Parkwood drive.</i></p> <p><i>Messy vacant lots ie. Tall grass on property</i></p> <p><i>Fence in disarray on Murchie Ave.</i></p> <p><i>Notifications placed at home owners with regards to the clean up.(4)</i></p>	<p>Have tried to contact home owner no luck yet.</p> <p>Patrol made and found that two bags of leaves are sitting there and will no doubt be picked up by the Town crew.</p> <p>Informed complaint that unless the property owner cleans up the grass we cannot do much.</p> <p>Home owner has been notified by myself and the building inspector.</p> <p>Hopefully they will comply</p>

By-Law No. Z-1.4 – a By-Law to Amend By-Law No. Z-1 (Town's Zoning By-Law), Section 3.14 Keeping of Hens(2)	<i>Complaint of chickens running loose on Union Home with numerous chickens in pen,</i>	Dealt with home owner <i>a letter will be sent out to the home owner again</i>
	<i>Animal in distress on Brook St.</i>	passed onto the animal enforcement officer

REPORT OF THE ANIMAL CONTROL OFFICER

I received numerous complaints of stray cats in Milltown, back yard circle of Pleasant St. and Murchie and Riverside area. Seven cats were impounded from there and one from West street. A pup was picked up from Union St. and impounded. Complaints of a resident of St. Stephen walking a dog without leash, person was informed dog had to be on leash.

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

TOWN of ST. STEPHEN

Building Inspection Services

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

MAY REPORT 2016

BUILDING INSPECTION

The month of May brought in a total of 18 (Eighteen) permits which represents \$379,980.00 (Three Hundred and Seventy Nine Thousand, Nine Hundred and eighty dollars) in building permits

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

Our office dealt with and has filed 21 (twenty one) Occurrence reports and filed 20 (Twenty) Building Inspection reports. No electrical waivers were issued.

All required reports were filed with the appropriate government agencies

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

Respectively Submitted

Manzer Young

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

Report of the Development Office – May 2016

St. Stephen Development Board - Future St. Stephen

Weekly meetings continue.

- Giant Tiger Grand Opening (June 18).

Follow up regarding the marketing project (attached).

Action: Council direct the CAO to authorize the payment to St. Stephen Development Board Inc. as budgeted in 2015.

Planning Advisory Committee

There being no business, the committee meeting June 1 was cancelled.

Next meeting: July 6.

Sign Permits

- 6 approved.

Variances

- 1 approved.

Approved plans

- Nothing to report.

New Development

- Communications Tower – 205 Pleasant Street.



To: Council of the Town of St. Stephen

From: Richard Fulton, President of Future St. Stephen

Date: May 22, 2016

Subject: Contracted work between the Town of St. Stephen and the St. Stephen Development Board

A contract was established and work proceeded between November 1, 2014 and May 11, 2015. The scope of the work was two parts:

1. To redo the Town website. That was completed via sub-contracts with Volution Online Ltd. and with Michael Mohan Photography in the total amount of \$11,560.01 and the results are available on line.
2. To create and send out a newsletter as directed by the Town. 5,500 newsletters were printed and mailed for a total cost of \$1,818.68

A detailed invoice was submitted, copy attached, and we respectfully request its payment at your earliest convenience.

Report of Property Management – May 2016

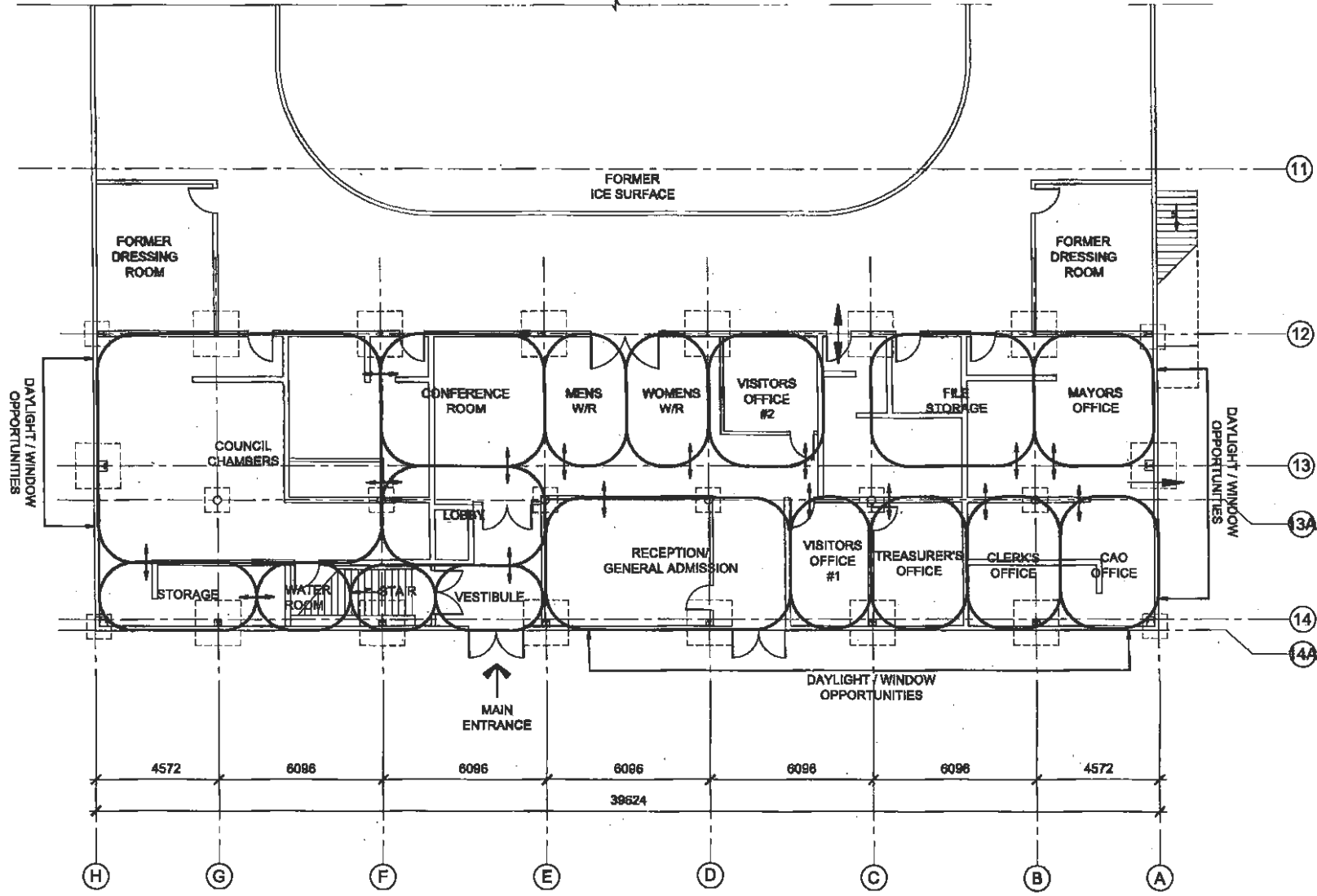
St. Stephen Train Station	<p>The tenant renovations are ongoing.</p> <p>Applied for a grant from the Atlantic Canada Opportunities Agency (ACOA) and the N.B. Regional Development Corporation (RDC) for possible funding to do building upgrades (utilities, roof, etc.) that will help maintain the building.</p>
Giddens Memorial Airport	<p>Air Navigation Data have completed the design of the procedures to both runways, the Federal Aviation Administration (FAA) has reviewed the procedures, and Moncton Area Control Centre (ACC) has signed off as of June 1. Navigation Canada is currently reviewing the procedures and there is no estimate for the approval date at this point.</p>
Border Arena	<p>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.</p>
RCMP Building	<p>Nothing to report.</p>
Pizza Delight	<p>Nothing to report.</p>
Library	<p>Minor repairs completed.</p>
New Town Hall	<p>The previous Council directed the CAO to pursue a renovation at the Border Arena to create the new Town Hall space in the front portion of the building with the idea of creating multi-purpose spaces in the rear of the building in the future. Murdock & Boyd Architects was contracted to:</p> <ul style="list-style-type: none">• Assess the spacial needs of the Town and provide spacial designs (attached).• Assess the costs for renovations – physical, electrical, and mechanical.• Develop a floor plan.• Provide detailed project costs.



King Street Properties

The previous Council approved the purchase of the buildings and properties on King Street - PID # 01301951, 01301563 (formerly Roger's Tin Shop), 01301506 (formerly Shoe Horn), 01301712, 01301787 (formerly Old Town Tavern) for the purpose of demolition and future development. In an effort to prepare for possible future development and to reduce liability for the Town, I would recommend that we proceed with the demolition of the buildings. This work can be arranged through soliciting quotations from local contractors.

Action: Council give direction to the CAO to solicit quotations and to bring a recommendation to a future meeting of Council.



**Border Arena
Renovations**
2016, May 09



**Schematic Design
Option 01
Main Floor Plan**
Scale 1:100

**Town of
ST. STEPHEN**

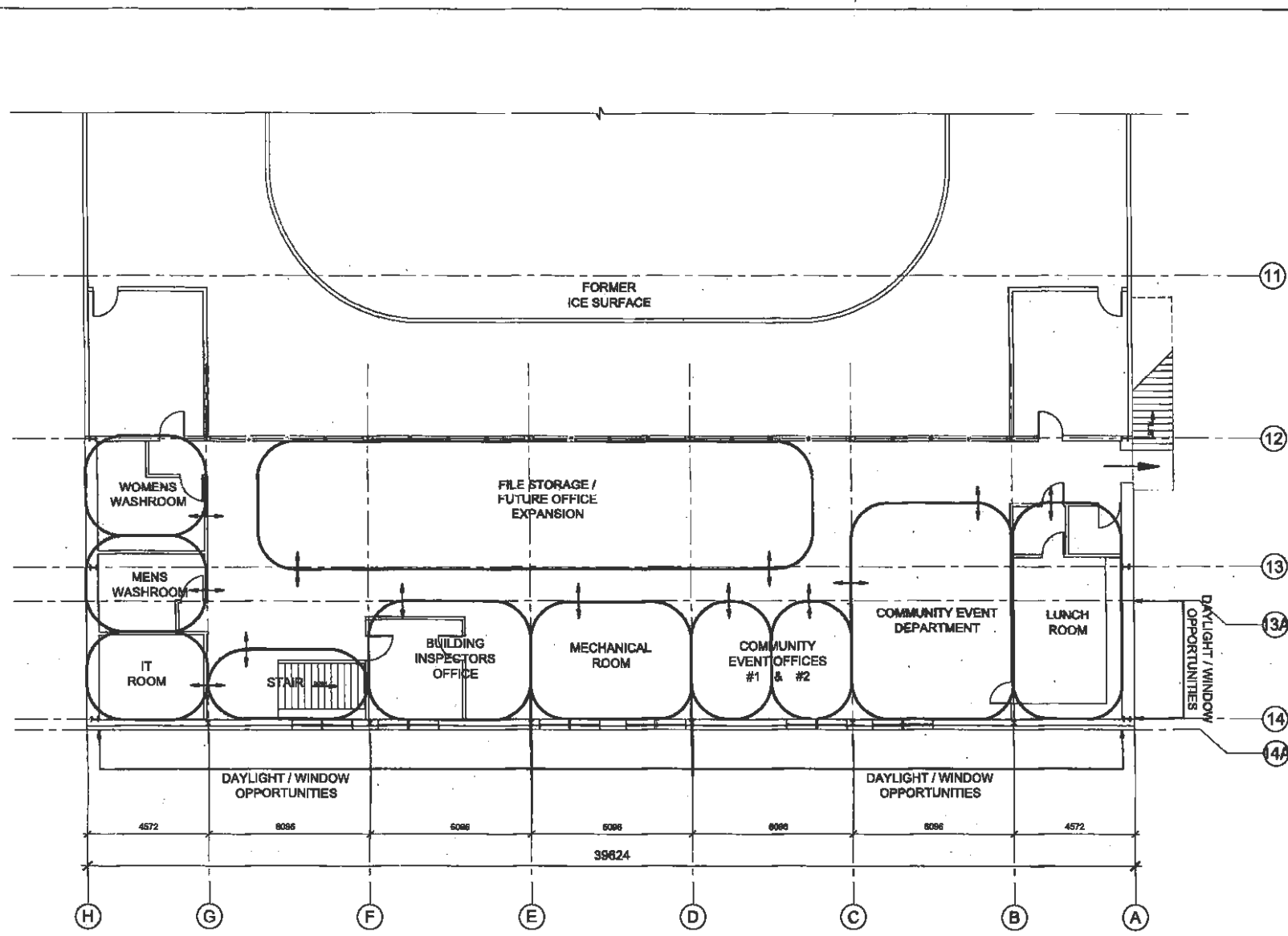


**Border Arena
Renovations**
2016, May 09



**Schematic Design
Option 01
Second Floor Plan**
Scale 1:100

**Town of
ST. STEPHEN**



Garcelon Civic Center Report – May 2016

Advising Commission

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

Charlotte County Civic Centre Fund Raising

Meeting May 24.

- Determined name: Garcelon Civic Center Charitable Fund. Registration documents are being completed with the assistance of our Town solicitor.
- Officers elected: Allan Gillmor, Chair, Kathy Helpert, Vice Chair, and Lori Toombs, Treasurer.
- Reviewed the draft of the new By-laws with the assistance of our Town solicitor.

Next meeting: TBD.

Finance and Administration

Student Customer Service Attendant(s) has been advertised and the competition will close on June 20.

Receptionist and Hospitality Attendant – Casual Position, was advertised internally and is now public. The competition closes June 20.

The federal government is increasing the HST on July 1, 2016. The Advising Commission and staff recommend rate increases to reflect the HST increase effective July 1. The increases are across the board for memberships and rentals based on the 2% tax increase and rounding off as are current fees.

Action: Council consider a resolution to approve the rate increases.

Credit Application (attached) - Acklands Granger is an industrial supply company where we need regular purchases.

Action: Council consider a resolution directing the Mayor and Clerk to sign the credit application.

We received two (2) SEED Grants to hire students - (1) Maintenance and (1) Administrative Support for eight (8) weeks each. Kyle Savard was hired for the maintenance position and we are waiting for an appropriate student with a voucher for the second position.



Burton Burns will work in Maintenance through funding provided by the provincial "Workability Program". He will work 20 hours / week for 16 weeks.

An application for funding to support the purchase of the ice cover floor was submitted to the Atlantic Canada Opportunities Agency (ACOA) and the N.B. Regional Development Corporation (RDC).

Aquatics and Fitness

Student lifeguard and assistant lifeguard competition will remain open. Applicants will be screened, interviewed, and potential candidates will be recommended for hiring at future meetings of Council.

Facility

Pool shutdown is planned for June 20-24 for the contractor to address leaks. Staff will complete a cleaning and address the slippery stairs into the pool.

Quotations were received for window blinds. We will proceed with purchase and installation in the Moosehead Room, Conference Rooms, and offices within the current budget.

Programming / Facility Use

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

- Cheer N.B. All stars Competition (May 7).
- Ball hockey leagues.
- Mother's Day Buffet (May 8).
- Charlotte County Job and Entrepreneur Fair (May 11).
- CBDC Business Mixer (May 26).
- Mayor and Council "Oaths of Office" and Special Council Meeting (May 30).
- Fundraising Yoga Class and Silent Auction (June 1).

Promotion and Marketing

Calais Placemat Advertisement, Saint Croix Courier (\$ 315.00).

Summer promotion for the civic center and the William T. Booth Pool will provide a family pass that is valid at both pools during July and August for \$ 70.00.

Website is live and updates continue.

A civic centre brochure is being developed.

COMMERCIAL CREDIT APPLICATION

SALES REP # _____
BRANCH # _____
ACCOUNT # _____ FOR AGI INTERNAL USE ONLY

PLEASE RETURN TO _____ OR financialservices@agl.ca
TO AVOID DELAY, COMPLETE AND SIGN BOTH SIDES OF THIS DOCUMENT (2 PAGES)

LEGAL NAME OF ENTITY _____

ALSO KNOWN AS _____

PARENT COMPANY OR AFFILIATE _____

MAILING ADDRESS _____
STREET ADDRESS _____
CITY / COUNTY PROV / STATE COUNTRY POSTAL / ZIP CODE

PHONE NUMBER _____ FAX NUMBER _____

SHIPPING ADDRESS _____
STREET ADDRESS _____
CITY / COUNTY PROV / STATE COUNTRY POSTAL / ZIP CODE

OFFICERS, PARTNERS, OR OWNERS (PLEASE USE ADDITIONAL SHEETS IF REQUIRED)

NAME _____ DATE OF BIRTH _____ / _____ / _____
MONTH DAY YEAR
ADDRESS _____

NAME _____ DATE OF BIRTH _____ / _____ / _____
MONTH DAY YEAR
ADDRESS _____

PRIMARY BUSINESS TYPE _____ NUMBER OF EMPLOYEES _____

ESTIMATED ANNUAL PURCHASES WITH AGI \$ _____ OPERATING SINCE _____ / _____ / _____
MONTH DAY YEAR

EMAIL ADDRESS FOR INVOICES _____

PAY BY EFT Y _____ N _____ (FORM WILL BE PROVIDED ONCE ACCOUNT APPROVED)

P.S.T. # _____ MAJORITY EXEMPT YES _____ / NO _____

* NOTE ALL APPLICABLE TAXES WILL BE CHARGED UNLESS EXEMPTIONS ARE SUPPORTED BY A VALID P.S.T. LICENSE NUMBER /CERTIFICATE OF EXEMPTION ON FILE, OR SUPPORTED BY EXISTING OR NEW TAX LAWS.

A/P CONTACT _____ TEL (_____) _____

E-MAIL _____ FAX (_____) _____

PURCHASING _____ TEL (_____) _____

E-MAIL _____ FAX (_____) _____

TERMS AND CONDITIONS APPLICABLE TO YOUR CREDIT APPLICATION AND ANY RELATED GRANT OF CREDIT

**** ANY CHANGES TO THIS DOCUMENT THAT ARE NOT ACCEPTED IN WRITING BY AGI'S FINANCIAL SERVICES DEPARTMENT WILL RESULT IN THE AUTOMATIC REJECTION OF YOUR APPLICATION. ****

TO: ACKLANDS-GRAINGER INC. and its divisions ("AGI") FROM: _____ ("Applicant")

DATED: _____

SECTION A - ACCOUNT AGREEMENT

THE APPLICANT REPRESENTS AND WARRANTS THAT IT IS BUYING PRODUCT UNDER THIS ACCOUNT AGREEMENT FOR COMMERCIAL PURPOSES AND NOT AS A CONSUMER AS DEFINED UNDER ANY APPLICABLE PROVINCIAL CONSUMER PROTECTION ACTS.

IN CONSIDERATION OF AGI EXTENDING CREDIT TO THE APPLICANT, THE APPLICANT PROMISES TO PAY THE ACCOUNT OUTSTANDING NET 30 DAYS FROM DATE OF PURCHASE. THE APPLICANT AGREES TO PAY INTEREST OF 2 % PER MONTH (26.82% PER ANNUM) ON ANY BALANCE OF THE ACCOUNT OUTSTANDING MORE THAN 30 DAYS AFTER THE DATE OF PURCHASE. AGI MAY VARY THE INTEREST RATE BY INDICATING A NEW INTEREST RATE ON ITS INVOICE. IF THE CUSTOMER FAILS TO MAKE PAYMENT WITHIN THIRTY (30) DAYS, AGI MAY DEFER SHIPMENTS UNTIL SUCH PAYMENT IS MADE, OR MAY, AT ITS OPTION, CANCEL ALL OR ANY PART OF THE UNSHIPED ORDER. AGI RESERVES THE RIGHT TO DECLINE THE EXTENSION OF ANY CREDIT TO THE CUSTOMER. THE CUSTOMER AGREES TO REIMBURSE AGI FOR ALL COSTS, INCLUDING LEGAL FEES AND BANK CHARGES, INCURRED BY AGI IN COLLECTING LATE OR DISHONORED PAYMENTS.

ANY CLAIM OR DISPUTE CONNECTED WITH THE NON-PAYMENT OF GOODS OR SERVICES PROVIDED BY AGI TO THE APPLICANT WILL BE DEEMED TO HAVE ARISEN IN THE CITY ASSOCIATED WITH THE PROVINCE OR TERRITORY WHERE THE TRANSACTION TOOK PLACE, AS LISTED BELOW. THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF SAID PROVINCE OR TERRITORY, AND THE APPLICANT AND AGI FURTHER AGREE THAT ANY AND ALL MATTERS INVOLVING A TRIBUNAL SHALL TAKE PLACE IN SAID CITY.

BRITISH COLUMBIA - VANCOUVER	ALBERTA - EDMONTON	SASKATCHEWAN - SASKATOON
MANITOBA - WINNIPEG	ONTARIO - TORONTO	QUEBEC - MONTREAL
NEW BRUNSWICK - SAINT JOHN	NOVA SCOTIA - HALIFAX	NEWFOUNDLAND & LABRADOR - ST JOHN'S
PRINCE EDWARD ISLAND - CHARLOTTETOWN	YUKON - WHITEHORSE	NORTHWEST TERRITORY - YELLOWKNIFE

IT IS AGREED THAT ALL PURCHASES MADE BY THE APPLICANT, OR IN THE APPLICANT'S NAME, SHALL BE SUBJECT TO THE TERMS OF THIS AGREEMENT, AND SHALL BE DEEMED PART OF EACH BILL OF SALE. ANY ALTERATION OR AMENDMENT TO THIS CREDIT APPLICATION OR ITS TERMS AND CONDITIONS NEED TO BE EXPRESSLY GIVEN IN WRITING, SIGNED BY THE APPLICANT AND ACCEPTED BY AGI. AGI'S STANDARD CATALOGUE TERMS AND CONDITIONS AND ALL THE TERMS OF AGI'S PACKING INVOICE INCLUDED WITH THE PRODUCT SOLD ARE EXPRESSLY INCORPORATED IN THIS ACCOUNT AGREEMENT AND ALL PRODUCTS ARE SOLD IN ACCORDANCE WITH, AND ONLY IN ACCORDANCE WITH, SUCH TERMS AND CONDITIONS.

THE APPLICANT CONSENTS TO THE COLLECTION, DISCLOSURE AND USE OF ACCOUNT AND/OR PERSONAL INFORMATION AS REQUIRED IN CONNECTION WITH THE ACCOUNT LINE HEREBY APPLIED FOR OR ANY RENEWAL OR EXTENSION THEREOF AND TO THE DISCLOSURE OR USE OF ANY TRADE INFORMATION CONCERNING THE APPLICANT TO ANY CREDIT REPORTING AGENCY OR TO ANY PERSON WITH WHOM THE APPLICANT HAS OR PROPOSES TO HAVE FINANCIAL RELATIONS. TO THE EXTENT THE APPLICANT HAS PROVIDED INFORMATION THAT CAN IDENTIFY AN INDIVIDUAL, SUCH AS NAME, DATE OF BIRTH, ETC. ("PERSONAL INFORMATION") ON THIS CREDIT APPLICATION, THE APPLICANT REPRESENT THAT THEY HAVE OBTAINED THE CONSENT OF THE INDIVIDUAL TO WHOM THE PERSONAL INFORMATION RELATES FOR THE PURPOSES ENUMERATED HEREIN.

ALL PERSONAL INFORMATION (AS DEFINED IN RELEVANT LEGISLATION) IS COLLECTED, USED AND DISCLOSED IN ACCORDANCE WITH APPLICABLE LEGISLATION AND AGI'S PRIVACY CODE AND CUSTOMER PRIVACY POLICY. YOU HEREBY CONSENT TO SUCH COLLECTION, USE AND DISCLOSURE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, YOU HEREBY EXPLICITLY CONSENT TO THE DISCLOSURE OF YOUR PERSONAL INFORMATION TO ANY THIRD PARTY WHERE SUCH DISCLOSURE IS NECESSARY FOR THE PURPOSES OF CREDIT APPROVAL, COLLECTION, INVOICING, DELIVERY OF GOODS AND SERVICES, AND PROVIDING OR SOLICITING INFORMATION RELATED TO GOODS AND SERVICES SUPPLIED BY AGI. YOU MAY EXAMINE AGI'S PRIVACY CODE AND CUSTOMER PRIVACY POLICY ON AGI'S WEB-SITE (WWW.ACKLANDSGRAINGER.COM) OR BY CONTACTING AGI'S PRIVACY OFFICER BY TELEPHONE AT 1 (800) 668-8989 EXT. 5246 OR BY EMAIL AT PRIVACYOFFICER@AGI.CA.

THE PARTIES, ACKNOWLEDGE THAT THEY HAVE REQUIRED THAT THIS AGREEMENT AND ALL RELATED DOCUMENTS BE PREPARED IN ENGLISH. LES PARTIES, INCLUANT LA CAUTION SOUSSIGNEE, RECONNAISSENT AVOIR EXIGE QUE LA PRESENTE CONVENTION ET TOUS LES DOCUMENTS S'Y RATTACHANT SOIENT REDIGES EN ANGLAIS.

SIGNATURE OF AN AUTHORIZED SIGNATORY IS MANDATORY BEFORE THE CREDIT APPLICATION WILL BE CONSIDERED.

I AM AUTHORIZED TO SIGN ON BEHALF OF AND BIND THE APPLICANT AND UNCONDITIONALLY ACCEPT THIS AGREEMENT AND THE CONDITIONS AND TERMS CONTAINED THEREIN.

COMPANY NAME: _____

SIGNED: **X** _____
Authorized Signature

NAME PRINTED: _____ TITLE: _____

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **May 1, 2016 to May 31, 2016 inclusive**. During this time period, the RCMP responded to **262** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstops	0
Tickets issued	5
Warnings issued	4
Traffic Collisions	6

PROVINCIAL STATUTES:

Driving While Disqualified or License Suspension	1
Fail to Stop or Remain at Accident Scene	1
False/Abandoned 911 Call	4
Liquor Act	1
Mental Health Act	4
Other Moving Traffic	2
Other Non-Moving Traffic	1
Trespass Act	1

CRIMINAL CODE:

Assault	1
Crime Prevention	6
Criminal Harassment	3
Discharge Firearm While Being Reckless	1
Discharge Firearm with Intent	1
Disturbing the Peace/Causing a Disturbance	1
Fail to Comply with Probation Order	2
Fail to Comply with Undertaking	4
Firearms Act	1
Fraud Less than or Equal to \$5000	2
Impaired Operation over 80 mg% of Motor Vehicle	6.
Information File	1
Mischief damage to and/or Obstruct Enjoyment of Property	5
Other Theft under \$5000	3
Sexual Assault	1
Theft of Telecommunication Service Under or Equal to \$5000	1
Theft Under or Equal to \$5000 - Shoplifting	1
Theft Under or Equal to \$5000 from Motor Vehicle	2
Uttering Threats	6
Youth Criminal Justice Act	1

OTHER FEDERAL STATUTES:

Customs Act – Running the Port	1
Possession – Schedule I – Cocaine	1
Possession – Schedule II – Cannabis	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	6
Assistance to Canadian Provincial Agency	2
Assistance General Public	11
Assistance to US Police Agency	2

OTHER INVESTIGATIONS:

Items Lost/Found	2
Person Reported Missing	2
Police Certificates	124
Suspicious Person	2
Street Checks	21
Municipal Bylaws	1
Wellbeing Check	4

**S. G. MACKENZIE, Cpl.
A/Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police**

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

MEDAVIE BLUE CROSS – GROUP HEALTH POLICY AMENDMENT

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to sign a Group Health Policy Amendment with Medavie Blue Cross to add massage therapy as an Extended Health Benefit effective June 28, 2016.



GROUP HEALTH POLICY AMENDMENT

Executive Offices: Moncton, New Brunswick
Dartmouth, Nova Scotia

Policyholder: TOWN OF ST. STEPHEN

Policy Number: 12683 & Sections

Effective Date: February 1, 2016

AMENDMENT - 03

The master policy, issued by Medavie Blue Cross, is hereby amended as follows:

Extended Health Benefit is revised as follows: Massage therapist is added under Private Practice Para-Medical Services.

The following page(s) is/are revised:

SECTION 5D - EXTENDED HEALTH BENEFIT PROVISIONS, page S-5D.6

This amendment forms part of the contract between Medavie Inc., operating under the business name Medavie Blue Cross, and the Policyholder and should be filed with the group policy. Except as provided in this amendment, all other terms, provisions and conditions of the contract remain in effect.

Payment of contributions by the Group Contract Holder to Medavie Blue Cross within 60 days of the receipt of this amendment constitutes acceptance of this Amendment by the Group Contract Holder.

Signed for Medavie Blue Cross at Moncton, New Brunswick this 24th day of February 2016.

John Diamond
Vice-President, Finance and Treasurer

Eric Laberge
President, Medavie Blue Cross

Acknowledging receipt of this amendment on behalf of the Policyholder on this ___ day
of _____ 20__.

Authorized Officer of the Policyholder

Title

Please acknowledge receipt by signing and returning the original to Medavie Blue Cross.

Examined by: CS

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

FIRE DEPARTMENT - JOB RECOMMENDATION (LIEUTENANTS)

THAT Bill Euloth, Jason Giddens, and Jason Richardson each be promoted to the position of Lieutenant for the St. Stephen Fire Department effective June 28, 2016.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

FIRE DEPARTMENT - JOB RECOMMENDATION (BACKUP DRIVER)

THAT Bill Euloth be appointed to the position of Backup Driver for the St. Stephen Fire Department effective June 28, 2016 with applicable wages.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

**COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED
REZONING OF 27 ELM STREET**

THAT the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed by-laws to amend the Municipal Plan By-Law and the Zoning By-Law whereby the use designation on the Generalized Future Land Use Map of the Municipal Plan, and the Zoning Map of the Zoning By-Law, for PID # 01295799, 27 Elm Street, be changed from Single & Two Family Residential (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a bakery and catering business.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

**SETTING DATE FOR PUBLIC PRESENTATION – PROPOSED REZONING OF
27 ELM STREET**

THAT Wednesday, July 13, 2016 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Presentation of proposed By-Law M-1.3, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", which would see the consideration of the property known as 27 Elm Street (PID # 01295799) rezoned from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a bakery and catering business.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

REMOVAL OF FEES - W. T. BOOTH COMMUNITY POOL

WHEREAS the Council of the Town of St. Stephen approved, by Resolution at its Regular Session on April 27, 2015, the following fee structure, including HST, for the W. T. Booth Community Pool which commenced on opening day:

- Daily Pass - \$ 2.00
- Season Pass - \$35.00
- Family Pass - \$70.00

NOW THEREFORE BE IT RESOLVED THAT the Council authorizes the removal of all fees for the W. T. Booth Community Pool effective immediately.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – RATE FEES ADJUSTMENTS

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to administer rate fees adjustments at the Garcelon Civic Center due to the 2% (two percent) HST increase effective July 1, 2016.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER – STUDENT LIFEGUARDS - JOB
RECOMMENDATIONS**

THAT Sara Urdang and Megan Haley be offered the position of Student Lifeguards for the Garcelon Civic Center effective June 28, 2016.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and Acklands Grainger in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – INTERNATIONAL HOMECOMING FESTIVAL

THAT the Council of the Town of St. Stephen grants permission to the International Homecoming Festival Committee to hold its festival from Wednesday, August 3 to Sunday, August 7, 2016 as outlined in its calendar of events.

RESOLUTION NO.: _____

DATE: June 27, 2015

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

THAT Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective July 1, 2016 and expiring June 30, 2017.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STREET IMPROVEMENTS (MILLTOWN BOULEVARD)

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$54,300.00 (fifty-four thousand, three hundred dollars), plus HST, for street improvements on Milltown Boulevard to consist of the addition/replacement of concrete curb and gutter on each of the streets between Hill Street and Church Street (approximately 440 meters) complete with site restoration.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE – 220 UNION STREET

WHEREAS the Council of the Town of St. Stephen declares Town-owned property located at 220 Union Street and identified as PID #01306315 to be surplus property as outlined in the “Sale of Surplus Property – Tender # TOSS14-04A”;

AND WHEREAS the Town has received and accepts the Request for Quotation from Dale Matheson’s Towing and Repair in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE OF A PORTION OF PID # 01246057

WHEREAS the Council of the Town of St. Stephen declared, at its meeting on January 25, 2016, the Town-owned property located at 37 School Street, also known as the former Kiwanis Pool area, and identified as PID # 01306851, as well as the adjacent rear Town-owned property identified as PID # 01246057 to be surplus properties;

AND WHEREAS the Council, at its meeting on January 25, 2016, directed the Chief Administrative Officer to send letters of offer to acquire portions of the above-noted land, at reasonable costs, to adjacent property owners;

AND WHEREAS the Council of the Town of St. Stephen and Kathleen Ann Shaw and William Harold Shaw have negotiated terms of a Purchase and Sale Agreement for a portion of the property identified as PID # 01246057 in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and Kathleen Ann Shaw and William Harold Shaw, and the said Council authorizes the Mayor and Town Clerk to execute an Appointment of Agent, Form 2 Affidavit of Applicant, HST Certificate and Form 13 Transfer, all in the form presented to Council, and Council further authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, if necessary, as recommended by the Town Solicitor.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE OF PID # 01306851 AND PART OF PID # 01246057

WHEREAS the Council of the Town of St. Stephen declared, at its meeting on January 25, 2016, the Town-owned property located at 37 School Street, also known as the former Kiwanis Pool area, and identified as PID # 01306851, as well as the adjacent rear Town-owned property identified as PID # 01246057 to be surplus properties;

AND WHEREAS the Council, at its meeting on January 25, 2016, directed the Chief Administrative Officer to send letters of offer to acquire portions of the above-noted land, at reasonable costs, to adjacent property owners;

AND WHEREAS the Council of the Town of St. Stephen and Donald Norman Brown have negotiated terms of a Purchase and Sale Agreement for the property identified as PID # 01306851, and part of PID # 01246057 in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and Donald Norman Brown, and the said Council authorizes the Mayor and Town Clerk to execute an Appointment of Agent, Form 2 Affidavit of Applicant, HST Certificate and Form 13 Transfer, all in the form presented to Council, and Council further authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, if necessary, as recommended by the Town Solicitor.

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

JOB DESCRIPTION – HORTICULTURE TECHNICIAN

THAT the Council of the Town of St. Stephen approves the revised Job Description for the Horticulture Technician, copy attached.



Job Description
The Town of St. Stephen
PARKS & RECREATION

Job Title:	Horticulture Technician
Job Type:	Full-Time, Unionized
Reports To:	Director of Parks & Recreation
Direct Reports:	Parks Students

Summary

This is professional work in the field of ornamental horticulture for 40 weeks per year. Methods of performing tasks are usually left to the judgement of the employee. Work is performed under general direction and is reviewed upon completion.

The Horticulture Technician will also work 12 weeks per year for the Public Works Department under the supervision of Superintendent of Public Works or the Supervisor II.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the incumbent in the role of the Horticulture Technician. The following statements are intended to describe the nature of work and level of work being performed, but may not be an exhaustive list of all duties and responsibilities of the position.

- Responsible for the selection, ordering, planting, and maintenance of trees, shrubs, ground covers, and turf grasses.
- Plans and designs annual and perennial flower beds.
- Trains and supervises personnel in the proper methods and techniques of planting ornamental plants.
- Trains and supervises personnel in the techniques of pruning, wound dressing, cavity repair, and the cabling and bracing of trees and shrubs.
- Prepares orders for and maintains records of various types of plants and seeds.
- Inventories, maps, and labels trees and shrubs for instructional and maintenance purposes.
- Assists in the preparation of maintenance programs for the control of plant diseases and insects.
- Prepares fertilizer programs for various types of plants.
- Performs related duties and duties in the Public Works Department as required.

Education and Experience

Graduation from an accredited college or university in a Horticulture curriculum and a minimum of two years' experience related to this class of work; or any equivalent combination of training and experience.

Knowledge, Skills, and Abilities

- Thorough knowledge of ornamental horticulture in all phases.
- Thorough knowledge of plant propagation and culturation.
- Knowledge of the principles of supervision.
- Knowledge of the elementary principles of landscaping.
- Ability to supervise the work of others.

Rate of Pay

This is a regular fulltime Union 770 position based on 40 weeks per year between April and December as Horticulture Technician at the current contract rate of pay and 12 weeks in the Public Works Department as a Labourer at the current contract rate of pay.

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and understand the duties and responsibilities assigned to this position. _____ Employee signature _____ Printed Name _____ Date	I certify that this job description is an accurate description of the duties and responsibilities assigned to the position. _____ Supervisor's Signature _____ Printed name _____ Date
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Approved By:	
Date Approved:	
Updated:	

RESOLUTION NO.: _____

DATE: June 27, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.