

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

1. PRAYER – Pastor Jody MacBeth
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Teed Saunders Doyle & Co. – Presentation of 2015 Audited Financial Statements.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – September 26, 2016
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – October 12, 2016
 - (b) Committee of Council Meeting – October 20, 2016

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) New Brunswick Municipal Employees Pension Plan Committee
- (c) Purchase of Alcoholic Beverages Policy – Amended
- (d) Credit Card – Garcelon Civic Center
- (e) Town of St. Stephen – Commercial Credit Application (Coca-Cola)
- (f) Town of St. Stephen – Commercial Credit Application (Sysco)
- (g) Approval of Events – Collaborative Christmas Planning Committee
- (h) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team
- (i) Atlantic Canada Opportunities Agency Project No. 207978 – Town of St. Stephen – Improvements
- (j) Regional Development Corporation Project No. 9254 – Town of St. Stephen – Improvements
- (k) Public Works Department – Operator – Job Recommendation
- (l) Awarding of Bid: Solid Waste Collection & Disposal Services – Residential Homes – Zone 2 (TOSS16-05)
- (m) 2015 Audit
- (n) Development Agreement – “Old Town Hall” – 34 Milltown Boulevard
- (o) Milltown Heights Development Committee – “Turning the Corner” Project

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: October 24 , 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on September 26, 2016 be approved as circulated.

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

1. **PRAYER**

Mayor MacEachern called upon Pastor Gord Walsh to administer a prayer.

2. **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.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

230/16 **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 month of September 2016 as Big Brothers Big Sisters Month.

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;

**MINUTES
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SEPTEMBER 26, 2016**

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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

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor Hyslop

231/16 **THAT** the Minutes of the Regular Council meeting held on August 22, 2016 be approved as circulated. CARRIED

SPECIAL COUNCIL MEETING

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

232/16 **THAT** the Minutes of the Special Council meeting held on September 6, 2016 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Councillor Harding

233/16 **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. CARRIED

PAID BILLS

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

- 234/16** 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. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 235/16** THAT Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Parker
Seconded by Councillor Harding

- 236/16** THAT the Minutes of the Committee of Council meeting held on September 1, 2016 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 237/16** 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 September 14, 2016 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 238/16** 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. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Hyslop

239/16 THAT the following staff reports for the month of August 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

240/16 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 Third and Final Reading – Short Title Only. 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

241/16 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 Third and Final Reading – Short Title Only. 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 Deputy Mayor Carr
Seconded by Councillor Wheaton

242/16 **THAT** the Royal Canadian Mounted Police August 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

CHANGE OF DATE: DECEMBER 2016 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

243/16 **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). CARRIED

APPLICATION FOR FINANCING – GENERAL FUND

Moved by Councillor Parker
Seconded by Councillor Wheaton

244/16 **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

CARRIED

PHOTOCOPIER LEASE AGREEMENT

Moved by Councillor Harding
Seconded by Councillor Hyslop

245/16 **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. **CARRIED**

TOWN-OWNED SURPLUS PROPERTY – PID # 01332667

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

246/16 **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. **CARRIED**

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

Moved by Councillor Harding
Seconded by Councillor Wheaton

247/16 **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. **CARRIED**

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

Moved by Councillor Harding
Seconded by Councillor Parker

248/16 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of 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.

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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. **CARRIED**

APPROVAL OF EVENT – MECHMUFFLER 250 SOAP BOX DERBY 2016

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

249/16

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. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

250/16

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.). **CARRIED**

CLEAN WATER AND WASTEWATER FUND APPLICATION

Moved by Councillor Hyslop

Seconded by Councillor Harding

251/16

THAT the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled "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. **CARRIED**

CLEAN WATER AND WASTEWATER FUND APPLICATION

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

252/16

THAT the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled "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. **CARRIED**

EASTERN CHARLOTTE WATERWAYS INC. – GREENHOUSE GAS EMISSIONS PROJECT

Moved by Councillor Parker
Seconded by Councillor Harding

253/16

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. **CARRIED**

PURCHASE AND SALE – 2 KING STREET

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

254/16

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. **CARRIED**

GARCELON CIVIC CENTER PROJECT – TOLLING AGREEMENT

Moved by Councillor Hyslop

Seconded by Councillor Harding

255/16

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.

LEAVE OF ABSENCE – RECEPTIONIST AND HOSPITALITY ATTENDANT

Moved by Councillor Harding

Seconded by Councillor Wheaton

256/16

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. **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.

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

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 257/16 THAT Alesha Baxter be offered the position of Student Customer Service Attendant for the Garcelon Civic Center effective September 27, 2016. **CARRIED**

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

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 258/16 THAT Evan Sider, Ryan Orchard, and Kim Collier be offered the position of Student Lifeguards for the Garcelon Civic Center effective September 27, 2016. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 259/16 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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a Business Improvement Area (BIA) meeting.
- Attended an insurance meeting with respect to fire trucks.
- Participated in the "Convenience Store Day" hosted by the St. Stephen Irving – Circle K and worked a 20 minute shift.
- Attended a meeting with the Premier in McAdam.
- Attended a public presentation of the Hydraulic Study for the Billy Weston Brook.
- Attended the St. Stephen Aces' season opening game.

Councillor Parker

- Attended all Town meetings.
- Participated in a conference call with the Chief Administrative Officer, Richard Fulton of Future St. Stephen, and a potential developer.
- Responded to several telephone calls.

Councillor Harding

- Attended all Town meetings.
- Attended an airport meeting.
- Spoke on behalf of the Town at the "Take Back The Night" parade.

Councillor Hyslop

- Attended all Town meetings.
- Attended an insurance meeting with respect to fire trucks.
- Attended a public presentation of the Hydraulic Study for the Billy Weston Brook.
- Attended a Charlotte County Museum board meeting.
- Attended the St. Stephen Aces' season opening game.

Councillor Wheaton

- Participated in the "Convenience Store Day" hosted by the St. Stephen Irving – Circle K and worked a 20 minute shift.
- Attended a Southwest New Brunswick Transit Authority board meeting and details will follow at next month's Committees meeting.
- Attending meetings with the Christmas Planning Committee.
- Attending the Weekly Wellness Program at the Garcelon Civic Center with attendance far beyond the anticipated 20 – 30.
- Attended a meeting with the Premier in McAdam.
- Worked at the Charlotte County Fall Fair.
- As a board member, attended Lonicera Hall's grand reopening.
- Attended a Chocolate Museum Operating Committee meeting and stated that the museum received from a family a 102 year old chocolate box.

Councillor Chisholm

- Attended the Charlotte County Fall Fair.
- Attended an International Festival Committee meeting.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended all Town meetings.
- Attended the informal Council meeting with MLA John Ames.

Mayor MacEachern

- Attended an airport meeting and anticipates a good future for the airport.
- Attends weekly Future St. Stephen meetings.
- Participated in the grand opening of the Charlotte County Fall Fair.
- Attended the Lonicera Hall grand reopening.
- Attended the informal Council meeting with MLA John Ames.
- Attended a Regional Service Commission meeting.
- Attended a Charlotte County Health Alliance meeting.
- Attended a public presentation of the Hydraulic Study for the Billy Weston Brook.
- Attended a meeting with the Premier in McAdam.
- Attended a Garcelon Civic Center Advising Commission meeting.

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 Deputy Mayor Carr
Seconded by Councillor Chisholm

260/16 THAT the meeting adjourn at 7:45 p.m. CARRIED

Mayor

Town Clerk

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 – Mechemmuffler 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: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$807,848.94 (eight hundred and seven thousand, eight hundred and forty-eight dollars and ninety-four cents) be received.

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

Visa:

JULY 2016

Derek O'Brien (Gen Gov't: Civic Relations, Computer Services,
Community Events, Other Research; Civic Center: Bank Service Fees)

\$ 2,389.90

Grand Total

\$ 2,389.90

TOWN OF ST. STEPHEN BILLS PAID (CHARLES F. TODD TRUST FUND):

SEPTEMBER 2013

Nathan Gullison (Irving Randall Todd Scholarship - First Installment, Cheque #75)	1,650.00
Emilee Boone (Frances Esther Todd Scholarship - First Installment, Cheque #76)	1,650.00
Total	<u><u>\$3,300.00</u></u>

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

SEPTEMBER 2016

Town of St. Stephen General Operating Fund (Fund Transfer - HST-April-June, 2016, Cheque #160)	1,059.30
Dillon Consulting Limited (Engineering-Prince William Street-Project No. 152819, Cheque #1086)	67,712.00
Safway Services Canada ULC (Garcelon Civic Center-Pipe Insulation, Cheque #1087)	7,679.72
	<u>76,451.02</u>

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

SEPTEMBER 2016

Town of St. Stephen General Capital Fund (Fund Transfer-Pipe
Insulation, Cheque #5)

\$ 6,678.01

Total

\$ 6,678.01

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000011 dated between 09/01/2016 and 09/30/2016

CHEQUE REGISTER

Printed: 1:47:55PM 10/05/2016

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Number	Issued	Amount	SC	Status	Status Date
000010	09/07/2016 TOWN OF ST. STEPHEN 30000.00	30,000.00 30,000.00	AP	OUT-STD	09/07/2016
	Cheque Totals Issued:	30,000.00			
	Void:	0.00			
	Total Cheques Generated:	30,000.00			
	Total # of Cheques Listed:	1			

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018878 dated between 09/01/2016 and 09/30/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
018739	09/01/2016 HERITAGE COURT HOLDINGS LIMITED RC000023570 GG-TOWNHALL-RENTAL-SEP/16	5,417.82 5,417.82	A/P	OUT-STD	09/01/2016
018740	09/01/2016 SHARPE'S LAWN CARE 5158 RC-PARKS-TURF MAINTENANCE PL	14,662.50 14,662.50	A/P	OUT-STD	09/01/2016
018743	09/07/2016 ACCT #903240047015 AUGUST2016 VOL FIRE MEMBERSHIP DUES-AUGI	310.00 310.00	A/P	OUT-STD	09/07/2016
018744	09/07/2016 ACCT 8025-280 AUGUST2016 LOCAL 770 UNION DUES-AUGUST/16	1,711.03 1,711.03	A/P	OUT-STD	09/07/2016
018745	09/07/2016 BELL ALIANT 47424130-JULY2016 CC-JULY 2016 PHONE	883.72 883.72	A/P	OUT-STD	09/07/2016
018746	09/07/2016 CIBC MELLON GLOBAL SECURITIES NBMF0218002 AUGUST2016 GG-MUNICIPALPLAN/EMPLOYEEPAY	34,860.80 34,860.80	A/P	OUT-STD	09/07/2016
018747	09/07/2016 CNH CAPITAL IN81857 TS-#16- FILTER, SUPPORT, HOSE A	404.17 404.17	A/P	OUT-STD	09/07/2016
018748	09/07/2016 Derek O'Brien AUGUST2016 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	09/07/2016
018749	09/07/2016 ELIZA CASEY AUGUST222016 RC-SWIMMEETS-EXPENSES	79.72 79.72	A/P	OUT-STD	09/07/2016
018750	09/07/2016 FILTRATION PLUS 5380919 CC-MAINTENANCE-PLEAT FILTERS	2,348.94 2,348.94	A/P	OUT-STD	09/07/2016
018751	09/07/2016 IMPACT AUTOMATION SERVICES LTD 21084 CC-DDC SYSTEM CALL OUT REPAIR	1,370.75 1,370.75	A/P	OUT-STD	09/07/2016
018752	09/07/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 287885 CC-NATURAL GAS-JULY 2016 530346 TS-STS- GAS	4,829.78 762.29 4,167.47	A/P	OUT-STD	09/07/2016
018753	09/07/2016 MINISTER OF FINANCE WEEK372016 EMPLOYEE DEDUCTIONS-SEP 4-10/	209.30 209.30	A/P	OUT-STD	09/07/2016
018754	09/07/2016 MINISTER OF FINANCE 786095-39 CC-ELEVATOR-PERMIT RENEWAL	300.00 300.00	A/P	OUT-STD	09/07/2016
018755	09/07/2016 O'CONNELL MIKE AUGUST2016 RC-RECIRECTOR-MONTHLY VEHIC	200.00 200.00	A/P	OUT-STD	09/07/2016
018756	09/07/2016 RICHARDSON JEFF 649.04 PS-FIRE-TRAUMA BAGS, OXYGEN C	649.04 649.04	A/P	OUT-STD	09/07/2016
018757	09/07/2016 SHANNON MICHAEL WEEK362016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	09/07/2016
018758	09/07/2016 ST. STEPHEN UTILITY DEPT. AUGUST2016 EMPLOYEE DEDUCTIONS-AUGUST/	60.00 60.00	A/P	OUT-STD	09/07/2016
018759	09/07/2016 VOICES OF THE BAY DONATION2016 GG-CIVIC-DONATION 2016	200.00 200.00	A/P	OUT-STD	09/07/2016
018760	09/07/2016 MINISTER OF FINANCE AUGUST2016 EMPLOYEE DEDUCTIONS-AUGUST/	1,086.00 1,086.00	A/P	OUT-STD	09/07/2016
018761	09/14/2016 BOYS & GIRLS CLUB OF CHARLOTTE COUNTY POOLPASSESREFUND RC-MILLPOOL-2016 POOL PASSES F	1,350.00 1,350.00	A/P	OUT-STD	09/14/2016
018762	09/14/2016 CANADIAN SPRINGS 8002916857 RC-HORT-WATER 8002922507 GG-TOWNHALL-WATER 9919213117 GG-TOWN HALL- WATER 9919258220 PS-FIRE-WATER	412.40 121.80 19.57 36.34 109.44	A/P	OUT-STD	09/14/2016

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	9919261181	TS-SHOP- WATER ✓	125.25			
018763 ✓	09/14/2016	MEGAN GULLISON ✓	188.25 ✓	A/P	OUT-STD	09/14/2016
		SWIMMEET RC-SWIMTEAM-PERTH ANDOVER P ✓	188.25			
018764 ✓	09/14/2016	MINISTER OF FINANCE ✓	209.30 ✓	A/P	OUT-STD	09/14/2016
		WEEK372016* EMPLOYEE DEDUCTIONS-SEP 11-11 ✓	209.30			
018765 ✓	09/14/2016	O'CONNELL MIKE ✓	435.00 ✓	A/P	OUT-STD	09/14/2016
		FREDERICTONMEET RC-RECREATIONDIRECTOR-FREDE	125.00			
		RECREATIONNB RC-RECREATIONDIRECTOR-RECRE	280.00			
		ST.ANDREWSMEET RC-RECREATIONDIRECTOR-SAINT ✓	30.00			
018766 ✓	09/14/2016	PETTY CASH ✓	195.91 ✓	A/P	OUT-STD	09/14/2016
		AUGUST092016 PS-BUILDINSPECTOR-REGISTERED	35.65			
		AUGUST102016 PS-BYLAW/BUILDINSPECTOR-REGI	23.92			
		AUGUST152016 GG-CIVIC-MAILED TOWN BROCHUR	13.98			
		AUGUST192016 PS-BUILDINSPECTOR-REGISTERED	23.00			
		AUGUST232016 PS-BUILDINSPECTOR-REGISTERED	11.73			
		JULY052016* PS-BUILDINSPECTOR-REGISTERED	48.48			
		JULY132016 PS-BYLAW/BUILDINSPECTOR-REGI	23.00			
		JULY252016 PS-BUILDINSPECTOR-REGISTERED	12.42			
		JULY262016 GG-TOWNHALL-KITCHEN SUPPLIES ✓	5.75			
018767 ✓	09/14/2016	PROMO HEROES ✓	43.13 ✓	A/P	OUT-STD	09/14/2016
		11444 RC-SWIMTEAM-FIRST PLACE RIBBC ✓	43.13			
018768 ✓	09/14/2016	RESCUE 7 INC. ✓	492.54 ✓	A/P	OUT-STD	09/14/2016
		28452 RC/CC-PARKS/BUILDING-FIRST AID ✓	492.54			
018769 ✓	09/14/2016	SHANNON MICHAEL ✓	371.91 ✓	A/P	OUT-STD	09/14/2016
		WEEK372016* PS-ANIMALCONTROL-WEEKLY FEE, ✓	371.91			
018770 ✓	09/14/2016	SHELLEY KADATZ ✓	1,154.19 ✓	A/P	OUT-STD	09/14/2016
		FITNESSNBTRAINING CC-CIVIC-FITNESS NB TRAINING WE	889.19			
		OLDERADULTFITNESS CC-50SHADESOFFIT-OLDER ADULT ✓	285.00			
018771 ✓	09/14/2016	SHELLEY GRANT ✓	30.15 ✓	A/P	OUT-STD	09/14/2016
		SWIMTEAMSUIT. RC-SWIMTEAM-SUIT ✓	30.15			
018772 ✓	09/14/2016	SOURCE ONE SUPPLIES ✓	3,840.28 ✓	A/P	OUT-STD	09/14/2016
		12180 RC-LIBRARY-SUPPLIES	247.35			
		12516 CC-JANITORIAL SUPPLIES	189.38			
		12543 CC-JANITORIAL SUPPLIES	439.60			
		12571 RC-MILLPOOL-MURIATIC ACID	898.73			
		12616 RC-PARKS-BOL-GENIE	82.66			
		12648 RC-MILLPOOL- POOL CHEMICALS	1,380.00			
		12697 TS-SHOP- PAPER TOWEL	45.99			
		12747 PS-FIRE- GARBAGE BAGS, GLOVES	236.28			
		12850 CC-JANITORIAL SUPPLIES ✓	420.30			
018773 ✓	09/14/2016	ST. STEPHEN FIRE DEPARTMENT ✓	50.00 ✓	A/P	OUT-STD	09/14/2016
		BUCKITSIDONATION GG-FIRE-BUCKET SIT DONATION ✓	50.00			
018774 ✓	09/14/2016	STEPHANIE FRASER-BROWN ✓	38.79 ✓	A/P	OUT-STD	09/14/2016
		SWIMTEAMSUIT RC-SWIMTEAM-SUIT ✓	38.79			
018775 ✓	09/14/2016	BOB BURNSIDE ✓	70.00 ✓	A/P	OUT-STD	09/14/2016
		SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	70.00			
018776 ✓	09/14/2016	CHERLY DEMPSEY ✓	70.00 ✓	A/P	OUT-STD	09/14/2016
		SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	70.00			
018777 ✓	09/14/2016	CYNTHIA THOMPSON ✓	70.00 ✓	A/P	OUT-STD	09/14/2016

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
	SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	70.00			
018778 ✓	09/14/2016 ELLEN RUDDOCK ✓ POOL REFUND RC-MILLPOOL- SWIM REFUND ✓	70.00 ✓ 70.00	A/P	OUT-STD	09/14/2016
018779 ✓	09/14/2016 KELLY MALLOY ✓ POOL REFUND RC-MILLPOOL- SWIM REFUND ✓	35.00 ✓ 35.00	A/P	OUT-STD	09/14/2016
018780 ✓	09/14/2016 LEANNE WOOLEY ✓ SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	35.00 ✓ 35.00	A/P	OUT-STD	09/14/2016
018781 ✓	09/14/2016 LINDA HANNAN ✓ SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	70.00 ✓ 70.00	A/P	OUT-STD	09/14/2016
018782 ✓	09/14/2016 LISA MACDOUGALL ✓ SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	35.00 ✓ 35.00	A/P	OUT-STD	09/14/2016
018783 ✓	09/14/2016 MIRANADA BELL ✓ SWIM REFUND RC-MILLPOOL- SWIM REFUND ✓	70.00 ✓ 70.00	A/P	OUT-STD	09/14/2016
018785 ✓	09/21/2016 A.M.A.N.B. ✓ FEE2016-107 GG-MEMBERSHIPFEES-APR01/16-M ✓	432.68 ✓ 432.68	A/P	OUT-STD	09/21/2016
018786 ✓	09/21/2016 AIR LIQUIDE CANADA ✓ 65208769 TS-SHOP- ALMIG, 16 ✓	133.25 ✓ 133.25	A/P	OUT-STD	09/21/2016
018787 ✓	09/21/2016 A.J.W MECHANICAL LTD. ✓ 21828 RC-MILLPOOL- HEAT PUMP REPAIR ✓	560.05 ✓ 560.05	A/P	OUT-STD	09/21/2016
018788 ✓	09/21/2016 ALL GAS TANKS ✓ 86372 RC-MOWING- 6 PACK MIX OIL ✓	19.26 ✓ 19.26	A/P	OUT-STD	09/21/2016
018789 ✓	09/21/2016 AREO FIRE ✓ 258515 PS-FIRE-MODITECH STD EDITION LI ✓	333.35 ✓ 333.35	A/P	OUT-STD	09/21/2016
018790 ✓	09/21/2016 BERNIE'S BODY BLAST ✓ NB16187891 RC-JUMPSTART-PROGRAM ✓	80.00 ✓ 80.00	A/P	OUT-STD	09/21/2016
018791 ✓	09/21/2016 BRIGGS PLUMBING INC. ✓ 111865 PS-FIRE- HOLE IN WATERLINE REP/ ✓ 111747 PS-FIRE-WATER LEAK REPAIR ✓	376.65 ✓ 212.24 164.41	A/P	OUT-STD	09/21/2016
018792 ✓	09/21/2016 CHARLOTTE UNITED SOCCER CLUB ✓ NB16187891 RC-JUMPSTART-PROGRAM ✓	840.00 ✓ 840.00	A/P	OUT-STD	09/21/2016
018793 ✓	09/21/2016 DALE MATHESON'S TOWING ✓ ZONINGREFUND GG-ZONINGBY-LAWAMENDMENT-R ✓	500.00 ✓ 500.00	A/P	OUT-STD	09/21/2016
018794 ✓	09/21/2016 FINANCIAL AND CONSUMER SERVICES COMMISSIC ✓ COMMISSOFOATHS GG-TOWNCLERK-COMM OF OATHS ✓	75.00 ✓ 75.00	A/P	OUT-STD	09/21/2016
018795 ✓	09/21/2016 FRANK G GODSOE CHARTERED ACCOUNTANT ✓ 1002 GG-TREASURY-ACCOUNTING SUPP ✓ 1003 GG-TREASURY-ACCOUNTING SUPP ✓ 1008 GG-TREASURY-ACCOUNTING SUPP ✓ 1012 GG-TREASURY-ACCOUNTING SUPP ✓ 983* GG-RECEPTION-SUPPORT ✓ 988 GG-TREASURY-ACCOUNTING SUPP ✓	888.66 ✓ 55.94 44.28 56.93 181.00 270.71 80.80	A/P	OUT-STD	09/21/2016
018796 ✓	09/21/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIK ✓ 16-101 PS-BUILDINSPECTOR-AUG 28-SEP ✓	2,794.50 ✓ 2,794.50	A/P	OUT-STD	09/21/2016
018797 ✓	09/21/2016 GREAT-WEST LIFE ASSURANCE COMPANY ✓ SEP132016MAN GG-PREMIUMS-SEP24-OCT23/16-M ✓	2,026.19 ✓ 2,026.19	A/P	OUT-STD	09/21/2016
018798 ✓	09/21/2016 IRENE WATTS ✓ SNEAKERS GG-CROSSWALKGUARD-CLOTHING ✓	92.58 ✓ 92.58	A/P	OUT-STD	09/21/2016
018799 ✓	09/21/2016 KONICA MINOLTA ✓ 6033605 CC-ADMIN-PHOTOCOPIERLEASE-AI ✓	330.18 ✓ 118.24	A/P	OUT-STD	09/21/2016

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Number	Issued	Amount	SC	Status	Status Date
	6045021	GG-TOWN HALL- COPIER CONTRAC	100.97		
	6076997	GG-TOWN HALL- COPIER CONTRAC ✓	110.97		
018800 ✓	09/21/2016 MEDAVIE BLUE CROSS ✓	15,359.85 ✓	A/P	OUT-STD	09/21/2016
	60052	GG-HEALTH&DENTALPREMIUMS-O✓	8,050.82		
	60537	GG-HEALTH&DENTALPREMIUMS-O✓	9,309.03		
018801 ✓	09/21/2016 MINISTER OF FINANCE ✓	209.30 ✓	A/P	OUT-STD	09/21/2016
	WEEK382016	EMPLOYEE DEDUCTIONS-SEPT 18: ✓	209.30		
018802 ✓	09/21/2016 N. B. ELECTRIC POWER ✓	14,432.18 ✓	A/P	OUT-STD	09/21/2016
	17949909SEP16	PM-PICAROONS-ELECTRICITY	232.85		
	18988703SEP16	TS/PS-199UNIONST-ELECTRICITY	1,263.02		
	19051703SEP16	PM-AIRPORT-ELECTRICITY	171.99		
	19051801SEP16	PM-AIRPORT-ELECTRICITY	47.83		
	218000030308SEP16	TS-STS-AREA LIGHTS	11,832.74		
	55471834SEP16	TS/PS-220UNIONST-ELECTRICITY	37.84		
	71315207SEP16	PM-RCMP-ELECTRICITY	1,018.52		
	83278804SEP16	TS-STS-PARKS SHED ✓	27.39		
018803 ✓	09/21/2016 PAYROLL TRANSFER ✓	65,557.00 ✓	A/P	OUT-STD	09/21/2016
	WEEK372016	GG-TRANSFER-SEP 2-15/16 ✓	65,557.00		
018804 ✓	09/21/2016 PIZZA DELIGHT ✓	111.44 ✓	A/P	OUT-STD	09/21/2016
	326028	RC-HORT- YEAR END / STUDENTS ✓	111.44		
018805 ✓	09/21/2016 RECEIVER GENERAL FOR CANADA ✓	31,055.27 ✓	A/P	OUT-STD	09/21/2016
	WEEK372016	GG-REMITTANCE-SEP 2-15/16 ✓	31,055.27		
018806 ✓	09/21/2016 SHANNON MICHAEL ✓	371.91 ✓	A/P	OUT-STD	09/21/2016
	WEEK382016	PS-ANIMALCONTROL-WEEKLY FEE, ✓	371.91		
018807 ✓	09/21/2016 ST. STEPHEN MINOR BASKETBALL ✓	150.00 ✓	A/P	OUT-STD	09/21/2016
	NB18187691	RC-JUMPSTART-PROGRAM ✓	150.00		
018808 ✓	09/21/2016 STORMFORCE CHEERLEADING ✓	825.00 ✓	A/P	OUT-STD	09/21/2016
	NB18187691	RC-JUMPSTART-PROGRAM ✓	825.00		
018809 ✓	09/21/2016 YUNJU PARK ✓	110.00 ✓	A/P	OUT-STD	09/21/2016
	SWIMLESSONSREFUND	RC-MILLPOOL-SWIM LESSONS REF ✓	110.00		
018810 ✓	09/21/2016 CCH FOUNDATION ✓	1,000.00 ✓	A/P	OUT-STD	09/21/2016
	RADIOTHON2016	GG-CIVIC-RADIOTHON 2016 DONAT ✓	1,000.00		
018811 ✓	09/21/2016 GREAT-WEST LIFE ASSURANCE COMPANY ✓	2,538.59 ✓	A/P	OUT-STD	09/21/2016
	SEP132016*	GG-PREMIUMS-SEP24-OCT23/16-UN ✓	2,538.59		
018812 ✓	09/26/2016 AMY BRENNAN ✓	74.05 ✓	A/P	OUT-STD	09/26/2016
	SWIMSUITREFUND18	RC-MILLPOOL-SWIM SUIT REFUND/ ✓	74.05		
018816 ✓	09/26/2016 IRVING ENERGY DISTRIBUTION AND MARKETING ✓	1,223.08 ✓	A/P	OUT-STD	09/26/2016
	336589	TS-STS-DIESEL	384.79		
	625138	TS-STS-DIESEL	287.85		
	938294	TS-STS-DIESEL	365.76		
	JUN-JUL/16	CC-NATURALGAS-JUNE-JULY INTEF	47.81		
	MAY-AUGUST2016	TS-STS-MAY-AUGUST INTEREST/16 ✓	136.87		
018817 ✓	09/26/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA ✓	276.69 ✓	A/P	OUT-STD	09/26/2016
	24C780596	GG-PHOTOCOPIER- MAINTENANCE ✓	276.69		
018819 ✓	09/26/2016 MURDOCK BOYD ARCHITECTS ✓	5,577.50 ✓	A/P	OUT-STD	09/26/2016
	16-2005	GG- BOARDER ARENA- BUILDING D ✓	5,577.50		
018820 ✓	09/26/2016 MY HOME APPAREL ✓	2,070.00 ✓	A/P	OUT-STD	09/26/2016
	INV0113	GG-NB DAY- T-SHIRTS ✓	2,070.00		
018821 ✓	09/26/2016 N. B. ELECTRIC POWER ✓	3,827.43 ✓	A/P	OUT-STD	09/26/2016

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Number	Issued		Amount	SC	Status	Status Date
	17915909SEP16	RC-POOL-SCHOOL STREET	76.48			
	17935200SEP16	TS-KING/UNIONST-TRAFFIC LIGHTS	39.47			
	18189205SEP16	RC-POOL-MILL LANE	2,154.41			
	50666140SEP16	RC-PARKS-ROTARY CHANGING RO	26.05			
	54187672SEP16	TS-KING/QUEENST-TRAFFIC LIGHTS	37.84			
	55160607SEP16	RC-COTTONMILL-LIGHTS	56.48			
	55917471SEP16	TS-STS-WATERFRONT LIGHTS	61.54			
	57955782SEP16	RC-CHOC-PARK-BANDSTAND	29.03			
	57955808SEP16	GG-120 MILLTOWN BLVD-ELECTRIC	39.61			
	72924308SEP16	RC-PARKS-BANDSTAND	50.36			
	73006038SEP16	RC-LIBRARY-ELECTRICITY	1,113.96			
	82122207SEP16	RC-PARKS-BASKETBALL COURT	52.45			
	84980501SEP16	RC-PARKS-RIVERSIDE DR LIGHTS ✓	69.75			
018822 ✓	09/28/2016	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS ✓	10,205.72 ✓	A/P	OUT-STD	09/28/2016
	175340-177787	GG-TOWN- REGIONAL LANDFILL CC ✓	10,205.72			
018823 ✓	09/28/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI ✓	1,886.76 ✓	A/P	OUT-STD	09/28/2016
	24871	GG-COMMUNITY EVENTS- AREA 50 ✓	623.30			
	24716	GG-COMMUNITY EVENTS- MURAL, I ✓	1,245.45			
018824 ✓	09/28/2016	STATIONERY PLUS ✓	31.33 ✓	A/P	OUT-STD	09/28/2016
	369401	GG-TOWN HALL- PENS	2.29			
	369799	GG-TOWN HALL- CERTIFICATE HOL	6.87			
	369893	GG-TOWN HALL- INK ROLLER, PENE	6.02			
	370003	GG- TOWN HALL-ENVELOPES ✓	16.15			
018826 ✓	09/29/2016	AJW MECHANICAL LTD. ✓	1,107.58 ✓	A/P	OUT-STD	09/29/2016
	22429	RC-PARKS- POOL HEATER REPAIR ✓	1,107.58			
018827 ✓	09/29/2016	BELL ALIANT ✓	150.36 ✓	A/P	OUT-STD	09/29/2016
	06336721AUG16*	PM-AIRPORT-TELEPHONE CHARGE ✓	150.36			
018828 ✓	09/29/2016	C.J.MUNN EQUIPMENT LTD. ✓	462.69 ✓	A/P	OUT-STD	09/29/2016
	83866	PS-FIRE-ABC FIRE EXT. WITH VEHIC	229.37			
	83976	TS-SHOP-FIRE EXT WITH VEHICLE E ✓	233.22			
018831 ✓	09/29/2016	CANADIAN TIRE ✓	2,069.18 ✓	A/P	OUT-STD	09/29/2016
	16035340	CC-MAINTENANCE-KEYS	35.59			
	16104287	CC-MAINTENANCE-FAN	24.14			
	16104321	CC-MAINTENANCE SUPPLIES-STOR	49.34			
	N16035314**	CC-JANITORIAL-SPRAY 9	12.29			
	N16035321	RC-PARKS-CUT OFF WHEELS	16.04			
	N16035337	RC-FUN RUN- WATER BOTTLE COL	36.09			
	N16035342	RC-PARKS-PAINT	10.74			
	N16035345**	TS-WHARF-PAINT, CLETES	68.80			
	N16035346	RC-PARKS-WELDING HELMET	132.19			
	N16035349*	TS-WHARF-PAINT BRUSHES, PAINT	47.43			
	N16035353	TS-#6-GLOSS PAINT	18.35			
	N16035357	RC-HORT- 8' FM/ML LEADER, YW 1/2	28.13			
	N16104222	RC-PARKS-WIRE ROPE CLIP	10.78			
	N16104230	TS-SHOP- HITCH PIN	13.78			
	N16104236	CC-MAINTENANCE SUPPLIES	482.85			
	N16104244*	PS-FIRE- AC RUST GLS, RECYCLINC	61.50			
	N16104245	TS-SHOP- RUST PAINT	30.08			
	N16104246	TS-SHOP- EYE BOLT	22.64			
	N16104253	TS-SHOP- PAINT, PAINT BRUSH	54.73			

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Number	Issued	Amount	SC	Status	Status Date
	N16104257	RC-AIRPORT- BULBS			
	N16104259	TS-SHOP- SECU SNAP 100MM			
	N16104268*	RC-PARKS- SPARK PLUGS			
	N16104274	RC-SOCCER-TENT PEGS			
	N16104277	RC-PARKS-LEVEL			
	N16104282*	RC-HORT- PAINT			
	N16104294*	RC-HORT- PLANT			
	N16104305	RC-PARKS-POP UP BRONZE			
	N16104307	RC-PARKS-TOOLS			
	N16104311	TS-SHOP- PEDALS			
	N16104314	RC-PARKS- WHEEL, STEALTH P18 C			
	N16104318	RC-PARKS- PDLK, FLEXIBLE KEY ID			
	N16104318	RC-PARKS-WATER			
	N16104351	RC-HORT-GALSURESPRAY			
	N16104358	RC-PARKS-FRM/TRK GRS 400, LGBL			
018832 ✓	09/29/2016 CANADIAN SPRINGS ✓	75.92 ✓	A/P	OUT-STD	09/29/2016
	1113503260	GG-TOWN HALL- WATER			
	1113546905	GG-TOWN HALL-WATER			
	9919323336	PS-FIRE-WATER			
	9919495661	GG-TOWN HALL- WATER ✓			
018833 ✓	09/29/2016 CARQUEST ✓	37.12 ✓	A/P	OUT-STD	09/29/2016
	75229	TS-#6- SELF-ETCHING PRIMER ✓			
018834 ✓	09/29/2016 CHANDLER ✓	2,291.64 ✓	A/P	OUT-STD	09/29/2016
	1459049	PS-FIRE-PORTABLE RADIO			
	1459050	PS-FIRE-RADIO, SPEAKER MICS ✓			
018835 ✓	09/29/2016 CHARLOTTE COUNTY JANITORIAL ✓	2,806.66 ✓	A/P	OUT-STD	09/29/2016
	3407	PM-RCMP- JANITORIAL- JULY/16			
	3412	PS-FIRE- JANITORIAL-JULY/16			
	3429	PM-RCMP- JANITORIAL- AUG/16			
	3434	PS-FIRE- JANITORIAL - AUGUST /16 ✓			
018836 ✓	09/29/2016 CHARLOTTE COUNTY FALL FAIR ✓	1,000.00 ✓	A/P	OUT-STD	09/29/2016
	2016GRANT	GG-CIVIC-2016 GRANT ✓			
018837 ✓	09/29/2016 CHARLOTTE COASTAL REGION TOURISM ASSOCIA ✓	3,000.00 ✓	A/P	OUT-STD	09/29/2016
	2016GRANT	GG-CIVIC-2016 GRANT ✓			
018838 ✓	09/29/2016 CHRIS RIDEOUT ✓	214.00 ✓	A/P	OUT-STD	09/29/2016
	AUGUST 8 2016*	GG-COMMUNITY EVENTS-AREA 506 ✓			
018839 ✓	09/29/2016 CINTAS CANADA LIMITED ✓	156.75 ✓	A/P	OUT-STD	09/29/2016
	5005524244	PS-FIRE- FIRST AID SUPPLIES ✓			
018840 ✓	09/29/2016 COX ELECTRONICS & COMMUNICATIONS ✓	1,736.32 ✓	A/P	OUT-STD	09/29/2016
	2-1774434	PS-FIRE-APR, MAY, JUN MOBILE MA			
	2-1776329	PS-FIRE- MINITOR V BATTERIES ✓			
018842 ✓	09/29/2016 CREIGHTON-CARTER LTD. ✓	1,736.93 ✓	A/P	OUT-STD	09/29/2016
	961-405436	TS-#12-CORE DEPOSIT			
	961-407474*	TS-#10- HOSE 3LOLA XREEL			
	961-407513*	TS-#10- BARRICADE FUEL HOSE			
	961-407595	TS-SHOP- GUN WASH			
	961-407599	TS-SHOP- WHIP HOSE			
	961-407618	TS-SHOP- RIVETS			
	961-407669	PM-AIRPORT-TRACTOR FILTERS			
	961-407831	TS-SHOP- RVETS			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
	981-407904	TS-SHOP-GUN WASH			
	981-408191	CC-ARENA-SPARK PLUGS			
	981-408470	RC-#304-GAS SHOCKS			
	981-408479	TS-SHOP- 2-3 4CUP BRUSH			
	981-408480	TS-SHOP- MASKING TAPE			
	981-408648	TS-#12-BRAKE PADS, CALIPER W/ H			
	981-408664	TS-#12-CALIPER W/HARDWARE			
	981-408696	TS-#12-CORE DEPOSIT			
	981-408699	TS-#21- BRAKE PADS			
	981-408782	RC-#304-BALL JOINTS, WHEEL NUT			
	981-408805	RC-#306-RESPONSE CAM SHOCK, C			
	981-408835	RC-#306- SWAY BAR LINK REPAIR K			
	981-408862	RC-#306- BOLTS, SPRING NUTS			
	981-408945	RC-#306- BATTERY ✓			
018843 ✓	09/29/2016 DAVIS FUELS LTD. ✓	954.89 ✓	A/P	OUT-STD	09/29/2016
	341540	TS-SHOP-TRANSTEC 5 80W-90			
	341572	TS-#20- FLUID H3 19L ✓			
018844 ✓	09/29/2016 DEMPSEY'S PLUMBING & HEATING ✓	420.49 ✓	A/P	OUT-STD	09/29/2016
	1515	RC-SPLASH PAD-RESET PROGRAM			
	1548	CC-MECHANICAL ROOM-PUMP INST ✓			
018845 ✓	09/29/2016 DIANE GANONG ✓	111.00 ✓	A/P	OUT-STD	09/29/2016
	AUGUST 8 2016*	GG-COMMUNITY EVENTS-AREA 508 ✓			
018846 ✓	09/29/2016 DISHER HOMES LTD. ✓	15,180.00 ✓	A/P	OUT-STD	09/29/2016
	19RIVERSIDE	GG-CIVIC-19 RIVERSIDE DR DEMOL			
	7CHURCHST	GG-CIVIC-7 CHURCH ST DEMOLITIC ✓			
018847 ✓	09/29/2016 EAST COAST INTERNATIONAL TRUCKS ✓	608.86 ✓	A/P	OUT-STD	09/29/2016
	14184S	TS-SHOP- RAGS			
	14334S	TS-#6-ROTELLA, CAP, KIT WEATHEF			
	14335S	TS-#22-ROTELLA			
	14379S	TS-#8- CAPS KIT WEATHER			
	14397S	PS-#203- ROTELLA 16W40			
	14418S	PS-#202- 5 NOTCH HUBCAP			
	14627S	TS-#20-SHACKLE			
	14628S	TS-SHOP-ANTIFREEZE ✓			
018848 ✓	09/29/2016 EAST COAST AIR ✓	1,287.36 ✓	A/P	OUT-STD	09/29/2016
	1657	RC-LIBRARY-BIANNUAL HEAT PUMP			
	1675*	PM-RCMP-BI-ANNUAL HEAT PUMP E			
	1707	PM-RCMP- HEAT PUMP REPAIR			
	1716	PM-RCMP- HEAT PUMP REPAIR			
	1720	PM-PIZZA DELIGHT- AIRTEMP BY DI: ✓			
018849 ✓	09/29/2016 EMMA BROWN ✓	96.00 ✓	A/P	OUT-STD	09/29/2016
	AUGUST 8 2016*	GG-COMMUNITY EVENTS-AREA 508 ✓			
018850 ✓	09/29/2016 FLEET READY LTD. ✓	57.18 ✓	A/P	OUT-STD	09/29/2016
	8835	PS-FIRE- LATCH HOOD W/BRACKET ✓			
018851 ✓	09/29/2016 GULLISON'S COURIER SERVICE ✓	241.00 ✓	A/P	OUT-STD	09/29/2016
	523515	TS-#16-FROM CASE EQUIP			
	523536	TS-#8- TO TOWN FR/ RICHWIL			
	523612	TS-SHOP- TO TOWN FR/ SAUNDERS			
	523618*	TS-#16- TO TOWN FR/ CASE EQUIP			
	523663	TS-#11- TO TOWN FR/ CASE EQUIP			

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Number	Issued		Amount	SC	Status	Status Date
	523874	TS-SHOP- TO TOWN FR/ MARITIME I	23.00			
	523887	TS-#11- TO CASE EQUIP FR/ TOWN	28.75			
	958881	TS-#13- TO CASE EQUIP FR/ TOWN ✓	28.25			
018852 ✓	09/29/2016	HOVEY'S HUSKY SALES & SERVICE ✓	887.00 ✓	A/P	OUT-STD	09/29/2016
	8280	PM-AIRPORT-MOWER SPINDLES CC	331.20			
	8281	RC-PARK- WIPPER SHAFT	124.20			
	8286	PM-AIRPORT MOWER- BELTS, BLAC ✓	211.60			
018853 ✓	09/29/2016	IAN BRIGGS ✓	3,500.00 ✓	A/P	OUT-STD	09/29/2016
	40FTCONTAINER	TS-ST5-40 FOOT CONTAINER ✓	3,500.00			
018854 ✓	09/29/2016	KEITH'S BUILDING SUPPLIES ✓	1,038.78 ✓	A/P	OUT-STD	09/29/2016
	155653	TS-SHOP- DULUX W/G EXTERIOR FI	47.14			
	155940	TS-SHOP- TREATED - COPPER AZO	6.35			
	156118	RC-DOVERHILL- SHINGLES,ROOFIN	492.78			
	156135	RC-DOVER HILL- SHINGLES	55.09			
	158280	RC-DOVER HILL-SHINGLES	44.83			
	156580	PS-FIRE- SHELF BRACKET	5.28			
	156586	PS-FIRE- WHITE 48" SHELF	7.81			
	515542*	TS-SHOP-CALCIUM CHLORIDE ✓	379.52			
018855 ✓	09/29/2016	KEM CANADA MFG ✓	889.95 ✓	A/P	OUT-STD	09/29/2016
	109165	TS-SHOP-METERED AIR FRESHENE	244.29			
	109705	TS-SHOP- CHAIN & CABLE LUBE, AII	420.49			
	109706	TS-#22- ENGINE SHAMPOO ✓	205.17			
018857 ✓	09/29/2016	KENT BUILDING SUPPLIES ✓	927.47 ✓	A/P	OUT-STD	09/29/2016
	10057053	TS-SHOP-ABS/CAP PERMANENT 3"	-7.05			
	1088847*	CC-MAINTENANCE SUPPLIES	126.10			
	1078144	RC-PARKS-PAINT SUPPLIES	104.02			
	1078892	TS-SHOP-4" LNTFREE RLR+4CAGE+	7.48			
	1079316	RC-PARKS-DBOLT	32.07			
	1081836	RC-PARKS-ONESHOT WASP&HORN	20.31			
	1083063*	TS-WHARF-BOLTS, WASHERS, NUT:	207.49			
	1083458	RC-PARKS- KEY BLANKS	6.39			
	1083487	RC-PARKS- SURVEY STAKES	39.58			
	1083502	TS-SHOP- WASHERS, BOLTS	22.09			
	1083597	RC-PARKS- 5"ANG POLY SETS	26.71			
	1085173	RC-PARKS-REPAIR COUPLING M W/	24.58			
	1085360	RC-HORT-MALE REPAIR KIT	3.09			
	1085455	TS-SHOP- LUMBER, BIT CLIP	118.62			
	1085502	TS-SHOP- HOLESAW / BI METAL	28.73			
	1085595	RC-PARKS- STAPLES, NAIL GUN	45.95			
	1086352	RC-HORT- LIQUAFEEED KIT W/REFILI	18.17			
	1087094	TS-SHOP- REBAR ✓	105.16			
018858 ✓	09/29/2016	L.E.WHITTAKER CO., LTD.	574.08 ✓	A/P	OUT-STD	09/29/2016
	37283	PS-FIRE- EXTINGUISHER SERVICE ✓	574.08			
018859 ✓	09/29/2016	LAROCHELLE EQUIPMENT INC. ✓	589.25 ✓	A/P	OUT-STD	09/29/2016
	0079945	TS-#5-DUMP HINGE ✓	589.25			
018860 ✓	09/29/2016	LINDE CANADA LTEE, M2193 ✓	122.27 ✓	A/P	OUT-STD	09/29/2016
	54156342	PS-FIRE-NITROGEN ✓	122.27			
018861 ✓	09/29/2016	MARIA KULCHER ✓	111.00 ✓	A/P	OUT-STD	09/29/2016
	AUGUST 8 2016*	GG-COMMUNITY EVENTS-AREA 506 ✓	111.00			
018862 ✓	09/29/2016	MARITIME AUTO RADIATOR ✓	718.75 ✓	A/P	OUT-STD	09/29/2016

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Number	Issued		Amount	SC	Status	Status Date
	12580	PS-FIRE- RECORDED RADIATOR ✓	718.75			
018863 ✓	09/29/2016	MAXIMUM SOLUTIONS, INC. ✓	11,453.65 ✓	A/P	OUT-STD	09/29/2016
	19181	CC-MAXGALAXY PREPAY ✓	11,453.55			
018864 ✓	09/29/2016	MAYFIELD GARDENS & LANDSCAPE ✓	890.46 ✓	A/P	OUT-STD	09/29/2016
	470*	RC-HORT-PERENNIALS, BLACK MUL	707.39			
	471	RC-MILLPOOL- REAGENT ✓	183.06			
018865 ✓	09/29/2016	MCINNES COOPER ✓	2,311.52 ✓	A/P	OUT-STD	09/29/2016
	2016022793	GG-LEGAL-CONTRACT	734.39			
	2016022794	GG-LEGAL-GENERAL	1,175.02			
	2016022796	GG-LEGAL-CIVIC CENTER BY-LAWS	255.23			
	2016022797	GG-LEGAL-LAND ✓	146.88			
018866 ✓	09/29/2016	MEGA-LAB MANUFACTURING CO. LTD. ✓	247.47 ✓	A/P	OUT-STD	09/29/2016
	141968	TS-SHOP-MEGALUBE WP GREASE ✓	247.47			
018867 ✓	09/29/2016	MIDLAND COURIER ✓	109.21 ✓	A/P	OUT-STD	09/29/2016
	09576719	TS-SHOP-TO INDUSTRIAL PRODUC ✓	109.21			
018868 ✓	09/29/2016	MILLTOWN MACHINE & FABRICATION LTD. ✓	645.79 ✓	A/P	OUT-STD	09/29/2016
	18634*	TS-WHARF-SQ. TUBING, HOT ROLL ✓	645.79			
018869 ✓	09/29/2016	MINISTER OF FINANCE ✓	209.30 ✓	A/P	OUT-STD	09/29/2016
	WEEK392016	EMPLOYEE DEDUCTIONS-SEP25-OK ✓	209.30			
018870 ✓	09/29/2016	MSC INDUSTRIAL SUPPLY ULC ✓	182.75 ✓	A/P	OUT-STD	09/29/2016
	8663643001	TS-SHOP- HEX NUTS, WASHERS, C/	142.74			
	8663643003	TS-SHOP- CAP SCREWS ✓	10.01			
018871 ✓	09/29/2016	O'CONNELL MIKE ✓	341.18 ✓	A/P	OUT-STD	09/29/2016
	RNB-AGM/16	RC-REGDIRECTOR-RNB-AGM/16 ✓	341.15			
018872 ✓	09/29/2016	PIZZA DELIGHT ✓	295.97 ✓	A/P	OUT-STD	09/29/2016
	464254-1	RC-HORT-END OF YEAR STUDENT I	169.38			
	465775-1	RC-HORT-STUDENT LUNCH ✓	126.59			
018873 ✓	09/29/2016	SHANNON MICHAEL ✓	371.91 ✓	A/P	OUT-STD	09/29/2016
	WEEK382016	PS-ANIMALCONTROL-WEEKLY FEE, ✓	371.91			
018874 ✓	09/29/2016	STAGING CANADELL ✓	11,040.21 ✓	A/P	OUT-STD	09/29/2016
	3295	GG-COMMEVENTS-STAGING ✓	11,040.21			
018875 ✓	09/29/2016	STOKES ✓	2,839.22 ✓	A/P	OUT-STD	09/29/2016
	114082	PS-FIRE-BADGES, TIE BAR, SERVIC ✓	2,839.22			
018876 ✓	09/29/2016	THE MINISTER OF FINANCE ✓	284,495.25 ✓	A/P	OUT-STD	09/29/2016
	6212	PM-RCMP-JUL-SEP/16 CONTRACT S ✓	284,495.25			
018877 ✓	09/29/2016	FRANK G GODSOE CHARTERED ACCOUNTANT ✓	4,480.89 ✓	A/P	OUT-STD	09/29/2016
	1000*	CC-TREASURY-ACCOUNTING SUPP	43.51			
	1001	CC-TREASURY-ACCOUNTING SUPP	273.46			
	1008*	CC-TREASURY-ACCOUNTING SUPP	493.35			
	1007	CC-TREASURY-ACCOUNTING SUPP	1,600.23			
	1010	CC-TREASURY-ACCOUNTING SUPP	848.70			
	1011	GG-RECEPTION-SUPPORT	50.60			
	990	CC-TREASURY-ACCOUNTING SUPP	647.49			
	995	CC-TREASURY-ACCOUNTANT ✓	493.35			

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		610,517.47			
Void:		0.00			
Total Cheques Generated:		610,517.47			
Total # of Cheques Listed:		127			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006093 dated between 09/01/2016 and 09/30/2016

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Number	Issued	Amount	SC	Status	Status Date
006030	09/07/2016 RESEARCH & PRODUCTIVITY COUNCIL	1,082.06	A/P	OUT-STD	09/07/2016
	186987 WS-SOURCE-MICRO EXAM OF WATI	72.37			
	187251 WS-SOURCE-MICRO EXAM OF WATI	72.37			
	187823 WS-SOURCE-MICRO EXAM OF WATI	72.37			
	187847 WS-SOURCE- HALOACETIC ACIDS II	720.20			
	187986 WS-SOURCE- MICRO EXAM OF WAT	72.37			
	183172 WS-SOURCE- MICRO EXAM OF WAT	72.37			
006031	09/14/2016 CANADIAN SPRINGS	84.54	A/P	OUT-STD	09/14/2016
	9919224789 WS-TRANS&DIST- WATER	84.54			
006032	09/14/2016 LAWRENCE PETERS	115.00	A/P	OUT-STD	09/14/2016
	CHLORINATORASST WS-SOURCE-CHLORINATOR ASSIS*	115.00			
006033	09/14/2016 RAYTEK	6,355.84	A/P	OUT-STD	09/14/2016
	122075 SCD-DISPOSAL-FLUSHED LINES	6,355.84			
006034	09/14/2016 RESEARCH & PRODUCTIVITY COUNCIL	295.70	A/P	OUT-STD	09/14/2016
	181118 WS-SOURCE-MICRO EXAM OF WATI	71.11			
	185992 WS-SOURCE-WATER ANALYSIS	71.11			
	186153 WS-SOURCE-WATER ANALYSIS	71.11			
	188828 WS-SOURCE- MICRO EXAM OF WAT	72.37			
006035	09/14/2016 VIKING FIRE PROTECTION INC	200.01	A/P	OUT-STD	09/14/2016
	501627 WS-SOURCE-SPRINKLER SYSTEM I	200.01			
006036	09/14/2016 BARTLETT RANDY	80.44	A/P	OUT-STD	09/14/2016
	PHONECASE WS-SOURCE-CELL PHONE CASE	80.44			
006040	09/21/2016 A"PLUS" AUTO GLASS & UPHOLSTERY	546.25	A/P	OUT-STD	09/21/2016
	22940 WS-#102- SUPPLY & INSTALL VENT	86.25			
	22641 WS-#102- SUPPLY & INSTALL STAIN	460.00			
006041	09/21/2016 AIR LIQUIDE CANADA	64.70	A/P	OUT-STD	09/21/2016
	64633285 WS-TRANS&DIST-CARBON DIOXIDE	19.91			
	65252411 WS-TRANS&DIST- CARBON DIOXIDE	44.79			
006042	09/21/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.	1,188.31	A/P	OUT-STD	09/21/2016
	9011198079 WS-TRANS&DIST-PINS & BEARINGS	1,188.31			
006043	09/21/2016 BRENNTAG CANADA INC.	3,959.97	A/P	OUT-STD	09/21/2016
	40662252* SCD-DISPOSAL-CHLORINE	4,593.69			
	40662253* SCD-DISPOSAL-SULPUR DIOXIDE	4,426.28			
	40664488 SCD-DISPOSAL-CYLINDER RETURN	-2,780.00			
	40664801 SCD-DISPOSAL-CYLINDER RETURN	-2,300.00			
006044	09/21/2016 N. B. ELECTRIC POWER	15,708.82	A/P	OUT-STD	09/21/2016
	36869807SEP16 WS-3-119MAXWELLXING-BUILDING	785.76			
	50228902SEP16 WS-MAXWELLXING-PUMPS	203.00			
	52557428SEP16 SCD-218OLDBAYRD-WWTP	12,164.01			
	53473043SEP16 WS-SOURCE-CHLORINE RESIDUAL	29.33			
	61230004SEP16 WS-MAXWELLXING-PUMP-S	2,376.97			
	82291006SEP16 WS-SOURCE-RESERVOIR	149.85			
006045	09/21/2016 XYLEM CANADA COMPANY	4,743.75	A/P	OUT-STD	09/21/2016
	3566259847 SCD-DISPOSAL-REPAIRED MULTI-S	4,743.75			
006046	09/21/2016 <i>Town of St. Stephen</i>	109.80	A/R	OUT-STD	09/21/2016
	<i>Overpayment on a Utility Account</i>				
006047	09/26/2016 MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	1,583.48	A/P	OUT-STD	09/26/2016
	10064430 WS-SOURCE- DRINKING WATER TE	1,583.48			

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Number	Issued	Amount	SC	Status	Status Date
006048	09/26/2016 N. B. ELECTRIC POWER	4,449.18	A/P	OUT-STD	09/26/2016
	53123617SEP16 SCD-ST5-DECHLORINATION CHAME	123.44			
	53158875SEP16 SCD-ST5-BUDD AVENUE LIFT STAT	2,851.31			
	54807440SEP16 WS-ST5-158A MILLTOWN BLVD LIFT	28.88			
	56356048SEP16 SCD-ST5-18 RIVERSIDEDR-LIFT ST/	30.37			
	61224002SEP16 SCD-ST5-3581 MILLTOWN BLVD LIF	946.48			
	61236008SEP16 WS-ST5-BUDD AVE LIFT STATION	181.78			
	76139807SEP16 SCD-ST5-54 RIVERSIDE DR LIFT ST,	48.28			
	84934906SEP16 SCD-ST5-6-58A RIVERSIDE DR LIFT	93.02			
	84943406SEP16 WS-ST5-TODD HILL RESERVOIR	145.62			
006049	09/26/2016 STATIONERY PLUS	31.34	A/P	OUT-STD	09/26/2016
	369401* WS/SCD-TOWN HALL- PENS	2.30			
	369799* WS/SCD- TOWN HALL- CERTIFICATI	6.86			
	369893* WS/SCD- TOWN HALL- INK ROLLER,	6.03			
	370003* WS/SCD-TOWN HALL- ENVELOPES	16.15			
006050	09/26/2016 TOWN OF ST. STEPHEN	559.92	A/P	OUT-STD	09/26/2016
	559.92 WS-UTILITY-FUND TRANSFER FOR I	559.92			
006051	09/26/2016 TOWN OF ST. STEPHEN	933.20	A/P	OUT-STD	09/26/2016
	933.20 WS-UTILITY-FUND TRANSFER-HST I	933.20			
006052	09/29/2016 AIR LIQUIDE CANADA	38.53	A/P	OUT-STD	09/29/2016
	65060686 WS-TRANS&DIST-CARBON DIOXIDE	19.27			
	65252414 WS-TRANS& DIST- CARABON DIOXII	20.26			
006053	09/29/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.	1,188.31	A/P	OUT-STD	09/29/2016
	894983 WS-#103-PINS, BEARINGS	1,188.31			
006054	09/29/2016 BRENNTAG CANADA INC.	5,390.33	A/P	OUT-STD	09/29/2016
	40861977 WS-SOURCE-CHLORINE	5,089.28			
	40868177 SCD-DISPOSAL-INV 40662253 CORR	-708.93			
006055	09/29/2016 CANADIAN TIRE	314.38	A/P	OUT-STD	09/29/2016
	N16035319 WS-TRANS&DIST-CLEANING SUPPL	111.96			
	N16035335 WS-TRANS&DIST- RUST PAINT	12.63			
	N1604275 WS-TRANS&DIST- PAINT, PAINT BRI	91.70			
	N16104260 WS-TRANS&DIST- AERATOR FCT KI	6.31			
	N16104264 WS-TRANS&DIST- LYSOL, TREMCLA	69.43			
	N16104271 SCD-DISPOSAL- SCREWS	6.31			
	N16104322 SCD-DISPOSAL-BATTERIES	16.04			
006056	09/29/2016 CAPITAL SAFE & LOCK SERVICE LTD.	150.88	A/P	OUT-STD	09/29/2016
	0001609505 SCD-DISPOSAL-GUARD PADLOCK	150.88			
006057	09/29/2016 CINTAS CANADA LIMITED	35.76	A/P	OUT-STD	09/29/2016
	9009943552 WS-TRANS&DIST- GLV NT PF BLK T,	35.76			
006058	09/29/2016 COLE-PARMER CANADA INC.	1,346.88	A/P	OUT-STD	09/29/2016
	00557372 WS-SOURCE- BUFFER PH 4.01 3.8 L	258.41			
	00557418 WS-SOURCE- CHLOROSENSE SENS	1,088.27			
006059	09/29/2016 CREIGHTON-CARTER LTD.	330.82	A/P	OUT-STD	09/29/2016
	961-407340 WS-#305- AUTOMOTIVE, 3 16 LONG	44.85			
	961-407520* WS-#105- BRAKE FLUID, BATTERY C	86.23			
	961-407561* WS-#105- 2.25 IN SPLIT FLNG	28.91			
	961-407564* WS-#105- GASKETS	15.84			
	961-407614* WS-#105- BRAKE HOSE	23.43			
	961-408985 RC-#305- CV DRIVE SHAFT- RIGHT F	129.56			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006093 dated between 09/01/2016 and 09/30/2016

CHEQUE REGISTER

Printed: 2:12:37PM 10/05/2016

Page 3 of 4

Number	Issued	Amount	SC	Status	Status Date
006060	09/29/2016 CYCLE WORKS 19399 WS-SOURCE-HUSKEY PLUG	52.88 52.88	A/P	OUT-STD	09/29/2016
006061	09/29/2016 DAVIS FUELS LTD. 341509* WS-#105- CLASSIC SN/GF5 5W30 12	184.72 184.72	A/P	OUT-STD	09/29/2016
006062	09/29/2016 DISHER HOMES LTD. 165 SCD-DISPOSAL- SHAPING BANKS A	2,098.75 2,098.75	A/P	OUT-STD	09/29/2016
006063	09/29/2016 DOWNEY FORD SALES LTD. 28660 WS-#105- THERMOSTAT ASY, GASK	179.38 179.38	A/P	OUT-STD	09/29/2016
006064	09/29/2016 EAST COAST INTERNATIONAL TRUCKS 14164S WS-#20- ROTELLAS, REM KIT 14567S WS-#20- BRACKET, BOLTS, NUTS	828.08 329.77 498.31	A/P	OUT-STD	09/29/2016
006066	09/29/2016 EMCO CORPORATION 12500841-00 WS-TRANS&DIST-COUPPLINGS, ADA 12500841-01 WS-TRANS&DIST-ADAPTORS, SERV 12500888-01* WS-TRANS&DIST-COUPPLINGS 12501402-00 WS-TRANS&DIST- TRACER WIRE, D 12501404-00 WS-TRANS&DIST-COUPPLINGS 12501408-00 WS-TRANS&DIST-1 150 1/8 NEO FF C 12501416-00 WS-TRANS&DIST-22/4 STRD MTR W 12501574-00 WS-TRANS&DIST-GLAND PACKS, S 12501805-00 WS-TRANS&DIST-UPPER SECT F/4- 12501631-00 WS-TRANS&DIST-PLOW EXT, PLOW 12501631-01 WS-TRANS&DIST-ADJ TOP SECT, AI 12501707-00 WS-TRANS&DIST- 6 CV HYD EXT CC 12501732-00 SCD-DISPOSAL-SUPERFLANGE ADF 12501732-01 WS-TRANS&DIST- SUPERFLANGE A 12501806-00 WS-TRANS&DIST-GLAND PACKS, S 12501815-00 WS-TRANS&DIST- DUAL WEDGE TU 12502190-00 WS- TRANS& DIST- PIPES, SERV TU 12502190-01 WS-TRANS& DIST- SERV TUBES 12502252-00 WS-TRANS& DIST- BALL VLVS	19,263.99 2,830.37 667.72 1,007.55 5,686.58 1,981.66 43.13 276.00 3,480.50 1,582.17 722.49 882.57 721.90 212.75 212.75 4,611.91 2,700.43 424.35 199.34 223.64	A/P	OUT-STD	09/29/2016
006067	09/29/2016 GULLISON'S COURIER SERVICE 523507 WS-TRANSDIST- TO DOE LAB FR/ TK 523508 WS-SOURCE- TO RPC FR/TOWN 523795 WS-SOURCE-TO DOE LAB 523796 WS-SOURCE-TO RPC 523797* WS-SOURCE-TO DOE LAB 523833* WS-#20- TO TOWN FR/ RICHWIL 523857 WS-SOURCE- TO RPC FR/TOWN 5238582016 WS-SOURCE- TO DOE LAB FR/ TOW 958541 WS-SOURCE-TO DOE LAB 958542 WS-SOURCE-TO RPC	339.25 34.50 34.50 34.50 34.50 34.60 28.75 34.50 34.50 34.50 34.50	A/P	OUT-STD	09/29/2016
006068	09/29/2016 HYPERION RESEARCH LTD. 58042 WS-SOURCE-WATER SAMPLE ANAL	1,130.00 1,130.00	A/P	OUT-STD	09/29/2016
006069	09/29/2016 JAMER MATERIALS LTD. 3141 WS-TRANS&DIST-BASE & CRUSHEE 3175 SCD-DISPOSAL- SURGE ROCK	2,012.76 991.56 1,021.20	A/P	OUT-STD	09/29/2016
006070	09/29/2016 KEM CANADA MFG 109707 SCD-DISPOSAL- NO SEIZE AEROSO	285.67 285.67	A/P	OUT-STD	09/29/2016

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006083 dated between 09/01/2016 and 09/30/2016

CHEQUE REGISTER

Printed: 2:12:37PM 10/05/2016

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Number	Issued	Amount	SC	Status	Status Date
006071	09/29/2016 LINDE CANADA LTEE, M2193	26.34	A/P	OUT-STD	09/29/2016
	54642928 SCD-DISPOSAL- ACETYLENE	26.34			
006073	09/29/2016 MCLAUGHLIN, DONALD	149.50	A/P	OUT-STD	09/29/2016
	AUG 22 2016 WS-TRANS& DIST- LETTERING DOC	149.50			
006075	09/29/2016 MINISTER OF FINANCE	662.18	A/P	OUT-STD	09/29/2016
	10004300 WS-SOURCE-DRINKING WATER LAE	662.18			
006076	09/29/2016 MOFFITT DODGE CHRYSLER LTD.	166.64	A/P	OUT-STD	09/29/2016
	1M20328 WS-#305- SHAFT	166.64			
006077	09/29/2016 SERVICE NEW BRUNSWICK	283.51	A/P	OUT-STD	09/29/2016
	908811 WS-UTILITY-FEE FOR PAYMENT ACI	283.51			
Cheque Totals Issued:		76,512.64			
Void:		0.00			
Total Cheques Generated:		76,512.64			
Total # of Cheques Listed:		42			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on October 12, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, OCTOBER 12, 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* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the above-noted six (6) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Town Treasurer Tim Tozer; Town Clerk Joan Flewelling; and Director of Parks and Recreation Mike O'Connell.

ABSENT: Chief Administrative Officer Derek O'Brien.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. 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.

As noted in the Chief Administrative Officer's report, the St. Croix Ridge Runners Club #67 requested financial support to install six (6) – eight (8) speed signs on the walking trail portion that Council approved for snowmobile use (section between Prince William Street and Pizza Delight) at a cost of \$124.06, plus HST, per sign.

The Chief Administrative Officer recommended that it be referred to a working group meeting of the Finance and Administration Committee for consideration in the 2017 budget, however, Council directed the Chief Administrative Officer to advise the snowmobile club that its request was declined.

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

In addition to his report, the Treasurer advised that he may be ready to schedule a meeting with Council next week to review the audit, in a closed session as a financial matter outlined in Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, with the presentation and approval at the next Regular Session on Monday, October 24, 2016.

- (iii) Cheque Register for month of October 2016 - The memo from the Assistant Treasurer dated October 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, October 24, 2016.

- (iv) New Brunswick Municipal Employees Pension Plan Board – Deputy Mayor Carr and the Clerk spoke to the “Notice of a Meeting of the Pension Committee” from the Secretary-Treasurer dated September 21, 2016 with attached memo dated September 21, 2016 on the “Establishment of a Pension Committee and Election of Employer Representatives to the Pension Board for the next Four years”.

It was agreed that either Councillor Wheaton or Deputy Mayor Carr will be appointed as the “employer representative”, and the Chief Administrative Officer has agreed to act as the “employee representative”, and a motion will be considered at the next Regular Session of Council on Monday, October 24, 2016.

POLICE AND FIRE - Chaired by Councillor Harding

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

In addition to his report, Sergeant Peter Stubbs advised that recently over 500 marihuana plants were seized.

Sergeant Stubbs also advised that Corporal Mike McGee is a new member who, with his background experience, will be a great resource.

Councillor Harding confirmed with Sergeant Stubbs that as time permits, he will bring members to meetings to meet Council.

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

As noted in the Fire Chief's report, the radio tower repairs were completed. Upon receipt of the invoice from the Province, Council may need to consider a motion in the future to authorize an unbudgeted expenditure, if not paid from the Fire Department's operational budget.

- (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.

Deputy Mayor Carr expressed an interest in learning more about the steps the Building Inspector follows with respect to unsightly or dangerous premises.

The Town Clerk was directed to e-mail to Council the Building Inspector's summary sheet on the various steps.

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

- (iii) Report of the Property Management Office – The report of the Property Management Office was received and reviewed and the one (1) action item is noted as follows:

- The majority of Council directed the Chief Administrative Officer to continue negotiations with our partners to stabilize the building for restoration, with Agreements brought to a future meeting for consideration.

PARKS AND RECREATION - Chaired by Councillor Chisholm

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

- (ii) Garcelon Civic Center Report – The Chief Administrative Officer's report was received and reviewed and the two (2) action items are noted as follows:
- Council will consider a motion at the next Regular Session to authorize the Treasurer to apply for a credit card, with a limit of \$5,000.00, in the name of Barbara Tucker, the Administrative & Finance Coordinator of the Garcelon Civic Center, to facilitate purchases for the Garcelon Civic Center.
 - Council will consider a motion at the next Regular Session to approve the amended "Purchase of Alcoholic Beverages Policy No. 39-A" to allow for the Chief Administrative Officer to authorize alcohol purchases in order to provide licensed beverage concessions at the Garcelon Civic Center.
- (iii) Credit Applications – The memo from the Chief Administrative Officer dated October 3, 2016 was received and reviewed and, as noted in his report, concessions and licensed beverages will be provided by the Garcelon Civic Center; therefore, Council will consider two (2) motions at the next Regular Session on Monday, October 24, 2016 to authorize the Mayor and Clerk to sign credit applications with Sysco and Coca-Cola Refreshments Canada Company in order to process any future purchases.
- (iv) Former St. Stephen Aces – The letter from Ian MacMichael received September 28, 2016 was received and reviewed, and Council agreed with the Director's of Parks and Recreation suggestion that he will rearrange the cabinet at the Garcelon Civic Center in order to make room for Paul Woodcock's memorial plaque.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer's report was received and reviewed, and the one (1) action item, along with an addition to that action under "Christmas in St. Stephen" is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, October 24, 2016 to grant permission to the collaborative Christmas Committee to hold the Santa Claus Parade on November 18, 2016, as well as the Holiday Lamppost Decorating Contest to be held between November 14 – 18, 2016, and removed between December 26, 2016 – January 2, 2017.

- (ii) Volunteer Road Toll – The request from the Charlotte County Ground Search and Rescue Team was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 24, 2016 granting permission to hold a fundraising road toll in October/November.
- (iii) Proposed Letter of Support – Charlotte County Museum - The proposed letter of support from the Mayor was received and reviewed, and Council directed it be signed in support of the Charlotte County Museum’s funding application through the Canada 150 Fund.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

5. **DELEGATIONS/PRESENTATIONS**

- (i) The Chocolate Museum Operating Committee Board – Maria Kulcher, Chair, presented to Committee an update on The Chocolate Museum’s progress and requested the following:
 - \$4,000 grant to provide assistance to the Museum to cover fixed operating expenses;
 - \$16,000 to cover monthly payments for the bank loan incurred from the expansion of the Museum in 2009; and
 - \$2,400 to cover the balance of the interest incurred by the Museum on the outstanding expansion loan.

Past Chair Allan Gillmor and Sarah Goulding, Museum Manager, were also in attendance and thanked Council for its ongoing support.

Mayor MacEachern thanked the Chair for the update and advised that the financial request will be reviewed during the 2017 budget process.

- (ii) Milltown Heights Development Committee - Paul Sweeney, Committee Member, presented the summary prepared by the Chief Administrative Officer on “Turning The Corner” project, an initiative for further community development in the Town of St. Stephen focusing on revitalizing the Milltown area of our town and creating a “people’s place”. He encouraged people to visit www.milltownmemories.com for further information.

Mr. Sweeney requested Council consider a motion in support of the project, and it will be considered at the next Regular Session on Monday, October 24, 2016.

Mr. Sweeney advised that the Committee's objective is to receive financial contributions from the following:

- Individual families
- Service groups
- Benefactors
- Businesses
- Federal and Provincial Governments

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 7:05 p.m. and returned to open session at 8:30 p.m., at which time it was **MOVED** by Councillor Hyslop and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 8:30 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, OCTOBER 12, 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* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of September 2016 – Memo from Assistant Treasurer dated October 6, 2016 with attachment:
 - Cheque Register
- (iv) New Brunswick Municipal Employees Pension Plan Board – Deputy Mayor Carr and Treasurer Tozer will speak to the “Notice of a Meeting of the Pension Committee” from the Secretary-Treasurer dated September 21, 2016 with attachment:
 - Memo dated September 21, 2016 on the “Establishment of a Pension Committee and Election of Employer Representatives to the Pension Board for the next Four years”

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Report of the By-Laws Office

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

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

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.
- (iii) Credit Applications – Memo from Chief Administrative Officer dated October 3, 2016 with attachments:
 - Sysco – Canadian Customer Account Application
 - Coca-Cola Refreshments Canada Company Credit Application and Agreement
- (iv) Former St. Stephen Aces – Letter from Ian MacMichael received September 28, 2016 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) Volunteer Road Toll – Request from President, Charlotte County Ground Search and Rescue Team attached.
- (iii) Proposed Letter of Support – Charlotte County Museum – Councillor Hyslop will speak to the proposed letter of support attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. **DELEGATIONS/PRESENTATIONS**

- (i) The Chocolate Museum Operating Committee Board – Presentation by Maria Kulcher, Chair of The Chocolate Museum Operating Committee Board as outlined in her letter dated October 3, 2016 attached.
- (ii) Milltown Heights Development Committee – Presentation by Paul Sweeney, Committee Member, on “Turning The Corner” project as outlined on the summary attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on October 20, 2016 be approved as circulated.

COMMITTEE MEETING
THURSDAY, OCTOBER 20, 2016 @ 3:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Derek O'Brien (arrived at 3:40 p.m.); Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Marg Harding.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items

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

5. **ADJOURNMENT**

Council came out of closed session at 5:10 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 5:10 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, OCTOBER 20, 2016 @ 3:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

(i) Financial Matter – Section 10.2(4)(c) of the New Brunswick
Municipalities Act – two (2) items

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

- Projects Announced** Ice Surface Floor for the Garcelon Civic Center (September 30).
- UNB Human Resource Management Course** Completed the first module "Team Building" September 13 and 14.
- Financial Request** The St. Croix Ridge Runners Club # 67 has requested financial support to install speed signs on the walking trail portion that Council approved for snowmobile use (section between Prince William Street and Pizza Delight). They would like 6-8 speed signs at a cost of \$ 124.06 + HST per sign.
- Recommendation:** Refer to the Finance Committee for consideration in the 2017 budget.
- Charlotte County Health Alliance** Attended the meeting on September 19.
- Presentation regarding Community Health Centre concept by Kathy Helpert.



Memo

To: Derek O'Brien, CAO
From: Tim Tozer, Treasurer
Date: 04 October 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 62 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 101 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 July 31, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Committee meeting-September 14, 2016.
 - B) Department Head meeting-September 20, 2016.
 - C) PNB meeting-2016 tax assessments-September 29, 2016.
- 6) Projects:
 - A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) 2012 Sidewalks and Streets Rehabilitation.
 - 2) Civic Center.
 - 3) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 4) Gas Tax Project-Water Transmission Main Replacement.
 - 5) Tan House Brook Culverts (Milltown Blvd).
 - 6) Prince William Street Infrastructure Renewal.
 - 7) Milltown Blvd (Church Street to Hill Street).

- B) 2015 general audit consolidated financial statements-In Progress.
- C) 2015 Gas Tax Fund reconciliations for the PNB, due ASAP-In Progress.
- D) Civic Center accounting reconciliations-Month end completed to August 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 September 2016

Lee Johnson, Director of Operations, October 04, 2016

1: **Water system:**

- a) Read Meters.
- b) Flushed Hydrants.
- c) Repaired 8 water services.
- d) Installed 2 new Meters.

2: **Streets:**

- a) Asphalt patching.
- b) Cleaned Manholes.
- c) Helped with Fall Fair.
- d) Built and installed new gate at Pumping Station.
- e) Cleaned catch basins.

3: **Waste Water:**

- a) 3 Sewer Laterals were Videoed.
- b) 4 Sewer Lateral was Rodded.
- c) 2 Sewer Laterals were Flushed.
- d) 6 Sewer Laterals were inspected.
- e) 1 Sewer Main was Flushed.
- f) 2 Sewer Mains were Videoed.

4: **Capital Projects:**

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

All underground piping is complete and tested. Curb and gutter is complete. During the week of October 3rd, sidewalk will be completed, base asphalt will be placed and work will continue on site restoration (driveways and lawns). We anticipate that most of the heavy construction work will be completed by mid-next week.

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

The draft report is complete and is undergoing internal review.

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

Curb and gutter has been installed with a few remaining areas to be filled in this week. The contractor is currently preparing for asphalt restoration.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. September 2016

Parks

- We didn't complete the work at Dover Hill, but got a really nice start. We will continue where we left off next season.
- Parks students are mostly finished for the season. A couple staying on a little bit longer to help out.
- We still have some picnic tables out, they will be collected over the next few weeks.
- Splash Pad and Fountain have been turned off.
- All of the lights at the Jake Donahue Park are now working.

Pool

- Students are all finished for the season.
- I have attached a summary of the season at the pool. I will be working with Christina and Tara on thoughts for Summer 2017.

Recreation

- Set-up a booth at the Fall Fair.
- Hosted a movie night and Cosmic Skate for Garcelon Days.
- Fall/Winter Rec Guide has been mailed out.
- The ice has been very busy at the Civic Center, with lots of groups renting the ice in September. Minor Hockey kicked off their season Sept. 19th and the High School groups will begin after Thanksgiving.

Meetings

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

Michael O'Connell
Director, Parks and Recreation

2. Joint Health and Safety Meeting
3. Annual Bucket Sit Fundraiser
4. Kiwanis Club "Touch a Truck" event
5. Worked 2 days as a relief Driver
6. Committee Meeting
7. Management Meeting
8. Workplace Harassment Seminar
9. Fundy Firefighters Assoc. Meeting

Radio Tower repairs were completed Sept. 23. All departments are once again up and running.

For October.

1. Fire Prevention Week Oct. 9 – 15
2. Budget Prep.
3. Vacation Oct. 17- Nov.10

TOWN of ST. STEPHEN

By-Law Enforcement

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

September REPORT

2016

To: CAO - Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (6)	Citizen concerned about a baby barn encroaching their property	<i>Advised complainant I would attempt to contact property owner to have it moved.</i>
	Complaint of long grass on Pagan St.	<i>Spoke with the complaint and informed them we have no long grass By-Law</i>
	<i>Person called about rabies shots for their dog.</i>	<i>Informed them that in the Town they are required. They will get them done</i>
	Lady called about vacant homes on Milltown Blvd and was wondering if they are safe, from people entering.	<i>Patrol made to the area and the building are very secure.</i>
	Complaint of rodents around chicken pen.	<i>Patrol made and the site is clean and peoper.</i>

<p>Dog Complaints(3)</p>	<p><i>Gentleman called about a permit to protest peacefully</i></p> <p><i>Dogs running at large on Riverside Drive.</i></p> <p><i>Complaint of dogs barking on Victoria St.</i></p> <p><i>Complaint of dog attacking another dog</i></p>	<p>He was informed to provide the information in writing to council.</p> <p>Patrols have been made periodically and have not encountered any animals</p> <p>Patrol made and the dog was inside but nit barking.</p> <p>File has been concluded</p>
<p>Keeping of Chickens (1)</p>	<p><i>Still having issues with a residence with too many chickens</i></p>	<p>Trying to get this rectified</p>
<p>General info (3)</p>	<p><i>Parking complaints on King and The Mall.</i></p>	<p>Warnings were given and will continue to monitor</p>

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town on a daily basis and responded to all complaints, all resolved except a complaint from a lady on Albert St., who says her neighbors four cats are killing birds at her feeder. I have spoke to the owner however the cats continue to run loose, the complainant does not want the cats trapped.

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

TOWN of ST. STEPHEN

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

SEPTEMBER REPORT 2016

BUILDING INSPECTION

The month of September brought in a total of 13 (Thirteen) permits which represents \$278,000.00 (Two Hundred & Seventy Eight Thousand) in building permits

We issued no Stop Work Orders. This office is dealing with 3 (Three) properties under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 26 (Twenty Six) Occurrence reports and filed 11 (Eleven) 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 – September 2016

Planning Advisory Committee

The Committee meeting scheduled for October 6 was canceled because there were no items for the agenda.

Next meeting: November 2.

Sign Permits

- 2 approved.

Variances

- 0 approved.

Approved plans

- 2 approved for property subdivisions. 1 approved deed.

New Development

- Nothing to report.



Report of Property Management – September 2016

St. Stephen Train Station 5 King Street	<p>The tenant renovations are ongoing and nearly complete.</p> <p>The roof work is complete.</p>
"Old" Town Hall 34 Milltown Boulevard	<p>We are working with Heritage Management, Future St. Stephen, and both the Provincial and Federal Governments to determine the best course of action to stabilize the building.</p> <p><i>Action: Council directs the CAO to continue negotiations with our partners to stabilize the building for restoration. Agreements will be brought to a future meeting for Council's consideration.</i></p>
R.C.M.P. Building	<p>Minor electrical and plumbing repairs were completed as well as a repair to the railing on the back steps.</p>
Giddens Memorial Airport	<p>Nothing to report.</p>
Billy Weston Brook Study	<p>The public presentation of the report was held on September 20. There were 10 people in attendance.</p> <p>A copy of the report is posted on our website (www.town.ststephen.nb.ca)</p>
Maxwell Crossing Water Treatment Plant	<p>The oil tanks have been removed. Clean-up and further environmental assessments continue. We filed a report with our insurance provider.</p>
PID # 01332667 Request for Proposals	<p>A Request for Proposals for a portion of PID # 01332667 on Riverside Drive was posted on the Town's website (http://town.ststephen.nb.ca/wp-content/uploads/2016/09/TOSS16-07-Surplus-Property-Parcel-A-PID-01332667.pdf). It closes on Monday, October 17, 2016 at 12:00 p.m. (AST)</p>



Garcelon Civic Center Report – September 2016

- Advising Commission** Meeting of September 19.
- Updates from the CAO.
 -
- Next meeting November 28 at 4:15 p.m.
- Concessions** A Request for Proposals for Canteen Services was posted and closes on Friday, October 14. A recommendation will come to a future meeting of Council.
- Concessions and licensed beverages will be provided by the Garcelon Civic Center. This will require additional volunteer bar tenders, part-time student Event staff, a policy change for purchasing alcohol, accounts with suppliers, and an additional credit card for the Town.
- Action: Council considers a resolution to approve a credit card for the Garcelon Civic Center.*
- Action: Council considers a resolution to revise Policy # 39-A "Purchase of Alcoholic Beverages" as per the attached.*
- Aquatics and Fitness** Swimming lessons begin on October 6.
Staff completed National Life-saving Society (NLS) training and Swimming Lesson Instructor training.
- Programming / Facility Use** All areas of the facility are busy on a daily basis.
- Hosted several private functions (wedding receptions; meetings; community events).
 - Community-based Cardiac Care Rehabilitation Pilot Project continues (June 13-September 19).
- Garcelon Civic Center Charitable Fund** Meeting September 29.
- Approved by-laws.
 - An "In Memoriam" program is being established to receive donations.
- Promotion and Marketing**
- Garcelon Civic Center Days, September 21-23.





TOWN OF ST. STEPHEN

POLICY

TITLE: PURCHASE OF ALCOHOLIC BEVERAGES

Policy No. 39-A

Page 1 of 1

Original Effective Date: October 15, 2001

First Amendment Effective Date: May 16, 2005

Originally Approved by Council: October 15, 2001

Second Amendment Approved by Council: May 16, 2016

Third Amendment Effective Date: _____

Third Amendment Approved by Council: _____

- (1) The Council will not permit the use of public funds to purchase alcohol.
- (2) Notwithstanding Section (1), the Mayor or Mayor and Council may make exception to this policy in order to provide **alcoholic beverages** at a reception or dinner hosted or sponsored by the Town for the purpose of entertaining visitors, dignitaries, or other such guests.
- (3) Under ordinary circumstances, expense claims for meals will not include the cost of alcoholic beverages. Any expense claim for the purchase of alcohol submitted by any representative of the Town, either employee or elected official, shall not be approved for payment unless voted upon and passed in an open Council Meeting as an individual expense item.
- (4) Notwithstanding Section (1), the Chief Administrative Officer is authorized to approve alcohol purchases to provide licensed beverage concessions at the Garcelon Civic Center.
- (5) Any alteration and/or exception to the above stated policy must be voted upon and passed in an open Council Meeting.

Approved: _____

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **September 1, 2016 to September 30, 2016 inclusive**. During this time period, the RCMP responded to 267 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Checkstops	10
Tickets issued	5
Warnings issued	1
Traffic Collisions	12

PROVINCIAL STATUTES:

Customs Act	1
Dangerous Driving	1
Dog Act	1
Driving While Disqualified/Suspended	1
Fail to Stop or Remain at Accident Scene	2
Fire Prevention Act	2
Immigration	1
Mental Health Act	1
Municipal Bylaws – Other	1
Off Road Vehicle Act	2
Other Moving Traffic	5
Trespass Act	3

CRIMINAL CODE:

Assault	5
Assault with a weapon	2
Attempt/accessory to offence	1
Breach of Breach of Recognizance	2
Break and Enter - Residence	2
Crime Prevention	5
Criminal Harassment	3
Criminal Intelligence	1
Defamatory libel	1
Disturbing the Peace/Causing a Disturbance	3
Driving While Disqualified	1
Fail to Comply with Undertaking	3
Failure/Refusal/ of approved screening device	1
Fraud	3
Harassing Communication	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	8
Other Theft under \$5000	2
Sexual Assault	1
Theft Under or Equal to \$5000 - Shoplifting	5
Theft Under or Equal to \$5000 from a Motor Vehicle	2
Theft, Forgery, Misuse of Credit Card	1
Uttering Threats Against A Person	1

OTHER FEDERAL STATUTES:

Controlled Drugs & Substance Act	1
Possession - Schedule II – Cannabis	2
Possession – Schedule I – Other	1
Possession – Schedule VIII – Cannabis	3

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept.	6
Assistance to Canadian Police (non-RCMP)	0
Assistance to Canadian Provincial Agency	1
Assistance General Public	8
Assistance to Non-Government Canadian Agency	0

OTHER INVESTIGATIONS:

False Alarms	3
Information File	2
Items Lost/Found	5
False/Abandoned 911 Call	1
Offender Management	1
Person Reported Missing	2
Police Certificates	116
Suspicious person/Vehicle	6
Wellbeing Check	2

Peter STUBBS, Sgt.
Detachment Commander - St. Stephen Detachment
Royal Canadian Mounted Police

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE

THAT the Council of the Town of St. Stephen appoints Councillor Ghislaine Wheaton or Deputy Mayor Jason Carr to act as the "employer representative", and accepts the Chief Administrative Officer Derek O'Brien or his designate to act as the "employee representative" on the New Brunswick Municipal Employees Pension Plan Committee.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE OF ALCOHOLIC BEVERAGES POLICY - AMENDED

THAT the Council of the Town of St. Stephen approves the amended Purchase of Alcoholic Beverages Policy No. 39-A attached.



TOWN OF ST. STEPHEN

POLICY

TITLE: PURCHASE OF ALCOHOLIC BEVERAGES

Policy No. 39-A

Page 1 of 1

Original Approved/Effective Date: October 15, 2001

First Amendment Approved/Effective Date: May 16, 2005

Second Amendment Approved/Effective Date: _____

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- (4) Notwithstanding Section (1), the Chief Administrative Officer is authorized to approve alcohol purchases to provide licensed beverage concessions at the Garcelon Civic Center.
- (5) Any alteration and/or exception to the above stated policy must be voted upon and passed in an open Council Meeting.

Approved: _____

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

CREDIT CARD – GARCELON CIVIC CENTER

THAT the Treasurer be authorized to apply for a Scotiabank credit card for the Town of St. Stephen in the name of Barbara Tucker, Administrative & Finance Coordinator of the Garcelon Civic Center, with a limit of \$5,000.00 (five thousand dollars), to facilitate purchases for the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (COCA-COLA)

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and Coca-Cola Refreshments Canada Company in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (SYSCO)

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

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF EVENTS – COLLABORATIVE CHRISTMAS PLANNING
COMMITTEE**

THAT the Council of the Town of St. Stephen grants permission to the Collaborative Christmas Planning Committee (Business Improvement Area, Chamber of Commerce, Town of St. Stephen) to hold the following two (2) events:

- Holiday Lamppost Decorating Contest – to be held between Monday, November 14 and Friday, November 18, 2016 and removed between Monday, December 26, 2016 and Monday, January 2, 2017.
- Santa Claus Parade – to be held on Friday, November 18, 2016 commencing at 6:30 p.m. from the Charlotte Mall and Ganong Bros. Limited parking lots, down King Street to Milltown Boulevard and up Main Street to St. Stephen's University, and some entries will include music.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue Team to hold a fundraising road toll on Union Street (between School and Main Streets) on Saturday, October 29, 2016 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, November 19, 2016 between the hours of 9:00 a.m. and 5:00 p.m.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

ATLANTIC CANADA OPPORTUNITIES AGENCY PROJECT NO. 207978 – TOWN OF ST. STEPHEN - IMPROVEMENTS

THAT the Council of the Town of St. Stephen accepts a financial offer of \$104,295.00 (one hundred and four thousand, two hundred and ninety-five dollars) from the Atlantic Canada Opportunities Agency for improvements at the Garcelon Civic Center, namely an ice surface floor covering, and authorizes the Mayor and Town Clerk to sign the Contribution Agreement in the form presented to Council.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9254 – TOWN OF ST. STEPHEN - IMPROVEMENTS

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$46,250.00 (forty-six thousand, two hundred and fifty dollars) from the Regional Development Corporation for improvements at the Garcelon Civic Center, namely an ice surface floor covering, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated July 8, 2016 in the form presented to Council.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

THAT Jamie Linton be appointed to the position of Operator for the Public Works Department effective October 28, 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: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF BID: SOLID WASTE COLLECTION & DISPOSAL SERVICES
– RESIDENTIAL HOMES – ZONE 2 (TOSS16-05)**

THAT the Council of the Town of St. Stephen hereby awards the bid of \$6.88 (six dollars and eighty-eight cents) per household, per month, including HST, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Fero Waste & Recycling Inc. of Moncton, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 2 for the period November 1, 2016 to October 31, 2019 subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in compliance with the Town's By-Law No. S-7, "A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material", and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

2015 AUDIT

THAT the 2015 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

DEVELOPMENT AGREEMENT – “OLD TOWN HALL” – 34 MILLTOWN BOULEVARD

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on August 22, 2016, granted to Heritage Developments Limited a 30-day due diligence option period regarding the development of the former Town Hall building located at 34 Milltown Boulevard;

AND WHEREAS Council was advised in its closed session on October 12, 2016 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* that Heritage Developments Limited completed its due diligence and is interested in moving forward with plans to stabilize the building contingent on successful negotiations of a Development Agreement with the Town and St. Stephen Development Board Incorporated (carrying on business under the name Future St. Stephen);

AND WHEREAS Council, in its closed session noted above, directed the Chief Administrative Officer to request the Town Solicitor prepare a Development Agreement for approval at a future meeting;

AND WHEREAS the Council of the Town of St. Stephen, Heritage Developments Limited, and St. Stephen Development Board Incorporated, have negotiated terms of a Development Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Development Agreement with Heritage Developments Limited and St. Stephen Development Board Incorporated, in the form presented to Council, and further authorizes the unbudgeted investment grant of \$100,000.00 (one hundred thousand dollars) to this project, contingent on confirmation of Federal and Provincial Governments funding and as outlined in the Development Agreement.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

**MILLTOWN HEIGHTS DEVELOPMENT COMMITTEE – “TURNING THE CORNER”
PROJECT**

THAT the Council of the Town of St. Stephen endorses the community development project “Turning the Corner” in Milltown Heights, St. Stephen, focusing on the continued revitalization of our town and identifies it as a priority for St. Stephen’s recognition and celebration of Canada 150 in 2017;

AND THAT the Council authorizes the receipt of funds and payment of expenses related to this project as a partner.

RESOLUTION NO.: _____

DATE: October 24, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.