

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 25, 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) New Brunswick Wellness Week (October 1 – 7, 2017) - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – August 28, 2017
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from Rhea Davis, JAD Campbell Scholarship recipient.
 - (b) Thank you card from Fred Nicholson.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – September 13, 2017
 - (b) Committee of Council Meeting – September 21, 2017

11. STAFF REPORTS

- (a) Finance Department
- (b) Public Works Department
- (c) Parks and Recreation Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Amended – St. Stephen Fire Department – 1953 Mack Fire Truck
- (c) Application for Financing – General Fund
- (d) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team
- (e) Approval of Event – Beer Garden and Farmers' Market
- (f) Service New Brunswick – Service Agreement # 17-021
- (g) Awarding of Bid: Solid Waste and Collection and Disposal Services – Residential Homes – Zone 3 (TOSS17-06)
- (h) Accounts Payable Manager – Job Description and Recommendation
- (i) Employment Agreement – The Town and Frank Godsoe

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

NEW BRUNSWICK WELLNESS WEEK

OCTOBER 1 – 7, 2017

Whereas, New Brunswick's Wellness Strategy has a vision of a healthy New Brunswick where, together, we learn, work, play and live in a culture of wellness, and where we recognize the instrumental role that local governments play in promoting and supporting this vision; and

Whereas, wellness is about having a good quality of life and the ability of people and communities to reach their full potential in terms of health and fulfilment of purpose;

Whereas, New Brunswick Wellness Week provides opportunities for communities, organizations, schools and workplaces to promote and celebrate wellness by hosting wellness activities and events that address all dimensions of well-being and determinants of health; and

Whereas, New Brunswick Wellness Week is held annually and this year takes place from October 1 – 7, 2017;

Now therefore, I, Allan MacEachern, Mayor of the Town of St. Stephen, hereby proclaim **October 1 – 7, 2017**, as **Wellness Week** in the Town of St. Stephen.

I encourage all citizens to participate in Wellness Week activities and for groups, organizations, schools and workplaces in the community to promote and celebrate wellness through the hosting of wellness activities and events.

RESOLUTION NO.: _____

DATE: September 25, 201

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on August 28, 2017 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 28, 2017 @ 7:00 P.M.

1. **PRAYER**

Mayor MacEachern called upon Pastor Jody MacBeth to administer a prayer.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

180/17 **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**

- (a) **Sovereign's Medal for Volunteers** – At the request of the Office of the Secretary to the Governor General, Mayor MacEachern presented Tim Sharpe with a Sovereign's Medal for his volunteer work at the Volunteer Centre of Charlotte County for the past six years.

The Member of Parliament for New Brunswick Southwest, Karen Ludwig, was in attendance and presented Mr. Sharpe with a certificate.

- (b) Prostate Cancer Awareness Month (September) – Proclamation

Mayor MacEachern proclaimed September 2017 as Prostate Cancer Awareness Month:

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.

(c) National Coaches Week (September 23 – 30) – Proclamation

Mayor MacEachern proclaimed September 23 – 30, 2017 to be National Coaches Week:

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.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Hyslop

181/17 THAT the Minutes of the Regular Council meeting held on July 24, 2017 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor Chisholm

182/17 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. **CARRIED**

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

183/17 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. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Wheaton

Seconded by Councillor Harding

184/17 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 Hyslop
Seconded by Councillor Parker

- 185/17 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 August 16, 2017 be approved as circulated. CARRIED

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 186/17 THAT the Minutes of the Committee of Council meeting held on August 21, 2017 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 187/17 THAT the following staff reports for the month of July 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 Chisholm
Seconded by Deputy Mayor Carr

- 188/17 THAT the Royal Canadian Mounted Police July 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. CARRIED

WORKPLACE HEALTH AND SAFETY POLICY

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 189/17 **THAT** the Council of the Town of St. Stephen approves the "Workplace Health and Safety" Policy No. 65 attached. **CARRIED**

ST. STEPHEN FIRE DEPARTMENT – 1953 MACK FIRE TRUCK

Moved by Councillor Harding

Seconded by Councillor Parker

- 190/17 **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. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor Wheaton voting in favour of the motion.

Councillor Chisholm voting in favour of the motion.

Councillor Parker voting in favour of the motion.

Councillor Hyslop voting against the motion.

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 191/17 **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. **CARRIED**

GARCELON CIVIC CENTER – ROPE STORAGE REEL

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 192/17 **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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 193/17** **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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 194/17** **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. **CARRIED**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 195/17** **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. **CARRIED**

TOWN GRANT – THE CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 196/17** **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. **CARRIED**

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

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

197/17 **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. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.
Councillor Wheaton voting in favour of the motion.
Councillor Hyslop voting in favour of the motion.
Councillor Chisholm voting in favour of the motion.
Councillor Harding voting against the motion.
Councillor Parker voting against the motion.

**GARCELON CIVIC CENTER – FACILITY SCHEDULING AND MANAGEMENT
SYSTEM**

Moved by Councillor Harding
Seconded by Councillor Chisholm

198/17 **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. **CARRIED**

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

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

199/17 **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. **CARRIED**

BY-LAW ENFORCEMENT OFFICER – RENEWAL AGREEMENT

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

200/17

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. CTOSS14-06 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. **CARRIED**

ACTING CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Harding

Seconded by Councillor Parker

201/17

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. **CARRIED**

LICENCE FOR BILLBOARD SIGN

Moved by Councillor Harding
Seconded by Councillor Chisholm

202/17 **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. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

203/17 **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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the provincial funding announcement for the Rural Lynx bus project.

- Attended NB Day celebrations.
- Interviewed for Future St. Stephen marketing video.
- Attended the opening “Hands across the Border” ceremony of the International Festival on the Ferry Point Bridge.
- Attended the Chicken Bone Gala at the Garcelon Civic Center.
- Attended the International Festival parade.
- Attended the car show in Kent’s parking lot.
- Attended the International Festival fireworks.
- Visited the Charlotte County Museum.
- Attended the NB Trails “Tour 150” send off.
- Attended the community BBQ at the Ganong Nature Park hosted by the Premier.
- Attended the Blue Rodeo concert at the Garcelon Civic Center.

Councillor Hyslop

- Attended the community BBQ at the Ganong Nature Park hosted by the Premier.
- Responded to numerous phone calls with respect to all the street construction.
- Stated the Charlotte County Museum is closed for the season.
- Attended NB Day celebrations.
- Participated in the Rod Wilson memorial golf tournament.
- Attended the Blue Rodeo concert at the Garcelon Civic Center.

Councillor Parker

- Attended the opening “Hands across the Border” ceremony of the International Festival on the Ferry Point Bridge.
- Attended several events during Chocolate Fest and International Festival.
- Attended the community BBQ at the Ganong Nature Park hosted by the Premier.
- Participated in reviewing resumes for the Chief Administrative Officer’s position.
- Met with Elva Hatt, St. Croix Public Library, to discuss cabinets.
- Attended all Town meetings.
- Attended the Blue Rodeo concert at the Garcelon Civic Center.

Councillor Wheaton

- Attended all Town meetings.
- Attended the provincial funding announcement for the Rural Lynx bus project.
- Visited the Charlotte County Animal Shelter with her granddaughter.
- Attended a Tourism and Promotion Action Committee meeting.

- Attended a Christmas Event Planning meeting with BIA and Chamber of Commerce representatives and plans are well underway.
- Attended a Southwest New Brunswick Transit Authority Inc. meeting in St. George and the plan is to have the bus service in place by the middle of September.
- Enjoyed the International Festival parade and fireworks display.
- Enjoyed the community BBQ at the Ganong Nature Park hosted by the Premier.
- Attended a number of the summer musical concerts in Chocolate Park.
- Visited the new Kiwanis Skateboard Park which appears to be well-utilized.

Councillor Harding

- Attended all Town meetings.
- Attended the opening "Hands across the Border" ceremony of the International Festival on the Ferry Point Bridge.
- Visited the beer tents during the International Festival.
- Participated in reviewing resumes for the Chief Administrative Officer's position.
- Enjoyed the Blue Rodeo concert at the Garcelon Civic Center and has a better opinion now of the Civic Center than in past years.

Councillor Chisholm

- Met with representatives of Stantec who were very impressed with the community.
- Participated in interviews for the Casual Maintenance/Custodial Labourer position at the Garcelon Civic Center.
- Participated in the Rod Wilson memorial golf tournament.
- Attended the opening "Hands across the Border" ceremony of the International Festival on the Ferry Point Bridge.
- Attended the community BBQ at the Ganong Nature Park hosted by the Premier.
- Visited the new Kiwanis Skateboard Park which appears to be well-utilized.
- Participated in reviewing resumes for the Chief Administrative Officer's position.
- Thanked the many staff and volunteers who made the Blue Rodeo concert at the Garcelon Civic Center a great success.

Mayor MacEachern

- Attended the Blue Rodeo concert and thanked the many volunteers who made it happen.
- Very pleased with the new sound panels and ice surface floor cover at the Garcelon Civic Center.

- Attended the opening “Hands across the Border” ceremony of the International Festival on the Ferry Point Bridge.
- Attended and participated in many events during Chocolate Fest and International Festival.
- Attended the community BBQ at the Ganong Nature Park hosted by the Premier.
- Met with the Premier and his cabinet at the Garcelon Civic Center.
- Participated in the NB Trails “Tour 150” send off.
- Attended at Kingsbrae Garden with the “Chocolate Mousse” to celebrate “Lady Bug’s” birthday.
- Attended the provincial funding announcement for the Rural Lynx bus project.

16. QUESTION PERIOD

There were no questions from the public and any questions/comments from Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, and Kate Scott, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

204/17 THAT the meeting adjourn at 7:50 p.m. CARRIED

Mayor

Town Clerk

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: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,935,719.79 (one million, nine hundred and thirty-five thousand, seven hundred and nineteen dollars and seventy-nine cents) be received.

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

AUGUST 2017

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #4)	\$ 39,500.00
Total	<u><u>\$39,500.00</u></u>

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

AUGUST 2017

Dillion Consulting Limited (Engineering - Prince William Street - Project #152819, Cheque #1106)		11,776.00
Dillion Consulting Limited (Engineering - Storm Sewer Separation & Utility Renewal (Elm Park) - Project #164847, Cheque #1107)	\$	52,767.75
Dillion Consulting Limited (Engineering - Storm Sewer Separation & Utility Renewal (Elm Park) - Project #164847, Cheque #1108)	\$	44,436.00
Dillion Consulting Limited (Engineering - Combined Sewer Separation & Sanitary Sewer Renewal (Thompson Ave & Spring Court) - Project #175358, Cheque #1109)	\$	32,052.57
Dillion Consulting Limited (Engineering - Combined Sewer Separation & Sanitary Sewer Renewal (Thompson Ave & Spring Court) - Project #175358, Cheque #1110)	\$	3,127.08
Dillion Consulting Limited (Engineering - Water & Sanitary Sewer Renewal (Milltown Blvd) - Project #175356, Cheque #1111)	\$	5,623.50
Dillion Consulting Limited (Engineering - Water & Sanitary Sewer Renewal (Milltown Blvd) - Project #175356, Cheque #1112)	\$	42,176.25
Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #1113)	\$	19,921.33
Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #1114)	\$	171,000.00
Town of St. Stephen Utility Operating Fund (Fund Transfer, Cheque #1115)	\$	24,000.00
Fundy Contractors Limited (Construction - Water Main and Utility Renewal - Milltown Blvd - Project #17-5356, Cheque #1116)	\$	64,719.00
Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Elm Park - Project #16-4847, Cheque #1118)	\$	421,446.28
Dillion Consulting Limited (Engineering - Prince William St - Project #152819, Cheque #1119)	\$	14,720.00
	<u>\$</u>	<u>907,765.76</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000021 dated between 08/01/2017 and 08/31/2017

CHEQUE REGISTER

Printed: 4:47:17PM 09/01/2017

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000020	08/14/2017 TOWN OF ST. STEPHEN 97000.00	97,000.00	A/P	OUT-STD	08/14/2017
	CC-FUNDTRANSFER-TO GENERAL (97,000.00			
	Cheque Totals Issued:	97,000.00			
	Void:	0.00			
	Total Cheques Generated:	97,000.00			
	Total # of Cheques Listed:	1			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
020475	08/02/2017 BELL ALIANT 06336721JUN17 TS-AIRPORT-LANDLINE PHONE	152.14 152.14	A/P	OUT-STD	08/02/2017
020476	08/02/2017 BELL MOBILITY INC. 523889487JUL17CC CC-CELL PHONE CHARGES 523889487JUL17GEN TS/PS/RC/GG-CELL PHONE CHARGE	950.61 127.72 822.89	A/P	OUT-STD	08/02/2017
020477	08/02/2017 BORDER INVESTIGATIONS & SECURITY INC. 14595 PS-BYLA-W-JUL 14-21/17 FEE	1,288.00 1,288.00	A/P	OUT-STD	08/02/2017
020478	08/02/2017 Derek O'Brien JUNEPETTYCASH GG-CAO-ADVERTISING, COMMUNIT JUNETRAVEL GG-CAO-CHCOTV, AMANB, FREDER	2,432.44 1,738.32 694.12	A/P	OUT-STD	08/02/2017
020479	08/02/2017 DR. JOHN O'HALLORAN 2017DEVGRANT GG-CIVIC-2017 HOUSING UNIT DEV	4,000.00 4,000.00	A/P	OUT-STD	08/02/2017
020480	08/02/2017 FUNDY BUILDING INSPECTION & DRAFTING SERV 17-058 PS-BUILDINGINSPECTOR-JUL 9-22/17	2,535.75 2,535.75	A/P	OUT-STD	08/02/2017
020481	08/02/2017 HERITAGE COURT HOLDINGS LIMITED RC000025532 GG-LEASE-TOWN HALL- AUG/17	5,417.62 5,417.62	A/P	OUT-STD	08/02/2017
020482	08/02/2017 JEREMY MCSHANE QPlexMeeting CC-OPSMANAGER-QPLEX MEETING	135.00 135.00	A/P	OUT-STD	08/02/2017
020483	08/02/2017 JOAN MERRILL JULY 27,2017 PM-LIBRARY-JANITORIAL SERVICES	186.00 186.00	A/P	OUT-STD	08/02/2017
020484	08/02/2017 MINISTER OF FINANCE WEEK312017 EMPLOYEE DEDUCTIONS-JUL 30 - A	209.30 209.30	A/P	OUT-STD	08/02/2017
020486	08/02/2017 N. B. ELECTRIC POWER 10126106JUL17 TS-XING LIGHTS-KING ST 17935200JUL17 TS-KING/UNION ST- TRAFFIC LIGHT 18169205JUL17 RC-POOL-MILL LANE 19055406JUL17 RC-ARENA-ELECTRICITY 50660140JUL17 RC-PARKS-ROTARY CHANGING RO 54187672JUL17 TS-KING/QUEEN ST.- TRAFFIC LIGH 54253127JUL17 CC-BUILDING- ELECTRICITY 54653258JUL17 TS-KING/SUPER STORE- TRAFFIC L 55160607JUL7 RC-COTTON MILL- LIGHTS 55917471JUL17 TS-ST5-WATERFRONT LIGHTS 57955782JUL17 RC-BANDSTAND- CHOC PARK 57955808JUL17 GG-120 MILLTOWN BLVD.- ELECTRIK 71315207JUL17 PS-RCMP-ELECTRICITY 72924306JUL17 RC-PARKS-BANDSTAND 73006038JUL17 RC-LIBRARY- ELECTRICITY 82122207JUL17 RC-PARKS-BASKETBALL COURT 84960501JUL17 RC-PARKS-RIVERSIDE DR. LIGHTS	29,350.36 26.11 40.54 1,936.32 470.27 26.85 36.33 24,451.15 59.48 85.02 76.61 27.46 26.11 925.41 46.39 984.43 56.32 75.56	A/P	OUT-STD	08/02/2017
020487	08/02/2017 PAYROLL TRANSFER WEEK312017 GG-TRANSFER-JUL 21 - AUG 03/17	81,764.00 81,764.00	A/P	OUT-STD	08/02/2017
020488	08/02/2017 RECEIVER GENERAL FOR CANADA WEEK312017 GG-REMITTANCE-JUL 21 - AUG 03/17	36,045.83 36,045.83	A/P	OUT-STD	08/02/2017
020489	08/02/2017 RICHARDSON JEFF MY-LORCUSTOMS PS-FIRE-MY-LOR CUSTOMS CHARG	135.01 135.01	A/P	OUT-STD	08/02/2017
020490	08/02/2017 SHANNON MICHAEL JULYKENNELFEE PS-ANIMALCONTROL-JULY/17 KENN	647.91 276.00	A/P	OUT-STD	08/02/2017

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Number	Issued		Amount	SC	Status	Status Date
	WEEK312017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020491	08/02/2017	ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	13,547.00	A/P	OUT-STD	08/02/2017
	PAYROLLEDUCTIONS	PS-PAYROLL DEDUCTIONS	1,240.50			
	VFFAP1085	PS-INSURANCE-"IN-CONFIDENCE" C	1,035.00			
	VFIS4782VOLUNTEER	PS-INSURANCE-ACCIDENT AND SIC	8,001.00			
	VFIS4783CAREER	PS-INSURANCE-FULL TIME DRIVER:	3,270.50			
020492	08/07/2017	JULIE ANDERSON	200.00	A/P	OUT-STD	08/07/2017
	AUGUST 7,2017	GG-CIVIC-NB DAY ENTERTAINMENT	200.00			
020494	08/09/2017	SHANNON MICHAEL	371.91	A/P	OUT-STD	08/09/2017
	WEEK322017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020495	08/09/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/09/2017
	WEEK322017	EMPLOYEE DEDUCTIONS-AUG 06-1	209.30			
020497	08/16/2017	A.M.A.N.B.	416.60	A/P	OUT-STD	08/16/2017
	FEE2017-107	GG-CIVIC-AMANB MEMBERSHIP FEI	416.60			
020498	08/16/2017	ACCT #903240047015	320.00	A/P	OUT-STD	08/16/2017
	JULY2017	VOL FIRE MEMBERSHIP DUES-JULY	320.00			
020499	08/16/2017	ACCT 8025-280	1,245.52	A/P	OUT-STD	08/16/2017
	JULY2017	LOCAL 770 UNION DUES-JULY/17	1,245.52			
020500	08/16/2017	ACKLANDS - GRAINGER INC.	1,045.28	A/P	OUT-STD	08/16/2017
	9479208101	PS-FIRE- REPAIR TO SCBA	1,045.28			
020501	08/16/2017	AIR LIQUIDE CANADA INC.	111.09	A/P	OUT-STD	08/16/2017
	67002131	TS-SHOP- BLUESHIELD, ALMIG, AR	111.09			
020502	08/16/2017	ALLAN MACEACHERN	64.00	A/P	OUT-STD	08/16/2017
	UMNB2017	GG-MAYOR-UMNB	64.00			
020503	08/16/2017	APPRAISALS LTD. (FUNDY)	2,012.50	A/P	OUT-STD	08/16/2017
	59613	GG-PID 15021918-APPRAISAL	2,012.50			
020504	08/16/2017	ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	08/16/2017
	346530	RC-MILLPOOL-ALARM SYSTEM MON	96.60			
020505	08/16/2017	ATLANTIC BUNKER GEAR SERVICES	195.21	A/P	OUT-STD	08/16/2017
	0831	PS-FIRE- ADVANCED CLEANING & I	195.21			
020506	08/16/2017	A TO Z RENTAL CENTRE LTD.	266.23	A/P	OUT-STD	08/16/2017
	01-446757-01	TS-SHOP- BYPASS VALVE, FOOT VA	266.23			
020507	08/16/2017	BAYVIEW TRUCKS AND EQUIPMENT LTD.	987.79	A/P	OUT-STD	08/16/2017
	02P27301	RC-#303- OIL FILTER, FUEL FILTER,	123.80			
	02P27302	RC-LAWN MOWER- DRAIN PLUG, FL	583.80			
	02P27391	RC-PARKS-AIR CLEANERS, OIL FILT	280.19			
020508	08/16/2017	BELLBOY DRYCLEANERS	63.25	A/P	OUT-STD	08/16/2017
	11-488168	CC-EVENTS-LINEN DRYCLEANING (63.25			
020509	08/16/2017	BRIGGS PLUMBING INC.	141.67	A/P	OUT-STD	08/16/2017
	112958*	RC-PARKS-SLAPSH PAD REPAIR	141.67			
020510	08/16/2017	BRUNSWICK NEWS INC	782.00	A/P	OUT-STD	08/16/2017
	1716269	CC-JOB AD- RECEPTIONIST & HOSP	431.25			
	1717810	GG-CIVIC- TJ VISIT	350.75			
020511	08/16/2017	C.J.MUNN EQUIPMENT LTD.	341.55	A/P	OUT-STD	08/16/2017
	86646	PS-FIRE-FIRE EXT. WITH VEHICLE B	341.55			
020512	08/16/2017	CALDWELL LESLIE	900.00	A/P	OUT-STD	08/16/2017
	JULY 19,2017	TS-ST5- CUT TREE DOWN OF MARK	900.00			
020513	08/16/2017	CANADIAN SPRINGS	269.33	A/P	OUT-STD	08/16/2017
	992225384	TS-SHOP-WATER	228.57			

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Number	Issued		Amount	SC	Status	Status Date
	9922567198	RC-PARKS-WATER	40.76			
020514	08/16/2017	CARQUEST	17.35	A/P	OUT-STD	08/16/2017
	14838-59994	PM-AIRPORT- OIL FILTER	17.35			
020515	08/16/2017	CHARLOTTE COUNTY JANITORIAL	161.00	A/P	OUT-STD	08/16/2017
	3672	PS-FIRE- JANITORIAL - JUNE/17	161.00			
020516	08/16/2017	CIBC MELLON GLOBAL SECURITIES NBMF0216002	24,590.10	A/P	OUT-STD	08/16/2017
	JULY2017	GG-MUNCIPALPLAN-JULY/17	24,590.10			
020517	08/16/2017	CNH CAPITAL	536.82	A/P	OUT-STD	08/16/2017
	IN84938	TS-#16- AIR FILTERS, FUEL FILTERS	421.38			
	IN84938A	TS-#16-AIR FILTER	115.44			
020518	08/16/2017	CODE 4 FIRE & RESCUE INC.	776.25	A/P	OUT-STD	08/16/2017
	204443R	PS-FIRE- GLASS SHIELD, TARP BRE	776.25			
020519	08/16/2017	CONTROLS & EQUIPMENT LTD.	2,033.89	A/P	OUT-STD	08/16/2017
	21519	PS-FIRE-PITCH SHEAVE, SPEED SH	2,033.89			
020520	08/16/2017	CUSTOM COMMUNICATIONS INC.	4,462.00	A/P	OUT-STD	08/16/2017
	170726-1	PS-FIRE-TOWER REPAIR	4,462.00			
020521	08/16/2017	CYCLE WORKS	54.68	A/P	OUT-STD	08/16/2017
	391514	TS-AIRPORT-MOWER BELT	54.68			
020522	08/16/2017	Derek O'Brien	350.00	A/P	OUT-STD	08/16/2017
	JULY2017	GG-CAO-MONTHLY VEHICLE ALLOW	350.00			
020523	08/16/2017	DYNAMIC ONLINE MARKETING CORP.	356.50	A/P	OUT-STD	08/16/2017
	120562	PS-FIRE- FIRE PREVENTION MATER	356.50			
020524	08/16/2017	ERICA INGERSOLL	250.00	A/P	OUT-STD	08/16/2017
	4	GG-CIVIC- NB DAY FACE PAINTING	250.00			
020525	08/16/2017	GREAT-WEST LIFE ASSURANCE COMPANY	1,996.55	A/P	OUT-STD	08/16/2017
	AUG142017MANAGEMENT	GG-AUG24-SEP23/17PREMIUMS-MA	1,996.55			
020526	08/16/2017	IRVING ENERGY DISTRIBUTION AND MARKETING	8,285.73	A/P	OUT-STD	08/16/2017
	120862	TS-ST5-DIESEL	378.51			
	247443	TS-ST5-DIESEL	759.97			
	534781	TS-ST5- DIESEL	716.53			
	541092	TS-ST5-DIESEL	776.17			
	736909*	TS-ST5- DIESEL	1,101.01			
	826485	TS-ST5- GAS	4,553.54			
020527	08/16/2017	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA)	94.22	A/P	OUT-STD	08/16/2017
	246436785	GG-TOWN HALL- PHOTO COPIER M.	94.22			
020528	08/16/2017	KONICA MINOLTA	193.71	A/P	OUT-STD	08/16/2017
	6427565	GG-TOWN HALL- PHOTOCOPIER	193.71			
020529	08/16/2017	LISA HANSON OUELLETTE	206.40	A/P	OUT-STD	08/16/2017
	007	CC-POOL-NLS EXAM AND TRAVEL	206.40			
020530	08/16/2017	MEDAVIE BLUE CROSS	15,247.83	A/P	OUT-STD	08/16/2017
	118753UNION	GG-HEALTH&DENTALPREMIUMS-SE	9,408.97			
	119870MANAGEMENT	GG-HEALTH&DENTAL-AUGUST/17 M	5,836.86			
020531	08/16/2017	MIKE CHASE	450.00	A/P	OUT-STD	08/16/2017
	121551	TS-ST5- TRAFFIC CONTROL PERSO	450.00			
020532	08/16/2017	MINISTER OF FINANCE	986.00	A/P	OUT-STD	08/16/2017
	JULY2017	EMPLOYEE DEDUCTIONS-JULY/17	986.00			
020533	08/16/2017	O'CONNELL MIKE	962.49	A/P	OUT-STD	08/16/2017
	15.00	RC-RECREATIONDIRECTOR-FRPA	15.00			
	JULY2017	RC-RECDIRECTOR-MONTHLY VEHIC	200.00			

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Number	Issued		Amount	SC	Status	Status Date
		SOIL	RC-PARKS-SOIL			
		SPLASHPAD	RC-PARKS-SPASH PAD DESIGNERS			
020534	08/16/2017	PITNEY WORKS	414.67	A/P	OUT-STD	08/16/2017
	JULY132017	GG/PS-TOWNHALL-POSTAGE USED	413.03			
	JULY132017*	CC-TOWNHALL-POSTAGE USED	1.64			
020535	08/16/2017	SHANNON MICHAEL	371.91	A/P	OUT-STD	08/16/2017
	WEEK332017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020536	08/16/2017	SOURCE ONE SUPPLIES	1,178.74	A/P	OUT-STD	08/16/2017
	15260	PS-FIRE- BATH TISSUE, HAND TOWI	86.96			
	15302	PM-LIBRARY- HAND TOWEL, BATH T	117.51			
	15318	RC-MILLPOOL- TAYLOR COMPLETE	476.45			
	15366	PM-LIBRARY- GLOVES, GARBAGE B	55.43			
	15456	TS-SHOP- BATH TISSUE, HAND TOW	162.85			
	15491	RC-PARKS-BATH TISSUE	37.82			
	15516	RC-PARKS-PAPER TOWELS	51.35			
	15540	TS-SHOP- GARBAGE BAGS	190.37			
020537	08/16/2017	ST. STEPHEN HIGH SCHOOL	150.00	A/P	OUT-STD	08/16/2017
	2017-01	GG-CIVIC-YEARBOOK AD	150.00			
020538	08/16/2017	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	08/16/2017
	JULY2017	EMPLOYEE DEDUCTIONS-JULY/17	40.00			
020540	08/16/2017	IRVING ENERGY DISTRIBUTION AND MARKETING	857.68	A/P	OUT-STD	08/16/2017
	289587	CC-BUILDING-NATURAL GAS JUNE :	857.68			
020541	08/16/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/16/2017
	WEEK332017	EMPLOYEE DEDUCTIONS-AUG 13-1	209.30			
020543	08/16/2017	SOURCE ONE SUPPLIES	3,757.97	A/P	OUT-STD	08/16/2017
	14563	CC-ARENA-PAPER TOWELS, BATH T	383.02			
	14745	CC-ARENA-GARBAGE BAGS, HAND T	206.82			
	14806	CC-ARENA-PAPER TOWELS FOR KI	38.50			
	14807*	CC-POOL-BATHROOM TISSUE X 6 C	379.85			
	15071	CC-POOL-SODIUM HYPOCHLORITE	460.00			
	15434	CC-ARENA-HAND TOWELS	40.22			
	15492	CC-POOL- MOP HEAD, BATH TISSUE	285.75			
	15518	CC-ARENA-HAND TOWELS X 6, BAT	381.82			
	15608	CC-ARENA-FLOOR STRIPPER, FLOC	97.58			
	15640	CC-POOL-COLINON X 4	72.90			
	15643	CC-ARENA-GLASS CLEANER X 4	77.14			
	15645	CC-POOL-HAIR AND BODY WASH X	68.97			
	15647	CC-POOL-SODIUM BICARBONATE X	662.03			
	15662	CC-POOL-HYDROCHLORIC ACID X 7	393.56			
	15736	CC-BUILDING-FLOOR STRIPPER AN	209.81			
020544	08/17/2017	DISHER HOMES LTD.	1,250.63	A/P	OUT-STD	08/17/2017
	06152017-07	CC-ARENA-JLG LIFT USAGE	422.63			
	07112017-01	GG-CIVIC- TO INSTALL TWO SIGNS	828.00			
020545	08/17/2017	EAST COAST INTERNATIONAL TRUCKS	141.36	A/P	OUT-STD	08/17/2017
	21338S	PS-#205-ELBOWS, CLAMPS	141.36			
	21955S	TS-#21- ROTELLA	136.47			
	CM21955S	TS-ST5-ROTELLA BRUSHES	-136.47			
020546	08/17/2017	FRONTLINE OUTFITTERS	2,645.51	A/P	OUT-STD	08/17/2017
	0000031946	PS-FIRE-CLOTHING ALLOWANCE	2,645.51			

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020547	08/17/2017 FUTURE NETS & SUPPLIES LTD. 18371 TS-WHARF- BOOM TRUCK SERVICE	690.00 690.00	A/P	OUT-STD	08/17/2017
020548	08/17/2017 GANONG NATURE PARK 461 GG-EAU CANADA-FACILITY RENTAL	2,000.00 2,000.00	A/P	OUT-STD	08/17/2017
020549	08/17/2017 GREAT-WEST LIFE ASSURANCE COMPANY AUG142017UNION GG-AUG24-SEP23/17PREMIUMS-UN AUG142017UNIONCRE GG-AUG24-SEP23/17PREMIUMS-UN	2,715.45 2,802.18 -86.73	A/P	OUT-STD	08/17/2017
020550	08/17/2017 GULLISON'S COURIER SERVICE 506739 TS-SHOP- TO TOWN FR/ BAYVIEW 506748 TS-SHOP- TO TOWN FR/ BAYVIEW 710286 TS-#16- TO TOWN FR/ CASE 710296 TS-SHOP- TO TOWN FR/ NORQUIP 710318 TS-SHOP- TO TOWN FR/ BAYVIEW 710324 TS-SHOP- TO CENTRAL AUTO FR/ T 710336 TS-#21, #22- TO TOWN FR/ LSW 958627 TS-#21,#22- TO TOWN FR/ SAUNDEF 958638 TS-#21- TO TOWN FR/ SAUNDERS	402.50 28.75 86.25 40.25 28.75 28.75 28.75 46.00 86.25 28.75	A/P	OUT-STD	08/17/2017
020551	08/17/2017 HARBOUR CITY ELECTRO-MECHANICAL LTD 30934 RC-MILLPOOL- BEARINGS, LABOUR	307.63 307.63	A/P	OUT-STD	08/17/2017
020552	08/17/2017 KEITH'S BUILDING SUPPLIES 165401 TS-SHOP- LUMBER, SURVEY STAKE 165405 TS-SHOP- DECK SCREWS 165449 TS-SHOP- PLYWOOD 165512 TS-SHOP- PLYWOOD, LUMBER, NAIL 165513 TS-SHOP-KEYS 165600 TS-SIDEWALK- LUMBER, DECK SCR 165894 TS-SHOP-SMARTSIDE PANELS	250.17 171.04 10.33 51.74 257.27 8.25 65.41 -313.87	A/P	OUT-STD	08/17/2017
020553	08/17/2017 KEM CANADA MFG 114276 TS-SHOP-ENGINE SHAMPOO, WASH	402.44 402.44	A/P	OUT-STD	08/17/2017
020556	08/17/2017 KENT BUILDING SUPPLIES 10063452 TS-SHOP-BOW RAKE 1222672 RC-PARKS-PAINT 1223241 TS-SHOP-LUMBER, DECK SCREENS 1223440 TS-SHOP-LUMBER 1225167 RC-PLAY GROUND- PRO LAMB ROLI 1225452 RC-PARKS- WIRE ROLLER FRAME 1225809 RC-PARKS-GALV PLUGS 1226609 RC-PARKS-KRYLON DUAL GL WHITI 1226665 RC-PARKS- WHEELBARROW 1226764 TS-SHOP- QUIKRETE HYDRDR WATE 1227623 TS-SHOP- GRASS SEED 1227641 TS-SHOP- RAKE 1230580 RC-HORT-PERENNIALS 1232309 RC-PARKS-CONTRACTOR 40CT, GLI 1232383 RC-PARKS- DANGER FLAGGING TAI 1233553 TS-SHOP- SCREWS 1234518 RC-HORT-GREEN HOUSE SUPPLIES 1234956 TS-SHOP- LUMBER 1235585 RC-PARKS- FLOUR/6"U T8 32W 4100 1235602 TS-SHOP- LUMBER, SCREWS, CLOT	3,250.03 -35.28 48.44 108.65 6.33 23.39 16.02 9.26 24.04 80.49 39.97 69.51 24.59 57.48 32.06 12.29 42.77 977.82 31.74 85.51 290.62	A/P	OUT-STD	08/17/2017

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	1235747	GG-CANADA DAY- BROOM CLIPS, P	28.99			
	1236185	TS-SHOP- NAILS, LUMBER,STRAPPI	80.10			
	1236282	TS-SHOP- CEMENT BLOCKS	28.15			
	1236332	RC-PARKS-STRAPPING, LUMBER	187.35			
	1236614	RC-PARKS- ROLLER & TRAY, SUNPI	57.63			
	1236701	RC-PARKS- FOAMULAR/INSUL	31.28			
	1238887	RC-PARKS-BLK CONTRACTOR 40CT	26.73			
	1238973	TS-SHOP- BOARDS	57.49			
	1239158	RC-PARKS-PLANE/BLOCK, 4 PIECE	85.64			
	1239257	RC-PARKS-PLYWOOD	62.82			
	1239271	RC-PARKS-LUMBER	20.27			
	1239385	TS-SHOP- BRUSH SET, CET SRD CE	82.77			
	1240230	TS-SHOP- PANELS	341.41			
	1240582	TS-SHOP- NUT DRIVER, SOCKET DF	39.77			
	1241071	TS-SHOP- POLYCARB CLEAR PANEL	103.09			
	1241727	RC-PARKS-GROUND SPIKES	25.44			
	1242777	PS-FIRE- CEMENT BLOCK	45.40			
020557	08/17/2017	KRYSTAL KLEAR	780.00	A/P	OUT-STD	08/17/2017
	JUNE292017	CC-BUILDING-CLEAN EXTERIOR WII	780.00			
020558	08/17/2017	L.E.WHITTAKER CO., LTD.	429.53	A/P	OUT-STD	08/17/2017
	38495	PS-FIRE-FIRE EXTINGUISHERS	300.84			
	38526	PS-FIRE- 20LB ABC FIRE EXTINGUIS	23.00			
	38549	PS-FIRE-FIRE EXTINGUISHERS, O-R	105.69			
020559	08/17/2017	LIFESAVING SOCIETY - NB Branch	884.52	A/P	OUT-STD	08/17/2017
	1706	CC-POOL-FIRST AID MANUALS FOR	204.12			
	1709	CC-POOL-CANADIAN LIFESAVING M	680.40			
020560	08/17/2017	LSW WEAR PARTS LTD.	1,675.38	A/P	OUT-STD	08/17/2017
	46182	TS-STREET-P/W ZZ CONVOLUTED, 1	673.44			
	46194	TS-#11- LOADER EDGE, NUS, BOLTS	475.81			
	46305	TS-STREET SWEEPER- SWEEPER E	526.13			
020561	08/17/2017	MARITIME COFFEE SERVICE	60.50	A/P	OUT-STD	08/17/2017
	IN00385597	PS-FIRE-KITCHEN SUPPLIES	60.50			
020562	08/17/2017	MARITIME SAFETY EQUIPMENT & EASTERN FIRE E	3,529.35	A/P	OUT-STD	08/17/2017
	41954	PS-FIRE- GEAR DRYER, SIAMESE, F	3,529.35			
020563	08/17/2017	MAYFIELD GARDENS & LANDSCAPE	2,830.94	A/P	OUT-STD	08/17/2017
	727	RC-HORT-FLOWER SUPPLIES	1,594.97			
	730	RC-PARKS- 1 PALLET CALCITIC MAI	275.72			
	731	RC-HORT- HANGING BASKETS, REP	960.25			
020564	08/17/2017	MCLAUGHLIN, DONALD	287.50	A/P	OUT-STD	08/17/2017
	JULY 4,2017	TS-AIRPORT- REPAIRING/PAINTING	287.50			
020565	08/17/2017	MEGA-LAB MANUFACTURING CO. LTD.	255.30	A/P	OUT-STD	08/17/2017
	145814	TS-SHOP-MEGALUBE WP GREASE	255.30			
020566	08/17/2017	MICHELLE ANDERSON	50.00	A/P	OUT-STD	08/17/2017
	500606	CC-PHOTOS- CANADA'S 150TH WINI	50.00			
020567	08/17/2017	MIDLAND COURIER	41.10	A/P	OUT-STD	08/17/2017
	09672475	PS-FIRE- TO ATLANTIC BUNKER GE	41.10			
020568	08/17/2017	MILLTOWN MACHINE & FABRICATION LTD.	157.58	A/P	OUT-STD	08/17/2017
	19304	TS-SHOP-5/8 COLD ROLLED ROUNC	23.90			
	19353	TS-SHOP- 1-3/4 COLD ROLLED ROU	133.68			

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020569	08/17/2017 MSC INDUSTRIAL SUPPLY ULC 1306175001 TS-SHOP- FLAT WASHERS, SCREW	208.44 208.44	A/P	OUT-STD	08/17/2017
020572	08/18/2017 CANADIAN TIRE	816.12	A/P	OUT-STD	08/18/2017
	16383059 CC-POOL- CART FILTER, FOAM, REI	36.77			
	N16035231 RC-PARKS-PLASTIC PAINT TRAY	5.63			
	N16383002 RC-PARKS- GARBAGE BAGS	16.04			
	N16383007 TS-SHOP- DEWALT DRILL/DRIVER K	114.99			
	N16383021 RC-HORT- GAS CAN	6.08			
	N16383052 GG-CANADA DAY- PAINT	13.32			
	N16383057 RC-PARKS-PAINT BRUSHES, TRUCH	32.11			
	N16408606 RC-MILLPOOL- 40% LIQ ALGA, POOL	86.20			
	N16408615 RC-HORT- SPRAY NINE, KEYS	31.23			
	N16408628 CC-EVENTS-GARMENT FOR EVENT	34.49			
	N16408633 RC-MILLPOOL- TOILET BRUSH, PAI	22.92			
	N16408804 CC-ARENA-PAINT ROLLERS	17.23			
	N16408834 TS-SHOP-1/4 WIRE ROPE, CHAIN	48.31			
	N16408856 RC-PARKS- TENT PEGS	44.78			
	N16408858 RC-PARKS- ZIP TIES	44.22			
	N16408859 PS-FIRE- POWER BOX, FAUCET AD/	225.37			
	N16408860 RC-PARKS- KEYS, KEY TAGS	9.17			
	N16408880 RC-PARKS-ROPE	27.26			
020573	08/18/2017 MINISTER OF FINANCE	2,987.88	A/P	OUT-STD	08/18/2017
	11368891JUL17 GG-TOWN HALL- LANDLINE PHONE:	1,472.00			
	11378668JUL17 PS/TS-199 UNION ST- LANDLINE PH:	353.27			
	11395944JUL17* PS-FIRE-LANDLINE PHONES	929.76			
	15772965JUL17 RC-REC/POOL- LANDLINE PHONES	232.85			
020574	08/18/2017 N.B.A.F.C. GUIDE	255.00	A/P	OUT-STD	08/18/2017
	JUNE 23,2017 PS-FIRE-CHILDREN'S FIRE SAFETY	255.00			
020575	08/18/2017 N. B. ELECTRIC POWER	1,449.67	A/P	OUT-STD	08/18/2017
	17935200AUG17 TS-KING/UNION ST - TRAFFIC LIGHT	39.03			
	50660140AUG17 RC-PARKS-ROTARY CHANGING RO	26.40			
	54187672AUG17 TS-KING/QUEEN ST- TRAFFIC LIGH	37.52			
	55917471AUG17 TS-ST5-WATERFRONT LIGHTS	72.24			
	57955782AUG17 RC-BANDSTAND-CHOC PARK	27.46			
	57955808AUG17 GG-120 MILLTOWN BLVD- ELECTRIC	26.11			
	73006038AUG17 RC-LIBRARY-ELECTRICITY	1,220.91			
020576	08/18/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD.	188.84	A/P	OUT-STD	08/18/2017
	387691 PM-RCMP-FLOOR MATS	46.74			
	388158 GG-TOWN HALL- FLOOR MATS	95.36			
	388629 PM-RCMP-FLOOR MATS	46.74			
020577	08/18/2017 ORKIN CANADA CORPORATION	286.35	A/P	OUT-STD	08/18/2017
	7786820 CC-BUILDING- PEST CONTROL	71.30			
	IN-7794643 PS-FIRE-PEST CONTROL	143.75			
	IN-7848653 CC-BUILDING-MONTHLY PEST CON'	71.30			
020578	08/18/2017 ORR ELECTRIC & ALARM LTD.	3,593.89	A/P	OUT-STD	08/18/2017
	2729 PS-FIRE- REPLACE EXIT LIGHT IN C	181.61			
	2745 PS-FIRE- GREASED MOTOR	172.50			
	2747 RC-DECORATIVE LIGHTS- REPAIR	242.05			
	2748 TS-TRAFFIC LIGHTS- REPAIR TO TR	730.25			
	2755* RC-MILLPOOL- REPLACE STARTER	1,685.81			

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	2767 RC-SPLASH PAD-CHANGED TIME CI	199.17			
	2769 RC-MILLTOWN POOL-HOOKED UP N	223.83			
	2775 RC-MILLPOOL- CHECK MAIN PUMP,	69.00			
	2778 RC-LIBRARY- CHANGED BALLAST IN	88.67			
020580	08/18/2017 PROCOM DATA SERVICES INC.	172.33	A/P	OUT-STD	08/18/2017
	2017013723 GG-TREASURY-MONTH END PROCE	57.44			
	2017013733 GG-TREASURY-PAYROLL PROCESS	114.89			
020581	08/18/2017 PROMO HEROES	2,124.36	A/P	OUT-STD	08/18/2017
	13269 RC-PARKS- UNIFORMS	1,751.20			
	13679 RC-PARKS-CLOTHING	221.47			
	13871 CC-UNIFORM-GCC CLOTHING FOR I	151.69			
020582	08/18/2017 RECEIVER GENERAL FOR CANADA (Payroll Remittance)	34,872.15	A/P	OUT-STD	08/18/2017
	WEEK332017 GG-REMITTANCE-AUG 4-17/17	34,872.15			
020583	08/18/2017 RECREATION NB	94.30	A/P	OUT-STD	08/18/2017
	2017-118 CC-ARENA-LOGBOOK	94.30			
020584	08/18/2017 SAKO INDUSTRIAL SUPPLY	399.05	A/P	OUT-STD	08/18/2017
	15698 TS-SHOP- RUST DEFENSE	399.05			
020585	08/18/2017 SAUNDERS EQUIPMENT LTD.	3,878.39	A/P	OUT-STD	08/18/2017
	37572 CC-ARENA-SQUEEGEE, 77" SPREAD	351.73			
	66983# TS-#22-PRE-CLEANER-110 HP INVOI	-142.72			
	67854 TS-#21- GEAR PUMP, HOSE	2,253.80			
	67869 TS-#22-IGNITION SWITCH	341.55			
	67914 TS-#34,#31- POLY CONVOLUTED W/	483.00			
	67922 TS-#21- GEAR PUMP GASKET, ADAF	108.03			
	87925 TS-#34,#31- CONVOLUTED WAFER	483.00			
020586	08/18/2017 SHARPE'S LAWN CARE	1,610.00	A/P	OUT-STD	08/18/2017
	152 RC-SOCCER FIELD- PAINTING LINE	460.00			
	153 RC-BUSINESS PARK- WHIPPER SNII	1,150.00			
020587	08/18/2017 SOURCE ATLANTIC	1,772.99	A/P	OUT-STD	08/18/2017
	2613665 PS-FIRE-CLOTHING ALLOWANCE	1,391.50			
	2630426 TS-SHOP- CLOTHING ALLOWANCE	381.49			
020588	08/18/2017 SOUTHERN SANITATION LTD.	2,011.36	A/P	OUT-STD	08/18/2017
	157013* PM-BORDERARENA-GARBAGE COL	189.75			
	157019 TS/RC-STREETS/PARKS-GARBAGE	493.35			
	157100 CC-BUILDING-GARBAGE REMOVAL	632.50			
	157101 CC-BUILDING-GARBAGE REMOVAL	632.50			
	157290 PM-AIRPORT-GARBAGE COLLECTIC	31.63			
	157291 PM-AIRPORT- GARBAGE COLLECTI	31.63			
020589	08/18/2017 SOUTHWEST ELECTRIC & SECURITY INC.	908.86	A/P	OUT-STD	08/18/2017
	14578 CC-POOL-TROUBLESHOOT WHY HF	292.97			
	14588 CC-ARENA-EMERGENCY SERVICE (202.69			
	14602 PM-RCMP- INSTALLED DOOR CONT	64.98			
	14603 CC-ARENA-CLASS CC TD 1 AMP 60C	119.37			
	14625 PM-RCMP-LIGHTING REPAIR	154.10			
	14675 CC-POOL-MADE TEMPORARY CONN	74.75			
020590	08/18/2017 SOUTH WEST COURIER	66.33	A/P	OUT-STD	08/18/2017
	15617 TS-SHOP-SOURCE ATLANTIC, HARE	35.42			
	16456 TS-SHOP-TO TOWN FR/ SOURCE AT	30.91			
020591	08/18/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	3,497.75	A/P	OUT-STD	08/18/2017

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	2017-03	GG-CIVIC-COLLABORATIVE & REGI	3,497.75			
020592	08/18/2017	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	1,663.26	A/P	OUT-STD	08/18/2017
	147778	GG-CIVIC-TOWN EVENTS	49.15			
	148115	GG-CIVIC-TOWN WIDE YARD SALE	85.01			
	148286	GG- CIVIC- TOWN EVENTS	49.15			
	149218	GG- CIVIC- TOWN EVENTS	49.15			
	149280	GG-CIVIC-ATLANTIC COASTGUIDE	454.25			
	149937	GG-EVENTS-CANADA DAY	44.85			
	150706	GG-CIVIC- ELM ST. NATURE PARK T	85.01			
	150707	GG-CIVIC- TOWN EVENTS	49.15			
	151334	GG-CIVIC-TOWN EVENTS	49.15			
	26207	GG-CIVIC- TOWN MAPS	313.50			
	26290	GG-CIVIC- EAU CANADA POSTERS	31.80			
	26317	GG-CIVIC- MUSICAL CONCERT BAN	195.50			
	26340	GG-TOWN HALL- GENERAL OPERA1	207.59			
020593	08/18/2017	ST. STEPHEN SIGN SHOP	115.00	A/P	OUT-STD	08/18/2017
	JULY112017	TS-STC-CONSTRUCTION SIGNS	115.00			
020595	08/18/2017	STATIONERY PLUS	1,907.94	A/P	OUT-STD	08/18/2017
	11560	RC-HORT- BINDERS	14.54			
	11789	PS-FIRE-FOLDING TABLE	891.41			
	11799	GG-TOWNHALL-REPORT COVER, BK	1.96			
	11934	RC-HORT- PENS,PAD	11.33			
	14773	TS-SHOP- PAGE HOLDER	34.91			
	15187	GG-TOWN HALL -TONER	98.88			
	15498	TS-SHOP-MARKERS, WHITEBOARD	17.60			
	15669	GG-TOWN HALL-LASER TONER	210.21			
	15953	GG-TOWN HALL-BINDING CASES, IM	83.20			
	16131	GG-TOWN HALL- NOTEBOOK	3.55			
	16250	GG-TOWN HALL- RUBBER BANDS, F	28.51			
	16277	PS-FIRE- KRAFT ENVELOPES	9.19			
	16355	GG-TOWN HALL- PAPER, BULLETIN	207.30			
	16372	GG-TOWNHALL- CHAIR	115.00			
	16480	PS-FIRE-PAPER	76.48			
	16627	GG-TOWN HALL-BINDERS, FOLDBA	10.39			
	16876	GG-TOWN HALL- LEADS,BOOK,PAD	93.48			
020596	08/18/2017	TRILLIUM SALES GROUP INC.	586.50	A/P	OUT-STD	08/18/2017
	IN105493	PS-FIRE-RESCUE KNIVES	586.50			
020597	08/18/2017	UNIFIRST CANADA LTD.	674.73	A/P	OUT-STD	08/18/2017
	7100098200	CC-FRONT LOBBY-MATS	67.05			
	7100105658	CC-FRONT LOBBY -MATS	434.13			
	7100106782	CC-FRONT LOBBY-MATS	57.85			
	7100107344	CC-FRONT LOBBY-MATS	57.85			
	7100107890	CC-FRONT LOBBY-MATS	57.85			
020598	08/18/2017	WURTH CANADA LIMITED	654.45	A/P	OUT-STD	08/18/2017
	22715350	TS-SHOP- CORDLESS LIGHT, HEX N	157.87			
	22746351	TS-SHOP- SHRINK TUBES, BRAKE &	496.58			
020599	08/18/2017	YELLOW PAGES GROUP	10.47	A/P	OUT-STD	08/18/2017
	17-4528882	GG-TOWN HALL- 911 LISTING-JULY	10.47			
020600	08/18/2017	BORDER INVESTIGATIONS & SECURITY INC.	2,576.00	A/P	OUT-STD	08/18/2017
	14605	PS-BYLAW-JULY 28 - AUG 04/17 FEE	1,288.00			

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	14615 PS-BYLAW-AUG 11-18/17 FEE	1,288.00			
020601	08/16/2017 STATIONERY PLUS	16.03	A/P	OUT-STD	08/18/2017
	16026 CC-ADMIN-BUSINESS PAD, HANGIN	16.03			
020602	08/18/2017 HERITAGE DEVELOPMENTS LIMITED	105,800.44	A/P	OUT-STD	08/18/2017
	IN000001733* PM-34MILLTOWNBLVE-PROGRESS I	105,800.44*			
020603	08/22/2017 A.E. HORNE & SON LTD.	99.80	A/P	OUT-STD	08/22/2017
	00547048-01 RC-PARKS-BALL FIELD TOPPER CU	99.80			
020604	08/22/2017 DISHER HOMES LTD. AND	12,355.00	A/P	OUT-STD	08/22/2017
	JULY/17 GG-HOUSING UNIT DEV GRANT-201	12,355.00			
020605	08/22/2017 FUNDY BUILDING INSPECTION & DRAFTING SERV	4,554.00	A/P	OUT-STD	08/22/2017
	17-062 PS-BUILDINSPECTOR-JUL 23 - AUG	2,484.00			
	17-069 PS-BUILDINSPECTOR-AUG 6-19/17 F	2,070.00			
020606	08/22/2017 N. B. ELECTRIC POWER	16,425.42	A/P	OUT-STD	08/22/2017
	18169205AUG17 RC-POOL-MILL LANE	1,946.19			
	18988703AUG17 TS/PS-199 UNION ST-ELECTRICITY	1,297.10			
	19051703AUG17 TS-AIRPORT-ELECTRICITY	155.58			
	19051801AUG17 TS-AIRPORT-ELECTRICITY	46.24			
	216000030308AUG17* TS-ST5-AREA LIGHTS	11,762.87			
	55160607AUG17 RC-COTTON MILL-LIGHTS	69.54			
	71315207AUG17 PS-RCMP-ELECTRICITY	955.55			
	72924306AUG17 RC-PARKS-BANDSTAND	43.69			
	82122207AUG17 RC-PARKS-BASKETBALL COURT	50.75			
	83278804AUG17 TS-ST5-PARKS SHED	27.46			
	84960501AUG17 RC-PARKS-RIVERSIDE DR LIGHTS	70.45			
020607	08/22/2017 PAYROLL TRANSFER	83,283.00	A/P	OUT-STD	08/22/2017
	WEEK332017* GG-TRANSFER-AUG 04-17/17	83,283.00			
020608	08/22/2017 PETTY CASH	16.77	A/P	OUT-STD	08/22/2017
	JUNE2017 GG-TREASURY-XPOST LETTER	16.77			
020609	08/22/2017 RON REID	25.00	A/P	OUT-STD	08/22/2017
	BUILDPERMITREFUND GG-BUILDINGINSPECTOR-#8597 BU	25.00			
020610	08/23/2017 MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/23/2017
	WEEK342017 EMPLOYEE DEDUCTIONS-AUG 20-2	209.30			
020611	08/23/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	08/23/2017
	WEEK342017* PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020613	08/23/2017 BRUNSWICK FYR SYSTEMS DIVISION	108.22	A/P	OUT-STD	08/23/2017
	0000057388 CC-BUILDING-SEMI-ANNUAL INSPE	108.22			
020614	08/23/2017 CASH FLOAT	1,000.00	A/P	OUT-STD	08/23/2017
	BLUERODEO CC-CANTEENS-CASH FLOATS FOR	1,000.00			
020615	08/23/2017 ENBRIDGE GAS NEW BRUNSWICK	1,004.71	A/P	OUT-STD	08/23/2017
	2017072502008-1016227 CC-BUILDING-NATURAL GAS	1,004.71			
020616	08/23/2017 HAYDEN WIEBE	650.00	A/P	OUT-STD	08/23/2017
	1029 GG-CIVIC-NB DAY ENTERTAINMENT	650.00			
020617	08/23/2017 IRVING ENERGY DISTRIBUTION AND MARKETING	6,387.35	A/P	OUT-STD	08/23/2017
	15516 TS-ST5-DIESEL	436.25			
	243566 TS-ST5-DIESEL	1,248.06			
	537711 TS-ST5-FUEL	4,703.04			
020618	08/23/2017 JOAN MERRILL	162.00	A/P	OUT-STD	08/23/2017
	AUGUST142017 PM-LIBRARY-AUG 4 TO 17 FEE FO	162.00			
020619	08/23/2017 JOEL E. MASON	250.00	A/P	OUT-STD	08/23/2017

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	AUGUST82017 GG-CIVIC-NB DAY ENTERTAINMENT	250.00			
020620	08/23/2017 MRS. DUNSTER'S (1996) INC. 11100207 GG-CIVIC-CANADA CELEBRATIONS	108.00 108.00	A/P	OUT-STD	08/23/2017
020621	08/23/2017 N. B. ELECTRIC POWER 10126106AUG17 TS-XING LIGHTS-KING ST. 19055406AUG17 RC-ARENA-ELECTRICITY 54653258AUG17 TS-KING/SUPERSTORE-TRAFFIC LIC	477.53 26.11 397.51 53.91	A/P	OUT-STD	08/23/2017
020622	08/30/2017 AIR LIQUIDE CANADA INC. 66602510 CC-ARENA-CYLINDER GAS	21.39 21.39	A/P	OUT-STD	08/30/2017
020623	08/30/2017 ALEX REID BLUERODEO GG-EVENTS-FLASHLIGHTS FOR BLI	56.35 56.35	A/P	OUT-STD	08/30/2017
020624	08/30/2017 BELL ALIANT 06336721JUL17 TS-AIRPORT-LAND LINE PHONE 47424130JUL17 CC-ADMIN-LANDLINE PHONES	1,114.32 157.08 957.24	A/P	OUT-STD	08/30/2017
020625	08/30/2017 BELL MOBILITY INC. 523889487AUG17GG GG/PS/TS/RC-CELL PHONE CHARGI 523889487SEP17CC CC-ADMIN-CELL PHONE CHARGES	1,024.73 874.01 150.72	A/P	OUT-STD	08/30/2017
020626	08/30/2017 CNH CAPITAL IN85116 TS-#16-GAS STRUT, BALL JOINT IN85210 TS-#11-HY-TRAN 5 GA FLOOR	520.43 133.24 387.19	A/P	OUT-STD	08/30/2017
020627	08/30/2017 DIANNA FRASER AWALKTOREMEMBER GG-CIVIC-"A WALK TO REMEMBER"	100.00 100.00	A/P	OUT-STD	08/30/2017
020628	08/30/2017 DOW JENNIFER CLOTHINGALLOW17 RC-HORT-CLOTHING ALLOWANCE	103.49 103.49	A/P	OUT-STD	08/30/2017
020629	08/30/2017 FRANK G GODSOE CHARTERED ACCOUNTANT 1182 GG-TREASURY-ACCOUNTING SUPP 1185 GG-TREASURY-ACCOUNTING SUPP 1186 GG-TREASURY-ACCOUNTING SUPP 1188 GG-TREASURY-ACCOUNTING SUPP 1189 GG-TREASURY-ACCOUNTING SUPP	2,006.41 711.97 450.80 70.84 682.64 90.16	A/P	OUT-STD	08/30/2017
020630	08/30/2017 IRVING ENERGY DISTRIBUTION AND MARKETING 291284 CC-BUILDING-NATURAL GAS JULY 2 650196 TS-STS-DIESEL	1,082.59 486.11 596.48	A/P	OUT-STD	08/30/2017
020631	08/30/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 243550203 GG-TOWNHALL-PHOTOCOPIERMAI	71.46 71.46	A/P	OUT-STD	08/30/2017
020632	08/30/2017 KONICA MINOLTA 8461604 GG-TOWNHALL-PHOTOCOPIER-SEF	177.71 177.71	A/P	OUT-STD	08/30/2017
020633	08/30/2017 MINISTER OF FINANCE <i>(Landline Phone)</i> 46435731JUL17 RC-PARKS-CHOC PARK CAMERA	99.99 99.99	A/P	OUT-STD	08/30/2017
020634	08/30/2017 MINISTER OF FINANCE 850392 TS/CC-STS/BUILDING-BPV ANNUAL <i>Fee</i>	250.00 250.00	A/P	OUT-STD	08/30/2017
020635	08/30/2017 N. B. ELECTRIC POWER 54253127AUG17 CC-BUILDING-ELECTRICITY	22,784.89 22,784.89	A/P	OUT-STD	08/30/2017
020636	08/30/2017 PITNEY WORKS AUG132017 GG/PS-TOWNHALL-POSTAGE METE	99.82 99.82	A/P	OUT-STD	08/30/2017
020637	08/30/2017 PIZZA DELIGHT 611057 RC-HORT-END OF SEASON LUNCH	137.06 137.06	A/P	OUT-STD	08/30/2017
020638	08/30/2017 RICHARDSON JEFF NBDAYLUNCH17 PS-FIRE- NB DAY LUNCH	267.67 63.18	A/P	OUT-STD	08/30/2017

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	SUPPERMEETING17 PS-FIRE-SUPPER MEETING	204.49			
020639	08/30/2017 TIM TOZER	391.00	A/P	OUT-STD	08/30/2017
	APRINCIPLEDPROFESSIO GG-TREASURER-A PRINCIPLED PR N	23.00			
	INTERNALCONTROL GG-TREASURER-INTERNAL CONTR	368.00			
020640	08/30/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	137.30	A/P	OUT-STD	08/30/2017
	246436826 CC-ADMIN-PHOTOCOPIER USAGE 0	137.30			
020641	08/30/2017 KONICA MINOLTA	102.82	A/P	OUT-STD	08/30/2017
	6427362 CC-ADMIN-PHOTOCOPIER LEASE 0:	102.82			
020642	08/30/2017 MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/30/2017
	WEEK352017 EMPLOYEE DEDUCTIONS-AUG 27-S	209.30			
020643	08/30/2017 MINISTER OF FINANCE	300.00	A/P	OUT-STD	08/30/2017
	848713-39 CC-ELEVATOR-OPERATING PERMIT	300.00			
020644	08/30/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	08/30/2017
	WEEK352017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020648	08/31/2017 HIRTLES SOUND SOLUTIONS	16,402.25	A/P	OUT-STD	08/31/2017
	3118 CC-ARENA-ACCOUSTICAL TREATMI	16,402.25			
020649	08/31/2017 PAYROLL TRANSFER	79,885.00	A/P	OUT-STD	08/31/2017
	WEEK352017 GG-TRANSFER-AUG 18-31/17	79,885.00			
020650	08/31/2017 PETTY CASH	11.50	A/P	OUT-STD	08/31/2017
	JULY2017 GG-BUILDINSPECTOR-REGISTERED	11.50			
020651	08/31/2017 RECEIVER GENERAL FOR CANADA	33,288.39	A/P	OUT-STD	08/31/2017
	WEEK352017 GG-REMITTANCE-AUG 18-AUG31/17	33,288.39			
	Cheque Totals Issued:	746,570.68			
	Void:	0.00			
	Total Cheques Generated:	746,570.68			
	Total # of Cheques Listed:	162			

* - Partial payment was made on Invoice

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Town of St. Stephen
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 Cheques from 000001 to 006632 dated between 08/01/2017 and 08/31/2017

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Number	Issued	Amount	SC	Status	Status Date
006575	08/02/2017 BELL MOBILITY INC. 523889487JUL17UTI* WS/SCD-CELL PHONE CHARGES	752.15 752.15	A/P	OUT-STD	08/02/2017
006576	08/02/2017 DILLON CONSULTING LIMITED 18920 WS-MAXWELLCROSSING-ASSESS A	4,013.50 4,013.50	A/P	OUT-STD	08/02/2017
006577	08/02/2017 FULTON AUTO RECYCLERS 23494 SCD-#4-REAR DOOR	799.25 799.25	A/P	OUT-STD	08/02/2017
006578	08/02/2017 N. B. ELECTRIC POWER 53123617JUL17 SCD-ST5-DECHLORINATION CHAME 53158875JUL17 SCD-ST5-BUDD AVE LIFT STATION 54807440JUL17 WS-ST5-158A MILLTOWN BLVD. LIF 56356048JUL17 SCD-ST5-18 RIVERSIDE DR.- LIFT S 61204006JUL17 SCD-DISPOSAL-2-216 KING ST LIFT 61224002JUL17 SCD-ST5-358A MILLTOWN BLVD. LIF 61236008JUL17 WS-ST5-BUDD AVE- LIFT STATION 76139807JUL17 SCD-ST5-54 RIVERSIDE DR.- LIFT S 84934906JUL17 SCD-ST5-6-58A RIVERSIDE DR. LIFT 84943406JUL17 WS-ST5-TODD HILL RESERVOIR	4,467.55 121.24 2,672.13 29.11 32.12 95.11 990.12 209.09 53.16 108.78 156.69	A/P	OUT-STD	08/02/2017
006580	08/14/2017 TOWN OF ST. STEPHEN 62066.17 WS-GENERALOPERATINGFUND-FUI	62,066.17 62,066.17	A/P	OUT-STD	08/14/2017
006581	08/16/2017 A"PLUS" AUTO GLASS & UPHOLSTERY 24425 WS-TRANS&DIST- SUPPL & INSTALL 24560 WS-#103- SUPPLY AND INSTALL WIP 24573 WS-#105- SUPPLY & INSTALL BACK	1,304.10 447.35 402.50 454.25	A/P	OUT-STD	08/16/2017
006582	08/16/2017 AIR LIQUIDE CANADA INC. 66880114 WS-TRANS&DIST- CARBON DIOXIDE	110.66 110.66	A/P	OUT-STD	08/16/2017
006583	08/16/2017 ALL GAS TANKS 90165 WS-SOURCE-FRONT CHAP, OIL MIX 90166 WS-SOURCE- STIHL POWER UNIT S	574.12 229.18 344.94	A/P	OUT-STD	08/16/2017
006584	08/16/2017 BRIGGS PLUMBING INC. 112876 WS-SOURCE- TRANSFER PUMP, PL 112980 WS-SOURCE- COUPLINGS, ABS Y, A	599.99 470.67 129.32	A/P	OUT-STD	08/16/2017
006585	08/16/2017 CINTAS CANADA LIMITED 5008001481 WS-SOURCE- FIRST AID SUPPLIES	1,001.38 1,001.38	A/P	OUT-STD	08/16/2017
006586	08/16/2017 CLARK BREWER 307798 WS-TRANS&DIST- 12 PC OF STORM	234.60 234.60	A/P	OUT-STD	08/16/2017
006587	08/16/2017 COLE-PARMER CANADA COMPANY 00575375 WS-SOURCE-CHLOROSENSE SENS	2,495.60 2,495.60	A/P	OUT-STD	08/16/2017
006588	08/16/2017 COX ELECTRONICS & COMMUNICATIONS 1-006529 WS-TRANS&DIST- USB PORT HUB 1-006943 WS-TRANS&DIST-PARTS	57.48 34.49 22.99	A/P	OUT-STD	08/16/2017
006589	08/16/2017 CUSTOM EMBROIDERY PLUS 397 WS-TRANS&DIST- T-SHIRT WITH EM	48.71 48.71	A/P	OUT-STD	08/16/2017
006590	08/16/2017 NULANTIC WATER INC. NUI00318 SCD-DISPOSAL- PM KIT	611.05 611.05	A/P	OUT-STD	08/16/2017
006591	08/16/2017 PITNEY WORKS JULY132017** WS/SCD-TOWNHALL-POSTAGE USE	488.76 488.76	A/P	OUT-STD	08/16/2017
006592	08/16/2017 SAINT JOHN LABORATORY SERVICES LTD. 587-17 SCD-DISPOSAL-WWTP LAB TEST	1,697.64 1,407.66	A/P	OUT-STD	08/16/2017

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Number	Issued	Amount	SC	Status	Status Date
	588-17	SCD-DISPOSAL-WWTP LAB TESTS			
006593	08/16/2017 SERVICE NEW BRUNSWICK	289.98			
	CTH7982017	19.00	A/P	OUT-STD	08/16/2017
		19.00			
006594	08/16/2017 SOURCE ONE SUPPLIES	290.63			
	15207	168.56	A/P	OUT-STD	08/16/2017
	15254	90.34			
	15303	31.73			
006595	08/16/2017 XPLORNET	85.09			
	INV18175483	85.09	A/P	OUT-STD	08/16/2017
006596	08/16/2017 WISHART, NANCY M. & CONAN WILLIAM GRAHAM	1,078.50			
006598	08/17/2017 CANADIAN TIRE <i>(Utility Overpayment Refund)</i>	1,116.04			
	N15427069	56.29	A/P	OUT-STD	08/17/2017
	N16383001	34.49			
	N16383046	137.99			
	N16383058	58.06			
	N16408605	24.08			
	N16408620	36.79			
	N16408634	39.02			
	N16408830	137.83			
	N16408851	91.86			
	N16408869	34.65			
	N16408871	131.56			
	N16408877	13.33			
	N16408878	68.99			
	N16410886	21.80			
	N16410913	56.26			
	N16410960	173.04			
006599	08/17/2017 EAST COAST INTERNATIONAL TRUCKS	601.85			
	215578S	163.33	A/P	OUT-STD	08/17/2017
	21569S	438.52			
006600	08/17/2017 EMCO CORPORATION	8,117.50			
	12504220-00	1,817.64	A/P	OUT-STD	08/17/2017
	12504220-01	849.53			
	12504395-00	184.58			
	12504561-00	209.65			
	12504569-00	1,617.07			
	12504569-01	193.89			
	12504573-00	2,288.50			
	12504725-00	392.79			
	12504725-01	563.85			
006601	08/17/2017 GULLISON'S COURIER SERVICE	253.00			
	352335	34.50	A/P	OUT-STD	08/17/2017
	352431	40.25			
	488246	28.75			
	506513	34.50			
	506725	34.50			
	710262	34.50			
	710325	46.00			
006602	08/17/2017 KENT BUILDING SUPPLIES	805.70			
	1227215	155.00	A/P	OUT-STD	08/17/2017

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Number	Issued		Amount	SC	Status	Status Date
	1228188	WS-TRANS&DIST- PICK HANDLE	17.64			
	1231001	WS-SOURCE-PUMP/JET CONVERTII	374.31			
	1240295	WS-SOURCE-MOSAICK 6 PK, TUB/W	258.75			
006603	08/17/2017	LINDE CANADA LTEE, M2193	12.65	A/P	OUT-STD	08/17/2017
	56609092	WS-TRANS&DIST- OXYGEN	12.65			
006604	08/17/2017	MEGA-LAB MANUFACTURING CO. LTD.	216.20	A/P	OUT-STD	08/17/2017
	145813	SCD-DISPOSAL- MEGAPLUS 2000 C,	216.20			
006605	08/17/2017	MILLTOWN MACHINE & FABRICATION LTD.	26.73	A/P	OUT-STD	08/17/2017
	19356	WS-TRANS&DIST- FLAT BARS	26.73			
006606	08/18/2017	KEITH'S BUILDING SUPPLIES	79.18	A/P	OUT-STD	08/18/2017
	165641	WS-TRANS&DIST- PLYWOOD, DECK	79.18			
006607	08/18/2017	MINISTER OF FINANCE <i>(Landline Phones)</i>	305.38	A/P	OUT-STD	08/18/2017
	11386812JUL17	WS-SOURCE-PUMP STATION	136.39			
	19002807JUL17*	SCD-DISPOSAL-OLD BAY WWTP	168.99			
006608	08/18/2017	N. B. ELECTRIC POWER	1,908.32	A/P	OUT-STD	08/18/2017
	53123617AUG17	SCD-STS- DECHLORINATION CHAMI	111.39			
	53158875AUG17	SCD-STS-BUDD AVE. LIFT STATION	1,563.01			
	54807440AUG17	WS-STS-158A MILLTOWN BLVD.- LIF	29.11			
	56356048AUG17	SCD-STS- 18 RIVERSIDE DR.- LIFT S	30.61			
	61236008AUG17	WS-STS-BUDD AVE- LIFT STATION	174.20			
006609	08/18/2017	NORQUIP SUPPLY LTD.	371.31	A/P	OUT-STD	08/18/2017
	9567	SCD-#4- ANGLE JOYSTICK CONTRO	371.31			
006611	08/18/2017	RESEARCH & PRODUCTIVITY COUNCIL	4,570.96	A/P	OUT-STD	08/18/2017
	201511	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	201650	WS-SOURCE- WATER ANALYSIS	413.21			
	202362	WS-SOURCE- WATER ANALYSIS	261.46			
	206040	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	206085	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	206675	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	206954	WS-SOURCE- WATER ANALYSIS	413.21			
	206956	WS-SOURCE- WATER ANALYSIS	289.48			
	206972	WS-SOURCE- WATER ANALYSIS	275.47			
	207346	WS-SOURCE- WATER ANALYSIS	413.21			
	207354	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	207955	WS-SOURCE- WATER ANALYSIS	413.21			
	208282	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	208508	WS-SOURCE- MICRO EXAM OF WAT	982.82			
	208809	WS-SOURCE- WATER ANALYSIS	268.47			
	209100	WS-SOURCE- WATER ANALYSIS	261.46			
	209122	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	209195	WS-SOURCE- MICRO EXAM OF WAT	72.37			
006612	08/18/2017	RICHARD PIERCE LTD.	523.25	A/P	OUT-STD	08/18/2017
	JUN72017	WS-TRANS&DIST-BACKFLOW PREV	523.25			
006613	08/18/2017	SOURCE ATLANTIC	551.37	A/P	OUT-STD	08/18/2017
	2818224	WS-TRANS&DIST-CLOTHING ALLOW	212.75			
	2618314	WS-TRANS&DIST-GRAY LENS GLAS	95.12			
	2618316	WS-TRANS&DIST-PAINT INVERTED	36.51			
	2632785	WS-TRANS&DIST- CLOTHING ALLOW	206.99			
006614	08/18/2017	SOUTHERN SANITATION LTD.	113.85	A/P	OUT-STD	08/18/2017

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Number	Issued		Amount	SC	Status	Status Date
	157020	WS-BUDD AVE- GARBAGE COLLEC1	113.85			
006615	08/18/2017	STATIONERY PLUS	947.24	A/P	OUT-STD	08/18/2017
	11704	WS-SOURCE- BINDERS, INDEX TAB:	75.31			
	11799*	WS/SCD-TOWNHALL-REPORT COVE	1.95			
	15548	WS-SOURCE-PENS, BINDERS, CORI	65.22			
	15629	SCD-DISPOSAL-FLASH DRIVE	17.24			
	15953*	WS/SCD-TOWN HALL-BINDING CASI	83.19			
	16131*	WS/SCD-TOWN HALL- NOTEBOOK	3.57			
	16250*	WS/SCD-TOWN HALL- RUBBER BAN	28.50			
	16355*	WS/SCD-TOWN HALL- PAPER, BULL	8.61			
	16372*	WS/SCD-TOWN HALL- CHAIR	115.00			
	16501	WS-SOURCE- LASER TONERS	444.77			
	16627*	WS/SCD-TOWN HALL-BINDERS, FOL	10.38			
	16876*	WS/SCD-TOWN HALL- LEADS,BOOK	93.50			
006616	08/18/2017	THE PANEL SHOP	7,614.10	A/P	OUT-STD	08/18/2017
	ITPS002173	SCD-DISPOSAL- BACK UP POWER F	3,587.03			
	ITPS002174	SCD-DISPOSAL-PRESSURE TRANSI	4,027.07			
006617	08/22/2017	N. B. ELECTRIC POWER	4,534.75	A/P	OUT-STD	08/22/2017
	36869807AUG17	WS-3-119 MAXWELL XING BLDG	766.90			
	50228902AUG17	WS-MAXWELL XING-PUMPS	648.34			
	53473043AUG17	WS-SOURCE-CHLORINE RESIDUAL	28.21			
	61224002AUG17	SCD-ST5-358A MILLTOWN BLVD-LIF	385.62			
	61230004	WS-MAXWELL XING-PUMPS	2,287.80			
	76139807AUG17	SCD-ST5-54 RIVERSIDE DR-LIFT ST.	45.64			
	82291006	WS-SOURCE-RESERVOIR	141.24			
	84934906AUG17	SCD-ST5-6-58A RIVERSIDE DR LIFT	81.72			
	84943406AUG17	WS-ST5-TODD HILL RESERVOIR	149.28			
006618	08/22/2017	PUROLATOR COURIER LTD.	90.72	A/P	OUT-STD	08/22/2017
	434177692	WS-SOURCE-TO HYPERION RESEA	90.72			
006619	08/23/2017	N. B. ELECTRIC POWER	75.10	A/P	OUT-STD	08/23/2017
	61204006AUG17	SCD-DISPOSAL-2-216 KING ST. LIFT	75.10			
006620	08/30/2017	BELL MOBILITY INC.	790.31	A/P	OUT-STD	08/30/2017
	523889487SEP17UTI	WS/SCD-CELL PHONE CHARGES	790.31			
006621	08/30/2017	BRENNTAG CANADA INC.	5,503.94	A/P	OUT-STD	08/30/2017
	40687110	WS-SOURCE-EMPTY CHLORINE CYI	-3,680.00			
	40760519	WS-SOURCE-EMPTY CYLINDERS RI	-3,680.00			
	40760825*	SCD-DISPOSAL-SULPHUR DIOXIDE	4,460.42			
	40761015	SCD-DISPOSAL-CHLORINE CYLINDE	-3,680.00			
	40764988	SCD-DISPOSAL- CHLORINE, CYLINC	5,647.94			
	40772060	SCD-DISPOSAL-CHLORINE CYLINDE	6,435.58			
006622	08/30/2017	MINISTER OF FINANCE	75.00	A/P	OUT-STD	08/30/2017
	850392*	WS-MAXWELLXING-BPV ANNUAL <i>Fee</i>	75.00			
006623	08/30/2017	N. B. ELECTRIC POWER	14,168.32	A/P	OUT-STD	08/30/2017
	52557428AUG17	SCD-218OLDBAYRD-WWTP	14,168.32			
006624	08/30/2017	PITNEY WORKS	2,242.91	A/P	OUT-STD	08/30/2017
	AUG132017*	WS/SCD-TOWNHALL-POSTAGE MET	2,242.91			
006625	08/30/2017	Ron Cleghom	58.62	A/P	OUT-STD	08/30/2017
	CLOTHINGALLOW	SCD-DISPOSAL-CLOTHING ALLOWA	58.62			
006628	08/30/2017	SCOTIA TECH	3,404.00	A/P	OUT-STD	08/30/2017

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Number	Issued		Amount	SC	Status	Status Date
	13909	WS-SOURCE-WATER METERS	3,404.00			
006627	08/30/2017	SERVICE NEW BRUNSWICK	306.86	A/P	OUT-STD	08/30/2017
	1007877	WS/SCD-UTILITY-PAYMENT ACCEP	107.76			
	1017720	WS/SCD-UTILITY-PAYMENT ACCEP	199.10			
006628	08/30/2017	BRIAN MOFFATT, <i>(Utility Overpayment Refund)</i>	152.80	A/R	OUT-STD	08/30/2017
006629	08/30/2017	LARRY GARDNER <i>(Utility Overpayment Refund)</i>	1,043.93	A/R	OUT-STD	08/30/2017
006630	08/31/2017	MARITIME BLOWER REPAIR INC	1,473.33	A/P	OUT-STD	08/31/2017
	4525	SCD-DISPOSAL-SERVICE CALL	1,473.33			
006631	08/31/2017	PETTY CASH	32.20	A/P	OUT-STD	08/31/2017
	JULY2017*	WS-TRANS&DIST-LUMBER	32.20			
Cheque Totals Issued:			144,883.35			
Void:			0.00			
Total Cheques Generated:			144,883.35			
Total # of Cheques Listed:			54			

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RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

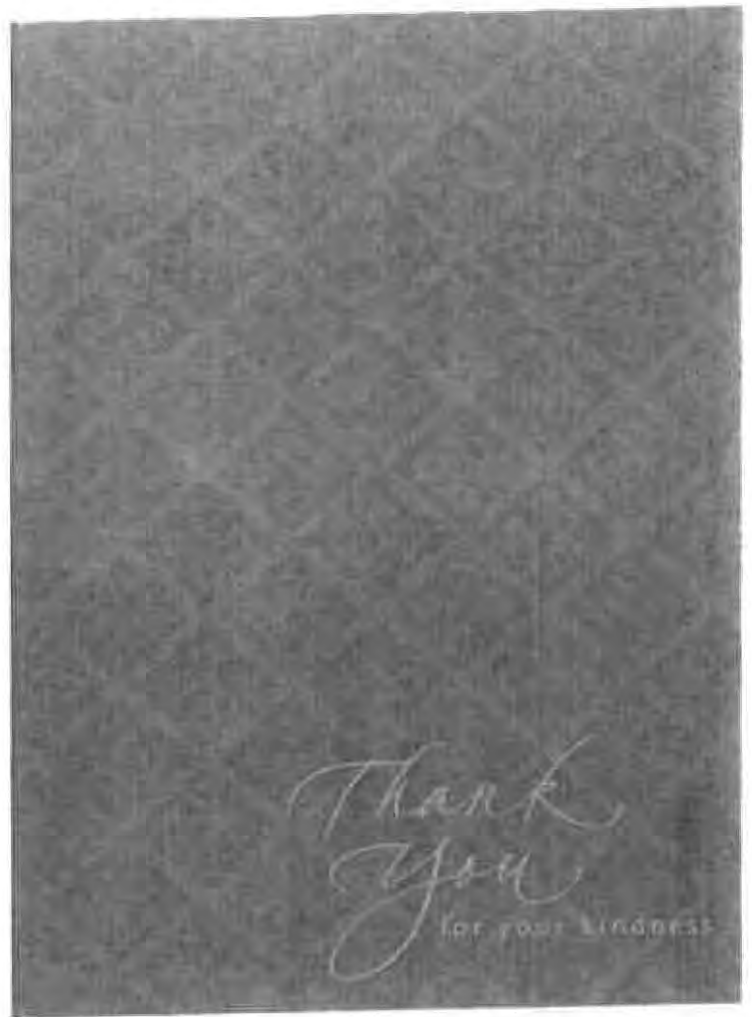
SECONDED BY: _____

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

Sentimental
STUDIOS

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Dear JAD Campbell
Scholarship Committee,

Thank you so much
for awarding me with
this scholarship. I am
extremely grateful
and plan to work very
hard this year at
Acadia University.

Sincerely,

Rhea Davis



Thank You

Mayor Allan, Council & Staff

Please convey my sincere thanks
to Council & Staff for the donation
to the Civic Center in Judy's memory.

The Center was supported by Judy
from the beginning and we are
gratified by its success and
continued support by the Town

Sincerely,
Fred

RESOLUTION NO.: _____

DATE: September 25, 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 September 13, 2017 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 13, 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* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

It was MOVED by Councillor Hyslop and SECONDED by Councillor Harding that the above-noted nine (9) items, along with one (1) additional Financial Matter, 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; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Acting Chief Administrative Officer Lee Johnson.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Parker and SECONDED by Deputy Mayor Carr 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 – There was no report this month.

- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Debenture Application – The memo from the Treasurer dated September 8, 2017 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 25, 2017 to apply to the Municipal Finance Corporation for long term financing for sidewalks and streets rehabilitation.
- (iv) Cheque Register for month of August 2017 - The memo from the Assistant Treasurer dated September 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, September 25, 2017

POLICE AND FIRE - Chaired by Councillor Harding

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

In the absence of Sergeant Peter Stubbs who was on vacation, Corporal Scott MacKenzie was in attendance. In addition to Sergeant Stubbs' report, Corporal MacKenzie advised that the speed trailer had recently been set up at the High School and Middle School and was quite effective.

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

Councillor Hyslop commended the Fire Department on their assistance with the Blue Rodeo concert.

- (iii) Fire Department – Rescue Truck – The memo from the Fire Chief dated September 7, 2017 was received and reviewed.

Council directed the Fire Chief, through the Treasurer, to proceed with G LeBlanc Fire Truck Repair Ltd. of Notre-Dame, NB, to repair the corrosion and install two rear seats on the rescue truck, budgeted in 2017.

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

Council directed the Clerk to ask the By-Law Enforcement Officer to check with the Building Inspector to see whether or not any by-laws that he is responsible for would not permit someone from living in a baby barn as outlined in the report.

As noted in the By-Law Enforcement Officer's report, a complaint was received with respect to tall grass, and Council agreed with Councillor Harding that a by-law should be drafted at some point in the future to address tall grass.

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 – There was no report this month.

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.
- (ii) Garcelon Civic Center Report – There was no report this month.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The report from Alex Reid, Events Development Coordinator, was received and reviewed.
- (ii) Volunteer Road Toll – The request from the Charlotte County Ground Search and Rescue Team was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 25, 2017 granting permission to hold a fundraising road toll in September or October.
- (iii) Request to Hold Event – The letter from the Executive Director, St. Croix International Waterway Commission, was received and reviewed.

Council directed the Clerk to contact the Executive Director to confirm whether or not they are working together with Picaroon's for the Beer Garden, as well as to advise that the Farmers' Market must submit a request to operate the market on October 14 as the Council resolution approved the operation of the Friday markets to September 29, 2017

If the St. Croix International Waterway Commission is in fact working with Picaroon's and the Farmers' Market submits their request, then Council will consider a motion at its next Regular Session on Monday, September 25, 2017 to grant permission to hold a beer garden at the Town Square on Saturday, October 14, 2017 with music between 6:30 p.m. and 10:30 p.m. and permission for the Farmer's Market to operate from 10:00 a.m. – 2:00 p.m. on the waterfront.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

It was noted that with respect to the "Sanitary Sewer Renewal and Combined Sewer Separation (Thompson Avenue & Springwood Court) – Project No. 175358, the construction started on August 28, rather than September 28 as outlined in the report.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:50 p.m. and returned to open session at 7:40 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Parker that the meeting adjourn at 7:40 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 13, 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* – seven (7) items
2. Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) 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 – No report this month.
- (ii) Report of the Finance Department
- (iii) Debenture Application – Memo from Treasurer dated September 8, 2017 attached.
- (iv) Cheque Register for month of August 2017 – Memo from Assistant Treasurer dated September 1, 2017 with attachment:
 - Cheque Register

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Fire Department – Rescue Truck – Memo from Fire Chief dated September 7, 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 – No report this month.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
- (ii) Garcelon Civic Center Report – No report this month.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
- (ii) Volunteer Road Toll – Request from President, Charlotte County Ground Search and Rescue Team dated August 12, 2017 attached.
- (iii) Request to Hold Event – Letter from Executive Director, St. Croix International Waterway Commission, received September 11, 2017 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

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

COMMITTEE MEETING
THURSDAY, SEPTEMBER 21, 2017 @ 4:00 P.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; Town Treasurer Tim Tozer (left meeting at 4:45 p.m.); and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Parker and **SECONDED** by Councillor Wheaton that the agenda be approved with one (1) additional Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*.

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* – two (2) items

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Hyslop that the above-noted two (2) items, along with one (1) additional Labour and Employment Matter, 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 5:20 p.m., at which time it was **MOVED** by Councillor Parker and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 5:20 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
THURSDAY, SEPTEMBER 21, 2017 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

(i) Labour and Employment Matter – Section 10.2(4)(j) of the New Brunswick *Municipalities Act* – two (2) items

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of August 2017 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services.

Memo

To: Lee Johnson, CAO

From: Tim Tozer, Treasurer

Date: 07 September 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 32 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 122 employees).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Month end completed to November 30, 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) Committee Meeting-August 16, 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 July 31, 2017
- C) Capital budget-In Progress.
- D) 2016 and 2017 month ends and working papers for audit **(Due to timing and internal workload levels we are currently using external assistance with the 2016 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)**-Complete.
- 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 August 2017

Lee Johnson, Director of Operations, Sept. 05, 2017

1: **Water system:**

- a) Repaired 3 Gate valves
- b) Repaired 1 Water Main.
- c) Repaired 4 Water Laterals.

2: **Streets:**

- a) Swept Streets and Parking Lots.
- b) Repaired Concrete Sidewalk.
- c) Patched Water cuts and pot holes.
- d) Repaired Lawns.

3: **Waste Water:**

- a) Flushed 1 Sewer Main.
- b) Replaced Chlorine Induction Unit.
- c) Videoed 5 Sewer Laterals.

4. **Project Updates:**

September 5, 2017

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

Underground utilities are complete and the contractor is currently working on disinfecting the water main. Curb is complete on Pinewood, Centre Street and the lower end of Elm Park. Crews are currently preparing the base for the remaining curb, which is expected to be poured next week, weather permitting. 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

Water main has been installed to approximately Civic #241. Water Main on Watson has not yet been completed. Once the water main on Milltown Boulevard is complete, tested, commissioned and the old existing mains are decommissioned, several sections of sanitary sewer will be replaced in areas that were previously impeded by the existing (active) water mains. 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. Curb is 95% complete with only a few short sections left to install. Crews are currently spreading topsoil for lawn restoration and preparing for asphalt reinstatement, as well as the widened parking areas.

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

Construction started on September 28. The sanitary sewer has been completed between Prince William Street and Garden Street.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. August 2017

Parks

- The Skate Park has now been completed. I am working on a Rules Sign to have erected at the site.
- Continue to work on Playground study
- Assisted Community Group with Project Play application
- Continue to maintain ball and soccer fields
- Busy helping prepare for NB Day
- Had some work done along waterfront trail

Pool

- Swim Team attended Provincials and our swimmers did very well
- The Pool shut down for the season on August 25th

Recreation

- The 6th Annual Fun Run went very well. We had over 125 runners participate
- Continue to work on Jumpstart applications
- Fall/Winter Brochure should be mailed out in early September

Other

- Working on 2017/2018 Ice Schedule
- Aces Hockey School
- Aces Training Camp
- Blue Rodeo Concert
- Assist library with issues, manage the cleaner for library and Public Washrooms
- Dealt with traffic light issues
- I have confirmed a concussion workshop for October 25th at the GCC with Dr. Jennifer Fletcher



Town of St. Stephen



Canada's Chocolate Town

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- CC Staff
- Jumpstart
- Alison Van Guelpen – Learn to Skate Program
- Project Play
- Kiwanis

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for August 2017

Alarms for August were: Town Alarms	6
Out of Town Alarms	3
Mutual Aid – Calais	1
Rural Fire	1
	11

Calls are described as being :

	# of Firefighters	# of Hours
1. Bylaw –campfire – 1	2	2
2. Motor Vehicle Accident 2	18	36
3. Assist Amb NB – Cardiac Arrest -1	10	15
Lift Assist 1	2	2
4. Smoke in a Building 2- air compressor	17	25
Pellet stove	8	12
5. Mutual Aid –Structure 2	31	74
6. Rescue -Trench 1	13	20
7. Structure 1	17	85

The Fire Department dispatched 62 calls for the month of August

Fire Department Activities for August :

1. Members attended the 200th Anniversary of the St. Andrews Fire Dept.
2. Set up Water Slides for NB Day and again for Chocolate Fest at the Milltown Elementary School.
3. Monthly Meeting of the Fire Department
4. Members attended the First Responder Ceremony during the St. George Blueberry Festival.

5. Members participated in the International Festival Parade.
6. Members helped out with the Blue Rodeo Concert.

Fire Chiefs Report

1. Monthly Meeting of the fire department
2. Monthly meeting of the Joint Health and Safety Committee
3. Monthly Meeting of Committee
4. Fire Chief worked 4 shifts as a relief driver
5. Helped out with the Blue Rodeo Concert.
6. NB Day water slides.
7. St. Andrews Fire Dept. 200 th Anniversary
8. St. George Blueberry Festival First Responders Recognition Ceremony
9. Had a surprise visit from the Minister of Public Safety, Denis Landry
10. Work Continues on the Fire department training grounds.
11. Work on the Self Contained Breathing Apparatus continues.
Recommendation possibly next month.

TOWN of ST. STEPHEN

By-Law Enforcement

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

August REPORT

2017

To: CAO – Town of St. Stephen

Please find enclosed my report for August By-Law – Enforcement. We handled 19 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (1)	Assist water dept. with shut off	<i>Were unable to find valve will return at a later date</i>
Assist General Public (7)	<i>Report of a person living in a baby barn</i> <i>Complaint of dumpster at Briggs Plumbing.</i>	This person owns the land so nothing can be done at this point. This has been an ongoing issue and hopefully we have it rectified.
	<i>Person called inquiring about hedge setback</i>	Info. Was passed onto him

<p>Dog Complaints (3)</p>	<p><i>Complaint of dogs running at large on Riverside drive intimidating other dogs.</i></p> <p><i>Spoke with the SPCA with regards to an ongoing investigation</i></p> <p><i>Also notified complainant of this matter</i></p>	<p>Spoke to complaint and she just wants the owner to be spoken too.</p> <p>Spoke with the owner and he informed us that the dogs would be tied.</p> <p>They will check into this and get back to me.</p> <p>Ongoing</p>

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REPORT OF THE ANIMAL CONTROL OFFICER

**I responded to all complaints and patrolled the Town daily. All were resolved.
No animals were picked up this month.**

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

BUILDING INSPECTION 2017	2017	2016	2017	2016	2017	2016	2017
AUGUST							
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value
TYPE OF CONSTRUCTION	Pres. Mth	Prev.Yr	Pres. Mth	Prev.Yr Mth	Present Year	Previous Year	Present Year
New Residential	2	N/A	\$102,000.00	N/A	16	N/A	\$721,700.00
Residential Renos/Additions	4	N/A	\$11,800.00	N/A	33	N/A	\$940,100.00
New Com/Indus/Instit.	0	N/A	\$0.00	N/A	2	N/A	\$6,000.00
Com./Indus./Inst. Renos	4	N/A	\$265,260.00	N/A	13	N/A	\$1,474,260.00
Institutional	0	N/A	\$0.00	N/A	5	N/A	\$184,000.00
Demolition	0	N/A	\$0.00	N/A	11	N/A	\$126,290.50
TOTALS	10	N/A	\$379,060.00	N/A	80	N/A	\$3,452,350.50
	Cur. Mth						
Demolition Permits	0	N/A					
Stop Work Orders Issued	0	N/A					
Site Inspections	7	N/A					
Electrical waivers issued	1	N/A					
Active Unsightly Premises	2	N/A					
Sign Permits	3	N/A					

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police August 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
August 2017**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **August 1st, 2017 to August 31st, 2017 inclusive**. During this time period, the RCMP responded to **298** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Abandoned Vehicles	1
Check stops	28
Driving while Disqualified or Licence Suspension – Provincial/Territorial	1
Fail to Stop or Remain at Accident Scene	3
Impaired Operation/over 80 mg% of Motor Vehicle	1
Non-Moving Traffic Occupant Restraint/Seatbelt Violations – Provincial /Territorial	1
Off-Rove Vehicle Act – Offences Only	3
Other Moving Traffic Violations – Provincial/Territorial	4
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable	7
Traffic Tickets	24
Traffic Warnings.....	0

PROVINCIAL STATUTES:

Coroner's Act – Sudden Death/Other Activities	2
Intoxicated Persons Detention Act – Other Activities	2
False/Abandoned 911	1
Fire Prevention Act – Other Activities	1
Mental Health Act – Other Activities	1

CRIMINAL CODE:

Assault.....	2
Assault with weapon or causing bodily harm.....	1
Break and Enter – Business.....	1
Break and Enter – Residence.....	3
Distribute intimate image without consent.....	1
Disturbing the peace/Causing a disturbance.....	1
Fail to comply probation order.....	1
Fraud (money/property/security) less than or equal to \$5000.....	2
Mischief – Damage to, or obstruct enjoyment of property.....	5
Other theft under \$5000.....	3
Theft of car/truck.....	2
Uttering threats against a person.....	2

OTHER FEDERAL STATUTES:

Customs Act – Other Activities.....	1
Non-Smokers Health Act – Other Activities.....	1
Possession – Schedule II: Cannabis/Synthetic Preparations.....	1
Possession – Schedule VIII: Cannabis Marihuana – 30 grams or less.....	3
Production – Schedule II: Cannabis Marihuana.....	1
Trafficking – Schedule II: Cannabis.....	1

OTHER INVESTIGATIONS:

Animal Calls.....	2
Assistance to Canadian Federal Dept/Agency.....	4
Assistance to Canadian Police (non-RCMP) Agency.....	3
Assistance to Canadian Provincial/Territorial Dept/Agency.....	2
Assistance to General Public.....	4
Crime Prevention.....	3
False Alarms.....	10
Items Lost/Found except passports.....	3
Municipal Bylaws – Other.....	1
Person Reported Missing.....	4
Police Certificates/Letters.....	118
Suspicious Person/Vehicle/Property.....	4
Unfounded.....	24
Wellbeing Check.....	4

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

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

AMENDED

ST. STEPHEN FIRE DEPARTMENT – 1953 MACK FIRE TRUCK

THAT Resolution # 190/17 as stated in the Minutes of August 28, 2017, which reads

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. **CARRIED**

shall be amended by correcting the vendor's name from "Lawson" to "Lawton", which shall now read:

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 Lawton 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: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

APPLICATION FOR FINANCING – GENERAL FUND

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$200,000 (two hundred thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u> Sidewalks and Streets Rehabilitation	<u>\$200,000</u>	10 Years

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue Team to hold a fundraising road toll on Union Street (between School and Main Streets) on Saturday, September 30, 2017 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, October 7, 2017 between the hours of 9:00 a.m. and 5:00 p.m.

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – BEER GARDEN AND FARMERS’ MARKET

THAT the Council of the Town of St. Stephen grants permission to the St. Croix International Waterway Commission (SCIWC) to hold a beer garden at the Town Square on Saturday, October 14, 2017 beginning at 5:30 p.m., with music between 6:30 – 10:30 p.m., contingent on receipt by the Town of the SCIWC’s Certificate of Insurance.

AND THAT the Council further grants permission to the St. Stephen Farmers’ Market to operate from 10:00 a.m. – 2:00 p.m. on the waterfront on Saturday, October 14, 2017 as part of the various events planned by the SCIWC, and based on the expectations outlined in the letter dated April 12, 2017 from the former Town’s Chief Administrative Officer to the President of the Market.

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

SERVICE NEW BRUNSWICK - SERVICE AGREEMENT # 17-021

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a three (3) year Service Agreement # 17-021 with Service New Brunswick, in the form of agreement presented to Council, to process various municipal payments retroactive to July 1, 2017 and expiring on June 30, 2020.

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 3 (TOSS17-06)

THAT the Council of the Town of St. Stephen hereby awards the bid of \$7.35 (seven dollars and thirty-five cents) per household, per month, including HST for Zone 3, as defined in the tender, being the low bid of the two (2) bids received, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 3 for the period November 1, 2017 to October 31, 2020.

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

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

ACCOUNTS PAYABLE MANAGER - JOB DESCRIPTION AND RECOMMENDATION

THAT the Council of the Town of St. Stephen approves the attached job description for the new position of Accounts Payable Manager.

AND THAT Kimberly Ste Marie be offered the position of Accounts Payable Manager at the same rate of compensation as her former position, Assistant Treasurer, effective September 26, 2017.



Job Description
The Town of St. Stephen
Finance and Administration

Job Title:	Accounts Payable Manager
Job Type:	Full-Time, Non-Union
Reports To:	Treasurer and Assistant Treasurer

Job Purpose

The Accounts Payable Manager will be self-directed, have strong organizational skills and accurate data entry skills to produce results for a fast-paced support department. The Accounts Payable Manager is responsible for leading and providing timely and accurate recording and processing of invoices for the payment of Town expenditures. They will work with the Treasurer and Assistant Treasurer to provide accurate information to Council, including analysis, budgeting, forecasting and preparing financial reports. The Accounts Payable Manager will aid the Treasurer and Assistant Treasurer in managing the Town's accounting functions, including establishing policies, practices, and procedures, and reporting to Council. The Accounts Payable Manger will maintain the Town's accounts payable systems, make recommendations and implement changes as required by the Treasurer or Assistant Treasurer.

Duties and Responsibilities

- Process and monitor the entry and payment of invoices, ensuring proper approval and general ledger coding;
- Respond to vendor requests;
- Investigate and resolve discrepancies with payments;
- Organize and maintain accurate electronic and paper files;
- General Ledger account analysis and journal entries as required;
- Working with the Treasurer and Assistant treasurer on monthly closing procedures for all funds;
- Reconciliations of funds received and fund deposits;
- Working with the Treasurer and Assistant treasurer on banking relationships;
- Assist with reception services;
- Working with the Municipal auditors preparing working papers, documents and gathering information for yearend;
- Working with the Treasurer, Assistant Treasurer, Department Heads and Council to prepare the annual operating and capital budgets;
- Prepare monthly reporting to Council;
- Oversee, schedule and provide guidance to staff as required;

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

Certification and Approval

Employee and Supervisor Certification

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

Approved By:	
Date Approved:	
Updated:	

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

EMPLOYMENT AGREEMENT – THE TOWN AND FRANK GODSOE

WHEREAS the Council of the Town of St. Stephen and Frank Godsoe have negotiated an Employment 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 an Employment Agreement between The Town of St. Stephen and Frank Godsoe of St. Stephen, NB for the position of Assistant Treasurer commencing September 26, 2017, and in the form of agreement presented to Council.

RESOLUTION NO.: _____

DATE: September 25, 2017

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.