

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

1. PRAYER – Pastor Dan Jamer
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 – June 27, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
 - COMMUNICATION FOR INFORMATION
 - COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – July 13, 2016
 - (b) Planning Advisory Committee Meeting – May 4, 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

- (a) By-Law No. M-1.3 – “A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law” – First Reading – Short Title Only
- (b) By-Law No. Z-1.5 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Written Views – Planning Advisory Committee – Proposed Rezoning of 27 Elm Street
- (c) Setting Date for Public Hearing of Objections/Support – Proposed Rezoning of 27 Elm Street
- (d) Deed Transfer – Fundy Region Transition House, Inc.
- (e) Awarding of Tender TOSS16-01: 2016 Ford ¾ Ton 4 X 4 Heavy Duty Long Wheel Base Truck with Plow and Awarding of Quote: Service Body and Accessories
- (f) Memorandum of Understanding – New Brunswick Emergency Measures Organization
- (g) Awarding of Quote: Demolition of King Street Properties – TOSS16-03
- (h) Garcelon Civic Center – Bell Aliant Inc.
- (i) Appointment – Charlotte Coastal Region Tourism Association Board
- (j) New Brunswick Day Celebrations – Proposed Budget
- (k) Military Service Banners – Agreement with Bell Aliant
- (l) Appointment – Southwest New Brunswick Transit Authority Inc. Board
- (m) Approval of Event – Old Ridge United Pentecostal Church
- (n) Approval of Event – Charlotte County Fall Fair Scarecrow Lamp Post Decorating Contest
- (o) Approval of Event – Chocolate Fest
- (p) Extension of Time – Rally in the St. Croix Valley – 5th Annual International Motorcycle Festival
- (q) Live Music on Rear Deck – Something’s Brewing Café
- (r) Regional Development Corporation Project No. 9325 – Town of St. Stephen – Event / Trade Show
- (s) Execution of Amended Lease – Northampton Brewing Company Ltd.
- (t) Agreement of Purchase and Sale – 220 Union Street
- (u) Employment Agreement – The Town and Tara-Lee Scott
- (v) Receptionist and Hospitality Attendant – Job Recommendation
- (w) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (x) Purchase and Sale of 136 Milltown Boulevard

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on June 27, 2016 be approved as circulated.

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

1. **PRAYER**

Mayor MacEachern called upon Pastor Jody MacBeth to administer a prayer.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

144/16 **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**

Mayor MacEachern congratulated both the Town Treasurer and Fire Chief for their achievements as noted below:

- (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**

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

145/16 THAT the Minutes of the Regular Council meeting held on May 24, 2016 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

146/16 THAT the Minutes of the Special Council meeting held on May 30, 2016 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Parker

147/16 THAT the Minutes of the Special Council meeting held on June 15, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Chisholm
Seconded by Councillor Harding

148/16 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. **CARRIED**

PAID BILLS

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

149/16 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. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Parker
Seconded by Councillor Hyslop

150/16 THAT Communication for Information, note and file, be adopted. **CARRIED**

**MINUTES
REGULAR COUNCIL
JUNE 27, 2016**

3

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

151/16 **THAT** the Minutes of the Committee meeting – Public Works – held on June 10, 2016 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Wheaton
Seconded by Councillor Parker

152/16 **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 June 15, 2016 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Chisholm
Seconded by Councillor Harding

153/16 **THAT** the following staff reports for the month of May 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 Deputy Mayor Carr
Seconded by Councillor Hyslop

154/16 **THAT** the Royal Canadian Mounted Police April 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

MEDAVIE BLUE CROSS – GROUP HEALTH POLICY AMENDMENT

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 155/16 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. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION (LIEUTENANTS)

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 156/16 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. **CARRIED**

FIRE DEPARTMENT - JOB RECOMMENDATION (BACKUP DRIVER)

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 157/16 THAT Bill Euloth be appointed to the position of Backup Driver for the St. Stephen Fire Department effective June 28, 2016 with applicable wages. **CARRIED**

COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED

REZONING OF 27 ELM STREET

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 158/16 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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 159/16 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. **CARRIED**

REMOVAL OF FEES - W. T. BOOTH COMMUNITY POOL

Moved by Councillor Harding
Seconded by Councillor Parker

160/16

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. **CARRIED**

Councillor Harding voting in favour of the motion.
Councillor Wheaton voting in favour of the motion.
Councillor Hyslop voting in favour of the motion.
Councillor Parker voting in favour of the motion.
Deputy Mayor Carr voting against the motion.
Councillor Chisholm voting against the motion.

GARCELON CIVIC CENTER – RATE FEES ADJUSTMENTS

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

161/16

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. **CARRIED**

GARCELON CIVIC CENTER – STUDENT LIFEGUARDS - JOB RECOMMENDATIONS

Moved by Councillor Wheaton
Seconded by Councillor Harding

162/16

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

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Parker
Seconded by Councillor Harding

163/16

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.

CARRIED

APPROVAL OF EVENT – INTERNATIONAL HOMECOMING FESTIVAL

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 164/16** 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. **CARRIED**

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Parker

Seconded by Councillor Wheaton

- 165/16** 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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 166/16** THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the 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. **CARRIED**

PURCHASE AND SALE – 220 UNION STREET

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 167/16** 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.

CARRIED

PURCHASE AND SALE OF A PORTION OF PID # 01246057

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

168/16

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.

CARRIED

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

Moved by Councillor Hyslop

Seconded by Councillor Harding

169/16

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;

**MINUTES
REGULAR COUNCIL
JUNE 27, 2016**

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. **CARRIED**

JOB DESCRIPTION – HORTICULTURE TECHNICIAN

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

170/16 **THAT** the Council of the Town of St. Stephen approves the revised Job Description for the Horticulture Technician, copy attached. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the Municipal Orientation sessions in Fredericton.
- Attended Future St. Stephen meetings.
- Attended a working group meeting of the Finance and Administration Committee.

Councillor Hyslop

- Attended a working group meeting of the Public Works Committee.
- Attended the Municipal Orientation sessions in Fredericton.
- Attended the monthly Committees meeting.
- As the Council appointee, attended a Charlotte County Museum board meeting and the museum plans to open on July 2nd, with voluntary donations at the door.
- Visited the W. T. Booth Community Pool and pleased that it is underway for the season.

Councillor Wheaton

- Attended, and will continue to attend, meetings in preparation as the official host of the NB Day ceremonies.
- As the Council appointee, attended a Chocolate Museum Operating Committee meeting.
- Pleased to see the new Visitor Information Centre at the St. Stephen Irving – Circle K coming along well.
- Attended the Municipal Orientation sessions in Fredericton.

- Visited the W. T. Booth Community Pool and pleased that it is underway for the season.

Councillor Parker

- Attended the monthly Committees meeting.
- Attended the Grand Opening of the Giant Tiger.

Councillor Chisholm

- Attended the Municipal Orientation sessions in Fredericton.
- Attended the monthly Committees meeting.
- As the Council appointee, attended an International Festival Committee meeting.
- Attended a working group meeting of the Parks and Recreation Committee and is very pleased with the group of summer students.

Councillor Harding

- Attended the Grand Opening of the Giant Tiger.
- Attended all Town meetings.
- Pleased with the Council support on the removal of fees from the W. T. Booth Community Pool.

Mayor MacEachern

- Attended the Grand Opening of the Giant Tiger and welcomed the business to the Town.
- Attended the SSSHS Graduation Banquet.
- Attended a meeting in preparation as the official host of the NB Day ceremonies.
- Attended all Town meetings.

16. QUESTION PERIOD

Yolande Stewart, resident, thanked Council for its decision in removing the fees from the W. T. Booth Community Pool.

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*; Jessie Smith, reporter with *The Tide 98.1*; and Derwin Gowan, reporter with the *Telegraph-Journal* were addressed by the Mayor and Chief Administrative Officer upon adjournment of the meeting.

**MINUTES
REGULAR COUNCIL
JUNE 27, 2016**

10

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

171/16 THAT the meeting adjourn at 7:35 p.m. CARRIED

Mayor

Town Clerk

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: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2016 be received.

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

	Actual To Date For the Five Months Ending May 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	2,240,541	5,377,298	\$3,136,757	42%
Services Provided to Other Governments	93,186	208,704	115,518	45%
Sale of Services	184,627	630,211	445,584	29%
Other Revenue From Own Sources	74,351	170,401	96,050	44%
Unconditional Grants	678,858	1,629,268	950,410	42%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	418,303	1,050,027	631,724	40%
Total Revenue	3,695,407	9,075,450	5,380,043	41%
Expenditure				
General Government Services	362,754	956,346	593,592	38%
Protective Services	779,951	2,260,218	1,480,267	35%
Transportation Services	713,392	1,915,473	1,202,081	37%
Environmental Health Services	63,681	260,065	196,384	24%
Environmental Development Services	167,215	377,886	210,671	44%
Recreational and Cultural Services	688,484	1,839,190	1,150,706	37%
Fiscal Services	346,975	1,458,272	1,111,297	24%
Other	9,239	8,000	-1,239	115%
Total Expenditures	3,131,691	9,075,450	5,943,759	35%
Surplus (Deficit)	\$563,716	\$0		

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

	Actual To Date For the Five Months Ending May 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Sale of Service	\$581,315	\$2,034,105	\$1,452,790	29%
Other Revenue From Own Service	80,417	190,605	110,188	42%
Other Transfers	28,875	69,299	40,424	42%
Total Revenue	690,607	2,294,009	1,562,978	30%
Expenditures				
Water Supply	361,008	1,030,075	669,067	35%
Sewerage Collection and Disposal	260,964	683,661	422,697	38%
Fiscal Services	201,215	560,073	378,858	35%
Total Expenditures	823,187	2,294,009	1,470,822	36%
Surplus (Deficit)	(\$132,580)	\$0		

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,329,376.08 (one million, three hundred and twenty-nine thousand, three hundred and seventy-six dollars and eight cents) be received.

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000007 dated between 06/01/2016 and 06/30/2016

CHEQUE REGISTER

Printed: 2:27:32PM 07/05/2016

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000006	06/02/2016 TOWN OF ST. STEPHEN 40000.00 GG-FUNDTRANSFER-FROM CIVIC C	40,000.00 40,000.00	A/P	OUT-STD	06/02/2016
Cheque Totals Issued:		40,000.00			
Void:		0.00			
Total Cheques Generated:		40,000.00			
Total # of Cheques Listed:		1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018441 dated between 06/01/2016 and 06/30/2016

CHEQUE REGISTER

Printed: 12:07:10PM 07/06/2016

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Number	Issued	Amount	SC	Status	Status Date
018223	06/13/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE132016 GG-SERIES "AU"-INTEREST	1,809.50 1,809.50	A/P	OUT-STD	06/13/2016
018224	06/13/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE132016* GG-SERIES "AU"-PRINCIPAL	77,000.00 77,000.00	A/P	OUT-STD	06/13/2016
018226	06/22/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE222016 GG-SERIES "AZ"-INTEREST	2,047.00 2,047.00	A/P	OUT-STD	06/22/2016
018229	06/11/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112016 GG-SERIES "BA"-INTEREST	4,821.75 4,821.75	A/P	OUT-STD	06/11/2016
018230	06/11/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112016* GG-SERIES "BA"-PRINCIPAL	49,000.00 49,000.00	A/P	OUT-STD	06/11/2016
018232	06/02/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022016 GG-SERIES "BC"-INTEREST	6,011.00 6,011.00	A/P	OUT-STD	06/02/2016
018233	06/02/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022016* GG-SERIES "BC"-PRINCIPAL	53,000.00 53,000.00	A/P	OUT-STD	06/02/2016
018272	06/02/2016 BORDER INVESTIGATIONS & SECURITY INC. 14255 PS-BYLAW-MAY/16 FEE	2,531.20 2,531.20	A/P	OUT-STD	06/02/2016
018273	06/02/2016 HERITAGE COURT HOLDINGS LIMITED RC000023026 GG-TOWNHALL-LEASE-JUNE/16	5,323.40 5,323.40	A/P	OUT-STD	06/02/2016
018274	06/02/2016 KONICA MINOLTA 5966437 CC-ADMIN-COPIERLEASE-JUN/16	171.33 171.33	A/P	OUT-STD	06/02/2016
018275	06/02/2016 MCINNES COOPER 2015027204 GG-LEGAL-GENERAL 2015027207 GG-LEGAL-BORDER ARENA 2015027209 GG-LEGAL-PROPERTY SALE 2015027214 GG-LEGAL-PROPERTY SALE 2016008268 GG-LEGAL-GENERAL 2016008269 GG-LEGAL-BY-LAW AMENDMENT 2016008271 GG-LEGAL-AMALGAMATION 2016008356 GG-LEGAL-LAND	9,214.87 779.70 91.53 508.50 979.71 1,644.99 613.38 3,658.96 938.10	A/P	OUT-STD	06/02/2016
018276	06/02/2016 MINISTER OF FINANCE WEEK222016 EMPLOYEE DEDUCTIONS-MAY 20-JI	209.30 209.30	A/P	OUT-STD	06/02/2016
018277	06/02/2016 O'CONNELL MIKE 315.86 RC-RECDIRECTOR-SPORT NB 50.71 GG-GYM-PITBALLS	366.57 315.86 50.71	A/P	OUT-STD	06/02/2016
018278	06/02/2016 SHANNON MICHAEL WEEK222016 PS-ANIMALCONTROL-WEEKLY FEE WEEK222016* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	06/02/2016
018279	06/08/2016 ACCT #903240047015 MAY2016 VOL FIRE MEMBERSHIP DUES-MAY,	320.00 320.00	A/P	OUT-STD	06/08/2016
018280	06/08/2016 ACCT 8025-280 MAY2016 LOCAL 770 UNION DUES-MAY/16	1,132.68 1,132.68	A/P	OUT-STD	06/08/2016
018281	06/08/2016 CHARLOTTE EMERGENCY MEDICAL TRAINING 00012M PS-FIRE-FIRST RESPONDER &CPR/	2,850.00 2,850.00	A/P	OUT-STD	06/08/2016
018282	06/08/2016 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MAY2016 GG-MUNCIPALPLAN-MAY/16	22,735.02 22,735.02	A/P	OUT-STD	06/08/2016
018283	06/08/2016 Derek O'Brien MAY2016 GG-CAO-MONTHLY TRAVEL ALLOW	350.00 350.00	A/P	OUT-STD	06/08/2016
018284	06/08/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,491.65	A/P	OUT-STD	06/08/2016

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Number	Issued		Amount	SC	Status	Status Date
	16-060	PS-BUILDINGINSPECTOR-MAY15-28	2,491.65			
018285	06/08/2016	JODI ST PETER	35.61	A/P	OUT-STD	06/08/2016
	35.61	PS-FIRE-NBAFPD FIRE PREVENTION	35.61			
018286	06/08/2016	MINISTER OF FINANCE	1,086.00	A/P	OUT-STD	06/08/2016
	MAY2018	EMPLOYEE DEDUCTIONS-MAY/16	1,086.00			
018288	06/08/2016	N. B. ELECTRIC POWER	26,626.53	A/P	OUT-STD	06/08/2016
	10126106MAY16	TS-XINGLIGHTS-KING STREET	25.03			
	17915909MAY16	RC-POOL-SCHOOL STREET	73.91			
	17935200MAY16	TS-KING/UNIONST-TRAFFIC LIGHTS	41.47			
	17949909MAY16	GG-NORTHAMPTONBREWING-ELEC	389.80			
	18169205MAY16	RC-POOL-MILL LANE	230.44			
	18988703MAY16	TS/PS-199UNIONST-ELECTRICITY	1,447.68			
	19055406MAY16	GG-BORDERARENA-ELECTRICITY	1,913.95			
	215000030308MAY16	TS-ST5-AREA LIGHTS	11,146.18			
	50960140MAY16	RC-PARKS-ROTARY CHANGING RO	25.03			
	54187672MAY16	TS-KING/QUEENST-TRAFFIC LIGHTS	43.92			
	54253127MAY16	CC-BUILDING-ELECTRICITY	8,477.19			
	54653258MAY16	TS-KING/SUPERSTORE-TRAFFIC LI	65.40			
	55160607MAY16	RC-COTTONMILL-LIGHTS	44.35			
	55471834MAY16	TS/PS-220UNIONST-ELECTRICITY	301.87			
	55917471MAY16	TS-ST5-WATERFRONT LIGHTS	84.29			
	57955782MAY16	RC-PARKS-CHOCOLATE PARK BAN	27.33			
	57955808MAY16	GG-120MILLTOWNBLVD-ELECTRICI	86.86			
	71315207MAY16	PM-RCMP-ELECTRICITY	736.49			
	72924306MAY16	RC-PARKS-BANDSTAND	25.03			
	73006038MAY16	RC-LIBRARY-ELECTRICITY	1,300.92			
	82122207MAY16	RC-PARKS-BASKETBALL COURT	51.84			
	83278804MAY16	TS-ST5-PARKS SHED	62.52			
	84960501MAY16	RC-PARKS-RIVERSIDE DR LIGHTS	25.03			
018289	06/08/2016	O'CONNELL MIKE	200.00	A/P	OUT-STD	06/08/2016
	MAY2016	RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
018290	06/08/2016	PAYROLL TRANSFER	71,228.00	A/P	OUT-STD	06/08/2016
	WEEK232016	GG-TRANSFER-MAY27-JUNE9/16	71,228.00			
018291	06/08/2016	RECEIVER GENERAL FOR CANADA	32,467.98	A/P	OUT-STD	06/08/2016
	WEEK232016	GG-REMITTANCE-MAY27-JUNE09/16	32,467.98			
018292	06/08/2016	RECREATION PEI	1,593.13	A/P	OUT-STD	06/08/2016
	ARENAOPS2016	RC-ARENA-MARITIME ARENA OPS I	1,593.13			
018293	06/08/2016	SHANNON MICHAEL	365.44	A/P	OUT-STD	06/08/2016
	WEEK232016	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK232016*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
018294	06/08/2016	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	06/08/2016
	MAY2016	EMPLOYEE DEDUCTIONS-MAY/16	40.00			
018295	06/08/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/08/2016
	WEEK232016	EMPLOYEE DEDUCTIONS-JUN305-1	209.30			
018296	06/15/2016	A"PLUS" AUTO GLASS & UPHOLSTERY	372.90	A/P	OUT-STD	06/15/2016
	22272	TS-#23- SUPPLY & INSTALL WINDSH	372.90			
018297	06/15/2016	AIR LIQUIDE CANADA	180.33	A/P	OUT-STD	06/15/2016
	64558033	TS-SHOP- CHLORINE	134.62			
	64610767	TS-SHOP- CARBON DIOXIDE	45.71			

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Number	Issued	Amount	SC	Status	Status Date
018298	06/15/2016 ALL GAS TANKS	1,123.77	A/P	OUT-STD	06/15/2016
	84792 PS-FIRE- 1 CAN STIHL PREMIXED FI	44.97			
	84886 RC-PARKS- CHAINSAW, BOOTS	635.35			
	84949 RC-HORT- STIHL BLOWER, MIX OIL	443.45			
016299	06/15/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD.	417.88	A/P	OUT-STD	06/15/2016
	FI01764 RC- PARKS- MOWER SUPPLIES	269.84			
	FI01854 RC-#303- FILTERS	148.04			
018300	06/15/2016 BELL ALIANT	868.67	A/P	OUT-STD	06/15/2016
	47424130APR2016 CC-PHONES	868.67			
018301	06/15/2016 BELLBOY DRYCLEANERS	107.35	A/P	OUT-STD	06/15/2016
	19-397631 CC-MOTHERS DAY BUFFET LINENS	107.35			
018303	06/15/2016 BERNARD MCFARLANE	298.46	A/P	OUT-STD	06/15/2016
	26 TS-SHOP/TOOLROOM-INSTALL ELEI	123.17			
	43 TS-SHOP/TOOLROOM-INSTALL OUT	175.29			
018304	06/15/2016 BRUNET	107.35	A/P	OUT-STD	06/15/2016
	24131 GG-TOWN HALL- SERVER MAINTEN	107.35			
018305	06/15/2016 BRUNSWICK NEWS INC	160.46	A/P	OUT-STD	06/15/2016
	1621559* CC-CIVIC-50 SHADES OF FIT	92.66			
	1624303 PS-FIRE- EARTH DAY	67.80			
018307	06/15/2016 CANADIAN TIRE	1,159.91	A/P	OUT-STD	06/15/2016
	16035667 CC-MAINTENANCE-SHOP VAC SUPP	58.71			
	N16035632 RC-HORT- EXTENSION CORD, KNEE	45.17			
	N16035635 CC-ARENA- RIVETS	38.37			
	N16035650 RC-PARKS- PRESSURE WASHER	148.84			
	N16035658 RC-PARKS- GLOVES, KEYS, GRINDI	31.58			
	N16035674 PS- FIRE- AIR COMPRESSOR	33.89			
	N16035703 RC-PARKS- DRILL	192.09			
	N16035715 TS-SHOP- CHNSAW FILES	23.70			
	N16035733 RC-PARKS-PAD LOCKS	33.89			
	N16035742 RC-HORT- JOBES FTREE SPK, KNIF	212.51			
	N16035754 RC-MOWER-HEAVY 4PK RATCH, CA	56.13			
	N16035755 RC-MILLPOOL- BGS GAS LANCE, 6V	251.41			
	N16076332 TS-SHOP- DROP SHEET, TWINE	17.61			
	N16076334 TS-SHOP- FLEXIBLE KEY ID, REG KE	18.01			
018308	06/15/2016 CANADIAN SPRINGS	128.79	A/P	OUT-STD	06/15/2016
	8002816984 GG-TOWN HALL- WATER	19.49			
	9918423291 PS-FIRE- WATER	109.30			
018309	06/15/2016 CHARLOTTE COUNTY JANITORIAL	1,266.72	A/P	OUT-STD	06/15/2016
	3341 PM-RCMP- JANITORIAL- APRIL/16	1,114.17			
	3347 PS-FIRE- JANITORIAL - APRIL/16	152.55			
018310	06/15/2016 CHARLOTTE EMERGENCY MEDICAL TRAINING	226.00	A/P	OUT-STD	06/15/2016
	00022M PS-FIRE- WORK PLACE STANDARD	226.00			
018311	06/15/2016 COX ELECTRONICS & COMMUNICATIONS	1,444.14	A/P	OUT-STD	06/15/2016
	2-1759896 PS-FIRE-MAINTENANCE CONTROL -	1,444.14			
018313	06/15/2016 CREIGHTON-CARTER LTD.	1,291.89	A/P	OUT-STD	06/15/2016
	961-399239 TS-SHOP- HELMET	128.76			
	961-399394 RC-#302- BRAKE PADS	101.45			
	961-399503 TS-SHOP- STARTING FLUID	26.98			
	961-399579 RC-#307- BRAKE SHOE SET	42.62			

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	961-399641	TS-SHOP- ROUGH SERVICE	12.75			
	961-399704	TS-SHOP- ZINC WELD THRU COA	15.41			
	961-399706	TS-SHOP- ROLOC 3 24	24.61			
	961-399822	TS-SHOP-PARTICULATE RESPIRATC	23.62			
	961-399883	TS-SHOP- TACK CLOTHS	9.97			
	961-399886	TS-SHOP- 32OZ MIXING CUP	1.83			
	961-400212	TS-#21- UNIVERSAL JOINTS	59.63			
	961-400429	TS-#22- HYD. HOSES, INST FIT ENDI	140.82			
	961-400772	TS-#13- HYDRAULIC HOSES, INST F	131.65			
	961-400955	PS-#200- AIR FILTER, FUEL FILTER	32.65			
	961-400956	PS-#200- SPARK PLUG	89.68			
	961-401172	TS-SHOP- QUALISORB OIL ABSORB.	31.41			
	961-401251	TS-#22- HOSE, FITTINGS, HYDRAUL	61.89			
	961-401254	TS-SHOP- TIRE INSERT	35.60			
	961-401255	TS-SHOP- TIRE INSERT	44.41			
	961-401312	PS-FIRE- T-SHIRT WIPERS, SPRAY I	97.01			
	961-401620	TS-SHOP-BACK-UP PAD	179.14			
018314	06/15/2016 D. NORMAN BROWN		1,035.08	A/P	OUT-STD	06/15/2016
	FEBRUARY292016	PM-LIBRARY-SNOW AND ICE REMO'	899.48			
	MARCH312016	PM-LIBRARY-ICE AND SNOW REMO'	135.60			
018315	06/15/2016 DAVIS FUELS LTD.		1,198.17	A/P	OUT-STD	06/15/2016
	156319	TS/PS- 199 UNION STREET- HEATIN	722.85			
	156353	TS/PS-199 UNION ST- HEATING FUE	475.32			
018316	06/15/2016 DISHER HOMES LTD.		186.45	A/P	OUT-STD	06/15/2016
	04262016	PM- BORDER ARENA- INSPECT THE	186.45			
018317	06/15/2016 DOW JENNIFER		656.15	A/P	OUT-STD	06/15/2016
	656.15	RC-HORT-SOIL AND FLOWERS	656.15			
018318	06/15/2016 EAST COAST INTERNATIONAL TRUCKS		185.09	A/P	OUT-STD	06/15/2016
	12406S	TS-#16- ROTELLA 15W40	185.09			
018319	06/15/2016 GULLISON'S COURIER SERVICE		186.45	A/P	OUT-STD	06/15/2016
	361817	TS-SHOP- TO TOWN FR/ BAYVIEW	73.45			
	361831	RC-#303- TO TOWN FR/ BAYVIEW	28.25			
	772305	PS-FIRE- TO S.S.F.D FR/ MIC MAC FI	28.25			
	772323	TS-#21- TO TOWN FR/ SAUNDERS	28.25			
	772374	TS-SHOP- TO TOWN FR/ PARTS FOI	28.25			
018320	06/15/2016 IRVING ENERGY DISTRIBUTION AND MARKETING		602.67	A/P	OUT-STD	06/15/2016
	125065	TS-ST5-DIESEL	521.61			
	JAN-MAYINT2016	CC-BUILDING-JAN-MAY/16 INTERES	81.06			
018321	06/15/2016 KCM TECHNICAL SOLUTIONS (KCM FIRST AID SER)		40.00	A/P	OUT-STD	06/15/2016
	31746	CC-PROGRAMS-BABYSITTING COUI	40.00			
018322	06/15/2016 KEITH'S BUILDING SUPPLIES		1,909.70	A/P	OUT-STD	06/15/2016
	151987	TS-ST5- LINE PAINT	1,909.70			
018324	06/15/2016 KENT BUILDING SUPPLIES		2,327.55	A/P	OUT-STD	06/15/2016
	1020935	CC-RCMP-BUILDING SUPPLIES	20.97			
	1021827	TS-SHOP- ELBOW 2" INSERTS	3.13			
	1024925	CC-MAINTENANCE-SCREWS/DOWE	197.07			
	1025385	CC-MAINTENANCE-PLYWOOD	66.78			
	1025691	PS-FIRE- HOOKS, SPRING GATE, T I	128.19			
	1028819	RC-PARKS- KEY/BRASS BLANK	6.28			
	1029396	RC-PARKS- TAPE RULE, PENCIL CAI	808.50			

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	1029685	PS-FIRE- REDUCERS, CLAMP HOSE	32.62			
	1029878	RC-PARKS-LUMBER	417.85			
	1030292	RC-PARKS- DNOSCRW/DECK BRNC	42.02			
	1030856	RC-PARKS- LADDER	68.30			
	1032653	RC-PARKS- U-BOLTS, LINK 1/4, SPR	229.48			
	1032758	TS-SHOP- PLYWOOD SHEATHING	41.98			
	1032810	PS-FIRE-PLYWOOD/ SHEATHING	41.98			
	1033083	CC-POOL-SHOWER CURTAINS	51.51			
	1033878	RC-MILLPOOL- NO PARKING SIGN, (170.89			
018325	06/15/2016	L.E.WHITTAKER CO., LTD.	677.44	A/P	OUT-STD	06/15/2016
	36805	PS-FIRE- ABC POWDER 50 LBS CAR	677.44			
018326	06/15/2016	LANDSCAPE SAFETY INC.	791.00	A/P	OUT-STD	06/15/2016
	AU05022016	RC-PARKS- ONLINE SAFETY TRAINI	791.00			
018327	06/15/2016	LIFESAVING SOCIETY - NB Branch	317.00	A/P	OUT-STD	06/15/2016
	1085	RC-MILLPOOL- AFFILIATION FEE, SV	317.00			
018328	06/15/2016	MAYFIELD GARDENS & LANDSCAPE	3,866.14	A/P	OUT-STD	06/15/2016
	235	CC-POOL-CHEMICALS	3,866.14			
018329	08/15/2016	MEGA-LAB MANUFACTURING CO. LTD.	247.47	A/P	OUT-STD	06/15/2016
	140148	TS-SHOP- MEGALUBE WP GREASE	247.47			
018330	06/15/2016	MICMAC FIRE & SAFETY SOURCE LTD.	1,713.08	A/P	OUT-STD	06/15/2016
	NS-00834148	PS-FIRE- CLOTHING ALLOWANCE	1,441.88			
	NS-00834645	PS-FIRE- CPR-D PADZ KIT, PEDIATR	271.20			
018331	06/15/2016	MILLTOWN MACHINE & FABRICATION LTD.	110.74	A/P	OUT-STD	06/15/2016
	18405	CC-ARENA-MAINTENANCE TO BEAF	110.74			
018332	08/15/2016	MSC INDUSTRIAL SUPPLY ULC	483.57	A/P	OUT-STD	06/15/2016
	8335354001	TS-SHOP- 8HXCAPSCREWS, LOCK I	483.57			
018333	06/15/2016	N. B. ELECTRIC POWER	234.25	A/P	OUT-STD	06/15/2016
	19051703JUN16	TS-AIRPORT-ELECTRICITY	189.32			
	19051801JUN16	TS-AIRPORT-ELECTRICITY	44.93			
018334	08/15/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD.	139.62	A/P	OUT-STD	06/15/2016
	347564	PM-RCMP- FLOOR MATS	45.92			
	357520	GG-TOWN HALL- FLOOR MATS	93.70			
018335	06/15/2016	OK TIRE & AUTO SERVICE	113.00	A/P	OUT-STD	06/15/2016
	IN035862	TS-SHOP- BAG BALANCE	113.00			
018336	08/15/2016	ORKIN CANADA CORPORATION	124.87	A/P	OUT-STD	06/15/2016
	IN-8888145	PS-FIRE- PEST CONTROL	124.87			
018337	06/16/2016	KEY INDUSTRIES	2,028.29	A/P	OUT-STD	06/16/2016
	10925	RC- PARKS- BIA UNIFORMS	2,028.29			
018338	06/16/2016	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	218.52	A/P	OUT-STD	06/16/2016
	239404108	GG-PHOTOCOPIER - MAINTENANCE	218.52			
018339	06/16/2016	PETTY CASH	39.35	A/P	OUT-STD	06/16/2016
	MAY092016	PS-BUILDINGINSPECTOR-2 REGISTI	22.60			
	MAY172016	GG-TREASURY-EXPRESSPOST LET	13.90			
	MAY252016	GG-CIVIC-TABLECLOTHS FOR PROV	2.85			
018340	06/15/2016	PRINCESS AUTO	424.02	A/P	OUT-STD	06/16/2016
	37-6-132697	RC-#310- TIRE, COUPLER A-FRAME	424.02			
018341	06/16/2016	PRO-TECH SANITATION LTD.	174.63	A/P	OUT-STD	06/16/2016
	214689	MAINTENANCE-REPAIRS TO SCRUE	174.63			
018342	06/16/2016	PROVINCIAL BANDAG TIRES	750.61	A/P	OUT-STD	06/16/2016

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	WOOD106859 TS-ROLLER TRAILOR- TIRE	31.64			
	WOOD106948 RC-#302- LT245/75R17 MIRAGE MRA	365.26			
	WOOD107067 RC-#302-TIRES	353.71			
018343	06/16/2016 PUROLATOR COURIER LTD. 430969992 GG-CIVIC- TO HEART AND STROKE	34.13 34.13	A/P	OUT-STD	06/16/2016
018344	06/16/2016 RECEIVER GENERAL 26* TS-SHOP/TOOLROOM-INSTALL ELE 43* TS-SHOP/TOOLROOM-INSTALL ELE	236.88 97.75 139.13	A/P	OUT-STD	06/16/2016
018345	06/16/2016 RICHARDSON JEFF 107.63 PS-FIRE-CO-OP STUDENT LUNCH, F 220.00 PS-FIRE-NB ASSOC OF FIRE CHIEFS	327.63 107.63 220.00	A/P	OUT-STD	06/16/2016
018346	06/16/2016 SAUNDERS EQUIPMENT LTD. 62104 TS-#21- FEMALE FLANGE YOKES, M 62209 TS-STREET SWEEPER- POLY CONV 62341 TS-SWEEPER- POLY CONVOLUTED	2,483.28 1,615.44 433.92 433.92	A/P	OUT-STD	06/16/2016
018347	06/16/2016 SMITH BROS. MACHINE SHOP LTD. MARCH 08/2016 PS-FIRE- POLE FOR ATV TRAILER	118.65 118.65	A/P	OUT-STD	06/16/2016
018348	06/16/2016 SOUTHWEST ELECTRIC & SECURITY INC. 13597** PM-RCMP-REPLACED DAMAGED RE 13734 CC-RELOCATE ELECTRICAL OUTLE 13735 CC-ELECTRICAL MAINTENANCE 13757 CC-ZAMBONI MAINTENANCE 13783 CC-POOL-VOLTAGE TESTING	1,759.46 33.38 1,231.70 361.60 79.67 53.11	A/P	OUT-STD	06/16/2016
018349	06/16/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 097215 GG-CIVIC- TOWN EVENTS 097360 GG-CIVIC- TOWN EVENTS 097404 GG-CIVIC- VOLUNTEER WEEK 097439 GG-CIVIC- TOWN EVENTS 24084 GG-ADVERTISING- THE MIDDLE OF 24226 GG-TOWN HALL- LETTERHEAD, EVE	477.36 48.30 48.30 100.57 48.30 28.86 203.03	A/P	OUT-STD	06/16/2016
018350	06/16/2016 ST. STEPHEN AREA CHAMBER 1469 GG-CIVIC- LUNCH AND LEARN EMPI	40.00 40.00	A/P	OUT-STD	06/16/2016
018351	06/16/2016 STATIONERY PLUS 367857 CC-ADMIN-OFFICE SUPPLIES 368060 GG- COMMUNITY EVENTS - RECEIP 368261 GG-TOWN HALL- PAPER, BINDING C 368309 GG-TOWN HALL- DISPENSER PACKIN 368322 GG-TOWNHALL-TAPE DISPENSER 368894 PS-BUILDING INSPECTION- COVER	426.46 84.70 112.79 195.77 6.45 -2.63 29.38	A/P	OUT-STD	06/16/2016
018352	06/16/2016 STEVE'S ENVIRONMENTAL SERVICE LTD. 29924 TS-SHOP- DISPOSAL OF CONTAMIN	437.88 437.88	A/P	OUT-STD	06/16/2016
018353	06/15/2016 THE COURIER WEEKEND 7139 GG- TOWN HALL- YEARLY SUBSCRI	65.00 65.00	A/P	OUT-STD	06/16/2016
018354	06/16/2016 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1047969 CC-ELEVATOR-MAINTENANCE	1,084.80 1,084.80	A/P	OUT-STD	06/16/2016
018355	06/16/2016 TROY LIFE & FIRE SAFETY LTD 1519099 CC-ANNUAL INSPECTION	1,084.80 1,084.80	A/P	OUT-STD	06/16/2016
018356	06/16/2016 ULTRA ALARM SERVICES 174640 CC-ALARM SYSTEM MONITORING	1,965.07 457.65	A/P	OUT-STD	06/16/2016

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Number	Issued		Amount	SC	Status	Status Date
	VSG021575	CC-SEMI ANNUAL INSPECTION	1,507.42			
018357	06/16/2016	UNIFIRST CANADA LTD.	116.52	A/P	OUT-STD	06/16/2016
	7100072608*	CC-BUILDING-FLOOR MATS	58.26			
	7100073087	CC-MATS	58.26			
018358	06/16/2016	WURTH CANADA LIMITED	404.65	A/P	OUT-STD	06/16/2016
	22274054	TS-SHOP- HOSE CLAMPS, REFRIGE	404.65			
018359	06/16/2016	YELLOW PAGES GROUP	9.77	A/P	OUT-STD	06/16/2016
	16-2756278	GG-TOWN- 911 LISTING	9.77			
018360	06/16/2016	YMCA OF GREATER SAINT JOHN	40.00	A/P	OUT-STD	06/16/2016
	2016-29	CC-AQUATICS- BRONZE MEDALLIOI	40.00			
018361	06/16/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/16/2016
	WEEK242016	EMPLOYEE DEDUCTIONS-JUNE12-1	209.30			
018362	06/16/2016	SHANNON MICHAEL	1,043.44	A/P	OUT-STD	06/16/2016
	691105	PS-ANIMALCONTROL-MONTHLY KEI	678.00			
	WEEK242016	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK242016*	PS-ANIMALCONTROL-WEEKLY VEH.	197.75			
018363	06/23/2016	SHANNON MICHAEL	385.44	A/P	OUT-STD	06/23/2016
	WEEK252016	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK252016*	PS-ANIMALCONTROL-WEEKLY VEH.	197.75			
018364	06/27/2016	A"PLUS" AUTO GLASS & UPHOLSTERY	562.74	A/P	OUT-STD	06/27/2016
	22388	RC-PARKS- BRAKE CONTROL WIRE	161.59			
	22393	TS-#23- SUPPLY & INSTALL SEAT C	401.15			
018365	06/27/2016	A DAY IN THE LIFE FOODSERVICE DEVELOPMENT	5,085.00	A/P	OUT-STD	06/27/2016
	15-663	CC-KITCHEN-LAYOUT AND DESIGN	5,085.00			
018366	06/27/2016	ALLAN MACEACHERN	104.00	A/P	OUT-STD	06/27/2016
	ORIENTATION2016	GG-MAYOR-MUNICIPLE ORIENTATI	104.00			
018367	06/27/2016	ALLAN SHERWOOD	150.00	A/P	OUT-STD	06/27/2016
	7	CC-PIANO TUNING	150.00			
018368	06/27/2016	ALL GAS TANKS	144.52	A/P	OUT-STD	06/27/2016
	85055	RC-PARKS- WOODCUTTER SAFETY	144.52			
018369	06/27/2016	ASA SODERMAN	605.00	A/P	OUT-STD	06/27/2016
	605.00	PS-FIRE-FIREFIGHTER CONFERENC	605.00			
018371	06/27/2016	CANADIAN SPRINGS	92.70	A/P	OUT-STD	06/27/2016
	8002668238	GG-TOWN HALL- WATER	19.49			
	9918738820	CC-ADMIN-COFFEE	73.21			
018372	06/27/2016	CHARLOTTE COUNTY BOYS & GIRLS CLUB INC.	5,000.00	A/P	OUT-STD	06/27/2016
	GRANT2016	GG-CIVIC-2016 GRANT	5,000.00			
018373	06/27/2016	CNH CAPITAL	1,675.41	A/P	OUT-STD	06/27/2018
	IN80622	TS-#16- SHAFT DRIVE, JOINTS, CLAI	1,675.41			
018374	06/27/2016	CONTROLS & EQUIPMENT LTD.	760.49	A/P	OUT-STD	06/27/2016
	11953	PS-FIRE- HVAC & TEMP SEMI ANNU.	760.49			
018375	06/27/2016	COX ELECTRONICS & COMMUNICATIONS	1,590.98	A/P	OUT-STD	06/27/2016
	2-1766915	PS-FIRE-JAN-MAR/16- MAINTENANC	1,444.14			
	2-1769482	PS-BY LAW- COMPUTER LABOUR	146.84			
018376	06/27/2016	DAVID HYSLOP	136.87	A/P	OUT-STD	06/27/2016
	136.87	GG-COUNCIL-MUNICIPAL ORIENTA	136.87			
018377	06/27/2016	DEMPSEY'S PLUMBING & HEATING	2,475.84	A/P	OUT-STD	06/27/2016
	1373	PM-BORDER ARENA- SPRINKLER RI	2,475.84			
018378	06/27/2016	ENBRIDGE GAS NEW BRUNSWICK	2,067.18	A/P	OUT-STD	06/27/2016

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Number	Issued	Amount	SC	Status	Status Date
	2016052503008-1016227-0 CC-NATURAL GAS 00	2,067.18			
018379	06/27/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-071 PS-BUILDINGINSPECTOR-MAY29-JL	2,389.95 2,389.95	A/P	OUT-STD	06/27/2016
018380	08/27/2016 G. LEBLANC FIRE TRUCK REPAIR LTD. 9756 PS-FIRE- UNIT #3 ANNUAL SERVICE 9757 PS-FIRE- UNIT #1 ANNUAL SERVICE 9758 PS-FIRE- UNIT #202 ANNUAL SERVIC	1,652.78 716.54 490.90 445.34	A/P	OUT-STD	06/27/2016
018382	06/27/2016 GUY R. DAY & SON LTD. 58328 GG-INSURANCE-ADDING KING ST P 58328* GG-INSURANCE-REMOVAL OF BACI 590025* GG-INSURANCE-DELETION OF CLAI 59025 GG-AIRPORT/USERGROUP-INSURA	4,577.00 273.00 -46.00 -1,961.00 6,311.00	A/P	OUT-STD	06/27/2016
018383	06/27/2016 HELGA REISS 480.00 GG-COUNCIL-SWEARING IN CEREM	480.00 480.00	A/P	OUT-STD	06/27/2016
018384	06/27/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 261909 CC-NATURAL GAS -APRIL 2016 264047 CC-NATURAL GAS 537974 TS-ST5-DIESEL 830368 TS-ST5- GAS	8,978.98 2,458.29 1,092.12 671.72 4,756.85	A/P	OUT-STD	06/27/2016
018385	06/27/2016 JANE MCSHANE MAY 30, 2018 GG-CIVIC- MAYOR'S "OATH OF OFFI	250.00 250.00	A/P	OUT-STD	06/27/2016
018386	06/27/2016 Jason St. Peter 226.44 PS-FIRE-FIREFIGHTER CONFERENC	226.44 226.44	A/P	OUT-STD	06/27/2016
018387	06/27/2016 JASON CARR 249.87 GG-COUNCIL-MUNICIPAL ORIENTA1	249.87 249.87	A/P	OUT-STD	06/27/2016
018388	06/27/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 239658872 CC-ADMIN-COPIER RENTAL 02/15/16 239658874 CC-COPIER RENTAL- 03/15/16-04/14 239663143 CC-ADMIN-COPIER RENTAL 12/15/16 239663145 CC-ADMIN-COPIER RENTAL-01/15/16 239679562 CC-ADMIN-COPIER-04/15/16-05/14/16	807.82 156.22 166.91 166.97 166.91 150.81	A/P	OUT-STD	06/27/2016
018389	06/27/2016 LSW WEAR PARTS LTD. 43587 TS-#31, #34- POLY ZZ CONVOLUTE	501.72 501.72	A/P	OUT-STD	06/27/2016
018390	06/27/2016 MARITIME COFFEE SERVICE RC00037834 PS-FIRE- KITCHEN SUPPLIES	474.60 474.60	A/P	OUT-STD	06/27/2016
018391	06/27/2016 MAYFIELD GARDENS & LANDSCAPE 258 RC-HORT-SOIL	1,570.48 1,570.48	A/P	OUT-STD	06/27/2016
018392	06/27/2016 MCLAUGHLIN, DONALD MAY 05, 2016 RC-PARKS- TRUCK DOOR LETTER#	141.25 141.25	A/P	OUT-STD	06/27/2018
018393	06/27/2016 MEDAVIE BLUE CROSS 50575 GG-HEALTH&DENTALPREMIUMS-JL 50882 GG-HEALTH&DENTALPREMIUMS-JL	17,114.48 7,805.45 9,309.03	A/P	OUT-STD	06/27/2016
018394	06/27/2016 MICMAC FIRE & SAFETY SOURCE LTD. NS-00834711 PS-FIRE- HEAVY WT WHT OIL PADS NS-00834851 PS-FIRE- IRONSLOK KIT NS-00834943 PS-FIRE- CPR-D PADZ KIT, PEDIATR	1,335.66 307.36 440.70 587.60	A/P	OUT-STD	06/27/2016
018395	06/27/2016 MIDLAND COURIER 09554115 PS-#203- TO/ FLEET READY LTD	64.52 64.52	A/P	OUT-STD	06/27/2016
018398	06/27/2016 MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/27/2016

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	WEEK252016	EMPLOYEE DEDUCTIONS-JUN 19-25	209.30			
018397	06/27/2016	MINISTER OF FINANCE	6,362.26	A/P	OUT-STD	06/27/2016
	11368891APR16	GG-TOWNHALL-LANDLINE PHONES	1,494.49			
	11368891MAY16	GG-TOWNHALL-LANDLINE PHONES	1,489.93			
	11378668MAR16	PS/TS-199UNIONST-LANDLINE PHO	346.29			
	11395944APR16	TS/PS-199UNIONST-LANDLINE PHO	912.71			
	11395944MAR16	TS/PS-199UNIONST-LANDLINE PHO	905.57			
	11395944MAY16	PS-FIRE-LANDLINE PHONES	913.03			
	15772965MAR16	RC-REC/POOL-LANDLINE PHONES	215.55			
	46435731MAR16	RC-PARKS-CHOCOLATE PARK CAM	84.69			
018398	06/27/2016	MSC INDUSTRIAL SUPPLY ULC	226.77	A/P	OUT-STD	06/27/2016
	8407858001	TS-SHOP- CAPS CREWS, CABLE TIE	226.77			
018400	06/27/2016	N. B. ELECTRIC POWER	27,967.17	A/P	OUT-STD	06/27/2016
	10126106JUN16	TS-XINGLIGHTS-KING STREET	25.53			
	17515909JUN16	RC-POOL-SCHOOL STREET	73.58			
	17535200JUN16	TS-KING/UNIONST-TRAFFIC LIGHTS	38.05			
	17549909JUN16	GG-NORTHAMPTONBREWING-ELEC	164.95			
	18169205JUN16	RC-POOL-MILL LANE	1,207.58			
	18988703JUN16	PS/TS-199UNIONST-ELECTRICITY	1,324.78			
	19055406JUN16	GG-BORDERARENA-ELECTRICITY	809.99			
	216000030308JUN16	TS-STS-AREA LIGHTS	11,313.37			
	50650140JUN16	RC-PARKS-ROTARY CHANGING RO	25.53			
	54187672JUN16	TS-KING/QUEENST-TRAFFIC LIGHTS	37.23			
	54253127JUN16	CC-BUILDING-ELECTRICITY	10,351.42			
	54653258JUN16	TS-KING/SUPERSTORE-TRAFFIC LI	62.06			
	55160607JUN16	RC-COTTONMILL-LIGHTS	47.90			
	55471834JUN16	TS/PS-220UNIONST-ELECTRICITY	214.12			
	55917471JUN16	GG-106MILLTOWNBLVD-ELECTRICI	79.64			
	57955782JUN16	RC-66MILLTOWNBLVD-ELECTRICIT	27.98			
	57955806JUN16	GG-120MILLTOWNBLVD-ELECTRICI	41.30			
	71315207JUN16	PM-RCMP-ELECTRICITY	775.60			
	72924306JUN16	RC-PARKS-BANDSTAND	121.41			
	73036038JUN16	RC-LIBRARY-ELECTRICITY	1,121.16			
	82122207JUN16	RC-PARKS-BASKETBALL COURT	51.77			
	83278804JUN16	TS-STS-PARKS SHED	26.69			
	84960501JUN16	RC-PARKS-RIVERSIDE DR LIGHTS	25.53			
018401	06/27/2016	ORKIN CANADA CORPORATION	64.41	A/P	OUT-STD	06/27/2016
	IN-6933976	CC-PEST CONTROL	64.41			
018402	06/27/2016	PARTS FOR TRUCKS INC.	390.78	A/P	OUT-STD	06/27/2016
	34227006-00	PS-#201, #202- LED STRIP DOME LA	390.78			
018403	06/27/2016	PAYROLL TRANSFER	93,223.03	A/P	OUT-STD	06/27/2016
	WEEK252016	GG-TRANSFER-JUNE 10-23/16	93,223.03			
018404	06/27/2016	PHIL CHISHOLM	146.87	A/P	OUT-STD	06/27/2016
	146.87	GG-COUNCIL-MUNICIPAL ORIENTA	146.87			
018405	06/27/2016	PIZZA DELIGHT	96.57	A/P	OUT-STD	06/27/2016
	459467-1	PS-FIRE-MEAL	96.57			
018407	06/27/2016	RECEIVER GENERAL FOR CANADA	33,460.61	A/P	OUT-STD	06/27/2016
	WEEK252016	GG-REMITTANCE-JUNE 10-23/16	33,460.61			
018408	06/27/2016	SAUNDERS EQUIPMENT LTD.	433.92	A/P	OUT-STD	06/27/2016
	62262	TS-SWEEPER- POLY CONVOLUTED	433.92			

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018409	06/27/2016 SOURCE ONE SUPPLIES	683.05	A/P	OUT-STD	06/27/2016
	11190 CC-JANITORIAL SUPPLIES	156.21			
	11981 PS-FIRE- BATHROOM TISSUE, PAPE	155.24			
	12012 CC-JANITORIAL SUPPLIES	371.60			
018410	06/27/2016 SOUTHERN SANITATION LTD.	1,388.77	A/P	OUT-STD	06/27/2016
	155058 TS/RC-STREETS/PARKS- GARBAGE	484.77			
	155153 CC-MONTHLY FEE-GARBAGE REMC	452.00			
	155154 CC-MONTHLY FEE GARBAGE REMO	452.00			
018411	06/27/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	650.73	A/P	OUT-STD	06/27/2016
	097515 GG-CIVIC- SPRING CLEAN UP	99.94			
	097521 GG-CIVIC- TOWN EVENTS	48.30			
	097690 GG-CIVIC- TOWN WIDE YARD SALE	125.29			
	097691 GG-CIVIC- TOWN PRIDE CHALLENG	328.90			
	097694 GG-CIVIC- TOWN EVENTS	48.30			
018412	06/27/2016 STATIONERY PLUS	99.30	A/P	OUT-STD	06/27/2016
	367575 RC-HORT- DESK TOPPER, PAPER C	28.37			
	368513* CC-OFFICE-FLASH DRIVE USB	20.33			
	368640 RC-HORT- PAPER, FILE FOLDERS	6.35			
	368641 GG-TOWN HALL- RIBBON COMP. BR	2.25			
	368694 GG-EVENTS COORD- COLOUR COP	5.65			
	368778* CC-OFFICE-GLUE STICKS, PENS, EF	36.35			
018413	06/27/2016 UNIFIRST CANADA LTD.	175.09	A/P	OUT-STD	06/27/2016
	7100074066 CC-MATS	58.26			
	7100074544 CC-MATS	58.57			
	7100075005 CC-MATS	58.26			
018414	06/27/2016 VITALAIRE	91.78	A/P	OUT-STD	06/27/2016
	3167838 PS-FIRE- OXYGEN MEDICAL	91.78			
018415	06/27/2016 WATER & ICE NORTH AMERICA INC.	7,759.15	A/P	OUT-STD	06/27/2016
	34782 CC-POOL- LIGHT REPAIR	7,759.15			
018416	06/27/2016 ZEE MEDICAL CANADA CORP.	736.80	A/P	OUT-STD	06/27/2016
	86667601 PS-FIRE- CPR PADS	736.80			
018417	06/27/2016 BELL ALIANT	868.95	A/P	OUT-STD	06/27/2016
	47424130-MAY2016 CC-MAY 2018 PHONES	868.95			
018418	06/27/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD.	91.84	A/P	OUT-STD	06/27/2016
	358028 PM-RCMP- FLOOR MATS	45.92			
	359002 PM-RCMP- FLOOR MATS	45.92			
018419	06/27/2016 BELL MOBILITY INC.	1,031.50	A/P	OUT-STD	06/27/2016
	523889487MAY16 GG/CC/PS/RC/TS-CELL PHONE CHA	1,014.55			
	523889487MAY16** GG-CELL PHONE CHARGE	16.95			
018420	06/27/2016 DR. JOHN O'HALLORAN	4,000.00	A/P	OUT-STD	06/27/2016
	2016DEVGRANT GG-CIVIC-2016 HOUSING UNIT DEVI	4,000.00			
018421	06/27/2016 EMMA BLAIR	50.00	A/P	OUT-STD	06/27/2016
	CANADADAY2016 GG-CIVIC-LIVE MUSIC	50.00			
018422	06/27/2016 GARTH ORCHARD	450.00	A/P	OUT-STD	06/27/2016
	CANADADAY2016 GG-CIVIC-LIVE MUSIC	450.00			
018423	06/27/2016 GREAT-WEST LIFE ASSURANCE COMPANY	2,424.57	A/P	OUT-STD	06/27/2016
	JUNE152016MAN GG-PREMIUMS-JUN24-JUL23/16	2,424.57			
018424	06/27/2016 IRVING ENERGY DISTRIBUTION AND MARKETING	1,219.38	A/P	OUT-STD	06/27/2016
	825039 TS-STIS-DIESEL	1,219.38			

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018425	06/27/2016 SUREWAY INTERNATIONAL INC. 256856 PM-AIRPORT-RUNWAY LIGHTS	1,074.00 1,074.00	A/P	OUT-STD	06/27/2016
018426	06/27/2016 GREAT-WEST LIFE ASSURANCE COMPANY JUNE152016UNION GG-PREMIUMS-JUN24-JUL23/16 UNI JUNE2016UNION* GG-PREMIUMS-JUN24-JUL23/16	2,276.94 2,357.50 -80.56	A/P	OUT-STD	06/27/2016
018427	06/27/2016 MICHAEL MERCHANT CANADADAY2016 GG-CIVIC-MIND MAGIC & MENTALIS	200.00 200.00	A/P	OUT-STD	06/27/2016
018428	06/29/2016 BEACH DAVID 560.00 TS-STG-GARNET HAYES STREET SV	560.00 560.00	A/P	OUT-STD	06/29/2016
018429	06/29/2016 FRANK G GODSOE CHARTERED ACCOUNTANT 969 GG-RECEPTION-SUPPORT 970 CC-TREASURY-ACCOUNTING SUPP 971 GG-TREASURY-ACCOUNTING SUPP 976 GG-TREASURY-ACCOUNTING SUPP 977 GG-TREASURY-ACCOUNTING SUPP 978 GG-TREASURY-ACCOUNTING SUPP 979 GG-TREASURY-ACCOUNTING SUPP 980 GG-TREASURY-ACCOUNTING SUPP 981 GG-TREASURY-ACCOUNTING SUPP 982 GG-TREASURY-ACCOUNTING SUPP 983 GG-TREASURY-ACCOUNTING SUPP 984 GG-TREASURY-ACCOUNTING SUPP	9,188.05 564.32 1,661.10 436.86 1,106.27 161.59 124.30 93.23 43.51 2,069.60 2,001.23 870.10 55.94	A/P	OUT-STD	06/29/2016
018430	06/29/2016 MINISTER OF FINANCE WEEK262016 EMPLOYEE DEDUCTIONS-JUN 26-JI	209.30 209.30	A/P	OUT-STD	06/29/2016
018431	06/29/2016 SHANNON MICHAEL WEEK262016 PS-ANIMALCONTROL-WEEKLY FEE WEEK262016* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	06/29/2016
018434	06/29/2016 SCOTIABANK 2016MAINEFIRESERVICE PS-FIRE-2016 COUNTY OUTREACH	233.00 233.00	A/P	OUT-STD	06/29/2016
018435	06/29/2016 BORDER INVESTIGATIONS & SECURITY INC. 14275 PS-BYLAW-JUNE/16 FEE	2,531.20 2,531.20	A/P	OUT-STD	06/29/2016
018436	06/29/2016 ADAM OLMSTEAD 800.00 GG-CANADADAYCOUNTDOWN-LIVE	800.00 800.00	A/P	OUT-STD	06/29/2016
018437	06/29/2016 HAYDEN WIEBE CANADADAY2016 GG-CANADADAYCOUNTDOWN-SOU	80.00 80.00	A/P	OUT-STD	06/29/2016
018438	06/29/2016 MELANIE GULLISON 002 GG-CANADADAYCOUNTDOWN-CAT	850.00 850.00	A/P	OUT-STD	06/29/2016
018439	06/29/2016 WAYNE HANSEN CANADADAY2016 GG-EVENTS-CANADA DAY SOUND /	200.00 200.00	A/P	OUT-STD	06/29/2016
018440	06/29/2016 Derek O'Brien UNBHRCOURSE/16 GG-CAO-UNB HR COURSE/16	4,495.00 4,495.00	A/P	OUT-STD	06/29/2016
Cheque Totals Issued:		686,900.54			
Void:		0.00			
Total Cheques Generated:		686,900.54			
Total # of Cheques Listed:		165			

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Town of St. Stephen
 BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
005855	06/13/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE132016** WS-SERIES "AU"-INTEREST	1,128.00 1,128.00	A/P	CLEARED	06/30/2016
005856	06/13/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE132016*** WS-SERIES "AU"-PRINCIPAL	48,000.00 48,000.00	A/P	CLEARED	06/30/2016
005858	06/22/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE222016* WS-SERIES "AZ"-INTEREST	1,301.75 1,301.75	A/P	CLEARED	06/30/2016
005861	06/11/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE112016** WS-SERIES "BA"-INTEREST	31,388.25 31,388.25	A/P	CLEARED	06/30/2016
005862	06/11/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE112016*** WS-SERIES "BA"-PRINCIPAL	73,000.00 73,000.00	A/P	CLEARED	06/30/2016
005864	06/02/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE022016** WS-SERIES "BC"-INTEREST	5,318.00 5,318.00	A/P	CLEARED	06/30/2016
005865	06/02/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE022016*** WS-SERIES "BC"-PRINCIPAL	47,000.00 47,000.00	A/P	CLEARED	06/30/2016
005867	06/14/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE142016 WS-SERIES "BI"-INTEREST	1,091.00 1,091.00	A/P	CLEARED	06/30/2016
005868	06/14/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE142016* WS-SERIES "BI"-PRINCIPAL	10,000.00 10,000.00	A/P	CLEARED	06/30/2016
005881	06/02/2018 PITNEY WORKS MAY132016 WS/SCD-POSTAGEMETER-REFILL	1,371.55 1,371.55	A/P	CLEARED	06/30/2016
005882	06/08/2016 BRENNTAG CANADA INC. 40623483 WS-SOURCE-CHLORINE 40626304 WS-SOURCE-EMPTY CLYINDERS F 40631234 SCD-DISPOSAL-EMPTY CYLINDER F 40632845 WS-SOURCE-CHLORINE 40633772 WS-SOURCE-CYLINDERS RETURNE	1,083.05 5,966.48 -3,616.00 -3,616.00 5,964.57 -3,616.00	A/P	CLEARED	06/30/2016
005883	06/08/2016 N. B. ELECTRIC POWER 53123617MAY16 SCD-ST5-DECHLORINATION CHAME 53158875MAY16 SCD-ST5-BUDD AVE LIFT STATION 54807440MAY16 WS-ST5-158A MILLTOWN BLVD LIFT 56356048MAY16 SCD-ST5-18 RIVERSIDE DR LIFT S 61204006MAY16 SCD-ST5-2216.KING ST LIFT STAT 61224002MAY16 SCD-ST5-358A MILLTOWN BLVD LIF 61236006MAY16 WS-ST5-BUDD AVE LIFT STATION 76139807MAY16 SCD-ST5-54 RIVERSIDE DR LIFT S 84934906MAY16 SCD-ST5-658A RIVERSIDE DR LIFT 84943406MAY16 WS-ST5-TODD HILL RESERVOIR	6,549.07 121.78 3,644.35 29.36 30.79 191.60 1,315.90 875.31 87.03 105.78 147.17	A/P	CLEARED	06/30/2016
005884	06/08/2016 Ron Cleghorn SCADACELLCHARGES SCD-DISPOSAL-SCADA CELL CHAR	72.13 72.13	A/P	CLEARED	06/30/2016
005885	06/08/2016 TOWN OF ST. STEPHEN 59901.64 FUND TRANSFER	59,901.64 59,901.64	A/P	CLEARED	06/30/2016
005886	06/15/2016 AIR LIQUIDE CANADA 62463710 WS-TRANS&DIST- CARBON DIOXIDE 64429075 WS-TRANS&DIST- CARBON DIOXIDE 64610772 WS-TRANS&DIST- CARBON DIOXID	58.10 18.92 19.91 19.27	A/P	CLEARED	06/30/2016
005888	06/15/2016 BERNARD MCFARLANE 25 SCD-DISPOSAL-WORK TRAILER PO	328.71 328.71	A/P	CLEARED	06/30/2016
005891	06/15/2016 BRUNET	107.35	A/P	CLEARED	06/30/2016

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued		Amount	SC	Status	Status Date
	24131*	WS/SCD-TOWN HALL- SERVER MAINT	107.35			
005894	06/15/2016	COX ELECTRONICS & COMMUNICATIONS	135.53	A/P	CLEARED	06/30/2016
	2-1757439	WS-TRANS&DIST- PWR JACK	22.54			
	2-1763897	WS-SOURCE- 1 600VA UPS SURGE	112.99			
005895	06/15/2016	CREIGHTON-CARTER LTD.	655.05	A/P	CLEARED	06/30/2016
	961-399284	WS-#8- UNDERCOAT BLACK	14.67			
	961-400013	WS-#305- SAND	7.93			
	961-400117	WS-#305- BLOW GUN RUBBER, FILE	57.26			
	961-400170	WS-#102- UNI RODS	60.91			
	961-400187	WS-#305- GREEN ETCH PRIMER	41.12			
	961-400190	WS-#305- PREMIERFILLER VS4, ACT	269.78			
	961-400399	WS-#102- SWAY BAR LINK REPAIR P	43.39			
	961-400782	WS-#305- LUCITE THINNER, ROLL 9:	133.19			
	961-401287	WS-#305- SEAM SEALER	7.21			
	961-401467	WS-#305- SCREWS, RIVETS	19.59			
005896	06/15/2018	EMCO CORPORATION	2,850.15	A/P	CLEARED	06/30/2016
	12500315-03	WS-TRANS&DIST- BIONAX CAPS	1,422.01			
	12500322-00	WS-TRANS&DIST- KN-2-NL KRNRHR	814.14			
	12500546-00	WS-TRANS&DIST- ADAPTERS, BALL	465.54			
	12500579-00	WS-TRANS&DIST- MUD PLUGS	148.46			
005898	06/15/2016	GULLISON'S COURIER SERVICE	706.25	A/P	OUT-STD	06/15/2016
	177514	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	177515	WS-SOURCE- TO DOE LAB FR/TOWI	33.90			
	177565	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	177566	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	177589	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	177675	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	177676	WS-SOURCE- TO DOE LAB FR/TOWI	33.90			
	361804	WS-SOURCE- TO RPC FR/TOWN	33.90			
	361805	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	361824	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	361844	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	361845	WS-SOURCE-TO DOE LAB FR/ TOWI	33.90			
	361866	WS- SOURCE- TO RPC FR/ TOWN	33.90			
	772307	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	772308	WS-SOURCE- TO DOE LAB FR/ TOW	39.55			
	772316	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	772337	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	772362	SCD-DISPOSAL- TO TOWN FR/ EMS	28.25			
	772366	WS-SOURCE- DOE LAB FR/ TOWN	33.90			
	772367	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	772388	SCD-DISPOSAL- TO TOWN FR/ PIER	28.25			
005899	06/15/2016	HARBOUR CITY ELECTRO-MECHANICAL LTD	1,005.70	A/P	CLEARED	06/30/2016
	28736	SCD-DISPOSAL- ELECTRIC COOLIN:	1,005.70			
005900	06/15/2016	IMAGEWEAR A DIVISION OF MARK'S	541.90	A/P	CLEARED	06/30/2016
	7643133	WS-SOURCE- CLOTHING ALLOWAN	297.83			
	7643326	WS-SOURCE- CLOTHING ALLOWAN	244.07			
005901	06/15/2016	KEITH'S BUILDING SUPPLIES	566.45	A/P	CLEARED	06/30/2016
	151395	WS-TRANS&DIST- LUMBER	257.99			
	151698	WS-TRANS&DIST- TOILET BOWL LY:	17.03			

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Number	Issued		Amount	SC	Status	Status Date
	151809	WS-TRANS&DIST- LUMBER, CRIMP '	134.32			
	151924	WS-TRANS&DIST- LUMBER	55.51			
	151972	WS-TRANS&DIST- LUMBER	12.86			
	151991	WS-TRANS&DIST- TREATED COPPE	88.74			
005902	06/15/2016	KENT BUILDING SUPPLIES	42.71	A/P	CLEARED	06/30/2016
	1021072	WS-#18- ELBOW, TEES, LINKS	22.75			
	1031975	WS-TRANS&DIST- SHOVEL	19.96			
005903	06/15/2016	LINDE CANADA LTEE, M2193	25.88	A/P	CLEARED	06/30/2016
	54105298	SCD-DISPOSAL- ACETYLENE	25.88			
005904	06/15/2016	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	2,216.70	A/P	OUT-STD	06/15/2016
	10003865	WS-SOURCE- DRINKING WATER LAI	1,082.18			
	10003970	WS-SOURCE- DRINKING WATER LAI	1,134.52			
005906	06/15/2016	N.B. SOUTHERN RAILWAY COMPANY LIMITED	395.50	A/P	CLEARED	06/30/2016
	71320	WS-TRANS&DIST- UNDERGROUND	282.50			
	71420	WS-STS-33.21 UNDERGROUND PIPE	113.00			
005907	06/15/2016	ORCHARD'S PAINT & PAPER LTD.	518.34	A/P	OUT-STD	06/15/2016
	26982	WS-TRANS&DIST- PAINT & MATERIA	518.34			
005908	06/15/2016	COLE-PARMER CANADA INC.	1,121.07	A/P	CLEARED	06/30/2016
	00550868	WS-SOURCE- CHLOROSENSE SENS	1,121.07			
005909	06/16/2016	BRIGGS PLUMBING INC.	303.30	A/P	CLEARED	06/30/2016
	111307	WS-TRANS&DIST- TOOLS LOST IN T	225.21			
	111309	WS-#18- ELBOW INSERTS	53.62			
	111310	WS-TRANS&DIST-BALL VALVE	24.47			
005911	06/16/2016	CANADIAN TIRE	1,136.77	A/P	CLEARED	06/30/2016
	N16035622	SCD-DISPOSAL- CRTRDG 2 PK DRT,	15.57			
	N16035625	WS-SOURCE- CONNECTOR 3WIRE,	33.40			
	N16035627	WS-TRANS & DIST- PAINT	50.82			
	N16035633	SCD-DISPOSAL- CLOCK	7.90			
	N16035637	WS-#8- BRACKETS	40.63			
	N16035653	SCD-DISPOSAL- TOTE, STEEL	35.91			
	N16035659	WS-SOURCE- MISC CLEANING SUPP	73.74			
	N13035670	SCD-DISPOSAL- TOOL BOX, DRILL E	65.40			
	N16035678	WS-SOURCE- GLOVES	29.37			
	N16035707	WS-SOURCE- BATTERIES	20.33			
	N16035724	SCD-DISPOSAL- PRESSURE WASHE	33.89			
	N16035728	WS-SOURCE- BUCKET, BATTERIES	110.63			
	N16035734	WS-TRANS&DIST- GRASS SEED	56.49			
	N16035736	WS-SOURCE- INSPECT MIRROR	10.16			
	N16035745	WS-SOURCE- GLOVES, BOW RAKE	94.25			
	N16035759	WS-TRANS&DIST- TLBX, MC 18" AL I	294.64			
	N16076207	WS-TRANS&DIST- REG CUT KEY, EA	14.64			
	N16076331	SCD-DISPOSAL- 3-1/2HASP GALV, P	45.60			
	N16076333	WS-SOURCE- SPRAY 9, MINI TOURC	103.40			
005912	06/16/2016	N. B. ELECTRIC POWER	4,114.15	A/P	CLEARED	06/30/2016
	36669807JUN16	WS-3119MAXWELLXING-BUILDING	854.91			
	50228902JUN16	WS-MAXWELLXING-PUMPS	409.13			
	53473043JUN16	WS-SOURCE-CHLORINE RESIDUAL	37.00			
	61230004JUN16	WS-MAXWELLXING-PUMPS	2,586.36			
	82291006JUN16	WS-SOURCE-RESERVOIR	226.75			
005913	06/16/2016	PUROLATOR COURIER LTD.	80.86	A/P	CLEARED	06/30/2016

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Number	Issued		Amount	SC	Status	Status Date
	430902220	WS-SOURCE-TO HYPERION RESEA	80.86			
005914	06/16/2016	RECEIVER GENERAL	260.88	A/P	CLEARED	06/30/2016
	25*	SCD-DISPOSAL-WORK TRAILER POI	260.88			
005915	06/16/2016	RESEARCH & PRODUCTIVITY COUNCIL	911.83	A/P	CLEARED	06/30/2016
	180459	WS-SOURCE- MICRO EXAM OF WAT	71.11			
	180859	WS-SOURCE- MICRO EXAM OF WAT	71.11			
	181482	WS-SOURCE- COLIFORMS AND E. C	267.25			
	181487	WS-SOURCE- MICRO EXAM OF WAT	71.11			
	182745	WS-SOURCE- AEROBIC SPOREFOR	71.11			
	182754	WS-SOURCE= MICRO EXAM OF WA	71.11			
	182773	WS-SOURCE- MICRO EXAM OF WAT	71.11			
	182815	WS-SOURCE- LEAD ANALYSIS	68.82			
	182846	WS-SOURCE- GENERAL CHEMISTR	149.10			
005916	06/16/2016	SAINT JOHN LABORATORY SERVICES LTD.	1,286.01	A/P	CLEARED	06/30/2016
	430-16	SCD-DISPOSAL- TREAT PLANT LAB	1,286.01			
005917	06/16/2016	SCP DISTRIBUTORS INC CANADA	1,030.56	A/P	CLEARED	06/30/2016
	FE028556	WS-SOURCE- CHLORINE	1,030.56			
005918	06/16/2016	STATIONERY PLUS	129.75	A/P	OUT-STD	06/16/2016
	368050	WS-SOURCE- NOTE BOOKS	12.97			
	368221	WS- UTILIT- ENVELOPES	54.90			
	368261*	WS/SCD- TOWN HALL- TAPE DISPEI	26.61			
	368300	WS-SOURCE- LABELMAKER, EMBOI	23.36			
	368309*	WS/SCD-TOWN HALL- DISPENSER F	6.45			
	368322*	WS/SCD-TOWNHALL-TAPE DISPENS	-2.65			
	368617	WS-SOURCE- EMBOSS TAPE	8.11			
005919	06/16/2016	XYLEM CANADA COMPANY	11,239.84	A/P	CLEARED	06/30/2016
	3558251939	SCD-DISPOSAL- PUMP KITS, IMPELI	11,239.84			
005920	06/27/2016	BELL MOBILITY INC.	879.71	A/P	CLEARED	06/30/2016
	523889487MAY16*	WS/SCD-CELL PHONE CHARGES	879.71			
005921	06/27/2016	CALDWELL LESLIE	200.00	A/P	CLEARED	06/30/2016
	MAY 03, 2016	SCD-DISPOSAL- NEW MONITOR INS	200.00			
005922	06/27/2016	CUSTOM EMBROIDERY PLUS	65.80	A/P	OUT-STD	06/27/2016
	265	WS-TRANS&DIST- EMBROIDERED C	65.80			
005923	06/27/2016	KEM CANADA MFG	290.62	A/P	OUT-STD	06/27/2016
	108244	WS-TRANS&DIST- CINNGUARD 952-	290.62			
005924	06/27/2016	MAYFIELD GARDENS & LANDSCAPE	56.48	A/P	OUT-STD	06/27/2016
	252	SCD-DISPOSAL- SOIL	56.48			
005925	06/27/2016	MILLTOWN MACHINE & FABRICATION LTD.	67.11	A/P	OUT-STD	06/27/2016
	18435	WS-TRANS&DIST- FLAT BARS, LABC	67.11			
005926	06/27/2016	MINISTER OF FINANCE	286.53	A/P	OUT-STD	06/27/2016
	11366812MAR16	WS-SOURCE-PUMP STATION	134.02			
	19002807MAR16	SCD-DISPOSAL-OLD BAY WWTP	152.51			
005927	06/27/2016	N. B. ELECTRIC POWER	14,272.02	A/P	CLEARED	06/30/2016
	52557428JUN16	SCD-218OLDBAYRD-WWTP	9,102.39			
	53123617JUN16	SCD-STS-DECHLORINATION CHAME	121.45			
	53158875JUN16	SCD-STS-BUDD AVE LIFT STATION	2,983.39			
	54807440JUN16	WS-STS-158A MILLTOWN BLVD LIFT	28.41			
	56356048JUN16	SCD-STS-18 RIVERSIDE DR LIFT S	29.86			
	61204006JUN16	SCD-STS-2216 KING ST LIFT STAT	126.57			

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Number	Issued		Amount	SC	Status	Status Date
	61224002JUN16	SCD-ST3-358A MILLTOWN BLVD LIF	1,070.61			
	61236008JUN16	WS-ST3-BUDD AVE LIFT STATION	509.23			
	76139807JUN16	SCD-ST3-54 RIVERSIDE DR LIFT S	59.51			
	84934906JUN16	SCD-ST3-658A RIVERSIDE DR LIFT	94.39			
	84343406JUN16	WS-ST3-TODD HILL RESERVOIR	146.21			
005928	06/27/2016	REGIONAL PETROLEUM PRODUCTS RECYCLING L	561.90	A/P	OUT-STD	06/27/2016
	92754	TS-ST3- DISPOSAL FEES CONTAMIN	561.90			
005929	06/27/2016	SCOTIA TECH	844.11	A/P	OUT-STD	06/27/2016
	13465	WS-TRANS&DIST- TOUCH READER	844.11			
005930	06/27/2016	SERVICE NEW BRUNSWICK	233.54	A/P	OUT-STD	06/27/2016
	878922	WS/SCD- UTILITY- PAYMENT ACCEP	233.54			
005931	06/27/2016	SOURCE ATLANTIC	1,678.05	A/P	OUT-STD	06/27/2016
	2331156	WS-TRANS&DIST- METAL DETECTO	1,678.05			
005932	06/27/2016	SOUTHWEST CONCRETE & CONS LTD	287.02	A/P	OUT-STD	06/27/2016
	4-51-16	WS-TRANS&DIST- EQUIP RENT	287.02			
005933	06/27/2016	SOUTHERN SANITATION LTD.	111.87	A/P	OUT-STD	06/27/2016
	155060	WS-BUDD AVE- GARBAGE COLLECT	111.87			
005934	06/27/2016	SPEEDY ST-STEPHEN 8768	1,790.28	A/P	OUT-STD	06/27/2016
	8768-207761	WS-TRANS&DIST- INSTALL 2 WINDC	1,790.28			
005935	06/27/2016	STATIONERY PLUS	43.04	A/P	OUT-STD	06/27/2016
	368297	SCD-DISPOSAL- MARKER DRY ERAI	34.40			
	368641*	WS/SCD- TOWN HALL- RIBBON CON	2.26			
	368926	WS-TRANS&DIST- LABELS	6.38			
005936	06/27/2016	THE PANEL SHOP	14,916.00	A/P	OUT-STD	06/27/2016
	746-99-84.4	SCD-DISPOSAL- ANTENNA/TESTING	4,972.00			
	746-99-84.5	SCD-DISPOSAL- ENCLOSURE, COMI	4,972.00			
	746-99-84.6	SCD-DISPOSAL- PROGRAMMING & I	4,972.00			
005937	06/27/2016	THOMAS CONNICK	225.00	A/P	OUT-STD	06/27/2016
	JUNE 11, 2016	WS-SOURCE3-WATER TOWER MOV	225.00			
005938	06/27/2016	TOWN OF ST. STEPHEN	101,440.41	A/P	OUT-STD	06/27/2016
	101440.41	WS-UTILITY-FUND TRANSFER	101,440.41			
005939	06/27/2016	TOWN OF ST. STEPHEN	104,252.27	A/P	OUT-STD	06/27/2016
	104252.27	WS-UTILITY-FUND TRANSFER	104,252.27			
		Cheque Totals Issued:	561,475.54			
		Void:	0.00			
		Total Cheques Generated:	561,475.54			
		Total # of Cheques Listed:	60			

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

JUNE 2016

Town of St. Stephen (Fund Transfer - New Debenture B029-2016 to Refinance AU21-2006, Cheque #1079)	41,000.00
Grand Total	<u>\$ 41,000.00</u>

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

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

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

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

It was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the above-noted twelve (12) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. **CARRIED**

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor 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 Chisholm 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. **DELEGATIONS/PRESENTATIONS**

- (i) **Public Presentation** - Derek O'Brien, Secretary of the Planning Advisory Committee (PAC), presented to Committee the PAC's recommendation as outlined in its letter dated July 7, 2016, and as requested by a resolution of Council on June 27, 2016 on the proposed rezoning of 27 Elm Street

(PID # 01295799) from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC).

Committee agreed with the PAC's recommendation to proceed with the rezoning process, with the condition noted in the proposed amendments to the Town's Municipal Plan By-Law and Zoning By-Law, that should the bakery and catering business cease to exist by Donald Eastman, the property will revert to Single & Two Family Residential (R-1).

Four (4) motions will be considered at the next Regular Session of Council on Monday, July 25, 2016: (i) to receive the requested written views of the PAC; (ii) first reading of proposed By-Law No. M-1.3, A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law; (iii) first reading of proposed By-Law No. Z-1.5, A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law; and (iv) set the date, time and place for the public hearing of objections/support of proposed By-Law No. M-1.3 and By-Law No. Z-1.5.

- (ii) Fundy Region Transition House/Housing Alternatives Inc. - Lynne Matheson, Executive Director, and Diane Ganong, President of the Board, presented to Council their "Proposal to Develop 6 Second Stage Housing Units through the Affordable Rental Housing Program" and requested the Town-owned property, PID # 15023542, and known as the Hawthorne Street/Kiwanis Tot Lot, be transferred to Fundy Region Transition House for the project.

Council will consider a motion at the next Regular Session on July 25, 2016 to transfer the property to Fundy Region Transition House in support of its project.

The Chief Administrative Officer recommended to the Executive Director that she meet with the NB Fire Marshal with respect to the rear property line, and advised that the existing tot lot property would need to be rezoned.

5. 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 three (3) action items are noted as follows:
- Chief Administrative Officer, at last month's Committees meeting, had asked Council to consider the following three (3) questions and provide responses to him prior to July's Committees meeting;

however, to date, only three (3) members have responded, and in an effort to guide the Town's work, he encouraged the remaining four (4) members to provide responses by Friday, July 22, 2016:

- 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, July 25, 2016 to accept the lowest tender from Downey Ford Sales Ltd. for the ¾ ton Heavy Duty Long Wheel Base truck with plow, and the lowest quotation from A "Plus" Auto Glass for the service body and accessories, all of which were destroyed by fire.
 - Council will consider a motion at the next Regular Session on Monday, July 25, 2016 to authorize the Mayor and Clerk to sign a Memorandum of Understanding with the New Brunswick Emergency Measures Organization (NB EMO) Department of Justice and Public Safety which designates the former Council Chambers at 199 Union Street as the Regional EMO Centre.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of June 2016 - The memo from the Assistant Treasurer dated July 5, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 25, 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 Terry Pomeroy was in attendance and introduced Peter Stubbs, the new Sergeant, who has purchased a house in St. Stephen, and who will commence his duties within the next couple of weeks.

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

As noted in the Fire Chief's report, further to the direction given to him through the Chief Administrative Officer at last month's meeting with respect to the replacement of the 1987 pumper truck, and to bring back

that information this month on leasing a truck; purchasing a used truck; and the cost of a new truck, he has formed a group to compile information consisting of firefighters, as well as Councillor Harding, and such information will be brought back to next month's meeting, along with answers to the following questions:

- What is the insurance implication if the Town did not purchase a third truck?
- What does it cost to certify a truck?
- Are the existing trucks safe?

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

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

(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 will consider a motion to accept the lowest quotation from Daigle Excavation and Gravel, in the amount of \$29,700.00, plus HST, the lowest quotation of seven (7) received, for the demolition of the properties located at 38-42 King Street (former Tin Shop property); 46 King Street (former Shoe Horn Ltd.); and 48-52 King Street (former Tavern property), with the payment from the redirection of funds budgeted in 2016 as a transfer to the General Capital Reserve Fund.

Further, Council directed the Chief Administrative Officer to proceed with the demolition prior to consideration of the motion in order to complete the work in time for the community festivals.

(iv) Unightly Long Grass – Councillor Harding spoke to the "Long Grass By-law" of Collingwood, Ontario.

Council directed the Chief Administrative Officer to ask the By-Law Enforcement Officer to contact the owners of the various properties with long grass and request it be mowed.

Councillors will provide the civic addresses where they noted concern.

Council further directed the Chief Administrative Officer to investigate with the Town Solicitor the possible development of a by-law and information will be brought back to a future meeting.

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.
- (ii) **Garcelon Civic Center Report** – 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, July 25, 2016 to authorize the Mayor and Clerk to sign an agreement with Bell Aliant Inc. which provides FibreOp Internet and TV service free of charge for a two (2) year period retroactive to March 4, 2016.

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 two (2) action items are noted as follows:
 - Council will consider a motion at the next Regular Session on Monday, July 25, 2016 to appoint Tara Devlin-Huys as the Town’s representative on the Charlotte Coastal Region Tourism Association Board for a one year term.
 - Council will consider a motion at the next Regular Session on Monday, July 25, 2016 to approve the proposed budget for the Official NB Day Celebration on August 1, 2016.
- (ii) **Agreement with Bell Aliant** – The memo from the Chief Administrative Officer dated July 6, 2016 with attached Agreement for Temporary Banner Attachments on Bell Aliant Poles was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 25, 2016 to authorize the Mayor and Clerk to sign the agreement with Bell Aliant, which in turn permits the Royal Canadian Legion Branches #9 and #48 to pursue their Military Service Banners project.
- (iii) **Southwest New Brunswick Transit Authority Inc.** – The e-mail from Stan Choptiany dated July 4, 2016 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, July 25, 2016

to appoint Councillor Ghislaine Wheaton as the Town's representative on the Southwest New Brunswick Transit Authority Inc. Board of Directors.

- (iv) Approval of Event – The letter from the Pastor, Old Ridge United Pentecostal Church, dated July 6, 2016 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, July 25, 2016 to grant permission to the church to hold two (2) services in the David Alison Ganong Chocolate Park on Sunday, July 31, 2016 from 7:00 p.m. – 8:30 p.m. and Sunday, September 11, 2016 from 7:00 p.m. – 8:30 p.m.
- (v) Approval of Event – The letter from the Co-Chair, Charlotte County Fall Fair Committee, dated June 27, 2016 was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, July 25, 2016 to grant permission to hold a Scarecrow themed Lamp Post Decorating Contest on Milltown Boulevard, King Street, Budd Avenue, and in the David Alison Ganong Chocolate Park for the period beginning September 1, 2016 and ending September 21, 2016.

- (vi) Approval of Event – The letter from the Oversight Manager of Chocolate Festival dated July 6, 2016 with attached list of events was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 25, 2016 to approve the Chocolate Festival.
- (vii) Request – Rally in the St. Croix Valley – The memo from the Chief Administrative Officer dated July 7, 2016 with attached letter from the President, 2nd Canadian Army Veterans Motorcycle Units dated June 2016 was received and reviewed.

As noted in the Chief Administrative Officer's memo, the following resolution was passed at a Regular Session of Council on Monday, November 23, 2015:

APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY – 5th ANNUAL INTERNATIONAL MOTORCYCLE FESTIVAL

THAT the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 5th Annual International Motorcycle Festival from Friday, July 29 to Sunday, July 31, 2016, contingent on receipt by the Town of its Certificate of Insurance.

AND THAT permission is granted for the placement of an off-site sign at Tim Hortons, so placed as to not obstruct

traffic; hold outdoor music concerts in the rear parking lot of the St. Stephen Legion on Friday, July 29 and Saturday, July 30 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; and vendor licenses for the weekend shall be waived.

A motion will be considered at the next Regular Session of Council on Monday, July 25, 2016 granting permission to extend the outdoor music concert on Saturday, July 30 by one (1) hour from 11:00 p.m. to 12 midnight since it cannot be moved inside the Legion due to the motorcycle draw.

- (viii) Request – Something’s Brewing Café - The letter from Ada and Terry Dempsey dated July 8, 2016 was received and reviewed.

At the Regular Session of Council on Monday, July 25, 2016, a motion will be considered granting permission for live music on the rear deck of Something’s Brewing Café as requested; however, Council will not grant permission for the rear parking lot to be barricaded in any way.

In response to the request to hold a music event prior to formal approval, Council directed the Chief Administrative Officer to advise the Dempseys that music events may be held on Saturday, July 16 and Saturday, July 23, 2016 from 6:00 p.m. to 10:00 p.m.

Council further directed the Chief Administrative Officer to advise the Dempseys that their request for deck expansion submitted for review at the Committees meeting on May 11, 2016 and passed by Council Resolution at its Regular Session on May 24, 2016 did not include a roof; therefore Council further directed the Chief Administrative Officer to reiterate that since the deck (original, plus expansion) is located on Town-owned property, the Town may request removal at its discretion, and to remind the Dempseys that it is considered a temporary deck and would need to be removed.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:45 p.m. and returned to open session at 9:10 p.m., at which time it was **MOVED** by Councillor Chisholm and **SECONDED** by Councillor Harding that the meeting adjourn at 9:10 p.m.

Joan Flewelling
Town Clerk

Dated

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

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – nine (9) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
 - (i) Public Presentation – Proposed rezoning of 27 Elm Street (PID # 01295799) from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC) for the operation of a bakery and catering business.
 - (ii) Fundy Region Transition House/Housing Alternatives Inc. – Presentation by Lynne Matheson, Executive Director, and Diane Ganong, President of the Board, of “Proposal to Develop 6 Second Stage Housing Units through the Affordable Rental Housing Program” dated June 30, 2016 attached.
5. 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 June 2016 – Memo from Assistant Treasurer dated July 5, 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) 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) Unightly Long Grass – Councillor Harding will speak to the Collingwood, Ontario “Long Grass By-law” attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) 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) Agreement with Bell Aliant – Memo from Chief Administrative Officer dated July 6, 2016 with attachment:
 - Agreement for Temporary Banner Attachments on Bell Aliant Poles
- (iii) Southwest New Brunswick Transit Authority Inc. – E-mail from Stan Choptiany dated July 4, 2016 attached.
- (iv) Approval of Event – Letter from Pastor, Old Ridge United Pentecostal Church, dated July 6, 2016 attached.
- (v) Approval of Event – Letter from Co-Chair, Charlotte County Fall Fair Committee, dated June 27, 2016 attached.
- (vi) Approval of Event – Letter from Oversight Manager of Chocolate Festival dated July 6, 2016 with attachment.
 - List of Events
- (vii) Request – Rally in the St. Croix Valley – Memo from Chief Administrative Officer dated July 7, 2016 with attachment:
 - Letter from President, 2nd Canadian Army Veterans Motorcycle Units dated June 2016
- (viii) Request – Something’s Brewing Café - Letter from Ada and Terry Dempsey dated July 8, 2016 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: July 27, 2016

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meeting held on May 4, 2016 and approved at its meeting on July 6, 2016 be accepted.

MINUTES

Planning Advisory Committee

Wednesday, May 4, 2016

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, May 4, 2016 in Council Chambers. In the absence of both Ted Moore, Chair and Garth Orchard, Vice Chair, the Chief Administrative Officer/Development Officer Derek O'Brien (Secretary of the Planning Advisory Committee) called the meeting to order at 6:00 p.m.

It was **MOVED** by Marg Harding and **SECONDED** by Mike Booth that Allan Gillmor be appointed to act as Chair, in the absence of both Ted Moore, Chair and Garth Orchard, Vice Chair. Carried

Attending

Allan Gillmor
Ed Zammit

Marg Harding
Geoff Knight

Mark Porter
Mike Booth

Derek O'Brien

B. Approval of Agenda

It was **MOVED** by Geoff Knight and **SECONDED** by Mike Booth that the Agenda be approved as circulated. Carried.

C. Approval of Minutes

It was **MOVED** by Marg Harding and **SECONDED** by Geoff Knight that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, March 2, 2016 be approved as circulated. Carried

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

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

E. Review of one (1) request for variance

(i) Wayne McGrath (1 Spring Street) – The application was brought to the Planning Advisory Committee to request a seven foot (7') variance to place a garage on the rear of his property as it would be in violation of the following section of the Town's *Zoning By-Law* which states in part:

4.1.9 Accessory Buildings and Structures in a Residential Zone


- (1) *Accessory uses, buildings and structures* shall be permitted in zone but shall not:
- (e) be placed, *erected or altered* so that it is closer to the side or *rear lot line* than the minimum setback requirement;

The Chief Administrative Officer/Development Officer Derek O'Brien advised the Planning Advisory Committee that he contacted the adjacent landowner, Rod Roy, and he had no issues with the proposed garage placement, which is also reflected in the Variance Application.

It was MOVED by Geoff Knight and SECONDED by Mike Booth that the seven foot (7') variance required for the placement of a garage on the rear of the property located at 1 Spring Street as outlined on the Variance Application be approved. Carried

F. Adjournment

It was MOVED by Geoff Knight that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:06 p.m.. Carried



Derek O'Brien, Secretary



Allan Gillmor, Acting Chair

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Mission and Vision

Council was challenged to consider these questions and provide responses. To date, three (3) members have responded. 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 by Friday, July 22.

Water Department Truck

The tender for the ¾ Ton 4X4 Heavy Duty Long Wheel base truck with plow was posted on June 9 and closed at 12:00 p.m. on Monday, June 27. The lowest tender received was from Downey Ford Sales Ltd., St. Stephen in the amount of \$ 45 250 + HST.

We also received two (2) quotations for the utility truck body. The lowest quotation is from A "Plus" Auto Glass for \$ 12 595.00 + HST.

The Insurance Company has approved a total payable of \$ 60 324.21 to cover these costs and the non-recoverable HST.

Action: Council consider a resolution to accept the tender for the truck and the quotation for the service body and accessories as described, and direct the CAO to complete the purchase.

Scholarships

Nathan Gullison, St. Stephen High School, was awarded the Irving Randall Todd Scholarship in the amount of \$ 3 300.00 from the Town of St. Stephen.

Emilee Boone, St. Stephen High School, was awarded the Francis Esther Todd Scholarship in the amount of \$ 3 300.00 from the Town of St. Stephen.

Relay for Life

A Town team of six (6) participated in the Relay for Life on June 17.



Municipal Orientation

The Mayor, four (4) Councilors, the Clerk, and the CAO attended the Municipal Orientation in Fredericton on June 17 and 18.

**Regional Emergency
Measures
Organization Centre**

Brent Whelan, Regional Coordinator, has requested the Town designate the former Council Chambers at 199 Union Street as the Regional EMO Centre. This was discussed with the CAO and the Fire Chief.

Action: Council consider a resolution directing the Mayor and Clerk to sign the Memorandum of Understanding, attached.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 07 July 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).
-Currently working on April-June/16 utility bills
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 78 employees, Monthly 34 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 120 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 October 31, 2015.
- 2) Statements of Revenue and Expenditures to April 30, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Finance Group meeting-June 10, 2016.
 - B) Committee meeting-June 15, 2016.
 - C) Department Head meeting-June 21, 2016.
 - D) Council meeting-June 27, 2016.
 - E) RBC representative's meeting-June 29, 2016.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) 2012 Sidewalks and Streets Rehabilitation.
 - 2) Civic Center.
 - 3) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 4) Gas Tax Project-Water Transmission Main Replacement.
 - 5) Tan House Brook Culverts (Milltown Blvd).
 - 6) Prince William Street Infrastructure Renewal.
- B) 2015 general audit working papers, auditor on site July 18-22, 2016-In Progress.
- C) 2015 Gas Tax Fund reconciliations for the PNB, due in July, 2016-In Progress.
- D) Civic Center accounting reconciliations-Month end completed to May 31, 2016-In Progress.
- E) Jumpstart processing-In Progress.
- F) Changes related to new HST rate-Complete
- G) Charles F Todd Scholarships-Complete.

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

Public Works Report for June 2016

Lee Johnson, Director of Operations, July 04, 2016

1: Water system:

- a) Installed 22 new Meters.
- b) Installed 1 new Gatevalve.
- c) Installed 3 new Hydrants.
- d) Finished reading Meters.

2: Streets:

- a) Swept Streets And Sidewalks.
- b) Finished Leaf And Twig Pickup.
- c) Repaired Reservoir Road.
- d) Installed Floating Dock.
- e) Painted Crosswalks.

3: Waste Water:

- a) 2 Sewer Laterals were videoed.
- b) 1 Sewer Laterals was Rodded.
- c) Continued work on SCADA.

4: Capital Projects:

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

Construction began on May 16, 2016. Water and sewer utilities between King Street and Duke are nearly complete with concrete curb scheduled this week. Underground utility installation between Duke and Thompson continues.

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 95% complete. The report is expected to be issued in July.

Street Improvements (Milltown Boulevard) – Project No. TBD

Topographic survey has been completed. Design is in progress. It is expected that tenders will be advertised by mid-July.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. June 2016

Parks

- Major clean up at Dover Hill Park continues.
- Mowing staff have been doing a great job keeping up with things so far.
- Horticulture staff have things looking great in all the Parks.
- Jennifer and her staff have been working on the landscaping around the monument.

Pool

- Pool is ready to go, staff have all gone through their training and ready for a busy summer.
- We have completed many renovations to the Pool building in preparation for the season.
- All grade 4 classes from Milltown and St Stephen schools completed Swim to Survive.
- Working on refunds to individuals and organizations who have purchased season and family swimming passes for the W. T. Booth Community Pool.

Recreation

- Wall of Fame Committee continues to meet on monthly basis. Terms of reference and nomination forms are now complete.
- Planning for the 4th Annual Fun Run.
- Team are being submitted for the 3rd Annual Ball Hockey tournament at the GCC.
- NB Day planning is underway.
- Busy month at the Civic Center with many great events, including St Stephen High School Grand March and Graduation.

Meetings

- | | |
|-------------|--------------------|
| • FRPA | • Community Events |
| • Sport NB | • P&R Committee |
| • RNB | • Jumpstart |
| • Dept Head | • Wall of Fame |
| • CC Staff | |
| • NB Day | |

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for June , 2016

Alarms were: Town Alarms -	7
Out of Town -	5
Mutual Aid-Calais	1
	13

Alarms are described as being :

		# of Firefighters	# of hours
1. Structure - Mutual Aid	1	17	34
2. Carbon Monoxide	1	3	3
3. Alarm Activation	3	10	13
4. Motor Vehicle Accident	3	33	33
5. Chimney	1	11	16
6. Natural Gas Break	1	11	44
7. Report of Smoke	1	3	3
8. Powerline Arcing	1	4	4
9. Smoke in a Basement	1	9	14

During June the fire department dispatched 62 calls.

Fire Department Activities:

1. Monthly meeting of the fire department
2. Members participated in presenting a fire prevention/ education program to the Syrian Families in the area.
3. Members manned a station for the Boys and Girls Club "Race for Kids".
4. Water Shuttle Training at the Landfill Site.
5. Members helped out at the Milltown Elementary Schools End of the Year Fun Day.
6. Relay for Life

7. Members travelled to the Kennebecasis Fire Dept. for a viewing of a new fire truck.

Fire Chiefs Activities :

1. Monthly Meeting of the Fire Dept.
2. Monthly meeting of the Joint Health and Safety Committee
3. Police and Fire Committee
4. St. Stephen Town Council
5. Fire Prevention presentation to the Syrian Families of the area.
6. Boys and Girls Club "Race for the Kids"
7. Relay for Life
8. Meeting of the Fire Chiefs of the Area.
9. Meeting of the Working Group-Fire
10. Fire Extinguisher training for a local company
11. Fire Extinguisher Inspections
12. New Truck viewing
13. Meeting of the truck committee of the fire dept..
14. Water shuttle training

Going forward ;

Canada Day

New Brunswick Day

Shift Work

Start prep work for Fire Prevention Week

Update on New Truck

After leaving committee in June I have formed a group of fire firefighters as well as Councillor Harding to look into the possible replacement of a fire truck. The group was to look into New , Used, and Demo units as well as financing options.

Our first meeting was to organize ourselves to who was going to do what.

We had to decide what we require for a truck ! Not so much want we would like but what we need!

Used apparatus- You are hard pressed to find something which meets your requirements in the age group (7-8 years old) we need to stay within. If a used unit is found it would have to be acted upon (purchased) in short order.

Demo's – While there are some out there pricing is pretty much the same as new.

Most would require some upgrades to meet our requirements.

NEW- Everybody wants to sell new !!

Preliminary pricing is ranging from \$450,000.00 - \$600,000.00 for a pumper
Or \$1,200,000.00 for a Ladder Truck.

We are still gathering information. Grants from the Federal Government appear to be tied to Gas Tax? Grants from manufactures are US based.

Leasing (one company) \$548,000.00 -- \$5270.00 +tax, 120 months

\$1,200,000.00 -\$11, 500.00 + tax , 120 months

This information is a brief update. At the August committee meetings the committee would like to present a more complete package.

TOWN of ST. STEPHEN

By-Law Enforcement

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

June REPORT

2016

To: CAO – Town of St. Stephen

Please find enclosed my report for June By-Law – Enforcement.
We handled 21 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (3)	Party called looking for information regarding having a pool Lady inquiring about liquor license for Woody's BBQ Pit. Needed a letter stating the zone the building is in Gentleman called regarding a fence permit, and if there were any stipulations to erecting a fence.	Informed of the By-Law and a copy was left for them to pick up Passed onto to the development officer to prepare a letter for her Passed onto the building inspector.
Parking Complaint (2)	<i>Complaints of vehicles parking illegally</i>	Looked into and notices given

Warning Tickets issued(1)	<i>Warning issued to a vehicle parked on Princess</i>	info passed onto the RCM Police for follow up
Parking tickets(1)	<i>Ticket issued to a vehicle parked on King street</i>	Fine has been paid and file concluded
Assist other dept.(2)	<i>Brush not properly placed on Main St. Letter delivery to a business in Town</i>	Talked with the home owner and he removed the brush on his own. Letter was delivered without incident.
General info (9)	<i>Citizen concerned about a vacant house on Hawthorne that was destroyed by fire Neighbors fighting over shared driveway Parking concerns from Karen Ludwig's office, lack thereof Gentleman called regarding info on obtaining a taxi license Rally in the Valley requesting an extension on noise by-law for the event</i>	Informed her that it is due for demolition Informed the complainant that the matter is a civil matter and to contact there lawyer. Informed them that they can use the vacant lot adjacent to the old Rogers Tin Shop Relayed to him what he needed to have. Informed that they needed to put in writing for committee meeting

	<p><i>Farmers market requesting to shut off Budd Ave for Canada Day</i></p> <p><i>Lady called about her brush not being picked up</i></p> <p><i>Complaint of refuse on property line on Lisgar St.</i></p> <p><i>Gentleman called inquiring about moving a mini home into Town</i></p>	<p>Discussed with the Fire Chief and it was denied due to construction on Prince William</p> <p>Told her the requirements and she stated she would have it looked after.</p> <p>Informed complainant that where it was clippings and brush it would be a civil matter as there is nothing in the by-laws to cover this</p> <p>Passed onto the building inspector</p>
<p>Keeping of Chickens (2)</p>	<p><i>Complaint of birds picking up chicken droppings and depositing same on peoples property.</i></p> <p><i>Received a call from a lady with regards to info on this</i></p>	<p>Patrol was made to the area and extensively perused the neighborhood and could not locate any chickens in the area</p> <p>Informed her of the stipulations and left a copy for her at the desk</p>

Taxi License (1)	<i>Gentleman was in to get a license</i>	License was issued
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REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town on a daily and I responded to all complaints. Two cats and one dog were impounded, the owner of the dog paid fine and license. All issues were resolved for now

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

TOWN of ST. STEPHEN

Building Inspection Services

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

JUNE REPORT 2016

BUILDING INSPECTION

The month of June brought in a total of 19 (Nineteen) permits which represents \$456,800.00 (Four Hundred and Fifty Six Thousand, Eight Hundred Dollars) in building permits

We issued no Stop Work Orders in the month June. This office has resolved 3 (Three) properties and now we are dealing with 2 (Two) under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 23 (Twenty Three) Occurrence reports and filed 16 (Sixteen) Building Inspection reports. 3 (Three) 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 – June 2016

St. Stephen Development

Board - Future St.

Stephen

Weekly meetings continue.

- Giant Tiger Grand Opening (June 18).
- Continue research towards attracting newcomers, specifically active retirees and young professionals.
- Following up with potential new business development in the community.

Planning Advisory

Committee

The committee met July 6 to deal with the re-zoning request at 27 Elm Street.

Next meeting: August 6.

Sign Permits

- 2 approved.

Variances

- 0 approved.

Approved plans

- Sub-division plan – Lot 04-3 in the Bell Subdivision.

New Development

- Giant Tiger opened on June 18.
- Burger King opened in late June.



Report of Property Management – June 2016

- St. Stephen Train Station** The tenant renovations are ongoing.
We will coordinate the roof work with the building renovations.
- Pizza Delight** The Request for Proposals is public.
- Library** The public washrooms were cleaned up and are open throughout the day for public access.
- New Town Hall** Waiting on assessment of renovation costs from Murdock & Boyd Architects.
- King Street Properties** The Request for Quotations was public on June 30 and closed on July 4. We received seven (7) quotations. The lowest quotation was from Daigle Excavation and Gravel for \$ 29 700.00 + HST.

Action: Council consider a resolution accepting the quotation from Daigle Excavation and Gravel in the amount of \$ 29 700.00 + HST and proceed with the demolition.



Garcelon Civic Center Report – June 2016

Advising Commission

Meeting June 13.

- Reviewed terms of reference.
- Shared updates of staffing, the Charitable Fund organization, programming and facilities.

Next meeting September 19 at 4:30 p.m.

Finance and Administration

Bell Aliant Inc. agreement, attached, offering to provide FibreOp Internet and TV service free of charge for a two-year period (effective March 4, 2016) and we will use Bell Aliant as our telecommunications service provider.

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

Aquatics and Fitness

Regular programming continues throughout the summer.

Facility

Staff completed WHIMIS training on-line.
Three (3) staff attended the ice training in P.E.I.

Programming / Facility Use

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

- Hosted the St. Stephen High School Grand March and Graduation.
- Count down to Canada Day.
- Community-based Cardiac Care Rehabilitation Pilot Project (1 day / week).

July and August are very busy months with special events and private events.

Promotion and Marketing

Brochure development and website updates continue.



Agreement

Bell Aliant Inc, known as "First Party," agrees to enter into this contract with Garcelon Civic Centre known as "Second Party" on March 4, 2016.

This agreement is based on the following provisions:

1. First Party agrees to donate FibreOp Internet and TV service for a period of two years.
2. The second party will provide the following benefits:
 - Bell Aliant will be the telecommunications provider
 - Bell Aliant will be the provider when any of the following is required: Network gear (preferred partner pricing), Structure cabling
 - Bell Aliant will receive branding rights- signage i.e. Internet and TV provided by Bell Aliant
 - Bell Aliant will receive first right of refusal for any Video conferencing, wireless and digital signage

Signed:

{First Party Name}
{First Party Signature}

{Second Party Name}
{Second Party Signature}

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. M-1.3 - "A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW" – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled By-Law No. M-1.3 – "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law" – for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. M-1.3

A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW.

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. M-1, being The Town of St. Stephen Municipal Plan By-Law, is amended by revising the use designations delineated on the Generalized Future Land Use Map constituting Appendix B thereof, a copy of a portion of which is attached hereto as Schedule "1" by changing the land use designation from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) of the lands outlined in red on the said Schedule "1" of this by-law and which forms part hereof.
2. The land for which the land use designation is being changed is also shown on the Service New Brunswick Digital Property Mapping as PID # 01295799 (27 Elm Street) attached hereto as Schedule "2".
3. The change of the land use designation is subject to a Section 39 of the *Community Planning Act* Council resolution whereby the land shall revert to Residential (Single & Two Family) (R-1) upon the cessation of the use of the property by Donald Eastman for the operation of a bakery and catering business.

IN WITNESS WHEREOF The Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2016.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

By-Law No. M-1.3

Schedule "1"

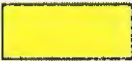



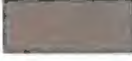






Rezoned from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC)

27 Elm St

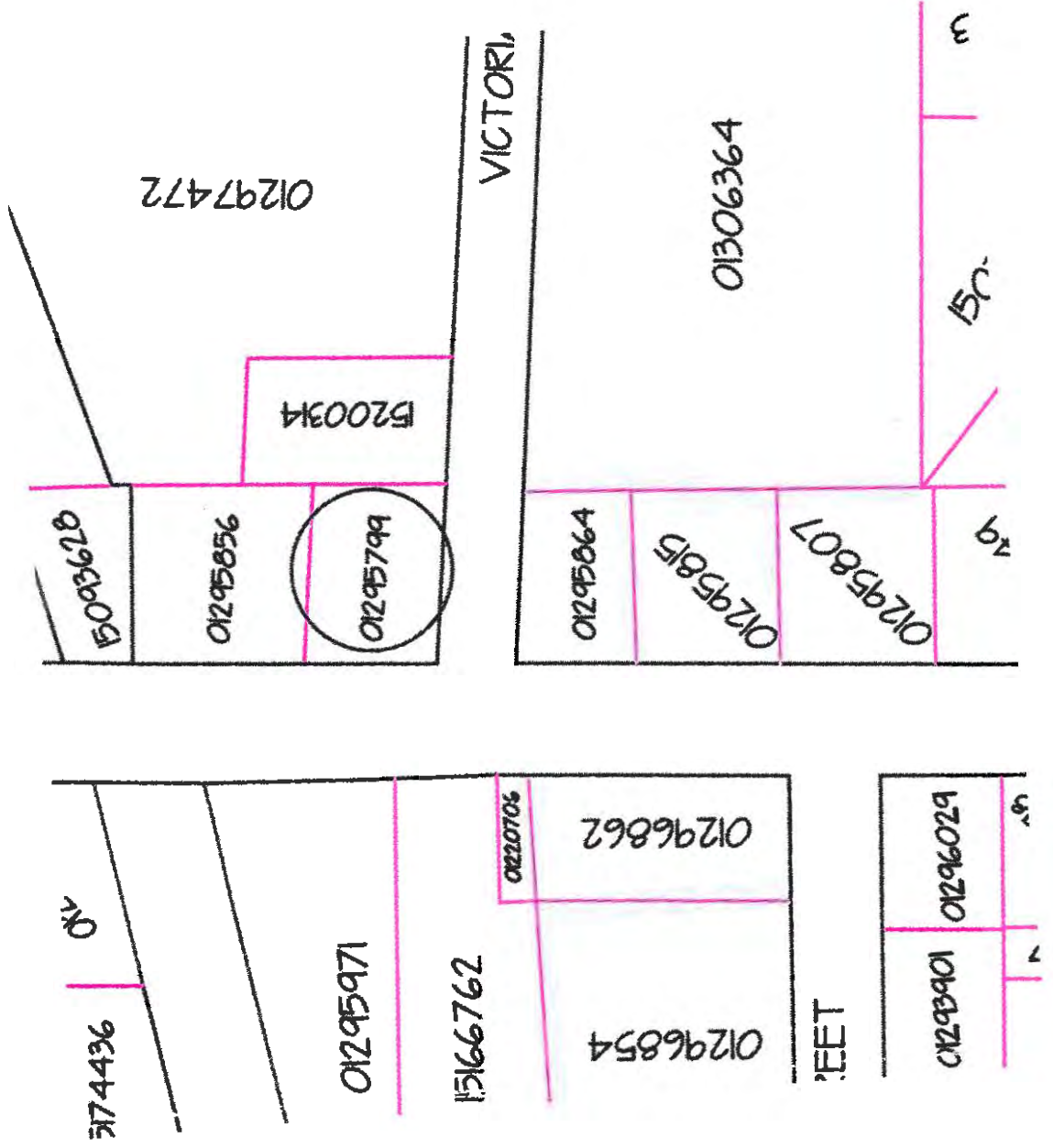
Generalized Future Land Use Map

LEGEND

-  RESIDENTIAL
-  COMMERCIAL
-  INSTITUTIONAL
-  INDUSTRIAL
-  UTILITY
-  PARK AND OPEN SPACE
-  FUTURE DEVELOPMENT
-  TOWN BOUNDARY
-  FUTURE ROAD

By-Law No. M-1.3

Schedule "2"



RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. Z-1.5 - "A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW" – FIRST READING – SHORT TITLE ONLY
THAT leave now be given to introduce a by-law entitled By-Law No. Z-1.5 – "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" – for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.5

A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW.

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. Z-1, being The Town of St. Stephen Zoning By-Law, is amended by changing the zone as shown on the Zoning Map attached to the said By-Law as Schedule "A" thereof for the lands shown on Schedule "1" attached hereto and forming part hereof from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC).
2. The land for which the zone is being changed is also shown on a portion of the Service New Brunswick Digital Property Mapping attached hereto as Schedule "2" and identified as PID # 01295799 (27 Elm Street).
3. Notwithstanding the provisions of Section 79 of the *Community Planning Act*, the use of the land shown on Schedule "1" attached hereto and forming part hereof shall be limited to a bakery and catering business operated by Donald Eastman, and upon the cessation of such bakery and catering business, the land shall revert to Single & Two Family Residential (R-1).

IN WITNESS WHEREOF The Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of 2016.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

By-Law No. Z-1.5

Schedule "1"



Rezone from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC).

27 Elm St

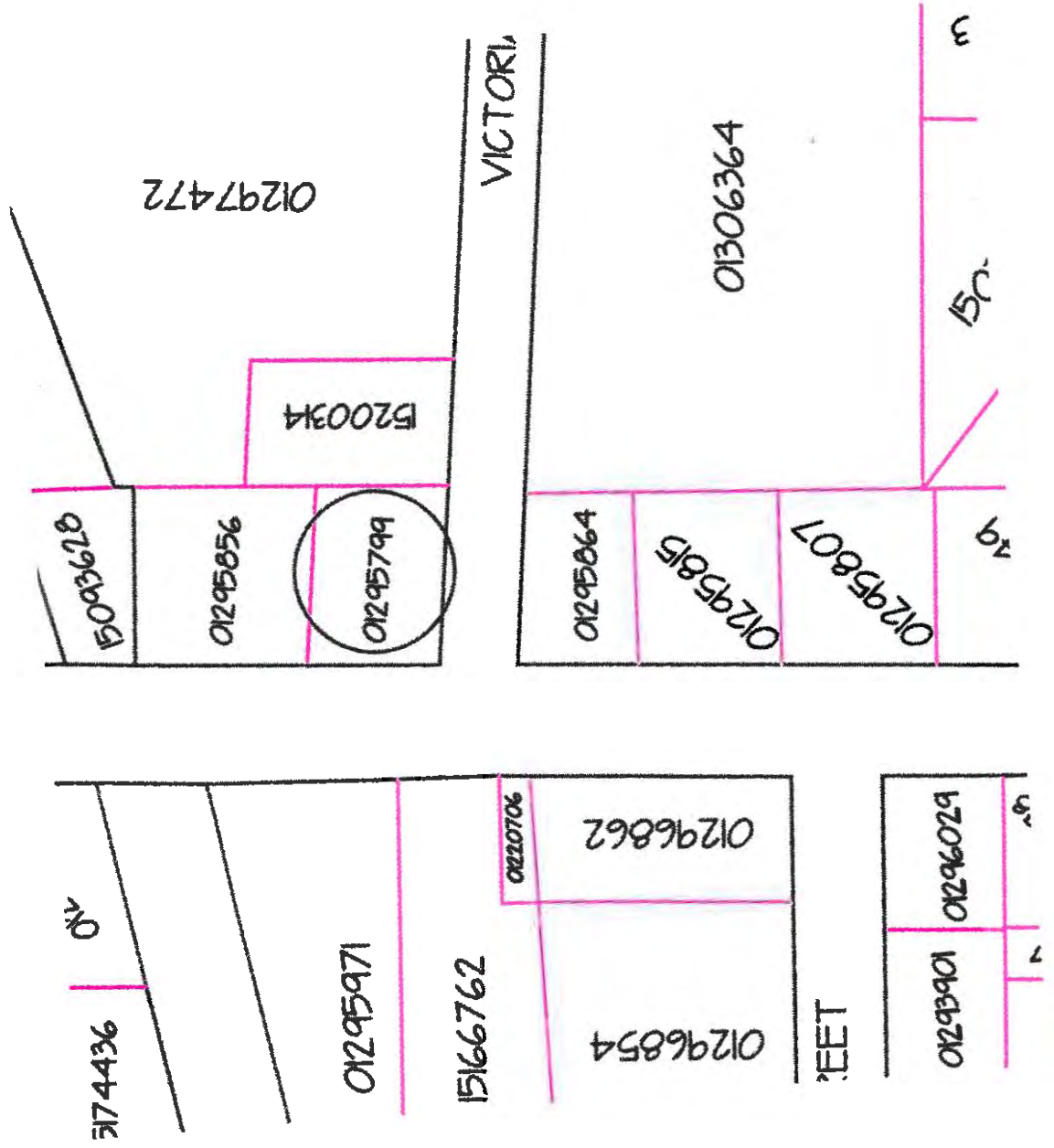
Town of St Stephen Zoning Map

LEGEND

-  R-1 (SINGLE & TWO FAMILY RESIDENTIAL) ZONE
-  R-2 (RESIDENTIAL MEDIUM DENSITY) ZONE
-  R-3 (MULTIPLE UNIT RESIDENTIAL) ZONE
-  RLL (LAND LEASE RESIDENTIAL) ZONE
-  CU (COMMERCIAL URBAN) ZONE
-  NC (NEIGHBOURHOOD COMMERCIAL) ZONE
-  LFC (LARGE FORMAT RETAIL) ZONE
-  I-1 (HEAVY INDUSTRIAL) ZONE
-  I-2 (LIGHT INDUSTRIAL) ZONE
-  OS (OFFICE & OPEN SPACE) ZONE
-  INST (INSTITUTIONAL) ZONE
-  U (UTILITY) ZONE
-  FD (FUTURE DEVELOPMENT) ZONE
-  OF (OFFICE) ZONE
-  TOWN BOUNDARY

By-Law No. Z-1.5

Schedule "2"



RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **June 1, 2016 to June 30, 2016 inclusive**. During this time period, the RCMP responded to **298** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstops	1
Tickets issued	10
Warnings issued	22
Traffic Collisions	3

PROVINCIAL STATUTES:

Child Welfare Act	1
Dangerous Driving	1
Dog Act	1
Driving While Disqualified or License Suspension	4
Fail to Stop or Remain at Accident Scene	1
Family Relations Act	2
Liquor Act	1
Mental Health Act	11
Off Road Vehicle Act	5
Other Moving Traffic	6
Other Non-Moving Traffic	2
Roadside Suspension – Alcohol Related	1
Trespass Act	2

CRIMINAL CODE:

Assault	6
Break and Enter – Business	1
Break and Enter – Residence	1
Counsel/Aid/Abet person to Commit Suicide	1
Crime Prevention	1
Criminal Harassment	4
Disturbing the Peace/Causing a Disturbance	3
Fail to Comply with Undertaking	2
Forcible Confinement	1
Fraud Less than or Equal to \$5000	3
Impaired Operation over 80 mg% of Motor Vehicle	1
Information File	5
Mischief damage to and/or Obstruct Enjoyment of Property	6
Other Theft under \$5000	4
Theft of Bicycle - Under or Equal to \$5000	2
Theft of Car	1
Theft Under or Equal to \$5000 - Shoplifting	1
Uttering Threats Against A Person	5
Uttering Threats Against Property or an Animal	2
VIP Security Threats	1

OTHER FEDERAL STATUTES:

Customs Act – Running the Port	1
Customs Act – Smuggling	1
Immigration and Refugee Protection Act	1
Possession – Schedule VIII – Cannabis	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	2
Assistance to Canadian Police (non-RCMP)	2
Assistance to Canadian Provincial Agency	2
Assistance General Public	3
Assistance to Non-Government Canadian Agency	1
Assistance to US Police Agency	1

OTHER INVESTIGATIONS:

Abandoned Vehicles	1
Animal Calls	1
False Alarms	2
Items Lost/Found	4
False/Abandoned 911 Call	4
Person Reported Missing	4
Police Certificates	114
Suspicious Person	4
Street Checks	23
Wellbeing Check	1

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

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

**WRITTEN VIEWS – PLANNING ADVISORY COMMITTEE – PROPOSED REZONING
OF 27 ELM STREET**

THAT the Council of the Town of St. Stephen receives the attached written views of the Planning Advisory Committee (PAC) dated July 7, 2016 as requested by a resolution of Council dated June 27, 2016 with respect to proposed By-Law No. M-1.3, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", and By-Law No. Z-1.5, "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law".



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

Planning Advisory Committee
Town of St. Stephen

July 7, 2016

Mayor and Councillors
Town of St. Stephen, NB

Re: Proposed Rezoning of 27 Elm Street

Further to the following resolution which was passed at a Regular Session of Council on June 27, 2016,

**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.

the Planning Advisory Committee (PAC) met on July 6, 2016 to review the proposed Municipal Plan By-Law and Zoning By-Law amendments and the following two (2) resolutions were passed:

It was **MOVED** by Allan Gillmor and **SECONDED** by Marg Harding that the Planning Advisory Committee (PAC) recommend to Council to amend By-Law No. M-1.3 as requested in this application. Carried.

It was **MOVED** by Allan Gillmor and **SECONDED** by Marg Harding that the Planning Advisory Committee (PAC) recommend to Council to amend By-Law No. Z-1.5 in order to rezone the property at 27 Elm Street as requested in this application to accommodate the business noted in the application. Carried.

Yours truly,

Derek O'Brien, Secretary
Planning Advisory Committee

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

**SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS/SUPPORT –
PROPOSED REZONING OF 27 ELM STREET**

THAT Wednesday, August 17, 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 Hearing of Objections/Support of proposed By-Law No. M-1.3, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", and proposed By-Law No. Z-1.5, "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law" which would see the consideration of the property known as 27 Elm Street (PID # 01295799) rezoned from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC) to allow for the operation of a bakery and catering business.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

DEED TRANSFER – FUNDY REGION TRANSITION HOUSE, INC.

WHEREAS the Council of the Town of St. Stephen endorses the “Second Stage Housing” project proposed by the Fundy Region Transition House, Inc. and agrees to convey the Town-owned property located at 14 Hawthorne Street and identified as PID # 15023542, and also known as the Hawthorne Street Kiwanis Tot Lot, for the development of such project;

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 Deed Transfer, and all such other documents as are necessary for the transfer of the above-noted property for approval at a future meeting.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER TOSS16-01: 2016 FORD ¾ TON 4 X 4 HEAVY DUTY
LONG WHEEL BASE TRUCK WITH PLOW AND AWARDING OF QUOTE: SERVICE
BODY AND ACCESSORIES**

THAT of the two (2) tenders received, the lowest tender of \$45,250.00 (forty-five thousand, two hundred and fifty dollars), plus HST and registration, from Downey Ford Sales Ltd. of St. Stephen, NB, for a 2016 Ford ¾ ton 4 x 4 heavy duty long wheel base truck with plow to be used by the Water and Sewerage Department be accepted.

AND THAT of the two (2) quotes received, the lowest quote of \$12,595.00 (twelve thousand, five hundred and ninety-five dollars), plus HST, from A-“Plus” Auto Glass & Upholstery St. Stephen Ltd. for the service body and accessories for the above-noted truck be accepted.

AND FURTHER THAT the payment of the truck, service body and accessories, shall be from the Town’s insurance company, all of which were destroyed by fire.

RESOLUTION NO.: _____

DATE: July 26, 2016

MOVED BY: _____

SECONDED BY: _____

**MEMORANDUM OF UNDERSTANDING – NEW BRUNSWICK EMERGENCY
MEASURES ORGANIZATION**

WHEREAS the Council of the Town of St. Stephen and the New Brunswick Emergency Measures Organization (NB EMO) Department of Justice and Public Safety have negotiated a Memorandum of Understanding (MoU) in the form presented to Council at its Committees meeting on July 13, 2016;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the said MoU which designates the former Council Chambers at 199 Union Street as the Regional EMO Centre.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

AWARDING OF QUOTE: DEMOLITION OF KING STREET PROPERTIES
- TOSS16-03

THAT of the seven (7) quotes received, the low quote of \$29,700.00 (twenty-nine thousand, seven hundred dollars), plus HST, from Daigle's Excavation & Gravel Inc. of Little Ridge, NB, for the demolition of the properties located at 38-42 King Street (former Tin Shop property); 46 King Street (former Shoe Horn property); and 48-52 King Street (former Tavern property) be accepted.

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

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – BELL ALIANT INC.

THAT the Council of the Town of St. Stephen accepts the donation of FibreOp Internet and TV service from Bell Aliant Inc. at the Garcelon Civic Center for a period of two (2) years retroactive to March 4, 2016.

AND THAT the Council of the Town St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement with Bell Aliant Inc. in the form presented to Council at its Committees meeting on July 13, 2016.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – CHARLOTTE COASTAL REGION TOURISM ASSOCIATION BOARD

THAT the Council of the Town of St. Stephen appoints Tara Devlin-Huys to be the Town's representative to act as a director on the board of the Charlotte Coastal Region Tourism Association for a one (1) year term retroactive to May 20, 2016 and expiring May 19, 2017.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

NEW BRUNSWICK DAY CELEBRATIONS – PROPOSED BUDGET

THAT the Council of the Town of St. Stephen accepts the attached proposed budget as the host of the province's official 2016 New Brunswick Day celebrations to be held on Monday, August 1st.

**Proposed Budget
Official NB Day Celebration
August 1, 2016**



PROPOSED BUDGET - NB DAY			
	BUDGET	ACTUAL	
EXPENSES			
Stage rental	\$3,000.00		
Tent rental	\$4,500.00		
Fencing rental	\$500.00		
Entertainment	\$5,000.00		
Parks and Recreation Staff set up	\$1,800.00		
Volunteer t-shirts (\$10 X 100)	\$1,000.00		
BBQ Lunch (hot dogs; water)	\$2,500.00		
Cake	\$300.00		
NB Day/St. Stephen t-shirts (\$10X500)	\$9,000.00		
Advertising (invitations; posters; media)	\$1,500.00		
Family Activities	\$7,500.00		
Miscellaneous	\$1,000.00		
Sound	\$500.00		
Security	\$500.00		
Garcelon Civic Center Rental	\$1,000.00		
			\$39,600.00
REVENUE			
RDC Grant	\$20,000.00		
Market Vendors (40 X \$ 5 / 2)	\$100.00		
Sampling N.B. (\$50 X 10)	\$500.00		
Business Sponsors	\$2,000.00		
Town of St. Stephen - Community Events	\$2,500.00		
T-shirt sales (\$15. X 500)	\$13,500.00		
			\$38,600.00
Excess Revenue or deficit			-\$1,000.00

Draft budget July 6, 2016

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



RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

MILITARY SERVICE BANNERS - AGREEMENT WITH BELL ALIANT

WHEREAS the Council of the Town of St. Stephen granted permission at its Regular Session on January 25, 2016 to the Royal Canadian Legion Branches #9 and #48 to erect Military Service Banners on lampposts prior to Remembrance Day (approximately mid October), and until such time as the Christmas decorations are installed;

AND WHEREAS at its Regular Session on January 25, 2016 Council agreed to erect, dismantle and store the banners each year;

AND WHEREAS the Royal Canadian Legion Branches #9 and #48 have sought and received approval from Bell Aliant, a division of Bell Canada, to hang banners on various street poles throughout the Town which are owned by Bell Aliant;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement with Bell Aliant which covers the installation of temporary banner attachments and brackets on Bell Aliant poles in support of the Royal Canadian Legion Branches #9 and #48 project.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

**APPOINTMENT – SOUTHWEST NEW BRUNSWICK TRANSIT AUTHORITY INC.
BOARD**

THAT the Council of the Town of St. Stephen appoints Councillor Ghislaine Wheaton to be the Town's representative to act as a director on the board of the Southwest New Brunswick Transit Authority Inc. for a one (1) year term effective July 26, 2016.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – OLD RIDGE UNITED PENTECOSTAL CHURCH

THAT the Council of the Town of St. Stephen grants permission to the Old Ridge United Pentecostal Church to hold two (2) services in the David Alison Ganong Chocolate Park on Sunday, July 31, 2016 from 7:00 p.m. – 8:30 p.m. and Sunday, September 11, 2016 from 7:00 p.m. – 8:30 p.m., and both evenings will consist primarily of singing.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF EVENT – CHARLOTTE COUNTY FALL FAIR SCARECROW LAMP
POST DECORATING CONTEST**

THAT the Council of the Town of St. Stephen grants permission to the Charlotte County Fall Fair to hold a Scarecrow themed Lamp Post Decorating Contest on Milltown Boulevard, King Street, Budd Avenue, and in the David Alison Ganong Chocolate Park for the period beginning September 1, 2016 and ending September 21, 2016.

AND THAT the decorations must go up between the dates of Thursday, September 1, 2016 and Saturday, September 3, 2016 and removed between the dates of Monday, September 19, 2016 and Wednesday, September 21, 2016.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – CHOCOLATE FEST

THAT the Council of the Town of St. Stephen grants permission to the Chocolate Fest Committee to hold its festival from Saturday, July 30, 2016 to Saturday, August 6, 2016 as outlined in its calendar of events.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

EXTENSION OF TIME - RALLY IN THE ST. CROIX VALLEY – 5th ANNUAL INTERNATIONAL MOTORCYCLE FESTIVAL

WHEREAS the Council of the Town of St. Stephen granted permission at its Regular Session on November 23, 2015 to Rally in the St. Croix Valley to hold its 5th Annual International Motorcycle Festival from Friday, July 29, 2016 to Sunday, July 31, 2016;

AND WHEREAS at its Regular Session on November 23, 2015 Council granted permission to hold outdoor music concerts in the rear parking lot of the St. Stephen Legion on Friday, July 29, 2016 and Saturday, July 30, 2016 from 2:00 p.m. to 11:00 p.m., at which time all musical events would move inside the Legion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen grants an extension of one (1) hour to hold the outdoor music concert to 12 midnight on Saturday, July 30, 2016.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

LIVE MUSIC ON REAR DECK – SOMETHING’S BREWING CAFÉ

THAT the Council of the Town of St. Stephen grants permission to *Something’s Brewing Café* located at 140 Milltown Boulevard to hold live music on the rear deck weekly on Saturday evenings from 6:00 p.m. to 10:00 p.m. during the remainder of the summer and until the end of September 2016.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9325 – TOWN OF ST. STEPHEN – EVENT / TRADE SHOW

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$20,000.00 (twenty thousand dollars) from the Regional Development Corporation through its Community Events Program to host the official New Brunswick Day ceremony, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated July 4, 2016 in the form presented to Council.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

EXECUTION OF AMENDED LEASE – NORTHAMPTON BREWING COMPANY LTD.

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on December 21, 2015, authorized the Mayor and Town Clerk to execute a lease between the Town and Northampton Brewing Company Ltd. for a period of five (5) years, commencing May 1, 2016 and terminating April 30, 2021, plus one (1) five (5) year renewal, for the lease of property located at 5 King Street, St. Stephen, NB (the "Lease");

AND WHEREAS the Town and Northampton Brewing Company Ltd. under the Lease have agreed to amend and replace the Lease in the form of the Lease and Option Agreement presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen approves the amended Lease and Option Agreement and authorizes the Mayor and Town Clerk to execute an amended Lease and Option Agreement with Northampton Brewing Company Ltd. in the form presented to Council.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

AGREEMENT OF PURCHASE AND SALE – 220 UNION STREET

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on June 27, 2016, accepted the Request for Quotation from Dale Matheson's Towing and Repair in the form presented to Council;

AND WHEREAS at its Regular Session on June 27, 2016 Council directed the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting;

AND WHEREAS the Council of the Town of St. Stephen and Dale Matheson have negotiated terms of an Agreement of Purchase and Sale in the form presented to Council which contains certain conditions which must be satisfied for closing;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale with Dale Matheson in the form presented to Council, and the Council for the Town of St. Stephen further authorizes the Town Solicitor to extend the closing date set out in the Agreement of Purchase and Sale as deemed necessary to meet the conditions for closing set out therein.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

EMPLOYMENT AGREEMENT – THE TOWN AND TARA-LEE SCOTT

WHEREAS the Council of the Town of St. Stephen and Tara-Lee Scott have negotiated an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Employment Agreement between The Town of St. Stephen and Tara-Lee Scott of St. Stephen, NB for the position of Aquatic and Fitness Coordinator of the Garcelon Civic Center retroactive to June 5, 2016, and in the form of agreement presented to Council.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION

THAT Michelle Vest be offered the position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective July 26, 2016, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANT - JOB RECOMMENDATION

THAT Megan Dempsey be offered the position of Student Customer Service Attendant for the Garcelon Civic Center retroactive to June 21, 2016.

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE OF 136 MILLTOWN BOULEVARD

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on March 21, 2016, authorized the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and John Blenkhorn and Carol Ann Wagstaff, and further authorized the Mayor to execute an Affidavit of Value, both in the form presented to Council;

AND WHEREAS a delay by the Vendors occurred which resulted in the cancellation in the closing of the sale of the property;

AND WHEREAS the parties now wish to proceed with the transaction on the basis of the revised Purchase and Sale Agreement in the form presented to Council;

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

RESOLUTION NO.: _____

DATE: July 25, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.