

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 26, 2016 @ 7:00 P.M.

1. PRAYER -- Pastor Gord Walsh
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Big Brothers Big Sisters Month (September 2016) - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – August 22, 2016
 - (b) Special Council Meeting – September 6, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from Carol Baker with respect to the annual Terry Fox Run.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – September 1, 2016
 - (b) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – September 14, 2016
 - (c) Planning Advisory Committee Meeting – July 6, 2016

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Parks and Recreation Department
- (e) Fire Department
- (f) By-Laws and Building Inspection Services
- (g) Development Office
- (h) Property Management Services
- (i) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (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” – Third and Final 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 – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Change of Date: December 2016 Regular Town Council Meeting
- (c) Application for Financing – General Fund
- (d) Photocopier Lease Agreement
- (e) Town-Owned Surplus Property – PID # 01332667
- (f) Transfer from the General Capital Reserve Fund - Garcelon Civic Center – Pipe Insulation
- (g) Dillon Consulting Limited – Agreement for Professional Services – Giddens Memorial Airport – Capital Improvement Plan
- (h) Approval of Event – Mechmuffler 250 Soap Box Derby 2016
- (i) Approval of Event – St. Stephen’s University’s Folk Festival
- (j) Clean Water and Wastewater Fund Application (Milltown Boulevard – King Street to Hawthorne Street)
- (k) Clean Water and Wastewater Fund Application (Thompson Avenue and Springwood Court)
- (l) Eastern Charlotte Waterways Inc. – Greenhouse Gas Emissions Project
- (m) Purchase and Sale – 2 King Street
- (n) Garcelon Civic Center Project – Tolling Agreement
- (o) Leave of Absence – Receptionist and Hospitality Attendant
- (p) Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation
- (q) Garcelon Civic Center – Student Lifeguards – Job Recommendations
- (r) Garcelon Civic Center – Casual Lifeguards – Job Recommendations

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

Big Brothers Big Sisters Month September 2016



Big Brothers Big Sisters
of Saint John

WHEREAS, September is Big Brothers Big Sisters month across the country;

AND WHEREAS, Big Brothers Big Sisters in this community is a vital service organization committed to matching children and youth with caring, volunteer mentors;

AND WHEREAS, evidence-based research has shown that the Big Brothers Big Sisters mentoring model contributes directly to increased academic achievement, improved family and peer relationships, improved youth mental health, reduction in bullying, prevention of criminal behavior, and a more successful transition from school to work;

AND WHEREAS, we as a community believe that every child should have the opportunity to reach his or her full potential;

AND WHEREAS, the agency's goal is to expand its volunteer base in order to ensure that every child who needs a mentor has a mentor;

AND WHEREAS, Big Brothers Big Sisters relies heavily on the strength and dedication of its volunteers who, through their commitment and support, make a profound difference in the lives of children and youth in our community;

NOW THEREFORE, I, Allan MacEachern, Mayor of *St. Stephen, New Brunswick*,
DO HEREBY PROCLAIM September, 2016 as **Big Brothers Big Sisters Month**. I encourage everyone to "*start something*" Big by learning more about the great need for volunteer Mentors for the variety of programs offered by Big Brothers Big Sisters.

Big Brothers Big Sisters of Saint John

Serving Greater Saint John, Charlotte County and Kings County

39 King St, Level 3, C-Loop, Brunswick Square, Saint John, NB E2L 4W3

Office - 635-1145 Fax - 633-7781

www.bigbrothersbigsisters.ca/saintjohn

RESOLUTION NO.: _____

DATE: September 26 , 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. **PRAYER**

Mayor MacEachern called upon Pastor Carlos Concepcion to administer a prayer.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Harding (left the meeting at 7:20 p.m.), Wheaton, Hyslop, Chisholm, and Parker; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

206/16 **THAT the Agenda be approved as circulated. CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

Mayor MacEachern proclaimed the week of September 17 – 25, 2016 as National Coaches Week:

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;

**MINUTES
REGULAR COUNCIL
AUGUST 22, 2016**

2

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.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Parker

207/16 **THAT** the Minutes of the Regular Council meeting held on July 25, 2016 be approved as circulated. CARRIED

PUBLIC HEARING OF OBJECTIONS/SUPPORT – 27 ELM STREET

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

208/16 **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. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

209/16 **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. CARRIED

PAID BILLS

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

210/16 **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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Harding

211/16 THAT Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Hyslop

212/16 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 August 10, 2016 be approved as circulated. CARRIED

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

213/16 THAT the Minutes of the Committee of Council meeting held on August 17, 2016 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Wheaton

214/16 THAT the following staff reports for the month of July 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" – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

215/16 **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. **CARRIED**

Councillor Wheaton chose to abstain from voting on the above-noted motion as she was out-of-province and unable to attend the Public Hearing of Objections/Support held on August 17, 2016.

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

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

216/16 **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. **CARRIED**

Councillor Wheaton chose to abstain from voting on the above-noted motion as she was out-of-province and unable to attend the Public Hearing of Objections/Support held on August 17, 2016.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Parker

217/16 **THAT** the Royal Canadian Mounted Police July 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN GRANT - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

218/16 **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. **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 219/16 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. **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 220/16 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. **CARRIED**

PURCHASE AND SALE – 2 KING STREET

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 221/16 **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.
CARRIED

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

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 222/16** 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. **CARRIED**

GARCELON CIVIC CENTER – ACCOUNTS RECEIVABLE

Moved by Councillor Chisholm
Seconded by Councillor Harding

- 223/16** 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. **CARRIED**

GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANTS - JOB RECOMMENDATIONS

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

- 224/16** THAT Joel Peters and Madeline Sheppard be offered the positions of Student Customer Service Attendants for the Garcelon Civic Center effective August 23, 2016. **CARRIED**

FORMER TOWN HALL – REQUEST FOR OPTION

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

225/16

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. **CARRIED**

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

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor Harding

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Attended Woody's Bar-B-Q open house.
- Attended all Town meetings.

Deputy Mayor Carr

- Attended all Town meetings.
- Unable to attend the monthly Business Improvement Area (BIA) meeting.
- Attended two (2) Provincial funding announcements.
- Attended the NB Day ceremony.
- Attended a Union of Municipalities of New Brunswick (UMNB) Zone 4 meeting in Blacks Harbour.
- Attended Woody's Bar-B-Q open house.
- Attended a Trails meeting.
- Attended the St. Stephen Irving – Circle K grand opening.

Councillor Hyslop

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Attended Woody's Bar-B-Q open house.
- Pleased to sit on the Charlotte County Museum board and stated the museum will be closing soon for the season.
- Attended all Town meetings.

Councillor Wheaton

- Pleased that the NB Day ceremony was a great success and stated that people were surprised at how well the Chief Administrative Officer speaks French.
- Attended the Southwest NB Transit Authority Inc. AGM and busy reading a lot of information.
- Attended the St. Stephen Irving – Circle K grand opening.
- Attended the fundraiser "Fly-in" at the Giddens Memorial Airport.
- Attended a Union of Municipalities of New Brunswick (UMNB) Zone 4 meeting in Blacks Harbour.
- Attended the grand opening of the Visitor Information Centre.

Councillor Parker

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Attended several grand openings of new businesses.
- Attended all Town meetings.

Councillor Chisholm

- Attended the NB Day ceremony and commended Councillor Wheaton and the Chief Administrative Officer for their dedicated work in making the day a great success.
- Stated the International Festival Committee has some new ideas for next year.
- Attended all Town meetings.
- Attended the St. Stephen Irving – Circle K grand opening.

**MINUTES
REGULAR COUNCIL
AUGUST 22, 2016**

Mayor MacEachern

- Attended the NB Day ceremony and commended Councillor Wheaton, the Chief Administrative Officer, and the many volunteers for their dedicated work in making the day a great success.
- Attended Woody's Bar-B-Q open house.
- Participated in the opening ceremony on the Ferry Point Bridge of the International Festival, and was pleased to see former Councillor Jim Maxwell in attendance.
- Pleased to see and hear all the excitement during the International Festival Parade.
- Acted as the Master of Ceremonies at the grand opening of the Visitor Information Centre.
- Pleased with the large attendance at the Lumberjack Championship as part of the Chocolate Fest.
- Attend weekly Future St. Stephen meetings.

16. QUESTION PERIOD

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

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

226/16 THAT the meeting adjourn at 7:30 p.m. CARRIED

Mayor

Town Clerk

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: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on September 6, 2016 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
TUESDAY, SEPTEMBER 6, 2016 @ 4:30 P.M.

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; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

227/16 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

TERM AGREEMENT – THE TOWN AND THE GARCELON CIVIC CENTER
AQUATIC AND FITNESS COORDINATOR

Moved by Councillor Chisholm

Seconded by Councillor Harding

228/16 **WHEREAS** the Council of the Town of St. Stephen and Christina Tapley have negotiated a Term 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 a Term Agreement between The Town of St. Stephen and Christina Tapley of St. Stephen, NB for the position of Aquatic and Fitness Coordinator of the Garcelon Civic Center for a term commencing September 7, 2016 and expiring on February 28, 2017 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.

5. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

229/16

THAT the meeting adjourn at 4:33 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
TUESDAY, SEPTEMBER 6, 2016 @ 4:30 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) Term Agreement – The Town and the Garcelon Civic Center Aquatic and Fitness Coordinator

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 26, 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 July 31, 2016 be received.

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

	Actual To Date For the Seven Months Ending July 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	3,136,757	5,377,298	\$2,240,541	58%
Services Provided to Other Governments	106,603	208,704	102,101	51%
Sale of Services	218,570	630,211	411,641	35%
Other Revenue From Own Sources	122,627	170,401	47,774	72%
Unconditional Grants	950,404	1,629,268	678,864	58%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	575,957	1,050,027	474,070	55%
Total Revenue	5,116,459	9,075,450	3,958,991	56%
Expenditure				
General Government Services	638,883	956,346	317,463	67%
Protective Services	1,236,698	2,260,218	1,023,520	55%
Transportation Services	926,310	1,915,473	989,163	48%
Environmental Health Services	80,332	260,065	179,733	31%
Environmental Development Services	269,460	377,886	108,426	71%
Recreational and Cultural Services	1,013,710	1,839,190	825,480	55%
Fiscal Services	611,724	1,458,272	846,548	42%
Other	-1,933	8,000	9,933	-24%
Total Expenditures	4,775,184	9,075,450	4,300,266	53%
Surplus (Deficit)	\$341,275	\$0		

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

	<u>Actual To Date For the Seven Months Ending July 31, 2016</u>	<u>Budget For the Year Ending December 31, 2016</u>	<u>Remaining</u>	<u>Percentage Used</u>
Revenue				
Sale of Service	\$1,044,842	\$2,034,105	\$989,263	51%
Other Revenue From Own Service	170,412	190,605	20,193	89%
Other Transfers	40,424	69,299	28,875	58%
Total Revenue	<u>1,255,678</u>	<u>2,294,009</u>	<u>1,009,456</u>	55%
Expenditures				
Water Supply	520,916	1,030,075	509,159	51%
Sewerage Collection and Disposal	360,459	683,861	323,402	53%
Fiscal Services	418,025	580,073	162,048	72%
Total Expenditures	<u>1,299,400</u>	<u>2,294,009</u>	<u>994,609</u>	57%
Surplus (Deficit)	<u>(\$43,722)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,898,732.61 (one million, eight hundred and ninety-eight thousand, seven hundred and thirty-two dollars and sixty-one cents) be received.

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

AUGUST 2016

Fairville Construction Ltd. (Construction-Water Sanitary & Storm Sewer Renewal-Prince William Street-Project #15-2819, Cheque #1083)	271,008.75
Dillon Consulting Limited (Engineering-Prince William Street-Project No. 152819, Cheque #1084)	46,284.80
Fairville Construction Ltd. (Construction-Water Sanitary & Storm Sewer Renewal-Prince William Street-Project #15-2819, Cheque #1085)	539,395.85
	<hr/> 856,689.40 <hr/>

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000010 dated between 08/01/2016 and 08/31/2016

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Number	Issued	Amount	SC	Status	Status Date
000009	08/04/2016 TOWN OF ST. STEPHEN	10,000.00	AP	OUT-STD	08/04/2016
	AUGUST022016 GG-TRANSFER-FROM CIVIC CENTE	10,000.00			
	Cheque Totals Issued:	10,000.00			
	Void:	0.00			
	Total Cheques Generated:	10,000.00			
	Total # of Cheques Listed:	1			

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018743 dated between 08/01/2016 and 08/31/2016

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Number	Issued	Amount	SC	Status	Status Date
018597	08/04/2016 ACCT #903240047016 JULY2016 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	08/04/2016
018598	08/04/2016 ACCT 8025-280 JULY2016 LOCAL 770 UNION DUES-JULY/16	1,116.50 1,115.50	A/P	OUT-STD	08/04/2016
018599	08/04/2016 BELL ALIANT 06336721MAY16 TS-AIRPORT-LANDLINE PHONE	152.15 152.15	A/P	OUT-STD	08/04/2016
018600	08/04/2016 BELL MOBILITY INC. 523889487JUN16 GG/PS/CC/RC/TS-CELL PHONE CHA	1,002.67 1,002.67	A/P	OUT-STD	08/04/2016
018601	08/04/2016 DAIGLE EXCAVATION & GRAVEL 746268 GG-DEMOLITION-TIN SHOP, TAVERI	34,155.00 34,155.00	A/P	OUT-STD	08/04/2016
018602	08/04/2016 Derek O'Brien JULY2016 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	08/04/2016
018603	08/04/2016 FRANK G GODSOE CHARTERED ACCOUNTANT 881 GG-TOWNHALL-RECEPTION SUPPO 992 GG-TREASURY-ACCOUNTING SUPP	1,001.07 636.42 364.65	A/P	OUT-STD	08/04/2016
018604	08/04/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVI 16-091 PS-BUILDINGINSPECTOR-JUL 17-30	2,639.25 2,639.25	A/P	OUT-STD	08/04/2016
018605	08/04/2016 GHISLAINE WHEATON ORIENTATION2016 GG-COUNCILLOR-MUNICIPAL ORIEI	136.87 136.87	A/P	OUT-STD	08/04/2016
018606	08/04/2016 JOEL THOMAS JULY15 2016 CC-FIRST AID COURSE	800.00 800.00	A/P	OUT-STD	08/04/2016
018607	08/04/2016 JOHN BIRES JULY312016 CC-NBDAY-LARGE TENT SECURITY	100.00 100.00	A/P	OUT-STD	08/04/2016
018608	08/04/2016 MINISTER OF FINANCE WEEK312016 EMPLOYEE DEDUCTIONS-JUL 31-AL	209.30 209.30	A/P	OUT-STD	08/04/2016
018609	08/04/2016 O'CONNELL MIKE JULY2016 RC-RECREATIONDIRECTOR-MONTI	200.00 200.00	A/P	OUT-STD	08/04/2016
018610	08/04/2016 PAYROLL TRANSFER WEEK312016 GG-TRANSFER-JUL 22-AUG 4/16	80,400.00 80,400.00	A/P	OUT-STD	08/04/2016
018611	08/04/2016 RECEIVER GENERAL FOR CANADA (Payroll Remittance) WEEK312016 GG-REMITTANCE-JULY22-AUGUSTI	34,808.38 34,808.38	A/P	OUT-STD	08/04/2016
018612	08/04/2016 SHANNON MICHAEL WEEK312016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	08/04/2016
018613	08/04/2016 ST. STEPHEN UTILITY DEPT. JULY2016 EMPLOYEE DEDUCTIONS-JULY/16	40.00 40.00	A/P	OUT-STD	08/04/2016
018614	08/10/2016 MINISTER OF FINANCE WEEK322016 EMPLOYEE DEDUCTIONS-AUG 07-1	209.30 209.30	A/P	OUT-STD	08/10/2016
018615	08/10/2016 SHANNON MICHAEL WEEK322016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	08/10/2016
018616	08/04/2016 MINISTER OF FINANCE JULY2016* EMPLOYEE DEDUCTIONS-JULY/16	1,086.00 1,086.00	A/P	OUT-STD	08/04/2016
018617	08/04/2016 SOURCE ONE SUPPLIES 11776CRE RC-MILLPOOL-CREDIT TO CORREC 11951 RC-MILLPOOL- BABY CHANGING TA 12110 RC-PARKS- COLINON, BOL-GENIE, F 12111 PS-FIRE- LAUNDRY DETERGENT 12253 RC-MILLPOOL- MURIATIC ACID 12325 RC-PARKS-WOOD CHIPPER RENTA	3,228.19 -398.72 632.80 348.91 62.72 883.10 541.04	A/P	OUT-STD	08/04/2016

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Number	Issued		Amount	SC	Status	Status Date
	12329	RC-PARKS- REAR TINE TILLER REN	72.55			
	12339	TS-SHOP- GLOVES, PAPER TOWEL	57.78			
	12441	TS-SHOP- HAND SOAP	108.01			
	12455	RC-MILLPOOL- SODIUM HYPOCHLO	920.00			
018619	08/04/2016	STATIONERY PLUS	2,656.05	A/P	OUT-STD	08/04/2016
	369343*	CC-OFFICE-THERMAL ROLLS THUM	41.41			
	369376*	CC-OFFICE-THERMAL ROLLS	38.42			
	369804	GG-TOWN HALL- PAPER, BINDING C	152.83			
	369912	GG- TOWN HALL- VENDOR ENVELO	16.15			
	370111	GG-TOWN HALL- TONER	201.34			
	370168	GG-TOWN HALL- BINDING CASES, S	86.14			
	370174	CC-OFFICE SUPPLIES	68.51			
	370326	GG-CIVIC- COUNCIL NAME PLATES	240.75			
	370372	CC-ADMIN-PAPER	56.39			
	370432	GG-TOWN HALL- TELEPHONE MESS	5.64			
	370842	GG-TOWN HALL- CORRECTION TAP	26.59			
	371042	GG-TOWN HALL- PAPER, TONER	758.97			
	371172	GG-TOWN HALL- TONER, PAPER, BI	149.55			
	371238	GG-TOWN HALL- TONERS	426.80			
	371239	GG-TOWN HALL- PENS	9.70			
	371588	GG-TOWN HALL- DRUM UNIT	240.00			
	513	GG-TOWN HALL- PAPER, FLAGS-PO	115.43			
	55	GG-TOWNHALL-BINDER, ANALYSIS	8.21			
	569	RC-MILLPOOL-CALENDAR PAD, POE	13.22			
018620	08/04/2016	GIBC MELLON GLOBAL SECURITIES NBMF0216002	23,034.28	A/P	OUT-STD	08/04/2016
	JULY2016	GG-MUNCIPALPLAN-JULY/16	23,034.28			
018622	08/17/2016	ALEX REID	223.80	A/P	OUT-STD	08/17/2016
	AREA5062016	GG-EVENTCOOR-AREA 506 EVENT	223.80			
018623	08/17/2016	BELL ALIANT	869.15	A/P	OUT-STD	08/17/2016
	47424130-JUNE 2016	CC-JUNE 2016-PHONE/INTERNET	869.15			
018625	08/17/2016	ENBRIDGE GAS NEW BRUNSWICK	1,319.22	A/P	OUT-STD	08/17/2016
	2016062301008-1016227-0	CC-NATURAL GAS JUNE 2016	1,319.22			
	00					
018626	08/17/2016	GREAT-WEST LIFE ASSURANCE COMPANY	2,153.17	A/P	OUT-STD	08/17/2016
	AUG122016	GG-PREMIUMS-AUG24-SEP23/16-M/	2,153.17			
018627	08/17/2016	MEDAVIE BLUE CROSS	15,369.85	A/P	OUT-STD	08/17/2016
	58452	GG-HEALTH&DENTALPREMIUMS-SE	6,050.82			
	57865	GG-HEALTH&DENTALPREMIUMS-SE	9,309.03			
018628	08/17/2016	SHANNON MICHAEL	371.91	A/P	OUT-STD	08/17/2016
	WEEK332016	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
018629	08/17/2016	YMCA OF FREDERICTON	169.50	A/P	OUT-STD	08/17/2016
	1-MAY 25 2016	CC-AQUATIC SUPERVISOR COURSE	169.50			
018630	08/17/2016	Derek O'Brien	1,247.53	A/P	OUT-STD	08/17/2016
	AREA5062016	GG-CAO-AREA 506 EVENT EXPENSI	525.05			
	JULYEXPENSES2016	GG-CAO-CANADA DAY SUPPLIES, M	648.33			
	NBCAYEVENT2016	GG-CAO-NB DAY EVENT SUPPLIES	74.15			
018631	08/17/2016	GREAT-WEST LIFE ASSURANCE COMPANY	2,538.59	A/P	OUT-STD	08/17/2016
	AUG122016*	GG-HEALTH&DENTALPREMIUMS-AL	2,538.59			
018632	08/18/2016	ELEVATION	55,200.00	A/P	OUT-STD	08/18/2016
	2016-122*	GG-TRAINSTATION-DEMO & DEPOS	55,200.00			

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Number	Issued	Amount	SC	Status	Status Date
018633	08/18/2016 MINISTER OF FINANCE WEEK332016 EMPLOYEE DEDUCTIONS-AUG 14-2	209.30 209.30	A/P	OUT-STD	08/18/2016
018634	08/18/2016 PAYROLL TRANSFER WEEK332016 GG-TRANSFER-AUG 5-18/16	84,418.00 84,418.00	A/P	OUT-STD	08/18/2016
018635	08/18/2016 RECEIVER GENERAL FOR CANADA (Payroll Remittance) WEEK332016 GG-REMITTANCE-AUG 5-18/16	35,049.17 35,049.17	A/P	OUT-STD	08/18/2016
018636	08/24/2016 BELL ALIANT 06336721APR16 TS-AIRPORT-LANDLINE PHONES 06336721JUL16 TS-AIRPORT-LANDLINE PHONES 06336721MAR16 TS-AIRPORT-LANDLINE PHONES	454.81 147.36 184.73 142.72	A/P	OUT-STD	08/24/2016
018637	08/24/2016 BELL MOBILITY INC. 523889487AUG16 GG/TS/RC/PS/CC-CELL PHONE CHA 523889487JUL16 GG/PS/CC/TS/RC-CELL PHONE CHA	2,146.62 1,075.37 1,071.25	A/P	OUT-STD	08/24/2016
018638	08/24/2016 ENBRIDGE GAS NEW BRUNSWICK 2016072501008-1016227-0 CC-NATURAL GAS-JUNE21-JULY20 : 00	1,379.21 1,379.21	A/P	OUT-STD	08/24/2016
018639	08/24/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 135331* TS-ST5-DIESEL 442428* TS-ST5-DIESEL 738102* TS-ST5-DIESEL 756819* TS-ST5-GAS	6,803.49 430.88 880.45 1,298.07 4,414.09	A/P	OUT-STD	08/24/2016
018644	08/24/2016 SHANNON MICHAEL WEEK342017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	08/24/2016
018645	08/24/2016 SPARTAN FITNESS 287151* CC-FITNESSCENTRE-MEDICINE BAL 884036 CC-FITNESSAREA-MEDICINE BALL F	508.50 955.39 -148.89	A/P	OUT-STD	08/24/2016
018646	08/24/2016 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT VFFAP1054 PS-FIRE-VOL FIRE INSURANCE "IN- VFIS4491VOLAMEND PS-FIRE-AUG 1/16-JUL 31/17 VOLUN VFIS4492CAREER PS-FIRE-VOL FIRE ACCIDENT AND E	11,774.00 1,017.00 7,848.00 3,111.00	A/P	OUT-STD	08/24/2016
018650	08/24/2016 N. B. ELECTRIC POWER 10126108AUG16 TS-XINGLIGHTS-KING STREET 10126106JUL16 TS-XING LIGHTS-KING STREET 17915909AUG16 RC-POOL-SCHOOL STREET 17915909JUL16 RC-POOL-SCHOOL ST 17935200AUG16 TS-KING/UNIONST-TRAFFIC LIGHTS 17935200JUL16 TS-KING/UNION ST- TRAFFIC LIGHT 17949909AUG16 GG-PICAROONS-ELECTRICITY 17949909JUL16* PM-PICAROONS-ELECTRICITY 18169205AUG16 RC-POOL-MILL LANE 18169205JUL16 RC-POOL-MILL LANE 18988703AUG16 TS/PS-ST5/FIRE-199 UNION 18988703JUL16 TS/PS-ST5/FIRE-199 UNION ST ELEC 19051703AUG16 TS-AIRPORT-ELECTRICITY 19051703JUL16 TS-AIRPORT-ELECTRICITY 19051801AUG16 TS-AIRPORT-ELECTRICITY 19051801JUL16 TS-AIRPORT-ELECTRICITY 19055406AUG16 PM-BORDERARENA-ELECTRICITY 19055406JUL16 PM-BORDER ARENA-ELECTRICITY 216C00030308AUG16 TS-ST5-AREA LIGHTS	81,588.83 26.40 25.55 78.09 73.93 39.31 39.22 239.69 233.02 2,215.02 2,048.32 1,320.82 1,151.97 171.56 197.80 45.75 44.99 469.83 491.88 11,646.53	A/P	OUT-STD	08/24/2016

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	216000030308JUL16	TS-ST5-AEA LIGHTS	11,289.92			
	50650140AUG16	RC-PARKS-ROTARY CHANGING RO	26.40			
	50690140JUL16	RC-PARKS-ROTARY CHANGING RO	25.68			
	54187672AUG16	TS-KING/QUEENST-TRAFFIC LIGHTS	37.35			
	54187672JUL16	TS-KING/QUEEN ST-TRAFFIC LIGHT	37.16			
	54253127AUG16	CC-BUILDING-ELECTRICITY	12,485.92			
	54253127JULY16	CC-BUILDING-ELECTRICITY	11,934.37			
	54653258AUG16	TS/KING/SUPERSTORE-TRAFFIC LIC	55.86			
	54653258JUL16	TS-KING/SUPER STORE- TRAFFIC LI	58.54			
	55150607AUG16	RC-COTTONMILL-LIGHTS	56.14			
	55150607JUL16	RC-COTTONMILL-LIGHTS	57.58			
	55471834AUG16	TS/PS-ST5/FIRE-220 UNION	99.99			
	55471834JUL16	TS/PS- ST5/FIRE-220 UNION	166.35			
	55917471AUG16	TS-ST5-WATERFRONT LIGHTS	98.62			
	55917471JUL16	TS-ST5-WATERFRONT LIGHTS	91.01			
	57955782AUG16	RC-PARKS-BANDSTAND IN CHOCOL	28.04			
	57955782JUL16	RC-BANDSTAND IN CHOC PARK	26.86			
	57955808AUG16	GG-120MILLTOWNBLVD-ELECTRICT	39.91			
	57955808JUL16	GG-120 MILLTOWN BLVD.-ELECTRIC	39.94			
	71315207AUG16	PM-RCMP-ELECTRICITY	953.91			
	71315207JUL16	PM-RCMP-ELECTRICITY	888.32			
	72924306AUG16	RC-PARKS-BANDSTAND	48.36			
	72924306JUL16	RC-PARKS-BANDSTAND	45.52			
	73006038AUG16	RC-LIBRARY-ELECTRICITY	1,134.17			
	73006038JUL16	RC-LIBRARY-ELECTRICITY	1,103.48			
	82122207AUG16	RC-PARKS-BASKETBALL COURT	53.27			
	82122207JUL16	RC-PARKS-BASKETBALL COURT	54.35			
	83278804AUG16*	TS-ST5-PARKS SHED	26.03			
	83278804JUL16***	TS-ST5-PARKS SHED	26.62			
	84960501AUG16	RC-PARKS-RIVERSIDE DRIVE LIGHT	34.75			
	84960501JUL16	RC-PARKS-RIVERSIDE DR LIGHTS	25.53			
018651	08/30/2016 A.E. HORNE & SON LTD.		46.00	A/P	OUT-STD	08/30/2016
	00531930-01	CC-MAINTENANCE-COMPRESSOR E	46.00			
018652	08/30/2016 AJW MECHANICAL LTD.		415.84	A/P	OUT-STD	08/30/2016
	21825	CC-ICE SURFACE MAINTENANCE	415.84			
018653	08/30/2016 ALL GAS TANKS		83.89	A/P	OUT-STD	08/30/2016
	85725	RC-MOWER- FILTER, AIR FILTER, SF	62.48			
	85961	RC-MOWER- .080 LINE 1LB	21.41			
018654	08/30/2016 ATLANTIC GYM & SPORTS		400.59	A/P	OUT-STD	08/30/2016
	2907957	RC-PARKS- YOUTH HELMET, HITTIN	400.59			
018655	08/30/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.		1,310.76	A/P	OUT-STD	08/30/2016
	9011186755	TS-#13- BEARING	449.63			
	9011193670	TS-#13- OIL HYD 10W, CAT TDTO 30	359.78			
	9011194417	TS-#13- HOSES	524.68			
	9011197726	TS-#13- RINGS	90.66			
	9011199637	TS-#13-PIN	155.53			
	9030142303	TS-#13-BEARINGS	-134.78			
	9039030142343	TS-#13-BEARINGS	-134.78			
018656	08/30/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD.		6.78	A/P	OUT-STD	08/30/2016
	02P20412	RC-#303- L/M SERIES KEY	6.78			

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Number	Issued	Amount	SC	Status	Status Date
018657	08/30/2016 BELLBOY DRYCLEANERS 6-406041 CC-TABLECLOTHS	34.50 34.50	A/P	OUT-STD	08/30/2016
018658	08/30/2016 BRUNSWICK NEWS INC 1837211 GG-CIVIC- TJ VISIT 1641682* PS-FIRE- CANADA DAY 1642409 GG-CIVIC- DISCOVER CHARLOTTE (C 1643718 GG-CIVIC- FEED PRODUCTION WOF	1,062.72 337.87 182.85 231.15 310.85	A/P	OUT-STD	08/30/2016
018661	08/30/2016 CANADIAN TIRE 16108270 CC-MAINTENANCE-STAFF CLOTHIN N16035228 RC-PARKS- NUTS, BOLTS, CHAIN N16035236 RC-MILLPOOL- PUROX CLEANER N16035238 RC-HORT-BRUSH, TOTE, AC RUST (C N16035277 RC-PARKS- KEYS N16035278 RC-MOWER- OIL N16035281 PS-FIRE- WET DRY BOUNCER, NUT N16035283 RC-PARKS- SMART STRAPS, HITCH N16035297 RC-PARKS- KEYS N16035307 RC-HORT-CAR ACCESSORIES N16035324 PS-FIRE- BATTERIES N16076234 RC-PARKS- KEY CUT, FLEXIBLE KE N16076350 RC-PARKS- WRENCH N16104208 RC-HORT- RATCHET, 10 PCS STANI N16104209 RC-PARKS- TENT N16104224 RC-HORT- AC RUST PAINT N16104285 RC-PARKS- TIES CABLE N16104286 RC-MILLPOOL- VAR. PROFIN CL G N16104267 PS-FIRE- TOTES, TOOL BELT N16108276 CC-MAINTENANCE-SUPPLIES N16108292 RC-MILLPOOL-CLEANING SUPPLIES N16108297 PS-FIRE- CHAIRS N16108299 RC-HORT- MAPLE TREE N16108300 PS-FIRE- EZ CLEAN N16108373 RC-MOWER- TRIM LINE N16108379 TS-#5- ANTENNA N16108382 PS-FIRE- CANADA DAY N16108390 TS-#5- RADIO	4,348.53 101.69 34.98 207.86 76.07 6.76 4.28 731.05 71.17 13.51 44.02 26.19 12.38 14.66 44.05 225.92 99.30 33.18 80.21 115.21 96.52 247.50 104.97 50.84 112.94 21.45 9.03 1,711.92 50.85	A/P	OUT-STD	08/30/2016
018662	08/30/2016 CANADIAN SPRINGS 1113305558 RC-HORT- WATER 1113370052 GG-TOWN HALL-WATER 1113412257 GG-TOWN HALL- WATER 9918665959 GG/RC-TOWNHALL/HORT-WATER 9918018087 GG-TOWN HALL- WATER 9919048090 CC-ADMIN-SUPPLIES	433.81 146.51 27.03 12.03 146.42 32.55 69.37	A/P	OUT-STD	08/30/2016
018663	08/30/2016 CANADIAN LINEN & UNIFORM SERVICE 5810028899 CC- WHITE TABLECLOTHS	27.60 27.60	A/P	OUT-STD	08/30/2016
018664	08/30/2016 CARQUEST 14838-39372 PS-FIRE- LENS 14838-39485 TS-SHOP- WINDSHIELD WASH FLUI	55.48 4.36 51.12	A/P	OUT-STD	08/30/2016
018665	08/30/2016 CHARLOTTE COUNTY JANITORIAL 3384* PM-RCMP- JANITORIAL-JUNE/16	1,223.96 1,223.96	A/P	OUT-STD	08/30/2016

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Number	Issued	Amount	SC	Status	Status Date
018666	08/30/2016 CNH CAPITAL	855.48	A/P	OUT-STD	08/30/2016
	IN81393* TS-#16- FILTERS	185.36			
	IN81512* TS-#11- FILTERS	670.12			
018667	08/30/2016 COX ELECTRONICS & COMMUNICATIONS	180.69	A/P	OUT-STD	08/30/2016
	2-1771351 GG-MAYOR- COMPUTER LABOUR	180.69			
018669	08/30/2016 CREIGHTON-CARTER LTD.	1,114.58	A/P	OUT-STD	08/30/2016
	961-404336 TS-SHOP-MECH WIRE	8.54			
	961-404345 TS-SHOP- ADJ WRENCH	24.35			
	961-404423 TS-#22- AIR FILTER	85.38			
	961-404504 TS-SHOP- SPARK PLUG, WEATHER	29.43			
	961-404515 TS-SHOP- UNIBIT, 1 2 HOLE PLUGS	41.01			
	961-404724 TS-#21-AIR FILTER	34.06			
	961-404812 TS-#21-AIR FILTER, BEARING	68.65			
	961-405049 TS-SHOP- R T GREASE	192.08			
	961-405160 TS-SHOP- HOSE, 3 8NPTX1 2BARB	164.17			
	961-405250 TS-SHOP- AUTOMOTIVE	5.29			
	961-405307 TS-SHOP-STETHOSCOPE	29.37			
	961-405377 TS-SHOP- HEX SOCKET 9MM & 8MM	25.33			
	961-405409 TS-SHOP- NGK STANDARD SPARK F	17.45			
	961-405416 TS-#438-BRAKE HOSE	56.79			
	961-405455 PS-#200- BALL JOINT	163.06			
	961-405488 TS-#16- COUPLER	30.37			
	961-405877 TS-SHOP- SMALL BRUSH BRASS & S	9.67			
	961-406108 TS-SHOP- LUCITE THINNER	101.64			
	961-406359 TS-SHOP- 3 8 NF NUT	0.61			
	961-408597 TS-SHOP- HACKSAWS	27.33			
018670	08/30/2016 DEMPSEY'S PLUMBING & HEATING	2,812.76	A/P	OUT-STD	08/30/2016
	1427 CC-MECHANICAL ROOM BOILER RE	318.35			
	1492 CC-POOL-PLUMBING REPAIRS	451.12			
	1493 CC-MAINTENANCE REPAIRS-PLUME	485.63			
	1506 RC-SPLASHPAD-INSTALLED NEW S	1,577.66			
018671	08/30/2016 EAST COAST INTERNATIONAL TRUCKS	183.87	A/P	OUT-STD	08/30/2016
	13136S TS-SHOP- FLUID INHIBITOR	183.87			
018672	08/30/2016 FRANK G GODSOE CHARTERED ACCOUNTANT	3,150.33	A/P	OUT-STD	08/30/2016
	1005 GG-TREASURY-ACCOUNTING SUPP	796.95			
	994 GG-TREASURY-ACCOUNTING SUPP	794.88			
	996 GG-TREASURY-ACCOUNTING SUPP	110.40			
	997 GG-TREASURY-ACCOUNTING SUPP	1,448.10			
018673	08/30/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,784.50	A/P	OUT-STD	08/30/2016
	16-093 PS-BUILDINGSPECTOR-JUL 31-AL	2,784.50			
018674	08/30/2016 GREENLAW'S GARAGE LTD.	67.80	A/P	OUT-STD	08/30/2016
	15-2016 PS-FIRE- MOUNT 3 ATV TIRES	67.80			
018675	08/30/2016 GULLISON'S COURIER SERVICE	483.30	A/P	OUT-STD	08/30/2016
	772391 PS-FIRE- TO MIC MAC FIRE FR/ S.S.	28.25			
	958530 TS-SHOP- TO TOWN FR/ SAUNDERS	28.25			
	958574 TS-#22- TO TOWN FR/ SAUNDERS	33.90			
	958586 TS-#31- TO SAUNDERS FR/ TOWN	33.90			
	958651 TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	958659 TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	958684 TS-SHOP- TO TOWN FR/ BAYVIEW	28.25			

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Number	Issued		Amount	SC	Status	Status Date
	958899	TS-#31, #34- TO TOWN FR/ SAUNDE	45.20			
	958719	TS-SHOP- TO TOWN FR/ CASE EQUI	28.25			
	956834	GG-TREASURY-TO MARYSVILLE PL	28.25			
	958890	TS-#22- TO TOWN FR/ SAUNDERS /	73.45			
	958903	TS-#13- TO TWON FR/ CASE EQUIP	28.25			
	958944	TS-#13- TO TOWN FR/ CASE EQUIP	60.85			
018676	08/30/2016	IRVING ENERGY DISTRIBUTION AND MARKETING	1,858.72	A/P	OUT-STD	08/30/2016
	228952	TS-ST6-DIESEL	394.15			
	266965	CC-NATURAL GAS	617.21			
	528422	TS-ST6-DIESEL	274.94			
	845545	TS-ST6-DIESEL	572.42			
018677	08/30/2016	JILL LITTLE DESIGN	79.10	A/P	OUT-STD	08/30/2016
	1122	GG-CIVIC- TOWN OF ST.STEPHEN B	79.10			
018678	08/30/2016	KEITH'S BUILDING SUPPLIES	388.70	A/P	OUT-STD	08/30/2016
	155181*	TS-ST6- STREET LINE PAINT	388.70			
018679	08/30/2016	KEM CANADA MFG	1,887.78	A/P	OUT-STD	08/30/2016
	108281	CC-MAINTENANCE-CLEANING SUPP	1,887.78			
018681	08/30/2016	KENT BUILDING SUPPLIES	1,512.33	A/P	OUT-STD	08/30/2016
	1041038	CC-AQUATICS-SHOWER CURTAINS	88.11			
	1067712	RC-PARKS- BATTERIES, FLASH LIGH	64.06			
	1071397	CC-MAINTENANCE- PAINTING TAPE	13.01			
	1072156	CC-AQUATICS-LAUNDRY BASKET	8.40			
	1074040	TS-SHOP- GRASS SEED	60.95			
	1074204	RC-PARKS- DECK TUBE	136.04			
	1074210	RC-PARKS- REBAR CARPORT SADD	19.22			
	1074536	RC-PARKS- FOOTING TUBE	175.16			
	1074651	RC-HORT- LIQUAFEED REFILL 4 PK	40.82			
	1075776	RC-PARKS- LUMBER	83.17			
	1075825	CC-AQUATICS-HOSE NOZZLE SET	17.24			
	1075938	RC-PARKS- HACK SAW, BOLT/HEX L	13.82			
	1076530	CC-MAINTENANCE-SHELVING	178.04			
	1078877	TS-SHOP- BOLT/EYE3	2.98			
	1078893	CC-AQUATIC-BROOM CLIPS	8.33			
	1079113	CC-MAINT- SUPPLIES	46.47			
	1079342	TS-SHOP- XL PKTHLE WSH CRS	8.02			
	1079864	CC-MAINT-HOOKS	43.99			
	1082583	CC-MAINTENANCE SUPPLIES	83.12			
	1082606	CC-MAINTENANCE-CABLES/CLAMP	63.27			
	1087048	CC-MAINTENANCE-EXT CORD/FLAG	305.88			
	1087354	CC-FLAG POLE	53.45			
018682	08/30/2016	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	396.18	A/P	OUT-STD	08/30/2016
	240277729	GG-PHOTOCOPIER-MAINTENANCE	172.57			
	9002494344	CC-ADMIN COPIER LEASE-05/15/16-	112.65			
	9002578707	CC-COPIER LEASE-08/15/16-07/14/16	110.96			
018683	08/30/2016	LIFESAVING SOCIETY - NB Branch	583.20	A/P	OUT-STD	08/30/2016
	1232	CC-AQUATIC-CPR/NLS POOL RECEI	583.20			
018684	08/30/2016	MARITIME CASE LTD	106.49	A/P	OUT-STD	08/30/2016
	IN81393A	TS-#16-AIR FILTER	106.49			
018685	08/30/2016	MAYFIELD GARDENS & LANDSCAPE	2,682.38	A/P	OUT-STD	08/30/2016
	389	CC-POOL CHEMICALS	805.00			

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Number	Issued		Amount	SC	Status	Status Date
	399	RC-PARKS- PALLET MARKING LINE	431.25			
	400*	RC-HORT- MULCH, COMPOST, PERI	1,188.18			
	463	CC-PHENOL RED # 4-MAINT	137.95			
018686	08/30/2016	MILLTOWN MACHINE & FABRICATION LTD.	378.55	A/P	OUT-STD	08/30/2016
	18600	CC-FABRICATE THE PA	378.55			
018687	08/30/2016	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/30/2016
	WEEK342016	EMPLOYEE DEDUCTIONS-AUG 21-2	209.30			
018688	08/30/2016	MINISTER OF FINANCE	6,192.42	A/P	OUT-STD	08/30/2016
	11388891JUL16	GG-TOWNHALL-LANDLINE PHONES	1,525.20			
	11388891JUN16	GG-TOWNHALL-LANDLINE PHONES	1,491.85			
	11378668JUL16	PS/TS-199 UNION ST-LANDLINE PHC	354.02			
	11378668JUN16	PS/TS-199 UNION ST-LANDLINE PHC	346.97			
	11395944JUL16	PS-FIRE-LANDLINE PHONES	929.49			
	11395944JUN16	PS-FIRE-LANDLINE PHONES	912.21			
	15772965JUL16	RC-REC/POOL-LANDLINE PHONES	226.15			
	15772965JUN16	RC-REC/POOL-LANDLINE PHONES	221.97			
	46435731JUL16	RC-PARKS-CHOC PARK CAMERA	93.09			
	46435731JUN16	RC-PARKS-CHOC PARK CAMERA	91.47			
018689	08/30/2016	NEW SYSTEM LAUNDRY & CLEANERS LTD.	48.74	A/P	OUT-STD	08/30/2016
	362761	PM-RCMP-FLOOR MATS	46.74			
018690	08/30/2016	ORCHARD'S PAINT & PAPER LTD.	172.48	A/P	OUT-STD	08/30/2016
	27402	CC-MAINTENANCE- 2 GALLONS OF	147.20			
	27435	CC-MAINTENANCE- GALLON PAINT	25.28			
018691	08/30/2016	ORKIN CANADA CORPORATION	129.96	A/P	OUT-STD	08/30/2016
	IN-7010283	CC-PEST CONTROL	64.41			
	IN-7049526	CC-PEST CONTROL	65.55			
018692	08/30/2016	ORR ELECTRIC & ALARM LTD.	87.54	A/P	OUT-STD	08/30/2016
	2237	PM-TOURIST BUREAU- REHOOKED	87.54			
018694	08/30/2016	PROCOM DATA SERVICES INC.	113.88	A/P	OUT-STD	08/30/2016
	201601304	GG-TREASURY- ACCOUNTS PAYAB	57.44			
	2016013069	GG-TREASURY-ACCTS REC WEBIN/	56.44			
018695	08/30/2016	RECREATION NB	282.50	A/P	OUT-STD	08/30/2016
	2016-108	REC-REC- REGISTERED ORGANIZA	282.50			
018696	08/30/2016	SAMEDAY WORLDWIDE	46.66	A/P	OUT-STD	08/30/2016
	5693884	PS-FIRE- FROM G BOURQUE	46.66			
018698	08/30/2016	SAUNDERS EQUIPMENT LTD.	9,082.82	A/P	OUT-STD	08/30/2016
	0000063350	CC-MAINTENANCE SUPPLIES	358.32			
	32723*	TS-#31,#34- REAR SWING FRAME, A	1,374.25			
	62377	TS-#31, #34- POLY CONVOLUTED W.	433.92			
	62488	TS-#22- BREEZA FAN/ REPLC.	406.80			
	62551	TS-#31, #34- POLY CONVOLUTED W	433.92			
	62591	TS-#31-#34- TENSION SPRING, QC S	276.85			
	62631	TS-#31, #34- POLY CONVOLUTED W.	433.92			
	62648	TS-#21- MUFFLER	281.37			
	62714	TS-#31, #34- POLY CONVOLUTED W.	433.92			
	62735	TS-#31- SWING FRAME/HOSE SUPP	912.48			
	62919	TS-#31, #34- POLY CONVOLUTED W.	684.22			
	62973	TS-#34, #31- HYD MOTOR AND CYLII	3,115.41			
	63032	TS-#34- WHITE HYD.MOTOR, QC SWI	2,231.75			

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Number	Issued		Amount	SC	Status	Status Date
	83052	TS-#34-HYD MOTOR	-2,294.31			
018699	08/30/2016	SHARPE'S LAWN CARE	565.00	A/P	OUT-STD	08/30/2016
	5189	RC-SOCCERFIELD-LINE PAINTING	565.00			
018700	08/30/2016	SOURCE ONE SUPPLIES	2,175.16	A/P	OUT-STD	08/30/2016
	12291	CC-JANITORIAL SUPPLIES	296.98			
	12333	CC-JANITORIAL SUPPLIES	47.28			
	12486*	RC-HORT- GLOVES	17.39			
	12489	CC-JANITORIAL SUPPLIES	677.04			
	12518	TS-SHOP-GOJO FMX GREY DISPEN:	19.54			
	12548	TS-SHOP- GLOVES	34.78			
	12636	CC-CLEANING SUPPLIES	1,020.97			
	12637	CC-MAINTENANCE-RESPIRATOR	61.18			
018701	08/30/2016	SOURCE ATLANTIC	542.71	A/P	OUT-STD	08/30/2016
	2349405	TS-SHOP- DRY/WET CUTTING WHEE	478.94			
	2357178	TS-SHOP- ADAPTAFLEX HOSE, GAR	63.77			
018702	08/30/2016	SOUTHWEST CONCRETE & CONS LTD	462.50	A/P	OUT-STD	08/30/2016
	8-31-18	TS-ST5- 450 LINKBELT, SMALL CON	462.50			
018703	08/30/2016	SOUTHERN SANITATION LTD.	1,514.78	A/P	OUT-STD	08/30/2016
	155017	TS-AIRPORT-GARBAGE COLLECTIO	31.08			
	155018	TS-AIRPORT-GARBAGE COLLECTIO	31.08			
	155059	TS/RC-STREETS/PARKS-GARBAGE	484.77			
	155277	TS-AIRPORT- GARBAGE COLLECTIC	31.08			
	155300	TS/RC-STREETS/PARKS-GARBAGE	484.77			
	155348	CC-GARBAGE REMOVAL	452.00			
018704	08/30/2016	SOUTHWEST ELECTRIC & SECURITY INC.	3,094.79	A/P	OUT-STD	08/30/2016
	13881	CC-POOL-ELECTRICAL REPAIRS	421.49			
	13933	CC-FIRE ALARM DOOR RELEASE	2,673.30			
018705	08/30/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	3,416.60	A/P	OUT-STD	08/30/2016
	2016-03	GG-CIVIC- COLLABORATIVE & REGI	3,416.50			
018706	08/30/2016	SPEEDY ST-STEPHEN 8768	404.54	A/P	OUT-STD	08/30/2016
	8768-209601	CC-ARENA DOOR MAINTENANCE	73.45			
	8768-211121	RC-MILLPOOL- 2 DOOR CLOSERS, 2	257.64			
	8768-213621	PM-LIBRARY- BATHROOM DOORS R	73.45			
018708	08/30/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	2,103.77	A/P	OUT-STD	08/30/2016
	097769	GG-CIVIC- TOWN EVENTS	48.30			
	097873	GG-CIVIC- SPRING CLEANUP	99.94			
	097877	GG-CIVIC- TOWN EVENTS	48.30			
	097949	CC-ADVERTISING-STORM FORCE R	104.41			
	097954	GG-CIVIC- TOWN EVENTS	48.30			
	097995	CC-ADVERTISING-STORM FORCE C	86.87			
	098027	CC-POOL-LIFEGUARD ASSISTANT A	108.89			
	098174	CC-ADVERTISING-CALAIS PLACEM/	355.85			
	098207	GG-CIVIC-TOWN EVENTS	48.30			
	098243	GG-CIVIC- RECEPTIONIST CASUAL	114.85			
	098310	GG-CIVIC- TOWN EVENTS	48.67			
	098339	GG-CIVIC- TOWN EVENTS	48.30			
	098408	CC-CIVIC- SUMMER MUSICAL CONC	145.43			
	098413	GG-CIVIC- TOWN EVENTS	48.30			
	098558	GG-CIVIC- COASTGUIDE	444.09			
	098610	GG-CIVIC- CANADA DAY	44.07			

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	098654 GG-CIVIC- MILESTONES	146.90			
	098685 GG-CIVIC- TOWN EVENT	48.30			
	098691 GG-CIVIC- CANADA DAY	67.80			
018709	08/30/2016 ST.STEPHEN DEVEVELOPMENT BOARD WEBSITE/NEWSLETTER GG-CIVIC-NEW WEBSITE. CREATE N	13,378.69 13,378.69	A/P	OUT-STD	08/30/2016
018710	08/30/2016 STATIONERY PLUS 423 GG-TOWNHALL-TONER 627 CC-OFFICE SUPPLIES	338.81 219.20 119.61	A/P	OUT-STD	08/30/2016
018711	08/30/2016 T.DONOVAN & SON (1997) IN00018868 CC-JANITORIAL SUPPLIES	1,221.25 1,221.25	A/P	OUT-STD	08/30/2016
018712	08/30/2016 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1079220 CC-ELEVATOR-CALL OUT FOR SER*	637.23 637.23	A/P	OUT-STD	08/30/2016
018713	08/30/2016 TOTAL FALL PROTECTION 1223218* PS-FIRE- HARNESS, ROPE LANYARI	600.30 600.30	A/P	OUT-STD	08/30/2016
018714	08/30/2016 TRILLIUM SALES GROUP INC. IN097845 PS-FIRE- SAFETY SUNGLASSES	644.10 644.10	A/P	OUT-STD	08/30/2016
018715	08/30/2016 UNIFIRST CANADA LTD. 7100075478 CC-MATS 7100076095 CC-MATS 7100076570 CC-MATS 7100077195 CC-MATS 7100077824 CC-MATS 7100078451 CC-MATS	354.70 58.26 58.26 60.31 59.26 59.26 59.29	A/P	OUT-STD	08/30/2016
018716	08/30/2016 VITALAIRE 3249947 PS-FIRE- OXYGEN MEDICAL	48.71 48.71	A/P	OUT-STD	08/30/2016
018717	08/30/2016 WURTH CANADA LIMITED 22357115 TS-SHOP- SAFETY GLASSES, FIRST	248.87 248.87	A/P	OUT-STD	08/30/2016
018718	08/30/2016 YELLOW PAGES GROUP 16-2003418 GG-TOWN HALL- 911 LISTING	9.77 9.77	A/P	OUT-STD	08/30/2016
018719	08/30/2016 ZEE MEDICAL CANADA CORP. 0180449761 GG-TOWN HALL- FIRST AID SUPPLI# 0180449765 PS-FIRE- FIRST AID SUPPLIES 32870701 PS-FIRE- NON-REBREATHING C2 M/	469.88 135.83 86.97 246.88	A/P	OUT-STD	08/30/2016
018720	08/30/2016 PRINCESS AUTO 37-6-181031 TS-SHOP- WRENCH SET, PUMP GRI	424.79 424.79	A/P	OUT-STD	08/30/2016
018721	08/30/2016 HERITAGE COURT HOLDINGS LIMITED RC00023390 GG-TOWN HALL- LEASE -AUG/16	5,417.82 5,417.82	A/P	OUT-STD	08/30/2016
018722	08/30/2016 PROMO HEROES 11316 CC-STAFF TSHIRTS 11324 RC-PARKS-CLOTHING ALLOWANCE	1,269.61 1,108.47 181.14	A/P	OUT-STD	08/30/2016
018723	08/30/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 23997 GG-CIVIC- TOWN MAPS 24073 CC-SPRING 2016 SCHEDULE 24284 GG-CIVIC- TOWN PRIDE STICKERS 24383 PS-FIRE- BUSINESS CARDS 24421 RC-REC- BROCHURES 24566 CC-AQUATICS-POOL SCHEDULE 24571-2016 RC-PARKS- ROAD RACE SIGN 24580 CC-BUSINESS CARDS-BARB TUCKE	3,066.99 290.36 314.14 96.31 87.01 1,378.60 200.10 222.05 131.10	A/P	OUT-STD	08/30/2016

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Number	Issued	Amount	SC	Status	Status Date
	24595 GG-COUNCILLORS- BUSINESS CAR	149.21			
	24685 GG-CIVIC-NB DAY INVITATIONS, PO.	187.11			
018724	08/30/2016 ST. STEPHEN GUARDIAN	110.89	A/P	OUT-STD	08/30/2016
	3-546338 I RC-MILLPOOL-FIRST AID SUPPLIES	38.57			
	3-549-65I RC-MILLPOOL-FIRST AID SUPPLIES	47.94			
	APR72016 CC-POOL-FIRST AID SUPPLIES	24.18			
018725	08/31/2016 ALLAN MACEACHERN	26.40	A/P	OUT-STD	08/31/2016
	AIRPORTMEETING GG-MAYOR-AIRPORT MEETING	26.40			
018726	08/31/2016 ANNEX PUBLISHING BOOK DIVISION	6,981.37	A/P	OUT-STD	08/31/2016
	IN56510 PS-FIRE-PREVENTION WEEK.SUPPI	6,981.37			
018727	08/31/2016 BORDER INVESTIGATIONS & SECURITY INC.	2,576.00	A/P	OUT-STD	08/31/2016
	14299 PS-BYLAU-AUGUST/16 FEE	2,576.00			
018728	08/31/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,691.00	A/P	OUT-STD	08/31/2016
	16-088 PS-BUILDINGINSPECTOR-AUG 14-21	2,691.00			
018729	08/31/2016 MAYFIELD GARDENS & LANDSCAPE	9,665.83	A/P	OUT-STD	08/31/2016
	429 RC-HORT-HANGING BASKETS, ANN	9,665.83			
018730	08/31/2016 MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/31/2016
	WEEK352016 EMPLOYEE DEDUCTIONS-AUG 28-S	209.30			
018731	08/31/2016 O'CONNELL MIKE	68.43	A/P	OUT-STD	08/31/2016
	JULY182016 CC-NB DAY FLAGS	68.43			
018732	08/31/2016 PAYROLL TRANSFER	73,468.00	A/P	OUT-STD	08/31/2016
	WEEK352016 GG-TRANSFER-AUG 19-SEP 01/16	73,468.00			
018733	08/31/2016 PROVINCIAL BANDAG TIRES	131.94	A/P	OUT-STD	08/31/2016
	WOOD107107 RC-#302-TIRES RETURNED	-365.26			
	WOOD107422 TS-#14- 8-14.5LT JOURNEY H128 LR	497.20			
018734	08/31/2016 RECEIVER GENERAL FOR CANADA (Payroll Remittance)	30,957.61	A/P	OUT-STD	08/31/2016
	WEEK352016 GG-REMITTANCE-AUG 16-SEP 01/16	30,957.61			
018735	08/31/2016 ROBERT TINKER	51.72	A/P	OUT-STD	08/31/2016
	AUG19/16 CC-R TINKER-BOOTS	51.72			
018736	08/31/2016 RUSSEL METALS INC.	90.45	A/P	OUT-STD	08/31/2016
	4358422 PS-FIRE-BUTT WELD ELBOWS	90.45			
018737	08/31/2016 SHANNON MICHAEL	371.91	A/P	OUT-STD	08/31/2016
	WEEK352016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
018738	08/31/2016 ST. CROIX BAND FEST	800.00	A/P	OUT-STD	08/31/2016
	BANDFEST2016 GG-CIVIC-EVENT PROMOTION	800.00			
018741	08/31/2016 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	16,651.74	A/P	OUT-STD	08/31/2016
	175340-175947 GG-TOWN-REGIONAL LANDFILL COI	8,383.52			
	175340-176824 GG-TOWN-REGIONAL LANDFILL COI	8,256.22			
018742	08/31/2016 RANDALL A. WILSON "IN TRUST"	42,298.43	A/P	OUT-STD	08/31/2016
	136 138 MILLTOWN GG-TOWN-PROPERTY PURCHASE	42,298.43			
	Cheque Totals Issued:	749,254.68			
	Void:	0.00			
	Total Cheques Generated:	749,254.68			
	Total # of Cheques Listed:	127			

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Number	Issued	Amount	SC	Status	Status Date
005986	08/04/2016 BRENNTAG CANADA INC.	2,348.57	A/P	OUT-STD	08/04/2016
	40653244 WS-SOURCE-CHLORINE	5,964.57			
	40655131 WS-SOURCE-EMPTY CYLINDER RE	-3,616.00			
005987	08/04/2016 SCP DISTRIBUTORS INC CANADA	1,048.80	A/P	OUT-STD	08/04/2016
	FE034243 WS-SOURCE-CHLORINE	1,048.80			
005989	08/04/2016 STATIONERY PLUS	541.21	A/P	OUT-STD	08/04/2016
	1146 WS/SCD-TOWN- UTILITY BILL ENV	55.87			
	348 WS-SOURCE- RUBBER BANDS, FOL	30.66			
	369207 WS-SOURCE-LABEL SHEETS	46.33			
	369604* WS/SCD-TOWN HALL- PAPER, BIND	40.05			
	369912* WS/SCD-TOWN HALL- VENDOR ENV	16.15			
	370168* WS/SCD-TOWN HALL- BINDING CAS	86.15			
	370432* WS/SCD-TOWN HALL- TELEPHONE I	5.65			
	370642* WS/SCD-TOWN HALL- CORRECTION	26.59			
	370749 WS-SOURCE-BATTERIES, PENS	120.47			
	371172* WS/SCD-TONER, PAPER, BINDING I	20.73			
	371239* WS/SCD-TOWN HALL- PENS	9.69			
	513* WS/SCD- TOWN HALL- PAPER, FLAC	2.64			
	55* WS/SCD-TOWNHALL-BINDER, ANAL	8.23			
	642 WS-SOURCE- PENS, LIQUID PAPER,	72.00			
005990	08/04/2016 TOWN OF ST. STEPHEN	195,815.26	A/P	OUT-STD	08/04/2016
	AUGUST042016 WS-UTILITY-FUND TRANSFER	195,815.26			
005991	08/04/2016 RESEARCH & PRODUCTIVITY COUNCIL	1,028.82	A/P	OUT-STD	08/04/2016
	183142 WS-SOURCE-LEAD ANALYSIS OF W.	22.94			
	183149 WS-SOURCE-MICRO EXAM OF WAT.	71.11			
	183335 WS-SOURCE-MICRO EXAM OF WAT.	106.67			
	183534 WS-SOURCE-MICRO EXAM OF WAT.	71.11			
	183536 WS-SOURCE-MICRO EXAM OF WAT.	142.22			
	183830 WS-SOURCE-MICRO EXAM OF WAT.	106.67			
	183831 WS-SOURCE-MICRO EXAM OF WAT.	71.11			
	184232 WS-SOURCE-MICRO EXAM OF WAT.	106.67			
	184237 WS-SOURCE-MICRO EXAM OF WAT.	71.11			
	184470 WS-SOURCE-WATER ANALYSIS	45.88			
	184605 WS-SOURCE-MICRO EXAM OF WAT.	71.11			
	184907 WS-SOURCE-MICRO EXAM OF WAT.	71.11			
	185455 WS-SOURCE- MICRO EXAM OF WAT	71.11			
005995	08/18/2016 XPLORNET	209.23	A/P	OUT-STD	08/18/2016
	INV13955916* WS-MAXWELL CROSSING- SATELLI	129.89			
	INV1498773* WS-MAXWELL CROSSING- SATELLI	79.34			
005996	08/24/2016 BELL MOBILITY INC.	2,145.52	A/P	OUT-STD	08/24/2016
	523889487AUG16* WS/SCD-CELL PHONE CHARGES	1,194.34			
	523889487JUL16* WS/SCD-CELL PHONE CHARGES	951.18			
005997	08/24/2016 SAINT JOHN LABORATORY SERVICES LTD.	3,675.22	A/P	OUT-STD	08/24/2016
	514-16 SCD-DISPOSAL- WWWT PLANT LAB TI	1,313.72			
	530-16 SCD-DISPOSAL- TREAT PLANT LAB	2,361.50			
006000	08/24/2016 N. B. ELECTRIC POWER	41,971.61	A/P	OUT-STD	08/24/2016
	36869807AUG16 WS-3-119MAXWELLXING-ELECTRICI	816.67			
	36869807JUL16 WS-3-119 MAXWELL XING BLDG	824.36			
	50228902AUG16 WS-MAXWELLXING-PUMPS	181.54			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006030 dated between 08/01/2016 and 08/31/2016

CHEQUE REGISTER

Printed: 11:34:38AM 09/07/2016

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Number	Issued	Amount	SC	Status	Status Date
	50228902JUL16	WS-MAXWELL XING-PUMPS			
	52557428AUG16*	SCD-218OLDBAYRD-WWTP			
	52557428JUL16	SCD-218-OLD BAY RD-WWPT			
	53123617AUG16	SCD-ST5-DECHLORINATION CHAME			
	53123617JUL16	SCD-ST5-DECHLORINATION CHAME			
	53158875AUG16	SCD-ST5-BUDD AVE LIFT STATION			
	53158875JUL16	SCD-ST5-BUD AVE LIFT STATION			
	53473043AUG16	WS-SOURCE-CHLORINE RESIDUAL			
	53473043JUL16	WS-SOURCE-CHLORINE RESIDUAL			
	54807440AUG16	WS-ST5-158A MILLTOWN BLVD. LIF			
	54807440JUL16	WS-ST5- 158A MILLTOWN BLVD. LIF			
	56356048AUG16	SCD-ST5-18 RIVERSIDE DR LIFT ST.			
	56356048JUL16	SCD-ST5-18 RIVERSIDE DR LIFT ST.			
	61204006AUG16	SCD-DISPOSAL-2-216 KING ST LIFT			
	61204006JUL16	SCD-ST5-2-216 KING ST. LIFT STATI			
	61224002AUG16	SCD-ST5-358A MILLTOWN BLVD. LIF			
	61224002JUL16	SCD-ST5-358A MILLTOWN BLVD. LIF			
	61230004AUG16	WS-MAXWELLXING-PUMPS			
	61230004JUL16	WS-MAXWELL XING-PUMPS			
	61236008AUG16	WS-ST5-BUDD AVE LIFT STATION			
	61236008JUL16	WS-ST5-BUDD AVE LIFT STATION			
	76139807AUG16	SCD-ST5-54 RIVERSIDE DR LIFT ST.			
	76139807JUL16	SCD-ST5-54 RIVERSIDE DR LIFT ST.			
	82291006AUG16	WS-SOURCE-RESERVOIR			
	82291006JUL16*	WS-SOURCE-RESERVOIR			
	84934906AUG16	SCD-ST5-6-58A RIVERSDIE DRIVE L			
	84934906JUL16	SCD-ST5-658A RIVERSIDE DR LIFT :			
	84943406AUG16	WS-ST5-TODD HILL RESERVOIR			
	84943406JUL16	WS-ST5-TODD HILL RESERVOIR			
006001	08/31/2016 AIR LIQUIDE CANADA	99.68	A/P	OUT-STD	08/31/2016
	65060883 WS-TRANS&DIST-BLUE SHIELD, CAI	99.69			
006002	08/31/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.	454.43	A/P	OUT-STD	08/31/2016
	9011195687 TS-#103-HOSE	454.43			
006003	08/31/2016 BRIGGS PLUMBING INC.	162.61	A/P	OUT-STD	08/31/2016
	111581 WS-TRANS&DIST-FAUCET, SINK	162.51			
006005	08/31/2016 CANADIAN TIRE	793.54	A/P	OUT-STD	08/31/2016
	N16035224 WS-TRANS&DIST- 5.4 QT WRITEABL	5.64			
	N16035229 WS-SOURCE- LAND LAWN CARE	70.60			
	N16035234 WS-SOURCE- CAULKGUN, WIRE BR	78.77			
	N16035279 WS-TRANS&DIST- GRASS SEED	76.82			
	N16035287 WS-TRANS&DIST- STAIN BRUSH, W	212.32			
	N16035288 WS-TRANS&DIST- CAULK, FOIL TAP	43.21			
	N16035289 SCD-DISPOSAL- CLAMPS, GALVANI;	13.92			
	N16035291 WS-SOURCE- PAINTING SUPPLIES	99.29			
	N16035308 WS-SOURCE-PAINT & SUPPLIES	51.88			
	N16076343 WS-TRANS&DIST- PROTECTANT , TI	44.05			
	N16076354 WS-TRANS&DIST- DRILL BIT	22.59			
	N16104290 SCD-DISPOSAL- WORK GLOVES	8.98			
	N16108233 WS-TRANS&DIST- FILTER, FILL VAL	42.92			
	N16108269 SCD-DISPOSAL- CLIP FAN	22.55			

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Number	Issued	Amount	SC	Status	Status Date
006006	08/31/2016 CANADIAN SPRINGS 9918665959* WS-TRANS&DIST-WATER	42.48 42.48	A/P	OUT-STD	08/31/2016
006007	08/31/2016 CNH CAPITAL IN81524 WS-#103- FILTERS	274.23 274.23	A/P	OUT-STD	08/31/2016
006008	08/31/2016 COLE-PARMER CANADA INC. 00556397 WS-SOURCE	472.20 472.20	A/P	OUT-STD	08/31/2016
006009	08/31/2016 CREIGHTON-CARTER LTD. 961-404827 SCD-#9- FILTER 961-405371 WS-#305- BRAKE PADS, BRAKE ROT 961-405527 SCD-#4- 5W30, OIL FILTER, AIR FILT 961-405593 SCD-#4- OIL FILTER 961-405689 SCD-DISPOSAL- SUPERFLEX BLUE I 961-406113 WS-#305- BATTERY, CORE DEPOSIT 961-406659 WS-#305- HYD FITTINGS 961-406661 WS-#305- RETURN HOSE	834.86 8.27 490.52 68.18 3.89 8.14 188.05 42.08 27.93	A/P	OUT-STD	08/31/2016
006010	08/31/2016 DILLON CONSULTING LIMITED 156342 SCD-DISPOSAL-COMBINED SEWER	1,158.25 1,158.25	A/P	OUT-STD	08/31/2016
006011	08/31/2016 EAST COAST INTERNATIONAL TRUCKS 13141S WS-#20, #8 - FLEETRITE RELC, ROT 13457S WS-#8- ROTELLA T 15W40	687.82 301.48 386.34	A/P	OUT-STD	08/31/2016
006012	08/31/2016 EMCO CORPORATION 12501003-00 WS-TRANS&DIST-HYDRANT 12501100-00 WS-TRANS&DIST-HYDRANT 12501214-00 SCD-DISPOSAL- FLEX T TAPS, KOR 12501256-00 WS-TRANS&DIST- 12 CV HYD EXT C 12501405-00 WS-TRANS&DIST- SERV TUBES, VL 12501457-00 WS-TRANS&DIST- VLV BOX BTM SE 12501458-00 WS-TRANS&DIST- 6 DUAL WEDGE3	12,663.57 3,031.65 3,031.65 1,031.01 802.87 1,181.25 568.44 3,036.69	A/P	OUT-STD	08/31/2016
006013	08/31/2016 ENTRETEN CHLORATECH INC. 102246 WS-SOURCE- CHLORINATOR MAINT	3,147.93 3,147.93	A/P	OUT-STD	08/31/2016
006014	08/31/2016 GULLISON'S COURIER SERVICE 958511 WS-#20 & #8- TO TOWN FR/PANEL S 958583 WS-SOURCE- TO RPC FR/ TOWN 958594 WS-SOURCE- TO DOE LAB FR/TOWI 958691 WS-SOURCE- TO RPC FR/ TOWN 958692 WS-SOURCE- TO DOE LAB FR/ TOW 958705 SCD-DISPOSAL- TO UPS FR/ TOWN 958726 WS-SOURCE-TO RPC FR/ TOWN 958727 WS-SOURCE- TO DOE LAB FR/ TOW 958810 WS-#20- TO TOWN FR/ RICHWIL 958820 WS-SOURCE- TO RPC FR/ TOWN 958921 WS-SOURCE- TO DOE LAB FR/ TOW	436.05 56.50 33.90 33.90 33.90 33.90 33.90 33.90 33.90 73.45 33.90 33.90	A/P	OUT-STD	08/31/2016
006015	08/31/2016 KENT BUILDING SUPPLIES 1073706 WS-TRANS&DIST- GRASS SEED, BO 1074759 WS-TRANS&DIST- GRASS SEED	196.66 131.50 64.16	A/P	OUT-STD	08/31/2016
006016	08/31/2016 MINISTER OF FINANCE 11366812JUL16 WS-SOURCE-PUMP STATION 11366812JUN16 WS-SOURCE-PUMP STATION 18002807JUL16 SCD-DISPOSAL-OLD BAY WWTP	591.85 136.40 134.02 162.11	A/P	OUT-STD	08/31/2016

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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
	19002807JUN16	SCD-DISPOSAL-OLD BAY WWTP	159.32			
006017	08/31/2016	PUROLATOR COURIER LTD.	170.48	A/P	OUT-STD	08/31/2016
	431114505	WS-SOURCE-TO HYPERION RESEA	84.11			
	431452113	WS-SOURCE-TO HYPERION RESER	86.37			
006018	08/31/2016	RECEIVER GENERAL	198.80	A/P	OUT-STD	08/31/2016
	38*	WS-TRANS&DIST-CONNECTORS, U	198.80			
006019	08/31/2016	RICHARD PIERCE LTD.	457.65	A/P	OUT-STD	08/31/2016
	JUNE 07, 2016	TS-MILLTOWN BLVD- BACKFLOW PF	50.85			
	MAY302016	WS-SOURCE-BACKFLOW PREVENT	406.80			
006020	08/31/2016	RICHWIL TRUCK CENTRE LTD.	1,222.02	A/P	OUT-STD	08/31/2016
	114600	WS-#20- TANK AIR, CABLE ASSY	1,173.02			
	114941	WS-#20, #8- DRAIN VALVES	49.00			
006021	08/31/2016	SCOTIA TECH	4,942.82	A/P	OUT-STD	08/31/2016
	13549	WS-TRANS&DIST- SENSUS, IPERL A	4,942.82			
006022	08/31/2016	SERVICE NEW BRUNSWICK	785.89	A/P	OUT-STD	08/31/2016
	889346	WS-UTILITY- PAYMENT ACCEPTANC	582.28			
	899427	WS-UTILITY-PAYMENT ACCEPTANC	183.41			
006023	08/31/2016	SOURCE ATLANTIC	95.94	A/P	OUT-STD	08/31/2016
	2381183	SCD-DISPOSAL- GLOVES	95.94			
006024	08/31/2016	SOUTHWEST CONCRETE & CONS LTD	1,755.13	A/P	OUT-STD	08/31/2016
	6-31-15*	WS-STS-450 LINKBELT, SMALL CON	1,755.13			
006025	08/31/2016	SOUTHERN SANITATION LTD.	223.74	A/P	OUT-STD	08/31/2016
	155061	WS-BUDDAVE-GARBAGE COLLECTI	111.87			
	155301	WS-BUDD AVE- GARBAGE COLLECTI	111.87			
006026	08/31/2016	SOUTH WEST COURIER	30.37	A/P	OUT-STD	08/31/2016
	15732	WS-TRANS&DIST-FR PROTECH, SOI	30.37			
006027	08/31/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	87.01	A/P	OUT-STD	08/31/2016
	24398	WS-TRANS&DIST- BUSINESS CARD	87.01			
006028	08/31/2016	WORLDLYNX	231.62	A/P	OUT-STD	08/31/2016
	13048IN30433	WS-TRANS&DIST- CELL PHONE UPK	231.62			
006029	08/31/2016	VERANOVA, PROPERTIES LIMITED & 167389 - SCOT	1,809.37	A/R	OUT-STD	08/31/2016

Cheque Totals Issued:	282,788.53
Void:	0.00
Total Cheques Generated:	282,788.53
Total # of Cheques Listed:	37

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

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

Town of St. Stephen
RECEIVED
AUG 25 2016

20 Elm. St.,
St. Stephen, N.B.,
E3L 2S3
Aug 18, 2016
(506) 466 - 5861

Dear Friends;

It's hard to believe another year has passed as I prepare for the 36th. Anniversary Terry Fox Run for cancer research.

I have been a participant every year and will, once again, be taking part in this year's run. The community has been extremely supportive each year and, I am sure, this year as well. Once again my goal is to raise a minimum of \$2000 for this worthy cause. Last year, with the help of the generosity of people like you, I raised over \$5,000.00.

Terry was wary of those who wished to profit from their association with his Run, either directly or indirectly, from early on in the Marathon of Hope. In the fall of 1980 while reflecting on the purpose of his Run earlier in the year Terry made the following statement: "I was not going to let myself be used. There was only one thing I wanted to publicize and that was fundraising for cancer research".

The Terry Fox Run is my charity of choice because the foundation works so hard to maintain its low overhead and direct an unparalleled 84 cents of every dollar directly towards research. This run takes place in 44 – 50 countries throughout the world.

Although these are difficult economic times, your generous support has made dramatic improvements in diagnosis, treatment and survival rates for cancer patients, as well as truly giving them HOPE. We can defeat this dreaded disease through everyone's efforts, no matter how small. I am asking for any support you may be able to offer me in this "Marathon of Hope". Income tax receipts will be issued in the Fall.

Thank you, in advance, for your ongoing support in our community.

Sincerely,

Carol Baker

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

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

COMMITTEE MEETING
THURSDAY, SEPTEMBER 1, 2016 @ 4:30 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, Ghislaine Wheaton, and Ken Parker; and Chief Administrative Officer/Acting Town Clerk Derek O'Brien.

ABSENT: Councillor Phil Chisholm and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Parker that the agenda be approved with the addition of one (1) Legal Matter as per Section 10.2(4)(f) of the New Brunswick *Municipalities Act*. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Labour and Employment Matter** - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item
- (ii) **Legal Matter** – Section 10.2(4)(f) of the New Brunswick *Municipalities Act* – one (1) item

It was **MOVED** by Councillor Hyslop and **SECONDED** by Councillor Harding that the above-noted two (2) items be moved into closed session as per Section 10.2(4)(j) and (f) of the New Brunswick *Municipalities Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 4:55 p.m., at which time it was **MOVED** by Councillor Parker and **SECONDED** by Councillor Harding that the meeting adjourn at 4:55 p.m. **CARRIED**

Derek O'Brien
Acting Town Clerk

Dated

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

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

(i) Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 26, 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 September 14, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 14, 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* – two (2) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items
3. Legal Matter – Section 10.2(4)(f) of the New Brunswick *Municipalities Act* – two (2) items

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Chisholm that the above-noted six (6) items, along with one (1) additional Legal Matter, be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c), (j) and (f) 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 Parker that the agenda be approved with two (2) additions: Solid Waste and Collection and Disposal Services – Residential Homes – Zone 2 be added as (vi) under the Finance and Administration Committee; and Request to Hold Event – MechMuffler 250 Soap Box Derby 2016 be added as (iv) under the Planning, Promotion and Tourism Committee . CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor 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, September 26, 2016 to change the Regular Session of Council in December from the fourth (4th) Monday to the third (3rd) Monday.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Debenture Application – The memo from the Treasurer dated September 9, 2016 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 26, 2016 to apply to the New Brunswick Municipal Finance Corporation in preparation of long term financing for the Garcelon Civic Center.
- (iv) Cheque Register for month of September 2016 - The memo from the Assistant Treasurer dated September 6, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 26, 2016.
- (v) Photocopier Lease – The memo from the Human Resource/Office Manager dated September 7, 2016 with attached proposal from Konica Minolta was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 26, 2016 to authorize the Mayor and Clerk to sign a 60 month lease with Konica Minolta.
- (vi) Solid Waste and Collection and Disposal Services – Residential Homes – Zone 2 – The Chief Administrative Officer advised Council that Solid Waste and Collection and Disposal Services for residential homes are divided into three zones and Zone 2 is up for renewal next month. A Request for Proposals will be sent out and the Chief Administrative Officer will bring a recommendation back to next month's meeting.

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – The report of the Acting Operations NCO was received and reviewed and Corporal Terry Pomeroy was in attendance due to the absence of Sergeant Peter Stubbs.
- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Dispatch Service – The memo from the Fire Chief dated September 8, 2016 was received and reviewed.

As noted in the Fire Chief's memo, antenna parts are on order. Upon replacement of the parts, if it is determined not to be covered under warranty, then a motion will be considered at the next Regular Session of Council on Monday, September 26, 2016 as an unbudgeted expenditure.

- (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.

Further to last month's meeting, Councillor Hyslop had suggested a more detailed report be provided and it was agreed that he would research other municipalities, along with Councillor Parker, as Chair of the Committee, and provide a recommendation to the Chief Administrative Officer. It is anticipated that the recommendation will be brought back to next month's meeting.

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

As noted in the Chief Administrative Officer's report, a public presentation of the Billy Weston Brook Study report is planned for Tuesday, September 20, 2016 at 7:00 p.m. at the Garcelon Civic Center and local residents, businesses, and interested public are invited to attend.

As further noted in his report, the Chief Administrative Officer advised that an interested resident expressed interest in a piece of Town-owned property on Riverside Drive (PID #01332667).

Council will consider a motion at the next Regular Session on Monday, September 26, 2016 to declare the above-noted property surplus and to direct the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase.

PARKS AND RECREATION - Chaired by Councillor Chisholm

Councillor Chisholm commended the Town's Horticulturist and her team and stated that the flowers and parks look great, and that he has heard positive public comments as well. He further advised that certain areas of the walking trail have been bush hogged.

Councillor Chisholm reiterated the Chief Administrative Officer's comment last month that the Director is working on a study of all parks in order to accomplish the best use of the land, and information will be brought back to a future meeting.

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) Garcelon Civic Center Report – The Chief Administrative Officer's report was received and reviewed and the three (3) action items are noted as follows:
 - Council directed the Chief Administrative Officer to issue a Request for Proposals (RFP) to provide the canteen services in the lower canteen as the St. Croix Curling Club provided notice that they are unable to continue providing concession services effective November 1, 2016. A plan is being developed to provide the bar, kitchen concessions, and catering by Town staff in partnership with a local caterer.
 - Council will consider a motion to pay the outstanding invoice in the amount of \$7,679.72 (HST included) for pipe insulation in an effort to improve the efficiency of the ice making system and to avoid potential shut-down throughout the season.
 - Council directed the Chief Administrative Officer to issue a Request for Tenders to supply the appropriate ice surface floor covering, and to bring a recommendation to a future meeting contingent on confirmation of funding sources.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer's report was received and reviewed.
- (ii) Charlotte County Hospital Board – The memo from the Chief Administrative Officer dated September 9, 2016 with attached draft copy of the Charlotte County Hospital Brief was received.

As noted in his memo, the Chief Administrative Officer recommends that Council review the report and provide feedback to him, which he will in turn provide to the committee.

- (iii) Giddens Memorial Airport – The memo from the Chief Administrative Officer dated September 9, 2016 with attached offer of services was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, September 26, 2016 to accept the scope of work from Dillon Consulting Limited to develop a Capital Improvement Plan and provide an opinion of probable costs for the proposed improvements. A fee of \$3,500.00, plus HST, may be deducted if it is determined that geotechnical services are not required.

- (iv) Request to Hold Event – MechMuffler 250 Soap Box Derby 2016 - The letter from Christina McGregor dated September 14, 2016 was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, September 26, 2016, granting permission to hold the Soap Box Derby on October 15, 2016 contingent on the Town's receipt of their Certificate of Insurance.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) Clean Water and Wastewater Fund Applications – The memo from the Chief Administrative Officer dated September 9, 2016 with attached completed Clean Water and Wastewater Fund applications for two (2) projects: (1) Water and Sanitary Sewer Renewal Milltown Boulevard (King Street to Hawthorne Street); and (2) Sanitary Sewer Renewal and Combined Sewer Separation – Thompson Avenue and Springwood Court were received and reviewed.

Council will consider two (2) motions at the next Regular Session on Monday, September 26, 2016 to approve both applications, prioritized as above.

5. DELEGATIONS/PRESENTATIONS

- (i) Tennis Report 2016 – Herb and Lynda Duplissea and Reed Haley presented to Council a report on how they have revived interest in tennis over the past several years.

Both Councillor Chisholm and Mayor MacEachern thanked Herb, Lynda and Reed for their many years of continued dedication to the sport of tennis.

- (ii) Eastern Charlotte Waterways Inc. – Donald Killorn, Executive Director, presented to Council and advised that since 2013 Eastern Charlotte Waterways (ECW) has worked with the town to adapt to climate change, and in 2016 “Charlotte County Climate Change Adaptation Action Plan” was released which identified a suite of adaptation actions to minimize the impacts of climate change and build more resilient communities in Charlotte County.

Mr. Killorn stated that the next project is an emissions calculation and reduction plan for the area municipalities, and ECW has secured funding from the New Brunswick Environmental Trust Fund and the Intact Foundation to quantify greenhouse gas emissions and develop a reduction plan for the town. He asked the Town to identify a staff member and a municipal councillor to be the points of contact for the project, and to provide meeting space.

Council will consider a motion at the next Regular Session on Monday, September 26, 2016 to support the project and identify a member of staff and a member of council to be the points of contact for the project.

- (iii) Future St. Stephen – Richard Fulton, President, presented to Council an introduction and summary which will be used as a driver for revitalization and development of St. Stephen, making it a model town within 10 years and demonstrating how a small rural town can reverse population decline and economic stagnation.

Future St. Stephen's 10 Year Action Plan Summary is outlined as follows:

- Engage our Citizens
- Grow our Population
- Support Businesses
- Develop Infrastructure
- Leadership

Working committees have been established, all comprised of dedicated volunteers.

Mayor MacEachern thanked Richard for his presentation and confirmed the dedicated enthusiasm of the many volunteers.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:45 p.m. and returned to open session at 7:10 p.m., at which time it was **MOVED** by Councillor Chisholm and **SECONDED** by Councillor Parker that the meeting adjourn at 7:10 p.m.

Mayor Allan MacEachern left the meeting at 6:55 p.m. to respond to an emergency and Deputy Mayor Carr assumed the chair.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 14, 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* – two (2) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items
3. Legal Matter – Section 10.2(4)(f) 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) Debenture Application – Memo from Treasurer dated September 9, 2016 attached.
- (iv) Cheque Register for month of August 2016 – Memo from Assistant Treasurer dated September 6, 2016 with attachment:
 - Cheque Register
- (v) Photocopier Lease – Memo from Alison Estey, Human Resource/Office Manager, dated September 7, 2016 with attachment:
 - Proposal from Konica Minolta

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Dispatch Service – Memo from Fire Chief dated September 8, 2016 attached.
- (iv) Report of the By-Laws Office

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

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

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) Charlotte County Hospital Brief – Memo from Chief Administrative Officer dated September 9, 2016 with attachment:
 - Draft copy of Charlotte County Hospital Brief
- (iii) Giddens Memorial Airport – Memo from Chief Administrative Officer dated September 9, 2016 with attachment:
 - Offer of Services from Dillon Consulting Limited

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Clean Water and Wastewater Fund Applications – Memo from Chief Administrative Officer dated September 9, 2016 with attachments:
 - Completed application for Water and Sanitary Sewer Renewal Milltown Boulevard (King Street to Hawthorne Street)
 - Complete application for Sanitary Sewer Renewal and Combined Sewer Separation – Thompson Avenue and Springwood Court

5. **DELEGATIONS/PRESENTATIONS**

- (i) Tennis Report 2016 – Presentation by Herb and Lynda Duplissea and Reed Haley – copy attached.
- (ii) Eastern Charlotte Waterways Inc. – Presentation by Donald Killorn, Executive Director – copy attached.
- (iii) Future St. Stephen – Presentation by Richard Fulton, President – copy attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meeting held on July 6, 2016 and approved at its meeting on September 7, 2016 be accepted.

Town of St. Stephen



Canada's Chocolate Town

MINUTES

Planning Advisory Committee

Wednesday, July 6, 2016

A. Welcome:

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

Attending:

Ted Moore	Allan Gillmor	Marg Harding	Mark Porter	Derek O'Brien
Garth Orchard	Ed Zammit	Geoff Knight	Ken Parker	

B. Approval of Agenda:

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

C. Approval of Minutes:

It was MOVED by Garth Orchard and SECONDED by Ken Parker that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, May 4, 2016 be approved as circulated. Carried

D. Review of one (1) request for proposed rezoning:

(i) Donald Eastman (27 Elm Street) – Request for proposed rezoning from Residential (Single & Two Family) (R-1) to Commercial (Neighbourhood) (NC) for the operation of a bakery and catering business with attached information:

- Copy of Application for a Municipal Plan By-Law and Zoning By-Law Amendments;
- Copy of 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,
- Copy of 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.

Chair Moore invited Mr. Eastman to share his thoughts regarding the proposed bakery.

PAC members asked questions and, in particular, the following was noted:

- Parking – sufficient parking will be provided at the residence of Mr. Eastman.
- Retail bakery pick up; and pre-ordered meals;
- Neighbours – one (1) neighbor was present and was very positive.

Chair Moore called for letters of objection or support. Derek O'Brien, CAO/Development Officer, advised that twenty (20) letters were sent to neighbours within a 100 meter radius of the property; one (1) positive response was received and no objections.

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

Ted Moore voting in favour of the motion.
Allan Gillmor voting in favour of the motion.
Geoff Knight voting in favour of the motion.
Mark Porter voting in favour of the motion.
Marg Harding voting in favour of the motion.
Ken Parker voting in favour of the motion.
Garth Orchard voting against the motion.
Ed Zammit voting against the motion.

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

Ted Moore voting in favour of the motion.
Allan Gillmor voting in favour of the motion.
Geoff Knight voting in favour of the motion.
Mark Porter voting in favour of the motion.
Marg Harding voting in favour of the motion.
Ken Parker voting in favour of the motion.
Garth Orchard voting against the motion.
Ed Zammit voting against the motion.

Garth Orchard stated that with increasing traffic, signage may be required.

As noted in both of the by-law amendments, By-Law M-1.3 and By-Law Z-1.5, upon the cessation of the use of the property by the applicant for the operation of a bakery and catering business, the land shall revert to Residential (Single & Two Family) (R-1).

F. Adjournment

It was MOVED by Geoff Knight that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:10 p.m. Carried



Derek O'Brien, Secretary



Ted Moore, Chair

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

New Town Hall Proposal – Border Arena

Murdock and Boyd provided a report for Border Arena Renovations for New Town Hall. A copy is available on our website (www.town.ststephen.nb.ca).

I have refined the scope of work for Murdock and Boyd and will require additional service from them (\$ 1 500.00 + HST) in order to determine the economic feasibility.

Projects Announced

Designated Highway Project – Milltown Boulevard Curb and Gutter (August 10).
Train Station Project (August 11).

Follow up – Police and Fire Committee (August 11)

Criminal Record Checks - As noted in an e-mail to Mayor and Council, Sergeant Stubbs discovered that RCMP Policy for the Provincial Contract of RCMP with municipalities prevents the practice of charging a fee for Criminal Record Checks.

Council Meetings – December

Given that Boxing Day falls on Monday, December 26, the fourth Monday of the month, I would recommend that the Council Meeting be scheduled for Monday, December 19 with Committees of Council on Wednesday, December 7.

Action: Council considers a resolution moving the Regular Meeting of Council for December to Monday, December 19, 2016.



Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 09 September 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 June 30, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Finance Group meeting-August 4, 2016.
 - B) Department Head meeting-August 9, 2016.
 - C) Committee meeting-August 10, 2016.
 - D) Finance Group meeting-September 7, 2016.
- 6) Projects:
 - A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) 2012 Sidewalks and Streets Rehabilitation.
 - 2) Civic Center.
 - 3) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 4) Gas Tax Project-Water Transmission Main Replacement.
 - 5) Tan House Brook Culverts (Milltown Blvd).
 - 6) Prince William Street Infrastructure Renewal.
 - 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 July 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 August 2016

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

1: **Water system:**

- a) Installed new motor for pump #2.
- b) Repaired 1 Gate valve.
- c) Repaired 3 water services.
- d) Installed 1 new Meter.

2: **Streets:**

- a) Asphalt patching.
- b) Repaired road shoulders.
- c) Cleaned up after Lumber Jack contest.
- d) Built and installed new gate at Middle Lake Dam Road.
- e) Looked after Flags and Barricades for International Festival Parade .

3: **Waste Water:**

- a) 3 Sewer Laterals were Videoed.
- b) 1 Sewer Lateral was Rodded.
- c) 2 Sewer Mains were Flushed.

4: **Capital Projects:**

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

Water and sewer utilities have been installed from King Street to approximately the location of the SPCA. Curb, sidewalk and base asphalt have been placed from King Street to the Hospital Exit. The contractor is currently on schedule.

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

The crosswalk was fully operational as of August 11, 2016 and site restoration is complete.

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 tender was awarded to Classic Construction at August's council meeting. The pre-construction meeting is scheduled for Wednesday, September 7. The anticipated construction start date is September 12 and estimated completion date is October 14.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. August 2016

Parks

- Dover Hill Park kept the crew busy all summer, but is really starting to look great.
- Parks Crew assisted with NB Day celebrations.
- Continue to work on prices for granite benches at sculpture.
- Assisted with the Festivals.
- Constructed Rain Garden outside library.

Pool

- Very successful summer at Outdoor Pool. We were extremely busy and will need to discuss options for next summer.

Recreation

- Wall of Fame Committee received a donation from RBC.
- The 5th Annual Fun Run was a great success.
- The 3rd Annual Ball Hockey was cancelled due to lack of teams. We will look at possible new dates for next year.
- Fall/Winter Rec Guide is almost ready to be sent out.

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 August 2016**

Alarms were: Town Alarms	7
Out of Town Calls	2
Mutual Aid – Rural Fire	1
	10

Calls are described as being :

	# of Firefighters	Hours
1. Set Fire 1	8	8
2. ATV Fire 1	8	12
3. Elevator Rescue 1	9	14
4. Electrical Fire 2	20	38
5. Hydro pole Fire 1	7	10
6. Alarm System 1	12	12
7. Mutual Aid-structure 1	12	24
8. Smoke in the area 1 (referred to bylaw)	8	8
9. Structure 1	12	18

Calls dispatched for the period of this report : 61

Fire Department Activities for July

1. Monthly meeting of the fire department
2. Water games for the kids on NB Day
3. Water games at the Milltown Elementary School for Chocolate Fest
4. Members participated in the International Festival Parade. The antique fire truck failed to make the start line this year due to a bad radiator. (since repaired)
5. Visit from the Boys and Girls Club (ages 4-5)

Fire Chiefs Activities:

1. All the fire department activities
2. 6 shifts as a relief driver
3. 2 meetings of the local fire chiefs
4. Meeting with John Reddon , Fire Underwriters Survey

TOWN of ST. STEPHEN

By-Law Enforcement

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

August REPORT

2016

To: CAO – Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (6)	Complaint of chickens not being handled properly	Spoke to the complainant and the issue has been dealt with
	Noise complaint from a apartment building	Spoke with the complaint and the tenant and as of now it appears to be OK
	<i>Person concerned about the state of an apartment building in Milltown</i>	Patrol to the area with the building inspector and although it is unkept not in violation of by-laws
	Complaint of garbage dumpster placed improperly	Patrol made to the area and the receptacle is placed properly
	Letter sent to business owner with regards to a C-Can storage container	Owner is looking after the storage facility properly

	Complaint of C-Can stored incorrectly	C-Can has since been removed
Dog complaint(4)	<p><i>Animal being left unattended at a residence</i></p> <p><i>Complaint of dog biting a resident causing bodily harm</i></p> <p><i>Complaint of dog attacking another dog</i></p>	<p>Animal has been seized by SPCA</p> <p>Dog has been deemed as dangerous and the owner fined accordingly</p> <p>After investigation the owner of the dog that bit was fined and file concluded here.</p>
Comp of pool fences (4)	<i>Letters were sent out to the home owners with regards to fence issues with their pools</i>	Fences were either fixed or the pools taken down
General info (6)	<p><i>Home owner inquiring about a wooden garbage bin</i></p> <p><i>Issues with Cote »taxi</i></p> <p><i>Ticket / 512 issued for handicapped parking</i></p> <p><i>Ticket / 513 was voided as not needed</i></p> <p><i>Ticket / 514 Issued for dog bite</i></p>	<p>Informed that under the By-Laws of the Town wooden structures are not allowed</p> <p>Owner has since fixed the issues and this office will continue to monitor</p> <p>Ticket was voided by this office</p>

	<i>Assist local can company with documentation</i>	Gentleman had misplaced his papers so photo copies were provided
Keeping of Chickens (1)	<i>Still having issues with a residence with too many chickens</i>	Trying to get this rectified

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REPORT OF THE ANIMAL CONTROL OFFICER

Complaints of a serious dog bite on a ladies arm. I tried to deal with the owner of the dog but was unable. A husky was impounded from Duke St. and owner paid license, no fine was given. Complaint of a dog running in Elm Park, spoke to the owner. Comp. of dog barking in trailer park, spoke to owner. Complaint of being neglected, spoke to owner and dog was impounded to the shelter. Many lost dog and cat calls, barking dogs on a lot of nights.

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

TOWN of ST. STEPHEN

Building Inspection Services

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

AUGUST REPORT 2016

BUILDING INSPECTION

The month of August brought in a total of 11 (Eleven) permits which represents \$87,100.00 (Eighty Seven Thousand & One Hundred Dollars) in building permits

We issued 1 (One) Stop Work Order that was resolved. This office is dealing with 4 (Four) properties under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 34 (Thirty Four) Occurrence reports and filed 9 (Nine) Building Inspection reports. 3 (Three) electrical waivers were issued.

All required reports were filed with the appropriate government agencies

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

Respectively Submitted

Manzer Young

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

Report of the Development Office – August 2016

**St. Stephen Development
Board - Future St.
Stephen**

Weekly meetings continue.

- Assistance to developing businesses in the area.
- Continued recruitment for new business developments.
- Planning to host a community engagement session in the near future.
- Managed a portion of the applications for summer students.

**Planning Advisory
Committee**

The Committee met September 7 to discuss conditions for 220 Union Street and 20 King Street.

Next meeting: November 2.

Sign Permits

- 3 approved.

Variances

- 0 approved.

Approved plans

- 0 approved.

New Development

- Spree (August 1).
- Woody's Bar-B-Q (August 14).

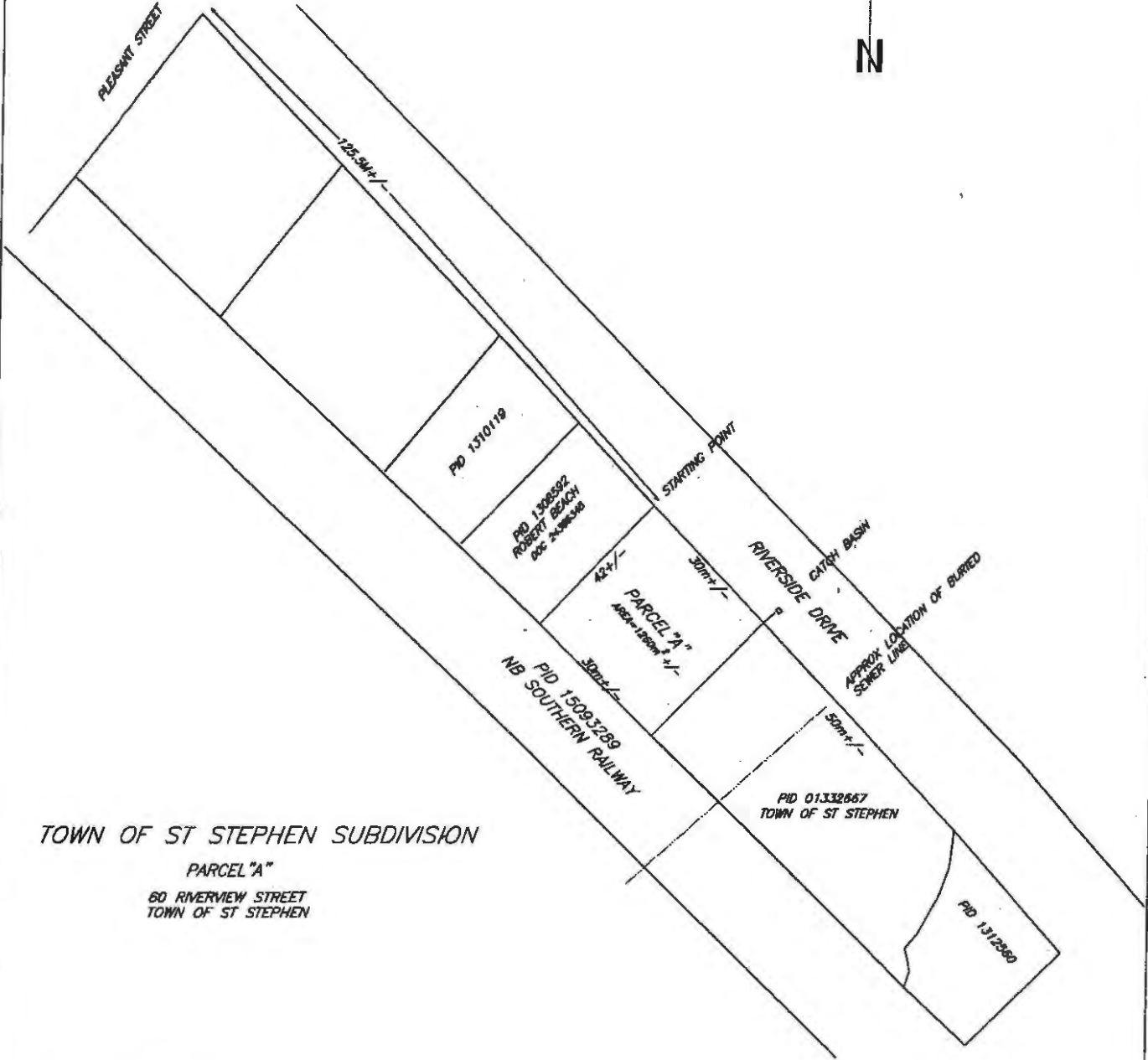


Report of Property Management – August 2016

St. Stephen Train Station 5 King Street	<p>The tenant renovations are ongoing.</p> <p>Asbestos insulation on the pipes required remediation due to the renovations. We received two quotations and proceeded with the remediation (\$ 12 351.00 HST included).</p>
"Old" Town Hall 34 Milltown Boulevard	<p>Heritage Management was on site immediately following the Council Meeting on August 22 and several days since determining the feasibility of stabilization and restoration.</p>
R.C.M.P. Building	<p>Minor electrical and plumbing repairs were completed.</p>
Giddens Memorial Airport	<p>Nothing to report.</p>
Billy Weston Brook Study	<p>The partners Town of St. Stephen, Crombie, NB Southern Railway, and Department of Transportation and Infrastructure met on August 25 to review the report and plan next steps. All of the partners support the recommendations of the report and are working with their companies / organizations to review the options and to address the issues.</p> <p>A copy of the report is posted on our website (www.town.ststephen.nb.ca).</p> <p>A public presentation of the report is planned for September 20 at 7:00 p.m. at the Garcelon Civic Center. Local residents, businesses, and interested public will be invited to attend.</p>
Maxwell Crossing Water Treatment Plant	<p>As described in an e-mail to Council, in the process of removing the oil tanks from the house at the site, tanks were discovered in the treatment plant. Dillon Consulting Ltd. conducted a review of the site and we initiated the safe removal of the tanks. The appropriate tests and reports will be filed with the Department of the Environment. Approximate cost: \$ 20 000.</p>
PID # 01332667 Sub-division and possible sale	<p>An interested resident expressed interest in a piece of the property on Riverside Drive (PID # 01332667). A proposed sub-division is attached.</p>



Action: Council considers a resolution to declare the noted piece of property surplus once the sub-division is complete and directs the CAO to post it as surplus property so that Council can entertain offers to purchase.



TOWN OF ST STEPHEN SUBDIVISION

PARCEL "A"
60 RIVERVIEW STREET
TOWN OF ST STEPHEN

NOTE: PARCEL "A" TO BE ADDED TO THE
ROBERT BEACH PROPERTY

NOTE: PARCEL "A" TO START AT THE BEACH PROPERTY, SOUTH EAST LINE
AND EXTEND TO THE CATCH BASIN ON RIVER STREET APPROX 30m
SOUTH EAST FROM THE STARTING POINT

NOT TO SCALE

Garcelon Civic Center Report – August 2016

Advising Commission

Next meeting September 19 at 4:15 p.m.

Finance and Administration

Staffing is a challenge due to changes with Student Staff. Recommendations are coming to Council for consideration.

Concessions

The St. Croix Curling Club provided notice that they are unable to continue providing concession services at the centre effective November 1, 2016. We are developing a plan to provide the bar, kitchen concessions, and catering ourselves in partnership with a local caterer. We would like to contract the services for the lower canteen.

Action: Council directs the CAO to issue a Request for Proposals (RFP) to provide the canteen services in the lower canteen and to bring a recommendation to a future meeting of Council.

Aquatics and Fitness

Fitness and Aquatics Coordinator, Christina Tapley started work on September 7. Pool schedule for September is a real challenge. We are in need of lifeguards.

Facility

Deficiency repairs to resolve leaks, September 1 and 2. This required a shut down of the pool.

As noted in my July report, the pipe insulation was installed in an effort to improve the efficiency of the ice making system and to avoid potential shut-down throughout the season. We moved on this quickly in consultation with the Mayor, Deputy Mayor as Chair of the Finance Committee, and Councillor Chisholm as Chair of Parks and Recreation. The cost was: \$ 7 679.72 (HST included).

Action: Council considers a resolution to pay this outstanding invoice with a redirection of funds from the General Capital Reserve marked for Garcelon Civic Center projects.

We are hoping to receive a significant portion of funding to purchase an ice surface floor covering that will allow us to host events on the ice surface.



Action: Council directs the CAO to issue a Request for Tenders to supply the appropriate ice surface floor covering and to bring a recommendation to a future meeting of Council. The acceptance of such will depend upon the confirmation of funding sources.

Logo on the side of the building was repaired.

**Programming / Facility
Use**

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

- Hosted several private functions (wedding receptions; meetings; community events).
- The ice surface was opened on August 15.
- Mid Summer Concert – August 19.
- CBC Tragically Hip Broadcast – August 20.
- St. Stephen ACES Hockey School / Training Camp.

Community-based Cardiac Care Rehabilitation Pilot Project continues (June 13-September 19).

Promotion and Marketing

- Garcelon Civic Center Days, September 21-23.
- Fall promotion is aimed at university / college students for three (3) month deal, punch cards, and corporate rates.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

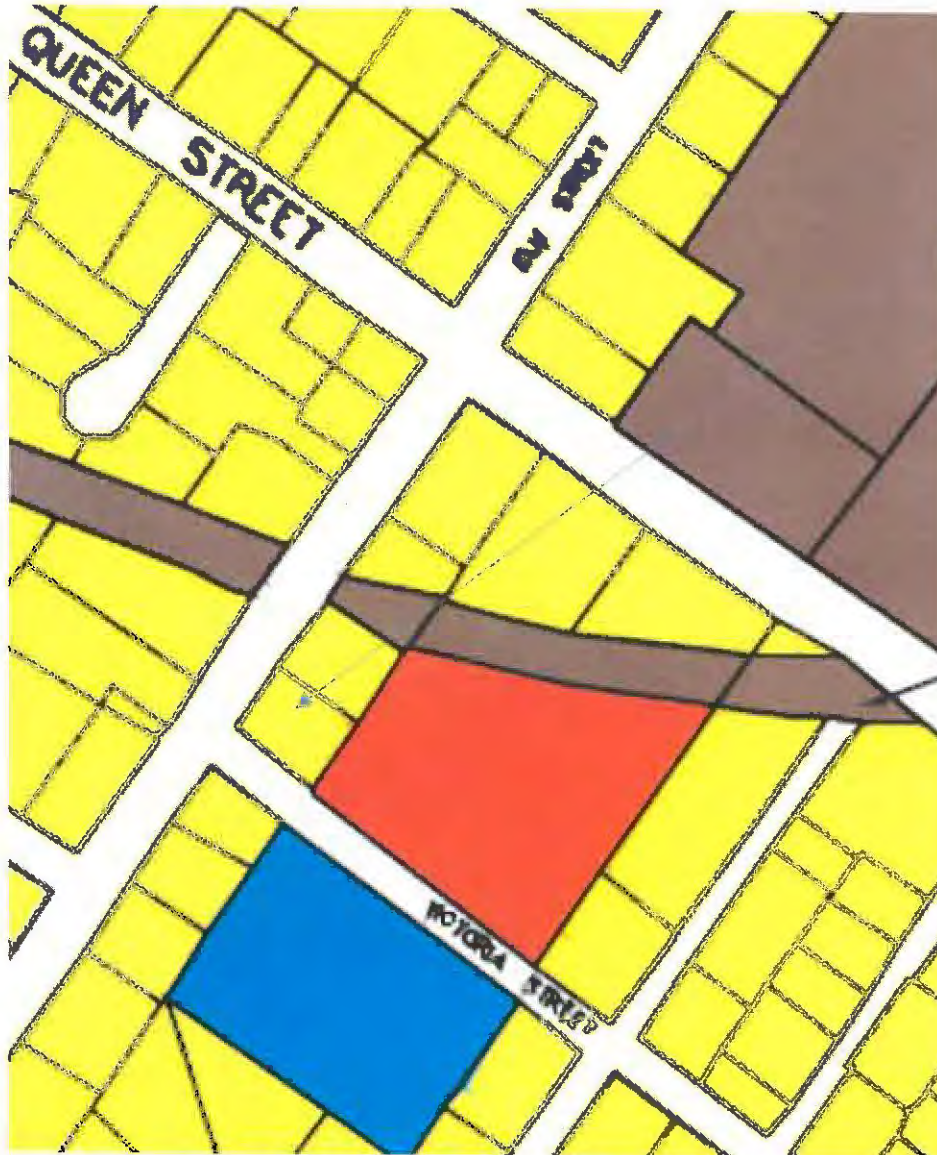
SECONDED BY: _____

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" – THIRD AND FINAL READING – SHORT TITLE ONLY

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 Third and Final Reading – Short Title Only.

By-Law No. M-1.3

Schedule "1"












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

27 Elm St

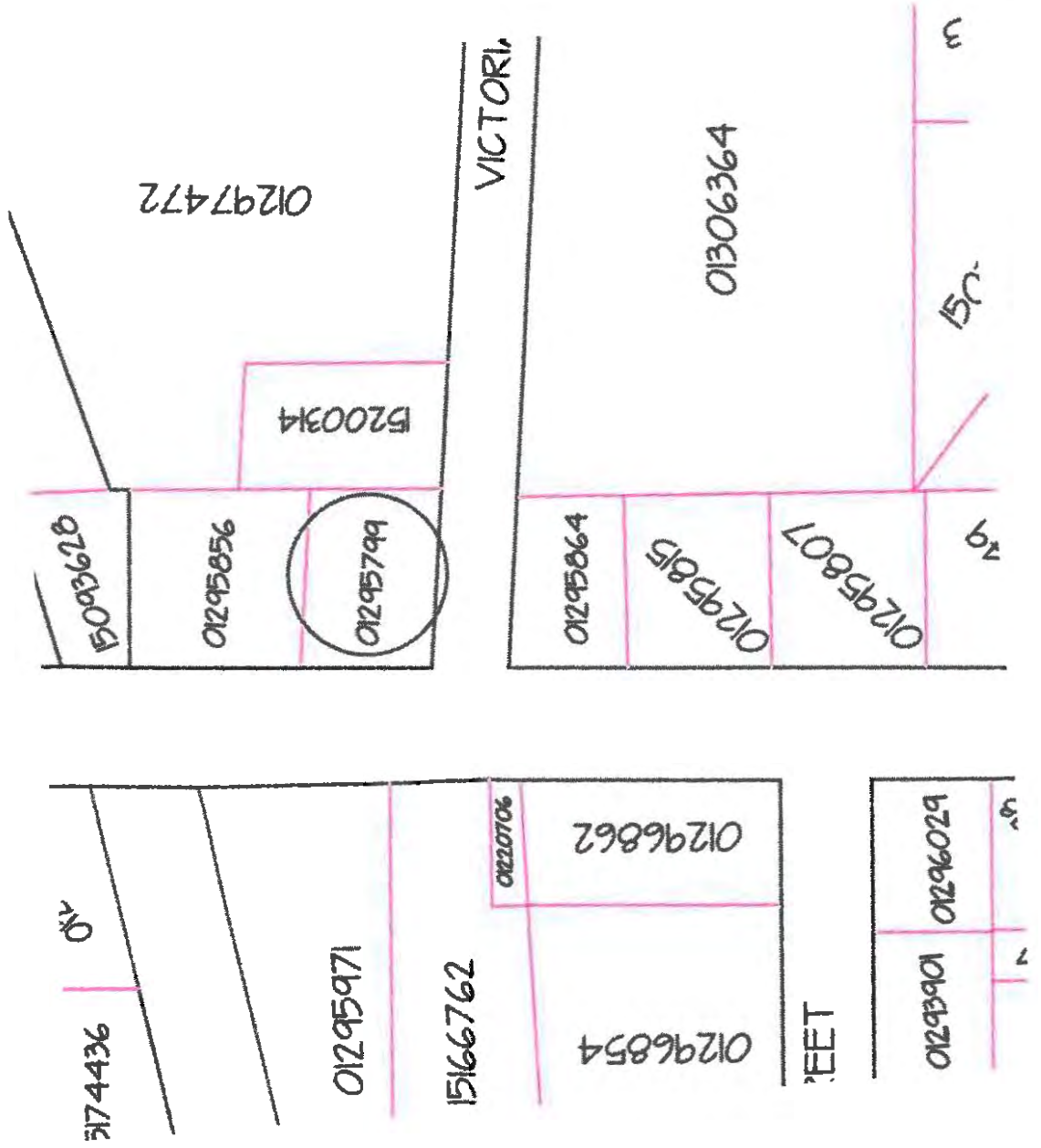
Generalized Future Land Use Map

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: September 26, 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

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 Third and Final Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.5

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

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

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

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

FIRST READING: July 25, 2016

SECOND READING: August 22, 2016

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

By-Law No. Z-1.5

Schedule "1"



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

27 Elm St

Town of St Stephen Zoning Map

- LEGEND
-  R-1 (SINGLE & TWO FAMILY RESIDENTIAL) ZONE
 -  R-2 (RESIDENTIAL MEDIUM DENSITY) ZONE
 -  R-3 (MULTIPLE UNIT RESIDENTIAL) ZONE
 -  RL (LAND LEASE RESIDENTIAL) ZONE
 -  CM (COMMERCIAL MEDIUM DENSITY) ZONE
 -  NC (NEIGHBOURHOOD COMMERCIAL) ZONE
 -  LMR (LARGE FORMAT RETAIL) ZONE
 -  I-1 (HEAVY INDUSTRIAL) ZONE
 -  I-2 (LIGHT INDUSTRIAL) ZONE
 -  OS (OFFICE & LIGHT SERVICE) ZONE
 -  INST (INSTITUTIONAL) ZONE
 -  U (UTILITY) ZONE
 -  PD (FUTURE DEVELOPMENT) ZONE
 -  OT (OCCUPANCY) ZONE
 -  TOWN BOUNDARY

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **August 1, 2016 to August 31, 2016 inclusive**. During this time period, the RCMP responded to 289 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstops	2
Tickets issued	9
Warnings issued	10
Traffic Collisions	9

PROVINCIAL STATUTES:

Intoxicated Persons Detention Act	1
Dangerous Driving	2
Driving While Disqualified/Suspended	4
Fail to Stop or Remain at Accident Scene	1
Family Relations Act	1
Fire Prevention Act	1
Firearms Act	1
Liquor Act	1
Mental Health Act	4
Motor Vehicle Act	1
Off Road Vehicle Act	1
Other Moving Traffic	1
Other Non-Moving Traffic	1
Other Provincial Statutes	2
Roadside Suspensions – Alcohol Related	1
Trespass Act	1

CRIMINAL CODE:

Arson	1
Assault	5
Being Unlawfully at Large	1
Breach of Breach of Recognizance	2
Break and Enter – Business	1
Break and Enter – Other	1
Break and Enter - Residence	1
Causing Damage or Injury to Animals/Birds	1
Crime Prevention	5
Criminal Harassment	1
Disturbing the Peace/Causing a Disturbance	8
Driving While Disqualified	1
Fail to Comply with Undertaking	2
Identity Theft	1
Impaired Care and Control over 80 mg%	1
Impaired Operation over 80 mg% of Motor Vehicle	3
Mischief damage to and/or Obstruct Enjoyment of Property	5
Other Theft under \$5000	5
Possession of Property Obtained by Crime	1
Sexual Assault	1
Theft of Truck	1
Theft Under or Equal to \$5000 - Shoplifting	1
Theft Under or Equal to \$5000 from a Motor Vehicle	2
Theft, Forgery, Misuse of Credit Card	1
Trespass at Night	1
Uttering Threats Against A Person	13

OTHER FEDERAL STATUTES:

Controlled Drugs & Substance Act	1
Customs Act – Non Report	1
Customs Act – Running the Port	1
Other Federal Statutes	1
Possession - Schedule II – Cannabis Resin	1
Possession – Schedule VIII – Cannabis	3

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	6
Assistance to Canadian Police (non-RCMP)	1
Assistance to Canadian Provincial Agency	6
Assistance General Public	4
Assistance to Non-Government Canadian Agency	1
Assistance to RCMP PIRS Agency	1

OTHER INVESTIGATIONS:

Abandoned Vehicles	2
False Alarms	3
Information File	4
Items Lost/Found	3
False/Abandoned 911 Call	4
Offender Management	1
Person Reported Missing	2
Police Certificates	111
Street Checks	9
Wellbeing Check	2

Terry POMEROY, Cpl.
A/Detachment Commander - St. Stephen Detachment
Royal Canadian Mounted Police

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: DECEMBER 2016 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 26th day of December, 2016 at 7:00 p.m., to the third (3rd) Monday, 19th day of December, 2016 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

APPLICATION FOR FINANCING – GENERAL FUND

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$3,800,000 (three million eight hundred thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Recreation and Cultural Services</u> Multi-purpose building	<u>\$3,800,000</u>	20 Years

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

PHOTOCOPIER LEASE AGREEMENT

THAT the Council of the Town of St. Stephen approves a five (5) year lease agreement with Konica Minolta for a Bizhub 364e photocopier.

AND THAT the Council authorizes the Mayor and Town Clerk to sign the lease agreement with Konica Minolta in the form presented to Council.

RESOLUTION NO.: _____

DATE: September 26, 2016

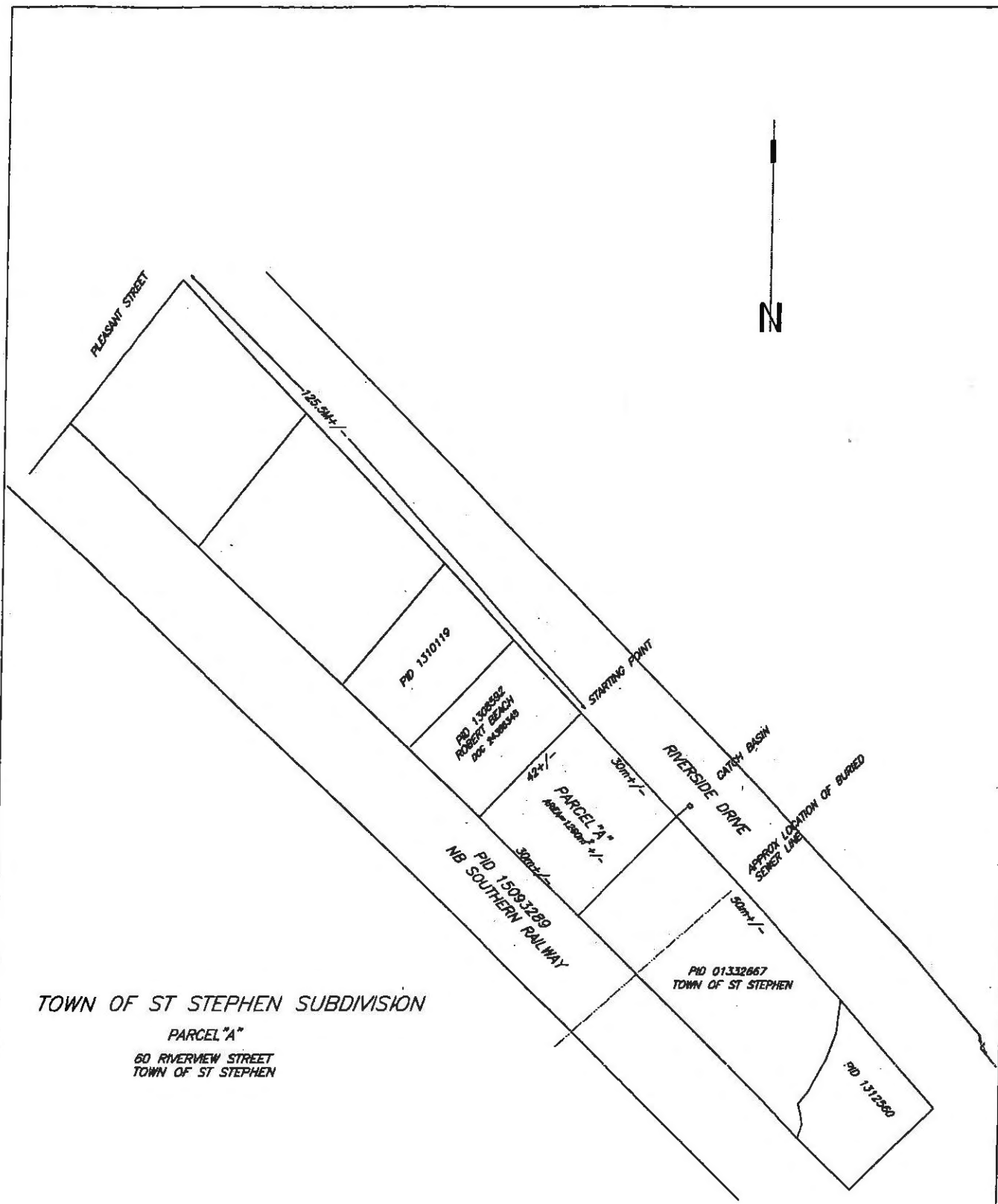
MOVED BY: _____

SECONDED BY: _____

TOWN-OWNED SURPLUS PROPERTY – PID # 01332667

THAT the Council of the Town of St. Stephen declares a portion of Town-owned property identified as PID # 01332667 located on Riverside Drive, and outlined as Parcel "A" on the attached sketch, to be surplus property.

AND THAT the Council directs the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase.



TOWN OF ST STEPHEN SUBDIVISION

PARCEL "A"
60 RIVERVIEW STREET
TOWN OF ST STEPHEN

NOTE: PARCEL "A" TO START AT THE BEACH PROPERTY, SOUTH EAST LINE AND EXTEND TO THE CATCH BASIN ON RIVER STREET APPROX 30m SOUTH EAST FROM THE STARTING POINT

NOT TO SCALE

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND - GARCELON CIVIC CENTER – PIPE INSULATION

THAT the amount of \$6,678.01 (six thousand, six hundred and seventy-eight dollars and one cent) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of refrigeration insulation at the Garcelon Civic Center in an effort to improve the efficiency of the ice making system and to avoid potential shut-down throughout the season.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – GIDDENS MEMORIAL AIRPORT – CAPITAL IMPROVEMENT PLAN

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Saint John, NB to provide consulting engineering services, in the amount of \$10,600.00 (ten thousand, six hundred dollars), plus HST, to develop a Capital Improvement Plan and provide an opinion of probable costs for the proposed improvements.

AND THAT should it be determined that geotechnical services (asphalt condition assessment and peer review) are not required, a fee of \$3,500.00 (three thousand, five hundred dollars), plus HST, shall be deducted from the above-noted fee.

AND FURTHER THAT Council authorizes the scope of work be paid from grants received from the "J. Arthur and Laura Giddens and Mary Laura Family Fund" and facilitated by the Strategic Charitable Giving Foundation designated for the Giddens Memorial Airport.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – MECHMUFFLER 250 SOAP BOX DERBY 2016

THAT the Council of the Town of St. Stephen grants permission to MechMuffler and Custom Exhaust Inc. to hold a MechMuffler 250 Soap Box Derby on Hawthorne Street on Saturday, October 15, 2016 between 10:30 a.m. – 4:00 p.m., with an alternate date of Sunday, October 16, 2016 between 10:30 a.m. - 4:00 p.m., and contingent on receipt by the Town of MechMuffler and Custom Exhaust Inc.'s Certificate of Insurance.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – ST. STEPHEN’S UNIVERSITY’S FOLK FESTIVAL

THAT the Council of the Town of St. Stephen grants permission to St. Stephen’s University to hold an outdoor music and arts festival between 1:00 p.m. and 5:00 p.m. on Saturday, October 1, 2016 at 8 Main Street (front lawn on Milltown Blvd.).

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

CLEAN WATER AND WASTEWATER FUND APPLICATION

THAT the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled "Water and Sanitary Sewer Renewal Milltown Boulevard (King Street to Hawthorne Street) in the form presented to Council at its Committee Meeting on September 14, 2016.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

CLEAN WATER AND WASTEWATER FUND APPLICATION

THAT the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled “Sanitary Sewer Renewal and Combined Sewer Separation – Thompson Avenue and Springwood Court” in the form presented to Council at its Committee Meeting on September 14, 2016.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

EASTERN CHARLOTTE WATERWAYS INC. – GREENHOUSE GAS EMISSIONS PROJECT

WHEREAS Eastern Charlotte Waterways Inc. has secured funding from the New Brunswick Environmental Trust Fund and the Intact Foundation to quantify greenhouse gas (GHS) emissions and develop a reduction plan for the Town of St. Stephen;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen identifies the Chief Administrative Officer Derek O'Brien and Councillor Ken Parker as Chair of the Property, By-Laws and Environment Committee, as the staff and municipal council contacts to support the project.

RESOLUTION NO.: _____

DATE: September 26, 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 August 22, 2016, accepted the Request for Proposal from 600633 NB Ltd., in the form presented to Council;

AND WHEREAS Council of the Town of St. Stephen, at its Regular Session on August 22, 2016, directed the Chief Administrative Officer to request the Town Solicitor prepare an Agreement of Purchase and Sale for approval at a future meeting;

AND WHEREAS the Council of the Town of St. Stephen and 600633 NB Ltd. have negotiated terms of an Agreement of Purchase and Sale, 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 Agreement of Purchase and Sale between The Town of St. Stephen and 600633 NB Ltd., and the said Council authorizes the Mayor and Town Clerk to execute an Appointment of Agent, Form 2 Affidavit of Applicant, HST Certificate and Form 13 Transfer, all in the form presented to Council, and Council further authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale as recommended by the Town Solicitor.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER PROJECT – TOLLING AGREEMENT

WHEREAS the Town of St. Stephen (the "Town") has a potential claim against Trisura Guarantee Insurance Company ("Trisura") pursuant to the issuance of Performance Bond No. TCS0171159 by Trisura related to the Garcelon Civic Center project;

AND WHEREAS DORA Construction Limited and the Town are working toward a mutual resolution;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Tolling Agreement between Trisura Guarantee Insurance Company and the Town of St. Stephen, in the form presented to Council.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

LEAVE OF ABSENCE – RECEPTIONIST AND HOSPITALITY ATTENDANT

WHEREAS the Council of the Town of St. Stephen, at its Special Session on September 6, 2016, authorized the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen and Christina Tapley for the position of Aquatic and Fitness Coordinator of the Garcelon Civic Center for a term commencing September 7, 2016 and expiring on February 28, 2017;

AND WHEREAS Christina Tapley has made a written request to the Town for a leave of absence from the position of Receptionist and Hospitality Attendant for the period of time beyond the maximum ninety (90) days as outlined under Article 17.06 of the Canadian Union of Public Employees (CUPE) Local Union 770 Collective Agreement;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen grants the requested extension beyond the ninety (90) days up to the expiration of her above-noted term position.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

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

THAT Alesha Baxter be offered the position of Student Customer Service Attendant for the Garcelon Civic Center effective September 27, 2016.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

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

THAT Evan Sider, Ryan Orchard, and Kim Collier be offered the position of Student Lifeguards for the Garcelon Civic Center effective September 27, 2016.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – CASUAL LIFEGUARDS - JOB RECOMMENDATIONS
THAT Sam Backman and Josh Pattison be offered the position of Casual Lifeguards for the Garcelon Civic Center effective September 27, 2016 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: September 26, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.