

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: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on August 24, 2015 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 24, 2015 @ 7:00 P.M.

1. **PRAYER**

2. **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; and Town Clerk Joan Flewelling.

ABSENT: Councillor Mike Booth.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Maxwell

Seconded by Councillor Harding

199/15 **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 Deputy Mayor MacEachern

Seconded by Councillor Pond

200/15 **THAT** the Minutes of the Regular Council meeting held on July 27, 2015 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Maxwell

Seconded by Councillor Harding

201/15 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2015 be received.

CARRIED

PAID BILLS

Moved by Councillor MacDonald

Seconded by Deputy Mayor MacEachern

202/15 THAT the paid bills in the amount of \$1,590,818.43 (one million, five hundred and ninety thousand, eight hundred and eighteen dollars and forty-three cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor MacDonald

Seconded by Councillor Harding

203/15 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 August 12, 2015 be approved as circulated. CARRIED

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

204/15 THAT the Minutes of the Committee of Council meeting held on July 27, 2015 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

- 205/15 THAT the following staff reports for the month of July 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

- 206/15 THAT the Royal Canadian Mounted Police July 2015 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

DONATION – ST. STEPHEN-MILLTOWN ROTARY CLUB

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

- 207/15 THAT the Council of the Town of St. Stephen authorizes an unbudgeted donation of \$500.00 (five hundred dollars) to the St. Stephen-Milltown Rotary Club as a donation for the building of a gazebo in the David Alison Ganong Chocolate Park. **CARRIED**

PAVEMENT MARKINGS

Moved by Councillor Harding

Seconded by Councillor Pond

- 208/15 THAT the Council of the Town of St. Stephen accepts the proposal from Maritime Pavement Markings 1997, A Division of Four Seasons Sports Ltd. of Bathurst, NB, for the highway striping operations in the Town of St. Stephen for a three (3) year period commencing in 2016 with the same terms and unit prices as the previous contract. **CARRIED**

GARCELON CIVIC CENTER AND TOWN OFFICE – STUDENT CUSTOMER SERVICE ATTENDANT - JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

209/15 THAT Emily Metzger be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center and Town Office effective August 25, 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 Emily Metzger. **CARRIED**

GARCELON CIVIC CENTER – USER AGREEMENT – CHARLOTTE COUNTY HOCKEY CLUB INC.

Moved by Deputy Mayor MacEachern

Seconded by Councillor Harding

210/15 **WHEREAS** the Council of the Town of St. Stephen and the Charlotte County Hockey Club Inc. have negotiated terms of a User Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a User Agreement between The Town of St. Stephen and the Charlotte County Hockey Club Inc. for the use of the Garcelon Civic Center commencing August 25, 2015 to May 31, 2016, and in the form of agreement presented to Council. **CARRIED**

GARCELON CIVIC CENTER CANTEEN SERVICES - AMENDMENT TO LICENCE AGREEMENT

Moved by Councillor MacDonald

Seconded by Councillor Pond

211/15 **WHEREAS** The Town of St. Stephen provided a Licence Agreement to a company to be incorporated by Lisa Cobham to provide Kitchen, Canteen and Catering Services in the Garcelon Civic Center for a one (1) year term effective November 1, 2014;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Amendment to Licence Agreement between The Town of St. Stephen and a company which will be incorporated and owned by Lisa Cobham, which amends the licence for such party to provide Canteen Services only in the Garcelon Civic Center retroactive to August 1, 2015 and expiring October 31, 2015 on the terms, and as more particularly set out, in the form of Amendment to Licence Agreement presented to Council.

CARRIED

GARCELON CIVIC CENTER ADVISING COMMISSION MEMBER

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

- 212/15** **THAT** the Council of the Town of St. Stephen appoints Kathy Helpert as a member of the Garcelon Civic Center Advising Commission, filling one of the two vacancies, effective August 25, 2015 for the remainder of the current term expiring December 31, 2016. **CARRIED**

GARCELON CIVIC CENTER – KITCHEN PLUMBING

Moved by Councillor Harding

Seconded by Deputy Mayor MacEachern

- 213/15** **THAT** the Council of the Town of St. Stephen accepts the proposal from Seldon Smith & Sons Ltd. in the amount of \$13,500.00 (thirteen thousand, five hundred dollars), plus HST, for plumbing services required to rearrange and install plumbing fixtures as outlined on the kitchen floor plan layout at the Garcelon Civic Center.

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

GARCELON CIVIC CENTER – KITCHEN WORK

Moved by Councillor MacDonald

Seconded by Councillor Harding

- 214/15** **THAT** the Council of the Town of St. Stephen accepts the proposal from A DAY IN LIFE Foodservice Development of Saint John, NB, in the amount of \$4,500.00 (four thousand, five hundred dollars), plus HST, for assistance with the layout and design of the kitchen at the Garcelon Civic Center and related drawings.

AND THAT such cost includes assistance with the recommendation and procurement of required kitchen equipment, along with final inspection and commissioning and training of Garcelon Civic Center staff.

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

GARCELON CIVIC CENTER – ARCHITECTURAL DRAWINGS

Moved by Councillor MacDonald

Seconded by Councillor Harding

215/15

THAT the Council of the Town of St. Stephen accepts the proposal from Architects Four Limited of Moncton, NB, in the amount of \$18,060.00 (eighteen thousand and sixty dollars), plus HST, for preparation of record drawings and construction documents for the Garcelon Civic Center kitchen, including required mechanical and electrical documents, coordination of required mechanical and electrical subtrades, and submission of formal drawings to New Brunswick Technical Inspection Services for plan review.

AND THAT Council authorizes the Mayor and Town Clerk to sign proposals from Architects Four Limited for the above-noted service.

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

AWARDING OF QUOTATION– GARCELON CIVIC CENTER – AQUATIC LIFT

Moved by Deputy Mayor MacEachern

Seconded by Councillor MacDonald

216/15

THAT of the two (2) quotes received, the low quote of \$8,546.19 (eight thousand, five hundred and forty-six dollars and nineteen cents), including shipping and HST, from Aquam Inc. of Montreal, Quebec, to supply an aquatic lift at the Garcelon Civic Center be approved.

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

TOWN REPRESENTATIVE – SOUTH WEST NEW BRUNSWICK TRANSIT AUTHORITY INC. BOARD

Moved by Councillor Harding

Seconded by Councillor MacDonald

217/15

THAT the Council of the Town of St. Stephen authorizes that Councillor Abby Pond be the Town's representative to act as a director on the board of the South West New Brunswick Transit Authority Inc. for a one (1) year term effective August 25, 2015. **CARRIED**

APPROVAL OF EVENT – A & W

Moved by Councillor Maxwell
Seconded by Councillor Pond

- 218/15 THAT the Council of the Town of St. Stephen grants permission to A & W to hold its "Cruisin' to End MS" event, which includes music, from 4:00 p.m. – 9:00 p.m. on Thursday, August 27, 2015. **CARRIED**

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION – REDIRECTION OF TIPPING FEES

Moved by Councillor MacDonald
Seconded by Deputy Mayor MacEachern

- 219/15 WHEREAS E. Cummings Contracting Inc. of Woodstock, NB, was awarded the tender for the water transmission main twinning, Route 170 and Valley Road, which included the cost for acid rock removal tipping fees.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the redirection of payment for acid rock removal tipping fees and directs Southwest New Brunswick Service Commission to invoice the Town in the total amount of \$77,012.00 (seventy-seven thousand and twelve dollars). **CARRIED**

AWARDING OF TENDER: OVERFLOW CULVERTS – TAN HOUSE BROOK AT MILLTOWN BOULEVARD - DILLON PROJECT NO. 15-2138 AND NBDTI PROJECT NO. 15-D007

Moved by Deputy Mayor MacEachern
Seconded by Councillor Maxwell

- 220/15 THAT of the four (4) tenders received, the low tender of \$236,294.00 (two hundred and thirty-six thousand, two hundred and ninety-four dollars), including HST, from Fairville Construction Ltd. of Saint John, NB, for the installation of overflow culverts – Tan House Brook at Milltown Boulevard - be accepted.

AND THAT Council authorizes the payment of the Municipal portion of engineering fees and construction costs from the redirection of funds budgeted in 2015 as a transfer to the General Capital Reserve Fund. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor MacEachern

- Attended all Town meetings.
- Attended the "Meet and Greet" at the Garcelon Civic Center with Premier Gallant hosted by the Chamber of Commerce.

Councillor Harding

- Attended all Town meetings.
- Glad to see the airplane dropping bait containing the rabies vaccine, a NB Government project to combat rabies in Charlotte County.

Councillor MacDonald

- Attended all Town meetings.
- Attended a Garcelon Civic Center Advising Commission meeting.
- Congratulations to the Saints soccer team for winning its 5th Provincial title.
- Attended various activities within The Chocolate Fest and the International Homecoming Festival.
- Attended the 2015 Canadian Horseshoe Pitching Championships at the Garcelon Civic Center and thanked Jason Rideout as President of the St. Stephen Horseshoe Pitchers Club for hosting it.
- Attended the Community Visioning Summit at the Garcelon Civic Center and stated that great things should come from it.

Councillor Maxwell

- Attended all Town meetings.
- Attended the St. Stephen-Milltown Rotary Club BBQ, a fundraiser for the bandstand/gazebo project.
- Attended the International Homecoming Festival opening ceremony "handshake" on the Ferry Point Bridge.
- Attended the unveiling of the plaque at the Loyalist Burial Ground donated by the United Empire Loyalists' Association of Canada – NB Branch.
- Watched the International Homecoming Festival parade.
- Attended the 2015 Canadian Horseshoe Pitching Championships at the Garcelon Civic Center where many local pitchers won medals, and thanked Jason Rideout as President of the St. Stephen Horseshoe Pitchers Club for hosting it.

Councillor Pond

- Attended, with enthusiasm, the Community Visioning Summit at the Garcelon Civic Center.
- Attended numerous events during The Chocolate Fest and the International Homecoming Festival.
- Attended the unveiling of the plaque at the Loyalist Burial Ground donated by the United Empire Loyalists' Association of Canada – NB Branch.
- Attended all Town meetings.

**MINUTES
REGULAR COUNCIL
AUGUST 24, 2015**

- Attended the "Meet and Greet" at the Garcelon Civic Center with Premier Gallant hosted by the Chamber of Commerce.
- Attended the St. Stephen-Milltown Rotary Club BBQ, a fundraiser for the bandstand/gazebo project.
- Attended a meeting with respect to Charlotte County transportation.
- Attended a meeting with the Chief Administrative Officer to discuss various Planning, Promotion and Tourism items.

Mayor Quartermain

- Thanked the many dedicated volunteers who assist with the numerous community events.
- Thanked the St. Stephen-Milltown Rotary Club for the construction of a bandstand in the David Alison Ganong Chocolate Park.

16. QUESTION PERIOD

Kathy Bockus, reporter with *The Saint Croix Courier*, asked for clarification on the following resolutions:

- (i) Pavement Markings;
- (ii) Garcelon Civic Center Canteen Services – Amendment to Licence Agreement
- (iii) Garcelon Civic Center Kitchen
- (iv) Garcelon Civic Center Aquatic Lift
- (v) Overflow Culverts – Tan House Brook at Milltown Boulevard

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor MacDonald
Seconded by Councillor Pond

221/15 THAT the meeting adjourn at 7:30 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 24, 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 – July 27, 2015

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

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – August 12, 2015
 - (b) Committee of Council Meeting – July 27, 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) Donation – St. Stephen-Milltown Rotary Club
- (c) Pavement Markings
- (d) Garcelon Civic Center and Town Office – Student Customer Service Attendant – Job Recommendation
- (e) Garcelon Civic Center – User Agreement – Charlotte County Hockey Club Inc.
- (f) Garcelon Civic Center Canteen Services - Amendment to Licence Agreement
- (g) Garcelon Civic Center Advising Commission Member
- (h) Garcelon Civic Center – Kitchen Plumbing
- (i) Garcelon Civic Center – Kitchen Work
- (j) Garcelon Civic Center – Architectural Drawings
- (k) Awarding of Quotation – Garcelon Civic Center – Aquatic Lift
- (l) Town Representative – South West New Brunswick Transit Authority Inc. Board
- (m) Approval of Event – A & W
- (n) Southwest New Brunswick Service Commission – Redirection of Tipping Fees
- (o) Awarding of Tender: Overflow Culverts – Tan House Brook at Milltown Boulevard – Dillon Project No. 15-2138 and NBDTI Project No. 15-D007

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 28, 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 June 30, 2015 be received.

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

	Actual To Date For the Six Months Ending June 30, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Taxes	2,780,033	5,520,066	\$2,760,033	50%
Services Provided to Other Governments	66,585	206,611	140,026	32%
Sale of Services	25,217	646,439	621,222	4%
Other Revenue From Own Sources	132,766	223,855	91,089	59%
Unconditional Grants	716,219	1,432,436	716,217	50%
Unconditional Transfers	5,360	21,440	16,080	25%
Conditional Transfers	0	4,000	4,000	0%
Other Transfers	464,123	1,004,652	540,529	46%
Total Revenue	4,170,303	9,059,499	4,889,196	46%
Expenditure				
General Government Services	472,856	1,032,304	559,448	46%
Protective Services	1,051,635	2,122,004	1,070,369	50%
Transportation Services	956,569	1,859,472	902,903	51%
Enviromental Health Services	84,939	258,570	173,631	33%
Enviromental Development Services	187,668	289,938	102,270	65%
Recreational and Cultural Services	744,276	1,774,942	1,030,666	42%
Fiscal Services	894,111	1,714,269	820,158	52%
Other	459	8,000	7,541	6%
Total Expenditures	4,392,513	9,059,499	4,666,986	48%
Surplus (Deficit)	(\$222,210)	\$0		

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

	Actual To Date For the Six Months Ending June 30, 2015	Budget For the Year Ending December 31, 2015	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,019,729	\$2,014,837	\$995,108	51%
Other Revenue From Own Service	99,198	190,769	91,571	52%
Other Transfers	34,703	69,405	34,702	50%
Total Revenue	1,153,630	2,275,011	1,086,679	51%
Expenditures				
Water Supply	442,321	1,041,233	598,912	42%
Sewerage Collection and Disposal	276,207	736,226	460,019	38%
Fiscal Services	370,978	497,552	126,574	75%
Total Expenditures	1,089,506	2,275,011	1,185,505	48%
Surplus (Deficit)	\$64,124	\$0		

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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.

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 09/11/2015

Page 1 of 10

Number	Issued	Amount	SC	Status	Status Date
016441	08/01/2015 HERITAGE COURT HOLDINGS LIMITED AUGUST012015 GG-TOWNHALL-AUGUST/15 LEASE	5,323.40 5,323.40	A/P	OUT-STD	08/01/2015
016598	08/08/2015 ACCT #903240047015 JULY2015 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	08/08/2015
016599	08/08/2015 ACCT 8025-280 JULY2015 LOCAL 770 UNION DUES-JULY/15	1,080.53 1,050.53	A/P	OUT-STD	08/08/2015
016600	08/08/2015 AGRI-MECHANICAL LTD. 50593 PM-AIRPORT- VOTARY BLADES	189.69 189.69	A/P	OUT-STD	08/08/2015
016601	08/08/2015 BORDER INVESTIGATIONS & SECURITY INC. 14095 PS-BYLAW-JULY/15 FEE	3,164.00 3,164.00	A/P	OUT-STD	08/08/2015
016602	08/06/2015 CARQUEST 14838-17219 TS-#21-REMAN ALTERNATOR 14838-20855 TS-SHOP-WELDING HELMET 14838-20859 TS-SHOP-RAIN X BUG TAR 14838-22407 TS-SHOP- TOW STRAP	19.23 -85.59 41.80 22.92 40.10	A/P	OUT-STD	08/06/2015
016603	08/06/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG01662 RC-#302- JOB BAL	349.17 349.17	A/P	OUT-STD	08/06/2015
016604	08/06/2015 CHARLOTTE COUNTY FALL FAIR 2015 GRANT GG-CIVIC-2015 GRANT	1,000.00 1,000.00	A/P	OUT-STD	08/06/2015
016605	08/06/2015 CHARLOTTE EDDY-LLOYD JULY202015 RC-MILLPOOL-SWIM SUITS FOR SW	869.81 869.81	A/P	OUT-STD	08/06/2015
016606	08/06/2015 CHERI RUSSELL JULY232015 RC-PARKS-CHOC FUN RUN ITEMS	35.54 35.54	A/P	OUT-STD	08/06/2015
016607	08/06/2015 CONTROLS & EQUIPMENT LTD. 5278 PS-FIRE-HVAC & TEMP CONTROLS	760.49 760.49	A/P	OUT-STD	08/06/2015
016608	08/06/2015 COX ELECTRONICS & COMMUNICATIONS 2-1739491 CC-ADMIN-COMPUTER LABOUR	45.20 45.20	A/P	OUT-STD	08/06/2015
016612	08/06/2015 CREIGHTON-CARTER LTD. 961-373089 TS-#5- HYDRAULIC FITTING 961-373110 TS-#5- HYDRAULIC HOSES 961-373310 TS-SHOP-AIR DRILL 961-373354 TS-SHOP- MINIATURE LAMPS 961-373409 TS-#5- NAPA BULK 961-373448 TS- #5, #20- LUBE FILTERS 961-373464 RC-PARKS- SAND 961-373569 TS-#1- WINDSHIELD WASHER 961-373952 TS-SHOP-GREASE FITTINGS 961-374103 TS-#20- FUEL FILTERS, TRAILER CO 961-374302 PS-FIRE-OIL FILTER, MASTER PACK 961-374338 PS-FIRE-BRAKE PADS, CALIPER W/ 961-374356 TS-SHOP-COUPERS 961-374358 TS-SHOP-BRUSH 3 CRIMPED, END E 961-374376 TS-SHOP-CLIP-ON AIR CHUCK 961-374561 TS-SHOP-COUPERS 961-375050 TS-#22- HYDRAULIC HOSES, INST F 961-375067 TS-#22- AIR FILTER 961-375149 TS-SHOP-8 DC RODS, DELUXE WEL 961-375294 RC-#302- OIL FILTERS	2,444.00 15.92 49.61 184.07 14.53 17.66 37.23 11.29 40.32 9.89 40.78 5.68 404.85 15.48 10.15 23.62 30.96 82.15 41.65 89.19 12.75	A/P	OUT-STD	08/06/2015

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 09/11/2015

Page 2 of 10

Number	Issued		Amount	SC	Status	Status Date
	961-375362	TS-SHOP-COPPER CORE PLUG AUT	12.29			
	961-375441	TS-#21-HYDRAULIC HOSES, 4 DR QI	84.90			
	961-375782	TS-SHOP-WRENCH 30MM	25.21			
	961-375804	PS-FIRE-PAINT CANS USG	28.34			
	961-375874	TS-SHOP-PARTS BRUSH	12.67			
	961-375914	TS-SHOP-T-SHIRT WIPES, IRSOL ML	191.04			
	961-375926	PS-FIRE-POLISHING COMPOUND	52.32			
	961-376015	TS-SHOP-BRUSH	44.42			
	961-376017	TS-SHOP-QUALISORB OIL ABSORB/	44.44			
	961-376070	PS-FIRE-ADHESIVE	17.84			
	961-376207	TS-SHOP-NON-DETERGENT	80.83			
	961-376323	TS-SHOP-OIL PRESSURE GAUGE, C	41.98			
	961-376493	TS-#24-MIRROR RH MAN TXT	288.43			
	961-376560	TS-#438- AIR FILTER, FUEL FILTER	18.20			
	961-376599	TS-#438-WIPER BLADE	11.29			
	961-376789	TS-SHOP- FLUID FILM	161.25			
	961-376798	TS-SHOP-1 2 HOLE PLUGS	3.53			
	961-376998	TS-SHOP-CIRCUIT TESTER, RATCHI	30.39			
	961-377513	RC-PARKS-T-SHIRT WIPERS, SHOP	35.45			
	961-377583	TS-SHOP- SPARK PLUGS	3.70			
	961-377585	TS-SHOP-RED SILICONE SENS	19.39			
	961-378019	TS-SHOP- ALL PURPOSE GREASE	34.92			
	961-378090	TS-SHOP- GUN WASH	63.39			
016613	08/06/2015	CYCLE WORKS	5.65	A/P	OUT-STD	08/06/2015
	559602	RC-HORT- TILLER PARTS	5.65			
016614	08/06/2015	DEMPSEY'S PLUMBING & HEATING	107.28	A/P	OUT-STD	08/06/2015
	915	PM- TOURIST BUREAU- BASEMENT	107.28			
016615	08/06/2015	Derek O'Brien	360.00	A/P	OUT-STD	08/06/2015
	JULY2015	GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
016616	08/06/2015	DYNAMIC ONLINE MARKETING CORP.	350.30	A/P	OUT-STD	08/06/2015
	114132	PS-FIRE- FIRE PERVENTION MATER	350.30			
016617	08/06/2015	EAST COAST INTERNATIONAL TRUCKS	541.27	A/P	OUT-STD	08/06/2015
	3-251690016	TS-SHOP-RUST INHIBITOR	294.48			
	3-251740024	TS-#205-ROTELLA	246.79			
016618	08/06/2015	EAST COAST AIR	194.85	A/P	OUT-STD	08/06/2015
	1237	PM-RCMP- HEAT PUMP NOT COOLII	194.85			
016619	08/06/2015	FLEET READY LTD.	520.63	A/P	OUT-STD	08/06/2015
	7334	PS-FIRE- ADAPTERS	520.63			
016620	08/06/2015	FUNDY TACTICAL	220.35	A/P	OUT-STD	08/06/2015
	1-0C1988	PS-FIRE-BOOT SHIELD	220.35			
016621	08/06/2015	GULLISON'S COURIER SERVICE	384.20	A/P	OUT-STD	08/06/2015
	348481	TS-#21, #22- TO TOWN FR/ LSW	45.20			
	348466	GG- TREASURY-TO MARYSVILLE PL	28.25			
	533607	TS-#13- TO TOWN FR/ CASE EQUIP	28.25			
	533641	TS-SHOP- TO TOWN FR/ CASE EQUI	28.25			
	534965	TS-#21, #22- TO TOWN FR/LSW	45.20			
	534975	TS-#16- TO TOWN FR/CASE EQUIP	28.25			
	534986	TS-#13-TO TOWN FR/ CASE EQUIP	38.55			
	534989	TS-#21- TO TOWN FR/ SAUNDERS	28.25			
	703917	TS-#5- TO TOWN FR/ RICHWIL	28.25			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed 10:39:28AM 08/11/2015

Page 3 of 10

Number	Issued		Amount	SC	Status	Status Date
	703944	TS-SHOP- TO TOWN FR/LSW	84.75			
016822	08/06/2015	IMAGEWEAR A DIVISION OF MARK'S	428.07	A/P	OUT-STD	08/08/2015
	7221111	TS-STC-CLOTHING ALLOWANCE	428.07			
016823	08/06/2015	JILL LITTLE DESIGN	553.70	A/P	OUT-STD	08/08/2015
	1028	CC-ADMIN-FITNESS PROMO PACKA	553.70			
016825	08/06/2015	KENT BUILDING SUPPLIES	2,695.91	A/P	OUT-STD	08/06/2015
	10050012	TS-STC-DRYWALL SCREWS	-12.08			
	10050013	RC-PARKS-DRYWALL	-114.45			
	876283	CB- BUILDING- LUMBER	1,038.98			
	884520	RC-HORT-ANNUALS, PERENNIALS	18.88			
	884753	RC-PARKS-QUICK WRING PAIL & Wf	40.12			
	886231	RC-PARKS-FIBERGLASS EXTNSN P	59.88			
	888577	RC-HORT-HOSE REEL, WATERING (147.09			
	889831	RC-PARKS-KNIFE HAND SAVERS	28.25			
	890425	RC-PARKS-ROLL LIGHT IRON HANG	353.18			
	890798	RC-PARKS-BREAKER	48.33			
	891100	RC-PARKS-LUMBER	34.27			
	891505	RC-PARKS-STOP NUTS, LOCK WASI	10.48			
	893715	RC-PARKS-LUMBER, NAILS	172.52			
	893925	RC-PARKS-WASP&HORNET/FOAM	188.17			
	894351	RC-PARKS-NUTS, BOLTS	5.98			
	895426	RC-HORT- MG SHAKE FEED	42.01			
	899088	TS-SHOP-RAIL ALUM CLASSICA	134.89			
	900201	TS-SHOP- ANGLE ADPT WHT CLASSE	202.88			
	900488	TS-SHOP- ANCR/SHEILD W/SCREWS	55.43			
	900718	TS-SHOP-PLYWOOD, NOMINAL MEA	37.12			
	900909	PS-FIRE-GAZEBO	225.98			
016828	08/06/2015	MERRITT DONALD	46.23	A/P	OUT-STD	08/08/2015
	JULY282015	WS-STC-CLOTHING ALLOWANCE	46.23			
016827	08/08/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/08/2015
	WEEK322015	EMPLOYEE DEDUCTIONS-AUG 2-8/1	209.30			
016828	08/08/2015	O'CONNELL MIKE	200.00	A/P	OUT-STD	08/08/2015
	JULY2015	RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
016828	08/06/2015	PAYROLL TRANSFER	71,811.00	A/P	OUT-STD	08/06/2015
	WEEK322015	GG-TRANSFER-JUL 24-AUG 6/15	71,811.00			
016830	08/06/2015	RECEIVER GENERAL FOR CANADA	30,827.85	A/P	OUT-STD	08/06/2015
	WEEK322015	GG-REMITTANCE-JUL24-AUG06/15	30,827.85			
016831	08/08/2015	RICHARDSON JEFF	227.79	A/P	OUT-STD	08/08/2015
	JULY082015	PS-FIRE-SUPPER MEETING SUPPLI	227.79			
016832	08/08/2015	ROB DOUGHERTY	101.58	A/P	OUT-STD	08/08/2015
	JULY222015	RC-PARKS-CLOTHING ALLOWANCE	101.58			
016833	08/06/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	08/06/2015
	WEEK322015	PS-ANIMALCONTROL-WEEKLY FEE	167.89			
	WEEK322015*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
016834	08/06/2015	ST. STEPHEN UTILITY DEPT.	60.00	A/P	OUT-STD	08/06/2015
	JULY2015	EMPLOYEE DEDUCTIONS-JULY/15	60.00			
016836	08/06/2015	STATIONERY PLUS	2,123.08	A/P	OUT-STD	08/06/2015
	349720	CC-ADMIN- PENS, ENVELOPES	19.98			
	349722	PS-FIRE- MARKERS	2.31			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016882 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed 10:39:28AM 08/11/2015

Page 4 of 10

Number	Issued		Amount	SC	Status	Status Date
	349757	GG-TOWN HALL- USB CABLE	6.10			
	349900	CC-ADMIN-ENVELOPES	33.27			
	350452	CC-RINK- BANQUET ROLL BOND, M	50.05			
	350637	RC-HORT-PAPER	7.16			
	350653	CC-ADMIN-TONER CARTS	142.36			
	350891	PS-FIRE-NOTEBOOK, FIGURING PAI	13.31			
	351065	CC-ADMIN-LASER TONERS	350.25			
	351235	GG- TOWN HALL- TONER	249.13			
	351264	CC-ADMIN-LASER TONERS	368.55			
	351297	GG- TOWN HALL- LABELS	20.29			
	351553	GG-TOWN HALL- PAPER MULTI, PAF	62.95			
	351657	GG-TOWN HALL- HOLE PUNCH	8.14			
	351889	TS-SHOP-INK CART, PENS	45.66			
	351943	GG- TOWN HALL- STORAGE BOXES	19.09			
	352017	CC-ADMIN-ENVELOPES, COIN ENVE	17.62			
	352175	GG- TOWN HALL- TONER	196.38			
	352541	CC-ADMIN-ASTRO COVERS, POST E	7.10			
	352550	GG- TOWN HALL- PAPER, PENS, FIL	61.51			
	352910	TS-SHOP- AMERICAN, UNION, CAN	176.88			
	353040	GG- TOWN HALL- PAPER, STORAGE	145.52			
	353288	PS-FIRE- INK CART	86.08			
	353707	TS-SHOP- CANADAIN FLAG	33.55			
016837	08/06/2015	THE MINISTER OF FINANCE	253,583.00	A/P	OUT-STD	08/06/2015
	5757	PS-RCMP-POLICING SERVICES-APF	253,583.00			
016838	08/06/2015	MINISTER OF FINANCE	1,086.00	A/P	OUT-STD	08/06/2015
	JULY2015	EMPLOYEE DEDUCTIONS-JULY/15	1,086.00			
016839	08/12/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	08/12/2015
	WEEK332015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK332015*	PS-ANIMALCONTROL-WEEKLY VEHI	197.75			
016840	08/12/2015	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/12/2015
	WEEK332015	EMPLOYEE DEDUCTIONS-AUG 9-15.	209.30			
016841	08/07/2015	CIBC MELLON GLOBAL SECURITIES NBMF0216002	18,845.10	A/P	OUT-STD	08/07/2015
	JULY2015	GG-MUNICIPALPLAN-JULY/15	18,845.10			
016842	08/17/2015	DILLON CONSULTING LIMITED	2,593.35	A/P	OUT-STD	08/17/2015
	140312	TS-ST5-TAN HOUSE BROOK CULVE	2,593.35			
016843	08/17/2015	EAST COAST AIR	7,514.60	A/P	OUT-STD	08/17/2015
	1230	PM-CLARKBUILDING-HEAT PUMPS	6,780.00			
	1255	PM-CLARKBUILDING-UNTHAWED U	593.26			
	1256	PM-CLARKBUILDING-HEAT PUMP DI	141.25			
016844	08/17/2015	ENBRIDGE GAS NEW BRUNSWICK	4,253.42	A/P	OUT-STD	08/17/2015
	2015052601008-1016227-0	CC-BUILDING-NATURAL GAS	2,502.05			
	00					
	2015062301008-1016227-0	CC-BUILDING- NATURAL GAS	1,751.37			
	00					
016845	08/17/2015	ENBRIDGE GAS NEW BRUNSWICK	1,137.52	A/P	OUT-STD	08/17/2015
	2015072301008-1016227-0	CC-BUILDING-NATURAL GAS	1,137.52			
	00					
016846	08/20/2015	A.M.A.N.B.	432.68	A/P	OUT-STD	08/20/2015
	FEE2015-107	CC-CVIC-MEMBRSHIP DUES	432.68			
016847	08/20/2015	ACKLANDS - GRAINGER INC.	59.33	A/P	OUT-STD	08/20/2015
	7650 0082905	PS-FIRE-EZ FLOW REG.	59.33			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 09/11/2015

Page 5 of 10

Number	Issued	Amount	SC	Status	Status Date
016648	08/20/2015 ANGELA ROGERSON JULY132015 RC-PRESCHOOL1-REFUND	40.00 40.00	A/P	OUT-STD	08/20/2015
016649	08/20/2015 ATLANTIC GYM & SPORTS 2808851 RC-PARKS-TENNIS NET, BATTING T	641.70 641.70	A/P	OUT-STD	08/20/2015
016650	08/20/2015 ATLANTIC CHEER ALL STARS NB15114950 GG-CIVIC-JUMPSTART DONATION	1,350.00 1,350.00	A/P	OUT-STD	08/20/2015
016651	08/20/2015 A TO Z RENTAL CENTRE LTD. 01-428887-01 TS-SHOP-GASKET, O-RINGS	379.79 379.79	A/P	OUT-STD	08/20/2015
016652	08/20/2015 B & G SPRINKLERS LTD. 96084 CC-BUILDING- FIRE SPRINKLER INS	791.00 791.00	A/P	OUT-STD	08/20/2015
016653	08/20/2015 BELL ALIANT 06336721JUL15 TS-AIRPORT-LANDLINE PHONE	132.55 132.55	A/P	OUT-STD	08/20/2015
016654	08/20/2015 BELL MOBILITY INC. 523889487JUL15 PS/CC/GG/RC/TS-CELL PHONE CHA	956.18 956.18	A/P	OUT-STD	08/20/2015
016655	08/20/2015 BORDER AREA COMMUNITY ARENA JULYINVOICES2015 GG-OPERATIONALGRANT-CIMCO, N	5,698.87 5,698.87	A/P	OUT-STD	08/20/2015
016657	08/20/2015 BRIGGS PLUMBING INC. 110064 RC-PARKS-OUTSIDE FAUCETS 110101 PS-FIRE-NO HOT WATER AT TAPS	524.93 140.24 384.69	A/P	OUT-STD	08/20/2015
016658	08/20/2015 BRUNSWICK NEWS INC 1549030 PS-FIRE-CANADA DAY RALLY IN THI	335.61 335.61	A/P	OUT-STD	08/20/2015
016659	08/20/2015 CANADIAN SPRINGS 9915330248 CC-BUILDING-WATER 9915560393 PM-RCMP-WATER	136.75 94.30 42.45	A/P	OUT-STD	08/20/2015
016660	08/20/2015 CHARLOTTE UNITED SOCCER CLUB NB15114950 CC-CIVIC-JUMPSTART DONATION	700.00 700.00	A/P	OUT-STD	08/20/2015
016661	08/20/2015 CHARLOTTE EMERGENCY MEDICAL TRAINING 00032L PS-FIRE-FIRST AID TRAINING	400.00 400.00	A/P	OUT-STD	08/20/2015
016662	08/20/2015 CHOCOLATE FEST INC. SCOTIABANKDONATION GG-CIVIC-SCOTIABANK DONATION	1,063.10 1,063.10	A/P	OUT-STD	08/20/2015
016663	08/20/2015 CYCLE WORKS 17846 PS-FIRE-SLEEVE KIT, SLEEVE KIT, C	321.76 321.76	A/P	OUT-STD	08/20/2015
016664	08/20/2015 DAVID TAYLOR JULY132015 RC-SWIMLESSONS-REFUND	110.00 110.00	A/P	OUT-STD	08/20/2015
016665	08/20/2015 DEBLY ENTERPRISES LTD. 153956 TS-STS-ASPHALT	1,000.12 1,000.12	A/P	OUT-STD	08/20/2015
016666	08/20/2015 EAST COAST INTERNATIONAL TRUCKS 3-251940014 TS-#6- AYASA1.5 3-251950009 TS-SHOP- ROTELLA 3-251960014 TS-#20- SEAT 3-251970043 TS-#6-AYASA1.5 3-251970044 TS-#6- SLACKS 3-252020007 TS-#6- BRAKE CHAMBER	1,147.17 372.38 185.09 531.10 -372.38 250.41 180.57	A/P	OUT-STD	08/20/2015
016667	08/20/2015 FERRO WASTE & RECYCLING INC. 1031185 GG-TOWN- GARBAGE COLLECTION	4,917.50 4,917.50	A/P	OUT-STD	08/20/2015
016668	08/20/2015 FRANK G GODSOE CHARTERED ACCOUNTANT 759 CC-TREASURY-ACCOUNTING SUPP 760 GG-TOWNHALL-RECEPTION SUPPO	2,386.33 1,817.04 569.29	A/P	OUT-STD	08/20/2015
016669	08/20/2015 FRONTLINE OUTFITTERS	5,244.85	A/P	OUT-STD	08/20/2015

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 09/11/2015

Page 6 of 10

Number	Issued		Amount	SC	Status	Status Date
	21715	PS-FIRE-ANNUAL CLOTHING ALLOW	5,244.85			
016870	08/20/2015	FUNDY BUILDING INSPECTION & DRAFTING SERVIC 15-196 PS-BUILDINGINSPECTOR-JUL 26-AL	2,186.55 2,186.55	A/P	OUT-STD	08/20/2015
016871	08/20/2015	GREAT-WEST LIFE ASSURANCE COMPANY AUG142015MANAGEMENT GG-PREMIUMS-AUG 24-SEP 23/15 M	1,697.06 1,587.06	A/P	OUT-STD	08/20/2015
016872	08/20/2015	IRVING ENERGY DISTRIBUTION AND MARKETING 338444 TS-ST5-DIESEL 644473 TS-ST5-DIESEL	2,182.98 830.38 1,332.58	A/P	OUT-STD	08/20/2015
016873	08/20/2015	JULIA'S SCHOOL OF DANCE NB15114950 GG-CVIC-JUMPSTART DONATION	95.00 95.00	A/P	OUT-STD	08/20/2015
016874	08/20/2015	JULIE LORD JULY282015 RC-MILLPOOL-SWIMSUIT (WORK UP	49.48 49.48	A/P	OUT-STD	08/20/2015
016875	08/20/2015	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 234784288 GG-TOWN HALL- COPIER MAINTEN/ 9001392838 CC-ADMIN-FEB/14- COPIER MAINTE	124.12 112.75 11.37	A/P	OUT-STD	08/20/2015
016877	08/20/2015	MAD SCIENCE NB15114950 GG-CVIC-JUMPSTART DONATION	280.00 280.00	A/P	OUT-STD	08/20/2015
016878	08/20/2015	MARC LANDRY TENNIS CAMP RC-TENNISCAMP-REFUND	50.00 50.00	A/P	OUT-STD	08/20/2015
016879	08/20/2015	MARITIME COFFEE SERVICE IN00284332 PS-FIRE- KITCHEN SUPPLIES	80.50 80.50	A/P	OUT-STD	08/20/2015
016880	08/20/2015	MARITIME GREEN PRODUCTS 1950 RC-PARKS- BRUSH, CORNER BRUS	561.58 561.58	A/P	OUT-STD	08/20/2015
016881	08/20/2015	MAYFIELD GARDENS & LANDSCAPE 8978 RC-MILLPOOL- HYDROCHLORIC AC	675.02 675.02	A/P	OUT-STD	08/20/2015
016882	08/20/2015	MCLAUGHLIN, DONALD JULY 20,2015 PS-FIRE-LETTERING ON BOX TRAIL'	339.00 339.00	A/P	OUT-STD	08/20/2015
016883	08/20/2015	MEGA-LAB MANUFACTURING CO. LTD. 137304 TS-SHOP-MEGALUBE	247.47 247.47	A/P	OUT-STD	08/20/2015
016884	08/20/2015	MILLTOWN MACHINE & FABRICATION LTD. 17650 TS-#6- ROLLED ROUND BAR, FLAT E	101.45 101.45	A/P	OUT-STD	08/20/2015
016885	08/20/2015	MILLTOWN ELEMENTARY SCHOOL 2015 GRANT GG-CVIC-2015 GRANT	1,000.00 1,000.00	A/P	OUT-STD	08/20/2015
016886	08/20/2015	MINISTER OF FINANCE WEEK342015 EMPLOYEE DEDUCTIONS-AUG 18-2	209.30 209.30	A/P	OUT-STD	08/20/2015
016887	08/20/2015	MINISTER OF FINANCE 11388891JUL15 GG-TOWNHALL-LANDLINE PHONES 11378888JUL15 PS/TS-199UNIONST-LANDLINE PHOI 11395944JUL15 TS/PS-199UNIONST-LANDLINE PHOI 15772985JUL15 RC-REC/POOL-LANDLINE PHONES 46435731JUL15 RC-PARKS-CHOCOLATE PARK CAM	2,896.06 1,320.18 346.95 832.14 215.49 81.30	A/P	OUT-STD	08/20/2015
016888	08/20/2015	MINISTER OF FINANCE 40025866 PS-FIRE-RADIO COMMUNICATIONS	3,255.00 3,255.00	A/P	OUT-STD	08/20/2015
016889	08/20/2015	N. B. ELECTRIC POWER 18189205AUG15 RC-POOL-MILL LANE 18988703AUG15 PS/TS-199UNIONST-ELECTRICITY 18051703AUG15 TS-AIRPORT-ELECTRICITY 19051801AUG15 TS-AIRPORT-ELECTRICITY 21600030308AUG15 TS-ST5-AREA LIGHTS	18,187.89 2,030.02 1,208.30 157.34 44.40 10,967.26	A/P	OUT-STD	08/20/2015

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016882 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 08/11/2015

Page 7 of 10

Number	Issued		Amount	SC	Status	Status Date
	55160607AUG15	RC-COTTONMILL-LIGHTS	94.45			
	55471834AUG15	TS/PS-220UNIONST-ELECTRICITY	149.51			
	57955826AUG15	CB-SELFCONTAINEDLIGHT-ELECTR	101.16			
	71315207AUG15	PM-RCMP-ELECTRICITY	1,256.40			
	82122207AUG15	RC-PARKS-BASKETBALL COURT	52.71			
	83278804AUG15	TS-STP-PARKS SHED	25.32			
	84960501AUG15	RC-PARKS-RIVERSIDE DR LIGHTS	80.82			
016690	08/20/2015	NEW SYSTEM LAUNDRY & CLEANERS LTD.	45.92	A/P	OUT-STD	08/20/2015
	335914	PS-RCMP-FLOOR MATS	45.92			
016691	08/20/2015	OK TIRE & AUTO SERVICE	36.16	A/P	OUT-STD	08/20/2015
	IN032324	TS-#11- DON TUBE	36.16			
016692	08/20/2015	ORKIN CANADA CORPORATION	124.87	A/P	OUT-STD	08/20/2015
	IN-8294702	PS-FIRE-PEST CONTROL	124.87			
016693	08/20/2015	SHANNON MICHAEL	365.44	A/P	OUT-STD	08/20/2015
	WEEK342015	PS-ANIMALCONTROL-WEEKLY FEE	167.69			
	WEEK342015*	PS-ANIMALCONTROL-WEEKLY VEH	197.75			
016694	08/20/2015	SOJOURN ENTERPRISES LIMITED	156.36	A/P	OUT-STD	08/20/2015
	47400	TS-STP-DO NOT BLOCK DRIVEWAY	156.35			
016695	08/20/2015	SOURCE ONE SUPPLIES	364.71	A/P	OUT-STD	08/20/2015
	8870	TS-SHOP- GARBAGE BAGS	30.34			
	8913*	CC-BUILDING-FLOOR SQUEEGEES	72.09			
	9183	PS-FIRE- BOUNCE TENT RENTAL	252.28			
016696	08/20/2015	SOUTHERN SANITATION LTD.	27,700.26	A/P	OUT-STD	08/20/2015
	153358	TS/RC- GARAGE/PARKS- GARBAGE	502.40			
	153361	RC-PARKS- PARKS LOCATION	1,520.08			
	153363	GG-TOWN- GARBAGE COLLECTION	8,559.26			
	153365	GG-TOWN- GARBAGE COLLECTION	8,559.26			
	153368	GG-TOWN- GARBAGE COLLECTION	8,559.26			
016697	08/20/2015	SOUTHWEST ELECTRIC & SECURITY INC.	800.85	A/P	OUT-STD	08/20/2015
	13157	PM-RCMP- CONNECTING DUCT HEA	800.85			
016699	08/20/2015	SPARTAN HOOP CAMP	55.00	A/P	OUT-STD	08/20/2015
	NB15114850	GG-CIVIC-JUMPSTART DONATION	55.00			
016700	08/20/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	747.81	A/P	OUT-STD	08/20/2015
	092981	CC-CIVIC-WATER QUALITY TECHNIK	89.50			
	093086	GG-CVIC- MILESTONES 2915	146.90			
	093140	GG-CVIC-COASTGUIDE 2015	331.37			
	093440	GG-CVIC- COORDINATOR	125.29			
	22604	GG-TOWN HALL- ENVELOPES	54.75			
016703	08/20/2015	STATIONERY PLUS	132.58	A/P	OUT-STD	08/20/2015
	351277	GG-TOWN HALL- FILE FOLDERS, BIP	24.55			
	351365	RC-PARKS-DRY ERASE MARKERS, I	9.94			
	351790	GG-TOWN HALL- HILITER, PENS, PE	17.32			
	352296	RC-PARKS-PENCILS, PENS, PUSH P	50.36			
	352856	GG-TOWN HALL- INK ROLLER, EXPA	7.63			
	353579	GG-TOWN HALL- PENS, ENVELOPE:	22.76			
016704	08/20/2015	SUBWAY	398.35	A/P	OUT-STD	08/20/2015
	912	PS-FIRE-FIRE CALL OUT MEAL	398.35			
016705	08/20/2015	TOWN OF ST. STEPHEN	100,000.00	A/P	OUT-STD	08/20/2015
	AUG172015TRANSFER	GG-TREASURY-FUND TRANSFER	100,000.00			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 018862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 09/11/2015

Page 8 of 10

Number	Issued	Amount	SC	Status	Status Date
016706	08/20/2015 TRILLIUM SALES GROUP INC. IN090126 PS-FIRE-TAPE MEASURE	471.21 471.21	A/P	OUT-STD	08/20/2015
016707	08/20/2015 UNION OF MUNICIPALITIES OF NEW BRUNSWICK 2015CONFERENCE GG-COUNCILLOR-CONFERENCE RE CONFERENCE2015 GG-CAO-2015 REGISTRATION FEE	430.00 330.00 100.00	A/P	OUT-STD	08/20/2015
016708	08/20/2015 VALLEY EQUIPMENT LTD IX18399 TS-#8- SLACK ADJ-5.5 IN ARM	421.94 421.94	A/P	OUT-STD	08/20/2015
016709	08/20/2015 WURTH CANADA LIMITED 2199C999 PS-FIRE- ODOR ELIMINATOR 21996783 TS-SHOP-RUST CONVERTER	230.08 152.82 77.44	A/P	OUT-STD	08/20/2015
016710	08/20/2015 YELLOW PAGES GROUP 15-1806667 GG-TOWN HALL- 911 LISTING	9.77 9.77	A/P	OUT-STD	08/20/2015
016711	08/20/2015 ZEE MEDICAL CANADA CORP. 0180118281 TS-SHOP-FIRST AID SUPPLIES G032604301 TS-SHOP- FIRST AID SUPPLIES	228.82 206.19 22.43	A/P	OUT-STD	08/20/2015
016712	08/20/2015 GREAT-WEST LIFE ASSURANCE COMPANY AUG142015UNION GG-PREMIUMS-AUG24-SEP23 UNIOI	2,077.24 2,077.24	A/P	OUT-STD	08/20/2015
016713	08/20/2015 DEMPSEY'S PLUMBING & HEATING 955 RC-MILLPOOL- FIXED HOT WATER	124.30 124.30	A/P	OUT-STD	08/20/2015
016714	08/20/2015 KONICA MINOLTA 5627097 CC-ADMIN-COPIER LEASE - JULY 5638434 GG-TOWN HALL- COPIER LEASE	248.60 113.09 135.51	A/P	OUT-STD	08/20/2015
016715	08/20/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 2015-03 GG- CIVIC- JULY- SEPT BILLING	3,088.50 3,088.50	A/P	OUT-STD	08/20/2015
016716	08/20/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 165294-166970 GG-TOWN- LANDFILL CONTRACT	11,048.73 11,048.73	A/P	OUT-STD	08/20/2015
016717	08/21/2015 MEDAVIE BLUE CROSS SEPT2015MANCRE GG-HEALTH&DENTALPREMIUMS-SE SEPT2015UNION GG-HEALTH&DENTALPREMIUMS-SE September/15 GG-HEALTH&DENTALPREMIUMS-SE	12,785.42 -217.17 8,163.21 4,839.38	A/P	OUT-STD	08/21/2015
016718	08/21/2015 PAYROLL TRANSFER WEEK342015 GG-TRANSFER-AUG 07-20/15	99,866.00 99,866.00	A/P	OUT-STD	08/21/2015
016719	08/21/2015 RECEIVER GENERAL FOR CANADA WEEK342015 GG-REMITTANCE-AUG 7-20/15	33,136.50 33,136.50	A/P	OUT-STD	08/21/2015
016720	08/21/2015 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT EMPLOYEEDEDUCTIONS EMPLOYEE DEDUCTIONS-DISABILIT	2,255.25 2,255.25	A/P	OUT-STD	08/21/2015
016721	08/26/2015 A"PLUS" AUTO GLASS & UPHOLSTERY 20818 TS-#21-LED LIGHT	107.35 107.35	A/P	OUT-STD	08/26/2015
016722	08/26/2015 BRENNA HOOPER JULY132015 RC-SWIMLESSONS-REFUND	90.00 90.00	A/P	OUT-STD	08/26/2015
016723	08/26/2015 CHARLOTTE COUNTY JANITORIAL 3111 PM-RCMP-JANITORIAL- JUNE	1,142.26 1,142.26	A/P	OUT-STD	08/26/2015
016724	08/26/2015 CNH CAPITAL IN77770 TS-#16-FILTERS	600.87 600.87	A/P	OUT-STD	08/26/2015
016725	08/26/2015 CONNIE JASINSKAS 0682 CC-TRAINING- AQX SUBSCRIBER FE 8189 CC-TRAINING- AQX #3; BODY BASIC	733.20 678.00 55.20	A/P	OUT-STD	08/26/2015
016726	08/26/2015 COX ELECTRONICS & COMMUNICATIONS 1-1739879 PS-FIRE- MINITOR	2,910.82 22.54	A/P	OUT-STD	08/26/2015

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 08/11/2015

Page 9 of 10

Number	Issued		Amount	SC	Status	Status Date
	2-1730812	PS-FIRE-JAN,FEB,MAR CONTRACT	1,444.14			
	2-1741426	PS-FIRE-2 WAY RADIOS	1,444.14			
016727	08/26/2015	FRANK G GODSOE CHARTERED ACCOUNTANT	1,583.07	A/P	OUT-STD	08/26/2015
	737	GG-TREASURY-ACCOUNTING SUPP	898.12			
	739	CC-ADMIN-ACCOUNTING SUPPORT	67.80			
	742	GG-TREASURY-ACCOUNTING SUPP	366.12			
	743	CC-ADMIN-ACCOUNTING SUPPORT	108.48			
	757	GG-TREASURY-ACCOUNTING SUPP	84.75			
	782	CC-ADMIN-ACCOUNTING SUPPORT	67.80			
016728	08/26/2015	IRVING ENERGY DISTRIBUTION AND MARKETING	6,721.99	A/P	OUT-STD	08/26/2015
	325196	TS-STG-GAS	4,835.48			
	36886	TS-STG-DIESEL	1,062.74			
	649551	TS-STG-DIESEL	577.40			
	MAY-JUNE2015	TS-STG-MAY, JUNE INTEREST	246.37			
016729	08/26/2015	KEM CANADA MFG	210.18	A/P	OUT-STD	08/26/2015
	133838	TS-SHOP- NO SEIZE	210.18			
016730	08/26/2015	LINDE CANADA LTEE, M2193	25.20	A/P	OUT-STD	08/26/2015
	52318828	TS-SHOP- ACETYLENE	25.20			
016731	08/26/2015	LSW WEAR PARTS LTD.	437.88	A/P	OUT-STD	08/26/2015
	41727	TS-#21, #22- POLY ZZ CONVOLUTEI	437.88			
016732	08/26/2015	MIDLAND COURIER	35.39	A/P	OUT-STD	08/26/2015
	09459193	PS-FIRE-FROM FRONTLINE OUTFILL	35.39			
016734	08/26/2015	N. B. ELECTRIC POWER	2,337.01	A/P	OUT-STD	08/26/2015
	1791909AUG15	RC-POOL-SCHOOL STREET	76.96			
	17935200AUG15	TS-KING/UNIONST-TRAFFIC LIGHTS	37.96			
	50660140AUG15	RC-PARKS-ROTARY CHANGING RO	24.81			
	54197872AUG15	TS-KING/QUEENST-TRAFFIC LIGHTS	36.88			
	55817471AUG15	TS-STG-WATERFRONT LIGHTS	130.63			
	57579341AUG15	CB-EMPTYSTORE/HAIRDRESSER-E	391.64			
	57955755AUG15	CB-ACTHEAT/HOUSE-ELECTRICITY	342.90			
	57955773AUG15	CB-PHARMACY/BIGAREA-ELECTRIC	160.87			
	57955791AUG15	CB-UPSTAIRS/OFFICE-ELECTRICITY	95.15			
	57955808AUG15	CB-ACUNIT&HOUSE-ELECTRICITY	50.16			
	72924308AUG15	RC-PARKS-BANDSTAND	39.52			
	72924308JUL15	RC-PARKS-BANDSTAND	37.53			
	72924308JUN15	RC-PARKS-BANDSTAND	-41.26			
	73006338AUG15	RC-LIBRARY-ELECTRICITY	953.66			
016735	08/26/2015	ORR ELECTRIC & ALARM LTD.	97.18	A/P	OUT-STD	08/26/2015
	1890	PM-CLARK BUILDING- REPLACED 4	97.18			
016736	08/26/2015	PUROLATOR COURIER LTD.	142.88	A/P	OUT-STD	08/26/2015
	428238133	PS-FIRE-TO&FROM ATLANTIC BUNK	142.88			
016737	08/26/2015	SOURCE ATLANTIC	770.48	A/P	OUT-STD	08/26/2015
	2102832	TS-SHOP- TRAFFIC SASH BELT, GR	177.91			
	2119792	TS-STG-CLOTHING ALLOWANCE	197.07			
	2122774	TS-STG- SHORT SLV T SHIRTS	72.27			
	2126356	TS-SHOP- RADEAU LUTES C/W HAN	242.34			
	2126357	TS-SHOP- STEEL ASHPALT RAKES	80.87			
016738	08/26/2015	SOUTHERN SANITATION LTD.	322.05	A/P	OUT-STD	08/26/2015
	153345	PM- TOURIST BUREAU- GARBAGE C	322.05			

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 016862 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:39:28AM 09/11/2015

Page 10 of 10

Number	Issued	Amount	SC	Status	Status Date
016739	08/26/2015 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 188170-167788 GG-TOWN- REGIONAL LANDFILL CC	11,734.83 11,734.83	A/P	OUT-STD	08/26/2015
016740	08/26/2015 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT VFIS 4205 VOLUNTEER* PS-FIRE-VOLUNTEER INSURANCE VFIS 4206 CAREER PS-FIRE-INSURANCE	10,327.50 7,803.50 2,524.00	A/P	OUT-STD	08/26/2015
016741	08/26/2015 ST. STEPHEN MINOR BASEBALL NB15114950 RC-CIVIC-JUMPSTART DONATION	50.00 50.00	A/P	OUT-STD	08/26/2015
016742	08/26/2015 SUMMERTIME INDUSTRIES (N.B.) LTD. 102252 SFE CC- KITCHEN- COMPARTMENT SINK	1,028.30 1,028.30	A/P	OUT-STD	08/26/2015
016743	08/26/2015 WURTH CANADA LIMITED 21991000 TS-SHOP- PIPE SEALANT, REFRIGI	211.93 211.93	A/P	OUT-STD	08/26/2015
016744	08/26/2015 MINISTER OF FINANCE WEEK352015 EMPLOYEE DEDUCTIONS-AUG 23-2	209.30 209.30	A/P	OUT-STD	08/26/2015
016745	08/26/2015 SHANNON MICHAEL 857250 PS-ANIMALCONTROL-KENNEL FEE- WEEK352015 PS-ANIMALCONTROL-WEEKLY FEE WEEK352015* PS-ANIMALCONTROL-WEEKLY VEHI	636.64 271.20 167.69 197.75	A/P	OUT-STD	08/26/2015
016746	08/27/2015 TOWN OF ST. STEPHEN APR-JUNE HST GG-TREASURY-FUND TRANSFER-H.	1,759.93 1,759.93	A/P	OUT-STD	08/27/2015
016747	08/27/2015 TOWN OF ST. STEPHEN APR-JUNE2015HST GG-TREASURY-FUND TRANSFER AI	4,839.27 4,839.27	A/P	OUT-STD	08/27/2015
Cheque Totals issued:		824,513.09			
Void:		0.00			
Total Cheques Generated:		824,513.09			
Total # of Cheques Listed:		140			

* - Partial payment was made on Invoice

** - Name on Check was modified

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

AUGUST 2015

Exp Services Inc. (Garcelon Civic Project - Project Certifier Servicer - Original Invoice \$895.00 - Remove 2 hours (-200.00) = 695.00 plus HST = \$785.35 Total, Cheque #154)	\$	785.35
Classic Construction (2012) Ltd. (Construction - Paving West St, Dow St and Garcelon Civic Center - Project #14-1182, Cheque #1066)	\$	55,353.62
Total	\$	<u>56,138.97</u>

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

AUGUST 2015

Lexi Brisley (Frances Esther Todd Scholarship - First Installment,
Cheque #68)

1,750.00

Total

1,750.00

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

Visa:

May 2015

John Quartermain (Gen Gov't: Civic Relations, Misc Expense, Civic Center: Office, Equipment & Furniture)	680.98
Derek O'Brien (Gen Gov't: Misc Expense, Civic Center: Office, Equipment & Furniture)	53.33
Total	<u>\$734.31</u>

June 2015

John Quartermain (Gen Gov't: Civic Relations; Recreation: Millpool-Uniforms)	502.21
Derek O'Brien (Gen Gov't: Civic Relations, Office Furniture and Supplies)	297.41
Total	<u>\$ 799.62</u>

July 2015

John Quartermain (Gen Gov't: Civic Relations, Office Furniture & Supplies, Annual Credit Card Fee)	247.25
Grand Total	<u><u>\$1,781.18</u></u>

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005367 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:55:15AM 08/11/2015

Page 1 of 4

Number	Issued	Amount	SC	Status	Status Date
005292	08/06/2015 ATLANTIC PURIFICATION SYSTEMS LTD. 146902 SCD-DISPOSAL- CL2 TOTAL REAGEI	302.98 302.98	A/P	OUT-STD	08/06/2015
005293	08/06/2015 BRIGGS PLUMBING INC. 109893 WS-TRANS&DIST- GAUGE 1/4" LIQU 110003 WS-TRANS&DIST- ROSS AVE PLUMI	462.93 251.10 211.83	A/P	OUT-STD	08/06/2015
005294	08/06/2015 BUCHANAN ENVIROMENTAL 5896 SCD-DISPOSAL-RAINBOW TROUT A	401.18 401.15	A/P	OUT-STD	08/06/2015
005295	08/06/2015 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. RG03905 WS-#105- 4 WHEEL ALIGNMENT	80.74 80.74	A/P	OUT-STD	08/06/2015
005296	08/06/2015 COLE-PARMER CANADA INC. 00528926 WS-SOURCE-PIPE ADAPTERS	112.30 112.30	A/P	OUT-STD	08/06/2015
005297	08/06/2015 COX ELECTRONICS & COMMUNICATIONS 2-1738545 WS-SOURCE-POP-UP POLE 2-1738592 WS-SOURCE- 1 HR TECH SERVICE	620.11 338.94 281.17	A/P	OUT-STD	08/06/2015
005298	08/06/2015 CREIGHTON-CARTER LTD. 961-373245 WS-TRANS&DIST- GREASE GUN 961-373408 SCD-DISPOSAL- 3-101-0 TIP, 0-15PS 961-373619 SCD-DISPOSAL-AUTOMOTIVE 961-373881 SCD-#14- OIL SEAL 961-375542 SCD-DISPOSAL-CO.DRILL, HS DRILL 961-376060 WS-#102- MINITURE LAMPS 961-376113 WS-#102-INTENSITY BAR LIGHT 961-376440 WS-#105-BALL JOINT 961-376886 WS-TRANS&DIST- T-SHIRT WIPERS 961-377039 WS-#18- FUSES, CONTACT SET 961-377593 SCD-#9-HYDRAULIC HOSES, INST F 961-378183 WS-TRANS&DIST- RAT. PIPE CUT	1,131.81 32.67 57.60 4.43 33.48 20.34 4.75 200.16 569.99 26.24 42.38 92.03 47.53	A/P	OUT-STD	08/06/2015
005299	08/06/2015 DOWNEY FORD SALES LTD. 559597 WS-SOURCE- CHECK A/C	89.29 89.29	A/P	OUT-STD	08/06/2015
005300	08/06/2015 EAST COAST INTERNATIONAL TRUCKS 3-251690014 WS-#8, #103- rotella, exide	373.08 373.08	A/P	OUT-STD	08/06/2015
005301	08/06/2015 EMCO CORPORATION 2823178-00 WS-TRANS&DIST- SHELL CUTTER, (C 2823245-00 WS-TRAS&DIST-SERV TUBES, SERV 2823245-01 WS-TRANS&DIST-2508 DS SDL 1212 2823245-02 WS-TRAN&DIST- SERV TUBES 2823245-03 WS-TRANS&DIST- CURB CB, COMP 2823603-00 WS-TRANS&DIST-TUBING 2823673-00 WS-TRANS&DIST-DIS TRIBUTOR FC 2824178-00 WS-TRANS&DIST- COUPLINGS 2824402-00 SCD-DISPOSAL-COUPLINGS	7,447.23 1,740.58 1,363.80 183.41 1,981.05 730.49 118.84 92.16 630.88 806.04	A/P	OUT-STD	08/06/2015
005303	08/06/2015 GULLISON'S COURIER SERVICE 348473 WS-#103- TO TOWN FR/ AGRI MECH 348477 WS-SOURCE-TO DOE FR/ TOWN 348478 WS-SOURCE-TO RPC FR/ TOWN 533629 WS-SOURCE- TO RPC FR/ TOWN 533630 WS-TRANS&DIST- TO DOE LAB FR/ 534987 WS-SOURCE-TO RPC FR/ TOWN 534988 WS-SOURCE-TO DOE LAB FR/ TOWI	497.20 62.15 33.90 33.90 33.90 33.90 33.90 33.90	A/P	OUT-STD	08/06/2015

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005387 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed 10:55:15AM 09/11/2015

Page 2 of 4

Number	Issued		Amount	SC	Status	Status Date
	703919	SCD-DISPOSAL- BUCHANAN EAVIR	39.55			
	703930	WS-#18- TO TOWN FR/ RICHWIL	28.25			
	703934	WS-SOURCE- TO DOE LAB FR/ TOW	33.90			
	703935	WS-SOURCE-TO RPC FR/ TOWN	33.90			
	904214	WS-#103- TO TOWN FR/ CASE EQUII	28.25			
	904238	WS-SOURCE- TO RPC FR/ TOWN	33.90			
	904238	WS-SOURCE-TO DOE FR/ TOWN	33.90			
005304	08/06/2015	HYPERION RESEARCH LTD.	1,044.37	A/P	OUT-STD	08/06/2015
	55045	WS-SOURCE-WATER SAMPLE ANAL	1,044.37			
005305	08/06/2015	JAMIE LINTON	24.10	A/P	OUT-STD	08/06/2015
	JULY282015	WS-ST5-CLOTHING ALLOWANCE	24.10			
005306	08/06/2015	KENT BUILDING SUPPLIES	3,542.00	A/P	OUT-STD	08/06/2015
	893810	WS-TRANS&DIST- INSUL/FOAMULAF	317.17			
	894438	WS-TRANS&DIST- INSUL/FOAMULAF	317.17			
	894635	WS-TRANS&DIST- INSUL/FOAMULAF	317.17			
	894703	WS-TRANS&DIST- INSUL/FOAMULAF	634.34			
	894816	WS-TRANS&DIST- DANGER FLAGGII	28.34			
	898281	WS-TRANS&DIST- INSUL/FOAMULAF	634.34			
	898598	WS-TRANS&DIST- INSUL/FOAMULAF	634.34			
	897617	WS-TRANS&DIST- INSUL/FOAMULAF	659.13			
005307	08/08/2015	RESEARCH & PRODUCTIVITY COUNCIL	777.64	A/P	OUT-STD	08/08/2015
	167783	WS-SOURCE-HALOACETIC ACIDS IN	683.58			
	168085	WS-SOURCE- MICROBIOLOGICAL E	47.03			
	168544	WS-SOURCE- MICRO EXAM OF WAT	47.03			
005308	08/06/2015	Ron Cleghorn	74.18	A/P	OUT-STD	08/06/2015
	JULY282016	WS-STREETS-EMBRODIERY, SHOTS	74.18			
005310	08/06/2015	STATIONERY PLUS	694.52	A/P	OUT-STD	08/06/2015
	349757*	WS/SCD-TOWN HALL- USB CABLE	6.09			
	350146	SCD-DISPOSAL- NOTEBOOK RITENI	23.88			
	350903	SCD-DISPOSAL- SHIP TAGS	3.75			
	361130	WS-SOURCE- LASER LABELS	33.89			
	361169	SCD-DISPOSAL- REPORT COVERS	14.24			
	361185	WS/SCD-TOWN HALL- JOURNAL REI	251.49			
	361297*	SCD/WS- TOWN HALL- LABELS	20.28			
	351553*	WS/SCD- TOWN HALL- PAPER, PAPI	62.95			
	351687*	SCD/WS- TOWN HALL- HOLE PUNCH	8.12			
	351830	WS-SOURCE-PAPER	14.22			
	351843*	SCD/WS- TOWN HALL- STORAGE BC	19.08			
	352550*	WS/SCD-TOWN HALL- PAPER, PEN&	61.50			
	353040*	WS/SCD-TOWN HALL- PAPER, STOF	145.52			
	353116	SCD-DISPOSAL- LABELS	29.71			
005311	08/17/2015	SCOTIA TECH	880.71	A/P	OUT-STD	08/17/2015
	12989	WS-MAXWELXING-PROPELLER ME	880.71			
005312	08/17/2015	XPLORNET	94.54	A/P	OUT-STD	08/17/2015
	INV09904000	WS-MAXWELXING-SATELLITE SER	94.54			
005313	08/20/2015	BELL MOBILITY INC.	698.71	A/P	OUT-STD	08/20/2015
	523889487jul15*	WS/SCD-CELL PHONE CHARGES	698.71			
005314	08/20/2015	LAWRENCE PETERS	3,489.60	A/P	OUT-STD	08/20/2015
	AUGUST042015	WS-SOURCE-JUL 20-AUG 03/15 MILE	840.00			
	JULY072015	WS-SOURCE-JUN 14-28 MILEAGE	840.00			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 005387 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:55:15AM 09/11/2015

Page 3 of 4

Number	Issued		Amount	SC	Status	Status Date
	JULY212015	WS-SOURCE-MILEAGE	1,080.00			
	JUNE172015	WS-SOURCE-JUN 1-16/15 MILEAGE	729.80			
005315	08/20/2015	MEGA-LAB MANUFACTURING CO. LTD. 137305	984.48 984.48	A/P	OUT-STD	08/20/2015
005316	08/20/2015	MIDLAND COURIER	84.11	A/P	OUT-STD	08/20/2015
	08470849	SCD-DISPOSAL- TO LEVITT SAFETY	35.05			
	09472573	SCD-DISPOSAL- FROM: BUCHANAN	49.06			
005317	08/20/2015	MILLTOWN MACHINE & FABRICATION LTD. 17657	260.65 260.65	A/P	OUT-STD	08/20/2015
005318	08/20/2015	MINISTER OF FINANCE	876.19	A/P	OUT-STD	08/20/2015
	I0002604	WS-SOURCE-DRINKING WATER LAE	876.19			
005319	08/20/2015	MINISTER OF FINANCE	263.18	A/P	OUT-STD	08/20/2015
	11366812JUL15	WS-SOURCE-PUMP STATION	134.02			
	19002807JUL15	SCD-DISPOSAL-OLD BAY WWTP	149.14			
005320	08/20/2015	N. B. ELECTRIC POWER	16,618.98	A/P	OUT-STD	08/20/2015
	36899807AUG15	WS-3119MAXWELLXING-BUILDING	835.15			
	50228902AUG15	WS-MAXWELLXING-PUMPS	590.22			
	52557428AUG15	SCD-2180LDBAYRD-WWTP	11,895.07			
	53473043AUG15	WS-SOURCE-CHLORINE RESIDUAL	25.86			
	61224002AUG15	SCD-STS-358A MILLTOWN BLVD LIF	686.83			
	61230004AUG15	WS-MAXWELLXING-PUMPS	2,036.08			
	76139807AUG15	SCD-STS-84 RIVERSIDE DR LIFT S	45.90			
	82291008AUG15	WS-SOURCE-RESERVOIR	188.01			
	84934908AUG15	SCD-STS-668A RIVERSIDE DR LIFT	55.63			
	84943408AUG15	WS-STS-TODD HILL RESERVOIR	148.93			
005321	08/20/2015	NOVA FIRE EQUIPMENT LTD.	683.69	A/P	OUT-STD	08/20/2015
	15278	WS-TRANS&DIST- HIP BOOTS	653.69			
005322	08/20/2015	PITNEY BOWES LEASING	733.74	A/P	OUT-STD	08/20/2015
	900105153774	WS-TOWN HALL- AUG- OCT- POSTA	733.74			
005323	08/20/2015	RICHWIL TRUCK CENTRE LTD.	480.03	A/P	OUT-STD	08/20/2015
	100040	WS-#8-OIL SEAL	138.06			
	109285	WS-#8-STRAP, FLEETRITE	296.61			
	109958	WS-#18-U-JOINT	184.24			
	110082	WS-#18- SHIELD DUS, ROTELLA	354.22			
	110094	WS-#18- YOKE PROP	172.47			
	110692	WS-#18- VALVE LIM	303.35			
	CM109558	WS-#8-CORE RETURNS	-948.92			
005324	08/20/2015	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 22804*	84.74 54.74	A/P	OUT-STD	08/20/2015
005325	08/20/2015	STATIONERY PLUS	136.30	A/P	OUT-STD	08/20/2015
	351277**	WS/SCD-TOWN HALL- FILE FOLDER	24.56			
	351790**	WS/SCD-TOWN HALL- HILITER, PEN	17.33			
	352675	WS-SOURCE-INK CART, PENS	64.05			
	352856**	WS/SCD-TOWN HALL- INK ROLLER,	7.61			
	353579**	WS/SCD-TOWN HALL- PENS, ENVEL	22.75			
005326	08/20/2015	ZEE MEDICAL CANADA CORP.	279.03	A/P	OUT-STD	08/20/2015
	C160118312	WS-TRANS&DIST- FIRST AID SUPPL	279.03			
005327	08/20/2015	N. B. ELECTRIC POWER	677.55	A/P	OUT-STD	08/20/2015
	80019822	WS-TRANS&DIST- HOLDING POLE A	677.55			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNF2 - Utility Bank Account
 Cheques from 000001 to 005387 dated between 08/01/2015 and 08/31/2015

CHEQUE REGISTER

Printed: 10:55:15AM 08/11/2015

Page 4 of 4

Number	Issued	Amount	SC	Status	Status Date
005328	08/26/2015 ATLANTIC PURIFICATION SYSTEMS LTD. 148250 WS-SOURCE-ETHYLENE GLYCOL & C 148593 WS-SOURCE-CARBON DIOXIDE TES	301.74 213.41 88.33	A/P	OUT-STD	08/28/2015
005329	08/26/2015 D & L Presley Ltd. JULY082015 WS-TRANS&DIST-WATER	22.70 22.70	A/P	OUT-STD	08/28/2015
005330	08/28/2015 N. B. ELECTRIC POWER 53123817AUG15 SCD-STS-DECHLORINATION CHAME 53158875AUG15 SCD-STS-BUDD AVE LIFT STATION 54807440AUG15 WS-STS-158A MILLTOWN BLVD LIFT 56358048AUG15 SCD-STS-18 RIVERSIDE DR LIFT S 61236008AUG15 WS-STS-BUDD AVE LIFT STATION	2,382.28 111.89 2,072.28 27.45 30.28 140.35	A/P	OUT-STD	08/28/2015
005331	08/28/2015 PUROLATOR COURIER LTD. 427697830 WS-SOURCE-TO HYPERION RESEA 427674038 WS-SCD-TO CUESOURCE SYSTEME 427760146 WS-SOURCE-TO HYPERION RESEA 428173418 WS-SOURCE-TO HYPERION RESEA	286.68 88.75 44.08 83.60 80.24	A/P	OUT-STD	08/28/2015
005332	08/28/2015 THOMAS CONNICK 1* WS-WATER TOWING- MOWING	226.00 226.00	A/P	OUT-STD	08/28/2015
005333	08/28/2015 XPLOARNET INV10258852 WS-MAXWELLXING-SATELLITE SER	73.44 73.44	A/P	OUT-STD	08/28/2015
Cheque Totals Issued:		48,129.31			
Vokt:		0.00			
Total Cheques Generated:		48,129.31			
Total # of Cheques Listed:		40			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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



Charlotte County Alternative Transportation Association
123 Milltown Blvd., Suite 205
PO Box 172, St. Stephen, N.B., E3L 2X1
Phone 466-4414 Fax 466-0779
E-mail — dialaride@nb.aibn.com

Aug. 7, 2015

Town of St. Stephen
73 Milltown Blvd., Suite 112
St. Stephen, NB, E3L 1G5

Dear Mayor and Council:

Thank you for your generous donation to the Charlotte County Alternative Transportation Association.

On behalf of our members, volunteer drivers, board of directors, and the community as a whole, I wish to express our appreciation to you, for your kind consideration.

These funds are being utilized to cover the expenses in providing transportation to the most vulnerable residents in Charlotte County.

I have enclosed a receipt for your donation. Thanks again for your support!

Please contact me at (506) 466-4414, if you have any questions.

Sincerely yours,

Dana Planetta, Executive Director
Charlotte County Alternative Transportation Association

Enclosure

CCATA Board of Directors

Donna Linton, President; John Castell, Vice President; Patricia Leavitt, Treasurer; Dominique Schwartz, Secretary;
Linda Armstrong; Andrew Jackson; Dorothy Murchie.

*Council Communication
file*

Derek O'Brien, CAO
Town of St. Stephen
73 Milltown Blvd., Suite 112
St. Stephen, NB
E3L 1G5

Dear Derek:

Thank you for all your assistance with the September 9th celebration at Chocolate Park in honour of Queen Elizabeth's 63 year reign. You did a great job as MC for the event and the Town Crew helped greatly with the set up of things.

On behalf of the Committee members – Jackie Bateman, Jennifer Urquhart, and myself – sincere thanks.



Elva Hatt

RESOLUTION NO.: _____

DATE: September 28, 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 September 16, 2015 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 16, 2015 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) items

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

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Deputy Mayor Allan MacEachern (Acting Mayor); Councillors 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.

ABSENT: Mayor John Quartermain

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

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

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

Council agreed with the Chief Administrative Officer's recommendation, as noted in his report, to increase the credit limit on the two (2) Town VISA cards from \$2,5000.00 each to \$5,000.00 each, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2015.

Council further agreed with the Chief Administrative Officer's recommendation, as noted in his report, to donate \$100.00 to the St. Stephen Volunteer Fire Department in support of its annual Bucket Sit fundraiser, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2015.

Councillor Maxwell recommended that the Town contribute to the Bucket Sit fundraiser each year and it was agreed to consider it during the 2016 budget process.

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

As noted in the Treasurer's report, an application has been sent to the Municipal Capital Borrowing Board with respect to the Prince William Street infrastructure renewal project, and the Town should hear by the end of September whether or not it has been approved.

As further noted in the Treasurer's report, the 2014 audit is in progress.

- (iii) Cheque Register for month of August 2015 - The memo from the Assistant Treasurer dated September 10, 2015 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2015.

Councillor Harding commended the Treasurer for his dedication to his job.

PUBLIC WORKS – Chaired by Councillor Maxwell

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

POLICE AND FIRE - Chaired by Councillor Harding

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

Acting Sergeant Jayson Hansen advised that the new Sergeant, John MacDougall, expects to move to the area by mid October.

As noted in the Chief Administrative Officer's report, as a result of complaints with respect to excessive speed on Church Street, the RCMP arranged for the placement of the "speed monitor", and after a brief discussion, will arrange for the future placement on Union Street.

Councillor Harding advised that a community policing seminar is tentatively scheduled for Thursday, November 19, 2015 at the Garcelon Civic Center and public notices will be posted upon confirmation of the date.

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

Councillor Pond thanked the Fire Department for its ongoing presence at many various events in the community.

The Fire Chief advised that approximately \$12,000.00 was raised during the annual Bucket Sit fundraiser.

As noted in the Fire Chief's report, preparation is underway for Fire Prevention Week October 5 – 9, 2015.

A resident, in attendance, stated his concern over the number of remaining brush piles from spring, which could be considered fire hazards. The Chief Administrative Officer confirmed that they were not picked up during the spring cleanup as they did not comply with the Town's by-law, and he will direct the By-Law Enforcement Officer to provide letters to those residents.

Councillor Harding thanked the Fire Department for its ongoing fundraising efforts and stated that she is proud to be the Chair of the Police and Fire Committee.

- (iii) Fire Department – Roster Additions – The memo from the Fire Chief dated September 9, 2015 was received and reviewed.

Council agreed with the Fire Chief's recommendation to add two new members to the volunteer roster, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2015.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development Office – The report of the Development Office was received and reviewed.

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

As noted in the Chief Administrative Officer/Development Officer's report, Council directed him to identify and recommend six (6) to eight (8) individuals to form a steering committee for community development projects in the Milltown Heights area, and a motion will be considered at a future Council meeting.

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

As noted in the Chief Administrative Officer's report, a Purchase and Sale Agreement for the former Clark building has been received from a potential developer and has been reviewed by the Town Solicitor. Negotiations are ongoing and a motion may be considered at the next Regular Session of Council on Monday, September 28, 2015 if a prior settlement is reached.

As further noted in the Chief Administrative Officer's report, the Border Arena will soon be dissolved and operating costs will become the Town's responsibility, and Council directed the Chief Administrative Officer to gather information pertaining to the value of the ice rink equipment and to proceed with the sale through the tender process, with a recommendation(s) back to a future Council meeting for approval.

Also noted in his report, the Zone 1 Sanitation Contract (Milltown area to Boundary Street) is expiring and a Request for Proposals (RFP) will be going out.

PARKS AND RECREATION - Chaired by Councillor MacDonald

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

As noted in the report of the Director of Parks and Recreation, the Kiwanis Club continues with plans for a skateboard park and will make a presentation to Council in the near future.

As noted in the report of the Director of Parks and Recreation, Ron Brisley, local musician, has held concerts at the Milltown bandstand and he wishes to continue doing so pending weather, with voluntary donations from the concerts being used for minor repairs to the bandstand. Council agreed to consider a retroactive motion at the next Regular Session of Council on Monday, September 28, 2015.

Acting Mayor MacEachern thanked Ron Brisley for his volunteer service to the community.

The Chief Administrative Officer commended staff from the Parks and Recreation Department and Public Works Department who are always so willing to do extra work when called upon by him to do so.

(ii) Garcelon Civic Center Report – The report from the Chief Administrative Officer was received and reviewed with the following action items addressed:

- The Charlotte County Civic Centre Fundraising Committee has worked tirelessly to raise funds for the construction of the Garcelon Civic Center, and Council agreed with his recommendation to recognize this group for their dedication and commitment, and referred it to the Parks and Recreation Committee with a recommendation at next month's meeting.
- Council reviewed the elevator service agreement with ThyssenKrupp Elevator (Canada) Limited, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2015 authorizing the Mayor and Clerk to sign the agreement.
- Two service work platforms (catwalks) are required to service dehumidifiers in the ceiling above the ice surface, and Council directed him to proceed with the purchase and installation from Milltown Machine & Fabrication Ltd., and the cost will be expended from the redirection of funds from other Garcelon Civic Center 2015 budget expenses.
- Forward planning is important and to receive future donations and to fundraise for annual donations towards capital improvements, Council directed the Chief Administrative Officer to identify and recommend members to establish the Garcelon Civic Center Foundation, and a motion will be considered at a future Council meeting.

- The current Concessions Contract expires on October 31, 2015 and Council directed the Chief Administrative Officer to tender a Request for Proposals (RFP) for the concessions/alcohol sales at the Garcelon Civic Center, with a recommendation back to a future Council meeting for approval.
- (iii) Credit Application – Filtration Plus - The memo from the Garcelon Civic Center Operations/Maintenance Coordinator dated September 10, 2015 with attached credit application from Filtration Plus was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, September 28, 2015 to authorize the Mayor and Town Clerk to sign the credit application from Filtration Plus 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, Ganong Nature Park presented to the Tourism and Promotion Action Committee a proposal entitled "Investing in our park; Empowering Future Generations", and Council directed the Chief Administrative Officer to provide a letter of support for use by the park when applying for any potential grants.

Council reviewed the service agreement from Mural Mosaic attached to the Planning, Promotion and Tourism report and agreed to participate in the Canada 150 Mosaic project and approved an 8' x 12' mural at a cost of \$12,500.00. A motion will be considered at the next Regular Session of Council on Monday, September 28, 2015 to authorize the required 25% deposit, with the balance due upon completion in 2017; to authorize the Mayor and Clerk to sign the agreement with Mural Mosaic, Inc.; and to direct the Chief Administrative Officer to apply for potential funding through The Canada 150 Fund.

As further noted in the report, the I.W.K. Fundraising Committee is requesting permission to hold a Road Race Challenge/Kids Obstacle Course on Saturday, October 24, 2015 with challenge stations at various community locations and running/walking along various streets, and a motion will be considered at the next Regular Session of Council on Monday, September 28, 2015.

The Chief Administrative Officer corrected dates with respect to the presentation to Doug Dougherty which took place on Friday, August 28, 2015, and he passed away on Sunday, August 30, 2015.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

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 6:55 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor MacDonald that the meeting adjourn at 6:55 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 16, 2015 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – five (5) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – four (4) 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 of August 2015 – Memo from Assistant Treasurer dated September 10, 2015 with attachment:
 - Cheque Register

PUBLIC WORKS – Chaired by Councillor Maxwell

- (i) Report of the Public Works Department

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Fire Department – Roster Additions – Memo from Fire Chief dated September 9, 2015 attached.
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development Office – with attachment:
 - Copy of the Town's Building By-Law No. L-6
- (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 with attachment:
 - Copy of ThyssenKrupp Elevator (Canada) Limited Agreement
- (iii) Credit Application – Filtration Plus – Memo from Garcelon Civic Center Operations/Maintenance Coordinator 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 with attachments:
 - Copy of Mural Mosaic Service Agreement
 - I.W.K. Fundraising Road Race Challenge Map

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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 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.

- Nearly 80 people participated in the Visioning Summit and are prepared to work hard for our community. The conversations will help lead us to a shared vision for our community.
- What are our targets for economic growth and development?
- The activity in our community is good evidence that we celebrate our assets – events, volunteers, hospitality (ex. August festivals, horseshoe championship, Farmer's Market, hockey school, County ACES team, Queen Elizabeth II Celebration).
- Strong community partnerships – St. Stephen-Milltown Rotary Gazebo.

Credit Card Increase

Currently, the two (2) Town of St. Stephen VISA cards have a maximum limit of \$ 2 500 each. This is very limiting given the nature of costs and business practices today. It is also an efficient method of payment creating less paperwork and facilitating payment to businesses who are providing goods and services to the Town.

The Treasurer and Finance Committee recommend a credit increase to a limit of \$ 5000.

Action: Council consider a resolution directing the CAO to apply for an increase in the limit to \$ 5 000.

St. Stephen Fire Department Bucket Sit

This fund raising activity is usually very successful and funds raised serve to purchase additional equipment for our fire department. The Chair of Police and Fire, Councillor Harding and the Finance Committee recommend a \$ 100. donation.

Action: Council consider a resolution to make a \$ 100. donation to the St. Stephen Fire Department Bucket Sit.



Police and Fire

We received three (3) complaints during the month concerning drivers using excessive speed on Church Street. The RCMP arranged for the "speed monitor" to be in place.

RCMP was also contacted to use the "speed monitor" near the local schools during the first week of the school year.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 11 September 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 August/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 72 employees, Monthly 31 employees, Twice Yearly 7 employees, Total 110 employees).
-Includes additional employees related to new Civic Center.
-Includes additional summer employees for horticulture, parks and outside pool.
 - 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) Department Head meeting-August 11, 2015.
 - B) Committee meeting-August 12, 2015.
 - C) Royal Bank of Canada representative's meeting-August 20, 2015.
 - D) Jumpstart meeting-August 24, 2015.
 - E) Department Head meeting-August 25, 2015.
 - F) Civic Center meeting-August 28, 2015.
 - G) Finance Group meeting-September 8, 2015.
 - H) Policy meeting-September 9, 2015.
 - I) Accounting software webinar-September 10, 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. Includes preparation for MCBB meeting September 14, 2015.

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

- C) Civic Center accounting reconciliations-In Progress.

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

- E) Capital Budget-In Progress.

- F) 2014 Actuary analysis.-In Progress.

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

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

- I) Jumpstart processing-In Progress.

- J) 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.

- K) Assistance to new receptionist-In Progress.

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

Public Works Report for Aug 2015

FROM: Lee Johnson Director of Operations

DATE: Sept 08, 2015

1:Water system:

- a) Repaired 2 Gate Valves
- b) Involved with new water main on Valley Road.
- c) Installed 15 new Meters.

2:Streets:

- a) Repaired Walking Trail .
- b) Patched water leak cuts and potholes.
- c) Repaired concrete sidewalks and curbs.
- d) Finished Painting Crosswalks.

3: Waste Water:

- a) Lift station and Lagoon maintenance.
- b) Repaired blower #2 at Lagoons
- c) 1 Sewer Lateral was flushed and 1 Sewer Lateral were videoed.

4: Capital Projects

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

The new water transmission main was commissioned on August 25th and site restoration was completed on September 7, 2015.

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

Construction started on September 1, 2015. Storm and Sanitary Sewer pipe has been installed on the lower 1/3 of Todd Street and is continuing toward Pleasant Street

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

The tender closed on August 14, 2015. Shop drawings have been reviewed and submitted to the contractor. We are awaiting a schedule and preconstruction meeting date from the contractor. However, we expect construction to commence by mid-September.

Utility and Street Improvements – Prince William Street – Project No. TBD

Preliminary field investigation and surveying is expected to start during the month of September with design work commencing late summer and throughout the fall of 2015. Currently, the plan is to advertise tenders for this Build Canada Project during the winter (January or February 2016), with construction taking place throughout the Summer of 2016.

Report of Parks & Recreation Dept. August 2015

Parks

- Kiwanis SkatePark is moving ahead. They will be in to give a presentation to Council in the near future.
- I am looking into some options to improve the function of the Splash Pad.
- The Rotary Club has started work to the new gazebo for Chocolate Park.
- The new picnic shelter at the Milltown Boat Landing is now completed.
- Continue to try and work out some issues at the Cotton Mill Monument site.
- We had a good year of mowing the grass. I have 1 student who will remain this Fall on reduced hours.
- There have been some concerts at the bandstand in Milltown this summer. They started on August 23rd and ran for 3 consecutive Sundays from 6:30-8:30 pm and plan to continue each Sunday weather permitting. Ron Brisley has also raised enough money to have some minor repairs done to the bandstand.

Action: Consider a resolution retroactive to Aug. 23rd to allow music to be played in the bandstand, and for this music to continue each Sunday as long as weather permits.

Pool

- The pool is now closed for the season.
- The new pump took longer than expected to arrive, and we unfortunately missed 2 weeks of nice weather.

Recreation

- Working on the 2016 budget.
- I am working on the Fall/Winter Brochure and hope to have it ready to go out in early September.
- Work for the Annual Recreation NB Conference has been going well. We will host some members in St Stephen on October 7th.
- We assisted with the many activities in our downtown on NB Day.

Meetings

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

Michael O'Connell
Director Parks & Recreation

Fire Department Report for August 2015

Alarms were: Town Alarms 6
 Out of Town Alarms 1
 7

Alarms are described as being:

		# of Firefighters / # of hours	
1. Motor vehicle accidents	2	22	33
2. Brush (shrubbery)	1	13	13
3. Power Lines Down	1	4	6
4. Alarm System Activation	2	18	23
5. Garbage Can	1	8	8

For the month of August the fire department dispatched 62 calls.

Fire Department Activities:

1. Monthly meeting of the fire department
2. Milltown Elementary School Fun Day- 2 pieces of equipment, slippy slides, 4 members with help from our families for 5 hours
3. International Festival Parade- 4 vehicles , 4 members and Sparky

Fire Chiefs Activities:

1. Monthly meeting of the fire department
2. Monthly meeting of Committee
3. Milltown Elementary Family Fun Days
4. Worked 2 shifts as a relief driver filling in for vacations
5. Fire Chief will be on vacation from Oct. 13- Nov. 6. Asst. Chief Nordstrom will be in charge of Operations in my absence.

On going and upcoming Events :

1. Getting ready for The Annual Bucket Sit, Sept 10, 11, 12
2. Planning and scheduling for Fire Prevention Week Oct. 5-9

TOWN of ST. STEPHEN

By-Law Enforcement

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

AUGUST REPORT

2015

To: CAO – Town of St. Stephen

Please find enclosed my report for July By-Law – Enforcement.
We handled 8 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist other Depts. (1)	Parking complaint at Provincial Building	Property is private property and will have to be settled civilly
Assist Other Agency(1)	<ul style="list-style-type: none">• <i>Bicycle accident Prince William</i>	Passed on to RCM Police
Assist G.P. (1)	<ul style="list-style-type: none">• <i>Triple lock storage, asking about bench in front of store</i>	Informed him that it would be the same as a sign and would have to apply for a permit
Parking complaints (1)	<i>Highland clipper concerned about parking due to the election office</i>	Informed them that I would monitor same and if it became a problem we would look after it
Dog Complaint (1)	<ul style="list-style-type: none">• <i>Voice mail left on phone about a dog bite</i>	Unable to make contact with the complainant, no answer and no name left.

<p>Miscellaneous (3)</p>	<ul style="list-style-type: none"> • <i>Complaint of residences on Duke with a shared driveway</i> <p><i>Complaint of a pool with no fence</i></p> <p><i>Concern over a residence that is falling into disrepair</i></p>	<p>Patrol made and as of this date there is no real issue.</p> <p>Patrol made and the pool was very small blow up and there was no water in the pool.</p> <p>Advised complainant that we would monitor the residence and that we are already aware of the issue</p>
------------------------------	---	---

ANIMAL CONTROL

I patrolled the Town daily and responded to all complaints, including barking dogs.
 No animals impounded . No Pound bill

TOWN of ST. STEPHEN

Building Inspection Services

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

AUGUST REPORT 2015

BUILDING INSPECTION

The month of August brought in a total of 12 (twelve) permits which represents \$47,700.00 (forty seven thousand and seven hundred) in building costs.

We issued no Stop Work Orders in the month August. This office has 7 (seven) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 5 (five) Occurrences reports and filed 23 (twenty three) 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

- Maintenance completed on the HVAC unit.

Giddens Memorial Airport

- The Committee met on August 27. M. Smith continues to collect data on airport use. We are seeking partners to assist with the purchase and installation of a GPS landing system.
- Parks and Recreation provided mowing services that adequately met the needs of users.

Old Town Hall

- Nothing to report.

Clark Building

- A Purchase Sale Agreement has been received from a potential developer. It has been reviewed with our solicitor and negotiations are ongoing.

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

RCMP Building

- Minor repairs were completed to HVAC unit and to plumbing issues in the washroom.
- The tenants have requested a temporary dumpster at dates to be determined in order to complete a "clean sweep" of the building contents.

Fire Hall / Public Works Garage

- Nothing to report.

Wharf

- Nothing to report.

Border Arena

- Border Area Arena Board will soon be dissolved.

Action: Council direct the CAO to gather information pertaining to the value of the ice rink equipment.

Pizza Delight

- HVAC unit in the back dining room was replaced.



-
- HVAC unit in the main dining room is on it's last legs. East Coast Air offered quotations on replacement units.

Zone 1 Sanitation Contract

The contract is expiring for this contract (Milltown area to Boundary Street) that is currently serviced by Fero. A Request for Proposals (RFP) is going out.

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 group also discusses and takes action to engage potential developers for our community.

St. Stephen Development Board

- Meeting (August 18) to discuss agreement.
- Funded the Visioning Summit in collaboration with the Chamber of Commerce and BIA.
- Meeting (September 9) to discuss agreement and plan a presentation to Council for October Committee that will propose a new plan for economic development.

Planning Advisory Committee

- The committee meeting was canceled because there were no items for September 2. Next meeting is Wednesday, October 7.

Building Permits

- 12 issued - total estimated construction value of \$ 47 700.00.

Sign Permits

- 2 issued.

Waivers

- 2 electrical.

Variances

- Nothing to report.

Approved plans

- Nothing to report.

Transitional Housing Project

- Continued search for an appropriate piece of land that we can donate for this project.

By-law No. L-6

- In an effort to promote business development, Council has suggested that we should waive the fee for building permits as an incentive. I recommend that we amend the By-law giving Council the ability to consider waiving building permit fees and create a policy that would guide this decision. *By-law No. L-6 attached.*



-
- At this time there are also a couple of technical errors in the by-law that will be corrected (ex. Schedule A and numbering).

Action: Council direct the CAO to propose amendments to the by-law for consideration at a future meeting.

Hotel Development

- A letter was sent to Spurline Properties Inc. requesting proof of guaranteed funding and timelines for the commencement and completion of construction.

**Milltown Heights
Development Committee**

- Meeting with Paul Sweeney (September 2) to discuss potential developments for the area.

Action: Council direct me to identify and recommend 6-8 individuals to form a steering committee for community development projects in the Milltown Heights area.

Town of St. Stephen

Building By-Law

By-Law No. L-6

BYLAW NO. L-6
A BUILDING BYLAW

- 2 -

1. DEFINITIONS.....	3/4
2. SCOPE.....	4
3. ADOPTION OF CODE.....	4
4. APPOINTMENT OF BUILDING INSPECTOR.....	5
5. POWERS OF THE BUILDING INSPECTOR.....	5
6. BUILDING PERMIT.....	5/6
7. DEMOLITION PERMIT.....	7
8. PERMIT CONDITIONS.....	7
9. DUTIES OF THE PERMIT HOLDER.....	7/8
10. DOCUMENTS ON SITE.....	8
11. OPEN CELLARS AND EXCAVATIONS.....	9
12. STOP WORK ORDER.....	9
13. RECORDS.....	9
14. FEES.....	10
15. EXEMPTIONS.....	11
16. ELECTRICAL WAIVERS.....	11
17. ENFORCEMENT.....	12
18. REPEAL PROVISIONS.....	12
19. SCHEDULE 'A'	
20. SCHEDULE 'B'	

BYLAW NO. L-6
A BUILDING BYLAW

- 3 -

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 bylaw,

“**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 designate, or such other officer appointed by Town Council, to administer and enforce the Building Bylaw 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 Bylaw 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 Bylaw 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.

BYLAW NO. L-6
A BUILDING BYLAW

- 4 -

"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 bylaw 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, 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 *National Building Code of Canada* is adopted.
- 3(3) One copy of the said *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 National Building Code applies to site assembled and factory made **buildings** and **structures**.

BYLAW NO. L-6
A BUILDING BYLAW

- 5 -

4. APPOINTMENT OF BUILDING INSPECTOR

- 4(1) The Council shall appoint a Building Inspector who shall administer this bylaw, 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 15 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 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,

BYLAW NO. L-6
A BUILDING BYLAW

- 6 -

- iii) the dimensions of the land on which the **building** is, or is to be situated,
 - 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 bylaw, 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 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;
 - (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.

BYLAW NO. L-6
A BUILDING BYLAW

- 7 -

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 6 months from the date of **permit approval**;
 - (b) not discontinued or suspended for a period of more than 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 bylaw, 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 bylaw,
 - (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;

BYLAW NO. L-6
A BUILDING BYLAW

- 8 -

- 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 bylaw, 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 works in accordance with this bylaw.
- 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/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.

BYLAW NO. L-6
A BUILDING BYLAW

- 9 -

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 in a neat and workmanlike manner a wall constructed of good 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 bylaw, 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 bylaw 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 bylaw 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.

BYLAW NO. L-6
A BUILDING BYLAW

- 11 -

15. EXEMPTIONS

- 15(1) Notwithstanding the provisions of Subsection 6(1)(a) 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)(a) 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.

BYLAW NO. L-6
A BUILDING BYLAW

- 12 -

- 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.

17. ENFORCEMENT

- 17(1) Where any person violates:
(a) 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/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.

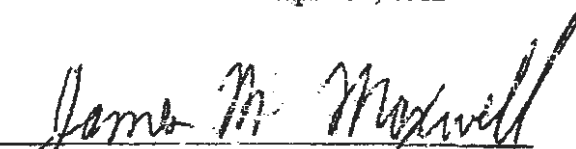
18. REPEAL PROVISION

- 18(1) Bylaw No. L-6, Building Bylaw, passed by Town Council on April 19, 2004, and amendments thereto, is hereby repealed.
- 18(2) The repeal of Bylaw No. L-6, Building Bylaw, 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.

First Reading: February 20, 2012

Second Reading: April 16, 2012

Third Reading and Enacted: April 16, 2012


Deputy Mayor (Acting Mayor)


Town Clerk

BYLAW NO. L-6
A BUILDING BYLAW

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

Revised: January 28, 2013

BYLAW NO. L-6
A BUILDING BYLAW

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
\$5,001-\$100,000	\$5/\$1,000
\$100,000+	\$500 + \$2.50/\$1,000

- (b) In the case of any work that will affect Town property, a deposit of \$500
- (c) In the case of an electrical waiver, a fee of twenty-five dollars (\$25)
- (d) Demolition permits shall be a minimum charge of \$25.00

Garcelon Civic Center Report

Advising Commission

Meeting August 25.

Charlotte County Civic Centre Fund Raising Committee

A cheque for \$ 180 000 was received. This committee worked tirelessly to raise this for the construction of the Garcelon Civic Center. Individual letters of appreciation are going to the members of this committee.

Action: Council consider a resolution recognizing and commending this group for their dedication and commitment to our community through this project.

Aquatics and Fitness

Fall schedule is published.

Maintenance / Operations

Elevator Service Contract services to provide monthly inspections and certificate required by the Province of New Brunswick. This is a ten (10) year contract in the amount of \$ 320.00 per month, plus HST (agreement attached).

Action: Council consider a resolution directing the Mayor and Clerk to sign the Elevator Service Contract with ThyssenKrupp Elevator (Canada) Limited.

Facility

Richard Fulton has nearly completed facilitating DORA Construction's work. All but three (3) deficiencies are resolved and they continue to work on warranty items. EXP, the payment certifiers, has completed an inspection and agree. EXP recommends the remaining payment be made with a hold-back of \$ 20 000 until the last deficiencies are resolved.

Kitchen:

- Waiting for the Provincial Fire Marshall's Office to approve Architect 4 plans.
- Tender for the supply and installation of equipment went out on Friday, September 11 (closes September 22).

Two service work platforms (catwalks) are required to service dehumidifiers in the ceiling above the ice surface. Milltown Machine & Fabrication Ltd. submitted a quotation to complete this work. We have dollars within the budget to cover this expense. Andrew Giddens is not aware of other companies that could provide this service, especially in the local area.



Action: Council direct the CAO to proceed with the purchase and installation from Milltown Machine & Fabrication Ltd.

Events

Upcoming events:

- ACES hockey season is in full swing.
- “Garcelon Civic Center Days” will be held in September 17 -20 to mark the first anniversary of the facility.
- Charlotte County Hospital Fund Raising Dance (September 26).
- Chamber of Commerce – Federal Candidates Night (October 8)
- 7th Annual St. Stephen-Milltown Rotary Run / Walk (October 18).

New Horizons Grant

Shelley Kadtz was hired for thirteen (13) week position (15 hours / month) providing programs for seniors.

Garcelon Civic Center Foundation

Forward planning is important and in discussions with the community board that raised money for the civic center, it makes sense to establish a foundation with charitable status that will receive future donations and fund raise for an annual donation towards capital improvements at the Garcelon Civic Center.

Action: Council direct the CAO to identify and recommend members to establish the Garcelon Civic Center Foundation for consideration at a future meeting of Council.

Youth Employment Program

We have an opportunity to participate in this provincial government program that will employ a young person with a physical disability for six (6) months. This program is fully funded.

Concessions Contract

Current contract ends on October 31, 2015. We would like to proceed with a new contract for November 1, 2015 – June 30, 2017 in order to have for the transition time to be at a slower point of the year.

Action: Council direct the CAO to tender a Request for Proposals (RFP) for the concessions / alcohol sales at the Garcelon Civic Center.

Volunteer Committee

Marilyn Smith is leading the volunteer organization to help with various operational tasks and events. Training meetings September 15 at 2:00 and 7:00 p.m.

ThyssenKrupp Elevator (Canada) Limited

MASTER COVERAGE AGREEMENT

Master Coverage Service is a systematic program of protective maintenance designed to keep the elevating equipment in proper operating condition throughout the contract term.

All work will be performed by experienced technicians directly employed, trained and supervised by ThyssenKrupp Elevator (Canada) Limited (hereinafter called "ThyssenKrupp Elevator") and supported by our complete technical facilities.

This elevator maintenance service will be provided to: _____ (hereinafter referred to as purchaser)

Town of St. Stephen
73 Milltown Blvd, Suite 112
St. Stephen, NB
E3L 1G5

For the following elevating devices:

ELEVATING EQUIPMENT:

# of units	Manufacturer	Type	Capacity	Speed
1	ThyssenKrupp	Passenger - MRL	2,500 lbs	200 fpm

GOVERNMENT INSTALLATION #(S):

TBD

UNIT SERIAL NUMBERS:

TK30563

(Hereinafter referred to as "elevators")

Located at:

Garcelon Civic Centre
22 Budd St,
St. Stephen, NB

Service of the elevators will be performed on a regular and systematic basis. This service will commence 01 September/2015 for an Initial Ten (10) year contract period, and will continue for subsequent periods of Five (5) years throughout the life of the equipment or until terminated as provided herein.

ThyssenKrupp Elevator shall provide our maintenance service in full accordance to the CSA-B44 code, standards on elevator maintenance.

Page 1 of Contract No.

ThyssenKrupp Elevator (Canada) Limited

MASTER COVERAGE AGREEMENT

3.0 In addition, under this Master Coverage Agreement ThyssenKrupp Elevator will:

- .1 Provide emergency service promptly if any trouble should develop between the regular examinations, and the Purchaser agrees to notify ThyssenKrupp Elevator without delay if such trouble occurs. (An emergency shall be deemed to exist if passengers are trapped or if more than 50% of the elevators in any one group are out of service) This emergency service, limited to the investigation of trouble, passenger assistance, minor adjustments and minor repairs, will be available on a 24-hour basis. This service outside regular working hours is not included in the contract price.
- .2 Perform maintenance-speed no-load test of the safety stopping devices on a frequency as required by the Provincial regulations.
- .3 Replace all wire ropes as often as deemed necessary by ThyssenKrupp to maintain an adequate factor of safety, recognizing the standards endorsed by the elevator industry and the CSA-B44 elevator code.
- .4 Repair or replace conductor travelling cables as deemed necessary by ThyssenKrupp.
- .5 Regularly check, and as necessary, equalize the tension on all hoisting ropes.
- .6 Maintain the machinery in clean condition, and regularly clean the machine room, hoistway and pit areas of all dirt and debris relevant to normal elevator operations.
- .7 Furnish all lubricants, cleaning compounds and cleaning equipment. All lubricants will meet rigid ThyssenKrupp specifications with respect to particular applications for which they are required.
- .8 Maintain the systems capabilities of these elevators as found at the start of the elevator service agreement.
- .9 Supply special hydraulic operating fluid as required to replenish normal seepage.
- .10 Provide pre-planned repairs, where significant interruption to elevator operation is involved, the repair will be scheduled to suit the Purchaser's convenience wherever reasonably possible within the scope of this contract.
- .11 ThyssenKrupp shall assist in any repair and/or upgrade that the elevating system(s) may need, that falls outside the coverage of this contract. This will include our expertise as to available products, recommendations and long range asset planning to ensure that the continued satisfaction of the purchaser is maintained.

4.0 The following is not included under this contract:

.1 ELEVATORS:

Refinishing, cleaning, repair or replacement of cab and door paneling, handrails, floor and floor covering, door frames and sills, illumination lamps & ballast's, intercommunication systems, buried piping and hydraulic jack cylinder, main disconnect switches and their fuses or circuit breakers, emergency power transfer switchgear, ventilation fans. Accessory equipment unrelated to normal elevator operation is not covered by this contract.

.2 ESCALATORS:

- a) Balustrades: including deck covers, moldings, interior panels and skirt panels.
- b) Truss: wedge guards, and escalator lightings.
- c) Painted Surfaces: including the demarcation line painted on the steps or combplates.

ThyssenKrupp Elevator (Canada) Limited

MASTER COVERAGE AGREEMENT

5.0 TERMS AND CONDITIONS

.1 Working Hours

The contract price is based on all work being done during regular working hours (8am to 5pm, Monday to Friday) unless otherwise specified herein. Any work included in the contract price but provided outside the working hours as indicated, shall be subject to an additional charge for the difference between ThyssenKrupp Elevator's normal billing rates between regular and overtime work. Regular and overtime working hours shall be stipulated by the collective labour agreement with which ThyssenKrupp Elevator must comply in the region where the elevators are to be maintained.

.2 Additional Work

- a) Work necessitated by misuse, vandalism, excessive heat in the elevator machine room, electrical voltage fluctuations, storm, fire, flood, riot, retrieval/replacement of keys/re-keying or any other cause beyond ThyssenKrupp Elevator's control, except the wear and tear of normal elevator/escalator usage, is extra to this contract and shall be subject to additional charge at the applicable billing rates for material and labour. Purchaser shall not make changes to this equipment without the prior written consent of ThyssenKrupp Elevator. Wherever reasonably possible the Purchaser's prior approval shall be obtained for such work.
- b) This contract does not include the making of tests, additions or modifications, to the elevators or escalators as may be required by governmental authorities or independent third parties, unless otherwise accepted by ThyssenKrupp Elevator and/or specified herein. ThyssenKrupp Elevator services shall also not be extended to include any equipment added and/or modified subsequent to the Proposal Date, unless such changes are specifically accepted by ThyssenKrupp Elevator.

.3 Schedules

This service shall be provided in accordance with ThyssenKrupp Elevator standard maintenance practices for such services and ThyssenKrupp Elevator shall not be obligated to do any work specified herein prior to the time when such work is deemed necessary by us to preserve an adequate factor of safety.

.4 Suspension

ThyssenKrupp Elevator may suspend the services provided herein, upon written notice to the Purchaser, if payments have not been made in accordance with the terms of the contract. During any period of suspension, no monthly charges will be made hereunder, and the terms and conditions of this contract shall remain in effect, except that ThyssenKrupp Elevator shall not have any liability for anything occurring during, or resulting from, such suspension. Upon restoration of ThyssenKrupp Elevator services, any work required to restore the elevators to their suspension date condition shall be extra to the contract price. The contract period in which a suspension commences shall be extended by the number of days of the suspension.

.5 Termination

Either party may terminate ThyssenKrupp Elevator's services under this agreement at the end of the initial contract period, or the end of any subsequent contract period, by providing the other party with written notice within 90 to 120 days prior to the end of the applicable contract period.

.6 Change of Ownership

In the event of the sale, lease or other transfer of the elevator equipment described herein, or the premises in which they are located, you agree that the intended transfer shall be made conditional upon the acceptance and assumption of the terms, conditions and obligations of this contract by the transferee and the delivery to ThyssenKrupp Elevator of the transferee's acknowledgment. You will be held responsible for the performance of all terms, conditions and obligations stipulated in this contract in the event that you fail to comply with the terms of this paragraph.

.7 Liability

ThyssenKrupp Elevator is not an insurer and shall not be liable for damage to property or for injury or death of any person(s) except for damage, injury or death resulting directly from the negligence of ThyssenKrupp Elevator or its employees, and with that exception, the Purchaser agrees to indemnify, defend, and hold ThyssenKrupp Elevator harmless from any such claim. ThyssenKrupp Elevator shall not be liable for any incidental or consequential loss or damage arising from the failure of the elevators to operate. Without limiting the generality of the foregoing, ThyssenKrupp Elevator shall not be liable for incidental or consequential damage or loss resulting from accidents, strikes, lockouts, material and labour shortages not within the reasonable control of ThyssenKrupp Elevator or any other cause not within our reasonable control. The Purchaser hereby waives any and all rights of Subrogation as against ThyssenKrupp Elevator.

Page 4 of Contract No.

THYSSENKRUPP ELEVATOR (CANADA) LIMITED

Rev. Apr. 6/09

ThyssenKrupp Elevator (Canada) Limited

MASTER COVERAGE AGREEMENT

.8 Acceptance

If the Purchaser's acceptance is in the form of a purchase order or other document making reference to this Proposal, both parties will be bound by the terms and conditions herein, which shall take precedence over any inconsistent terms and conditions of such purchasing document.

.9 Assignment

This contract and the benefits hereof may not be assigned without ThyssenKrupp Elevator's written consent.

.10 Obsolescence

In the event that any part, component or assembly is no longer available from the usual sources due to obsolescence, the Purchaser agrees to allow ThyssenKrupp Elevator to replace such part, component or assembly at the Purchaser's cost. Purchaser's prior authorization shall be requested prior to proceeding with such replacement. Such authorization shall not be unduly withheld.

.11 Title

If ThyssenKrupp Elevator supplied and/or installed the elevator equipment which is to be maintained under this contract and ThyssenKrupp Elevator has not yet been paid in full under its supply and/or installation contract, the Purchaser hereby acknowledges that ThyssenKrupp Elevator retains the title to the elevator(s) until monies owing to ThyssenKrupp Elevator under the contract have been paid, and this agreement is without prejudice to ThyssenKrupp Elevator's rights under ThyssenKrupp Elevator's supply and/or installation contract.

.12 Mutual Responsibilities

- a) You agree to provide us with unrestricted and safe access to all areas of the building and building site, in which any part of your elevator equipment may be located. You also agree to keep the elevator machine rooms and pit areas free from water, stored materials, or debris. You will provide the employees of ThyssenKrupp Elevator a safe work environment and that you will remove and correct any problems associated with hazardous materials in accordance to applicable laws and/or provincial regulations.
- b) ThyssenKrupp Elevator and you agree that you have control, possession and management of the elevator equipment and that such control, possession and management is not assumed by ThyssenKrupp Elevator but remains exclusively with the purchaser. The purchaser, shall be solely responsible for the operation of the equipment, including but not restricted to, the proper loading of the elevator and related equipment to its proper capacity and the provision of warning signs, controls and cautions that may be required or desirable to ensure safe operation of the elevator.
- c) You hereby agree to cease operation of the elevator equipment upon the occurrence of any unsafe mode of operation including any accident, alteration or change affecting the equipment and to maintain surveillance of the equipment for the purpose of detecting any such unsafe or potentially unsafe mode of operation. You also agree to notify ThyssenKrupp Elevator immediately by telephone if any unsafe or potentially unsafe mode of operation occurs.
- d) If your elevators incorporate ThyssenKrupp Elevator computer software, you agree that the use of such software is but a license for your use, solely for the purpose of operating the elevators/escalators for which this software was provided. You also agree to keep such software in confidence and will not allow this software to be otherwise copied, displayed, transferred, modified, distributed, reverse assembled and/or compiled.
- e) You retain the rights to any non ThyssenKrupp Elevator software used by the elevators covered by this agreement but agree to allow us to make one backup or archival copy for you.
- f) You acknowledge that a machine room climate and temperature within the industry recognized 10 to 30 degree Celsius range ensures the best overall operation of the equipment. As such, you and ThyssenKrupp Elevator shall work together to ensure optimal performance of all equipment.

.13 Drawings

The PURCHASER agrees to furnish a complete set of "AS BUILT" wiring diagrams for the complete system where necessary. If the elevator is built by ThyssenKrupp System or ThyssenKrupp Northern, ThyssenKrupp Elevator shall provide wiring diagrams for permanent and long time use by our elevator examiners.

.14 Representation

ThyssenKrupp Elevator shall assign an Account Representative to the properties covered by this agreement, to provide assistance with contract, repairs, upgrades, modifications and long term planning for your vertical equipment's needs. ThyssenKrupp Elevator shall also ensure that a Supervisor is available to assist the purchaser and ThyssenKrupp Elevator's employees in ensuring you receive the very best in vertical equipment maintenance.

Page 5 of Contract No.

THYSSENKRUPP ELEVATOR (CANADA) LIMITED

Rev. Apr. 6/09

ThyssenKrupp Elevator (Canada) Limited MASTER COVERAGE AGREEMENT

6.0 Contract Price

.1 The Price of this service will be:

Three hundred twenty and 00/100 Dollars (\$320.00) per month

payable quarterly upon receipt of invoice. At least one year from the contract commencement date and as soon as practical after we have received notice of change in the labour rates, this price shall be increased or decreased. Such increase or decrease shall be in direct proportion to the increase or decrease in the straight time hourly labour cost (the sum of the straight time hourly labour rates plus any other related costs and the average cost of fringe benefits paid by us for elevator examiners in the locality where the equipment is to be serviced) and will occur annually on the contract anniversary date as compared with the previous years labour cost applicable to this contract.

.2 The price includes all applicable sales taxes. Any change in such taxes, any new taxes, or changes in tax policy which may become effective after the Proposal Date, will not be included in the current contract price. ThyssenKrupp Elevator shall advise as soon as practical, after we have received such notice of change, the effects of any such change on the normally charged contract price.

.3 The Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) will be invoiced as an extra to the current contract price.

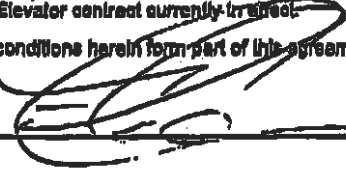
.4 Simple interest at 2% per month (24% per annum) will be charged on amounts not paid when due.

.5 If the purchaser defaults in making of any payments called for in this contract, Purchaser agrees to pay, in addition to any defaulted amount, all ThyssenKrupp Elevator legal fees, collection costs, and court costs in connection herewith. ThyssenKrupp Elevator reserves the right to share any relevant credit information when requested of us.

.6 The Proposal is subject to approval in writing by ThyssenKrupp Elevator subsequent to acceptance by the Purchaser. Upon such acceptance and approval it shall constitute exclusively and entirely the contract for the services herein described. No changes in or additions to this agreement will be binding on either party unless made in writing and executed by both parties. Presentation of this document does not supercede any terms and conditions of any ThyssenKrupp Elevator contract currently in effect.

.7 The terms and conditions herein form part of this agreement.

Presented by:



**Matt Connolly
Account Manager**

Phone No.: **506-333-1631**

District Office: **215 Wentworth St.,**

Proposal Date: **March 18, 2015**

Saint John, NB E2L 2T4

PURCHASER'S ACCEPTANCE: (Approved by authorized purchasers representative)

(Please sign and submit two (2) copies to ThyssenKrupp Elevator for approval) Date : _____

Corporate Name _____

Address _____

Signature of
Signing Officer _____

Name and Title of
Signing Officer _____

THYSSENKRUPP ELEVATOR (CANADA) LIMITED APPROVAL

Date _____ By _____

Page 6 of Contract No.

THYSSENKRUPP ELEVATOR (CANADA) LIMITED _____

Rev. Apr. 6/09

ThyssenKrupp Elevator (Canada) Limited

Additional Contract Coverages

Prorating

As of the commencement Date of this contract, the following listed parts have provided a significant portion of their expected life, but do not require immediate replacement. In order to accept them in their present condition, it is agreed that at their next replacement under this contract, ThyssenKrupp Elevator will assume a share of the replacement cost proportional to that share of the life of the part(s) obtained after the Commencement Date, and the Purchaser will pay the balance at ThyssenKrupp Elevator's usual billing rates; such balance will represent that share of the life of the part(s) expended prior to the Commencement Date.

N/A

Out-of-town Callback Service

For emergency service calls (callbacks) the Purchaser agrees to pay an additional charge for expenses and traveling time to and from ThyssenKrupp Elevator's office located at:

215 Wentworth Street
Saint John, NB
E2L 2T4

Travel time will be billed at ThyssenKrupp Elevator's usual hourly rates, less 12½%, and expenses will be billed at cost.

Accessory Equipment

The following accessory equipment will be included under the terms of this contract:

N/A

Other Provisions:

N/A

Page ___ of ___ Contract No. _____

THYSSENKRUPP ELEVATOR (CANADA) LIMITED _____

Rev. Oct. 9/03

ThyssenKrupp Elevator (Canada) Limited

Additional Contract Coverages

Pre-Maintenance Repairs

The work described below is required to put the elevators into proper operating condition and will be performed as soon as possible after the Approval Date of this Agreement.

Subject to survey at initial inspection.

The price for these repairs will be TBD dollars (\$0.00) which will be billed with the first regular monthly maintenance invoice.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police August 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
August 2015**

Council / Mayor's Report:

This report for St. Stephen RCMP covers the period of **August 1, 2015 to August 31, 2015 inclusive**. During this time period, the RCMP responded to **249** calls for service within the municipality of St. Stephen.

TRAFFIC DETAIL:

Tickets issued	16
Traffic Collisions	9
Warnings issued	15
Checkstop	3

PROVINCIAL STATUTES:

Dog Act	1
Driving While Disqualified	2
Fail to Stop or Remain at Accident Scene	1
False/Abandoned 911 Call	4
False Alarms	2
Family Orders & Agreements Enforcement	1
Fire Prevention	1
Intoxicated Persons Detention Act	1
Mental Health Act	4
Moving Traffic – Speeding	1
Other Moving Traffic Violations	4
Other Non-Moving Traffic Violations	1
Other Provincial Statutes	1
Parking Offences	1
Roadside Suspensions – alcohol related	1
Trespass Act	2

CRIMINAL CODE:

Abandon Child	1
Assault	3
Assault with a Weapon	1
Breach of Long Term Supervision Order	1
Break and Enter – Residence	4
Criminal Harassment	7
Disturbing the Peace	5
Fail to Comply with Undertaking	3
Fail to Comply/Appear	1
Fail to Comply with Condition of Undertaking/Recognizance	1
Firearms Act	1
Fraud	1
Impaired Operation over 80 mg% of motor vehicle	4
Indecent Act	2
Information File	1
Mischief damage to and/or Obstruct Enjoyment of Property	7
Other Theft under \$5000	4
Possession of Weapon for Dangerous Purpose	1
Theft Under or Equal to \$5000 – From a Motor Vehicle	2
Utter Threats against a Person	3
Utter Threats against Property	1
Youth Criminal Justice Act	2

OTHER FEDERAL STATUTES:

Controlled Drugs & Substances Act	0
Customs Act - Other Activities	1
Immigration and Refugee Protection Act – Other Activities	0
Possession schedule VIII – Cannabis	1
Possession schedule I – other CDSA	0

OTHER INVESTIGATIONS:

Assistance to Canadian Provincial Agency	4
Assistance to General Public	5
Assistance to Canadian Federal Department	2
Assistance to US Police Agency	0

OTHER INVESTIGATIONS:

Animal Calls	1
Items/lost found	4
Municipal Bylaws	1
Offender Management	2
Request to Locate Individual	0
Person Reported Missing	0
Police Certificates	96
Suspicious person	5

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

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

CREDIT CARDS – TOWN OF ST. STEPHEN

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).

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

DONATION – ST. STEPHEN VOLUNTEER FIRE DEPARTMENT

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.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

VOLUNTEER FIREFIGHTER POSITIONS

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.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF CONCERTS – MILLTOWN BANDSTAND

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.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

ELEVATOR SERVICE AGREEMENT – GARCELON CIVIC CENTER

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.

RESOLUTION NO.: _____

DATE: September 28, 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 Filtration Plus Limited in order to process any future purchases of the Town from the said company.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

PARTICIPATION - CANADA 150 MOSAIC PROJECT

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.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

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

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.

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – ST. STEPHEN’S UNIVERSITY’S FOLK FESTIVAL
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.).

RESOLUTION NO.: _____

DATE: September 28, 2015

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.