

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 27, 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) Long Service Awards – Presentation to Walter Cooke, Fire Driver / Dispatcher
 - (b) Human Values Day – Proclamation

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – February 27, 2017
 - (b) Special Council Meeting – March 2, 2017

8. ACCOUNTS
 - (a) Paid Bills

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Letter from RCMP Superintendent J. L. Warr to Mayor Allan MacEachern dated March 10, 2017
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 – March 15, 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 / Property Management Office
(h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
(b) Application for Financing – General Fund
(c) Application for Financing – Water and Sewerage Fund
(d) Volunteer Firefighter Positions
(e) Tourism and Promotion Action Committee Members
(f) Approval of Event: “Touch A Truck” – St. Stephen Kiwanis Club
(g) Awarding of Tender: Combined Sewer Separation and Utility Renewal – Elm Park Project No. 16-4847 (Clean Water and Wastewater Fund Project No. 6990-1063 – Elm Park, Pinewood, and Maple – Sewer Separation and Infrastructure Renewal)
(h) Change of Date: May 2017 Regular Town Council Meeting
(i) Garcelon Civic Center – New Horizons for Seniors Grant

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.



PROCLAMATION

HUMAN VALUES DAY

April 24, 2017

WHEREAS raising and increasing the AWARENESS of *Human Values* of truth, right conduct, peace, love and non-violence, and all values like honesty, integrity, kindness and caring in the Town of St. Stephen is a primary goal of this great town; and

WHEREAS these values are inherent in all creeds, countries, cultures and communities, making these values truly "*Values without Borders*"; and

WHEREAS making the Town of St. Stephen "*A Town of Character*" is for the greatest benefit of all our citizens; and

WHEREAS reducing and even erasing the incidents of violence of all types in our communities and our town will bring PEACE and PROGRESS in all aspects and activities of this province; and

WHEREAS Walk for Values is a way to make the town richer and healthier by pledging our commitment to practice human values and be motivated to serve our community through volunteer work, or by donating blood or food for the needy; and

WHEREAS "Walk for Values" is designed to raise the awareness of Human Values and to promote individual responsibility towards collective future of Humanity, Walk for Values is a platform to educate people on the importance of practicing these five Human Values in daily life and the awareness it creates in making of enlightened citizens for universal peace.

NOW THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, New Brunswick, do hereby proclaim April 24, 2017 as "Human Values Day" in the Town of St. Stephen.

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on February 27 2017 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 27, 2017 @ 7:00 P.M.

1. **PRAYER**

Deputy Mayor Carr (Acting Mayor) called upon Pastor Carlos Concepcion to administer a prayer.

2. **RECORDING OF ATTENDANCE**

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

ABSENT: Mayor Allan MacEachern.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

35/17 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) **Purple Day for Epilepsy – Proclamation**

Deputy Mayor Carr (Acting Mayor) proclaimed March 26, 2017 as Purple Day for Epilepsy:

WHEREAS Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone; and

WHEREAS epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

WHEREAS the public is often unable to recognize the common seizure types, or how to respond with appropriate first aid; and

WHEREAS Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally;

NOW THEREFORE, I, Jason Carr, Deputy Mayor (Acting Mayor) of the Town of St. Stephen, do hereby proclaim March 26, 2017 as Purple Day in the Town of St. Stephen, in an effort to raise epilepsy awareness throughout the community.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Wheaton

Seconded by Councillor Parker

36/17 **THAT** the Minutes of the Regular Council meeting held on January 23, 2017 be approved as circulated. CARRIED

SPECIAL COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor Chisholm

37/17 **THAT** the Minutes of the Special Council meeting held on February 6, 2017 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Councillor Harding

38/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to November 30, 2016 be received. CARRIED

PAID BILLS

Moved by Councillor Wheaton
Seconded by Councillor Parker

- 39/17 **THAT** the paid bills in the amount of \$954,844.02 (nine hundred and fifty-four thousand, eight hundred and forty-four dollars and two Cents) be received.
CARRIED

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 40/17 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 41/17 **THAT** the Minutes of the Committee of Council meeting held on February 2, 2017 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Harding

- 42/17 **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 February 15, 2017 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 43/17 **THAT** the following staff reports for the month of January 2017 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Chisholm

44/17

THAT the Royal Canadian Mounted Police January 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

CARRIED

ROYAL CANADIAN MOUNTED POLICE - LEASE AGREEMENT

Moved by Councillor Chisholm

Seconded by Councillor Harding

45/17

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on July 23, 2012, authorized the Mayor and Town Clerk to enter into a five (5) year Lease Agreement with the Royal Canadian Mounted Police (RCMP) retroactive to April 1, 2012 and expiring March 31, 2017;

AND WHEREAS the terms and conditions of the original Lease Agreement above-noted included an option for two (2) additional terms of one (1) year each with the same terms and conditions;

AND WHEREAS it is the intention of the RCMP to renew the Lease Agreement using the first one (1) year option term commencing April 1, 2017 and expiring March 31, 2018 with the same terms and conditions of the original Lease Agreement, except the rental rate which will be increased by 1.2% for the current Consumer Price Index as outlined in the Lease Renewal Option and 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 enter into a one (1) year lease renewal option with the RCMP as noted above. **CARRIED**

OUT-OF-PROVINCE TRAVEL: CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 46/17 **THAT** the Council of the Town of St. Stephen approves the out-of-province travel for the Chief Administrative Officer to participate in the Charlotte Coastal Region Tourism Association delegation to the Quebec RV and Leisure Show in Quebec City, Quebec from March 23 - 26, 2017. **CARRIED**

OUT-OF-PROVINCE TRAVEL: SUPERVISOR I, PUBLIC WORKS DEPARTMENT

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 47/17 **THAT** the Council of the Town of St. Stephen approves the out-of-province travel for Blair Furlotte, Supervisor I of the Public Works Department, to attend a day of training and plant tour with IPEX Inc. at its Saint-Laurent, Quebec location on March 30, 2017, with accommodations, transportation and meal expenses paid by IPEX Inc. **CARRIED**

TOWN GRANT – CHARLOTTE COUNTY IWK FUNDRAISING COMMITTEE

Moved by Councillor Wheaton

Seconded by Councillor Parker

- 48/17 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$350.00 (three hundred and fifty dollars) for the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, to offset the rental cost for their annual IWK Kids Carnival to be held on Saturday, May 13, 2017. **CARRIED**

TOWN GRANT - CANADIAN TIRE JUMPSTART

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

- 49/17 **THAT** the Council of the Town of St. Stephen approves an unbudgeted grant in the amount of \$5,000.00 (five thousand dollars) payable to Canadian Tire Jumpstart which will enable many children to play sports in Charlotte County. **CARRIED**

CHARLOTTE COUNTY FALL FAIR – “IN KIND” SUPPORT

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 50/17 **THAT** the Council of the Town of St. Stephen authorizes “in kind” support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 16 and 17, 2017, which support encompasses the use of bleachers, picnic tables, garbage cans, and tables, along with support staff for event set up and tear down.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Confirmation of Support from Municipal Government or Equivalent Authority" form as part of the federal grant application submitted by St. Croix Estuary Project Inc. on behalf of the Charlotte County Fall Fair which outlines the "in kind" support, as well as the grant of \$1,000.00 (one thousand dollars) outlined in the Town's 2017 budget. **CARRIED**

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Harding

Seconded by Councillor Hyslop

51/17

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$363,866.00 (three hundred and sixty-three thousand, eight hundred and sixty-six dollars), to meet current expenditures of the Corporation for the year 2017. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source. **CARRIED**

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Parker

Seconded by Councillor Hyslop

52/17

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2017, the sum of \$1,180,496.00 (one million, one hundred and eighty thousand, four hundred and ninety-six dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

THAT the said sum of \$1,180,496.00 (one million, one hundred and eighty thousand, four hundred and ninety-six dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next. **CARRIED**

AWARDING OF QUOTE: DEMOLITION OF 2 GARDEN STREET – TOSS17-03

Moved by Councillor Parker

Seconded by Councillor Chisholm

53/17

THAT of the three (3) quotes received, the low quote of \$5,950.00 (five thousand, nine hundred and fifty dollars), plus HST, from Disher Homes Ltd. of Dufferin, NB, for the demolition of the property located at 2 Garden Street and identified as PID # 01300938 be accepted. **CARRIED**

AWARDING OF QUOTE: DEMOLITION OF 43 MAIN STREET – TOSS17-04

Moved by Councillor Harding

Seconded by Councillor Hyslop

54/17

THAT of the three (3) quotes received, the low quote of \$2,950.00 (two thousand, nine hundred and fifty dollars), plus HST, from Disher Homes Ltd. of Dufferin, NB, for the demolition of the property located at 43 Main Street and identified as PID # 01302322 be accepted. **CARRIED**

PURCHASE AND SALE – PID # 15023542 (HAWTHORNE STREET)

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

55/17

WHEREAS the Council of the Town of St. Stephen, at its meeting on July 25, 2016, endorsed the “Second Stage Housing” project proposed by the Fundy Region Transition House Inc. and agreed to convey the Town-owned property located at Hawthorne Street and identified as PID # 15023542, and also known as the Hawthorne Street Kiwanis Tot Lot, for the development of such project;

AND WHEREAS the Council of the Town of St. Stephen, at its meeting on July 25, 2016, directed the Chief Administrative Officer to request the Town Solicitor prepare a Deed Transfer, and all such other documents as were necessary for the transfer of the above-noted property for approval at a future meeting;

AND WHEREAS the Council of the Town of St. Stephen and Fundy Region Transition House Inc. have negotiated terms of an Agreement of Purchase and Sale for the property located at Hawthorne Street and identified as PID # 15023542 in the form presented to Council, and which the Town shall be responsible for all legal, survey and registration fees.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale between The Town of St. Stephen and Fundy Region Transition House Inc., and the said Council authorizes the Mayor and Town Clerk to execute an HST Certificate and Form A13 Deed, all in the form presented to Council, and Council further authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, as recommended by the Town Solicitor.
CARRIED

PEDDLER’S LICENSE – SANDRO’S CATERING

Moved by Councillor Parker

Seconded by Councillor Wheaton

56/17

THAT the Council of the Town of St. Stephen approves the issuance of a Peddler’s License to Sandro’s Catering which will expire on the 31st day of December, 2017, in accordance with the Town’s By-Law No. L-2, “A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers”. **CARRIED**

PURCHASE AND SALE – PID # 01311935 (32 BOUNDARY STREET)

Moved by Councillor Harding
Seconded by Councillor Wheaton

57/17

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on December 19, 2016, declared Town-owned property located at 32 Boundary Street and identified as PID # 01311935 to be surplus property, and directed the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase;

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting, and which the Town shall be responsible for all legal, survey and registration fees. **CARRIED**

PURCHASE AND SALE – PID # 01309079 (70 QUEENSWAY)

Moved by Councillor Harding
Seconded by Councillor Wheaton

58/17

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on December 19, 2016, declared Town-owned property located at 70 Queensway and identified as PID # 01309079 to be surplus property, and directed the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase;

AND WHEREAS the Town has received and accepts the Request for Proposal from St. Stephen's Roman Catholic Church in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting, and which the purchaser shall be responsible for all legal, survey and registration fees.

CARRIED

CLEAN WATER AND WASTEWATER FUND – FUNDING CONTRIBUTION AGREEMENT – MILLTOWN BOULEVARD (KING STREET TO HAWTHORNE STREET) – WATERMAIN AND SANITARY SEWER RENEWAL

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

59/17

WHEREAS Council of the Town of St. Stephen, at a Regular Session on September 26, 2016, approved the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled "Water and Sanitary Sewer Renewal Milltown Boulevard (King Street to Hawthorne Street)";

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 February 15, 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. **CARRIED**

CLEAN WATER AND WASTEWATER FUND – FUNDING CONTRIBUTION AGREEMENT – THOMPSON AVENUE AND SPRINGWOOD COURT– SANITARY SEWER RENEWAL AND COMBINED SEWER SEPARATION

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

60/17

WHEREAS Council of the Town of St. Stephen, at a Regular Session on September 26, 2016, approved the submission of an application to the Canada-New Brunswick Bilateral Agreement – Clean Water and Wastewater Fund for the Project titled “Sanitary Sewer Renewal and Combined Sewer Separation – Thompson Avenue and Springwood Court”;

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 February 15, 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. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATER AND SANITARY SEWER RENEWAL (MILLTOWN BOULEVARD)

Moved by Councillor Parker

Seconded by Councillor Hyslop

61/17

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 for the design, tender and construction phases, in the amount of \$366,750.00 (three hundred and sixty-six thousand, seven hundred and fifty dollars), plus HST, for the renewal of water and sanitary sewer infrastructure on Milltown Boulevard, contingent on project funding approval from the Municipal Capital Borrowing Board. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – COMBINED SEWER SEPARATION AND SANITARY SEWER RENEWAL (THOMPSON AVENUE AND SPRINGWOOD COURT)

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 62/17 **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 for the design, tender and construction phases, in the amount of \$94,290.00 (ninety-four thousand, two hundred and ninety dollars), plus HST, for combined sewer separation and sanitary sewer renewal, contingent on project funding approval from the Municipal Capital Borrowing Board. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – ASSESSMENT AND REMEDIAL RECOMMENDATIONS – WATER TREATMENT PLANT (MAXWELL CROSSING)

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 63/17 **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 \$69,800.00 (sixty-nine thousand, eight hundred dollars), plus HST, for an assessment and remedial recommendations at the Water Treatment Plant, Maxwell Crossing. **CARRIED**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – MUNICIPAL PLAN AND ZONING BY-LAW REVIEW AND UPDATE

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 64/17 **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 and Saint John, NB to provide planning services, in the amount of \$35,000.00 (thirty-five thousand dollars), plus HST, for a Municipal Plan and Zoning By-Law Review and Update. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor Hyslop

- Attended the opening of the new clinic at the Charlotte County Hospital.
- Attended the Chamber of Commerce Annual General Meeting and dinner.
- Attended the Federal and Provincial Governments' announcements on the Clean Water and Wastewater Fund projects for Milltown Boulevard (King Street to Hawthorne Street) and Thompson Avenue and Springwood Court.

- Attended the awards ceremony and dinner at the Fire Department.
- Advised that the Charlotte County Museum has received funding for a Level 1 condition assessment of the building.
- Participating in the Canada 150 walk challenge at the Garcelon Civic Center
- Attended all St. Stephen Aces hockey games.

Councillor Wheaton

- Attended all Town meetings.
- Attended the community solidarity event at the David Alison Ganong Chocolate Park held as a result of the mass shooting at a Quebec City mosque.
- Attended the awards ceremony and dinner at the Fire Department.
- Attended a Chocolate Museum Operating Committee meeting, the first one held in 2017, and stated that the museum will open on March 1st.
- Attended the Chamber of Commerce Annual General Meeting and dinner, and extended congratulations to Peter Heelis who received a Life Membership Award.
- Attended a Milltown Development Committee meeting.
- Attended the Federal and Provincial Governments' announcements on the Clean Water and Wastewater Fund projects for Milltown Boulevard (King Street to Hawthorne Street) and Thompson Avenue and Springwood Court.
- Attended the opening of the new clinic at the Charlotte County Hospital.

Councillor Chisholm

- Attended all Town meetings.
- Attended the opening of the new clinic at the Charlotte County Hospital.
- Attended the awards ceremony and dinner at the Fire Department.
- Attended the Chamber of Commerce Annual General Meeting and dinner.
- Participated in the interviews for the Aquatic and Fitness Coordinator position of the Garcelon Civic Center.

Councillor Harding

- Attended all Town meetings.
- Attended a Milltown Development Committee meeting.
- Stated that she had a long conversation with John Ames, MLA, and that he confirmed Canada 150 funding could be used on Milltown projects.
- Attended the awards ceremony and dinner at the Fire Department.

Councillor Parker

- Participated in a Substandard Properties Appeal Committee hearing.
- Replied to many phone calls.

- Attended all Town meetings.
- Attending a Charlotte Coastal Region Tourism Association board meeting on February 28th.

Deputy Mayor Carr (Acting Mayor)

- Attended all meetings related to Council.
- Attended the community solidarity event at the David Alison Ganong Chocolate Park held as a result of the mass shooting at a Quebec City mosque.
- Attend St. Stephen Aces hockey games.
- Participated in a Substandard Properties Appeal Committee hearing.
- Attended the annual St. Stephen-Milltown Rotary Club's "Super Draw" event.
- Attended the awards ceremony and dinner at the Fire Department.
- Attended the Federal and Provincial Governments' announcements on the Clean Water and Wastewater Fund projects for Milltown Boulevard (King Street to Hawthorne Street) and Thompson Avenue and Springwood Court.
- Participated in the interviews for the Receptionist and Hospitality Attendant position for both the Town Office and Garcelon Civic Center.
- Participating in the Canada 150 walk challenge at the Garcelon Civic Center.
- Attended the Chamber of Commerce Annual General Meeting and dinner.
- Attended a Business Improvement Area (BIA) meeting.

16. QUESTION PERIOD

Questions/comments from both Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, and Derwin Gowan, reporter with the *Telegraph-Journal*, were addressed by the Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Clarification on the Town Grant payable to the Canadian Tire Jumpstart;
- Clarification on the purchase and sale of Town-owned properties at 32 Boundary Street; 70 Queensway; and Hawthorne Street.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Parker

Seconded by Councillor Hyslop

65/17

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

The Council came out of closed session at 7:53 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Hyslop

66/17 THAT the meeting adjourn at 7:53 p.m. CARRIED

Deputy Mayor (Acting Mayor)

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 27, 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) Purple Day for Epilepsy – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – January 23, 2017
 - (b) Special Council Meeting – February 6, 2017
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from Jane Kurtz, Kelly Kurtz-Johnson and Iain Johnson.
 - (b) Letter from the Chief Administrative Officer to Communities in Bloom dated January 23, 2017.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – February 2, 2017
 - (b) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – February 15, 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 / Property Management Office
- (h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Royal Canadian Mounted Police - Lease Agreement
- (c) Out-of-Province Travel: Chief Administrative Officer
- (d) Out-of-Province Travel: Supervisor I, Public Works Department
- (e) Town Grant – Charlotte County IWK Fundraising Committee
- (f) Town Grant – Canadian Tire Jumpstart
- (g) Charlotte County Fall Fair – “In Kind” Support
- (h) Scotiabank Borrowing Authority
- (i) Royal Bank of Canada Borrowing Authority
- (j) Awarding of Quote: Demolition of 2 Garden Street – TOSS17-03
- (k) Awarding of Quote: Demolition of 43 Main Street – TOSS17-04
- (l) Purchase and Sale – PID # 15023542 (Hawthorne Street)
- (m) Peddler’s License – Sandro’s Catering
- (n) Purchase and Sale – PID # 01311935 (32 Boundary Street)
- (o) Purchase and Sale – PID # 01309079 (70 Queensway)
- (p) Clean Water and Wastewater Fund – Funding Contribution Agreement – Milltown Boulevard (King Street to Hawthorne Street) – Watermain and Sanitary Sewer Renewal
- (q) Clean Water and Wastewater Fund – Funding Contribution Agreement – Thompson Avenue and Springwood Court – Sanitary Sewer Renewal and Combined Sewer Separation
- (r) Dillon Consulting Limited – Agreement for Professional Services – Water and Sanitary Sewer Renewal (Milltown Boulevard)
- (s) Dillon Consulting Limited – Agreement for Professional Services – Combined Sewer Separation and Sanitary Sewer Renewal (Thompson Avenue and Springwood Court)
- (t) Dillon Consulting Limited – Agreement for Professional Services – Assessment and Remedial Recommendations – Water Treatment Plant (Maxwell Crossing)
- (u) Dillon Consulting Limited – Agreement for Professional Services – Municipal Plan and Zoning By-Law Review and Update

15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. CLOSED SESSION
 - (a) Motion to move into closed session to discuss one (1) Labour and Employment Matter as per Section 10.2(4)(i) of the New Brunswick *Municipalities Act*.
18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on March 2, 2017 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, MARCH 2, 2017 @ 4:30 P.M.

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Marg Harding and Councillor Ken Parker.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

67/17 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

EMPLOYMENT AGREEMENT – THE TOWN AND KARILYNN KLUKE

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

68/17 **WHEREAS** the Council of the Town of St. Stephen and Karilynn Kluge have negotiated an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Employment Agreement between The Town of St. Stephen and Karilynn Kluge of Elliot Lake, Ontario for the position of Aquatic and Fitness Coordinator of the Garcelon Civic Center commencing March 27, 2017, and in the form of agreement presented to Council. **CARRIED**

5. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

69/17

THAT the meeting adjourn at 4:36 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
THURSDAY, MARCH 2, 2017 @ 4:30 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Employment Agreement – The Town and Karilynn Kluge

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$668,288.58 (six hundred and sixty-eight thousand, two hundred and eighty-eight dollars and fifty-eight cents) be received.

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

Visa:

DECEMBER 2016

Barbara Tucker (Civic Center: Lower Canteen Supplies, Upper Canteen Supplies, Pool Training, Pool Program Supplies) \$ 2,251.75

JANUARY 2017

Allan MacEachern (Fire: Radio Dispatch Service, NFPA Membership: Recreation: Plane Ticket for "Swim with an Olympian"; Utility: Transmission and Distribution Memberships) \$ 2,385.85

Derek O'Brien (Civic Center: Bank Service Fees, Upper Canteen Supplies) \$ 97.64

Grand Total \$ 4,735.24

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 #1094)	\$	7,697.90
	\$	<u>7,697.90</u>

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

DECEMBER 2016

Town of St. Stephen General Capital Fund (Fund Transfer for Purchase of Ice Floor Covers at Garcelon Civic Center, Cheque #6)	\$	37,065.00
Total	\$	<u>37,065.00</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000016 dated between 02/01/2017 and 02/28/2017

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000015	02/08/2017 TOWN OF ST. STEPHEN 79000.00	79,000.00 79,000.00	A/P	OUT-STD	02/08/2017
		Cheque Totals Issued:			
		Void:			
		Total Cheques Generated:			
		Total # of Cheques Listed:			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 019694 dated between 02/01/2017 and 02/28/2017

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
019500	02/01/2017 HERITAGE COURT HOLDINGS LIMITED RC000024467 GG-TOWNHALL-RENTAL LEASE, BIL	5,417.62 5,417.62	A/P	OUT-STD	02/01/2017
019528	02/01/2017 MINISTER OF FINANCE WEEK052017 EMPLOYEE DEDUCTIONS-JAN29-FE	209.30 209.30	A/P	OUT-STD	02/01/2017
019529	02/08/2017 ACCT #903240047015 JANUARY2017 VOL FIRE MEMBERSHIP DUES-JANL	270.00 270.00	A/P	OUT-STD	02/08/2017
019530	02/08/2017 ACCT 8025-280 JANUARY2017 LOCAL 770 UNION DUES-JANUARY/	1,195.13 1,195.13	A/P	OUT-STD	02/08/2017
019531	02/08/2017 ALL GAS TANKS 88139 PS-FIRE-FILLER CAP 88141 TS-#3- USED GAS TANK, SCREWS&:	325.21 15.86 309.35	A/P	OUT-STD	02/08/2017
019532	02/08/2017 ATLANTIC BUNKER GEAR SERVICES 7709 PS-FIRE-CLOTHING ADVANCED CLE	89.07 89.07	A/P	OUT-STD	02/08/2017
019533	02/08/2017 BELLBOY DRYCLEANERS 25-432519 CC-EVENTS-LINES FOR NYE GALA -	143.75 143.75	A/P	OUT-STD	02/08/2017
019534	02/08/2017 BLACK RIVER CASTINGS LTD 5401 RC-PARKS-CAST IRON PLANTER TL 5415 RC-PARKS-CAST IRON PLANTER TL	8,832.00 4,416.00 4,416.00	A/P	OUT-STD	02/08/2017
019535	02/08/2017 BLAKNEY'S TRUCKING INC. .192 TS-ST5-ROAD SALT	2,011.15 2,011.15	A/P	OUT-STD	02/08/2017
019536	02/08/2017 BRIGGS PLUMBING INC. 112321 PM-LIBRARY-PLUGGED SINK 112325 TS-SHOP-INSTALL NEW TOILETS	905.79 83.88 821.91	A/P	OUT-STD	02/08/2017
019537	02/08/2017 BRUNSWICK NEWS INC 1681229 PS-FIRE-CALENDAR ADS	609.96 609.96	A/P	OUT-STD	02/08/2017
019538	02/08/2017 BRUNSWICK FYR SYSTEMS DIVISION 0000741876 CC-BUILDING-SEMI ANNUAL INSPEC	179.69 179.69	A/P	OUT-STD	02/08/2017
019540	02/08/2017 CANADIAN TIRE N16076528 TS-SHOP-FLAGS, SECURITY SNAP N16076540 TS-SHOP- EXT CORD, LEVEL N16076555 PS-FIRE- BOUNCE SHEETS N16076561 PS-FIRE-ANTIFREEZE, CASTERS, P/ N16076564 PS-FIRE-COUPLING N16076568 TS-#5,#20,#6,#7,#8-EXTENSION COF N16102202 CC-EVENTS-PARADE SUPPLIES N16102208 CC-POOL-TEMPERATURE READER N16102209 TS-#21-PAINT N16102235 PS-FIRE- WRENCHES, INSPECTION N16102242 TS-#21-PAINT, HU FOAM N16102319 RC-HORT-GARDEN TWINE, SHRUB (N16102335 RC-HORT-BULBS, SHRUB COVER N16102345 CC-EVENTS-PARADE SUPPLIES N16102348 PS-FIRE- JIGSAW	1,192.39 49.42 28.65 27.57 129.88 6.20 162.48 58.45 22.86 8.61 441.77 35.60 50.85 42.48 52.88 74.69	A/P	OUT-STD	02/08/2017
019541	02/08/2017 CANADIAN BEARINGS LTD 61063808-00 TS-#7- FLANGE BEARINGS	106.92 106.92	A/P	OUT-STD	02/08/2017
019542	02/08/2017 CARGILL LIMITED 2903133977* TS-ST5-ROAD SALT 2903151463 TS-ST5-ROAD SALT	16,395.08 4,672.11 2,336.80	A/P	OUT-STD	02/08/2017

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	2903170089	TS-ST5-ROAD SALT DELIVERY	2,345.79			
	2903176348	TS-ST5-ROAD SALT	4,738.06			
	2903179199	TS-ST5-ROAD SALT	2,302.32			
019543	02/08/2017	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	1,200.99	A/P	OUT-STD	02/08/2017
	IG03327	TS-#12- TUBE	31.78			
	IG04405	RC-#307- CONNECT 17TO, RESISTO	85.62			
	IG04946	TS-#22- O/RINGS	1.96			
	IG05073	TS-#1-TIRES	484.33			
	IG05238	TS-#12-BLOCK	282.77			
	RG08930	RC-#302- 4 WHEEL ALIGNMENT	86.95			
	RG11101	RC-#304- WHEEL ALIGNMENT	88.49			
	RG11381	PS-#200- 4 WHEEL ALIGNMENT	139.09			
019544	02/08/2017	CHARLOTTE COUNTY JANITORIAL	2,784.30	A/P	OUT-STD	02/08/2017
	3495	PM-RCMP-JANITORIAL-NOV/16	1,181.22			
	3516	PM-RCMP- JANITORIAL-DEC/16	1,091.33			
	3522	PS-FIRE- JANITORIAL-DEC/16	224.25			
	3530	PS-FIRE-STRIPPED, SEALED & WAX	287.50			
019545	02/08/2017	CIBC MELLON GLOBAL SECURITIES NBMF0216002 JANUARY2017	23,585.12 23,585.12	A/P	OUT-STD	02/08/2017
019546	02/08/2017	COCA COLA REFRESHMENTS CANADA COMPANY	2,082.01	A/P	OUT-STD	02/08/2017
	56809813	CC-CANTEENS-POP FOR UPPER/LC	698.74			
	66800314*	CC-CANTEENS-POP FOR UPPER AI	279.59			
	66800807	CC-CANTEENS-POP FOR UPPER/LC	444.06			
	66801214	CC-CANTEENS-POP FOR UPPER AN	659.62			
019547	02/08/2017	CONTROLS & EQUIPMENT LTD.	126.38	A/P	OUT-STD	02/08/2017
	16359	PS-FIRE-TEMP SENSORS	126.38			
019548	02/08/2017	COX ELECTRONICS & COMMUNICATIONS	1,200.42	A/P	OUT-STD	02/08/2017
	1-002298	CC-ARENA-REPLACEMENT BATTER	211.55			
	1-002299	PS-FIRE-RADIO BATTERIES	689.93			
	1-002477	CC-ADMIN-REPLACEMENT MONITOI	298.94			
019551	02/08/2017	CREIGHTON-CARTER LTD.	2,013.11	A/P	OUT-STD	02/08/2017
	961-418152	TS-#3- CRANKSHAFT SENSOR	38.54			
	961-418169	TS-SHOP- CIRCUIT TESTER	22.99			
	961-418196	TS-#3- ULTRA-8 DISTRIBUTOR	298.39			
	961-418327	PS-#202-SWITCH	18.95			
	961-418622	TS-#21-FITTING, HYD HOSE	46.30			
	961-418713	TS-#29- POWERSTART BATTERY	188.44			
	961-418794	TS-#3- TOTAL ECLIPSE SEMI-LO	154.15			
	961-418846	TS-#3- BRAKE PADS	32.80			
	961-418659	TS-SHOP- OIL ABSORBANT	84.47			
	961-418867	TS-SHOP- ROUGH SERVICE BULBS	6.56			
	961-418869	TS-#5- HYD HOSES, INST FIT END	185.48			
	961-418931	TS-#3- TOTAL ECLIPSE SEMI-LO	154.15			
	961-419071	TS-#5- WINTER BLADES	29.88			
	961-419095	TS-#3-CORE DEPOSITS	-129.38			
	961-419115	TS-#2- POWER ALTERNATOR	114.38			
	961-419143	TS-#21- POWER ALTERNATOR	95.32			
	961-419162	TS-#6,#7- WINTER BLADES	59.75			
	961-419203	TS-#12- U-JOINTS	69.71			
	961-419206	TS-#21-CORE DEPOSIT	-13.87			

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Number	Issued	Amount	SC	Status	Status Date
	961-419208	TS-#21-CORE DEPOSIT			
	961-419245	TS-#21- CONVER PORTS			
	961-419350	TS-#12- WIPER MOTOR			
	961-419421	TS-#12-WIPER MOTOR			
	961-419422	TS-SHOP- WELDING GLOVE, CHIPPI			
	961-419477	TS-SHOP- SPARK PLUGS, DIESEL FI			
	961-419531	TS-SHOP-BODYFILLER			
	961-419533	TS-SHOP- BURR (CONV)			
	961-419539	TS-SHOP-2-WAY TAPE			
	961-419641	TS-#3- FUEL FILTER			
	961-419666	TS-#3-FUEL PUMP,STRAINER			
	961-419758	TS-#3- BRAKE HOSES			
	961-419943	TS-#21- HYDRAULIC HOSES, INST F			
	961-419973	TS-#22- BRUSHABLE SEAM SEALER			
019552	02/08/2017 DAVE DINSMORE WEB DESIGN & HOSTING 0512*	137.97 CC-ADMIN-WEB HOSTING FEE SEP- 137.97	A/P	OUT-STD	02/08/2017
019553	02/08/2017 DAVIS FUELS LTD. 157356	3,593.24 TS/PS-199 UNION STREET- HEATING	A/P	OUT-STD	02/08/2017
	157427	1,014.53 TS/PS-199 UNION STREET- HEATING			
	157549	797.90 TS/PS-199 UNION STREET- HEATING			
	157601	977.56 TS/PS-199 UNION ST-HEATING FUEL			
019554	02/08/2017 DEMPSEY'S PLUMBING & HEATING 1793	150.77 CC-ARENA-FIXED LEAK C TYPE M 150.77	A/P	OUT-STD	02/08/2017
019555	02/08/2017 Derek O'Brien JANUARY2017	350.00 GG-CAO-MONTHLY TRAVEL ALLOW 350.00	A/P	OUT-STD	02/08/2017
019556	02/08/2017 DISHER HOMES LTD. 12222016-02	414.00 TS-ST5-BUCKET TRUCK RENTAL 414.00	A/P	OUT-STD	02/08/2017
019557	02/08/2017 DOWNEY FORD SALES LTD. 26811	307.10 TS-#23,#24- FILTER ASY 43.70	A/P	OUT-STD	02/08/2017
	27096	351.44 PS-#200- ACTUATOR ASY, OIL-REAF			
	27111	-88.04 PS-#200-REAR AXLE OIL			
019558	02/08/2017 EAST COAST INTERNATIONAL TRUCKS 17196S	1,401.97 TS-#6- ANTIFREEZE, FLEETRIT 167.67	A/P	OUT-STD	02/08/2017
	17459S	381.44 TS-#7- 16.5X7 2997DX D, RAGS			
	17517S	17.87 TS-#7-FEMALE TERMINALS			
	17528S	353.45 TS-#5- FEATURE ROUGH			
	17746S	47.47 TS-#6-DEF2.5 FLEETRIT			
	17940S	547.62 TS-#16, #5, #6-ENGINE OIL			
	CM17517S	-17.87 TS-#7-TERMINALS			
	CM18182S	-95.68 TS-#7-CORE RETURN			
019559	02/06/2017 ENBRIDGE GAS NEW BRUNSWICK 2017012001008-1016227-0	3,484.65 CC-BUILDING-NATURAL GAS JAN 20 3,484.65	A/P	OUT-STD	02/08/2017
019560	02/08/2017 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 17-008	2,587.50 PS-BUILDININSPECTOR-JAN 15-28/1 2,587.50	A/P	OUT-STD	02/08/2017
019582	02/08/2017 KIWANIS CLUB OF ST. STEPHEN 201705	125.00 GG-CIVIC-BOOTH AT TRADE SHOW 125.00	A/P	OUT-STD	02/08/2017
019563	02/08/2017 MINISTER OF FINANCE JANUARY2017	1,086.00 EMPLOYEE DEDUCTIONS-JANUARY 1,086.00	A/P	OUT-STD	02/08/2017
019564	02/08/2017 MINISTER OF FINANCE	3,510.53	A/P	OUT-STD	02/08/2017

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Number	Issued	Amount	SC	Status	Status Date
	08336721NOV16*	PM-AIRPORT-LANDLINE PHONE-EN			
	11368891JAN17	GG-TOWNHALL-LANDLINE PHONES			
	11378668JAN17	PS/TS-199UNIONST-LANDLINE PHO			
	11378668NOV16	PS/TS-199UNIONST-LANDLINE PHO			
	11395944JAN17	PS-FIRE-LANDLINE PHONES			
	15772965JAN17	RC-REC/POOL-LANDLINE PHONES			
	15772965NOV16	RC-REC/POOL-LANDLINE PHONES			
	46435731JAN17	RC-PARKS-CHOC PARK CAMERA			
019565	02/08/2017 O'CONNELL MIKE	200.00	A/P	OUT-STD	02/08/2017
	JANUARY2017 RC-RECREATIONDIRECTOR-MONTH	200.00			
019566	02/08/2017 PAYROLL TRANSFER	60,888.00	A/P	OUT-STD	02/08/2017
	WEEK052017 GG-TRANSFER-JAN20-FEB02/17	60,888.00			
019567	02/08/2017 RECEIVER GENERAL FOR CANADA	31,621.52	A/P	OUT-STD	02/08/2017
	WEEK052017 GG-REMITTANCE-JAN 20-FEB02/17	31,621.52			
019568	02/08/2017 SHANNON MICHAEL	440.91	A/P	OUT-STD	02/08/2017
	KENNELFEEJAN17 PS-ANIMALCONTROL-JANUARY/17	69.00			
	WEEK062017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
019569	02/08/2017 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	02/08/2017
	JANUARY2017 EMPLOYEE DEDUCTIONS-JANUARY	40.00			
019570	02/08/2017 BRUNSWICK NEWS INC	47.15	A/P	OUT-STD	02/08/2017
	1680311 CC-ADMIN-ADVERTISING FOR CHRI	47.15			
019571	02/08/2017 MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/08/2017
	WEEK062017 EMPLOYEE DEDUCTIONS-FEB 05-11	209.30			
019572	02/08/2017 CINTAS CANADA LIMITED	162.38	A/P	OUT-STD	02/08/2017
	5006730188 PS-FIRE- FIRST AID SUPPLIES	162.38			
019573	02/16/2017 ALEX REID	92.00	A/P	OUT-STD	02/16/2017
	ST.STEPHENDAY GG-EVENTSCOORD-ST. STEPHEN C	92.00			
019574	02/16/2017 BORDER INVESTIGATIONS & SECURITY INC.	1,288.00	A/P	OUT-STD	02/16/2017
	14525 PS-BYLAW-FEB 03-10/17 FEE	1,288.00			
019575	02/16/2017 BRUNSWICK NEWS INC	281.66	A/P	OUT-STD	02/16/2017
	607058-2017 GG-TOWNHALL-COURIER YEARLY S	281.66			
019576	02/16/2017 CHARLOTTE COUNTY SPCA INC.	44.45	A/P	OUT-STD	02/16/2017
	CASUALFRIDAYDEC/16 GG-TOWNHALL-CASUAL FRIDAY DC	44.45			
019577	02/16/2017 CLONEY CONSTRUCTION INC.	1,610.00	A/P	OUT-STD	02/16/2017
	00236 CC-BUILDING-CLEANING EXTERIOR	1,610.00			
019578	02/16/2017 CNH CAPITAL	443.94	A/P	OUT-STD	02/16/2017
	IN83195 TS-#16-STUD	76.96			
	IN83203A TS-#11-REAR MIRROR	97.62			
	IN83291 TS-#16-AUX HYD FIL	269.36			
019579	02/16/2017 COCA COLA REFRESHMENTS CANADA COMPANY	354.99	A/P	OUT-STD	02/16/2017
	66801812 CC-CANTEENS-POP FOR UPPER AN	354.99			
019580	02/16/2017 FERRO WASTE & RECYCLING INC.	7,554.24	A/P	OUT-STD	02/16/2017
	0001249526 GG-TOWN-GARBAGE COLLECTION	3,777.12			
	0001259480 GG-TOWN-GARBAGE COLLECTION	3,777.12			
019581	02/16/2017 FLEET READY LTD.	42.56	A/P	OUT-STD	02/16/2017
	9305 PS-FIRE-ROCKER SWITCH	42.56			
019582	02/16/2017 GREENLAW'S GARAGE LTD.	287.44	A/P	OUT-STD	02/16/2017
	1852 TS-#22-RECHARGE A/C	287.44			
019583	02/16/2017 HERITAGE COURT HOLDINGS LIMITED	129.38	A/P	OUT-STD	02/16/2017

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Number	Issued	Amount	SC	Status	Status Date
	IN000007086 GG-TOWN HALL- CHECK DOOR ALA	129.38			
019584	02/16/2017 HEWITT RENTALS INC.	3,565.00	A/P	OUT-STD	02/16/2017
	5232691 001 GG-COMMUNITY EVENTS- FENCING	3,565.00			
019585	02/16/2017 HOVEY'S HUSKY SALES & SERVICE	1,644.50	A/P	OUT-STD	02/16/2017
	8367 TS-SHOP-CUTOFF SAW	1,644.50			
019586	02/16/2017 IDENTICARD	615.23	A/P	OUT-STD	02/16/2017
	1001520058 CC-PROMOTIONS-PROMOTIONAL C	615.23			
019587	02/16/2017 INTERNATIONAL "HOMECOMING" FESTIVAL	650.00	A/P	OUT-STD	02/16/2017
	MATCHINGFUND GG-CIVIC-SCOTIABANK MATCHING	650.00			
019588	02/16/2017 IRVING ENERGY DISTRIBUTION AND MARKETING	3,563.60	A/P	OUT-STD	02/16/2017
	277638 CC-BUILDING-NATURAL GAS DEC 21	3,563.60			
019589	02/16/2017 IRVING OIL LTD.	355.45	A/P	OUT-STD	02/16/2017
	169099 TS-STG-GAS	53.30			
	172746 TS-STG-GAS	130.00			
	174384* TS-STG-GAS	100.00			
	174452 TS-#105-GAS	72.15			
019590	02/16/2017 KEITH'S BUILDING SUPPLIES	794.51	A/P	OUT-STD	02/16/2017
	160281 PS-FIRE-PUSH BROOM HANDLE, RC	244.98			
	160283 PS-FIRE- PLYWOOD	155.16			
	160300 PS-FIRE- DULUX METALCLAD	225.35			
	160400 PS-FIRE- DULUX METALCLAD	169.02			
019591	02/16/2017 KEM CANADA MFG	1,861.78	A/P	OUT-STD	02/16/2017
	111374 CC-ARENA-CLEANING CHEMICALS	506.59			
	111375 CC-ARENA-TRL 181 ULTRO 20L PAIL	371.70			
	111456 TS-SHOP-SILICONE, KEM-A-LOOSE	584.78			
	111516 CC-ARENA-ROYAL THERMO ICE ME	398.71			
019592	02/16/2017 KENT BUILDING SUPPLIES	388.08	A/P	OUT-STD	02/16/2017
	1146762 RC-LIBRARY- FLUOR. LIGHTS	119.72			
	1147487 TS-SHOP- MAILBOX	22.44			
	1149423 TS-SHOP- DRIVEWAY MARKERS	25.54			
	1151705 PS-FIRE- TOOL HOLDER, HOOKS	47.74			
	1152873 PS-FIRE- PROPANE EXCHANGE	27.54			
	1155489 TS-SHOP-FLOOR EPOXY, PAINT RO	112.14			
	1157072 TS-SHOP-NO TRESPASS SIGNS	8.96			
	1157110 TS-SHOP- STAPLES	4.81			
	1157604 TS-SHOP- KEY MADE	19.19			
019593	02/16/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	146.07	A/P	OUT-STD	02/16/2017
	243038680 CC-ADMIN-PHOTOCOPIER MAINTEN	146.07			
019594	02/16/2017 KONICA MINOLTA	148.56	A/P	OUT-STD	02/16/2017
	6231183 CC-ADMIN-PHOTOCOPIER LEASE FI	148.56			
019595	02/16/2017 LAROCHELLE EQUIPMENT INC.	936.46	A/P	OUT-STD	02/16/2017
	0081541 TS-#6-SPINNER ASSY, POLY SPINNI	936.46			
019596	02/16/2017 MARITIME COFFEE SERVICE	60.50	A/P	OUT-STD	02/16/2017
	IN00345480 PS-FIRE-KITCHEN SUPPLIES	60.50			
019597	02/16/2017 MCINNES COOPER	4,295.29	A/P	OUT-STD	02/16/2017
	2016026825 GG-LEGAL-AUDIT	345.00			
	2018031979 GG-LEGAL-TOT LOT	974.83			
	201603198 GG-LEGAL-LAND	592.25			
	2016035893 GG-LEGAL-GENERAL	807.83			

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Number	Issued	Amount	SC	Status	Status Date
	2016035896	GG-LEGAL-BYLAW ENFORCEMENT			
	2016035902	GG-LEGAL-OLD TOWN HALL			
019598	02/16/2017 MICHELLE VEST	1,173.59	A/P	OUT-STD	02/16/2017
	1173.59	CC-UPPER&LOWERCANTEEN-SUPF			
019599	02/16/2017 MICMAC FIRE & SAFETY SOURCE LTD.	4,311.93	A/P	OUT-STD	02/16/2017
	2016-736	PS-FIRE- SHUTOFF KIT			
	NB-00840026	PS-FIRE-BAND ASSY NECK			
	NS-00840182	PS-FIRE-ANGUS SPITFIRE FOAM			
	NS-00840245	PS-FIRE-DOOR BAR			
019600	02/16/2017 MIDLAND COURIER	131.87	A/P	OUT-STD	02/16/2017
	09619808	PS-FIRE- TO ACKLANDS GRAINGER			
	09621652	PS-FIRE- FROM ATLANTIC BUNKER			
	09623279	PS-FIRE-FROM ATLANTIC BUNKER (
019601	02/16/2017 MILLTOWN MACHINE & FABRICATION LTD.	212.48	A/P	OUT-STD	02/16/2017
	18992	TS-SHOP-1/4 X 2 FLAT BAR			
	19007	PS-FIRE- GALV PIPE, CLEVIS HANGI			
	19009	TS-SHOP-3/4 X 4 FLAT BARS			
019602	02/16/2017 MINISTER OF FINANCE	50.00	A/P	OUT-STD	02/16/2017
	187975	GG-EVENTSCOORD-ADVENTURE <i>Tourism Ad</i>			
019603	02/16/2017 MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/16/2017
	WEEK072017	EMPLOYEE DEDUCTIONS-FEB 12-18			
019604	02/16/2017 MINISTER OF FINANCE	1,422.85	A/P	OUT-STD	02/16/2017
	187882	GG-CIVIC-NB DAY 2018 ADS			
019605	02/16/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	02/16/2017
	375187	GG-TOWNHALL-FLOOR MATS			
019606	02/16/2017 ORKIN CANADA CORPORATION	335.81	A/P	OUT-STD	02/16/2017
	IN-7378796	PS-FIRE-PEST CONTROL			
	IN-7435135	CC-BUILDING-PEST CONTROL JAN :			
	IN-7435760	PS-FIRE- PEST CONTROL			
019607	02/16/2017 ORR ELECTRIC & ALARM LTD.	7,209.82	A/P	OUT-STD	02/16/2017
	2398	TS-SIDEWALK LIGHTS-REPAIR			
	2434	TS-STREET LIGHTS-REPAIR			
	2445	RC-DECORATIVE LAMPS- REPAIR			
	2469	PM-COTTON MILL- LIGHT REPAIRS			
	2487	PM-LIBRARY-REPLACED BALLAST A			
	2501	PM-LIBRARY- TOOK DOWN LIGHT IN			
019608	02/16/2017 PAYROLL TRANSFER	67,536.00	A/P	OUT-STD	02/16/2017
	WEEK072017	GG-TRANSFER-FEB 03-16/17			
019609	02/16/2017 PROCOM DATA SERVICES INC.	3,788.10	A/P	OUT-STD	02/16/2017
	2016013300	GG-ACCOUNTING- TOWN SUITE SU			
019610	02/16/2017 RACHAEL HUGHES	2,321.70	A/P	OUT-STD	02/16/2017
	5	CC-LOWER CANTEEN-SERVICE PR			
	6	CC-LOWER CANTEEN-SERVICE PR			
019611	02/16/2017 RECEIVER GENERAL FOR CANADA <i>(Payroll)</i>	35,530.90	A/P	OUT-STD	02/16/2017
	WEEK072017	GG-REMITTANCE-FEB 03-16/17			
019612	02/16/2017 RICHWIL TRUCK CENTRE LTD.	780.03	A/P	OUT-STD	02/16/2017
	117122	TS-#7- FILTERS			
	117178	TS-#7- FUEL FILTERS			
	117255	TS-#7- BRACKETS, TUBES			

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019613	02/16/2017 SHANNON MICHAEL WEEK072017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	02/16/2017
019614	02/16/2017 IRVING ENERGY DISTRIBUTION AND MARKETING 27400 TS-ST5-DIESEL 344322 TS-ST5-DIESEL 630113 TS-ST5-GAS	10,005.51 1,006.94 4,088.53 4,910.04	A/P	OUT-STD	02/16/2017
019615	02/16/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD. 374604 PM-RCMP- FLOOR MATS 375767 PM-RCMP-FLOOR MATS	93.48 46.74 46.74	A/P	OUT-STD	02/16/2017
019616	02/22/2017 BELL ALIANT 08336721JAN17 TS-AIRPORT-LANDLINE PHONE 47424130JAN17 CC-BUILDING-LANDLINE	1,930.69 162.36 1,768.33	A/P	OUT-STD	02/22/2017
019617	02/22/2017 BELL MOBILITY INC. 523889487JAN17 GG/RC/PS/TS-CELL PHONE CHARGI 523889487JAN17* CC-ADMIN-CELL PHONE CHARGES	1,103.54 971.90 131.64	A/P	OUT-STD	02/22/2017
019618	02/22/2017 CANADIAN TIRE 551.70 RC-JUMPSTART-DONATION	551.70 551.70	A/P	OUT-STD	02/22/2017
019619	02/22/2017 CHOCOLATE MUSEUM 2017GRANT GG-CIVIC-2017 GRANT	13,200.00 13,200.00	A/P	OUT-STD	02/22/2017
019620	02/22/2017 CNH CAPITAL IN83325 TS-#16-LAMPS, HEADLIGHTS, WIPEI	399.42 399.42	A/P	OUT-STD	02/22/2017
019621	02/22/2017 COCA COLA REFRESHMENTS CANADA COMPANY 66802505* CC-CANTEENS-POP FOR UPPER AN	462.98 462.98	A/P	OUT-STD	02/22/2017
019622	02/22/2017 Derek O'Brien GCCADVANCEJAN17 GG-CAO-GCC ADVANCE-JAN/17 PETTYCASHJAN17 GG-CAO-PETTY CASH - JANUARY/17 TRAVELJAN17 GG-CAO-JANUARY/17 TRAVEL	790.93 231.53 65.70 493.70	A/P	OUT-STD	02/22/2017
019623	02/22/2017 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 17-010 PS-BUILDINSPECTOR-JAN 29 - FEB	2,484.00 2,484.00	A/P	OUT-STD	02/22/2017
019624	02/22/2017 GREAT-WEST LIFE ASSURANCE COMPANY FEB152017MAN GG-FEB24-MAR23/17-MANAGEMENT	1,843.47 1,843.47	A/P	OUT-STD	02/22/2017
019625	02/22/2017 JOSHUA PATTISON 6.89 CC-POOLLOCKERROOM-LOCK REPI	6.89 6.89	A/P	OUT-STD	02/22/2017
019626	02/22/2017 MEDAVIE BLUE CROSS 83082MAN GG-PREMIUMS-MARCH MANAGEME 83718UNI GG-HEALTH&DENTALPREMIUM-MAI	13,792.05 5,110.97 8,681.08	A/P	OUT-STD	02/22/2017
019627	02/22/2017 MINISTER OF FINANCE WEEK082017 EMPLOYEE DEDUCTIONS-FEB 19-25	209.30 209.30	A/P	OUT-STD	02/22/2017
019628	02/22/2017 RICHARDSON JEFF PS PS-FIRE-MATTRESSES WITH COVEI	1,326.37 1,326.37	A/P	OUT-STD	02/22/2017
019629	02/22/2017 SAINT JOHN PRO BASKETBALL INC. 1174 GG-EVENTS- 2016/2017 SEASON GA	450.00 450.00	A/P	OUT-STD	02/22/2017
019630	02/22/2017 SAUNDERS EQUIPMENT LTD. 65095 TS-#21,#22- OUTSIDE MIRRORS 65118 TS-#21,#22- 5"REVERSIBLE CUTTING ED 65157 TS-#22-6"REVERSIBLE CUTTING ED 65241 TS-#21- HYDRAULIC CYLINDER, CYL 65245 TS-#21- 6"REVERSIBLE CUTTING ED CHEQUE#18698 TS-ST5-STREET SWEEPER	1,622.75 403.65 450.41 257.60 429.81 515.20 -433.92	A/P	OUT-STD	02/22/2017

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019631	02/22/2017 SHANNON MICHAEL WEEK082017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	02/22/2017
019632	02/22/2017 SOURCE ONE SUPPLIES 13901 PS-FIRE-LAUNDRY DETERGENT 13986 PS-FIRE-SCAFFOLDING SECTIONS	103.21 63.83 39.38	A/P	OUT-STD	02/22/2017
019633	02/22/2017 SOURCE ATLANTIC 2460600 TS-STC-CLOTHING ALLOWANCE 2479713 TS-STC-CLOTHING ALLOW 248454 TS-SHOP-LAG BOLT 2485455* TS-SHOP-CLOTHING ALLOWANCE 2490291 TS-SHOP-CLOTHING ALLOWANCE 2505033 TS-STC-CLOTHING ALLOWANCE	1,565.95 183.90 441.50 39.10 303.73 128.80 468.92	A/P	OUT-STD	02/22/2017
019634	02/22/2017 SOUTHERN SANITATION LTD. 156340 CC-BUILDING-WASTE REMOVAL NO 156341 CC-BUILDING-WASTE REMOVAL DE	920.00 460.00 460.00	A/P	OUT-STD	02/22/2017
019635	02/22/2017 SOUTHWEST ELECTRIC & SECURITY INC. 14306 CC-ARENA-INSTALLED FLEX OVER 1	438.98 438.98	A/P	OUT-STD	02/22/2017
019636	02/22/2017 SOUTH WEST COURIER 16158 TS-SHOP- FROM CANADIAN BEARIN	15.46 15.46	A/P	OUT-STD	02/22/2017
019637	02/22/2017 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 134350 GG-CIVIC-TOWN EVENTS 134351 GG-CVIC-REMEMBERANCE DAY 134352 GG-CVIC-SNOW REMOVAL 134353 GG-CVIC-CHRISTMAS GREETING 134932* GG-CVIC-TOWN EVENTS 135271 GG-CVIC-TOWN EVENTS 135727 GG-CVIC-TOWN EVENTS	665.87 196.60 106.26 68.31 147.25 49.15 49.15 49.15	A/P	OUT-STD	02/22/2017
019638	02/22/2017 ST. CROIX SPORTSMAN CLUB INC. 300.00 RC-JUMPSTART-DONATION	300.00 300.00	A/P	OUT-STD	02/22/2017
019639	02/22/2017 STATIONERY PLUS 9003 CC-ADMIN-CASH REGISTER AND DE 9552 CC-ADMIN-TONER, PAPER, TAPE, M	342.04 155.11 186.93	A/P	OUT-STD	02/22/2017
019640	02/22/2017 SUBWAY 1089 PS-FIRE-MEALS	199.05 199.05	A/P	OUT-STD	02/22/2017
019641	02/22/2017 TROY LIFE & FIRE SAFETY LTD 1583799 CC-BUILDING-SEMI ANNUAL INSPE(C	661.25 661.25	A/P	OUT-STD	02/22/2017
019642	02/22/2017 UNIFIRST CANADA LTD. 7100073586 CC-FRONT LOBBY - MATS 7100090980 CC-FRONT LOBBY-MATS 7100092058 CC-FRONT LOBBY - MATS 7100092815 CC-FRONT LOBBY-MATS 7100093175 CC-FRONT LOBBY-MATS 7100093740 CC-FRONT LOBBY - MATS 7100094289 CC-FRONT LOBBY- MATS	423.71 58.26 59.29 59.29 60.82 60.82 64.41 60.82	A/P	OUT-STD	02/22/2017
019643	02/22/2017 UNION OF MUNICIPALITIES OF NEW BRUNSWICK DEC012016 GG-CVIC-2017 MEMBERSHIP	3,400.00 3,400.00	A/P	OUT-STD	02/22/2017
019644	02/22/2017 WURTH CANADA LIMITED 22526142 TS-SHOP-ECO ABSORB, HOSE CLAI 22535525 TS-SHOP-CARRIAGE BOLTS	1,422.81 241.70 859.68	A/P	OUT-STD	02/22/2017

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	22535526 TS-SHOP-LOCKNUTS	321.43			
019645	02/22/2017 YELLOW PAGES GROUP	9.95	A/P	OUT-STD	02/22/2017
	16-3757699 GG-TOWN - 911 LISTING - JAN 17	9.95			
019646	02/22/2017 GREAT-WEST LIFE ASSURANCE COMPANY	2,642.20	A/P	OUT-STD	02/22/2017
	FEB152017UNI GG-FEB24-MAR23/17-UNION PREMII	2,642.20			
019647	02/22/2017 SOURCE ONE SUPPLIES	1,972.95	A/P	OUT-STD	02/22/2017
	13892 CC-ARENA-GARBAGE BAGS, SOUP,	1,350.11			
	13966 CC-ARENA-HAND TOWELS	38.50			
	14019 CC-ARENA-HAND TOWELS	80.43			
	14056 CC-ARENA-HAND TOWELS, SPRAY I	238.26			
	14068 CC-ARENA-SPRAY CLEANER BOTTL	24.36			
	14162 CC-ARENA-6 CASES HAND TOWELS	241.29			
019648	02/22/2017 SOUTH WEST SOLID WASTE COMMISSION	7,402.96	A/P	OUT-STD	02/22/2017
	179543-180824 CC-TOWN -REGIONAL LANDFILL CO	7,402.96			
019649	02/22/2017 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	105.09	A/P	OUT-STD	02/22/2017
	25375 CC-EVENTS PROMOTION-TICKETS /	105.09			
019650	02/22/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	3,497.75	A/P	OUT-STD	02/22/2017
	2017-01 GG-CIVIC-COLLAB AND REGIONAL F	3,497.75			
019653	02/27/2017 MICHELLE VEST	762.96	A/P	OUT-STD	02/27/2017
	762.96 CC-UPPER&LOWERCANTEEN-SUPP	762.96			
019654	02/27/2017 MINISTER OF FINANCE	93.09	A/P	OUT-STD	02/27/2017
	46435731NOV16 RC-PARKS-CHOC PARK CAMERA	93.09			
019655	02/27/2017 RICHARDSON JEFF (D&J Contracting)	350.00	A/P	OUT-STD	02/27/2017
	350.00* PS-199UNIONST-SHOVELLING SNOW	350.00			
019657	02/27/2017 WORLDLYNX	28.75	A/P	OUT-STD	02/27/2017
	13048IN32352 CC-ADMIN-CELL PHONE UPGRADE	28.75			
019658	02/27/2017 FRANK G GODSOE CHARTERED ACCOUNTANT	1,574.70	A/P	OUT-STD	02/27/2017
	1052 CC-TREASURY-ACCOUNTING SUPP	170.76			
	1061 GG-TREASURY-ACCOUNTING SUPP	398.36			
	1062 GG-TREASURY-ACCOUNTING SUPP	142.60			
	1064 GG-TREASURY-ACCOUNTING SUPP	637.56			
	1065 GG-TREASURY-ACCOUNTING SUPP	128.80			
	1066 GG-TREASURY-ACCOUNTING SUPP	57.96			
	1068 GG-TREASURY-ACCOUNTING SUPP	38.84			
019659	02/27/2017 FRANK G GODSOE CHARTERED ACCOUNTANT	5,196.29	A/P	OUT-STD	02/27/2017
	1047 CC-TREASURY-ACCOUNTING SUPP	655.60			
	1053 CC-TREASURY-ACCOUNTING SUPP	1,916.48			
	1059 CC-TREASURY-ACCOUNTING SUPP	1,565.04			
	1063* CC-TREASURY-ACCOUNTING SUPP	859.17			
019661	02/28/2017 CLASSIC CONSTRUCTION LTD	52,476.39	A/P	OUT-STD	02/28/2017
	CC-17-003 TS-STS-CHURCH ST TO HILL ST IMF	52,476.39			
019662	02/28/2017 SERVICE NEW BRUNSWICK	19,665.00	A/P	OUT-STD	02/28/2017
	200862017** PS-FIRE-FIREFIGHTER ASSESSMEN	21,390.00			
	200862017CRE PS-FIRE-FIREFIGHTERS COMPENS/	-1,725.00			

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	495,150.12			
	Void:	0.00			
	Total Cheques Generated:	495,150.12			
	Total # of Cheques Listed:	128			

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Number	Issued	Amount	SC	Status	Status Date
006326	02/08/2017 ATLANTIC PURIFICATION SYSTEMS LTD. 160426 SCD-DISPOSAL-PH GEL PROBE, SIN	1,096.19 1,096.19	A/P	CLEARED	02/28/2017
006327	02/08/2017 BRENNTAG CANADA INC. 40687532 SCD-DISPOSAL-CHLORINE	4,626.55 4,626.55	A/P	CLEARED	02/28/2017
006328	02/08/2017 BRIGGS PLUMBING INC. 112236 WS-TRANS&DIST- LEAK AT THE WA 112297 SCD-DISPOSAL- DRAIN TUBING	131.91 81.20 50.71	A/P	CLEARED	02/28/2017
006330	02/08/2017 CANADIAN TIRE N16076492 SCD-DISPOSAL-KEY CUT N16076530 WS-SOURCE-CUTTING WHEELS, SA N16076533 WS-TRANS&DIST- WATER FILTER, T N16076535 SCD-DISPOSAL-IMPACT WRENCH, F N16076542 WS-TRANS&DIST- TIRE FOAM, WAS N16076562 SCD-DISPOSAL-PAD LOCKS N16076565 WS-SOURCE-RESIN RACK N16076575 WS-SOURCE- SUPPLIES N16102203 SCD-DISPOSAL- PAINT N16102205 WS-SOURCE- SILCONE SEAL N16102233 WS-SOURCE- RACK, PAINT BRUSHE N16102306 WS-SOURCE-RUBBER MATS N16102308 WS-SOURCE-PAINT SUPPLIES N16102313 WS-TRANS&DIST- MESH,WD40, HO N16102315 WS-SOURCE-PAINT N16102317 WS-SOURCE- PAINT, PAINT ROLLEF N16102323 WS-SOURCE- CASTORS N16102331 WS-SOURCE-PAINT BRUSHES N16102336 WS-SOURCE- CHRISTMAS LIGHTS N16102337 WS-SOURCE- EXTENSION CORD N16102339 WS-SOURCE-PR EXT FLAT, LGBLT C N16102340 WS-SOURCE- MASNRY PAINT N16102350 SCD-DISPOSAL- POWER CORD, OU N16102354 WS-SOURCE-ALEX FAST DRY, BRU N16102370 WS-SOURCE-RESIN RACKS	1,994.36 3.44 80.40 163.25 119.20 45.52 48.29 38.63 24.35 37.96 84.90 78.06 73.57 152.59 52.07 39.08 139.48 110.35 175.79 79.30 11.48 66.95 36.79 40.11 61.03 231.77	A/P	CLEARED	02/28/2017
006331	02/08/2017 CLARK BREWER 459539 WS-TRANS&DIST- REPLACEMENT <i>Panel</i>	483.00 483.00	A/P	CLEARED	02/28/2017
006332	02/08/2017 CREIGHTON-CARTER LTD. 961-418416 WS-#305-BLOWER MOTOR RESISTC 961-418460 WS-#105-BLOWER MOTOR RESISTC 961-419335 WS-#105- FUEL PUMP 961-419733 WS-TRANS&DIST- STRAIGHT ANGLE 961-419999 WS-TRANS&DIST- MOLY LUBE 961-420000 WS-TRANS&DIST-STRAIGHT ANGLE	601.39 50.68 -11.29 461.31 89.42 23.70 -12.43	A/P	CLEARED	02/28/2017
006333	02/08/2017 MINISTER OF FINANCE <i>(Handline Phones)</i> 11366812JAN17 WS-SOURCE-PUMP STATION 19002807JAN17 SCD-DISPOSAL-OLD BAY WWTP	305.42 136.39 169.03	A/P	CLEARED	02/28/2017
006334	02/08/2017 XPLORNET INV16371977 WS-MAXWELLXING-SATELLITE SER	79.34 79.34	A/P	CLEARED	02/28/2017
006335	02/16/2017 BERNARD MCFARLANE 30 WS-TRANS&DIST-WALL HEATER IN	727.64 164.78	A/P	CLEARED	02/28/2017

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	31	WS-TRANS&DIST-ANCHORS, SCREW			
	32	SCD-DISPOSAL-LOCKNUTS, BUSHIN			
	462017	SCD-DISPOSAL-PUMP CONTROL RE			
006336	02/16/2017	ENTRETIEN CHLORATECH INC.	3,910.00	A/P	CLEARED 02/28/2017
	102327	WS-SOURCE-DUAL ELECTRONIC C	3,910.00		
006337	02/16/2017	HYPERION RESEARCH LTD.	723.20	A/P	CLEARED 02/28/2017
	56098	WS-SOURCE- FILTA MAX FILTERS, F	723.20		
006338	02/16/2017	KEITH'S BUILDING SUPPLIES	450.08	A/P	OUT-STD 02/16/2017
	160542	WS-SOURCE- WAFER, STUDS, ULTF	437.66		
	160859	SCD-DISPOSAL- LPSORNHD, NUTS,	12.40		
006339	02/16/2017	KENT BUILDING SUPPLIES	97.56	A/P	CLEARED 02/28/2017
	1142868	WS-SOURCE- PINE 1X6X6	27.46		
	1155432	WS-SOURCE-SCREWS,PWR INSER	70.10		
006340	02/16/2017	M.P.W.W.A. (<i>Member Ships</i>)	258.06	A/P	CLEARED 02/28/2017
	5716	WS/SCD-DEVLIN, JOHNSON, FURLO	258.06		
006341	02/16/2017	MARK'S COMMERCIAL	894.34	A/P	CLEARED 02/28/2017
	8192142	WS-SOURCE-CLOTHING ALLOWANC	894.34		
006342	02/16/2017	MINISTER OF FINANCE (<i>Landline Phone</i>)	162.15	A/P	CLEARED 02/28/2017
	19002807NOV16	SCD-DISPOSAL-ODL BAY WWTP	162.15		
006343	02/16/2017	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	918.85	A/P	OUT-STD 02/16/2017
	10004678	WS-SOURCE- DRINKING WATER LAI	849.85		
	10004906	WS-SOURCE- DRINKING WATER LAI	69.00		
006344	02/16/2017	N. B. SOUTHERN RAILWAY COMPANY LIMITED	575.00	A/P	CLEARED 02/28/2017
	72664*	WS-ST5-UNDERGROUND PIPE, PRI	575.00		
006345	02/16/2017	PARTS FOR TRUCKS INC.	380.43	A/P	CLEARED 02/28/2017
	34237278-01	WS-#8-RIM POWDER, BAND CHANN	380.43		
006346	02/16/2017	PROCOM DATA SERVICES INC.	3,788.10	A/P	CLEARED 02/28/2017
	2016013300*	WS-ACCOUNTING- TOWN SUITE SU	3,788.10		
006347	02/16/2017	RECEIVER GENERAL	559.73	A/P	CLEARED 02/28/2017
	30*	WS-TRANS&DIST-HEATER INSTALL	126.75		
	31*	WS-TRANS&DIST-ANCHORS, SCREW	98.98		
	32*	SCD-DISPOSAL-LOCKNUTS, RIDGID	259.00		
	462017*	SCD-DISPOSAL-PUMP CONTROL RE	75.00		
006349	02/16/2017	RESEARCH & PRODUCTIVITY COUNCIL	3,088.57	A/P	CLEARED 02/28/2017
	193872	WS-SOURCE- MICRO EXAM OF WAT	72.37		
	194241	WS-SOURCE-WATERANALYSIS	413.21		
	194251	WS-SOURCE-WATERANALYSIS	350.18		
	194515	WS-SOURCE-WATERANALYSIS	72.37		
	194715	WS-SOURCE-WATERANALYSIS	289.48		
	194838	WS-SOURCE- MICRO EXAM OF WAT	72.37		
	194971	WS-SOURCE- ATLANTIC MUST FOR	210.11		
	195029	WS-SOURCE- WATER ANALYSIS	275.47		
	195428	WS-SOURCE- MICRO EXAM OF WAT	72.37		
	195486	WS-SOURCE- MICRO EXAM OF WAT	72.37		
	195760	WS-SOURCE-WATERANALYSIS	413.21		
	195942	WS-SOURCE-WATERANALYSIS	413.21		
	196102	WS-SOURCE- MICRO EXAM OF WAT	72.37		
	196383	WS-SOURCE-WATERANALYSIS	289.48		
006350	02/16/2017	SERVICE NEW BRUNSWICK	94.66	A/P	CLEARED 02/28/2017

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006370 dated between 02/01/2017 and 02/28/2017

CHEQUE REGISTER

Printed: 10:17:03AM 03/09/2017

Page 3 of 3

Number	Issued	Amount	SC	Status	Status Date
	954507	94.66			
006351	02/16/2017 CANADIAN SPRINGS 9919493872 WS-UTILITY-PAYMENT ACCEPTANC 9919640444 WS-TRANS&DIST- WATER 9919640468 WS-TRANS&DIST- WATER	191.88 184.98 3.45 3.45	A/P	CLEARED	02/28/2017
006352	02/22/2017 BELL MOBILITY INC. 523889487JAN17** WS/SCD-CELL PHONE CHARGES	867.85 867.85	A/P	CLEARED	02/28/2017
008353	02/22/2017 NULANTIC WATER INC. NU100209 SCD-DISPOSAL-CHEMICAL INDUCTI	10,110.80 10,110.80	A/P	OUT-STD	02/22/2017
006354	02/22/2017 SOUTHWEST CONCRETE & CONS LTD IN000001573 WS-TRANS&DIST- EQUIP RENT	690.00 690.00	A/P	CLEARED	02/28/2017
006355	02/22/2017 SOUTHERN SANITATION LTD. 156246 WS-BUDD AVENUE-GARBAGE COLL	113.85 113.85	A/P	OUT-STD	02/22/2017
006356	02/22/2017 SPEEDY ST-STEPHEN 8768 JAN-3-2017 WS-MAXWELLXING-HEAVY DUTY RE	3,076.20 3,076.20	A/P	OUT-STD	02/22/2017
006357	02/22/2017 STATIONERY PLUS 8322* WS/SCD-TOWN HALL-ANALYSIS PAI 8398 WS-SOURCE-MARKERS 8452 WS-TRANS&DIST- PLANNER 8588 WS/SCD- TREASURY- UTILITY FUNC 8831* WS/SCD-TOWN HALL-PEN, HIGHLIG 9451* WS/SCD-TOWN HALL-STICKY NOTE 9841* WS/SCD-TOWN HALL-PEN	779.03 11.26 9.59 11.14 680.10 12.35 53.28 1.31	A/P	OUT-STD	02/22/2017
006358	02/22/2017 THE PANEL SHOP 746-99-84-8 SCD-DISPOSAL-ADDITIONAL REMO	2,524.25 2,524.25	A/P	OUT-STD	02/22/2017
006359	02/22/2017 VIKING FIRE PROTECTION INC 522412 WS-SOURCE- SEMI-ANNUAL SPRINI	203.55 203.55	A/P	OUT-STD	02/22/2017
006360	02/27/2017 MINISTER OF FINANCE <i>(handline Phone)</i> 11366812NOV16 WS-SOURCE-PUMP STATION	136.40 136.40	A/P	OUT-STD	02/27/2017

Cheque Totals Issued: 44,640.32
 Void: 0.00
 Total Cheques Generated: 44,640.32
 Total # of Cheques Listed: 33

* - Partial payment was made on Invoice
 ** - Name on Check was modified

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

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



Royal Canadian Gendarmerie royale
 Mounted Police du Canada

Security Classification/Designation

Supt. John Warr
 Commander, RCMP J Division West District

Your File

Allan MacEachern
 73 Milltown Blvd.
 Suite 112
 St. Stephen, NB E3L 1G5

Received
MAR 17 2016
 Town of St. Stephen

Our File

March 10, 2017

Mayor MacEachern:

District Commander Change - West District

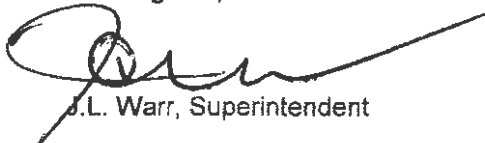
I wish to advise you that last week, I accepted the role of Project Lead for a major divisional initiative where I will be working directly with the Commanding Officer. I will be commencing my new role immediately and it's expected this project will take up to a year to complete.

Consequently, the decision has been made to backfill my position permanently. I am extremely pleased to inform you that Inspector Lucie Dubois, currently West District's Officer in Charge of Operations, has been named the District's new Commander effective March 13th. Inspector Dubois has extensive experience managing front line detachment policing and brings to the role a very high level of dedication and competence. I am very confident that you will be well served and will enjoy working with Lucie.

It has been a pleasure and an honour to have served as your District Commander these past three years. One of the primary objectives I set back in 2014 was to work as hard as I could with my team to strengthen our relationships with our community leaders and to make your police service a very responsive and engaged one. I believe these objectives have been realized and I have every confidence that the good work that's been done will continue under Inspector Dubois' leadership.

I wish to thank you, the people we serve, for supporting our efforts and for being engaged with us as we work to make your communities as safe as possible.

Kind regards,



J.L. Warr, Superintendent

RESOLUTION NO.: _____

DATE: March 27, 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 March 15, 2017 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, MARCH 15, 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* – three (3) items

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the above-noted seven (7) items, along with one (1) additional Labour and Employment Matter, be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

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

- Council will consider a motion at the next Regular Session on Monday, March 27, 2017 to change the Regular Session in May from the fourth Monday, May 22 to the fourth Tuesday, May 23.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Debenture Refinancing Application – The memo from the Treasurer dated March 9, 2017 was received and reviewed, and two (2) motions will be considered at the next Regular Session of Council on Monday, March 27, 2017 to refinance two debentures: one (1) in the General Fund and one (1) in the Water and Sewerage Fund.
- (iv) Cheque Register for month of February 2017 - The memo from the Assistant Treasurer dated March 8, 2017 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 27, 2017.

As a result of questions on the cheque register, Council directed the Chief Administrative Officer to bring back to a future meeting information on tendering for plumbing, electrical, carpentry and legal services.

Council further directed the Chief Administrative Officer to check with Irving on potential gas cards, and whether or not they are equipped to handle power outages.

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Scott MacKenzie attended in the absence of Sergeant Peter Stubbs who is out-of-town on training.
- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.

Deputy Mayor Carr commended the Fire Chief on a great awards ceremony and suggested it occur annually, to which the Fire Chief confirmed that that is the plan.
- (iii) Fire Department Membership – The memo from the Fire Chief dated March 8, 2017 was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, March 27, 2017 to accept the Fire Chief's recommendation to recruit Jason Cleghom as a volunteer who is fully trained, along with a few other potential firefighters depending on the outcome of an information session on March 16th.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.
- (iii) Recycling Options Summary – Regional Service Commission – Council reviewed the information on recycling options from the Regional Service Commission and suggested that Mayor MacEachern advise the Regional Service Commission that Town Hall meetings should be held throughout the County in order to receive citizens' input. For now, the status quo will remain with the "blue bins".

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 Sports Wall of Fame dinner is scheduled for Saturday, May 13th and the inductees were announced during a press release at the Garcelon Civic Center on March 14th.

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

As noted in the Chief Administrative Officer's report, the management team spent a day planning which focused on roles and responsibilities, setting targets and strategies, promotion, and programming.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The report of the Chief Administrative Officer was received and reviewed and the one (1) action item is noted as follows:

- Council will consider a motion at the next Regular Session on Monday, March 27, 2017 to approve the updated list of members on the Tourism and Promotion Action Committee.
- (ii) Request to Hold “Touch A Truck” Event – The letter from the President, St. Stephen Kiwanis Club, with attached photo was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, March 27, 2017 to grant permission to hold the “Touch A Truck” event in the parking lot of the Garcelon Civic Center and sections of Budd Avenue on September 23, 2017, with a rain date of September 30, 2017, and the boundaries may need to be altered if the water and sanitary sewer renewal project is underway on Milltown Boulevard.
- (iii) World Autism Awareness Day – The letter from the Executive Director, Dragonfly Centre for Autism Inc. dated February 7, 2017 with attached World Autism Awareness Day Light It Up Blue information, as well as its Winter Edition Newsletter was received and reviewed.

Council agreed that the Town should participate in World Autism Awareness Day on April 2nd and the Chief Administrative Officer advised that blue floodlights could be used at the Garcelon Civic Center.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) Tender Results: Combined Sewer Separation and Utility Renewal – Elm Park – Project No. 16-4847 (CWWF Project No. 6990-1063 – Elm Park, Pinewood and Maple – Sewer Separation and Infrastructure Renewal – The recommendation from Dillon Consulting Limited dated March 10, 2017 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, March 27, 2017 to award the tender for the Elm Park, Pinewood and Maple project to Debly Enterprises Ltd., being the low tender, contingent on project funding approval from the Municipal Capital Borrowing Board.

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 7:25 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 7:25 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, MARCH 15, 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* – three (3) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Debenture Refinancing Application – Memo from Treasurer dated March 9, 2017 attached.
- (iv) Cheque Register for month of February 2017 – Memo from Assistant Treasurer dated March 8, 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) Fire Department Membership – Memo from Fire Chief dated March 8, 2017 attached.
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office
- (iii) Recycling Options Summary – Regional Service Commission – Mayor MacEachern and Chief Administrative Officer will speak to info sheet attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

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

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) Request to Hold “Touch A Truck” Event – Letter from President, St. Stephen Kiwanis Club with attachment:
 - Photo outlining area for the event.
- (iii) World Autism Awareness Day – Letter from Executive Director, Dragonfly Centre for Autism Inc. dated February 7, 2017 with attachments:
 - World Autism Awareness Day Light It Up Blue Information
 - Dragonfly Centre for Autism Inc. Newsletter – Winter Edition

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Tender Results: Combined Sewer Separation and Utility Renewal – Elm Park – Project No. 16-4847 (CWWF Project No. 6990-1063 – Elm Park, Pinewood and Maple – Sewer Separation and Infrastructure Renewal – Recommendation from Dillon Consulting Limited dated March 10, 2017 attached.

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of February 2017 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department, Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center.

Report to Mayor and Council – February 2017

UNB Human Resource Management Course

Completed the sixth module "Employment Law" February 7 and 8.

Administration

Town Safety Plan

- Departments are completing monthly worksite inspections.
- Health and Safety Committee meets monthly and will review site inspections.
- Charlotte County Hospital Community Collaborative Health Clinic – Announcement and opening, February 6.
- St. Stephen Fire Department Service Awards dinner, February 19.
- Federal / Provincial Announcement for the Clean Water and Wastewater Fund Projects, February 20.
- Management Team meeting – February 28.

Financial Process Review

Teed Saunders Doyle will proceed with the review of our Financial processes. A tentative date is set for interviews with staff the week of March 20. The goal is to increase our efficiency in accounting and financial reporting.

NB-Canada 150 Project Funding

Proposed ideas along with the 2014 St. Stephen BIA Urban Design Plan were posted on our website on February 27. A joint committee of Parks and Recreation and Tourism, Planning, and Promotion will meet to review the feedback and recommend an application plan to Council.

Community Events / Presentations

- St. Stephen-Milltown Rotary Club, February 6.
- St. Stephen Middle School Student – Madison Mann interview regarding "Old Town Hall" for her Heritage Fair Project, February 21.
- Ganong Nature Park Fund Raising Dinner, February 23.
- Dialogue NB Meeting, February 25.

Council and Committee Meetings

The fourth Monday in May falls on May 22, Victoria Day. I would recommend that the Regular Meeting of Council be held on Tuesday, May 23. The Committees of Council Meeting can remain on Wednesday, May 10.

Action: Council consider a resolution to change the Regular Council Meeting date from Monday, May 22 to Tuesday, May 23.

PHONE

EMAIL



Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 8 March 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).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 65 employees, Monthly 28 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 101 employees).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Month end completed to December 31, 2015.
- 2) Statements of Revenue and Expenditures to November 30, 2016.
- 3) Preparation and review of departmental information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Committee meeting-February 15, 2017.
 - B) Department Head meeting-February 28, 2017
 - C) Special Council meeting-March 2, 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) **Tan House Brook Culverts (Milltown Blvd).**
 - 5) **Prince William Street Infrastructure Renewal.**
 - 6) **Milltown Blvd (Church Street to Hill Street).**
 - 7) **Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.**
 - 8) **Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.**
 - 9) **Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.**

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

- C) **2017 budget-Complete.**

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

- E) **T4's and T4A's-Complete.**

- F) **Worksafe NB remittance-In Progress.**

- G) **Review banking agreements for the Royal Bank and Bank of Nova Scotia-Complete.**

- H) **2016 month end working papers for audit-In Progress.**

- I) **Review resumes for Civic Center position.**

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

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

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

Public Works Report February 2017

Lee Johnson, Director of Operations, March 07,2017

1: Water system:

- a) Plowed Snow.
- b) Removed Snow from around Hydrants.
- c) Repaired 1 water service.
- d) Installed 4 new Meters.

2: Streets:

- a) Plowed and sanded streets and sidewalks.
- b) Repaired Street Signs.
- c) Hauled Snow.
- d) Cold Patched pot holes.

3: Waste Water:

- a) Plowed Snow.
- b) Rodded 1 Sewer Lateral.
- c) Flushed 6 Sewer Laterals.
- d) Videoed 6 Sewer Laterals.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. February 2017

Parks

- Ordered supplies and equipment needed for start of season.
- Job applications are out.
- Joined Ganong Nature Park Board of Directors on behalf of Town.

Pool

- Currently reviewing programming and staffing needs for summer 2017.
- Summer job applications are out.

Recreation

- Submitted 2017 Student Grant Applications.
- Sports Wall of Fame dinner is set for May 13th. The inductees will be announced on March 14th.
- Spring hockey is set for 2017. Started with only a few teams this year, but will continue to expand.
- 2017 Frost Fest/March Break activities are now confirmed.
- Working on Spring/Summer Brochure.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- CC Staff
- Jumpstart
- Wall of Fame
- Charlie Bourgeois – Spring Hockey
- Ganong Nature Park

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for February 2017

<u>Calls for February were:</u>	Town Alarms	18
	Out of Town	3
	Mutual Aid- Rural Fire	<u>1</u>
		22

Calls are described as being:

		<u># of Firefighters</u>	<u># of Hours</u>
1. Person stuck in an elevator	1	10	10
2. Alarm System	7	60	80
3. Grass	1	12	18
4. Assist Ambulance NB	6	45	62
5. Motor Vehicle Accident	3	38	66
6. Fumes from a Battery	1	13	20
7. Structure	3	49	175

Calls dispatched for the month of February: 74

Fire Department Activities for February:

1. Monthly Meeting of the Fire Department
2. Meeting of the Fundy Firefighters Association
3. Joint Health and Safety Committee Meeting
4. Presentation from NB Power on Powerline and Substation Safety
5. Awards Ceremony

Fire Chief's Activities:

1. All Fire Department activities
2. Committee Meeting
3. Management Meeting
4. Meeting with fire equipment suppliers

Fire Department has a Co Op student for this semester.

Work continues on the Automatic Aid procedures for Fire Dispatch.

Hose testing will begin shortly (all fire hose is required to be tested annually).

All Self-Contained Breathing Apparatus have had their annual test.

TOWN of ST. STEPHEN

By-Law Enforcement

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

February REPORT

2017

To: CAO - Town of St. Stephen

Please find enclosed my report for February By-Law - Enforcement. We handled 17 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (2)	Request from the street dept. to tow vehicle on Main St. Street dept. request to tow vehicle	<i>Vehicle was towed as it was hindering snow removal.</i> <i>Vehicle was towed as it was hindering snow removal</i>
Snow removal complaints(8)	<i>Snow blocking Main St by Mehans</i> <i>106 Union St. blowing snow on St.</i>	Spoke to the owner and he states that it was a misunderstanding with the snow removal Co. and will have it cleaned up. Patrol made but the culprit was gone so a notice was left.

	<p><i>Milltown Irving snow blocking sidewalk (2)</i></p> <p><i>Snow blocking sidewalk at Causeway Motors</i></p> <p><i>Van on citizens court blocking snow removal</i></p> <p><i>Mc Vays barber shop request to remove snow from roof of business</i></p> <p><i>Snow blocking driveway on Veazey St.</i></p>	<p>Talked with the contractor and informed him of the problem</p> <p>Spoke with the owner and he will remove.</p> <p>Patrol made and van was pulled into yard.</p> <p>Informed that barricades would be needed and that he would be responsible for removal.</p> <p>Owner informed that the town placed it there during street clean up .</p>
<p>Parking (4)</p>	<p><i>One ticket 0517 issued for two hour parking</i></p> <p><i>Ticket # 0516 not paid</i></p> <p><i>Civic centre parking issues.</i></p> <p><i>Comp. of parking in the Common area behind Dooly's</i></p>	<p><i>Dairy date for 24 Mar.17</i></p> <p><i>File to be prepared for court</i></p> <p><i>This is something that will have to be addressed in the Spring</i></p> <p><i>Spoke with parties concerned And hopefully they have come to an understanding.</i></p>
<p>Dog Bite (1)</p>	<p><i>Comp. of dog bite</i></p>	<p>This occurred back in the fall and will require further investigation.</p>

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REPORT OF THE ANIMAL CONTROL OFFICER

I responded to all complaints and resolved some, I patrolled daily. One cat which was pregnant was picked up and impounded from the Milltown Trailer Park, I believe that this is the Last one in the park that was not owned

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

BUILDING INSPECTION 2017	2017	2016	2017	2016	2017	2016	2017	2016
FEBRUARY								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres. Mth	Prev.Yr Mth	Pres. Mth	Prev.Yr Mth	Present Year	Previous Year	Present Year	Previous Year
New Residential		N/A		N/A	1	N/A	\$500.00	N/A
Residential Renos/Additions		N/A		N/A		N/A		N/A
New Com./Indus./Instit.		N/A		N/A		N/A		N/A
Com./Indus./Inst. Renos	1	N/A	\$105,000.00	N/A	2	N/A	\$175,000.00	N/A
Institutional	1	N/A	\$15,000.00	N/A	1	N/A	\$15,000.00	N/A
Demolition		N/A		N/A		N/A		N/A
TOTALS	2	N/A	\$120,000.00	N/A	4	N/A	\$190,500.00	N/A
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Site Inspections	4	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	3	N/A						
Sign Permits	6	N/A						

Report of Development / Property Management Office – February 2017

Planning Advisory Committee

The meeting for March 1 was cancelled because there was no business for the agenda.

Next meeting: Wednesday, April 5.

Sign Permits

- 8 approved.

Variances

- 0 approved.

Approved plans

- Nothing to report.

Unsightly Premises

- Building Inspector followed up on two (2) properties providing notices to comply.
- Appeal hearing, February 16, the appellant did not appear and has since contacted the Town office and the chair with a plan to comply.

New Development

- Downey Sales and Service (Downey Ford) announced an expansion with a new building planned.
- John Howard Society, Solid Foundations, meeting on February 28. As noted in past reports, this project will be a three-story building with retail / office space on the ground floor and 12 – 1 bedroom apartments for single adults who are homeless. The organization is working to secure property so that construction can begin. They will host a public open house style meeting within the next couple of months.

PROPERTIES

R.C.M.P. Building

- Minor repairs made.

Library

- Snow removed from the roof.

Airport

- Snow removal was completed.

PHONE

EMAIL

**34 Milltown Boulevard
(former Town Hall)**

Heritage Management provided the following updates:

- Tendered a scope of work for the mason and will have a project scheduled soon.

Train Station

- Sanitary sewer flushing was required to assist with plumbing issues.

Garcelon Civic Center Report – February 2017

Aquatics and Fitness

- Planning for Spring Swimming Lessons (April 20-June 22).
- Canada 150 Challenge (150 laps) - 48 participants.
- Canada 150 Walk to Ottawa - 13 participants.
- Planning for swim with Olympian, March 31.

Completed the hiring process for our Aquatics and Fitness Coordinator. Karilynn Kluke will begin on March 27.

Our team recognizes the leadership of Christina Tapley who filled this position for the six-month interim position. Christina was dedicated to her role and made a significant contribution to the centre. She returned to her position with Reception and Hospitality in the centre.

Facility

- Provided orientation to our new Maintenance and Operations Coordinator, Jeremy McShane.
- Planning for the arrival of the ice surface floor covering. The projected delivery date is the week of March 10.
- Ron MacFarlane, a member of our community, volunteered to wash and wax the zamboni. We appreciate his contribution.
- Regular safety inspection and safety meeting.
- A number of minor wall damages were repaired.

Programming / Facility Use

Walking Track – An average of 1840 people signed in this month.

Events:

- Hosted a variety of public and private functions in the conference centre, pool, and arena.
- St. Croix Wellness and Renewal Program – approximately 150 participants.
- St. Stephen Minor Hockey Bordertown Novice Jamboree, February 10-12.
- Chamber of Commerce AGM, February 21.

Upcoming events:

- Frost Fest, March 6-10.
- Jonathan Roy Concert, March 17.

Garcelon Civic Center Charitable Fund

Nothing to report.

Promotion and Marketing

- The new website is live. Please visit: garcelonciviccenter.ca
Additional content will be added.
- St. Croix Courier wedding venue supplement.

Management Team

We spent March 3 planning as a team. Our discussions focused on roles and responsibilities, setting targets and strategies, promotion, and programming. Attached is a summary.

Monthly Membership Summary

MEMBERSHIPS	Monthly	6 Month	Annual
Adult	38	0	0
Corporate	4	0	--
Family	4	0	0
Couple	0	0	0
Senior	19	0	0
Senior Couple	0	0	0
Student	25	1	--
Youth	3	2	--



**GARCELON
CIVIC CENTER**

Our community's place for everyone to gather, be active, and be entertained. We are making it happen at the Garcelon Civic Center in St. Stephen!

Your place to skate, swim, walk, run, roll, lift, host an event, watch hockey, be entertained, and socialize!

Services: event consultation, skate sharpening, concessions, box office, public wi-fi, fitness training, swimming lessons,...

TARGET AREAS		STRATEGIES
PARTNERSHIPS	Volunteers	<ul style="list-style-type: none"> • Volunteer coordinator • Volunteer tasks
	Schools	<ul style="list-style-type: none"> •
	Business	<ul style="list-style-type: none"> • Physiotherapist.
	Service Clubs	<ul style="list-style-type: none"> • 1 complimentary rental space / year.
PROMOTIONS	General Public	<ul style="list-style-type: none"> • "2 for 1". • Wedding venue • University / College Students 3 months for 2 months (May).
	Washington County	<ul style="list-style-type: none"> • Schools • Facility
PROGRAMS	General	<ul style="list-style-type: none"> • Online registration system. • Afterschool programs. • Senior programs (cards, cooking). • Cooking classes. • Babies at the Garcelon.
	Arena	<ul style="list-style-type: none"> • Learn to skate / skating lessons. • Spring hockey, skates,
	Pool	<ul style="list-style-type: none"> • Swimming challenge. • Swim team. • Adult swim club. • Water polo. • Volleyball. • Assistant lifeguard / junior lifeguard. • Pre-season boat clinic. • Daily aquafit. • More open hours.
	Fitness	<ul style="list-style-type: none"> • Training.
	Walking track	<ul style="list-style-type: none"> • 150 lap challenge • Nordic walking
	Conference area	<ul style="list-style-type: none"> • Yoga



**GARCELON
CIVIC CENTER**

ENVIRONMENT	<p>Welcome the community and visitors. Sense of belonging.</p>	<ul style="list-style-type: none"> • Customer service training for all staff. • Warm and welcoming interior (Canada 150 Mosaic, Wall of Fame, furniture, paintings). • Welcoming exterior space. • Staff nametags. • Exterior recreational space.
	<p>Community engagement (sense of belonging / ownership)</p>	<ul style="list-style-type: none"> • Member feedback mechanism. • Focus group discussions.
	<p>Staff encouragement / motivation</p>	<ul style="list-style-type: none"> • Incentive / recognition • Staff celebrations / events
	<p>Communication</p>	<ul style="list-style-type: none"> • Website updates. • Telephone improvements.
	<p>Facility</p>	<ul style="list-style-type: none"> • Children / youth room (game room; chill zone). • Social gathering spot. • Consistent concessions.

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police February 2017 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
February 2017**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of February 1st, 2017 to February 28th, 2017 inclusive. During this time period, the RCMP responded to 254 calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	15
Driving while Disqualified/Licence Suspension.....	2
Fail to stop or remain at Accident Scene – Provincial/Territorial.....	2
Impaired Operation/over 80 mg% of Motor Vehicle.....	1
Other moving and non-moving traffic violations.....	2
Parking Offences.....	1
Roadside Suspensions – alcohol related – no ground to charge.....	1
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable.....	4
Traffic Tickets.....	47
Traffic Warnings.....	7

PROVINCIAL STATUTES:

False/Abandoned 911.....	7
Family Orders & Agreements Enforcement Assistance Act – Other Activities.....	1
Fire Prevention Act – Other Activities.....	1
Mental Health Act – Other Activities.....	3

CRIMINAL CODE

Arson	1
Assault.....	11
Assault with Weapon or Causing Bodily Harm	1
Break and Enter – Residence	2
Criminal Harassment	1
Disturbing the peace/Causing a disturbance.....	3
Fail to comply with an Undertaking given to officer in charge/peace officer	1
Fraud (money/property/security) less than or equal to \$5000.....	1
Mischief – Damage to, or obstruct enjoyment of property	1
Other theft under \$5000.....	4
Sexual Assault.....	1
Theft of Other Motor Vehicle	1
Theft under or equal to \$5000 – shoplifting	1
Theft under or equal to \$5000 from a motor vehicle	1
Uttering threats against a person	2

OTHER FEDERAL STATUTES:

Possession – Schedule II: Cannabis more than 30 grams	1
Possession – Schedule VIII: Cannabis Marijuana – 30 grams or less	2
Youth Criminal Justice Act – Offences Only	1

OTHER INVESTIGATIONS:

Assistance to Canadian Police (non-RCMP).....	5
Assistance to Canadian Provincial/Territorial Dept/Agency	1
Assistance to General Public	3
Crime Prevention	2
False Alarms.....	1
Information Files	3
Offender Management	2
Person Reported Missing.....	1
Police Certificates/Letters	91
Unfounded.....	10
VIP Security – Threats – Incidents	1
Wellbeing Check.....	4

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

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

APPLICATION FOR FINANCING - GENERAL FUND

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$171,000 (one hundred and seventy one thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Refinancing Debenture No. AW 13-2007	<u>\$171,000</u>	5 Years

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

APPLICATION FOR FINANCING - WATER AND SEWERAGE FUND

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$24,000 (twenty-four thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Refinancing Debenture No. AW 14-2007	<u>\$24,000</u>	10 Years

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

VOLUNTEER FIREFIGHTER POSITIONS

THAT the Fire Chief's recommendation to recruit Jason Cleghorn, Dana Driscoll, Jonathan McCaffrey, Wes French, and Eric Grant as volunteer firefighters subject to the appropriate medical and criminal records background check and a six (6) month probationary period be accepted.

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

TOURISM AND PROMOTION ACTION COMMITTEE MEMBERS

WHEREAS the Council of the Town of St. Stephen established, at its meeting on February 23, 2015, a Tourism and Promotion Action Committee (the "Committee");

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen approves the following updated list of members on the Committee:

ORGANIZATION	PERSON
Town of St. Stephen	Planning, Promotion and Tourism Committee Chair - Councillor Ghislaine Wheaton
Town of St. Stephen	Community Events Coordinator – Alex Reid
Chocolate Festival Inc.	President – Maria Kulcher
St. Stephen Chamber of Commerce	Diane Ganong
St. Stephen Development Board	Brian Hastey
St. Stephen Downtown BIA	Jeff McShane
Ganong Nature Park	Board Member – Peter Heelis
Education – Athletics	Donnie Walker
Arts and Culture	Hayden Wiebe
Accommodations Sector	David Whittingham (Chair)
Charlotte Coastal Region Tourism Association	Councillor Ken Parker
Community	Shelley McKeeman
St. Stephen Farmers' Market	Lori Day

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT: "TOUCH A TRUCK" – ST. STEPHEN KIWANIS CLUB

THAT the Council of the Town of St. Stephen grants permission to the St. Stephen Kiwanis Club to host its "Touch A Truck" event in the parking lot of the Garcelon Civic Center, and on sections of Budd Avenue, on Saturday, September 23, 2017 from 10:00 a.m. to 2:00 p.m., with a rain date of Saturday, September 30, 2017 from 10:00 a.m. to 2:00 p.m., with boundaries as outlined on the photo presented to Council.

AND THAT the above-noted boundaries outlined on the photo presented to Council may need to be altered if the water and sanitary sewer renewal project is underway on Milltown Boulevard.

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

AWARDING OF TENDER: COMBINED SEWER SEPARATION AND UTILITY RENEWAL – ELM PARK PROJECT NO. 16-4847 (CLEAN WATER AND WASTEWATER FUND PROJECT NO. 6990-1063 – ELM PARK, PINWOOD, AND MAPLE – SEWER SEPARATION AND INFRASTRUCTURE RENEWAL)

THAT of the six (6) tenders received, the low tender of \$2,313,810.40 (two million, three hundred and thirteen thousand, eight hundred and ten dollars and forty cents), including HST, from Debly Enterprises Ltd. of Saint John, NB, for the combined sewer separation and utility renewal for Elm Park, Pinewood, and Maple be accepted, contingent on project funding approval from the Municipal Capital Borrowing Board.

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: MAY 2017 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the May Regular Town Council Meeting from the fourth (4th) Monday, 22nd day of May, 2017 at 7:00 p.m., to the fourth (4th) Tuesday, 23rd day of May, 2017 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – NEW HORIZONS FOR SENIORS GRANT

WHEREAS the Garcelon Civic Center applied to Employment and Social Development Canada for funding for its "New Horizons for Seniors Program";

AND WHEREAS the Garcelon Civic Center will receive \$24,515.00 (twenty-four thousand, five hundred and fifteen dollars) for its "Fifty Shapes of Fit" project;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the agreement with Employment and Social Development Canada, in the form presented to Council, retroactively to March 20, 2017

RESOLUTION NO.: _____

DATE: March 27, 2017

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.