

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: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

madd*

Charlotte County

124 Main Street, Suite 401, St. George, NB, Canada E5C 3S3 • Tel: (506) 396 2998 Email: maddchar@nbnet.nb.ca • Website: www.madd.ca/charlottecounty

Proclamation

Nov. 1, 2015 as “MADD Canada *Project Red Ribbon Day*”

Whereas:

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

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 1st 2015 – January 4th, 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 1st, 2015 as “Red Ribbon Campaign Day” and urges all citizens to cooperate and become involved with this worthy campaign.

Mayor

Date

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on September 28, 2015
be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 28, 2015 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded by Councillor Harding

222/15 THAT the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Booth
Seconded by Councillor MacDonald

223/15 THAT the Minutes of the Regular Council meeting held on August 24, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

- 224/15 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2015 be received.
CARRIED

PAID BILLS

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 225/15 **THAT** the paid bills in the amount of \$932,312.55 (nine hundred and thirty-two thousand, three hundred and twelve dollars and fifty-five cents) be received.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Booth

Seconded by Councillor Harding

- 226/15 **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 Harding

Seconded by Councillor Booth

- 227/15 **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 September 16, 2015 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 228/15 **THAT** the following staff reports for the month of August 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

No by-laws to be considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 229/15 **THAT** the Royal Canadian Mounted Police August 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

CREDIT CARDS – TOWN OF ST. STEPHEN

Moved by Deputy Mayor MacEachern

Seconded by Councillor Booth

- 230/15 **THAT** the Treasurer be authorized to apply for an increase of \$2,500.00 (two thousand, five hundred dollars) on both the Chief Administrative Officer's and Mayor's Scotiabank VISA cards which will therefore increase the limit on each card to \$5,000.00 (five thousand dollars). **CARRIED**

DONATION – ST. STEPHEN VOLUNTEER FIRE DEPARTMENT

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 231/15 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$100.00 (one hundred dollars) to the St. Stephen Volunteer Fire Department as a donation in support of the annual "Bucket Sit" fundraiser. **CARRIED**

VOLUNTEER FIREFIGHTER POSITIONS

Moved by Councillor Booth
Seconded by Councillor Maxwell

- 232/15 **THAT** the Fire Chief's recommendation to recruit Bruce Graham and Asa Soderman as volunteer firefighters, both of whom are fully-trained, subject to the appropriate medical and criminal records background check and a three (3) month probationary period be accepted. **CARRIED**

APPROVAL OF CONCERTS – MILLTOWN BANDSTAND

Moved by Councillor MacDonald
Seconded by Councillor Harding

- 233/15 **THAT** the Council of the Town of St. Stephen grants permission retroactively to Ron Brisley, along with other local musicians, to hold musical concerts at the Milltown Bandstand on various Sundays from 6:30 p.m. – 8:30 p.m. commencing August 23, 2015 and continuing pending weather.

AND THAT permission is granted to Ron Brisley to carry out minor repairs to the Milltown Bandstand, in consultation with the Director of Parks and Recreation, to be paid from voluntary concert donations. **CARRIED**

ELEVATOR SERVICE AGREEMENT – GARCELON CIVIC CENTER

Moved by Councillor MacDonald
Seconded by Deputy Mayor MacEachern

- 234/15 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a ten (10) year Elevator Service Agreement with ThyssenKrupp Elevator (Canada) Limited retroactive to the 1st day of September, 2015 to provide monthly inspections required by the Province of New Brunswick at a monthly fee of \$320.00 (three hundred and twenty dollars), plus HST, and in the form presented to Council. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Harding
Seconded by Councillor Pond

- 235/15 **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 Filtration Plus Limited in order to process any future purchases of the Town from the said company. **CARRIED**

PARTICIPATION - CANADA 150 MOSAIC PROJECT

Moved by Councillor Pond

Seconded by Councillor Maxwell

236/15

THAT the Council of the Town of St. Stephen approves the participation in the Canada 150 Mosaic project for an 8' x 12' mosaic mural, and authorizes the payment of a twenty-five percent (25%) deposit of the total cost of \$12,500.00 (twelve thousand, five hundred dollars), plus applicable tax, with the remainder due at the completion of the project in 2017.

AND THAT the Council authorizes the Mayor and Town Clerk to execute a Service Agreement with Mural Mosaic, Inc., in the form presented to Council, and directs the Chief Administrative Officer to apply for potential funding through The Canada 150 Fund. **CARRIED**

APPROVAL OF EVENT: ROAD RACE CHALLENGE/KIDS OBSTACLE COURSE – IWK FUNDRAISING COMMITTEE

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

237/15

THAT the Council of the Town of St. Stephen approves the request from the IWK Fundraising Committee to hold a road race challenge/kids obstacle course fundraiser with challenge stations at various community locations, and running/walking along various Town streets on Saturday, October 24, 2015 from 10:00 a.m. – 1:30 p.m., contingent on receipt by the Town of the IWK's Certificate of Insurance. **CARRIED**

AWARDING OF TENDER # TOSS15-05: GARCELON CIVIC CENTER FOODSERVICE EQUIPMENT

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

238/15

THAT the tender received in the amount of \$22,154.00 (twenty-two thousand, one hundred and fifty-four dollars), plus HST, from Summertime Industries (NB) Ltd. of Saint John, NB to provide kitchen equipment, installation and service at the Garcelon Civic Center be accepted.

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

CARRIED

APPROVAL OF EVENT – ST. STEPHEN'S UNIVERSITY'S FOLK FESTIVAL

Moved by Councillor Maxwell

Seconded by Councillor Harding

239/15

THAT the Council of the Town of St. Stephen grants permission to St. Stephen's University to hold an outdoor music and arts festival between 1:00 p.m. and 5:00 p.m. on Saturday, October 3, 2015 at 8 Main Street (front lawn on Milltown Blvd.).

CARRIED

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Attended all Town meetings.
- Participated in the opening ceremony of the Charlotte County Fall Fair on behalf of Mayor Quartermain and enjoyed acting as a judge during the rib competition.
- Attended Garcelon Civic Center fun day events in celebration of its one year anniversary.

Councillor Pond

- Attended a Tourism Action Committee meeting.
- Attended the Charlotte County Fall Fair.
- Attended Garcelon Civic Center fun day events in celebration of its one year anniversary.
- Attended a tea in the David Alison Ganong Chocolate Park in recognition of Queen Elizabeth the Second's reign.
- Enjoyed the Farmers' Market this past season.
- Attended a meeting with respect to Charlotte County transportation.
- Attended a South West New Brunswick Transit Authority board meeting.

Councillor Harding

- Attended all Town meetings.
- Attended a Giddens Memorial Airport meeting.
- Attended a Police and Fire Committee meeting.
- Attended a reception in St. Andrews on behalf of Mayor Quartermain sponsored by the Saint John Regional Hospital Foundation.
- Attended a tea in the David Alison Ganong Chocolate Park in recognition of Queen Elizabeth the Second's reign and read a Proclamation on behalf of Mayor Quartermain.
- Delivered opening remarks on behalf of Mayor Quartermain at the "Take Back the Night" march and participated in the march.

Councillor Booth

- Attended all Town meetings.
- Attended a seniors' meeting at the Garcelon Civic Center.
- Recently completed a third greenhouse.

**MINUTES
REGULAR COUNCIL
SEPTEMBER 28, 2015**

Councillor MacDonald

- Attended a Parks and Recreation Committee meeting.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Attended Garcelon Civic Center fun day events in celebration of its one year anniversary.
- Attended the Charlotte County Fall Fair.

Councillor Maxwell

- Attended all Town meetings.
- Attended a tea in the David Alison Ganong Chocolate Park in recognition of Queen Elizabeth the Second's reign.
- Attended Garcelon Civic Center fun day events in celebration of its one year anniversary.
- Attended a Chocolate Fest Committee meeting.
- Participated in the "Take Back the Night" march.
- Attended a Chocolate Museum Operating Committee meeting and turned in \$500.00 from ticket sales on a "Win Chocolates for a Year!" fundraiser.

16. QUESTION PERIOD

Kathy Bockus, reporter with *The Saint Croix Courier*, and Derwin Gowan, reporter with the *Telegraph-Journal*, were in attendance and asked various questions of the Mayor and Chief Administrative Officer upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Booth
Seconded by Councillor Harding

240/15 THAT the meeting adjourn at 7:20 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 28, 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 – August 24, 2015
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you letter from Charlotte County Alternative Transportation Association to the Town dated August 7, 2015.
 - (b) Thank you letter to the Chief Administrative Officer from the organizing committee of the tea on September 9, 2015 in the David Alison Ganong Chocolate Park in recognition of Queen Elizabeth the Second's reign.

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 – September 16, 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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Credit Cards – Town of St. Stephen
- (c) Donation – St. Stephen Volunteer Fire Department
- (d) Volunteer Firefighter Positions
- (e) Approval of Concerts – Milltown Bandstand
- (f) Elevator Service Agreement – Garcelon Civic Center
- (g) Town of St. Stephen – Commercial Credit Application
- (h) Participation – Canada 150 Mosaic Project
- (i) Approval of Event: Road Race Challenge/Kids Obstacle Course – IWK Fundraising Committee
- (j) Awarding of Tender # TOSS15-05: Garcelon Civic Center Foodservice Equipment
- (k) Approval of Event – St. Stephen's University's Folk Festival

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

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

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, OCTOBER 14, 2015 @ 5:00 P.M.

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Debbie MacDonald, Jim Maxwell and Abby Pond; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Mike Booth.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Councillor Maxwell

241/15 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

EMPLOYMENT AGREEMENT – THE TOWN AND EVENTS DEVELOPMENT COORDINATOR

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

242/15 **WHEREAS** the Council of the Town of St. Stephen directed the Chief Administrative Officer in its closed session on September 28, 2015 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act* to prepare an Employment Agreement between The Town of St. Stephen and Alex Reid of St. Stephen for the role of Events Development Coordinator of the Town commencing October 19, 2015, for review by both parties;

AND WHEREAS the Council of the Town of St. Stephen and Alex Reid have negotiated terms of an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council authorizes the Mayor and Town Clerk to execute the Employment Agreement between The Town of St. Stephen and Alex Reid in the form presented to Council.

CARRIED

5. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Pond

243/15 THAT the meeting adjourn at 5:05 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, OCTOBER 14, 2015 @ 5:00 P.M.

1. **RECORDING OF ATTENDANCE**

2. **APPROVAL OF AGENDA**

3. **CONFLICT OF INTEREST**

4. **NEW BUSINESS**

(i) Employment Agreement – The Town and Events Development
Coordinator

5. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

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

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

	Actual To Date For the Seven Months Ending July 31, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Taxes	3,220,039	5,520,066	\$2,300,027	58%
Services Provided to Other Governments	66,585	206,611	140,026	32%
Sale of Services	24,032	646,439	622,407	4%
Other Revenue From Own Sources	184,514	223,855	39,341	82%
Unconditional Grants	835,588	1,432,436	596,848	58%
Unconditional Transfers	5,360	21,440	16,080	25%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	543,468	1,004,652	461,184	54%
Total Revenue	4,879,586	9,059,499	4,179,913	54%
Expenditure				
General Government Services	549,990	1,032,304	482,314	53%
Protective Services	1,147,378	2,122,004	974,626	54%
Transportation Services	1,088,358	1,859,472	771,114	59%
Environmental Health Services	127,892	258,570	130,678	49%
Environmental Development Services	234,870	289,938	55,068	81%
Recreational and Cultural Services	902,392	1,774,942	872,550	51%
Fiscal Services	1,014,913	1,714,269	699,356	59%
Other	478	8,000	7,522	6%
Total Expenditures	5,066,271	9,059,499	3,993,228	56%
Surplus (Deficit)	(\$186,685)	\$0		

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

	Actual To Date For the Seven Months Ending July 31, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,059,698	\$2,014,837	\$955,139	53%
Other Revenue From Own Service	109,666	190,769	81,103	57%
Other Transfers	40,486	69,405	28,919	58%
Total Revenue	<u>1,209,850</u>	<u>2,275,011</u>	<u>1,036,242</u>	53%
Expenditures				
Water Supply	532,771	1,041,233	508,462	51%
Sewerage Collection and Disposal	320,950	736,226	415,276	44%
Fiscal Services	399,852	497,552	97,700	80%
Total Expenditures	<u>1,253,573</u>	<u>2,275,011</u>	<u>1,021,438</u>	55%
Surplus (Deficit)	<u>(\$43,723)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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.

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

Visa:

July 2015

Derek O'Brien (Gen Gov't: Civic Relations, CAO/DO Training) 79.01

AUGUST 2015

Derek O'Brien (Gen Gov't: Civic Relations; Fire: Equipment Purchase) 787.69

Grand Total

\$866.70

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

SEPTEMBER 2015

Teed Saunders Doyle & Co. (Preparation of Compliance Audit Report in Connection with the Building Canada Fund Agreement for the Garcelon Civic Center, Cheque #0150)	\$ 1,130.00
Total	<u>\$ 1,130.00</u>

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

SEPTEMBER 2015

Royal Canadian Legion, Milltown Branch No. 48.(Poppy Fund Contribution, Cheque #69)	200.00
Volunteer Centre of Charlotte County Inc. (2015 Income Distribution, Cheque #71)	7,040.79
Brandon Mofford (Irving Randall Todd Scholarship - First Installment, Cheque #72)	1,750.00
Total	<u><u>\$8,990.79</u></u>

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 016988 dated between 08/01/2015 and 09/30/2015

CHEQUE REGISTER

Printed: 10:20:25AM 10/07/2015

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Number	Issued	Amount	SC	Status	Status Date
016442	09/01/2015 HERITAGE COURT HOLDINGS LIMITED September012015 GG-TOWNHALL-SEPTEMBER/15 LEA	5,323.40 5,323.40	A/P	OUT-STD	09/01/2015
016748	09/01/2015 A"PLUS" AUTO GLASS & UPHOLSTERY 20826 TS-SHOP-LENAN TAPE	73.45 73.45	A/P	OUT-STD	09/01/2015
016749	09/01/2015 AIR LIQUIDE CANADA 60609924 TS-SHOP- GAS CYLINDERS	18.31 18.31	A/P	OUT-STD	09/01/2015
016750	09/01/2015 ATLANTIC BUNKER GEAR SERVICES 8960 PS-FIRE- BUNKER GEAR INSPECTIC 9650 PS-FIRE-CONTAMINATION CLEANIN	200.35 51.92 148.43	A/P	OUT-STD	08/01/2015
016751	09/01/2015 ATLANTIC TRACTORS & EQUIPMENT LTD. 9010896789 TS-#13- TIP IMPACTS, RETAINERS 9310902509 TS-#13- FILTER, ELEMENTS	738.84 372.78 368.08	A/P	OUT-STD	09/01/2015
016752	09/01/2015 BELL ALIANT 47424130MARTOJUL2015 CC-LANDLINES-MAR-JUL/15	13,394.43 13,394.43	A/P	OUT-STD	09/01/2015
016753	09/01/2015 BRIGGS PLUMBING INC. 110035 RC-PARKS-FAUCETS, BRAIDED 1/2"	487.65 487.55	A/P	OUT-STD	09/01/2015
016754	09/01/2015 BRUNET 20725 GG-TREASURY- SERVICE WORK	134.19 134.19	A/P	OUT-STD	09/01/2015
016755	09/01/2015 BRUNSWICK NEWS INC 1551904 GG-CIVIC- DISCOVER CHARLOTTE (I 1558560 PS-FIRE-INTERNATIONAL FESTIVAL 1581334* CC-JOB LISTING- EVENT DEVLOPMI	828.29 226.00 178.54 423.75	A/P	OUT-STD	09/01/2015
016756	09/01/2015 C.J.MUNN EQUIPMENT LTD. 80598 PS-FIRE- WATER NOZZLES	71.19 71.19	A/P	OUT-STD	09/01/2015
016760	09/01/2015 CANADIAN SPRINGS 8001597510 GG-TOWN HALL- WATER 8001855075 TS-ST5-WATER 99115884591* PM-RCMP-WATER 9915530208 RC-MILL POOL- WATER 9915788530 PS-FIRE-WATER 9915824791 RC-MILL POOL- WATER	263.86 28.31 11.71 11.24 39.34 109.30 55.96	A/P	OUT-STD	09/01/2015
016781	09/01/2015 CARRIE THIBIDEAU AUGUST172015 CC-POOL-UNIFORM SWIM SUIT	91.19 91.19	A/P	OUT-STD	09/01/2015
016782	09/01/2015 CHARLOTTE COUNTY MINOR HOCKEY NB1498393 RC-JUMPSTART-DONATION	150.00 150.00	A/P	OUT-STD	09/01/2015
016783	09/01/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 764 CC-ADMIN-ACCOUNTING SUPPORT 765 GG-TREASURY-ACCOUNTING SUPP 769 GG-TREASURY-ACCOUNTING SUPP	1,281.42 122.04 803.88 355.50	A/P	OUT-STD	09/01/2015
016764	09/01/2015 FUNDY BUILDING INSPECTION & DRAFTING SERV(K 15-199 PS-BUILDINGINSPECTOR-AUG 9-22/	3,051.90 3,051.00	A/P	OUT-STD	09/01/2015
016785	09/01/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 242192 CC-BUILDING-NATURAL GAS	927.99 927.99	A/P	OUT-STD	09/01/2015
016766	09/01/2015 MARC LANDRY SWIMTENNISREFUND RC-RECREATION-SWIM & TENNIS C	160.00 160.00	A/P	OUT-STD	09/01/2015
016767	09/01/2015 MINISTER OF FINANCE (Carie Centre Elevator) 721585-39 CC-OPERATINGPERMIT-PASSENGE	300.00 300.00	A/P	OUT-STD	09/01/2015
016788	09/01/2015 SHARPE'S LAWN CARE	14,407.50	A/P	OUT-STD	09/01/2015

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Number	Issued		Amount	SC	Status	Status Date
	4457	RC-PLAYINGFIELDS-TURF MAINTEN	14,407.50			
016770	09/01/2015	ST. STEPHEN VOLUNTEER FIRE DEPARTMENT	1,017.00	A/P	OUT-STD	09/01/2015
	VFFAP 1023	PS-FIRE-IN-CONFIDENCE	1,017.00			
018772	09/01/2015	TOWN OF ST. STEPHEN	850.00	A/P	OUT-STD	09/01/2015
	NB1473891	RC-JUMPSTART-CIVIC CNTR DONA	650.00			
	NB1498393*	RC-JUMPSTART-DONATION	200.00			
016773	09/01/2015	N. B. ELECTRIC POWER	11,289.14	A/P	OUT-STD	09/01/2015
	10126108AUG15	TS-XINGLIGHTS-KING STREET	24.61			
	54253127AUG15	CC-BUILDING-ELECTRICITY	11,211.10			
	54853258AUG15	TS-KING/SUPERSTORE-TRAFFIC LIK	53.43			
018776	09/01/2015	CANADIAN TIRE	1,119.41	A/P	OUT-STD	09/01/2015
	N15356450	RC-PARKS-CUT KEY, FLEXIBLE KEY	11.25			
	N15358455	RC-PARKS-KEY CUT	3.38			
	N15356473	RC-PARKS-REG CUT KEY, FLEXIBLE	14.63			
	N15490206	RC-PARKS-PAD LOCKS	33.89			
	N15490319	PS-FIRE-SPRAY NINE	31.53			
	N15490361	RC-PARKS- KIDS TOYS, GARBAGE E	86.58			
	N15490363	PM-TOURIST BUREAU- VACUM BAG	20.32			
	N15490364	RC-HORT-SHRUBS, PLANTERS, NO;	110.66			
	N15490370	RC-PARKS-MOUSE TRAPS	18.06			
	N15490376	TS-SHOP- CONVECTION OVEN	67.79			
	N15490384	RC-TENNIS COURT- CHAIN & JACK	123.71			
	N15490385	RC-MILL POOL- CLOTHES LINE CLIF	36.08			
	N15490390	RC-PARKS-BBQ TANK, PROPANE	67.79			
	N15490391	RC-PARKS-GRASS SEED	20.33			
	N15490399	RC-PARKS- MISC.	17.13			
	N15517406	TS-SHOP-HOOKS	27.05			
	N15517410	RC-PARKS-DEEPS WOOD SPRAY, T	15.80			
	N15517411*	RC-PARKS-FISK PML BYLPR	45.16			
	N15517417	TS-SHOP- SWITCH	10.16			
	N15517427	RC-PARKS-NOZZLE	7.90			
	N15517446	RC-PARKS-KEY CUT	6.76			
	N15517448	RC-HORT-MAPLE TREE	90.39			
	N15517452	RC-PARKS-GARBAGE BAGS	6.77			
	N15517462	RC-PARKS-TOOLS, GREASE GUN	165.39			
	N15517464	RC-PARKS-KEY CUT	6.76			
	N15858491	RC-PARKS-SCRUB BRUSH, WIRE WH	45.91			
	N15856492	RC-HORT-UTILITY KNIFES	28.23			
016777	09/02/2015	ACCT #803240047015	310.00	A/P	OUT-STD	09/02/2015
	AUGUST2015	VOLUNTEER FIRE MEMBERSHIP DU	310.00			
018778	09/02/2015	ACCT 8025-280	1,083.05	A/P	OUT-STD	09/02/2015
	AUGUST2015	LOCAL 770 UNION DUES-AUGUST/15	1,083.05			
018779	09/02/2015	BORDER INVESTIGATIONS & SECURITY INC.	2,531.20	A/P	OUT-STD	09/02/2015
	14105	PS-BYLAW-AUGUST/15 FEE	2,531.20			
016780	09/02/2015	CARQUEST	144.91	A/P	OUT-STD	09/02/2015
	14838-24283	PS-42 FORD- COPPER CORE	12.16			
	14838-24318	PS-FIRE- OIL FILTER	132.75			
018781	09/02/2015	CHARLOTTE COUNTY JANITORIAL	1,285.60	A/P	OUT-STD	09/02/2015
	3133	PM-RCMP-JANITORIAL- JULY/15	1,130.00			
	3140	PS-FIRE- JANITORIAL- JULY/15	135.60			

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Number	Issued	Amount	SC	Status	Status Date
016782	09/02/2015 CLARK BREWER 479217 CB-BASEMENT-KEYED LOCK ASSEM	113.00 113.00	A/P	OUT-STD	09/02/2015
016783	09/02/2015 CNH CAPITAL IN77933 TS-#16- RELAY, HY-TRAN 5GA FLOC	213.93 213.93	A/P	OUT-STD	09/02/2015
016784	09/02/2015 COX ELECTRONICS & COMMUNICATIONS 2-1739370 GG-TREASURY- COMPUTER LABOU	90.35 90.35	A/P	OUT-STD	09/02/2015
016785	09/02/2015 DEMPSEY'S PLUMBING & HEATING 856 PM-RCMP-INSTALL VACUUM BREAK	84.74 84.74	A/P	OUT-STD	09/02/2015
016786	09/02/2015 Derek O'Brien AUGUST2015 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	09/02/2015
016787	09/02/2015 ENBRIDGE GAS NEW BRUNSWICK 2015082401008-1016227-0 CC-BUILDING-NATURAL GAS 0	468.81 468.81	A/P	OUT-STD	09/02/2015
016788	09/02/2015 FERRO WASTE & RECYCLING INC. 1045939 GG-TOWN- GARBAGE COLLECTION	4,817.60 4,817.50	A/P	OUT-STD	09/02/2015
016789	09/02/2015 FOUR SEASONS SPORTS LTD. 12557 TS-ST5-LINE PAINTING	5,306.33 5,306.33	A/P	OUT-STD	09/02/2015
016790	09/02/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 761 GG-TREASURY-ACCOUNTING SUPP	542.40 542.40	A/P	OUT-STD	09/02/2015
016791	09/02/2015 FRONTLINE OUTFITTERS 21716 PS-FIRE-CLOTHING ALLOWANCE 22010 PS-FIRE-FIRE OFFICER'S CAP	2,413.34 2,258.08 155.26	A/P	OUT-STD	09/02/2015
016792	09/02/2015 KEM CANADA MFG 104055 TS-SHOP-TRB 837 TRO COAT 4 SYN	171.76 171.76	A/P	OUT-STD	09/02/2015
016795	09/02/2015 KENT BUILDING SUPPLIES 10044548 PM-SUPPLIES-MORDEN CENTENNI/ 10046287 PM-SUPPLIES-HAMMER BIT 862806 PM-UNSIGHTLY PREMISES- PLYWO 865414 PM-BUILDING- UTILITY LOCK, GORII 865517 CC-BUILDING-CABLE, PADLOCK, WI 868518 CC-BUILDING-CEILING TILE 892332 CC-RINK- SQUEEGEE 898335 RC-PARKS-KNEE PADS 898624 RC-PARKS- TARP STRAPS 898885 CC-BUILDING-SCREWDRIVER BIT SI 897431 CC-BUILDING-SCREWS 898010 RC-PARKS-BOLTS, NUTS, BITS 898012 RC- HORT- ANNUALS 904317 RC-PARKS-JACKPOST, CONNECTOI 904443 RC-PARKS-SCREW, FENCE POST C 905001 RC-PARKS-PAINT 905357 TS-SHOP- RAKES 905881 RC-PARKS-LUMBER 905809 RC-HORT- LIQUAFEEED REFILL 905892 TS-SHOP-LUMBER 906096 TS-SHOP- LUMBER 906216 TS-SHOP- CARRIAGE BOLTS 906282 RC-PARKS- LUMBER 908872 RC-PARKS-PAINT 911851 RC-PARKS-TUBBY 28L	1,952.04 -58.78 -49.18 121.70 246.65 105.93 94.58 20.49 142.87 13.12 17.85 10.06 60.33 12.60 58.82 15.15 82.08 58.71 185.12 57.77 29.80 5.96 13.65 17.91 31.52 21.00	A/P	OUT-STD	09/02/2015

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	911903	RC-PARKS-LUMBER	11.98			
	912525	TS-SHOP- NAILS, TWINE TUBE	11.75			
	912575	RC-PARKS-KEY CUT	2.83			
	913348	TS-SHOP- AUGER	44.02			
	914478	RC-PARKS-BOLTS, SCREWS, PAINT	66.44			
	914670	RC-PARKS-KEY CUT	2.83			
	916398	RC-PARKS-SNOW FENCE	77.74			
	918550	RC-PARKS-LUMBER	74.07			
	916982	RC-PARKS-LUMBER	38.47			
	917369	TS-SHOP- LUMBER	11.92			
	921939	TS-SHOP- DECK SCREWS, LUMBER	128.42			
	922004	TS-SHOP- SURVEY STAKES	128.08			
	922515	TS-SHOP- QUIKRETE MORTAR MIX	18.26			
	922731	TS-SHOP- DECKING ROBERTSON C	43.64			
016796	09/02/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 235268067	292.99 292.99	A/P	OUT-STD	09/02/2015
016797	09/02/2015	KONICA MINOLTA 5573052	135.61 135.61	A/P	OUT-STD	09/02/2015
016798	09/02/2015	L.E.WHITTAKER CO., LTD. 35806	73.90 73.90	A/P	OUT-STD	09/02/2015
016799	09/02/2015	LSW WEAR PARTS LTD. 41717	500.61 500.61	A/P	OUT-STD	09/02/2015
016800	09/02/2015	MARITIME CASE LTD 0788	99,807.26 99,807.26	A/P	OUT-STD	09/02/2015
016801	09/02/2015	MAYFIELD GARDENS & LANDSCAPE 6979	650.61 650.61	A/P	OUT-STD	09/02/2015
016802	09/02/2015	MCINNES COOPER 2015010507 2015015834 2015018836 2015018857 2015018896	4,976.16 1,176.33 1,254.30 962.40 847.50 735.83	A/P	OUT-STD	09/02/2015
016803	09/02/2015	MEGA-LAB MANUFACTURING CO. LTD. 137591	247.47 247.47	A/P	OUT-STD	09/02/2015
016804	09/02/2015	MIDLAND COURIER 09483998	38.26 38.26	A/P	OUT-STD	09/02/2015
016805	09/02/2015	MILLTOWN MACHINE & FABRICATION LTD. 17897	467.71 467.71	A/P	OUT-STD	09/02/2015
016806	09/02/2015	MINISTER OF FINANCE WEEK382015	209.30 209.30	A/P	OUT-STD	09/02/2015
016807	09/02/2015	O'CONNELL MIKE AUGUST2015	200.00 200.00	A/P	OUT-STD	09/02/2015
016808	09/02/2015	SHANNON MICHAEL WEEK382015 WEEK382015*	385.44 167.69 197.75	A/P	OUT-STD	09/02/2015
016809	09/02/2015	ST. STEPHEN UTILITY DEPT. AUGUST2015	80.00 80.00	A/P	OUT-STD	09/02/2015
016810	09/02/2015	MINISTER OF FINANCE AUGJST2015	1,086.00 1,086.00	A/P	OUT-STD	09/02/2015

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016811	09/10/2015 BELL MOBILITY INC. 523889487AUG15 GG/RC/PS/CC-CELL PHONE CHARG	908.26 908.26	A/P	OUT-STD	09/10/2015
016812	09/10/2015 CIBC MELLON GLOBAL SECURITIES NBMF0216002 AUGUST2015 GG-MUNICIPALPLAN-AUGUST/15	19,449.42 19,449.42	A/P	OUT-STD	09/10/2015
016813	09/10/2015 CONLEY'S MARTIAL ARTS JUMPSTARTDONATION RC-DONATION-JUMPSTART	1,500.00 1,500.00	A/P	OUT-STD	09/10/2015
016814	09/10/2015 Derek O'Brien AUGUST312015 CC-ARENA-PERFECT PLEAT, MEGA	721.21 721.21	A/P	OUT-STD	09/10/2015
016815	09/10/2015 DOW JENNIFER STAFFLUNCHEON RC-HORT-YEAR END STAFF LUNCH	178.17 178.17	A/P	OUT-STD	09/10/2015
016818	09/10/2015 IRVING ENERGY DISTRIBUTION AND MARKETING 152425 TS-ST5-DIESEL 428568 TS-ST5-DIESEL	1,378.05 688.07 680.78	A/P	OUT-STD	09/10/2015
016817	09/10/2015 LSW WEAR PARTS LTD. 41207 TS-#34, #31- POLY ZZ CONVOLUTEI 41331 TS-#34, #31- POLY ZZ CONVOLUTEI	813.80 408.80 408.80	A/P	OUT-STD	09/10/2015
016818	09/10/2015 MAXIMUM SOLUTIONS, INC. 17427 CC-ADMIN- MAXGALAXY- ANNUAL P	11,088.06 11,088.06	A/P	OUT-STD	09/10/2015
016819	09/10/2015 MAYFIELD GARDENS & LANDSCAPE 6921 CC-POOL- MURIATIC ACID 6976 RC-HORT- COMPOST, MULCH, PLAN	2,489.11 447.03 2,042.08	A/P	OUT-STD	09/10/2015
016820	09/10/2015 MEGA-LAB MANUFACTURING CO. LTD. 137988 TS-SHOP- MEGALUBE WP GREASE	247.47 247.47	A/P	OUT-STD	09/10/2015
016821	09/10/2015 MIDLAND COURIER 09485885 PS-FIRE-FROM ATLANTIC BUNKER (57.27 57.27	A/P	OUT-STD	09/10/2015
016822	09/10/2015 MILLTOWN MACHINE & FABRICATION LTD. 17699 TS-#11- 3/4 HARDOX PLATE	617.47 617.47	A/P	OUT-STD	09/10/2015
016823	09/10/2015 MINISTER OF FINANCE WEEK372015 EMPLOYEE DEDUCTIONS-SEPT 6-1:	209.30 209.30	A/P	OUT-STD	09/10/2015
016824	09/10/2015 MISS D'S 83240 RC-PARKS- ICE 83241 RC-PARKS- ICE 83242 RC-PARKS- ICE 83243 RC-PARKS- ICE 83244 RC-PARKS-ICE 83245 RC-PARKS- ICE 83246 RC-PARKS- ICE 83247 RC-PARKS- ICE	20.00 2.50 2.50 2.50 2.50 2.50 2.50 2.50	A/P	OUT-STD	09/10/2015
016825	09/10/2015 MOFFITT DODGE CHRYSLER LTD. RM19393 RC-#304- SEAT	113.90 113.90	A/P	OUT-STD	09/10/2015
016826	09/10/2015 N.B.A.F.C. GUIDE JULY 10, 2015 PS-FIRE- CHILDREN'S FIRE SAFETY	295.00 295.00	A/P	OUT-STD	09/10/2015
016827	09/10/2015 NEW SYSTEM LAUNDRY & CLEANERS LTD. 334989 PM-RCMP- FLOOR MATS 336383 GG-TOWN HALL- FLOOR MATS 338829 PM-RCMP-FLOOR MATS 337745 PM-RCMP-FLOOR MATS	231.46 45.92 93.70 45.92 45.92	A/P	OUT-STD	09/10/2015
016828	09/10/2015 NORTHERN CONSTRUCTION INC. 12573 TS-ST5- ASPHALT	5,830.18 2,797.54	A/P	OUT-STD	09/10/2015

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Number	Issued		Amount	SC	Status	Status Date
	12626	TS-ST5-ASPHALT	3,032.64			
016829	09/10/2015	O'CONNELL MIKE	178.82	A/P	OUT-STD	09/10/2015
	JULY082015	RC-MILLPOOL-SUPPLIES FOR TEEN	48.46			
	JULY082015*	RC-TENNISCAMP-SNACK SUPPLIES	131.16			
016830	09/10/2015	ORCHARD'S PAINT & PAPER LTD.	881.33	A/P	OUT-STD	09/10/2015
	25886	TS-ST5-TRAFFIC LINE PAINT	881.33			
016831	09/10/2015	ORR ELECTRIC & ALARM LTD.	2,546.48	A/P	OUT-STD	09/10/2015
	1855	PM-CLARK BUILDING- PULLED WIRE	1,270.24			
	1883	CC-BUILDING- AUDIO SYSTEM BASE	338.00			
	1899	RC-PARKS- ADDED POWER TO WA1	604.67			
	1903	RC-MILL POOL- HOOKED UP NEW S	234.58			
	1911	RC-BALL PARK- SUPPLIED LAMPS F	97.99			
016832	09/10/2015	PARISH INVESTMENTS (2007) LTD.	2,100.00	A/P	OUT-STD	09/10/2015
	191	RC-PARKS- FIRST AID & CPR COUR	735.00			
	217	TS-ST5- WORKPLACE STANDARD F	1,365.00			
016833	09/10/2015	PARTS FOR TRUCKS INC.	17.87	A/P	OUT-STD	09/10/2015
	34209884-00	PS-#205- HEAVY DUTY FUEL SPIN-C	17.87			
016834	09/10/2015	PAYROLL TRANSFER	67,445.00	A/P	OUT-STD	09/10/2015
	WEEK362015	GG-TRANSFER-AUG 21-SEP 03/15	67,445.00			
016835	09/10/2015	PITNEY WORKS	1,092.68	A/P	OUT-STD	09/10/2015
	08/13/15	GG/RC/PS- TOWN HALL- POSTAGE I	1,092.68			
016836	09/10/2015	PROCOM DATA SERVICES INC.	56.44	A/P	OUT-STD	09/10/2015
	2015012457	GG-TREASURY- A/P TRAINING	56.44			
016837	09/10/2015	RECEIVER GENERAL FOR CANADA	30,182.10	A/P	OUT-STD	09/10/2015
	WEEK362015	GG-REMITTANCE-AUG 21-SEP 03/15	30,182.10			
016838	09/10/2015	RICHARD PIERCE LTD.	1,265.80	A/P	OUT-STD	09/10/2015
	JULY 21, 2015	CC-BUILDING- BACK FLOW PREVEN	949.20			
	MAY 14, 2015	RC/PS- ANNUAL TESTING OF BACK	316.40			
016839	09/10/2015	SAUNDERS EQUIPMENT LTD.	97.83	A/P	OUT-STD	09/10/2015
	58350	CC-POOL- AQUAPRO CAPS	97.83			
016840	09/10/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	09/10/2015
	WEEK372015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK372015*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
016841	09/10/2015	SHARPE'S LAWN CARE	608.50	A/P	OUT-STD	09/10/2015
	4520	RC-PARKS-SOCCER FIELD LINE PAI	169.50			
	4746	RC-PARKS-LINE PAINTING SOCCER	339.00			
016842	09/10/2015	SOJOURN ENTERPRISES LIMITED	3,288.73	A/P	OUT-STD	09/10/2015
	48296	TS-ST5- STREET SIGNS	266.50			
	48297	TS-ST5- STREET SIGNS	2,739.13			
	48567	TS-ST5- STREET SIGNS	251.10			
016843	09/10/2015	SOURCE ONE SUPPLIES	1,214.48	A/P	OUT-STD	09/10/2015
	8234	PS-FIRE- AIR FRESHENER, CLEANE	258.39			
	8749	PM-TOURIST BUREAU- CLEANER, S	147.96			
	9090	PM-TOURIST BUREAU- DUST MOP, I	137.54			
	9178	CC-MENS SHOWER- HAND SOAP	22.59			
	9179	CC-BUILDING- HAND SOAP	46.18			
	9253	PM-TOURIST BUREAU- DUST MOP, :	27.80			
	9619	PM-LIBRARY- PAPER TOWEL, BATH	204.80			
	9702	PS-FIRE- PAPER TOWEL	34.86			

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	9704	TS-SHOP-GARBAGE BAGS	234.59			
	9721	PS-FIRE-BATHROOM TISSUE	41.88			
	9724	PS-FIRE-LAUNDRY DETERGENT	80.77			
016844	09/10/2015	SOURCE ATLANTIC	870.37	A/P	OUT-STD	09/10/2015
	2134811	TS-SHOP- SHOVELS	284.54			
	2136516	TS-SHOP-WHEEL ZIP CUT, WHEEL C	248.57			
	2142832	TS-STC-CLOTHING ALLOWANCE	55.37			
	2142642	TS-SHOP- CLEVIS SLIP HOOK	35.19			
	2145425	TS-SHOP- CURB BROOMS, BROOM	93.49			
	2146024	TS-#21-PILLOW BLOCKS	152.21			
016845	09/10/2015	SOUTHWEST CONCRETE & CONS LTD	313.88	A/P	OUT-STD	09/10/2015
	6-64-15	TS-STC-EQUIP RENTAL	313.88			
016846	09/10/2015	SOUTHERN SANITATION LTD.	2,600.73	A/P	OUT-STD	09/10/2015
	153333	PM-AIRPORT- GARBAGE COLLECTI	32.21			
	153367	PM-CLARK BUILDING- GARBAGE CC	216.42			
	153637	CC-BUILDING- GARBAGE COLLECTI	452.00			
	153639	RC-PARKS-GARBAGE COLLECTION	1,900.10			
016847	09/10/2015	SOUTHWEST ELECTRIC & SECURITY INC.	2,153.68	A/P	OUT-STD	09/10/2015
	13195	PM-AIRPORT-RUNWAY LIGHTS	749.28			
	13229	PM-AIRPORT- ATTEMPTED TO LOC	1,404.40			
016848	09/10/2015	SPEEDY ST-STEPHEN 8768	918.13	A/P	OUT-STD	09/10/2015
	8768-178721	PM-PIZZA DELIGHT- SUPPLY & INST	918.13			
016849	09/10/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	1,310.16	A/P	OUT-STD	09/10/2015
	093412	GG-CIVIC-CANADA DAY	44.07			
	093478	GG-CIVIC-CANADA DAY	67.80			
	093560	GG-CIVIC-EMPLOYMENT OPPORTU	167.08			
	093771	GG-CIVIC- BY LAW NO. M-1.2	41.76			
	093802	GG-CIVIC- INTERNATIONAL FESTIV/	190.97			
	094037	GG-CVIC-MUNCIPAL BOARD HEARI	114.85			
	22500	CC-POOL- SUMMER POOL SCHEDU	325.44			
	22541	CC-ADMIN- BUSINESS CARDS	128.82			
	22730	CC-OFFICE- TARA SCOTT OFFICE S	136.73			
	22736	GG-ADMIN-BUSINESS CARDS	92.66			
016850	09/10/2015	ST. STEPHEN PRESCRIPTION	37.86	A/P	OUT-STD	09/10/2015
	466262	RC-MILL POOL- FIRST AID SUPPLIE	37.86			
016851	09/10/2015	ST. STEPHEN AREA CHAMBER	40.00	A/P	OUT-STD	09/10/2015
	528	CC-CIVIC-2014 AGM DINNER	40.00			
016852	09/10/2015	ST.STEPHEN-MILLTOWN ROTARY CLUB	500.00	A/P	OUT-STD	09/10/2015
	DONATION2015	GG-CVIC-2015 DONATION	500.00			
016853	09/10/2015	SUMMERTIME INDUSTRIES (N.B.) LTD.	180.80	A/P	OUT-STD	09/10/2015
	119515	CC-KITCHEN- PEG RACKS, OPEN R/	180.80			
016854	09/10/2015	SWYRICH CORPORATION	806.67	A/P	OUT-STD	09/10/2015
	19182	GG-CVIC-TOWN LAPEL PINS	806.67			
016855	09/10/2015	TOTAL FALL PROTECTION	154.53	A/P	OUT-STD	09/10/2015
	1220343	PS-FIRE-HARNES\$ INSPECTION, LIF	154.53			
016856	09/10/2015	VALLEY EQUIPMENT LTD	369.28	A/P	OUT-STD	09/10/2015
	IX18183	TS-#8-AIR FILTER	172.18			
	IX18445	TS-#8-AIR FILTER, HOSE	197.10			
016857	09/10/2015	VOLUTION ONLINE LTD.	440.70	A/P	OUT-STD	09/10/2015

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Number	Issued		Amount	SC	Status	Status Date
	GCC020	CC-CIVIC- ARTICLE IN CONNECT M	440.70			
016858	09/10/2015	WORLDLYNX 13048IN27200	269.95	A/P	OUT-STD	09/10/2015
		CC-MAINTENANCE COOR- <i>cul</i> A&L	269.95			
016859	09/10/2015	WURTH CANADA LIMITED 21921835	550.55	A/P	OUT-STD	09/10/2015
		TS-SHOP-A/C TREATMENT, BRAKE	550.55			
016860	09/10/2015	YELLOW PAGES GROUP 15-1716342	8.77	A/P	OUT-STD	09/10/2015
		GG-TOWN HALL- 911 LISTING	9.77			
016861	09/10/2015	FUNDY BUILDING INSPECTION & DRAFTING SERV 15-204	2,745.90	A/P	OUT-STD	09/10/2015
		PS-BUILDINGINSPECTOR-AUG 9 - SI	2,745.90			
016862	09/17/2015	AIR LIQUIDE CANADA 60609925	18.31	A/P	OUT-STD	09/17/2015
		CC-RINK-GAS CYLINDERS	18.31			
016863	09/17/2015	ALL GAS TANKS 81404	471.05	A/P	OUT-STD	09/17/2015
		RC-HORT- BLADE CONVERSION KIT	64.00			
		81496 TS-SHOP-STIHL BLOWER	203.34			
		81512 TS-SHOP-PULL CORDS	12.43			
		81621 RC-HORT- STIHL TRIMMER SER, LIN	178.42			
		81622 RC-HORT- SPARK PLUGS	12.88			
016864	09/17/2015	A TO Z RENTAL CENTRE LTD. 01-429395-01	18.95	A/P	OUT-STD	09/17/2015
		TS-ST5-SPECIAL ORDER, ADDITION	18.95			
016865	09/17/2015	BAYVIEW TRUCKS AND EQUIPMENT LTD. F194232	306.39	A/P	OUT-STD	09/17/2015
		RC-PARKS-BLADES	207.18			
		F194233 PS-#205- ELEMENT	99.23			
016866	09/17/2015	CANADIAN TIRE N15356245*	1,013.20	A/P	OUT-STD	09/17/2015
		RC-PARKS-KEY ID, KEY CUT, ALTRP	93.16			
		N15356246 RC-PARKS- KEY CUT, KEY ID	9.01			
		N15356252 RC-PARKS- REG CUT KEY	3.38			
		N15490210 RC-HORT- SPRAY SILICONE	17.50			
		N15490218 TS-SHOP-QUICK LINK	6.31			
		N15490219 TS-SHOP- EYE BOLT	12.58			
		N15490245 RC-PARKS-RUST PAINT	22.00			
		N15490246 PS-FIRE-BATTERIES	43.36			
		N15490247 RC-PARKS- GRASS SEED	18.02			
		N15490255 RC-PARKS- VALUE TARP, 8PC PAINT	132.08			
		N15517485 RC-PARKS- GAS JUG	19.20			
		N15517492 RC-PARKS-TRIM LINE, STRAPS	53.65			
		N15517498 RC-PARKS- KEY CUT	6.76			
		N15517501 RC- HORT- TIES	12.06			
		N15517504 RC-PARKS-RATCHET STRAPS	28.19			
		N15517521 RC-MILLPOOL- CHLORINE PUCKS	62.14			
		N15517524 RC-HORT- TREES	13.53			
		N15517525 RC-PARKS- 50 LB TIE, PLASTIC	14.10			
		N15517538 RC-PARKS- SPARK PLUGS	8.48			
		N15517549 RC-HORT- RATCHET STRAPS	22.54			
		N15517562 RC-HORT- KEY	3.38			
		N15517568 RC-PARKS- CONNECTOR	6.32			
		N15517570 RC-HORT- PADLOCK	41.31			
		N15517574 RC-PARKS- WIRE FLX, WIRE ROPE	40.70			
		N15517584 RC-PARKS-SPRAY PAINT	23.70			
		N15517592 RC-HORT- SPRAYER	22.59			
		N15517598 RC-PARKS-GLOVES, DUCT TAPE	15.79			

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Number	Issued	Amount	SC	Status	Status Date
	N15517867 RC-MILL POOL- WDNG POOL ROUNI	94.87			
	N15517876 RC-HORT- REPAIR KIT, STAPLER	188.53			
018869	09/17/2015 CANADIAN PACIFIC RAILWAY COMPANY	12.43	A/P	OUT-STD	09/17/2015
	2300119704 TS-STS- MILLTOWN PRIVATE CROS	12.43			
018870	09/17/2015 CANADIAN RED CROSS	100.00	A/P	OUT-STD	09/17/2015
	IN067894 RC- MILLPOOL- WATER SAFETY REI	100.00			
018871	09/17/2015 CANADIAN SPRINGS	206.64	A/P	OUT-STD	09/17/2015
	8301702852 GG- TOWN HALL- WATER	28.31			
	9815788814 CC-BUILDING-WATER	180.23			
018872	09/17/2015 CAROL MCSHANE	636.00	A/P	OUT-STD	09/17/2015
	AUGUST 20, 2015 GG- TOWN HALL- DESIGN SERVICE:	636.00			
018874	09/17/2015 CREIGHTON-CARTER LTD.	985.84	A/P	OUT-STD	09/17/2015
	981-374451 TS-#21-CORE DEPOSIT	-35.70			
	981-378261 TS-#18- HYD FITTINGS, BRAID HYD I	54.21			
	981-378280 TS-#12- AIR FILTER, OIL FILTER	28.20			
	981-378317 TS-#12- BRAKE PADS	50.44			
	981-378348 TS-#12- WIPER BLADES	48.08			
	981-378834 CC-ARENA- LIGHT-DUTY BELT	38.24			
	981-378875 CC-BUILDING-T-SHIRT WIPERS	32.47			
	981-378852 TS-SHOP- BRASS FERRULE, OXY CI	27.30			
	981-378214 TS-#10- MALE FITTINGS, BALL VALV	33.66			
	981-379320 TS-SHOP- SPARK PLUG THREAD	7.94			
	981-379345 TS-SHOP- TRAILER BALL MOUNT	77.91			
	981-379448 TS-#8- WIPER BLADES	23.03			
	981-379452 TS-#20- COURTESY LAMPS, SWITCH	23.37			
	981-379479 TS-SHOP-PRIMARY WIRE	71.19			
	981-379579 TS-#22-HYDRAULIC HOSE, FITTING	90.94			
	961-379621 TS-SHOP-RED TACKY GREASE	58.42			
	981-379644* TS-SHOP-CUT OFF WHEEL	76.89			
	981-379875 RC-PARKS- MOWER BATTERY	88.17			
	981-379894 TS-SHOP-RED TACKY GREASE	58.42			
	981-380089 TS-#20- RAD HOSES, BATTERY SILV	37.85			
	981-380092 TS-SHOP-GUN WASH	63.39			
	981-380529 TS-SHOP-DP. SKT 17MM (CONV)	12.67			
	961-380779 TS-SHOP-HOSE CLAMPS	24.95			
018875	09/17/2015 DAVE DINSMORE WEB DESIGN & HOSTING	180.75	A/P	OUT-STD	09/17/2015
	0388 CC-ADMIN- MONTHLY WEB HOSTING	180.75			
018876	09/17/2015 DOWNEY FORD SALES LTD.	100.43	A/P	OUT-STD	09/17/2015
	25525 PS-#200- WIRE ASY - FAN MOTOR	100.43			
018877	09/17/2015 DOWN EAST MOBILE WASH	339.00	A/P	OUT-STD	09/17/2015
	AUG18-15 CC-RINK- PRESSURE WASH ICE SU	339.00			
018878	09/17/2015 ELIZA CASEY	300.98	A/P	OUT-STD	09/17/2015
	AUGUST212015 RC-POOL-PROVINICAL SWIM MEET	300.98			
018879	09/17/2015 FIRE SAFETY CANADA	4,618.06	A/P	OUT-STD	09/17/2015
	IN141364 PS-FIRE-FIRE PERVENTION SUPPLI	3,403.97			
	IN141518 PS-FIRE-SMOKE ALARMS, VOLT BA	1,114.09			
018880	09/17/2015 FRANK G GODSOE CHARTERED ACCOUNTANT	1,287.75	A/P	OUT-STD	09/17/2015
	786 GG-ADMIN-RECEPTRON SUPPORT	168.05			
	787 GG-TREASURY-ACCOUNTING SUPP	968.54			

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	772	GG-ADMIN-RECEPTION SUPPORT	149.16			
018881	09/17/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	8,089.35	A/P	OUT-STD	09/17/2015
	248862	TS-ST5-DIESEL	1,330.22			
	525589	TS-ST5-GAS	4,692.62			
	538021	TS-ST5-DIESEL	1,282.53			
	844316	TS-ST5-DIESEL	783.98			
018882	09/17/2015	JONES DELIVERY LTD.	22.60	A/P	OUT-STD	09/17/2015
	61147	CC-BUILDING-FROM SUMMERTIME	22.60			
018883	09/17/2015	KEM CANADA MFG	384.79	A/P	OUT-STD	09/17/2015
	104063	TS-SHOP- DEFENSE PROTECTIVE F	384.79			
018885	09/17/2015	KENT BUILDING SUPPLIES	497.58	A/P	OUT-STD	09/17/2015
	10050852	RC-PARKS-LUMBER, BOLTS, WASHI	-305.04			
	885173	PM-RCMP- VALENCIA KIT	197.75			
	919872	RC-PARKS- NETTING, HAND SAW	30.45			
	920380	RC-PARKS- PAINT	112.29			
	921897	RC-PARKS-TOILET CONNECTORS	7.35			
	923255	CC-BUILDING-SHELF,BRACKT	138.12			
	924117	CC-BUILDING-KEYS CUT	14.14			
	924394	CC-BUILDING- SVREWS, WIRE ROLL	103.43			
	925323	RC-PARKS-SCREWS, LUMBER	73.91			
	925893	RC-PARKS- CEMENT EDGER	8.81			
	926255	RC-PARKS-PAINT, CAULK GUN	19.93			
	928510	CC-BUILDING-SPRAYERS	74.56			
	928543	RC-PARKS- CHISEL	17.85			
	928240	RC-PARKS- FLASHLIGHT	4.23			
018886	09/17/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	322.04	A/P	OUT-STD	09/17/2015
	9001392845	CC-ADMIN- APR - MAY- COPIER MAI	48.84			
	9001531422	CC-ADMIN- MAY- JUN- COPIER MAJN	273.20			
018887	09/17/2015	KONICA MINOLTA	128.92	A/P	OUT-STD	09/17/2015
	5666104	CC-ADMIN-COPIER LEASE- AUG	128.92			
018888	09/17/2015	LEVITT SAFETY LIMITED	214.89	A/P	OUT-STD	09/17/2015
	1487848-00	PS-FIRE- BATTERY PACK	214.89			
018889	09/17/2015	LIFESAVING SOCIETY - NB Branch	573.46	A/P	OUT-STD	09/17/2015
	785	RC-MILLPOOL-CDN LIFESAVING MA	343.77			
	789	RC-MILLPOOL-SWIM INSTRUCTOR I	229.69			
018890	09/17/2015	MINISTER OF FINANCE	2,801.17	A/P	OUT-STD	09/17/2015
	11388891AUG15	GG-TOWNHALL-LANDLINE PHONES	1,322.29			
	11378668AUG15	PS/TS-199UNIONST-LANDLINE PHO	349.84			
	11385944AUG15	TS/PS-199UNIONST-LANDLINE PHO	932.47			
	15772985AUG15	RC-REC/POOL-LANDLINE PHONES	215.47			
	48435731AUG15	RC-PARKS-CHOCOLATE PARK CAM	81.30			
018891	09/17/2015	N. B. ELECTRIC POWER	11,345.45	A/P	OUT-STD	09/17/2015
	19051703SEP15	TS-AIRPORT-ELECTRICITY	233.55			
	19051801SEP15	TS-AIRPORT-ELECTRICITY	43.48			
	218000030308SEP15	TS-ST5-AREA LIGHTS	10,967.26			
	57955826SEP15	CB-SELFCONTAINEDLIGHT-ELECTR	101.18			
018892	09/17/2015	O'CONNELL MIKE	82.30	A/P	OUT-STD	09/17/2015
	SEPTEMBER082015	CC-POOL-GRADUATE LIFEGUARD E	82.30			
018893	09/17/2015	PETTY CASH	202.81	A/P	OUT-STD	09/17/2015

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	JULY072015	PS-BUILDINGINSPECTOR-REGISTE	33.90			
	JULY162015	TS-ST5-VEHICLE PLATE REPLACEM	50.00			
	JULY212015	GG-TOWNHALL-BATTERIES	3.56			
	JULY282015	GG-BUILDINGINSPECTOR-REGISTE	11.30			
	JULY302015	PS-BUILDINGINSPECTOR-REGISTE	11.30			
	JUNE052015	GG-CIVIC-VISION PLANNING COMMI	37.25			
	JUNE172015	GG-CIVIC-FRUIT BASKET	28.25			
	JUNE242015	GG-TOWNHALL-OFFICE SUPPLIES	11.27			
	MAY202015	CC-CAO-STAFF MEETING	15.98			
016894	09/17/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	09/17/2015
	WEEK3382015	PS-ANIMALCONTROL-WEEKLY FEE	187.69			
	WEEK382015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
016895	09/17/2015	TOWN OF ST. STEPHEN	650.00	A/P	OUT-STD	09/17/2015
	ADAPTED SWIM	GG-JUMPSTART-ADAPTED SWIM DX	650.00			
016896	09/18/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	09/18/2015
	WEEK382015	EMPLOYEE DEDUCTIONS-SEP 13-1;	209.30			
016897	09/18/2015	PAYROLL TRANSFER	63,829.00	A/P	OUT-STD	09/18/2015
	WEEK382015	GG-TRANSFER-SEP 4-17/15	63,829.00			
016898	09/18/2015	RECEIVER GENERAL FOR CANADA	29,496.09	A/P	OUT-STD	09/18/2015
	WEEK382015	GG-REMITTANCE-SEPT 4-17/15	29,496.09			
016899	09/23/2015	A. DOWNEY & SON CONSTRUCTION	1,356.00	A/P	OUT-STD	09/23/2015
	926140	GG-CIVIC-TEAR DOWN UNSIGHTLY	1,356.00			
016900	09/23/2015	BELL ALIANT	132.55	A/P	OUT-STD	09/23/2015
	06336721AUG15	TS-AIRPORT-LANLINE PHONE	132.55			
016901	09/23/2015	DALHOUSIE UNIVERSITY	925.00	A/P	OUT-STD	09/23/2015
	48753	GG-TREASURER-LOCAL GOV ACCO	925.00			
016902	09/23/2015	FERO WASTE & RECYCLING INC.	4,917.50	A/P	OUT-STD	09/23/2015
	1054455	GG-TOWN - GARBAGE COLLECTION	4,917.50			
016903	09/23/2015	FOUR SEASONS SPORTS LTD.	10,727.25	A/P	OUT-STD	09/23/2015
	12575	TS-ST5-STREET LINE PAINTING	10,727.25			
016904	09/23/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	101.70	A/P	OUT-STD	09/23/2015
	773	CC-ADMIN-ACCOUNTING SUPPORT	101.70			
016905	09/23/2015	FUNDY BUILDING INSPECTION & DRAFTING SERV	1,578.35	A/P	OUT-STD	09/23/2015
	15-215	PS-BUILDINGINSPECTOR-SEP 6-18/	1,578.35			
016906	09/23/2015	LISA HANSON OUELLETTE	725.60	A/P	OUT-STD	09/23/2015
	008	CC-POOL- POOL RECERTIFICATION	725.60			
016907	09/23/2015	MAYFIELD GARDENS & LANDSCAPE	7,125.12	A/P	OUT-STD	09/23/2015
	8977	RC-HORT-BEDDING, PLANTS, SPEC	7,125.12			
016908	09/23/2015	MICMAC FIRE & SAFETY SOURCE LTD.	2,301.95	A/P	OUT-STD	09/23/2015
	NS-00829023	PS-FIRE- OPEN BRACKET, VOICE AJ	2,301.95			
016909	09/23/2015	MIDLAND TRANSPORT	95.89	A/P	OUT-STD	09/23/2015
	90948914	TS-#21-FROM TRC HYDRAULICS INC	95.89			
016910	09/23/2015	MINISTER OF FINANCE	55.00	A/P	OUT-STD	09/23/2015
	30562015	PM-AIRPORT-PETRO STORAGE SITI	55.00			
016911	09/23/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	09/23/2015
	WEEK392015	EMPLOYEE DEDUCTIONS-SEP 20-2;	209.30			
016912	09/23/2015	MSC INDUSTRIAL SUPPLY ULC	268.88	A/P	OUT-STD	09/23/2015
	7747582001	TS-SHOP- CAP SCREWS, COUPLING	268.88			
016913	09/23/2015	N. B. ELECTRIC POWER	5,071.03	A/P	OUT-STD	09/23/2015

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	18169205SEP15	RC-POOL-MILL LANE	1,100.86			
	18988703SEP15	PS/TS-199UNIONST-ELECTRICITY	1,170.43			
	55160607SEP15	RC-COTTONMILL-LIGHTS	98.84			
	55471834SEP15	TS/PS-220UNIONST-ELECTRICITY	138.15			
	57955808SEP15	CB-ACUNIT&HOUSE-ELECTRICITY	58.67			
	71315207SEP15	PM-RCMP-ELECTRICITY	1,421.88			
	72924308SEP15	RC-PARKS-BANDSTAND	39.80			
	73006036SEP15	RC-LIBRARY-ELECTRICITY	900.00			
	82122207SEP15	RC-PARKS-BASKETBALL COURT	49.02			
	83278904SEP15	TS-STP-PARKS SHED	25.74			
	84960501SEP15	RC-PARKS-RIVERSIDE DR LIGHTS	67.02			
018914	09/23/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	139.82	A/P	OUT-STD	09/23/2015
	338217	GG- TOWN HALL- FLOOR MATS	93.70			
	338859	PS-RCMP- FLOOR MATS	45.92			
018915	09/23/2015	ORKIN CANADA CORPORATION	124.87	A/P	OUT-STD	09/23/2015
	IN-8395713	PS-FIRE- PEST CONTROL	124.87			
018916	09/23/2015	ORR ELECTRIC & ALARM LTD.	334.40	A/P	OUT-STD	09/23/2015
	1909	PM-TOURIST BUREAU- TROUBLE SH	98.12			
	1916	PS-FIRE- 2ND FLOOR AIR CONDITIO	155.38			
	1919	RC-MILL POOL- HOOLED UP NEW PI	82.90			
018917	09/23/2015	SAUNDERS EQUIPMENT LTD.	1,271.99	A/P	OUT-STD	09/23/2015
	28552	TS-#21- CENTER FRAME LINER, STE	1,073.67			
	58980	TS-#21- 50AMP KLIXON CIRC/BREAK	198.32			
018918	09/23/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	09/23/2015
	WEEK382015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK392015*	PS-ANIMALCONTROL-WEEKLY VEH:	197.75			
018919	09/23/2015	SOURCE ONE SUPPLIES	235.06	A/P	OUT-STD	09/23/2015
	9826	PM-TOURISTBUREAU-GLOVES, DISI	119.26			
	9780	TS-SHOP- TOWELS, BATH TISSUE	115.80			
018920	09/23/2015	SOURCE ATLANTIC	787.11	A/P	OUT-STD	09/23/2015
	2150235	TS-SHOP- RADEAU LUTES C/W HAN	129.35			
	2150236	TS-SHOP-GLOVES	38.06			
	2157309	TS-SHOP- RUGASOL	288.15			
	2157312	TS-SHOP- CLEVIS SLIP HOOK	70.38			
	2157315	TS-SHOP-WHEEL ZIPS, DISC FLAPS	236.99			
	2157921	TS-SHOP- TOWSTRAPS	22.58			
018921	09/23/2015	SOUTHERN SANITATION LTD.	19,357.42	A/P	OUT-STD	09/23/2015
	153358	TS/RC- GARAGE/PARKS- GARBAGE	502.40			
	153361	RC-PARKS- PARKS LOCATION	1,520.08			
	153365	GG-TOWN- GARBAGE COLLECTION	8,559.26			
	153366	GG-TOWN- GARBAGE COLLECTION	8,559.26			
	153619	PM- CLARK BUILDING- GARBAGE CI	216.42			
018922	09/23/2015	SPEEDY ST-STEPHEN 8768	940.16	A/P	OUT-STD	09/23/2015
	8758-181181	RC-PARKS-PLEXIE FOR PUMP	940.16			
018923	09/23/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	559.17	A/P	OUT-STD	09/23/2015
	094075	GG- TREASURY- NOTICE OF HEARIN	94.67			
	22952	CC-ADMIN-BUSINESS CARDS	92.88			
	22968	PS-FIRE- FIRE EXTINGUISHER TAGS	83.07			
	22989	PS-FIRE- BOOKMARKS	186.78			
	23005	PS-FIRE- NO. 10 PLAIN ENVELOPES	101.99			

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Number	Issued	Amount	SC	Status	Status Date
016924	09/23/2015 STATIONERY PLUS	1,750.64	A/P	OUT-STD	09/23/2015
	353887 GG-TOWN HALL- TONER, PAPER CL	409.09			
	354058 GG-TOWN HALL- TONER	402.02			
	354138 GG-TOWN HALL- TONER	136.94			
	354248 GG-TOWN HALL- PAPER	168.82			
	354430** GG-TOWN HALL- FILE FOLD, BUS.C/	17.06			
	354492 GG-TOWN HALL- TONER, PAPER CL	280.79			
	354585 GG-TOWN HALL- BUS CARD HOLDE	156.70			
	354858 GG-TOWN HALL- TONER	93.39			
	354713 GG-TOWN HALL- LABELS	35.54			
	354844 GG-TOWN HALL- FILE POCKETS	50.29			
016925	09/23/2015 STUARTS CANDY & CARDS	603.32	A/P	OUT-STD	09/23/2015
	8804 PM- TOURIST BUREAU- FLAGS	603.32			
016926	09/23/2015 THE MINISTER OF FINANCE	253,583.00	A/P	OUT-STD	09/23/2015
	5836 PS-RCMP-JUL-SEP POLICING SERV	253,583.00			
016927	09/23/2015 YELLOW PAGES GROUP	9.77	A/P	OUT-STD	09/23/2015
	15-1826947 GG-TOWNHALL-911 LISTING	9.77			
016928	09/28/2015 TOWN OF ST. STEPHEN	124.19	A/P	OUT-STD	09/28/2015
	AUG28FUNDTRANSFER GG-GENERALFUND-TRANSFER TO I	124.19			
	Cheque Totals Issued:	804,233.98			
	Void:	0.00			
	Total Cheques Generated:	804,233.98			
	Total # of Cheques Listed:	189			

* - Partial payment was made on Invoice

** - Name on Check was modified

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

SEPTEMBER 2015

E. Cummings Contracting Inc. (Construction - Water Transmission Main Twinning - Route 170 and Valley Road - Project No. 13-8637, Cheque #98)	272,309.55
Southwest New Brunswick Service Commission (Acid Rock Tipping Fees - Water Transmission Main Twinning - Route 170 and Valley Road, Project No. 13-8637, Cheque #99)	77,012.00
Dillon Consulting Limited (Engineering - Overflow Storm and Sanitary Sewer (Bell Ave. and Todd St.) - Project No. 151718, Cheque #101)	6,497.50
Dillon Consulting Limited (Engineering - Water Main Twinning - Dennis Stream - Project No. 138637, Cheque #102)	11,469.50
Dillon Consulting Limited (Engineering - Overflow Storm and Sanitary Sewer (Bell Ave. and Todd St.) - Project No. 151718, Cheque #103)	4,972.00
Total	<u><u>\$372,260.55</u></u>

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005420 dated between 09/01/2015 and 09/30/2015

CHEQUE REGISTER

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Number	Issued	Amount	BC	Status	Status Date
005334	09/01/2015 A*PLUS* AUTO GLASS & UPHOLSTERY 20897 WS-#102- WIPER BLADES	387.26 387.25	A/P	OUT-STD	09/01/2015
005335	09/01/2015 BRIGGS PLUMBING INC. 109978 WS-TRANS & DIST- SERVICE CALL V 110024 WS-TRANS&DIST- COMP ADAPTER, 110116 WS-TRANS&DIST- OFFICE NEEDS N	648.43 67.80 104.00 478.63	A/P	OUT-STD	09/01/2015
005336	09/01/2015 BRUNET 20725* WS/SCD- TREASURY- SERVICE WOI	134.18 134.18	A/P	OUT-STD	09/01/2015
005337	09/01/2015 CANADIAN TIRE N15490365 WS-TRANS&DIST- SCREWS,WASHE N15490367 WS-SOURCE-GARDEN HOSE, GRAS N15480369 SCD-DISPOSAL-GLUE & PAINT N15490380 WS-SOURCE- FUSES N15480395 WS-TRANS&DIST-LIGHT BULBS, BL/ N15517455 WS-SOURCE-MICROWAVE N15517463 WS-TRANS&DIST- PUROX N15659564 WS-TRANS&DIST- BASIC POLYRA, T	453.46 5.38 83.86 23.37 11.28 77.92 148.89 20.31 74.44	A/P	OUT-STD	09/01/2015
005338	09/01/2015 LAWRENCE PETERS AUGUST182015 WS-SOURCE-AUG 4-18/16 MILEAGE	720.00 720.00	A/P	OUT-STD	09/01/2015
005339	09/01/2015 N. B. ELECTRIC POWER 61204008AUG15 SCD-ST8-2216 KING ST LIFT STAT	144.54 144.54	A/P	OUT-STD	09/01/2015
005340	09/01/2015 SMITH, ROBERT <i>(Signed on Authority Bill Leonard)</i>	200.05	A/R	OUT-STD	09/01/2015
005341	09/02/2015 COLE-PARMER CANADA INC. 00530623 WS-SOURCE-CHLOROSENSE SENS 00531131 WS-SOURCE-ELBOWS	588.75 473.88 113.07	A/P	OUT-STD	09/02/2015
005342	09/02/2015 COX ELECTRONICS & COMMUNICATIONS 2-1739370* WS/SCD-TREASURY- COMPUTER L/	90.34 90.34	A/P	OUT-STD	09/02/2015
005344	09/02/2015 EMCO CORPORATION 2822475-00 WS-TRANS&DIST- SHELL CUTTERS 2823178-01 WS-TRANS&DIST- COUPON REMOV 2824848-00 WS-TRANS&DIST- SERV TEES, COU 2824848-01 WS-TRANS & DIST- SERV BOX ROD/ 2824848-02 WS-TRANS & DIST- 100 3/8 AIRCRAF 2824990-00 WS-TRANS&DIST- SERV TUBES 2825003-00 WS-TRANS&DIST- FLEX T TAP SDL, 2825004-00 WS-TRANS&DIST-BIONAX CAPS 2825237-00 WS-TRANS&DIST-MUNICIPEX PIPE 2825622-00 WS-TRANS & DIST- CPLG CB, ADAP 2825622-01 WS-TRANS & DIST- 1/2 RGH BRS 90 2825622-02 WS-TRANS&DIST- COUPLINGS, ADA 2825806-00 WS-TRANS&DIST- 6X1 CC 202 NS SI 2825844-00 WS-TRANS&DIST- TAILNUT & GSKT/	9,380.62 391.82 108.80 1,538.37 357.98 238.17 193.93 1,526.44 1,889.03 -405.47 1,170.88 28.31 1,951.11 147.30 248.15	A/P	OUT-STD	09/02/2015
005345	09/02/2015 HYPERION RESEARCH LTD. 55061 WS-SOURCE-WATER SAMPLE ANAL	1,129.87 1,129.87	A/P	OUT-STD	09/02/2015
005346	09/02/2015 JAMER MATERIALS LTD. 2808 WS-ST8-37.5 MM BASE	2,251.88 2,251.88	A/P	OUT-STD	09/02/2015
005347	09/02/2015 KENT BUILDING SUPPLIES	25.49	A/P	OUT-STD	09/02/2015

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	904145	SCD-DISPOSAL- METAL SCREWS	8.50			
	904799	WS-TRANS&DIST- STRAPS, NAILS	11.75			
	813064	WS-TRANS&DIST- SPARE BIT	5.24			
005348	08/02/2015	MARITIME BLOWER REPAIR INC	748.08	A/P	OUT-STD	08/02/2015
	4128	SCD-DISPOSAL- BLOWER #2 REPAI	748.08			
005348	08/02/2015	MAYFIELD GARDENS & LANDSCAPE	1,358.00	A/P	OUT-STD	08/02/2015
	7040	WS-TRANS&DIST-HYDROSEEDING	1,358.00			
005350	08/02/2015	MINISTER OF FINANCE (DEPT OF ENVIRONMENT)	1,131.23	A/P	OUT-STD	08/02/2015
	10003004	WS-SOURCE-DRINKING WATER TES	1,131.23			
005351	08/03/2015	SCP DISTRIBUTORS INC CANADA	1,805.73	A/P	OUT-STD	08/03/2015
	FE011893	WS-SOURCE-RT 20L YELLOW 83MM	-1,423.80			
	FE013454	WS-SOURCE-HYPOCHLORITE SOIL	1,030.58			
	FE018084	WS-SOURCE-PROMINENT METERIN	868.41			
	FE018878	WS-SOURCE-CHLORINE	1,030.58			
005352	08/10/2015	BELL MOBILITY INC.	795.86	A/P	OUT-STD	08/10/2015
	523889487AUG15*	WS/SCD-CELL PHONE CHARGES	795.86			
005353	08/10/2015	OMNITECH INC	4,103.03	A/P	OUT-STD	08/10/2015
	1556152	WS-TRANS&DIST- SMART PRESSUF	1,308.54			
	1556341	WS-TRANS&DIST- PRESSURE TRAN	2,794.49			
005354	08/10/2015	ORMAC INDUSTRIAL SUPPLY INC.	148.34	A/P	OUT-STD	08/10/2015
	151528	SCD-#9- SWIVEL	148.34			
005355	08/10/2015	PITNEY WORKS	1,358.00	A/P	OUT-STD	08/10/2015
	08/13/15*	WS/SCD-TOWN HALL- POSTAGE ME	1,358.00			
005358	08/10/2015	PURULATOR COURIER LTD.	80.81	A/P	OUT-STD	08/10/2015
	428372800	WS-SOURCE-TO HYPERION RESEA	80.81			
005357	08/10/2015	RESEARCH & PRODUCTIVITY COUNCIL	1,160.42	A/P	OUT-STD	08/10/2015
	168816	WS-SOURCE- ANAEROBIC SPOREF	68.82			
	168158	WS-SOURCE-MICROBIOLOGICAL E	47.03			
	168314	WS-SOURCE-MICROBIOLOGICAL E	47.03			
	168813	WS-SOURCE-MICROBIOLOGICAL E	47.03			
	170189	WS-SOURCE- MICROBIOLOGICAL E	47.03			
	171131	WS-SOURCE-MICROBIOLOGICAL E	94.05			
	171179	WS-SOURCE-HALOACETIC ACIDS IN	683.58			
	171424	WS-SOURCE-MICROBIOLOGICAL E	47.03			
	171850	WS-SOURCE-MICROBIOLOGICAL E	68.82			
005358	08/10/2015	SAINT JOHN LABORATORY SERVICES LTD.	3,676.08	A/P	OUT-STD	08/10/2015
	878-15	SCD-DISPOSAL- TREAT PLANT WAT	1,509.47			
	842-15	SCD-DISPOSAL- WWTP LAB TESTS	2,166.58			
005359	08/10/2015	SCOTIA TECH	5,279.38	A/P	OUT-STD	08/10/2015
	13102	WS-TRANS&DIST- IPERL METERS	5,279.38			
005360	08/10/2015	SERVICE NEW BRUNSWICK	78.99	A/P	OUT-STD	08/10/2015
	804256	WS-UTILITY- PAYMENT ACCEPTAN	78.99			
005381	08/10/2015	SOURCE ONE SUPPLIES	21.40	A/P	OUT-STD	08/10/2015
	8358	SCD-DISPOSAL- T-SHIRT RAGS	21.40			
005382	08/10/2015	SOUTHWEST CONCRETE & CONS LTD	4,988.12	A/P	OUT-STD	08/10/2015
	8-84-15*	WS-TRANS&DIST- EQUIP RENTAL	4,988.12			
005383	08/10/2015	SOUTHERN SANITATION LTD.	231.88	A/P	OUT-STD	08/10/2015
	153359	WS-BUDD AVE-GARBAGE COLLECT	115.94			
	153380	WS-BUDD AVE- GARBAGE COLLEC	115.94			

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Town of St. Stephen
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 Cheques from 000001 to 005420 dated between 09/01/2015 and 09/30/2015

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
005364	09/10/2015 SUBWAY 890	79.10 79.10	A/P	OUT-STD	09/10/2015
	WS-TRANS&DIST- WATER BREAK M				
005365	09/10/2015 THE PANEL SHOP 746-89-70	3,722.31 158.41	A/P	OUT-STD	09/10/2015
	746-89-72	2,034.00			
	746-89-74	911.68			
	746-89-75	818.22			
	SCD-LIFT STATION #4- REPAIR ANTI				
005366	09/10/2015 WORLDLYNX 13048IN27125	571.63 490.41	A/P	OUT-STD	09/10/2015
	13048IN27135	81.22			
	WS-SOURCE-CELL PHONE				
	WS-SOURCE-USB CABLE, HOME CH				
005367	09/17/2015 ALL GAS TANKS 81235	128.53 128.53	A/P	OUT-STD	09/17/2015
	WS-SOURCE-MIX OIL, WORK GLOVE				
005368	09/17/2015 BRENNTAG CANADA INC. 40564315	2,316.21 -3,818.00	A/P	OUT-STD	09/17/2015
	40564408	5,932.21			
	WS-SOURCE-EMPTY CYLINDER RE				
	WS-SOURCE-CHLORINE				
005369	09/17/2015 BRIGGS PLUMBING INC. 110182	114.14 114.14	A/P	OUT-STD	09/17/2015
	WS-TRANS&DIST- COUPLINGS, ADA				
005370	09/17/2015 CANADIAN TIRE N15490212	847.12 12.97	A/P	OUT-STD	09/17/2015
	N15490242	38.27			
	N15517493	38.35			
	N15517508	22.58			
	N15517553	114.30			
	N15517558	91.48			
	N15517581	211.23			
	N15517670	16.94			
	WS-SOURCE-CLEANER SHARPIE				
	WS-DISPOSAL- EYE BOLTS, HITCH I				
	WS-SOURCE- ICE PACKS, BATTERIE				
	WS-SOURCE-LIGHT BULBS				
	WS-SOURCECLEANING SUPPLIES				
	WS-SOURCE-BATTERIES, LIGHT BU				
	WS-TRANS&DIST-GRASS SEED, HO-				
	WS-SOURCE- BATTERIES				
005371	09/17/2015 COLE-PARMER CANADA INC. 00632973	1,383.78 145.83	A/P	OUT-STD	09/17/2015
	00633086	1,237.95			
	WS-SOURCE-COMP ELBOW/TEE KIT				
	WS-SOURCE-TURBIDITY METER NC				
005372	09/17/2015 CREIGHTON-CARTER LTD. 981-379455	20.83 20.83	A/P	OUT-STD	09/17/2015
	WS-#8- ROCKERSWITCH, SWITCH				
005373	09/17/2015 HYPERION RESEARCH LTD. 55078	1,148.85 1,148.85	A/P	OUT-STD	09/17/2015
	WS-SOURCE-WATER SAMPLE ANAL				
005374	09/17/2015 IMAGEWEAR A DIVISION OF MARK'S 7302104	162.71 162.71	A/P	OUT-STD	09/17/2015
	WS-TRANS&DIST- CLOTHING ALLOW				
005375	09/17/2015 JAMER MATERIALS LTD. 2895	3,337.92 3,337.92	A/P	OUT-STD	09/17/2015
	WS-TRANS&DIST- CLEAR STONE, B				
005376	09/17/2015 KEITH'S BUILDING SUPPLIES 142906	421.19 325.30	A/P	OUT-STD	09/17/2015
	143423	85.74			
	143739	10.15			
	WS-TRANS&DIST- CALCIUM CHLOR				
	SCD-DISPOSAL-PLYWOOD, STYROF				
	SCD-DISPOSAL- DECK SCREWS				
005377	09/17/2015 KENT BUILDING SUPPLIES 919987	28.31 28.31	A/P	OUT-STD	09/17/2015
	WS-TRANS&DIST- SCREWS, BITS, B				
005378	09/17/2015 LAWRENCE PETERS SEPTEMBER012015	840.06 840.06	A/P	OUT-STD	09/17/2015
	WS-SOURCE-MILEAGE				
005379	09/17/2015 MINISTER OF FINANCE 11369812AUG15	283.16 134.02	A/P	OUT-STD	09/17/2015
	16002807AUG15	149.14			
	SCD-DISPOSAL-OLD BAY WWTP				
005380	09/17/2015 N. B. ELECTRIC POWER	16,283.96	A/P	OUT-STD	09/17/2015

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	36869807SEP15	WS-3118MAXWELLXING-BUILDING	729.38			
	50228902SEP15	WS-MAXWELLXING-PUMPS	581.60			
	52557428SEP15	SCD-218OLDBAYRD-WWTP	12,787.96			
	53473043SEP15	WS-SOURCE-CHLORINE RESIDUAL	25.74			
	61230004SEP15	WS-MAXWELLXING-PUMPS	2,032.60			
	82281006SEP15	WS-SOURCE-RESERVOIR	148.67			
005384	09/23/2015 CNH CAPITAL		634.13	A/P	OUT-STD	09/23/2015
	IN77829	WS-#103-STARTER CORE	-45.20			
	IN78042	WS-#103- BATTERY, FLUID	646.15			
	IN78103	WS-#103- GASKETS	33.18			
005385	09/23/2015 N. B. ELECTRIC POWER		1,318.90	A/P	OUT-STD	09/23/2015
	53123617SEP15	SCD-STS-DECHLORINATION CHAME	97.85			
	61224002SEP15	SCD-STS-358A MILL TOWN BLVD LIF	819.98			
	61236008SEP15	WS-STS-BUDD AVE LIFT STATION	140.35			
	76138807SEP15	SCD-STS-54 RIVERSIDE DR LIFT S	54.42			
	84934906SEP15	SCD-STS-858A RIVERSIDE DR LIFT	70.03			
	84943406SEP15	WS-STS-TODD HILL RESERVOIR	136.29			
005386	09/23/2015 NORTHERN CONSTRUCTION INC.		1,748.73	A/P	OUT-STD	09/23/2015
	12712	WS-TRANS&DIST- ASPHALT	1,748.73			
005387	09/23/2015 PUROLATOR COURIER LTD.		117.82	A/P	OUT-STD	09/23/2015
	428502246	TS-#9- FROM ORMAC INDUSTRIAL	36.78			
	428567000	WS-SOURCE-TO HYPERION RESEA	80.24			
005388	09/23/2015 RAYTEK		8,438.78	A/P	OUT-STD	09/23/2015
	114745	SCD-DISPOSAL- FLUSHED SEWER I	8,438.78			
005389	09/23/2015 RESEARCH & PRODUCTIVITY COUNCIL		88.82	A/P	OUT-STD	09/23/2015
	172018	WS-SOURCE- MICROBIOLOGICAL E	88.82			
005390	09/23/2015 RESOURCE SYSTEMS INC.		370.64	A/P	OUT-STD	09/23/2015
	86-5722	SCD-DISPOSAL- GASKETS	370.64			
005391	09/23/2015 RICHWIL TRUCK CENTRE LTD.		648.58	A/P	OUT-STD	09/23/2015
	111488	WS-#8- ROCK PANEL	545.58			
005392	09/23/2015 SOUTHERN SANITATION LTD.		115.94	A/P	OUT-STD	09/23/2015
	153590	WS-BUDD AVE- GARBAGE COLLECT	115.94			
005393	09/23/2015 STATIONERY PLUS		471.08	A/P	OUT-STD	09/23/2015
	353887*	WS/SCD-TOWN HALL- TONER, PAPE	29.82			
	354051	WS-SOURCE- PENS, PAPER	55.25			
	354052	WS-TRANS&DIST- LAMINATING CAR	14.57			
	354250	WS/SCD-TOWN HALL- ENVELOPES	79.63			
	354253	WS/SCD-TOWN HALL- ASTRO LET.	31.53			
	354430****	WS/SCD-TOWN HALL- FILE FOLDER	17.07			
	354482*	WS/SCD-TOWN HALL- TONER, PAPE	0.60			
	354585**	WS/SCD-TOWN HALL- BUS CARD, L/	156.69			
	354713*	WS/SCD-TOWN HALL- LABELS	35.54			
	354844*	WS/SCD-TOWN HALL- FILE POCKET	50.28			
005394	09/23/2015 XPLOARNET		73.44	A/P	OUT-STD	09/23/2015
	INV10576036	WS-MAXWELLXING-SATELLITE SER	73.44			

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CHEQUE REGISTER

Printed: 10:13:13AM 10/07/2015

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	86,068.36			
	Void:	0.00			
	Total Cheques Generated:	86,068.36			
	Total # of Cheques Listed:	57			

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RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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



September 15, 2015

Dear Sponsor,

On behalf of Chocolate Fest (CF), I want to extend a heart-felt thank you for your commitment to making our 31st annual Chocolate Fest, a success. Your generous contribution to CF provided the financial and/or moral support needed to continue our 'signature' festival in Canada's Chocolate Town. Your support has played a key role in our success.

I am continually inspired by the dedication and generosity of our community, like yourself, who answers the call to give, again and again. There is no way to fully express my gratitude, for your loyalty to our community.

I look forward to continuing a partnership with you. You are truly appreciated!

Sincerely,

Heather Donahue
Oversight Manager
Chocolate Festival

*correspondence file
received Sept. 25/15
D. O'Brien*



RESOLUTION NO.: _____

DATE: October 26, 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 October 14, 2015 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, OCTOBER 14, 2015 @ 5:05 P.M.
IMMEDIATELY UPON ADJOURNMENT
OF SPECIAL COUNCIL MEETING @ 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* – fourteen (14) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

It was MOVED by Deputy Mayor MacEachern and SECONDED by Councillor Harding that the above-noted seventeen (17) 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: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Debbie MacDonald, Jim Maxwell, and Abby Pond; Chief Administrative Officer Derek O'Brien; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Mike Booth.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Maxwell and SECONDED by Councillor Harding that the agenda be approved with two amendments: the month of September be added to item (iii) Cheque Register under the Finance and Administration Committee; and Copy of Hertz Equipment Rental Credit Application replaces Copy of Filtration Plus Credit Application in item (iii) Credit Application under the Parks and Recreation Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer – The report of the Chief Administrative Officer was received and reviewed.

Council agreed with the recommendation noted in the Chief Administrative Officer's report to donate \$150.00 to MADD Charlotte County in support of its Red Ribbon Campaign fundraiser, and a motion will be considered at the next Regular Session of Council on Monday, October 26, 2015.

Council further agreed with the recommendation noted in the Chief Administrative Officer's report to not support a financial request from Tad Milmine of "Bullying Ends Here".

The Chief Administrative Officer, as noted in his report, advised that next month's Committees meeting will be held on Thursday, November 12, as Wednesday, November 11 is Remembrance Day. He recommended that the Regular Session of Council in December be changed from the usual fourth Monday, to the third Monday, December 21 due to the Christmas holidays, and a motion will be considered at the next Regular Session of Council on Monday, October 26, 2015.

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

Mayor Quartermain thanked the Treasurer and his staff for their dedication.

- (iii) Cheque Register for month of September 2015 - The memo from the Assistant Treasurer dated October 6, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 26, 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.

Councillor Maxwell commended the Public Works crew for their diligent work during the recent heavy rains, and the Chief Administrative Officer agreed and commended the Fire Department as well.

Phil Chisholm, a resident in attendance, thanked the Public Works crew for their dedicated work, and advised that some residents on Prince William Street are very pleased with the temporary paving prior to the commencement of the proposed major infrastructure project.

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Jayson Hansen was in attendance and advised that the new Sergeant, John MacDougall, has now transferred to the St. Stephen Detachment; however, he was called out-of-town to meetings and therefore unable to attend with Corporal Hansen.

Further to Councillor Harding's comment at last month's meeting with respect to a community public policing forum tentatively scheduled for Thursday, November 19, 2015 at the Garcelon Civic Center, she advised that the date has now been set for Thursday, November 26, 2015.

Mayor Quartermain thanked the RCMP for the assistance during the evening of the heavy rains.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (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 Mayor Quartermain in the absence of 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, a resident has requested a monthly report to include under building permits issued the resident names, addresses, projects and dollar amounts, as had been done several years ago. Council agreed that they are satisfied with the details of the information provided monthly for building permits, and any interested parties who wish to review more details such as names, addresses, projects, etc. can do so at the Town Office.

Further to Council's direction to the Chief Administrative Officer/Development Officer at last month's meeting, Council will consider first reading of By-Law No. L-10, Building By-Law, which repeals the current By-Law No. L-6 and gives Council the authority to develop a policy should it wish to consider waiving building permit fees, in an effort to promote business development.

- (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, 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, October 26, 2015 if a prior settlement is reached.

As further noted in the Chief Administrative Officer's report, upon completion of the paperwork for dissolution of the Border Community Arena Board, a motion will be considered at a future Council meeting to assume the operating expenses, with the possibility for consideration at the next Regular Session on Monday, October 26, 2015.

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.

Councillor Pond noted that the bandstand/gazebo in the David Alison Ganong Chocolate Park donated by the St. Stephen-Milltown Rotary Club looks great.

Council congratulated Richard Fulton for receiving the Recreation NB Award of Merit for his many years of dedicated volunteerism with the Garcelon Civic Center.

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

Council directed the Chief Administrative Officer to advertise for one (1) additional Casual Maintenance person to help cover events and leaves of the current staff.

As noted in the Chief Administrative Officer's report, the Request for Proposals (RFP) to offer concessions/alcohol sales closed on October 13, 2015, and Council directed him to negotiate a contract with the most

appropriate offer and to bring back the recommendation at a future meeting.

As further noted in the Chief Administrative Officer's report, the current New Brunswick Liquor License is in the name of the current concession contractor and needs to be moved under the name "Garcelon Civic Center", and Council will consider a motion at the next Regular Session on Monday, October 26, 2015 to authorize the Mayor and Town Clerk to sign the appropriate documents.

- (iii) Credit Application – Hertz Equipment Rental - The memo from the Garcelon Civic Center Operations/Maintenance Coordinator dated October 8, 2015 with attached credit application from Hertz Equipment Rental was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, October 26, 2015 to authorize the Mayor and Town Clerk to sign the credit application from Hertz Equipment Rental in order to process any future purchases of the Town from the said company.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

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

As noted in the Chief Administrative Officer's report, the Tourism and Promotion Action Committee has started an inventory of community assets, strategic goals for the new Events Development Coordinator, and an event evaluation process.

In the near future, all upcoming events will be widely advertised through social media and the local paper so that people are well aware of them.

- (ii) Request to Hold Events – The letter from the St. Stephen Community Events Office dated October 1, 2015 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 26, 2016 approving the Holiday Lamppost Decorating Contest and the Santa Claus Parade.

- (iii) 2016 Business Improvement Levy - The memo from the Treasurer dated October 7, 2015 with attached letter from the Business Improvement Area (BIA) Coordinator dated October 6, 2015 and Proposed 2016 Operating Budget were received and reviewed.

As noted in the Coordinator's letter, the Business Improvement Levy will remain at \$0.18 per \$100 of assessment, and first reading of a by-law to amend the existing by-law which imposes a special business improvement

levy will be considered at the next Regular Session of Council on Monday, October 26, 2015.

5. DELEGATIONS/PRESENTATIONS

- (i) Kiwanis Club of St. Stephen – Christy McManus, President of the Kiwanis Club, presented a proposal for the construction of a fenced skateboard park (approximately 100' x 100') in the parking lot of the Border Arena.

The Chief Administrative Officer will gather further details and will bring a recommendation back to Council at a future meeting.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:20 p.m. and returned to open session at 9:10 p.m., at which time it was **MOVED** by Councillor Pond and **SECONDED** by Councillor Harding that the meeting adjourn at 9:10 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, OCTOBER 14, 2015
IMMEDIATELY UPON ADJOURNMENT
OF SPECIAL COUNCIL MEETING @ 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* – fourteen (14) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – three (3) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor MacEachern

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month 2015 – Memo from Assistant Treasurer dated October 6, 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 – with attachment:
 - Copy of the Town's Building By-Law No. L-10
- (iii) Report of the Property Management Office

PARKS AND RECREATION – Chaired by Councillor MacDonald

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.
- (iii) Credit Application – Hertz Equipment Rental – Memo from Garcelon Civic Center Operations/Maintenance Coordinator dated October 8, 2015 with attachment:
 - Copy of Filtration Plus Credit Application

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Pond

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) Request to Hold Events – Letter from the St. Stephen Community Events Office dated October 1, 2015 attached.
- (iii) 2016 Business Improvement Levy – Memo from Treasurer dated October 7, 2015 with attachments:
 - Letter from BIA Coordinator dated October 6, 2015
 - Proposed 2016 Operating Budget

5. **DELEGATIONS/PRESENTATIONS**

- (i) Kiwanis Club of St. Stephen – Presentation by Christy McManus, President, on potential skateboard park location.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on September 28, 2015 be approved as circulated.

COMMITTEE MEETING
MONDAY, SEPTEMBER 28, 2015 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Labour and Employment Matter** - Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

It was **MOVED** by Councillor MacDonald and **SECONDED** by Deputy Mayor MacEachern that the above-noted item be moved into closed session as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 6:50 p.m., at which time it was **MOVED** by Councillor Booth and **SECONDED** by Councillor Harding that the meeting adjourn at 6:50 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, SEPTEMBER 28, 2015 @ 6:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

- (i) Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – one (1) item

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on October 15, 2015 be approved as circulated.

COMMITTEE MEETING
THURSDAY, OCTOBER 15, 2015 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

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

5. **ADJOURNMENT**

Council came out of closed session at 5:55 p.m., at which time it was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Pond that the meeting adjourn at 5:55 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, OCTOBER 15, 2015 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETINGS

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

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 – Ted Moore noted that the application conforms to the following section of the Town's *Zoning By-Law* which states in part:

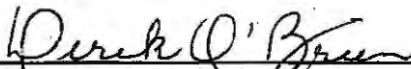
4.1.9 Accessory Buildings and Structures in a Residential Zone

- (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 BUILDING PERMIT APPLICATION TO REPLACE THE GARAGE LOCATED AT 63 MAIN STREET BE APPROVED AS IT WILL NOT EXCEED THE HEIGHT OF THE MAIN BUILDING. 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

Town of St. Stephen



Canada's Chocolate Town

MINUTES

Planning Advisory Committee

Wednesday, August 5, 2015

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, August 5, 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	Derek O'Brien
Ed Zammit	Geoff Knight	Mike Booth	Mark Porter	

B. Approval of Agenda

It was moved by Geoff Knight and seconded by Garth Orchard THAT THE AGENDA BE APPROVED WITH THE ORDER OF VARIANCES UNDER "D" REARRANGED. Carried.

C. Approval of Minutes

It was moved by Allan Gillmor and seconded by Marg Harding THAT THE MINUTES OF THE PLANNING ADVISORY COMMITTEE MEETING HELD ON MONDAY, JUNE 29, 2015 BE APPROVED AS CIRCULATED. Carried

D. Review of three (3) requests for Variances

(i) Replacement Garage – Fundy Region Transition House

The application was brought to the Planning Advisory Committee to request a variance as it did not meet the setback requirements as outlined in Section 3.0, Subsection 3.30 of the Town's Zoning By-Law.

It was moved by Garth Orchard and seconded by Geoff Knight THAT THE VARIANCE REQUIRED FOR THE REPLACEMENT OF THE GARAGE LOCATED AT THE FUNDY REGION TRANSITION HOUSE, 249 MILLTOWN BOULEVARD, BE APPROVED. Carried

(ii) Third Greenhouse – 76 Church Street

Mike Booth declared a conflict of interest and left the meeting at 6:12 p.m. and returned at 6:16 p.m.

The application was brought to the Planning Advisory Committee to request a variance as it exceeded the maximum number of accessory buildings permitted per lot as outlined in Section 3.0, Subsection 3.1(2) of the Town's Zoning By-Law.

It was moved by Geoff Knight and seconded by Marg Harding THAT THE VARIANCE REQUIRED FOR THE CONSTRUCTION OF A THIRD GREENHOUSE TO BE LOCATED AT 76 CHURCH STREET BE APPROVED. Carried

(iii) Irving – Off-site Signage

The application was brought to the Planning Advisory Committee to request a variance as off-site signage is not permitted as outlined in Section 9.0, Subsection 9.1(2)(i) of the Town's Zoning By-Law.

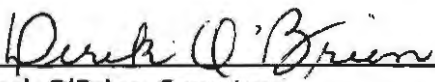
It was moved by Allan Gillmor and seconded by Marg Harding THAT THE VARIANCE REQUIRED FOR OFF-SITE SIGNAGE FOR THE NEW IRVING GAS STATION TO BE LOCATED AT 19 ROUTE 170 BE APPROVED. Carried

E. St. Stephen-Milltown Rotary Club Proposed Bandstand: David Alison Ganong Chocolate Park

The Chief Administrative Officer/Development Officer advised the Planning Advisory Committee that the St. Stephen-Milltown Rotary Club is constructing a bandstand/gazebo in the David Alison Ganong Chocolate Park, approved by the Town Council, and with his discretionary power as Development Officer, approved a variance to allow for the addition of a cupola and weathervane; such variance necessary as it will exceed the 10' height maximum.

F. Adjournment

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



Derek O'Brien, Secretary



Ted Moore, Chair

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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 Garcelon Civic Center.

Report to Mayor and Council

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:

- Fire Department and Public Works Department outstanding work on September 30.

Heavy Rains – September 30

Public Works and the Fire Department displayed a tremendous work ethic and pride in our community as they responded to the heavy rains and flooding on September 30. The crews worked tirelessly into the night and again the next day doing all they could to help the community. Well done!

Fall Brush Collection

Planned to begin after November 1 (*notice attached*).

By-law Officer followed up with a number of residents regarding piles of brush that will not be picked up due to length of debris and lack of bundles.

United Way Fund Raising Dinner

Thursday, October 29 the five (5) local non-profit organizations that received funding from the United Way of Saint John, Kings, & Charlotte Counties are sponsoring a fund raising dinner at NBCC, St. Andrews. Tickets are \$ 50 (\$25 charitable tax receipt).

MADD Red Ribbon Campaign

This campaign is November 1, 2015 – January 4, 2016. MADD Charlotte County supports initiatives in our schools such as presentations, TADD, and Safe Grad. The Chair of the Finance Committee, Deputy Mayor MacEachern and the Committee recommend a \$ 150 donation.

Action: Council consider a resolution to make a \$ 150. donation to the MADD Red Ribbon Campaign.



**Bullying Ends Here
Program**

Lisa Williams and Tad Milmine have request a donation to support a presentation by Tad Milmine "Bullying Ends Here" on November 13 at St. Stephen High School. The Finance Committee reviewed the request, but do not recommend a donation. The request did not come from the school and there is no supporting documentation detailing the costs or the anticipated outcomes of the program.

**Committees and
Council Meetings**

November Committees Meeting will be Thursday, November 12. The Regular Meeting of Council remains Monday, November 23.

December Committees will meet Wednesday, December 9 and the Regular Meeting of Council will be Monday, December 21 (third Monday of the month).

Action: Council consider a resolution to change December's Regular Meeting of Council from the fourth (4th) Monday to the third (3rd).



TOWN OF ST. STEPHEN
FALL CLEANUP
BAGGED LEAVES AND BUNDLED OR BAGGED TWIGS ONLY
Visit www.town.ststephen.nb.ca for pictures.

The Town of St. Stephen will begin pickup of **BAGGED LEAVES AND BUNDLED OR BAGGED TWIGS ONLY** the week of November 2, 2015.

Please have your **BAGGED LEAVES AND BUNDLED OR BAGGED TWIGS** at curbside by Monday, November 2nd. Please note that all leaves must be in plastic bags (preferably clear and biodegradable) and securely tied in order for Town pickup. Visit www.town.ststephen.nb.ca to see samples.

Examples:



madd*

Charlotte County

124 Main Street, Suite 401, St. George, NB, Canada E5C 3S3 • Tel: (506) 3962998 Email:
maddchar@nbnet.nb.ca • Website: www.madd.ca/charlottecounty

Sept. 22nd, 2015

Hello

On November 15th, 2015 MADD Charlotte County will be doing a fundraiser to kick off our Red Ribbon Campaign which runs from Nov. 1st 2015 to Jan. 4th, 2016. All money raised stays here in Charlotte County and is used to be able to offer education to our communities, sponsor Safe Grad, assist with TADD (teens against drunk driving) and multimedia presentations to the schools. This is just to name a few of our community involvement.

I was hoping your Mayor & Council would be able to help us make the most out of this fundraiser by donating to our event.

If you have any questions about our Chapter or this event please feel free to contact me via email maddchar@nbnet.nb.ca or via telephone 321-0453. I appreciate you considering this request and look forward to hearing from you.

Faith Avery
MADD Charlotte County Administrative Assistant

124 Main Street, Suite 401,
St. George, NB E5C 3S3

maddchar@nbnet.nb.ca
506-396-2998

<http://maddchapters.ca/charlottecounty/>

Check us out on Facebook

Report Suspected Impaired Drivers by Calling 911.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 07 October 2015

Subject: Finance Department Report

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Processing industrial Utility bills for September/15.
 - Processing residential Utility bills for July-September/15.
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Includes additional items related to new Civic Center, old Arena, and former Clark Building.
- C) Payroll processing (Bi-weekly 59 employees, Monthly 31 employees, Twice Yearly 7 employees, Total 97 employees).
 - Includes additional employees related to new Civic Center.
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for eight funds).
 - Month end completed to November 30, 2014.

2) Statements of Revenue and Expenditures to June 30, 2015.

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

4) Computer server maintenance.

5) Meetings:

- A) Committee meeting-September 16, 2015.
- B) Auditor visit-September 22, 2015.
- C) Department Head meeting-September 29, 2015.
- D) Finance Group meeting-September 30, 2015.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) Combined Sanitary and Storm Sewer Separation.
 - 2) Gas Tax Project-Environmental Risk Assessment (CCME).
 - 3) Gas Tax Project-West and Dow Streets.
 - 4) 2011 and 2012 Sidewalks and Streets Rehabilitation.
 - 5) Civic Center.
 - 6) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 7) Gas Tax Project-Water Transmission Main Replacement.
 - 8) Tan House Brook Culverts (Milltown Blvd).
 - 9) Prince William Street Infrastructure Renewal.

- B) 2014 operating and capital audit working papers-In Progress.

- C) 2016 operating budgets-In Progress.

- D) Civic Center accounting reconciliations-In Progress.

- E) Funding remittances for Civic Center construction-In Progress.

- F) Capital budget-In Progress.

- G) 2014 Actuary analysis.-In Progress.

- H) Civic Center financial controls.-In Progress.

- I) Organization of storage space for accounting files in old arena.-In Progress.

- J) Jumpstart processing-In Progress.

- K) Additional tasks related to office of Human Resource Manager-In Progress
 - 1) Processing payroll information for current and new employees.
 - 2) Review of timesheets for payroll processing.
 - 3) Maintenance of records for all employee benefits.
 - 4) Record of employments.

- L) Assistance to new receptionist-In Progress.

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

Public Works Report for September 2015

FROM: Lee Johnson, Director of Operations
DATE: October 03, 2015

1: Water system:

- a) Repaired 2 Water mains.
- b) Read Meters.
- c) Installed 5 new Meters.

2: Streets:

- a) Repaired lawns.
- b) Patched water leak cuts and potholes.
- c) Repaired culvert on Route #170.
- d) Dealt with flood conditions on September 30.

3: Waste Water:

- a) Installed new flow meter at Liftstation #1.
- b) Flushed and Videoed 1 Main Line
- c) Flushed and videoed 4 sewer laterals.

4: Capital Projects:

Water Transmission Main Twinning – Route 170 and Valley Road – Project No. 138637

The project is complete and the new transmission main is in service. The only inspection task that is left to complete is the tracing wire testing, which is performed by the contractor.

Storm and Sanitary Sewer Improvements – Bell Avenue and Todd Street – Project No. 151718

Construction started on September 1, 2015. The storm and sanitary sewer pipe is complete on Todd Street and Bell Avenue. The storm sewer on Bell Avenue is currently under construction and is scheduled to be complete on October 7. Following this, construction of the ditch behind the Bell Avenue homes will resume, curbing will be scheduled and site restoration performed in the coming weeks.

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

Construction started on September 22, 2015. The culvert across Milltown Boulevard is complete and the culverts across the McShane property are scheduled to be complete on October 7, although some work on the inlet and outlet ends will still be required to place rip rap aprons later in the week. Although not yet confirmed with the contractor, it is expected that site restoration will take place next week.

Report of Parks & Recreation Dept. September 2015

Parks

- Kiwanis SkatePark is moving ahead. Coming to speak on their plans.
- Jen is working on a landscape plan to finish off around the sculpture.
- Ball fields are now closed for the season.
- Football season has begun on the High School fields.
- Middle School is using the Rotary field.
- St Stephen Elementary School hosted their X Country meet at the Rod Wilson ball field.
- The Rotary Club has completed the gazebo at the Chocolate Park, it looks great.
- Most of the picnic tables have been brought in for the season. The remaining ones will come in shortly along with benches and garbage cans.
- More maintenance work has been completed at the Cotton Mill Monument site.
- We are currently moving everything that has been stored in the Clark building to the Border Arena.
- Delivered equipment to the Fall Fair.

Pool

- Students from NBCC are coming to spend a day volunteering in our Community. They will be assisting with the winterizing of the outdoor pool.
- 1 heat pump has been sent away for warranty work. We have ordered a new pump to replace the last original one.
- We have brought the extra chemicals from the pool to the Civic Center pool.

Recreation

- Working on the 2016 budget.
- The Fall/Winter Brochure has been sent out.
- The Garcelon days were a success. The crowds weren't huge, but those who attended had a great time.
- Planning is underway for a Winter Carnival.
- Richard Fulton was the successful nominee for the Recreation NB Award of Merit. He was nominated for all of his efforts with the Garcelon Civic Center. I will present him with this award in St Andrews on October 8th.
- I was able to secure some funding for the Milltown School's skating program.
- I am getting prices on the equipment at the Border Arena.

Meetings

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

Michael O'Connell
Director Parks & Recreation

St. Stephen Fire Department Report for September 2015

Alarms were: Town Alarms 11
 Out of Town Alarms 1
 Mutual Aid ; Rural Fire 1
 : St. Andrews 2
 15

Alarms are described as being :

	# of Firefighters/ # of Hours	
1. Vehicle fire 1	12	18
2. Electrical 2	2	4
3. Assist AMB NB 2	14	14
4. Motor vehicle Accident 1	14	21
5. Smell of Smoke 1	12	18
6. Heavy Smoke in an area (Campfire)see Note 1)	8	12
7. Mutual Aid –structure 2 (see note 2)	25	45
- Rescue (see note 3)	15	15
8. Alarm System 2	15	15
9. Shrubs 1	13	13
10. Flooding 1	24	178

Note 1. This call was actually reported as a structure fire. On arrival it was found to be a campfire with material that is not allowed and very wet as well. Fire was put out . Homeowner told no more fires.

Note 2: Structure Fires - One with the Moores Mills Fire Dept.
 - Second was with the St. Andrews Fire Dept. for a report of smoke in Passamaquoddy Lodge Nursing Home .

Note 3. Rescue – with the St. Andrews Fire Dept. at the Bayside Wharf to remove a patient from a boat. Call cancelled while enroute.

Calls dispatched for the period of this report : 196. During the flooding on Sept. 30 130 calls were received. At one point we were receiving calls every 30 seconds !

Fire Department Activities:

1. Monthly meeting of the Fire department

2. Annual Fire Department Bucket Sit. Again a great success. A BIG Thankyou to everyone.
3. Preparing for Fire Prevention Week
4. Members participated with The Kiwanis Club "Touch a Truck Event"

Fire Chiefs Activities:

1. Monthly meeting of the fire department
2. Committee meeting
3. Meeting of the Fundy Firefighters Assoc.
4. 2 management meetings
5. Kiwanis Club Touch a Truck event
6. Fire Extinguisher Training with Superior Tanks.
7. Fire Department Bucket Sit.
8. Preparing for Fire Prevention Week.
9. Nine shifts as a relief driver.

TOWN of ST. STEPHEN

By-Law Enforcement

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

September REPORT

2015

To: CAO – Town of St. Stephen

Please find enclosed my report for July By-Law – Enforcement.
We handled 18 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist other Depts. (3)	<ul style="list-style-type: none">• <i>Report of a fire @ 38 Hill St</i>• <i>Report of a brush fire @ corner of Pine and Cedar</i>• <i>Report of tractor trailer parked on the interior area by the VIC</i>	<p>Patrol made to the residence and the resident there put the fire out and apologized</p> <p>Patrol made to the area and found that a person was burning a small pile of brush and he immediately put the fire out</p> <p>Patrol made and it was the moving company for the VIC and they moved the said vehicle</p>
Assist G.P. (1)	<ul style="list-style-type: none">• <i>Question about the by law for animals in Town</i>	Copy of the By-Law given to the person

Parking Complaints (4)	<ul style="list-style-type: none"> • <i>2 hr. Parking in the area of Canada Customs</i> <p><i>parking complaint at Civic Centre</i></p> <p><i>Complaint of Parking by Laura Porters office</i></p>	<p>Will monitor to see if it persist.</p> <p>Vehicle was gone upon arrival</p> <p>Patrol made and spoke to the business and they informed they are in and out as they are moving</p>
Assist General Public (2)	<ul style="list-style-type: none"> • <i>Question on fire ban</i> <p><i>Gentleman concerned over garbage in Town</i></p>	<p>Notified caller that at this time it is Province wide</p> <p>Advised complainant that we are looking into the issue</p>
Garbage/ Brush complaints (3)	<ul style="list-style-type: none"> • <i>Dumpster at Bowling alley overflowing</i> <p><i>Dumpster at International Market</i></p> <p><i>Complaint of Rats in the area of apartment near Victor St.</i></p>	<p>Patrol made and observed dumpster, there is garbage in it but not overflowing</p> <p>The problem is being rectified and the CAO has contacted Fero to clean up the area. This has been done</p> <p>Patrol made and no rodents were found, only a kitten</p>
No fence around pool complaint (1)	<ul style="list-style-type: none"> • <i>Local neighbor concerned that there is no fence around a neighborhood pool</i> 	<p>Spoke with the person concerned and they have since erected the fence around their pool.</p>

Taxi Complaint	<i>Dooley's called concerned that the taxi's are not running after 10:00 pm through the week or after 1:00 am on the weekend. Is there anything we can do.</i>	Unfortunately there is nothing in the By-Law with regards to the hours that the Taxi companies have to operate

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.

Also we are preparing people for the fall brush pick up, I have started in the area of Hawthorne and have left the notice with six households. Starting om the 8 th. I will be visiting homes and telling the people personally about the pick up and what they need to do.

ANIMAL CONTROL

Patrolled the Town daily and responded to all complaints, mostly barking dogs and running at large. Some complaints of stray cats. All complaints were resolved or I am still working on them

TOWN of ST. STEPHEN

Building Inspection Services

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

SEPTEMBER REPORT 2015

BUILDING INSPECTION

The month of September brought in a total of 10 (ten) permits which represents \$43,032.00 (forty-three thousand, and thirty two) in building costs.

We issued no Stop Work Orders in the month September. This office has 5 (five) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 3 (three) Occurrences reports and filed 7 (seven) Building Inspection reports. 2 (two) 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

Train Station / Visitor Information Centre

- The N.B. Visitor Information Center moved out of the building on September 30.
- The building is being prepared for winter.

Giddens Memorial Airport

- Nothing to report.

Old Town Hall

- Nothing to report.

78 Milltown Blvd. Clark Building

- Negotiations continue regarding the Purchase and Sale Agreement. We hope to have this resolved prior to the Regular Meeting of Council (October 26).

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.

RCMP Building

- Maintenance attended to minor repairs.

Fire Hall / Public Works Garage

- Nothing to report.

Wharf

- Nothing to report.

Border Arena

Action: Once the paperwork is complete for dissolution of the board, Council consider a resolution to assume the operating expenses for the arena building effective October 27, 2015.

Pizza Delight

- Nothing to report.





Report of the Development Office

Community Development Leadership Group

- Weekly meetings to plan the Visioning Summit, to further engage the community, and to develop a shared community vision and strategic action plan. The Vision group recently released a Saint Croix Courier Article, Circa 2025, to describe what St. Stephen could be in ten years. This is a draft and will be further developed, based on the feedback from the group of 80, and then circulated throughout the community for feedback.
- The group also discusses and takes action to engage potential developers for our community.

St. Stephen Development Board

- Meeting (September 9) to discuss agreement and to initiate the presentation this evening. Jason Rideout has resigned as President. Brian Hastey, Vice President, is chairing the board.

Planning Advisory Committee

- Committee meeting (October 7). Agenda items included a variance request, a discussion regarding a potential new business in a Commercial Mixed Zone and possible ...around that business, and a discussion of By-law L-6 for feedback.

Building Permits

- 9 issued - total estimated construction value of \$ 41 532.00.

Action: Is Council satisfied with the details of the information for building permits? A resident has requested a report to include resident names, addresses, project, and dollar amount:

Sign Permits

- 4 issued.

Waivers

- 2 electrical.

Variances

- Nothing to report.

Approved plans

- Nothing to report.

Transitional Housing

- Continued search for an appropriate piece of land that we can



Project

donate for this project. Met with Vibrant Communities Charlotte County and requested a public presentation.

By-law No. L-10

- Proposed amendments are attached. I have also asked several groups for feedback including St. Stephen Chamber of Commerce, St. Stephen Development Board, and PAC.

Action: Council consider first reading of the By-law at the Regular Meeting of Council on October 26.

Garcelon Civic Center Report

Advising Commission

Meeting September 22.

Aquatics and Fitness

Garcelon Civic Center days were a highlight this month. The "Swim-In", Swim with the ACES, scavenger hunt, and Community Hymn Sing were well attended. The community walked 271.2 kilometers on the Sun-life Walking track during the four days.

Fit & Fun over 50 has received an overwhelming response. Approximately 100 people attended the information session and the programs are well attended. They offer Yoga, Line Dancing, Walking, and Aquafit.

Staff completed weekend training for Aquafit. We are now able to offer Aquafit classes and train others.

Maintenance / Operations

One (1) additional Casual Maintenance person is required to help cover events and 'call-in' leaves for the current staff.

Action: Council direct the CAO to advertise the position.

Facility

Kitchen:

- Waiting for the Provincial Fire Marshall's Office to approve Architect 4 plans.
Contractor is standing by and the kitchen equipment is ordered.

ACES Hockey Game tickets are now available at the reception desk.

Events

Upcoming events:

- 7th Annual St. Stephen-Milltown Rotary Run / Walk (October 18).
- Volunteer Committee and the Management Team are planning a New Year's Eve Gala – festivities for families during the afternoon and evening, and for adults in the evening.

Concessions Contract

The Request for Proposals (RFP) to offer concessions / alcohol sales closes on Tuesday, October 13.



Action: Council direct the CAO to negotiate a contract with the most appropriate offer and bring back to Council for review and approval.

New Brunswick Liquor License – the current license is in the name of the current concession contractor. To facilitate the transition, this needs to be moved to the “Garcelon Civic Center” name.

Action: Council direct the Mayor and Clerk to sign the appropriate documents.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

Town of St. Stephen

Building By-Law

By-Law No. L-10

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

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

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

1. DEFINITIONS

1(1) In this by-law,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. SCOPE

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

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

3. ADOPTION OF CODE

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

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

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

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

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BUILDING BY-LAW

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4. APPOINTMENT OF BUILDING INSPECTOR

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

5. POWERS OF THE BUILDING INSPECTOR

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

6. BUILDING PERMIT

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

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

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

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BUILDING BY-LAW

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7. DEMOLITION PERMIT

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

8. PERMIT CONDITIONS

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

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

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

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

9. DUTIES OF BUILDING PERMIT HOLDER

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

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

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

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

10. DOCUMENTS ON SITE

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

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BUILDING BY-LAW

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11. OPEN CELLARS AND EXCAVATIONS

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

12. STOP WORK ORDER

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

13. RECORDS

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

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

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14. FEES

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

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

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

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

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

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

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

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

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

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15. EXEMPTIONS

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

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

16. ELECTRICAL WAIVER

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

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

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

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

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

- 12 -

17. ENFORCEMENT

- 17(1) Where any person violates any provisions of this by-law, the **Building Inspector** may, by written notice served personally on, or sent by registered mail to the person named in the **permit**, order the cessation thereof and stating the nature of the violation.
- 17(2) Where any person fails to comply with an order under subsection 17(1) herein, the **Building Inspector** may suspend or cancel the **building permit** or **demolition permit** and may, if the conditions leading to the suspension are subsequently corrected, reinstate the suspended **permit**.
- 17(3) Any person who violates a provision of this by-law commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a Category B offence.

18. REPEAL PROVISION

- 18(1) By-law No. L-6, Building By-law, passed by Town Council on April 16, 2012, and amendments thereto, is hereby repealed.
- 18(2) The repeal of By-law No. L-6, Building By-law, and amendments thereto, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

IN WITNESS WHEREOF the Town of St. Stephen has caused its corporate seal of the said Town to be affixed to this by-law the day of , 2015.

First Reading:

Second Reading:

Third Reading and Enacted:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

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

SCHEDULE "A"

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

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

SCHEDULE "B"

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

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

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

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

RESOLUTION NO.: _____

DATE: October 26, 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" – FIRST READING – SHORT TITLE ONLY

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.

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"

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

THAT a Business Improvement Levy be imposed on all non residential property within the Business Improvement Area of the municipality that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$25,857 at the rate of \$0.18 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government to Levy the said amount pursuant to the provisions of the *Business Improvement Area Act*.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2015.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

John Quartermain, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

2014 AUDIT

THAT the 2014 Audit as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police September 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**

**POLICE REPORT
September 2015**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **September 1, 2015 to September 30, 2015 inclusive**. During this time period, the RCMP responded to 261 calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Tickets issued	9
Traffic Collisions	9
Warnings issued	26
Checkstop	3

PROVINCIAL STATUTES:

Child Welfare Act	2
Driving While Disqualified	2
Driving without due Care and Attention	1
False Alarms	2
False/Abandoned 911 Call	3
Family Relations Act	1
Fire Prevention	2
Liquor Control Act	1
Mental Health Act	3
Motor Vehicle Act	1
Off Road Vehicle Act	1
Other Moving Traffic Violations	2
Other Non-Moving Traffic Violations	1
Roadside Suspensions – Alcohol Related	1
Trespass Act	1

CRIMINAL CODE:

Assault	8
Assault with a Weapon	1
Breach of Recognizance	2
Break and Enter – Other	2
Break and Enter – Residence	1
Crime Prevention	3
Criminal Harassment	4
Disturbing the Peace	2
Fail to Comply with Undertaking	1
Impaired Care or Control Over 80mg% of motor vehicle	1
Impaired Operation over 80 mg% of motor vehicle	3
Mischief damage to and/or Obstruct Enjoyment of Property	6
Other Theft under \$5000	3
Theft of Car	1
Theft Under or Equal to \$5000 – Shoplifting	1
Theft Under of Equal to \$5000 – From a Motor Vehicle	3
Trespass At Night	1
Utter Threats against a Person	4

OTHER FEDERAL STATUTES:

Controlled Drugs & Substances Act	0
Immigration and Refugee Protection Act – Other Activities	0
Possession schedule VIII – Cannabis	1
Possession schedule I – other CDSA	1
Production – Schedule II – Cannabis	2

OTHER INVESTIGATIONS:

Assistance to Canadian Provincial Agency	3
Assistance to General Public	4
Assistance to Canadian Federal Department	1
Assistance to US Police Agency	0

OTHER INVESTIGATIONS:

Abandoned Vehicles	1
Animal Calls	1
Items/lost found	3
Municipal Bylaws	1
Offender Management	0
Request to Locate Individual	0
Person Reported Missing	1
Police Certificates	121
Suspicious person	3

**(Jayson HANSEN), A. Ops NCO
Operations NCO i/c St. Stephen Post
Royal Canadian Mounted Police**

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

DONATION – MADD CHARLOTTE COUNTY

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: DECEMBER 2015 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 28th day of December, 2015 at 7:00 p.m., to the third (3rd) Monday, 21st 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).

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER - NEW BRUNSWICK LIQUOR LICENCE

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

RENEWAL OF LICENCE AGREEMENT – PRO-SHOP SERVICES

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – STUDENT LIFEGUARD - JOB RECOMMENDATION

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

LETTER OF INTENT – NORTHAMPTON BREWING COMPANY LTD.

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENTS – ST. STEPHEN COMMUNITY EVENTS OFFICE

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

TOWN OFFICE – HERITAGE COURT HOLDINGS LIMITED

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: October 26, 2015

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.