

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 28, 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
 - (a) Sovereign's Medal for Volunteers – Presentation by Mayor MacEachern to Tim Sharpe of St. Stephen, NB.
 - (b) Prostate Cancer Awareness Month (September) – Proclamation
 - (c) National Coaches Week (September 23 – 30) - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – July 24, 2017
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from the President of Federation of Canadian Municipalities (FCM) to the Mayor and Council dated July 31, 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 – August 16, 2017
 - (b) Committee of Council Meeting – August 21, 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) Workplace Health and Safety Policy
- (c) St. Stephen Fire Department – 1953 Mack Fire Truck
- (d) Transfer from the General Operating Reserve Fund
- (e) Garcelon Civic Center – Rope Storage Reel
- (f) Garcelon Civic Center and Horizon Health Network and New Brunswick Heart Centre – Letter of Agreement
- (g) Town of St. Stephen – Proposed Five Year Plan 2018 – 2022 – Designated Highway Program
- (h) Transfer from the General Operating Reserve Fund
- (i) Town Grant – The Charlotte County Hospital Foundation Inc.
- (j) Garcelon Civic Center – User Agreement – Charlotte County Hockey Club Inc.
- (k) Garcelon Civic Center – Facility Scheduling and Management System
- (l) Garcelon Civic Center – Casual Maintenance / Custodial Labourer – Job Recommendation
- (m) By-Law Enforcement Officer – Renewal Agreement
- (n) Acting Chief Administrative Officer
- (o) Licence for Billboard Sign
- (p) Purchase and Sale – Portion of PID # 01332667 (Riverside Drive)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION
PROSTATE CANCER AWARENESS MONTH
September 2017

WHEREAS, prostate cancer is the most common cancer to affect Canadian men; and

WHEREAS, one in seven Canadian men will be diagnosed with the disease in his lifetime; and

WHEREAS, an estimated 21,600 Canadian men will be diagnosed with prostate cancer this year; and

WHEREAS, the survival rate for prostate cancer can be over 90% when detected early; and

WHEREAS, those with a family history of the disease, or those of African or Caribbean descent, are at a greater risk of developing prostate cancer; and

WHEREAS, Prostate Cancer Canada recommends that men get a PSA test in their 40's to establish their baseline;

THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim **September 2017 as Prostate Cancer Awareness Month** in St. Stephen, NB.

PROCLAMATION

NATIONAL COACHES WEEK

September 23 – 30, 2017

WHEREAS, Coaches across Canada dedicate their time and energy to supporting athletes on and off the field of play;

WHEREAS, Coaches in New Brunswick are integral to the success of the sport system;

WHEREAS, New Brunswick has more than 8,000 coaches, most of whom are volunteers;

WHEREAS, St. Stephen boasts significant athletic talent in a variety of sports and that this is the result of a large number of dedicated and talented volunteer coaches;

WHEREAS, National Coaches Week will focus on putting a spotlight on coaches and will give this largely volunteer, integral part of Canadian sport, a thanks.

NOW THEREFORE BE IT RESOLVED THAT I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim September 23rd to 30th, 2017 to be National Coaches Week, and a special thanks to the many coaches for their tremendous positive impact in our community.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on July 24, 2017 be approved as circulated.

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

1. **PRAYER**

The Lord's Prayer was recited led by Mayor Allan MacEachern.

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 Wheaton

159/17 **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 Deputy Mayor Carr

Seconded by Councillor Hyslop

160/17 **THAT** the Minutes of the Regular Council meeting held on June 26, 2017 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 161/17 **THAT** the Minutes of the Special Council meeting held on July 12, 2017 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 162/17 **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. **CARRIED**

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 163/17 **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. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 164/17 **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 Wheaton

- 165/17 **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 July 12, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 166/17 **THAT** the following staff reports for the month of June 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

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 167/17 **THAT** the Royal Canadian Mounted Police June 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

JOB DESCRIPTION – ASSISTANT TREASURER

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 168/17 **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. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 169/17 **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. **CARRIED**

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

Moved by Councillor Parker

Seconded by Councillor Harding

170/17

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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

171/17

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. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Wheaton

172/17

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. **CARRIED**

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

173/17

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. **CARRIED**

RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 174/17 **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. **CARRIED**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 175/17 **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. **CARRIED**

GARCELON CIVIC CENTER – ACOUSTIC PANELS

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 176/17 **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. **CARRIED**

COMMUNITY FUND FOR CANADA'S 150TH - GRANT AGREEMENT

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 177/17 **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. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the Lumberjack Competition at the Ganong Nature Park.
- Attended the Chief Administrative Officer's farewell reception.
- Attended Canada Day activities.
- Attended the funding announcement for the "Turning the Corner" project.
- Attended July 4th celebrations in Eastport.

Councillor Hyslop

- Attended all Town meetings.
- Attended the Lumberjack Competition at the Ganong Nature Park.
- Attended the Chief Administrative Officer's farewell reception.
- Unable to attend the Charlotte County Museum board meeting; however the Museum had a great opening day.

Councillor Parker

- Attended all Town meetings.
- Attended the Lumberjack Competition at the Ganong Nature Park.
- Toured the Elm Street Nature Park and commended the volunteers for their dedicated work.
- Responded to phone calls.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Milltown Development Committee meeting.
- Attended a W. F. Ganong Memorial Statute Steering Committee meeting.
- Attended several Community Events Planning meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Horizon Health presentation in St. Andrews.
- Attended the Chief Administrative Officer's farewell reception.
- Attended a "Consultation on Cannabis" presentation at the Garcelon Civic Center.

Councillor Harding

- Attended all Town meetings.
- Pleased with the Province's community development grant for the "Turning the Corner" project.
- Continue to meet monthly with the RCMP

Councillor Chisholm

- Attended all Town meetings.
- Attended the Chief Administrative Officer's farewell reception.
- Attended meetings with the Director of Parks and Recreation.

Mayor MacEachern

- Attended the Lumberjack Competition at the Ganong Nature Park.
- Participated in Canada Day events.
- Attended the Chief Administrative Officer's farewell reception.
- Attended the funding announcement for the "Turning the Corner" project.
- Attended all Town meetings.

16. QUESTION PERIOD

There were no questions from the public and questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern and the Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Clarification on the Prince William Street project overage;
- Clarification on the Regional Development Corporation Community Development funding for the "Turning the Corner" project;
- Timeline for the installation of acoustic panels at the Garcelon Civic Center.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Harding

Seconded by Councillor Chisholm

178/17 **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*. **CARRIED**

The Council came out of closed session at 7:35 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Parker

178/17 **THAT** the meeting adjourn at 7:35 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, 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: August 28, 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 May 31, 2017 be received.

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

	Actual To Date For the Five Months Ending May 31, 2017	Budget For the Year Ending December 31, 2017	Remaining	Percentage Used
Revenue				
Taxes	2,240,104	5,376,249	\$3,136,145	42%
Services Provided to Other Governments	75,834	223,920	148,086	34%
Sale of Services	254,520	502,854	248,334	51%
Other Revenue From Own Sources	86,491	182,833	96,342	47%
Unconditional Grants	677,865	1,626,871	949,006	42%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	455,764	1,179,723	723,959	39%
Total Revenue	3,790,578	9,096,650	5,306,072	42%
Expenditure				
General Government Services	337,012	1,015,865	678,853	33%
Protective Services	774,333	2,396,686	1,622,353	32%
Transportation Services	813,200	1,945,428	1,132,226	42%
Environmental Health Services	113,545	246,661	133,116	46%
Environmental Development Services	139,917	305,064	165,147	46%
Recreational and Cultural Services	674,774	1,869,246	1,194,472	36%
Fiscal Services	328,561	1,309,702	981,141	25%
Other	2,581	8,000	5,419	32%
Total Expenditures	3,183,923	9,096,650	5,912,727	35%
Surplus (Deficit)	\$606,655	\$0		

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

	Actual To Date For the Five Months Ending May 31, 2017	Budget For the Year Ending December 31, 2017	Remaining	Percentage Used
Revenue				
Sale of Service	\$605,262	\$2,024,625	\$1,419,363	30%
Other Revenue From Own Source	82,830	200,300	117,470	41%
Other Transfers	43,056	136,066	93,010	32%
Total Revenue	731,148	2,360,991	1,629,843	31%
Expenditures				
Water Supply	392,196	1,140,096	747,900	34%
Sewerage Collection and Disposal	288,152	722,839	434,687	40%
Fiscal Services	183,902	498,056	314,154	37%
Total Expenditures	864,250	2,360,991	1,496,741	37%
Surplus (Deficit)	(\$133,102)	\$0		

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,473,085.49 (one million, four hundred and seventy-three thousand, and eighty-five dollars and forty-nine cents) be received.

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

Visa:

MAY 2017

Derek O'Brien (Gen Gov't: Civic Relations, Health Services Promotions; Recreation: Membership, Advertising; Civic Center: Monthly Galaxy Program Subscription, Arena Accoustical Analysis)	3,107.94
Allan MacEachern (Gen Gov't: Mayor Meetings)	86.62

JUNE 2017

Allan MacEachern (Gen Gov't: Mayor Travel, Civic Relations)	291.78
Derek O'Brien (Gen Gov't: Civic Relations, Community Events, Health Services Promotion, Sports Tourism Program Grant, Sports Tourism Hosting, Computer Goods; Streets: Training; Civic Center: Monthly Galaxy Program Expense)	1,885.33

Grand Total

\$ 5,371.67

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

JULY 2017

Town of St. Stephen General Capital Fund (Fund Transfer for Purchase of Ice Floor Covers at Garcelon Civic Center, Cheque #7)	\$	10,715.13
Total	<u>\$</u>	<u>10,715.13</u>

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

JULY 2017

Dillion Consulting Limited (Engineering - Combined Sewer Separation and Sanitary Sewer Renewal (Thomspon Ave & Spring Crt) - Project #175358, Cheque #1099)	\$	3,908.85
Dillion Consulting Limited (Engineering - Storm Sewer Separation & Utility Renewal (Elm Park) - Project #164847, Cheque #1100)	\$	97,203.75
Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project #175356, Cheque #1102)	\$	70,293.75
Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Project #16-4847, Cheque #1103)	\$	182,207.71
NB Power (Construction-Move Poles-Elm Park Project, Cheque #1104)	\$	5,873.58
Fairville Construction Ltd. (Construction-Water, Sanitary & Storm Sewer Renewal - Prince William Street - Project #15-2819, Cheque #1105)	\$	117,364.99
		<u>\$ 476,852.63</u>

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 00001 to 020475 dated between 07/01/2017 and 07/31/2017

CHEQUE REGISTER

Printed: 12:34:52PM 08/02/2017

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Number	Issued	Amount	SC	Status	Status Date
020288	07/01/2017 HERITAGE COURT HOLDINGS LIMITED RC000025365 GG-TOWNHALLLEASE-JULY/17	5,417.62 5,417.62	A/P	OUT-STD	07/01/2017
020316	07/01/2017 GARTH ORCHARD NBDAYENTERTAINMENT GG-CIVIC-NB DAY ENTERTAINMENT	500.00 500.00	A/P	OUT-STD	07/01/2017
020317	07/01/2017 ERICA INGERSOLL NBDAYFACEPAINTING GG-CIVIC-NB DAY FACE PAINTING	250.00 250.00	A/P	OUT-STD	07/01/2017
020339	07/01/2017 SHARPE'S LAWN CARE 89 RC-TURFMAINTENANCE-PLAYING F	14,662.50 14,662.50	A/P	OUT-STD	07/01/2017
020340	07/08/2017 FRED GOODWIN EAUCANADA GG-CIVIC-EAU CANADA EVENT	600.00 600.00	A/P	OUT-STD	07/08/2017
020341	07/08/2017 HAYDEN WIEBE 1024 GG-CIVIC-EAU CANADA	450.00 450.00	A/P	OUT-STD	07/08/2017
020342	07/08/2017 HUM & HOLLOW EAU CANADA GG-CIVIC-EAU CANADA	200.00 200.00	A/P	OUT-STD	07/08/2017
020345	07/06/2017 ACCT #803240047015 JUNE2017 VOLUNTEER FIRE MEMBERSHIP DU	330.00 330.00	A/P	OUT-STD	07/06/2017
020346	07/06/2017 ACCT 8025-280 JUNE2017 LOCAL 770 UNION DUES-JUNE/17	1,275.40 1,275.40	A/P	OUT-STD	07/06/2017
020347	07/06/2017 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JUNE2017 GG-MUNCIPALPLAN-JUNE/17	25,514.36 25,514.36	A/P	OUT-STD	07/06/2017
020348	07/06/2017 Derek O'Brien JUNE2017 GG-CAO-MONTHLY VEHICLE ALLOW	350.00 350.00	A/P	OUT-STD	07/06/2017
020349	07/06/2017 MINISTER OF FINANCE WEEK272017 EMPLOYEE DEDUCTIONS-JULY 02-C	209.30 209.30	A/P	OUT-STD	07/06/2017
020350	07/06/2017 O'CONNELL MIKE JUNE2017 RC-RECREATIONDIRECTOR-MONT	200.00 200.00	A/P	OUT-STD	07/06/2017
020351	07/06/2017 PAYROLL TRANSFER WEEK272017 GG-TRANSFER-PAYROLL TRANSFE	75,315.38 75,315.38	A/P	OUT-STD	07/06/2017
020352	07/06/2017 RECEIVER GENERAL FOR CANADA WEEK272017 GG-REMITTANCE-JUNE 22-JULY 06/	35,229.80 35,229.80	A/P	OUT-STD	07/06/2017
020353	07/06/2017 SHANNON MICHAEL WEEK272017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	07/06/2017
020354	07/06/2017 ST. CROIX PUBLIC LIBRARY JULTOSEP17GRANT GG-CVIC-JULY-SEPTEMBER/17 GR	9,290.75 9,290.75	A/P	OUT-STD	07/06/2017
020355	07/06/2017 ST.STEPHEN DEVEVELOPEMENT BOARD JULTOSEP17GRANT GG-CVIC-JULY TO SEPTEMBER/17	22,500.00 22,500.00	A/P	OUT-STD	07/06/2017
020356	07/06/2017 ST. STEPHEN UTILITY DEPT. JUNE2017 Employee Deductions-June/17	40.00 40.00	A/P	OUT-STD	07/06/2017
020357	07/06/2017 MINISTER OF FINANCE JUNE2017 EMPLOYEE DEDUCTIONS-JUNE/17	986.00 986.00	A/P	OUT-STD	07/06/2017
020358	07/12/2017 ALLAN MACEACHERN CHCO LIVE BROADCAST GG-CVIC=CHCO ROB PATRY LIVE E	27.20 27.20	A/P	OUT-STD	07/12/2017
020359	07/12/2017 BELL MOBILITY INC. 523889487JUN17 GG/PS/TS/RC-CELL PHONE CHARGI 523889487JUN17CC CC-CELL PHONE CHARGES	989.02 818.30 150.72	A/P	OUT-STD	07/12/2017
020360	07/12/2017 BORDER INVESTIGATIONS & SECURITY INC. 14675 PS-BYLAW-JUNE 16-23/17 FEE	1,288.00 1,288.00	A/P	OUT-STD	07/12/2017
020361	07/12/2017 C.J.MUNN EQUIPMENT LTD.	344.66	A/P	OUT-STD	07/12/2017

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	85920	PS-FIRE- 5LB FIRE WXT. WITH VEHIC	344.66			
020366	07/12/2017	CANADIAN TIRE	2,843.12	A/P	OUT-STD	07/12/2017
	16410903	CC-ADMIN-BATTERIES FOR SAFE	16.55			
	18410963	CC-ADMIN-EXTENSION CORDS	29.88			
	N15427078	PS-FIRE- BRUSHES, BOTTLE BRUSH	65.00			
	N15427084	PS-FIRE-LAUNDRY DETERGENT	36.78			
	N15490309	TS-SHOP-STEEL	22.99			
	N15490310	TS-#21- STEEL	20.22			
	N16035221	RC-PARKS-PAINTING SUPPLIES	68.81			
	N16035223	RC-PARKS-PAINTING SUPPLIES	114.07			
	N16035750	PS-FIRE-SUPPLIES	151.53			
	N16102282	RC-PARKS- BRUSHES AND BUCKET	24.02			
	N16104283*	RC-MILLPOOL-KEYS	13.53			
	N16108268	RC-PARKS-FAN, BATTERIES, LYSOL	102.69			
	N16108399	RC-PARKS-PAINTERS TAPE, PAINT	42.91			
	N16408261	RC-HORT-WATERING CANS	68.93			
	N16408263	CC-KITCHEN-CLOCK FOR WALL	11.49			
	N16408284	RC-PARKS-ANGLE GRIDER	45.94			
	N16408296	CC-ARENA-4" BENCH VISE	68.94			
	N16408300	TS-#21- WLD ST AN, WELD ANG	28.50			
	N16408308	RC-PARKS- PAINT BRUSHES, GORIL	40.15			
	N16408374	PS-FIRE-BIT, SCISSOR	310.56			
	N16408806	TS-SHOP- PDLK, CHAIN	40.80			
	N16408817	TS-SHOP-PAINT, PAINT KIT	49.77			
	N16408888	RC-HORT- WATERING CAN	22.98			
	N16409418	RC-PARKS- FLASHLIGHT	19.48			
	N16409426	TS-#7- PAINT	17.23			
	N16409435	TS-SHOP- PLUG 1/2 GALVAN	3.76			
	N16409436	TS-SHOP- GAS ELBOWS	4.58			
	N16409439	TS-#20- ARMOR COAT PAINT X3, BR	149.97			
	N16409445	TS-#7-PAINT BRUSH, RUST PAINT	55.13			
	N16409449	RC-HORT- GARBAGE CANS, FERTIL	144.77			
	N16409450	RC-HORT- SAND PAPER, FERTILIZE	52.24			
	N16409457	TS-#7-PAINT	17.23			
	N16409469	PS-FIRE-PLUGS, COUPLINGS	93.94			
	N16409476	PS-FIRE-CONNECTION PLUGS	39.05			
	N16409480	PS-FIRE- RATCHET	22.94			
	N16409481	RC-POOLS- SUNDANCE WASH, 14"X	41.46			
	N16409486	RC-PARKS-LEAK SEAL, GORILLA GL	79.79			
	n16409510	CC-ARENA-48" BOX LEVEL; DUST M	57.43			
	N16409519	RC-PARKS-GLOVES	20.69			
	N16409528	TS-#21-RUST PRIMER	32.18			
	N16409569	TS-SHOP-CORN BROOMS	34.39			
	N16409573	RC-HORT-JOBES TREE SPIKES, FSH	59.20			
	N16409580	RC-HORT- JOBES TREE SPIKES	34.45			
	N16409587	CC-ADMIN-BATTERIES AAA AND AA	38.99			
	N16410878	RC-PARKS-OTB 12" PLASTIC STICK	25.64			
	N16410902	TS-SHOP- PLT, 1GNG, 1TG ST	4.82			
	N16410946	TS-#21- RUST PAINT	10.10			
	N16410962	RC-HORT- GARDEN TILLERS	59.78			

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	N18410971	RC-HORT-CLEMATIS	9.19			
	N16410979	RC-PARKS- PR EXT FLAT B1, OTB 8.	98.81			
	N16412080	CC-ARENA-ERV & HEAT PUMP REPI	130.38			
	N16412186	TS-SHOP- PAINT, PAINT BRUSH	52.23			
	N16412199	PS-FIRE- WIRE	36.05			
020367	07/12/2017	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	858.24	A/P	OUT-STD	07/12/2017
	IG05840	PS-FIRE- CLUSTER	427.57			
	IG05998	TS-#12- WEATHER, PLATE	291.58			
	RG14707	PS-FIRE- INSTALL AND GROGRAMM	139.09			
020368	07/12/2017	CNH CAPITAL	410.03	A/P	OUT-STD	07/12/2017
	IN84796	TS-#16-BEARING ASSEMBLY	410.03			
020369	07/12/2017	COCA COLA REFRESHMENTS CANADA COMPANY	686.16	A/P	OUT-STD	07/12/2017
	56783704	CC-CANTEENS-POP FOR CANTEEN:	686.15			
020370	07/12/2017	CONNORS DIVING SERVICES	1,706.03	A/P	OUT-STD	07/12/2017
	24534	PS-FIRE-BREATHING AIR HOSE, FEI	1,706.03			
020371	07/12/2017	COX ELECTRONICS & COMMUNICATIONS	770.35	A/P	OUT-STD	07/12/2017
	1-008235	CC-ADMIN-COMPUTER, MONITOR, F	701.35			
	1-008242	CC-BUILDING-SERVICE CALL TO JEI	69.00			
020374	07/12/2017	CREIGHTON-CARTER LTD.	1,460.36	A/P	OUT-STD	07/12/2017
	981-428084	TS-SHOP-OIL ABSORBANT	50.68			
	981-428174	TS#21-BELT	51.04			
	981-428294	TS-SHOP- SEAM SEALER BLACK, TII	8.14			
	981-428341	TS-#21- HOSE CLAMPS	6.99			
	981-428502	TS-#21- SPLIT P LOOM, BLACK SPLI	30.11			
	981428521	TS-SHOP- FUEL HOSES	14.26			
	981-428543	TS-SHOP- FIBRE LOOM BLACK	206.00			
	981-428643	TS-#21- SWITCHES	41.01			
	981-428675	TS-#21-PRIMARY WIRE	21.85			
	981-428688	TS-#21- MUD FLAP	31.06			
	981-428702	TS-#21-LUBE FILTERS	42.36			
	981-428737	TS-SHOP-FIBRE LOOM	-206.00			
	981-428927	TS-SHOP-2 X 4 CLEAR GLASS	2.42			
	981-428987	TS-SHOP- SPIRAL WRAP	103.50			
	981-428988	TS-SHOP- SPIRAL WRAP	112.13			
	981-429188	TS-SHOP- RUST CHECK	48.23			
	981-429282	TS-#21- COUPLINGS	186.54			
	981-429452	TS-SHOP- SLOTTED 5 16 X8, DP. SK	70.64			
	981-429870	TS-#13-ELBOW	11.44			
	981-429694	TS-SHOP- THICKSTER GLOVES	38.32			
	981-429871	TS-#1- OIL FILTER, AIR FILTER	7.09			
	981-429893	TS-#1- WIPER BLADES, HOURMETE!	121.21			
	981-429932	TS-SHOP- R T GREASE	215.04			
	981-430077	TS-SHOP- OIL	67.57			
	981-430205	TS-#438- OIL FILTER, WIPER BLADE	151.37			
	981-430268	TS-SHOP- BRAKE SHOES & HARDW	118.30			
	981-430315	TS-#438-BRAKE HARDWARE, PREM	-118.30			
	981-430598	TS-SHOP-N95 RESPIRATOR	27.37			
020375	07/12/2017	CUMING'S FIRE & SAFETY EQUIPMENT LTD.	2,203.06	A/P	OUT-STD	07/12/2017
	87905	PS-FIRE-RESQME TOOLS	412.85			
	88168	PS-FIRE- RESQME TOOL, EXTRICAT	1,790.21			

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020376	07/12/2017 CUMMINS EASTERN CANADA	1,377.29	A/P	OUT-STD	07/12/2017
	028-37349 TS-#21- FAN BRACKET	446.23			
	028-37500 TS-#21- RIBBED BELT, TENTIONER	143.45			
	028-37577 TS-#21- TENSIONER BELT	182.59			
	028-38330 TS-#22- SOLENOID, FUEL PUMP	595.02			
020377	07/12/2017 DAVIS FUELS LTD.	1,285.91	A/P	OUT-STD	07/12/2017
	10041 TS/PS-199 UNION STREET- HEATING	778.63			
	158847 TS/PS-199 UNION STREET- HEATING	487.28			
020378	07/12/2017 DEMPSEY'S PLUMBING & HEATING	676.82	A/P	OUT-STD	07/12/2017
	1987 CC-ZAMBONI REPAIRS	538.82			
	1990 CC-ARENA-LABOUR TO ADJUST TEI	138.00			
020379	07/12/2017 DILLON CONSULTING LIMITED	944.15	A/P	OUT-STD	07/12/2017
	168492 GG- MUNICIPAL PLAN & ZONING BY-	944.15			
020380	07/12/2017 DOWNEY FORD SALES LTD.	487.77	A/P	OUT-STD	07/12/2017
	27608 RC-#438- BRACKETS, BEARING ASY	487.77			
020381	07/12/2017 EAST COAST INTERNATIONAL TRUCKS	1,267.44	A/P	OUT-STD	07/12/2017
	20111S TS-#7- DRUM REAR WHEELS	561.20			
	20153S TS-#7-16.5X7 REAR BAL	401.99			
	20498S TS-SHOP-RAGS	37.24			
	20531S TS-#21- 12/24V LED AMBE	316.30			
	20570S TS-SHOP- FLEETRITE RELC	120.20			
	20714S TS-#22- 12/24V LED AMBE	316.30			
	20755S TS-#6, #13, #11-ENGINE OIL, DEF FL	505.87			
	CM17459S TS-#7-16.5X7 2997DX D	-362.83			
	CM18850S PS-FIRE-CORE RETURN	-77.63			
	CM20111S TS-#7-DRUM REAR WHEELS	-561.20			
020382	07/12/2017 FERRO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	07/12/2017
	1326463 GG-TOWN-ZONE 2 GARBAGE COLLI	3,777.12			
020383	07/12/2017 FILTRATION PLUS	184.78	A/P	OUT-STD	07/12/2017
	5394030 CC-BUILDING-AIR FILTERS	184.78			
020384	07/12/2017 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,587.50	A/P	OUT-STD	07/12/2017
	17-048 PS-BUILDINGINSPECTION-JUN 11-2	2,587.50			
020385	07/12/2017 GREENLAW'S GARAGE LTD.	574.88	A/P	OUT-STD	07/12/2017
	1169 TS-#22- RECHARGE A/C	287.44			
	1184 TS-#16- RECHARGE A/C	287.44			
020387	07/12/2017 GULLISON'S COURIER SERVICE	730.25	A/P	OUT-STD	07/12/2017
	352228 GG-TREASURY-TO MARYSVILLE PL	28.75			
	352234* GG-TOWNHALL-TO ANN MCCLOSKE	28.75			
	488237 GG-TREASURY- TO MARYSVILLE PL	28.75			
	506691 TS-#5- TO TOWN FR/ RICHWIL	34.50			
	700741 GG-TREASURY- TO MARYSVILLE PL	28.75			
	710030 TS-#31, #34-FROM AGRI-MECH	34.50			
	710037 TS-#16- TO TOWN FR/ SAUNDERS	86.25			
	710051 TS-#22- TO TOWN FR/SAUNDERS	28.75			
	710059 TS-#22- TO TOWN FR/ SAUNDERS	28.75			
	710068 TS-#21- TO TOWN FR/CUMMINS	28.75			
	710085 TS-SHOP-FROM LSW	46.00			
	710099 TS-#16-FROM MARITIME CASE	28.75			
	710117 TS-#13- TO TOWN FR/ CASE EQUIP	74.75			

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	710144	TS-#13- TO TOWN.FR/CAT	57.50			
	710151	TS-SHOP- TO TOWN FR/ LSW	46.00			
	710176	TS-SHOP- TO TOWN FR/BAYVIEW	34.50			
	710162*	GG-TREASURY- TO MARYSVILLE PL	28.75			
	710193	TS-#13- TO TOWN FR/ATLANTIC CA	28.75			
	710227	TS-#22-TO TOWN FR/SAUNDERS EC	28.75			
020388	07/12/2017	HOVEY'S HUSKY SALES & SERVICE	82.22	A/P	OUT-STD	07/12/2017
	5454	TS-SHOP- STARTER PULLY, FLANGI	82.22			
020389	07/12/2017	IRVING ENERGY DISTRIBUTION AND MARKETING	6,268.23	A/P	OUT-STD	07/12/2017
	337534	TS-ST5-DIESEL	857.23			
	43182	TS-ST5-DIESEL	809.46			
	630723	TS-ST5-GAS	4,601.54			
020390	07/12/2017	JET ICE	185.37	A/P	OUT-STD	07/12/2017
	OR48952	CC-ARENA-JET ICE WHITE PAINT	185.37			
020391	07/12/2017	JOAN MERRILL	158.00	A/P	OUT-STD	07/12/2017
	JULY06/17	GG-LIBRARY-PUBLIC WASHROOM C	158.00			
020392	07/12/2017	JOLLY FARMERS	404.50	A/P	OUT-STD	07/12/2017
	N1089116	RC-HORT- FLOWERS	404.50			
020393	07/12/2017	KEITH'S BUILDING SUPPLIES	4,252.04	A/P	OUT-STD	07/12/2017
	160347	PS-FIRE-PAINT	169.02			
	163952	PS-FIRE-GLOVES	103.39			
	164455	TS-SHOP- LUMBER	710.47			
	164531	TS-SHOP- PLYWOOD, DECK SCREW	165.51			
	164710	TS-STREETS- TRAFFIC PAINT	2,859.91			
	164845	CC-ARENA-SAFETY HARNESS	112.69			
	164929	PS-FIRE-PAINT AND SUPPLIES	131.05			
020396	07/12/2017	KENT BUILDING SUPPLIES	2,280.97	A/P	OUT-STD	07/12/2017
	1193980	TS-SHOP- EVOLUTION SGL NBS	28.01			
	1202928	RC-PARKS-CLOTH, PAINT	102.65			
	1203083	RC-PARKS-EDGER TRAYS	7.88			
	1203516	RC-PARKS-PAINT, BRUSH SET	142.21			
	1203703	RC-PARKS-WOOD FILLER	11.75			
	1204381	RC-PARKS-KEY, PAINT	54.83			
	1205141	RC-PARKS- PIPE, CLAMPS	8.10			
	1205637	RC-HORT- WOOD SCREWS, MINI TR	13.82			
	1205638	RC-HORT- MINI TRAY/3 PACK	6.51			
	1206676	RC-PARKS- PAINT, BTOP/CAP COME	46.83			
	1207233	RC-PARKS-BTOP/CAP COMBO PT	146.99			
	1207913	RC-HORT-ALUMINUM SULPHA, ROS	42.72			
	1208210	RC-HORT-EDGE GARD	64.16			
	1208426	RC-HORT- CEDAR/EMERALD	91.95			
	1209835	CC-ARENA-REPLACE BROKEN KEY:	6.39			
	1211299	RC-PARKS- MINI TRAYS/ 3 PACK	13.03			
	1211618	PS-FIRE- BOLTS, TAPE RULE, CAST	517.24			
	1213536	RC-PARKS- HAMMER, BOLTS, PLYW	56.83			
	1215996	RC-HORT-PERENNIALS	31.98			
	1217375	TS-SHOP- QUIKRETE SAND MIX	30.77			
	1217572	CC-ADMIN-VELCRO ROLLS	53.82			
	1217795	RC-HORT- GARDEN FOOD, ANT DUS	41.66			
	1218426	CC-ARENA-SUBLFOOR ADHESIVE A	22.22			

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	1220049	CC-ARENA-SHOCK ABSORBING LAN	195.70			
	1220341	TS-SHOP- CONDUIT	10.58			
	1220440	TS-SHOP- CONDUIT	10.58			
	1220865	PS-FIRE-DECK	83.41			
	1221223	CC-ARENA-11" CABLE TIES	23.52			
	1221887	RC-PARKS-BIT,NUTS,ADHESIVE PAI	276.78			
	1221951	RC-PARKS- SUPEX LTX, ANGLE BRL	118.27			
020397	07/12/2017	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	267.02	A/P	OUT-STD	07/12/2017
	245457938	CC-ADMIN-PHOTOCOPIER USAGE	181.71			
	245910737	GG-TOWNHALL-PHOTOCOPIERMAI	85.31			
020398	07/12/2017	KONICA MINOLTA	340.08	A/P	OUT-STD	07/12/2017
	6360874	CC-ADMIN-PHOTOCOPIER LEASE	130.37			
	6394255	GG-TOWNHALL-PHOTOCOPIERCON	209.71			
020399	07/12/2017	LIFESAVING SOCIETY - NB Branch	1,482.55	A/P	OUT-STD	07/12/2017
	1599	CC-POOL- AFFILIATION FEE	58.00			
	1616	CC-POOL- SWIM FOR LIFE LICENCE	260.00			
	1672	CC-POOL-INSTRUCTOR TESTING FE	210.00			
	1676	CC-POOL-SWIMMER CRESTS, ROO	246.13			
	1680	CC-POOL-INSTRUCTOR PACKAGES	512.51			
	1684	CC-POOL-INSTRUCTOR PACKAGES	195.91			
020400	07/12/2017	LINDE CANADA LTEE, M2183	845.30	A/P	OUT-STD	07/12/2017
	53740881*	TS-SHOP-PAID INV#53740861 TWICE	-25.88			
	56337985	TS-SHOP-ACETYLENE, OXYGEN	660.61			
	58337986	TS-SHOP- OXYGEN	88.14			
	56337987	PS-FIRE- NITROGEN	111.78			
	58417532	TS-SHOP-OXYGEN M	12.85			
020401	07/12/2017	LSW WEAR PARTS LTD.	1,752.86	A/P	OUT-STD	07/12/2017
	45866	TS-#21,#22- SWEEPER BRUSHES	592.37			
	45924	TS-STREET SWEEPER-SWEEPER E	592.37			
	45938	TS-STREET- POLY ZZ CONVOLUTEI	568.22			
020402	07/12/2017	MAYFIELD GARDENS & LANDSCAPE	2,002.67	A/P	OUT-STD	07/12/2017
	693	RC-HORT-FERTILIZER	942.93			
	697	RC-HORT- SEEDS, GLOVES, SOIL, P	1,059.74			
020403	07/12/2017	MEGA-LAB MANUFACTURING CO. LTD.	903.90	A/P	OUT-STD	07/12/2017
	145143	TS-SHOP- GREASE	249.55			
	145314	PS-FIRE-MEGAPLUS 2000 CARTRID	391.00			
	145531	PS-FIRE- SANI-FOAM	263.35			
020404	07/12/2017	MICMAC FIRE & SAFETY SOURCE LTD.	3,583.44	A/P	OUT-STD	07/12/2017
	NS-00843345	PS-FIRE- HELMETS, NOMEX LINERS	2,131.25			
	NS-00843430	PS-FIRE- QUICK DRAW FORESTRY I	1,409.90			
	NS-00843580	PS-FIRE-2.0" 3M REFLECTIVE SILVE	22.29			
020405	07/12/2017	MIDLAND COURIER	83.52	A/P	OUT-STD	07/12/2017
	09857589	PS-FIRE- TO ACKLANDS GRAINGER	83.52			
020406	07/12/2017	MILLTOWN MACHINE & FABRICATION LTD.	1,509.33	A/P	OUT-STD	07/12/2017
	19063	TS-SHOP- COLD ROLLED ROUND B/	30.18			
	19253	TS-#16-C8X13.75 CHANNEL IRON, 3/	399.92			
	19261	TS-#16- 3/8 PLATE, 1/2 PLATE, LABO	268.79			
	19293	TS-ST5-REPAIR ALUMINUM LIGHT F	810.44			
020407	07/12/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/12/2017

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	WEEK262017 EMPLOYEE DEDUCTIONS-JUL 9-15/	209.30			
020408	07/12/2017 N.B. ASSOC FIRE CHIEFS	125.00	A/P	OUT-STD	07/12/2017
	2017MH-2 PS-FIRE- ROAD TO MENTAL HEALT	125.00			
020409	07/12/2017 NEW BRUNSWICK COMMUNITY COLLEGE	310.50	A/P	OUT-STD	07/12/2017
	8310825 CC-HRVOM- TUITION	310.50			
020410	07/12/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD.	332.82	A/P	OUT-STD	07/12/2017
	377489 GG-TOWN-FLOOR MATS	95.36			
	379796 GG-TOWN-FLOOR MATS	95.36			
	384347 GG-TOWN-FLOOR MATS	95.36			
	386749 PM-RCMP- FLOOR MATS	46.74			
020411	07/12/2017 ORKIN CANADA CORPORATION	135.13	A/P	OUT-STD	07/12/2017
	IN-7723827 PS-FIRE-PEST CONTROL	135.13			
020412	07/12/2017 ORR ELECTRIC & ALARM LTD.	682.18	A/P	OUT-STD	07/12/2017
	2713 RC-DECORATIVE LIGHTS- CENITAF	348.35			
	2727 TS-STS- CHANGE TRAFFIC LIGHT BI	333.83			
020413	07/12/2017 PARTS FOR TRUCKS INC.	583.76	A/P	OUT-STD	07/12/2017
	32297126-00 TS-#202- AIR CYLINDER, ANGLE JOI	583.76			
020414	07/12/2017 PETROSERVICE	143.75	A/P	OUT-STD	07/12/2017
	SRVCE0020928 TS-STS- LABREG- FUDGE- DAVID - 5	143.75			
020415	07/12/2017 PRO-TECH SANITATION LTD.	319.92	A/P	OUT-STD	07/12/2017
	236429 CC-POOL-SQUEEGEE BLADE SET, 5	319.92			
020416	07/12/2017 SOURCE ONE SUPPLIES	822.22	A/P	OUT-STD	07/12/2017
	15094 PS-FIRE-MR. CLEAN CLEANER	114.41			
	15108 PS-FIRE- CAMLOCK O-RINGS	43.53			
	15122 PS-FIRE-LAUNDRY DETERGENT	31.91			
	15353 CC-ARENA-DIOENZYMATIC ODOR D	48.60			
	15357 CC-POOL-SODIUM BICARBONATE X	372.39			
	15363 CC-ARENA-BATHROOM TISSUE 6 G	199.20			
	15392 CC-POOL-SPRAY BOTTLE FOR CLE	12.18			
020418	07/12/2017 SOUTHERN SANITATION LTD.	9,101.87	A/P	OUT-STD	07/12/2017
	157013 GG-TOWN-ZONE 1 GARBAGE COLLI	4,602.78			
	157014 GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	157015 TS/RC-STREETS/PARKS- GARBAGE	493.35			
020419	07/12/2017 SOUTHWEST ELECTRIC & SECURITY INC.	937.80	A/P	OUT-STD	07/12/2017
	14385 CC-POOL-INSTALLED MAGNETIC ST	256.30			
	14541 PM-5 KINGS- CONNECTOR, COUPLI	681.59			
020420	07/12/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	11,898.12	A/P	OUT-STD	07/12/2017
	183627-184493 GG-TOWN-REGIONAL LANDFILL COI	11,898.12			
020421	07/12/2017 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	772.21	A/P	OUT-STD	07/12/2017
	148428 GG-CIVIC- TOWN EVENTS	49.15			
	145886 GG-CIVIC- TOWN EVENTS	49.16			
	26052* RC-WALL OF FAME-PROGRAMS	616.40			
	26221 CC-POOL-AQUATICS SUMMER SCHI	57.50			
020422	07/12/2017 THE MINISTER OF FINANCE	296,243.10	A/P	OUT-STD	07/12/2017
	25972 PS-RCMP-POLICING SERVICES-APP	296,243.10			
020423	07/12/2017 TROY LIFE & FIRE SAFETY LTD	1,104.00	A/P	OUT-STD	07/12/2017
	1614813 CC-BUILDING-ANNUAL INSPECTION	1,104.00			
020424	07/12/2017 UNIFIRST CANADA LTD.	372.13	A/P	OUT-STD	07/12/2017
	7100102795 CC-FRONT LOBBY-MATS	67.05			

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	7100103347	CC-FRONT LOBBY-MATS			
	7100103933	CC-FRONT LOBBY-MATS			
	7100104524	CC-FRONT LOBBY-MATS			
020425	07/12/2017 UPS CANADA LTD.	2.83	A/P	OUT-STD	07/12/2017
	1009036081	CC-ADMIN-LATE PAYMENT FEE ON			
		2.83			
020426	07/12/2017 WURTH CANADA LIMITED	1,504.10	A/P	OUT-STD	07/12/2017
	22677511	TS-SHOP-NUTS,BOLTS, SHRINK TUI			
		1,270.03			
	22700173	TS-SHOP- SAE STRUCT FLT5, LOCK			
		234.07			
020427	07/12/2017 YELLOW PAGES GROUP	9.95	A/P	OUT-STD	07/12/2017
	17-4399308	GG-TOWN- 811 LISTING- MAY 17			
		9.95			
020428	07/12/2017 SOUTH WEST COURIER	52.81	A/P	OUT-STD	07/12/2017
	16334	TS-SHOP- FR SOURCE ATLANTIC A			
		52.81			
020429	07/12/2017 CHARLOTTE COUNTY JANITORIAL	1,310.98	A/P	OUT-STD	07/12/2017
	3649	PS-FIRE- JANITORIAL-MAY/17			
		178.25			
	3654	PM-RCMP- JANITORIAL-MAY/17			
		1,132.73			
020430	07/12/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	07/12/2017
	WEEK282017	PS-ANIMALCONTROL-WEEKLY FEE,			
		371.91			
020431	07/18/2017 BEACH DAVID	403.00	A/P	OUT-STD	07/18/2017
	SIDEWALKSWEEPING	TS-ST5-SIDEWALK SWEEPING SER'			
		403.00			
020432	07/18/2017 BORDER INVESTIGATIONS & SECURITY INC.	1,288.00	A/P	OUT-STD	07/18/2017
	14585	PS-BYLAW-JUNE 30 - JUL 1/17 FEE			
		1,288.00			
020433	07/18/2017 CNH CAPITAL	997.22	A/P	OUT-STD	07/18/2017
	IN84581	TS-#11- HOES, TUBES, FILTERS			
		997.22			
020434	07/18/2017 DOW JENNIFER	366.46	A/P	OUT-STD	07/18/2017
	HORTSUPPLIES	RC-HORT-SOIL AND PLANTS			
		366.46			
020435	07/18/2017 ENBRIDGE GAS NEW BRUNSWICK	1,522.63	A/P	OUT-STD	07/18/2017
	2017062301008-1016227-0	CC-BUILDING-NATURAL GAS			
	00				
		1,522.63			
020436	07/18/2017 FOUR SEASONS SPORTS LTD.	5,279.05	A/P	OUT-STD	07/18/2017
	01215*	TS-ST5-LINE PAINTING			
		5,279.05			
020437	07/18/2017 GREAT-WEST LIFE ASSURANCE COMPANY	2,104.42	A/P	OUT-STD	07/18/2017
	JUL1317MANAGEMENT	GG-PREMIUMS-JUL24-AUG23/17			
		2,104.42			
020438	07/18/2017 HAYDEN WIEBE	200.00	A/P	OUT-STD	07/18/2017
	1028	GG-CANADADAY-ENTERTAINMENT			
		200.00			
020439	07/18/2017 HEATHER DONAHUE	54.22	A/P	OUT-STD	07/18/2017
	CANADADAY	GG-CANADADAY-EXPENSES			
		54.22			
020440	07/18/2017 MEDAVIE BLUE CROSS	15,247.83	A/P	OUT-STD	07/18/2017
	111492UNION	GG-HEALTH&DENTALPREMIUMS-AL			
		9,408.97			
	112515MANAGEMENT	GG-HEALTH&DENTALPREMIUMS-AL			
		5,838.86			
020441	07/18/2017 MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/18/2017
	WEEK291017	EMPLOYEE DEDUCTIONS-JUL 16-22			
		209.30			
020442	07/18/2017 RICHARDSON JEFF	579.77	A/P	OUT-STD	07/18/2017
	BOATGPS	PS-FIRE-GPS FOR BOAT, TARPS DL			
		579.77			
020443	07/18/2017 RICHARDSON JOSEPH	264.00	A/P	OUT-STD	07/18/2017
	TRADESHOW	PS-FIRE-MONCTON TRADESHOW			
		264.00			
020444	07/18/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	07/18/2017
	WEEK282017	PS-ANIMALCONTROL-WEEKLY FEE,			
		371.91			
020445	07/18/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	8,917.50	A/P	OUT-STD	07/18/2017
	184686-185274	GG-TOWN-REGIONAL LANDFILL CO			
		8,917.50			

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020448	07/18/2017 ST. STEPHEN AREA CHAMBER 312.00 GG-CIVIC-MATCHING TICKET SALES	312.00 312.00	A/P	OUT-STD	07/18/2017
020447	07/18/2017 TRAVIS CLEGHORN CLOTHING TS-STS-CLOTHING ALLOWANCE	132.11 132.11	A/P	OUT-STD	07/18/2017
020448	07/18/2017 GREAT-WEST LIFE ASSURANCE COMPANY JUL1317UNION GG-PREMIUMS-JUL24-AUG23/17-UN	2,918.50 2,918.50	A/P	OUT-STD	07/18/2017
020449	07/18/2017 FRANK G GODSOE CHARTERED ACCOUNTANT 1154 GG-RECEPTION-SUPPORT 1156 CC-TREASURY-ACCOUNTING SUPP 1166 CC-TREASURY-ACCOUNTING SUPP	3,448.21 132.25 2,135.44 1,178.52	A/P	OUT-STD	07/18/2017
020450	07/24/2017 RICHARDSON JEFF SAFETYTAGS PS-FIRE-SAFETY TAGS PURCHASE	964.15 964.15	A/P	OUT-STD	07/24/2017
020451	07/25/2017 HIRTLES SOUND SOLUTIONS 3097 CC-ARENA-ACOUSITC TREATMENT	28,750.00 28,750.00	A/P	OUT-STD	07/25/2017
020453	07/24/2017 N. B. ELECTRIC POWER 18988703JUL17 TS/PS-199 UNION ST-ELECTRICITY 19051703JUL17 TS-AIRPORT-ELECTRICITY 19051801JUL17 TS-AIRPORT-ELECTRICITY 216000030308JUL17 TS-STS-AREA LIGHTS 83278804JUL17 TS-STS-PARKS SHED	13,003.93 1,015.38 147.17 48.39 11,782.87 32.12	A/P	OUT-STD	07/24/2017
020454	07/27/2017 ACADIA BROADCASTING 4553 RC-HALL OF FAME - INTERVIEW	86.25 86.25	A/P	OUT-STD	07/27/2017
020455	07/27/2017 CHARLOTTE COUNTY JANITORIAL 3875 PM-RCMP-JANITORIAL-JUNE/17	1,199.84 1,199.84	A/P	OUT-STD	07/27/2017
020456	07/27/2017 DILLON CONSULTING LIMITED 167446 GG-AIRPORT-CONSULTING SERVIC 169511 GG-CIVIC-MUNICIPAL PLAN & ZONIN	9,914.73 8,165.00 1,749.73	A/P	OUT-STD	07/27/2017
020457	07/27/2017 FERO WASTE & RECYCLING INC. 0001334945 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12 3,777.12	A/P	OUT-STD	07/27/2017
020458	07/27/2017 FRANK G GODSOE CHARTERED ACCOUNTANT 1174 GG-TREASURY-ACCOUNTING SUPP 1175 GG-TREASURY-ACCOUNTING SUPP 1176 GG-RECEPTION-SUPPORT 1177 GG-TREASURY-ACCOUNTING SUPP 1178 GG-TREASURY-ACCOUNTING SUPP 1179 GG-TREASURY-ACCOUNTING SUPP 1180 GG-TREASURY-ACCOUNTING SUPP	4,228.26 426.77 884.12 43.13 90.16 1,313.76 1,416.80 51.52	A/P	OUT-STD	07/27/2017
020459	07/27/2017 FUNDY BUILDING INSPECTION & DRAFTING SERV K 17-055 PS-BUILDING INSPECTOR-JUN 25-JI	2,380.50 2,380.50	A/P	OUT-STD	07/27/2017
020460	07/27/2017 HERITAGE DEVELOPMENTS LIMITED IN000001732* PM-OLDTOWNHALL-MASONRY WOF	10,980.60 10,980.60*	A/P	OUT-STD	07/27/2017
020461	07/27/2017 JANE MCSHANE CAOSENDOFF GG-CAO-SEND OFF FOR NEW JOB	420.00 420.00	A/P	OUT-STD	07/27/2017
020462	07/27/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 245906586 CC-ADMIN- PHOTOCOPIER USAGE (123.79 123.79	A/P	OUT-STD	07/27/2017
020463	07/27/2017 KONICA MINOLTA 6394014 CC-ADMIN-PHOTOCOPIER LEASE- J	143.23 143.23	A/P	OUT-STD	07/27/2017
020464	07/27/2017 MCINNES COOPER 2017018148 GG-LEGAL-BY-LAW	7,023.31 1,315.60	A/P	OUT-STD	07/27/2017

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	2017016301	GG-LEGAL-CONTRACT	4,294.84			
	2017016302*	GG-LEGAL-GENERAL	985.30			
	2017016303	GG-LEGAL-SALE	427.57			
020465	07/27/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/27/2017
	WEEK302017	EMPLOYEE DEDUCTIONS-JUL 23-29	209.30			
020466	07/27/2017	MINISTER OF FINANCE	3,089.90	A/P	OUT-STD	07/27/2017
	11368891JUN17	GG-TOWNHALL-LANDLINE PHONES	1,472.90			
	11378888JUN17	PS/TS-199UNIONST-LANDLINE PHO	353.48			
	11395944JUN17	PS-FIRE-LANDLINE PHONES	930.02			
	15772995JUN17	RC-REC/POOL-LANDLINE PHONES	233.51			
	46435731JUN17	RC-PARKS-CHOCOLATE PARK CAM	99.99			
020487	07/27/2017	MRS. DUNSTER'S (1996) INC.	115.20	A/P	OUT-STD	07/27/2017
	01112660	GG-CANADA DAY-DONUT HOLES	115.20			
020488	07/27/2017	O'CONNELL MIKE	51.61	A/P	OUT-STD	07/27/2017
	STAFFSHOWER	CC-EVENT-STAFF BABY SHOWER	51.61			
020469	07/27/2017	PAYROLL TRANSFER	82,512.54	A/P	OUT-STD	07/27/2017
	WEEK292017	GG-TRANSFER-JULY 07-20/17	82,512.54			
020470	07/27/2017	RECEIVER GENERAL FOR CANADA	36,401.94	A/P	OUT-STD	07/27/2017
	WEEK292017	GG-REMITTANCE-JULY 07-20/17	36,401.94			
020471	07/27/2017	SHANNON MICHAEL	371.91	A/P	OUT-STD	07/27/2017
	WEEK302017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020472	07/27/2017	SOUTHERN SANITATION LTD.	8,608.52	A/P	OUT-STD	07/27/2017
	157017	GG-TOWN-ZONE 1 GARBAGE COLLI	4,602.78			
	157018	GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
020473	07/27/2017	DILLON CONSULTING LIMITED	22,028.54	A/P	OUT-STD	07/27/2017
	169415	TS-ST5-MILLTOWN BLVD STREET III	22,028.54			
020474	07/27/2017	BELL ALIANT	1,403.17	A/P	OUT-STD	07/27/2017
	47424130JUN17	CC-ADMIN-LANDLINE PHONES	1,403.17			
		Cheque Totals Issued:	857,130.20			
		Void:	0.00			
		Total Cheques Generated:	857,130.20			
		Total # of Cheques Listed:	126			

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006160	07/06/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JULY082017 WS-SERIES*BM*-INTEREST	2,094.75 2,094.75	A/P	OUT-STD	07/08/2017
006162	07/06/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JULY082017* WS-SERIES*BM*-PRINCIPAL	21,000.00 21,000.00	A/P	OUT-STD	07/08/2017
006533	07/12/2017 BELL MOBILITY INC. 523869487JUNE17UTI WS/SCD-CELL PHONE CHARGES	710.26 710.26	A/P	OUT-STD	07/12/2017
006535	07/12/2017 CANADIAN TIRE	2,616.07	A/P	OUT-STD	07/12/2017
	N15427068 SCD-DISPOSAL- FIREEXTINGUISHEI	80.48			
	N16408392 SCD-DISPOSAL- HITCH RINGS, SOC	22.05			
	N16408820 WS-SOURCE- CLAMPS, GREAT VAL	32.40			
	N16408828 WS-SOURCE- BATTERY, S-ASY	197.20			
	N16409401 WS-TRANS&DIST- TIRE	13.79			
	N16409416 WS-TRANS&DIST- SPRAY BOTTLE, J	66.10			
	N16409420 WS-SOURCE- HOSE, TUBE, PRUN S.	64.37			
	N16409422 WS-SOURCE- CLMP, ADAPTER, COL	224.08			
	N16409425 WS-SOURCE- STRAPS, ELBOWS, C	214.02			
	N16409437 WS-#105- PAINT	64.37			
	N16409442 WS-SOURCE- PIPE ABS, SPONGES,	80.87			
	N16409443 WS-SOURCE- 2 PANTRIES, POWER	188.43			
	N16409482 WS-SOURCE- LIVE MOSQUITO SHEI	101.46			
	N16409529 WS-SOURCE-PLUMBING SUPPLIES	52.04			
	N16409530 WS-SOURCE- RAIN SUIT	183.99			
	N16409531 WS-SOURCE- 4' X2 LED STRIP	258.23			
	N16409574 WS-TRANS&DIST- LIQUID CHLORINI	55.48			
	N16410953 WS-TRANS&DIST- PIPE WRENCH	97.08			
	N16410959 WS-SOURCE- RAT TRAPS, SPRAY 9	133.88			
	N16410961 WS-TRANS&DIST- PRESSURE WASH	252.99			
	N16410966 WS-SOURCE- PRESSURE WASHER	149.44			
	N16412126 WS-SOURCE- SC10-24X , M6 - 1.00, I	30.88			
	N16412189 SCD-DISPOSAL- CONNECTOR	10.34			
	N16412195 WS-SOURCE- ELECTRICAL TAPE, FI	44.13			
006536	07/12/2017 COLE-PARMER CANADA COMPANY 00576036 WS-SOURCE-YEARLY MAINTENANC	3,366.17 3,366.17	A/P	OUT-STD	07/12/2017
006537	07/12/2017 COX ELECTRONICS & COMMUNICATIONS	822.16	A/P	OUT-STD	07/12/2017
	1-004153 WS-SOURCE-DEF IP5 CASE	63.24			
	1-005019 WS-TRANS&DIST- ACER REF QC 8G	494.44			
	1-005148 WS-TRANS&DIST- MONITOR, EXT D'	264.48			
006538	07/12/2017 CREIGHTON-CARTER LTD. 961-430403 WS-#305-SPARK PLUGS, THERMOS'	65.99 65.99	A/P	OUT-STD	07/12/2017
006539	07/12/2017 DOWNEY FORD SALES LTD. 27586 WS-#102- FILTER ASY- OIL	41.40 41.40	A/P	OUT-STD	07/12/2017
006541	07/12/2017 EMCO CORPORATION	10,603.67	A/P	OUT-STD	07/12/2017
	12504037-01 WS-TRANS& DIST- LINE PRUGE DEC	2,558.75			
	12504072-03 WS-TRANS&DIST- COUPLINGS	16.68			
	12504107-00 WS-TRANS&DIST- ICER HEAT ELEM	143.47			
	12504120-00 WS-TRANS&DIST- 200 SERV TUBE	155.07			
	12504167-00 WS-TRANS&DIST-10 ALPHA DI CPLC	3,050.26			
	12504179-00 WS-TRANS&DIST- HYD WRNCH	54.90			
	12504186-00 WS-TRANS&DIST- HITCH MOUNT BF	1,010.07			

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	12504187-00	WS-TRANS&DIST- MAGNETIC PIPE I	97.08			
	12504219-00	WS-TRANS&DIST- SERV TUBES	442.20			
	12504221-00	WS-TRANS&DIST- 3/4XCL STD BRS I	200.38			
	12504355-00	WS-TRANS&DIST- SHIP FLANGE PA	94.85			
	12504400-00	WS-TRANS&DIST- CLAY CI/PL, HSE	1,056.02			
	12504557-00	WS-TRANS&DIST- BIONAX CAP	488.69			
	12504560-00	WS-TRANS&DIST- BEND LGL, DUAL	1,235.45			
006542	07/12/2017	FULTON AUTO RECYCLERS	2,188.45	A/P	OUT-STD	07/12/2017
	23280	WS-#305- ENGINE ASSEMBLY	1,884.75			
	23352	WS-#305- EXHAUST MANIFOLDS	503.70			
006543	07/12/2017	HYPERION RESEARCH LTD.	983.25	A/P	OUT-STD	07/12/2017
	57016	WS-SOURCE-AEROBIC SPORES	983.25			
006544	07/12/2017	KEITH'S BUILDING SUPPLIES	41.55	A/P	OUT-STD	07/12/2017
	164432	WS-TRANS&DIST- S HOOK STAINLE	10.53			
	164889	WS-TRANS&DIST- PRO FLEX SEALA	31.02			
006545	07/12/2017	KENT BUILDING SUPPLIES	1,102.51	A/P	OUT-STD	07/12/2017
	1190427	WS-SOURCE- NUT, SCREWS, ANCR	26.52			
	1190587	WS-SOURCE- ANCR, BIT	14.74			
	1180796	WS-SOURCE- PLY CAP, HACKSAW,	82.04			
	1203836	WS-SOURCE-VINYL	37.42			
	1204185	WS-SOURCE-TENSION ROD, TOILET	335.82			
	1211994	WS-TRANS&DIST- FLAT PLASTIC HM	72.70			
	1212026	WS-SOURCE-DRYWALL, PORTABLE	460.03			
	1221826	SCD-DISPOSAL- PICK AND MATTOC	68.75			
	1221842	WS-TRANS&DIST- FLAT WASHER	4.49			
006546	07/12/2017	MCGIBBON INDUSTRIES LTD.	2,511.60	A/P	OUT-STD	07/12/2017
	29	WS-TRANS&DIST-2184 YARDS OF G	2,511.60			
006547	07/12/2017	MEGA-LAB MANUFACTURING CO. LTD.	916.21	A/P	OUT-STD	07/12/2017
	145313	SCD-DISPOSAL-FLOATING DEGREA	916.21			
006548	07/12/2017	MICMAC FIRE & SAFETY SOURCE LTD.	325.45	A/P	OUT-STD	07/12/2017
	NS-00843265	WS-TRANS&DIST- INDUSTRIAL HOS	325.45			
006549	07/12/2017	MOFFITT DODGE CHRYSLER LTD.	176.77	A/P	OUT-STD	07/12/2017
	IM21114	WS-#305-NUTS, BOLTS, STUDS	176.77			
006550	07/12/2017	N.B. SOUTHERN RAILWAY COMPANY LIMITED	115.00	A/P	OUT-STD	07/12/2017
	73496	SCD-STS- MIL 33.21	115.00			
006551	07/12/2017	PIERCE'S PLUMBING & HEATING LTD	55.29	A/P	OUT-STD	07/12/2017
	17319	WS-TRANS&DIST- WATER FILTERS	55.29			
006552	07/12/2017	PUROLATOR COURIER LTD.	49.27	A/P	OUT-STD	07/12/2017
	434770474	SCD-DISPOSAL- TO NULANTIC	49.27			
006553	07/12/2017	RESEARCH & PRODUCTIVITY COUNCIL	1,680.85	A/P	OUT-STD	07/12/2017
	203735	WS-SOURCE- ANALYSIS	413.21			
	203739	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	204306	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	204341	WS-SOURCE- ANALYSIS	289.48			
	204775	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	204981	WS-SOURCE- ANALYSIS	275.47			
	205003	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	205489	WS-SOURCE- ANALYSIS	413.21			
006554	07/12/2017	SAINT JOHN LABORATORY SERVICES LTD.	2,310.66	A/P	OUT-STD	07/12/2017

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006575 dated between 07/01/2017 and 07/31/2017

CHEQUE REGISTER

Printed: 12:39:44PM 08/02/2017

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Number	Issued	Amount	SC	Status	Status Date
	462-17	SCD-DISPOSAL- TREATMENT PLAN			
	514-17	SCD-DISPOSAL- TREATMENT PLAN			
	515-17	SCD-DISPOSAL- ANALYSIS			
006555	07/12/2017	SERVICE NEW BRUNSWICK		OUT-STD	07/12/2017
	996518	WS/SCD-UTILITY -PAYMENT ACCEP			
006556	07/12/2017	SOUTHWEST CONCRETE & CONS LTD		OUT-STD	07/12/2017
	IN000002472	WS-TRANS&DIST- CRUSHED GRAVE			
006557	07/12/2017	SOUTHERN SANITATION LTD.		OUT-STD	07/12/2017
	157016	WS-BUDD AVE- GARBAGE COLLECT			
006558	07/12/2017	STATIONERY PLUS		OUT-STD	07/12/2017
	10182*	WS/SCD-TOWNHALL-PAPER SHRED			
	12636*	WS/SCD-TOWN HALL- RULER, LASE			
	13190	WS-TRANS&DIST-INKJET CARTRIDC			
	14189*	WS/SCD-TOWN HALL- PAPER, POR1			
	14208	WS/SCD-TOWN- UTILITY ENVELOPE			
	14361	WS/SCD- TOWN HALL- ENVELOPES			
	14991	WS/SCD-TOWN HALL-CORRECTION			
	7104	WS-TOWNHALL-BINDERS			
	7311*	WS/SCD-TOWNHALL-BINDERS			
	7368**	WS/SCD-TOWNHALL-AIR DUSTER, F			
	7726*	WS/SCD-TOWNHALL-BINDERS			
006559	07/12/2017	FLEET READY LTD.		OUT-STD	07/12/2017
	9833	WS-TRANS&DIST- ELBOW, 2.5" NH S			
006560	07/12/2017	GULLISON'S COURIER SERVICE		OUT-STD	07/12/2017
	506672	WS-SOURCE- TO RPC FR/ TOWN			
	710077	WS-SOURCE- TO RPC FR/TOWN			
	710129	WS-SOURCE- TO RPC FR/ TOWN			
	710171	WS-SOURCE- TO RPC FR/ TOWN			
	710223	WS-TRANS&DIST- TO RPC FR/ TOW			
006561	07/12/2017	LEE, ANDREW & C/O ROGER GAGNON <i>(Utility Bill Overpayment)</i>		OUT-STD	07/12/2017
006562	07/18/2017	A ONE PUMPING SERVICE LTD.		OUT-STD	07/18/2017
	6103	SCD-DISPOSAL- SEWERFLUSHER F			
	6110*	WS-TRANS&DIST- SEWER FLUSHER			
	6119*	WS-TRANS&DIST- MAIN STREET SE			
006563	07/18/2017	BRENTAG CANADA INC.		OUT-STD	07/18/2017
	40702786	WS-SOURCE-EMPTY CLYINDER RE			
	40712258	WS-SOURCE-CHLORINE			
	40713826	WS-SOURCE-EMPTY CYLINDER RE			
	40713827	SCD-DISPOSAL-EMPTY CYLINDER F			
	40724035	WS-SOURCE-CHLORINE			
	40727540	WS-TRANS&DIST-EMPTY CYLINDEF			
	40735486	WS-SOURCE-CHLORINE			
	40741230	WS-SOURCE-EMPTY CYLINDER RE			
006564	07/18/2017	ENTRETIEN CHLORATECH INC.		OUT-STD	07/18/2017
	102597	WS-SOURCE-NEW ANALYZER SETL			
006565	07/18/2017	MARITIME BLOWER REPAIR INC		OUT-STD	07/18/2017
	4542	SCD-DISPOSAL-REPAIR HEBON BLC			
006566	07/18/2017	TRAVIS DUFOUR BUILDERS LTD.		OUT-STD	07/18/2017

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008575 dated between 07/01/2017 and 07/31/2017

CHEQUE REGISTER

Printed: 12:39:44PM 08/02/2017

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Number	Issued		Amount	SC	Status	Status Date
	518	WS-TRANS&DIST- REPAIR CEILING,	650.83			
006567	07/24/2017	ENTRETIEN CHLORATECH INC.	6,649.68	A/P	OUT-STD	07/24/2017
	102596	WS-SOURCE-EMERGENCY REPLAC	3,312.00			
	102598	WS-SOURCE-CHLORINATOR PARTE	3,337.68			
006568	07/24/2017	N. B. ELECTRIC POWER	18,368.69	A/P	OUT-STD	07/24/2017
	36869807JUL17	WS-3-119 MAXWELL XING BLDG	839.65			
	50223902JUL17	WS-MAXWELL XING-PUMPS	638.54			
	52557428JUL17	SCD-218 OLD BAY RD-WWTP	14,591.07			
	53473043JUL17	WS-SOURCE-CHLORINE RESIDUAL	28.36			
	61230004JUL17	WS-MAXWELL XING-PUMPS	2,097.54			
	82291006JUL17	WS-SOURCE-RESERVOIR	161.53			
006570	07/27/2017	BERNARD MCFARLANE	3,353.01	A/P	OUT-STD	07/27/2017
	042017	WS-SOURCE-CONTAINER REPAIR	139.53			
	05	WS-SOURCE-CONTAINER ELECTRIC	330.59			
	102017	WS-MAXWELLCROSSING-ELECTRIC	74.10			
	112017	WS-MAXWELLCROSSING-ELECTRIC	342.94			
	132017	WS-MAXWELLCROSSING-PUMP ST/	243.75			
	152017	WS-SOURCE-WATER QUALITY PUM	343.20			
	162017	WS-MAXWELLCROSSING-ELECTRIC	304.20			
	23	WS-MAXWELLCROSSING-CLORINA*	121.88			
	242017	WS-MAXWELLCROSSING-ELECTRIC	87.10			
	252017*	WS-SOURCE-EYE HOOKS, CHAIN	153.73			
	292017	WS-MAXWELLCROSSING-BOOSTEF	57.85			
	372017	WS-MAXWELLCROSSING-MOVE HE/	100.10			
	402017	WS-SOURCE-ELECTRICAL MAINTEN	387.90			
	41	WS-MAXWELLCROSSING-ELECTRIC	268.45			
	442017	WS-MAXWELLCROSSING-ELECTRIC	417.69			
006571	07/27/2017	MINISTER OF FINANCE (<i>Handline Phans</i>)	305.38	A/P	OUT-STD	07/27/2017
	11386812JUN17	WS-SOURCE-PUMP STATION	136.39			
	19002807JUN17	SCD-DISPOSAL-OLD BAY WWTP	168.99			
006572	07/27/2017	PITNEY BOWES LEASING	724.51	A/P	OUT-STD	07/27/2017
	3200521542	WS-TOWNHALL-3RD QUARTER 2017	724.51			
006574	07/27/2017	RECEIVER GENERAL	2,579.22	A/P	OUT-STD	07/27/2017
	042017	WS-MAXWELLCROSSING-CONTAINI	107.32			
	05	WS-MAXWELLCROSSING-CONTAINI	254.30			
	102017	WS-MAXWELLCROSSING-ELECTRIC	57.00			
	112017	WS-SOURCE-ELECTRICAL MAINTEN	283.80			
	132017	WS-MAXWELLCROSSING-600V UNIP	187.50			
	152017	WS-MAXWELLCROSSING-WATER Q	264.00			
	162017	WS-MAXWELLCROSSING-ELECTRIC	234.00			
	23	WS-MAXWELLCROSSING-ELECTRIC	93.75			
	242017	WS-MAXWELLCROSSING-ELECTRIC	67.00			
	252017*	WS-MAXWELLCROSSING-ELECTRIC	118.25			
	292017	WS-MAXWELLCROSSING-BOOSTEF	44.50			
	372017	WS-MAXWELLCROSSING-REMOVE I	77.00			
	402017	WS-MAXWELLCROSSING-ELECTRIC	283.00			
	41	WS-MAXWELLCROSSING-ELECTRIC	206.50			
	442017	WS-MAXWELLCROSSING-ELECTRIC	321.30			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
Cheques from 000001 to 006575 dated between 07/01/2017 and 07/31/2017

CHEQUE REGISTER

Printed: 12:39:44PM 08/02/2017

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	123,015.86			
	Void:	0.00			
	Total Cheques Generated:	123,015.86			
	Total # of Cheques Listed:	40			

- Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

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



FEDERATION OF CANADIAN MUNICIPALITIES
FEDERATION CANADIENNE DES MUNICIPALITÉS

**President
Présidente**

Jenny Gerbasi
Deputy Mayor
City of Winnipeg, MB

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**Chief Executive Officer
Chef de la direction**

Brock Carlton
Ottawa, ON

10 rue Rideau Street,
Ottawa Ontario

**Mailing address/
adresse postale**

24, rue Clarence Street,
Ottawa Ontario K1N 5P3

T. 613 241 5221
F. 613-241-7440

www.fcm.ca

July 31, 2017

His Worship Mayor Allan MacEachern and Members of Council
Town Hall
73 Milltown Blvd, Suite 112
St. Stephen, NB
E3L 1G5

Dear Mayor MacEachern and Members of Council:

On behalf of the Partners for Climate Protection (PCP) program, I wish to congratulate the Town of St. Stephen for achieving Milestones 1 and 2. Achievement of these milestones signals that your local government has developed an emissions inventory and set reduction targets for both corporate and community greenhouse gas (GHG) emissions. The Town of St. Stephen has shown bold leadership in addressing these important issues, and we are pleased to share your achievement on the PCP website at www.fcm.ca/pcp. Enclosed you will also find your customized copy of the PCP Milestone Trophy along with several pieces symbolizing the Milestones your local government has achieved.

We look forward to working with you in the development of a local climate change action plan, as well as the implementation of actions, monitoring of progress and reporting on results, which form the remaining Milestones in the PCP framework. Your efforts, along with those of a growing number of PCP participants, are making a significant contribution to reducing Canada's GHG emissions.

Cost-effective, community-based projects offer the very best opportunities for taking action on climate change. Since 2008, PCP member municipalities have voluntarily reported on over 800 projects to reduce GHG emissions. These projects represent more than \$2.3 billion in investments and over 1.8 million tonnes in annual GHG reductions.

.../2



- 2 -

Our Program Officer, Robin Goldstein, is available to discuss how PCP can serve the needs of your municipality. Should you have any questions, Ms. Goldstein can be reached by telephone at (613) 907-6392 or by e-mail at pcp@fcm.ca.

Yours sincerely,

A handwritten signature in black ink that reads "J Gerbasi". The signature is written in a cursive, flowing style.

Jenny Gerbasi
Deputy Mayor, City of Winnipeg
FCM President

JG/RG:db

Enclosures

c: Derek O'Brien, Chief Administrative Officer, Town of St. Stephen



Partners for Climate Protection
Town of Saint Stephen

RESOLUTION NO.: _____

DATE: August 28, 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 August 16, 2017 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, AUGUST 16, 2017 @ 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* – twelve (12) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Chisholm that the above-noted seventeen (17) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor 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 Parker and SECONDED by Councillor Harding 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 one (1) action item is noted as follows:

- Council will consider a motion at the next Regular Session on Monday, August 28, 2017 to adopt the “Workplace Health and Safety” policy.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of July 2017 - The memo from the Assistant Treasurer dated August 1, 2017 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 28, 2017.
- (iv) Financial Request – The letter from the Saint John Police Force requesting a financial donation in support of the “WE Believe” event scheduled for May 17, 2018 in the Harbour Station complex which will be celebrated by 7,000 Anglophone South School District students in Grades 5, 6, 7 and 8 from schools in Sussex to St. Stephen will be reviewed in the fall during the 2018 budget process.

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Scott MacKenzie was in attendance in the absence of Sergeant Peter Stubbs.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) 1953 Mack Fire Truck – The memo from the Fire Chief dated August 8, 2017 was received and reviewed.

The Fire Chief advised that the price of the truck is \$7,500 and not \$10,000 as noted in the memo. He further advised that he anticipates the volunteers of the Fire Department would contribute \$2,500, leaving a balance of \$5,000, or less if a lower price can be negotiated, and paid from an anticipated surplus in the Fire Department’s operational budget.

The majority of Council was in favour of the purchase and a motion will be considered at the next Regular Session on Monday, August 28, 2017.

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

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

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

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.

Councillor Chisholm and Deputy Mayor Carr commended the Horticulture crew on how great the green spaces look despite the dry weather, and Mayor MacEachern advised that the crew presented the Town well during an interview with CBC on the hottest day registered in Canada.

- (ii) Garcelon Civic Center Report – The Chief Administrative Officer's report was received and reviewed and the one (1) action item is noted as follows:
 - Council will consider a motion at the next Regular Session on Monday, August 28, 2017 to approve the purchase of a rope storage reel for the pool in the amount of \$3,117.45 which includes shipping, handling, and HST, as well as a motion to transfer funds from the General Operating Reserve.
- (iii) Horizon Health Network – Saint John & NB Heart Centre Cardiac Rehabilitation Program and Garcelon Civic Center – The Letter of Agreement was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 28, 2017 to authorize the Mayor and Clerk to sign it.

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 directed the Chief Administrative Officer to engage an Events Planner to organize the Christmas parade, tree lighting, and Santa's arrival, using budget allocated under the Business Improvement Area (BIA) grant, since the BIA Coordinator will no longer be assisting with Community Events.

- (ii) Request to Hold Event and Plant a Tree (“Walk to Remember”) – The letter from Dianna and Christopher Fraser dated August 7, 2017 was received and reviewed.

The Town Clerk advised that an additional e-mail was received requesting the date be changed from October 15th to October 22nd, and further advised that should it rain, the event will be moved to the Garcelon Civic Center and asked the Town to cover the cost of the room rental.

Council agreed to support the event and will provide a \$100.00 grant; however, if the event is moved to the Garcelon Civic Center, the organizers will be responsible for the cost of the room rental.

Further to the request to plant a tree, Council directed the Director of Parks and Recreation, through the Chief Administrative Officer, to discuss with the Town’s Horticulturist the best location for the planting of a tree.

- (iii) Request to Plant a Tree – The letter from the Boys & Girls Club of Charlotte County – Youth Centre dated August 1, 2017 was received and reviewed, and Council directed the Director of Parks and Recreation, through the Chief Administrative Officer, to discuss with the Town’s Horticulturist the best location for the planting of a tree.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, August 28, 2017 to approve the proposed Designated Highway Five Year Priorities (2018 – 2022).

5. **DELEGATIONS/PRESENTATIONS**

- (i) Lonicera Hall Update – Jane Wilson, Director, Client Services presented information on the recently renovated Lonicera Hall, and in particular, noted what’s new/different as follows:
- Respite/short term care available early Fall 2017;
 - Resident, family and community input will drive future adjustments; and
 - Secondary revenue stream options (select outdoor events)

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:20 p.m. and returned to open session at 8:15 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Hyslop that the meeting adjourn at 8:15 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, AUGUST 16, 2017 @ 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* – twelve (12) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – five (5) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of July 2017 – Memo from Assistant Treasurer dated August 1, 2017 with attachment:
 - Cheque Register
- (iv) Financial Request – Letter from Saint John Police Force with attachment:
 - Copy of Sponsorship Levels

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) 1953 Mack Fire Truck – Memo from Fire Chief dated August 8, 2017 attached.
- (iv) 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

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
- (ii) Garcelon Civic Center Report – Report from the Chief Administrative Officer.
- (iii) Horizon Health Network – Saint John & NB Heart Centre Cardiac Rehabilitation Program and Garcelon Civic Center – Letter of Agreement attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from the Chief Administrative Officer.
- (ii) Request to Hold Event and Plant a Tree (“Walk to Remember”) – Letter from Dianna and Christopher Fraser dated August 7, 2017 attached.
- (iii) Request to Plant a Tree – Letter from Boys & Girls Club of Charlotte County – Youth Centre dated August 1, 2017 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. **DELEGATIONS/PRESENTATIONS**

- (i) Lonicera Hall Update – Presentation by Jane Wilson, Director, Client Services – copy attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on August 21, 2017 be approved as circulated.

COMMITTEE MEETING
MONDAY, AUGUST 21, 2017 @ 9:00 A.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

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

5. **ADJOURNMENT**

Council came out of closed session at 10:55 a.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Parker that the meeting adjourn at 10:55 a.m. **CARRIED**

Derek O'Brien
Chief Administrative Officer / Acting Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, AUGUST 21, 2017 @ 9:00 A.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of July 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 – July 2017

Administration

- Health and Safety Committee meets monthly.
- Jeff Richardson and Alison Estey will continue to work with WorkSafe NB in developing the Town Safety Plan.
- Town Safety Policy (attached). Council reviewed the policy in June and there was no additional feedback.

Action: Council adopt the policy at the next regular meeting of Council.

Community Events / Presentations

Grand Chapter of New Brunswick, Order of the Eastern Starr in Fredericton, July 6. St. Stephen area resident Eleanor Linton was the Worthy Grand Matron.

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. *Competition closed on August 4. A recommendation will come to Council from the interview committee.*
2. Integrate and align the accounting practices at the Garcelon Civic Center with those of the Town. - *Barb Tucker is beginning this work with the Finance Department with small tasks until the new position is hired.*
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

August 14 – 31.





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: 10 August 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 82 employees, Monthly 33 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 123 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 October 31, 2016.
- 2) Council and Department Heads Statements of Revenue and Expenditures to May 31, 2017.
- 3) Preparation and review of information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Accounting Software Webinar-Payroll Reporting-July 6, 2017
 - B) Civic Center Job Interviews-July 7, 2017.
 - C) Tender Opening-July 7, 2017.
 - D) Committee Meeting-July 12, 2017.
 - E) Meeting with Royal Bank of Canada Representative-July 28, 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 **(Due to timing and internal workload levels we are currently using external assistance for the reconciliations of expenditures and grants).**
 - 10) Old Town Hall.

- B) Civic Center accounting reconciliations-Month end completed to June 30, 2017.

- C) Capital budget-In Progress.

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

- E) New Assistant Treasurer position-In Progress.

- F) HST Audit **(Due to timing and internal workload levels we are currently using external assistance with this audit)**-In Progress.

- G) Solid Waste and Collection Tender Zone 3 **(Due to timing and internal workload levels we are currently using external assistance with this tender)**-In Progress.

- H) Compilation of the St. Croix Public Library 2016 year end revenues and expenditures for the Town 2016 audit **(Due to timing and internal workload levels we are currently using external assistance with this compilation)**-In Progress.

- I) Multiple HST remittances-In Progress.

- J) Jumpstart processing-In Progress.

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

Public Works Report for July 2017

Lee Johnson, Director of Operations, August 04, 2017

1: **Water system:**

- a) Repaired 1 Water Main.
- b) Cleaned Gate Boxes.
- c) Repaired 4 Water Laterals.

2: **Streets:**

- a) Swept Streets and Sidewalks.
- b) Repaired Concrete Sidewalk..
- c) Patched Water cuts and pot holes.
- d) Painted Crosswalks.
- e) Helped with Skateboard Park.

3: **Waste Water:**

- a) Flushed 1 Sewer Main.
- b) Rodded 2 Sewer Laterals.
- c) Videoed 6 Sewer Laterals.

4. **Project Updates:**

August 1, 2017

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

Underground utilities have been completed up to the upper end of the Elm Park loop (approximately 100 metres from Maple Street). Curb has been poured on Pinewood, the lower end of the loop on Elm Park and Elm Park up to approximately Civic 33. A grading crew is currently preparing for paving operations on the sections of street that have been curbed. The project is currently on schedule and at present time there are no budget concerns.

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

Construction started on June 26, 2017 with the connection to King Street. Water main has been installed to approximately Main Street. The project is currently on schedule and at present time there are no budget concerns.

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

Construction started on July 19. Approximately 90% of the storm sewer additions have been completed. Preparation for the curb and parking areas will commence soon.

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

This project has been awarded and we are coordinating with the contractor to establish a preconstruction meeting and projected commencement date.

5. **Designated Highway Five Year Priorities**

Attached is a copy of the proposed “Designated Highways Five Year Priorities”.

Action: Council consider a motion at its next Regular Session to adopt the “Five Year Plan” which needs to be submitted to the Department of Transportation and Infrastructure no later than September 30, 2017.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2018

DTI Portion:

- Milltown Boulevard - Pleasant to Milltown Customs (approx. 300 metres)
 - Curb and Gutter both sides, storm sewer improvements, convert existing parking to parallel parking. (Estimate: \$265,000 + HST)

- Milltown Boulevard – Hawthorne to Boundary (approx. 700 metres)
 - Mill and seal full width. (Estimate: \$172,000 + HST)

Total DTI Portion: \$437,000

Year 2019

DTI Portion:

- Milltown Boulevard – Boundary to Hill (approx. 870 metres)
 - Add curb and gutter both sides (770m) and curb and gutter one side (100m), storm sewer improvements. (Estimate: \$520,000 + HST)

Total DTI Portion: \$520,000

Municipal Portion:

- Milltown Boulevard – Boundary to Hill (approx. 770 metres)
 - Replace sidewalk behind to new curb and gutter. (Estimate: \$175,000 + HST)

Total Municipal Portion: \$175,000

Year 2020

DTI Portion:

- Milltown Boulevard – Boundary to Milltown Customs (approx. 1950 metres)
 - Mill and seal full width. (Estimate: \$478,000 + HST)

Total DTI Portion: \$478,000

Year 2021

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$940,000

Year 2022

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (15100 metres)

Total DTI Portion: \$1,850,000



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. July 2017

Parks

- Working on Playground study
- Continue to maintain ball and soccer fields
- Busy with picnic table requests this summer
- Busy mowing Parks and Playgrounds
- Horticulture crew continues to make our green spaces look great, and have been out watering 7 days a week.
- Busy helping prepare for Canada Day

Pool

- Pool has been running well. The numbers are down for all swims and lessons this year.
- Had a few issues with Pool pump, running well now.
- The Swim Team has been doing very well this year, and hosted a very successful meet July 16th

Recreation

- Working on our 6th Annual Fun Run
- Continue to work on Jumpstart applications
- Tennis Camp went very well
- Working on Fall/Winter Brochure

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 July 2017

Alarms were: Town Alarms –	7
Out of Town Alarms –	2
Mutual Aid – Calais –	1
- St. Andrews –	1
- Western Charlotte -	1
-	12

Alarms are described as being :

		# of firefighters	# of hours
1. Bylaw Complaint	1	2	2
2. Structure	4	56	72
3. Brush Pile	1 (request from DNR)	8	12
4. Station Coverage	1 (St. Andrews)	12	48
5. Alarm Activation	3	17	23
6. Fire Standby	1 (Flakeboard)	2	10
7. Assist	1 (AMB NB)	9	9

The Fire Department dispatched 70 calls in July.

Fire Department Activities for July:

1. Monthly Meeting of the Fire Department
2. Members had the department boat in the water for the canoe event July 8.
3. One training session – Joint session with Calais
4. Fire department held a family fun day.
5. Assistant Chief Ken Clark is the Acting Fire Chief in Calais following the resignation of Fire Chief Robert Posick.

Fire Chiefs Activities for July

1. Meetings – Fire Department

Joint Health and Safety

Committee

- 2. Attended the Maritime Fire Chiefs Conference Tradeshow**
- 3. Conducted an inspection of a local church**
- 4. Family Fun Day**
- 5. 4 shifts as a relief driver.**
- 6. Meeting with Canada Customs , US Border Protection and Calais Fire regarding the impending reduction of hours at the Milltown Border Crossing.**

TOWN of ST. STEPHEN

By-Law Enforcement

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

July REPORT

2017

To: CAO - Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (1)	Report of illegal fire	<i>Fire dept. attended and extinguished the fire</i>
Assist General Public (8)	<i>Concerns over children swimming by the boat landing in Milltown.</i> <i>Complaint of refuse behind Briggs Plumbing.</i>	There is nothing in the by-laws to prevent this, just use common sense Actually someone dumped a box spring and mattress onto town property. Street crew picked up same
	<i>Comp. of portable shelter blocking windows at an apartment building</i>	Letter sent to property owner

<p>Parking (7)</p>	<p><i>Complaint of a neighbor dumping raw sewage</i></p>	<p>Spoke to the complainant again and stated that this is now out of our hands as the dept. of Health is involved</p>
	<p><i>Travel trailer illegal dumping on Milltown Blvd.</i></p>	<p>Issue passed onto the Dept. Of Health</p>
	<p><i>Complaint of wall being erected to close to the street.</i></p>	<p>Spoke to the property owner and they will have it moved further back</p>
	<p><i>Concerns over a hedge to close to property line.</i></p>	<p>Gave the complaint the by-law with the regulations for these</p>
	<p><i>Concerns from a person that tree branches are hanging over there pool and afraid they may fall</i></p>	<p>Informed her there is nothing we can do but the contact the owner to see if they could trim them back</p>
	<p><i>Ticket # 0521 issued for parking</i></p>	<p>Ticket was withdrawn</p>
	<p><i>Warnings given on King and Blvd for parking (16)</i></p>	
<p><i>Have had complaints from two business owners on the Blvd. complaining that Canada Customs are using the parking in front of their places of business thus affecting their sales.</i></p>	<p>Spoke to both of these owners and informed them that even though it is inconsiderate for these people to park there they can for two hours like everyone else. But warnings and tickets are being issued.</p>	

Dog Complaints (1)	<i>Parking dog complaint in Milltown</i>	Issue was dealt with without incident

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REPORT OF THE ANIMAL CONTROL OFFICER

I responded to all complaints and patrolled the Town daily. Animals picked up and impounded were black lab mix female, owner paid fine and license fee. Grey stripped tom cat, white and black female cat which was pregnant, and a mix breed female husky

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

BUILDING INSPECTION 2017	2017	2016	2017	2016	2017	2016	2017
JULY							
	# 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	2	N/A	\$30,000.00	N/A	14	N/A	\$619,700.00
Residential Renos/Additions	9	N/A	\$128,300.00	N/A	29	N/A	\$928,300.00
New Com./Indus./Instit.	0	N/A	\$0.00	N/A	2	N/A	\$6,000.00
Com./Indus./Inst. Renos	1	N/A	\$4,000.00	N/A	9	N/A	\$1,209,000.00
Institutional	0	N/A	\$0.00	N/A	5	N/A	\$184,000.00
Demolition	3	N/A	\$19,600.00	N/A	11	N/A	\$126,290.50
TOTALS	15	N/A	\$181,900.00	N/A	70	N/A	\$3,073,290.50
	Cur. Mth						
Demolition Permits	3	N/A					
Stop Work Orders Issued	0	N/A					
Site Inspections	21	N/A					
Electrical waivers issued	1	N/A					
Active Unsightly Premises	2	N/A					
Sign Permits	3	N/A					

Garcelon Civic Center Report – July 2017

Aquatics and Fitness

- Planning for Fall Swimming Lessons. Registration will be available on-line for the first time.
- A swim team is being organized to begin this fall.
- Rope Storage Reel was proposed as a Capital Project with money in the General Operating Reserve for the civic centre. We have a quotation from Aquam of Montreal for \$ 3 117.45 (including Shipping, handling, and HST).

Action: Council consider a resolution approving the purchase of this equipment.

Finance and Administration

- Stacy Whittier began on Monday, July 31 as a Casual Receptionist and Hospitality Attendant.
- Management team reviewed our budget to June 30. We are meeting many of our targets.

Facility

- Regular safety inspection and safety meeting.
- Sound panel installation the week of August 8.
- The saunas are having maintenance issues due to miss-use. We are looking for a long-term solution.
- Three (3) Maintenance staff successfully completed the Arena Operators Course (Dana Hovey, Jason Gowan, and Jeremy McShane).
- One (1) water bottle re-fill station will be installed in the fitness centre and one (1) on the walking track.

Programming / Facility Use

Walking Track – 1 078 people walked the track in July.

Events:

- Bonfire Festival, July 25-30.
- Defecto Hooked Rug Festival, August 4.
- NB Day activities, August 7.
- Chocolate Fest events, August 5-12.

Upcoming events:

- Blue Rodeo Concert, August 26.

Promotion and Marketing

- Additional website updates completed. www.garcelonciviccenter.ca
- Brochure is now available.



Management Team

Continue our weekly meetings.

Memberships

MEMBERSHIPS	Punch Cards	Day	Monthly	6 Month	Annual
Adult	8	31	28	1	
Corporate			3		
Family Couple			3		1
Senior			10	1	1
Senior Couple					1
Senior Skate					1
Student	30	63	16	1	1
Youth		58	1		

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police July 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
July 2017**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of July 1st, 2017 to July 31st, 2017 inclusive. During this time period, the RCMP responded to 331 calls for service within the Municipality of St. Stephen.

TRAFFIC:

Abandoned Vehicles.....	1
Check stops.....	30
Driving while Disqualified or Licence Suspension – Provincial/Territorial.....	2
Driving while disqualified/prohibited.....	1
Fail to Stop or Remain at Accident Scene.....	2
Impaired Operation/over 80 mg% of Motor Vehicle.....	5
Other Moving Traffic Violations – Provincial/Territorial.....	5
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable.....	9
Traffic Tickets.....	45
Traffic Warnings.....	2

PROVINCIAL STATUTES:

Child Welfare Act – Other Activities	1
Intoxicated Persons Detention Act – Other Activities.....	2
False/Abandoned 911.....	4
Family Orders & Agreements Enforcement Assistance Act.....	3
Family Relations Act – Other Activities.....	3
Fire Prevention Act – Other Activities.....	2
Mental Health Act – Other Activities.....	8
Trespass Act – Provincial/Territorial – Other Activities.....	2

CRIMINAL CODE:

Assault.....	5
Breach of Peace	1
Break and Enter – Residence	4
Disturbing the peace/Causing a disturbance	3
Fail to comply probation order.....	1
Fail to comply with an undertaking given to officer in charge or peace officer	2
Failure to comply with condition of undertaking or recognizance/direction in remand order.....	3
Fraud (money/property/security) less than or equal to \$5000.....	5
Harassing communications	1
Mischief – Damage to, or obstruct enjoyment of property	6
Other theft under \$5000.....	3
Pointing a firearm.....	1
Resists/obstructs peace officer	1
Sexual Assault.....	2
Theft under or equal to \$5000 - Shoplifting	3
Theft under or equal to \$5000 from a motor vehicle.....	1
Uttering threats against a person	3

OTHER FEDERAL STATUTES:

Customs Act – Other Activities.....	1
Customs Act – Running the Port – Offences Only.....	1
Possession – Schedule I: Other.....	1
Possession – Schedule II: Cannabis more than 30 grams.....	2
Tobacco Act – Offences Only.....	1

OTHER INVESTIGATIONS:

Animal Calls.....	1
Assistance to Canadian Federal Dept/Agency.....	12
Assistance to Canadian Police (non-RCMP) Agency.....	1
Assistance to Canadian Provincial/Territorial Dept/Agency.....	1
Assistance to General Public.....	5
Assistance to US non-Police Agency.....	1
Assistance to US Police Agency (except FBI).....	1
Crime Prevention.....	2
False Alarms.....	11
Information Files.....	4
Items Lost/Found except passports.....	3
Municipal Bylaws – Other.....	1
Offender Management.....	1
Person Reported Missing.....	9
Police Certificates/Letters.....	76
Suspicious Person/Vehicle/Property.....	4
Unfounded.....	20

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

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

WORKPLACE HEALTH AND SAFETY POLICY

THAT the Council of the Town of St. Stephen approves the "Workplace Health and Safety" Policy No. 65 attached.



TOWN OF ST. STEPHEN

POLICY

Title: Workplace Health and Safety

Policy No. 65

Page 1 of 2

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.

Approved:

Town Clerk

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN FIRE DEPARTMENT – 1953 MACK FIRE TRUCK

THAT the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$7,500.00 (seven thousand, five hundred dollars), plus applicable HST and registration, for the purchase of the 1953 Mack Fire Truck from Raymond Lawson of Beaver Harbour, NB, which was used by the former Milltown Fire Department.

AND THAT the St. Stephen Volunteer Fire Department will contribute to the purchase in the amount of \$2,500.00 (two thousand, five hundred dollars).

AND FURTHER THAT the net expenditure will be covered by an anticipated surplus in the Fire Department's 2017 General Operating Fund Budget.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

THAT the amount of \$2,710.83 (two thousand, seven hundred and ten dollars and eighty-three cents) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – ROPE STORAGE REEL

THAT the quote from Aquam Aquatic Specialist Inc. of Montreal, Quebec, for \$2,710.83 (two thousand, seven hundred and ten dollars and eighty-three cents), plus HST, be accepted for the purchase of a rope storage reel at the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER AND HORIZON HEALTH NETWORK AND NEW
BRUNSWICK HEART CENTRE – LETTER OF AGREEMENT**

THAT the Council of the Town of St. Stephen approves a two (2) year partnership with Horizon Health Network and New Brunswick Heart Centre for a community based Cardiac Rehabilitation Program at the Garcelon Civic Center effective September 26, 2017 and expiring September 26, 2018.

AND THAT the Council authorizes the Mayor and Town Clerk to sign the Letter of Agreement with Horizon Health Network and New Brunswick Heart Centre in the form presented to Council.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2018 – 2022 –
DESIGNATED HIGHWAY PROGRAM**

THAT the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2018 – 2022 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2018

DTI Portion:

- Milltown Boulevard - Pleasant to Milltown Customs (approx. 300 metres)
 - Curb and Gutter both sides, storm sewer improvements, convert existing parking to parallel parking. (Estimate: \$265,000 + HST)

- Milltown Boulevard – Hawthorne to Boundary (approx. 700 metres)
 - Mill and seal full width. (Estimate: \$172,000 + HST)

Total DTI Portion: \$437,000

Year 2019

DTI Portion:

- Milltown Boulevard – Boundary to Hill (approx. 870 metres)
 - Add curb and gutter both sides (770m) and curb and gutter one side (100m), storm sewer improvements. (Estimate: \$520,000 + HST)

Total DTI Portion: \$520,000

Municipal Portion:

- Milltown Boulevard – Boundary to Hill (approx. 770 metres)
 - Replace sidewalk behind to new curb and gutter. (Estimate: \$175,000 + HST)

Total Municipal Portion: \$175,000

Year 2020

DTI Portion:

- Milltown Boulevard – Boundary to Milltown Customs (approx. 1950 metres)
 - Mill and seal full width. (Estimate: \$478,000 + HST)

Total DTI Portion: \$478,000

Year 2021

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$940,000

Year 2022

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (15100 metres)

Total DTI Portion: \$1,850,000

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

THAT the amount of \$8,000.00 (eight thousand dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$8,000.00 (eight thousand dollars) to The Charlotte County Hospital Foundation Inc. to assist with the development of a health delivery model focused on the needs of Charlotte County.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

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

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a User Agreement between The Town of St. Stephen and the Charlotte County Hockey Club Inc. for the use of the Garcelon Civic Center retroactive to August 25, 2017 to May 31, 2018, and in the form of agreement presented to Council.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – FACILITY SCHEDULING AND MANAGEMENT SYSTEM

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on July 28, 2014, approved MaxGalaxy by Maximum Solutions Inc. for the Garcelon Civic Center's facility scheduling and management system;

NOW THEREFORE BE IT RESOLVED THAT the Council authorizes the Mayor and Town Clerk to execute the Renewal Agreement with Maximum Solutions Inc. retroactive to August 1, 2017 and expiring July 31, 2020, in the form presented to Council.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

**GARCELON CIVIC CENTER – CASUAL MAINTENANCE / CUSTODIAL LABOURER
- JOB RECOMMENDATION**

THAT Nathan Anderson be offered the position of Casual Maintenance / Custodial Labourer for The Town of St. Stephen's Garcelon Civic Center effective August 29, 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: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

BY-LAW ENFORCEMENT OFFICER – RENEWAL AGREEMENT

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on September 15, 2014, appointed Brent MacDougall of Border Investigations & Security Inc. to be the Town's By-Law Enforcement Officer effective September 16, 2014 and terminating on September 15, 2017;

AND WHEREAS Brent MacDougall shall have all the responsibilities and powers of the By-Law Enforcement Officer as Agent for Border Investigations & Security Inc., in accordance with the Renewal of Articles of Agreement under Contract No. CTOSS-14-06 for a one (1) year period effective September 16, 2017 and terminating on September 15, 2018;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Renewal of Articles of Agreement under Contract No. CTOSS14-06 for By-Law Enforcement Officer Services with Border Investigations & Security Inc., in the form presented to Council.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

ACTING CHIEF ADMINISTRATIVE OFFICER

WHEREAS the Director of Operations' job description identifies the Director as the Acting Chief Administrative Officer in the absence of the Chief Administrative Officer;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen appoints Mr. Lee Johnson as the Acting Chief Administrative Officer effective September 1, 2017, and until such time as the vacant position of Chief Administrative Officer is filled, and in accordance with By-Law No. A-10, A By-Law Respecting the Duties and Powers of the Chief Administrative Officer, along with its one amendment By-Law No. A-10.1.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council of the Town of St. Stephen approves an increase to his current salary of 10% (ten per cent) for the time period during which he occupies the position of Acting Chief Administrative Officer.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

LICENCE FOR BILLBOARD SIGN

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Sign Licence Agreement (the "Agreement") with James Garcelon of Toronto, Ontario; Leanne Della Savia of Mississauga, Ontario; and Lisa Blair of Dartmouth, Nova Scotia for the purpose of advancement of the Garcelon Civic Center on a billboard sign located on property at Bayside, New Brunswick and identified as PID # 01233428, for a term of seven (7) years commencing August 29, 2017 and terminating on August 28, 2024, subject to the early termination pursuant to the terms of the Agreement in the form presented to Council.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE – PORTION OF PID # 01332667 (RIVERSIDE DRIVE)

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on September 26, 2016, declared a portion of Town-owned property located on Riverside Drive and identified as PID #01332667 to be surplus property, and directed the Chief Administrative Officer to post it as surplus property in order to entertain offers to purchase.

AND WHEREAS the Council of the Town of St. Stephen, at its Regular Session on November 28, 2016, received and accepted the Request for Proposal from Robert Beach in the form presented to Council, and directed the Chief Administrative Officer to request the Town Solicitor prepare a Purchase and Sale Agreement for approval at a future meeting.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale between The Town of St. Stephen and Robert Leland Beach and Donna Gail Beach, and the said Council authorizes the Mayor and Town Clerk to execute the Deed (Form A13) and HST Certificate, all in the form presented to Council.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the said Council authorizes the Mayor and Town Clerk to set the Closing Date set out in the Agreement of Purchase and Sale at such date as is recommended by the Town Solicitor.

RESOLUTION NO.: _____

DATE: August 28, 2017

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.