

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, DECEMBER 21, 2015 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATION
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – November 23, 2015
8. ACCOUNTS
  - (a) Paid Bills
9. COMMUNICATIONS
  - COMMUNICATION FOR INFORMATION
  - COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – December 9, 2015
  - (b) Planning Advisory Committee Meeting – October 7, 2015
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) Property Management Services
  - (h) Development Office
  - (i) Garcelon Civic Center

**12. UNFINISHED BUSINESS**

**13. CONSIDERATION OF BY-LAWS**

- (a) By-Law No. A-7.10 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Third and Final Reading – Short Title Only
- (b) By-Law No. L-10 – Town of St. Stephen Building By-Law – Second Reading – Section Numbers Only.

**14. NEW BUSINESS**

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – St. Stephen High School Spartan Hockey Alumni
- (c) Establishment of a Water and Sewerage Operating Reserve Fund
- (d) Water and Sewerage Operating Reserve Fund – Bank Account
- (e) Transfer to the Water and Sewerage Capital Reserve Fund
- (f) Transfer to the Water and Sewerage Operating Reserve Fund
- (g) Transfer to the General Capital Reserve Fund
- (h) Restricted Bank Account Transfer – Vesting Future Employee Benefits
- (i) Volunteer Firefighter Positions
- (j) Execution of Lease – Northampton Brewing Company Ltd.
- (k) Giddens Memorial Airport – GPS Navigation System
- (l) Awarding of Quote: St. Croix Public Library
- (m) Downtown Business Improvement Area (BIA) – Community Events Letter of Intent
- (n) St. Stephen Area Chamber of Commerce – Community Events Letter of Intent
- (o) Environmental Clean Up – 76-78 Milltown Boulevard
- (p) Rescinding of Resolution (Collective Agreement with CUPE Local Union No. 770 – Memorandum of Understanding
- (q) Collective Agreement with CUPE Local Union No. 770 – Memorandum of Understanding
- (r) Public Works Department – Waste Water Utility Operator – Job Recommendation
- (s) Payroll Authorization – Employee # E54
- (t) Payroll Authorization – Employee # E63
- (u) Non-Union Management and Administrative Staff Salary Increase
- (v) Reappointments – Planning Advisory Committee
- (w) Purchase and Sale of 46 King Street
- (x) Purchase and Sale of 76-78 Milltown Boulevard
- (y) Purchase and Sale of 38-42 King Street & 48-52 King Street

**15. REPORTS OF MAYOR AND COUNCILLORS**

**16. QUESTION PERIOD**

**17. ADJOURNMENT**

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AGENDA**

THAT the Agenda be approved as circulated.

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** December 21, 2015

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on November 23, 2015  
be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, NOVEMBER 23, 2015 @ 7:00 P.M.**

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond; and Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer Derek O'Brien.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

**274/15** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor MacDonald  
Seconded by Councillor Booth

**275/15** **THAT** the Minutes of the Regular Council meeting held on October 26, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Harding  
Seconded by Councillor Maxwell

276/15 **THAT** the paid bills in the amount of \$730,953.45 (seven hundred and thirty thousand, nine hundred and fifty-three dollars and forty-five cents) be received.  
**CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Booth  
Seconded by Councillor MacDonald

277/15 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on November 12, 2015 be approved as circulated. **CARRIED**

AMENDED

PLANNING ADVISORY COMMITTEE MEETINGS

Moved by Councillor Harding  
Seconded by Councillor Booth

278/15 **THAT** Resolution # 253/15 as stated in the Regular Session of Council Minutes of October 26, 2015 which reads

**THAT** the Minutes of the Planning Advisory Committee meetings held on June 29, 2015 and August 5, 2015 be accepted.

**CARRIED**

shall be amended by substituting the minutes of June 29, 2015 referred to above with the attached minutes of June 29, 2015 which were approved by the Planning Advisory Committee at its meeting on August 5, 2015. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 278/15 **THAT** the following staff reports for the month of October 2015 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and the Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. A-7.10 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY**

Moved by Councillor Pond

Seconded by Deputy Mayor MacEachern

- 279/15 **THAT** By-Law No. A-7.10 – A By-Law to Amend By-Law No. A-7 – "A By-Law to Impose a Special Business Improvement Levy" - be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 280/15 **THAT** the Royal Canadian Mounted Police October 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**TOWN GRANT – OPERATION CHRISTMAS JOY**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 281/15 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$81.00 (eighty-one dollars) to Operation Christmas Joy to be applied to the rental cost of the Garcelon Civic Center for its silent auction fundraiser which was held on November 21, 2015 and which proceeds assist with the purchases of clothing and toys for local children. **CARRIED**

**PURCHASE AND SALE AGREEMENT – 76-78 MILLTOWN BOULEVARD**

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

282/15 **WHEREAS** the Council of the Town of St. Stephen and Guy R. Day & Son Ltd. have negotiated terms of a Purchase and Sale Agreement for the property located at 76-78 Milltown Boulevard in the form presented to Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and Guy R. Day & Son Ltd. in the form presented to Council, contingent on a final building inspection. **CARRIED**

**APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY – 5<sup>th</sup> ANNUAL INTERNATIONAL MOTORCYCLE FESTIVAL**

Moved by Councillor Booth

Seconded by Councillor Harding

283/15 **THAT** the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 5<sup>th</sup> Annual International Motorcycle Festival from Friday, July 29 to Sunday, July 31, 2016, contingent on receipt by the Town of its Certificate of Insurance.

**AND THAT** permission is granted for the placement of an off-site sign at Tim Hortons, so placed as to not obstruct traffic; hold outdoor music concerts in the rear parking lot of the St. Stephen Legion on Friday, July 29 and Saturday, July 30 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; and vendor licenses for the weekend shall be waived. **CARRIED**

**COLLECTIVE AGREEMENT WITH CUPE LOCAL UNION NO. 770 – MEMORANDUM OF UNDERSTANDING**

Moved by Councillor Booth

Seconded by Councillor Maxwell

284/15 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Agreement with CUPE Local Union No. 770 effective November 24, 2015 and expiring on December 31, 2017 in the form presented to Council. **CARRIED**

**JOB DESCRIPTION – RECEPTIONIST AND HOSPITALITY ATTENDANT**

Moved by Councillor MacDonald

Seconded by Councillor Harding

285/15 **THAT** the Council of the Town of St. Stephen approves the attached job description for the position of Receptionist and Hospitality Attendant which Council directed the Chief Administrative Officer in a closed session as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act* to advertise the position. **CARRIED**

**RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION**

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

- 286/15 THAT Christina Tapley be offered the position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective November 30, 2015, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – BUILDING CONDITION ASSESSMENT OF FORMER TOWN HALL AND REVIEW OF BORDER AREA COMMUNITY ARENA**

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 287/15 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 \$11,310.00 (eleven thousand, three hundred and ten dollars), plus HST, to complete a building condition assessment of the former Town Hall located at 34 Milltown Boulevard, as well as an assessment of the Border Area Community Arena located at 163 King Street for suitability as the municipal office. **CARRIED**

**GARCELON CIVIC CENTER – KITCHEN VENTILATION SYSTEM**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 288/15 THAT the Council of the Town of St. Stephen accepts the quote from MC Ventilation Ltd. of Saint John, NB, in the amount of \$26,252.00 (twenty-six thousand, two hundred and fifty-two dollars), plus HST, for the completion of the kitchen ventilation system as outlined in the engineered drawings at the Garcelon Civic Center.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

**GARCELON CIVIC CENTER – KITCHEN WALLS AND RAILING**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 289/15 THAT the Council of the Town of St. Stephen accepts the quote from Cloney Construction of St. Stephen, NB, in the amount of \$4,109.82 (four thousand, one hundred and nine dollars and eighty-two cents), plus HST, for the construction of two (2) walls and one (1) railing as outlined in the engineered drawings of the kitchen at the Garcelon Civic Center.

**AND THAT** Council authorizes the payment from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB  
RECOMMENDATION**

Moved by Councillor Booth

Seconded by Councillor Harding

**290/15** THAT Morgan Parks has accepted the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center retroactive to August 16, 2015 and as outlined in the letter of offer in the form presented to Council.

**AND FURTHER THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Morgan Parks. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT LIFEGUARD – HOURLY RATE  
INCREASE**

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

**291/15** WHEREAS Joelle McCray was offered the position of Student Lifeguard for The Town of St. Stephen's Garcelon Civic Center effective September 16, 2014 and accepted the position as outlined in the letter of offer;

**NOW THEREFORE BE IT RESOLVED THAT** Joelle McCray has passed the Swim for Life Instructor Course and shall receive an increase of \$0.25 (twenty-five cents) per hour retroactive to August 16, 2015. **CARRIED**

**15. REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor MacEachern**

- Attended a Regional Service Commission police meeting
- Attended the Santa parade.
- Laid a wreath at the St. Stephen cenotaph on behalf of the town on Remembrance Day.
- Attended the "Chamber After Hours" event with the Charlotte County Aces.
- Attended the micro-brewery/restaurant announcement at the St. Stephen Train Station.
- Attended all Town meetings.

**Councillor Pond**

- Attended the micro-brewery/restaurant announcement at the St. Stephen Train Station.
- Attended the Remembrance Day service in Milltown.
- Attended the Santa parade.

**MINUTES  
REGULAR COUNCIL  
NOVEMBER 23, 2015**

- Attended Santa's arrival at the Garcelon Civic Center.
- Attended a recent Tourism Summit with Premier Gallant.
- Attended Town meetings.

Councillor Harding

- Did not feel well most of the month.
- Wants to see a good attendance at the upcoming Community Public Policing Forum on Thursday, November 26, 2015 at 7:00 p.m. at the Garcelon Civic Center.

Councillor Booth

- Attended all Town meetings.
- Busy making wreaths.

Councillor Maxwell

- Attended all Town meetings.
- Attended the Remembrance Day service in St. Stephen.
- Attended the ceremony at the bandstand in the David Alison Ganong Chocolate Park whereby the St. Stephen-Milltown Rotary Club turned over ownership of the bandstand to the Town.
- Attended the Santa parade and congratulated the organizers for a job well done.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Parks and Recreation Committee meeting.
- Attended the Remembrance Day service in Milltown.
- Attended the ceremony at the bandstand in the David Alison Ganong Chocolate Park whereby the St. Stephen-Milltown Rotary Club turned over ownership of the bandstand to the Town.
- Participated in the interview process for the Receptionist and Hospitality Attendant position.
- Attended the Santa parade.
- Attended the micro-brewery/restaurant announcement at the St. Stephen Train Station.

Mayor Quartermain

- Thanked the many volunteers who make all the Town events so successful.

**MINUTES  
REGULAR COUNCIL  
NOVEMBER 23, 2015**

8

16. QUESTION PERIOD

Daryl Spires and Brandon McGee of Guy R. Day & Son Ltd. were in attendance and Mr. Spires thanked Council for accepting their offer to purchase the former Clark building, and stated that hopefully the final building inspection goes well.

Derwin Gowan, reporter with the *Telegraph-Journal*, stated that Carman's Diner will be happy if the Border Area Community Arena becomes the future Town Office. He also questioned the status of the Best Western hotel and the Mayor stated that he was unsure.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

**292/15** THAT the meeting adjourn at 7:20 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, NOVEMBER 23, 2015 @ 7:00 P.M.**

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7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – October 26, 2015
8. ACCOUNTS
  - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – November 12, 2015
  - (b) Planning Advisory Committee Meeting – June 29, 2015

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.10 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – Operation Christmas Joy
- (c) Purchase and Sale Agreement – 76-78 Milltown Boulevard
- (d) Approval of Event – Rally in the St. Croix Valley – 5<sup>th</sup> Annual International Motorcycle Festival
- (e) Collective Agreement with Canadian Union of Public Employees (CUPE) Local Union No. 770 – Memorandum of Understanding
- (f) Job Description – Receptionist and Hospitality Attendant
- (g) Receptionist and Hospitality Attendant – Job Recommendation
- (h) Dillon Consulting Limited – Agreement for Professional Services – Building Condition Assessment of Former Town Hall and Review of Border Area Community Arena
- (i) Garcelon Civic Center – Kitchen Ventilation System
- (j) Garcelon Civic Center – Kitchen Walls and Railing
- (k) Garcelon Civic Center – Student Lifeguard – Job Recommendation
- (l) Garcelon Civic Center – Student Lifeguard – Hourly Rate Increase

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,312,634.67 (one million, three hundred and twelve thousand, six hundred and thirty-four dollars and sixty-seven cents) be received.

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

**OCTOBER 2016**

Dora Construction Limited (Dora Invoice #5174 - Garcelon Civic Centre Project - Invoice #5174)	\$	506,222.07
<b>Total</b>	<b>\$</b>	<b>506,222.07</b>

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

Visa:

**September 2015**

Derek O'Brien (Civic Centre: Arena Expenses; General Gov't: Office Expenses; Civic Relations)

2,269.79

John Quartermain (General Gov't: Civic Relations)

22.60

**Grand Total**

**\$2,292.39**

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 017305 dated between 11/01/2015 and 11/30/2015

CHEQUE REGISTER

Printed 2:03:28PM 12/03/2015

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Number	Issued	Amount	SC	Status	Status Date
015120	11/25/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER25/2015 SERIES "AW" - INTEREST	6,831.75 6,831.75	A/P	OUT-STD	11/25/2015
015131	11/19/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER19,2015 SERIES "BD" - INTEREST	1,562.75 1,562.75	A/P	OUT-STD	11/19/2015
015132	11/19/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER19,2015* SERIES "BD" - PRINCIPAL	15,000.00 15,000.00	A/P	OUT-STD	11/19/2015
015134	11/30/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER30,2015 SERIES "BH" - INTEREST	5,825.50 5,825.50	A/P	OUT-STD	11/30/2015
015135	11/30/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER30,2015* SERIES "BH" - PRINCIPAL	36,000.00 36,000.00	A/P	OUT-STD	11/30/2015
015138	11/15/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER15,2015 SERIES "BK" - INTEREST	4,128.50 4,128.50	A/P	OUT-STD	11/15/2015
017124	11/03/2015 ACCT #903240047015 OCTOBER2015 VOL FIRE MEMBERSHIP DUES-OCTO	310.00 310.00	A/P	OUT-STD	11/03/2015
017125	11/03/2015 ACCT 8025-280 OCTOBER2015 LOCAL 770 UNION DUES-OCTOBER	1,090.26 1,090.26	A/P	OUT-STD	11/03/2015
017126	11/03/2015 ATLANTIC GYM & SPORTS 2812843 RC-TENNIS COMP- TENNIS CENTER	45.09 45.09	A/P	OUT-STD	11/03/2015
017127	11/03/2015 BELLBOY DRYCLEANERS 15-340678 CC-LAUNDRY-TABLECLOTHS 6-339981* CC-LAUNDRY-TABLECLOTHS 8-339982 CC-LAUNDRY-TABLECLOTHS 7-339983 CC-LAUNDRY-TABLECLOTHS	197.75 90.40 33.90 33.90 39.55	A/P	OUT-STD	11/03/2015
017128	11/03/2015 BORDER INVESTIGATIONS & SECURITY INC. 14141 PS-BYLAW-OCTOBER/ 15 FEE	3,184.00 3,184.00	A/P	OUT-STD	11/03/2015
017129	11/03/2015 BRUNSWICK NEWS INC 1572747 CC-ADVERTISEMENT- GARCELON C	58.76 58.76	A/P	OUT-STD	11/03/2015
017130	11/03/2015 CANADIAN SPRINGS 9915593975 CC-BUILDING-WATER 9916175984 CC-BUILDING-WATER	222.82 213.79 9.03	A/P	OUT-STD	11/03/2015
017131	11/03/2015 COX ELECTRONICS & COMMUNICATIONS 2-1735447 CC-ADMIN-COMPUTER LABOUR	90.34 90.34	A/P	OUT-STD	11/03/2015
017132	11/03/2015 DEMPSEY'S PLUMBING & HEATING 1042 CC-POOL- AJUSTED HEAT IN SHOW 1048 CC-ARENA-INSTALL IN FLOOR HEAT	1,983.16 62.15 1,921.00	A/P	OUT-STD	11/03/2015
017133	11/03/2015 Derek O'Brien OCTOBER2015 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	11/03/2015
017134	11/03/2015 ENBRIDGE GAS NEW BRUNSWICK 2015102204008-1016227-0 CC-BUILDING-NATURAL GAS 00	1,738.34 1,738.34	A/P	OUT-STD	11/03/2015
017135	11/03/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 789 GG-TREASURY-ACCOUNTING SUPP	1,708.56 1,708.56	A/P	OUT-STD	11/03/2015
017136	11/03/2015 GRAYBAR CANADA 8005609-00 CC-ARENA-LAMPS	264.01 264.01	A/P	OUT-STD	11/03/2015
017137	11/03/2015 HERITAGE COURT HOLDINGS LIMITED RC000021724 GG-TOWNHALL-LEASE-NOVEMBER/	5,323.40 5,323.40	A/P	OUT-STD	11/03/2015
017139	11/03/2015 KENT BUILDING SUPPLIES 10051330 CC-POOL-SHOWER CURTAINS 930317 CC-BUILDING-SHOWER CURTAIN LI	904.88 -80.88 180.85	A/P	OUT-STD	11/03/2015

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 017305 dated between 11/01/2015 and 11/30/2015

CHEQUE REGISTER

Printed: 2:03:28PM 12/03/2015

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Number	Issued		Amount	SC	Status	Status Date
	935868	RC-PARKS-BOLTS, WASHERS, RECI	92.98			
	935935	RC-PARKS-GROUND SPIKE	10.50			
	936515	PS-FIRE-GORILLA TAPE, TRIM BRU	86.33			
	936905	RC-PARKS-PAIS, LIDS	31.44			
	937063	PS-FIRE-LUMBER	19.92			
	937118	PS-FIRE-LUMBER, VARSOL	43.09			
	937314	PS-FIRE-RAINSUITS	96.64			
	937319	PS-FIRE-HOOKS	9.63			
	937333	RC-PARKS-HEX BOLTS, HINGES	28.52			
	938807	CC-ARENA- SISCHARGE HOSE, SUM	88.15			
	938936	RC-PARKS-JACKPOSTS, BULBS, GR	151.87			
	942142	RC-PARKS-ANCR/TAP HWH1 / 4X1 3	6.29			
	943161	TS-SHOP- BI-METAL HOLE SAW	12.08			
	943675	CC-POOL- SHWR CURTAIN	19.96			
	945947	RC-PARKS- BI-ME HOLE SAW, TAPE	87.87			
	946253	RC-PARKS- PAINT TAPE, MASKING	5.98			
	947211	CC-POOL- BLEACH, CLEANER	15.64			
017140	11/03/2015	MAYFIELD GARDENS & LANDSCAPE	728.29	A/P	OUT-STD	11/03/2015
	7148	CC-POOL- CHEMICALS	728.29			
017141	11/03/2015	MILLTOWN MACHINE & FABRICATION LTD.	249.14	A/P	OUT-STD	11/03/2015
	17804	CC-ARENA- FABRICATE ALUMINUM	249.14			
017142	11/03/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	11/03/2015
	WEEK452015	EMPLOYEE DEDUCTIONS-NOV 1-7/1	209.30			
017143	11/03/2015	O'CONNELL MIKE	200.00	A/P	OUT-STD	11/03/2015
	OCTOBER2015	RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
017144	11/03/2015	ORR ELECTRIC & ALARM LTD.	8,886.85	A/P	OUT-STD	11/03/2015
	1691	CC-ARENA-CEILING REMOVAL	401.24			
	1792	CC-ARENA-TEMPORARY POWER ST	3,898.44			
	1801	CC-ARENA-POWER LINES FOR MUS	4,501.38			
	1928	PM-TOURIST BUREAU- FIXED BENT	85.81			
017145	11/03/2015	ORR FOUNDATIONS INC.	1,921.00	A/P	OUT-STD	11/03/2015
	327	CC-ARENA- PLACE & FINISH CONCF	1,921.00			
017146	11/03/2015	PARTS FOR TRUCKS INC.	233.64	A/P	OUT-STD	11/03/2015
	34214100-00	TS-#5, #7- JETCO XTRA WHITE PAR	233.64			
017147	11/03/2015	SAUNDERS EQUIPMENT LTD.	164.42	A/P	OUT-STD	11/03/2015
	59157	CC-ZAMBONI- WATER CONTROL BR	164.42			
017148	11/03/2015	SEACOR ATHLETIC	672.36	A/P	OUT-STD	11/03/2015
	SGII3179	CC-ARENA- RED PORTABLE GOAL L	672.36			
017149	11/03/2015	SHANNON MICHAEL	772.24	A/P	OUT-STD	11/03/2015
	691101	PS-ANIMALCONTROL-KENNEL FEES	406.80			
	WEEK452015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK452015*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
017150	11/03/2015	SHARPE'S LAWN CARE	14,407.80	A/P	OUT-STD	11/03/2015
	4452	RC-PLAYINGFIELDS-TURF MAINTEN	14,407.50			
017151	11/03/2015	SOURCE ONE SUPPLIES	349.74	A/P	OUT-STD	11/03/2015
	9886	CC-ARENA- BATH TISSUE, LIQUIFYII	349.74			
017152	11/03/2015	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	10,906.28	A/P	OUT-STD	11/03/2015
	168178-169487	GG-TOWN- REGIONAL LANDFILL CC	10,906.28			
017153	11/03/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	2,906.76	A/P	OUT-STD	11/03/2015

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Number	Issued		Amount	SC	Status	Status Date
	094622	CC-ADMIN- CONCESSION STAND	125.29			
	23020	RC-REC- FALL & WINTER BROCHUR	2,781.47			
017154	11/03/2015	ST. STEPHEN UTILITY DEPT. OCTOBER2015	50.00 50.00	A/P	OUT-STD	11/03/2015
017155	11/03/2015	MINISTER OF FINANCE OCTOBER2015	1,086.00 1,086.00	A/P	OUT-STD	11/03/2015
017156	11/03/2015	BORDER AREA COMMUNITY ARENA POWERBELLINVOICES	2,549.29 2,549.29	A/P	OUT-STD	11/03/2015
017157	11/12/2015	ATLANTIC TRACTORS & EQUIPMENT LTD. 9010977532	205.76 285.98	A/P	OUT-STD	11/12/2015
	901097922	TS-#13- HOSE	285.98			
	9030114825	TS-#13-PLATE AS	-326.21			
017158	11/12/2015	B & G SPRINKLERS LTD. 96372	395.50 395.50	A/P	OUT-STD	11/12/2015
017159	11/12/2015	BELL MOBILITY INC. 523888487OCT15	1,296.82 1,296.82	A/P	OUT-STD	11/12/2015
017160	11/12/2015	BRUNSWICK NEWS INC 1557581	1,087.96 476.45	A/P	OUT-STD	11/12/2015
	1575984	PS-FIRE- COLORING CONTEST, FIRI	621.50			
017161	11/12/2015	CANADIAN SPRINGS 9916038855	208.16 151.80	A/P	OUT-STD	11/12/2015
	9916678052	PM-RCMP-WATER	58.36			
017162	11/12/2015	CIBC MELLON GLOBAL SECURITIES NBMF0216002 OCTOBER2015	20,535.18 20,535.18	A/P	OUT-STD	11/12/2015
017163	11/12/2015	COX ELECTRONICS & COMMUNICATIONS 2-1735452	294.67 57.61	A/P	OUT-STD	11/12/2015
	2-1735946	GG-TOWN HALL- COMPACT OPT MS	101.64			
	2-1750335	GG-TOWN HALL- 500GB NB SATA HI	22.54			
	2-1750641	GG-TOWN HALL- DVD/D TO DVI-D C	112.88			
017164	11/12/2015	Derek O'Brien OCTPETTYCASH/15	248.65 248.65	A/P	OUT-STD	11/12/2015
017165	11/12/2015	EAST COAST AIR 1325	784.73 387.03	A/P	OUT-STD	11/12/2015
	1358	PM-RCMP- LIFT PUMP LEAKING FOF	301.65			
	1364	PM- PIZZA DELIGHT- LEAK IN TWO H	96.05			
017166	11/12/2015	FERO WASTE & RECYCLING INC. 1069339	4,917.50 4,917.50	A/P	OUT-STD	11/12/2015
017167	11/12/2015	GARCELON CIVIC CENTER HORSESHOE CLUB	5,000.00 5,000.00	A/P	OUT-STD	11/12/2015
017168	11/12/2015	GULLISON'S COURIER SERVICE 750111	229.35 58.50	A/P	OUT-STD	11/12/2015
	750116	TS-#5-FR SAUNDERS	22.60			
	750122	CC-ZOMBONI- FR/ SAUNDERS EQUI	28.25			
	917804	GG-TRESURY- TO MARYSVILLE PLA	56.50			
	917854	TS-SHOP- TO TOWN FR/ RICHWIL	28.25			
	917899	TS-#21- TO TOWN FR/ SAUNDERS	28.25			
017169	11/12/2015	HOSPITAL FOUNDATION DONATION2015	122.45 122.45	A/P	OUT-STD	11/12/2015
017170	11/12/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	7,716.66	A/P	OUT-STD	11/12/2015

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Number	Issued		Amount	SC	Status	Status Date
	443449	TS-ST5-DIESEL	1,117.33			
	831068	TS-ST5-GAS	4,432.66			
	843079	TS-ST5-DIESEL	1,770.79			
	AUGSEPT2015	CC-ADMIN-AUGUST & SEPTEMBER	98.74			
	JULYAUGUSTSEPT	TS-ST5-JULY, AUGUST, SEPTEMBER	286.13			
017171	11/12/2015	JULIE LORD	47.07	A/P	OUT-STD	11/12/2015
	OCTOBER182015	CC-POOL-SWIMSUIT PURCHASE	47.07			
017172	11/12/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	65.94	A/P	OUT-STD	11/12/2015
	9001828304	CC-ADMIN-SEPT, OCT. COPIER MAIN	85.94			
017173	11/12/2015	KONICA MINOLTA	128.19	A/P	OUT-STD	11/12/2015
	5719830	CC-ADMIN-COPIER LEASE NOV/15	128.19			
017174	11/12/2015	LIFESAVING SOCIETY - NB Branch	276.68	A/P	OUT-STD	11/12/2015
	804	CC-POOL- LIFESAVING INSTRUCTO	276.68			
017175	11/12/2015	LOCKHART SAW LIMITED	169.50	A/P	OUT-STD	11/12/2015
	82457	CC-ARENA- ICESCRAPER BLADES &	169.50			
017176	11/12/2015	MADD CHARLOTTE COUNTY	150.00	A/P	OUT-STD	11/12/2015
	DONATION2015	GG-CIVIC-2015 DONATION	150.00			
017177	11/12/2015	MEGA-LAB MANUFACTURING CO. LTD.	247.47	A/P	OUT-STD	11/12/2015
	138881	TS-SHOP-MEGALUBE WP GREASE	247.47			
017178	11/12/2015	MICMAC FIRE & SAFETY SOURCE LTD.	575.51	A/P	OUT-STD	11/12/2015
	NS-00829923	PS-FIRE-EXPANSION RINGS, TAIL W	355.27			
	NS-00829937	PS-FIRE-BUNKER SUIT CLEANER	220.24			
017179	11/12/2015	MILLTOWN MACHINE & FABRICATION LTD.	75.09	A/P	OUT-STD	11/12/2015
	17883	TS-#13- HYD. HOSE ASSEMBLY	75.09			
017180	11/12/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	11/12/2015
	WEEK462015	EMPLOYEE DEDUCTIONS-NOV 8-14.	209.30			
017181	11/12/2015	MURAL MOSAIC INC	3,281.25	A/P	OUT-STD	11/12/2015
	1385	GG-CIVIC-CANADA 150 MOSAIC	3,281.25			
017182	11/12/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	139.62	A/P	OUT-STD	11/12/2015
	341418	PM-RCMP- FLOOR MATS	45.92			
	341890	PM-RCMP-FLOOR MATS	93.70			
017183	11/12/2015	ORR ELECTRIC & ALARM LTD.	766.98	A/P	OUT-STD	11/12/2015
	1937	PM-RCMP- LIGHT BULB	189.99			
	1947	PM-LIBRARY- CHANGED U TUBES T	616.99			
017184	11/12/2015	PAYROLL TRANSFER	60,652.00	A/P	OUT-STD	11/12/2015
	WEEK462015	GG-TRANSFER-OCT 30-NOV 12/15	60,652.00			
017185	11/12/2015	PETTY CASH	85.10	A/P	OUT-STD	11/12/2015
	SEPCASHADJ2015	GG-PETTYCASH-CASH ADJUSTMEN	-0.01			
	SEPTEMBER102015	GG-TOWNHALL-KITCHEN SUPPLIES	14.98			
	SEPTEMBER112015	PS-BUILDINSPECTOR-REGISTERED	11.30			
	SEPTEMBER232015	GG-CIVIC-MEETING SUPPLIES	22.99			
	SEPTEMBER232015*	GG-TOWNHALL-KEYS MADE	6.08			
	SEPTEMBER232015**	GG-CIVIC-INTERNET DIG., ENLARGE	5.35			
	SEPTEMBER232015***	PS-BUILDINSPECTOR-REGISTERED	24.41			
017186	11/12/2015	RECEIVER GENERAL FOR CANADA	24,017.56	A/P	OUT-STD	11/12/2015
	WEEK462015	GG-REMITTANCE-OCT 30-NOV 12/15	24,017.56			
017187	11/12/2015	SAUNDERS EQUIPMENT LTD.	173.34	A/P	OUT-STD	11/12/2015
	59423	RC-ARENA- AQUAPRO CAPS, MALE	173.34			
017188	11/12/2015	SHARPE'S LAWN CARE	282.50	A/P	OUT-STD	11/12/2015

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Number	Issued		Amount	SC	Status	Status Date
	4651	RC-SOCCER FEILD- PAINT LINES	282.50			
017190	11/12/2015	SOUTHWEST CONCRETE & CONS LTD	1,081.41	A/P	OUT-STD	11/12/2015
	9-63-15	TS-STS-EQUIP RENT	1,081.41			
017191	11/12/2015	SOUTHWEST ELECTRIC & SECURITY INC.	1,233.96	A/P	OUT-STD	11/12/2015
	13425	CC-ARENA- ADD ONE RECEPTACLE	209.05			
	13426	CC-ARENA- INSTALL 2 NEW RECEP	1,024.91			
017192	11/12/2015	SPEEDY ST-STEPHEN 8768	2,853.77	A/P	OUT-STD	11/12/2015
	8768-188841	PM-PIZZA DELIGHT-REPAIR FRONT	73.45			
	8768-189041	PM-CLARK BUILDING- SUPPLY AND	129.95			
	8768-190141	CC-RINK- 1/2 LEXAN FOR TEMPORA	148.90			
	8768-190381	CC-RINK- SUPPLIED GLASS AT ZAM	101.70			
	8768-191851	CC-ARENA- INSULATED GLASS	615.98			
	8768-191881	CC-ARENA- FLAT TEMPERED GLAS	1,784.79			
017193	11/12/2015	ST. CROIX RV SALES & SERVICE	146.90	A/P	OUT-STD	11/12/2015
	2146	RC-HORT-WATER BARRELS, PUMPE	146.90			
017194	11/12/2015	SUBWAY	133.60	A/P	OUT-STD	11/12/2015
	957	TS-#60- MEALS DURING FLOOD	133.60			
017195	11/12/2015	TARA SCOTT	56.81	A/P	OUT-STD	11/12/2015
	OCTOBER162015	CC-CVIC-GARCELON DAY & LESSO	56.81			
017196	11/12/2015	ULTRA ALARM SERVICES	1,243.00	A/P	OUT-STD	11/12/2015
	VSG012934	CC-BUILDING- SEMI-ANNUAL MAINT	1,243.00			
017197	11/12/2015	WURTH CANADA LIMITED	446.23	A/P	OUT-STD	11/12/2015
	22022927	TS-SHOP-HEX NUTS, HEX BOLTS, P	446.23			
017198	11/12/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	11/12/2015
	WEEK462015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK462015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
017199	11/12/2015	SOURCE ONE SUPPLIES	1,673.76	A/P	OUT-STD	11/12/2015
	10120	RC-PARKS-DEHUMIDIFIER RENTAL	120.91			
	10156	RC-POOL-MURIATIC ACID	1,325.90			
	10219	CC-POOL- BULK HAND SOAP	22.59			
	10275	CC-ARENA- BIOMARC 20L	204.36			
017200	11/18/2015	BLAKNEY'S EXCAVATING & TRUCKING	1,330.83	A/P	OUT-STD	11/18/2015
	2015-10-10	TS-STS-ROAD SALT DELIVERY	1,330.83			
017201	11/18/2015	BORDER AREA COMMUNITY ARENA	4,316.49	A/P	OUT-STD	11/18/2015
	BLUECROSS	GG-GRANT-MAR/14-AUG/15 EMPLO*	4,316.49			
017203	11/18/2015	CANADIAN TIRE	738.86	A/P	OUT-STD	11/18/2015
	N15517808	RC-PARKS-TIES	24.81			
	N15517808	TS-#8-REFLECTORS	24.81			
	N15517844	RC-PARKS-A/F PLUMB ECON	15.94			
	N15517851	TS-SHOP-TARP STRAP	6.31			
	N15517862	CC-ARENA- RAID, LADDAR	154.22			
	N15517878	CC-ARENA- DRILL BITS	283.61			
	N15517883	RC-PARKS-KEY CUT	3.38			
	N15517896	RC-HORT-GRASS SEED, FERTILIZEI	49.70			
	N15517898	RC-PARKS- PROPANE	64.98			
	N15517903	TS-SHOP- MEASURE TAPE	11.29			
	N15517906	TS-SHOP- BATTERIES	20.67			
	N15517911	RC-PARKS- GLUE	5.64			
	N15517932	PS-FIRE-SPRAY PAINT	19.63			

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Number	Issued		Amount	SC	Status	Status Date
	N15517957	TS-#5-WELD ANG	8.80			
	N15517958	PS-FIRE-DISH SOAP	6.76			
	N15517981	TS-#6-RUST PAINT	9.02			
	N15517988	PS-FIRE- FACIAL TISSUE	9.02			
	N15518000	RC-PARKS- KEYS	20.27			
017204	11/18/2015	CANADIAN SPRINGS	19.01	A/P	OUT-STD	11/18/2015
	1112585800	GG-TOWN HALL- WATER	19.01			
017205	11/18/2015	CARGILL LIMITED	4,548.89	A/P	OUT-STD	11/18/2015
	2902495181	TS-ST5- ROAD SALT	4,545.89			
017206	11/18/2015	CARRIE THIBIDEAU	91.19	A/P	OUT-STD	11/18/2015
	AUGUST172015	CC-POOL-UNIFORM SWIM SUIT	91.19			
017207	11/18/2015	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	460.50	A/P	OUT-STD	11/18/2015
	IG02506	TS-#12- MODULE	460.50			
017210	11/18/2015	CREIGHTON-CARTER LTD.	1,826.87	A/P	OUT-STD	11/18/2015
	961-377561	TS-SHOP- LIGHTING PRODUCT	10.58			
	961-383512	RC-#308-HUB ASSY, FILTERS	271.16			
	961-384323	TS-SHOP-AMP CLAMPS	7.90			
	961-384373	TS-SHOP-PVC FEM TERMINAL, VINY	30.83			
	961-384403	TS-SHOP-TERMINALS	13.56			
	961-384491	TS-SHOP-SOLID WIRE	35.38			
	961-384520	TS-SHOP-PILOT DRILLS	14.44			
	961-384651	TS-#21-MINI BULBS, ELECTRO-MECI	31.85			
	961-384760	TS-#21-MARKER LAMSP	7.39			
	961-384833	TS-#21-FUSEHOLDERS	6.92			
	961-384860	TS-#21-OIL PRESSURE SWITCH, TEI	47.05			
	961-384979	TS-#21-MARKER LAMPS	7.39			
	961-385008	RC-#302- TIRE INSERT, SPIN-ON LUI	19.42			
	961-385012	RC-#1- OIL FILTER, PREMIUM 5W20	76.75			
	961-385065	TS-SHOP-PAINT	5.07			
	961-385235	TS-SHOP- EXH. FLANCE, PVC FEM 1	13.89			
	961-385255	TS-#21-TEMPERATURE SWITCH	-33.79			
	961-385274	TS-#21- VOLT REG CON	6.25			
	961-385317	TS-SHOP-CLAMPS, MUFFLER CEME	69.52			
	961-385328	TS-#21- FUSEHOLDERATO 20AMP	3.46			
	961-385366	TS-#21- TEMPERATURE SWITCH	25.83			
	961-385466	TS-SHOP- STUD REMOVER KIT, SNV	119.57			
	961-385799	TS-#1- BALL JOINT, BRAKE PADS	256.05			
	961-385800	TS-#1- WIPER BLADES	31.05			
	961-385822	TS-#1- BALL JOINT	102.04			
	961-385872	TS-#1- WHEEL BOLTS, WHEEL BOL1	12.88			
	961-385877	TS-#1- MUFFLER QUIET FLOWS, CL	145.56			
	961-385910	TS-#1- PREMIUM ROTORS, TOTAL E	288.99			
017211	11/18/2015	Derek O'Brien	350.75	A/P	OUT-STD	11/18/2015
	OCTOBER302015	GG-CAO-UMNB AND VCCC MEETIN	350.75			
017212	11/18/2015	DOT LARSEN	102.82	A/P	OUT-STD	11/18/2015
	NOVEMBER022015	PS-XINGGUARD-CLOTHING ALLOW/	102.82			
017213	11/18/2015	DOWN EAST MOBILE WASH	226.00	A/P	OUT-STD	11/18/2015
	OCTOBER092016	CC-POOL-PRESSURE WASH AROUN	226.00			
017214	11/18/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	3,553.91	A/P	OUT-STD	11/18/2015
	784	GG-TREASURY-ACCOUNTING SUPP	733.37			

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	792	GG-TREASURY-ACCOUNTING SUPP			
	795	GG-TREASURY-ACCOUNTING SUPP			
	801	GG-TOWNHALL-RECEPTION SUPPO			
	802	GG-TREASURY-ACCOUNTING SUPP			
	803	GG-TREASURY-ACCOUNTING SUPP			
	804	CC-TREASURY-ACCOUNTING SUPP			
017215	11/18/2015	FUNDY BUILDING INSPECTION & DRAFTING SERVIC			
	15-231	PS-BUILDINGSINSPECTOR-OCT 18-31			
017216	11/18/2015	IRVING ENERGY DISTRIBUTION AND MARKETING			
	142875	TS-ST5-DIESEL			
017217	11/18/2015	JASON GOWAN			
	OCTOBER282015	CC-STAFF-CLOTHING ALLOWANCE			
017218	11/18/2015	LINDE CANADA LTEE, M2193			
	52230148	TS-SHOP-OXYGEN K			
017219	11/18/2015	MAYFIELD GARDENS & LANDSCAPE			
	7227	RC-HORT-PERENNIALS			
017220	11/18/2015	MINISTER OF FINANCE			
	WEEK472015	EMPLOYEE DEDUCTIONS-NOV 15-2			
017221	11/18/2015	O'CONNELL MIKE			
	OCTOBER302015	RC-RECDIRECTOR-FRPA MEETING			
017222	11/18/2015	ORR ELECTRIC & ALARM LTD.			
	1859	RC-PARKS- TOWN CLOCK REPAIR			
017223	11/18/2015	PROCOM DATA SERVICES INC.			
	2015012549	GG-TREASURY- PRO-RATED SUPPC			
017224	11/18/2015	RICHARDSON JEFF			
	NOVEMBER082015	PS-BUILDING-BED PILLOWS			
017225	11/18/2015	RICHWIL TRUCK CENTRE LTD.			
	110099	TS-#7- BRACKET AU			
	110669	TS-#5- OILPN KIT			
	110926	PS-FIRE-F W SEPR, FUEL FILTERS			
	110928	TS-#6- ADJUSTERS			
	111084	TS-#20- CLEANER, FILTERS			
	111093	TS-#6- FILTERS			
	111198	TS-#20- LIGHT MODE, LAMP, PIGTAI			
	111890	TS-SHOP- HEAVY DUTY, BAND CLAI			
	111892	TS-#20- LIGHT			
	CM109843	TS-#7-KT PUMP			
017228	11/18/2015	SHANNON MICHAEL			
	WEEK472015	PS-ANIMALCONTROL-WEEKLY FEE			
	WEEK472015*	PS-ANIMALCONTROL-WEEKLY VEHI			
017227	11/18/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI			
	23121	GG-TREASURY- GENERAL OPERATI			
017228	11/18/2015	ST. STEPHEN AREA CHAMBER			
	1067	GG- CIVIC- 25TH BUSINESS GALA SI			
017229	11/18/2015	UNIQUELY YOURS			
	3439	GG- CIVIC-RETIREMENT PLAQUE			
017230	11/18/2015	YELLOW PAGES GROUP			
	15-2052520	GG-TOWN HALL-911 LISTING			
017231	11/19/2015	ZEE MEDICAL CANADA CORP			

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Number	Issued	Amount	SC	Status	Status Date
	0180284034 TS-SHOP- FIRST AID SUPPLIES	187.42			
017232	11/18/2015 ALEX REID PICAROONS GG-CIVIC-PICAROONS LAUNCH	150.00 150.00	A/P	OUT-STD	11/18/2015
017233	11/18/2015 KEITH'S BUILDING SUPPLIES 145424 TS-SHOP- HOLESAW BIMETAL 148212 RC-PARKS- 1/4 TITANIUM DRILL BIT	54.22 45.19 9.03	A/P	OUT-STD	11/18/2015
017234	11/18/2015 BELL ALIANT 06336721OCT15 TS-AIRPORT-LANDLINE PHONE	135.94 135.94	A/P	OUT-STD	11/18/2015
017235	11/18/2015 MINISTER OF FINANCE 11368891OCT15 GG-TOWNHALL-LANDLINE PHONES 11378668OCT15 PS/TS-199UNIONST-LANDLINE PHO 11395944OCT15 TS/PS-189UNIONST-LANDLINE PHO 15772985OCT15 RC-REC/POOL-LANDLINE PHONES 48435731OCT15 RC-PARKS-CHOCOLATE PARK CAM	3,083.78 1,481.53 347.13 932.32 218.11 84.89	A/P	OUT-STD	11/18/2015
017236	11/18/2015 N. B. ELECTRIC POWER 19051703NOV15 TS-AIRPORT-ELECTRICITY 19051801NOV15 TS-AIRPORT-ELECTRICITY 21600030308NOV15 TS-ST5-AREA LIGHTS 57955828NOV15 CB-SELFCONTAINEDLIGHT-ELECTR	11,502.27 201.84 51.84 11,148.18 102.81	A/P	OUT-STD	11/18/2015
017237	11/18/2015 GREAT-WEST LIFE ASSURANCE COMPANY NOVEMBER162015MAN GG-PREMIUMS-NOV 25-DEC23/15-M	2,094.34 2,094.34	A/P	OUT-STD	11/18/2015
017238	11/18/2015 GREAT-WEST LIFE ASSURANCE COMPANY NOVEMBER162015UNI GG-PREMIUMS-NOV 24-DEC23/15-U	2,185.91 2,185.91	A/P	OUT-STD	11/18/2015
017239	11/20/2015 MEDAVIE BLUE CROSS DEC15UNION GG-HEALTH&DENTALPREMIUMS-DI DEC15MAN GG-HEALTH&DENTALPREMIUMS-DI	14,103.85 8,713.84 5,390.01	A/P	OUT-STD	11/20/2015
017240	11/20/2015 ST. STEPHEN AREA CHAMBER CHRISTMASPROMO2015 GG-CIVIC-26TH RETAILERS'S CHRIS	2,000.00 2,000.00	A/P	OUT-STD	11/20/2015
017264	11/26/2015 CASEY'S CUSTOM AUTO & BIKE LTD. #20215 PS-FIRE-#202 UNDERCOATING #20515 PS-FIRE-#205 UNDERCOATING CARGOTRAILER15 PS-FIRE-CARGO TRAILER UNDERCO	593.25 310.75 197.75 84.75	A/P	OUT-STD	11/26/2015
017265	11/26/2015 CNH CAPITAL IN78807 TS-#16-BULBS	89.70 89.70	A/P	OUT-STD	11/26/2015
017266	11/26/2015 COX ELECTRONICS & COMMUNICATIONS 2-1736281 CC-ADMIN-TECH SERVICE	90.34 90.34	A/P	OUT-STD	11/26/2015
017287	11/26/2015 FAIRVILLE CONSTRUCTION LTD. September302015 WS-ST5-OVERFLOW CULVERTS TAI	108,687.40 108,687.40	A/P	OUT-STD	11/26/2015
017289	11/26/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 15-233 PS-BUILDINGINSPECTOR-NOV 1-14/	1,678.05 1,678.05	A/P	OUT-STD	11/26/2015
017270	11/26/2015 KONICA MINOLTA 5723779 GG-TOWNHALL-COPIER LEASE	134.50 134.50	A/P	OUT-STD	11/26/2015
017271	11/26/2015 MEGA-LAB MANUFACTURING CO. LTD. 138840 TS-SHOP-MEGALUBE GREASE	247.47 247.47	A/P	OUT-STD	11/26/2015
017272	11/26/2015 MICMAC FIRE & SAFETY SOURCE LTD. NS-00830002 PS-FIRE-SURVIVOR LED'S	352.56 352.56	A/P	OUT-STD	11/26/2015
017273	11/26/2015 MINISTER OF FINANCE WEEK482015 EMPLOYEE DEDUCTIONS-NOV 22-2	209.30 209.30	A/P	OUT-STD	11/26/2015
017275	11/26/2015 N. B. ELECTRIC POWER	6,215.58	A/P	OUT-STD	11/26/2015

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Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 017305 dated between 11/01/2015 and 11/30/2015

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	17915909NOV15	RC-POOL-SCHOOL STREET	72.47			
	17935200NOV15	TS-KING/UNIONST-TRAFFIC LIGHTS	39.88			
	18169205NOV15	RC-POOL-MILL LANE	234.78			
	18988703nov15	PS/TS-199UNIONST-ELECTRICITY	1,103.70			
	50660140NOV15	RC-PARKS-ROTARY CHANGING RO	25.03			
	54187672NOV15	TS-KING/QUEENST-TRAFFIC LIGHTS	42.18			
	55160607NOV15	RC-COTTONMILL-LIGHTS	80.98			
	55471834NOV15	TS/PS-220UNIONST-ELECTRICITY	128.84			
	55817471NOV15	TS-ST5-WATERFRONT LIGHTS	153.07			
	57579341NOV15	CB-EMPTYSTORE/HAIRDRESSER-E	526.38			
	57955755NOV15	CB-ACTHEAT/HOUSE-ELECTRICITY	160.95			
	57955773NOV15	CB-PHARMACY/BIGAREA-ELECTRIC	232.68			
	57955791NOV15	CB-UPSTAIRSOFFICE-ELECTRICITY	191.14			
	57955808NOV15	CB-ACUNIT&HOUSE-ELECTRICITY	405.68			
	71315207NOV15	PM-RCMP-ELECTRICITY	895.45			
	72924308NOV15	RC-PARKS-BANDSTAND	44.50			
	73008038NOV15	RC-LIBRARY-ELECTRICITY	1,711.23			
	82122207NOV15	RC-PARKS-BASKETBALL COURT	53.44			
	83278804NOV15	TS-ST5-PARKS SHED	26.48			
	848605801NOV15	RC-PARKS-RIVERSIDE DR LIGHTS	88.74			
017276	11/26/2015	NORTHERN CONSTRUCTION INC. 13889 TS-ST5-ASPHALT	3,045.52 3,045.52	A/P	OUT-STD	11/26/2015
017277	11/26/2015	ORR ELECTRIC & ALARM LTD. 1839 PS-FIRE-REPLACED EXTERIOR LIGHT	1,454.52 1,454.52	A/P	OUT-STD	11/26/2015
017278	11/26/2015	SHANNON MICHAEL WEEK482015 PS-ANIMALCONTROL-WEEKLY VEHIC WEEK482015* PS-ANIMALCONTROL-WEEKLY FEE	365.44 197.75 167.69	A/P	OUT-STD	11/26/2015
017279	11/26/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIM 094684 PS-FIRE-FIRE PREVENTION 2015 094685 PS-FIRE-FIRE PREVENTION 2015 094686 PS-FIRE-FIRE PREVENTION 2015 094685 PS-FIRE-FIRE PREVENTION SAFETY 094889 GG-TOWN-FALL CLEAN UP 094977 GG-CIVIC-SMALL BUSINESS WEEK 095049 GG-CIVIC-OWN EVENTS 095171 GG-CIVIC- COMMUNITY EVENTS 095173 GG-CIVIC- FALL CLEAN UP	1,140.52 254.25 163.33 254.25 67.80 99.94 104.41 48.30 48.30 99.94	A/P	OUT-STD	11/26/2015
017280	11/26/2015	UNITED RENTALS OF CANADA, INC. 132061920-001 TS-SHOP-PUMP AND HOSES	703.70 703.70	A/P	OUT-STD	11/26/2015
017281	11/26/2015	ZEE MEDICAL CANADA CORP. 0160294035 PS-FIRE-FIRST AID SUPPLIES	122.70 122.70	A/P	OUT-STD	11/26/2015
017282	11/26/2015	FRANK G GODSOE CHARTERED ACCOUNTANT 782 GG-TREASURY-ACCOUNTING SUPP 783 GG-TREASURY-ACCOUNTING SUPP 793 GG-TREASURY-ACCOUNTING SUPP 794 CC-TREASURY-ACCOUNTING SUPP 798 CC-TREASURY-ACCOUNTING SUPP	4,793.19 217.53 403.98 2,875.58 1,479.17 16.95	A/P	OUT-STD	11/26/2015

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Town of St. Stephen  
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Cheques from 000001 to 017305 dated between 11/01/2015 and 11/30/2015

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Number	Issued	Amount	SC	Status	Status Date
<b>Cheque Totals Issued:</b>		<b>482,954.53</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>462,954.53</b>			
<b>Total # of Cheques Listed:</b>		<b>135</b>			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 005543 dated between 11/01/2015 and 11/30/2015

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Number	Issued	Amount	SC	Status	Status Date
004831	11/25/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER25,2015 SERIES "AW" - INTEREST	1,632.00 1,632.00	A/P	OUT-STD	11/25/2015
004846	11/15/2015 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER15,2015* SERIES "BK" - INTEREST	14,890.75 14,890.75	A/P	OUT-STD	11/15/2015
005456	11/03/2015 BERNARD MCFARLANE 04* WS-TRANS&DIST-THERMOSTAT 242015* WS-TRANS&DIST-FAN HEATER MOT 46* WS-TRANS&DIST-ADAPTERS, CONN	409.36 64.89 121.27 223.20	A/P	OUT-STD	11/03/2015
005457	11/03/2015 COX ELECTRONICS & COMMUNICATIONS 2-1748058 WS-TRANS&DIST-DLINK PORT SWIT 2-1748147 WS-TRANS&DIST-1 TPL WLS ROUTE	112.98 67.79 45.19	A/P	OUT-STD	11/03/2015
005458	11/03/2015 KENT BUILDING SUPPLIES 838500 WS-#102-WELDABLE TUBE 838590 WS-TRANS&DIST-SHOVELS 943184 WS-TRANS&DIST- 12" SDS BIT 947324 WS-TRANS&DIST- DOORSET, THRE:	109.34 11.13 37.81 21.01 39.39	A/P	OUT-STD	11/03/2015
005459	11/03/2015 PUROLATOR COURIER LTD. 428834857 WS-TRANS&DIST-TO SCOTIA TECH 428834857* WS-SOURCE-TO SANSOM EQUIPME 428902780 WS-SOURCE-TO HYPERION RESEA	162.72 35.01 48.18 79.53	A/P	OUT-STD	11/03/2015
005460	11/03/2015 RECEIVER GENERAL 04 WS-TRANS&DIST-THERMOSTAT 242015 WS-TRANS&DIST-FAN HEATER MOT 46 WS-TRANS&DIST-ADAPTERS, CONN	324.89 51.50 96.25 177.14	A/P	OUT-STD	11/03/2015
005461	11/03/2015 RESEARCH & PRODUCTIVITY COUNCIL 173902 WS-SOURCE- MICRO EXAM OF WAT	88.82 88.82	A/P	OUT-STD	11/03/2015
005462	11/03/2015 RICHWIL TRUCK CENTRE LTD. 111939 WS-#102- GROMMETS	378.46 378.46	A/P	OUT-STD	11/03/2015
005463	11/03/2015 SCP DISTRIBUTORS INC CANADA FE024225 WS-SOURCE- CHLORINE FE024345 WS-SOURCE-EMPTY CHLORINE CYI	307.36 1,030.56 -723.20	A/P	OUT-STD	11/03/2015
005464	11/03/2015 SERVICE NEW BRUNSWICK 829357 WS/SCD-UTILITY PAYMENT ACCEPT	129.25 129.25	A/P	OUT-STD	11/03/2015
005465	11/12/2015 BELL MOBILITY INC. 523889487OCT15* WS/SCD-CELL PHONE CHARGES	969.92 969.92	A/P	OUT-STD	11/12/2015
006486	11/12/2015 BRIGGS PLUMBING INC. 110484 SCD#9- BRASS 1 1/4 " INSERT ADA 110485 WS-TRANS&DIST- SHARKBITE 1/2" E	102.65 12.21 90.44	A/P	OUT-STD	11/12/2015
005487	11/12/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG02450 WS-#102- PIN KIT	289.51 289.51	A/P	OUT-STD	11/12/2015
005488	11/12/2015 DEVLIN TIM OCTOBER292015 SCD-DISPOSAL-CLOTHING ALLOWA	111.83 111.83	A/P	OUT-STD	11/12/2015
005470	11/12/2015 EMCO CORPORATION 2826622-03 WS-TRANS&DIST-COUPLINGS 2826527-00 WS-TRANS&DIST-DRASS ADAPTER 2826536-00 WS-TRANS&DIST-HOSE NOZZEL CA 2828237-01 WS-TRANS&DIST-ADPT CB-MIP'S 2828240-00 WS-TRANS&DIST-COUPLINGS	7,420.83 128.09 207.19 93.99 252.89 932.07	A/P	OUT-STD	11/12/2015

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 005543 dated between 11/01/2015 and 11/30/2015

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Number	Issued		Amount	SC	Status	Status Date
	2828243-00	WS-TRANS&DIST-COUPLING	450.21			
	2828585-00	WS-TRANS&DIST- KORNERHORNS,	441.78			
	2828586-00	WS-TRANS&DIST-COUPPLINGS, 90 N	83.02			
	2828587-00	WS-TRANS&DIST-HYD MRKR W/REF	853.62			
	2828715-00	WS-TRANS&DIST-HYD INDICATOR 5	408.43			
	2828800-00	WS-TRANS&DIST-SERV TUBES	249.41			
	2828851-00	WS-TRANS&DIST-HYD EXT CTD'S	1,373.22			
	2829055-00	WS-TRANS&DIST- AIRCRAFT CBL, P	857.58			
	2829057-00	WS-TRANS&DIST- COUPLINGS, INS	998.25			
	2829504-00	WS-TRANS&DIST-AIRCRAFT CABLE	156.43			
	2829507-00	WS-TRANS&DIST- COUPLINGS	545.70			
	2830215-00	WS-TRANS&DIST-3-12 BELT PIPE D&	-411.05			
005471	11/12/2015	GREENLAW'S GARAGE LTD.	46.14	A/P	OUT-STD	11/12/2015
	1944	WS-#305-COMPUTER SCAN	45.14			
005472	11/12/2015	GULLISON'S COURIER SERVICE	412.46	A/P	OUT-STD	11/12/2015
	750135	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	750136	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	917876	TS-#102-TO TOWN FR/ RICHWIL	33.90			
	917892	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	917893	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	925868	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	925869	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	925813	WS-SOURCE-TO DOE LAB	33.90			
	925914	WS-SOURCE-TO RPC	33.90			
	925955	SCD-DISPOSAL-TO BUCHANAN ENV	39.55			
	925968	WS-SOURCE-TO RPC	33.90			
	925967	WS-SOURCE-TO DOE LAB	33.90			
005473	11/12/2015	HYPERION RESEARCH LTD.	1,104.00	A/P	OUT-STD	11/12/2015
	55117	WS-SOURCE-WATER SAMPLE ANAL	1,104.00			
005474	11/12/2015	JAMER MATERIALS LTD.	1,865.88	A/P	OUT-STD	11/12/2015
	2992	WS-TRANS&DIST- CRUSHED STONE	1,865.88			
005475	11/12/2015	JAMIE LINTON	100.00	A/P	OUT-STD	11/12/2015
	OCTOBER292015	WS-TRANS&DIST-TRAINING	100.00			
005476	11/12/2015	LAWRENCE PETERS	600.00	A/P	OUT-STD	11/12/2015
	OCTOBER272015	WS-SOURCE-TRAVEL EXPENSE	600.00			
005477	11/12/2015	LINDE CANADA LTEE, M2193	25.20	A/P	OUT-STD	11/12/2015
	82867766	SCD-DISPOSAL- ACETYLENE	25.20			
005478	11/12/2015	MILLTOWN MACHINE & FABRICATION LTD.	45.20	A/P	OUT-STD	11/12/2015
	17859	WS-#102- 3/16 CHECKPLATE & LABC	45.20			
005479	11/12/2015	N. B. SOUTHERN RAILWAY COMPANY LIMITED	113.00	A/P	OUT-STD	11/12/2015
	70277	WS-ST5- UNDERGROUND PIPE MP2	113.00			
005480	11/12/2015	NORTHERN CONSTRUCTION INC.	4,120.09	A/P	OUT-STD	11/12/2015
	13949	WS-TRANS&DIST- ASHALT	4,120.09			
005481	11/12/2015	RICHWIL TRUCK CENTRE LTD.	438.54	A/P	OUT-STD	11/12/2015
	111990	WS-#8-VALVE TRAN	79.83			
	112012	SCD-#9- KT FLTR, KI ROTELLA	327.89			
	112028	SCD-#9- AIRBRAKE	30.82			
005482	11/12/2015	SAINT JOHN LABORATORY SERVICES LTD.	1,642.53	A/P	OUT-STD	11/12/2015
	787-15	SCD-DISPOSAL- TREAT PLANT LAB	1,642.53			

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 BNK2 - Utility Bank Account  
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Number	Issued	Amount	SC	Status	Status Date
005483	11/12/2015 SOUTHWEST CONCRETE & CONS LTD 9-83-15*	1,922.70 1,922.70	A/P	OUT-STD	11/12/2015
005484	*1/12/2015 THE PANEL SHOP 748-99-79	254.25 254.25	A/P	OUT-STD	11/12/2015
005485	11/12/2015 VIKING FIRE PROTECTION INC 470185	192.10 192.10	A/P	OUT-STD	11/12/2015
005487	11/18/2015 MARK CAMPBELL HUPSECURITYDEPOSIT	5,000.00 5,000.00	A/P	OUT-STD	11/18/2015
005489	11/18/2015 CANADIAN TIRE N15517626 N15517802 N15517804 N15517809 N15517821 N15517892 N15517895 N15517899 N15517908 N15517940 N15517943 N15517955 N15517959 N15517985 N15517972 N15517987 N15517985	883.18 75.38 22.58 23.02 97.89 32.76 72.47 93.35 22.55 91.41 11.85 20.28 13.55 189.44 33.89 49.89 33.89 19.18	A/P	OUT-STD	11/18/2015
005490	11/18/2015 CREIGHTON-CARTER LTD. 981-383631 981-383721 981-383723 981-383998 981-384175 981-385128 981-385199 981-385521 981-385524 981-385894	387.81 52.39 70.58 50.01 6.79 6.40 102.42 25.58 38.24 3.50 9.90	A/P	OUT-STD	11/18/2015
005491	11/18/2015 DAVIS FUELS LTD. 154128	500.01 500.01	A/P	OUT-STD	11/18/2015
005492	11/18/2015 EMCO CORPORATION 2828585-01 2830101-00 2830101-01 2830101-02	4,218.28 107.87 2,570.19 276.56 1,281.66	A/P	OUT-STD	11/18/2015
005493	11/18/2015 KEITH'S BUILDING SUPPLIES 145399 146194 148357	164.72 17.06 38.83 106.83	A/P	OUT-STD	11/18/2015
005494	11/18/2015 LINDE CANADA LTEE, M2193 52230147	118.31 118.31	A/P	OUT-STD	11/18/2015

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Number	Issued	Amount	SC	Status	Status Date
005495	11/18/2015 MECHMUFFLER & CUSTOM EXHAUST INC. 3362 WS-#102- ALUMINUM TUBING, PIPE	25.14 25.14	A/P	OUT-STD	11/18/2015
005498	11/18/2015 MIDLAND COURIER 09508481 WS-#9-FROM THE PUMP GUY	42.32 42.32	A/P	OUT-STD	11/18/2015
005497	11/18/2015 PITNEY BOWES LEASING 3200047928 WS-TOWN HALL- POSTAGE METER	711.91 711.91	A/P	OUT-STD	11/18/2015
005498	11/18/2015 PROCOM DATA SERVICES INC. 2018012549* WS/SCD-TREASURY- PRO-RATED S	359.34 359.34	A/P	OUT-STD	11/18/2015
005499	11/18/2015 RESEARCH & PRODUCTIVITY COUNCIL 174525 WS-SOURCE- MICRO EXAM OF WAT 174549 WS-SOURCE- MICRO EXAM OF WAT 174562 WS-SOURCE- MICRO EXAM OF WAT 174700 WS-SOURCE- MICRO EXAM OF WAT 174707 WS-SOURCE-MICRO EXAM OF WAT	1,020.80 705.38 88.82 40.15 88.82 137.83	A/P	OUT-STD	11/18/2015
005500	11/18/2015 RICHWIL TRUCK CENTRE LTD. 112360 WS-#102- LAMPS 112062 WS-#8- PANEL ROCK	931.73 221.84 709.89	A/P	OUT-STD	11/18/2015
005501	11/18/2015 SOURCE ONE SUPPLIES 10285 WS-SOURCE- BATH TISSUE, BOWL	125.55 125.55	A/P	OUT-STD	11/18/2015
005502	11/18/2015 SOURCE ATLANTIC 2181233 WS-TRANS&DIST- CLOTHING ALLOW	189.30 189.30	A/P	OUT-STD	11/18/2015
005503	11/18/2015 UNITED RENTALS OF CANADA, INC. 132138827-001 WS-SOURCE- PUMP HOUSE	745.80 745.80	A/P	OUT-STD	11/18/2015
005504	11/18/2015 MINISTER OF FINANCE <i>(Landfill Phones)</i> 11388812OCT15 WS-SOURCE-PUMP STATION 11388891OCT15* WS-TRANS&DIST-INTERNET SERVIC 18002807OCT15 SCD-DISPOSAL-OLD BAY WWTP	487.44 134.02 180.80 152.82	A/P	OUT-STD	11/18/2015
005505	11/18/2015 N. B. ELECTRIC POWER 3889807NOV15 WS-3119MAXWELLXING-BUILDING 50228902NOV15 WS-MAXWELLXING-PUMPS 62557428NOV15 SCD-218OLDBAYRD-WWTP 53473043NOV15 WS-SOURCE-CHLORINE RESIDUAL 81230004NOV15 WS-MAXWELLXING-PUMPS 82291006NOV15 WS-SOURCE-RESERVOIR	11,748.37 795.97 792.88 7,572.14 29.81 2,302.79 252.98	A/P	OUT-STD	11/18/2015
005528	11/20/2015 AVENSYS 51571 SCD-DISPOSAL-BATTERIES, PH PR	1,595.96 1,595.96	A/P	OUT-STD	11/20/2015
005528	11/25/2015 A. DOWNEY & SON CONSTRUCTION 885927 WS-TRANS&DIST-EQUIP RENTAL	452.00 452.00	A/P	OUT-STD	11/26/2015
005529	11/25/2015 BRIAN LEAVITT NOVEMBER102016 WS-TRANS&DIST-CLOTHING ALLOW	228.12 228.12	A/P	OUT-STD	11/26/2015
005530	11/28/2015 IMAGEWEAR A DIVISION OF MARK'S 7418824 WS-TRANS&DIST-CLOTHING ALLOW	213.56 213.56	A/P	OUT-STD	11/26/2015
005531	11/28/2015 N. B. ELECTRIC POWER 53123817NOV15 SCD-STS-DECHLORINATION CHAME 53158875NOV15 SCD-STS-BUDD AVE LIFT STATION 54807440NOV15 WS-STS-158A MILLTOWN BLVD LIFT 58356048NOV15 SCD-STS-18 RIVERSIDE DR LIFT S 61224002NOV15 SCD-STS-358A MILLTOWN BLVD LIF 61238008NOV15 WS-STS-BUDD AVE LIFT STATION	5,622.89 131.15 3,129.44 29.36 30.79 1,230.88 728.85	A/P	OUT-STD	11/26/2015

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**BNK2 - Utility Bank Account**  
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Number	Issued		Amount	SC	Status	Status Date
	76139807NOV15	SCD-ST5-54 RIVERSIDE DR LIFT S	82.70			
	84934906NOV15	SCD-ST5-658A RIVERSIDE DR LIFT	114.42			
	84943406NOV15	WS-ST5-TODD HILL RESERVOIR	147.10			
005532	11/26/2015 RAYTEK		3,862.05	A/P	OUT-STD	11/26/2015
	117868	SCD-DISPOSAL-FLUSHED SEWER L	3,862.05			
005533	11/26/2015 RESEARCH & PRODUCTIVITY COUNCIL		325.20	A/P	OUT-STD	11/26/2015
	174559	WS-SOURCE-MICRO EXAM OF WATI	153.15			
	174983	WS-SOURCE- MICRO EXAM OF WAT	68.82			
	174985	WS-SOURCE-MICRO EXAM OF WATI	103.23			
005534	11/26/2015 SCOTIA TECH		3,104.46	A/P	OUT-STD	11/26/2015
	13198	WS-TRANS&DIST-WATER METER RI	872.71			
	13199	WS-TRANS&DIST-AUTO GUN METEF	2,231.75			
005535	11/26/2015 SOUTH WEST COURIER		17.40	A/P	OUT-STD	11/26/2015
	15082	SCD-DISPOSAL-FROM HARBOUR CI	17.40			
005538	11/26/2015 THE PANEL SHOP		4,282.85	A/P	OUT-STD	11/26/2015
	746-99-73	WS-SOURCE-CONFIGURATION OF F	2,174.80			
	746-99-76	SCD-DISPOSAL-RADIO/SURGE ARR	700.60			
	746-99-80	SCD-DISPOSAL-RECONNECT KING	1,417.45			
005537	11/26/2015 TRC HYDRAULICS INC.		211.15	A/P	OUT-STD	11/26/2015
	128037	SCD-#9-HUSCO RELIEF	211.15			
<b>Cheque Totals Issued:</b>			<b>87,823.18</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>87,823.18</b>			
<b>Total # of Cheques Listed:</b>			<b>60</b>			

\* Partial payment was made on Invoice

\*\* - Name on Check was modified

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

**OCTOBER 2015**

Dillon Consulting Limited (Engineering - Water Main Twinning - Dennis Stream - Project No. 138637, Cheque #104)	31,541.13
Dillon Consulting Limited (Engineering - Water Main Twinning - Dennis Stream - Project No. 138637, Cheque #105)	5,734.75
Dillon Consulting Limited (Engineering - Overflow Storm and Sanitary Sewer (Bell Ave. and Todd St.) - Project No. 151718, Cheque #106)	2,486.00
<b>Total</b>	<b>\$39,761.88</b>

**NOVEMBER 2015**

Southwest Concrete & Const. Ltd. (Construction Storm Sanitary Sewer Improvements - Bvell Avenue & Todd Street - Project No. 15-1718, Cheque #107)	213,580.62
	<b>\$213,580.62</b>
<b>Grand Total</b>	<b>\$ 253,342.50</b>

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** December 21, 2015

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**COMMUNICATION FOR INFORMATION FILE**

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

*Thank you from...*



Ganong  
Nature  
Park

*Live. Play. Learn.*

Town of St. Stephen,

Thank you for your generous contribution to the 2015 Charlotte County Fall Fair. We look forward to continuing to grow the fair for many years to come.

**Save the Date:** The 2016 Charlotte County Fall Fair will be held from Sept. 16<sup>th</sup>-18<sup>th</sup>



RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

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 December 9, 2015 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, DECEMBER 9, 2015 @ 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* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

It was MOVED by Councillor Booth and SECONDED by Councillor Harding that the above-noted twelve (12) items, along with one (1) additional financial matter, be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*.  
**CARRIED**

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

**PRESENT:** Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, and Jim Maxwell; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

**ABSENT:** Councillor Abby Pond and Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Booth and SECONDED by Councillor Harding that the agenda be approved with one addition: Regional Service Commission 10 - 2016 Budget be added as (viii) under the Finance and Administration Committee. **CARRIED**

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer spoke to his report and the one (1) action item is noted as follows:
  - Council will consider a motion at the next Regular Session on Monday, December 21, 2015 to provide a grant in the amount of \$270.00 (two hundred and seventy dollars) to the Spartan Hockey Alumni to pay for ice time at the Garcelon Civic Center for its fundraiser game on December 27, 2015 with proceeds used to provide a scholarship.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Auditor Letters – 2014 Audit – The memo from the Treasurer dated December 7, 2015 with attached three (3) letters were received and reviewed for information only: (i) Engagement letter from Teed Saunders Doyle & Co. dated August 4, 2015; (ii) Independence letter from Teed Saunders Doyle & Co. dated August 4, 2015; and (iii) Representation letter from the Town of St. Stephen dated October 26, 2014.
- (iv) Transfer to General Capital Reserve – The memo from the Treasurer dated December 4, 2015 with attached copies of 2015 transfers to the General Capital Reserve Fund resolutions were received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 21, 2015 to transfer funds from the General Operating Fund to the General Capital Reserve Fund.
- (v) Transfer to Water and Sewerage Capital Reserve – The memo from the Treasurer dated December 4, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 21, 2015 to transfer funds from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.
- (vi) Transfer to Restricted Bank Account – Future Employee Benefits – The memo from the Treasurer dated December 4, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 21, 2015 to transfer funds from the General Operating Fund bank account to the restricted bank account for future employee benefits, and to transfer funds from the Water and Sewerage Operating Fund bank account to the restricted bank account, as well, for future employee benefits.

- (vii) Cheque Register for month of November 2015 - The memo from the Assistant Treasurer dated December 4, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 21, 2015.
- (viii) Regional Service Commission 10 – 2016 Budget – The Mayor and Chief Administrative Officer advised that the proposed Southwest New Brunswick Service Commission 2016 Operating Budget includes a tip fee increase of \$5.00 per tonne which would take the rate of \$77.00 for 2015 to \$82.00 for 2016.

They further advised that the annual amount paid to the Southwest New Brunswick Service Commission for “Collaborative and Regional Planning Services to be rendered to the Rural Community within Regional Services Commission 10” will increase from \$12,354 in 2015 to \$13,666 for 2016.

**PUBLIC WORKS** – Chaired by Councillor Maxwell

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

**POLICE AND FIRE** - Chaired by Councillor Harding

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

Terry Pomeroy, who has worked in the area for the past one and one-half years, was in attendance and introduced himself as the Acting Sergeant, as Sergeant J. P. MacDougall who arrived last month in charge of the St. Stephen Detachment has been reposted.

Acting Sergeant Pomeroy advised Council to contact him at any time should they have any questions/concerns.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Fire Department Membership – The memo from the Fire Chief dated November 8, 2015 was received and reviewed.

As noted in the Fire Chief's memo, the Fire Department is short two Lieutenants with the promotions of Joe Richardson and Jason St. Peter, and he will bring recommendations back to a future Committee meeting.

Council agreed with the Fire Chief's recommendation for two new volunteers and a motion will be considered at the next Regular Session of Council on Monday, December 21, 2015.

Also noted in the Fire Chief's memo, the Fire Department is short one back up driver and a recommendation will be brought back to a future Committee meeting.

- (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 Booth

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.
- (iii) Report of the Property Management Office – The Chief Administrative Officer spoke to his report and the three (3) action items are noted as follows:
- Council will consider a motion at the next Regular Session on Monday, December 21, 2015 authorizing the Mayor and Clerk to sign the lease agreement with Northampton Brewing Company Ltd. for the St. Stephen Train Station.
  - Council will consider a motion at the next Regular Session on Monday, December 21, 2015 directing the Chief Administrative Officer to gather quotations on the purchase and installation of the GPS navigation system at the Giddens Memorial Airport and to bring the information back to a future Committee meeting.
  - Council will consider a motion at the next Regular Session on Monday, December 21, 2015 approving the lowest quotation from Cloney Construction Inc. to complete the necessary work at the St. Croix Public Library to prevent further water leaks and damage.

Also, as noted in the Chief Administrative Officer's report, the Airport Committee recommended at its last meeting the re-creation of a regional airport commission; however, Council directed the Chief Administrative Officer not to proceed with that recommendation at this time.

**PARKS AND RECREATION** - Chaired by Councillor MacDonald

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

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

**PLANNING, PROMOTION AND TOURISM** – Chaired by Mayor Quartermain  
in the absence of Councillor Pond

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

As noted in the report, the Town received a cheque in the amount of \$589.00 from the St. Stephen Farmer's Market Association for the ability to host the market on Town property, and they hope to continue in the waterfront location in 2016.

Council agreed for the Farmer's Market to continue in the waterfront location in 2016 as long as it does not interfere with hotel construction.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:00 p.m. and returned to open session at 7:55 p.m., at which time it was MOVED by Councillor Harding and SECONDED by Councillor Booth that the meeting adjourn at 7:55 p.m.

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, DECEMBER 9, 2015 @ 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* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) 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 MacEachern

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Auditor Letters – 2014 Audit – Memo from Treasurer dated December 7, 2015 with attachments:
  - Letter from Teed Saunders Doyle & Co. dated August 4, 2015.
  - Letter from Teed Saunders Doyle & Co. dated August 4, 2015.
  - Letter from the Town dated October 26, 2015.
- (iv) Transfer to General Capital Reserve – Memo from Treasurer dated December 4, 2015 with attachments:
  - Copies of 2015 transfers to General Capital Reserve Fund resolutions
- (v) Transfer to Water and Sewerage Capital Reserve – Memo from Treasurer dated December 4, 2015 attached.
- (vi) Transfer to Restricted Bank Account – Future Employee Benefits – Memo from Treasurer dated December 4, 2015 attached.
- (vii) Cheque Register for month of November 2015 – Memo from Assistant Treasurer dated December 3, 2015 with attachment:
  - Cheque Register

**PUBLIC WORKS** – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

**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 November 8, 2015 attached.
- (iv) Report of the By-Laws Office

**PROPERTY, BY-LAWS AND ENVIRONMENT** – Chaired by Councillor Booth

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

**PARKS AND RECREATION** – Chaired by Councillor MacDonald

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

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Pond

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.

**5. DELEGATIONS/PRESENTATIONS**

**6. NEW BUSINESS**

**7. ADJOURNMENT**

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PLANNING ADVISORY COMMITTEE MEETING**

THAT the Minutes of the Planning Advisory Committee meeting held on October 7, 2015, copy attached, and approved at its meeting on December 2, 2015 be accepted.

# Town of St. Stephen



*Canada's Chocolate Town*

## MINUTES

**Planning Advisory Committee**

**Wednesday, October 7, 2015**

### A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, October 7, 2015 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

#### Attending

Ted Moore	Marg Harding	Mark Porter	Derek O'Brien
Ed Zammit	Geoff Knight	Mike Booth	

#### Regrets

Allan Gillmor  
Garth Orchards

### B. Approval of Agenda

It was moved by Geoff Knight and seconded by Marg Harding that the agenda be approved as circulated. Carried

### C. Approval of Minutes

It was MOVED by Geoff Knight and SECONDED by Ed Zammit that the minutes of the Planning Advisory Committee Meeting held on Wednesday, August 5, 2015 be approved as circulated. Carried

### D. Business Development

(i) Two (2) local businessmen, Ron Alberts and Jeremy Barham, were in attendance and Mr. Alberts presented to the Planning Advisory Committee (PAC) his business proposal to purchase the property located at 149 King Street (bowling alley) in order to open two (2) national businesses: CARSTAR collision repair shop and Enterprise Rent-A-Car which will create ten (10) skilled labour jobs and provide a service to the community.

PAC was advised that the hours of operation would be Monday – Friday: 8:00 a.m. to 5:00 p.m., with Enterprise Rent-A-Car opened on Saturday, as well.

As outlined in Section 5.3, Subsection 5.3.2, of the Town's Zoning By-Law, an automobile repair shop may be permitted in a Commercial Mix (CM) Zone subject to terms and conditions applied by the PAC.

It was MOVED by Geoff Knight and SECONDED by Mike Booth that the CARSTAR collision repair shop be permitted to operate on the property located at 149 King Street with the following terms and conditions applied as long as the same owner and business occupy the premises:

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

Carried

**E. Review of one (1) request for variance:**

- (i) Placement of shed – 27 Marks Street

The application was brought to PAC to request a variance as it exceeded the minimal allowable setback for the rear yard.

It was MOVED by Geoff Knight and SECONDED by Ed Zammit that the variance required for the replacement of a new shed located at 27 Marks Street be approved. Carried


**F. Review of the Town's Building By-Law No. L-6**

The Chief Administrative Officer/Development Officer advised the PAC that in an effort to promote business development, Council directed him to propose amendments to the Building By-Law for consideration at a future meeting which would give Council the authority to consider waiving building permit fees and create a policy that would guide this decision.

After a brief discussion, some members suggested that perhaps an incentive policy be drafted rather than changing the by-law.

**G. Adjournment**

It was moved by Marg Harding that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:45 p.m. Carried

  
\_\_\_\_\_  
Derek O'Brien, Secretary

  
\_\_\_\_\_  
Ted Moore, Chair

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **December 21, 2015**

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**STAFF REPORTS**

**THAT** the following staff reports for the month of November 2015 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department, Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Garcelon Civic Center.

## Report to Mayor and Council – December 2015

### Mission and Vision

Mayor and Council, and the staff of the Town of St. Stephen **advise, communicate, protect, and serve** the citizens of our community.

The Town of St. Stephen aspires to be a proud and engaged community where we act on informed decisions, are accountable toward our common goals, experience economic growth and strong community partnerships, and celebrate our assets.

#### Examples this month:

- Community Events being organized throughout the community.
- Santa Claus Parade

### Spartan Hockey Alumni

A group of citizens have organized a Spartan Hockey Alumni hockey game in the days around Christmas. This year, the Alumni team will play the current high school time on Sunday, December 27. This event is well attended and the funds raised are used to provide a scholarship. Many alumni and their families are home for the holidays while others live here in the community. The organizers have requested a grant from the Town of St. Stephen in the amount of \$ 270.00 to pay for the ice time at the Garcelon Civic Center (letter attached).

The Finance Committee recommends approval of this grant.

*Action: Council consider a resolution to grant \$270.00 for the ice rental costs at the Garcelon Civic Center for this event.*

### Town Staff Christmas Dinner

Town staff is invited to the St. Croix Christian Centre for a Christmas Dinner on Tuesday, December 8. Staff appreciates this gift from Mayor and Council, and especially the organizing efforts of Councillor Harding.

### Administration

Town automated telephone system was removed. A "live" voice will answer and direct calls.

Holiday hours: Town Hall will close at noon on December 24 until Tuesday, December 29. It will also close at noon on Thursday, December 31 until Monday, January 4.



Members of Council,

I am submitting this letter to you on behalf of the Spartan Hockey Alumni. Over the last three years we have put together a fundraising game to help the Spartan hockey team and the last two years we have given out a scholarship from the funds we have raised.

We would like to ask if you would like to get involved with this great event; that not only brings the alumni players for the team together as well as provides an afternoon of entertainment for the town. We bring out the minor hockey players to showcase their up and coming contributions as future Spartans.

We are looking for assistance with the cost of the ice time at the Garcelon Civic Center. The cost of renting the ice is approximately \$270.00. The other costs for this event have in the past been sponsored by Spartan hockey Alumni owned businesses.

We thank you for your consideration in helping us with funding this event. I look forward to hearing from you. Game date is December 27<sup>th</sup>.

Peter Sorous  
466-3068

Cell: 467-5205

Received  
NOV 25 2015  
Town of St. Stephen

# Memo

**To:** Derek O'Brien, CAO

**From:** Tim Tozer, Treasurer

**Date:** 04 December 2015

**Subject:** Finance Department Report

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## **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).  
-Processing industrial Utility bills for October/15.
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).  
-Includes additional items related to new Civic Center, old Arena, and former Clark Building.
- C) Payroll processing (Bi-weekly 62 employees, Monthly 31 employees, Twice Yearly 7 employees, Total 100 employees).  
-Includes additional employees related to new Civic Center.
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).  
-Month end completed to December 31, 2014.

2) Statements of Revenue and Expenditures to July 31, 2015.

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

4) Computer server maintenance.

### 5) Meetings:

- A) Department Head meeting-October 13, 2015.
- B) Committee meeting-October 14, 2015.
- C) Finance meeting to review audit-October 15, 2015.
- D) Participate in job interviews-October 19, 2015.
- E) PNB meeting to discuss tax base-October 20, 2015.
- F) Council meeting to approve audit-October 26, 2015.
- G) Budget meeting Outside Recreation-November 30, 2015.
- H) Finance meeting-December 1, 2015
- I) Budget meeting Fire Department-December 2, 2015.
- J) Budget meeting Public Works and Utility-December 3, 2015.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
  - 1) Combined Sanitary and Storm Sewer Separation.
  - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
  - 3) Gas Tax Project-West and Dow Streets.
  - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
  - 5) Civic Center.
  - 6) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
  - 7) Gas Tax Project-Water Transmission Main Replacement.
  - 8) Tan House Brook Culverts (Milltown Blvd).
  - 9) Prince William Street Infrastructure Renewal.
  
- B) 2014 Audit-Complete.
  
- C) 2016 operating budget-In Progress.
  
- D) Civic Center accounting reconciliations-In Progress.
  
- E) Civic Center financial controls.-In Progress.
  
- F) Organization of storage space for accounting files in old arena.-In Progress.
  
- G) Jumpstart processing-In Progress.
  
- H) Preparation of Council stipends.

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

**Public Works Report for November 2015**

FROM: Lee Johnson, Director of Operations  
DATE: December 01, 2015

**1: Water system:**

- a) Cleaned Gate Valve Boxes.
- b) Repaired 3 Gate Valves.
- c) Installed 14 new meters.

**2: Streets:**

- a) Repaired washouts from Flood.
- b) Cold Patched potholes.
- c) Repaired Valley Road Reservoir Road.
- d) Finished hauling winter sand.

**3: Waste Water:**

- a) Installed overflow baffles at Liftstations #1, 4,5
- b) Videoed 4 Laterals.
- c) Flushed 2 Laterals
- d) Rodded 1 Lateral.

**4: Capital Projects:**

***Water Transmission Main Twinning – Route 170 and Valley Road – Project No. 138637***  
Construction is complete.

***Storm and Sanitary Sewer Improvements – Bell Avenue and Todd Street – Project No. 151718***  
Construction is complete.

***Overflow Culverts – Tan House Brook at Milltown Boulevard – Project No. 152138***  
Construction is complete.

**5: Waste Water Utility Operator:**

This vacancy has been posted internally as per the Collective Agreement and if not filled internally, will be posted externally.

# Report of Parks & Recreation Dept. November 2015

## Parks

- Waiting to confirm a meeting with the Kiwanis Club on their proposed Skate Park.
- Jennifer has developed a plan to finish off the landscaping around the sculpture.
- All seasonal equipment has been brought in for the Winter.
- Dan Hovey has moved from Parks Dept. to Civic Center for the Winter.
- I have applied for some funding to do some work at the Splash Pad.
- I applied to Tree Canada for some funding to replace some trees along the front street.
- The Rotary Bandstand was officially opened.
- 2 cameras in the Chocolate Park are not working. Having them replaced.

## Pool

- I am still working on getting prices to replace the heat pump at the Milltown Pool. The money is in my 2015 operating budget.

## Recreation

- Working on the 2016 budget.
- Continue to plan for a Winter Carnival.
- Working on Christmas Break activities.
- Participated in the Santa Claus Parade.
- Attended the Sport NB Summit and Awards Banquet.

## Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- Civic Center Staff Mtg
- P&R Committee

Michael O'Connell  
Director Parks & Recreation

# St. Stephen Fire Department Report for November 2015

Alarms were : Town Alarms            7  
                   Out of Town Calls        7  
     14

Calls are described as being:

		# of firefighters	# of hours
1. Motor vehicle accident	5	58	73
2. Arson Investigation	1	3	4.5
3. Leaves and Brush	2	8	11
One was Bylaw related, the second was where public Works dump the pick up.			
4. Assist. 1 ( AMB NB )	1	14	14
5. Chimney Fire	2	32	45
6. Down Power lines	1	15	20
7. Alarm Activation	2	10	12

Calls dispatched for the period of this report : 67

Fire department activities :

1. Monthly meeting of the fire department
2. Department held 2 training sessions
3. Members participated in Remembrance Day Ceremonies at both Cenotaphs. Members of the Rural Fire Departments were also in attendance .
4. Santa Claus Parade
5. Fundy Firefighters Assoc Meeting in St. George.

Fire Chiefs Activities:

1. Monthly meetings ; Fire dept., Committee, CAO and Director of Operations regarding Rain Event, Meeting of Fire Chiefs in Fredericton, Nov.27-28, Fundy Firefighters Assoc., Local Fire chiefs
2. One week of vacation
3. Ten shifts as a relief driver .
4. Attended a fire drill at the Provincial Building

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## November REPORT

2015

To: CAO – Town of St. Stephen

Please find enclosed my report for October By-Law – Enforcement. We handled 14 calls.

<b>CATEGORY</b>	<b>DETAIL</b>	<b>FOLLOW UP</b>
Assist other Depts. (2)	Report of leaves being burnt on Boundary St.  Inquiry about a POPA ticket issued	Patrol to the area and found the person who was burning the leaves and he had already started the process of putting them out  This info passed onto the RCM Police
Assist G.P. (2)	<ul style="list-style-type: none"><li><i>SPCA inquiring about cat vaccinations in the Town</i></li></ul> <i>Inquiry with regards to a vendor license</i>	Returned call to the lady and informed her that they are required under the animal by-law  Spoke to the person who was/is thinking of selling Christmas wreaths in Town

<p>Parking Complaints (3)</p>	<ul style="list-style-type: none"> <li>• <i>2 hr. Parking on King St.</i></li> </ul> <p><i>Parking comp. of vehicle on King St.</i></p> <p><i>NB plate GSB 836 two hour parking violation</i></p>	<p>Will monitor to see if it persist.</p> <p>Patrol and vehicle had left.</p> <p>Ticket issued</p>
<p>Rodent complaint</p>	<ul style="list-style-type: none"> <li>• <i>Residence on Victor complaining of rodents around a certain Apartment building</i></li> </ul>	<p>The owner of the building is aware of the issue and I believe is in the process of rectifying same.</p>
<p>Dog Complaints(3)</p>	<p><i>Received complaint of a dog defecating on lawns at 21 Rushton</i></p> <p><i>Another complaint from Rushton</i></p> <p><i>Barking dog on the Thompson Ave</i></p>	<p>Spoke to the occupant of the apt and informed him of the issue as will supplied him with a copy of the by-law as well.</p> <p>Contacted the complainant and informed them that they are going to have to bring this up to the owner of the building, as there is a ban on pets there.</p> <p>Will monitor and supply the owner with the by-law</p>

General Info.(2)	<ul style="list-style-type: none"> <li><i>It has been brought to our attention that Ron Brisley is looking to extend the hours of the band fest at the Legion</i></li> </ul> <p><i>Complaint of Dumpster at RBC</i></p>	<p>Brisley was informed to propose this in written form to the powers to be.</p> <p>Patrol made to the RBC property and was not able to locate dumpster in the area at all. Must have been there for the over night hours.</p>

Also we are receiving numerous complaints from a citizen with regards to the rodent issue in Town. We are in the process of setting up a meeting with the proper depts.. to come up with a plan to deal with this issue.

**REPORT OF THE ANIMAL CONTROL OFFICER**

**Patrolled the Town daily and responded to all complaints, received a number of complaints including a dog running at large on Union St. impeding traffic. Dog was not traffic wise. It was picked up and impounded. Owner later paid fine and license and impound fee.**

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

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

## **NOVEMBER REPORT 2015**

### **BUILDING INSPECTION**

**The month of November brought in a total of 12 (twelve) permits which represents \$389,754.00 (Three hundred and Eighty-Nine thousand, Seven hundred and Fifty Four) in building costs.**

**We issued no Stop Work Orders in the month October. This office has 4 (four) properties we are dealing with under the Unsightly By-Law which are active and in process.**

**Our office dealt with and has filed 19 (Nineteen) Occurrences reports and filed 12 (twelve) Building Inspection reports. 5 (five) electrical waivers were issued.**

**All required reports were filed with the appropriate government agencies**

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

**Respectively Submitted**

*Manzer Young*

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

## Report of Property Management – December 2015

### **St. Stephen Train Station**

- The lease agreement with Northampton Brewing Company Ltd. has been negotiated and will be reviewed by Council in Closed Session as per Section 10.2(4)(c) of the Municipalities Act.

*Action: Council consider a resolution directing the Mayor and Clerk to sign the lease agreement on December 21.*

### **Giddens Memorial Airport**

- We received three (3) written offers from the private sector to financially support the purchase of a GPS navigation system (estimated at \$ 30 000) in the amount of \$ 5 500.00 each.
- Discussed at Finance Working Group and recommended that Council proceeds with the purchase and installation.
- This process requires approval from Navigation Canada and takes approximately 1 year.

*Action: Council directs the CAO to gather quotations on the purchase and installation of the system and to initiate the appropriate process.*

- At the November 4 meeting, and as reported to you in November Committee, the Airport Committee recommended the recreation of a regional airport commission. Do you wish me to proceed?

### **Old Town Hall**

- The engineer from Dillon Consulting completed their on-site work and a report is forthcoming.

### **78 Milltown Blvd. (Clark Building)**

- The building inspection has been waived and we are waiting to hear the results of the environmental inspection. The purchaser is having an appraisal done.

### **RCMP Building**

- Maintenance staff attended to minor repairs.
- Our staff and RCMP facility staff completed a review of the building. We created a list of deficiencies and are costing it.

### **Fire Hall / Public Works Garage**

- Nothing to report.

### **Wharf**

- Public Works removed the floating dock and ramp.



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**Border Arena**

- The engineer from Dillon Consulting completed their on-site work and a report is forthcoming.

**Pizza Delight**

- Nothing to report.

**Library**

- Two quotations were received to install gutter, bring insulation up to code, install “rafter mates” and weather stripping, and repair interior walls in order to prevent further water leaks and damage.  
Cloney Construction Inc. \$ 4 796.85 (HST included).  
Dwayne Robinson \$ 5 532.48 (HST included).

I would recommend that the work be done as soon as possible and that Council approves the lowest quotation.

**Action:** Council consider a resolution to engage Cloney Construction Inc., the lowest bid of \$ 4 796.85 (HST included), to complete the work.

## Report of the Development Office – December 2015

### Community Development Leadership Group

- Continued regular meetings to further engage the community and to develop a shared community vision and strategic action plan.
- December 3 follow up meeting with 43 people from our community.
- Next steps will be to engage the wider community.

### St. Stephen Development Board

- Board Meeting (November 10). The Board will continue working on board re-structuring and setting priorities.

### Planning Advisory Committee

- Committee meeting (December 2). The October minutes will come forward to Council.

### Building Permits

- 12 issued - total estimated construction value of \$ 389 754.00.

### Sign Permits

- Nothing to report.

### Variances

- Two (2) variances approved for secondary buildings that are 6' from the property line.

### Approved plans

- 37 West Street – subdivision of property into two building lots (Civic numbers 35 and 37).

### Unsightly Premises

- The Appeal Committee heard an appeal of Notice to Comply on November 24. We await the decision.



## Garcelon Civic Center Report – December 2015

### Advising Commission

Meeting November 30.

- CAO provided updates on deficiency / warranty items, the concession / licensed beverage agreement, staffing, the facility and programming.

### Aquatics and Fitness

- Swimming Lessons wrapped up for this block.
- Aqua-size and Aqua-fit continue with strong attendance.

### Operations

- Casual position for Maintenance / Custodial Labourer competition closed on Tuesday, December 8.
- Receptionist / Hospitality Attendant, Christina Tapley, started work on Monday, November 30.
- Positive feedback regarding our new Concession / Licensed beverage services.

### Facility

Kitchen:

- The work is approximately 85% complete. We expect the construction phase completed the week of December 11. Start up and commissioning should take place the week of December 18.

The Service Work platforms (Catwalks) were completed November 18.

Aquatic lift

- A resolution was passed approving the purchase of an aquatic lift from Aquam Inc. (\$ 8 546.19 HST included). We are having trouble with the supplier and this purchase may not proceed until a later date.

### Programming / Facility Rental

All areas of the facility are busy on a daily basis. The management team is meeting bi-weekly with our Events Development Coordinator to plan new events and programs.

- Holiday promotion.
- Special programming over the holiday weeks.
- A piano was acquired for the conference area from Dan the Piano Guy.

PHONE

EMAIL



RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BY-LAW NO. A-7.10 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY**

THAT By-Law No. A-7.10 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” - be given Third and Final Reading – Short Title Only.



RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BY-LAW NO. L-10 - "TOWN OF ST. STEPHEN BUILDING BY-LAW" – SECOND  
READING – SECTION NUMBERS ONLY**

THAT By-Law No. L-10 – "Town of St. Stephen Building By-Law" – be given Second Reading – Section Numbers Only.

**Town of St. Stephen**

**Building By-Law**

**By-Law No. L-10**

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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Under the authority vested in it by Section 59 of the Community Planning Act, the St Stephen Town Council enacts as follows:

**1. DEFINITIONS**

1(1) In this by-law,

“**alter**” means, in relation to a **building** or **structure**, to make any structural or other change thereto which is not for purposes of **maintenance** only;

“**building**” means a roofed erection with solid exterior walls which is permanently affixed to a site and which is used or intended as a shelter for persons, animals or chattels;

“**building inspector**” means a Building Inspector, or his or her designate, or such other officer appointed by Town **Council**, to administer and enforce the Building By-law for the Town of St. Stephen;

“**building permit**” means written permission or written authorization from the **Building Inspector** to perform work regulated by the Building By-law for the Town of St. Stephen for the construction, erection and/or installation of buildings and/or **structures** and/or parts thereof;

“**Council**” means the Town of St. Stephen Town Council;

“**demolish**” means to do anything in the removal of a **building** or **structure** or any material part thereof, and **demolition** has a corresponding meaning;

“**demolition permit**” means written permission or written authorization from the **Building Inspector** to perform work regulated by the Building By-law for the Town of St. Stephen for the removal of a **building** or **structure** or any material part thereof;

“**dwelling**” means a main **building**, or portion thereof, other than a mobile home, mini-home, or trailer, which contains one or more units;

“**maintenance**” means upkeep which is cosmetic and non-structural;

“**other buildings**” means any **building** other than single/two family and multi residential buildings, which may or may not require a **building permit** as set out in Schedule “B”;

“**owner**” means a person who holds title to real property and includes any person who has entered into an agreement to purchase the real property, and includes the agent of such person and a contractor engaged by the **owner** to undertake **work**;

“**permit**” means a **building** or **demolition permit**;

“**permit holder**” shall be the **owner** or appointed agent of the owner;

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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“**structure**” means anything that is erected, built or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure. A structure shall include buildings, walls and signs, fences exceeding 2 m (6.56 ft) in height and other similar erections. It does not include utility lines or poles, traffic control devices, pavement, curbs, sidewalks, or statutory notices;

“**total estimated cost**” (**tec**) means the total monetary worth of all construction or **work** involved in the project including wall finishes, miscellaneous structures, roofing, electrical, plumbing, HVAC equipment, elevator equipment, fire sprinkler, and all other labour, materials, and other devices necessary to complete the **work**;

“**town**” means the Town of St. Stephen;

“**work**” means the building, locating or relocating, demolishing, altering, structurally altering, repairing or replacing, or any combination thereof, of a **building** or **structure**;

“**working days**” means Monday thru Friday, excluding Holidays.

**2. SCOPE**

2(1) The purpose of this by-law is:

- (a) to prescribe standards for the building, locating or relocating, demolishing, altering, repairing, or replacing, or any combination thereof, of a **building** or **structure**;
- (b) to prohibit the undertaking or continuing of **work** mentioned in clause (a) in violation of standards prescribed hereby; and,
- (c) to prescribe a system of permits for **work** mentioned in clause (a), their terms and conditions, the conditions under which they may be issued, suspended, reinstated, revoked and renewed, their form and fees therefore.

**3. ADOPTION OF CODE**

3(1) The latest edition of the *National Building Code of Canada* (the “*Code*”), as adopted by the Province of New Brunswick, and amendments thereto, is hereby adopted as the standard for all **work** undertaken in the Town of St Stephen,

3(2) Notwithstanding subsection (1) of this section, no penalty clause or administrative procedure contained in the *Code* is adopted.

3(3) One copy of the *Code* shall be filed in the office of the Building Inspector, and be kept available for public use, inspection, and examination.

3(4) This by-law and the *Code* applies to site assembled and factory made **buildings** and **structures**.

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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**4. APPOINTMENT OF BUILDING INSPECTOR**

- 4(1) The Council shall appoint a Building Inspector who shall administer this by-law, and who shall keep the proper records of all applications received, permits and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of his or her duties.

**5. POWERS OF THE BUILDING INSPECTOR**

- 5(1) The **Building Inspector** may enter any property, **building, structure** or premises at any reasonable time for the purpose of administering or enforcing this by-law.
- 5(2) The **Building Inspector** may cause a written order to be served upon the **owner** of any property directing the **owner** to correct any condition that constitutes a contravention of this by-law.
- 5(3) The **Building Inspector** may direct that tests of materials, devices, construction methods, structural assemblies or foundation conditions be made, or that sufficient evidence or proof be submitted at the expense of the property **owner**, where such evidence or proof is necessary to determine whether the material, device, construction or foundation condition meet the requirements of this by-law.
- 5(4) The **Building Inspector** may revoke or refuse to issue a **permit** where in the opinion of the **Building Inspector** the **work** does not conform with this by-law and all other applicable by-laws, Acts and Regulations of the Province of New Brunswick.

**6. BUILDING PERMIT**

- 6(1) No person shall undertake or continue the building, locating or relocating, demolishing, altering or replacing of a building unless a building permit therefore has been issued pursuant to this section. No **permit** shall be issued until the fee set out in Section 14 has been paid to the Town of St. Stephen.
- 6(2) A person seeking to obtain a **building permit** shall make application in writing to the **Building Inspector** and such application shall:
- (a) be in a form prescribed by the **Council**;
  - (b) be signed by the applicant who shall be the **owner** of the property or by his or her duly authorized agent;
  - (c) state the intended use of the **building**;
  - (d) where required by this by-law or the **Building Inspector** provide two copies of legible scale drawings and specifications, including:
    - i) the dimensions of the **building**;
    - ii) the proposed use of each room or floor area;
    - iii) the dimensions of the land on which the **building** is, or is to be situated;

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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- iv) the grades of the streets and sewers abutting the land mentioned in sub clause (iii) and the policy of the **Town** will be to provide the grade of the street as requested; and,
  - v) the position, height and horizontal dimensions of all **buildings** on, and those proposed to be located on, the land referred to, for exterior renovations only.
- (e) set out the **total estimated cost** of the proposed work; and,
- (f) contain such other information as the **Building Inspector** may require for the purpose of determining compliance herewith.
- 6(3) Where an application has been received and the proposed work conforms with this and any other applicable by-law, code, or provincial regulation, the **Building Inspector** shall issue the **building permit** requested.
- 6(4) In the case of **buildings** or parts thereof which exceed 600 square metres in building area or three (3) storeys in building height, no permit shall be issued unless the plans and specifications provided in a permit application, including all civil engineered site work and connections to municipal infrastructure, are certified under the seal of an Architect or of a qualified Professional Engineer skilled in the work concerned and licensed to practice in the Province of New Brunswick.
- 6(5) In the case of manufactured homes or modular homes, the following additional provisions shall apply for the purposes of obtaining a **building permit**:
- (a) Manufactured homes: the property **owner** shall provide a detailed foundation and anchorage drawing, a certificate of compliance with the Canadian Standards Associations CAN/CSA Z240 MH Series "Manufactured Homes" at the time of manufacture, and the name and address of the manufacturer;
  - (b) Modular homes: the applicant shall provide a detailed foundation and anchorage drawing, a certificate of compliance with the Canadian Standards Associations CAN/CSA A277 at the time of manufacture, and the name and address of the manufacturer; and,
  - (c) Existing manufactured homes: a **building permit** for the repair of or **maintenance** to an existing **building** shall require a letter of approval from the property **owner**, and may, where structural integrity or an increase in living space is involved, be subject to a certification process for the purposes of ensuring compliance with the Canadian Standards Associations CAN/CSA Z240 MH Series "Manufactured Homes" at the time of manufacture.

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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**7. DEMOLITION PERMIT**

- 7(1) No **building** shall be demolished without the **owner** or **owner's** agent first applying for and acquiring a **demolition permit**. An application for a **demolition permit** shall include the provincially approved location(s) to which the debris will be placed and a receipt from the provincially approved site shall be presented to the **building inspector** upon completion and disposal of the debris.

**8. PERMIT CONDITIONS**

- 8(1) A **building permit** or **demolition permit**, or the renewal thereof, is issued on the condition that the **work** is:

- (a) started within six (6) months from the date of **permit** approval;
- (b) not discontinued or suspended for a period of more than six (6) months;
- (c) carried out in compliance with the specifications contained in the application, unless otherwise approved by the **Building Inspector**; and
- (d) completed (exterior work) within 12 months of date of **permit** approval.

- 8(2) Where a person violates a condition or any provision of this by-law, the **Building Inspector** may, by written notice served personally on or sent by registered mail to the person named in the **permit**, state the nature of the violation and order the cessation thereof within a reasonable time mentioned in the notice.

- 8(3) Where a person fails to comply with an order mentioned in subsection 8(2), the **Building Inspector** may suspend or revoke the **building permit** and may, if the conditions leading to the suspension are subsequently corrected, reinstate the suspended **permit**.

**9. DUTIES OF BUILDING PERMIT HOLDER**

- 9(1) Where a **building permit** has been issued, the person named in the permit shall:

- (a) permit the **Building Inspector** to enter upon any property or **building** at all reasonable times for the purpose of making any inspection that is necessary for the administration of enforcement of this by-law;
- (b) obtain, where applicable, from the appropriate authority, permits relating to building, zoning, water and sewage, plumbing, signs, street occupancy, electricity, telecommunications, highways and all other permits required in connection with the proposed **work**;
- (c) give to the **Building Inspector** sufficient notice as described below, exclusive of Saturdays, Sundays and holidays, for inspection purposes:
  - i) 48 hours notice prior to placement of foundation footing;
  - ii) 48 hours notice prior to any backfilling of the foundation wall;

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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- iii) 48 hours notice for the purposes of a pre-drywall inspection prior to the installation of insulation and after plumbing, ventilation and electrical rough-in is completed;
  - iv) notice of the completion of the **work** described in the **permit** within 10 days of such completion for purposes of a final inspection prior to occupancy; and
  - v) notice required under subsection 9(1)(c) herein, shall be deemed received by the **Building Inspector** upon the delivery or provision of a verbal or written confirmation of receipt from the **Building Inspector** or his/her designate to the **permit** holder.
- (d) ensure the construction site is maintained and left in a clean and neat condition with all construction debris disposed of in a provincially approved site;
  - (e) be responsible for any repair cost associated with damage to any adjoining property or public property as a result of undertaking the **work** described in the **permit**;
  - (f) ensure a driveway culvert, where required by the **Town**, is installed to the satisfaction of the **Town's** Director of Operations or his/her designate;
  - (g) ensure there is no burning of materials in the course of site preparation and construction.
- 9(2) Where tests of any materials are made to ensure conformity with the requirements of this by-law, records of the test data shall be kept available for inspection during the construction of the **building** and for such a period thereafter as required by the **Building Inspector**.
- 9(3) The approval of plans or specifications, the issuing of a **building permit** or any inspections hereunder do not relieve the **owner** of any duty or responsibility for carrying out work in accordance with this by-law.
- 9(4) Where a **building permit** has been issued, the **owner** is not relieved of any duty or responsibility of obtaining any additional permits as required by any provincial act or regulation or by any by-law of the Town of St. Stephen.

**10. DOCUMENTS ON SITE**

- 10(1) Throughout completion of the **work** authorized by a **permit** issued pursuant to this by-law, the person named therein shall keep:
- (a) posted in a conspicuous place on the property in respect of which the **permit** was issued, a copy of the **building permit** or **demolition permit**; and
  - (b) a copy of any plans and specifications approved by the **Building Inspector** on the property in respect of which the **permit** was issued.

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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**11. OPEN CELLARS AND EXCAVATIONS**

- 11(1) The **owner** of a property upon which an open cellar or excavation exists as the result of **demolition**, destruction of a **building**, when new construction is not to proceed without delay, shall forthwith following such **demolition** or destruction, backfill such cellar or excavation to grade.
- 11(2) The **owner** of a property upon which an open cellar or excavation exists as the result of **demolition** or destruction of a **building**, when new construction is to proceed without delay, shall forthwith following such **demolition** or destruction, erect a wall or fence constructed of approved materials without openings, at least 1.8 metres in height, around the perimeter of such cellar or excavation and shall maintain the same so as not to become dilapidated or unsightly until construction has proceeded to a stage where the cellar or excavation is no longer a danger.

**12. STOP WORK ORDER**

- 12(1) Whenever any **work** is being done in violation of the provisions of this by-law, or in variance with the terms of any **permit** issued for such work, the **Building Inspector** may order all work on the job stopped until such violation or variance is eliminated and any **work** or installation made in violation of this by-law corrected, and on the making of such order the **permit** under which such **work** is purported to be done shall be suspended. Such stop order, if oral, shall be followed by a written stop order within three (3) **working days**.
- 12(2) No **work** shall be done in violation of such stop order, except as may be necessary to prevent injury or damage to persons or property and is approved by the **Building Inspector**.
- 12(3) If within thirty (30) days of the making of such stop order, any such violation or variance is eliminated and any **work** or installation made in violation of this by-law is corrected, the **Building Inspector** may reinstate the **permit** provided, however, that if such violation or variance is not eliminated and such **work** or installation is not corrected within the said time, the **Building Inspector** may revoke the **permit**.

**13. RECORDS**

- 13(1) The **Building Inspector** shall keep proper records of all applications received, **permit** and orders issued, inspections and tests made, and shall retain copies of all papers and documents connected with the administration of his or her duties.
- 13(2) The **Building Inspector** shall keep one (1) copy of all adopted *Codes* available for public use, inspection, and examination.

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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**14. FEES**

14(1) No **permit** or waiver may be issued in accordance with this by-law until the fees set out in Schedule "A" have been paid in full to the **Town**.

14(2) The Town Council may develop a policy to waive building permit fees.

14(3) Where **work** requiring a **permit** under this by-law has been commenced by anyone prior to issuance of a **Building Permit**, the fees prescribed herein shall be doubled.

14(4) The **permit** may be 50% refunded within six (6) months from the date of approval provided no **work** has been completed under the **permit**. Upon being refunded by the **Town**, the **permit** shall be deemed to be cancelled. *Council reserves the right to increase or decrease this amount.*

14(5) Where the **Building Inspector** believes that the **total estimated cost** is too low, the cost shall be based on the minimum construction costs per square metres as follows:

(a) Home Construction	Main Floor . . . . .	\$807 / sq m (\$75 / sq ft)
	Second Floor . . . . .	\$431 / sq m (\$40 / sq ft)
	Finished Basement . . . . .	\$377 / sq m (\$35 / sq ft)
	Unfinished Basement . . . . .	\$216 / sq m (\$20 / sq ft)
(b) Additions	. . . . .	Same as new construction
(c) Decks	. . . . .	\$108 / sq m (\$10 / sq ft)
(d) Garage	. . . . .	\$269 / sq m (\$25 / sq ft)
(e) Shed	. . . . .	\$108 / sq m (\$10 / sq ft)
(f) Multi-Residential Construction (Apartments) . . . . .		\$538 / sq m (\$50 / sq ft each floor)
(g) Commercial Construction . . . . .		\$753 / sq m (\$70 / sq ft)
(h) Warehouse Construction . . . . .		\$431 / sq m (\$40 / sq ft)

14(6) If the proposed **work** involves heavy equipment traversing curbs, sidewalks, asphalt, ditches, water service appurtenances or other **Town** utility structures, a damage deposit in the amount of five hundred dollars (\$500.00) shall be posted with the **Town**.

14(7) Failure of compliance with the requirements of this by-law shall result in a deposit being forfeited to the **Town**.

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

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**15. EXEMPTIONS**

15(1) Notwithstanding the provisions of subsection 6(1) herein, a person shall be exempt from obtaining a **building permit** for:

- (a) maintenance where **work** does not impact on safety, egress, access, or drainage, examples of which include:
  - i) painting;
  - ii) replacement of finished floor covering;
  - iii) changing interior doors, provided they are the same type, location and sizing;
  - iv) plaster and drywall repairs;
  - v) wallpaper installation;
  - vi) electrical maintenance;
  - vii) installation of gutters or downspouts;
  - viii) installation of storm doors and shutters;
  - ix) re-facing or replacing kitchen cabinetry; or
  - x) installation of cosmetic interior trim;
  - xi) non-structural repairs;
  - xii) repairing existing decks, verandas, landings or stairs where such repairs are of the same type and configuration as that item being repaired, except as required to comply with the *Code* and this by-law.
- (b) **work** where an electrical waiver has been issued pursuant to Section 16 herein.

**16. ELECTRICAL WAIVER**

16(1) Notwithstanding the provisions of subsection 6(1) herein, an **electrical waiver** may be issued in place of a **building permit** when the **work** is solely of an electrical nature, and:

- (a) is not part of a fire alarm or life safety system;
- (b) does not impact any structural aspect of the **building**;
- (c) does not impact the exterior wall assembly or the **building** envelope, any fire walls, fire separations, fire related materials, or fire rated assemblies by conduct penetrations or otherwise; and
- (d) there is no change in the use.

16(2) For the purposes of subsection 16(1) herein, electrical **work** includes, but is not limited to, mast repairs on residential units, service upgrades from fuse panels to breaker panels, service panel upgrades to a maximum of 400 amperage service, or similar work.

16(3) An **owner** seeking to obtain an Electrical Waiver shall make an application in writing, in a form prescribed by the **Building Inspector**, to the **Building Inspector** and shall pay the fees as prescribed in Schedule 'A' attached hereto.



**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

**SCHEDULE "A"**

<b><u>Description of Work</u></b>	<b><u>Single Family/ Duplex/Row Houses</u></b>	<b><u>Other Buildings</u></b>
	<b><u>Permit Required</u></b>	<b><u>Permit Required</u></b>
1. Roofing	No	Yes
2. Combustible Siding	Yes	Yes
3. Non-Combustible Siding, Aluminum, Brick, Stucco	No	No
4. Painting	No	No
5. Ceramic Tile	No	No
6. Plaster, drywall repairs (except fire separations)	No	No
7. Window Replacements	Yes	Yes
8. Structural Repairs, sagging Floor or roof, wall bulge	Yes	Yes
9. Insulating, except foamed plastic for interior walls, Styrofoam, etc	No	No
10. Replacement of floor covering	No	No
11. Fencing	Yes	Yes

**BY-LAW NO. L-10**  
**BUILDING BY-LAW**

**SCHEDULE "B"**

1. No **permit** shall be issued in accordance with this by-law until the fee set out in the schedule below has been paid in full to the Town of St. Stephen:

(a) in the case of residential, commercial, industrial and institutional constructions:

Value of Work	Building Permit Fee
\$0 to \$5,000	\$25.00
\$5,001 - \$100,000	\$5.00/\$1,000
\$100,000+	\$500.00 + \$2.50/\$1,000

- (b) in the case of any **work** that will affect Town property, a deposit of five hundred dollars (\$500.00);
- (c) in the case of an **electrical waiver**, a fee of twenty-five dollars (\$25.00);
- and,
- (d) in the case of a **demolition permit**, a minimum fee of twenty-five dollars (\$25.00).

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT the Royal Canadian Mounted Police November 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.**



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

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**POLICE REPORT  
November, 2015**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **November 1, 2015 to November 30, 2015 inclusive**. During this time period, the RCMP responded to 251 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Tickets issued</b>	<b>14</b>
<b>Warnings issued</b>	<b>14</b>
<b>Traffic Collisions</b>	<b>4</b>
<b>Checkstop</b>	<b>2</b>

**PROVINCIAL STATUTES:**

<b>Child Welfare Act</b>	<b>1</b>
<b>Driving Without Due Care and Attention</b>	<b>1</b>
<b>False Alarms</b>	<b>1</b>
<b>False/Abandoned 911 Call</b>	<b>6</b>
<b>Fire Prevention</b>	<b>1</b>
<b>Mental Health Act</b>	<b>9</b>
<b>Off Road Vehicle Act</b>	<b>1</b>
<b>Other Moving Traffic Violations</b>	<b>2</b>
<b>Trespass Act</b>	<b>1</b>

**CRIMINAL CODE:**

Arson – Damage to Property	1
Assault	4
Breach of the Peace	1
Breach of Recognizance to Keep the Peace	1
Break and Enter – Business	1
Break and Enter – Residence	3
Child Pornography	2
Crime Prevention	4
Criminal Harassment	2
Disturbing the Peace	5
Driving While Disqualified/Prohibited	1
Fail to Comply with Undertaking	2
Fraud	5
Harassing Communications	1
Identity Theft	1
Impaired Operation (by a Drug) of a Motor Vehicle	1
Impaired Operation over 80 mg% of Motor Vehicle	3
Mischief damage to and/or Obstruct Enjoyment of Property	5
Other Theft under \$5000	6
Robbery with Other Offensive Weapons	1
Theft of Other Motor Vehicle	1
Theft Under or Equal to \$5000 – From a Motor Vehicle	3
Theft Under or Equal to \$5000 - Shoplifting	1
Trespass At Night	1
Unauthorized possession of a Firearm	1
Utter Threats against a Person	3

**OTHER FEDERAL STATUTES:**

Controlled Drugs & Substances Act	0
Possession schedule VIII – Cannabis	0

**OTHER INVESTIGATIONS:**

<b>Assistance to Canadian Provincial Agency</b>	<b>1</b>
<b>Assistance to Canadian Police (non-RCMP) Agency</b>	<b>1</b>
<b>Assistance to General Public</b>	<b>5</b>
<b>Assistance to Canadian Federal Department</b>	<b>2</b>

**OTHER INVESTIGATIONS:**

<b>Items/lost found</b>	<b>3</b>
<b>Municipal Bylaws</b>	<b>1</b>
<b>Offender Management</b>	<b>1</b>
<b>Police Certificates</b>	<b>105</b>
<b>Street Checks</b>	<b>15</b>

**Terry POMEROY, A/Sgt.  
Operations NCO i/c St. Stephen Post  
Royal Canadian Mounted Police**

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TOWN GRANT – ST. STEPHEN HIGH SCHOOL SPARTAN HOCKEY ALUMNI**

**THAT** the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$252.00 (two hundred and fifty-two dollars) to the St. Stephen High School Spartan Hockey Alumni to be applied to the ice rental cost of the Garcelon Civic Center for its fundraiser game on December 27, 2015, and which proceeds will be used to provide a scholarship.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ESTABLISHMENT OF A WATER AND SEWERAGE OPERATING RESERVE FUND**

**THAT** the Council of the Town of St. Stephen approves the establishment of a Water and Sewerage Operating Reserve Fund.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**WATER AND SEWERAGE OPERATING RESERVE FUND - BANK ACCOUNT**

**THAT** the Council of the Town of St. Stephen directs the Town Treasurer to establish a Water and Sewerage Operating Reserve bank account by a change of purpose of an already established Royal Bank of Canada Water and Sewerage Capital Reserve bank account.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND**  
**THAT the amount of \$10,000.00 (ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.**

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TRANSFER TO THE WATER AND SEWERAGE OPERATING RESERVE FUND**

**THAT** the amount of \$38,640.00 (thirty-eight thousand, six hundred and forty dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TRANSFER TO THE GENERAL CAPITAL RESERVE FUND**

**THAT** the amount of \$540,148.06 (five hundred and forty thousand, one hundred and forty-eight dollars and six cents) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**RESTRICTED BANK ACCOUNT TRANSFER - VESTING FUTURE  
EMPLOYEE BENEFITS**

**THAT** the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund bank account to the restricted bank account for future employee benefits.

**AND FURTHER THAT** \$8,944.61 (eight thousand, nine hundred and forty-four dollars and sixty one cents) be transferred from the Water and Sewerage Operating Fund bank account to the restricted bank account for future employee benefits.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**VOLUNTEER FIREFIGHTER POSITIONS**

**THAT** the Fire Chief's recommendation to recruit Bella Pomeroy and Attila Kirschner as volunteer firefighters subject to successful completion of the Firefighter 1 Course, appropriate medical and criminal records background check during a six (6) month probationary period be accepted.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**EXECUTION OF LEASE – NORTHAMPTON BREWING COMPANY LTD.**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*, between the Town and Northampton Brewing Company Ltd., for a period of five (5) years, commencing May 1, 2016 and terminating April 30, 2021, plus one (1) five (5) year renewal, for the lease of property located at 5 King, St. Stephen, NB.

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** December 21, 2015

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**GIDDENS MEMORIAL AIRPORT – GPS NAVIGATION SYSTEM**

**THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to gather quotations on the purchase and installation of a GPS navigation system (estimated at \$30,000.00) at the Giddens Memorial Airport, and to bring that information back to a future meeting.

**AND THAT** the Council acknowledges receipt of three (3) offers from the private sector to financially support the purchase and installation of a GPS navigation system in the amount of \$5,500.00 (five thousand, five hundred dollars) each.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AWARDING OF QUOTE: ST. CROIX PUBLIC LIBRARY**

**THAT** of the two (2) quotes received, the lowest quote in the amount of \$4,245.00 (four thousand, two hundred and forty-five dollars), plus HST, from Cloney Construction Inc. for work at the St. Croix Public Library to help prevent further water leaks and damage be accepted.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) – COMMUNITY EVENTS  
LETTER OF INTENT**

THAT the Council of the Town of St. Stephen authorizes a grant in 2016 to the Downtown Business Improvement Area to fund half of a full-time position, and such grant to be reviewed on an annual basis in October of each year, as outlined in the Letter of Intent in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ST. STEPHEN AREA CHAMBER OF COMMERCE – COMMUNITY EVENTS LETTER OF INTENT**

THAT the Council of the Town of St. Stephen authorizes a grant in 2016 to the St. Stephen Area Chamber of Commerce to fund half of a full-time position, and such grant to be reviewed on an annual basis in October of each year, as outlined in the Letter of Intent in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(c) of the NB *Municipalities Act*.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ENVIRONMENTAL CLEAN UP – 76-78 MILLTOWN BOULEVARD**

**WHEREAS** the Council of the Town of St. Stephen authorized, at its Regular Session on November 23, 2015, the Mayor and Town Clerk to execute the Purchase and Sale Agreement with Guy R. Day & Son Ltd., contingent on a final building inspection.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to engage the services of Fundy Engineering & Consulting Ltd. of Saint John, NB to remove contaminated soil located within Property Identifier Number (PID #) 15057706, being one (1) of the three (3) PID #'s located at 76 - 78 Milltown Boulevard, in order to accommodate the proposed sale of the property.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**RESCINDING OF RESOLUTION (COLLECTIVE AGREEMENT WITH CUPE LOCAL UNION NO. 770 – MEMORANDUM OF UNDERSTANDING)**

THAT Resolution # 284/15 as stated in the Minutes of November 23, 2015, which reads

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Agreement with CUPE Local Union No. 770 effective November 24, 2015 and expiring on December 31, 2017 in the form presented to Council. **CARRIED**

be rescinded effective immediately.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COLLECTIVE AGREEMENT WITH CUPE LOCAL UNION NO. 770 – MEMORANDUM OF UNDERSTANDING**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Agreement with CUPE Local Union No. 770 retroactive to November 24, 2015 and expiring on December 31, 2017, which eliminates the reference to a review at the end of a one year period, as outlined in the form presented to Council at its closed session on December 9, 2015 as per Section 10.2(4)(j) of the *NB Municipalities Act*.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT – WASTE WATER UTILITY OPERATOR - JOB  
RECOMMENDATION**

**THAT** Ron Cleghorn be appointed to the position of Waste Water Utility Operator for the Public Works Department effective January 1, 2016, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAYROLL AUTHORIZATION – EMPLOYEE # E54**

**THAT** the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$2,073.50 (two thousand, and seventy-three dollars and fifty cents) for additional administrative and relief work.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAYROLL AUTHORIZATION – EMPLOYEE # E63**

THAT the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E63 in the amount of \$3,138.76 (three thousand, one hundred and thirty-eight dollars and seventy-six cents) for additional work required per Council direction.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**NON-UNION MANAGEMENT AND ADMINISTRATIVE STAFF SALARY  
INCREASE**

**THAT** the Council of the Town of St. Stephen authorizes a 1.0% (one percent) salary increase for the 2016 calendar year for permanent non-union management and administrative staff effective January 1, 2016.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE**

THAT Allan Gillmor and Mark Porter be reappointed to the Planning Advisory Committee for a three (3) year term effective January 1, 2016 and expiring December 31, 2018.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PURCHASE AND SALE OF 46 KING STREET**

**WHEREAS** the Council of the Town of St. Stephen and the Shoe Horn Ltd. have negotiated terms of a Purchase and Sale Agreement for the property located at 46 King Street in the form presented to Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and the Shoe Horn Ltd. and the said Council authorizes the Mayor to execute an Affidavit of Value, both in the form presented to Council.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PURCHASE AND SALE OF 76-78 MILLTOWN BOULEVARD**

**WHEREAS** the Council of the Town of St. Stephen at its Regular Session on November 23, 2015 authorized the Mayor and Town Clerk to execute the Purchase and Sale Agreement between The Town of St. Stephen and Guy R. Day & Son Ltd., in the form presented to Council, and contingent on a final building inspection.

**AND WHEREAS** the Council of the Town of St. Stephen acknowledges receipt of the "Fulfillment and/or Waiver of Conditions" from Guy R. Day & Son Ltd. which deems the building inspection to be satisfactory, and therefore agrees to complete the sale subject to the environmental report being satisfactory.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Transfer, Assignment and Assumption Agreement, Notice of Transfer of Property and the Certificate as to Rents between the Town of St. Stephen and such parties identified therein, all in the form presented to Council.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PURCHASE AND SALE OF 38-42 KING STREET & 48-52 KING STREET**

**WHEREAS** the land situate at 38-42 King Street, St. Stephen, NB having PID numbers 01301563 and 01301951 (the "Tin Shop Property") is registered in the name of Roger Allen McLaughlin;

**AND WHEREAS** the land situate at 48-52 King Street, St. Stephen, NB having PID numbers 01301787 and 01301712 (the "Tavern Property") is registered in the name of Golden Sisters Limited;

**AND WHEREAS** Charlotte County Development Corporation Inc. ("CCDC") is a secured lender having first ranking security against both the Tin Shop Property and the Tavern Property;

**AND WHEREAS** CCDC wishes to sell to The Town of St. Stephen and The Town of St. Stephen wishes to purchase the Tin Shop Property and the Tavern Property pursuant to the terms of a letter from CCDC to The Town of St. Stephen dated December 18, 2015;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement of Purchase and Sale and all such other documents as are necessary for the purchase the Tin Shop Property and the Tavern Property from CCDC based on and pursuant to the terms of the CCDC Letter and such further terms as are deemed necessary to complete such transaction by the solicitor for The Town of St. Stephen.

RESOLUTION NO.: \_\_\_\_\_

DATE: December 21, 2015

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ADJOURNMENT**  
THAT the meeting adjourn.