

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

1. PRAYER – Pastor Carlos Concepcion

2. RECORDING OF ATTENDANCE

3. APPROVAL OF AGENDA

4. CONFLICT OF INTEREST

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) National Coaches Week (September 17 – 25, 2016) – Proclamation

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – July 25, 2016
 - (b) Public Hearing of Objections/Support (27 Elm Street) – August 17, 2016

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

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

- (a) Thank you letter from Executive Director, Charlotte County Alternative Transportation Association to Mayor and Council dated August 12, 2016.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – August 10, 2016
- (b) Committee of Council Meeting – August 17, 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” – Second Reading – Reading in its Entirety
- (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 – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – Charlotte County Hospital Foundation Inc.
- (c) Town of St. Stephen – Proposed Five Year Plan 2017-2021 - Designated Highway Program
- (d) Awarding of Tender: Street Improvements 2016 – Milltown Boulevard (Church Street to Hill Street) – Dillon Project No. 16-4127 and NBDTI Project No. 16-D084
- (e) Purchase and Sale – 2 King Street
- (f) Regional Development Corporation Project No. 9191 – Town of St. Stephen – Improvements
- (g) Garcelon Civic Center – Accounts Receivable
- (h) Garcelon Civic Center – Student Customer Service Attendants – Job Recommendations
- (i) Former Town Hall – Request for Option

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

NATIONAL COACHES WEEK
SEPTEMBER 17 – 25, 2016

WHEREAS, Coaches across Canada dedicate their time and energy to supporting athletes on and off the field of play;

WHEREAS, Coaches in New Brunswick are integral to the success of the sport system;

WHEREAS, New Brunswick has more than 8,000 coaches, most of whom are volunteers;

WHEREAS, St. Stephen boasts significant athletic talent in a variety of sports and that this is the result of a large number of dedicated and talented volunteer coaches;

WHEREAS, National Coaches Week will focus on putting a spotlight on coaches and will give this largely volunteer, integral part of Canadian sport, a thanks.

NOW THEREFORE BE IT RESOLVED THAT I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim September 17th to 25th, 2016 to be National Coaches Week, and a special thanks to the many coaches for their tremendous positive impact in our community.

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. **PRAYER**

Mayor MacEachern called upon Pastor Dan Jamer to administer a prayer.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Harding, Wheaton, Hyslop, Chisholm, and Parker; and Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer Derek O'Brien.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

172/16 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Hyslop

173/16 **THAT** the Minutes of the Regular Council meeting held on June 27, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 174/16 **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.
CARRIED

PAID BILLS

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 175/16 **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. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Councillor Harding

- 176/16 **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 July 13, 2016 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

- 177/16 **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. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 178/16 THAT the following staff reports for the month of June 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

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

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 179/16 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. CARRIED

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

Moved by Councillor Hyslop
Seconded by Councillor Parker

- 180/16 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. CARRIED

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 181/16 THAT the Royal Canadian Mounted Police June 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. CARRIED

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

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

- 182/16** 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". **CARRIED**

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

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 183/16** 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. **CARRIED**

DEED TRANSFER – FUNDY REGION TRANSITION HOUSE, INC.

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 184/16** 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. **CARRIED**

**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**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

185/16

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.

CARRIED

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

Moved by Councillor Wheaton

Seconded by Councillor Harding

186/16

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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

187/16

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. **CARRIED**

GARCELON CIVIC CENTER – BELL ALIANT INC.

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

- 188/16 **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. **CARRIED**

APPOINTMENT – CHARLOTTE COASTAL REGION TOURISM ASSOCIATION BOARD

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 189/16 **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. **CARRIED**

NEW BRUNSWICK DAY CELEBRATIONS – PROPOSED BUDGET

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

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.

AMENDED

NEW BRUNSWICK DAY CELEBRATIONS – PROPOSED BUDGET

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

- 190/16 **THAT** the above-noted motion be amended by deleting “(\$15. X 500)” after T-shirt sales under REVENUE on the attached proposed budget

which shall now read

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 with the deletion of “(\$15. X 500)” after T-shirt sales under REVENUE. **CARRIED**

MILITARY SERVICE BANNERS - AGREEMENT WITH BELL ALIANT

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

191/16 **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. **CARRIED**

APPOINTMENT – SOUTHWEST NEW BRUNSWICK TRANSIT AUTHORITY INC. BOARD

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

192/16 **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. **CARRIED**

APPROVAL OF EVENT – OLD RIDGE UNITED PENTECOSTAL CHURCH

Moved by Councillor Parker

Seconded by Councillor Hyslop

193/16 **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. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Harding

194/16 **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. **CARRIED**

APPROVAL OF EVENT – CHOCOLATE FEST

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

195/16 **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. **CARRIED**

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

Moved by Councillor Parker
Seconded by Councillor Harding

196/16 **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. **CARRIED**

LIVE MUSIC ON REAR DECK – SOMETHING'S BREWING CAFÉ

Moved by Councillor Harding
Seconded by Councillor Hyslop

197/16 **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. **CARRIED**

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

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 198/16** 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. **CARRIED**

EXECUTION OF AMENDED LEASE – NORTHAMPTON BREWING COMPANY LTD.

Moved by Councillor Parker
Seconded by Councillor Hyslop

- 199/16** 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. **CARRIED**

AGREEMENT OF PURCHASE AND SALE – 220 UNION STREET

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 200/16** 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;

**MINUTES
REGULAR COUNCIL
JULY 25, 2016**

10

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. **CARRIED**

EMPLOYMENT AGREEMENT – THE TOWN AND TARA-LEE SCOTT

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

201/16 **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.

CARRIED

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

RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION

Moved by Councillor Chisholm

Seconded by Councillor Harding

202/16 **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. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANT -
JOB RECOMMENDATION**

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

203/16 **THAT** Megan Dempsey be offered the position of Student Customer Service Attendant for the Garcelon Civic Center retroactive to June 21, 2016. **CARRIED**

PURCHASE AND SALE OF 136 MILLTOWN BOULEVARD

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

204/16

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. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

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 Chisholm voting in favour of the motion.

Councillor Parker voting against the motion.

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Stated that King Street looks much better with the demolition of the three properties.
- Attended a Business Improvement Area (BIA) meeting.
- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended Charlotte County Museum meetings and stated that the museum is open, with a great New Brunswick Day itinerary, and encouraged citizens to visit.
- Pleased to see that the Thursday night concerts in the David Alison Ganong Chocolate Park are well attended.

Councillor Wheaton

- As the official host, very busy with the preparations for the New Brunswick Day celebrations, and stated that a list of events will be published in the *Courier Weekend*.
- Attended the announcement dinner at the St. Croix Christian Centre of the “Turning the Corner” project hosted by the Milltown Development Projects Committee.
- Attended a Chocolate Museum Operating Committee meeting.
- As Council’s appointee to the Southwest NB Transit Authority Inc. board, will attend its Annual General Meeting tomorrow.

Councillor Parker

- Attended all Town meetings.
- Attended a Planning Advisory Committee (PAC) meeting.
- Responded to several telephone calls.

Councillor Chisholm

- Attended a “Wall of Fame” meeting at the Garcelon Civic Center.
- Attended all Town meetings.
- Attended the announcement dinner at the St. Croix Christian Centre of the “Turning the Corner” project hosted by the Milltown Development Projects Committee.
- Stated that the Town’s flowers in many locations look great and commended the Town’s Horticulturist.

Councillor Harding

- Attended all Town meetings.
- As a member of the Milltown Development Projects Committee, assisted with the preparations of the announcement dinner for the “Turning the Corner” project held at the St. Croix Christian Centre.
- Stated the Milltown Development Projects Committee would appreciate receiving stories told at the Old Post Office.

Mayor MacEachern

- Attended the announcement dinner at the St. Croix Christian Centre of the “Turning the Corner” project hosted by the Milltown Development Project Committee.
- Attended meetings in preparation for the New Brunswick Day celebrations.
- Attended Future St. Stephen meetings.

**MINUTES
REGULAR COUNCIL
JULY 25, 2016**

- Attended the barbeque in the David Alison Ganong Chocolate Park held during a recent Thursday evening concert, and hosted by the St. Stephen-Milltown Rotary Club as a fundraiser for the Rotary bandstand.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*; were addressed by the Mayor upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

205/16 THAT the meeting adjourn at 7:37 p.m. CARRIED

Mayor

Town Clerk

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: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

PUBLIC HEARING OF OBJECTIONS/SUPPORT – 27 ELM STREET

THAT the Minutes of the Public Hearing of Objections/Support with respect to the property known as PID # 01295799 (27 Elm Street) held on August 17, 2016 be approved as circulated.

PUBLIC HEARING OF OBJECTIONS/SUPPORT
WEDNESDAY, AUGUST 17, 2016 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112, ST. STEPHEN, NB

HEARING OF PUBLIC OBJECTIONS/SUPPORT TO:

Proposed amendment to By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law, whereby the Generalized Future Land Use Map that forms part of said By-Law would be amended to change the use designation of the property known as PID # 01295799 (27 Elm Street) from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a bakery and catering business.

- and -

Proposed amendment to By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law, whereby the Zoning Map that forms part of said By-Law would be amended to change the zoning from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC) to allow for the operation of a bakery and catering business.

1. **Welcome and Call to Order**

Mayor Allan MacEachern called the meeting to order.

2. **Recording of Attendance**

Present: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, David Hyslop, Phil Chisholm and Ken Parker; Chief Administrative Officer/Development Officer Derek O'Brien; and Town Clerk Joan Flewelling.

Absent: Councillor Ghislaine Wheaton.

3. **Approval of Agenda**

It was MOVED by Councillor Chisholm and SECONDED by Councillor Harding that the Agenda be approved as circulated.

4. **Conflict of Interest**

No conflicts of interest were declared.

5. Introduction

The Mayor introduced Chief Administrative Officer/Development Officer Derek O'Brien and asked him to address Council.

6. Overview of the Procedures

The Chief Administrative Officer/Development Officer presented a brief overview of the procedures for rezoning as outlined in the *Community Planning Act*, and noted that the Public Presentation held on July 13, 2016 falls under Section 25 of the *Act*, and the Public Hearing of Objections/Support Section 68 of the *Act*, and confirmed that all requirements have been complied with.

The Chief Administrative Officer/Development Officer advised that Second Reading of both by-laws will be considered at the next Regular Session of Council on Monday, August 22, 2016.

7. Hearing of Written and Oral Objections/Support

The Chief Administrative Officer/Development Officer advised that no written or oral objections were received and the Mayor called three times for any objections/support, to which there were none.

The Chief Administrative Officer/Development Officer further advised that letters were sent to neighbours within a 100 metre radius of the property and one letter of support was received.

8. Adjournment

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the public hearing of objections/support adjourn at 5:05 p.m.

Mayor

Town Clerk

AGENDA
PUBLIC HEARING OF OBJECTIONS/SUPPORT
WEDNESDAY, AUGUST 17, 2016 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112

Proposed amendment to By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law, whereby the Generalized Future Land Use Map that forms part of said By-Law would be amended to change the use designation of the property known as PID # 01295799 (27 Elm Street) from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) to allow for the operation of a bakery and catering business.

- and -

Proposed amendment to By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law, whereby the Zoning Map that forms part of said By-Law would be amended to change the zoning from Single & Two Family Residential (R-1) to Neighbourhood Commercial (NC) to allow for the operation of a bakery and catering business.

1. Welcome and Call to Order
2. Recording of Attendance
3. Approval of Agenda
4. Conflict of Interest
5. Introduction
6. Overview of the Procedures
7. Hearing of Written and Oral Objections/Support
8. Adjournment

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2016 be received.

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

	Actual To Date For the Six Months Ending June 30, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	2,688,649	5,377,298	\$2,688,649	50%
Services Provided to Other Governments	106,603	208,704	102,101	51%
Sale of Services	218,187	630,211	412,024	35%
Other Revenue From Own Sources	78,251	170,401	92,150	46%
Unconditional Grants	814,631	1,629,268	814,637	50%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	490,109	1,050,027	559,918	47%
Total Revenue	4,401,971	9,075,450	4,673,479	49%
Expenditure				
General Government Services	571,417	956,346	384,929	60%
Protective Services	1,156,529	2,260,218	1,103,689	51%
Transportation Services	822,284	1,915,473	1,093,189	43%
Environmental Health Services	63,681	260,065	196,384	24%
Environmental Development Services	176,262	377,886	201,624	47%
Recreational and Cultural Services	833,739	1,839,190	1,005,451	45%
Fiscal Services	578,523	1,458,272	879,749	40%
Other	-1,936	8,000	9,936	-24%
Total Expenditures	4,200,499	9,075,450	4,874,951	46%
Surplus (Deficit)	\$201,472	\$0		

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

	Actual To Date For the Six Months Ending June 30, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Sale of Service	\$989,623	\$2,034,105	\$1,044,482	49%
Other Revenue From Own Service	99,692	190,605	90,913	52%
Other Transfers	34,650	69,299	34,649	50%
Total Revenue	1,123,965	2,294,009	1,135,395	49%
Expenditures				
Water Supply	442,964	1,030,075	587,111	43%
Sewerage Collection and Disposal	315,467	683,861	368,394	46%
Fiscal Services	386,411	580,073	193,662	67%
Total Expenditures	1,144,842	2,294,009	1,149,167	50%
Surplus (Deficit)	(\$20,877)	\$0		

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,183,812.37 (one million, one hundred and eighty-three thousand, eight hundred and twelve dollars and thirty- seven cents be received.

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

Visa:

FEBRUARY 2016

Derek O'Brien (Gen Gov't: Office Supplies, CAO Travel, Yearly Service Fee;
Streets: Workshop Supplies; Civic Center: Popcorn Machine, Bank Service
Fees \$ 862.00

MAY 2016

Derek O'Brien (Gen Gov't: Promotional Advertising, Doctor Visitation
Promotion, Administration Assistant Appreciation, Staff Farewell, Trade
Show Supplies, Business Opening, Office Supplies, Meeting; Civic
Center: Bank Service Fees, First Aid Supplies) \$ 1,307.04

JUNE 2016

John Quartermain (Gen Gov't: Provincial Announcement) \$ 58.75

Grand Total

\$ 2,227.79

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

JULY 2016

Fairville Construction Ltd. (Construction-Water Sanitary & Storm Sewer Renewal-Prince William Street-Project #15-2819, Cheque #1080)	178,096.66
Dillon Consulting Limited (Engineering-Prince William Street-Project No. 152819, Cheque #1081)	26,035.20
Dillon Consulting Limited (Engineering-Prince William Street-Project No. 152819, Cheque #1082)	20,249.60
	<hr/> <hr/> 224,381.46

Town of St. Stephen
BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000010 dated between 07/01/2016 and 07/31/2016

CHEQUE REGISTER

Printed: 1:47:51PM 08/04/2016

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Number	Issued	Amount	SC	Status	Status Date
000007	07/19/2016 TOWN OF ST. STEPHEN	25,000.00	A/P	OUT-STD	07/19/2016
	25000.00 CC-TRANSFER-FROM GCC OPS FU#	25,000.00			
	Cheque Totals Issued:	25,000.00			
	Void:	0.00			
	Total Cheques Generated:	25,000.00			
	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 018622 dated between 07/01/2016 and 07/31/2016

CHEQUE REGISTER

Printed: 1:48:57PM 08/04/2016

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Number	Issued	Amount	SC	Status	Status Date
018432	07/01/2016 SHARPE'S LAWN CARE 5157 RC-PARKS-TURF MAINTENACE-PLA	14,662.50 14,662.50	A/P	OUT-STD	07/01/2016
018433	07/01/2016 HERITAGE COURT HOLDINGS LIMITED RC000023209 GG-TOWNHALL-LEASE-JUL/16	5,417.62 5,417.62	A/P	OUT-STD	07/01/2016
018441	07/07/2016 ACCT #903240047015 JUNE2016 VOL FIRE MEMBERSHIP DUES-JUNE	320.00 320.00	A/P	OUT-STD	07/07/2016
018442	07/07/2016 ACCT 8025-280 JUNE2016 LOCAL 770 UNION DUES-JUNE/16	1,118.98 1,118.98	A/P	OUT-STD	07/07/2016
018443	07/07/2016 ALEX REID 111.34 GG-EVENTCOOR-AREA 506 MATERI 111.34* GG-EVENTCOORD-AREA 506 MATEI	111.34 78.94 32.40	A/P	OUT-STD	07/07/2016
018444	07/07/2016 BORDER INVESTIGATIONS & SECURITY INC. 14276* PS-BYLA-WEEK ENDING JULY 1/16	632.80 632.80	A/P	OUT-STD	07/07/2016
018445	07/07/2016 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JUNE2016 GG-MUNICIPALPLAN-JUNE/16	23,030.72 23,030.72	A/P	OUT-STD	07/07/2016
018446	07/07/2016 Derek O'Brien JUNE2016 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	07/07/2016
018447	07/07/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-079 PS-BUILDINGINSPECTOR-JUNE26-3	1,118.70 1,118.70	A/P	OUT-STD	07/07/2016
018448	07/07/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 239322 TS-ST- DIESEL 918050 TS-ST- DIESEL JAN-APRINT2016 TS-ST- JAN, FEB, MAR, APR INTERI	2,458.70 821.83 1,342.28 294.59	A/P	OUT-STD	07/07/2016
018449	07/07/2016 JOAN FLEWELLING 263.74 GG-TOWNCLERK-MUNICIPAL ORIEN	263.74 263.74	A/P	OUT-STD	07/07/2016
018450	07/07/2016 MINISTER OF FINANCE WEEK27/2016 EMPLOYEE DEDUCTIONS-JUL 03-09	209.30 209.30	A/P	OUT-STD	07/07/2016
018451	07/07/2016 O'CONNELL MIKE JUNE2016 RC-RECREATIONDIRECTOR-MONTI	200.00 200.00	A/P	OUT-STD	07/07/2016
018452	07/07/2016 PAYROLL TRANSFER WEEK27/2016 GG-TRANSFER-JUNE24-JULY07/16	77,462.00 77,462.00	A/P	OUT-STD	07/07/2016
018453	07/07/2016 RECEIVER GENERAL FOR CANADA WEEK27/2016 GG-REMITTANCE-JUNE24-JULY07/16	34,068.82 34,068.82	A/P	OUT-STD	07/07/2016
018454	07/07/2016 SAM BACKMAN 001-16 CC-GARCELON-KITCHEN PARTY	100.00 100.00	A/P	OUT-STD	07/07/2016
018455	07/07/2016 SPEEDY ST-STEPHEN 8768 8768-185531 CC-BUILDING-REPAIR TWO STEEL I	240.13 240.13	A/P	OUT-STD	07/07/2016
018456	07/07/2016 ST. CROIX PUBLIC LIBRARY 3RDQUART2016 GG-GRANT-3RD QUARTER PAYMEN	9,010.00 9,010.00	A/P	OUT-STD	07/07/2016
018457	07/07/2016 ST. STEPHEN AREA CHAMBER 3RDQUART2016 GG-GRANT-3RD QUARTER PAYMEN	3,864.50 3,864.50	A/P	OUT-STD	07/07/2016
018458	07/07/2016 ST. STEPHEN UTILITY DEPT. JUNE2016 EMPLOYEE DEDUCTIONS-JUNE/16	40.00 40.00	A/P	OUT-STD	07/07/2016
018459	07/07/2016 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC 3RDQUART2016 GG-GRANT-3RD QUARTER PAYMEN	3,641.50 3,641.50	A/P	OUT-STD	07/07/2016
018460	07/07/2016 MINISTER OF FINANCE JUNE2016 EMPLOYEE DEDUCTIONS-JUNE/16	1,086.00 1,086.00	A/P	OUT-STD	07/07/2016
018463	07/07/2016 SHANNON MICHAEL	371.91	A/P	OUT-STD	07/07/2016

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018622 dated between 07/01/2016 and 07/31/2016

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	WEEK272016**	PS-ANIMALCONTROL-WEEKLY FEE	170.66			
	WEEK272016***	PS-ANIMALCONTROL-WEEKLY VEHI	201.25			
018464	07/14/2016	CBDC CHARLOTTE-KINGS	200.00	A/P	OUT-STD	07/14/2016
	MAY 30, 2106	GG-CIVIC- SPONSORSHIP FOR BUS	200.00			
018465	07/14/2016	DILLON CONSULTING LIMITED	2,440.80	A/P	OUT-STD	07/14/2016
	154182	GG-TOWN-SIGNALIZED CROSSWAL	2,440.80			
018466	07/14/2016	ERIC GRANT	400.00	A/P	OUT-STD	07/14/2016
	001*	RC-PARKS- WORKPLACE FIRST AID	400.00			
018467	07/14/2016	GREAT-WEST LIFE ASSURANCE COMPANY	2,092.96	A/P	OUT-STD	07/14/2016
	JUL132016MAN	GG-PREMIUMS-JUL24-AUG23/16-MA	2,092.96			
018468	07/14/2016	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	133.31	A/P	OUT-STD	07/14/2016
	239832131	GG-PHOTOCOPIER MAINTENANCE-	133.31			
018469	07/14/2016	KONICA MINOLTA	138.47	A/P	OUT-STD	07/14/2016
	5977754	GG-TOWN HALL- COPIER CONTRAC	138.47			
018470	07/14/2016	MCINNES COOPER	26,323.20	A/P	OUT-STD	07/14/2016
	2016008272	GG-LEGAL-LAND PURCHASE	4,215.65			
	2016008273	GG-LEGAL-LAND PURCHASE	4,252.29			
	2016008274	GG-LEGAL-LAND PURCHASE	4,655.76			
	2016013752	GG-LEGAL-RIGHT TO INFO REQUES	4,185.38			
	2016013756	GG-LEGAL-PROPERTY PURCHASE	2,667.95			
	2016013759	GG-LEGAL-AMALGAMATION	5,150.26			
	2016013764	GG-LEGAL-GCC BYLAW AMENDMEN	1,195.91			
018471	07/14/2016	MEDAVIE BLUE CROSS	15,359.85	A/P	OUT-STD	07/14/2016
	53237	GG-HEALTH&DENTALPREMIUMS-AL	6,050.82			
	53975	GG-HEALTH&DENTALPREMIUMS-AL	9,309.03			
018472	07/14/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/14/2016
	WEEK282016	EMPLOYEE DEDUCTIONS-JUL 10-16	209.30			
018473	07/14/2016	MURDOCK BOYD ARCHITECTS	5,480.50	A/P	OUT-STD	07/14/2016
	16-1984	GG-TOWNHALL-BORDER ARENA SC	5,480.50			
018474	07/14/2016	N.B.A.F.C. GUIDE	240.00	A/P	OUT-STD	07/14/2016
	MAY 24, 2016	PS-FIRE- CHILDER'S FIRE SAFETY E	240.00			
018475	07/14/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD.	139.62	A/P	OUT-STD	07/14/2016
	358479	GG-TOWN HALL- FLOOR MATS	93.70			
	359950	PM-RCMP- FLOOR MATS	45.92			
018476	07/14/2016	PETTY CASH	85.00	A/P	OUT-STD	07/14/2016
	APRIL132016	TS-ST5-VEHICLE PLATE REPLACEM	50.00			
	APRIL202016	SCD-DISPOSAL-STICKER PLATE RE	20.00			
	APRIL282016	GG-CIVIC-GARCELON CC BUILDING	15.00			
018477	07/14/2016	PROMO HEROES	4,427.50	A/P	OUT-STD	07/14/2016
	11437	GG-CIVIC-NB DAY T-SHIRTS	4,427.50			
018478	07/14/2016	RUSSEL METALS INC.	425.63	A/P	OUT-STD	07/14/2016
	04358420	TS-#5- WELDER BLACK STEEL PIPE	425.63			
018479	07/14/2016	SHANNON MICHAEL	507.51	A/P	OUT-STD	07/14/2016
	JUNE2016	PS-ANIMALCONTROL-KENNEL FEE-	135.60			
	WEEK282016**	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
018480	07/14/2016	YELLOW PAGES GROUP	9.77	A/P	OUT-STD	07/14/2016
	16-2878969	GG-TOWN HALL- 911 LISTINGS-JUN	9.77			
018481	07/14/2016	GREAT-WEST LIFE ASSURANCE COMPANY	2,357.50	A/P	OUT-STD	07/14/2016
	JUL132016UNI	GG-PREMIUMS-JUL24-AUG23/16-UN	2,357.50			

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
018482	07/19/2016 ACTIVE LOCK & ALARM	76.00	A/P	OUT-STD	07/19/2016
	152735 GG-TOWN HALL- KEY FOBS	39.27			
	152786 GG-TOWN HALL- LABOUR TO PROG	36.73			
018483	07/19/2016 AIR LIQUIDE CANADA	205.11	A/P	OUT-STD	07/19/2016
	64857485 TS-SHOP- BLUESHIELD 8 SMARTOP	205.11			
018484	07/19/2016 AJW MECHANICAL LTD.	115.26	A/P	OUT-STD	07/19/2016
	21706 RC-PARKS-VAV BOX TO HAVE DROI	115.26			
018485	07/19/2016 AQUAM	196.02	A/P	OUT-STD	07/19/2016
	235925 RC-MILLPOOL- VEST, RAFT, PULL B	196.02			
018486	07/19/2016 ARMSTRONG'S COMMUNICATION LTD.	94.92	A/P	OUT-STD	07/19/2016
	305481* RC-MILLPOOL- ALARM SYSTEM MOI	94.92			
018487	07/19/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.	1,936.58	A/P	OUT-STD	07/19/2016
	9011176853 TS-#13- BEARING	105.16			
	9011176926 TS-#13- BEARING, PIN	426.91			
	9011177048 TS-#13- BEARINGS, PIN, BLOCKS	707.59			
	9011160372 TS-#13- BEARINGS	696.92			
018488	07/19/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD.	112.46	A/P	OUT-STD	07/19/2016
	F102802 RC-PARKS- MOWER SWITCHES	112.46			
018489	07/19/2016 BRENT MASON	500.00	A/P	OUT-STD	07/19/2016
	NBDAY 2016 GG-CIVIC-NB DAY 2016 PERFORMAI	500.00			
018490	07/19/2016 BRIGGS PLUMBING INC.	99.65	A/P	OUT-STD	07/19/2016
	111245 RC-LIBRARY- ISSUES WITH A TOILE	72.89			
	111466 PS-FIRE- BUSHINGS	26.76			
018491	07/19/2016 BRUNET	53.68	A/P	OUT-STD	07/19/2016
	24679 CC-COMPUTER- REVERSE WINDOW	53.68			
018492	07/19/2016 BRUNSWICK NEWS INC	484.77	A/P	OUT-STD	07/19/2016
	1630344 GG-CIVIC- VACATION GUIDE	484.77			
018493	07/19/2016 CALDWELL LESLIE	1,032.50	A/P	OUT-STD	07/19/2016
	JUNE 12, 2016 RC-PARKS- INSTALL NET AT MCGE/	232.50			
	JUNE 15, 2016 TS-STs- CUT DOWN TREES ON PR//	800.00			
018495	07/19/2016 CANADIAN TIRE	1,634.74	A/P	OUT-STD	07/19/2016
	16108236 CC-TABLE FOR DISPLAYS	45.19			
	N16035772 TS-SHOP- AIR FRESHENER, SPLASH	21.44			
	N16035775 RC-PARKS- PAINT SUPPLIES	17.55			
	N16035782 RC-HORT- TREE SPKE, PLSTC PTY	155.00			
	N16035788 PS-FIRE- COUPLING	6.20			
	N16035789 RC- MILLPOOL- CEMENT RUBBER, F	30.49			
	N16035795 PS-FIRE- SWIVELLING CASTERS	20.32			
	N16035796 RC-PARKS- CHAIN, HOOK, SNAP KN	93.52			
	N16035800 TS-SHOP- PAD LOCK	15.24			
	N16076251 GG-TOWN HALL- KEY CUT	20.27			
	N16076335 PS-FIRE- SOCKET SET	27.11			
	N16076348 RC-HORT- PLANTS	43.53			
	N1608205 RC-HORT- FLOWERS	10.83			
	N16108208 RC-HORT- RAKES	45.09			
	N16108211 GG-TOWN HALL- LIGHT BULBS	4.52			
	N16108218 TS-SHOP- DIESEL PRMX	18.03			
	N16108221 PS-FIRE- DEEP WOODS OFF, HITCH	67.73			
	N16108223 TS-SHOP- SHOVELS	45.09			

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Town of St. Stephen
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	N16108225	RC-MILL POOL- WHITE MALLET	13.55			
	N16108228	RC-PARKS- PUSH MOWER, ASSEME	570.64			
	N16108253	RC-HORT- PLANT POTS	129.90			
	N16108294	RC-PARKS- ZIP TIES	36.57			
	N16108301	PS-FIRE- SANDER, POLISHER	129.89			
	N16108325	RC-HORT- GRASS SEED	38.61			
	N16108364	RC-SOCCER NETS- TENT PEGS	28.43			
018496	07/19/2016	CANADIAN SPRINGS	22.88	A/P	OUT-STD	07/19/2016
	1113288565	GG-TOWN HALL- WATER	19.49			
	9918744237	PS-FIRE-WATER	3.39			
018497	07/19/2016	CARQUEST	1,362.80	A/P	OUT-STD	07/19/2016
	14838-37817	PS-#200- IGNITION COIL	217.14			
	14838-37856	TS-SHOP- CARB CLEAN	13.83			
	14838-38107	TS-#1- POWER SPARK PLUGS	59.74			
	14838-38112	TS-#1- IGNITION COIL	170.91			
	14838-39329	TS-ST5- MAXIDAS MINI & CONNECT	901.18			
018498	07/19/2016	CARR'S TRANSMISSION 2000 LTD.	30.26	A/P	OUT-STD	07/19/2016
	22476	PS-#200-FILTER	30.26			
018499	07/19/2016	CHARLOTTE COUNTY JANITORIAL	1,429.45	A/P	OUT-STD	07/19/2016
	3362	PM-RCMP- JANITORIAL- MAY/16	1,107.40			
	3368	PS-FIRE- JANITORIAL- MAY/16	186.45			
	3389	PS-FIRE- JANITORIAL- JUNE/16	135.60			
018500	07/19/2016	CINTAS CANADA LIMITED	197.00	A/P	OUT-STD	07/19/2016
	5005351691	PS-FIRE- FIRST AID SUPPLIES	197.00			
018501	07/19/2016	CLASSIC WOODWORKING LTD.	446.33	A/P	OUT-STD	07/19/2016
	746304	RC-PARKS-OAK BENCH SLATS	446.33			
018502	07/19/2016	COMMERCIAL AQUATIC SUPPLIES	356.40	A/P	OUT-STD	07/19/2016
	137902	CC-POOL-AQUATIC SUPPLIES	356.40			
018503	07/19/2016	CONNORS DIVING SERVICES	1,034.52	A/P	OUT-STD	07/19/2016
	23445	PS-FIRE- SERVICE TO BREATHING /	1,034.52			
018504	07/19/2016	COX ELECTRONICS & COMMUNICATIONS	1,025.93	A/P	OUT-STD	07/19/2016
	2-176928	GG-EVENT COORD- COMPUTER LAI	45.20			
	2-1770048	GG-EVENT COORD- 1 RCA MM 6FT	9.03			
	2-1771204	GG-MAYOR- LAPTOP	564.94			
	2-1771425	PS-FIRE- 2 BATT.LI-ION	203.38			
	2-1771446	PS-FIRE-2 BATT LI-ION	203.38			
018506	07/19/2016	CREIGHTON-CARTER LTD.	1,010.67	A/P	OUT-STD	07/19/2016
	981-401910	RC-#306- BLOWER MOTOR RESISTC	77.04			
	961-401934	TS-SHOP- FUSE HOLDER	3.75			
	961-401967	TS-SHOP- CLAMP, ADAPTER-CONNI	23.45			
	961-402284	TS-#1- WIPER BLADES, OIL FILTERS	25.34			
	961-402340	TS-#16- GREASE FITTINGS	4.61			
	961-402397	TS-SHOP- QUALISORB OIL ABSORB	47.12			
	961-402405	TS-SHOP- 1 4 F TO 3 8 M (CONV)	8.35			
	961-402607	TS-SHOP- 12PT REG SOCKET	5.73			
	961-402686	MAINTENANCE- BOILER REPAIRS	19.78			
	961-402784	TS-#16- HYD FITTING	3.92			
	961-402983	TS-#16- HYD FITTING	18.65			
	961-402984	TS-SHOP- DRIVE ROLLS	163.34			
	961-403041	TS-SHOP- TIRE BEAD SEALER	29.14			

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Number	Issued		Amount	SC	Status	Status Date
	961-403184	TS-#22- HYD HOSES, FITTING	122.42			
	961-403233	TS-#13- FLAT FACE PLUGS	117.79			
	961-403302	TS-#13- LOCKNUT	38.10			
	961-403308	TS-#13- FLAT FACE PLUGS, FLAT FA	42.04			
	961-403312	TS-SHOP- DRIVE ROLL	32.67			
	961-403333	RC-SPLASH POOL- SAND	7.93			
	961-403804	TS-SHOP- FUSE HOLDERS	7.50			
	961-404128	PS-FIRE- MACH. GLAZE, FOAM PAD	212.02			
018507	07/19/2016	CUMMINS EASTERN CANADA	67.98	A/P	OUT-STD	07/19/2016
	028-20413	TS-#22-THERMOSTAT	67.98			
018508	07/19/2016	DANA PLANETTA	150.00	A/P	OUT-STD	07/19/2016
	NBDAY2016	GG-CIVIC-HIGHLAND PIPING SERVI	150.00			
018509	07/19/2016	DAVIS FUELS LTD.	1,134.70	A/P	OUT-STD	07/19/2016
	156450	TS/PS- 199 UNION ST- HEATING FUE	1,134.70			
018510	07/19/2016	DEMPSEY'S PLUMBING & HEATING	1,412.50	A/P	OUT-STD	07/19/2016
	1435	RC-MILL POOL- INSTALL BOOSTER	1,412.50			
018511	07/19/2016	Derek O'Brien	686.36	A/P	OUT-STD	07/19/2016
	162.00	GG-CAO-MAY & JUNE TRAVEL EXPE	162.00			
	524.36	GG-CAO-PROMOTION SUPPLIES, OI	524.36			
018512	07/19/2016	DOW JENNIFER	180.67	A/P	OUT-STD	07/19/2016
	180.67	RC-HORT-FLOWER SUPPLIES	180.67			
018513	07/19/2016	DOWNEY FORD SALES LTD.	158.47	A/P	OUT-STD	07/19/2016
	26358	PS-#200- VALVE ASY	53.96			
	26359	PS-#202- FLUID TRANSMISSION	57.40			
	26370	PS-#200- CONNECTOR-VACUUM T	47.11			
018514	07/19/2016	EAST COAST INTERNATIONAL TRUCKS	743.83	A/P	OUT-STD	07/19/2016
	12602S	TS-#5- VALVE AUTO TANK	310.66			
	12622S	PS-#201- AMBER LED STRIP	67.10			
	12623S	TS-SHOP- ROTELLA T 15W40	43.32			
	12723S	TS-SHOP- FLUID INHIBITOR	285.56			
	12942S	TS-SHOP- RAGS	37.29			
018515	07/19/2016	FUNDY BUILDING INSPECTION & DRAFTING SERVI	2,796.75	A/P	OUT-STD	07/19/2016
	16-075	PS-BUILDINGSPECTOR-JUN 12-25	2,796.75			
018516	07/19/2016	HAYDEN WIEBE	500.00	A/P	OUT-STD	07/19/2016
	NBDAY2016	GG-CIVIC-NB DAY 2016 SOUND SER	500.00			
018517	07/19/2016	INTERNATIONAL "HOMECOMING" FESTIVAL	1,000.00	A/P	OUT-STD	07/19/2016
	2016GRANT	GG-CIVIC-2016 GRANT	1,000.00			
018518	07/19/2016	IRVING ENERGY DISTRIBUTION AND MARKETING	2,084.12	A/P	OUT-STD	07/19/2016
	324668	TS-ST5-DIESEL	1,043.27			
	637693	TS-ST5-DIESEL	1,040.85			
018519	07/19/2016	JENNIFER GRANT	53.30	A/P	OUT-STD	07/19/2016
	53.30	RC-SWIMTEAM-SWIM SUIT PURCHA	53.30			
018520	07/19/2016	JESSICA SMITH	125.00	A/P	OUT-STD	07/19/2016
	14	GG-CIVIC-NB DAY 2016 FACE PAINT	125.00			
018521	07/19/2016	MCINNES COOPER	3,007.33	A/P	OUT-STD	07/19/2016
	2016013764*	GG-LEGAL-BYLA WAMENDMENT	3,007.33			
018522	07/19/2016	MISS NEW BRUNSWICK PAGEANT	100.00	A/P	OUT-STD	07/19/2016
	2016KEEPSAKE	GG-CIVIC-2018 MISS NB KEEPSAKE	100.00			
018523	07/19/2016	O'CONNELL MIKE	137.69	A/P	OUT-STD	07/19/2016

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	54.40	RC-PARKS-SPECIAL EVENTS	54.40			
	83.29	RC-TENNISCAMP-SUPPLIES	83.29			
018524	07/19/2016	RICHARDS DWAYNE	109.08	A/P	OUT-STD	07/19/2016
	109.08	PS-FIRE-CLOTHING ALLOWANCE	109.08			
018525	07/19/2016	RICHARDSON JEFF	56.80	A/P	OUT-STD	07/19/2016
	56.80	PS-FIRE-CANADA DAY SUPPLIES	56.80			
018526	07/19/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	21,910.78	A/P	OUT-STD	07/19/2016
	172283-172888BAL	GG-TOWN-LANDFILL CONTRACT	3,416.50			
	172520-174078	GG-TOWN- GARBAGE COLLECTION	8,029.44			
	174281-1751282016	GG-TOWN-REGIONAL LANDFILL COI	10,464.84			
018527	07/19/2016	ST.STEPHEN DEVEVELOPEMENT BOARD	20,000.00	A/P	OUT-STD	07/19/2016
	3RDINSTALLMENT	GG-CIVIC-3RD INSTALLMENT OF 20	20,000.00			
018528	07/19/2016	ST. STEPHEN AREA CHAMBER	515.88	A/P	OUT-STD	07/19/2016
	JUL-AUGPAYROLLDEDUC	GG-GRANT-JUL-AUG/16 PAYROLL D	515.88			
	T					
018529	07/19/2016	ST. STEPHEN BUSINESS IMPROVEMENT AREA INC	254.99	A/P	OUT-STD	07/19/2016
	JUL-AUGPAYROLLDEDUC	GG-GRANT-JUL-AUG/16 PAYROLL D	254.99			
	T					
018531	07/21/2016	BERNIE'S BODY BLAST	800.04	A/P	OUT-STD	07/21/2016
	271*	CC-50SHADESOFFITNESS-CIRCUIT	800.04			
018532	07/21/2016	CHOCOLATE FEST INC.	1,500.00	A/P	OUT-STD	07/21/2016
	2016GRANT	GG-CIVIC-2016 GRANT	1,500.00			
018533	07/21/2016	CONLEY'S MARTIAL ARTS	400.00	A/P	OUT-STD	07/21/2016
	16-002*	CC-50SHADESOFFITNESS-CLASSE	400.00			
018534	07/21/2016	FLEET READY LTD.	247.37	A/P	OUT-STD	07/21/2016
	8483	PS-#200- LIGHT LED RED	247.37			
018535	07/21/2016	FOUR SEASONS SPORTS LTD.	5,235.14	A/P	OUT-STD	07/21/2016
	00486	TS-ST5- LINE PAINTING	5,235.14			
018536	07/21/2016	FRONTLINE OUTFITTERS	2,744.01	A/P	OUT-STD	07/21/2016
	26227	PS-FIRE- ANNUAL CLOTHING ORDE	2,744.01			
018537	07/21/2016	FUNDY TACTICAL	461.99	A/P	OUT-STD	07/21/2016
	1-012478	PS-FIRE-BOOT TACTICAL SPORT, B	337.79			
	1-012687	PS-FIRE- BOOT SHIELD 8 WIDE	124.20			
018538	07/21/2016	GREENLAW'S GARAGE LTD.	192.10	A/P	OUT-STD	07/21/2016
	0923	PS-#200-BALANCE TIRES	33.90			
	0935	TS-#1- BALANCE TIRES	33.90			
	0938	RC-#304- BALANCE TIRES	33.90			
	0966	TS-#14- MOUNT TIRES	90.40			
018539	07/21/2016	IMAGEWEAR A DIVISION OF MARK'S	453.48	A/P	OUT-STD	07/21/2016
	7823385	TS-ST5- CLOTHING ALLOWANCE	453.48			
018540	07/21/2016	KENDRA GALE	400.00	A/P	OUT-STD	07/21/2016
	100	GG-NBDAY-ENTERTAINMENT	400.00			
018541	07/21/2016	MAURICE DAIGLE	600.00	A/P	OUT-STD	07/21/2016
	100	GG-NBDAY-ENTERTAINMENT	600.00			
018542	07/21/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/21/2016
	WEEK292016	EMPLOYEE DEDUCTIONS-JUL 17-23	209.30			
018544	07/21/2016	PAYROLL TRANSFER	84,092.00	A/P	OUT-STD	07/21/2016
	WEEK292016	GG-TRANSFER-JUL 8-21/16	84,092.00			
018545	07/21/2016	PITNEY WORKS	223.55	A/P	OUT-STD	07/21/2016
	JUNE132016	GG-TOWNHALL-POSTAGE METER R	223.55			

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018546	07/21/2016 RECEIVER GENERAL FOR CANADA WEEK292016 GG-REMITTANCE-JUL 8-21/16	35,487.40 35,487.40	A/P	OUT-STD	07/21/2016
018547	07/21/2016 SHANNON MICHAEL WEEK292016 PS-ANIMALCONTROL-WEEKLY FEE	371.91 371.91	A/P	OUT-STD	07/21/2016
018548	07/21/2016 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC. JULY 13, 2018 GG-CIVIC- GOLD RIBBON SPONSOR	2,400.00 2,400.00	A/P	OUT-STD	07/21/2016
018549	07/21/2016 THE MINISTER OF FINANCE 6128 PS-RCMP- APRIL - JUNE/16 CONTRA	284,495.25 284,495.25	A/P	OUT-STD	07/21/2016
018550	07/21/2016 WILL POWER BAND NEDAYMUSIC GG-CIVIC-NB DAY MUSIC	400.00 400.00	A/P	OUT-STD	07/21/2016
018551	07/26/2016 GULLISON'S COURIER SERVICE 361761 TS-#31, #34- TO TOWN FR/ LSW 361785 TS-SHOP- TO TOWN FR/ PARTS FO 361800 TS-#16- TO TOWN FR/ CASE EQUIP 361840 TS-STG- TO TOWN FR/ SAUNDERS 361888 TS-SHOP- TO TOWN FR/SAUNDERS 758706 TS-#16- TO TOWN FR/ CASE EQUIP 958753 TS-#22- TO TOWN FR/ SAUNDERS E 958783 TS-SHOP- TO TOWN FR/ SAUNDERS 958824 TS-#13- TO TOWN FR/ CASE EQUIP 958840 TS-#31,#34- TO TOWN FR/ SAUNDEF 958848 TS-#21- TO TOWN FR/ CASE EQUIP 958863 WS-#31,#34-FR LSW	570.65 90.40 28.25 28.25 45.20 45.20 28.25 28.25 45.20 28.25 73.45 84.75 45.20	A/P	OUT-STD	07/26/2016
018552	07/26/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 330365 ST-STG- GAS	4,542.04 4,542.04	A/P	OUT-STD	07/26/2016
018553	07/26/2016 KEITH'S BUILDING SUPPLIES 152819 RC-HORT- RAKE, KEY 153077 PS-FIRE-LED WORKLIGHT, BLADE S 154496 TS-SHOP- PISTON LUBE 154502 RC-PARKS-SPRUCE 154529 TS-STG- LINE PAINT 154614 RC-PARKS- WAFER, DECK SCREWS	1,386.45 19.64 387.14 14.68 13.47 763.88 187.64	A/P	OUT-STD	07/26/2016
018554	07/26/2016 KEM CANADA MFG 108543 CC-MAINTENANCE-CLEANING SUPP 108566 TS-SHOP- TRL 21 FINALLY ORANGE	612.66 342.21 270.45	A/P	OUT-STD	07/26/2016
018559	07/26/2016 KENT BUILDING SUPPLIES 1035166 RC-PARKS- BROOMS 1035600 RC-HORT- BROOM, BOWRAKE, TRO 1035899 RC- MILLPOOL- LOCTITE SUPER GL 1037046 RC-HORT- BULBS 1038520 RC-HORT- WATERING CANS 1040749 RC-PARKS- REFILL FOR DRIVEWAY 1041190 RC-PARKS- ANCR/TAPS, PLYWOOD 1041563 RC-BLEACHES- NUTS, WASHERS 1042961 RC-ROTARY CHANGING ROOM- DO 1044606 RC-HORT- FLOWER BOXES MATERI 104461 RC-PARKS- KEY 1044940 RC-ROTARY WASHROOM- SQUARE, 1045033 RC-PARKS= SQUARE QUICK POCKE 1046361 CC-MAINTENANCE SUPPLIES	4,528.94 77.74 117.88 12.18 81.88 37.79 24.25 79.17 154.89 125.09 107.82 3.14 40.30 11.11 213.98	A/P	OUT-STD	07/26/2016

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	1046997	CC-POOL-FAMILY CHANGING ROOM	52.93			
	1049748	RC-PARKS- CEDAR/EMERALD 5G	126.07			
	1050538	CC-MAINTENANCE SUPPLIES	157.48			
	1051229	RC-HORT- PEITRA EDGER NAT/CHA	135.26			
	1051402	TS-SHOP- BI-METAL HOLE SAW	16.28			
	1053031	RC-BAND STAND- SCREWS, HINGE	32.50			
	1053859	TS-ST- WASHERS, NUTS, BOLTS	180.31			
	1054007	RC-PARKS- PLUG/THERMORUBBER	6.29			
	1054295	RC-FOUNTAIN- SCREWS, WIRECON	7.33			
	1054362	RC-BLEACHERS- NUTS, SCREWS	4.92			
	1054467	TS-SHOP- BOLT/CARRIAGE HDG3/ 8	10.23			
	1054683	RC-BAND STAND- LUMBER	108.02			
	1055097	RC-FOUNTAIN ELECTRICAL BOX- PA	31.00			
	1055858	RC-HORT- GREEN CURLY WILLOW	18.92			
	1058048*	RC-BORDER ARENA- DEAD BOLT, P	24.14			
	1058049	RC-SKATE PARK- PLYWOOD, SP GF	28.32			
	1058316	CC-MAINTENANCE SUPPLIES	121.50			
	1058962	TS-SHOP- QUIKRETE SAND MIX 30K	12.40			
	1059238	RC-BABY BARN- LUMBER, DECK BL	176.16			
	1059400	RC-HORT- BROOM	15.75			
	1059529	RC- BABY BARN- LUMBER	105.00			
	1059978*	RC-BABY BARN- STEEL RAFTER, CH	431.06			
	1060129	RC-PARKS- LUMBER, PLYWOOD	112.08			
	1060399	TS-STREET LIGHTS- SCREWS, NUT	8.68			
	1061897	RC-BABY BARN- NAILS, SHINGLES, I	233.97			
	1062418	RC-HORT- BOXWOOD/ GREEN MOU	220.64			
	1065944	PS-FIRE- ORTHOHOME ANT DEFEN	27.26			
	1065982	RC-PARKS- PIPE, SCREWS, ELBOW	76.76			
	1066550	RC-PARKS- ELBOW, HOSE, REDUCE	15.32			
	1066625	RC-PARKS- GLOVES	19.19			
	1066876	RC-HORT- EDGER, PAINT	166.78			
	1067565	TS-SHOP- RED ROUND PAIL	5.77			
	1068109	RC-PARKS- PIPES, RECIP BLADES	129.62			
	1068221	RC-PARKS- PIPE	12.08			
	1070053	TS-SHOP- EDGE GARD	63.04			
	1070200	RC-PARKS- LUMBER	3.25			
	1070753	RC-HORT- GRASS, DAYLILY	78.70			
	1070969	RC-PARKS- LUMBER	47.29			
	1071076	RC-PARKS- CLASSIC RAILING, BOLT	167.24			
	1071120	RC-PARKS- GAUGE, FLEXI SHAFTS,	89.94			
	1071416	RC-HORT- MGS SHAKENFEED, PERRE	92.48			
	1072518	RC-PARKS- ENTRY KNOB, PLIERS	69.96			
018560	07/26/2016	KONICA MINOLTA	114.72	A/P	OUT-STD	07/26/2016
	6011243	GG-TOWN HALL- COPIER CONTRAC	114.72			
018561	07/26/2016	L.E.WHITTAKER CO., LTD.	845.37	A/P	OUT-STD	07/26/2016
	37008	PS-FIRE- FIRE EXTINGUISHERS HYD	144.86			
	37009	PS-FIRE- FIRE EXTINGUISHERS HYD	388.49			
	37010	PS-FIRE- FIRE EXTINGUISHER HYD	90.40			
	37012	PS-FIRE- FIRE EXTINGUISHERS HYD	221.62			
018562	07/26/2016	LINDE CANADA LTEE, M2193	106.31	A/P	OUT-STD	07/26/2016

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	54156341	TS-SHOP- OXYGEN	80.43			
	54471175	TS-SHOP- ACETYLENE	25.88			
018563	07/26/2016	LSW WEAR PARTS LTD.	501.72	A/P	OUT-STD	07/26/2016
	43745	TS-#31,#34- 10 X 32 POLY ZZ CONV	501.72			
018564	07/26/2016	MARITIME COFFEE SERVICE	121.00	A/P	OUT-STD	07/26/2016
	IN00321310	PS-FIRE- KITCHEN SUPPLIES	60.50			
	IN00326093	PS-FIRE- KITCHEN SUPPLIES	60.50			
018565	07/26/2016	MAYFIELD GARDENS & LANDSCAPE	8,052.21	A/P	OUT-STD	07/26/2016
	275	RC-MILLPOOL-POOL CLEANER	5,117.77			
	309	RC-HORT- SOIL, FERTILIZER, MULC	1,415.64			
	310	RC-HORT- MULCH	1,180.48			
	362	RC-HORT- MULCH, SEED STARTER,	338.32			
018566	07/26/2016	MEGA-LAB MANUFACTURING CO. LTD.	247.47	A/P	OUT-STD	07/26/2016
	141415	TS-SHOP- MEGALUBE WP GREASE	247.47			
018567	07/26/2016	MICMAC FIRE & SAFETY SOURCE LTD.	475.73	A/P	OUT-STD	07/26/2016
	NS-00835628	PS-FIRE- HELMET	475.73			
018568	07/26/2016	MILLTOWN MACHINE & FABRICATION LTD.	3,635.60	A/P	OUT-STD	07/26/2016
	18447	TS-STREET LIGHTS- REPAIR BOTTC	197.75			
	18502	TS-WHARF- 1 HOT ROLLED ROUND	47.58			
	18517	RC-PARKS- FABRICATE FOUR (4) G/	791.00			
	18518	TS-#13- LABOUR TO REPAIR BACKH	2,400.69			
	18519	TS-#13- 1/2 HOT ROLLED ROUND BA	17.38			
	18534	RC-PARKS- WATER FOUNTAIN REP,	158.20			
	18606	TS-SHOP- EXHAUST PIPE	23.00			
018569	07/26/2016	MINISTER OF FINANCE <i>(Municipal Orientation)</i>	600.00	A/P	OUT-STD	07/26/2016
	MO16StStephen	GG-COUNCIL/MAYOR/STAFF-MUNIC	600.00			
018570	07/26/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD.	185.54	A/P	OUT-STD	07/26/2016
	360891	PM-RCMP- FLOOR MATS	45.92			
	361357	PM-RCMP- FLOOR MATS	93.70			
	361824	PM-RCMP- FLOOR MATS	45.92			
018571	07/26/2016	ORCHARD'S PAINT & PAPER LTD.	361.60	A/P	OUT-STD	07/26/2016
	27045	RC-PARKS-PAINT	361.60			
018572	07/26/2016	ORKIN CANADA CORPORATION	257.65	A/P	OUT-STD	07/26/2016
	IN-6947150	PS-FIRE- PEST CONTROL	124.87			
	IN-7011096	PS-FIRE- PEST CONTROL	132.78			
018575	07/26/2016	ORR ELECTRIC & ALARM LTD.	5,048.83	A/P	OUT-STD	07/26/2016
	2124	PS-FIRE- HALLWAY AND MEETING F	662.27			
	2180	TS-STTS-TRAFFIC LIGHT REPAIR	638.22			
	2174	TS-STTS-TRAFFIC LIGHT REPAIR	180.80			
	2184	RC-MONUMENT-LIGHTING REPAIR	144.08			
	2195	RC-MILLPOOL- MAIN POOL PUMP RI	129.88			
	2196	RC-CHOC PARK- CLOCK REPAIR	169.50			
	2201	TS-STTS-TRAFFIC LIGHT REPAIR	190.33			
	2202	TS-STTS-BOUNDARY ST- CAUTION LI	160.30			
	2204	PS-FIRE- INSTALL LIGHTING	717.55			
	2209	RC-MILLPOOL- HEAT PUMP REPAIR	769.89			
	2210	PS-FIRE- EMERGENCY LIGHTS REP.	374.13			
	2213	RC-BAND STAND- LIGHTING REPAIF	442.70			
	2214	PS-FIRE- TROUBLE SHOT OVERHEA	239.94			

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018622 dated between 07/01/2016 and 07/31/2016

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Number	Issued		Amount	SC	Status	Status Date
	2229	PS-FIRE- OVERHEAD DOOR REPAIR	229.24			
018576	07/27/2016	DILLON CONSULTING LIMITED	1,694.53	A/P	OUT-STD	07/27/2016
	154290	CC-PLANNING-INTERIM PARKING PI	1,694.53			
018577	07/27/2016	G & H CONCESSIONS	750.00	A/P	OUT-STD	07/27/2016
	12378	GG-NBDAY-BOUNCY SLIDE AND CA	750.00			
018578	07/27/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/27/2016
	WEEK302016	EMPLOYEE DEDUCTIONS-JUL 24-30	209.30			
018579	07/27/2016	SHANNON MICHAEL	371.91	A/P	OUT-STD	07/27/2016
	WEEK302016	PS-ANIMALCONTROL-WEEK FEE, W	371.91			
018580	07/27/2016	PAR-T-PERFECT	5,232.13	A/P	OUT-STD	07/27/2016
	95	GG-NBDAY-INFLATABLES	5,232.13			
018581	07/28/2016	DIALOGUE NEW/NOUVEAU-BRUNSWICK INC.	200.00	A/P	OUT-STD	07/28/2016
	12	GG-NBDAY-"LUCIEN" ON STAGE	200.00			
018582	07/28/2016	AARON COLLIER	221.00	A/P	OUT-STD	07/28/2016
	JUNE16/16	CC-CONFEDERATION BRIDGE TOLL	46.00			
	MAOI2016	CC-STAFFTRAINING-MAOI2016	175.00			
018584	07/28/2016	BORDER INVESTIGATIONS & SECURITY INC.	2,576.00	A/P	OUT-STD	07/28/2016
	14280	PS-BYLAWS-JULY/16 FEE	2,576.00			
018585	07/28/2016	CHARLIE FAIRWEATHER	574.49	A/P	OUT-STD	07/28/2016
	CLOTHINGALLOW16	CC-ARENASTAFF-CLOTHING ALLOV	291.48			
	JUNE16-16	CC-PEI TRAINING-TRAVEL EXPENSI	108.01			
	MAOI2016	CC-STAFF-MAOI TRAINING	175.00			
018586	07/28/2016	FUNDY BUILDING INSPECTION & DRAFTING SERVI	2,742.75	A/P	OUT-STD	07/28/2016
	16-084	GG-BUILDINGINSPECTOR-JUL 3-16/	2,742.75			
018587	07/28/2016	JASON GOWAN	259.87	A/P	OUT-STD	07/28/2016
	CLOTHINGALLOW16	CC-STAFF-CLOTHING ALLOWANCE	259.87			
018588	07/28/2016	MCINNES COOPER	3,866.30	A/P	OUT-STD	07/28/2016
	2015017584	GG-LEGAL-GENERAL	1,158.08			
	2015017585	GG-LEGAL-AMALGAMATION OF DEV	728.42			
	2016017736	GG-LEGAL-LAND	252.57			
	2016017738	GG-LEGAL-BYLAWS AMENDMENTS	1,727.23			
018589	07/28/2016	PETTY CASH	60.05	A/P	OUT-STD	07/28/2016
	JUNE012016	GG-BUILDINGINSPECTOR-REGISTE	22.60			
	JUNE142016	GG-BUILDINGINSPECTOR-REGISTE	11.30			
	JUNE152016	GG-CIVIC-TOWN BROCHURES TO A	14.85			
	JUNE202016	GG-BUILDINGINSPECTOR-REGISTE	11.30			
018590	07/28/2016	PIZZA DELIGHT	73.58	A/P	OUT-STD	07/28/2016
	326464	PS-FIRE- FIRE MEAL ON CANADA D/	73.58			
018591	07/28/2016	ROB DOUGHERTY	175.00	A/P	OUT-STD	07/28/2016
	MAOI2016	CC-STAFFTRAINING-MAOI 2016	175.00			
018592	07/28/2016	SOURCE ONE SUPPLIES	362.47	A/P	OUT-STD	07/28/2016
	11204	PS-FIRE- CLEANER	101.12			
	11254	CC-JANITORIAL SUPPLIES	261.35			
018593	07/28/2016	SOUTH WEST COURIER	51.73	A/P	OUT-STD	07/28/2016
	15612	CC/PS-CIVICCENTER/FIRE-FR LOCK	51.73			
018594	07/28/2016	WURTH CANADA LIMITED	1,415.33	A/P	OUT-STD	07/28/2016
	22303711	TS-SHOP- HEX BOLTS, COPPER PA:	538.83			
	22320294	TS-SHOP- SHRINK TUBE W/GLUE, D	542.71			
	223337019	TS-SHOP- SHRINK TUBE W/ GLUE, E	333.79			

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Number	Issued	Amount	SC	Status	Status Date
018595	07/28/2016 ADVANCED FABRICS	2,924.61	A/P	OUT-STD	07/28/2016
	01138 GG-NB-LARGE TENT	2,924.61			
018596	07/28/2016 ATLANTIC CIRQUE LTD.	1,932.00	A/P	OUT-STD	07/28/2016
	NBDAY2016 GG-NBDAY-BUSKERS	1,932.00			
Cheque Totals Issued:		789,995.52			
Void:		0.00			
Total Cheques Generated:		789,995.52			
Total # of Cheques Listed:		145			

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Town of St. Stephen
 BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
005854	07/06/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JULY0620126 WS-UTILITY-2016 INTEREST PAYME	2,194.50 2,194.50	A/P	OUT-STD	07/06/2016
005871	07/06/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JULY062016 WS-UTILITY-2016 PRINCIPAL PAYME	21,000.00 21,000.00	A/P	OUT-STD	07/06/2016
005940	07/14/2016 AVENSYS SOLUTIONS INC 053900 SCD-DISPOSAL- DESICCATOR ASSE	3,572.59 3,572.59	A/P	OUT-STD	07/14/2016
005941	07/14/2016 DILLON CONSULTING LIMITED 154204 SCD-DISPOSAL-CSO/SSO LONG TEI	5,212.13 5,212.13	A/P	OUT-STD	07/14/2016
005942	07/14/2016 NULANTIC WATER INC. NUI00052 SCD-DISPOSAL-CHLORINE INJECTC	10,091.25 10,091.25	A/P	OUT-STD	07/14/2016
005943	07/14/2016 XPLOARNET INV13636041 WS-MAXWELLCROSSING-SATELLIT	178.03 178.03	A/P	OUT-STD	07/14/2016
005944	07/19/2016 PATTERSON, DARLENE	143.05	A/R	OUT-STD	07/19/2016
005945	07/19/2016 FIRST NATIONAL FINANCIAL, C/O HOME ALONE PR	99.77	A/R	OUT-STD	07/19/2016
005946	07/19/2016 A"PLUS" AUTO GLASS & UPHOLSTERY 22810 WS-#13- RECOVER SEAT BOTTOM,	183.62 183.62	A/P	OUT-STD	07/19/2016
005947	07/19/2016 AIR LIQUIDE CANADA 64833282 WS-TRANS&DIST- CARBON DIOXIDE	47.24 47.24	A/P	OUT-STD	07/19/2016
005948	07/19/2016 ALL GAS TANKS 85489 WS-SOURCE-POWER UNIT, MIX OIL	419.61 419.61	A/P	OUT-STD	07/19/2016
005949	07/19/2016 ATLANTIC PURIFICATION SYSTEMS LTD. 155063 SCD-DISPOSAL- C/2 TOTAL REAGEN	325.35 325.35	A/P	OUT-STD	07/19/2016
005950	07/19/2016 BERNARD MCFARLANE 39 WS-TRANS&DIST-CONNECTORS, U	250.24 250.24	A/P	OUT-STD	07/19/2016
005951	07/19/2016 BRIGGS PLUMBING INC. 111470 WS-TRANS&DIST- GAUGE 1/4" LIQU	393.74 393.74	A/P	OUT-STD	07/19/2016
005952	07/19/2016 CALDWELL LESLIE JUNE 23, 2016 SCD-DISPOSAL- BUCKET TRUCK SE	800.00 800.00	A/P	OUT-STD	07/19/2016
005954	07/19/2016 CANADIAN TIRE N16035773 WS-TRANS&DIST- HACKSAW, HEX E N16035785 WS-TRANS&DIST- TOOL BOX N16035799 WS-TRANS&DIST- GLOVES N16076342 SCD-DISPOSAL- 7P D RT CRWR, RO N16076347 WS-TRANS&DIST- KEY, KEY ID BANI N16108207 WS-SOURCE-COOLERS, SMALL HAF N16108211* WS/SCD- TOWN HALL- LIGHT BULBE N16108216 WS-TRANS&DIST- CAQMP LIGHT, S N16108217 WS-TRANS&DIST- VEST MUSK01 N16108244 WS-SOURCE-MINITORCH, WD40, DE N16108250 SCD-DISPOSAL- PAINT N16108265 WS-SOURCE-TRY SET, PRMR BRUS N16108315 WS-TRANS&DIST- IMPACT SOCKET N16108341 WS-TRANS&DIST- WEED EATER, HC N16108358 WS-SOURCE-PLUMBING FITTINGS	1,820.16 772.52 36.15 19.05 131.60 20.74 133.53 4.51 72.29 28.18 89.70 18.61 125.28 164.79 186.43 16.78	A/P	OUT-STD	07/19/2016
005955	07/19/2016 CARQUEST 14838-39329* WS-TRANS&DIST- MAXIDAS MINI & C	901.17 901.17	A/P	OUT-STD	07/19/2016

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Number	Issued	Amount	SC	Status	Status Date
005956	07/19/2016 COX ELECTRONICS & COMMUNICATIONS	1,480.11	A/P	OUT-STD	07/19/2016
	2-1770498 WS-MAXWELLCROSSING-COMPUTE	67.80			
	2-1770868 WS-SOURCE-PUMPHOUSE COMPUT	1,412.31			
005957	07/19/2016 CREIGHTON-CARTER LTD.	512.54	A/P	OUT-STD	07/19/2016
	961-401912 WS-TRANS&DIST- GREASE GUN	36.15			
	961-402048 WS-#305- WIPER BLADES	23.03			
	961-402280 WS-TRANS&DIST- NAPA BULK	8.85			
	961-402732 WS-#105- BRAKE PADS	37.43			
	961-402746 WS-#105-CALIPER/HARDWARE	102.71			
	961-403363 WS-TRANS&DIST- WATER NOZZLE \	39.24			
	961-403714 WS-TRANS&DIST- TOOL (CONV). FL	79.86			
	961-403896 WS-#305- BATTERY	202.22			
	961-403992 WS-#305-CORE DEPOSIT	-16.95			
005958	07/19/2016 DAVIS FUELS LTD.	914.98	A/P	OUT-STD	07/19/2016
	156403 WS-MAXWELL CROSSING- HOUSE P	418.59			
	341444 SCD-DISPOSAL- CARTER SH 220 19	496.39			
005960	07/19/2016 EMCO CORPORATION	8,452.05	A/P	OUT-STD	07/19/2016
	12500478-00 WS-TRANS&DIST- KORNERHORN W	276.00			
	12500583-00 WS-TRANS&DIST- HYDRANT GATE \	437.05			
	12500603-00 WS-TRANS&DIST- SEGGIE BLADE	324.07			
	12500637-00 WS-TRANS&DIST- SEWER IN STETH	2,363.46			
	12500639-00 WS-TRANS&DIST- BV NL COUPLING	120.48			
	12500644-00 WS-TRANS&DIST- 3/4 PJA4 - 13Q-NL	205.74			
	12500644-01 WS-TRANS&DIST- KORNER ASSM Q	114.30			
	12500645-00 WS-TRANS&DIST- SCREWS & PLUG	131.03			
	12500646-00 WS-TRANS&DIST- DBL SCKT WREN	332.82			
	12500648-00 WS-TRANS&DIST- GEOPHONE KIT, (816.64			
	12500680-00 WS-TRANS&DIST- FLARE, COMPRES	520.64			
	12500791-00 WS- TRANS&DIST- HYD OUT OF SEF	97.11			
	12500888-00 WS-TRANS&DIST- VB625 30 UPPER	1,320.71			
	12500947-00 SCD-DISPOSAL- COUPLINGS	1,392.00			
005961	07/19/2016 TOWN OF ST. STEPHEN	65,140.02	A/P	OUT-STD	07/19/2016
	65140.02 WS-UTILITY-FUND TRANSFER	65,140.02			
005962	07/19/2016 WARREN PAYNE ESTATE	50.00	A/P	OUT-STD	07/19/2016
	2016AGREEMENT WS-ST5-RIGHT OF WAY AGREEMEN	50.00			
005963	07/21/2016 GREENLAW'S GARAGE LTD.	33.90	A/P	OUT-STD	07/21/2016
	0925 WS-#305- MOUNT & BALANCE TIRES	33.90			
005964	07/21/2016 HYPERION RESEARCH LTD.	2,210.83	A/P	OUT-STD	07/21/2016
	56026 WS-SOURCE-WATER SAMPLE ANAL	1,178.14			
	56040 WS-SOURCE- WATER ANALYSIS	1,032.69			
005965	07/21/2016 IMAGEWEAR A DIVISION OF MARK'S	608.59	A/P	OUT-STD	07/21/2016
	7809135 WS-TRANS&DIST- CLOTHING ALLOW	384.01			
	7815979 SCD- DISPOSAL-CLOTHING ALLOW/	224.58			
005966	07/21/2016 JAMER MATERIALS LTD.	270.61	A/P	OUT-STD	07/21/2016
	3114 WS-TRANS&DIST- 37.5 MM BASE	270.61			
005967	07/21/2016 PITNEY WORKS	454.45	A/P	OUT-STD	07/21/2016
	JUNE132016* WS/SCD-TOWNHALL-POSTAGE MET	454.45			
005968	07/26/2016 GULLISON'S COURIER SERVICE	440.70	A/P	OUT-STD	07/26/2016
	361752 WS-SOURCE- TO RPC FR/ TOWN	33.90			

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Number	Issued		Amount	SC	Status	Status Date
	361753	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	361777	WS-TRANS&DIST- TO RPC FR/TOW	33.90			
	758710	WS-SOURCE-TO RESEARCH & PRO	33.90			
	758711	WS-SOURCE-TO DOE LAB	33.90			
	758730	WS-SOURCE-TO RESEARCH & PRO	33.90			
	958768	WS-SOURCE-TO RESEARCH & PRO	33.90			
	958803	WS-SOURCE-TO RESEARCH AND PI	33.90			
	958804	WS-SOURCE-TO DOE LAB	33.90			
	958812	WS-SOURCE-TO DOE LAB	33.90			
	958813	WS-SOURCE-TO RESEARCH & PRO	33.90			
	956865	WS-SOURCE-TO DOE LAB	33.90			
	956866	WS-SOURCE-TO RESEARCH & PRO	33.90			
005969	07/26/2016	KEITH'S BUILDING SUPPLIES	458.37	A/P	OUT-STD	07/26/2016
	152907	WS-TRANS&DIST- FLAG TAPE, REB	36.08			
	152923	WS-TRANS&DIST- SPRAY RUST PAI	94.31			
	153069	WS-TRANS&DIST- TREATED COPPE	96.52			
	153983	SCD-DISPOSAL- ROLLED ROOFING	158.09			
	154278	WS-TRANS&DIST- SPRUCE	54.17			
	154452	WS-SOURCE- DISPOSABLE GLOVE	19.20			
005970	07/26/2016	KEM CANADA MFG	270.44	A/P	OUT-STD	07/26/2016
	106666*	WSTRANS&DIST-TRL 21 FINALLY O	270.44			
005971	07/26/2016	KENT BUILDING SUPPLIES	453.29	A/P	OUT-STD	07/26/2016
	1037322	SCD-DISPOSAL- WIRE CONNECTOR	1.77			
	1053659*	SCD-DISPOSAL-WASHERS, NUTS, B	180.31			
	1057536	WS-TRANS&DIST- PAIL, GORILLA TA	121.70			
	1057750	WS-TRANS&DIST- WOOD SCREWS	5.56			
	1058462	SCD-DISPOSAL- GALV REDUCER S	11.54			
	1058901	SCD-DISPOSAL- HOLE SAW	37.82			
	1059679	WS-TRANS&DIST- WOOD SCREWS,	13.74			
	1067419	WS-SOURCE-ZIP, SEAL "N" PEEL	40.94			
	1067643	WS-TRANS&DIST- SHOVELS	39.91			
005972	07/26/2016	LINDE CANADA LTEE, M2193	25.88	A/P	OUT-STD	07/26/2016
	54291581	SCD-DISPOSAL-ACETYLENE	25.88			
005973	07/26/2016	MARITIME BLOWER REPAIR INC	455.65	A/P	OUT-STD	07/26/2016
	4300	SCD-DISPOSAL- MAGNEHELIC GAU	455.65			
005974	07/26/2016	MARK'S COMMERCIAL	190.32	A/P	OUT-STD	07/26/2016
	7875995	SCD-DISPOSAL- CLOTHING ALLOW/	190.32			
005975	07/26/2016	MICMAC FIRE & SAFETY SOURCE LTD.	333.36	A/P	OUT-STD	07/26/2016
	NB-00835852	WS-SOURCE- FULL FACE PIECE, VA	333.36			
005976	07/26/2016	MILLTOWN MACHINE & FABRICATION LTD.	35.25	A/P	OUT-STD	07/26/2016
	18485	SCD-#9- 6X4X3/8 ANGLE IRON CUT	35.25			
005977	07/26/2016	MINISTER OF FINANCE	2,857.27	A/P	OUT-STD	07/26/2016
	10004082	WS-SOURCE-DRINKING WATER LAE	2,857.27			
005978	07/26/2016	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	836.77	A/P	OUT-STD	07/26/2016
	10004195	WS-SOURCE- DRINKING WATER LAI	836.77			
005979	07/26/2016	ORCHARD'S PAINT & PAPER LTD.	107.05	A/P	OUT-STD	07/26/2016
	27069	WS-TRANS&DIST- PAINT	54.24			
	27077	WS-TRANS&DIST- BRUSHES, SLEEV	52.81			
005980	07/26/2016	ORR ELECTRIC & ALARM LTD.	237.30	A/P	OUT-STD	07/26/2016

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Number	Issued		Amount	SC	Status	Status Date
	2179	SCD-DISPOSAL- SEWAGE PLANT FA	237.30			
005981	07/28/2016	BELL MOBILITY INC.	919.62	A/P	OUT-STD	07/28/2016
	523889487JUN16*	WS/SCD-CELL PHONE CHARGES	919.62			
005982	07/28/2016	BRENNTAG CANADA INC.	2,348.57	A/P	OUT-STD	07/28/2016
	40643727	WS-SOURCE-CHLORINE	5,964.57			
	40644922	WS-SOURCE-EMPTY CYLINDER RE	-3,616.00			
005983	07/28/2016	DILLON CONSULTING LIMITED	4,053.88	A/P	OUT-STD	07/28/2016
	155214	TS-ST5-CSO/SSO LONG TERM CON	4,053.88			
005984	07/28/2016	PARTS FOR TRUCKS INC.	251.68	A/P	OUT-STD	07/28/2016
	34224637-00	WS-#18- BRAKE KIT, BRAKE REPAIR	251.68			
005985	07/28/2016	WURTH CANADA LIMITED	171.67	A/P	OUT-STD	07/28/2016
	22341738	WS-TRANS&DIST- PIPE SEALANT	171.67			
Cheque Totals Issued:			142,207.60			
Void:			0.00			
Total Cheques Generated:			142,207.60			
Total # of Cheques Listed:			46			

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RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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



Charlotte County Alternative Transportation Association
123 Milltown Blvd., Suite 205
PO Box 172, St. Stephen, N.B., E3L 2X1
Phone 466-4414 Fax 466-0779
E-mail — dialaride@nb.aibrn.com

August 12, 2016

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

Dear Mayor and Council:

Thank you for your donation to the Charlotte County Alternative Transportation Association received in May for the 2016 year.

On behalf of our members, volunteer drivers, board of directors, and the community as a whole, I wish to express our appreciation to you for your kind consideration.

These funds are being utilized to cover the expenses in providing transportation to the most vulnerable residents in Charlotte County.

I have enclosed a receipt for your donation.

Thanks again for your support.

Please contact me at (506) 466-4414, if you have any questions.

Sincerely yours,

Dana Planetta, Executive Director
Charlotte County Alternative Transportation Association

Enclosure

CCATA Board of Directors

Donna Linton, President; John Castell, Vice President; Dominique Schwartz, Secretary; Patricia Leavitt, Treasurer;
Kate Akagi; Linda Armstrong; Dorothy Murchie; Carol Travis.

Donation Receipt from Charlotte County Alternative Transportaion Association

Questions? Contact us at (506) 466-4414



Donor name	The Town of St. Stephen
Address	73 Milltown Blvd., Suite 112
City	St. Stephen
State/Province	NB
Postal code	E3L 1G5
Phone	
Total donation amount	\$2,500.00

Date Received	12-May-16
Description	Funds to help towards gas and mileage for volunteer drivers
Value	\$2,500.00

Thank you for your generous support!

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on August 10, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, AUGUST 10, 2016 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Harding that the above-noted nine (9) 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 Hyslop and **SECONDED** by Councillor Wheaton that the agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEMS**

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

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

- Council will consider a motion at the next Regular Session on Monday, August 22, 2016 to sponsor the Charlotte County Hospital Foundation “Radio-thon” at the “Bronze” level.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of July 2016 - The memo from the Assistant Treasurer dated August 3, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 22, 2016.
- (iv) Auditor Letter – 2015 Audit – The memo from the Treasurer dated August 5, 2016 with attached audit engagement letter from Teed Saunders Doyle & Co. for the 2015 Audit was received and reviewed for information.

POLICE AND FIRE - Chaired by Councillor Harding

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

The new Sergeant, Peter Stubbs, was in attendance, along with Corporal Terry Pomeroy, and stated that he is looking forward to working and living in St. Stephen.

As noted in Sergeant Stubb’s report, 103 Police Certificates were issued and Councillor Harding suggested the Town should receive funding for the issuance of the certificates.

Council directed the Chief Administrative Officer to work with Sergeant Stubbs to investigate possible receipt of funding by the Town.

Mayor MacEachern thanked Corporal Terry Pomeroy for his past eight months as the Acting Sergeant.

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

As noted in the Fire Chief’s report, the Fire Truck Committee continues to meet with respect to the replacement of pumper 203, 1987 Volvo Pumper, and more details will be provided at a future meeting.

Councillor Harding, the Chief Administrative Officer and the Fire Chief plan on meeting with Terry Redden of Risk Management Services with respect

to insurance on August 30, 2016 @ 1:00 p.m. in Council Chambers and all members of Council are invited to attend.

- (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.

Councillor Hyslop suggested that a more detailed report should be provided and it was agreed that he will work with Councillor Parker, as Chair of the Committee, and research other municipalities and provide a recommendation to the Chief Administrative Officer, who will bring such information back to a future meeting.

- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.

As noted in the Chief Administrative Officer/Development Officer's report, St. Stephen Development Board – Future St. Stephen continues to meet weekly.

The Chief Administrative Officer/Development Officer stated that Future St. Stephen will meet next month with Council to discuss potential developments.

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

- (iv) Proposed Rezoning – 220 Union Street – The memo from the Chief Administrative Officer/Development Officer dated August 5, 2016 with attached copy of rezoning application; copy of By-Law No. M-1.4, an amendment to the Town's Municipal Plan By-Law No. M-1; and, copy of By-Law No. Z-1.6, an amendment to the Town's Zoning By-Law No. Z-1 were received and reviewed.

The Chief Administrative Officer updated Council and advised that upon further review a rezoning may not be required, and he will review it with the Planning Advisory Committee (PAC) at its September meeting, and will bring back the information to Council at its Committees meeting on September 14, 2016.

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.

Councillor Chisholm commended the Director, Parks and Recreation and his team for their great work.

As noted in the Director's report, policies will be revisited during the off-season as the W. T. Booth Community Pool is extremely busy and becoming overcrowded at times.

The Chief Administrative Officer advised Council that he has asked the Director to complete a study of all parks and information will be brought back to a future meeting.

- (ii) Garcelon Civic Center Report – The Chief Administrative Officer's report was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer's report was received and reviewed and, in particular, he noted the following two (2) items:

- the Town's participation in AREA 506, a festival on Long Wharf in Saint John (July 30-31), a collaborative effort between the Community Events Team, Ganong Chocolatier, The Chocolate Museum, Chocolate Fest, the Charlotte County Museum, and the Charlotte Coastal Region Tourism Association (CCRTA); and,
- there was a magnificent spirit in St. Stephen to celebrate N.B. Day as host of the province's official 2016 celebrations.

Councillor Hyslop thanked the many volunteers and staff involved who worked diligently to make the N.B. Day celebrations very successful.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations' report was received and reviewed, and the one (1) action item is noted as follows:

- Council will consider a motion at the next Regular Session on Monday, August 22, 2016 to approve the Designated Highway Five

Year Priorities (2017 – 2021), with the Year 2017 and Year 2018 reversed.

- (ii) Tender Results – Street Improvements 2016 – Milltown Boulevard (Church Street to Hill Street) – The letter from Dillon Consulting Limited dated August 5, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 22, 2016 to award the tender to Classic Construction Ltd., being the tow tender of five (5) received.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:10 p.m. and returned to open session at 7:30 p.m., at which time it was MOVED by Councillor Chisholm and SECONDED by Deputy Mayor Carr that the meeting adjourn at 7:30 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, AUGUST 10, 2016 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of July 2016 – Memo from Assistant Treasurer dated August 3, 2016 with attachment:
 - Cheque Register
- (iv) Auditor Letter – 2015 Audit – Memo from Treasurer dated August 5, 2016 with attachment:
 - Letter from Teed Saunders Doyle & Co. dated July 18, 2016.

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) Proposed Rezoning – 220 Union Street – Memo from Chief Administrative Officer/Development Officer dated August 5, 2016 with attachments:
 - copy of rezoning application
 - copy of By-Law No. M-1.4, an amendment to the Town's Municipal Plan By-Law No. M-1
 - copy of By-Law No. Z-1.6, an amendment to the Town's Zoning By-Law No. Z-1

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) 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.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Tender Results – Street Improvements 2016 – Milltown Boulevard (Church Street to Hill Street) – Letter from Dillon Consulting Limited dated August 5, 2016 attached.

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on August 17, 2016 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, AUGUST 17, 2016 @ 5:15 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Ghislaine Wheaton.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** - Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

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

5. **ADJOURNMENT**

Council came out of closed session at 5:30 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 5:30 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, AUGUST 17, 2016 @ 5:15 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Mission and Vision

The following is a summary of responses to the questions of purpose, aspirations, and goals. Four (4) councilors provided feedback.

This Mayor and Council will:

- Make timely and effective decisions that allow our community to grow and prosper making this the best place to live.
- Learn and experience the work of all departments, be well informed, and work collaboratively with staff and council colleagues.
- Work transparently, engage the community, and connect with our citizens.
- Be positive, caring, and work for the best interests of our citizens.
- Maintain fiscal responsibility (appropriate tax and utility rates, debt, and annual budgets).

We hope that St. Stephen will be:

- A vibrant and bustling town with a re-developed downtown core.
- An exciting community always anticipating new developments and initiatives.
- A community of positive and engaged citizens.
- A culturally diverse small town with a balance of industry, tourism, social and recreational activities, and commercial and retail activity.
- Focused on a common vision.
- Safe and clean.
- The best place to live.

Our priorities for the community are:

- Improve the transparency of our work.
- Facilitating development of a hotel.
- Collaboration with Future St. Stephen for development and specifically on properties purchased for this purpose.
- Continue maintenance and improvements in infrastructure (streets, curbs, gutters, water, and sewer). Complete the three (3) year plan for Milltown Blvd. and King Street and focus on other streets.
- Develop new businesses and sustaining current business who provide regular employment and good wages for employees in the industrial park.
- Larger and accessible council chamber for larger crowds and more public announcements / meetings to share information.
- Increase number and variety of events in the community.
- Clean, safe, and attractive streets, sidewalks and parks.
- Grow the tax base through business and residential development.



- Decrease number of town-owned properties.
- Resolve the "old" Town Hall.
- Growth in programs at the Garcelon Civic Center.
- Resolve the Border Arena.
- Create an indoor recreation facility.
- Development of former lagoon site.
- Review the organizational chart for Town staff and create a plan for sustainability, growth, and succession.

These represent a summary of your thoughts and ideas. Please provide further feedback.

**Charlotte County
Hospital Foundation
"Radio-thon"**

The Foundation has requested Corporate Sponsorship for the "Radio-thon". Sponsorship opportunities include "Bronze" \$ 1 000, "Silver" \$ 2 500, and "Gold" \$ 5 000. The Finance Committee recommends that we sponsor at the "Bronze" level.

Action: Council considers a resolution to sponsor at the "Bronze" level.

Memo

To: Derek O'Brien, CAO
From: Tim Tozer, Treasurer
Date: 04 August 2016
Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 78 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 117 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 November 30, 2015.
- 2) Statements of Revenue and Expenditures to May 31, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Civic Center meeting for general accounting (audit)-July 12, 2016.
 - B) Committee meeting-July 13, 2016.
 - C) Auditor visit-July 18-22, 2016.
 - D) Department Head meeting-July 19, 2016.
 - E) Civic Center meeting for general accounting-July 26, 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.
 - 7) Milltown Blvd (Church Street to Hill Street).

- B) 2015 general audit working papers-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) Multiple HST remittances-In Progress.

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

Public Works Report for July 2016

Lee Johnson, Director of Operations, Aug. 02, 2016

1: Water system:

- a) Repaired 8 Water Meters.
- b) Repaired 3 Gate valve Boxes.
- c) Repaired 3 water services.
- d) Installed extension on Hydrant.

2: Streets:

- a) Started asphalt patching.
- b) Repaired and seeded lawns.
- c) Prepared for Lumber Jack contest.
- d) Repaired and installed Floating Dock.
- e) Painted Crosswalks and parking space lines.

3: Waste Water:

- a) 5 Sewer Laterals were Videoed.
- b) 2 Sewer Laterals was Rodded.
- c) Continued work on SCADA.
- d) 2 Sewer Mains were Flushed.
- e) Repairs were made to Liftstation #3.
- f) Repaired 1 Force Main.

4: Capital Projects:

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

Water and sewer utilities have been installed from King Street to the Hospital exit (approximately 120 metres past Thompson Avenue). Curb, sidewalk and base asphalt have been placed from King Street to Duke Street. Work continues toward Wall Street.

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

The conduit has been installed across the road by directional drilling. The pole bases have been poured. The contractor advises that the poles and signs are to be erected next week.

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

The draft report is complete and is undergoing internal review.

Street Improvements (Milltown Boulevard) – Project No. 16-4127

The project is currently out to tender and closes on August 4, 2016 at 2:00 PM. Construction is anticipated during the month of September.

5: Designated Highway Five Year Priorities

Attached is the Five Year Plan for the years 2017 to 2021 for Council's approval.

Action: Council consider a motion at its next Regular Session to adopt the above Five Year Plan and have it submitted to the Department of Transportation and Infrastructure no later than September 30, 2016.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2017

Curb & Gutter - Milltown Blvd., both sides
Boundary St. to Hill St. - 840 meters \$495,000

Year 2018

Curb & Gutter - Milltown Blvd., both sides
Church St. to Milltown Customs - 640 meters
Street parking to change to parallel \$390,000

Year 2019

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

Year 2020

Mill & Seal - Church Street - Milltown Blvd. to Railway
Curb - Queensway to Railway, north side
Curb - Brewers Lane to Railway, south side
Add storm sewer where needed for adequate drainage. \$940,000

Year 2021

Curb - Pleasant St. - Milltown Blvd. to Spring St., north side
- 280 meters
Curb - Pleasant St. - Spring St. to Town limit, both sides
- 1520 meters
Storm sewer (as required) - Spring St. to Town limit
- 1520 meters \$1,850,000



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. July 2016

Parks

- Major clean up at Dover Hill Park continues.
- Horticulture crew continues to make our green spaces look great, and have been out watering 7 days a week.
- Busy helping prepare for Canada Day
- Work around Cotton Mill Monument Site

Pool

- The pool has been extremely busy for public swimming this year. It is starting to become overcrowded at times, so will have to re-visit our policies during the off-season.
- The Swim Team has been doing very well this year, and hosted a very successful meet.

Recreation

- We have a new piece of playground equipment that is ready to be installed in Elm Park. The Recreation department is looking at a long term plan for playgrounds in Town, and how best to move forward.
- Wall of Fame Committee continues to meet on monthly basis. We are currently working on design.
- The 5th Annual Fun Run is all set to go for Aug. 1st.
- We are all set for the 3rd Annual Ball Hockey tournament at the GCC. Subway has come on board as the major sponsor.
- We partnered with the Boys and Girls club to do a Sports Week at the GCC, this was very successful.
- NB Day planning is going well, there will be lots to do.
- Working on Fall/Winter Rec Guide.

Meetings

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

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for July 2016

<u>Alarms were:</u>	Town Alarms	10
	Out of Town Alarms	3
	Mutual Aid: Rural Fire Dept.	2
		15

Alarms are described as being:

	# of Firefighters	# of Hours
1. Assist Amb NB 2	12	17
2. Open Fires 2 (Bylaw)	4	4
3. Mutual Aid 2	19	51
4. Alarm System Activation 4	22	22
5. Electrical 2 (oven elements)	15	21
6. Brush fire 1	12	18
7. ATV Accident 1	14	21
8. Rescue 1 (from a roof)	12	18

The St. Stephen Fire Department dispatched 67 calls for the month of July.

Fire Department Activities:

1. Monthly Meeting of the fire department
2. Canada Day Activities on the waterfront
3. Meeting of the truck committee (3)

Fire Chief's Activities:

1. Monthly Meeting of the fire department
2. Monthly meeting of committee
3. Truck Committee Meetings
4. Meeting of local fire chiefs
5. Management meeting
6. Fire Chief worked 6 shifts as a relief driver

The Fire Truck Committee continues to meet with respect to the replacement of pumper 203, 1987 Volvo Pumper, and more details will be provided at a future meeting.

TOWN of ST. STEPHEN

By-Law Enforcement

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

July REPORT

2016

To: CAO - Town of St. Stephen

Please find enclosed my report for June By-Law -Enforcement.
We handled 13 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (2)	Complaint of Apt. unit on Elm St. having too many apts. Dept of environment inquiring about if someone can live in a travel trailer	Looking into this with the building inspector Discussed this with building inspector and as long as it is hooked up properly there is no problem
Parking Complaint (2)	<i>Complaints of vehicles parking illegally</i>	Looked into and notices given
Dog complaint(1)	<i>Animal being left unattended</i>	Passed onto animal control

Comp of refuse(1)	<i>Tree stump left on Tilley street</i>	Letter sent to home owner and the problem was rectified
General info (6)	<p><i>Service of document for home owner</i></p> <p><i>Pool in Milltown not properly fenced in</i></p> <p><i>Registered letter sent to home owner</i></p> <p><i>Complaint of home being in disrepair</i></p> <p><i>Home owner requesting info about fence pool</i></p> <p><i>Bistro table at business in town</i></p>	<p>Done without incident</p> <p>Owner was contacted about this and the pool has been drained</p> <p>Letter was received</p> <p>Advised complainant that unfortunately there is nothing can be done to the home owner at this time</p> <p>A copy of by-law provided</p> <p>Business has been notified and they will look after getting the proper authority</p>

Keeping of Chickens (1)	<i>Still having issues with a residence with too many chickens</i>	Trying to get this rectified

REPORT OF THE ANIMAL CONTROL OFFICER

I received a number of complaints this month on loose cats and barking dogs, all were responded to and resolved. No bill for animals impounded. A dog was turned over to the NBSPCA which was neglected and abandoned, possible charges

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

TOWN of ST. STEPHEN

Building Inspection Services

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

JULY REPORT 2016

BUILDING INSPECTION

The month of July brought in a total of 8 (Eight) permits which represents \$75,400.00 (Seventy Five Thousand Four Hundred Dollars) in building permits

We issued no Stop Work Orders in the month July. This office is dealing with 2 (Two) properties under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 24 (Twenty Four) Occurrence reports and filed 13 (Thirteen) Building Inspection reports. 2 (Two) electrical waivers were issued.

All required reports were filed with the appropriate government agencies

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

Respectively Submitted

Manzer Young

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

Report of the Development Office – July 2016

St. Stephen Development

Board - Future St.

Stephen

Weekly meetings continue.

- Potential developments.
- Marketing plan to attract active retirees and young professionals.
- Further community engagement.

Planning Advisory

Committee

There were no agenda items for August 3, so the meeting was canceled.

Next meeting: September 7.

Sign Permits

- 3 approved.

Variances

- 0 approved.

Approved plans

- Irving modified entrance plan approved.

New Development

- Kentucky Fried Chicken relocated.
- Spree store.
- Korner Street Antiques & Uniquities.



Report of Property Management – July 2016

St. Stephen Train Station	<p>The tenant renovations are ongoing and leasehold improvements are underway (heating and ventilation, electrical upgrades, and demolition).</p> <p>We will coordinate the roof work with the building renovations.</p>
King Street Properties	<p>The demolition was completed the week of July 18.</p>
R.C.M.P. Building	<p>Air conditioning unit was repaired.</p>
Giddens Memorial Airport	<p>Power outage at one of the hangers when a commercial vehicle took out the power line and meter mast on the hanger. Vehicle owner was responsible for the repair. This also caused an issue with the airstrip lights, but this was resolved.</p> <p>Forms for the GPS Navigation System were completed and filed.</p>
220 Union Street (former car wash)	<p>Public Works and the Fire Department are removing items from storage in preparation for the sale of this property and buildings.</p>



Garcelon Civic Center Report – July 2016

<u>Advising Commission</u>	Next meeting September 19 at 4:30 p.m.
<u>Finance and Administration</u>	<p>Student staff is transitioning with new staff beginning their training.</p> <p>Month end procedures are in place and staff members are assuming the responsibilities and tasks. The Town Finance Department will reconcile month end with contracted services.</p>
<u>Aquatics and Fitness</u>	<p>Regular programming continues throughout the summer.</p> <p>Application submitted to New Horizons (Employment and Social Development Canada) for Seniors Program Community-based Projects to support "Fifty Shapes of Fit".</p>
<u>Facility</u>	<p>DORA continues to address final deficiencies (minor leaks in the pool and lighting in the main lobby).</p> <p>Pipe insulation is being installed on the ice making system prior making ice on the arena floor. This will prevent ice build-up on the pipes improving efficiency of the system and preventing possible maintenance issues.</p> <p>Window blinds were installed in the Conference Centre, offices, and in the Moosehead room.</p>
<u>Programming / Facility Use</u>	<p>All areas of the facility are busy on a daily basis.</p> <ul style="list-style-type: none">• Hosted several private functions (wedding receptions, alumni reunion).• Pool use was lower during the month identifying a need for additional summer programming.• Arena floor used regularly for ball hockey.• Walking track continues to be used regularly. <p>Community-based Cardiac Care Rehabilitation Pilot Project continues (June 13-September 19).</p>
<u>Promotion and Marketing</u>	Fall, Christmas, and Winter plans are in development.



RESOLUTION NO.: _____

DATE: August 22, 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" – SECOND READING – READING IN ITS ENTIRETY

THAT 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 given Second Reading – Reading in its Entirety.

By-Law No. M-1.3

Schedule "1"



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

27 Elm St

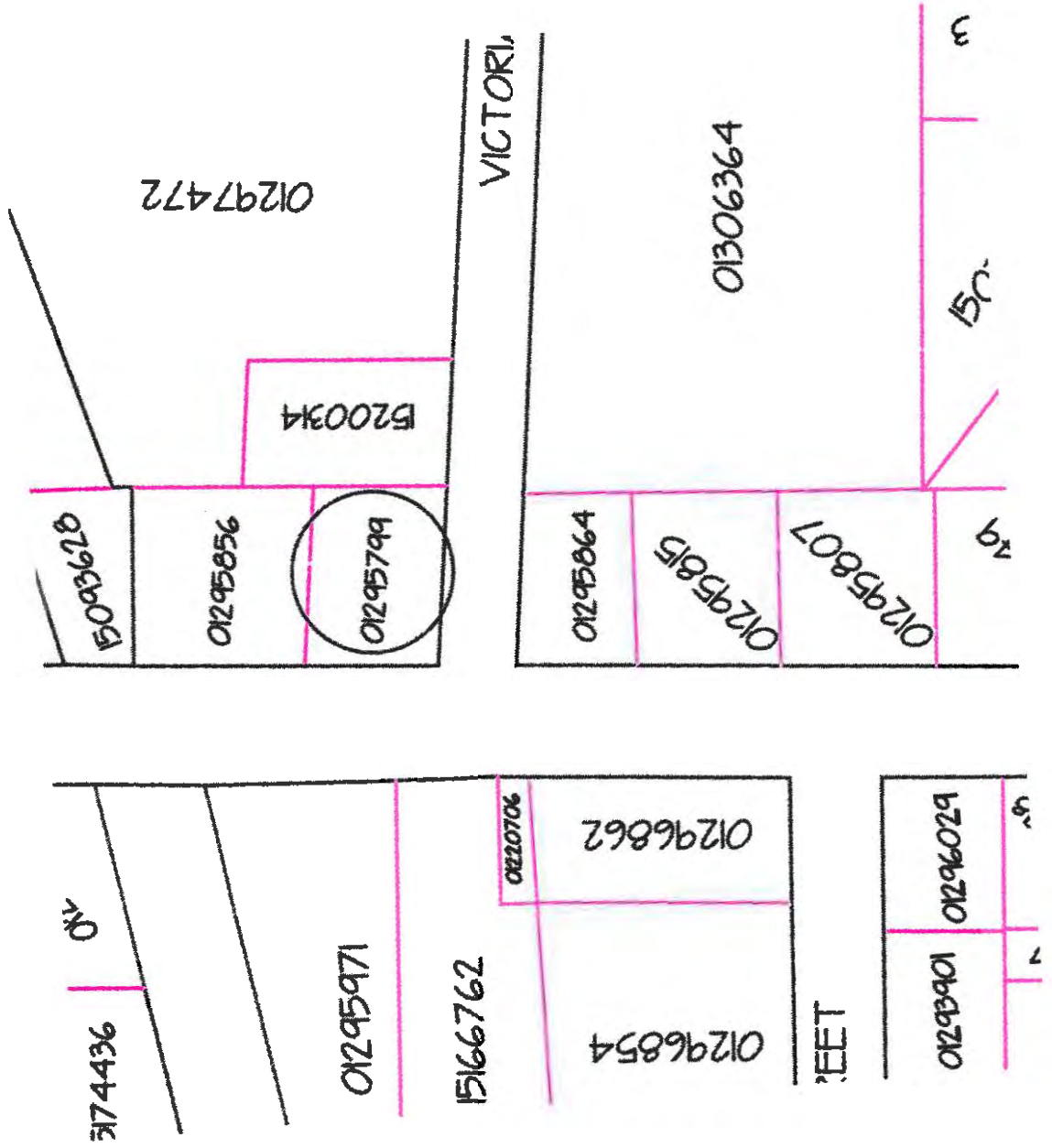
Generalized Future Land Use Map

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: August 22, 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" – SECOND READING – READING IN ITS ENTIRETY

THAT 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 given Second Reading – Reading in its Entirety.

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
- RL (LAND LEASE RESIDENTIAL) ZONE
- CM (COMMERCIAL MEDIUM DENSITY) ZONE
- NC (NEIGHBOURHOOD COMMERCIAL) ZONE
- LFR (LAND FORMER RETAIL) ZONE
- I-1 (HEAVY INDUSTRIAL) ZONE
- I-2 (LIGHT INDUSTRIAL) ZONE
- OS (OFFICE & OPEN SPACE) ZONE
- MDT (MEDIUM DENSITY) ZONE
- U (UTILITY) ZONE
- PD (PUBLIC DEVELOPMENT) ZONE
- OT (OUTSTANDING) ZONE
- TOWN BOUNDARY

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of July 1, 2016 to July 31, 2016 inclusive. During this time period, the RCMP responded to 338 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstops	8
Tickets issued	20
Warnings issued	80
Traffic Collisions	4

PROVINCIAL STATUTES:

Coroner's Act	1
Dog Act	3
Fail to Stop or Remain at Accident Scene	2
Family Relations Act	1
Fire Prevention Act	1
Liquor Act	1
Mental Health Act	3
Motor Vehicle Act	1
Off Road Vehicle Act	1
Other Moving Traffic	9
Trespass Act	2

CRIMINAL CODE:

Assault	7
Breach of Peace	1
Break and Enter – Other	1
Break and Enter – Residence	4
Criminal Harassment	2
Disturbing the Peace/Causing a Disturbance	3
Fail to Comply with Undertaking	3
Impaired Operation over 80 mg% of Motor Vehicle	2
Mischief damage to and/or Obstruct Enjoyment of Property	3
Other Theft under \$5000	12
Sexual Interference	1
Theft of Motorcycle	1
Theft Under or Equal to \$5000	2
Uttering Threats Against A Person	2

OTHER FEDERAL STATUTES:

Customs Act – Running the Port	1
Customs Act – Other Activites	1
Importation/Exportation – Schedule II	1
Possession – Schedule VIII – Cannabis	1
Possession – Schedule I	2

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	5
Assistance to Canadian Police (non-RCMP)	2
Assistance to Canadian Provincial Agency	4
Assistance General Public	5
Assistance to Non-Government Canadian Agency	0
Assistance to US Police Agency	1

OTHER INVESTIGATIONS:

Crime Prevention	4
False Alarms	2
Information	3
Items Lost/Found	7
False/Abandoned 911 Call	2
Offender Management	2
Person Reported Missing	2
Police Certificates	103
Suspicious Person	7
Wellbeing Check	2

Peter STUBBS, Sgt.
Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$1,000.00 (one thousand dollars) to the Charlotte County Hospital Foundation Inc. which represents sponsorship at the "Bronze" level for the fundraising "Radio-thon" to be held on October 6, 2016.

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2017 – 2021 –
DESIGNATED HIGHWAY PROGRAM**

THAT the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2017 – 2021 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2017

Curb & Gutter - Milltown Blvd., both sides
Church St. to Milltown Customs - 640 meters
Street parking to change to parallel \$400,000

Year 2018

Curb & Gutter - Milltown Blvd., both sides
Boundary St. to Hill St. - 840 meters \$495,000

Year 2019

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

Year 2020

Mill & Seal - Church Street - Milltown Blvd. to Railway
Curb - Queensway to Railway, north side
Curb - Brewers Lane to Railway, south side
Add storm sewer where needed for adequate drainage. \$940,000

Year 2021

Curb - Pleasant St. - Milltown Blvd. to Spring St., north side
- 280 meters
Curb - Pleasant St. - Spring St. to Town limit, both sides
- 1520 meters
Storm sewer (as required) - Spring St. to Town limit
- 1520 meters \$1,850,000

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER: STREET IMPROVEMENTS 2016 – MILLTOWN
BOULEVARD (CHURCH STREET TO HILL STREET) - DILLON PROJECT NO.
16-4127 AND NBDTI PROJECT NO. 16-D084**

THAT of the five (5) tenders received, the low tender of \$365,267.00 (three hundred and sixty-five thousand, two hundred and sixty-seven dollars), including HST, from Classic Construction Ltd. of Saint John, NB, for street improvements on Milltown Boulevard to consist of the addition/replacement of concrete curb and gutter on each of the streets between Church Street and Hill Street (approximately 440 meters) complete with site restoration be accepted.

AND THAT the Town's unbudgeted portion of this tender which includes sidewalks at an estimated tendered cost of \$5,232.50 (five thousand, two hundred and thirty-two dollars and fifty cents), including HST, be accepted.

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE – 2 KING STREET

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on April 25, 2016, declared Town-owned property located at 2 King Street and identified as PID # 15010341 to be surplus property and directed the Chief Administrative Officer to send out a Request for Proposals for the sale of the building and property;

AND WHEREAS the Town has received and accepts the proposal from 600633 NB Ltd. in the form presented to Council;

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

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9191 – TOWN OF ST. STEPHEN - IMPROVEMENTS

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$100,000.00 (one hundred thousand dollars) from the Regional Development Corporation for improvements at the Train Station, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated June 21, 2016 in the form presented to Council.

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – ACCOUNTS RECEIVABLE

THAT the Council of the Town of St. Stephen approves the necessary adjustments to the Accounts Receivable at the Garcelon Civic Center to correct the errors and omissions generated by the facility software program in the amount of \$19,359.33 (nineteen thousand, three hundred and fifty-nine dollars and thirty-three cents) for the 2015 fiscal year.

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANTS -
JOB RECOMMENDATIONS**

THAT Joel Peters and Madeline Sheppard be offered the positions of Student Customer Service Attendants for the Garcelon Civic Center effective August 23, 2016.

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

FORMER TOWN HALL – REQUEST FOR OPTION

THAT the Council of the Town of St. Stephen grants the request contained in the letter of offer from Heritage Developments Limited regarding the purchase and sale of the former Town Hall building located at 34 Milltown Boulevard, a copy of which letter is attached hereto, and grants Heritage Developments Limited a 30-day due diligence option period to carry out such activities outlined in its letter.

AND THAT in the event that Heritage Developments Limited is satisfied with the results of its due diligence, Council directs the Chief Administrative Officer to negotiate an agreement of Purchase and Sale with Heritage Developments Limited, the terms and conditions of such agreement to be considered and approved by the Council for the Town at a future meeting.



HERITAGE
DEVELOPMENTS LIMITED

August 19, 2016

Mr. Derek O'Brien, Chief Administrative Officer
112-73 Milltown Blvd.
St. Stephen, N.B
E3L 1G5

Dear Mr. O'Brien:

Further to our discussions regarding the restoration of the old town hall building, we want to confirm our interest in participating in this project.

We are prepared to acquire the facility for a nominal sum, but firstly we will require a 30 day due diligence option period to;

- Confirm that we can stabilize the structure so it can be worked on safely
- firm up the structural and restoration costs and timelines
- ensure the funds will be available to accomplish the above

yours very truly,

Ross Carpenter
Vice President of Operations

P.O. Box 887 / Boîte 887, Moncton, NB E1C 8N8
T (506) 853-1918 F (506) 382-8847
HCourt@heritagemanagement.ca

RESOLUTION NO.: _____

DATE: August 22, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.