

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 28, 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
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 24, 2016
 - (b) Special Council Meeting – November 21, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you to Mayor and Council and staff from Sergeant Peter Stubbs dated October 27, 2016.
 - (b) Thank you to Mayor and Council from Deborah Northrup, President, Charlotte County Ground Search and Rescue Team dated November 2, 2016.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – November 16, 2016
 - (b) Planning Advisory Committee Meeting – September 7, 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. A-7.11 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – First Reading – Short Title Only
- (b) By-Law No. A-7.11 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Reappointment and Appointment – Planning Advisory Committee
- (c) Town of St. Stephen – Commercial Credit Application (Jolly Farmer)
- (d) Town of St. Stephen – Commercial Credit Application (Gordon Food Service)
- (e) Updated Job Description – Receptionist and Hospitality Attendant
- (f) Job Description – Student Event Staff
- (g) Council Appointee – Tourism and Promotion Action Committee
- (h) Approval of Events – Collaborative Christmas Planning Committee
- (i) Purchase and Sale – Portion of PID # 01332667
- (j) Municipal General and Liability Insurance Proposal - # TOSS16-08

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. **PRAYER**

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

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Councillor Chisholm

261/16 **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**

(a) **Teed Saunders Doyle & Co.** – Peter Logan, Auditor, presented the 2015 Audited Financial Statements. He commended the Treasurer for his preparation and the Mayor thanked the Treasurer for a job well done.

6. **NOTICES OF MOTIONS**

No notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

262/16 **THAT** the Minutes of the Regular Council meeting held on September 26, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Wheaton

263/16 **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. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

264/16 **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 October 12, 2016 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

265/16 **THAT** the Minutes of the Committee of Council meeting held on October 20, 2016 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Harding

266/16 **THAT** the following staff reports for the month of September 2016 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 267/16 THAT the Royal Canadian Mounted Police September 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

NEW BRUNSWICK MUNICIPAL EMPLOYEES PENSION PLAN COMMITTEE

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 268/16 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. CARRIED

PURCHASE OF ALCOHOLIC BEVERAGES POLICY – AMENDED

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 269/16 THAT the Council of the Town of St. Stephen approves the amended Purchase of Alcoholic Beverages Policy No. 39-A attached. CARRIED

CREDIT CARD – GARCELON CIVIC CENTER

Moved by Councillor Chisholm

Seconded by Councillor Harding

- 270/16 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. CARRIED

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

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 271/16 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and Coca-Cola Refreshments Canada Company in order to process any future purchases of the Town from the said company. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 272/16 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and Sysco in order to process any future purchases of the Town from the said company. **CARRIED**

APPROVAL OF EVENTS – COLLABORATIVE CHRISTMAS PLANNING COMMITTEE

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 273/16 **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. **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 274/16 **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. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 275/16** **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. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 276/16** **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. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 277/16** **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. **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.

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

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 278/16 **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.

CARRIED

2015 AUDIT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 279/16 **THAT** the 2015 Audit as presented by the Town of St. Stephen’s Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

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

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 280/16 **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;

**MINUTES
REGULAR COUNCIL
OCTOBER 24, 2016**

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. **CARRIED**

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

MILLTOWN HEIGHTS DEVELOPMENT COMMITTEE – “TURNING THE CORNER” PROJECT

Moved by Councillor Harding

Seconded by Councillor Parker

281/16

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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended Federal and Provincial funding announcements.
- Attended the Chamber of Commerce Business Gala.
- Attended a dinner theatre at the Garcelon Civic Center hosted by the Curling Club.

Councillor Hyslop

- Attended all Town meetings.
- Attended Charlotte County Museum meetings.

Councillor Parker

- Attended all Town meetings.
- Recently toured the Pizza Delight and stated that renovations are going well.

Councillor Wheaton

- Attended all Town meetings.
- Attended a "100 Women Who Care" meeting.
- Volunteered at the "Poor Boy Dinner" with proceeds to the Volunteer Centre of Charlotte County.
- Volunteered at the Farmers' Market.
- Attended a Chocolate Fest board meeting.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended several "Christmas in St. Stephen 2016" planning committee meetings.
- Attended a "Non-profit Governance Training" session at the Garcelon Civic Center sponsored by United Way.
- Attended several Southwest New Brunswick Transit Authority board meetings.
- Attended meeting on "Electoral Reform" with Karen Ludwig, MP
- Supported SSHS at Drive 4UR School event.
- Attended a Milltown Heights Development meeting.
- Attended the Chamber of Commerce Business Gala.
- Attending the weekly Wellness sessions at the Garcelon Civic Center.

Councillor Harding

- Attended all, but one, Town meetings.
- Volunteered as a bartender at the Garcelon Civic Center for the dinner theatre hosted by the Curling Club.
- Enjoyed lunch with Sergeant Peter Stubbs and Superintendent John Warr.

Councillor Chisholm

- Attended all Town meetings.

Mayor MacEachern

- Attended the Chamber of Commerce Business Gala.
- Attended a dinner theatre at the Garcelon Civic Center hosted by the Curling Club.
- Pleased to be a member of "100 Men Who Care" with proceeds of the latest fundraiser for Scottie Greene, the injured St. Stephen Aces player.

**MINUTES
REGULAR COUNCIL
OCTOBER 24, 2016**

- Participated in the Charlotte County Hospital Radio-thon.
- Attended the annual conference of Union of Municipalities of New Brunswick.
- Attended Regional Service Commission meetings.
- Recently toured the Pizza Delight and agreed with Councillor Parker that the renovations are going well.

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 Hyslop

282/16 THAT the meeting adjourn at 7:35 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, 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: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on November 21, 2016 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 21, 2016 @ 5:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding
Seconded by Councillor Hyslop

283/16 **THAT the Agenda be approved as circulated. CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

NEW BUILDING CANADA FUND- SMALL COMMUNITIES FUND
APPLICATION (WHARF RESTORATION PROJECT)

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

284/16 **THAT the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – New Building Canada Fund-Small Communities Fund for the Project titled “Wharf Restoration” in the form presented to Council at its Committee Meeting on November 16, 2016. CARRIED**

NEW BUILDING CANADA FUND- SMALL COMMUNITIES FUND
APPLICATION (ARENA RENOVATIONS FOR TOWN HALL OFFICES
PROJECT)

Moved by Councillor Harding
Seconded by Councillor Hyslop

285/16 **THAT the Council of the Town of St. Stephen approves the submission of an application to the Canada-New Brunswick Bilateral Agreement – New Building Canada Fund-Small Communities Fund for the Project titled “Arena Renovations for Town Hall Offices” in the form presented to Council at its Committee Meeting on November 16, 2016. CARRIED**

5. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

286/16

THAT the meeting adjourn at 5:04 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 21, 2016 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) New Building Canada Fund – Small Communities Fund Application
(Wharf Restoration Project)

(ii) New Building Canada Fund – Small Communities Fund Application
(Arena Renovations for Town Hall Offices Project)

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

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

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

	Actual To Date For the Eight Months Ending August 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	3,584,865	5,377,298	\$1,792,433	67%
Services Provided to Other Governments	148,372	208,704	60,332	71%
Sale of Services	234,517	630,211	395,694	37%
Other Revenue From Own Sources	171,137	170,401	-736	100%
Unconditional Grants	1,086,177	1,629,268	543,091	67%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	4,477	4,000	-477	112%
Other Transfers	664,899	1,050,027	385,128	63%
Total Revenue	5,899,985	9,075,450	3,175,465	65%
Expenditure				
General Government Services	706,858	956,346	249,488	74%
Protective Services	1,335,685	2,260,218	924,533	59%
Transportation Services	1,080,830	1,915,473	834,643	56%
Environmental Health Services	155,117	260,065	104,948	60%
Environmental Development Services	294,149	377,886	83,737	78%
Recreational and Cultural Services	1,231,776	1,839,190	607,414	67%
Fiscal Services	652,297	1,458,272	805,975	45%
Other	-2,052	8,000	10,052	-26%
Total Expenditures	5,454,660	9,075,450	3,620,790	60%
Surplus (Deficit)	\$445,325	\$0		

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

	<u>Actual To Date For the Eight Months Ending August 31, 2016</u>	<u>Budget For the Year Ending December 31, 2016</u>	<u>Remaining</u>	<u>Percentage Used</u>
Revenue				
Sale of Service	\$1,105,934	\$2,034,105	\$928,171	54%
Other Revenue From Own Service	190,829	190,605	-224	100%
Other Transfers	46,199	69,299	23,100	67%
Total Revenue	<u>1,342,962</u>	<u>2,294,009</u>	<u>927,947</u>	59%
Expenditures				
Water Supply	599,575	1,030,075	430,500	58%
Sewerage Collection and Disposal	414,443	683,861	269,418	61%
Fiscal Services	490,972	580,073	89,101	85%
Total Expenditures	<u>1,504,990</u>	<u>2,294,009</u>	<u>789,019</u>	66%
Surplus (Deficit)	<u><u>(\$162,028)</u></u>	<u><u>\$0</u></u>		

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,450,980.27 (one million, four hundred and fifty thousand, nine hundred and eighty dollars and twenty-seven cents) be received.

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

Visa:

JUNE 2016

Derek O'Brien (Gen Gov't: Advertising, Civic Relations; Recreation:
Parks Maintenance; Civic Centre: Bank Service Fee, Arena
Training and Development) \$ 564.98

JULY 2016

Allan MacEachern (Civic Center: Arena Training and Development;
Gen Gov't: Mayor Travel, Bank Service Fee; Fire: Equipment Supplies) \$ 1,484.94

SEPTEMBER 2016

Allan MacEachern (Gen Gov't: Mayor Travel) \$ 31.44

Grand Total

\$ 2,081.36

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

OCTOBER 2016

Volunteer Centre of Charlotte County, Inc. (2016 Income Distribution, Cheque #77)	6,720.61
Royal Canandian Legion, Milltown Branch, No. 48 (2015 Income Distribution (Replacing 2015 Stale Dated Cheque), Cheque #78)	200.00
Royal Canandian Legion, Milltown Branch, No. 48 (2016 Income Distribution, Cheque #79)	200.00
Total	<u><u>\$7,120.61</u></u>

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

October 2016

Fairville Construction Ltd. (Construction - Water, Sanitary & Storm Sewer
Renewal - Prince William Street - Project No. 15-2919, Cheque #1088)

590,849.22

590,849.22

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000013 dated between 10/01/2016 and 10/31/2016

CHEQUE REGISTER

Printed: 3:14:33PM 11/09/2016

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Number	Issued	Amount	SC	Status	Status Date
000011	10/19/2016 TOWN OF ST. STEPHEN SEPTRANSFER16 CC-TRANSFER-FROM GCC TO GEN	19,000.00 19,000.00	A/P	OUT-STD	10/19/2016
Cheque Totals Issued:		19,000.00			
Void:		0.00			
Total Cheques Generated:		19,000.00			
Total # of Cheques Listed:		1			

* - Partial payment was made on Invoice

** - Name on Check was modified

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Number	Issued	Amount	SC	Status	Status Date
018825	10/01/2016 HERITAGE COURT HOLDINGS LIMITED RC000023751 GG-TOWNHALL-LEASE-OCT/16	5,417.82 5,417.82	A/P	OUT-STD	10/01/2016
018878	10/04/2016 ALL GAS TANKS 86772 RC-MOWING- .095 X LINE 1LB	21.79 21.79	A/P	OUT-STD	10/04/2016
018879	10/04/2016 BORDER INVESTIGATIONS & SECURITY INC. 14313 PS-BYLAW-SEPTEMBER/16 FEE	3,220.00 3,220.00	A/P	OUT-STD	10/04/2016
018880	10/04/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-111 PS-BUILDINSPECTOR-SEP 11-24/16	2,484.00 2,484.00	A/P	OUT-STD	10/04/2016
018881	10/04/2016 MINISTER OF FINANCE (<i>Property Taxes</i>) PID014470352016 GG-STORE&LOT-42 KING ST PID014474092016 GG-VAC NON/RESLOT-38 KING ST PID014510922016 GG-COMMBLDG&LOT-120 MILLTOW PID060065592016 GG-TOWN-46&50 KING ST BEVERAC	11,289.37 2,138.36 901.87 4,131.92 4,117.22	A/P	OUT-STD	10/04/2016
018882	10/04/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 363230 GG-TOWNHALL-FLOOR MATS 365106 GG-TOWN HALL- FLOOR MATS	100.72 95.36 95.36	A/P	OUT-STD	10/04/2016
018883	10/04/2016 NORTHERN CONSTRUCTION INC. 17843 TS-STS-ASHALT	1,446.70 1,446.70	A/P	OUT-STD	10/04/2016
018884	10/04/2016 OK TIRE & AUTO SERVICE IN037838 PS-#206- BALANCE BEADS	115.00 115.00	A/P	OUT-STD	10/04/2016
018885	10/04/2016 ORKIN CANADA CORPORATION IN-7071860 PS-FIRE-PEST CONTROL IN-7159788 PS-FIRE- PEST CONTROL	270.26 135.13 135.13	A/P	OUT-STD	10/04/2016
018886	10/04/2016 ORR ELECTRIC & ALARM LTD. 2226 RC-SPLASH PAD- TROUBLE SHOT F 2257 TS-STS-STREET LIGHT REPAIR AT F 2281 PM-TOWN HALL- REPLACED 2 BATT 2282 PM-TEMORARY POWER- WATERFR 2283 RC-DONAHUE PARK-LIGHTING REP. 2287 PS-FIRE- CHANGED BATTERIES IN F	1,702.31 203.40 86.60 152.03 673.04 435.31 152.03	A/P	OUT-STD	10/04/2016
018887	10/04/2016 PITNEY WORKS 08/14/16 GG-TOWN HALL- POSTAGE REFILLS 09/13/16 GG-TOWN HALL- PERIOD FINANCE JULY132016 GG-TOWNHALL-POSTAGE METER C	892.66 728.92 130.51 33.12	A/P	OUT-STD	10/04/2016
018888	10/04/2016 PRINCESS AUTO 37-5-192091 RC-MOWER TRACTOR- TIRES	428.50 428.50	A/P	OUT-STD	10/04/2016
018889	10/04/2016 PROCOM DATA SERVICES INC. 2016013116 GG-ACCTS REC- WEBINAR REGISTR	57.44 57.44	A/P	OUT-STD	10/04/2016
018890	10/04/2016 RANDY'S TOWING 42 TS-STS- MOVE 40FT CONTAINER	172.50 172.50	A/P	OUT-STD	10/04/2016
018891	10/04/2016 RECEIVER GENERAL FOR CANADA (<i>Payroll Remittance</i>) WEEK392016 GG-REMITTANCE-SEP 10-29/16	30,004.75 30,004.75	A/P	OUT-STD	10/04/2016
018892	10/04/2016 RECREATION NB 2016-127 RC-RECREATION-RNB CONFERENC	86.25 86.25	A/P	OUT-STD	10/04/2016
018893	10/04/2016 RICHWIL TRUCK CENTRE LTD. 115162* TS-#20- GAUGE LOW 115268 TS-#8- SHOE BRK 115486 TS-#20- BRACKET	451.86 110.89 112.63 228.14	A/P	OUT-STD	10/04/2016

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018894	10/04/2016 RUSSEL METALS INC. 04360389 TS-SHOP-ALUMINUM PIPE, WELDEC	372.60 372.60	A/P	OUT-STD	10/04/2016
018896	10/04/2016 SHARPE'S LAWN CARE 33 RC-SOCCER FIELD- LINE PAINTING	517.50 517.50	A/P	OUT-STD	10/04/2016
018897	10/04/2016 SOJOURN ENTERPRISES LIMITED 54409 TS-STG-STREET SIGNS 54752 TS-STG- STREET NAME BLADE	810.44 507.68 102.76	A/P	OUT-STD	10/04/2016
018898	10/04/2016 SOURCE ONE SUPPLIES 12840 TS-SHOP- BATH TISSUE 12897 PS-FIRE- DISH DETERGENT, LAUND 12984 PM-LIBRARY- PAPER TOWEL, BATH	407.83 38.97 80.68 287.98	A/P	OUT-STD	10/04/2016
018899	10/04/2016 SOURCE ATLANTIC 2304816 TS-STG-BLK-TALL, CHR-TALL, ARG- 2339784 TS-SHOP- 5PC HITACHI COMBO 2339800 TS-SHOP- SHOVEL 2349485 TS-STG-CLOTHING ALLOWANCE 2349501 TS-STG-CLOTHING ALLOWANCE 2379505 TS-SHOP-GLOVES 2390631 TS-SHOP- TRAFFIC CONES, COVER	69.87 -66.12 183.63 118.85 -187.07 -192.10 28.22 196.66	A/P	OUT-STD	10/04/2016
018900	10/04/2016 SOUTHERN SANITATION LTD. 155468 PM-RCMP- SET FEE, LIFT, LANDFILL 155488 PM-AIRPORT-GARBAGE COLLECTIC 155489 PM-AIRPORT- GARBAGE COLLECTI 155515 TS/RC-STREETS/REC-GARBAGE CC 155516 TS/RC- STREETS/PARKS-GARBAGE 155519 GG-TOWN - GARBAGE COLLECTION	10,227.38 466.67 31.63 31.63 493.35 493.35 8,710.75	A/P	OUT-STD	10/04/2016
018901	10/04/2016 SOUTH WEST COURIER 15915 TS-#20- FR SJ SPRINGWORKS, CAN	59.46 59.46	A/P	OUT-STD	10/04/2016
018902	10/04/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 363698 PM-RCMP- FLOOR MATS 364639 PM-RCMP-FLOOR MATS 365573 PM-RCMP- FLOOR MATS	140.22 48.74 48.74 48.74	A/P	OUT-STD	10/04/2016
018903	10/04/2016 PAYROLL TRANSFER WEEK392016 GG-TRANSFER-SEP16-29/16	62,872.00 62,872.00	A/P	OUT-STD	10/04/2016
018904	10/05/2016 CONLEY'S MARTIAL ARTS NB16204023&NB16213954 RC-JUMPSTART-PROGRAM	1,350.00 1,350.00	A/P	OUT-STD	10/05/2016
018905	10/05/2016 MINISTER OF FINANCE WEEK402016 EMPLOYEE DEDUCTIONS-OCT 2-8/1	209.30 209.30	A/P	OUT-STD	10/05/2016
018906	10/05/2016 NORTHERN CONSTRUCTION INC. 17349 TS-STG-ASPHALT	2,758.85 2,758.85	A/P	OUT-STD	10/05/2016
018907	10/05/2016 Rose MacVicar MILLPOOLREFUND RC-MILLPOOL-POOL PASS REFUND	70.00 70.00	A/P	OUT-STD	10/05/2016
018908	10/05/2016 SHANNON MICHAEL WEEK402016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/05/2016
018909	10/05/2016 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1085575 CC-ELEVATOR-MAINTENANCE	1,104.00 1,104.00	A/P	OUT-STD	10/05/2016
018910	10/05/2016 TRILLIUM SALES GROUP INC. IN098928 PS-FIRE- BELZIG TAPE MEASURE	731.75 731.75	A/P	OUT-STD	10/05/2016
018911	10/05/2016 UNIFIRST CANADA LTD.	179.05	A/P	OUT-STD	10/05/2016

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	7100079083 CC-MATS	60.47			
	7100079722 CC-MATS	59.29			
	7100080230 CC-MATS	59.29			
018912	10/05/2016 WURTH CANADA LIMITED	1,383.53	A/P	OUT-STD	10/05/2016
	22378589 TS-SHOP- REFRIGERANT & A/C TRE	589.44			
	22388247 TS-SHOP- AIR BREAK PUSH, EZ-SPI	391.69			
	22403784 TS-SHOP- CARRIAGE BOLTS, INSTA	382.40			
018913	10/05/2016 YELLOW PAGES GROUP	19.90	A/P	OUT-STD	10/05/2016
	16-3127898 GG-TOWN- 911 LISTING-JUL 15	9.95			
	16-3252886 GG-TOWN HALL-911 LISTING-SEPT	9.95			
018914	10/13/2016 ACCT #903240047015	310.00	A/P	OUT-STD	10/13/2016
	SEPTEMBER2016 VOL FIRE MEMBERSHIP DUES-SEP/	310.00			
018915	10/13/2016 ACCT 8025-280	1,150.61	A/P	OUT-STD	10/13/2016
	SEPTEMBER2016 LOCAL 770 UNION DUES-SEP/16	1,150.61			
018916	10/13/2016 CIBC MELLON GLOBAL SECURITIES NBMF0218002	23,034.28	A/P	OUT-STD	10/13/2016
	SEPTEMBER2016 GG-MUNCIPALPLAN-SEP/16	23,034.28			
018917	10/13/2016 Derek O'Brien	350.00	A/P	OUT-STD	10/13/2016
	SEPTEMBER2016 GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
018918	10/13/2016 ELEVATION	58,351.00	A/P	OUT-STD	10/13/2016
	2016-126 Pd - Train Station Asbestos Abatement	12,351.00			
	2016-129 Pd - Train Station Roof Curbing	46,000.00			
018919	10/13/2016 ENBRIDGE GAS NEW BRUNSWICK	876.84	A/P	OUT-STD	10/13/2016
	2016082401006-1018227-0 CC-BUILDING-NATURAL GAS	876.84			
	00 Attic Work Interior Exterior Windows				
018920	10/13/2016 HERTZ EQUIPMENT RENTAL	67.28	A/P	OUT-STD	10/13/2016
	46621-0001 CC-ARENA-FULL BODY HARNESS	67.28			
018921	10/13/2016 IRVING ENERGY DISTRIBUTION AND MARKETING	352.20	A/P	OUT-STD	10/13/2016
	289472 CC-BUILDING-NATURAL GAS	352.20			
018922	10/13/2016 JACKIE NORDSTROM	125.00	A/P	OUT-STD	10/13/2016
	080818 CC-FOODSAFETYTRAINING- M. Vest	125.00			
018923	10/13/2016 JAY LA KING	350.00	A/P	OUT-STD	10/13/2016
	SEPTEMBER2016 CC-EVENT-COSMIC SKATE	350.00			
018924	10/13/2016 JET ICE	1,266.59	A/P	OUT-STD	10/13/2016
	89581 CC-ARENA-ARENA PAINT-RED/WHIT	1,266.59			
018925	10/13/2016 JODI ST PETER	578.84	A/P	OUT-STD	10/13/2016
	FIREPREVENTIONWEEK PS-FIRE-WAGE REIMBURSEMENT	578.84			
018926	10/13/2016 KENT BUILDING SUPPLIES	57.14	A/P	OUT-STD	10/13/2016
	1088804 CC-BUILDING-EYEBOLTS, VINYL	57.14			
018927	10/13/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	246.48	A/P	OUT-STD	10/13/2016
	241211185 GG-TOWN HALL-PHOTOCOPIER MA	131.84			
	9002660960 CC-ADMIN-PHOTOCOPIER RENTAL-	114.64			
018928	10/13/2016 KONICA MINOLTA	117.49	A/P	OUT-STD	10/13/2016
	5999771 CC-PHOTOCOPIER-JUL/16 LEASE	117.49			
018929	10/13/2016 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/13/2016
	WEEK412016 EMPLOYEE DEDUCTIONS-OCT 9-15	209.30			
018930	10/13/2016 MINISTER OF FINANCE (Land Line Phones)	1,102.65	A/P	OUT-STD	10/13/2016
	11378688APR16 PS/TS-199UNIONST-LANDLINE PHOI	351.65			
	11378688MAY16 PS/TS-199UNIONST-LANDLINE PHOI	345.87			
	15772965MAY16 RC-REC/POOL-LANDLINE PHONES	222.19			
	48435731APR16 RC-PARKS-CHOC PARK CAMERA	81.47			

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	46435731MAY16 RC-PARKS-CHOC PARK CAMERA	91.47			
018931	10/13/2016 N. B. ELECTRIC POWER	25,738.29	A/P	OUT-STD	10/13/2016
	10128108SEP16 TS-XINGLIGHTS-KING STREET	25.90			
	19055406SEP16 PM-BORDERARENA-ELECTRICITY	428.75			
	54253127SEP16 CC-BUILDING-ELECTRICITY	25,228.93			
	54853258SEP16 TS-KING/SUPERSTORE-TRAFFIC LIC	58.71			
018932	10/13/2016 ORKIN CANADA CORPORATION	65.55	A/P	OUT-STD	10/13/2016
	IN-7159381 CC-BUILDING-PEST CONTROL	65.55			
018933	10/13/2016 PAYROLL TRANSFER	60,515.00	A/P	OUT-STD	10/13/2016
	WEEK412016 GG-TRANSFER-SEP 30-OCT13/16	60,515.00			
018934	10/13/2016 PRO-TECH SANITATION LTD.	620.38	A/P	OUT-STD	10/13/2016
	221479 CC-MAINTENANCE-REPAIR TO AUT	620.38			
018935	10/13/2016 RECEIVER GENERAL FOR CANADA (Payroll)	28,028.97	A/P	OUT-STD	10/13/2016
	WEEK412016 GG-REMITTANCE-SEP30-OCT13/16	28,028.97			
018936	10/13/2016 RICHARDSON JEFF	24.58	A/P	OUT-STD	10/13/2016
	DEBRIEF/DEFUSING PS-FIRE-FRUIT TRAY, COOKIES	24.58			
018936	10/13/2016 SHANNON MICHAEL	371.91	A/P	OUT-STD	10/13/2016
	WEEK412016 PS-ANIMALCONTROL-WEEKLY VEH	371.91			
018939	10/13/2016 SOURCE ONE SUPPLIES	1,929.92	A/P	OUT-STD	10/13/2016
	12638 CC-POOL-GOGGLES/RESPIRATOR F	282.73			
	12639** CC-JANITORIAL-GRILL BRICKS	49.32			
	12898 CC-POOL-CHLORINE	920.00			
	12936 CC-ARENA-SHOWER CURTAINS	498.79			
	12954 CC-BUILDING-PAPER TOWELS	201.08			
018940	10/13/2016 SOURCE ATLANTIC	83.76	A/P	OUT-STD	10/13/2016
	2410251 TS-SHOP- ADAPTA FLEX HOSES	83.76			
018941	10/13/2016 SOUTHWEST CONCRETE & CONS LTD	262.20	A/P	OUT-STD	10/13/2016
	E7-4-16 RC-MILL POOL-CONCRETE	262.20			
018942	10/13/2016 SOUTHERN SANITATION LTD.	920.00	A/P	OUT-STD	10/13/2016
	155593 CC-BUILDING-GARBAGE COLLECTI	480.00			
	155594 CC-BUILDING-GARBAGE COLLECTI	460.00			
018943	10/13/2016 SOUTHWEST ELECTRIC & SECURITY INC.	370.30	A/P	OUT-STD	10/13/2016
	13866 CC-BUILDING-2 WAY SOLENOID VAI	370.30			
018944	10/13/2016 SOUTH WEST COURIER	15.19	A/P	OUT-STD	10/13/2016
	15791 PS-FIRE-LEWCO	15.19			
018945	10/13/2016 SPEEDY ST-STEPHEN 8768	9,052.30	A/P	OUT-STD	10/13/2016
	8768-212081 RC-ARENA-SUPPLY/INSTALL LOCK	93.79			
	8768-219321 CC-ADMIN-BLINDS INSTALLATION	1,980.88			
	8768-219331 CC-MOOSEHEAD ROOM-BLINDS	1,980.88			
	8768-219341 CC-CONFERENCE ROOMS-INSTALL	4,996.75			
018947	10/13/2016 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	2,056.17	A/P	OUT-STD	10/13/2016
	098748 GG-CIVIC-PLAN AMEND	94.99			
	098813 GG-CIVIC-TOWN EVENTS	49.15			
	098863 GG-CIVIC-TOWN EVENTS	49.15			
	098948 GG-CIVIC-TOWN EVENTS	49.15			
	099049 GG-CIVIC-INTERNATIONAL FESTIVA	194.35			
	099143 GG-CIVIC-TOWN EVENTS	49.15			
	099149 GG-CIVIC- PUBLIC NTICE BYLAW M-	127.51			
	099150 GG-CIVIC-PUBLIC NOTICE BYLAW Z	127.51			

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	099182	GG-CIVIC-NB DAY CELEBRATION	176.41			
	099208	GG-CIVIC- TOWN EVENTS	49.15			
	099264	GG-CIVIC-ZOING M-1	127.51			
	099265	GG-CIVIC-ZOING Z-1	127.51			
	099269	GG-CIVIC- TOWN EVENTS	49.15			
	099325	GG-CIVIC- TOWN EVENTS	49.15			
	099404	GG-CIVIC- TOWN EVENTS	49.15			
	099502	GG-CIVIC- TOWN EVENTS	49.15			
	24745	GG-TOWN HALL- REQUEST FOR LE/	192.98			
	24772	GG-CIVIC- MUSICAL CONCERT SER/	256.45			
	24862	RC-REC DIRECTOR- BUSINESS CAF	94.30			
	24885	CC-ADMIN-MICHELLE'S BUSINESS C	94.30			
018948	10/13/2016	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	10/13/2016
	SEPTEMBER2016	EMPLOYEE DEDUCTIONS-SEPTEME	40.00			
018951	10/13/2016	STATIONERY PLUS	3,902.61	A/P	OUT-STD	10/13/2016
	1005	CC-ADMIN-PAPER/STATIONARY SUI	28.42			
	1021	TS-SHOP-INKJET CARTRIDGES	67.57			
	1076	RC-MILL POOL-LABELS	5.69			
	1087	CC-ADMIN-ORGANIZER	48.39			
	1108*	PS-FIRE- BATTERIES, WALL FILES, I	115.54			
	1209	GG-TOWN HALL- PAPER, FILE FOLD	281.89			
	1210	RC-MILL POOL-LABELS, MARKER, C	29.89			
	1223	CC-ADMIN-OFFICE SUPPLIES	2.76			
	1275	CC-OFFICE ORGANIZER	19.54			
	1294	RC-PARKS-COPIES	11.27			
	1308	CC-STATIONARY SUPPLIES	268.47			
	1334**	TS-ST5-FLAGS	671.15			
	1335*	TS-ST5- NEW BRUNSWICK FLAGS	827.08			
	1443	CC-ADMIN-CALCULATOR,PAPER,PE	45.07			
	1622	RC-PARKS- POSTER BOARD	3.42			
	1716	GG-TOWN HALL- REINFORCEMENT:	18.80			
	2008	RC-PARKS- PAPER, RECEIPT BOOK	33.33			
	2121	RC-PARKS- LAMINATE, PENS, PAPE	48.99			
	2229	TS-ST5-FLAGS	156.80			
	2404	GG-TOWN HALL- PAPER, STAPLE RI	313.68			
	2407	GG-TOWN HALL- LABELS	7.64			
	2417	GG-TOWN HALL- FILE BOXES	28.92			
	2605	GG-TOWN HALL- PEN ROLLER	2.12			
	2943	CC-ADMIN-DYMO LABELS	48.29			
	2990	GG-TOWN HALL- LASER TONER, RE	113.96			
	2996	GG-HR/OM-TONER	110.39			
	3612	GG-TOWN HALL- LASER TONER	107.97			
	369627	RC-PARKS- FIGURING PADS, PORTI	19.32			
	369949	GG-TOWN HALL- WINDOW ENVELOI	22.07			
	370061	PS-FIRE- BULLETIN BRD., PAPER	104.51			
	370284	PS-FIRE- TONER LASER, PENS	217.20			
	370755	RC-PARKS-PENS, KEY TAGS, MARK	67.28			
	810*	TS-ST5FLAGS	57.49			
018952	10/13/2016	STOKES	172.44	A/P	OUT-STD	10/13/2016
	114303	PS-FIRE- BREAST BADGE ENGRAVE	172.44			

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018953	10/13/2016 SUREWAY INTERNATIONAL INC. 258853 CC-BUILDING-LONG TUBE LIGHTS	402.53 402.53	A/P	OUT-STD	10/13/2016
018954	10/13/2016 TROY LIFE & FIRE SAFETY LTD 634869 CC-BUILDING-FIRE QUARTERLY INS	529.00 529.00	A/P	OUT-STD	10/13/2016
018955	10/13/2016 UNIFIRST CANADA LTD. 80857 CC-FRONT LOBBY-MATS 81501 CC-FRONT LOBBY-MATS	118.88 59.29 59.29	A/P	OUT-STD	10/13/2016
018956	10/13/2016 MINISTER OF FINANCE SEPTEMBER2016 EMPLOYEE DEDUCTIONS-SEP/16	1,088.00 1,088.00	A/P	OUT-STD	10/13/2016
018957	10/13/2016 BELLA POMEROY FIREPREVENTIONWEEK PS-FIRE-WAGE REIMBURSEMENT	340.80 340.80	A/P	OUT-STD	10/13/2016
018958	10/19/2016 BELL ALIANT 47424130AUG16 CC-BUILDING-TELEPHONES	885.35 885.35	A/P	OUT-STD	10/19/2016
018959	10/19/2016 CANADIAN SPRINGS 1113831842* GG-TOWN HALL- WATER 9919213800 RC-MILLPOOL-WATER 9919323460 RC-MILLPOOL- WATER 9919603715 RC-MILLPOOL- WATER	380.86 15.08 195.33 133.42 36.83	A/P	OUT-STD	10/19/2016
018960	10/19/2016 CHRISTINA TAPLEY GNB WELLNESS EXPO CC-POOL-GNB WELLNESS EXPO	104.80 104.80	A/P	OUT-STD	10/19/2016
018961	10/19/2016 FUNDY BUILDING INSPECTION & DRAFTING SERV 16-116 PS-BUILDINGINSPECTOR-SEP25-OC	2,639.25 2,639.25	A/P	OUT-STD	10/19/2016
018962	10/19/2016 GREAT-WEST LIFE ASSURANCE COMPANY OCT122016* GG-PREMIUMS-OCT24-NOV23/16-UN	2,538.59 2,538.59	A/P	OUT-STD	10/19/2016
018963	10/19/2016 MEDAVIE BLUE CROSS 64353 GG-HEALTH&DENTALPREMIUMS-NC 64899 GG-HEALTH&DENTALPREMIUMS-NC	15,389.26 9,309.03 6,050.82	A/P	OUT-STD	10/19/2016
018964	10/19/2016 MINISTER OF FINANCE FIREEXTINGCOURSE CC-VISUAL FIRE EXTINGUISHER-CC	200.00 200.00	A/P	OUT-STD	10/19/2016
018965	10/19/2016 ROYAL CANADIAN LEGION #48 OCT 17/16 PS-FIRE- MEMORIAL WREATH	45.00 45.00	A/P	OUT-STD	10/19/2016
018966	10/19/2016 SHANNON MICHAEL WEEK422016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/19/2016
018967	10/19/2016 ST. CROIX PUBLIC LIBRARY 4THQUART2016 GG-GRANT-4TH QUARTER 2016	9,010.00 9,010.00	A/P	OUT-STD	10/19/2016
018968	10/19/2016 ST.STEPHEN DEVEVELOPEMENT BOARD 4THINSTALL2016 GG-OPSGRANT-4TH QUARTER/16	20,000.00 20,000.00	A/P	OUT-STD	10/19/2016
018969	10/19/2016 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC. 4THQUARTER2016 GG-GRANT-4TH QUARTER PAY 2016 OCT-DECPAYDEDUCTION GG-GRANT-4TH QUART PAYROLL D 16	3,896.48 3,641.50 254.98	A/P	OUT-STD	10/19/2016
018970	10/19/2016 GREAT-WEST LIFE ASSURANCE COMPANY OCT122016MAN GG-PREMIUMS-OCT24-NOV23/16 M/	2,025.19 2,025.19	A/P	OUT-STD	10/19/2016
018971	10/19/2016 MINISTER OF FINANCE WEEK422016 EMPLOYEE DEDUCTIONS-OCT 16-21	209.30 209.30	A/P	OUT-STD	10/19/2016
018995	10/28/2016 AARON COLLIER AUGUST122016*** CC-MAINTENANCE-SUPPLIES	37.97 37.97	A/P	OUT-STD	10/28/2016
018996	10/28/2016 ACKLANDS - GRAINGER INC. 9190400896 PS-FIRE- SAFETY CABINET 9210184298 CC-MAINTENANCE-LADDERS	2,653.90 1,758.21 694.60	A/P	OUT-STD	10/28/2016

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Number	Issued	Amount	SC	Status	Status Date
	9229225462 CC-ARENA-FUSES	101.09			
018997	10/26/2016 AIR LIQUIDE CANADA	48.07	A/P	OUT-STD	10/26/2016
	65459195 TS-SHOP- CARBON DIOXIDE	48.07			
018998	10/26/2016 AJW MECHANICAL LTD.	2,771.48	A/P	OUT-STD	10/26/2016
	22589 CC-MAINTENANCE-HEAT PUMP SEF	2,771.48			
018999	10/26/2016 ALISON ESTEY	223.80	A/P	OUT-STD	10/26/2016
	NBMEPP16 GG- Human Resource -NB MEPP	223.80			
019000	10/26/2016 ALLAN MACEACHERN	112.00	A/P	OUT-STD	10/26/2016
	UMNBANNUALMEET GG-MAYOR-UMNB ANNUAL CONFEE	112.00			
019001	10/26/2016 ALL GAS TANKS	26.16	A/P	OUT-STD	10/26/2016
	86403 RC-MOWING- CAP/NUT AUTOCUT 5	6.90			
	87112 RC-MOWER- PACK MIX OIL	19.26			
019002	10/26/2016 A ONE PUMPING SERVICE LTD.	335.23	A/P	OUT-STD	10/26/2016
	4823 GG-NB DAY- PORTABLE TOILET REI	335.23			
019003	10/26/2016 AQUAM	430.68	A/P	OUT-STD	10/26/2016
	237314 RC-MILLPOOL- VESTS, PULL BUOYS	430.68			
019004	10/26/2016 ARMSTRONG'S COMMUNICATION LTD.	98.60	A/P	OUT-STD	10/26/2016
	314751 RC-MILLPOOL- ALARM SYSTEM MOI	98.60			
019005	10/26/2016 ATLANTIC GYM & SPORTS	88.49	A/P	OUT-STD	10/26/2016
	2908278 RC-PARKS- PORTABLE BP CADDY	88.49			
019006	10/26/2016 ATLANTIC BUNKER GEAR SERVICES	741.76	A/P	OUT-STD	10/26/2016
	7569 PS-FIRE- BUNKER GEAR INSPECTIC	353.22			
	7591 PS-FIRE- ADVANCED CLEANING & II	388.53			
019007	10/26/2016 ATLANTIC TRACTORS & EQUIPMENT LTD.	1,657.45	A/P	OUT-STD	10/26/2016
	9011246983 TS-#13- WASHERS	58.78			
	9011247407 TS-#13- BEARINGS, PIN AS	1,155.04			
	9011247515 TS-#13- BEARING	78.97			
	9011249925 TS-#13- BEARINGS	255.21			
	9011253479 TS-#13- LATCH	43.61			
	9011253525 TS-#13- LATCH	69.86			
019008	10/26/2016 BAYTOWN HARDWARE LTD.	276.00	A/P	OUT-STD	10/26/2016
	19221 CC-LOBBY-PANIC BARS MAIN DOOF	276.00			
019009	10/26/2016 BAYVIEW TRUCKS AND EQUIPMENT LTD.	602.40	A/P	OUT-STD	10/26/2016
	02P21478 RC-LAWN MOWERS-GAUGE WHEEL	92.74			
	02P21504 RC-LAWN MOWERS- BOLTS	13.46			
	02P21970 RC-#2- BRACKET, BEARING, WHEEL	398.20			
019010	10/26/2016 BRUNET	81.94	A/P	OUT-STD	10/26/2016
	25026 TOWN HALL- QUARTERLY SERVE M	81.94			
019011	10/26/2016 BRUNSWICK NEWS INC	1,717.65	A/P	OUT-STD	10/26/2016
	1647223 GG-CIVIC- INT FESTIVAL, NB DAYS,	1,040.75			
	1654488 PS-FIRE-BUCKET SIT	128.00			
	1656079 PS-FIRE- BACK TO SCHOOL, BUCKE	192.40			
	1661078 PS-FIRE- FHI	356.50			
019013	10/26/2016 CANADIAN TIRE	1,782.53	A/P	OUT-STD	10/26/2016
	18035205 CC-MAINTENANCE-HOSE CLAMP	11.16			
	18035368 CC-PAINTING SUPPLIES	48.24			
	18104334 CC-MAINTENANCE BATTERIES	14.71			
	18104346 CC-MAINTENANCE SUPPLIES-AREN	11.33			
	18104385 CC-DUCK TAPE/ LOCK	63.22			

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Number	Issued		Amount	SC	Status	Status Date
	18104385	CC-ARENA-NET FOR ICE DEBRIS	11.49			
	18104391	CC-MAINTENANCE-BATTERY	34.43			
	N18035202	TS-SHOP- RUST PAINT	18.94			
	N18035203	RC-PARKS- REG CUT KEY	6.88			
	N18035213	TS-SHOP- WASHERS	6.31			
	N18035241	TS-SHOP- WASH MITT, PINE TREE 6	14.35			
	N18035243	RC-PARKS-STORAGE TOTES	275.40			
	N18035245	TS-SHOP-LAWN & GARDEN SPRAYE	22.99			
	N18035365	TS-SHOP-WASHERS	6.31			
	N18035802	TS-SHOP- SCREWDRIVER SET	45.94			
	N18035815	TS-SHOP- 15A PLUG	27.11			
	N18035828	CC-GYM-AIR PUMP/INFLATE NEEDLI	73.93			
	N18078241	RC-HORT- KEY CUT	3.44			
	N18104337	RC-PARKS-GARDEN SHEERS	86.23			
	N18104339	RC-PARKS- AIR COMPRESSOR	213.75			
	N18104341	RC-PARKS- SZ PLAT 2800W	459.99			
	N18104343	RC-PARKS-TIN CORONADO, DEEP V	28.70			
	N18104347	CC-POOL AND GYM-WATER COOLE	275.99			
	N18104348	PS-FIRE- LIGHT BULBS	21.68			
019014	10/26/2016	CANADIAN BEARINGS LTD	262.03	A/P	OUT-STD	10/26/2016
	81082818-00	CC-ARENA-V-BELTS	262.03			
019015	10/28/2016	CANADIAN SPORT TOURISM ALLIANCE	152.65	A/P	OUT-STD	10/26/2016
	2016-5111	GG-EVENTCOORDINATOR-2016/17	152.65			
019016	10/26/2016	CANADIAN PLAYGROUND SAFETY INSTITUTE	1,322.50	A/P	OUT-STD	10/26/2016
	13200	RC-STAFF- PLAY GROUND CERTIFI	1,322.50			
019017	10/26/2016	CARQUEST	138.52	A/P	OUT-STD	10/26/2016
	14838-45186	PS-FIRE- ONYX BEAM BLADES	95.04			
	71992	PM-AIRPORT TRACTOR- OIL FILTER	8.69			
	79504	TS-#10- IGNITION COIL	34.79			
019016	10/26/2016	CARR'S TRANSMISSION 2000 LTD.	2,060.81	A/P	OUT-STD	10/26/2016
	22808	TS#1- REBUILD TRANSMISSION	2,060.81			
019019	10/26/2016	CHARLOTTE COUNTY JANITORIAL	172.50	A/P	OUT-STD	10/26/2016
	3456	PS-FIRE- JANITORIAL- SEPT/16	172.50			
019020	10/26/2016	CHARLOTTE UNITED SOCCER CLUB	300.00	A/P	OUT-STD	10/26/2016
	NB16204023/16213954	RC-JUMPSTART-CONTRIBUTION	300.00			
019021	10/26/2016	CHEER ATLANTIC	450.00	A/P	OUT-STD	10/26/2016
	NB16204023/16213954	RC-JUMPSTART-CONTRIBUTION	450.00			
019022	10/26/2016	CNH CAPITAL	712.54	A/P	OUT-STD	10/26/2016
	IN80144	TS-#16- BUSHINGS	177.09			
	IN80919	TS-#16-REPAIR KIT	535.45			
019023	10/26/2016	COX ELECTRONICS & COMMUNICATIONS	1,118.54	A/P	OUT-STD	10/26/2016
	2-1779848	PS-FIRE- BATTERIES, NYLON CASE:	1,118.54			
019025	10/26/2016	CREIGHTON-CARTER LTD.	790.35	A/P	OUT-STD	10/26/2016
	961-409302	TS-SHOP- TRAILER BALL	17.24			
	961-409303	TS-SHOP- AIR FILTERS	17.30			
	961-409369	RC-#304- CONTROL ARM W/BALL JC	204.17			
	961-409725	TS-SHOP- WELD GLOVES, SINGLE F	53.72			
	961-409802	TS-SHOP- SCRAPER	3.90			
	961-409888	PM-AIRPORT TRACTOR- PIPE DF AS	12.06			

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	961-409905	TS-SHOP- SCRAPER			
	961-410510	TS-#22- 4BARB, BALL VALVES			
	961-410597	TS-#22- HYDRAULIC, HYDRAULIC HK			
	961-410833	TS-#11- SHACKLES			
	961-410920	TS-#1- OIL FILTERS			
	961-411116	TS-SHOP- BURR (CONV)			
	961-411281*	TS-SHOP-HI-TACK GASKET SEALAN			
	961-411378	RC-#302-PREMIUM 5W20, SUPERFLU			
019026	10/26/2016 CRITERION PICTURES	69.00	A/P	OUT-STD	10/26/2016
	781508	RC-PARKS- ICE AGE COLLISION CO			
019027	10/26/2016 Derek O'Brien	774.10	A/P	OUT-STD	10/26/2016
	AUGUST/16EXPENSES	GG-CAO-GREETING CARDS, ANT TF			
	AUGUST/16TRAVEL	GG-CAO-UNITED WAY/AMANG MEET			
	SEPTEMBER/16EXPENSE	GG-CAO-GCC TEAM DINNER, MEAL			
	S				
	SEPTEMBER/16TRAVEL	GG-CAO-HUMAN RESOURCE CRSE,			
019028	10/26/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,639.25	A/P	OUT-STD	10/26/2016
	16-121	PS-BUILDINSPECTOR-OCT 9-22/16 ;			
		2,639.25			
019029	10/26/2016 GARCELON CIVIC CENTER	100.00	A/P	OUT-STD	10/26/2016
	NB16204023/16213954	CC-JUMPSTART-CONTRIBUTION			
		100.00			
019030	10/26/2016 MINISTER OF FINANCE (Licence)	55.00	A/P	OUT-STD	10/26/2016
	30862016	PM-AIRPORT-PETROLEUM STORAG			
		55.00			
019031	10/26/2016 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/26/2016
	WEEK432016	EMPLOYEE DEDUCTIONS-OCT 23-2			
		209.30			
019033	10/26/2016 N. B. ELECTRIC POWER	39,096.79	A/P	OUT-STD	10/26/2016
	10128106OCT16	TS-XINGLIGHTS-KING ST			
		28.40			
	17915909OCT16	RC-POOL-ELECTRICITY			
		76.48			
	17935200OCT16	TS-KING/UNIONST-TRAFFIC LIGHTS			
		37.69			
	18169205OCT16	RC-POOL-MILL LANE			
		202.58			
	18988703OCT16	TS/PS-199UNIONST-ELECTRICITY			
		1,178.61			
	19051703OCT16	TS-AIRPORT-ELECTRICITY			
		159.46			
	19051801OCT16	TS-AIRPORT-ELECTRICITY			
		52.45			
	19055406OCT16	RC-ARENA-ELECTRICITY			
		488.95			
	216000030308OCT16	TS-ST5-AREA LIGHTS			
		11,558.21			
	50660140OCT16	RC-PARKS-ROTARY CHANGING RO			
		25.90			
	54187672OCT16	TS-KING/QUEENST-TRAFFIC LIGHTS			
		37.09			
	54263127OCT16	CC-BUILDING-ELECTRICITY			
		22,871.19			
	54653258OCT16	TS-KING/SUPERSTORE-TRAFFICLK			
		50.04			
	55160807OCT16	RC-COTTONMILL-LIGHTS			
		52.59			
	55471834OCT16	TS/PS-220UNIONST-ELECTRICITY			
		49.76			
	55917471OCT16	TS-ST5-WATERFRONG LIGHTS			
		74.97			
	57955782OCT16	RC-BANDSTAND-CHOCOLATE PARK			
		27.54			
	57965808OCT16	GG-120MILLTOWNBLVD-ELECTRICF			
		39.16			
	71315207OCT16	PS-RCMP-ELECTRICITY			
		965.11			
	72924306OCT16	RC-PARKS-BANDSTAND			
		53.64			
	73006038OCT16	RC-LIBRARY-ELECTRICTY			
		906.99			
	82122207OCT16	RC-PARKS-BASKETBALL COURT			
		53.20			
	83278804OCT16	TS-ST5-PARKS SHED			
		27.39			
	84960501OCT16	RC-PARKS-RIVERSIDE DR LIGHTS			
		81.39			
019034	10/26/2016 NEW BRUNSWICK COMMUNITY COLLEGE	310.50	A/P	OUT-STD	10/26/2016

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Number	Issued	Amount	SC	Status	Status Date
	6309302 GG-HR/OM-TRAINING	310.50			
019035	10/26/2016 O'CONNELL MIKE	387.44	A/P	OUT-STD	10/26/2016
	FUNRUN2016 RC-PARKS-FUN RUN SUPPLIES	67.29			
	RECNBAGM/16 RC-RECREATIONDIRECTOR-REC NI	330.15			
019036	10/26/2016 PETTY CASH	60.30	A/P	OUT-STD	10/26/2016
	JUNE242016 GG-TOWNHALL-LIGHT BULBS	15.80			
	SEPTEMBER092016 PS-BUILDINSPECTOR-REGISTERED	11.50			
	SEPTEMBER222016 PS-BUILDINSPECTOR-REGISTERED	23.00			
019037	10/26/2016 ROBERT BAXTER	325.00	A/P	OUT-STD	10/26/2016
	REFUND PS-BUILDINSPECTOR-BUILDING <i>Permit Refund</i>	325.00			
019038	10/26/2016 SHANNON MICHAEL	371.81	A/P	OUT-STD	10/26/2016
	WEEK432016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
019039	10/26/2016 SPARTAN HOOP CAMP	180.00	A/P	OUT-STD	10/26/2016
	NB16187891 CC-JUMPSTART-CONTRIBUTION	180.00			
019040	10/26/2016 CANADIAN TIRE	600.00	A/P	OUT-STD	10/26/2016
	NB16204023/16213954 RC-JUMPSTART-CONTRIBUTION	600.00			
019041	10/26/2016 FUNDY MINOR FOOTBALL ASSOCIATION	150.00	A/P	OUT-STD	10/26/2016
	NB16204023/16213954 RC-JUMPSTART-CONTRIBUTION	150.00			
019043	10/31/2016 BELL ALIANT	884.23	A/P	OUT-STD	10/31/2016
	47424130SEP16 CC-BUILDING-LANDLINE PHONE	884.23			
019044	10/31/2016 BELL MOBILITY INC.	1,071.93	A/P	OUT-STD	10/31/2016
	523889487SEP16 GG/TS/PS/RC-CELL PHONE CHARGE	1,071.93			
019045	10/31/2016 BORDER INVESTIGATIONS & SECURITY INC.	2,576.00	A/P	OUT-STD	10/31/2016
	14351 PS-BYLAW-OCTOBER/16 FEE	2,576.00			
019046	10/31/2016 CHOCOLATE MUSEUM	9,200.00	A/P	OUT-STD	10/31/2016
	SECONDINSTALL/16 GG-2016GRANT-SECOND INSTALLM	9,200.00			
019047	10/31/2016 ENBRIDGE GAS NEW BRUNSWICK	1,188.74	A/P	OUT-STD	10/31/2016
	2016092202008-1016227-0 CC-BUILDING-GAS AUGUST 22-SEP	1,188.74			
	00				
019048	10/31/2016 FOUR SEASONS SPORTS LTD.	10,848.11	A/P	OUT-STD	10/31/2016
	00537 TS-STIS- STREET MARKINGS	10,848.11			
019049	10/31/2016 FRANK G GODSOE CHARTERED ACCOUNTANT	7,833.98	A/P	OUT-STD	10/31/2016
	1013 GG-TREASURY-ACCOUNTING SUPP	950.82			
	1017 GG-TREASURY-ACCOUNTING SUPP	1,391.50			
	1018 GG-TREASURY-ACCOUNTING SUPP	18.98			
	1021 GG-TREASURY-ACCOUNTING SUPP	1,625.53			
	1022 GG-TREASURY-ACCOUNTING SUPP	56.93			
	1023 GG-TREASURY-ACCOUNTING SUPP	1,902.10			
	1024 GG-TREASURY-ACCOUNTING SUPP	1,583.90			
	1026 GG-TREASURY-ACCOUNTING SUPP	56.93			
	999 GG-TREASURY-ACCOUNTING SUPP	37.29			
019050	10/31/2016 IRVING ENERGY DISTRIBUTION AND MARKETING	2,689.72	A/P	OUT-STD	10/31/2016
	271100 CC-BUILDING-GAS FOR SEPTEMBER	583.05			
	36941* TS-STIS-DIESEL	404.79			
	740780 TS-STIS-DIESEL	711.94			
	837175 TS-STIS-DIESEL	989.94			
019051	10/31/2016 PAYROLL TRANSFER	87,311.00	A/P	OUT-STD	10/31/2016
	WEEK432016 GG-TRANSFER-OCT 14-27/16	87,311.00			
019052	10/31/2016 RECEIVER GENERAL FOR CANADA <i>(Payroll)</i>	30,097.66	A/P	OUT-STD	10/31/2016
	WEEK432016 GG-REMITTANCE-OCT 14-27/16	30,097.66			

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019053	10/31/2016 SERVICE NEW BRUNSWICK CRZ4092016 RC-PARKS-2014 FORD F150	19.00 19.00	A/P	OUT-STD	10/31/2016
019054	10/31/2016 ST. STEPHEN AREA CHAMBER RETAILERSCHRISTMAS GG-GRANT-RETAILERS CHRISTMAS	2,000.00 2,000.00	A/P	OUT-STD	10/31/2016
019056	10/31/2016 SOUTHERN SANITATION LTD.	96,242.23	A/P	OUT-STD	10/31/2016
	153362 GG-TOWN- GARBAGE COLLECTION	8,559.25			
	153364 GG-TOWN- GARBAGE COLLECTION	8,559.25			
	154509 GG-TOWN- GARBAGE COLLECTION	8,559.28			
	154510 GG-TOWN- GARBAGE COLLECTION	8,559.28			
	155431* GG-TOWN- GARBAGE COLLECTION	6,559.26			
	155432* GG-TOWN- GARBAGE COLLECTION	8,559.26			
	155433* GG-TOWN- GARBAGE COLLECTION	8,559.26			
	155434 GG-TOWN- GARBAGE COLLECTION	8,710.75			
	155758 GG-TOWN- GARBAGE COLLECTION	4,602.78			
	155759 GG-TOWN- GARBAGE COLLECTION	4,602.78			
	155760 GG-TOWN- GARBAGE COLLECTION	4,602.78			
	155761 GG-TOWN- GARBAGE COLLECTION	4,602.78			
	155762 GG-TOWN- GARBAGE COLLECTION	4,602.78			
	155763 GG-TOWN- GARBAGE COLLECTION	4,602.78			
	Cheque Totals Issued:	722,677.59			
	Void:	0.00			
	Total Cheques Generated:	722,677.59			
	Total # of Cheques Listed:	147			

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Number	Issued	Amount	SC	Status	Status Date
006078	10/04/2016 DOWNEY FORD SALES LTD. 128833 WS-UTILITY-2016 FORD SUPER DUT	52,037.50 52,037.50	A/P	CLEARED	10/31/2016
006079	10/04/2016 NORTHERN CONSTRUCTION INC. 17035 WS-TRANS&DIST-ASHALT 17523 WS-TRANS&DIST-ASPHALT	5,576.35 1,376.55 4,199.80	A/P	CLEARED	10/31/2016
006080	10/04/2016 ORR ELECTRIC & ALARM LTD. 2221 SCD-DISPOSAL- EXHAUST FAN MOT	136.48 136.48	A/P	CLEARED	10/31/2016
006081	10/04/2016 PITNEY BOWES LEASING 3200234773 WS-TOWNHALL-AUG-OCT/16 LEASE	724.51 724.51	A/P	CLEARED	10/31/2016
006082	10/04/2016 PITNEY WORKS 08/14/16* WS/SCD-TOWN HALL- POSTAGE RE	1,959.46 1,959.46	A/P	CLEARED	10/31/2016
006084	10/04/2016 RANDY'S TOWING 342016 WS-TRANS&DIST- TOWING SERVICE	103.50 103.50	A/P	CLEARED	10/31/2016
006085	10/04/2016 RICHWIL TRUCK CENTRE LTD. 115183* WS-#20- PEDAL ELEC	576.29 576.29	A/P	CLEARED	10/31/2016
006086	10/04/2016 RUSSEL METALS INC. 04361059 WS-TRANS&DIST- WIDE FLANGE BE 04361585 WS-TRANS&DIST- HOLLOW STRUC?	838.08 414.00 422.05	A/P	CLEARED	10/31/2016
006087	10/04/2016 SAINT JOHN SPRING WORKS LTD 100045 WS-#20- PINS, BUSHINGS, SPRINGE	1,489.25 1,489.25	A/P	CLEARED	10/31/2016
006088	10/04/2016 SCOTIA TECH 13586 WS-SOURCE- 12" PROPELLER METE	940.49 940.49	A/P	CLEARED	10/31/2016
006089	10/04/2016 SERVICE NEW BRUNSWICK 918693 WS/SCD-UTILITY- PAYMENT ACCEP	628.28 628.28	A/P	CLEARED	10/31/2016
006090	10/04/2016 SOURCE ONE SUPPLIES 12919 WS-SOURCE- BATH TISSUE, BOWL 12920 WS-SOURCE- EARPLUG 12950 SCD-DISPOSAL- PAPER TOWEL, GL.	530.28 273.67 36.79 219.82	A/P	CLEARED	10/31/2016
006091	10/04/2016 SOURCE ATLANTIC 2339784** SCD-DISPOSAL- 5PC HITACHI COME 2339801 SCD-DISPOSAL- CANVAS CARPENT 2390626 WS-TRANS&DIST- DISC FLAP 60 GR 2390629 WS-TRANS&DIST- SHOVEL 2398984 SCD-DISPOSAL- 2IN PART D ALUM, 2407054 WS-TRANS&DIST- METAL DETECTO 2407055 WS-TRANS&DIST- SENTINEL GRAY	2,794.88 183.62 212.44 480.83 80.50 79.03 1,707.75 40.71	A/P	CLEARED	10/31/2016
006092	10/04/2016 SOUTHERN SANITATION LTD. 155517 WS-BUDD AVE-GARBAGE COLLECT 155518 WS-BUDD AVE- GARBAGE COLLECT	227.70 113.85 113.85	A/P	OUT-STD	10/04/2016
006093	10/05/2016 A"PLUS" AUTO GLASS & UPHOLSTERY 22730 WS-TRANS&DIST-TRUCK BODY BO)	14,484.25 14,484.25	A/P	CLEARED	10/31/2016
006094	10/05/2016 THOMAS CONNICK 2 WS-SOURCE- WATER TOWER MOW	200.00 200.00	A/P	CLEARED	10/31/2016
006095	10/05/2016 TOTAL FALL PROTECTION 1223219 SCD-DISPOSAL-HARNESS, LIFTING	163.59 163.59	A/P	CLEARED	10/31/2016
006096	10/13/2016 MINISTER OF FINANCE (Landline Phone) 11366812APR16 WS-SOURCE-PUMP STATION 11366812MAY16 WS-SOURCE-PUMP STATION	566.84 134.02 134.02	A/P	CLEARED	10/31/2016

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006196 dated between 10/01/2016 and 10/31/2016

CHEQUE REGISTER

Printed: 3:15:38PM 11/09/2016

Page 2 of 3

Number	Issued	Amount	SC	Status	Status Date
	19002807APR16	SCD-DISPOSAL-OLD BAY WWTP			
	19002807MAY16	SCD-DISPOSAL-OLD BAY WWTP			
006097	10/13/2016 N. B. ELECTRIC POWER	163.13	A/P	CLEARED	10/31/2016
	61204008SEP16	SCD-DISPOSAL-2-216 KING ST LIFT			
006098	10/13/2016 SCP DISTRIBUTORS INC CANADA	312.80	A/P	CLEARED	10/31/2016
	FE034770	WS-SOURCE-EMPTY CYLINDER RE			
	FE037392	WS-SOURCE- CHLORINE			
006099	10/13/2016 SOUTHWEST CONCRETE & CONS LTD	242.08	A/P	CLEARED	10/31/2016
	E7-23-16	WS-TRANS&DIST- CRUSHED GRAVE			
006101	10/13/2016 STATIONERY PLUS	548.80	A/P	CLEARED	10/31/2016
	1206*	WS/SCD-TOWN HALL- PAPER, FILE I			
	1399*	WS/SCD-TOWN HALL- UTILITY BILL I			
	1523	WS-SOURCE-PENS, LABELS			
	1716*	WS/SCD-TOWN HALL- REINFORCEN			
	2404*	WS/SCD-TOWN HALL- PAPER, STAF			
	2407*	WS/SCD-TOWN HALL- LABELS			
	2417*	WS/SCD-TOWN HALL- FILE BOXES			
	2605*	WS/SCD-TOWN HALL- PEN ROLLER			
	3530	WS-SOURCE- LASER TONER			
	369273	WS-TRANS&DIST- SHEET, LABEL, PI			
	369843	WS-TRANS&DIST- PENCILS, SCISSC			
	369949*	WS/SCD-TOWN HALL- WINDOW EN			
	370222	WS-TRANS&DIST- CARD HOLDER, A			
	370857	WS-TRANS&DIST- BINDER, SHEETS			
	930	WS-SOURCE-SHEET PROTECTOR			
006102	10/13/2016 XPLORNET	123.64	A/P	CLEARED	10/31/2016
	INV14644389	WS-SOURCE-SATELLITE SERVICE			
006103	10/19/2016 NELSON, LLOYD	128.44	A/R	OUT-STD	10/19/2016
		<i>Utility Payment Refused</i>			
006104	10/19/2016 CANADIAN SPRINGS	191.88	A/P	OUT-STD	10/19/2016
	9919493872	WS-TRANS&DIST- WATER			
	9919640444	WS-TRANS&DIST- WATER			
	9919640468	WS-TRANS&DIST- WATER			
006165	10/26/2016 CANADIAN PACIFIC RAILWAY COMPANY	542.47	A/P	OUT-STD	10/26/2016
	1800158682	SCD-DISPOSAL-PROPERTY TAX PEI			
006167	10/28/2016 N. B. ELECTRIC POWER	21,384.67	A/P	CLEARED	10/31/2016
	36868807OCT16	WS-SOURCE-3-119 MAXWELL XING			
	50228902OCT16	WS-MAXWELLXING-PUMPS			
	52557428OCT16	SCD-218OLDBAYRD-WASTE WATEF			
	53123617OCT16	SCD-ST5-DECHLORINATION CHAME			
	53158875OCT16	SCD-ST5-BUDD AVE LIFT STATION			
	53473043OCT16	WS-SOURCE-CHLORINE RESIDUAL			
	54807440OCT16	WS-ST5-158A MILLTOWN BLVD LIFT			
	56358048OCT16	SCD-ST5-18 RIVERSIDE DR LIFT ST.			
	61204006OCT16	SCD-DISPOSAL-2-216 KING ST LIFT			
	61224002OCT16	SCD-ST5-358A MILLTOWN BLVD LIF			
	61230004OCT16	WS-MAXWELLXING-PUMPS			
	61236008OCT16	WS-ST5-BUDD AVE LIFT STATION			
	76139807OCT16	SCD-ST5-54 RIVERSIDE DR LIFT ST.			
	82281006OCT16	WS-SOURCE-RESERVOIR			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008195 dated between 10/01/2016 and 10/31/2016

CHEQUE REGISTER

Printed: 3:15:38PM 11/09/2016

Page 3 of 3

Number	Issued		Amount	SC	Status	Status Date
	84834906OCT16	SCD-STS-6-58ARIVERSIDE DR LIFT :	90.03			
	84943406OCT16	WS-STS-TODD HILL RESERVOIR	151.20			
008168	10/26/2016	PURULATOR COURIER LTD.	98.95	A/P	OUT-STD	10/26/2016
	4057756*****	SCD-DISPOSAL-TO NULANTIC	98.95			
008169	10/28/2016	XPLORNET	107.58	A/P	OUT-STD	10/28/2016
	INV14980068	WS-MAXWELLXING-SATELLITE SER	107.58			
008170	10/31/2016	BELL MOBILITY INC.	960.47	A/P	OUT-STD	10/31/2016
	523889487SEP16*	WS/SCD-CELL PHONE CHARGES	960.47			
008171	10/31/2016	MAGDONALD, CALVIN	554.98	A/R	OUT-STD	10/31/2016
		<i>Utility Payment Refund</i>				
		Cheque Totals Issued:	109,351.48			
		Void:	0.00			
		Total Cheques Generated:	109,351.48			
		Total # of Cheques Listed:	31			

* - Partial payment was made on invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

From: Peter Stubbs <peter.stubbs@rcmp-grc.gc.ca>
Date: Thursday, October 27, 2016 at 4:43 PM
To: Derek O'Brien <dobrien@town.ststephen.nb.ca>, Joan Flewelling
<jflewelling@town.ststephen.nb.ca>
Subject: Gift for Mya

Good afternoon Joan and Derek,

Thank you very much for the very thoughtful gift for Mya! As well, I appreciate the kind words expressed in the card. Please pass along my thanks to the rest of the employees of the town as well as the Mayor and Council.

I have to say that it has been a great experience working with everyone from the Town of St. Stephen since starting in my new role. I look forward to our continued work together!

Thanks again and have a great night!

Pete

November 2, 2016

Just wanted to extend my thanks to yourself & council for the permission for the road toll. CCGSAR raised almost \$800 dollars from the wonderful people in St Stephen who apologised if they had so little change. This is a big support for our ongoing expenses. Thanks again.

Deborah Northrup

RESOLUTION NO.: _____

DATE: November 28, 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 November 16, 2016 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, NOVEMBER 16, 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* – eight (8) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items
3. Financial Matter and Legal Matter – Section 10.2(4)(c) and (g) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Harding that the above-noted eleven (11) items, along with one (1) additional Financial Matter, be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c), (g) and (j) of the New Brunswick *Municipalities Act*.

CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

It was MOVED by Councillor Wheaton and SECONDED by Councillor Hyslop that the agenda be approved with one (1) addition: New Building Canada Fund - Small Communities Fund Applications be added as (ii) under the Public Works Committee. **CARRIED**

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer's report was received and reviewed and the one (1) action item is noted as follows:
- Council members should notify the Chief Administrative Officer by November 18, 2016 if they plan to attend the "Revitalizing Southwest N.B. dinner to be held at the Garcelon Civic Center on Monday, November 21, 2016 from 6:00 – 8:00 p.m. with internationally acclaimed speaker, Jim Diers.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of October 2016 - The memo from the Assistant Treasurer dated November 8, 2016 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 28, 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 noted the following:

- Radar Operations were held on Prince William Street;
- ATV patrols – two charged last week; and
- Distractive Driving Operations were held with plain clothed officers and charges were laid against cell phone usage and not wearing seatbelts.

Sergeant Stubbs introduced Constable David Thorne who has been a member in St. Stephen since July 2015 and, at the present time, is acting for Corporal Terry Pomeroy while he is away on training.

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

Mayor MacEachern commended the Fire Department on the service provided to the Charlotte County Hospital with respect to its recent equipment fire.

As noted in the Fire Chief's report, the department, through its fundraising efforts, have agreed to purchase a new Thermal Imaging camera to replace the 2005 camera.

The Town will purchase the camera in order to recover a portion of the HST, and the Fire Department's fundraising group will reimburse the Town.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Proposed Building Inspection Report – The memo from the Chief Administrative Officer dated November 9, 2016 with attached copy of proposed Building Inspection report was received and reviewed, and the one (1) action item is noted as follows:
- Council directed the Chief Administrative Officer to implement the report in January 2017.
- (iii) Report of the Development Office – The report of the Development Office was received and reviewed and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, November 28, 2016 to reappoint Garth Orchard to the Planning Advisory Committee for another three (3) year term, and to appoint Alex Henderson for a three (3) year term, replacing Geoff Knight.
- (iv) Report of the Property Management Office – The report of the Property Management Office was received and reviewed.

As noted in his report, the Chief Administrative Officer highlighted the Billy Weston Brook Study and stated that Dillon Consulting Ltd. discovered a National Disaster Mitigation Program that is federal funding distributed through the province. This program would support the work required at the Billy Weston Brook, and Dillon submitted a funding application on behalf of the Town, in collaboration with NB Southern Railway and Crombie.

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 and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, November 28, 2016 to authorize the Mayor and Clerk to sign the Commercial Credit Application with Jolly Farmer in order to process any future purchases.
- (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 directed the Chief Administrative Officer to advertise the position of Operations/Maintenance Coordinator in order to fill the vacancy left by the resignation of Aaron Collier, and to proceed with the hiring process, bringing a recommendation to Council at a future meeting.
 - In the interim, Aaron will continue part-time work supervising staff, monitoring the facility, and assisting with maintenance issues; therefore, Council directed the Chief Administrative Officer to remunerate him based on his hours worked and according to an hourly wage of his current salary.
- (iii) Job Description – Receptionist and Hospitality Attendant – The memo from the Chief Administrative Officer dated November 9, 2016 with attached revised job description was received and reviewed, and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, November 28, 2016 to approve the revised job description for the Receptionist and Hospitality Attendant position, and further directed the Chief Administrative Officer to advertise and recommend an additional candidate for one (1) casual position at a future meeting.
- (iv) Job Description – Student Event Staff – The memo from the Chief Administrative Officer dated November 9, 2016 with attached job description was received and reviewed, and the one (1) action item is noted as follows:

- Council will consider a motion at the next Regular Session on Monday, November 28, 2016 to approve the job description for the Student Event Staff position, and directs the Chief Administrative Officer to advertise and hire the required positions.
- (v) Credit Application – The memo from the Chief Administrative Officer dated November 9, 2016 with attached credit application from Gordon Food Service was received and reviewed, and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, November 28, 2016 to authorize the Mayor and Clerk to sign the credit application with Gordon Food Service in order to process any future purchases due to the concessions and licensed beverages being provided by the Garcelon Civic Center.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer's report was received and reviewed, and the two (2) action items are noted as follows:
- Council will consider a motion at the next Regular Session on Monday, November 28, 2016 appointing Councillor Ghislaine Wheaton as the Council representative on the Tourism and Promotion Action Committee.
 - Council will consider a motion at the next Regular Session on Monday, November 28, 2016 granting permission to the Collaborative Christmas Planning Committee to hold the various events as outlined in the "St. Stephen Community Christmas 2016" program.
- (ii) 2017 Business Improvement Levy - The memo from the Treasurer dated November 7, 2016 with attached letter from the Business Improvement Area (BIA) Coordinator dated October 27, 2016 and Proposed 2017 Operating Budget were received and reviewed.

As noted in the Coordinator's letter, the Business Improvement Levy will remain at \$0.18 per \$100 of assessment, and first and second readings of a by-law to amend the existing by-law which imposes a special business improvement levy will be considered at the next Regular Session of Council on Monday, November 28, 2016.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) New Building Canada Fund – Small Communities Fund Applications – The two applications which were added to the agenda for two (2) projects, namely, “Wharf Restoration”, and “Arena Renovations for Town Hall Offices” were received and reviewed, and a Special Council meeting will be held in the near future prior to the Regular Session on November 28, 2016 in order to meet provincial deadlines.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Southwest New Brunswick Transit Authority Inc. (operating as Rural Lynx) – In the absence of Stan Choptiany, Chair, Alex Henderson, Vice Chair, along with Dana Planetta, board member, presented to Council its Vision:

“Affordable, accessible and available public transportation contributes to job creation, efficiencies in the provision of medical and social services, and enhances the quality of life for residents in Charlotte County”.

The financial request from Rural Lynx is \$10,000.00, an increase from the \$7,000.00 which was approved in the 2016 budget, however not paid out as the plans were still in the preliminary stages.

This will be reviewed in the 2017 budget process.

- (ii) St. Stephen Elm Street Park Society – Ed Zammit, President, Blaine DeLong and Wilf Torunski, Society members presented to Council suggestions regarding improvements to the park.

The Chief Administrative Officer advised the Society members that Michael O’Connell, Director of Parks and Recreation, should be involved and he will have the Director contact the Society members.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:30 p.m. and returned to open session at 8:55 p.m., at which time it was **MOVED** by Councillor Hyslop and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 8:55 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, NOVEMBER 16, 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* – eight (8) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items
3. Financial Matter and Legal Matter – Section 10.2(4)(c) and (g) 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 October 2016 – Memo from Assistant Treasurer dated November 8, 2016 with attachment:
 - Cheque Register

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Proposed Building Inspection Report - Memo from Chief Administrative Officer dated November 9, 2016 with attachment:
 - Copy of Proposed Building Inspection Report
- (iii) Report of the Development Office
- (iv) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
- (ii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.
- (iii) Job Description – Receptionist and Hospitality Attendant – Memo from Chief Administrative Officer dated November 9, 2016 with attachment:
 - Copy of proposed updated Receptionist and Hospitality Attendant Job Description
- (iv) Job Description – Student Event Staff – Memo from Chief Administrative Officer dated November 9, 2016 with attachment:
 - Copy of proposed Student Event Staff Job Description
- (v) Credit Application – Memo from Chief Administrative Officer dated November 9, 2016 with attachment:
 - Copy of Gordon Food Service Credit Application

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) 2017 Business Improvement Levy – Memo from Treasurer dated November 7, 2016 with attachments:
 - Letter from BIA Coordinator dated October 27, 2016
 - Proposed 2017 Operating Budget

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. **DELEGATIONS/PRESENTATIONS**

- (i) Southwest New Brunswick Transit Authority Inc. (operating as Rural Lynx) – Presentation by Stan Choptiany, Board Chair – copy attached.
- (ii) St. Stephen Elm Street Park Society – Presentation by Ed Zammit, President, Blaine DeLong and Wilf Torunski, Society members – copy attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meeting held on September 7, 2016 and approved at its meeting on November 2, 2016 be accepted.

Town of St. Stephen



Canada's Chocolate Town

MINUTES

Planning Advisory Committee

Wednesday, September 7, 2016

A. Welcome:

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, September 7, 2016 in Council Chambers. Ted Moore, Chair, called the meeting to order at 6:00 p.m.

Attending:

Ted Moore	Allan Gillmor	Marg Harding
Garth Orchard	Ed Zammit	Derek O'Brien

Regrets:

Geoff Knight	Ken Parker	Mark Porter
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B. Approval of Agenda:

It was MOVED by Ed Zammit and SECONDED by Garth Orchard that the Agenda be approved as circulated. Carried.

C. Approval of Minutes:

It was MOVED by Allan Gillmor and SECONDED by Marg Harding that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, July 6, 2016 be approved as circulated. Carried

D. Review of the following:

- (i) 220 Union Street - Proposed purchase by Dale Matheson for the purpose of operating a rocker panel repair and towing business, along with a residence.

Dale Matheson and Susie Hossack presented their plan, and questions were posed.

The Chief Administrative Officer/Development Officer advised PAC that the current zoning is Neighbourhood Commercial (NC) and recommended that the proposed business and house be permitted with applied conditions.

PAC agreed with the Chief Administrative Officer/Development Officer's recommendation and applied the following conditions:

- All wreckage and damaged vehicles be in a fenced area and not visible to the public.
- The business adheres to all environmental regulations, standards, and policies.

(ii) 56 Elm Street – Proposed flower shop and operation of a dog kennel.

The Chief Administrative Officer/Development Officer advised PAC that an error may have occurred years ago in the Municipal Plan as the owner of 56 Elm Street thought she was zoned properly for the proposed two (2) businesses; however, the current Municipal Plan indicates that 56 Elm Street is zoned Residential (R-1) and if the citizen wishes to pursue the businesses, then the rezoning process would need to be followed.

Ed Zammit declared a conflict of interest and removed himself from the discussion as he is a nearby neighbor of 56 Elm Street.

(iii) 20 King Street – Proposed operation of a lounge by Woody's Bar-B-Q.

The Chief Administrative Officer/Development Officer advised PAC that the owners of Woody's Bar-B-Q are applying to the Province for a lounge license to sell alcohol to patrons without a food order. Woody's Bar-B-Q is zoned Downtown (DT) and as outlined in Section 5.2.2 "DT Zone Uses Subject to Terms and Conditions (Conditional Uses)", subsection (d), a bar is permitted subject to terms and conditions applied by the Planning Advisory Committee.

PAC did not apply any conditions.

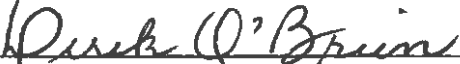
E. Discussion on the following:

(i) Roles and Responsibilities of the Planning Advisory Committee.

As previously requested by members to hold an information session on the roles and responsibilities of PAC, the Chief Administrative Officer/Development Officer advised that Steven Stone, consultant with Dillon Consulting Ltd., will attend a future meeting

F. Adjournment

It was MOVED by Allan Gillmor that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:24 p.m. Carried



Derek O'Brien, Secretary



Ted Moore, Chair

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

- UNB Human Resource Management Course** Completed the second module "Organizational Effectiveness" October 25 and 26.
- Charlotte County Health Alliance** Attended the meeting on October 31.
- Presentation by Doctor John Dornan, Chief of Staff of the Saint John Regional Hospital and specialist in Endocrinology and Internal Medicine. Dr. Dornan shared ideas for enhancing the services at the Charlotte County Hospital through a variety of clinics that could be available for our citizens and the citizens of the county.
- Community Presentations** St. Stephen-Milltown Kiwanis Club, November 1.
- Recognized the club for their continued work in the community including support for the Garcelon Civic Center, marshaling the International Homecoming Festival Parade, Touch-a-Truck event, and the new skate park.
- 2017 Budget Process** The staff is working internally drafting department budgets. We will be organizing working group sessions for the Council Committee Chair, Department Director, Treasurer, and I over the next few weeks. Mayor and Council will be apprised of these sessions and are invited to attend. All proposed budgets will be reviewed with the Mayor and Council in a "Closed" meeting before they are presented publicly for Council's consideration.
- Revitalizing Southwest N.B. Session, November 21.** Internationally acclaimed speaker, Jim Diers, will present a keynote following dinner at the Garcelon Civic Center from 6:00- 8:00 p.m. Diers will speak of community engagement. Tickets are available for Mayor and Council to attend.
- Action: Please notify me by November 18 if you wish to attend.*

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 09 November 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).
-Quarterly utility bills for July-September, 2016
 - 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 December 31, 2015.
- 2) Statements of Revenue and Expenditures to August 31, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Committee meeting-October 12, 2016.
 - B) Budget meeting-Fire Department-October 17, 2016.
 - C) Closed Committee meeting-October 20, 2016.
 - D) Civic Center meeting for canteen financial controls-October 24, 2016.
 - E) Council meeting-October 24, 2016.
 - F) Tender meeting-October 27, 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-Complete (see attached copy of signed 2015 Audit Representation letter for Council Information).**

- C) **2015 Gas Tax Fund reconciliations for the PNB-Complete.**

- D) **Civic Center accounting reconciliations-Month end completed to September 30, 2016.**

- E) **2017 budget-In Progress.**

- F) **Capital budget-In Progress.**

- G) **Jumpstart processing-In Progress.**

- H) **Multiple HST remittances-In Progress.**

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

TOWN OF ST. STEPHEN

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

October 24, 2016

Teed Saunders Doyle & Co.
39 Canterbury Street
PO Box 6668
Saint John New Brunswick E2L 4S1

Dear Sirs:

This representation letter is provided in connection with your audit of the financial statements of Town of St. Stephen for the years ended December 31, 2015 and December 31, 2014, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Public Sector Accounting Standards.

We confirm that (to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves):

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated July 18, 2016, for the preparation of the financial statements in accordance with Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Public Sector Accounting Standards.
- All events subsequent to the date of the financial statements and for which Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

All transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.

General

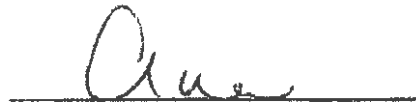
1. We have responded fully to all inquiries made to us and have made available to you all accounting and financial records and related data of the company during your audit.
2. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
3. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
4. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.

Yours truly,

TOWN OF ST. STEPHEN



October 24, 2016
Date signed



October 24, 2016
Date signed

Public Works Report for October 2016

Lee Johnson, Director of Operations, November 04, 2016

1: **Water system:**

- a) Repaired 2 Hydrants.
- b) Winterized Hydrants.
- c) Repaired 5 water services.
- d) Installed 1 new Meter.

2: **Streets:**

- a) Asphalt patching.
- b) Cleaned Catch Basins.
- c) Hauled sand.
- d) Repaired concrete sidewalks and curbs.
- e) Picked up Planters, Garbage Cans and Benches.

3: **Waste Water:**

- a) 3 Sewer Laterals were Videoed.
- b) Repaired 1 Force Main.
- c) 3 Sewer Laterals were Flushed
- d) Repaired flange at Lift Station #1.

4: **Capital Projects:**

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

All construction scheduled for 2016 is complete. The asphalt surface course will be placed in late spring/early summer of 2017.

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

Construction is complete

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

The draft report is complete and is undergoing internal review.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. October 2016

Parks

- Dan has finished in Parks for the season, and has returned to the Civic Center.
- Dan completed his Playground Inspector's course.
- The mowing crew is now finished and getting everything stored for the winter.
- Jennifer is wrapping up her work, getting a few things ordered for next season.

Action item: request that council approve credit application for Jolly Farmer attached.

Recreation

- Working on 2017 budget.
- Things have been going well on the ice at the GCC, all teams have started and we get ready for a busy month ahead of tournaments.
- The Wall of Fame Committee has been working hard, hopefully we will have some details to share in the near future.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- CC Staff
- Community Events
- P&R Committee
- Jumpstart
- Wall of Fame
- Charlie Bourgeois – Spring Hockey

Michael O'Connell
Director, Parks and Recreation



56 CRABBE ROAD
NORTHAMPTON, NB E7N 1R6
TEL: 800 695 8306
FAX: 800 863 7814
JOLLYFARMER.COM

PRODUCTS



INSTITUTION CREDIT APPLICATION

APPLICANT INFORMATION: Please indicate the billing address for invoices.

Institution Name Town of St. Stephen
Address 73 Milltown Blvd, Suite 112
City St. Stephen State New Brunswick Zip E3L 1G5
Purchaser Jennifer Dow Email jenniferdow76@hotmail.com
Phone 506 321-0171 Fax _____
Accounts Payable Contact _____ Email _____
Phone _____ Fax _____

PROCESSING INFORMATION:

1. Do you pay by PO or by invoice - We may ship product that is on the same PO over several different weeks. Will you pay this by invoice or wait until the PO is received in full?

By PO

By Invoice

2. Paperwork flow - Do you require the purchaser to pass in a copy of the invoice indicating what was received before you will process payment?

Yes

No

• Does your Accounts Payable need to pass the purchaser's paperwork to a district office before payment can be processed?

Yes

No

• Does your paperwork flow move quickly enough to have payment processed within our 60 day terms?

Yes

No

3. How often do you cut checks?

TERMS

- A 2% discount may be taken if payment is postmarked within 10 days of invoice date. Payment must be made within 60 days.
- A finance charge of 1½% will be applied monthly to past due balances.

AGREEMENTS:

- The undersigned agrees, if this application is accepted by Jolly Farmer, to abide by the above terms, and acknowledges that credit privileges, if granted, may be withdrawn at any time. It is agreed that if this account is turned over to an attorney for collection, the purchaser will pay reasonable fees plus cost of collection.
- The undersigned declares that I/we are of legal age and assume the responsibility of this account.
- The undersigned agrees that the information given on this application is true to the best of my/our knowledge.

Signature

Date

Print Name

Title

NOTICE:

Jolly Farmer no longer ships orders unless they have a Purchase Order assigned to them. Purchase orders must be received no later than Thursday the week before shipping.

If you wish to establish credit with Jolly Farmer, please fill out this application and return it to us prior to your shipments. A Purchase Order is not sufficient to establish credit with us.

St. Stephen Fire Department

Report for October 2016

Alarms for the month of October were : Town Alarms 12
 Out of Town Alarms 0
 Mutual Aid 0
 12

Calls dispatched for the Month -- 67

Alarms are described as being:

	# of firefighters	Hours
1. Smell of smoke in a building 3	23	30
2. Motor Vehicle Accident 2	31	75
3. Alarm system activation 6	40	59
4. Dumpster 1	13	20

Fire Department Activities

1. Monthly Meeting of the fire department
2. Training on a supplementary dispatch system
3. Review of different Thermal Imaging Cameras. As a result of this review the fire department through their fundraising efforts voted in favor of purchasing a new camera to replace the 2005 camera. Purchase price \$12,000.00
4. Two Meetings of the truck committee. Recommendation to be forwarded shortly.
5. Meeting of Fire service instructors of the department
6. Fire Prevention Week – 5 preschool presentations -- 123 children
 - 2 Elementary Schools K -5 -- 630 children
 - 1 Beaver group 14 children
 - 1 Brownie group 12 children

Fire department Church parade at the Kirk McColl United Church

Water Shuttle Training with the Rural Fire Departments

Members of the fire department with the support of the Public Works Department continue to work on the fire department training grounds as time permits. All but one of the containers are in place with the third one to be moved shortly. Once the third container is in place interior props , and configuration work can begin.

TOWN of ST. STEPHEN

By-Law Enforcement

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

October REPORT

2016

To: CAO - Town of St. Stephen

Please find enclosed my report for October By-Law - Enforcement. We handled 16 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (5)	Citizen concerned about a dilapidated baby barn	<i>Advised complainant I would pass onto the building inspector for further examination</i>
	Complaint of neighbor training water from there pool	<i>Spoke with the complaint and informed them as long as they are training it on their own property they are fine.</i>
	<i>Person called regarding firearms in the Town</i>	<i>Copy of the By-Law was provided</i>
	Lady was in to apply for a Taxi License	<i>License was issued as she meant all requirements</i>
	Fall clean up notices were posted in the Courier	
Dog Complaints(3)	<i>Dogs running at large on Riverside Drive.</i>	Patrols have been made periodically and have not encountered any animals. Spoke with the owners and they will rectify the problem

Keeping of Chickens (1)	<i>Glad to report this has finally been dealt with</i>	
Parking (7)	<p><i>One ticket 0515 was issued for two hour parking.</i></p> <p><i>Complaint of travel trailer partially blocking Riverside drive</i></p> <p><i>5 warnings for parking offences given</i></p>	<p>Spoke to the owner and he promptly removed the trailer to a safe place on his property</p>

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town on a daily basis and responded to all complaints, Several complaints were of cats around bird feeders killing birds. Two cats were picked up and impounded from Queen St. and on other complaints the owners were given a warning.

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

TOWN of ST. STEPHEN

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

OCTOBER REPORT 2016

BUILDING INSPECTION

The month of October brought in a total of 7 (Seven) permits which represents \$109,300.00 (One Hundred & Nine Thousand and Three Hundred) 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 28 (Twenty Eight) Occurrence reports and filed 9 (Nine) Building Inspection reports. 1 (One) electrical waiver was 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), 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 – October 2016

Planning Advisory Committee

The Committee met on November 2 to consider one (1) variance.

There will be two (2) vacancies at the end of December. Garth Orchard is willing to continue on the committee and Alex Henderson has volunteered, each for a three (3) year term. Geoff Knight, whose term is also expiring, would prefer not to reoffer at this time.

Action: Council consider a resolution appointing these two community volunteers to the Planning Advisory Committee for a three (3) year term.

Next meeting: January 4, 2017, unless a meeting is required in December.

Sign Permits

- 1 approved.

Variances

- 1 approved.

Approved plans

- 1 sub-division plan at 205 Pleasant Street.

Unsightly Premises

- 2 buildings being reviewed have been secured for public safety.

New Development

- Nothing to report.

Report of Property Management – October 2016

St. Stephen Train Station 5 King Street	The tenant renovations complete. The 5 Kings Brew Pub opened for reservations the week of November 6.
"Old" Town Hall 34 Milltown Boulevard	We are waiting for final approval from the Federal and Provincial governments on the funding applications. The developer and contractors are ready to begin their work.
Billy Weston Brook Study	Dillon Consulting Ltd. discovered a funding program – National Disaster Mitigation Program that is federal funding distributed through the province. This will support work that needs to be done at Billy Weston Brook. In collaboration with N.B. Southern Railway and Crombie, Dillon prepared an application for funding on our behalf.
Maxwell Crossing Water Treatment Plant	Waiting on a final report from Dillon Consulting Ltd.
128-130 Milltown Blvd.	The building was vacant as of October 7 and is prepared for demolition. NB Power disconnected the electricity and removed the meters and the hot water tanks. Brigg's Plumbing capped the sewer pipes. Watson's Heating removed the oil tanks. Town staff disconnected the utilities and secured the building.
120 Milltown Blvd.	Town staff disconnected the utilities. Brigg's Plumbing capped the sewer lines. This building is in good condition and could be rental space.
Pizza Delight Building	Purchase and Sale closed on October 11.

Garcelon Civic Center Report – October 2016

Advising Commission

Next meeting November 28 at 4:15 p.m.

Concessions

A Request for Proposals for Canteen Services closed Friday, October 14, but nothing was submitted. Staff is working with a service provider on an interim basis and our hope is to present a proposal to Council for consideration at a future meeting.

The centre assumed the responsibility for concessions and licensed beverages on November 1. To date, the initiative is going well.

Aquatics and Fitness

Staff completed National Life-saving Society (NLS) training and Swimming Lesson Instructor training.

Facility

Our Operations / Maintenance Coordinator, Aaron Collier, resigned his position with us effective November 14, 2016 to further pursue his career. Aaron is an exemplary employee. He worked extremely well with our management team, his staff at the centre, and with user groups and the general public. This is a tremendous loss to the Garcelon Civic Center and the Town of St. Stephen, but we wish Aaron well.

Action: Council direct the CAO to advertise the vacancy and proceed with the hiring process, bringing a recommendation to Council at a future meeting.

In the interim, Aaron will continue part-time work for us supervising staff, monitoring the facility, and assisting with maintenance issues.

Action: Council direct the CAO to remunerate Aaron based on his hours worked and according to an hourly wage of his current salary.

- Sprinkler system upgrades were completed.
- A number of the lobby light fixtures were replaced as a deficiency.
- Two staff completed Fire Extinguisher training on November 1.

Programming / Facility

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

- Hosted several private functions (meetings; community events).



Use

- Community-based Cardiac Care Rehabilitation Pilot Project continues each Monday.

Lock and locker rentals are now available in the change rooms for \$ 12.00 / month.

Upcoming events:

- Ugly Sweater Skating – November 19.
- Toonie Swim – November 19.
- Drop and Shop during Midnight Madness.

**Garcelon Civic Center
Charitable Fund**

Nothing to report.

Promotion and Marketing

- Wellness Fair, Saint John – October 4.
- Corporate membership program.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.11 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled By-law No. A-7.11 – "A By-law to Amend By-law No. A-7, 'A By-law to Impose a Special Business Improvement Levy'" - for First Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.11 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY

THAT By-Law No. A-7.11 – A By-Law to Amend By-Law No. A-7 – "A By-Law to Impose a Special Business Improvement Levy" - be given Second Reading – Reading in its Entirety.

BY-LAW NO. A-7.11

A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY"

Pursuant to Section 3(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY the Town Council of the Town of St. Stephen as follows:

THAT a Business Improvement Levy be imposed on all non residential property within the Business Improvement Area of the municipality that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$25,270 at the rate of \$0.18 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government to Levy the said amount pursuant to the provisions of the *Business Improvement Area Act*.

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

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police October 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



**Royal Canadian Mounted Police
St. Stephen Municipal Post
RSC 10 West District**

**POLICE REPORT
October 2016**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **October 1, 2016 to October 31, 2016 Inclusive**. During this time period, the RCMP responded to **305** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	25
Dangerous Driving – Provincial/Territorial.....	1
Fail to stop or remain at Accident Scene.....	3
Impaired operation over 80% of Motor Vehicle.....	2
Motor Vehicle Act – Other Activities.....	1
Moving Traffic – Speeding Violations.....	2
Other moving traffic violations.....	3
Roadside Suspensions – alcohol related – No grounds to charge.....	1
Traffic Collision(s) – Property damage.....	12
Traffic Tickets.....	45
Traffic Warnings.....	17

PROVINCIAL STATUTES:

Coroner's Act.....	1
False/Abandoned 911.....	5
Family Relations Act – Other Activities.....	2

PROVINCIAL STATUTES (continued):

Mental Health Act – Other Activities.....	4
Municipal Bylaws – Other.....	2

Off-Road Vehicle Act – Other Activities.....	1
Trespass Act – Offences Only	3

CRIMINAL CODE:

Breach of Recognizance – other 811	1
Break and Enter – Business.....	1
Break and Enter – Other	3
Break and Enter – Residence	1
Criminal Harassment	1
Disturbing the peace/Causing a disturbance.....	2
Failure to Comply with Condition of Undertaking or Recognizance	2
Fraud less than or equal to \$5000.....	1
Harassing communications	1
Mischief – Damage to, or obstruct enjoyment of property	2
Other theft under \$5000.....	1
Possession of Property obtained by crime less than or equal to \$5000.....	1
Sexual Assault.....	5
Theft of bicycle under or equal to \$5000	1
Theft under or equal to \$5000 – shoplifting	1
Theft under or equal to \$5000 from a motor vehicle.....	1
Trafficking in Persons	1
Unauthorized Possession of Firearm/Prohibited Weapon/Restricted Weapon	1
Uttering threats against a person	3
Uttering Threats against Property or an Animal.....	1

OTHER FEDERAL STATUTES:

Customs Act – Running the Port – Offences Only.....	1
Possession – Schedule I: Cocaine.....	1
Possession – Schedule I: Other.....	1
Possession Schedule VIII: Cannabis/Marihuana – 30 grams or less.....	2
Possession for the Purpose of Trafficking – Schedule I: Cocaine.....	1
Possession for the Purpose of Trafficking – Schedule VI: CDSA	1

OTHER INVESTIGATIONS:

Assistance to Canadian Provincial/Territorial Dept/Agency	4
Assistance to General Public	4
Assistance to Non-Government Canadian Agency	1
Assistance to US Police Agency (except FBI).....	1
Crime Prevention	6
False Alarms.....	2
Items Lost/Found	1
Person Reported Missing.....	2
Police Certificates/Letters	90
Suspicious Person/Vehicle/Property	3
Unfounded.....	20
Wellbeing Check.....	4

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

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENT AND APPOINTMENT – PLANNING ADVISORY COMMITTEE

THAT Garth Orchard be reappointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2017 and expiring December 31, 2019.

AND THAT Alex Henderson be appointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2017 and expiring December 31, 2019, filling the vacancy left by the retirement of Geoff Knight.

)RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (JOLLY FARMER)

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 Jolly Farmer in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (GORDON FOOD SERVICE)

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 Gordon Food Service in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

UPDATED JOB DESCRIPTION – RECEPTIONIST AND HOSPITALITY ATTENDANT

THAT the Council of the Town of St. Stephen approves the attached updated job description for the position of Receptionist and Hospitality Attendant which Council reviewed at its Committee meeting on November 16, 2016, and directed the Chief Administrative Officer to advertise and recommend an additional candidate for one (1) casual position at a future meeting.

Job Description
The Town of St. Stephen and the Garcelon Civic Center
Receptionist and Hospitality Attendant

Job Title:	Receptionist and Hospitality Attendant
Job Type:	Casual - part-time (union)
Reports to:	Treasurer and Administrative and Accounting Clerk Coordinator
Direct Reports:	None

Job Purpose:

The Receptionist and Hospitality Attendant is responsible for reception, administrative and clerical duties, general accounting, customer service, and the hosting of events at the Town of St. Stephen and the Garcelon Civic Center to ensure the efficient operations and effective customer service in both facilities. This person will provide friendly and welcoming service to guests and patrons.

Duties and Responsibilities:

The following are the primary job duties and responsibilities of the Receptionist and Hospitality Attendant and are intended to describe the nature of work and level of work being performed, but may not be an exhaustive list of all duties and responsibilities of the position. The Treasurer or the Administrative and Accounting Coordinator may assign other duties and responsibilities.

- Greet guests and patrons, manage registrations and memberships, and collect payments.
- Answer and direct telephone calls and provide information.
- Provide information regarding Town and Civic Center services, facilities, and fees.
- Compute bills and receive payments.
- Conduct general office duties including correspondence, e-mails, switchboard, accounting, balancing cash, data entry, record keeping, and filing.
- Sort, code and enter invoices into Town Suite.
- Bank reconciliations.
- Prepare bank deposits.
- Report maintenance issues and cleanliness problems to the appropriate department.
- Assist with facilities events including room set up, technology requirements, linen preparation, event material preparation, and nutrition breaks.
- Perform cleaning and maintenance tasks on the front desk and in the reception areas.
- Build a rapport with patrons and guests, and resolve issues to maintain high quality customer service.
- Ensure a comfortable and pleasant experience at the facility.
- Conducts opening / closing duties.

Job Description

The Town of St. Stephen and the Garcelon Civic Center

Receptionist and Hospitality Attendant

Page Two

Knowledge, skills, and abilities:

- Friendly and welcoming approach.
- High standards of dress and presentation.
- Ability to remain calm during difficult situations and in a very busy environment.
- Ability to work with minimal supervision.
- Excellent interpersonal skills, including a pleasant telephone manner.
- Collaborative skills.
- Accounting software, payroll procedures, employment records.
- Microsoft Word, Excel, PowerPoint, and website updates.
- Effective communication verbally and in writing.
- Flexibility to adapt to a variety of work situations with various individuals or groups.
- Time management and multi-tasking to prioritize work, manage multiple demands, meet deadlines, and respond calmly to challenging situations.
- Ability to building and maintain effective working relationships with peers and members of the public.

Experiences:

- Previous experience in customer service, hospitality, event planning.
- Previous experience with accounting – Accounts Payable and Accounts Receivable.
- Previous experience with Workers' Compensation, Canada Revenue Agency forms, and Insurance forms.

Qualifications:

- College diploma in business administration and / or hospitality.
- A minimum of 3-5 years of administrative and / or hospitality experience or in a similar customer service environment.
- Valid driver's license.
- Criminal record check.

Location:

- Garcelon Civic Center and / or Town Hall.

Hours of work:

- Flexible to meet the operational needs of the organization.
- Day, evening, and weekend work is required.

Salary range: \$ 15.00-18.00 / hour based on qualifications and experience.

Approved By:	Council
Date Approved:	November 23, 2015
Updated:	November 28, 2016

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

JOB DESCRIPTION – STUDENT EVENT STAFF

THAT the Council of the Town of St. Stephen approves the attached job description for the position of Student Event Staff at the Garcelon Civic Center which Council reviewed at its Committee meeting on November 16, 2016, and directed the Chief Administrative Officer to advertise and hire the required positions.



Job Description
The Town of St. Stephen
GARCELON CIVIC CENTER

Job Title:	Student Event Staff
Job Type:	Part-time Casual, Non-Union
Reports To:	Administrative and Finance Coordinator
Direct Reports:	None

Job Purpose

The Student Event Staff is responsible for food and beverage service during events including but not limited to hockey games, conferences and receptions as well as providing excellent customer service as part of a team environment.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the Student Event Staff. The following statements are intended to describe the nature of work and level of work being performed, but may not be an exhaustive list of all duties and responsibilities of the position. Other duties and responsibilities may be assigned by the Garcelon Civic Center Management Team.

Food and Beverage Service

- Prepare food and beverage items
- Serve food and beverage, including alcoholic beverage items
- Clean and clear dining tables
- Handle cash
- Maintain a safe and clean work environment
- Maintain inventory

Knowledge, Skills and Abilities

The following knowledge, skills, and abilities are required:

- Friendly and welcoming approach.
- High standards of dress and presentation.
- Ability to remain calm during difficult situations and in a very busy environment.
- Ability to work with minimal supervision.
- Collaborative skills.
- Flexibility to adapt to a variety of work situations with various individuals or groups.
- Ability to build and maintain effective working relationships with peers and members of the public.
- A good stamina and ability to stand for long hours while serving customers.

Experiences

- Previous experience in customer service, hospitality, food and beverage service.
- Previous experience with food preparation.

Qualifications

- Food Safe Handling Certificate, or ability to obtain, an asset.
- Pro Serve or Smart Serve, or ability to obtain, an asset.
- Criminal record check.

Hours of work

- The hours of work are flexed to meet operational needs.
- Day, evening, and weekend work is required.

Rate of Pay

Hourly rate of pay at the provincial minimum wage.

This job description does not represent an exclusive list of all duties that an employee may be asked to perform and is meant to be a general description of the job requirements. The Town may make modifications or the incumbent may request changes at any time.

Certification and Approval

Employee and Supervisor Certification

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

Approved By:	Town Council
Date Approved:	November 28, 2016
Updated:	

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

COUNCIL APPOINTEE - TOURISM AND PROMOTION ACTION COMMITTEE

THAT the Council of the Town of St. Stephen appoints Councillor Ghislaine Wheaton to act as its member on the Tourism and Promotion Action Committee.

RESOLUTION NO.: _____

DATE: November 28, 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 various events as outlined in the “2016 St. Stephen Community Christmas” brochure.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE – PORTION OF PID # 01332667

WHEREAS the Council of the Town of St. Stephen at its Regular Session on September 26, 2016 declared a portion of Town-owned property located on Riverside Drive and identified as PID #01332667 to be surplus property and directed the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase.

AND WHEREAS the Town has received and accepts the Request for Proposal from Robert Beach in the form presented to Council;

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

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

MUNICIPAL GENERAL AND LIABILITY INSURANCE PROPOSAL - # TOSS16-08

THAT the proposal from Guy R. Day & Son Ltd. of St. Stephen, NB, for \$97,135.00 (ninety-seven thousand, one hundred and thirty five dollars) be accepted for one (1) year effective December 31, 2016.

AND THAT the Town accepts the option to lock in average auto and property rates for a three (3) year period, as well as liability and errors & omissions insurance to be capped at a maximum premium increase of 5% (five percent) annually, as provided for in the three (3) year rate stability agreement stipulated in the proposal from Guy R. Day & Son Ltd., by committing to a second and third year term.

AND FURTHER THAT the Town reserves the option, at the end of the third term, to negotiate for a fourth and/or fifth term with Guy R. Day & Son Ltd., or retender at the Town's discretion.

RESOLUTION NO.: _____

DATE: November 28, 2016

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.