

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 23, 2017 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Heritage Week – Proclamation
 - (b) Family Literacy Day - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – December 19, 2016
 - (b) Special Council Meeting – December 29, 2016
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – January 11, 2017
 - (b) Committee of Council Meeting – January 16, 2017

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) 2017 General Operating Fund Budget
- (c) 2017 Water and Sewerage Operating Fund Budget
- (d) Demolition – 2 Garden Street
- (e) Demolition – 43 Main Street
- (f) Town of St. Stephen – Commercial Credit Application (Canada Bread Company, Limited)
- (g) Garcelon Civic Center – Preventive Maintenance Agreement
- (h) Out-of-Province Travel: Director, Parks and Recreation
- (i) Transfer from the General Capital Reserve Fund
- (j) Garcelon Civic Center – Ice Floor Cover Proposal - # TOSS16-09
- (k) Garcelon Civic Center – Maintenance / Custodial Labourer – Job Recommendation
- (l) Atlantic Canada Opportunities Agency Project No. 208364 – Canada 150 Community Infrastructure Program
- (m) Clean Water and Wastewater Fund – Funding Contribution Agreement – Elm Park, Pinewood and Maple
- (n) Dillon Consulting Limited – Agreement for Professional Services – Storm Sewer Separation and Utility Renewal (Elm Park Infrastructure Renewal Program)
- (o) Appointment – Charlotte Coastal Region Tourism Association Board
- (p) Unused Vacation – Union Employees (Carryover)
- (q) Unused Vacation – Non-Union Employees (Carryover)
- (r) Non-union Management and Administrative Staff Salary Increase
- (s) St. Stephen Substandard Properties Appeal Committee
- (t) St. Stephen Substandard Properties Appeal Committee – Alternate French Speaking Members

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

HERITAGE WEEK

2017

WHEREAS the second week in February is provincially recognized as the time to celebrate our heritage; and

WHEREAS the third Monday in February is National Heritage Day in Canada; and

WHEREAS 2017 marks the 150th anniversary of Confederation in Canada; and

WHEREAS the heritage that we have inherited from our ancestors plays a vital role in providing a unique identity to our community; and

WHEREAS this heritage provides us with a legacy to be handed down for the benefit and enjoyment of future generations; and

WHEREAS the Town of St. Stephen supports preserving heritage buildings, our Chocolate Museum, Charlotte County Museum, and numerous historical sites throughout our community; and

WHEREAS the Town of St. Stephen wishes to remember those who have helped shape our identity, and who have forged a place in the history of this town;

NOW THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim the week of February 13 – 20, 2017 as **HERITAGE WEEK** in the Town of St. Stephen and Monday, February 20, 2017 as **HERITAGE DAY** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the community.



PROCLAMATION

JANUARY 27, 2017 FAMILY LITERACY DAY

"St. Stephen Story Fest 2017"

WHEREAS every year on January 27 Canadians celebrate *Family Literacy Day*;

WHEREAS *Family Literacy Day* is an opportunity for Canadians to come together in their homes and in their communities to participate in literacy and essential skills-building activities;

WHEREAS it is important to set a positive example for our children and to demonstrate the usefulness of reading, writing, numeracy and essential skills in everyday tasks; now, therefore, be it

RESOLVED, that I, Allan MacEachern, Mayor of the Town of St. Stephen, ask residents of St. Stephen to recognize *Family Literacy Day* by reading in the community or participating in local activities taking place; and be it further

RESOLVED, that, I, Allan MacEachern, Mayor of the Town of St. Stephen encourage the entire community to celebrate literacy in St. Stephen by participating in St. Stephen Story Fest 2017 that will begin on February 7, 2017 with the release of "It's a Mystery. Pig Face!" authored by former resident, Wendy McLeod MacKnight.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on December 19, 2016 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 19, 2016 @ 7:00 P.M.

1. **PRAYER**

In the absence of Pastor Carlos Concepcion, Mayor MacEachern led Council in the Lord's Prayer.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

309/16 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Parker
Seconded by Councillor Hyslop

310/16 **THAT** the Minutes of the Regular Council meeting held on November 28, 2016 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

311/16 CARRIED

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Wheaton

312/16 **THAT** the paid bills in the amount of \$1,034,605.83 (one million, thirty-four thousand, six hundred and five dollars and eighty-three cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATIN

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

313/16 **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 December 7, 2016 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton
Seconded by Councillor Harding

314/16 **THAT** the following staff reports for the month of November 2016 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development Office; and Garcelon Civic Center. CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

315/16 **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 Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Wheaton

316/16 **THAT** the Royal Canadian Mounted Police November 2016 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN GRANT – OPERATION CHRISTMAS JOY

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

317/16 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$138.00 (one hundred and thirty-eight dollars) to Operation Christmas Joy to be applied to the rental cost of the Garcelon Civic Center for its fundraising auction which was held on November 11, 2016, during the St. Stephen Aces hockey game, and which proceeds assist with the purchases of clothing and toys for local children. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

318/16 **THAT** the amount of \$250,000.00 (two hundred and fifty thousand dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 319/16** THAT the amount of \$214,778.00 (two hundred and fourteen thousand, seven hundred and seventy-eight dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 320/19** THAT the amount of \$12,350.00 (twelve thousand, three hundred and fifty dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE OPERATING RESERVE FUND

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 321/16** THAT the amount of \$8,945.00 (eight thousand, nine hundred and forty-five dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund. **CARRIED**

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 322/16** THAT the amount of \$100,000.00 (one hundred thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 323/16** THAT the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 324/16** THAT the amount of \$12,700.00 (twelve thousand, seven hundred dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TOWN-OWNED SURPLUS PROPERTY – PID # 01309079 (70 QUEENSWAY)

Moved by Councillor Parker

Seconded by Councillor Harding

325/16 **THAT** the Council of the Town of St. Stephen declares the Town-owned property located at 70 Queensway and identified as PID # 01309079 to be surplus property.

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

TOWN-OWNED SURPLUS PROPERTY – PID # 01311935 (32 BOUNDARY STREET)

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

326/16 **THAT** the Council of the Town of St. Stephen declares the Town-owned property located at 32 Boundary Street and identified as PID # 01311935 to be surplus property.

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

BELL MOBILITY CORPORATE ACCOUNT AGREEMENT – RENEWAL

Moved by Councillor Harding

Seconded by Councillor Wheaton

327/16 **WHEREAS** the Council of the Town of St. Stephen accepts the renewal, retroactively, for mobile telecommunications for a three (3) year term from October 9, 2016 and expiring on October 9, 2019 as reviewed in its closed session on December 7, 2016 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Corporate Account Agreement between The Town of St. Stephen and Bell Mobility Inc., in the form presented to Council. **CARRIED**

PAYROLL AUTHORIZATION – EMPLOYEE # E54

Moved by Councillor Harding

Seconded by Councillor Parker

328/16 **THAT** the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$1,095.55 (one thousand, ninety-five dollars and fifty-five cents) for additional administrative and relief work. **CARRIED**

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9485 – TOWN OF ST. STEPHEN – IMPROVEMENTS

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

329/16

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$125,000.00 (one hundred and twenty-five thousand dollars) from the Regional Development Corporation for the stabilization construction of the former Town Hall building located at 34 Milltown Boulevard, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated November 8, 2016 in the form presented to Council, contingent on endorsement of the Development Agreement by Heritage Developments Limited. **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.

ATLANTIC CANADA OPPORTUNITIES AGENCY PROJECT NO. 208608 – ASSISTANCE UNDER THE INNOVATIVE COMMUNITIES FUND

Moved by Councillor Parker

Seconded by Councillor Wheaton

330/16

THAT the Council of the Town of St. Stephen accepts a financial offer of \$125,000.00 (one hundred and twenty-five thousand dollars) from the Atlantic Canada Opportunities Agency for the stabilization construction of the former Town Hall building located at 34 Milltown Boulevard, and authorizes the Mayor and Town Clerk to sign the Contribution Agreement in the form presented to Council, contingent on endorsement of the Development Agreement by Heritage Developments Limited. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

Councillor Wheaton voting in favour of the motion.

Councillor Hyslop voting in favour of the motion.

Councillor Chisholm voting in favour of the motion.

Councillor Parker voting in favour of the motion.

Councillor Harding voting against the motion.

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Participated in a video shoot at the Elm Street Nature Park.
- Attended the Charlotte County Ground Search and Rescue Team Inc. annual general meeting.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new "Saint Croix" riding.

**MINUTES
REGULAR COUNCIL
DECEMBER 19, 2016**

- Attended a budget meeting as Chair of Finance and Administration.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a Regional Service Commission “brainstorming session” dinner in McAdam.
- Attended a meeting with the Provincial Minister of Finance.
- Wished Mayor, Council, CAO, Town Staff and the community a Merry Christmas and Happy New Year

Councillor Hyslop

- Attended all Town meetings.
- Attended the St. Croix Vocational Centre’s Christmas party.

Councillor Parker

- Attended the announcement changing the name of the Charlotte-Campobello riding to the new “Saint Croix” riding.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended all Town meetings.
- Stated how great the Town looks with all the Christmas decorations.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Wheaton

- Attended at Town meetings.
- Participated in “Midnight Madness”.
- Volunteered at the “Christmas Market”.
- Attended and enjoyed the SSHS production of “Annie”.
- Volunteered at the Family Resource Centre’s Christmas dinner for their families.
- Participated in Christmas Caroling with the Lionettes at Lincourt Manor, Lonicera Hall and Charlotte County Hospital.
- Attended the annual “Quad Service Dinner” (Lions Club, Lionettes, Kiwanis Club and Rotary Club).
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new “Saint Croix” riding.

Councillor Harding

- Attended all Town meetings.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new “Saint Croix” riding.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Wished everyone a Merry Christmas and Happy New Year.

**MINUTES
REGULAR COUNCIL
DECEMBER 19, 2016**

- Stated the community has had two devastating house fires recently, and was pleased that a collection was taken at the staff Christmas dinner for the first victim, and that she plans to arrange a benefit dinner for the other.

Councillor Chisholm

- Attended all Town meetings.
- Attended budget meetings.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Extended Season's Greetings to everyone.

Mayor MacEachern

- Attended a Regional Service Commission "brainstorming session" dinner in McAdam.
- Attended a meeting with the Provincial Minister of Finance.
- Attended the announcement changing the name of the Charlotte-Campobello riding to the new "Saint Croix" riding.
- Attended a lunch with a few Mayors from the region.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Stated that it was a nice gesture that Brian Leavitt, a member of the Public Works crew, gave up his seat in advance of the staff Christmas dinner so that a citizen could attend who recently had lost his home to fire.
- Attended a Christmas lunch at the St. Croix Vocational Centre.
- Wished everyone a Merry Christmas and Happy New Year, and thanked Council and staff for their much appreciated dedication.

16. QUESTION PERIOD

Questions/comments from Kathy Bockus, reporter with the *Saint Croix Courier*, were addressed by the Mayor and Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Confirmation that the Business Improvement Levy is \$0.18 per \$100 of property assessment;
- Confirmation that the Town grant of \$138.00 to Operation Christmas Joy was the total cost of the room rental at the Garcelon Civic Center.
- Exact location of 70 Queensway and 32 Boundary Street;
- Questioned the start time for stabilization of the "Old Town Hall".
- Confirmed the Town's contribution towards the stabilization of the "Old Town Hall" is \$100,000.

**MINUTES
REGULAR COUNCIL
DECEMBER 19, 2016**

9

17. CLOSED SESSION

CLOSED SESSION

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

331/16 THAT the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Financial Matter and one (1) Labour and Employment Matter as per Section 10.2(4)(c) and (j), respectively, of the New Brunswick *Municipalities Act*.
CARRIED

The Council came out of closed session at 7:54 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

332/16 THAT the meeting adjourn at 7:54 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 19, 2016 @ 7:00 P.M.

1. PRAYER – Pastor Carlos Concepcion

2. RECORDING OF ATTENDANCE

3. APPROVAL OF AGENDA

4. CONFLICT OF INTEREST

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – November 28, 2016

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

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – December 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) 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” – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – Operation Christmas Joy
- (c) Transfer to the General Capital Reserve Fund
- (d) Transfer to the General Capital Reserve Fund
- (e) Transfer to the Water and Sewerage Capital Reserve Fund
- (f) Transfer to the Water and Sewerage Operating Reserve Fund
- (g) Transfer to the General Operating Reserve Fund
- (h) Transfer to the General Operating Reserve Fund
- (i) Transfer to the General Operating Reserve Fund
- (j) Town-Owned Surplus Property – PID # 01309079 (70 Queensway)
- (k) Town-Owned Surplus Property – PID # 01311935 (32 Boundary Street)
- (l) Bell Mobility Corporate Account Agreement – Renewal
- (m) Payroll Authorization – Employee # E54
- (n) Regional Development Corporation Project No. 9485 – Town of St. Stephen – Improvements
- (o) Atlantic Canada Opportunities Agency Project No. 208608 – Assistance Under The Innovative Communities Fund

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

- (a) Motion to move into closed session to discuss one (1) Financial Matter and one (1) Labour and Employment Matter as per Section 10.2(4)(c) and (i), respectively, of the New Brunswick Municipalities Act.

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on December 29, 2016 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, DECEMBER 29, 2016 @ 4:00 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 Chisholm
Seconded by Councillor Parker

333/16 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

RESCINDING OF RESOLUTION (DEVELOPMENT AGREEMENT – “OLD TOWN HALL” – 34 MILLTOWN BOULEVARD)

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

334/16 **THAT** Resolution # 280/16 as stated in the Minutes of October 24, 2016, which reads

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

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

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

with the Town and St. Stephen Development Board Incorporated (carrying on business under the name Future St. Stephen);

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

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

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

be rescinded effective immediately. **CARRIED**

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

Moved by Councillor Parker

Seconded by Councillor Wheaton

WHEREAS Council of the Town of St. Stephen was advised in its closed session on December 7, 2016 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* that Heritage Developments Limited suggested amendments to the negotiated Development Agreement which had previously been approved by Council in its Regular Session on October 24, 2016;

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

AND WHEREAS Council, in its closed session on December 19, 2016, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, reviewed the new Development Agreement between The Town of St. Stephen and Heritage Developments Limited, and directed the Town Clerk to schedule a Special Council meeting;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the new Development Agreement between The Town of St. Stephen and Heritage Developments Limited, in the form presented to Council, and further authorizes the unbudgeted investment grant of \$100,000.00 (one hundred thousand dollars) to this project.

AMENDED

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

335/16

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

THAT the above-noted motion be amended by replacing the words in the final paragraph, “. . . the unbudgeted investment grant” with, “. . . a capital contribution”,

which shall now read:

WHEREAS Council of the Town of St. Stephen was advised in its closed session on December 7, 2016 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act* that Heritage Developments Limited suggested amendments to the negotiated Development Agreement which had previously been approved by Council in its Regular Session on October 24, 2016;

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

AND WHEREAS Council, in its closed session on December 19, 2016, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*, reviewed the new Development Agreement between The Town of St. Stephen and Heritage Developments Limited, and directed the Town Clerk to schedule a Special Council meeting;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the new Development Agreement between The Town of St. Stephen and Heritage Developments Limited, in the form presented to Council, and further authorizes a capital contribution of \$100,000.00 (one hundred thousand dollars) to this project.

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.

5. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

336/16

THAT the meeting adjourn at 4:09 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, DECEMBER 29, 2016 @ 4:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

- (i) Rescinding of Resolution (Development Agreement – “Old Town Hall” – 34 Milltown Boulevard)
- (ii) New Development Agreement – “Old Town Hall” – 34 Milltown Boulevard

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 23, 2017

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 October 31, 2016 be received.

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

	Actual To Date For the Ten Months Ending October 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Taxes	4,481,082	5,377,298	\$896,216	83%
Services Provided to Other Governments	148,372	208,704	60,332	71%
Sale of Services	364,343	630,211	265,868	58%
Other Revenue From Own Sources	316,694	170,401	-146,293	186%
Unconditional Grants	1,357,722	1,629,268	271,546	83%
Unconditional Transfers	5,541	5,541	0	100%
Conditional Transfers	4,477	4,000	-477	112%
Other Transfers	863,054	1,050,027	186,973	82%
Total Revenue	7,541,285	9,075,450	1,534,165	83%
Expenditure				
General Government Services	829,364	956,346	126,982	87%
Protective Services	1,785,583	2,260,218	474,635	79%
Transportation Services	1,337,336	1,915,473	578,137	70%
Environmental Health Services	171,735	260,065	88,330	66%
Environmental Development Services	449,442	377,886	-71,556	119%
Recreational and Cultural Services	1,488,645	1,839,190	350,545	81%
Fiscal Services	727,772	1,458,272	730,500	50%
Other	6,547	8,000	1,453	82%
Total Expenditures	6,796,424	9,075,450	2,279,026	75%
Surplus (Deficit)	\$744,861	\$0		

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

	Actual To Date For the Ten Months Ending October 31, 2016	Budget For the Year Ending December 31, 2016	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,580,357	\$2,034,105	\$453,748	78%
Other Revenue From Own Source	221,162	190,605	-30,557	116%
Other Transfers	57,749	69,299	11,550	83%
Total Revenue	1,859,268	2,294,009	423,191	81%
Expenditures				
Water Supply	795,782	1,030,075	234,293	77%
Sewerage Collection and Disposal	527,578	683,861	156,283	77%
Fiscal Services	507,619	580,073	72,454	88%
Total Expenditures	1,830,979	2,294,009	463,030	80%
Surplus (Deficit)	\$28,289	\$0		

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$6,516,290.29 (six million, five hundred and sixteen thousand, two hundred and ninety dollars and twenty-nine cents) be received.

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

Visa:

OCTOBER 2016

Allan MacEachern (Gen Gov't: Mayor Travel, Civic Relations)	78.30
Derek O'Brien (Gen Gov't: Civic Relations, Office Supplies, Advertising; Civic Center: Bank Service Fees, Promotion, Small Equipment; Recreation: Advertisement	\$ 1,400.65

NOVEMBER 2016

Allan MacEachern (Gen Gov't: Mayor Travel)	7.82
--	------

Grand Total	<u><u>\$ 1,486.77</u></u>
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TOWN OF ST. STEPHEN BILLS PAID (GENERAL CAPITAL FUND):

DECEMBER 2016

Fairville Construction Ltd. (Construction - Water Sanitary & Storm Sewer Renewal - Prince William Street - Project No. 15-2819, Cheque #1092)	541,052.26
Town of St. Stephen General Capital Fund (Fund Transfer - From Int #1 to Int #4)	3,760,104.75
	<u>4,301,157.01</u>

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000014 dated between 12/01/2016 and 12/31/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000013	12/07/2016 TOWN OF ST. STEPHEN 47000.00	47,000.00 47,000.00	A/P	OUT-STD	12/07/2016
	Cheque Totals Issued:	47,000.00			
	Void:	0.00			
	Total Cheques Generated:	47,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 019357 dated between 12/01/2016 and 12/31/2016

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
018227	12/22/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER222016 GG-SERIES "AZ"-INTEREST	2,047.00 2,047.00	A/P	OUT-STD	12/22/2016
018228	12/22/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER222016* GG-SERIES "AZ"-PRINCIPAL	28,000.00 28,000.00	A/P	OUT-STD	12/22/2016
018231	12/11/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER112016 GG-SERIES "BA"-INTEREST	3,792.75 3,792.75	A/P	OUT-STD	12/11/2016
018234	12/02/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER022016 GG-SERIES "BC"-INTEREST	5,004.00 5,004.00	A/P	OUT-STD	12/02/2016
019221	12/01/2016 HERITAGE COURT HOLDINGS LIMITED RC000024108 GG-TOWNHALL-LEASE-DEC/16	5,417.62 5,417.62	A/P	OUT-STD	12/01/2016
019226	12/07/2016 2ND ST. STEPHEN SCOUTING NB16233124 RC-JUMPSTART-DONATION	200.00 200.00	A/P	OUT-STD	12/07/2016
019227	12/07/2016 ACCT #903240047015 NOVEMBER2016 VOL FIRE MEMBERSHIP DUES-NOV	310.00 310.00	A/P	OUT-STD	12/07/2016
019228	12/07/2016 ACCT 8025-280 NOVEBER2016 LOCAL 770 UNION DUES-NOVEMBEI	1,184.96 1,184.96	A/P	OUT-STD	12/07/2016
019229	12/07/2016 ALLAN MACEACHERN BUDGETMEETING GG-MAYOR-TRAVEL TO BUDGET ME	28.00 28.00	A/P	OUT-STD	12/07/2016
019230	12/07/2016 BELL MOBILITY INC. 523889487NOV16 TS/PS/RC/GG/PS-CELL PHONE CHAI 523889487NOV16* CC-CELL PHONE CHARGES	1,050.43 925.54 124.89	A/P	OUT-STD	12/07/2016
019231	12/07/2016 BILL EULOTH CRITICALINCIDENT PS-FIRE-CRITICAL INCIDENT STRES	330.00 330.00	A/P	OUT-STD	12/07/2016
019232	12/07/2016 BRIAN LEAVITT CLOTHING ALLOW TS-STC-CLOTHING ALLOWANCE	223.07 223.07	A/P	OUT-STD	12/07/2016
019233	12/07/2016 CHRISTINA TAPLEY LIFEGUARDTRAINING CC-POOL-IN-SERVICE LIFEGUARD T	50.58 50.58	A/P	OUT-STD	12/07/2016
019234	12/07/2016 CLASSIC CONSTRUCTION LTD CC-16-106 TS-STC-CHURCE ST TO HILL ST STF	301,529.90 301,529.90	A/P	OUT-STD	12/07/2016
019235	12/07/2016 CONLEY'S MARTIAL ARTS NB16232290 RC-JUMPSTART-CONTRIBUTION	300.00 300.00	A/P	OUT-STD	12/07/2016
019236	12/07/2016 Derek O'Brien 663.76 GG-CAO-NOVEMBER TRAVEL EXPE NOVEMBER2016 GG-CAO-MONTHLY TRAVEL ALLOW NOVEMBERPETTYCASH GG/CC-CAO/GCC-UPPER CANTEEN NOVPETTYCASH CC-UPPERCANTEEN-SUPPLIES	1,805.79 663.76 350.00 539.05 252.98	A/P	OUT-STD	12/07/2016
019237	12/07/2016 DILLON CONSULTING LIMITED 160948 TS-STC-MILLTOWN BLVD IMPROVEI	40,189.98 40,189.98	A/P	OUT-STD	12/07/2016
019238	12/07/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-138 PS-BUILDINSPECTOR-NOV 20-DEC (2,691.00 2,691.00	A/P	OUT-STD	12/07/2016
019239	12/07/2016 JULIE LORD LIFEGUARDCRSES RC-POOL-LIFEGUARD COURSE	252.65 252.65	A/P	OUT-STD	12/07/2016
019240	12/07/2016 MINISTER OF FINANCE NOVEMBER2016 EMPLOYEE DEDUCTIONS-NOVEMBI	1,086.00 1,086.00	A/P	OUT-STD	12/07/2016
019241	12/07/2016 N. B. ELECTRIC POWER 55471834NOV16* TS/PS-220UNIONST-FINAL ELECTRIK	61.11 61.11	A/P	OUT-STD	12/07/2016
019242	12/07/2016 O'CONNELL MIKE NOVEMBER2016 RC-RECDIRECTOR-MONTHLY VEHIK	200.00 200.00	A/P	OUT-STD	12/07/2016

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Town of St. Stephen
 BNK1 - General Bank Account
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Number	Issued	Amount	SC	Status	Status Date
019243	12/07/2016 PITNEY WORKS NOVEMBER2016 GG/PS-POSTAGE METER REFILLS	443.37 443.37	A/P	OUT-STD	12/07/2016
019244	12/07/2016 RICHARDSON JEFF SantaClauseParade PS-PARADE-SUPPLIES	90.27 90.27	A/P	OUT-STD	12/07/2016
019245	12/07/2016 RICHARDSON JOSEPH FIRECONFERENCE PS-FIRE-FIRE CONFERENCE	315.15 315.15	A/P	OUT-STD	12/07/2016
019246	12/07/2016 SPARTAN HOOP CAMP NB16233124 RC-JUMPSTART-DONATION	40.00 40.00	A/P	OUT-STD	12/07/2016
019247	12/07/2016 ST. STEPHEN UTILITY DEPT. NOVEMBER2016 EMPLOYEE DEDUCTIONS-NOVEMBI	40.00 40.00	A/P	OUT-STD	12/07/2016
019248	12/07/2016 ST. STEPHEN BASKETBALL ASSOCIATION NB16233124 RC-JUMPSTART-DONATION	50.00 50.00	A/P	OUT-STD	12/07/2016
019249	12/07/2016 TOWN OF ST. STEPHEN NB16233124 RC-JUMPSTART-DONATION	3,760.00 3,760.00	A/P	OUT-STD	12/07/2016
019250	12/07/2016 CHEER ATLANTIC NB16232290 RC-JUMPSTART-DONATION	450.00 450.00	A/P	OUT-STD	12/07/2016
019251	12/07/2016 MINISTER OF FINANCE WEEK492016 EMPLOYEE DEDUCTIONS-DEC 4-10,	209.30 209.30	A/P	OUT-STD	12/07/2016
019252	12/08/2016 CIBC MELLON GLOBAL SECURITIES NBMF0216002 NOVEMBER2016 GG-MUNCIPALPLAN-NOVEMBER/16	23,424.58 23,424.58	A/P	OUT-STD	12/08/2016
019253	12/08/2016 PAYROLL TRANSFER WEEK492016* GG-TRANSFER-NOV 25-DEC 08/16	80,281.11 80,281.11	A/P	OUT-STD	12/08/2016
019254	12/08/2016 RECEIVER GENERAL FOR CANADA WEEK492016 GG-REMITTANCE-NOV 25 - DEC 08/16	27,885.76 27,885.76	A/P	OUT-STD	12/08/2016
019255	12/08/2016 SHANNON MICHAEL WEEK492016 PS-ANIMALCONROL-WEEKLY FEE, \	371.91 371.91	A/P	OUT-STD	12/08/2016
019256	12/12/2016 AIR LIQUIDE CANADA INC. 65781436 TS-SHOP- ALMIG 16 (2.82M3/ 99.59S	133.25 133.25	A/P	OUT-STD	12/12/2016
019257	12/12/2016 BRIGGS PLUMBING INC. 112070 PM-130 MILLTOWN BLVD.- PREPARI	334.19 334.19	A/P	OUT-STD	12/12/2016
019258	12/12/2016 BRUNSWICK NEWS INC 1658555 CC-ADMIN-MEMBERSHIP AD MONE\ 1660192 CC-ADMIN-ADVERTISING 1661779 CC-ADMIN-ADVERTISING 1671295 PS-FIRE-COLORING CONTEST	646.30 62.10 244.95 62.10 277.15	A/P	OUT-STD	12/12/2016
019259	12/12/2016 CANADIAN RED CROSS REN20160601128 CC-POOL-WATER SAFETY RENEWA	100.00 100.00	A/P	OUT-STD	12/12/2016
019260	12/12/2016 CARQUEST 14838-41493 TS-ST5-OIL FILTER 14838-47045 P-S-FIRE- AIR DRYER	83.72 -8.84 92.56	A/P	OUT-STD	12/12/2016
019261	12/12/2016 CHARLOTTE COUNTY JANITORIAL 3472 PM-RCMP-JANITORIAL-OCT/16 3478 PS-FIRE-JANITORIAL-OCT/16	1,242.00 1,069.50 172.50	A/P	OUT-STD	12/12/2016
019262	12/12/2016 CINTAS CANADA LIMITED 5006316284 GG-TOWN HALL- FIRST AID SUPPLII	91.14 91.14	A/P	OUT-STD	12/12/2016
019263	12/12/2016 COX ELECTRONICS & COMMUNICATIONS 2-1781062 PS-FIRE-JUL, AUG, SEP, MOBILE MA	1,469.70 1,469.70	A/P	OUT-STD	12/12/2016
019264	12/12/2016 CUMING'S FIRE & SAFETY EQUIPMENT LTD. 86162 PS-FIRE-THERMAL CAMERA	9,481.75 9,481.75	A/P	OUT-STD	12/12/2016

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019265	12/12/2016 DAVIS FUELS LTD. 156794 TS/PS-199 UNION ST- HEATING FUE 156934 TS/PS-199 UNION ST- HEATING FUE 341677 TS-#22- FLUID H3 19L	2,329.92 1,011.44 1,151.98 166.50	A/P	OUT-STD	12/12/2016
019266	12/12/2016 DEBLY ENTERPRISES LTD. 155463 TS-ST5-ASPHALT	1,317.44 1,317.44	A/P	OUT-STD	12/12/2016
019267	12/12/2016 DEMPSEY'S PLUMBING & HEATING 1667 RC-ROTARY- MILLTOWN POOL SLA:	207.00 207.00	A/P	OUT-STD	12/12/2016
019268	12/12/2016 DISHER HOMES LTD. 11022016-01 TS-ST5- BUCKET TRUCK RENTAL 11072016-01 PM-3 GARDEN STREET- MATERIALE	1,115.50 552.00 563.50	A/P	OUT-STD	12/12/2016
019269	12/12/2016 ENBRIDGE GAS NEW BRUNSWICK 2016102501008 CC-BUILDING-NATURAL GAS OCT 2:	2,105.85 2,105.85	A/P	OUT-STD	12/12/2016
019270	12/12/2016 FLEET READY LTD. 9044 PS-FIRE-ADAPTER STORZ-F 4" STO:	300.31 300.31	A/P	OUT-STD	12/12/2016
019271	12/12/2016 GREENLAW'S GARAGE LTD. 1836 TS-#22- RADIATOR REPAIR	103.50 103.50	A/P	OUT-STD	12/12/2016
019272	12/12/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 272973 CC-BUILDING-NATURAL GAS OCT 2: 2777631 CC-BUILDING-NATURAL GAS-INTER	1,278.37 1,257.54 20.83	A/P	OUT-STD	12/12/2016
019273	12/12/2016 IRVING OIL LTD. 4068987 TS-SHOP- PROPANE	35.65 35.65	A/P	OUT-STD	12/12/2016
019274	12/12/2016 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 242347463 GG-TOWN- PHOTOCOPIER MAINTEI 242347469 GG-TOWN- PHOTOCOPIER MAINTEI 900282847 CC-ADMIN-PHOTOCOPIER USAGE 5	235.03 110.63 13.44 110.96	A/P	OUT-STD	12/12/2016
019275	12/12/2016 KONICA MINOLTA 6132431 CC-ADMIN-PHOTOCOPIER FINANCE	379.00 379.00	A/P	OUT-STD	12/12/2016
019276	12/12/2016 L.E.WHITTAKER CO., LTD. 37543 PS-FIRE-10LB ABC FIRE EXTINGUIS	52.84 52.84	A/P	OUT-STD	12/12/2016
019277	12/12/2016 LEVITT SAFETY LIMITED 1476421-00 PS-FIRE- CALIBRATION GAS	812.48 812.48	A/P	OUT-STD	12/12/2016
019278	12/12/2016 MCINNES COOPER 2016028637 GG-EGAL-OLD TOWN HALL	2,643.80 2,643.80	A/P	OUT-STD	12/12/2016
019279	12/12/2016 MICMAC FIRE & SAFETY SOURCE LTD. NS-00838575 PS-FIRE-BUNKER SUITS	10,347.95 10,347.95	A/P	OUT-STD	12/12/2016
019280	12/12/2016 MIDLAND COURIER 09595456 TS-#202-TO ATLANTIC BUNKER GE/	42.09 42.09	A/P	OUT-STD	12/12/2016
019282	12/12/2016 MINISTER OF FINANCE <i>(handline phone)</i> 11368891AUG16 GG-TOWNHALL-LANDLINE PHONES 11368891OCT16 GG-TOWNHALL-LANDLINES 11368891SEP16 GG-TOWNHALL-LANDLINE PHONES 11378668AUG16 PS/TS-199UNIONST-LANDLINE PHOI 11378668OCT16 PS/TS-199UNIONST-LANDLINE PHOI 11395944AUG16 PS-FIRE-LANDLINE PHONES 11395944OCT16 PS-FIRE-LANDLINE PHONES 11395944SEP16 PS-FIRE-LANDLINE PHONES 15772985OCT16 RC-REC/POOL-LANDLINE PHONES 15772965OCT16* RC-REC/POOL-LANDLINE PHONE	9,099.37 1,536.49 1,582.47 1,525.58 357.93 353.36 928.23 928.40 929.20 225.96 226.33	A/P	OUT-STD	12/12/2016

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 BNK1 - General Bank Account
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Number	Issued	Amount	SC	Status	Status Date
	15772965SEP16 RC-REC/POOL-LANLINE PHONES	226.13			
	46435731AUG16 RC-PARKS-CHOCOLATE PARK CAM	93.09			
	46435731OCT16 RC-PARKS-CHOCOLATE PARK CAM	93.09			
	46435731SEP16 RC-PARKS-CHOCOLATE PARK CAM	93.09			
019283	12/12/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD.	142.10	A/P	OUT-STD	12/12/2016
	370310 PM-RCMP- FLOOR MATS	46.74			
	370811 GG-TOWN- FLOOR MATS	95.36			
019284	12/12/2016 ORKIN CANADA CORPORATION	335.81	A/P	OUT-STD	12/12/2016
	IN-7270224 PS-FIRE- PEST CONTROL	135.13			
	IN-7308404 PS-FIRE- PEST CONTROL	135.13			
	IN-7328750 CC-BUILDING-PEST CONTROL -NOV	65.55			
019285	12/12/2016 ORR ELECTRIC & ALARM LTD.	86.25	A/P	OUT-STD	12/12/2016
	2385 PM-ARENA- TROUBLE SHOT FIRE A	86.25			
019286	12/12/2016 PARTS FOR TRUCKS INC.	422.67	A/P	OUT-STD	12/12/2016
	3423862D-00 TS-#22- COMP Sd7H15Hd 12V 2 GRV	422.67			
019287	12/12/2016 PITNEY WORKS	84.39	A/P	OUT-STD	12/12/2016
	OCT132016 GG-TOWNHALL-POSTAGE METER F	84.39			
019288	12/12/2016 PRINCESS AUTO	284.92	A/P	OUT-STD	12/12/2016
	37-7-247966 TS-#16- HOSE INSERTS, WIRE HYD	284.92			
019289	12/12/2016 PROMO HEROES	147.45	A/P	OUT-STD	12/12/2016
	10925CRE RC-PARKS-INV 10925 OVERPAYMEN	-26.68			
	11437* GG-CIVIC-NB DAY T-SHIRTS	57.50			
	11527 RC-PARKS-T-SHIRTS	116.61			
019290	12/12/2016 RICHARD PIERCE LTD.	1,322.50	A/P	OUT-STD	12/12/2016
	JULY272016 CC-BACKFLOWPREVENTERS-TESTI	1,322.50			
019291	12/12/2016 ROYAL CANADIAN LEGION #9	45.00	A/P	OUT-STD	12/12/2016
	26 GG-CIVIC-MEMORIAL DAY WREATH	45.00			
019292	12/12/2016 SAMEDAY WORLDWIDE	54.89	A/P	OUT-STD	12/12/2016
	5725261 PS-FIRE-ACKLAND	54.89			
019293	12/12/2016 SAUNDERS EQUIPMENT LTD.	90.67	A/P	OUT-STD	12/12/2016
	64305 TS-#22- CHARGE AIR/OIL COOLER A	90.67			
019294	12/12/2016 SOJOURN ENTERPRISES LIMITED	564.08	A/P	OUT-STD	12/12/2016
	60047 TS-ST5-STREET SIGNS	564.08			
019295	12/12/2016 SOURCE ONE SUPPLIES	6,414.78	A/P	OUT-STD	12/12/2016
	12953 CC-POOL-CHEMICALS	1,349.36			
	13064 CC-POOL-CHEMICALS	985.09			
	13066 CC-ARENA-HAND TOWELS	193.10			
	13223 CC-BUILDING-CLEANING TEST STRI	45.98			
	13248 CC-ARENA-TOILET PAPER AND HAN	284.40			
	13249 CC-POOL-CHEMICALS	723.93			
	13256 CC-ARENA-SOAP DISPENSER	22.99			
	13316 CC-ARENA- ROLL TOWELS, HAND S	708.48			
	13334 CC-ARENA-HAND TOWELS AND CLE	327.41			
	13493 CC-ARENA-PAPER PRODUCTS AND	1,201.73			
	13607 CC-ARENA-HAND TOWELS	241.29			
	13624 CC-POOL-CHLORINE	331.02			
019296	12/12/2016 SOUTHWEST CONCRETE & CONS LTD	1,115.50	A/P	OUT-STD	12/12/2016
	E10-4-16 TS-SIDE WALKS- CONCRETE	1,115.50			
019297	12/12/2016 SOUTHWEST ELECTRIC & SECURITY INC.	1,459.35	A/P	OUT-STD	12/12/2016

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Number	Issued	Amount	SC	Status	Status Date
	14079	CC-ARENA-RELOCATE HORN STRO			
		1,459.35			
019298	12/12/2016	SPEEDY ST-STEPHEN 8768			
	8768-224891	PS-FIRE- FIRE HALL DOOR SYSTEM			
		2,816.06	A/P	OUT-STD	12/12/2016
019299	12/12/2016	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI			
	099903	GG-CIVIC- FIRE PREVENTION			
		74.75			
	099913	PS-FIRE-FIRE PREVENTION			
		258.75			
	099914	PS-FIRE-FIRE PREVENTION			
		258.75			
	099915	PS-FIRE- FIRE PREVENTION			
		166.22			
	099927	PS-FIRE- FIRE PREVENTION, SAFET			
		69.00			
	100188	GG-CIVIC-TOWN EVENTS			
		49.15			
	100305	GG-CIVIC-FALL CLEAN UP			
		101.71			
	100310	GG-CIVIC- TOWN EVENTS			
		49.15			
	24943	RC-RECREATION-FALL AND WINTER			
		2,876.02			
	25174	GG-CIVIC-NOTICES INCLUDED IN UT			
		44.16			
	25187	CC-ARENA-SEAT NUMBERS			
		395.60			
019300	12/12/2016	ST. STEPHEN PRESCRIPTION			
	563918	CC-POOL-RESTOCK FIRST AID KIT			
		73.01	A/P	OUT-STD	12/12/2016
019301	12/12/2016	TEED SAUNDERS DOYLE & CO.			
	40014-2016	GG-TREASURY-EXAM OF FINANCIAL			
		13,800.00	A/P	OUT-STD	12/12/2016
019302	12/12/2016	ULTRA ALARM SERVICES			
	VSG030973	CC-ARENA-SEMI-ANNUAL FIRE ALAI			
		1,265.00	A/P	OUT-STD	12/12/2016
019303	12/12/2016	UNIFIRST CANADA LTD.			
	7100087244	CC-FRONT LOBBY-MATS			
		59.29			
	7100087804	CC-FRONT LOBBY-MATS			
		59.29			
	7100088359	CC-FRONT LOBBY-MATS			
		59.29			
019304	12/15/2016	SHANNON MICHAEL			
	WEEK502016	PS-ANIMALCONTROL-WEEKLY FEE,			
		371.91	A/P	OUT-STD	12/15/2016
019305	12/15/2016	MINISTER OF FINANCE			
	WEEK502016	EMPLOYEE DEDUCTIONS-DEC 11-1'			
		209.30	A/P	OUT-STD	12/15/2016
019306	12/20/2016	TOWN OF ST. STEPHEN			
	39895.25	GG-FUNDTRANSFER-BP24-2016			
		39,895.25	A/P	OUT-STD	12/20/2016
019307	12/20/2016	ALL GAS TANKS			
	87126	RC-PARKS- CONNECTOR W/SCREE			
		22.87	A/P	OUT-STD	12/20/2016
019308	12/20/2016	BARB TUCKER			
	834.33	CC-ADMIN-TRAINING, CANTEEN SUI			
		834.33	A/P	OUT-STD	12/20/2016
019309	12/20/2016	BELL ALIANT			
	47424130NOV16	CC-BUILDING-LANDLINE			
		885.09	A/P	OUT-STD	12/20/2016
019310	12/20/2016	CARGILL LIMITED			
	2903069356	TS-STs- ROAD SALT			
		4,648.11	A/P	OUT-STD	12/20/2016
019311	12/20/2016	CNH CAPITAL			
	IN82539	TS-#16- PLOW HARNESS ASSEMBLY			
		2,064.48			
	IN82549	TS-#16-STARTER CORE			
		-97.75			
	IN82635	TS-#16- PLOW HAENESS ASSEMBLY			
		2,051.09			
	IN82687	TS-#16- O-RINGS			
		81.79			
	IN82772	TS-#16- AIR CYLINDER QUICK ATTA			
		632.09			
019312	12/20/2016	COCA COLA REFRESHMENTS CANADA COMPANY			
	56808412	CC-CANTEENS-POP FOR UPPER AN			
		366.90	A/P	OUT-STD	12/20/2016
	56808811	CC-CANTEENS-POP FOR LOWER C/			
		331.86			
019313	12/20/2016	ENBRIDGE GAS NEW BRUNSWICK			
		2,925.65	A/P	OUT-STD	12/20/2016

* - Partial payment was made on Invoice

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
	2016112301008-1016227-0 CC-BUILDING-NATURAL GAS 00	2,925.65			
019314	12/20/2016 FEDERAL EXPRESS CANADA 7-350-02554 CC-ARENA-CUSTOMS ENTRY FEE F	38.14 38.14	A/P	OUT-STD	12/20/2016
019315	12/20/2016 GREAT-WEST LIFE ASSURANCE COMPANY DEC122016MAN GG-PREMIUMS-DEC24-JAN23/17-MA	1,849.89 1,849.89	A/P	OUT-STD	12/20/2016
019316	12/20/2016 GUY R. DAY & SON LTD. 60588 GG-TOWN-INSURANCE	81,134.00 81,134.00	A/P	OUT-STD	12/20/2016
019317	12/20/2016 IRVING ENERGY DISTRIBUTION AND MARKETING 31167 TS-STG- GAS 40628 TS-STG- DIESEL 717610 TS-STG- DIESEL	6,444.99 4,408.88 1,321.56 714.55	A/P	OUT-STD	12/20/2016
019318	12/20/2016 MEDAVIE BLUE CROSS 72466* GG-HEALTH&DENTALPREMIUMS-JA 72466**MAN GG-HEALTH&DENTALPREMIUMS-JA 72756UNI GG-HEALTH&DENTALPREMIUMS-JA	12,932.22 -859.83 5,110.97 8,681.08	A/P	OUT-STD	12/20/2016
019319	12/20/2016 MICHELLE VEST SUPERSTORE CC-LOWERCANTEEN-SUPPLIES	179.96 179.96	A/P	OUT-STD	12/20/2016
019321	12/20/2016 N. B. ELECTRIC POWER 17935200DEC16 TS-KING/UNIONST-TRAFFIC LIGHTS 18169205DEC16 RC-POOL-MILL LANE 18988703DEC16 TS/PS-199UNIONST-ELECTRCITY 19051703DEC16 TS-AIRPORT-ELECTRICITY 19051801DEC16 TS-AIRPORT-ELECTRICITY 216000030308DEC16 TS-STG-AREA LIGHTS 50660140DEC16 RC-PARKS-ROTARY CHANGING RO 54187672DEC16 TS-KING/QUEENST-TRAFFIC LIGHTS 55160607DEC16 RC-COTTONMILL-LIGHTS 55917471DEC16 TS-STG-WATERFRONT LIGHTS 57955782DEC16 RC-BANDSTAND-CHOCOLATE PARK 57955808DEC16 GG-120MILLTOWNBLVD-ELECTRICIT 71315207DEC16 PS-RCMP-ELECTRICITY 72924306DEC16 RC-PARKS-BANDSTAND 73006038DEC16 RC-LIBRARY-ELECTRICITY 82122207DEC16 RC-PARKS-BASKETBALL COURT 83278804DEC16 TS-STG-PARKS SHED 84960501DEC16 RC-PARKS-RIVERSIDE DR LIGHTS	16,589.98 43.49 618.73 1,226.89 221.66 59.75 11,559.96 25.90 49.61 55.58 77.51 27.24 42.76 1,027.09 25.90 1,321.80 52.00 33.95 120.16	A/P	OUT-STD	12/20/2016
019322	12/20/2016 NEHEMIAH SLOAT 1 CC-UPPER CANTEEN-BAR SERVICE	74.55 74.55	A/P	OUT-STD	12/20/2016
019323	12/20/2016 PETTY CASH NOVEMBER252016 CC-PETTY CASH-CANTEEN FOOD, C	215.25 215.25	A/P	OUT-STD	12/20/2016
019324	12/20/2016 RICHARDSON JEFF PAINTING PS-FIRE-PAINTING SERVICES	1,000.00 1,000.00	A/P	OUT-STD	12/20/2016
019325	12/20/2016 ROBERT BAXTER BUILDINGREFUND PS-BUILDINSPECTOR-BUILDING FEI	175.00 175.00	A/P	OUT-STD	12/20/2016
019326	12/20/2016 SERVICE NEW BRUNSWICK CMT5822016 RC-PARKS-2008 CHEV COLORADO XV89242017 PS-FIRE-2012 KAWASAKI OFF ROAC	60.00 19.00 41.00	A/P	OUT-STD	12/20/2016
019327	12/20/2016 SHANNON MICHAEL WEEK512016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	12/20/2016

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Number	Issued	Amount	SC	Status	Status Date
019328	12/20/2016 GREAT-WEST LIFE ASSURANCE COMPANY DEC122016* GG-PREMIUMS-DEC24/16-JAN23/17-	2,574.76 2,574.76	A/P	OUT-STD	12/20/2016
019330	12/20/2016 MINISTER OF FINANCE WEEK512016 EMPLOYEE DEDUCTIONS-DEC 18-2-	209.30 209.30	A/P	OUT-STD	12/20/2016
019331	12/21/2016 TOWN OF ST. STEPHEN 100000.00 GG-GENERALOPSRESERVEFUND-F	100,000.00 100,000.00	A/P	OUT-STD	12/21/2016
019332	12/21/2016 TOWN OF ST. STEPHEN 117953.70 GG-GENERALCAPITALFUND-FUND 1	117,953.70 117,953.70	A/P	OUT-STD	12/21/2016
019333	12/21/2016 TOWN OF ST. STEPHEN 12700.00 GG-GENERALOPSRESERVEFUND-F	12,700.00 12,700.00	A/P	OUT-STD	12/21/2016
019334	12/21/2016 TOWN OF ST. STEPHEN 214778.00 GG-GENERALCAPITALRESERVEFUI	214,778.00 214,778.00	A/P	OUT-STD	12/21/2016
019335	12/21/2016 TOWN OF ST. STEPHEN 50972.00* GG-GENERALOPSRESERVEFUND-F	50,972.00 50,972.00	A/P	OUT-STD	12/21/2016
019336	12/21/2016 TOWN OF ST. STEPHEN 250000.00 GG-GENERALCAPITLARESERVEFUI	250,000.00 250,000.00	A/P	OUT-STD	12/21/2016
019340	12/21/2016 ST. CROIX CHRISTIAN CENTRE DINNER2016 GG-STAFF-CHRISTMAS DINNER	1,200.00 1,200.00	A/P	OUT-STD	12/21/2016
019341	12/21/2016 PETTY CASH NOV032016 PS-BUILDINSPECTOR-REGISTERED NOV292016 PS-BUILDINSPECTOR-REGISTERED NOV302016 GG-TOWNHALL-CHRISTMAS DECOF NOVEMBER/16 GG-BYLA-W-REGISTERING TWO BYL	231.35 24.84 11.50 25.01 170.00	A/P	OUT-STD	12/21/2016
019342	12/21/2016 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 16-143 PS-BUILDINSPECTOR-DEC 4-17/16 F	2,983.00 2,983.00	A/P	OUT-STD	12/21/2016
019343	12/29/2016 FRANK G GODSOE CHARTERED ACCOUNTANT 1038 GG-RECEPTION-SUPPORT 1039 GG-TREASURER-ACCOUNTING SUF 1041 GG-TREASURY-ACCOUNTING SUPP 1042 GG-TREASURY-ACCOUNTING SUPP 1045 GG-TREASURY-ACCOUNTING SUPP	2,412.02 506.00 603.06 63.25 1,182.78 56.93	A/P	OUT-STD	12/29/2016
019344	12/29/2016 GARCELON CIVIC CENTER CHRISTMASJOY2018 GG-CIVIC-OPERATION CHRISTMAS LADYSPARTANS2016 CC-ARENA-LADY SPARTANS AREN/	2,141.59 138.00 2,003.59	A/P	OUT-STD	12/29/2016
019345	12/29/2016 MICHELLE VEST TRA/COSTCO CC-CANTEENS-STOCK PURCHASES	656.71 656.71	A/P	OUT-STD	12/29/2016
019346	12/29/2016 MILLTOWN ELEMENTARY SCHOOL 2016GRANT GG-CIVIC-2016 GRANT	1,000.00 1,000.00	A/P	OUT-STD	12/29/2016
019347	12/29/2016 MINISTER OF FINANCE WEEK522016 EMPLOYEE DEDUCTIONS-DEC 25-3	209.30 209.30	A/P	OUT-STD	12/29/2016
019348	12/29/2016 N. B. ELECTRIC POWER 10126106DEC16 TS-XINGLIGHTS-KING ST 19055406DEC16 RC-ARENA-ELECTRICITY 54253127DEC16 CC-BUILDING-ELECTRICITY 54653258DEC16 TS-KING/SUPERSTORE-TRAFFIC LIK	24,486.20 25.90 856.32 23,527.52 76.46	A/P	OUT-STD	12/29/2016
019349	12/29/2016 NEW SYSTEM LAUNDRY & CLEANERS LTD. 368879 GG-TOWNHALL-FLOOR MATS	95.36 95.36	A/P	OUT-STD	12/29/2016
019350	12/29/2016 O'CONNELL MIKE PARADESUPPLIES RC-RECREATIONDIRECTOR-CHRIS	54.59 54.59	A/P	OUT-STD	12/29/2016

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Number	Issued	Amount	SC	Status	Status Date
019351	12/29/2016 PAYROLL TRANSFER	71,446.00	A/P	OUT-STD	12/29/2016
	WEEK512016 GG-TRANSFER-DEC 9-22/16	71,446.00			
019352	12/29/2016 RECEIVER GENERAL FOR CANADA	28,911.61	A/P	OUT-STD	12/29/2016
	WEEK512016 GG-REMITTANCE-DEC 09-22/16	28,911.61			
019353	12/29/2016 RICHARDSON JEFF	299.14	A/P	OUT-STD	12/29/2016
	FIRECALL174 PS-FIRE-FIRE CALL 174	299.14			
019354	12/29/2016 SHANNON MICHAEL	371.91	A/P	OUT-STD	12/29/2016
	WEEK522016 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
019355	12/29/2016 TOWN OF ST. STEPHEN	169,535.00	A/P	OUT-STD	12/29/2016
	169535.00 GG-UTILITYCAPITALFUND-FUND TR	169,535.00			
019356	12/29/2016 TRC HYDRAULICS INC.	6,037.50	A/P	OUT-STD	12/29/2016
	136664 TS-#22-REPAIRS EATON PUMP & MC	6,037.50			
Cheque Totals Issued:		1,851,697.90			
Void:		0.00			
Total Cheques Generated:		1,851,697.90			
Total # of Cheques Listed:		130			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
005859	12/22/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER222016** WS-SERIES "AZ"-INTEREST	1,301.75 1,301.75	A/P	OUT-STD	12/22/2016
005860	12/22/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER222016*** WS-SERIES "AZ"-PRINCIPAL	17,000.00 17,000.00	A/P	OUT-STD	12/22/2016
005863	12/11/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER112016* WS-SERIES "BA"-INTEREST	29,855.25 29,855.25	A/P	OUT-STD	12/11/2016
005866	12/02/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER022016* WS-SERIES "BC"-INTEREST	4,425.00 4,425.00	A/P	OUT-STD	12/02/2016
005869	12/14/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER142016 WS-SERIES "BI"-INTEREST	1,006.00 1,006.00	A/P	OUT-STD	12/14/2016
005993	12/06/2016 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBOINTEREST WS-SERIES "BO"-INTEREST	439.50 439.50	A/P	OUT-STD	12/06/2016
006238	12/07/2016 BELL MOBILITY INC. 523889487NOV16** WS/SCD-CELL PHONE CHARGES	1,028.75 1,028.75	A/P	OUT-STD	12/07/2016
006239	12/07/2016 PITNEY WORKS NOVEMBER132016* WS/SCD-TOWHNALL-POSTAGE ME1	1,717.10 1,717.10	A/P	OUT-STD	12/07/2016
006240	12/07/2016 ROBINSON, ANN <i>Utility Overpayment Refund</i>	251.12	A/R	OUT-STD	12/07/2016
006241	12/12/2016 COX ELECTRONICS & COMMUNICATIONS 2-1784846 WS-TRANS&DIST- CAMERA POWER	18.34 18.34	A/P	OUT-STD	12/12/2016
006242	12/12/2016 DILLON CONSULTING LIMITED 159744 WS-SOURCE-LABORATORY ANALY:	29,709.12 29,709.12	A/P	OUT-STD	12/12/2016
006243	12/12/2016 KEM CANADA MFG 110725 SCD-DISPOSAL- FLOATING DEGRE/	2,218.81 2,218.81	A/P	OUT-STD	12/12/2016
006244	12/12/2016 MILLTOWN MACHINE & FABRICATION LTD. 18905 SCD-#9- FINE THREAD GRADE 8 BO	54.43 54.43	A/P	OUT-STD	12/12/2016
006245	12/12/2016 MINISTER OF FINANCE (<i>handline phase</i>) 11366812OCT16 WS-SOURCE-PUMP STATION 11366812SEP16 WS-SOURCE-PUMP STATION 19002807AUG16 SCD-DISPOSAL-OLD BAY WWTP 19002807OCT16 SCD-DISPOSAL-OLD BAY WWTP 19002807SEP16 SCD-DISPOSAL-OLD BAY WWTP	759.13 136.40 136.40 162.11 162.11 162.11	A/P	OUT-STD	12/12/2016
006246	12/12/2016 MINISTER OF FINANCE DOTMNP2000-2015 WS-TRANS& DIST- YEARLY AREA <i>Occupation fee</i>	18.38 18.38	A/P	OUT-STD	12/12/2016
006247	12/12/2016 NORTHERN CONSTRUCTION INC. 18548 WS-TRANS&DIST- ASPHALT	14,398.00 14,398.00	A/P	OUT-STD	12/12/2016
006248	12/12/2016 SCP DISTRIBUTORS INC CANADA FE039569 WS-SOURCE-CHLORINE	1,235.10 1,235.10	A/P	OUT-STD	12/12/2016
006249	12/12/2016 SOURCE ONE SUPPLIES 13497 WS-TRANS&DIST- BATH TISSUE, OF	65.37 65.37	A/P	OUT-STD	12/12/2016
006250	12/12/2016 SOUTHWEST CONCRETE & CONS LTD E10-11-16 SCD-DISPOSAL- SEWER REPAIR	1,233.38 1,233.38	A/P	OUT-STD	12/12/2016
006251	12/12/2016 TEED SAUNDERS DOYLE & CO. 40014-2016* WS-TREASURY-EXAM OF FINANCIA	3,450.00 3,450.00	A/P	OUT-STD	12/12/2016
006252	12/12/2016 THE PANEL SHOP 746-99-91 SCD-DISPOSAL- TROUBLESHOOT- &	1,036.84 1,036.84	A/P	OUT-STD	12/12/2016
006253	12/20/2016 EMCO CORPORATION 12502534-00 WS-TRANS&DIST- COUPLINGS, COM	2,571.21 1,875.74	A/P	OUT-STD	12/20/2016

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Number	Issued	Amount	SC	Status	Status Date
	12502534-01	WS-TRANS&DIST-COUPINGS, COM			
	12502546-00	WS-TRANS&DIST- DE-CHLOR TABLE			
006254	12/20/2016 GUY R. DAY & SON LTD.	15,881.00	A/P	OUT-STD	12/20/2016
	60588*	WS-TOWN-INSURANCE			
006256	12/20/2016 N. B. ELECTRIC POWER	9,781.44	A/P	OUT-STD	12/20/2016
	36869807DEC16	WS-3-119MAXWELLXINGBLDG-ELEC			
	50228902DEC16	WS-MAXWELLXING-PUMPS			
	53123617DEC16	SCD-STS-DECLORINATION CHAMBE			
	53158875DEC16	SCD-BUDDAVE-LIFT STATION			
	53473043DEC16	WS-SOURCE-CHLORINE RESIDUAL			
	54807440DEC16	WS-158AMILLTOWNBLVD-LIFT STAT			
	56356048DEC16	SCD-18RIVERSIDEDR-LIFT STATION			
	61224002DEC16	SCD-358AMILLTOWNBLVD-LIFT STA			
	61230004DEC16	WS-MAXWELLXING-PUMPS			
	61236008DEC16	WS-BUDDAVE-LIFT STATION			
	76139807DEC16	SCD-54RIVERSIDEDR-LIFT STATION			
	82291006DEC16	WS-SOURCE-RESERVOIR			
	84934906DEC16	SCD-658ARIVERSIDEDR-LIFT STATI			
	84943406DEC16	WS-STSD-TODD HILL RESERVOIR			
006257	12/20/2016 SAINT JOHN LABORATORY SERVICES LTD.	1,610.52	A/P	OUT-STD	12/20/2016
	755-16	SCD-DISPOSAL- WWTP LAB TESTS			
006258	12/20/2016 THE PANEL SHOP	5,312.97	A/P	OUT-STD	12/20/2016
	746-99-90	WS-SOURCE- REPLACE PRESSURE			
	ITPS001002	SCD-DISPOSAL- BALL FLOAT REGU			
	ITPS002001	SCD-DISPOSAL- SERIAL PORTS ANI			
006259	12/20/2016 XPLORNET	210.49	A/P	OUT-STD	12/20/2016
	INV15340694	WS-SOURCE-SATALLITE SERVICE			
006260	12/20/2016 S.O.& SON MEHAN,	1,094.53	A/R	OUT-STD	12/20/2016
		<i>Utility Refund- Bank Error</i>			
006261	12/20/2016 MCCARTY, KEVIN	686.79	A/R	OUT-STD	12/20/2016
		<i>Utility Overpayment Refund</i>			
006262	12/21/2016 TOWN OF ST. STEPHEN	1,711.56	A/P	OUT-STD	12/21/2016
	1711.56	WS-UTILITYCAPITALFUND-FUND TR			
006263	12/21/2016 TOWN OF ST. STEPHEN	8,945.00	A/P	OUT-STD	12/21/2016
	8945.00	SCD-WATER&SEWERAGEOPERATII			
006264	12/21/2016 TOWN OF ST. STEPHEN	12,350.00	A/P	OUT-STD	12/21/2016
	12350.00	WS-WATER&SEWERAGECAPITALRI			
006265	12/21/2016 TOWN OF ST. STEPHEN	64,072.00	A/P	OUT-STD	12/21/2016
	64072.00	WS-GENERALUTILITYCAPITALFUNC			
006267	12/29/2016 GARCELON CIVIC CENTER	181.70	A/P	OUT-STD	12/29/2016
	742	CC-ROOMRENTAL-HORIZON HEALT			
006268	12/29/2016 JOHNSON LEE	220.00	A/P	OUT-STD	12/29/2016
	2017DUES	WS-DIROFOPERATIONS-2016 N.B.S.			
006269	12/29/2016 N. B. ELECTRIC POWER	8,934.58	A/P	OUT-STD	12/29/2016
	52557428DEC16	SCD-218OLDBAYRO-WWTP			
	61204006DEC16	SCD-2-216KINGST-LIFT STATIN			
006270	12/29/2016 TOWN OF ST. STEPHEN	68,310.49	A/P	OUT-STD	12/29/2016
	68310.49	WS-UTILITY CAPITALFUND-FUND TF			

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	313,095.65			
	Void:	0.00			
	Total Cheques Generated:	313,095.65			
	Total # of Cheques Listed:	37			

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

Visa:

SEPTEMBER 2016

Derek O'Brien (Utility Disposal: Chlorine) 1,852.96

Grand Total \$ 1,852.96

RESOLUTION NO.: _____

DATE: January 23, 2017

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 January 11, 2017 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JANUARY 11, 2017 @ 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* – four (4) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items
3. Federal Government Matter – Section 10.2(4)(e) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Councillor Wheaton and SECONDED by Councillor Harding that the above-noted eleven (11) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c),(e), 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; and Town Clerk Joan Flewelling.

ABSENT: Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Chisholm that the agenda be approved with two (2) additions: St. Stephen Substandard Properties Appeal Committee be added as (v) under the Property, By-Laws and Environment Committee; and Atlantic Turfgrass Conference & Trade Show be added as (vii) under the Parks and Recreation 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.

As noted in the Chief Administrative Officer's report, two (2) publically accessible epinephrine kits will be purchased: one (1) will be placed at the Garcelon Civic Center, and one (1) at the William T. Booth Community Pool during the summer months. Council directed the Chief Administrative Officer to place it at the Fire Hall when not at the pool.

At this time, Council inquired about defibrillators and directed that the one removed from the Border Area Community Arena be moved to the Town Office.

As further noted in the Chief Administrative Officer's report, a new Municipal Plan will be prepared this year in consultation with Dillon Consulting Limited, and the process will involve community consultation, Council and Staff discussion, and department planning.

- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of December 2016 - The memo from the Assistant Treasurer dated January 3, 2017 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 23, 2017

POLICE AND FIRE - Chaired by Councillor Harding

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

Sergeant Stubbs introduced Constable Justin Lahaie who very much enjoys working in St. Stephen where he met his wife.

Sergeant Stubbs advised that the focus during the month of December was on impaired driving and with 24 road checks, there were no charges of impaired driving; however, a sizeable amount of marijuana was seized.

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

In addition to his report, the Fire Chief invited Council to attend an awards ceremony and dinner at the Fire Hall on Sunday, February 19th at 3:00 p.m.

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

In addition to the By-Law Enforcement Officer's report, Council directed the Chief Administrative Officer to review all Town signage with the By-Law Enforcement Officer, and to bring information back to a future meeting.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.
- (iii) Unightly Premises – The memo from the CAO/Development Officer dated January 9, 2017 with attached photographs of 2 Garden Street and 43 Main Street were received and reviewed.

Two motions will be considered at the next Regular Session of Council on Monday, January 23, 2017 declaring both properties unsightly and directing the CAO/Development Officer to solicit quotations for demolition which will be approved at a future meeting.

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

As noted in the report, Heritage Developments Limited had a contractor on-site the week of January 5th to look at temporary fencing and netting at the former Town Hall.

The Chief Administrative Officer will forward an update by e-mail to Council upon receipt from Heritage Developments Limited.

- (v) St. Stephen Substandard Properties Appeal Committee – The Chief Administrative Officer advised that a new Appeal Committee needs to be formed, and Council directed him to meet with Councillor Parker to discuss potential names which will be forwarded to Council, with possible consideration for approval at the next Regular Session on Monday, January 23, 2017.

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.

As noted in the Director's report, the "Greater St. Stephen Sports Wall of Fame" 1st Annual Induction Ceremony will take place on May 13, 2017, and Councillor Chisholm stated that the committee is doing a great job with its ongoing planning.

- (ii) Elm Street Nature Park – The letters dated January 4, 2017 from the President with attached requests for the Town to apply for membership with NB Trails Council Inc., and permission to submit an application to the Rick Hansen Foundation for trail improvements were received and reviewed.

Council directed the Chief Administrative Officer to send a letter of support on both requests to the Elm Street Park Society, and also directed Michael O'Connell, Director of Parks and Recreation, through the Chief Administrative Officer, to work with the President in completing both applications for submission.

- (iii) Communities in Bloom – The letter from the National Chair dated December 15, 2016 was received and reviewed, and Council directed the Chief Administrative Officer to respond and that the Town will not be participating in the Canada 150 category of the 2017 National Edition of Communities in Bloom.

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

- (v) Credit Application – The memo from the Chief Administrative Officer dated January 9, 2017 with attached credit application and agreement from Canada Bread Company, Limited was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, January 23, 2017 to authorize the Mayor and Town Clerk to sign the credit application from Canada Bread Company, Limited in order to process any future purchases.

- (vi) Preventive Maintenance Agreement (Garcelon Civic Center) – The memo from the Chief Administrative Officer dated January 9, 2017 with attached copy of the Ultra Alarm Services Preventive Maintenance Agreement was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, January 23, 2017 to authorize the Mayor and Town Clerk to sign the Preventive Maintenance Agreement with Ultra Alarm Services for one (1) year commencing April 3, 2017 to April 2, 2018, and which may be amended by changing the inspection to annually rather than semi-annually.

- (vii) Atlantic Turfgrass Conference & Trade Show, Halifax, NS – The memo from the Director of Parks and Recreation dated January 11, 2017 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 23, 2017 to approve the out-of-province travel.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The Chief Administrative Officer's report was received and reviewed.

As noted in the Chief Administrative Officer's report, a vacancy exists on the Charlotte Coastal Region Tourism Association board and after consultation with Councillor Wheaton, staff, and the Tourism and Promotion Action Committee, a recommendation will be brought back to a future meeting for consideration.

- (ii) St. Croix Public Library – The letter from the Board Chair dated December 30, 2016 was received and reviewed.

Council directed the Chief Administrative Officer to meet with the Library Manager and/or Board Chair to advise that the public washroom will remain, and to discuss their storage concerns.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

5. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:35 p.m. and returned to open session at 7:45 p.m., at which time it was **MOVED** by Councillor Parker and **SECONDED** by Councillor Hyslop that the meeting adjourn at 7:45 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JANUARY 11, 2017 @ 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* – four (4) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items
3. Federal Government Matter – Section 10.2(4)(e) 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 December 2016 – Memo from Assistant Treasurer dated January 3, 2017 with attachment:
 - Cheque Register

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office
- (iii) Unightly Premises – Memo from CAO/Development Officer dated January 9, 2017 with attachments:
 - Photographs of 2 Garden Street
 - Photographs of 43 Main Street
- (iv) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
- (ii) Elm Street Nature Park – Letters dated January 4, 2017 with attachments:
 - Request for Town to apply for membership with NB Trails Council Inc.
 - Request for permission to submit an application to the Rick Hansen Foundation for trail improvements.
- (iii) Communities in Bloom – Letter from National Chair dated December 15, 2016 attached.
- (iv) Garcelon Civic Center Report – Report from the Chief Administrative Officer.
- (v) Credit Application – Memo from Chief Administrative Officer dated January 9, 2017 with attachment:
 - Copy of Canada Bread Company, Limited Credit Application & Agreement
- (vi) Preventive Maintenance Agreement (Garcelon Civic Center) – Memo from Chief Administrative Officer dated January 9, 2017 with attachment:
 - Copy of Ultra Alarm Services Preventive Maintenance Agreement

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) St. Croix Public Library – Letter from Board Chair dated December 30, 2016 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on January 16, 2017 be approved as circulated.

COMMITTEE MEETING
MONDAY, JANUARY 16, 2017 @ 3:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1 **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Ghislaine Wheaton.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Hyslop that the above-noted one (1) item be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 5:40 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 5:40 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, JANUARY 16, 2017 @ 3:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

**UNB Human
Resource
Management Course**

Completed the fourth module “Human Resource Planning” and “Current Issues in HR” December 8 and 9.

2017 Budget Process

All working groups have provided information and Department Heads reviewed. A proposed draft budget will be shared with Mayor and Council and brought forward for review and discussion in a “Closed” meeting prior to Council’s consideration in a public meeting.

**Training /
Information Sessions**

Innoweave Workshop, December 21.

Administration

Town Safety Plan

- Outline of plan is drafted in consultation with WorkSafe NB.
- Departments are refining inspection checklists and schedule.
- Health and Safety Committee reviewing members and training.

Two (2) publically accessible epinephrine kits will be purchased for the Town. One (1) will be placed at the Garcelon Civic Center and one (1) at the William T. Booth Pool during the summer months. The cost is approximately \$ 400 / kit with an annual replacement cost of approximately \$ 110 / kit. There are potential community partners to assist with the cost.

Municipal Plan

The Community Planning Act requires that municipalities maintain a 5-year Municipal Plan. In consultation with Stephen Stone, Dillon Consulting Limited, we are beginning the process in 2017 and there is a financial component in the 2017 proposed budget for Council’s consideration. This process will involve community consultation, Council and Staff discussion, and department planning.

Staff

Staff Christmas Dinner, December 6.
Staff Christmas Cheer, December 22.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 05 January 2017

Subject: Finance Department Report

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
-Currently processing October-December, 2016 Utility Bills
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
- C) Payroll processing (Bi-weekly 64 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 103 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 September 30, 2016.

3) Preparation and review of departmental information for Committee and Council packages.

4) Computer server maintenance.

5) Meetings:

- A) Civic Center meeting-Accounting-December 1, 2016.
- B) Budget meeting-General Government-December 5, 2016.
- C) Committee meeting-December 7, 2016.
- D) Accounting software payroll webinar-December 8, 2016.
- E) Budget meeting-Civic Center-December 15, 2016.
- F) Civic Center meeting-Accounting-December 19, 2016.
- G) Department Head meeting-December 20, 2016.
- H) Budget meeting-Utility-December 22, 2016.
- I) Budget meeting-Variou Departments-January 3, 2017

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

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

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

- E) **2016 Year end procedures for payroll, reserves, inter-fund balances, tax receipts, etc-Complete.**

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

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

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

Public Works Report for December 2016

Lee Johnson, Director of Operations, December 30, 2016

1: **Water system:**

- a) Plowed Snow.
- b) Read Meters.
- c) Repaired 3 water services.
- d) Installed 3 new Meters.

2: **Streets:**

- a) Plowed and sanded streets and sidewalks.
- b) Took down Legion Banners.
- c) Hauled Snow.
- d) Stockpiled Gravel for Winter.
- e) Cold Patched pot holes.

3: **Waste Water:**

- a) Videoed 4 Sewer Laterals.
- b) Plowed Snow.
- c) Flushed 2 Sewer Mains.
- d) Flushed 1 Sewer Lateral.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. December 2016

Parks

- Continue to meet with Elm St Nature Park Committee on their development plans for the Park.

Pool

- Review of current programming and possible improvements for 2017.

Recreation

- Working on 2017 budget.
- The Greater St Stephen Sports Wall of Fame has set a date for their 1st Annual Induction Ceremony. It will take place on May 13th, 2017.
- Working on Development of Spring/Summer Hockey in St Stephen
- Working 2017 Frost Fest/March Break activities.
- Meetings with Jumpstart Regional Coordinator on improvements to system.

Meetings

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

Michael O'Connell
Director, Parks and Recreation

TOWN of ST. STEPHEN

By-Law Enforcement

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

December REPORT

2016

To: CAO - Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist General Public (3)	<p>Citizen called stating their concerns about a homeless individual, and was there anything we could do.</p> <p>Received a complaint of lack of no Parking sign concerns on King St.</p> <p><i>Complaint of a citizen blowing snow onto Pine St.</i></p>	<p><i>Informed the person that unfortunately there is no homeless shelters for males in the area.</i></p> <p><i>Patrol to the area and found that indeed there are three 2 hr. parking signs located on King street</i></p> <p><i>Patrol made but no luck finding culprit</i></p>
Snow removal complaints(3)	<p><i>Concerns about snow removal around downtown business.</i></p>	<p>Spoke to the owners and they will do their best to make sure no one is parked in the way during removal.</p>

	<p><i>Vehicle was issued warning for overnight parking on Union St.</i></p> <p><i>Home owner pushing snow onto Milltown Blvd.</i></p>	<p>Lady called to apologize and stated that it would not happen again.</p> <p>Owner was talked too</p>
Parking (10)	<p><i>One ticket 0514 was passed onto the Town solicitor for preparation for court</i></p> <p><i>Ticket 0515</i></p> <p><i>Concerns over a vehicle parked at Civic Center over the weekend</i></p>	<p>Will have a court date shortly</p> <p>Paid</p> <p>After investigation found that the vehicle is owned by an Aces player</p>
	<p><i>Complaint received form one of the councilors about a tractor trailer parking on Queen St.</i></p> <p><i>Complaint received about trucks parking on Milltown Blvd., in the Milltown area</i></p> <p><i>Parking notices on King St. and Milltown Blvd.</i></p>	<p>Will monitor the area to see if I can make contact with the owner.</p> <p>Again will continue to monitor too see if they are violated By-Law</p> <p>Five warnings issued .</p>

REPORT OF THE ANIMAL CONTROL OFFICER

I responded to all complaints and resolved some, I patrolled daily. Because of complaints three cats were caught and impounded from Milltown. One of the dog calls was of a dog that broke through the ice on a swimming pool. Dog was saved and returned to owner.

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

TOWN of ST. STEPHEN

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

DECEMBER REPORT 2016

BUILDING INSPECTION

The month of December brought in a total of 4 (Four) permits which represents \$544,400.00 (Five Hundred & Forty Four Thousand, and Four Hundred) in building permits

We issued no Stop Work Orders. This office is dealing or dealt with 6 (Six) properties under the Unsightly By-Law 2 (Two) are resolved and 4 (Four) are active and in process.

Our office dealt with and has filed 27 (Twenty-seven) Occurrence reports and filed 5 (Five) 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), and ongoing inspections are conducted throughout the construction period.

Respectively Submitted

Manzer Young

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

Report of the Development Office – December 2016

Planning Advisory Committee

The meeting for January 4 was canceled because there was no business for the agenda

Next meeting: Wednesday, February 1.

Sign Permits

- 2 approved.

Variances

- 1 approved.

Approved plans

- 1 sub-division plan approved.

Unsightly Premises

- 4 residential properties are under review.
- 2 residences destroyed by fire were reviewed and resolved.

New Development

- Nothing to report.

Report of Property Management – December 2016

R.C.M.P. Building

- Snow removal follow up.
- Step / ramp at the rear of the building requires repair.

Library

- Snow removal follow up.

Airport

- Six (6) runway lights need repaired.

34 Milltown Boulevard (former Town Hall)

- Heritage Development had a contractor on-site the week of January 5 to look at temporary fencing and netting. Awaiting follow up.



Garcelon Civic Center Report – December 2016

Concessions	Staff is providing a viable service for both the licensed beverage and food concessions. Financials are being reviewed closely and we are developing a consistent level of service.
Aquatics and Fitness	Winter programming continues including the winter swimming lessons block.
Facility	<p>Operations are proceeding as usual with the support of the management team in the absence of our Operations and Maintenance Coordinator. The competition will close on Friday, January 13.</p> <ul style="list-style-type: none">• Tender for the Ice Floor Covering closed on December 16.• Safety meetings held December 7 and January 4.• DORA completed additional pool repairs during the pool shutdown the week of December 12-19. Staff is monitoring for further leaks.
Programming / Facility Use	<p>Walking Track – Over 2016, an average of 900 people sign in monthly.</p> <p>Events:</p> <ul style="list-style-type: none">• Hosted a variety of public and private functions in the conference centre, pool, and arena.• St. Croix Wellness and Renewal Program – approximately 146 participants.• New Year's Eve Gala was cancelled due to low number of ticket sales.• Mayor's Levee, January 1.• Drop and Shop during Midnight Madness, December 2.• St. Stephen Minor Hockey Rob Gullison Tournament. <p>Upcoming events:</p> <ul style="list-style-type: none">• Private function rentals.• St. Stephen Minor Hockey Doug MacDonald Memorial Tournament, January 4-8.• Superbowl 51 Pub Night, February 5.
Garcelon Civic Center Charitable Fund	Nothing to report.
Promotion and Marketing	<ul style="list-style-type: none">• Fall "newcomer" promotion – 17 new members.• Christmas / New Year Promotion.

**Monthly Membership
Summary**

MEMBERSHIPS	Monthly	Christmas / New Year Promotion (Annual)	6 Month
Adult	53	5	3
Corporate	4	0	0
Family	16	1	2
Senior	17	4	1
Senior Couple	0	2	0
Student	30	0	1
Youth	4	0	0

**Staffing Numbers –
Follow up**

Garcelon Civic Center Staff	FTE	# People
Operations / Maintenance Coordinator	1.0	VACANT
Custodial Maintenance	5.0	5
Custodial Maintenance - Casual	1.3	1
Administrative and Finance Coordinator	1.0	1
Receptionist and Hospitality Attendants - Casual	1.0	1 + 1 VACANT
Student Attendants - Casual	2.8	3 to 5
Student Event Staff - Casual	4.0	3 to 5
Aquatic and Fitness Coordinator	1.0	1
Lifeguard Union	1.0	1
Lifeguard Union - Casual	1.5	3
Student Lifeguards / Student Assitant Lifeguards	3.0	6 to 10
TOTAL	22.6	

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police December 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
December 2016**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of December 1, 2016 to December 31, 2016 inclusive. During this time period, the RCMP responded to 248 calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	24
Driving while Disqualified or Licence Suspension – Provincial/Territorial	2
Fail to stop or remain at Accident Scene – Provincial/Territorial.....	3
Failure to stop or remain – Other 252(1.1) CC.....	1
Other moving and non-moving traffic violations.....	4
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable.....	7
Traffic Tickets	35
Traffic Warnings.....	21

PROVINCIAL STATUTES:

Child Welfare Act – Other Activities	2
Coroner's Act.....	1
False/Abandoned 911.....	3
Family Orders & Agreements Enforcement Assistance Act – Other Activities	2
Family Relations Act – Other Activities.....	1

PROVINCIAL STATUTES (continued)

Fire Prevention Act – Other Activities.....	3
Mental Health Act – Other Activities.....	10
Municipal Bylaws – Other	2
Off-Road Vehicle Act – Offences Only.....	2
Trespass Act – Provincial/Territorial – Offences Only/Other Activities.....	2

CRIMINAL CODE:

Assault.....	4
Criminal Harassment	1
Disturbing the peace/Causing a disturbance.....	1
Fail to comply with an Undertaking given to officer in charge or peace officer.....	2
Fraud (money/property/security) less than or equal to \$5000.....	1
Mischief – Damage to, or obstruct enjoyment of property	3
Other theft under \$5000.....	2
Possession of Firearm/weapon/device/ammunition in Motor Vehicle	1
Sexual Assault.....	1
Theft of Motorcycle	1
Theft under or equal to \$5000 – shoplifting	1
Uttering threats against a person	3

OTHER FEDERAL STATUTES:

Possession – Schedule II: Cannabis more than 30 grams	1
Possession – Schedule VIII: Cannabis Marihuana – 30 grams or less.....	2
Trafficking – Schedule II: Cannabis.....	1

OTHER INVESTIGATIONS:

Abandoned vehicles.....	1
Assistance to Canadian Provincial/Territorial Dept/Agency.....	2
Assistance to General Public.....	2
Assistance to Non-Government Canadian Agency	2
Assistance to US Police Agency (except FBI).....	1
False Alarms.....	4

OTHER INVESTIGATIONS (continued):

Offender Management.....	1
Person Reported Missing.....	3
Police Certificates/Letters.....	67
Suspicious Person/Vehicle/Property.....	3
Unfounded.....	9
Wellbeing Check.....	3

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

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

2017 GENERAL OPERATING FUND BUDGET

THAT the sum of \$9,096,650 (nine million, ninety-six thousand, six hundred and fifty dollars) be the total operating budget of the Municipality, that the sum of \$5,376,249 (five million, three hundred and seventy-six thousand, two hundred and forty-nine dollars) be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.5800 (one dollar and fifty-eight cents). The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of St. Stephen.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

2017 WATER AND SEWERAGE OPERATING FUND BUDGET

THAT pursuant to paragraph 189(4) of the *Municipalities Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,360,991 (two million, three hundred and sixty thousand, nine hundred and ninety-one dollars), and total expenditures of \$2,360,991 (two million, three hundred and sixty thousand, nine hundred and ninety-one dollars).

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

DEMOLITION – 2 GARDEN STREET

THAT the Council of the Town of St. Stephen declares 2 Garden Street (PID # 01300938), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises".

AND THAT Council directs the Chief Administrative Officer/Development Officer to solicit quotations for demolition which will be approved at a future meeting.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

DEMOLITION – 43 MAIN STREET

THAT the Council of the Town of St. Stephen declares 43 Main Street (PID # 01302322), Town of St. Stephen, to be unsightly as outlined in The Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises".

AND THAT Council directs the Chief Administrative Officer/Development Officer to solicit quotations for demolition which will be approved at a future meeting.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (CANADA BREAD COMPANY, LIMITED)

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 Canada Bread Company, Limited in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – PREVENTIVE MAINTENANCE AGREEMENT

THAT the Council of the Town of St. Stephen approves a one (1) year Preventive Maintenance Agreement with Ultra Alarm Services of Moncton, NB effective April 3, 2017 and expiring April 2, 2018 in the amount of \$1,100.00 (one thousand, one hundred dollars), plus HST.

AND THAT the Council authorizes the Mayor and Town Clerk to sign the Preventive Maintenance Agreement with Ultra Alarm Services in the form presented to Council.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: DIRECTOR, PARKS AND RECREATION

THAT the Council of the Town of St. Stephen approves the out-of-province travel for the Director, Parks and Recreation, to attend the Atlantic Turfgrass Conference & Trade Show at The Lord Nelson Hotel, Halifax, NS from February 21 - 23, 2017

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

THAT the amount of \$37,065.00 (thirty-seven thousand and sixty-five dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of an ice floor cover at the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – ICE FLOOR COVER PROPOSAL - # TOSS16-09

THAT of the two (2) proposals received, the proposal from SpaceAge Synthetics, Ltd. for \$187,610.00 (one hundred and eighty-seven thousand, six hundred and ten dollars), plus HST, be accepted to provide the ice floor cover at the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER – MAINTENANCE / CUSTODIAL LABOURER - JOB
RECOMMENDATION**

THAT Jason Gowan be appointed to the position of Maintenance / Custodial Labourer at the Garcelon Civic Center effective January 24, 2017, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

**ATLANTIC CANADA OPPORTUNITIES AGENCY PROJECT NO. 208364 – CANADA
150 COMMUNITY INFRASTRUCTURE PROGRAM**

THAT the Council of the Town of St. Stephen, on behalf of the Kiwanis Club of St. Stephen Inc., accepts a financial offer of \$42,250.00 (forty-two thousand, two hundred and fifty dollars) from the Atlantic Canada Opportunities Agency to upgrade a section of parking lot located at the Border Area Community Arena in order to create a skateboard park.

AND THAT Council authorizes the Mayor and Town Clerk to sign the Contribution Agreement with the Atlantic Canada Opportunities Agency and Kiwanis Club of St. Stephen Inc. in the form presented to Council.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

**CLEAN WATER AND WASTEWATER FUND – FUNDING CONTRIBUTION
AGREEMENT – ELM PARK, PINWOOD AND MAPLE**

WHEREAS Council of the Town of St. Stephen, at a Special Meeting on June 15, 2016, approved the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled “Storm Water Separation and Infrastructure Renewal (Elm Park, Pinewood, Maple)”;

AND WHEREAS the above-noted application was approved as outlined in the Clean Water and Wastewater Fund Funding Contribution Agreement in the form presented to Council in its closed session on January 11, 2017 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the Funding Contribution Agreement in the form presented to Council contingent on approval from the Municipal Capital Borrowing Board for the Town’s portion of the cost.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STORM SEWER SEPARATION AND UTILITY RENEWAL (ELM PARK INFRASTRUCTURE RENEWAL PROGRAM)

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services, in the amount of \$362,250.00 (three hundred and sixty-two thousand, two hundred and fifty dollars), plus HST, for storm sewer separation and utility renewal on a 950 meter section of Elm Park, Pinewood and Maple, complete with site restoration, contingent on project funding approval from the Municipal Capital Borrowing Board.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

APPOINTMENT – CHARLOTTE COASTAL REGION TOURISM ASSOCIATION BOARD

THAT the Council of the Town of St. Stephen appoints Councillor Ken Parker to act as its member on the board of the Charlotte Coastal Region Tourism Association.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION – UNION EMPLOYEES (CARRYOVER)

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2016 for union employees as follows:

Employee # E03	-	5 days
Employee # E04	-	34.5 days
Employee # E13	-	3.5 hours

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION – NON-UNION EMPLOYEES (CARRYOVER)

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2016 for non-union employees as follows:

Employee # E18	-	1.5 days
Employee # E26	-	70 days
Employee # E37	-	0.5 day
Employee # E45	-	3 days
Employee # E54	-	3 days
Employee # E63	-	34 days
Employee # E127	-	8 days
Employee # E131	-	8.5 days

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY INCREASE

THAT the Council of the Town of St. Stephen authorizes, as approved in the 2017 budget for permanent non-union management and administrative staff, a 2.0% (two percent) salary increase for the 2017 calendar year retroactive to January 1, 2017

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE

THAT the Council of the Town of St. Stephen appoints the following five (5) members to form the Town's Substandard Properties Appeal Committee for a term of five (5) years commencing January 24, 2017 and expiring January 31, 2022:

- 1) Ann C. Robinson, Solicitor (Chairperson)
- 2) Ken Parker
- 3) Jason Carr
- 4) Garth Orchard
- 5) Allan Gillmor

AND FURTHER THAT the Council of the Town of St. Stephen appoints David A. Bartlett, Solicitor, to be the alternative member who shall act as Chairperson in the absence of the Chairperson for the same term as noted above.

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

**ST. STEPHEN SUBSTANDARD PROPERTIES APPEAL COMMITTEE –
ALTERNATE FRENCH SPEAKING MEMBERS**

THAT the Council of the Town of St. Stephen appoints the following five (5) French speaking individuals to act as alternate members of the Town's Substandard Properties Appeal Committee, in the event an appellant exercises his or her right to be heard in French, for a term of five (5) years commencing January 24, 2017 and expiring January 31, 2022:

- 1) Jean-Yves Bernard, Solicitor (Chairperson)
- 2) Carole Noël
- 3) André Levesque
- 4) Ghislaine Wheaton
- 5) Natalie Hart

RESOLUTION NO.: _____

DATE: January 23, 2017

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.