

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 24, 2017 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – June 26, 2017
 - (b) Special Council Meeting – July 12, 2017
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from Sophie Caldwell, Frances Esther Todd Scholarship recipient.

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 – July 12, 2017

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Job Description – Assistant Treasurer
- (c) Overage – Water, Sanitary and Storm Sewer Renewal – Prince William Street Project No. 15-2819
- (d) Approval of Event: Annual Run/Walk – St. Stephen-Milltown Rotary Club
- (e) Awarding of Tender: Sanitary Sewer Renewal and Combined Sewer Separation Project No. 17-5358; (Clean Water and Wastewater Fund Project No. 6990-2005 – Thompson Avenue and Springwood Court – Sanitary Sewer Renewal and Combined Sewer Separation
- (f) Regional Development Corporation Project No. 9895 – Town of St. Stephen – Community Development
- (g) Garcelon Civic Center – Casual Lifeguard – Job Recommendation
- (h) Receptionist and Hospitality Attendant – Job Recommendation
- (i) Transfer from the General Operating Reserve Fund
- (j) Garcelon Civic Center – Acoustic Panels
- (k) Community Fund for Canada's 150th – Grant Agreement

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

- (a) Motion to move into closed session to discuss one (1) Financial Matter as per Section 10.2(4)(c) of the New Brunswick Municipalities Act.

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on June 26, 2017 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 26, 2017 @ 7:00 P.M.

1. **PRAYER**

Mayor MacEachern called upon Pastor Gord Walsh to administer a prayer.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Harding

132/17 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Wheaton

Seconded by Councillor Parker

133/17 **THAT** the Minutes of the Regular Council meeting held on May 23, 2017 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 134/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to March 31, 2017 be received.
CARRIED

PAID BILLS

Moved by Councillor Chisholm
Seconded by Deputy Mayor Carr

- 135/17 **THAT** the paid bills in the amount of \$1,220,091.95 (one million, two hundred and twenty thousand, and ninety-one dollars and ninety-five cents) be received.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 136/17 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Harding

- 137/17 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on June 14, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 138/17 **THAT** the following staff reports for the month of May 2017 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-11 - "A BY-LAW TO REPEAL A BY-LAW RESPECTING THE ADVISING COMMISSION OF THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 139/17 **THAT** By-Law No. A-11 – "A By-Law to Repeal a By-Law Respecting the Advising Commission of the Town of St. Stephen's Garcelon Civic Center" – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 140/17 **THAT** the Royal Canadian Mounted Police May 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 141/17 **THAT** the amount of \$10,715.13 (ten thousand, seven hundred and fifteen dollars and thirteen cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of an ice floor cover at the Garcelon Civic Center. **CARRIED**

ST. STEPHEN FIRE DEPARTMENT – RESCUE TOOL

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 142/17 **THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$11,995.00 (eleven thousand, nine hundred and ninety-five dollars), plus HST, for the purchase of a Combi Tool from Code 4 Fire & Rescue Inc. of Hagersville, Ontario.

AND THAT the St. Stephen Volunteer Fire Department will contribute to the Town the net expense of the expenditure adjusted for the refundable portion of HST
CARRIED

PEDDLER'S LICENSE – FRANK'S FRIED DOUGH

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 143/17 **THAT** the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Frank's Fried Dough which will expire on the 31st day of December, 2017, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers". **CARRIED**

PERMISSION FOR MUSICAL ENTERTAINERS - ST. STEPHEN FARMERS' MARKET

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 144/17 **WHEREAS** the Council of the Town of St. Stephen, at its meeting on April 24, 2017, approved the operation of the St. Stephen Farmers' Market (the "Market") from Friday, May 5, 2017 to Friday, September 29, 2017, and based on the expectations outlined in the letter dated April 12, 2017 from the Town's Chief Administrative Officer to the President of the Market;

NOW THEREFORE BE IT RESOLVED THAT the Council grants permission for musical entertainers at the Market on any given Friday until September 29, 2017, during Market hours (9:00 a.m. – 2:00 p.m.), with the understanding that should any nearby business apply to the Town to request a musical event on a Friday, that business shall be given priority. **CARRIED**

DR. W. F. GANONG STATUE

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

145/17 **THAT** the Council of the Town of St. Stephen supports, in principle, the development of a statue in honour of the significant contribution to New Brunswick by William Francis Ganong, and further supports the three (3) requests of the Dr. W. F. Ganong Statute Steering Committee:

- permission to place the statute on the river bank in front of the Garcelon Civic Center and for the Town to install and maintain it;
- to act as the nonprofit “proponent” of the project on Provincial and Federal funding applications; and,
- approve an application to have the site declared a Provincial Heritage Place under the *Heritage Conservation Act* which would enhance the ability to raise funds. **CARRIED**

APPROVAL OF EVENT – BONFIRE FESTIVAL

Moved by Councillor Parker
Seconded by Councillor Harding

146/17 **THAT** the Council of the Town of St. Stephen grants permission to the Bonfire Festival organizers to hold a Folk Musicians’ and Artists’ Retreat from Wednesday, July 26 to Sunday, July 30, 2017 at various locations throughout the Town, and as listed in their letter dated May 12, 2017 reviewed at the Committees Meeting on June 14, 2017 under the Planning, Promotion and Tourism Committee.

AND THAT during the live music at Something’s Brewing Café on Friday, July 28, 2017, the same conditions shall apply as previously set out by Council and, in particular, that all drinks must remain on the deck at all times and the rear parking lot is not to be barricaded in any way. **CARRIED**

APPROVAL OF EVENT – CHARLOTTE COUNTY FALL FAIR SCARECROW LAMP POST DECORATING CONTEST

Moved by Councillor Harding
Seconded by Councillor Wheaton

147/17 **THAT** the Council of the Town of St. Stephen grants permission to the Charlotte County Fall Fair to hold its 2nd Annual Scarecrow Lamp Post Decorating Contest on Milltown Boulevard, King Street, Budd Avenue, and in the David Alison Ganong Chocolate Park for the month of September 2017.

AND THAT the decorations must go up between the dates of Wednesday, August 30, 2017 and Saturday, September 2, 2017 and removed between the dates of Tuesday, September 26, 2017 and Saturday, September 30, 2017. **CARRIED**

APPROVAL OF EVENT – OLD RIDGE UNITED PENTECOSTAL CHURCH

Moved by Councillor Parker

Seconded by Councillor Harding

- 148/17 **THAT** the Council of the Town of St. Stephen grants permission to the Old Ridge United Pentecostal Church to hold three (3) services in the David Alison Ganong Chocolate Park on Sunday, July 30, 2017 from 7:00 p.m. – 8:30 p.m.; Sunday, August 20, 2017 from 7:00 p.m. – 8:30 p.m.; and September 10, 2017 from 7:00 p.m. – 8:30 p.m., and all three (3) evenings will consist primarily of singing.

CARRIED

APPROVAL OF EVENT – CHOCOLATE FEST

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 149/17 **THAT** the Council of the Town of St. Stephen grants permission to the Chocolate Fest Committee to hold its festival from Saturday, August 5, 2017 to Saturday, August 12, 2017 as outlined in its calendar of events. **CARRIED**

AWARDING OF TENDER: STREET IMPROVEMENTS 2017 – MILLTOWN BOULEVARD (CHURCH STREET TO PLEASANT STREET) – DILLON PROJECT NO. 17-5649 AND DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE PROJECT NO. 17-E149

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 150/17 **THAT** of the five (5) tenders received, the low tender of \$396,007.45 (three hundred and ninety-six thousand and seven dollars and forty-five cents), including HST, from Maguire Excavating Ltd. of Saint John, NB, for street improvements (addition/replacement of concrete curb and gutter on each side of Milltown Boulevard from Church Street to Pleasant Street and complete with site restoration) be accepted.

AND THAT the Council of the Town of St. Stephen authorizes an estimated unbudgeted expenditure of \$1,053.00 (one thousand and fifty-three dollars), including HST, for the replacement of asphalt with concrete on a sidewalk adjacent to an existing crosswalk across from the school bus loop during the street improvements outlined above. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - DESIGN-BUILD AGREEMENT WITH DORA CONSTRUCTION LIMITED

Moved by Councillor Chisholm

Seconded by Councillor Harding

151/17 **WHEREAS** the Council of the Town of St. Stephen (the "Town") and Dora Construction Limited ("Dora") have negotiated an agreement regarding the completion of the Work under the Design-Build Stipulated Price Contract dated the 3rd day of May, 2012 between the Town and Dora (the "Design-Build Agreement");

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Agreement with Dora, in the form presented to Council, which agreement reduces the Purchase Price under the Design-Build Agreement by Twenty Thousand Dollars (\$20,000.00) and provides that the Town accepts responsibility for the completion of the final outstanding deficiency such that all Work required by Dora under the Design-Build Agreement is complete. **CARRIED**

RESCINDING OF RESOLUTION (CANADA 1st BASKETBALL INC. - COMMITTEE OF COUNCIL)

Moved by Councillor Harding

Seconded by Councillor Hyslop

152/17 **THAT** Resolution # 121/17 as stated in the Minutes of May 23, 2017, which reads

THAT the Council of the Town of St. Stephen approves Canada 1st Basketball Inc. as a Committee of Council and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

AND THAT the Committee assumes the responsibility to provide updates and financial statements to the Chief Administrative Officer. **CARRIED**

be rescinded effective immediately. **CARRIED**

RESIGNATION OF DEREK O'BRIEN - CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

THAT the Council of the Town of St. Stephen accepts the resignation of Derek O'Brien, as Chief Administrative Officer for the Town of St. Stephen, effective August 31, 2017.

AND THAT the Council directs the Chief Administrative Officer to begin the recruitment process immediately

AMENDED

RESIGNATION OF DEREK O'BRIEN - CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Harding

Seconded by Councillor Parker

153/17 **THAT** the above-noted motion be amended by deleting the second paragraph in its entirety,

which shall now read:

THAT the Council of the Town of St. Stephen accepts the resignation of Derek O'Brien, as Chief Administrative Officer for the Town of St. Stephen, effective August 31, 2017. **MOTION DEFEATED**

Councillor Harding voting in favour of the amended motion.

Councillor Parker voting in favour of the amended motion.

Deputy Mayor Carr voting against the amended motion.

Councillor Wheaton voting against the amended motion.

Councillor Hyslop voting against the amended motion.

Councillor Chisholm voting against the amended motion.

RESIGNATION OF DEREK O'BRIEN - CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

154/17 **THAT** the Council of the Town of St. Stephen accepts the resignation of Derek O'Brien, as Chief Administrative Officer for the Town of St. Stephen, effective August 31, 2017.

AND THAT the Council directs the Chief Administrative Officer to begin the recruitment process immediately. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

Councillor Wheaton voting in favour of the motion.

Councillor Hyslop voting in favour of the motion.

Councillor Chisholm voting in favour of the motion.

Councillor Harding voting against the motion.

Councillor Parker voting against the motion.

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended St. Stephen Day Mosaic unveiling at the Garcelon Civic Center.
- Attended a public meeting on a proposed PTSD Clinic.
- Toured The Chocolate Museum.
- Attended a Business Improvement Area (BIA) meeting.
- Participated in a Blood Donor Clinic for the first time.
- Attended SSHS graduation banquet.
- Attended the Chamber of Commerce event in Calais.

Councillor Hyslop

- Attended a Charlotte County Museum board meeting.
- Attended all Town meetings.
- Completed the Canada 150 walk challenge at the Garcelon Civic Center (equivalent distance from St. Stephen to Ottawa).
- Attended a public meeting on a proposed PTSD Clinic.

Councillor Parker

- Attended all Town meetings.
- Responded to phone calls.
- Attended a public meeting on a proposed PTSD Clinic.

Councillor Wheaton

- Attended all Town meetings.
- Attended the St. Croix Vocational Centre's Open House.
- Volunteered at the annual Relay for Life.
- Attended a public meeting on a proposed PTSD Clinic.
- Attended a Milltown Development Committee meeting.
- Attended preparation meetings for Canada Day events.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the SSHS Grand March.
- Volunteered at the SSHS graduation banquet.
- Attended the Chamber of Commerce event in Calais.
- Completed the Canada 150 walk challenge at the Garcelon Civic Center (equivalent distance from St. Stephen to Ottawa).

Councillor Harding

- Attended all Town meetings.
- Attended a public meeting on a proposed PTSD Clinic.
- Attended a Milltown Development Committee meeting.
- Continue regular lunch meetings with Sergeant Stubbs.

Councillor Chisholm

- Attended all Town meetings.
- On behalf of the Elm Street Park Society, met with the Chief Administrative Officer and Director of Parks and Recreation.

Mayor MacEachern

- Attended the Relay for Life.
- Congratulations to St. Andrews being named top Canadian destination by USA Today.
- Attended the Chamber of Commerce event in Calais.
- Attended the SSHS graduation banquet and ceremony.
- Attended a watershed meeting in McAdam.
- Attended SSHS scholarship meetings.
- Attended the "Everybody Eats" event at the Garcelon Civic Center.
- Guest with the Chief Administrative Officer of Rob Patry Live on CHCO-TV
- Attended a reception at the St. Stephen Middle School with the students involved in the Entrepreneurial Adventure Program.
- Attended St. Stephen Day Mosaic unveiling at the Garcelon Civic Center
- Attended a meeting with the CEO of Horizon Health.
- Purchased a copy of "The Maritime Edit" which contains an article on St. Stephen and Council members can borrow it at any time.
- Interviewed by Global News with a descendant of Sergeant Harold Shaughnessy, a veteran of World War I, whose remains were recently identified in France.

16. QUESTION PERIOD

There were no questions from the public and no media present.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

155/17 THAT the meeting adjourn at 7:35 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 26, 2017 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – May 23, 2017
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Appreciation letter from St. Croix Branch No. 9, Royal Canadian Legion, dated May 2017.
 - (b) Thank you letter from the Canadian Cancer Society, Relay for Life.
 - (c) Thank you letter from the Oversight Manager, Chocolate Festival, dated May 18, 2017.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – June 14, 2017

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-11 – “A By-Law to Repeal a By-Law Respecting the Advising Commission of the Town of St. Stephen’s Garcelon Civic Center” – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Transfer from the General Capital Reserve Fund
- (c) St. Stephen Fire Department – Rescue Tool
- (d) Peddler’s License – Frank’s Fried Dough
- (e) Permission for Musical Entertainers – St. Stephen Farmers’ Market
- (f) Dr. W. F. Ganong Statute
- (g) Approval of Event – Bonfire Festival
- (h) Approval of Event – Charlotte County Fall Fair Scarecrow Lamp Post Decorating Contest
- (i) Approval of Event – Old Ridge United Pentecostal Church
- (j) Approval of Event – Chocolate Fest
- (k) Awarding of Tender: Street Improvements 2017 – Milltown Boulevard (Church Street to Pleasant Street) – Dillon Project No. 17-5649 and Department of Transportation and Infrastructure Project No. 17-E149
- (l) The Town of St. Stephen’s Garcelon Civic Center – Design-Build Agreement with Dora Construction Limited
- (m) Rescinding of Resolution (Canada 1st Basketball Inc. – Committee of Council)
- (n) Resignation of Derek O’Brien – Chief Administrative Officer

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on July 12, 2017 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, JULY 12, 2017 @ 5:00 P.M.

1 RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

156/17 **THAT** the Agenda be approved as circulated. **CARRIED**

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. NEW BUSINESS

PROPOSED ANNEXATION

Moved by Councillor Harding
Seconded by Councillor Chisholm

157/17 **WHEREAS**, it is a required step in the Department of Environment and Local Government municipal annexation overview process and based on the background information included as part of this motion for Council's consideration,

AND WHEREAS, The Town of St. Stephen, in all likelihood, would only consider potential development proposals within its own Town boundaries,

AND WHEREAS, the potential property to be annexed will likely include other properties to meet a legislative process or policy guideline requiring a contingent flow of properties connecting to the Town's existing boundary,

THEN,

BE IT RESOLVED, the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Environment and Local Government the Town's interest and intent to annex the said properties (Appendix "A" and map) (copies attached); and further request that a feasibility study be carried out by the Department of Environment and Local Government (Section 14 of the *Municipalities Act*). **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Wheaton

158/17 **THAT** the meeting adjourn at 5:05 p.m. **CARRIED**

Mayor

Town Clerk

APPENDIX "A"

<u>PID #</u>	<u>OWNER'S NAME</u>	<u>FIRST NAME</u>	<u>AREA</u>
15066830	New Brunswick Highway Corporation		132300.00
15174329	New Brunswick Highway Corporation		69598.00
15182553	Moffitt	Gilbert	33200.00

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, JULY 12, 2017 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

(i) Proposed Annexation

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 24, 2017

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 April 30, 2017 be received.

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

	Actual To Date For the Four Months Ending April 30, 2017	Budget For the Year Ending December 31, 2017	Remaining	Percentage Used
Revenue				
Taxes	1,792,083	5,376,249	\$3,584,166	33%
Services Provided to Other Governments	37,917	223,920	186,003	17%
Sale of Services	233,857	502,854	268,997	47%
Other Revenue From Own Sources	65,016	182,833	117,817	36%
Unconditional Grants	542,293	1,626,871	1,084,578	33%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	368,504	1,179,723	811,219	31%
Total Revenue	3,039,670	9,096,650	6,056,980	33%
Expenditure				
General Government Services	253,758	1,015,865	762,107	25%
Protective Services	686,930	2,396,686	1,709,756	29%
Transportation Services	667,658	1,945,426	1,277,768	34%
Environmental Health Services	78,202	246,661	168,459	32%
Environmental Development Services	95,881	305,064	209,183	31%
Recreational and Cultural Services	512,292	1,869,246	1,356,954	27%
Fiscal Services	171,175	1,309,702	1,138,527	13%
Other	2,893	8,000	5,107	36%
Total Expenditures	2,468,789	9,096,650	6,627,861	27%
Surplus (Deficit)	\$570,881	\$0		

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

	Actual To Date For the Four Months Ending April 30, 2017	Budget For the Year Ending December 31, 2017	Remaining	Percentage Used
Revenue				
Sale of Service	\$548,738	\$2,024,625	\$1,475,887	27%
Other Revenue From Own Source	61,264	200,300	139,036	31%
Other Transfers	34,445	136,066	101,621	25%
Total Revenue	644,447	2,360,991	1,716,544	27%
Expenditures				
Water Supply	314,369	1,140,096	825,727	28%
Sewerage Collection and Disposal	222,787	722,839	500,052	31%
Fiscal Services	19,671	498,056	478,385	4%
Total Expenditures	556,827	2,360,991	1,804,164	24%
Surplus (Deficit)	\$87,620	\$0		

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,319,540.60 (one million, three hundred and nineteen thousand, five hundred and forty dollars and sixty cents) be received.

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

Visa:

APRIL 2017

Barb Tucker (Civic Center: Upper Canteen Supplies, Lower Canteen
Supplies, Events Expenses) 3,740.61

MAY 2017

Barb Tucker (Civic Center: Pools Training and Development, Upper
Canteen Supplies) 3,021.01

Grand Total \$ 6,761.62

TOWN OF ST. STEPHEN BILLS PAID (GENERAL & UTILITY CAPITAL FUNDS):

JUNE 2017

Dillion Consulting Limited (Engineering - Storm Sewer Separation and Utility Renewal (Elm Park) - Project No. 164847, Cheque #1097)	69,431.25
Dillion Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project No. 175356, Cheque #1098)	\$ 70,293.75
	<u>\$ 139,725.00</u>

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000020 dated between 06/01/2017 and 06/30/2017

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Number	Issued	Amount	SC	Status	Status Date
000019	06/14/2017 TOWN OF ST. STEPHEN MAY17TRANSFER CC-TREASURY-TRANSFER TO GENI	57,000.00 57,000.00	A/P	OUT-STD	06/14/2017
Cheque Totals Issued:		57,000.00			
Void:		0.00			
Total Cheques Generated:		57,000.00			
Total # of Cheques Listed:		1			

* - Partial payment was made on Invoice

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 020345 dated between 06/01/2017 and 06/30/2017

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Number	Issued	Amount	SC	Status	Status Date
018974	06/22/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE222017 GG-SERIES"AZ"-INTEREST	1,389.00 1,389.00	A/P	OUT-STD	06/22/2017
018976	06/11/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112017 GG-SERIES"BA"-INTEREST	3,792.75 3,792.75	A/P	OUT-STD	06/11/2017
018979	06/11/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112017* GG-SERIES"BA"-PRINCIPAL	51,000.00 51,000.00	A/P	OUT-STD	06/11/2017
018981	08/02/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022017 GG-SERIES"BC"-INTEREST	5,004.00 5,004.00	A/P	OUT-STD	06/02/2017
018985	06/02/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022017* GG-SERIES"BC"-PRINCIPAL	55,000.00 55,000.00	A/P	OUT-STD	06/02/2017
019338	06/07/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 55780.25 GG-INTERESTPAYMENT-DEBENTUF	55,780.25 55,780.25	A/P	OUT-STD	06/07/2017
020140	06/01/2017 HERITAGE COURT HOLDINGS LIMITED RC000025189 GG-TOWNHALL-LEASE-JUNE 2017	5,417.62 5,417.62	A/P	OUT-STD	06/01/2017
020184	06/07/2017 ACCT #903240047015 MAY2017 VOLUNTEER FIRE MEMBERSHIP DU	330.00 330.00	A/P	OUT-STD	06/07/2017
020185	06/07/2017 ACCT 8025-280 MAY2017 LOCAL 770 UNION DUES-MAY/17	1,244.65 1,244.65	A/P	OUT-STD	06/07/2017
020186	08/07/2017 ATLANTIC GOLF SUPERINTENDENTS ASSOCIATION 17-11 RC-REC DIR - ATLANTIC TURFGRAS	345.00 345.00	A/P	OUT-STD	06/07/2017
020187	06/07/2017 BELLBOY DRYCLEANERS 12-458313 CC-EVENTS-LINENS (ADDED TO TUI	69.00 69.00	A/P	OUT-STD	06/07/2017
020188	06/07/2017 BORDER INVESTIGATIONS & SECURITY INC. 14555 PS-BYLAW-MAY/17 FEE	2,576.00 2,576.00	A/P	OUT-STD	06/07/2017
020189	06/07/2017 CALDWELL LESLIE MAY 17/17 TS-ST5- CUT TREE ON PRINCESS S	400.00 400.00	A/P	OUT-STD	06/07/2017
020190	06/07/2017 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. RG10429 RC-#306-WHEEL ALIGNMENT	88.49 88.49	A/P	OUT-STD	06/07/2017
020191	06/07/2017 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MAY2017 GG-MUNICIPALPLAN-MAY/17	23,940.56 23,940.56	A/P	OUT-STD	06/07/2017
020192	06/07/2017 Derek O'Brien FIREDEPTHOTEL PS-FIRE-HOTEL FEES FOR TRAININ LIBRARYEQUIP PM-LIBRARY-TABLE CART MAY2017 GG-CAO-MONTHLY VEHICLE ALLOW MAY2017TRAVEL GG-CAO-MEETING, TRAINING, CIVIC	2,217.08 501.40 316.23 350.00 1,049.45	A/P	OUT-STD	06/07/2017
020193	06/07/2017 FEDERATION OF CANADIAN MUNICIPALITIES 44012 GG-CIVIC-2017-2018 MEMBERSHIP	972.20 972.20	A/P	OUT-STD	06/07/2017
020194	06/07/2017 GREENLAW'S GARAGE LTD. 1877-2016 TS-#1-BALANCED TIRES	48.00 48.00	A/P	OUT-STD	06/07/2017
020195	08/07/2017 JOAN MERRILL MAY05-182017FEE PM-LIBRARY-PUBLIC WASHROOMS	66.00 66.00	A/P	OUT-STD	06/07/2017
020196	06/07/2017 MINISTER OF FINANCE MAY2017 EMPLOYEE DEDUCTIONS-MAY/17	986.00 986.00	A/P	OUT-STD	06/07/2017
020197	06/07/2017 O'CONNELL MIKE MAY2017 RC-RECDIRECTOR-MONTHLY VEHIC	200.00 200.00	A/P	OUT-STD	06/07/2017
020198	06/07/2017 RICHARDSON JEFF 113.94 PS-FIRE-DRY CLEANING, LUNCH FC	113.94 113.94	A/P	OUT-STD	06/07/2017
020199	06/07/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	06/07/2017

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	WEEK232017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020200	06/07/2017	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	06/07/2017
	MAY2017	EMPLOYEE DEDUCTIONS-MAY/17	40.00			
020201	08/07/2017	VITALAIRE	485.20	A/P	OUT-STD	06/07/2017
	3379631	PS-FIRE-MEDICAL OXYGEN	48.81			
	3464879	PS-FIRE-MEDICAL OXYGEN	436.39			
020202	06/07/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/07/2017
	WEEK232017	EMPLOYEE DEDUCTIONS-JUNE 4-11	209.30			
020203	06/08/2017	JOAN MERRILL	180.00	A/P	OUT-STD	06/08/2017
	JUNE082017	PM-LIBRARY-PUBLIC WASHROOMS	180.00			
020204	06/08/2017	BY THE SEA PICTURE FRAMING	1,532.69	A/P	OUT-STD	06/08/2017
	1294	RC-REC-WALL OF FAME FRAMED A	1,532.69			
020205	06/08/2017	OK TIRE & AUTO SERVICE	118.54	A/P	OUT-STD	06/08/2017
	IN040253	TS-SHOP- ELECTRODES	118.54			
020206	06/08/2017	ONTARIO ASSOCIATION OF FIRE CHIEFS	345.00	A/P	OUT-STD	06/08/2017
	54514	PS-FIRE- BHH COURSE	172.50			
	54520	PS-FIRE-BHH COURSE	172.50			
020207	06/08/2017	ORKIN CANADA CORPORATION	200.68	A/P	OUT-STD	06/08/2017
	IN-7646715	CC-BUILDING-PEST CONTROL APRI	65.55			
	IN-7666355	PS-FIRE- PEST CONTROL	135.13			
020208	06/08/2017	ORR ELECTRIC & ALARM LTD.	1,619.43	A/P	OUT-STD	06/08/2017
	2615	PS-FIRE- TESTED FIRE ALARM SYS	762.90			
	2616	PS-FIRE- ELECTRICAL REPAIR WOR	856.53			
020209	06/08/2017	PARTS FOR TRUCKS INC.	2,862.64	A/P	OUT-STD	06/08/2017
	34247560-00	TS-#21-RED DOT ROOFTOP SYSTEM	2,862.64			
020210	06/08/2017	PAYROLL TRANSFER	93,670.11	A/P	OUT-STD	06/08/2017
	WEEK232017	GG-TRANSFER-MAY 26-JUNE 08/17	93,670.11			
020211	06/08/2017	PETROSERVICE	2,555.47	A/P	OUT-STD	06/08/2017
	SRVCE0019988	TS-ST5-REPAIR FUEL PUMPS & INS	2,555.47			
020212	06/08/2017	RECEIVER GENERAL FOR CANADA	39,346.14	A/P	OUT-STD	06/08/2017
	WEEK232017	GG-REMITTANCE-MAY 26-JUNE 08/1	39,346.14			
020213	06/08/2017	RECREATION NB	435.85	A/P	OUT-STD	06/08/2017
	2017-032	RC-REC- 2017-18 MEMBERSHIP REN	435.85			
020214	06/08/2017	T.DONOVAN & SON (1997) Ltd.	610.25	A/P	OUT-STD	06/08/2017
	IN00019766	CC-ARENA-COOLING TOWER SUPP	610.25			
020215	06/08/2017	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,137.12	A/P	OUT-STD	06/08/2017
	1211868	CC-BUILDING-MAINTENANCE CONT	1,137.12			
020216	06/08/2017	Town of St. Stephen	153.00	A/P	OUT-STD	06/08/2017
	153.00	GG-TREASURY-FUND TRANSFER TR	153.00			
020217	06/08/2017	ULTRA ALARM SERVICES	1,822.75	A/P	OUT-STD	06/08/2017
	199930	CC-BUILDING-ANNUAL FIRE ALARM	465.75			
	VSG040167	CC- ALARM SYSTEM INSPECTION	1,357.00			
020218	06/08/2017	UNIFIRST CANADA LTD.	404.21	A/P	OUT-STD	06/08/2017
	7100097064	CC-MATS	67.05			
	7100099915	CC-MATS	67.05			
	7100100490	CC-FRONT LOBBY-MATS	67.05			
	7100101064	CC-FRONT LOBBY-MATS	68.96			
	7100101636	CC-FRONT LOBBY-MATS	67.05			
	7100102199	CC-FRONT LOBBY-MATS	67.05			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
020219	06/08/2017 UPS CANADA LTD. 999345661 CC-ADMIN-BROKERAGE FEE FOR M	56.63 56.63	A/P	OUT-STD	06/08/2017
020220	06/08/2017 VALLEY EQUIPMENT LTD IX49248 PS-#201- TAPERED BEARING SET, E IX49389 PS-#201-A-PILLAR PANEL	334.18 277.42 56.76	A/P	OUT-STD	06/08/2017
020221	06/08/2017 YELLOW PAGES GROUP 17-4270621 GG-TOWN - 911 LISTING- APR 17	9.95 9.95	A/P	OUT-STD	06/08/2017
020222	06/08/2017 Town of St. Stephen 98.00 GG-TREASURY-FUND TRANSFER TO	98.00 98.00	A/P	OUT-STD	06/08/2017
020223	06/08/2017 ORR ELECTRIC & ALARM LTD. 2657 PM-LIBRARY- INSTALLED LIGHT WH	120.47 120.47	A/P	OUT-STD	06/08/2017
020224	06/08/2017 RICHWIL TRUCK CENTRE LTD. 118618 TS-#7- TRNSMTR, TR	338.45 338.45	A/P	OUT-STD	06/08/2017
020225	06/13/2017 JUDY MORGAN ELOIE/RUSSELL CC-EVENTS-ELOIE/RUSSELL SHOW	3,440.00 3,440.00	A/P	OUT-STD	06/13/2017
020226	06/13/2017 THE GREATER ST. STEPHEN SPORTS WALL OF FAI TICKETS CC-EVENTS-ST. STEPHEN GREATER	4,760.00 4,760.00	A/P	OUT-STD	06/13/2017
020227	06/13/2017 TOWN OF ST. STEPHEN ITSAMYSTERYPIGFACE CC-EVENT-BOOK SALES FOR IT'S A	500.00 500.00	A/P	OUT-STD	06/13/2017
020228	06/14/2017 ALLAN MACEACHERN MONCTONMEETINGS GG-MAYOR-MAYORS & MINISTERS	259.20 259.20	A/P	OUT-STD	06/14/2017
020229	06/14/2017 BELL ALIANT 06336721MAY17 TS-AIRPORT - LANDLINE PHONE	152.14 152.14	A/P	OUT-STD	06/14/2017
020230	06/14/2017 BORDER INVESTIGATIONS & SECURITY INC. 14565 PS-BYLAW-JUNE 02-09/17 FEE	1,288.00 1,288.00	A/P	OUT-STD	06/14/2017
020231	06/14/2017 CALDWELL LESLIE JUNE 01 2017 TS-STC- TREE TAKE DOWN	450.00 450.00	A/P	OUT-STD	06/14/2017
020232	06/14/2017 CHOCOLATE FEST INC. GRANT2017 GG-CIVIC-2017 GRANT	1,500.00 1,500.00	A/P	OUT-STD	06/14/2017
020233	06/14/2017 CNH CAPITAL IN84198 TS-#16-WIPER ARM IN84256* TS-#16- BELT, WIPER BLADES	456.22 310.50 145.72	A/P	OUT-STD	06/14/2017
020234	06/14/2017 Derek O'Brien MAYPETTYCASH2017 GG-CAO-PHYSICIAN RECRUITMENT	516.88 516.88	A/P	OUT-STD	06/14/2017
020235	06/14/2017 DOW JENNIFER FLOWERSUPPLIES RC-HORT-FLOWER SUPPLIES	455.86 455.86	A/P	OUT-STD	06/14/2017
020236	06/14/2017 ENBRIDGE GAS NEW BRUNSWICK 2017052601008-1016227-0 CC-BUILDING-NATURAL GAS 00	2,129.79 2,129.79	A/P	OUT-STD	06/14/2017
020237	06/14/2017 FUNDY BUILDING INSPECTION & DRAFTING SERVICE 17-043 PS-BUILDINGINSPECTOR-MAY 28-JI	2,846.25 2,846.25	A/P	OUT-STD	06/14/2017
020238	06/14/2017 G. LEBLANC FIRE TRUCK REPAIR LTD. 10510 PS-#202-PUMP CAPACITY TEST, HA 10511 PS-#1-PUMP CAPACITY TEST, HALE 10512 PS-#3-PUMP CAPACITY TEST, HALE	2,824.97 753.48 1,318.01 753.48	A/P	OUT-STD	06/14/2017
020239	06/14/2017 GREENLAW'S GARAGE LTD. 0977 TS-#22-RECHARGE A/C 0981 TS-#16- RECHARGE A/C 0985 TS-#22- FLUSH RAD	896.82 287.44 436.94 172.44	A/P	OUT-STD	06/14/2017

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Number	Issued	Amount	SC	Status	Status Date
020240	06/14/2017 GREENIUS AU05102017 RC-STAFF-2017 ONLINE TRAINING	870.10 870.10	A/P	OUT-STD	06/14/2017
020242	06/14/2017 GULLISON'S COURIER SERVICE 1 TS-#16-CASE EQUIPMENT 2 TS-#11-FR SAUNDERS EQUIP 217878 PS-FIRE-FROM CJ MUNN 352231 PS-FIRE- TO S.S.F.H FR/ C.J. MUNN 352270 TS-#13- TO TOWN FR/ CASE EQUIP 352312 TS-#13- TO TOWN FR/ CASE EQUIP 352318 TS-SHOP- TO CASE EQUIPMENT FR 352338 TS-#13- TO TOWN FR/ CASE EQUIP 352349 TS-#7- TO TOWN FR/ RICHWIL 352368 TS-SHOP- TO TOWN FR/ LSW 352376 TS-#22- TO TOWN FR/ SAUNDERS E 352390 TS-#22-FR SAUNDERS EQUIPMENT 710219 PS-FIRE- TO S.S.F.D FR/C.J.MUNN 710220 TS-#21- TO TOWN FR/PFT	515.50 0.50 9.00 34.50 28.75 28.75 28.75 57.50 28.75 57.50 92.00 40.25 28.75 34.50 46.00	A/P	OUT-STD	06/14/2017
020243	06/14/2017 IRVING ENERGY DISTRIBUTION AND MARKETING 319097 TS-ST5- DIESEL JAN-MAY/17 TS-ST5-JANUARY-MAY/17 INTERES	1,539.18 1,263.77 275.41	A/P	OUT-STD	06/14/2017
020244	06/14/2017 KARILYNN KLUKE CERTIFIEDPOOLCRSE CC-POOL-CERTIFIED POOL OPERA NATLIFEGUARD/FIRSTAID CC-POOL-NATIONAL LIFEGUARD/FI	366.40 188.80 177.60	A/P	OUT-STD	06/14/2017
020245	06/14/2017 KEL-TEX CONSTRUCTION LTD. BLDGPERMITREFUND PS-BUILDINGPERMIT-REFUND	25.00 25.00	A/P	OUT-STD	06/14/2017
020246	06/14/2017 KIMBERLY STE MARIE TOWNSUITE2017 GG-TREASURY-TOWNSUITE SEMIN	15.00 15.00	A/P	OUT-STD	06/14/2017
020247	06/14/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 245458094 GG-TOWN HALL- PHOTOCOPIER MA	91.23 91.23	A/P	OUT-STD	06/14/2017
020248	06/14/2017 MCAULEY, JANET TOWNSUITE2017 GG-TREASURY-TOWNSUITE SEMIN	15.00 15.00	A/P	OUT-STD	06/14/2017
020249	06/14/2017 MICHELLE VEST 617.39 CC-CANTEEN-UPPER AND LOWER S	617.39 617.39	A/P	OUT-STD	06/14/2017
020250	06/14/2017 MINISTER OF FINANCE WEEK242017 EMPLOYEE DEDUCTIONS-JUNE 11-	209.30 209.30	A/P	OUT-STD	06/14/2017
020251	06/14/2017 MINISTER OF FINANCE 11368891MAY17 GG-TOWN HALL- LANDLINE PHONE 11378668MAY17 PS/TS-199 UNION STREET - LANDLI 11395944MAY17 PS-FIRE-LANDLINE PHONES 15772965MAY17 RC-REC/POOL - LANDLINE PHONES 46435731MAY17 RC-PARKS- CHOC PARK CAMERA	3,080.30 1,466.65 353.13 927.78 232.75 99.99	A/P	OUT-STD	06/14/2017
020252	06/14/2017 N. B. ELECTRIC POWER 18988703JUN17 TS/PS- 199 UNION ST- ELECTRICITY 19051703JUN17 TS-AIRPORT- ELECTRICITY 19051801JUN17 TS-AIRPORT-ELECTRICITY 2160900030308JUN17 TS-ST5-AREA LIGHTS 71315207JUN17* PM-RCMP-ELECTRICITY 83278804JUN17 TS-ST5- PARK SHED	14,178.70 1,081.25 182.16 50.04 11,939.31 898.48 27.46	A/P	OUT-STD	06/14/2017
020253	06/14/2017 O'CONNELL MIKE	195.00	A/P	OUT-STD	06/14/2017

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Number	Issued	Amount	SC	Status	Status Date
	FRPA2017*	RC-RECREATIONDIRECTOR-LILLY L			
	FRPA-AGM	RC-RECREATIONDIRECTOR-ANNUA			
	QPLEXFLOORING	RC-RECREATIONDIRECTOR-QPLEX			
020254	06/14/2017 PARTS FOR TRUCKS INC.	1,580.12	A/P	OUT-STD	06/14/2017
	34244852-00	TS-#12,#24- STEP PIN KITS, ANGLE I			
		1,580.12			
020255	06/14/2017 PETTY CASH - GARCELON CIVIC CENTER	10.00	A/P	OUT-STD	06/14/2017
	NOVEMBER252016	CC-STAFF-HEM JACKET SLEEVES			
		10.00			
020256	06/14/2017 ROB DOUGHERTY	149.49	A/P	OUT-STD	06/14/2017
	JUNE012017	CC-ARENA-CLOTHING ALLOWANCE			
		149.49			
020257	06/14/2017 RON MALLOY	200.00	A/P	OUT-STD	06/14/2017
	STSTEPHENDAYS	CC-EVENTS-MUSIC FOR ST. STEPH			
		200.00			
020258	06/14/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	06/14/2017
	WEEK242017	PS-ANIMALCONTROL-WEEKLY FEE,			
		371.91			
020259	06/14/2017 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC.	5,195.00	A/P	OUT-STD	06/14/2017
	MAY-AUG/17GRANT	GG-CIVIC-MAY-AUG/17 GRANT			
		5,195.00			
020260	06/14/2017 THE GREATER ST. STEPHEN SPORTS WALL OF FAI	1,705.00	A/P	OUT-STD	06/14/2017
	TICKETS*	CC-EVENTS-TICKET SALES			
		1,705.00			
020261	06/14/2017 TIM TOZER	115.20	A/P	OUT-STD	06/14/2017
	TOWNSUITESEMINAR	GG-TREASURY-ACCOUNTING SOFT			
		115.20			
020263	06/21/2017 ABEL MCGRAW	150.00	A/P	OUT-STD	06/21/2017
	BLDGPERMITREFUND	PS-BUILDINGPERMIT-REFUND			
		150.00			
020264	06/21/2017 ALAN BOOTH	275.00	A/P	OUT-STD	06/21/2017
	090746	RC-LEGION FIELD-TILLING			
		275.00			
020265	06/21/2017 ALLAN HASTEY	25.00	A/P	OUT-STD	06/21/2017
	2014-00024	PS-BUILDINGINSPECTOR-BUILDING			
		25.00			
020266	06/21/2017 BELL ALIANT	913.38	A/P	OUT-STD	06/21/2017
	47424130MAY2017	CC-BUILDING-LANLINES			
		913.38			
020267	06/21/2017 GANONG BROS. LIMITED	20,000.00	A/P	OUT-STD	06/21/2017
	2015&2016DEVGRANT	GG-CIVIC-2016 AND 2016 DEVELOPI			
		20,000.00			
020268	06/21/2017 GREAT-WEST LIFE ASSURANCE COMPANY	2,104.42	A/P	OUT-STD	06/21/2017
	JUNE162017MANAGEMEN	GG-JUNE24-JUL23/17PREMIUMS-MA			
	T	2,104.42			
020269	06/21/2017 IRVING ENERGY DISTRIBUTION AND MARKETING	9,066.29	A/P	OUT-STD	06/21/2017
	516238*	TS-STSDIESEL			
		821.64			
	528679*	TS-STSGAS			
		4,737.54			
	652542	TS-STSDIESEL			
		1,140.02			
	826821*	TS-STSDIESEL			
		1,606.61			
	917006	TS-STSDIESEL			
		760.48			
020270	06/21/2017 JASON GOWAN	200.00	A/P	OUT-STD	06/21/2017
	ARENAOPERATIONS	CC-ARENA-ARENA OPERATIONS CC			
		200.00			
020271	06/21/2017 JEREMY MCSHANE	566.80	A/P	OUT-STD	06/21/2017
	MARITIMEARENAOPS	CC-ARENA-MARITIME ARENA OPER			
		566.80			
020272	06/21/2017 JOAN FLEWELLING	540.06	A/P	OUT-STD	06/21/2017
	AMANBCONFERENCE17	GG-TOWNCLERK-AMANB ANNUAL C			
		540.06			
020273	06/21/2017 KING CONSTRUCTION LTD.	500.00	A/P	OUT-STD	06/21/2017
	2016-0090*	PS-BUILDINGINSPECTOR-BUILDING			
		500.00			
020274	06/21/2017 KONICA MINOLTA	209.71	A/P	OUT-STD	06/21/2017
	6361067	GG-TOWN-COPIER LEASE-JUNE/17			
		209.71			
020275	06/21/2017 MARITIME FIRE CHIEFS ASSOCIATION	50.00	A/P	OUT-STD	06/21/2017
	528*	PS-FIRE-2016 MEMBERSHIP DUE			
		50.00			

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Number	Issued	Amount	SC	Status	Status Date
020276	06/21/2017 MCLAUGHLIN, DONALD MAY 05/17 RC-PARKS- SIGN PAINTING	514.05 514.05	A/P	OUT-STD	06/21/2017
020277	06/21/2017 MEDAVIE BLUE CROSS 104332MANAGEMENT GG-HEALTH&DENTALPREMIUMS-JL 104996UNION GG-HEALTH&DENTALPREMIUMS-JL	15,586.27 5,838.86 9,747.41	A/P	OUT-STD	06/21/2017
020278	06/21/2017 MINISTER OF FINANCE WEEK252017 EMPLOYEE DEDUCTIONS-JUNE 18-;	209.30 209.30	A/P	OUT-STD	06/21/2017
020279	06/21/2017 MURAL MOSAIC INC 1723 GG-EVENTS-PRINT ON CARD STOCI	420.00 420.00	A/P	OUT-STD	06/21/2017
020280	06/21/2017 PETTY CASH CASHADJUSTMENT GG-BANK-CASH ADJUSTMENT MAY102017 GG-BYLA-W-REGISTERED LETTER MAY182017 GG-STAFF-GIFT CERTIFICATE MAY232017 GG-TOWNHALL-KITCHEN ELECTRIC	59.50 0.01 11.50 25.00 22.99	A/P	OUT-STD	06/21/2017
020281	06/21/2017 RACHAEL HUGHES FLORIDAHOCKEYTEAM RC-HOCKEYTOURNAMENT-CATERII	2,250.00 2,250.00	A/P	OUT-STD	06/21/2017
020282	06/21/2017 RICHARDSON JEFF EMERRESPONSE PS-FIRE-EMERGENCY RESPONSE A	143.10 143.10	A/P	OUT-STD	06/21/2017
020283	06/21/2017 SANDRO'S CATERING MAY172017 CC-CANTEEN-PROVIDE FOOD SERA	258.75 258.75	A/P	OUT-STD	06/21/2017
020284	06/21/2017 SHANNON MICHAEL WEEK252017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	06/21/2017
020285	06/21/2017 GREAT-WEST LIFE ASSURANCE COMPANY JUNE162017UNION GG-JUN24-JUL23/17PREMIUMS-UNK	3,014.14 3,014.14	A/P	OUT-STD	06/21/2017
020286	06/21/2017 SPARTAN FITNESS 280676 CC-GYM-PREVENTATIVE MAINTENA	595.69 595.69	A/P	OUT-STD	06/21/2017
020287	06/21/2017 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT CRANERENTAL PS-TRAININGGROUNDS-CRANE REI	130.00 130.00	A/P	OUT-STD	06/21/2017
020289	06/21/2017 SAUNDERS EQUIPMENT LTD. 0000067540 CC-ARENA-PLASTIC WATER SOLEN 36481 TS-#22- PRE CLEANER 110HP 66767 TS-#31,#33- ARMS, PIVOT PINS 66877 TS-#22- CLUTCH ASSEMBLY 66878 TS-#22- CLUTCH ASSEMBLY 66897 TS-#22-THERMOSTAT, SWITCH KNC 66983 TS-#22-PRE-CLEANER-110 HP 67090 TS-#21-WIPER ARM, WIPER BLADE, 67126 TS-#22- WATER GAUGE MURPHY, V 67160 TS-#22- SWITCH MURPHY 67261 TS-#22- COMPRESSOR BRACKET	8,755.56 139.44 142.72 1,239.70 3,034.85 2,872.13 172.10 142.72 273.13 399.57 121.44 217.76	A/P	OUT-STD	06/21/2017
020290	06/21/2017 SMET MONUMENTS 2001-31646 RC-WALL OF FAME- DARK BLACK TI	1,104.00 1,104.00	A/P	OUT-STD	06/21/2017
020292	06/21/2017 SOURCE ONE SUPPLIES 14535 PM-LIBRARY- PAPER TOWEL, GARB 14570 PM-LIBRARY- HAND SOAP 14599 PS-FIRE- COLD DRINK CUPS 14695 PS-FIRE- GLOVES 14750 RC-PARKS-FOAM HAND SOAP, GAR 14800 TS-SHOP- PAPER TOWEL	3,730.58 79.56 91.95 221.32 239.71 91.92 51.44	A/P	OUT-STD	06/21/2017

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Number	Issued		Amount	SC	Status	Status Date
	14828	PS-FIRE-SAFETY GLASSES	159.85			
	14843	RC-HORT- FIRST AID KITS	124.11			
	14870	CC-JANITORIAL SUPPLIES-HAND TC	80.43			
	14887	PS-FIRE-LAUNDRY DETERGENT	31.91			
	14944	CC-JANITORIAL SUPPLIES	27.14			
	14945	CC-JANITORIAL SUPPLIES	160.86			
	14979	RC-LIBRARY-PAPER TOWELS, BATH	136.63			
	14982	CC-ARENA-COLINON, LIMPID, FOAM	416.07			
	14985*	CC-POOL-HAIR AND BODY WASH - 2	44.83			
	15029	CC-POOL-SODIUM HYPOCHLORITE	299.00			
	15067	CC-POOL-TOILET PAPER, URINAL B	173.03			
	15174	CC-ARENA-GARBAGE BAGS, SPRAY	222.94			
	15176	CC-POOL-MURIATIC ACID 20L X 3	168.67			
	15218	CC-POOL-SODIUM HYPOCHLORIDE	460.00			
	15222	CC-ARENA-HAND TOWELS X 4 CASI	160.86			
	15231	CC-ARENA-HAND SOAP X 3	288.35			
020293	06/21/2017	SOURCE ATLANTIC	2,444.56	A/P	OUT-STD	06/21/2017
	2570379	TS-SHOP- SHOVELS	138.69			
	2580351	TS-SHOP- ELECTRIC HOIST CERT., 1	422.05			
	2581584	PS-FIRE- CLOTHING ALLOWANCE	816.48			
	2581586	TS-SHOP-GLOVES, DISC FLAP 60 GI	217.22			
	2581587	TS-STC-CLOTHING ALLOWANCE	172.49			
	2599274	TS-SHOP- CURB BROOMS, BROOM	73.60			
	2602337	TS-SHOP- GLOVES, SENTINEL GRA'	142.42			
	2602548	TS-SHOP- LAWN & LEAF RAKES	109.02			
	2733980	CC-ARENA-LED BULBS X 20	235.06			
	2740315	CC-ARENA-LIGHT BULBS X 10	117.53			
020294	06/21/2017	SOUTHWEST CONCRETE & CONS LTD	57.50	A/P	OUT-STD	06/21/2017
	IN000002365	TS-STC- EQUIPMENT RENTAL	57.50			
020295	06/21/2017	SOUTHERN SANITATION LTD.	19,532.00	A/P	OUT-STD	06/21/2017
	156819	CC-GARBAGE REMOVAL	632.50			
	156820	CC-GARBAGE REMOVAL	632.50			
	156870	GG-TOWN-ZONE I GARBAGE COLLE	4,602.78			
	156871	GG-TOWN-ZONE I GARBAGE COLLE	4,602.78			
	156872	GG-TOWN HALL- ZONE III GARBAGE	4,005.74			
	156873	GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	156918	TS/RC-STREETS/PARKS-GARBAGE	493.35			
	156919	TS/RC-STREETS/PARKS-GARBAGE	493.35			
	156936	PM-AIRPORT- GARBAGE COLLECTI	31.63			
	156937	PM-AIRPORT- GARBAGE COLLECTI	31.63			
020296	06/21/2017	SOUTHWEST ELECTRIC & SECURITY INC.	595.33	A/P	OUT-STD	06/21/2017
	14467	CC-KITCHEN/GYM-INSTALLED NEW	297.11			
	14469	CC-KITCHEN-INSTALLED NEW CIRC	197.02			
	14512	PM-5 KINGS-WATER LEAK UNDERG	101.20			
020297	06/21/2017	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	9,549.99	A/P	OUT-STD	06/21/2017
	182217-183448	GG-TOWN-LANDFILL CONTRACT	9,549.99			
020299	06/21/2017	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	6,649.47	A/P	OUT-STD	06/21/2017
	140276	GG-CIVIC-TOWN EVENTS	49.15			
	142021	GG-CIVIC- TOWN EVENTS	49.15			
	142652	GG-CIVIC- TOWN EVENTS	49.15			

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	143108	GG-CIVIC-TOWN EVENTS	49.15			
	143622	GG-CIVIC- VOLUNTEER WEEK	102.35			
	143853	GG-CIVIC- TOWN EVENTS	49.15			
	144657	GG-CIVIC-TOWN EVENTS	49.15			
	145251	GG-CIVIC-TOWN SPRING CLEAN UP	101.71			
	145252	GG-CIVIC-TOWN EVENTS	49.15			
	145835	GG-CIVIC- TOWN EVENTS	49.15			
	25669	CC-ARENA-SIGNAGE FOR ADMIN, A	798.10			
	25859	RC-WALL OF FAME-TICKETS, BANNI	117.30			
	25860	RC-WALL OF FAME-POSTERS	56.93			
	25861	RC-WALL OF FAME-INVITATIONS, EI	135.70			
	25868	CC-ADMIN-SPRING 2017 SCHEDULE	14.38			
	25872	RC-PARKS- SPRING AND SUMMER F	3,512.84			
	25893	GG-CIVIC-MIDDLE OF EVERYWHERE	109.68			
	25909	CC-ARENA-DOOR RULES STICKERS	46.89			
	25917	RC-WALL OF FAME-SILENT AUCTION	69.29			
	25961	PS-FIRE- FIRE EXTINGUISHER TAGS	91.63			
	26126	RC-WALL OF FAME-RETRACTABLE I	764.75			
	26687	GG-COMMUNITY EVENTS	334.72			
020300	06/21/2017	ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	06/21/2017
	1902	GG-CIVIC-2017 SPRING BUSINESS M	200.00			
020301	06/21/2017	ST. STEPHEN GUARDIAN	93.30	A/P	OUT-STD	06/21/2017
	3-583394	CC-POOL-FIRST AID SUPPLIES	-73.01			
	593544	CC-BUILDING-FIRST AID SUPPLIES	166.31			
020303	06/21/2017	STATIONERY PLUS	1,196.03	A/P	OUT-STD	06/21/2017
	10182	GG-TOWNHALL-SHREDDER	344.43			
	12636	GG-TOWN HALL- RULER, LASER TO	26.10			
	13211	RC-PARKS- PENCILS, PLANNER, BU	56.38			
	13686	RC-PARKS- CLEANING WIPES, MAR	31.94			
	14117	PS-FIRE- INVOICE FORMS, STAPLES	79.42			
	14189	GG-TOWN HALL- PAPER, PORTFOLI	2.82			
	14381	GG-TOWN HALL- PURCHASE ORDEI	292.10			
	14449	GG-TOWN HALL- LASER TONER	111.31			
	14991*	GG-TOWN HALL-CORRECTION FLUI	124.85			
	6845	GG-TOWNHALL-LAMINATING POUCE	40.24			
	6924	GG-TOWNHALL-FLIP CHART PAD	11.49			
	7311	GG-TOWNHALL-BINDERS	-17.82			
	7369	GG-TOWNHALL-AIR DUSTER, PEN	7.28			
	7390	GG-TOWNHALL-INSERTABLE INDEX	3.97			
	7465	GG-TOWNHALL-LASER TONER	68.99			
	7726	GG-TOWNHALL-BINDERS	12.53			
020304	06/21/2017	STATIONERY PLUS	359.97	A/P	OUT-STD	06/21/2017
	13848	CC-ADMIN-PAPER, THERMAL ROLL	101.23			
	13877	CC-AQUATICS-ADMIN SUPPLIES	22.97			
	15057	CC-ADMIN-PAPER	45.89			
	15231	CC-ADMIN-MARKERS AND ERASER	14.44			
	7822	CC-ADMIN-PAPER, TAPE, STICKY N	175.44			
020305	06/26/2017	CODE 4 FIRE & RESCUE INC.	14,598.10	A/P	OUT-STD	06/26/2017
	204343	PS-FIRE-JAWS OF LIFE MAINTENAN	803.85			
	204360	PS-FIRE-COMBI PACKAGE TOOL	13,794.25			

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020306	06/26/2017 FRANK G GODSOE CHARTERED ACCOUNTANT	2,883.05	A/P	OUT-STD	06/26/2017
	1155 GG-TREASURY-ACCOUNTING SUPP	493.81			
	1164 GG-TREASURY-ACCOUNTING SUPP	212.52			
	1165 GG-TREASURY-ACCOUNTING SUPP	779.24			
	1167 GG-TREASURY-ACCOUNTING SUPP	1,352.40			
	1168 GG-TREASURY-ACCOUNTING SUPP	45.08			
020308	06/26/2017 JOAN MERRILL	120.00	A/P	OUT-STD	06/26/2017
	JUNE222017 PM-LIBRARY-JUNE 9-22/17 JANITOR	120.00			
020310	06/26/2017 N. B. ELECTRIC POWER	22,808.82	A/P	OUT-STD	06/26/2017
	10126106JUN17 TS-XINGLIGHTS-KING ST	26.11			
	17935200JUN17 TS-KING/UNIONST-TRAFFIC LIGHTS	39.63			
	18169205JUN17 RC-POOL-MILL LANE	916.88			
	19055406JUN17 RC-ARENA-ELECTRICITY	579.37			
	50660140JUN17 RC-PARKS-ROTARY CHANGING RO	26.40			
	54187672JUN17 TS-KING/QUEENST-TRAFFIC LIGHTS	38.73			
	54253127JUN17 CC-BUILDING-ELECTRICTY	20,264.39			
	54653258JUN17 TS-KING/SUPERSTORE-TRAFFIC LIK	69.24			
	55180607JUN17 RC-COTTONMILL-LIGHTS	70.45			
	55917471JUN17 TS-ST5-WATEFRONT LIGHTS	69.54			
	57955782JUN17 RC-BANDSTAND-CHOCOLATE PARK	27.31			
	57955808JUN17 GG-120MILLTOWNBLVD-ELECTRICT	26.11			
	72924306JUN17 RC-PARKS-BANDSTAND	45.64			
	73006038JUN17 RC-LIBRARY-ELECTRICITY	482.57			
	82122207JUN17 RC-PARKS-BASKETBALL COURT	52.85			
	84960501JUN17 RC-PARKS-RIVERSIDE DR LIGHTS	73.60			
020311	06/26/2017 PAYROLL TRANSFER	87,359.21	A/P	OUT-STD	06/26/2017
	WEEK252017 GG-TRANSFER-JUNE 09-22/17	87,359.21			
020312	06/26/2017 RACHAEL HUGHES	584.28	A/P	OUT-STD	06/26/2017
	NOV16TOMAR17COMM CC-LOWERCANTEEN-NOV/16-MAR/	584.28			
020313	08/28/2017 RECEIVER GENERAL FOR CANADA	34,624.50	A/P	OUT-STD	06/26/2017
	WEEK252017 GG-REMITTANCE-JUNE 09-22/17	34,624.50			
020314	06/26/2017 TOWN OF ST. STEPHEN	14,436.78	A/P	OUT-STD	06/26/2017
	HSTREBATETRANSFER GG-TREASURY-HST FUND TRANSFI	14,436.78			
020315	06/26/2017 FRANK G GODSOE CHARTERED ACCOUNTANT	64.41	A/P	OUT-STD	06/26/2017
	718 CC-TREASURY-ACCOUNTING SUPP	64.41			
020318	06/26/2017 HERITAGE DEVELOPMENTS LIMITED	62,223.39	A/P	OUT-STD	06/26/2017
	IN000001732* PM-OLDTOWNHALL-MASONRY WOF	62,223.39*			
020319	06/28/2017 A"PLUS" AUTO GLASS & UPHOLSTERY	842.95	A/P	OUT-STD	06/28/2017
	24226 TS-#21- INSTALL WINDSHEILD	276.00			
	24249 TS-#22- INSTALL SOUND DEADENE	385.25			
	24250 TS-#11- INSTALL WINDSHEILD	181.70			
020320	08/28/2017 ADVOCATE MEDIA INC.	85.01	A/P	OUT-STD	06/28/2017
	147039 GG-CIVIC-TOWN WIDE YARD SALE	85.01			
020321	06/28/2017 AGRI-MECHANICAL LTD.	144.97	A/P	OUT-STD	06/28/2017
	54136 TS-#31, #34-TOP LINKS	144.97			
020322	06/28/2017 AIR LIQUIDE CANADA INC.	329.37	A/P	OUT-STD	06/28/2017
	66715969 TS-SHOP-ARGON, CARBON DIOXIDI	69.69			
	66811348 TS-SHOP- ALMIG, SERVICE CHARGI	259.68			
020323	06/28/2017 ALL GAS TANKS	97.63	A/P	OUT-STD	06/28/2017

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	89288	RC-PARKS-.095 X LINE 3LB SPOOL	64.34			
	89663	RC-HORT-PART FOR MOWER	20.70			
	89704	RC-HORT-MOWING SUPPLIES	12.59			
020324	06/28/2017	A ONE PUMPING SERVICE LTD.	853.88	A/P	OUT-STD	06/28/2017
	6091	PM-5 KINGS- SEWER FLUSHER AND	853.88			
020325	06/28/2017	AQUAM	286.55	A/P	OUT-STD	06/28/2017
	252087	CC-POOL-HAND BAR EXERCISER, W	286.55			
020326	06/28/2017	AREO FIRE	339.25	A/P	OUT-STD	06/28/2017
	273232	PS-FIRE- RENEWAL MODITECH STC	339.25			
020327	06/28/2017	ATLANTIC GYM & SPORTS	2,235.45	A/P	OUT-STD	06/28/2017
	1704033	RC-PARKS- NETS, BASKETBALL NE	1,009.46			
	3003578	RC-PARKS- BATS, PORTABLE BP C/	1,225.99			
020328	06/28/2017	ATLANTIC BUNKER GEAR SERVICES	858.65	A/P	OUT-STD	06/28/2017
	7901	PS-FIRE- TURN OUT GEAR MAINTEN	858.65			
020329	06/28/2017	ATLANTIC TRACTORS & EQUIPMENT LTD.	1,505.37	A/P	OUT-STD	06/28/2017
	9011504372	TS-#13- TIE ROD END	15.36			
	9011504748	TS-#13- GLASS	1,259.16			
	9011507220	TS-#13- SEAL, SEAL O RINGS	19.76			
	9011507664	TS-#13- ELBOW	27.07			
	9011508687	TS-#13- TUBE AS	91.21			
	9011508764	TS-#13- ELEMENTS - FILT	92.81			
020330	06/28/2017	ATLANTIC SIGNS	91.08	A/P	OUT-STD	06/28/2017
	38243	CC-ARENA-CONNECTORS AND CLIF	91.08			
020331	06/28/2017	BAYVIEW TRUCKS AND EQUIPMENT LTD.	762.11	A/P	OUT-STD	06/28/2017
	02P26519	RC-PARKS-MOWER BELT, PULLEY,	762.11			
020332	06/28/2017	BELLBOY DRYCLEANERS	529.00	A/P	OUT-STD	06/28/2017
	12-459825	CC-EVENTS-LINEN RENTAL FOR TU	69.00			
	14-460404	CC-EVENTS-LINEN CLEANING (MAY	80.50			
	20-463856	CC-EVENTS-LINEN DRY CLEANING I	115.00			
	41-461546	CC-EVENTS-LINEN CLEANING (WAL	235.75			
	5-464873	CC-EVENTS-LINENS DRYCLEANING	28.75			
020333	06/28/2017	BRIGGS PLUMBING INC.	1,505.55	A/P	OUT-STD	06/28/2017
	112811	PM- 5 KINGS- RE-ARRANGE DRAINA	1,116.64			
	112744	TS-SHOP- WAS URINAL GASKET	11.02			
	112838	TS-SHOP- URINAL FLUSH VALVE	377.89			
020334	06/28/2017	CLONEY CONSTRUCTION INC.	184.00	A/P	OUT-STD	06/28/2017
	00313	CC-ARENA-PREP AND RE-INSTALL :	184.00			
020335	06/28/2017	DAN HOVEY	200.00	A/P	OUT-STD	06/28/2017
	ICECOURSE	RC-PARKS-ICE COURSE IN PEI	200.00			
020336	06/28/2017	IRVING ENERGY DISTRIBUTION AND MARKETING	1,463.86	A/P	OUT-STD	06/28/2017
	287660	CC-BUILDING-NATURAL GAS MAY 2	1,463.86			
020337	06/28/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/28/2017
	WEEK262017	EMPLOYEE DEDUCTIONS-JUNE 25-	209.30			
020338	06/28/2017	SHANNON MICHAEL	371.91	A/P	OUT-STD	06/28/2017
	WEEK262017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020343	06/29/2017	CARQUEST	82.98	A/P	OUT-STD	06/29/2017
	14838-51279	TS-#3-FRICTION RDY CALIPER	-62.10			
	14838-52094	TS-SHOP-WINDSHIELD WASH FLUID	39.88			
	14838-54857	PS-FIRE- LUBRICANT	17.41			

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	14838-55057	TS-#1- FP E7198M	287.44			
	14838-55281	TS-#1-FUEL PUMP MODULE ASSEMI	-287.44			
	14838-55649	CC-ARENA-INDUSTRIAL "V" BELTS x	46.53			
	14838-57896	TS-SHOP-WINDSHIELD WASH FLUIC	41.26			
020344	06/29/2017	CHARLOTTE COUNTY JANITORIAL	1,343.83	A/P	OUT-STD	06/29/2017
	3620	PM-RCMP- JANITORIAL - APRIL/17	1,125.33			
	3626	PS-FIRE-JANITORIAL-APRIL 17	218.50			
Cheque Totals Issued:			780,004.36			
Void:			0.00			
Total Cheques Generated:			780,004.36			
Total # of Cheques Listed:			154			

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Number	Issued	Amount	SC	Status	Status Date
006144	06/22/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE222017A WS-SERIES"AZ"-INTEREST	902.25 902.25	A/P	OUT-STD	06/22/2017
006147	06/11/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112017A WS-SERIES"BA"-INTEREST	29,855.25 29,855.25	A/P	OUT-STD	06/11/2017
006148	06/11/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112017B WS-SERIES"BA"-PRINCIPAL	76,000.00 76,000.00	A/P	OUT-STD	06/11/2017
006150	06/02/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022017B WS-SERIES"BC"-INTEREST	4,425.00 4,425.00	A/P	OUT-STD	06/02/2017
006152	06/02/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022017A WS-SERIES"BC"-PRINCIPAL	48,000.00 48,000.00	A/P	OUT-STD	06/02/2017
006154	06/14/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE142017A WS-SERIES"BI"-INTEREST	1,006.00 1,006.00	A/P	OUT-STD	06/14/2017
006156	06/14/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE142017B WS-SERIES"BI"-PRINCIPAL	10,000.00 10,000.00	A/P	OUT-STD	06/14/2017
006161	06/06/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE062017 WS-SERIES"BO"-INTEREST	439.50 439.50	A/P	OUT-STD	06/06/2017
006163	06/06/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE062017* WS-SERIES"BO"-PRINCIPAL	4,000.00 4,000.00	A/P	OUT-STD	06/06/2017
006505	06/07/2017 TOWN OF ST. STEPHEN 57739.37 WS-TREASURY-TRANSFER TO GEN	57,739.37 57,739.37	A/P	OUT-STD	06/07/2017
006506	06/07/2017 TOWN OF ST. STEPHEN 60373.25 WS-TREASURY-TRANSFER TO GEN	60,378.25 60,378.25	A/P	OUT-STD	06/07/2017
006507	06/08/2017 PARTS FOR TRUCKS INC. 34245141-00 WS-#8-4 90 DEG 8X 8 OD-ID ALZ, 4 9	131.43 131.43	A/P	OUT-STD	06/08/2017
006509	06/08/2017 RESEARCH & PRODUCTIVITY COUNCIL 198009 WS-SOURCE- MICRO EXAM OF WAT 198044 WS-SOURCE- WATER ANALYSIS 200702 WS-SOURCE- WATER ANALYSIS 200712 WS-SOURCE-WATERANAYLSIS 200957 WS-SOURCE-WATERANAYLSIS 201045 WS-SOURCE-WATERANAYLSIS 201950 WS-SOURCE- WATER ANALYSIS 202018 WS-SOURCE- MICRO EXAM OF WAT 202357 WS-SOURCE- WATER ANALYSIS 202528 WS-SOURCE- MICRO EXAM OF WAT 202832 WS-SOURCE- MICRO EXAM OF WAT 203065 WS-SOURCE- WATER ANALYSIS 203096 WS-SOURCE- WATER ANALYSIS 203279 WS-SOURCE-WATERANALYSIS 203310 WS-SOURCE- MICRO EXAM OF WAT	5,372.86 72.37 305.82 289.48 72.37 275.47 72.37 682.85 72.37 427.21 72.37 72.37 413.21 275.47 2,196.76 72.37	A/P	OUT-STD	06/08/2017
006510	06/08/2017 RICHWIL TRUCK CENTRE LTD. 118807 SCD-#9- SWIVEL ARMS, SPRING RE	131.35 131.35	A/P	OUT-STD	06/08/2017
006511	06/08/2017 THE PANEL SHOP ITPS002098 SCD-DISPODAL- BACK UP POWER F	3,587.03 3,587.03	A/P	OUT-STD	06/08/2017
006512	06/14/2017 GULLISON'S COURIER SERVICE 352227 WS-SOURCE- TO RPC FR/TOWN 352261 WS-TRANS&DIST- TO RPC FR/TOWN 352262 WS-SOURCE- TO EMS FR/ TOWN	281.25 34.50 34.50 40.25	A/P	OUT-STD	06/14/2017

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006533 dated between 06/01/2017 and 06/30/2017

CHEQUE REGISTER

Printed: 10:46:17AM 07/05/2017

Page 2 of 3

Number	Issued		Amount	SC	Status	Status Date
	352352	WS-SOURCE- TO RPC FR/ TOWN	46.00			
	352370	WS-TRANS&DIST- TO RPC FR/ TOW	34.50			
	710002	WS-#9- TO TOWN FR/ RICHWIL	28.75			
	710023	WS-SOURCE-TO RPC	34.50			
	772356	SCD-DISPOSAL-FROM PIERCY'S	28.25			
006513	06/14/2017	MINISTER OF FINANCE (<i>Landline Phones</i>)	305.38	A/P	OUT-STD	06/14/2017
	11366812MAY17	WS-SOURCE- PUMP STATION	136.39			
	19002807MAY17	SCD-DISPOSAL- OLD BAY WWTP	168.99			
006514	06/14/2017	N. B. ELECTRIC POWER	4,326.88	A/P	OUT-STD	06/14/2017
	36869807JUN17	WS-3-119 MAXWELL XING BUILDING	955.66			
	50228902JUN17	WS-MAXWELL XING - PUMPS	680.10			
	53473043JUN17	WS-SOURCE- CHLORINE RESIDUAL	29.87			
	61230004JUN17	WS-MAXWELL XING - PUMPS	2,413.86			
	82291006JUN17	WS-SOURCE- RESERVOIR	247.39			
006515	06/14/2017	PIZZA DELIGHT	105.51	A/P	OUT-STD	06/14/2017
	937564	WS-TRANS&DIST-WATER BREAK MI	105.51			
006516	06/14/2017	HARRELL, PAUL AND KELLY	2,333.52	A/R	OUT-STD	06/14/2017
		<i>Refund of Utility Payment - Paid in Error</i>				
006517	06/21/2017	DEREK MORROW	1,720.64	A/P	OUT-STD	06/21/2017
		CHLORINE STRIPS	1,720.64			
006518	06/21/2017	SERVICE NEW BRUNSWICK	475.05	A/P	OUT-STD	06/21/2017
	976320	WS/SCD-TOWN-UTILITY PAYMENT F	251.47			
	985962	WS/SCD-TOWN-UTILITY PAYMENT F	223.58			
006519	06/21/2017	XPLORNET	253.01	A/P	OUT-STD	06/21/2017
	INV17811857	WS-MAXWELLXING-SATELLITE SER	253.01			
006520	06/21/2017	SAINT JOHN LABORATORY SERVICES LTD.	1,144.69	A/P	OUT-STD	06/21/2017
	411-17	SCD-DISPOSAL- TREATMENT PLAN	1,080.20			
	412-17	WS-SOURCE- ANALYSIS	64.49			
006521	06/21/2017	SCP DISTRIBUTORS INC CANADA	546.25	A/P	OUT-STD	06/21/2017
	FE039725	WS-SOURCE-EMPTY CYLINDER RE	-701.50			
	FE040947	WS-SOURCE- CHLORINE	1,247.75			
006522	06/21/2017	SOURCE ATLANTIC	197.80	A/P	OUT-STD	06/21/2017
	2591514	WS-TRANS&DIST- CLOTHING ALLOW	197.80			
006523	06/21/2017	SOUTHWEST CONCRETE & CONS LTD	1,001.65	A/P	OUT-STD	06/21/2017
	IN000002277	WS-TRANS&DIST- 1 1/4" CRUSHED C	462.30			
	IN000002337	WS-TRANS&DIST-CRUSHED GRAVE	231.15			
	IN000002398	WS-STC- CRUSHED GRAVEL	308.20			
006524	06/21/2017	SOUTHERN SANITATION LTD.	227.70	A/P	OUT-STD	06/21/2017
	156916	WS-BUDD AVENUE-GARBAGE COLL	113.85			
	156917	WS-BUDD AVENUE-GARBAGE COLL	113.85			
006525	06/21/2017	STATIONERY PLUS	634.09	A/P	OUT-STD	06/21/2017
	10182*	WS/SCD-TOWNHALL-PAPER SHREC	344.42			
	12636*	WS/SCD-TOWN HALL- RULER, LASE	26.08			
	13190	WS-TRANS&DIST-INKJET CARTRIDC	47.64			
	14189*	WS/SCD-TOWN HALL- PAPER, PORT	117.59			
	14208	WS/SCD-TOWN- UTILITY ENVELOPE	62.08			
	14361	WS/SCD- TOWN HALL- ENVELOPES	31.04			
	14991	WS/SCD-TOWN HALL-CORRECTION	10.10			
	7104	WS-TOWNHALL-BINDERS	7.70			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006533 dated between 06/01/2017 and 06/30/2017

CHEQUE REGISTER

Printed 10:46:17AM 07/05/2017

Page 3 of 3

Number	Issued		Amount	SC	Status	Status Date
	7311*	WS/SCD-TOWNHALL-BINDERS	-17.81			
	7369*	WS/SCD-TOWNHALL-AIR DUSTER, F	-7.27			
	7726*	WS/SCD-TOWNHALL-BINDERS	12.52			
006526	06/26/2017	N. B. ELECTRIC POWER	17,232.18	A/P	OUT-STD	06/26/2017
	52557428JUN17	SCD-218 OLDBAYRD-WWTP	10,807.71			
	53123617JUN17	SCD-STS-DECHLORINATION CHAME	121.39			
	53158875JUN17	SCD-STS-BUDD AVE LIST STATION	3,624.64			
	54807440JUN17	WS-STS-158A MILLTOWN BLVD LIFT	32.12			
	56356048JUN17	SCD-STS-18 RIVERSIDE DR LIFT ST,	32.12			
	61204006JUN17	SCD-DISPOSAL-2-216 KING ST LIFT	186.68			
	61224002JUN17	SCD-STS-358A MILLTOWN BLVD LIF	1,565.85			
	61236008JUN17	WS-STS-BUDD AVE LIFT STATION	503.55			
	76139807JUN17	SCD-STS-54 RIVERSIDE DR LIFT ST,	122.30			
	84934906JUN17	SCD-STS-6-58A RIVERSIDE DR LIFT	64.72			
	84943406JUN17	WS-STS-TODD HILL RESERVOIR	151.10			
006527	06/26/2017	TOWN OF ST. STEPHEN	210.57	A/P	OUT-STD	06/26/2017
	HSTFUNDTRANS	WS-TREASURY-HST FUND TRANSFI	210.57			
006528	06/26/2017	TOWN OF ST. STEPHEN	1,813.18	A/P	OUT-STD	06/26/2017
	HSTREBATETRANS	WS-TREASURY-HST FUND TRANSFI	1,813.18			
008529	06/28/2017	AIR LIQUIDE CANADA INC.	20.70	A/P	OUT-STD	06/28/2017
	66715970	WS-TRANS&DIST-CARBON DIOXIDE	20.70			
006530	06/28/2017	ATLANTIC PURIFICATION SYSTEMS LTD.	588.24	A/P	OUT-STD	06/28/2017
	163112	SCD-DISPOSAL- BUFFER SOLUTION	588.24			
006531	06/28/2017	BRIGGS PLUMBING INC.	388.04	A/P	OUT-STD	06/28/2017
	112745	WS-TRANS&DIST- COUPLINGS, BUS	355.91			
	112746	SCD-DISPOSAL- COPPER PIPE	32.13			
008532	08/28/2017	THOMAS CONNICK	275.00	A/P	OUT-STD	06/28/2017
	JUNE 20, 2017	WS-SOURCE-WATER TOWER MOWI	275.00			
		Cheque Totals Issued:	336,049.62			
		Void:	0.00			
		Total Cheques Generated:	336,049.62			
		Total # of Cheques Listed:	36			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

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

Sentimental
STUDIOS

MADE WITH PAPER FROM
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Thank
You
for your kindness

Dear Allan,
I am honored that I was selected
to win the Frances Esther
Todd Scholarship. I am so
thankful for your generosity
which will help me a lot and will
greatly impact my university
experience, along with my
future. I am grateful for the
opportunities your aid will
provide me with. Once again,
thank you for supporting me,
your gift truly means a lot to me.

Sincerely,
Sophie Caldwell

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on July 12, 2017 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JULY 12, 2017 @ 5:05 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* – six (6) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items

It was MOVED by Councillor Harding and SECONDED by Deputy Mayor Carr that the above-noted twelve (12) items, along with two (2) additional Financial Matters, be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*.

CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer's report was received and reviewed and the two (2) action items are noted as follows:

- Council will provide feedback, if any, to the Chief Administrative Officer by July 28, 2017 on the draft "Workplace Health and Safety" policy.
- Council will consider a motion at the next Regular Session on Monday, July 24, 2017 authorizing an unbudgeted payment of \$10,425.12 which represents an overage on the Prince William Street project.

As further noted in the Chief Administrative Officer's report, past discussions have taken place on paving from the end of the Prince William Street project to the bridge at Dennis Stream, and Council directed the Chief Administrative Officer to solicit quotations from contractors and to bring the information back to a future meeting.

- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of June 2017 - The memo from the Assistant Treasurer dated July 4, 2017 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 24, 2017.

POLICE AND FIRE - Chaired by Councillor Harding

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

Sergeant Peter Stubbs was in attendance and introduced Constable Heather Barclay who has been a member for several years in St. Stephen and who stated that she very much enjoys living and working here.

As noted in his report, Sergeant Stubbs commented on the recent drug seizures.

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

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

- (i) Report of the Building Inspection Office – The reports (March and April) of the Building Inspection Office were received and reviewed.

- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.
- (iii) Dale Matheson's Towing & Repair Sign – The information from Dale Matheson with respect to a business sign being erected off-site was received and reviewed, and the decision of Council was to not grant permission as outlined in Section 9.1(2)(i) of the Town's Zoning By-Law No. Z-1.
- (iv) Potential Deer Signage – Mayor MacEachern stated his concern with the number of deer sightings in Town and the members of Council agreed; however, at this time, Council did not think it necessary to erect signage and directed the Chief Administrative Officer to post awareness notices on the Town's website and Facebook page.

PARKS AND RECREATION - Chaired by Councillor Chisholm

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

As noted in the Director's report, the two groups of hockey players from Florida was very successful and will continue to grow. The Chief Administrative Officer commended the Director for his diligent work with the hockey program, and he in turn, advised that Jamie Waycott provided a great deal of assistance.

- (ii) Request to Hold Event – Annual Run/Walk – The letter from the St. Stephen-Milltown Rotary Club Run/Walk Co-chairs dated June 26, 2017 with attached route maps was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 24, 2017 to grant permission for the Rotary Club to hold its run/walk fundraiser on various Town streets on Sunday, October 1, 2017 from 9:00 a.m. to 11:00 a.m., contingent on receipt of the Club's Certificate of Insurance.
- (iii) Garcelon Civic Center Report – The Chief Administrative Officer's report was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

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

- Council will provide feedback, if any, to Alex Reid, Events Development Coordinator, by July 21, 2017 on the proposed Communication Strategy for Town sponsored events as outlined in the Chief Administrative Officer's report.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) Tender Results: Sanitary Sewer Renewal & Combined Sewer Separation – Project Number: 17-5358; CWWF Project No: 6990-2005 – Thompson Avenue and Springwood Court – Sanitary Sewer Renewal and Combined Sewer Separation - The recommendation from Dillon Consulting Limited dated July 10, 2017 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 24, 2017 to award the tender to TerraEx Inc., being the low tenderer.

5. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 6:30 p.m. and returned to open session at 8:30 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 8:30 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JULY 12, 2017
(IMMEDIATELY FOLLOWING ADJOURNMENT OF
SPECIAL COUNCIL MEETING @ 5:00 P.M.)
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – six (6) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – six (6) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of June 2017 – Memo from Assistant Treasurer dated July 4, 2017 with attachment:
 - Cheque Register

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office
- (iii) Dale Matheson's Towing & Repair Sign – Chief Administrative Officer will speak to request from Dale Matheson attached.
- (iv) Potential Deer Signage – Mayor MacEachern will speak to it.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
- (ii) Request to Hold Event – Annual Run/Walk – Letter from the St. Stephen-Milltown Rotary Club Run/Walk Co-chairs dated June 26, 2017 with attachment:
 - Copy of route maps
- (iii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

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

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Tender Results: Sanitary Sewer Renewal & Combined Sewer Separation – Project Number: 17-5358; CWWF Project No: 6990-2005 – Thompson Avenue and Springwood Court – Sanitary Sewer Renewal and Combined Sewer Separation – Recommendation from Dillon Consulting Limited dated July 10, 2017 attached.

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Report to Mayor and Council – June 2017

Administration

- Health and Safety Committee meets monthly and will review site inspections.
- Meeting with Worksafe NB regarding Town Safety Plan. Departments are using a common monthly safety inspection template, Health and Safety Committee is reviewing summary monthly and monitoring completion, department heads are developing lockout / tag out procedures for equipment, and we are creating an inventory of equipment.
- A draft policy is attached for your review.

Action: Council review the policy and provide feedback to me by July 28, 2017.

Association of Municipal Administrators of New Brunswick

- Attended the annual conference in Saint John, June 7-9.

Community Events / Presentations

- St. Stephen Middle School Entrepreneurial Market – presentation of cheques totaling \$ 6 500.00 to approximately 25 non-profit or charitable organizations. These entrepreneurs are an example of innovation and it demonstrates tremendous community spirit with their gifts back to the community. June 2.
- CHCO TV – promotion of the Garcelon Civic Center, June 4.
- CHCO TV – promotion of Town of St. Stephen Community Events, June 11.
- St. Stephen Chamber of Commerce Scholarship Committee, June 14.
- St. Croix Valley Chamber of Commerce, June 20.

Infrastructure Projects

The final claim and completion certificate were submitted for the Prince William Street Project. As per previous reports to Council, the anticipated overage is \$ 10 425.12 (net of recoverable HST).

Action: Council will need to consider a resolution to pay this amount as an unbudgeted expense.

There was also discussion around paving from the end of this project to the bridge. Would Council like staff to solicit quotations from contractors for this work?

PHONE

EMAIL



Habitat for Humanity The selection process for a family is underway. The Town is receiving the applications for the committee.

Financial Process Review Teed Saunders Doyle completed a review of the Town's Financial Processes. Summary of recommendations:

1. Hire an assistant treasurer with Chartered Professional Accountant qualifications to assist the treasurer, to facilitate projects (grant applications, final reports), Garcelon Civic Center regular reconciliations, and special community projects (ex. community initiated projects). This would also create a succession plan in the Finance department.
2. Integrate and align the accounting practices at the Garcelon Civic Center with those of the Town.
3. Cross train all staff in the finance areas of the Town and the Garcelon Civic Center.
4. Policy changes for purchasing limit, temporary utility shut offs, and purchasing policy updates for staff responsibilities.
5. Implement electronic systems for vendors and deposits, and increase use of credit cards for purchasing.

Vacation July 10, 14, and 28.



TOWN OF ST. STEPHEN

POLICY

Title: Workplace Health and Safety

Policy No. _____

Page _____ of _____

Effective Date: _____

Approved by Council: _____

PURPOSE:

It is the policy of the Town of St. Stephen (the "town") to aim at providing an injury and accident free workplace. The town recognizes that all work related injuries and illnesses are preventable and that the key to success is the ongoing development and implementation of a health and safety program, and a proactive role in health and safety education which shall include the involvement and cooperation of management, supervisors and employees.

The town will develop, implement and enforce such policies and procedures that promote and provide a healthier and safer work environment. The town will act in compliance with all local, federal and provincial workplace health and safety legislation, including the *New Brunswick Occupational Health and Safety Act*, and all internal policies and procedures.

PROCEDURE:

Supervision:

Managers and supervisors will be trained and responsible for ensuring that the employees under their supervision follow this Policy, the town's Health and Safety Program, internal rules and procedures, and all other legislation. They will be accountable for providing a safe work environment and enforcing safe work procedures and practices. Management and supervisors will lead and demonstrate their commitment to health and safety by example, and have the responsibility to ensure that the employees have the necessary equipment, knowledge and training to carry out their duties safely.

Cooperation:

The town, through all levels of management, will co-operate with the Joint Health and Safety Committee and employees to create a healthy and safe work environment.

Town employees will be required to support their Department's health and safety initiatives and to co-operate with their Joint Health and Safety Committee and with others exercising authority under the applicable laws, such as WorkSafe NB.

Involvement:

It is the duty of each employee to report to his/her supervisor, manager or member of the Joint Health and Safety Committee as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Employees are encouraged and supported to play an active role in the development of the town's Health and Safety program by offering suggestions or ideas. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and by following policies, procedures, rules and instructions as prescribed by the town.

Memo

To: Derek O'Brien, CAO

From: Tim Tozer, Treasurer

Date: 05 July 2017

Subject: Finance Department Report

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
- C) Payroll processing (Bi-weekly 81 employees, Monthly 33 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 122 employees).
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Month end completed to August 31, 2016.

2) Council and Department Heads Statements of Revenue and Expenditures to April 30, 2017.

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

4) Computer server maintenance.

5) Meetings:

- A) Accounting Software Seminar-Saint John-June 6, 2017
- B) Tender Opening-June 9, 2017.
- C) Committee Meeting-June 14, 2017.
- D) Accounting Software Payroll Webinar-June 15, 2017
- E) Civic Center Event Meeting-June 27, 2017

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) 2012 Sidewalks and Streets Rehabilitation.
 - 2) Civic Center.
 - 3) Gas Tax Project-Overflow Storm Sewer and Sanitary Sewer Renewal.
 - 4) Prince William Street Infrastructure Renewal.
 - 5) Milltown Blvd (Church Street to Pleasant Street).
 - 6) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 7) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 8) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 9) Skateboard Park.
 - 10) Old Town Hall.

- B) Civic Center accounting reconciliations-Month end completed to May 31, 2017

- C) Capital budget-In Progress.

- D) 2016 and 2017 month ends and working papers for audit-In Progress.

- E) Award letters for Todd Scholarship-Complete.

- F) Internet issues at Town Hall.-Complete.

- G) Accounting Department process review-In Progress.

- H) Multiple HST remittances-In Progress.

- I) Jumpstart processing-In Progress.

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

Public Works Report for June 2017

Lee Johnson, Director of Operations, July 01,2017

1: **Water system:**

- a) Read Meters.
- b) Started cleaning Gate Boxes.
- c) Installed 5 new Meters.
- d) Repaired 6 Water Laterals.
- e) Installed 1 new Gate Valve.

2: **Streets:**

- a) Swept streets and Sidewalks.
- b) Repaired Lawns.
- c) Cold Patched pot holes.
- d) Started Painting Crosswalks.

3: **Waste Water:**

- a) Flushed 1 Sewer Main.
- b) Flushed 2 Sewer Laterals.
- c) Rodded 2 Sewer Laterals.
- d) Videod 4 Sewer Laterals.

4. **Project Updates:**

Utility and Street Improvements – Prince William Street – Project No. 152819

Project is complete.

Combined Sewer Separation and Utility Renewal –Elm Park – Project No. 164847

Water and sewer mains have been replaced on Pinewood and Centre Street. The contractor has moved back to the lower end of Centre Street and is continuing work up Elm Park. Curb has been poured on Pinewood and the lower half of Centre Street.

Water Main and Utility Renewal (Milltown Boulevard) – Project No. 175356

Construction started on June 26, 2017 with the connection to King Street. Water was shut off on a portion of King Street during the connection and was restored later that day. As of June 29, approximately 65 metres of the water main have been installed.

Street Improvements 2017 - Milltown Boulevard (Church St. to Pleasant St.) – Project No. 175649

The tender closing for this project was held on June 9, 2017. On June 26, the project was awarded to Maguire Excavating Ltd. We are currently awaiting a proposed construction start date from the contractor.

Sanitary Sewer Renewal and Combined Sewer Separation (Thompson Avenue & Springwood Court) – Project No. 175358

This project is currently out for tender and closes on July 7, 2017



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. June 2017

Parks

- The lines at the basketball court have new lines painted.
- Continue working with Elm Nature Park on their initiatives.
- New infield mix was added to the Milltown and Legion ball fields. Thank you to Works Crew for picking this up.
- Repairs being done to soccer nets.
- Working on repairs to gazebos along waterfront.

Pool

- Pool opened June 19th
- We are short lifeguards this year, and as a result have had to reduce our hours a little bit.
- Based on last year's statistics, our least busy swims are our evening and weekend swims. Our busiest by quite a bit are our weekday swims. This is how we based our decision on where to cut hours.
- New Swim Ability program started at Civic Center pool.

Recreation

- A new Can Skate program for the Garcelon Civic Center will begin in the Fall.
- Working on our 6th Annual Fun Run
- I have been helping to get funding to start a new girls softball group in Town.
- Our Spring Hockey program and the 2 groups we brought in from Florida utilized over 40 hours of ice. Along with our regular weekly users, this has been very successful and will continue to grow.
- Many other exciting programs in the works for our ice usage.
- Jake Allen sent an autographed jersey that I will be displaying in the Civic Center.

Recreation Cont.

- Continue to work on Jumpstart applications, with a new much easier process.
- Tennis Camp is all set for the 1st week of July.
- We held a wrap up meeting for Wall of Fame. Plans are underway for the 2nd Annual induction.
- Civic Center continues to be a very busy place, with the management team working many weekends and pretty much every holiday.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- CC Staff
- Jumpstart
- Wall of Fame
- Charlie Bourgeois – Summer Hockey
- Alison Van Guelpen – Learn to Skate Program

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for June 2017

Alarms were: Town Alarms	9
Mutual Aid –Calais	1
Out of Town Alarms	4
	14

Alarms are described as being :

		# of firefighters	hours
1. Alarm Activation	5	46	51
2. Woods-Debris	1	14	28
3. Garbage Can	1	20	20
4. Motor Vehicle Accident	2	22	28
5. Powerline Down	1	9	9
6. Water Rescue	1 Mutual Aid	14	28
7. Vehicle Fire	1	12	18
8. Brush	2 - railroad tracks, 199 union st.	5	7
	–newcomer to town unaware		
	of bylaw	4	4

For the month of June the fire department dispatched 74 calls.

Fire Department Activities

1. Monthly Meeting of the Fire Department for June
2. Milltown Elementary School Kindergarten Fun Day
3. New Brunswick Southern Railway –Training and Safety Day -2 members
4. Monthly meeting for July

Fire Chiefs Activities

1. 2 meetings of the fire department
2. Milltown Elementary School Kindergarten Fun Day
3. Meeting with Metalfab Ltd. on a refurbishment of the Rescue Truck
4. Fire Chief worked 4 shifts as a relief driver

TOWN of ST. STEPHEN

By-Law Enforcement

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

June REPORT

2017

To: CAO - Town of St. Stephen

Please find enclosed my report for June By-Law -Enforcement.
We handled 20 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (1)	Received a complaint of refuse strewn about another property.	<i>Letter was sent, and the issue was cleaned up.</i>
Assist General Public (3)	<i>Inquiry received about opening a business in Town</i> <i>Legacy Construction was in to inquire about barricades for a project.</i>	Referred gentleman to the proper zoning by- law for his perusal. Attended the worksite and guided him where to put them.
	<i>Comp. of portable shelter blocking windows at an apartment building</i>	Fire chief will investigate . Property owner has been told to

<p>Parking (12)</p>	<p><i>Received a complaint from a business on King St. about people parking in front of his business overnight</i></p> <p><i>Ticket # 0521 issued for parking</i></p> <p><i>Warnings given on King and Blvd for parking (10)</i></p> <p><i>This office received a call from a resident about his neighbor dumping raw sewage onto his property</i></p>	<p>Patrol made in the early morning and a warning was placed on car.</p> <p>Issue is being monitored</p> <p>We investigated this complaint and found no evidence of this happening, also Dept. of health was contacted and they also completed their investigation and found the complaint unfounded. The homeowner has not been happy, but we have no hard evidence, and they have been told to contact this office should it happen again</p>
	<p><i>We have an ongoing complaint about a resident in town that is refusing to remove their refuse from the property, and the area residents are becoming concerned.</i></p>	<p><i>We are looking into ways to rectify this before it gets out of hand.</i></p>

Dog Complaints (0)	<i>Spoke with the Mayor with regards to complaint with regards to an illegal septic system in town.</i>	Informed him that the dept of health was there and did tests and found nothing amiss there, Also informed the mayor we are waiting word from the CAO as to what legal direction we can take coming from Jameas Moshers office

REPORT OF THE ANIMAL CONTROL OFFICER

I responded to all complaints and patrolled the Town daily. There were several complaints of dogs running loose, I spoke to the owners and a warning was given and dogs were kept home.

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

	2017	2016	2017	2016	2017	2016	2017
BUILDING INSPECTION 2017							
JUNE							
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value
TYPE OF CONSTRUCTION	Pres. Mth	Prev.Yr Mth	Pres. Mth	Prev.Yr Mth	Present Year	Previous Year	Present Year
New Residential	4	N/A	\$29,500.00	N/A	12	N/A	\$589,700.00
Residential Renos/Additions	5	N/A	\$34,800.00	N/A	20	N/A	\$800,000.00
New Com/Indus/Instit.	1	N/A	\$3,000.00	N/A	2	N/A	\$6,000.00
Com./Indus./Inst. Renos	5	N/A	\$1,020,000.00	N/A	8	N/A	\$1,205,000.00
Institutional	1	N/A	\$5,000.00	N/A	5	N/A	\$184,000.00
Demolition	1	N/A	\$10,000.00	N/A	8	N/A	\$106,690.50
TOTALS	17	N/A	\$1,102,300.00	N/A	55	N/A	\$2,891,390.50
	Cur. Mth						
Demolition Permits	1	N/A					
Stop Work Orders Issued	0	N/A					
Site Inspections	20	N/A					
Electrical waivers issued	5	N/A					
Active Unsightly Premises	1	N/A					
Sign Permits	3	N/A					

Report of Development / Property Management Office – June 2017

Planning Advisory Committee

The meeting for July 5 was cancelled because there was no business for the agenda.

Next meeting: Wednesday, August 2.

Sign Permits

- 3 approved.

Variances

- 0 approved.

Approved plans

- Second driveway at 17 Prince William Street.
- Sub-division at 13 Bell Avenue.
- Sub-division at 7 Pine Street.
- Deed – A13 Consolidate PIDs.

Unightly Premises

- One (1) residential property is continuing through the legal process in attempt to have the property owner comply. Court date of July 4 – Property owner did not show up and judge provided another court date.

PROPERTIES

R.C.M.P. Building Library

- Light fixture repaired.
- The Public Washrooms opened for the season. Joan Merrill is providing cleaning services, as required.
- Elva Hatt submitted a design and quotation from a local contractor that she worked with. This is being reviewed.

Airport

- Nothing to report.

34 Milltown Boulevard (former Town Hall)

Heritage Management provided the following updates:

- 100% of roof completed.
- 48% of structural stabilization completed.
- 48% of masonry restoration of veneer completed.

Train Station

- Nothing to report.

Garcelon Civic Center Report – June 2017

Aquatics and Fitness

- Spring Swimming Lessons will end June 22.
- Canada 150 Challenge (150 laps) – 53 people continue with the challenge and 32 people who have completed the challenge.
- Walk to Ottawa continues with 11 participants continue. Two (2) completed the trek in June.
- Junior Lifeguard Program 36 participants completed the program.
- Grace Huys, Jodie Fairweather, Erin Thompson, and Deegan Farrell were hired as Student Assistant Lifeguards, are enrolled in the National Lifeguard Certificate program, and will qualify to be Student Lifeguards later this summer.

Finance and Administration

- Arrangements for electronic ticket sales for the Blue Rodeo concert and can be used for other events.
- Hiring and training of summer students.

St. Stephen High School Presentation to Committees of Council – May 10

- Water bottle fill stations at the Garcelon Civic Center – examining options, costs, and location. Priorities are the Fitness Centre and the Sunlife Walking Track. If this can be done within the current budget, the work will go ahead immediately and if additional funding is required we will come back to Council.

Facility

- Regular safety inspection and safety meeting.
- On-going regular maintenance.
- Planned ice maintenance for a day in July.

Programming / Facility Use

Walking Track – increased use this month due in part to the warmer weather.

Events:

- The Great Benjamin Circus – parking area, June 7.
- St. Stephen High School Grand March, June 20 and Graduation, June 21.
- Canada Day activities including the US / Canadian hockey games, the hockey clinic (for youth players from Jacksonville, Florida).

Upcoming events:

PHONE

EMAIL

-
- Bonfire Festival, July 25-30.
 - Delecto Hooked Rug Festival, August 4.
 - NB Day activities, August 7.
 - Chocolate Fest events, August 5-12.
 - Blue Rodeo Concert, August 26.

Promotion and Marketing • CHCO TV "Rob Patry Live" Sunday, June 4.

Management Team Continue our weekly meetings.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



**Royal Canadian Mounted Police
St. Stephen Municipal Post
RSC 10 West District**

**POLICE REPORT
June 2017**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **June 1st, 2017 to June 30th, 2017 inclusive**. During this time period, the RCMP responded to **376** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Abandoned Vehicles	1
Check stops	38
Driving while Disqualified or Licence Suspension – Provincial/Territorial	1
Fail to Stop or Remain at Accident Scene	2
Impaired Operation/over 80 mg% of Motor Vehicle	3
Motor Vehicle Act – Other Activities (except traffic warnings)	3
Moving Traffic – Intersection Related Violations – Provincial/Territorial	2
Off-Road Vehicle Act	2
Other Moving Traffic Violations – Provincial/Territorial	3
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable	7
Traffic Tickets	37
Traffic Warnings	2

PROVINCIAL STATUTES:

Child Welfare Act – Other Activities	1
Intoxicated Persons Detention Act – Other Activities.....	1
False/Abandoned 911.....	10
Family Orders & Agreements Enforcement Assistance Act.....	2
Family Relations Act – Other Activities.....	3
Fire Prevention Act – Other Activities.....	1
Mental Health Act – Other Activities.....	4
Trespass Act – Provincial/Territorial – Other Activities	1

CRIMINAL CODE:

Assault.....	9
Being unlawfully in a dwelling house.....	1
Breach of Recognizance – Other 811 CC	1
Break and Enter – Business.....	1
Break and Enter – Other	1
Break and Enter – Residence	1
Child Pornography – Possession	1
Criminal Harassment	1
Fail to comply probation order.....	2
Fail to comply with an undertaking given to officer in charge or peace officer	1
Failure to comply with condition of undertaking or recognizance/direction in remand order.....	3
Fraud (money/property/security) less than or equal to \$5000.....	4
Mischief – Damage to, or obstruct enjoyment of property	11
Obtain food/lodging by Fraud.....	1
Operation of Motor Vehicle while being pursued by police	1
Other theft under \$5000.....	3
Sexual Assault	1
Theft of bicycle under or equal to \$5000	1
Theft under or equal to \$5000.....	1
Theft under or equal to \$5000 - Shoplifting	1
Theft under or equal to \$5000 from a motor vehicle	1
Unauthorized use of credit card data	1
Uttering threats against a person	2

OTHER FEDERAL STATUTES:

Customs Act – Other Activities	1
Firearms Act – Other Activities	1
Possession – Schedule I: Other	1
Possession – Schedule VIII: Cannabis Marihuana – 30 grams or less	4
Possession for the Purpose of Trafficking – Schedule VII: Cannabis	1
Possession for the Purpose of Trafficking – Schedule I: (Crystal Meth)	1
Trafficking – Schedule I: Other	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept/Agency	3
Assistance to Canadian Police (non-RCMP) Agency	1
Assistance to Canadian Provincial/Territorial Dept/Agency	2
Assistance to General Public	6
Assistance to Non-Government Canadian Agency	1
Assistance to US Police Agency (except FBI)	1
Crime Prevention	5
False Alarms	7
Items Lost/Found except passports	3
Offender Management	3
Person Reported Missing	3
Police Certificates/Letters	121
Suspicious Person/Vehicle/Property	3
Unfounded	33
VIP Security – Threats- Incidents	1

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

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

JOB DESCRIPTION – ASSISTANT TREASURER

THAT the Council of the Town of St. Stephen approves the attached job description for the position of Assistant Treasurer which Council reviewed at its Committee meeting on July 12, 2017, and directed the Chief Administrative Officer to start the recruitment process, with a recommendation for Council's consideration at a future meeting.



Job Description
The Town of St. Stephen
Finance and Administration

Job Title:	Assistant Treasurer
Job Type:	Full-Time, Non-Union
Reports To:	Treasurer

General Accountability

The Assistant Treasurer is responsible for assisting the Treasurer with the management of overall financial operations of the Town, and subject to the statutory regulations of the Assistant Treasurer under the New Brunswick Municipalities Act. They will work with the Treasurer to provide accurate information to Council, including analysis, budgeting, forecasting and preparing financial reports. The Assistant Treasurer will aid the Treasurer in directing and managing the Town's accounting functions, including establishing and maintaining accounting principles, practices, and procedures, preparing financial statements and reporting to Council and externally. The Assistant Treasurer will also maintain the Town's accounting systems and implement changes as required by the Treasurer.

Duties and Responsibilities

- Subject to the statutory regulations of an Assistant Treasurer under the New Brunswick Municipalities Act;
- Working with the Municipal auditors preparing working papers, documents and consolidated financial statements for yearend;
- Working with the Treasurer, Department Heads and Council to prepare the annual operating and capital budgets;
- Working with the Treasurer on monthly closing procedures for the General Ledger, Accounts Receivable and Accounts Payable for all funds;
- Prepare monthly reporting to Council and Department Heads;
- Act as controller for the Garcelon Civic Center;
- Oversee, schedule and provide guidance to the Finance/Treasury staff as required;
- Maintain capital asset summaries, including additions, disposals and amortization;
- Compilation of financial information for controlled entities for yearend consolidated financial statements;
- Working with the Treasurer for funding of capital projects, including funding applications, projections, payment approvals, grant remittance forms and debenture applications;
- Preparation of year end T4's and T4A's;
- Working with Treasurer on the timely submission of various government remittances such as for HST and Gas Tax;

- Working with the Treasurer with the development, amendment and monitoring of various financial related policies and by-laws;
- Working with the Treasurer on banking relationships;
- Working with the Treasurer, CAO and Department Heads on tenders;
- Ability to research various issues, provide recommendations and lead changes;
- Ability to work outside regular business hours when required;
- Assist with various special projects when required;
- This employee must recognize that they are a public servant and must use utmost respect at all times when dealing with other staff, the general public and Council;
- Perform such other duties as may be required from time to time by the Treasurer or Council.

Desirable Qualifications

- University degree/college diploma in Business Administration/Accounting;
- Possess a professional accounting designation (CPA, CA, CPA, CGA, CPA, CMA);
- Minimum of 3 years of experience in accounting, budgeting, financial analysis or auditing;
- Knowledge of Public Sector Accounting Standards and experience in a municipal environment would be an asset;
- Knowledge of budget preparation and analysis;
- Good computer skills and knowledge of Microsoft Office Products;
- Knowledge and experience with accounting software;
- Possess good leadership skills;
- Able to work as part of a team and independently;
- Strong public relations and communication skills;
- Strong organizational skills to manage multiple assignments and to meet deadlines.

Certification and Approval

Employee and Supervisor Certification

I certify that I have read and understand the duties and responsibilities assigned to this position. <hr/> Employee signature <hr/> Printed Name <hr/> Date	I certify that this job description is an accurate description of the duties and responsibilities assigned to the position. <hr/> Supervisor's Signature <hr/> Printed name <hr/> Date
--	---

Approved By:	
Date Approved:	
Updated:	

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

OVERAGE - WATER, SANITARY AND STORM SEWER RENEWAL – PRINCE WILLIAM STREET PROJECT NO. 15-2819

THAT the Council of the Town of St. Stephen approves an unbudgeted expenditure in the amount of \$10,425.12 (ten thousand, four hundred and twenty-five dollars and twelve cents), net of recoverable HST, for an overage in the water, sanitary and storm sewer renewal for Prince William Street Project No. 15-2819.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN
ROTARY CLUB**

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, October 1, 2017 from 8:00 a.m. to 2:00 p.m. (actual run from 9:00 a.m. – 11:00 a.m), and contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER: SANITARY SEWER RENEWAL AND COMBINED
SEWER SEPARATION PROJECT NO: 17-5358; (CLEAN WATER AND
WASTEWATER FUND PROJECT NO. 6990-2005 – THOMPSON AVENUE AND
SPRINGWOOD COURT – SANITARY SEWER RENEWAL AND COMBINED SEWER
SEPARATION**

THAT of the three (3) tenders received, the low tender of \$609,042.50 (six hundred and nine thousand, and forty-two dollars and fifty cents), including HST, from TerraEx Inc. of Saint John, NB, for the sanitary sewer renewal and combined sewer separation for Thompson Avenue and Springwood Court be accepted.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9895 – TOWN OF ST. STEPHEN – COMMUNITY DEVELOPMENT

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$150,000.00 (one hundred and fifty thousand dollars) from the Regional Development Corporation for community development to commemorate Canada's 150th anniversary, and in particular, the "Turning the Corner" project, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated May 17, 2017 in the form presented to Council.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

THAT Jessica Hovey be offered the position of Casual Lifeguard for the Garcelon Civic Center retroactive to July 21, 2017 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION

THAT Stacy Whittier be offered the position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective July 31, 2017, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

THAT the amount of \$39,500.00 (thirty-nine thousand, five hundred dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – ACOUSTIC PANELS

THAT the proposal received from Hirtles Sound Solutions for \$39,500.00 (thirty-nine thousand, five hundred dollars), plus HST, be accepted to design acoustic panels and oversee the installation at the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

COMMUNITY FUND FOR CANADA'S 150TH - GRANT AGREEMENT

WHEREAS the Council of the Town of St. Stephen agreed, following a presentation at its Regular Session on April 24, 2017 by the President of Canada 1st Basketball Inc., to act as a "sponsor" which established a partnership with the Town, being a Registered Charitable Organization, a requirement of funding applications;

AND WHEREAS Canada 1st Basketball Inc. has applied for a grant through the Community Fund for Canada's 150th and has been approved in the amount of \$5,000.00 (five thousand dollars), to assist with the cost of a development plan to establish and develop a heritage basketball museum around the nucleus of the oldest existing basketball floor in the world where one of the first places basketball was ever played in Canada in 1893 in a building located at 7 King Street;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the Grant Agreement from the Community Fund for Canada's 150th in the form presented to Council.

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

CLOSED SESSION

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

RESOLUTION NO.: _____

DATE: July 24, 2017

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.