

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, NOVEMBER 23, 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 – 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: November 23, 2015

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

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

**AGENDA**

THAT the Agenda be approved as circulated.

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

DATE: November 23, 2015

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

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

**REGULAR COUNCIL MEETING**

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

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, OCTOBER 26, 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, and Jim Maxwell; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Abby Pond.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

**244/15** 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

- (a) Town Employee Retirement - Mayor Quartermain, along with Councillor Maxwell as Chair of the Public Works Committee, presented a plaque to Lawrence Peters recognizing his 11 years of dedicated service with the Town.
- (b) Teed Saunders Doyle & Co. – Peter Logan, Auditor, presented the 2014 Audited Financial Statements. He commended the Treasurer and staff for their preparation and the Mayor thanked Mr. Logan for a job well done.
- (c) MADD Canada “Project Red Ribbon Day” – Proclamation

Mayor Quartermain proclaimed November 1<sup>st</sup>, 2015 as “Red Ribbon Campaign Day”:

**Whereas:**

The effects of impaired driving is the cause of widespread suffering and death in our communities.

**MINUTES  
REGULAR COUNCIL  
OCTOBER 26, 2015**

2

**Whereas:**

MADD is taking positive action to reduce disabilities and deaths caused by impaired driving by

- (1) Providing our multimedia presentation to each high school in Charlotte County to educate our youth
- (2) Providing and informing citizens of consequences of impaired driving
- (3) Help within the community by saving lives and supporting victims

**Whereas:**

MADD Annual Red Ribbon Campaign from November 1<sup>st</sup> 2015 – January 4<sup>th</sup>, 2016 to bring extra awareness of impaired driving during the Christmas festivities by planning ahead and having a safe drive home.

**Now Therefore:**

I, John Quartermain, Mayor of the Town of St. Stephen, hereby proclaims November 1<sup>st</sup>, 2015 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

**245/15** THAT the Minutes of the Regular Council meeting held on September 28, 2015 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Booth

Seconded by Councillor Harding

**24615** THAT the Minutes of the Special Council meeting held on October 14, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

**247/15** THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2015 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Maxwell  
Seconded by Councillor Harding

- 248/15 **THAT** the paid bills in the amount of \$1,273,550.38 (one million, two hundred and seventy-three thousand, five hundred and fifty dollars and thirty-eight cents) be received. **CARRIED**

9. **COMMUNICATIONS**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 249/15 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

**COMMUNICATION FOR ACTION**

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

**COMMITTEES MEETING**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 250/15 **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 October 14, 2015 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Maxwell  
Seconded by Councillor MacDonald

- 251/15 **THAT** the Minutes of the Committee of Council meeting held on September 28, 2015 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Booth

- 252/15 **THAT** the Minutes of the Committee of Council meeting held on October 15, 2015 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETINGS**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 253/15 THAT the Minutes of the Planning Advisory Committee meetings held on June 29, 2015 and August 5, 2015 be accepted. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 254/15 THAT the following staff reports for the month of September 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 the Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**BY-LAW NO. L-10 - "TOWN OF ST.STEPHEN BUILDING BY-LAW" – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Booth

Seconded by Councillor Harding

- 255/15 THAT leave now be given to introduce a by-law entitled By-Law No. L-10 – "Town of St. Stephen Building By-Law – for First Reading – Short Title Only. **CARRIED**

**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" – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

- 256/15 THAT leave now be given to introduce a by-law entitled 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'" - for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**2014 AUDIT**

Moved by Deputy Mayor MacEachern  
Seconded by Councillor Booth

- 257/15 **THAT** the 2014 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding  
Seconded by Councillor Maxwell

- 258/15 **THAT** the Royal Canadian Mounted Police September 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**DONATION – MADD CHARLOTTE COUNTY**

Moved by Councillor Booth  
Seconded by Deputy Mayor MacEachern

- 259/15 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$150.00 (one hundred and fifty dollars) to MADD Charlotte County as a donation to its Red Ribbon Campaign kickoff fundraiser, which proceeds assist with education to communities within Charlotte County. **CARRIED**

**CHANGE OF DATE: DECEMBER 2015 REGULAR TOWN COUNCIL MEETING**

Moved by Councillor MacDonald  
Seconded by Councillor Harding

- 260/15 **THAT** the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4<sup>th</sup>) Monday, 28<sup>th</sup> day of December, 2015 at 7:00 p.m., to the third (3<sup>rd</sup>) Monday, 21<sup>st</sup> day of December, 2015 at 7:00 p.m. as outlined in Section 9.01(1) of By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

**GARCELON CIVIC CENTER - NEW BRUNSWICK LIQUOR LICENCE**

Moved by Councillor Booth  
Seconded by Councillor MacDonald

- 261/15 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to complete the necessary documentation required to apply for a New Brunswick Liquor Licence in the name of the Garcelon Civic Center.

**AND THAT** the Council authorizes the expenditure of \$1,025.00 (one thousand, twenty-five dollars) to Service New Brunswick in payment of the New Brunswick Liquor Licence Application. **CARRIED**

**RENEWAL OF LICENCE AGREEMENT – PRO-SHOP SERVICES**

Moved by Councillor Maxwell

Seconded by Councillor Harding

262/15

**WHEREAS** The Town of St. Stephen (the “Town”) and Robert Dougherty (the “Licensee”) entered into a Licence Agreement for six (6) months which commenced on November 1, 2014 and terminated on April 1, 2015 to provide Pro-Shop Services in the Garcelon Civic Center.

**AND WHEREAS** the Town and the Licensee have agreed to extend and continue the original Licence Agreement for an additional term of six (6) months commencing November 1, 2015 and terminating on April 1, 2016 with all terms and conditions as stated in the original Licence Agreement to remain.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Renewal of Licence Agreement between The Town of St. Stephen and Robert Dougherty, providing a licence for Robert Dougherty to provide Pro-Shop Services in the Garcelon Civic Center in the form of Renewal of Licence Agreement presented to Council.

**CARRIED**

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

Moved by Councillor MacDonald

Seconded by Councillor Harding

263/15

**THAT** Alexandria Novakowski be offered the position of Student Lifeguard for The Town of St. Stephen’s Garcelon Civic Center effective October 27, 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 Alexandria Novakowski. **CARRIED**

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

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

264/15

**THAT** Eliza Casey be offered the position of Casual Lifeguard for The Town of St. Stephen’s Garcelon Civic Center effective October 27, 2015 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

**LICENCE AGREEMENT - CONCESSION AND LICENSED BEVERAGE SERVICES – GARCELON CIVIC CENTER (TOSS15-06)**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

265/15

**WHEREAS** the Chief Administrative Officer and the St. Stephen Curling Club, Limited have negotiated a Licence Agreement which provides a licence from The Town of St. Stephen to the St. Stephen Curling Club, Limited to operate concession and licensed beverage services in the Garcelon Civic Center effective November 1, 2015 and expiring June 30, 2017.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Licence Agreement between The Town of St. Stephen and the St. Stephen Curling Club, Limited to operate concession and licensed beverage services in the Garcelon Civic Center on the terms and as more particularly set out in the form of Licence Agreement presented to Council. **CARRIED**

**TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION**

Moved by Councillor Harding

Seconded by Councillor Maxwell

266/15

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

**LETTER OF INTENT – NORTHAMPTON BREWING COMPANY LTD.**

Moved by Councillor Booth

Seconded by Councillor MacDonald

267/15

**THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to draft a Letter of Intent to Northampton Brewing Company Ltd. which indicates support, in principle, for the opening of a microbrewery/restaurant in the former train station located at 5 King Street as a result of a business proposal presented at a closed session on October 14, 2015 as per Section 10.2.4(c) of the NB *Municipalities Act*.

**AND THAT** Council further directs the Chief Administrative Officer to negotiate a lease between The Town of St. Stephen and Northampton Brewing Company Ltd. for review and approval at a future meeting. **CARRIED**

**AWARDING OF BID: SOLID WASTE COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 1 (TOSS15-07)**

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 268/15 **THAT** the Council of the Town of St. Stephen hereby awards the bid of \$8.19 (eight dollars and nineteen cents) per household, per month, including HST, for Zone 1, as defined in the tender, being the low bid of the two (2) bids received, as well as the highest score of the proposal evaluations, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 1 for the period November 1, 2015 to October 31, 2018.

**AND FURTHER THAT** the awarding of this bid is subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in compliance with the Town's By-Law No. S-7, "A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material", and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered. **CARRIED**

**DILLON CONSULTING LIMITED – CLIENT AUTHORIZATION TO PROCEED – PRINCE WILLIAM STREET INFRASTRUCTURE RENEWAL**

Moved by Councillor MacDonald

Seconded by Councillor Booth

- 269/15 **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 estimated amount of \$384,000.00 (three hundred and eighty-four thousand dollars), plus HST, for design, tender and construction administration phase services for the proposed renewal of selected infrastructure (water, storm and sanitary sewers) on a 1.3 kilometer section of Prince William Street, contingent on project funding approval from the Municipal Capital Borrowing Board. **CARRIED**

**APPROVAL OF EVENTS – ST. STEPHEN COMMUNITY EVENTS OFFICE**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 270/15 **THAT** the Council of the Town of St. Stephen grants permission to the St. Stephen Community Events Office to hold the following two (2) events:
- **Holiday Lamppost Decorating Contest** – to be held between Wednesday, November 18 and Friday, November 20, 2015 and removed between Saturday, December 26, 2015 and Saturday, January 2, 2016.
  - **Santa Claus Parade** – to be held on Friday, November 20, 2015 commencing at 6:30 p.m. from the Charlotte Mall and Ganong Bros. Limited parking lots, down King Street to Milltown Boulevard and up Main Street to St. Stephen's University, and some entries will include music. **CARRIED**

**TOWN OFFICE – HERITAGE COURT HOLDINGS LIMITED**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 271/15** THAT the Council of the Town of St. Stephen approves the extension of the lease with Heritage Court Holdings Limited (Heritage Chocolate Inc.) on a month-to-month basis, retroactive to October 1, 2015, and upon the same terms and conditions as contained in the lease in so far as the terms and conditions are applicable to a monthly tenancy. **CARRIED**

**DISSOLUTION OF BOARD OF DIRECTORS – BORDER AREA COMMUNITY ARENA INCORPORATED**

Moved by Councillor MacDonald  
Seconded by Councillor Harding

- 272/15** THAT the Council of the Town of St. Stephen, upon execution of the required legal documentation by the Board of Directors and the registration of same, accepts the operational expenditures of the Border Area Community Arena. **CARRIED**

**15. REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Attended the Chamber of Commerce business recognition dinner.

Councillor Booth

- Attended all Town meetings.

Councillor MacDonald

- Attended all Town meetings.
- Out-of-town on business and unable to attend the Chamber of Commerce business recognition dinner.

Councillor Maxwell

- Attended all Town meetings.
- Thanked the Public Works Department and the RCMP with their diligent work during the recent flood.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the meeting in which the St. Croix Estuary Project and Dillon Consulting shared the report on the Billy Weston Brook and the flooding issues.

16. QUESTION PERIOD

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

- Clarification on the Liquor Licence for the Garcelon Civic Center.
- When to expect approval from the Municipal Capital Borrowing Board on the Prince William Street infrastructure renewal project.
- Clarification on Heather Donahue's position with respect to community events and Alex Reid, the new Events Development Coordinator.
- Status of a proposed Pita Pit; Giant Tiger and Best Western Hotel.

Derwin Gowan, reporter with the *Telegraph-Journal*, asked for clarification on the land for the proposed Best Western Hotel reverting to the Town if it does not proceed, and confirmation on Home Support Services remaining in its present location.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth

Seconded by Councillor Harding

273/15 THAT the meeting adjourn at 7:45 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, OCTOBER 26, 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
  - (a) Town Employee Retirement – Presentation of plaque to Lawrence Peters.
  - (b) Teed Saunders Doyle & Co. – Presentation of 2014 Audited Financial Statements.
  - (c) MADD Canada “Project Red Ribbon Day” - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – September 28, 2015
  - (b) Special Council Meeting – October 14, 2015
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS  
COMMUNICATION FOR INFORMATION
  - (a) Thank you letter from Oversight Manager, Chocolate Festival, dated September 15, 2015.  
COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – October 14, 2015
- (b) Committee of Council Meeting – September 28, 2015
- (c) Committee of Council Meeting – October 15, 2015
- (d) Planning Advisory Committee Meetings – June 29, 2015 and August 5, 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. L-10 – “Town of St. Stephen Building By-Law” – First Reading – Short Title Only
- (b) 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” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) 2014 Audit
- (b) Royal Canadian Mounted Police – Monthly Report
- (c) Donation – MADD Charlotte County
- (d) Change of Date: December 2015 Regular Town Council
- (e) Garcelon Civic Center - New Brunswick Liquor Licence
- (f) Renewal of Licence Agreement – Pro-Shop Services
- (g) Garcelon Civic Center – Student Lifeguard – Job Recommendation
- (h) Garcelon Civic Center – Casual Lifeguard – Job Recommendation
- (i) Licence Agreement – Concession and Licensed Beverage Services – Garcelon Civic Center (TOSS15-06)
- (j) Town of St. Stephen – Commercial Credit Application

**AGENDA  
REGULAR COUNCIL  
OCTOBER 26, 2015**

**3**

- (k) Letter of Intent – Northampton Brewing Company Ltd.
  - (l) Awarding of Bid: Solid Waste Collection and Disposal Services – Residential Homes – Zone 1 (TOSS15-07)
  - (m) Dillon Consulting Limited – Client Authorization to Proceed – Prince William Street Infrastructure Renewal
  - (n) Approval of Events – St. Stephen Community Events Office
  - (o) Town Office – Heritage Court Holdings Limited
  - (p) Dissolution of Board of Directors – Border Area Community Arena Incorporated
15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. ADJOURNMENT

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

DATE: November 23, 2015

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

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

**PAID BILLS**

**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.

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 017156 dated between 10/01/2015 and 10/31/2015

**CHEQUE REGISTER**

Printed: 3:25:36PM 11/03/2015

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Number	Issued	Amount	SC	Status	Status Date
016929	10/01/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	10/01/2015
	WEEK402015 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK402015* PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
016930	10/01/2015 A"PLUS" AUTO GLASS & UPHOLSTERY	148.03	A/P	OUT-STD	10/01/2015
	21025 TS-#21- INSTALL WINDOW IN SWEEI	148.03			
016931	10/01/2015 AREO FIRE	610.20	A/P	OUT-STD	10/01/2015
	246672 PS-FIRE-MODITECH LICENCE RENE	610.20			
016932	10/01/2015 ATLANTIC TRACTORS & EQUIPMENT LTD.	2,852.87	A/P	OUT-STD	10/01/2015
	901093306 TS-#13-BEARINGS	247.61			
	901093308 TS-#13- BEARINGS, PINS	622.03			
	901093309 TS-#13- PINS	296.96			
	9010933136 TS-#13- BEARINGS,SPACERS	286.16			
	9010933145 TS-#13-WASHER, NUT, PIN	284.20			
	9010933313 TS-#13- BEARINGS	737.75			
	9010933809 TS-#13- BEARING-SLVES	236.71			
	9010939197 TS-#13- VALVE GP-SOI	141.45			
	9010939229 TS-#13- VALVE GP	237.07			
	9030112678 TS-#13-VALVE GP	-237.07			
016933	10/01/2015 BAYVIEW TRUCKS AND EQUIPMENT LTD.	73.61	A/P	OUT-STD	10/01/2015
	F194034 RC-PARKS-MOWER RELAY	73.61			
016934	10/01/2015 BELL ALIANT	1,277.00	A/P	OUT-STD	10/01/2015
	47424130AUG15 CC-BUILDING-LANDLINES	1,277.00			
016935	10/01/2015 BORDER INVESTIGATIONS & SECURITY INC.	2,531.20	A/P	OUT-STD	10/01/2015
	14125 PS-BYLAW-SEPTEMBER/15 FEE	2,531.20			
016936	10/01/2015 BRIGGS PLUMBING INC.	174.00	A/P	OUT-STD	10/01/2015
	110262 PM- TOURIST BUREAU- BRAIDED FL	87.57			
	110327 PS-FIRE-3/4" SHUT OFF PUT ON WA	86.43			
016937	10/01/2015 BRUNET	26.84	A/P	OUT-STD	10/01/2015
	21164 GG-SERVER- BACK UP MAINTENAN	26.84			
016938	10/01/2015 BRUNSWICK NEWS INC	307.88	A/P	OUT-STD	10/01/2015
	1564249 PS-FIRE-BUCKET SIT	122.30			
	1566076 PS-FIRE- BUCKET SIT	185.58			
016939	10/01/2015 CANADIAN SPRINGS	179.83	A/P	OUT-STD	10/01/2015
	9915893901 PM-RCMP- WATER	73.66			
	9915903209 RC-MILLPOOL-WATER	100.59			
	9916144494 PS-FIRE- WATER	5.58			
016940	10/01/2015 CARQUEST	146.56	A/P	OUT-STD	10/01/2015
	14838-18870 CC-ARENA-POWERBEADS, GASKET	125.41			
	14838-23913 TS-SHOP-BUG-TAR WASH FLUID, W	21.15			
016941	10/01/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	80.74	A/P	OUT-STD	10/01/2015
	529429 RC-#304-4 WHEEL ALIGNMENT	80.74			
016942	10/01/2015 CHARLOTTE COUNTY JANITORIAL	1,220.40	A/P	OUT-STD	10/01/2015
	3155 PM-RCMP-JANITORIAL-AUG/15	1,050.90			
	3162 PS-FIRE- JANITORIAL - AUGUST/ 15	169.50			
016943	10/01/2015 CHARLES LEGACY	4,275.92	A/P	OUT-STD	10/01/2015
	442152 PM-AIRPORT-REPAIR FENCE	1,808.00			
	442161 TS-WHARF-REPLACED SAFETY RAIL	2,467.92			
016944	10/01/2015 COMPLETE TREE SERVICE	1,130.00	A/P	OUT-STD	10/01/2015

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Number	Issued		Amount	SC	Status	Status Date
	570	TS-ST5-TREE REMOVAL & CLEAN U	1,130.00			
016945	10/01/2015	COX ELECTRONICS & COMMUNICATIONS	1,299.05	A/P	OUT-STD	10/01/2015
	2-1737825	PS-FIRE-MIN 6 PAGERS	1,129.89			
	2-1747423	PS-FIRE- MINITOR V BATTERIES & C	169.16			
016948	10/01/2015	CREIGHTON-CARTER LTD.	2,438.32	A/P	OUT-STD	10/01/2015
	961-374272	TS-#10-SIGNAL LAMPS, PIGTAILS	17.81			
	961-380563	TS-SHOP- COL. T-SHIRT WIPERS	26.24			
	961-380970	TS-SHOP-COUPLER	14.10			
	961-380993	TS-SHOP-FLUID FILM	83.47			
	961-381279*	PS-42 FORD- ENGINE BREAK IN OIL.	43.96			
	961-381311	PS-#200- BELT	57.35			
	961-381320*	PS-42 FORD- IGNITION COIL	40.48			
	961-381422	RC- #304- BALL JOINTS, TIRE ROD E	425.52			
	961-381453	TS- #12, #24- SOLID WIRE-12LB	35.38			
	961-381632	TS-#1- AIR FILTER, OIL FILTER	39.78			
	961-381633	TS-SHOP- HD DIAGONAL 7	20.57			
	961-381922	TS-SHOP- SPRING ASST	10.11			
	961-382481	TS-SHOP- HOSE, ARO PLUG-1, HOS	72.27			
	961-382533	TS-#21- HYDRAULIC HOSES, COUPL	212.26			
	961-382633	TS-#21- FIREWALL HEATER HOSE, F	52.16			
	961-382669	TS-#21- HYDRAULIC HOSES, COUPL	275.45			
	961-382712	TS-#21- CLAMPS	7.19			
	961-382826	TS-#21- COUPLINGS, O-RINGS, 4 BR	556.98			
	961-382926	TS-#21- HYDRAULIC HOSES, INST F	89.26			
	961-382928	PS-FIRE- CORE DEPOSITS, WARRAI	69.92			
	961-383068	TS-#21- ADAPTER-CONNECTOR, CL	7.68			
	961-383429	TS-SHOP- S D DRILL 3 4	63.87			
	961-383556	TS-#21- PRIMART WIRE	21.47			
	961-383570	TS-#21- CORN BROOM, BATTERY DI	54.49			
	961-383622	TS-#21- ORANGE PRIMARY WIRE	21.47			
	961-383696	TS-#21- HOSE CLAMPS	34.92			
	961-383975	TS-#23-OIL FILTER	5.68			
	961-383987	TS-SHOP-GREASE FITTINGS	19.49			
	961-383995	TS-#21- FUEL HOSES	12.48			
	961-384146	TS-SHOP-PVC GROMMETS	20.92			
	961-384180	TS-#21- DISCONNECT	2.36			
	961-384208	TS-SHOP- LEAD FREEROSIN	23.23			
016949	10/01/2015	CUMMINS EASTERN CANADA	74.60	A/P	OUT-STD	10/01/2015
	028-6323	TS-#22-DIPSTICK	74.60			
016950	10/01/2015	DISHER HOMES LTD.	197.75	A/P	OUT-STD	10/01/2015
	08202015	RC-PARKS-REMOVE BANNERS	197.75			
016951	10/01/2015	EAST COAST AIR	3,699.56	A/P	OUT-STD	10/01/2015
	1297	RC-TOURIST BUREAU- NO A/C SERV	96.05			
	1302	PM-PIZZA DELIGHT- KERR DUCTLES	3,107.50			
	1305	PM-PIZZA DELIGHT- SPLIT HEAT PU	496.01			
016952	10/01/2015	FIRE SAFETY CANADA	123.80	A/P	OUT-STD	10/01/2015
	IN141661	PS-FIRE-PORTABLE FIRE EXTINGUI	123.80			
016953	10/01/2015	GREAT-WEST LIFE ASSURANCE COMPANY	1,955.82	A/P	OUT-STD	10/01/2015
	SEP162015MAN	GG-PREMIUMS-SEP24-OCT23/15-MA	1,955.82			
016955	10/01/2015	GULLISON'S COURIER SERVICE	678.00	A/P	OUT-STD	10/01/2015

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Number	Issued		Amount	SC	Status	Status Date
	327297	TS-SHOP- TO CASE EQUIP FR/ TOW	28.25			
	327359	TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	327470	TS-SHOP- TO TOWN FR/ BAYVIEW	28.25			
	327493	TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	348006	TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	348011	TS-SHOP-TO TOWN FR/ LSW	45.20			
	348026	TS-SHOP-TO TOWN FR/ A TO Z REN	56.50			
	348036	TS-#6- TO TOWN FR/ RICHWIL	56.50			
	348091	TS-#20- TO TOWN FR/ RICHWIL	28.25			
	348117	TS-SHOP- TO TOWN FR/ RICHWIL	33.90			
	348154	TS-#13-TO TOWN FR/ CAT	28.25			
	348200	TS-SHOP- TO RICHWIL FR/ TOWN	28.25			
	750010	GG-TREASURY- TO MARYS VILLE PI	28.25			
	750038	TS-#16- TO TOWN FR/ CASE EQUIP	28.25			
	750069	TS-SHOP- TO TOWN FR/ BAYVIEW	28.25			
	750086	GG-TREASURY- TO MAARYS VILLE I	28.25			
	925811	TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	925815	TS-#21- TO TOWN FR/ SAUNDERS	28.25			
	925834	PS-FIRE- TO FIRE SAFETY FR/ FIRE	33.90			
	925835	GG-TREASURY- TO DEPT ENVIR FR	28.25			
	925849	TS-#22- TO TOWN FR/ CUMMINS	28.25			
116956	10/01/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	1,758.24	A/P	OUT-STD	10/01/2015
	347665	TS-ST5-DIESEL	878.00			
	645320	TS-ST5-DIESEL	783.51			
	JUNEJULY2015	CC-GAS-JUNE, JULY/15 INTEREST	96.73			
116958	10/01/2015	KEITH'S BUILDING SUPPLIES	1,372.43	A/P	OUT-STD	10/01/2015
	142711	TS-SHOP- CALCIUM CHLORIDE	54.22			
	142764	RC-PARKS-TREATED COPPER AZOI	96.50			
	143239	TS-SHOP-REBAR	13.54			
	143387	RC-HORT- POLY VARNISH BRUSHS	19.29			
	143596	RC-HORT-KEYS	8.10			
	143787	RC-PARKS- KEYS	5.40			
	143851	RC-PARKS- LUMBER	90.02			
	143881	TS-SHOP- SPRUCE	40.54			
	144043	RC-PARKS-KEYS	5.40			
	144124	RC-PARKS- LUMBER	137.74			
	144126	RC-PARKS-REBAR	27.07			
	144237	TS-SHOP- FLOAT GROUT	39.54			
	144303	RC-PARKS- LUMBER	260.34			
	144313	RC-PARKS- LUMBER	89.79			
	144359	RC-PARKS-PLYWOOD, NAILS	304.55			
	144481	RC-PARKS- KNIFE, SHINGLES	202.98			
	144533	RC-PARKS-SHINGLES	-22.59			
116959	10/01/2015	KENT BUILDING SUPPLIES	1,094.11	A/P	OUT-STD	10/01/2015
	913061	TS-WHARF- WASHERS, BOLTS	74.49			
	913345	TS-WHARF- LUMBER	305.04			
	913367	TS-WHARF- LUMBER	437.47			
	925672	TS-SHOP-FINISH TROWEL	55.79			
	929306	RC-PARKS- NAILS	12.18			
	929887	RC-PARKS-PAINT	104.64			

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	029940 TS-SHOP- PLYWOOD	28.32			
	932649 RC-PARKS- BI-METAL HOLE SAW, SI	29.20			
	933224 TS-SHOP- LUMBER	23.21			
	933399 TS-SHOP- LUMBER	5.93			
	936211 PS-FIRE- BULLS EYE 1-2-3 AREOSO	17.84			
016960	10/01/2015 KEY INDUSTRIES	994.05	A/P	OUT-STD	10/01/2015
	8794 CC-STAFF- CLOTHING ALLOWANCE	994.05			
016961	10/01/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	168.42	A/P	OUT-STD	10/01/2015
	235692123 GG-TOWN HALL- COPIER MAINTEN/	168.42			
016962	10/01/2015 KONICA MINOLTA	164.39	A/P	OUT-STD	10/01/2015
	5689100 GG- TOWN HALL- COPIER LEASE	164.39			
016963	10/01/2015 LINDE CANADA LTEE, M2193	50.40	A/P	OUT-STD	10/01/2015
	52505342 TS-SHOP- ACETYLENE	25.20			
	52683660 TS-SHOP-ACETYLENE	25.20			
016964	10/01/2015 LUKE'S UNDERWATER ADVENTURES LTD.	160.01	A/P	OUT-STD	10/01/2015
	151415 CC-POOL-DISCOVERY SCUBA	160.01			
016965	10/01/2015 LYNDA DUPLISSEA	50.00	A/P	OUT-STD	10/01/2015
	SWIMPASSREFUND RC-MILLPOOL-SWIM PASS REFUND	50.00			
016966	10/01/2015 MAYFIELD GARDENS & LANDSCAPE	4,591.37	A/P	OUT-STD	10/01/2015
	7022 CC-POOL-CHEMICALS	1,660.19			
	7087 CC-POOL-CHEMICALS	1,301.22			
	7120 CC-POOL-CHEMICALS	420.21			
	7124 RC-HORT-FLOWER SUPPLIES	1,209.75			
016967	10/01/2015 MCINNES COOPER	508.50	A/P	OUT-STD	10/01/2015
	2015021862 GG-LEGAL-PROPERTY	508.50			
016968	10/01/2015 MEDAVIE BLUE CROSS	14,103.85	A/P	OUT-STD	10/01/2015
	OCT2015MAN GG-HEALTH&DENTALPREMIUMS-O	5,940.64			
	OCT2015UNION GG-HEALTH&DENTALPREMIUMS-O	8,163.21			
016969	10/01/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/01/2015
	WEEK402015 EMPLOYEE DEDUCTIONS-SEP 27-O	209.30			
016970	10/01/2015 MOFFITT DODGE CHRYSLER LTD.	39.79	A/P	OUT-STD	10/01/2015
	IM19468 RC-#304-BRACKET	39.79			
016971	10/01/2015 N. B. ELECTRIC POWER	23,027.71	A/P	OUT-STD	10/01/2015
	10128106SEP15 TS-XINGLIGHTS-KING STREET	24.61			
	17915909SEP15 RC-POOL-SCHOOL STREET	72.72			
	17935200SEP15 TS-KING/UNIONST-TRAFFIC LIGHTS	35.97			
	50660140SEP15 RC-PARKS-ROTARY CHANGING RO	24.61			
	54187672SEP15 TS-KING/QUEENST-TRAFFIC LIGHTS	34.69			
	54253127SEP15 CC-BUILDING-ELECTRICITY	21,775.74			
	54653258SEP15 TS-KING/SUPERSTORE-TRAFFIC LI	50.58			
	55917471SEP15 TS-STWATERFRONT LIGHTS	130.21			
	57579341SEP15 CB-EMPTYSTORE/HAIRDRESSER-E	353.17			
	57955755SEP15 CB-ACTHEAT/HOUSE-ELECTRICITY	287.55			
	57955773SEP15 CB-PHARMACY/BIGAREA-ELECTRIC	160.87			
	57955791SEP15 CB-UPSTAIRSOFFICE-ELECTRICITY	76.99			
016972	10/01/2015 NEW SYSTEM LAUNDRY & CLEANERS LTD.	45.92	A/P	OUT-STD	10/01/2015
	332205 PM-RCMP-FLOOR MATS	45.92			
016973	10/01/2015 OK TIRE & AUTO SERVICE	92.41	A/P	OUT-STD	10/01/2015
	IN033266 RC-PARKS-TRAILER TIRE	92.41			

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Number	Issued	Amount	SC	Status	Status Date
016974	10/01/2015 PAYROLL TRANSFER WEEK402015 GG-TRANSFER-SEP 18-OCT 01/15	58,278.00 58,278.00	A/P	OUT-STD	10/01/2015
016975	10/01/2015 RECEIVER GENERAL FOR CANADA WEEK402015 GG-REMITTANCE-SEP 18-OCT 01/15	27,823.60 27,823.60	A/P	OUT-STD	10/01/2015
016976	10/01/2015 SELDON SMITH & SONS LIMITED 11046 CC-STAFFKITCHEN-COUPPLINGS, All 60677 CC-	1,357.56 292.53 1,065.03	A/P	OUT-STD	10/01/2015
016977	10/01/2015 SMITH BROS. MACHINE SHOP LTD. AUGUST072015 PS-FIRE-REPAIR PUMP UNIT	1,491.60 1,491.60	A/P	OUT-STD	10/01/2015
016978	10/01/2015 SOURCE ONE SUPPLIES 9403 CC-ARENA-BATH TISSUE, VINYL GL	958.86 958.86	A/P	OUT-STD	10/01/2015
016979	10/01/2015 SOUTHERN SANITATION LTD. 153444 CC-BUILDING-GARBAGE COLLECTK 153589 TS/RC-GARBAGE/PARKS-GARBAGE 153711 PM-AIRPORT-GARBAGE COLLECTIC 153723 PM-TOURISTBUREAU-GARBAGE CC 153737 TS/RC-GARAGE/ARENA-GARBAGE C 153766 PM-CLARKBUILDING-GARBAGE COL 153781 CC-BUILDING-GARBAGE COLLECTK 153784 RC-PARKS-GARBAGE COLLECTION	3,989.25 452.00 502.40 32.21 257.64 502.40 270.52 452.00 1,520.08	A/P	OUT-STD	10/01/2015
016980	10/01/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 167966-168534 GG-TOWN-REGIONAL LANDFILL COI	7,144.83 7,144.83	A/P	OUT-STD	10/01/2015
016981	10/01/2015 SPARTAN FITNESS 253127 CC-POOL-FITNESS EQUIPMENT 253361 CC-FA-PREVENTATIVE MAINTENAN	2,178.50 1,670.00 508.50	A/P	OUT-STD	10/01/2015
016982	10/01/2015 SPLASHABLES INC. 42383 CC-POOL-EQUIPMENT FOR FITNES	1,546.86 1,546.86	A/P	OUT-STD	10/01/2015
016983	10/01/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 094100 GG-TREASURY-NOTICE OF HEARIN	114.85 114.85	A/P	OUT-STD	10/01/2015
016984	10/01/2015 STATIONERY PLUS 355297 CC-ADMIN- NOTE BK, PENS 355439 GG-TOWN HALL- BATTERIES 355507 CC-ADMIN- RUBBER STAMP 355812 GG-TOWNHALL- PAPER, PAPER CLI 355846 CC-ADMIN- LAMINAT POUCH, PAPEI 355811 GG-TOWN HALL- FILE FOLDERS 356237 PS-FIRE- PAPER 356261 GG-TOWN HALL- BINDING CASES 356385 TS-TOWN HALL- PAPER, FINGER TIF 356635 PS-FIRE- BINDERS, DIARY, INVOICE 356636 PS-FIRE-DIARY	380.88 16.03 19.09 22.69 57.96 55.57 9.15 73.34 39.59 45.86 35.24 6.32	A/P	OUT-STD	10/01/2015
016985	10/01/2015 GREAT-WEST LIFE ASSURANCE COMPANY SEPT152016UNION GG-PREMIUMS-SEP24-OCT23/15-UN	2,294.58 2,294.58	A/P	OUT-STD	10/01/2015
016986	10/01/2015 EAST COAST INTERNATIONAL TRUCKS 3-252180001 TS-#6-FILTERS, SLACKS 3-252180002 TS-SHOP-ROTELLA 3-252250007 TS-SHOP-ROTELLA T 15W40 3-252320009 TS-SHOP-RAGS 3-252510010 TS-SHOP-TRAILER CABLE	259.58 -291.97 123.40 68.61 36.05 323.49	A/P	OUT-STD	10/01/2015

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016987	10/01/2015 TEED SAUNDERS DOYLE & CO. 6423 GG-TREASURY-EXAMINATION OF FI	8,927.00 8,927.00	A/P	OUT-STD	10/01/2015
016988	10/07/2015 ACCT #903240047015 SEPTEMBER2015 VOL FIRE MEMBERSHIP DUES-SEPT	310.00 310.00	A/P	OUT-STD	10/07/2015
016989	10/07/2015 ACCT 8025-280 SEPTEMBER2015 LOCAL 770 UNION DUES-SEPTEMBE	1,630.31 1,630.31	A/P	OUT-STD	10/07/2015
016990	10/07/2015 BELL MOBILITY INC. 523889487SEP15 GG/CC/PS/STS/RC-CELL PHONE CH.	1,200.37 1,200.37	A/P	OUT-STD	10/07/2015
016991	10/07/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002 SEPTEMBER2015 GG-MUNCIPALPLAN-SEPTEMBER/15	29,764.06 29,764.06	A/P	OUT-STD	10/07/2015
016992	10/07/2015 Derek O'Brien OCTOBER052015 GG-CAO-FUND RAISING LAUNCH DI SEPTEMBER2015 GG-CAO-MONTHLY VEHICLE ALLOW	490.00 140.00 350.00	A/P	OUT-STD	10/07/2015
016993	10/07/2015 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 15-222 PS-BUILDINGINSPECTOR-SEP 20-04	2,743.35 2,743.35	A/P	OUT-STD	10/07/2015
016994	10/07/2015 MINISTER OF FINANCE SEPTEMBER2015 EMPLOYEE DEDUCTIONS-SEPTEME	1,086.00 1,086.00	A/P	OUT-STD	10/07/2015
016995	10/07/2015 O'CONNELL MIKE SEPTEMBER2015 RC-RECREATIONDIRECTOR-MONTH	200.00 200.00	A/P	OUT-STD	10/07/2015
016996	10/07/2015 SHANNON MICHAEL WEEK412005* PS-ANIMALCONTROL-WEEKLY VEHI WEEK412015 PS-ANIMALCONTROL-WEEKLY FEE	365.44 197.75 167.69	A/P	OUT-STD	10/07/2015
016997	10/07/2015 ST. STEPHEN UTILITY DEPT. SEPTEMBER2015 EMPLOYEE DEDUCTIONS-SEPTEME	90.00 90.00	A/P	OUT-STD	10/07/2015
016998	10/07/2015 MINISTER OF FINANCE WEEK412015 EMPLOYEE DEDUCTIONS-OCT 4-10	209.30 209.30	A/P	OUT-STD	10/07/2015
016999	10/07/2015 SCP DISTRIBUTORS INC CANADA FE017799 CC-POOL-TEST KITS	2,005.75 2,005.75	A/P	OUT-STD	10/07/2015
017000	10/07/2015 ST. CROIX PUBLIC LIBRARY OCT-DEC2015 GG-GRANT-OCT-DEC/2015 GRANT	6,000.00 6,000.00	A/P	OUT-STD	10/07/2015
017001	10/07/2015 ST. STEPHEN DEVELOPEMENT BOARD OCT-DEC2015 GG-GRANT-OCT-DEC/15 GRANT	32,870.50 32,870.50	A/P	OUT-STD	10/07/2015
017002	10/15/2015 ABBY POND OCTOBER062015 GG-COUNCILLOR-UMNB AGM	371.32 371.32	A/P	OUT-STD	10/15/2015
017003	10/15/2015 AMY GREENLAW ONEYEARCELEBRATION CC-BUILDING-ONE YEAR CELEBRA	195.00 195.00	A/P	OUT-STD	10/15/2015
017004	10/15/2015 ANNABELLE JUNEAU FIT&FUNAFTER50 CC-HEALTH-YOGA INSTRUCTION	1,500.00 1,500.00	A/P	OUT-STD	10/15/2015
017005	10/15/2015 BELL ALIANT 06336721SEP15 TS-AIRPORT-LANDLINE PHONE	135.94 135.94	A/P	OUT-STD	10/15/2015
017006	10/15/2015 BRUNET 21420 GG-SERVER-MAINTENANCE IN21308 GG-TREASURY-ACCOUNTING SOFT	1,706.30 107.35 1,598.95	A/P	OUT-STD	10/15/2015
017007	10/15/2015 CARQUEST 14838-16854* TS-#21-REMAN ALTERNATOR	85.59 85.59	A/P	OUT-STD	10/15/2015
017008	10/15/2015 DAN HOVEY OCTOBER062015 RC-PARKS-FIRE EXTINGUISHER TR	50.00 50.00	A/P	OUT-STD	10/15/2015
017009	10/15/2015 DILLON CONSULTING LIMITED 142255 TS-STS-OVERFLOW CULVERTS PRC	14,695.65 14,695.65	A/P	OUT-STD	10/15/2015

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017010	10/15/2015 ENBRIDGE GAS NEW BRUNSWICK 2015092301008-1016227-0 CC-BUILDING-NATURAL GAS 0	652.51 652.51	A/P	OUT-STD	10/15/2015
017011	10/15/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 771 GG-TREASURY-ACCOUNTING SUPP 774 GG-TREASURY-ACCOUNTING SUPP 775 CC-TREASURY-ACCOUNTING SUPP	1,623.36 1,152.15 61.02 410.19	A/P	OUT-STD	10/15/2015
017012	10/15/2015 HERITAGE COURT HOLDINGS LIMITED RC000021549 GG-TOWNHALL-LEASE RENTAL - OK	5,323.40 5,323.40	A/P	OUT-STD	10/15/2015
017013	10/15/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 36058 TS-STS-DIESEL 744646 TS-STS-DIESEL	1,452.18 1,115.62 336.56	A/P	OUT-STD	10/15/2015
017014	10/15/2015 IRVING OIL LTD. AUGUST082015 TS-STS-PROPANE	16.16 16.16	A/P	OUT-STD	10/15/2015
017015	10/15/2015 JODI ST PETER OCTOBER072015 PS-FIRE-FIRE PREVENTION WEEK	1,157.28 1,157.28	A/P	OUT-STD	10/15/2015
017016	10/15/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 9001615466 CC-ADMIN-JUN-JUL COPIER MAINTEN	65.94 65.94	A/P	OUT-STD	10/15/2015
017017	10/15/2015 KONICA MINOLTA 5685219 CC-ADMIN-COPIER LEASE-SEP	90.08 90.08	A/P	OUT-STD	10/15/2015
017018	10/15/2015 LYNDA DUPLISSEA FAMILYPASSREFUND RC-POOL-FAMILY PASS REFUND	35.00 35.00	A/P	OUT-STD	10/15/2015
017019	10/15/2015 MCINNES COOPER 2015021863 GG-LEGAL-CONTRACT	135.60 135.60	A/P	OUT-STD	10/15/2015
017020	10/15/2015 MERRITT DONALD OCTOBER052015 TS-STS-CLOTHING ALLOWANCE	30.11 30.11	A/P	OUT-STD	10/15/2015
017021	10/15/2015 MINISTER OF FINANCE WEEK422015 EMPLOYEE DEDUCTIONS-OCT 11-1'	209.30 209.30	A/P	OUT-STD	10/15/2015
017022	10/15/2015 MINISTER OF FINANCE 11368891SEP15 GG-TOWNHALL-LANDLINE PHONES 11378668SEP15 PS/TS-199UNIONST-LANDLINE PHOI 11395944SEP15 PS/TS-FIRE/STREETS-LANDLINE PH 15772965SEP15 RC-REC/POOL-LANDLINE PHONES	2,864.31 1,367.03 346.55 931.73 219.00	A/P	OUT-STD	10/15/2015
017023	10/15/2015 MINISTER OF FINANCE 78052015 PS-FIRE-FIRE EXTINGUISHER SALE	50.00 50.00	A/P	OUT-STD	10/15/2015
017024	10/15/2015 MINISTER OF FINANCE 19582016 TS-STS-MOTOR VEHICLE INSPECTI 2016VEHICLESTICKERS TS-STS-2018 MOTOR VEHICLE STIC	603.00 565.00 38.00	A/P	OUT-STD	10/15/2015
017025	10/15/2015 MINISTER OF FINANCE 728284 TS/CC-ANNUALREGISTRATION-BOII	250.00 250.00	A/P	OUT-STD	10/15/2015
017026	10/15/2015 MISS D'S 482015 RC-PARKS-ICE 49 RC-PARKS-ICE 50 RC-PARKS-ICE 51 RC-PARKS-ICE 522015 RC-PARKS-ICE	12.50 2.50 2.50 2.50 2.50	A/P	OUT-STD	10/15/2015
017027	10/15/2015 N. B. ELECTRIC POWER 18988703OCT15 PS/TS-199UNIONST-ELECTRICITY 19051703OCT15 TS-AIRPORT-ELECTRICITY 19051801OCT15 TS-AIRPORT-ELECTRICITY	13,798.29 1,165.41 214.39 49.45	A/P	OUT-STD	10/15/2015

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Number	Issued		Amount	SC	Status	Status Date
	216	TS-ST5-AREA LIGHTS	10,967.26			
	55471834OCT15	TS/PS-220UNIONST-ELECTRICITY	149.51			
	57955828OCT15	CB-SELFCONTAINEDLIGHT-ELECTR	101.18			
	71315207OCT15	PM-RCMP-ELECTRICITY	1,126.50			
	83278804OCT15	TS-ST5-PARKS SHED	24.61			
017028	10/15/2015	O'CONNELL MIKE	180.78	A/P	OUT-STD	10/15/2015
	SEPTEMBER092015	RC-PARKS-CELL PHONE CASES	180.78			
017029	10/15/2015	PAYROLL TRANSFER	70,416.00	A/P	OUT-STD	10/15/2015
	WEEK422015	GG-TRANSFER-OCT 2-15/15	70,416.00			
017031	10/15/2015	PIZZA DELIGHT	178.99	A/P	OUT-STD	10/15/2015
	542096	PS-FIRE-MEETING MEAL	178.99			
017032	10/15/2015	RECEIVER GENERAL FOR CANADA	32,698.27	A/P	OUT-STD	10/15/2015
	WEEK422015	GG-REMITTANCE-OCT 2-15/15	32,698.27			
017033	10/15/2015	ROYAL CANADIAN LEGION #48	45.00	A/P	OUT-STD	10/15/2015
	REMRANCE2015	PS-FIRE-REMEMBRANCE WREATH ;	45.00			
017034	10/15/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	10/15/2015
	WEEK422015	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
	WEEK422015*	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
017035	10/15/2015	SHARPE'S LAWN CARE	113.00	A/P	OUT-STD	10/15/2015
	4563	RC-LINEPAINTING-SSES SOCCER F	113.00			
017036	10/15/2015	SOUTHWEST CONCRETE & CONS LTD	5,640.96	A/P	OUT-STD	10/15/2015
	8-66-15	TS-ST5-RIPRAP, EQUIP RENTAL	5,640.96			
017037	10/15/2015	SOUTHERN SANITATION LTD.	32.21	A/P	OUT-STD	10/15/2015
	153565	PM-AIRPORT-GARBAGE COLLECTIC	32.21			
017038	10/15/2015	ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	100.00	A/P	OUT-STD	10/15/2015
	2015GRANT	GG-GRANT-BUCKET SIT DONATION	100.00			
017039	10/22/2015	AJW MECHANICAL LTD.	815.94	A/P	OUT-STD	10/22/2015
	19731	PS-FIRE-SECOND FLOOR AC UNIT F	815.94			
017040	10/22/2015	ALEX GREEK	90.06	A/P	OUT-STD	10/22/2015
	EVENTCOORD	GG-INTERVIEW-EVENT DEVELOPMI	90.06			
017041	10/22/2015	ALL GAS TANKS	18.02	A/P	OUT-STD	10/22/2015
	82162	RC-PARKS-MOWER MIX OIL	18.02			
017042	10/22/2015	A ONE PUMPING SERVICE LTD.	113.00	A/P	OUT-STD	10/22/2015
	5072	RC-PARKS- BUCKET LIFT PORTABLI	113.00			
017043	10/22/2015	ARCHITECTS 4	13,668.68	A/P	OUT-STD	10/22/2015
	#A1526-001	CC-KITCHEN-ENGINEERING SERVIC	6,606.18			
	#A1526-002	CC-KITCHEN-ENGINEERING SERVIC	7,062.50			
017044	10/22/2015	ARMSTRONG'S COMMUNICATION LTD.	94.92	A/P	OUT-STD	10/22/2015
	279721	RC-MILLPOOL-3 MONTH ALARM SY5	94.92			
017045	10/22/2015	ATLANTIC TRACTORS & EQUIPMENT LTD.	1,402.30	A/P	OUT-STD	10/22/2015
	9010957060	TS-#13-STEP AS	294.20			
	9010958363	TS-#13-STEP AS, PLATE AS	620.40			
	9010961678	TS-#13- TREAD	247.42			
	9010962503	TS-#13- TREAD	240.28			
017046	10/22/2015	ATLANTIC FIRE & SAFETY EQUIP. LTD.	283.40	A/P	OUT-STD	10/22/2015
	94190	PS-FIRE-HIGH PRESSURE HYDRO T	283.40			
017047	10/22/2015	BRIGGS PLUMBING INC.	229.96	A/P	OUT-STD	10/22/2015
	110371	PS-FIRE-NO WATER PRESSURE REI	229.96			
017048	10/22/2015	BRUNSWICK NEWS INC	646.62	A/P	OUT-STD	10/22/2015

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Number	Issued		Amount	SC	Status	Status Date
	1566998	CC-ADMIN-"FALL INTO FITNESS:"	58.76			
	1568139	PS-FIRE-BUCKET SIT	122.30			
	1569016	CC-ADMIN-FALL INTO FITNESS	58.76			
	1570882	CC-ADMIN- FALL INTO FITNESS	58.76			
	1573788	PS-FIRE- FHI	348.04			
017050	10/22/2015	CANADIAN TIRE	1,247.25	A/P	OUT-STD	10/22/2015
	N15517560	PS-FIRE-SCREW DRIVERS	13.54			
	N15517605	TS-SHOP-SUPERCYCLE	24.84			
	N15517608	TS-SHOP-TARP	56.49			
	N15517611	TS-SHOP-HOSE CONNECTIONS	22.55			
	N15517640	TS-SHOP-GRASS SEED	45.19			
	N15517647	TS-SHOP- GARAGE PULL	10.15			
	N15517692	RC-PARKS- UTILITY PUMP	169.49			
	N15517697	RC-PARKS- ZIP TIES	3.15			
	N15517701	RC-PARKS- WASP & HORNET KILLE	18.08			
	N15517704	PS-FIRE- POLISHER, BATTERY TENI	116.32			
	N15517705	PS-FIRE-SOS PADS, BOUNCE SHEE	12.41			
	N15517713	RC-PARKS- KEY	4.51			
	N15517714	CC-KITCHEN- FAUCET TAP, TAP PLI	149.42			
	N15517715	RC-PARKS- SPARK PLUG	8.46			
	N15517728	RC-PARKS-GRASS SEED	20.33			
	N15517731	CC-BUILDING-MOP	19.20			
	N15517733	RC-PARKS-GRASS SEED	20.33			
	N15517735	TS-SHOP- CHALKLINE REEL	5.64			
	N15517743	CC-BUILDING-GAS JUG	22.59			
	N15517760	CC-POOL-RESPIRATORS, SHOWER	157.80			
	N15517765	TS-SHOP-REDTEK REFR	21.46			
	N15517773	RC-PARKS-BITS	22.59			
	N15517776	RC-PARKS-BAKING SODA	3.37			
	N15517778	RC-PARKS-FLOOR PUMP	14.68			
	N15517791	RC-HORT-CAMERA, PLANTPRODUC	255.31			
	N15517795	RC-HORT-PLANT PRODUCTS	29.37			
017051	10/22/2015	CLONEY CONSTRUCTION INC.	339.00	A/P	OUT-STD	10/22/2015
	00104	CC-PROPERTY-BUCK TRUCK SERVI	339.00			
017052	10/22/2015	COX ELECTRONICS & COMMUNICATIONS	542.06	A/P	OUT-STD	10/22/2015
	2-1748847	PS-FIRE- MINITOR V CHARGERS	542.06			
017053	10/22/2015	DYNAMIC ONLINE MARKETING CORP.	621.50	A/P	OUT-STD	10/22/2015
	114864	PS-FIRE-TOUQUES, TACTICAL FLAS	621.50			
017054	10/22/2015	FIRE MARSHALL'S PUBLIC FIRE SAFETY COUNCIL	100.00	A/P	OUT-STD	10/22/2015
	IN003532	PS-FIRE-MEMBERSHIP RENEWAL-O	100.00			
017055	10/22/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	201.37	A/P	OUT-STD	10/22/2015
	786	GG-TOWNHALL-RECEPTION SUPPO	201.37			
017056	10/22/2015	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,796.75	A/P	OUT-STD	10/22/2015
	15-226	PS-BUILDINGINSPECTOR-OCT 4-10/	2,796.75			
017057	10/22/2015	GREAT-WEST LIFE ASSURANCE COMPANY	1,776.44	A/P	OUT-STD	10/22/2015
	OCT152015MAN	GG-PREMIUMS-OCT 24-NOV 23/15-M	1,776.44			
017058	10/22/2015	HARBOUR CITY ELECTRO-MECHANICAL LTD	1,450.17	A/P	OUT-STD	10/22/2015
	27535	RC-MILLPOOL-REPAIR POOL PUMP	1,450.17			
017059	10/22/2015	KEM CANADA MFG	778.33	A/P	OUT-STD	10/22/2015
	104781	TS-SHOP-DEGREASER, SILICONE	778.33			

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Number	Issued	Amount	SC	Status	Status Date
017060	10/22/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 9001658099 CC-ADMIN-JUL-AUG/15-COPIER MAI 9001739578 CC-ADMIN-AUG-SEP/15-COPIER MA	136.32 68.16 68.16	A/P	OUT-STD	10/22/2015
017061	10/22/2015 KONICA MINOLTA 5702659 CC-ADMIN-COPIER LEASE-OCT/15	133.97 133.97	A/P	OUT-STD	10/22/2015
017062	10/22/2015 MAYFIELD GARDENS & LANDSCAPE 7135 RC-PARKS-LIME 7147 RC-PARKS-ROTARY FLOW SENSOR	580.54 310.47 270.07	A/P	OUT-STD	10/22/2015
017063	10/22/2015 MEDAVIE BLUE CROSS NOV15MAN GG-HEALTH&DENTALPREMIUMS-NC NOV15UNION GG-HEALTH&DENTALPREMIUMS-NC	15,205.11 5,390.01 9,815.10	A/P	OUT-STD	10/22/2015
017064	10/22/2015 MINISTER OF FINANCE WEEK432015 EMPLOYEE DEDUCTIONS-OCT 18-2	209.30 209.30	A/P	OUT-STD	10/22/2015
017065	10/22/2015 MINISTER OF FINANCE 46435731SEP15 RC-PARKS-CHOCOLATE PARK CAM	84.69 84.69	A/P	OUT-STD	10/22/2015
017066	10/22/2015 MSC INDUSTRIAL SUPPLY ULC 7839128001 TS-SHOP-2-WAY MALE WEATHER P. 7852484001 TS-SHOP- PLUGS, BUSHINGS, COU	539.16 176.56 362.60	A/P	OUT-STD	10/22/2015
017068	10/22/2015 N. B. ELECTRIC POWER 10126106OCT15 TS-XINGLIGHTS-KING STREET 17915909OCT15 RC-POOL-SCHOOL STREET 17935200OCT15 TS-KING/UNIONST-TRAFFIC LIGHTS 18169205OCT15 RC-POOL-MILL LANE 50660140OCT15 RC-PARKS-ROTARY CHANGING RO 54187672OCT15 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127OCT15 CC-BUILDING-ELECTRICITY 54653258OCT15 TS-KING/SUPERSTORE-TRAFFIC LIK 55160607OCT15 RC-COTTONMILL-LIGHTS 55917471OCT15 TS-STWATERFRONT LIGHTS 57579341OCT15 CB-EMPTYSTORE/HAIRDRESSER-E 57955755OCT15 CB-ACTHEAT/HOUSE-ELECTRICITY 57955773OCT15 CB-PHARMACY/BIGAREA-ELECTRIC 57955791OCT15 CB-UPSTAIRSOFFICE-ELECTRICITY 57955808OCT15 CB-ACUNIT&HOUSE-ELECTRICITY 72924306OCT15 RC-PARKS-BANDSTAND 73006038OCT15 RC-LIBRARY-ELECTRICITY 82122207OCT15 RC-PARKS-BASKETBALL COURT 84960501OCT15 RC-PARKS-RIVERSIDE DR LIGHTS	27,349.39 24.68 73.92 37.27 289.25 25.15 36.53 24,639.14 58.25 72.05 136.70 400.47 228.24 163.67 81.49 67.36 40.52 868.62 49.34 76.74	A/P	OUT-STD	10/22/2015
117069	10/22/2015 NEW SYSTEM LAUNDRY & CLEANERS LTD. 339579 PM-RCMP-FLOOR MATS 340039 GG-TOWNHALL-FLOOR MATS 340490 PM-RCMP- FLOOR MATS	185.54 45.92 93.70 45.92	A/P	OUT-STD	10/22/2015
117070	10/22/2015 ORKIN CANADA CORPORATION IN-6459580 PS-FIRE- PEST CONTROL	124.87 124.87	A/P	OUT-STD	10/22/2015
117071	10/22/2015 ORR ELECTRIC & ALARM LTD. 1927 RC-MONUMENT-REPLACE PHOTO C	104.51 104.51	A/P	OUT-STD	10/22/2015
117072	10/22/2015 PARTS FOR TRUCKS INC. 34212712-00 TS-#5- PVC ASPHALT TARP	478.75 478.75	A/P	OUT-STD	10/22/2015
117073	10/22/2015 PETTY CASH	135.70	A/P	OUT-STD	10/22/2015

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	AUGUST122015 GG-CIVIC-MEETING	4.46			
	AUGUST172015 PS-BYLAW-REGISTERED LETTER	11.30			
	AUGUST192015 GG-CIVIC-COMMUNITY DINNER GIF	30.51			
	JULY092015 GG-CIVIC-WELCOME PAGAGES	27.24			
	JULY112015 GG-TOWNHALL-KITCHEN SUPPLIES	16.62			
	JULY132015 GG-CIVIC-MEETINGS	23.88			
	JULY282015* GG-STAFF-MEETING	7.68			
	JULY302015* GG-TOWNHALL-POSTAGE	2.03			
	JULY312015 GG-TOWNHALL-KITCHEN SUPPLIES	11.97			
	ROUNDINGADJ GG-ROUNDING ADJUSTMENT FOR E	0.01			
017074	10/22/2015 PITNEY WORKS	107.83	A/P	OUT-STD	10/22/2015
	SEPTEMBER132015 GG-ADMIN-PERIODIC FINANCE CHA	107.83			
017075	10/22/2015 PRINCESS AUTO	302.76	A/P	OUT-STD	10/22/2015
	37-6-8358 TS-SHOP- PUMP GREASE AIR, HEAT	302.76			
017076	10/22/2015 PROCOM DATA SERVICES INC.	58.44	A/P	OUT-STD	10/22/2015
	2015012479 GG-TREASURER-WEBINAR TRAININ	56.44			
017077	10/22/2015 PROVINCIAL BANDAG TIRES	2,108.72	A/P	OUT-STD	10/22/2015
	WOOD105139 TS-#20-TIRES	2,108.72			
017080	10/22/2015 ROYAL CANADIAN LEGION #9	40.00	A/P	OUT-STD	10/22/2015
	WREATH2015 PS-FIRE-REMEMBRANCE WREATH	40.00			
017081	10/22/2015 ROYAL CANADIAN LEGION #48	45.00	A/P	OUT-STD	10/22/2015
	WREATH2015 GG-CIVIC-2015 WREATH	45.00			
017082	10/22/2015 SAUNDERS EQUIPMENT LTD.	273.47	A/P	OUT-STD	10/22/2015
	0000058960 TS-#21-KLIXON CIRC/BREAKER	198.32			
	59155 TS-#21- HEATER SWITCHS, HEATEF	42.38			
	59207 TS-#21- HEATER SWITCH	32.77			
017083	10/22/2015 SHANNON MICHAEL	365.44	A/P	OUT-STD	10/22/2015
	WEEK432015 PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK432015* PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
017084	10/22/2015 SOURCE ONE SLIPLIES	118.15	A/P	OUT-STD	10/22/2015
	9956 PS-FIRE-PAPER TOWELS, GARBAGI	118.15			
017085	10/22/2015 SOURCE ATLANTIC	269.14	A/P	OUT-STD	10/22/2015
	2162372 TS-SHOP-POLY SLINGS	52.23			
	2162694 TS-STC-CLOTHING ALLOWANCE	216.91			
017086	10/22/2015 SPEEDY ST-STEPHEN 8768	231.65	A/P	OUT-STD	10/22/2015
	8768-187971 RC-PARKS-PYROCERAM, SEALANT	231.65			
017087	10/22/2015 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	854.89	A/P	OUT-STD	10/22/2015
	094381 PS-FIRE- BACK TO SCHOOL	44.07			
	094490 GG-ADMIN-RECEPTIONIST/HOSPIT,	114.85			
	094535 PS-FIRE- FALL HOME IMPROVEMEN	173.34			
	22947 CC-BUILDING-FIRE EXTINGUISHER	48.45			
	22955 CC-ADVERTISING-FALL AQUATIC SX	381.94			
	23154 GG-TOWN HALL- LETTERHEAD	92.24			
017088	10/22/2015 ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	10/22/2015
	1036 GG-CIVIC-25TH BUSINESS GALA SIL	200.00			
017089	10/22/2015 TOWN OF HAMPTON	232.71	A/P	OUT-STD	10/22/2015
	14445 RC-PARKS-SIGNS	232.71			
017090	10/22/2015 WURTH CANADA LIMITED	399.80	A/P	OUT-STD	10/22/2015
	22056336 TS-SHOP-DUAL WALL SHRINK TUBE	286.81			

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	22057543 TS-SHOP-HOSE CLAMP	112.99			
017091	10/22/2015 YELLOW PAGES GROUP	9.77	A/P	OUT-STD	10/22/2015
	15-1939580 GG-CIVIC- 911 LISTING	9.77			
017092	10/22/2015 GREAT-WEST LIFE ASSURANCE COMPANY	2,185.91	A/P	OUT-STD	10/22/2015
	OCT162015UNION GG-PREMIUMS-OCT 24-NOV 23/15-L	2,185.91			
017096	10/22/2015 CANADIAN SPRINGS	89.20	A/P	OUT-STD	10/22/2015
	8001807425 GG-TOWNHALL-WATER	26.31			
	9916175985 PM-RCMP-WATER	57.49			
	9916369760 RC-MILLPOOL-WATER	2.01			
	9916369761 PS-FIRE- WATER	3.39			
017097	10/22/2015 CASEY'S CUSTOM AUTO & BIKE LTD.	310.75	A/P	OUT-STD	10/22/2015
	SEPTEMBER232015 PS-#201-KROWN UNDERCOATING	310.75			
017098	10/22/2015 RECEATION NEW BRUNSWICK	933.92	A/P	OUT-STD	10/22/2015
	2015-200 RC-RECREATION-RNB 2015 CONFEE	500.00			
	2015-226 RC-REC-RNB 2015 REGISTRATION F	433.92			
017099	10/28/2015 BORDER AREA COMMUNITY ARENA	1,287.18	A/P	OUT-STD	10/28/2015
	BELLOCT2015 GG-GRANT-OCT/15 BELL INVOICE	83.06			
	POWERBELLSEP15 GG-GRANT-POWER & TELEPHONE I	699.76			
	POWEROCT2015 GG-GRANT-OCT/15 POWER INVOICI	99.74			
	POWEROCT2015* GG-GRANT-POWER OCT/15 INVOICI	404.62			
017100	10/29/2015 BELL ALIANT	872.09	A/P	OUT-STD	10/29/2015
	47424130SEP15 CC-BUILDING-LANDLINES	872.09			
017101	10/29/2015 CHARLOTTE COUNTY JANITORIAL	1,391.09	A/P	OUT-STD	10/29/2015
	3180 PM-RCMP-JANITORIAL- SEPT/15	1,238.54			
	3187 PS-FIRE-JANITORIAL-SEPT/15	152.55			
017102	10/29/2015 FRANK G GODSOE CHARTERED ACCOUNTANT	676.87	A/P	OUT-STD	10/29/2015
	787 GG-TREASURY-ACCOUNTING SUPP	598.90			
	788 CC-TREASURY-ACCOUNTING SUPP	77.97			
017103	10/29/2015 IRVING ENERGY DISTRIBUTION AND MARKETING	2,518.71	A/P	OUT-STD	10/29/2015
	244211 CC-BUILDING-NATURAL GAS	542.41			
	246036 CC-BUILDING-NATURAL GAS	112.46			
	247786 CC-BUILDING-NATURAL GAS	370.41			
	749599 TS-ST5-DIESEL	1,493.43			
017104	10/29/2015 JET ICE	1,426.77	A/P	OUT-STD	10/29/2015
	84981 CC-ARENA-ICE PAINT	1,426.77			
017105	10/29/2015 JOHNSTON HAYNES	300.00	A/P	OUT-STD	10/29/2015
	OCTOBER 23,2015 CC-ADMIN- COSMIC SKATE	300.00			
017107	10/29/2015 LAUREN ROGERS	1,544.74	A/P	OUT-STD	10/29/2015
	AQUATICRSE CC-POOL-AQX AQUATIC FITNESS C	1,544.74			
017108	10/29/2015 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/29/2015
	WEEK442015 EMPLOYEE DEDUCTIONS-OCT 25-3	209.30			
017109	10/29/2015 O'CONNELL MIKE	656.52	A/P	OUT-STD	10/29/2015
	OCTOBER132015 RC-REC-REC NB ANNUAL CONFERE	406.52			
	OCTOBER152015 RC-REC-RNB CONFERENCE	125.00			
	OCTOBER152015* RC-REC-SPORT NB MEETING	125.00			
017110	10/29/2015 OLIVIA AMOS	100.00	A/P	OUT-STD	10/29/2015
	1 CC-CIVIC-GARCELON CIVIC CENTRI	100.00			
017111	10/29/2015 PAYROLL TRANSFER	61,394.94	A/P	OUT-STD	10/29/2015
	WEEK442015 GG-TRANSFER-OCT 16-29/15	61,394.94			

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Number	Issued	Amount	SC	Status	Status Date
017112	10/29/2015 RECEIVER GENERAL FOR CANADA WEEK442015 GG-REMITTANCE-OCT 16-29/15	26,245.59 26,245.59	A/P	OUT-STD	10/29/2015
017113	10/29/2015 RICHARDSON JEFF OCTOBER082015 PS-FIRE-FIRE PREVENTION WEEK	102.19 102.19	A/P	OUT-STD	10/29/2015
017114	10/29/2015 ROYAL CANADIAN LEGION #9 NOV112015 GG-CIVIC-2015 REMEMBRANCE DA	60.00 60.00	A/P	OUT-STD	10/29/2015
017115	10/29/2015 SHANNON MICHAEL WEEK442015 PS-ANIMALCONTROL-WEEKLY FEE WEEK442015* PS-ANIMALCONTROL-WEEKLY VEH	365.44 167.69 197.75	A/P	OUT-STD	10/29/2015
017116	10/29/2015 SOUTHERN SANITATION LTD. 153853* GG-TOWN-GARBAGE COLLECTION 153854 GG-TOWN-GARBAGE COLLECTION	17,118.52 8,559.26 8,559.26	A/P	OUT-STD	10/29/2015
017118	10/29/2015 STATIONERY PLUS 351557 CC-ADMIN-PENS, STENO BOOK 351603 CC-ADMIN- BINDING CASES, PAPER 351628 CC-ADMIN-PAPER 351657 CC-ADMIN- FLASH DRIVE, FIGURING 353142 CC-ADMIN- DESK GROMMET, ENVEI 353888 CC-ADMIN- ENVELOPES, PAPER 354072 CC-ADMIN- LAMINATING, BINDING C 354772 CC-ADMIN-PENS 355017 CC-ADIN-TONER CART. 355024 RC-MILLPOOL-PAPER CLIPS, PAPER 357217 PS-FIRE-MARKERS 357255 GG-TOWNHALL-PAPER, STICKY NO 357398 GG-TOWN HALL- STICIT NOTES, CO 357415 GG-TOWN HALL- REINFORCEMETS 357800 GG-TOWN HALL- DRUM UNIT 357903 CC-ADMIN- PAPER 357952 GG-TOWN HALL- TONER, DRUM UNI 358215 GG-TOWN HALL- PAPER, PAPER CL	1,290.90 20.07 48.58 15.76 17.15 19.75 31.90 45.32 5.73 100.56 4.94 6.85 197.24 10.22 2.41 241.82 56.27 378.87 87.46	A/P	OUT-STD	10/29/2015
017119	10/29/2015 STEVEN HARTFORD OCTOBER132015 CC-ARENA-CLOTHING ALLOWANCE OCTOBER132015* CC-ARENA-FIRE DISTINGUISHER C	67.57 27.57 40.00	A/P	OUT-STD	10/29/2015
017120	10/29/2015 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) 236122131 GG-TOWNHALL-COPIER MAINTENAI	134.09 134.09	A/P	OUT-STD	10/29/2015
017121	10/29/2015 KONICA MINOLTA 5707044 GG-TOWN HALL- COPIER LEASE	109.59 109.59	A/P	OUT-STD	10/29/2015
017122	10/29/2015 INTERNATIONAL "HOMECOMING" FESTIVAL SEPTEMBER222015 GG-GRANT-2014 & 2015 GRANT	2,000.00 2,000.00	A/P	OUT-STD	10/29/2015
017123	10/29/2015 SARAH CONLEY SEPTEMBER142015 CC-ADMIN-KIWANIS CLUB CHANGE	150.00 150.00	A/P	OUT-STD	10/29/2015
<b>Cheque Totals Issued:</b>		<b>628,530.07</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>628,530.07</b>			
<b>Total # of Cheques Listed:</b>		<b>181</b>			

\* - Partial payment was made on Invoice

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
005395	10/01/2015 AIR LIQUIDE CANADA 60233475 WS-TRANS&DIST-CYLINDER GAS	18.92 18.92	A/P	OUT-STD	10/01/2015
005397	10/01/2015 BRENNTAG CANADA INC. 40587134 SCD-DISPOSAL-CYLINDER RETURN 40589045 WS-SOURCE-CYLINDER RETURNS 40575953 WS-SOURCE-CHLORINE 40578838 WS-SOURCE-EMPTY CYLINDERS RE 40579338 SCD-DISPOSAL- CHLORINE	527.78 -2,712.00 -3,616.00 5,968.57 -3,616.00 4,503.21	A/P	OUT-STD	10/01/2015
005398	10/01/2015 BRIGGS PLUMBING INC. 110323 WS-TRANS&DIST-ADAPTERS, ELBO	14.44 14.44	A/P	OUT-STD	10/01/2015
005399	10/01/2015 BRUNET 21164* WS/SCD-SERVER- BACK UP MAINT	26.84 26.84	A/P	OUT-STD	10/01/2015
005400	10/01/2015 COLE-PARMER CANADA INC. 00534889 WS-SOURCE- CHLOROSENSE SENS 00535234 WS-SOURCE- TURBIDITY STANDAR	1,399.40 1,078.79 320.61	A/P	OUT-STD	10/01/2015
005401	10/01/2015 COX ELECTRONICS & COMMUNICATIONS 2-1744568* WS-SOURCE-LAPTOP 2-1744673 WS-TRANS&DIST-CABLE	973.88 960.33 13.55	A/P	OUT-STD	10/01/2015
005402	10/01/2015 CREIGHTON-CARTER LTD. 961-381541 WS-#105- CALIPER HARDWARE KIT- 961-381587 WS-#105- OIL FILTER 961-382397 SCD-#9- ADAPTER 12FJ-CAP	22.63 13.39 3.64 5.60	A/P	OUT-STD	10/01/2015
005403	10/01/2015 CYCLE WORKS 18535 WS-SOURCE-SERVICE RIDEON MO 957261 WS-SOURCE-DECK FOR MOWER	878.93 315.08 563.85	A/P	OUT-STD	10/01/2015
005404	10/01/2015 EAST COAST INTERNATIONAL TRUCKS 3-252300009 WS-#8-SEAL-OIL FRT WHEEL BRG	19.80 19.80	A/P	OUT-STD	10/01/2015
005405	10/01/2015 EMCO CORPORATION 2825098-00 WS-TRANS&DIST- ABMAST DUCTILE 2826642-00 WS-TRANS&DIST- PIPE 2826704-00 WS-TRANS&DIST- SERV TUBES, ST 2826739-00 WS-TRANS&DIST- BIONAX 2826652-00 WS-TRANS&DIST- CABLE FOR THE 1	4,004.39 404.09 472.69 1,435.39 1,523.66 168.56	A/P	OUT-STD	10/01/2015
005407	10/01/2015 GULLISON'S COURIER SERVICE 327258 WS-SOURCE- TO RPC FR/TOWN 327259 WS- SOURCE- TO DOE LAB FR/ TOV 327283 WS-#13- TO TOWN FR/ CASE EQUIP 327377 WS-#8- TO TOWN FR/ RICHWIL 327389 WS-SOURCE- TO DOE LAB FR/ TOW 327390 WS-SOURCE- TO RPC FR/ TOWN 327474 WS-SOURCE- TO RPC FR/ TOWN 327475 WS-SOURCE-TO DOE LAB FR/ TOW 348001 WS-SOURCE-TO DOE LAB FR/ TOW 348002 WS-SOURCE-TO RPC FR/ TOWN 348061 WS-SOURCE- TO RPC FR/ TOWN 348062 WS-SOURCE-TO DOE LAB FR/ TOW 348135 WS-SOURCE-TO RPC FR/ TOWN 348136 WS-SOURCE- TO DOE LAB FR/ TOW 750008 WS-#103- TO TOWN FR/ CASE EQUIP	638.45 33.90 33.90 33.90 28.25 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90 33.90	A/P	OUT-STD	10/01/2015

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Number	Issued	Amount	SC	Status	Status Date
	750011	WS-SOURCE- TO DOE LAB FR/ TOW			
	750020	WS-SOURCE- TO RPC FR/ TOWN			
	750064	WS-SOURCE- TO RPC FR/ TOWN			
	750065	WS-SOURCE- TO DOE LAB FR/ TOW			
005408	10/01/2015	JAMER MATERIALS LTD.			
	2963	SCD-DISPOSAL- CLEAR STONE, CRI		OUT-STD	10/01/2015
005409	10/01/2015	LAWRENCE PETERS			
	SEPTEMBER152015	WS-SOURCE-MILEAGE TO FREDERI		OUT-STD	10/01/2015
005410	10/01/2015	MINISTER OF FINANCE			
	73882015	WS-SOURCE-PETRO STORAGE LIC		OUT-STD	10/01/2015
005411	10/01/2015	N. B. ELECTRIC POWER			
	53158875SEP15	SCD-STS-BUDD AVE LIFT STATION		OUT-STD	10/01/2015
	54807440SEP15	WS-STS-158A MILLTOWN BLVD LIFT			
	56356048SEP15	SCD-STS-18 RIVERSIDE DR LIFT S			
	61204006SEP15	SCD-STS-2216 KING ST LIFT STAT			
005412	10/01/2015	RESEARCH & PRODUCTIVITY COUNCIL			
	172346	WS-SOURCE-MICROBIOLOGICAL E)		OUT-STD	10/01/2015
005413	10/01/2015	SERVICE NEW BRUNSWICK			
	813688	WS/SCD-UTILITY-PAYMENT ACCEP1		OUT-STD	10/01/2015
	821489	WS/SCD-UTILITY-PAYMENT ACCEP1			
005414	10/01/2015	SOURCE ONE SUPPLIES			
	9312	SCD-DISPOSAL-BATH TISSUE, DISI		OUT-STD	10/01/2015
005415	10/01/2015	SOUTHERN SANITATION LTD.			
	153738	WS-BUDDAVE-GARBAGE COLLECTI		OUT-STD	10/01/2015
005417	10/01/2015	STATIONERY PLUS			
	353757	SCD-DISPOSAL-TAPE MAGIC		OUT-STD	10/01/2015
	354485	WS-TRANS&DIST-PAGE PROTECTO			
	354503	WS-TRANS&DIST-PAGE PROTECTO			
	354504	WS-TRANS&DIST-SHEET PROTECTO			
	354646	WS-SOURCE-COPY SERVICE, LAMIN			
	355183	WS-SOURCE- LASER TONER			
	355207	WS-SOURCE- PLANNERS, PENS			
	355281*	WS-SOURCE-BAG EXPAND			
	355307	WS-TRANS&DIST- NOTE BOOK, PEN			
	355812*	WS/SCD-TOWN HALL- PAPER, PAPE			
	355911**	WS/SCD-TOWN HALL- FILE FOLDER			
	356126	WS-SOURCE-CLIP BOARD, PENS			
	356281*	WS/SCD-TOWN HALL- BINDING CAS			
	358395*	WS/SCD-TOWN HALL- PAPER, FINGI			
005418	10/01/2015	TEED SAUNDERS DOYLE & CO.			
	6423*	WS-TREASURY-EXAMINATION OF F		OUT-STD	10/01/2015
005419	10/01/2015	THE PANEL SHOP			
	746-39-1	WS-SOURCE-SCADA PROGRAMMIN		OUT-STD	10/01/2015
	746-39-76	SCD-DISPOSAL-REPLACE SOFT ST/			
005420	10/07/2015	BELL MOBILITY INC.			
	523889487SEP15*	WS/SCD-CELL PHONE CHARGES		OUT-STD	10/07/2015
005425	10/15/2015	BRUNET			
	21420*	WS/SCD-SERVER-MAINTENANCE		OUT-STD	10/15/2015
005426	10/15/2015	DAIGLE EXCAVATION & GRAVEL			

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Number	Issued	Amount	SC	Status	Status Date
	106257 TS-ST5-TOPSOIL	1,698.40			
	106269 TS-ST5-TOPSOIL	1,084.80			
005427	10/15/2015 LAWRENCE PETERS	720.00	A/P	OUT-STD	10/15/2015
	SEPTEMBER292015 WS-SOURCE-MILEAGE	720.00			
005428	10/15/2015 MINISTER OF FINANCE	940.47	A/P	OUT-STD	10/15/2015
	11386812SEP15 WS-SOURCE-PUMP STATION	134.02			
	11388891SEP15* WS-TRANS&DIST-LANDLINE PHONE	653.94			
	190J2807SEP15 SCD-DISPOSAL-OLD BAY WWTP	152.51			
005429	10/15/2015 MINISTER OF FINANCE	75.00	A/P	OUT-STD	10/15/2015
	728284* WS-SOURCE-ANNUAL BOILER REGI	75.00			
005430	10/15/2015 N. B. ELECTRIC POWER	14,690.56	A/P	OUT-STD	10/15/2015
	36869807OCT15 WS-3119MAXWELLXING-BUILDING	727.91			
	50228902OCT15 WS-MAXWELLXING-PUMPS	566.04			
	52557428OCT15 SCD-218OLDBAYRD-WWTP	10,810.27			
	53473043OCT15 WS-SOURCE-CHLORINE RESIDUAL	25.61			
	61230004OCT15 WS-MAXWELLXING-PUMPS	2,365.52			
	82291006OCT15 WS-SOURCE-RESERVOIR	195.21			
005431	10/15/2015 NORTHERN CONSTRUCTION INC.	6,549.42	A/P	OUT-STD	10/15/2015
	13213 WS-TRANS&DIST-ASPHALT	6,549.42			
005432	10/15/2015 SAINT JOHN LABORATORY SERVICES LTD.	1,446.46	A/P	OUT-STD	10/15/2015
	699-15 SCD-DISPOSAL-WWTP WATER LAB	1,446.46			
005433	10/15/2015 SOUTHWEST CONCRETE & CONS LTD	1,152.60	A/P	OUT-STD	10/15/2015
	8-66-15* WS-TRANS&DIST-EQUIP RENTAL	1,152.60			
005434	10/15/2015 THE PANEL SHOP	2,799.91	A/P	OUT-STD	10/15/2015
	746-99-77 WS-SOURCE-INSTALL DATA MODEM	2,799.91			
005435	10/22/2015 ALL GAS TANKS	32.70	A/P	OUT-STD	10/22/2015
	82414 WS-SOURCE- TRIMMER LOCK PIN,	32.70			
005436	10/22/2015 BRIGGS PLUMBING INC.	76.15	A/P	OUT-STD	10/22/2015
	110375 WS-TRANS&DIST-WATERLINE REPA	76.15			
005437	10/22/2015 BUCHANAN ENVIROMENTAL	401.15	A/P	OUT-STD	10/22/2015
	5958 SCD-DISPOSAL- RAINBOW TROUT A	401.15			
005439	10/22/2015 CANADIAN TIRE	1,096.11	A/P	OUT-STD	10/22/2015
	N15517513 WS-TRANS&DIST-NOZZLE	14.68			
	N15517557 WS-TRANS&DIST-GLOVES	49.67			
	N15517586 WS-TRANS&DIST-IMPACT WRENCH	107.30			
	N15517806 SCD-DISPOSAL- GARDEN HOSE, BR	79.08			
	N15517809 WS-SOURCE- 1" SPLIT KEY, METAL	70.49			
	N15517810 WS-SOURCE- MISC	68.88			
	N15517818 SCD-DISPOSAL-GRINDER	39.54			
	N15517643 WS-SOURCE-BOOTS	108.47			
	N15517651 WS-SOURCE-MINITORCH, MULTIFUI	21.73			
	N15517700 SCD-DISPOSAL-GV, NIP, COUPLING	6.24			
	N15517703 SCD-DISPOSAL- BATTERIES, UTILIT	308.47			
	N15517712 SCD-DISPOSAL- HOSE COUPLINGS	14.66			
	N15517734 WS-TRANS&DIST-SCREWDRIVERS,	16.35			
	N15517737 SCD-DISPOSAL-ANCHORS	50.80			
	N15517742 WS-TRANS&DIST-PAINT TRAY/KIT	7.90			
	N15517762 WS-SOURCE-DRIVER	6.77			
	N15517787 WS-SOURCE- FREEZER BAGS	8.79			

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Number	Issued	Amount	SC	Status	Status Date
	N15517794	SCD-DISPOSAL- MONO ACOUSTICA			
	N15517797	WS-SOURCE- GLASSES, PLRZED, N			
	N15517798	WS.SOURCE-SAFETY GLASSES			
	N15856619	WS-SOURCE- KEY CUT			
005440	10/22/2015 CARQUEST	22.04	A/P	OUT-STD	10/22/2015
	14838-25995	WS-TRANS&DIST-IN-LINE FUSE HOL			
005441	10/22/2015 ENTRETIEN CHLORATECH INC.	4,308.60	A/P	OUT-STD	10/22/2015
	102117	WS-SOURCE-CHLORINATION MAINT			
	102118	WS-SOURCE-ADDITIONAL CHLORIN			
005442	10/22/2015 HYPERION RESEARCH LTD.	1,117.42	A/P	OUT-STD	10/22/2015
	55100	WS-SOURCE-SPORE COUNTS, DEN			
005443	10/22/2015 LAWRENCE PETERS	720.00	A/P	OUT-STD	10/22/2015
	OCTOBER132015	WS-SOURCE-SEP 30-OCT 13/15 MILI			
005444	10/22/2015 MEGA-LAB MANUFACTURING CO. LTD.	1,756.47	A/P	OUT-STD	10/22/2015
	0000138432	SCD-DISPOSAL-FLOATING DEGREA			
005445	10/22/2015 MIDLAND COURIER	57.80	A/P	OUT-STD	10/22/2015
	08497185	SCD-DISPOSAL-FR BUCHANAN ENV			
005446	10/22/2015 MILLTOWN MACHINE & FABRICATION LTD.	213.00	A/P	OUT-STD	10/22/2015
	17791	SCD-#9-JIC CAPS			
	17795	WS-#102-1/8 CHECKERPLATE CUT T			
	17791	WS-#102-FLAT BAR, GRADE 5 BOLT			
005447	10/22/2015 N. B. ELECTRIC POWER	4,461.06	A/P	OUT-STD	10/22/2015
	53123617OCT15	SCD-ST5-DECHLORINATION CHAME			
	53158875OCT15	SCD-ST5-BUDD AVE LIFT STATION			
	54807440OCT15	WS-ST5-158A MILLTOWN BLVD LIFT			
	56356048OCT15	SCD-ST5-18 RIVERSIDE DR LIFT S			
	61204006OCT15	SCD-ST5-2216 KING ST LIFT STAT			
	61224002OCT15	SCD-ST5-358A MILLTOWN BLVD LIF			
	61236008OCT15	WS-ST5-BUDD AVE LIFT STATION			
	76139807OCT15	SCD-ST5-54 RIVERSIDE DR LIFT S			
	84934906OCT15	SCD-ST5-658A RIVERSIDE DR LIFT			
	84943406OCT15	WS-ST5-TODD HILL RESERVOIR			
005448	10/22/2015 NORTHERN CONSTRUCTION INC.	20,758.27	A/P	OUT-STD	10/22/2015
	13265	WS-TRANS&DIST-ASPHALT			
	13319	WS-TRANS&DIST-ASPHALT			
005449	10/22/2015 ORR ELECTRIC & ALARM LTD.	1,000.05	A/P	OUT-STD	10/22/2015
	1920	SCD-DISPOSAL-REPLACE ELECT PA			
005450	10/22/2015 RESEARCH & PRODUCTIVITY COUNCIL	137.64	A/P	OUT-STD	10/22/2015
	172906	WS-SOURCE-MICRO EXAM OF WATI			
	173199	WS-SOURCE-MICRO EXAM OF WATI			
005451	10/22/2015 SCOTIA TECH	2,712.00	A/P	OUT-STD	10/22/2015
	13177	WS-TRANS&DIST-WATER METERS			
005452	10/22/2015 N. B. ELECTRIC POWER	541.56	A/P	OUT-STD	10/22/2015
	90020442	WS-TRANS&DIST-HOLDING POLE O			
005453	10/29/2015 STATIONERY PLUS	143.04	A/P	OUT-STD	10/29/2015
	357203	WS-SOURCE-DVD-R 4.7 GB			
	357255*	WS/SCD-TOWNHALL-STICKY NOTES			
	357398*	WS/SCD-TOWN HALL- STICIT NOTES			
	357415*	WS/SCD-TOWN HALL-REINFORCEM			

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Number	Issued		Amount	SC	Status	Status Date
	358215*	WS/SCD-TOWN HALL- PAPER, PAPE	87.46			
005454	10/29/2015 TRAVIS CLEGHORN		230.78	A/P	OUT-STD	10/29/2015
	OCT282015	WS-TRANS&DIST-CLOTHING ALLOW	230.78			
005455	10/29/2015 XPLORNET		73.44	A/P	OUT-STD	10/29/2015
	INV10891922	WS-MAXWELLXING-SATELLITE SER	73.44			
<b>Cheque Totals Issued:</b>			<b>102,423.38</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>102,423.38</b>			
<b>Total # of Cheques Listed:</b>			<b>53</b>			

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

**DATE:** November 23, 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 November 12, 2015 be approved as circulated.

**COMMITTEES MEETING**  
**THURSDAY, NOVEMBER 12, 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* – eight (8) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

It was MOVED by Councillor Maxwell and SECONDED by Councillor Booth that the above-noted nine (9) items be moved into closed session following the Open Committees Meeting, as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor Allan MacEachern (Acting Mayor); Councillors Mike Booth, Debbie MacDonald, Jim Maxwell (left the meeting at 7:20 p.m.), and Abby Pond; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

ABSENT: Mayor John Quartermain; Councillor Marg Harding; and Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor MacEachern  
(Acting Mayor)

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer spoke to his report and the two (2) action items are noted as follows:
- Council directed the Chief Administrative Officer to arrange a meeting with the parties involved in the St. Croix Estuary Project Inc. – Billy Weston Brook Flood Risk Assessment (NB Southern Railway, Crombie Properties (Charlotte Mall), and the Department of Transportation and Infrastructure) to discuss possible solutions and actions, and to bring information back to a future meeting.
  - Council will consider a motion, retroactively, at the next Regular Session on Monday, November 23, 2015 to provide a grant in the amount of \$81.00 (eighty-one dollars) to Operation Christmas Joy to cover the room rental fee at the Garcelon Civic Center for its fundraiser on November 21, 2015.
- (ii) Report of the Finance Department – No report this month.
- (iii) Cheque Register for month of October 2015 - The memo from the Assistant Treasurer dated November 3, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 23, 2015.

**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 Deputy Mayor MacEachern (Acting Mayor) in the absence of Councillor Harding

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

The new Sergeant, J. P. MacDougall, was in attendance and stated that he looks forward to the challenges ahead.

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

Councillor Pond, who has a daughter enrolled in the Milltown Elementary School, thanked the Fire Chief for the Fire Prevention Week program which is very informative.

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

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

As noted in the report of the Chief Administrative Officer/Development Officer, the Town's Substandard Properties Appeal Committee will hear an appeal of a Notice to Comply on November 24, 2015 at 4:00 p.m. in Council Chambers.

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

As noted in the Chief Administrative Officer's report, a Giddens Memorial Airport Committee meeting was recently held and a discussion included a municipal/private partnership to purchase and install a GPS landing device, potential expansion of the airport, and the recreation of a regional airport commission.

The Chief Administrative Officer advised that three (3) private donations of \$5,500.00 (five thousand, five hundred dollars) each have been received towards the purchase of a GPS landing device which represents approximately one-half of the cost, and Council directed him to bring further information back to a future meeting.

As noted in the Chief Administrative Officer's report, negotiations continue regarding the Purchase and Sale Agreement of the former Clark building, and a motion may be considered at the next Regular Session of Council on Monday, November 23, 2015 if a prior settlement is reached.

**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.

As recommended in the Director's of Parks and Recreation report, Council directed the Chief Administrative Officer to send out a Request for Bids for the ice equipment located at the Border Arena and to bring the information back at a future meeting.

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

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

- (i) Planning, Promotion and Tourism – The report from the Chief Administrative Officer was received and reviewed.
- (ii) Requests – Rally in the St. Croix Valley – The letter from the Secretary/Treasurer dated October 2015 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, November 23, 2015 to: (i) grant permission to hold outdoor concerts on Friday, July 30 and Saturday, July 31 from 2:00 p.m. to 11:00 p.m., at which time all musical events will move inside the Legion; (ii) waive vendor licenses; and (iii) grant permission for the placement of an “off-site” sign at Tim Hortons, all contingent on receipt by the Town of proof of insurance.

The Chief Administrative Officer stated that he has directed the Events Development Coordinator to contact the Rally in the St. Croix Valley committee to suggest a change of date in order to spread out events, rather than at the same time as Chocolate Fest and International Festival. Should the committee agree to a change of date prior to the consideration of the above-noted motion, then the motion will reflect the new date.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Southwest New Brunswick Transit Authority Inc. – Stan Choptiany, Mayor of St. Andrews and Chair of the Southwest New Brunswick Transit Authority Inc. Board, along with Terry James, Mayor of Blacks Harbour and Board Member, and Alex Henderson, Executive Director of Vibrant Charlotte County and Secretary-Treasurer of the Board, presented to Council its Mission: “To provide affordable, accessible and available public transportation contributes to job creation, efficiencies in the provision of medical and social services, and enhances the quality of life for residents in Charlotte County.”

Dana Planetta, Executive Director of Charlotte Dial-a-Ride and Member of the Southwest New Brunswick Transit Authority Inc. was also in attendance.

Each municipality within Charlotte County is being asked to contribute funds at the rate of \$1.00 to \$3.00 per person which would indicate municipal commitment to leverage funding for the purchase of a bus which would provide a service to the residents of southern Charlotte County with connection to Saint John.

Acting Mayor MacEachern stated that Council will consider the financial request of \$7,000.00 (seven thousand dollars) during the 2016 budget process.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:15 p.m. and returned to open session at 8:05 p.m., at which time it was **MOVED** by Councillor Pond and **SECONDED** by Councillor Booth that the meeting adjourn at 8:05 p.m.

\_\_\_\_\_  
Joan Flewelling  
Town Clerk

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEES MEETING**  
**THURSDAY, NOVEMBER 12, 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* – eight (8) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

**OPEN COMMITTEES MEETING**

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

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

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department – No report this month.
- (iii) Cheque Register for month of October 2015 – Memo from Assistant Treasurer dated November 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) 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 – with attachment:
  - Report on W. T. Booth Community Pool
- (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.
- (ii) Requests - Rally in the St. Croix Valley – Letter from Charleen Bodley, Secretary/Treasurer, dated October, 2015 attached.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Southwest New Brunswick Transit Authority Inc. – Presentation by Stan Choptiany, Chair, Southwest New Brunswick Transit Authority Inc., dated November 12, 2015 attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: November 23, 2015

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

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

**AMENDED**

**PLANNING ADVISORY COMMITTEE MEETINGS**

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.

# Town of St. Stephen



*Canada's Chocolate Town*

## MINUTES

### Planning Advisory Committee

Monday, June 29, 2015

The Planning Advisory Committee for the Town of St. Stephen met on Monday, June 29, 2015 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

### Attending

Ted Moore	Allan Gillmor	Garth Orchard	Marg Harding
Ed Zammit	Geoff Knight	Mike Booth	Derek O'Brien

### Regrets

Mark Porter

### Approval of Agenda

It was moved by Allan Gillmor and seconded by Ed Zammit THAT THE AGENDA BE APPROVED AS CIRCULATED. Carried.

### Approval of Minutes

It was moved by Marg Harding and seconded by Ed Zammit THAT THE MINUTES OF THE PLANNING ADVISORY COMMITTEE HELD ON WEDNESDAY, APRIL 1, 2015 BE APPROVED AS CIRCULATED. Carried

### Review of Building Permit Application

(i) Garage Replacement – The application was brought to the Planning Advisory Committee to request a variance as the proposed height exceeds the allowances outlined in the following section of the Town's *Zoning By-Law* which states in part:

#### **4.1.9 Accessory Buildings and Structures in a Residential Zone**

- (1) *Accessory uses, buildings and structures* shall be permitted in zone but shall not:
  - (a) exceed one *storey* or 4.9 m (16 ft) in *height* or in the case of a *garden suite*, exceed 6 m (20 ft) in height or in the case of a *single family dwelling*, the *height of the main building*;

It was moved by Garth Orchard and seconded by Marg Harding THAT THE VARIANCE REQUIRED FOR THE PROPOSED ADDITIONAL HEIGHT OF THE REPLACEMENT GARAGE TO BE LOCATED AT 63 MAIN STREET AS OUTLINED ON THE BUILDING PERMIT APPLICATION BE APPROVED. Carried

**Adjournment**

It was moved by Geoff Knight THAT THERE BEING NO FURTHER BUSINESS THIS MEETING OF PLANNING ADVISORY COMMITTEE BE ADJOURNED.

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

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

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

DATE: November 23, 2015

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

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

**STAFF REPORTS**

**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 Garcelon Civic Center.

## Report to Mayor and Council – November 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:

- St. Stephen-Milltown Rotary Bandstand turned over to the Town (November 3).
- Numerous organizations that work continuously to improve our community that I met with throughout the month.
- Community Events being organized throughout the community.

### Fall Brush Collection

Underway with a plan to complete by the end of November.

### Ganong Nature Park Fund Raising Dinner

Wednesday, November 18 at the park. Tickets are \$ 100 (\$75 charitable tax receipt).

### St. Croix Estuary Project Inc. – Billy Weston Brook Flood Risk Assessment

Representatives from Dillon Consulting and Bill Robertson of the St. Croix Estuary Project shared the report with Councillors Jim Maxwell and Abby Pond, and staff (October 23). There are hard copies available at the Town Office and it will be posted on our website November 13.

The St. Croix Estuary Project will share the report with citizens involved.

*Action: Council direct the CAO to arrange a meeting with the parties involved to discuss possible solutions and actions.*

### Municipal Capital Borrowing Board

Copies of our 2015 Audit have been submitted to the MCBB to satisfy the requirements of our application for funding to support the Prince William Street project.



**Operation Christmas  
Joy**

This program is to assist families in need to ensure that children have a positive Christmas experience. The organizers are hosting a silent auction as a fundraiser at the Garcelon Civic Center on November 21 during an ACES hockey game. In 2014, this project provided approximately 140 families with clothing and toys for Christmas gifts. The organization requested a grant from the Town of St. Stephen to cover the rental costs at the centre. The four (4) hour rental of the QM Construction Conference Room will be \$ 81.00.

The Finance Committee recommends approval of this grant.

*Action: Council consider a resolution to make the donation to Operation Christmas Joy for the rental costs (\$ 81.00) at the Garcelon Civic Center.*

## **Public Works Report for October 2015**

FROM: Lee Johnson, Director of Operations

DATE: November 02, 2015

**1: Water system:**

- a) Repaired 1 Water main.
- b) Repaired 1 Hydrant.
- c) Flushed Hydrants.

**2: Streets:**

- a) Repaired washouts from Flood.
- b) Patched water leak cuts and potholes.
- c) Removed Floating Dock for Winter.
- d) Started hauling winter sand.

**3: Waste Water:**

- a) Installed overflow deflector at Liftstation #2.
- b) Videoed 3 Laterals.
- c) Rodded 1 Lateral.

***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 with the exception of some asphalt which was originally intended for Spring 2016. The Town and Dillon have agreed it would be ideal to complete the asphalt this year and are currently in discussion with the Contractor to do this.

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

Construction is complete.

# Report of Parks & Recreation Dept.

## October 2015

### Parks

- I have requested a meeting with the Kiwanis to discuss their next steps on the Skate Park and to gather further details for the CAO.
- Jen continues to work on a landscape plan to finish off around the sculpture.
- School sports are now finished with the playing fields for the season.
- The benches, picnic tables and garbage cans have now all been brought in for the season.
- Electrical work to Bandstand in Chocolate Park is now complete.
- We continue to work on items at the Cotton Mill Monument site.
- I am waiting to hear back from the Snowmobile Club to see if they have any plans for this Fall.

### Arena

- We have moved everything that was being stored in the Clark building to the Border Arena.
- I have received rough estimates on the ice equipment at the Border Arena: two (2) dehumidifiers; one (1) water condenser; and two (2) compressors.

*Action: Council direct the CAO to send out a Request for Bids for the ice equipment located at the Border Arena.*

### Pool

- The last original heat pump no longer works. I have money in my operating budget to replace it. I have requested prices - just waiting to hear back.
- I have attached some stats for the 2015 season.

### Recreation

- Working on the 2016 budget.
- Planning is underway for a Winter Carnival.
- I will be attend the Sport NB Sport Summit in Fredericton on November 27<sup>th</sup> and 28<sup>th</sup>. Emily Dean of St Stephen is a nominee for Female Athlete of the Year and President's Award.

### Meetings

- |             |                      |
|-------------|----------------------|
| • FRPA      | • Civic Center Staff |
| • Sport NB  | • P&R Committee      |
| • RNB       | • VIC                |
| • Dept Head |                      |

Michael O'Connell  
Director Parks & Recreation

WT Booth Community Pool

2015

Swim to Survive:

Swim to survive was again successful. For Milltown Elementary, there were 21 children so we split them into 4 groups based on ability. For St. Stephen Elementary, there were 64 children split into two groups of 32. Each of these groups was also split into 5. Splitting into 5 groups made the groups smaller and therefore easier to manage.

Swimming Lessons

Numbers were extremely low for swimming lessons this year. This is partly due to the fact that swimming lessons were held during the Winter and Spring at the Civic Centre. The word needs to get out sooner about registration. Next year we will go talk to the schools to get the words out to the kids.

Having a few preschool classes in the evening worked well as some parents cannot make it during the day.

Session	1	2	3
Swim for Life Swimmer	37	26	14
Patrol Levels (Rookie, Ranger, Star)	10	10	3
Swim for Life Preschool	7	30	11
Swim for Life Parent and Tot	0	9	4
Total	54	75	32

### Public Swim:

This year public swim numbers averaged lower than in last year. There were approximately **750** people use our pool during the public swim times.

The bus ran on Mondays and Wednesdays bringing the Boys and Girls Club and Just for Kidz to Public Swim. On Tuesdays and Thursdays the Milltown Boys and Girls Club Summer camp came. On Tuesday, Wednesday and Thursday the Boys and Girls had lessons before public swim.

This was the first year we charged patrons for Public Swim. Some patrons seemed to have difficulty with the transitioning as we had complaints about the cost and also had many individuals try to go past the desk without paying.

### Swim Team:

This season, we had 45 swimmers registered for swim team from age 7 to age 15. Our practices ran Tuesdays and Thursdays from 4:00-5:00PM for ages 11 and under. As well as Monday, Wednesday, and Friday from 4:00-5:30PM for ages 11 and up. We attended 2 swim meets as well as Provincials. We hosted our home meet against Hampton on July 11<sup>th</sup> where our team came in first place. Hampton's meet was held on July 22<sup>nd</sup> and involved Hampton, Barracudas and the Grand Manan team. Our team finished 2<sup>nd</sup> place at the Hampton meet. Provincials were held on August 22<sup>nd</sup> in Hampton, which included 7 teams in total from all over New Brunswick. Our team had only 26 of our 45 swimmers and we finished 4<sup>th</sup> place over all, bringing home over 31 medals.

# Fire Department Report for October 2015

Alarms were : Town Alarms            5  
                  Out of Town alarms    1  
  6

Alarms are described as being :

		# of firefighters	# of hours
1. Assist Ambulance NB	1	10	15
2. Alarm System Activation	2	12	12
3. Structure (false)	1	12	12
4. Electrical (appliance )	1	10	15
5. Elevator ( Civic Centre)	1	9	14

Calls dispatched for the month of October    49

Fire Department Activities :

1. Monthly meeting of the fire department
2. Fire Prevention Week Church Parade
3. Fire Prevention Week program saw all classes K- grade 5 in St. Stephen and Milltown Elementary done , Boys and Girls Club, 5 Preschool classes, Chipman St. Seniors as well as a group of 50 Home Schooled students , in total approximately 775 participants this year.

Fire Chiefs Activities:

1. Monthly meeting of the Fire Dept.
2. Fire Prevention Week Program
3. Meeting of Local EMO
4. Four shifts as a relief driver.
5. Three weeks vacation

For the month of November :

1. Budget
2. Santa Claus Parade.
3. Monthly recurring meetings.

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## October REPORT

2015

To: CAO – Town of St. Stephen

Please find enclosed my report for October By-Law – Enforcement. We handled 9 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist other Depts. (3)	<ul style="list-style-type: none"><li>• <i>Posting of building on King St.</i></li><li>• Report of a rubbish on Pine blocking sidewalk</li></ul> <p>Painting done for fire hydrant at Civic Centre</p>	<p>Patrol made to address with the building inspector and posted the building</p> <p>Spoke with the works dept. and had them put the rubbish back into the driveway of said location. Reason being occupant is currently incarcerated</p> <p>After discussions with the Fire Chief no parking painting was conducted at the site</p>
Assist G.P. (2)	<ul style="list-style-type: none"><li>• <i>Complaint of barking dogs at Leyland Farms during day</i></li></ul>	<p>Will monitor to see if this is an issue</p>

	<i>Complaint of water build up on lawn on Thompson Ave.</i>	Spoke with complainant and informed them that the date in question we encountered heavy rains that day. His is probably the reason for this.
Parking Complaints (1)	<ul style="list-style-type: none"> <li>• <i>2 hr. Parking in the of the Election office on the Blvd.</i></li> </ul>	Will monitor to see if it persist.
Rodent complaint	<ul style="list-style-type: none"> <li>• <i>Residence on Rushton complaining of rodents around a certain Apartment building</i></li> </ul>	Contacted the care taker of the building and he has since taken care of the rodents as well as erected a new building for rubbish.
Taxi Issue	<i>While doing patrols noticed that one of the cabs in Town was not displaying the roof sign.</i>	Spoke to the owner and he has since placed a sign on the ca
Yard sale issue arising	<ul style="list-style-type: none"> <li>• <i>It has been brought to our attention that a certain location in Town is starting up yards sales again.</i></li> </ul>	Will monitor this and if it persists will make sure they are aware of the by-law.

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Also we are in contact with the fire Dept. about the issue of parking around the fire hydrant at the Civic Center, as there are no marking as to prohibit same. Fire Chief will look into it. ( Please note this has been looked after)

Also I have finished dropping off the notices for the fall pick up and the criteria for same. Also am noticing that a lot of the places have already looked after the brush.

**REPORT OF THE ANIMAL CONTROL OFFICER**

**Patrolled the Town daily and responded to all complaints, received a number of complaints from Milltown Trailer Park of numerous cats under the trailers. I set lkive traps this month and caught six of them. Some pregnant females. I will continue next month.**

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

# **TOWN of ST. STEPHEN**

## **Building Inspection Services**

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

## **OCTOBER REPORT 2015**

### **BUILDING INSPECTION**

**The month of October brought in a total of 8 (eight) permits which represents \$231,900.00 (Two hundred thirty one thousand and nine hundred) in building costs.**

**We issued 2 (two) Stop Work Orders in the month October, both of which were resolved. 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 10 (ten) Occurrences reports and filed 11 (eleven) 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 – November 2015

- |   |  |
|---|--|
| <b>St. Stephen Train Station</b>              | <ul style="list-style-type: none"><li>• A lease agreement with Northampton Brewing Company Ltd. is being negotiated and drafted for Council's consideration.</li></ul>   |
| <b>Giddens Memorial Airport</b>               | <ul style="list-style-type: none"><li>• Committee meeting (November 4). The discussion included a municipal / private partnership to purchase and install a GPS landing device, potential expansion of the airport, and the recreation of a regional airport commission.</li></ul> |
| <b>Old Town Hall</b>                          | <ul style="list-style-type: none"><li>• Nothing to report.</li></ul>   |
| <b>78 Milltown Blvd.<br/>(Clark Building)</b> | <ul style="list-style-type: none"><li>• Negotiations continue regarding the Purchase and Sale Agreement. We hope to have this resolved prior to the Regular Meeting of Council (November 23).</li></ul>  |

*Action: Council consider a resolution directing the Mayor and Clerk to sign the Purchase and Sale Agreement as reviewed by Council prior to the Regular Meeting of Council.*

- |  |  |
|--|--|
| <b>RCMP Building</b>                       | <ul style="list-style-type: none"><li>• Maintenance staff attended to minor repairs.</li></ul> |
| <b>Fire Hall / Public Works<br/>Garage</b> | <ul style="list-style-type: none"><li>• Nothing to report.</li></ul>                           |
| <b>Wharf</b>                               | <ul style="list-style-type: none"><li>• Nothing to report.</li></ul>                           |
| <b>Border Arena</b>                        | <ul style="list-style-type: none"><li>• Nothing to report.</li></ul>                           |
| <b>Pizza Delight</b>                       | <ul style="list-style-type: none"><li>• Nothing to report.</li></ul>                           |
| <b>Library</b>                             | <ul style="list-style-type: none"><li>• Nothing to report.</li></ul>                           |



## Report of the Development Office – November 2015

### Community Development Leadership Group

- Weekly meetings to further engage the community and to develop a shared community vision and strategic action plan. Plans are underway to host a follow up meeting on November 23.

### St. Stephen Development Board

- Meeting (October 23) with the executive to discuss moving forward.
- Board meeting (November 10) .

### Planning Advisory Committee

- Committee meeting (November 4) cancelled because there were no agenda items.

### Building Permits

- 8 issued - total estimated construction value of \$ 231 900.00.

### Sign Permits

- Nothing to report.

### Waivers

- Nothing to report.

### Variances

- Nothing to report.

### Approved plans

- Nothing to report.

### Unsightly Premises

- The Appeal Committee will hear an appeal of Notice to Comply on November 24 at 4:00 p.m. in Council Chambers. A public notice is published on the website.



## Garcelon Civic Center Report – November 2015

### **Advising Commission**

Meeting October 20.

- Commission members are assisting staff with 2016 budget planning.
- Reviewed plans for corporate memberships.
- Minor facility issues referred to staff for resolution.

### **Aquatics and Fitness**

- Programming with Swimming Lessons, Aqua-size, and Aqua-fit continue with strong attendance.

### **Maintenance / Operations**

- Advertised internally for an additional casual position for Maintenance / Custodial Labourer.

### **Facility**

Kitchen:

- The Provincial Fire Marshall's Office approved Architect 4 plans. A. Giddens is coordinating the contractors including the additional electrical and minor construction that will be required.

Deficiency / warranty updates:

- A. Giddens and R. Fulton continue to work with DORA to address remaining items.

### **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.



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

DATE: November 23, 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" – SECOND READING – READING IN ITS ENTIRETY**

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.



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

DATE: November 23, 2015

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT the Royal Canadian Mounted Police October 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  
October 2015**

**Council / Mayor's Report:**

This report for St. Stephen RCMP covers the period of **October 1, 2015 to October 31, 2015 inclusive**. During this time period, the RCMP responded to 282 calls for service within the municipality of St. Stephen.

**TRAFFIC DETAIL:**

<b>Tickets issued</b>	<b>11</b>
<b>Traffic Collisions</b>	<b>5</b>
<b>Warnings issued</b>	<b>38</b>
<b>Checkstop</b>	<b>6</b>

**PROVINCIAL STATUTES:**

<b>Dog Act</b>	<b>1</b>
<b>Driving While Disqualified or Licence Suspension</b>	<b>2</b>
<b>Fail to Stop at Accident Scene</b>	<b>1</b>
<b>False Alarms</b>	<b>3</b>
<b>False/Abandoned 911 Call</b>	<b>7</b>
<b>Family Relations Act</b>	<b>1</b>
<b>Fire Prevention</b>	<b>0</b>
<b>Liquor Control Act</b>	<b>0</b>
<b>Mental Health Act</b>	<b>6</b>
<b>Off Road Vehicle Act</b>	<b>1</b>
<b>Other Moving Traffic Violations</b>	<b>2</b>
<b>Other Non-Moving Traffic Violations</b>	<b>2</b>
<b>Roadside Suspensions – Alcohol Related</b>	<b>2</b>
<b>Trespass Act</b>	<b>4</b>

**CRIMINAL CODE:**

Assault	6
Assault with a Weapon	1
Break and Enter – Business	1
Break and Enter – Other	2
Break and Enter – Residence	2
Crime Prevention	3
Criminal Harassment	3
Demonstrations/Protests	1
Disturbing the Peace	5
Driving While Disqualified/Prohibited	1
Fail to Comply with Probation	1
Fail to Comply with Undertaking	4
Fail to Stop or Remain	1
Fraud	3
Harassing Communications	1
Impaired Operation over 80 mg% of motor vehicle	2
Luring Minors over Internet for Sexual Purposes	1
Mischief damage to and/or Obstruct Enjoyment of Property	8
Operation of Motor Vehicle while being pursued by police	1
Other Theft under \$5000	3
Possession of Property obtained by Crime less than or equal to \$5000	2
Possession of Property obtained by Crime over \$5000	1
Theft Under of Equal to \$5000 – From a Motor Vehicle	6
Trespass At Night	1
Utter Threats against a Person	6

**OTHER FEDERAL STATUTES:**

Controlled Drugs & Substances Act	1
Possession schedule VIII – Cannabis	2

**OTHER INVESTIGATIONS:**

Assistance to Canadian Provincial Agency	8
Assistance to Canadian Police (non-RCMP) Agency	1
Assistance to General Public	3
Assistance to Canadian Federal Department	2
Assistance to US Police Agency	0

**OTHER INVESTIGATIONS:**

Animal Calls	1
Items/lost found	2
Municipal Bylaws – Traffic	1
Offender Management	1
Request to Locate Individual	0
Person Reported Missing	3
Police Certificates	89
Street Checks	8
Suspicious person	2

J.P. MACDOUGALL, Sgt.  
Operations NCO i/c St. Stephen Post  
Royal Canadian Mounted Police

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

DATE: November 23, 2015

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

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

**TOWN GRANT – OPERATION CHRISTMAS JOY**

**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.

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

DATE: November 23, 2015

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

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

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

**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.

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

DATE: November 23, 2015

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

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

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

**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.

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

DATE: November 23, 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 effective November 24, 2015 and expiring on December 31, 2017 in the form presented to Council.

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

DATE: November 23, 2015

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

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

**JOB DESCRIPTION – RECEPTIONIST AND HOSPITALITY ATTENDANT**

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.

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

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

**Job Purpose:**

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

**Duties and Responsibilities:**

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

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

## **Job Description**

### **The Town of St. Stephen and the Garcelon Civic Center**

#### **Receptionist and Hospitality Attendant**

#### **Page Two**

#### **Knowledge, skills, and abilities:**

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

#### **Experiences:**

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

#### **Qualifications:**

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

#### **Location:**

- Garcelon Civic Center and / or Town Hall.

#### **Hours of work:**

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

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

<b>Approved By:</b>	Council
<b>Date Approved:</b>	November 23, 2015
<b>Updated:</b>	

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

DATE: November 23, 2015

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

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

**RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION**

**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.

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

DATE: November 23, 2015

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

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

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

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.

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

DATE: November 23, 2015

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

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

**GARCELON CIVIC CENTER – KITCHEN VENTILATION SYSTEM**

**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.

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

DATE: November 23, 2015

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

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

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

**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.

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

DATE: November 23, 2015

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

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

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

**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.

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

DATE: November 23, 2015

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

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

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

**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.

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

DATE: November 23, 2015

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

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

**ADJOURNMENT**  
**THAT** the meeting adjourn.