

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 27, 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) Teed Saunders Doyle & Co. – Presentation of 2016 Audited Financial Statements.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 23, 2017
 - (b) Special Council Meeting – November 6, 2017
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION
 - (a) Thank you card from the family of Eugene Russell.
 - (b) Thank you card from Dianna Fraser
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 – November 15, 2017
 - (b) Committee of Council Meeting – November 6, 2017
 - (c) Committee of Council Meeting – November 22, 2017

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.12 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Second Reading – Reading in its Entirety
- (b) By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, “A By-Law Respecting Water and Sewer Rates and Charges” – First Reading – Short Title Only
- (c) By-Law No. W-2.1 – A By-Law to Amend By-Law No. W-2, “A By-Law Related to Water and Sewer Systems” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) 2016 Audited Financial Statements
- (c) Change of Date: December 2017 Regular Town Council Meeting
- (d) The Bank of Nova Scotia Signing Authorities
- (e) Royal Bank of Canada Signing Authorities
- (f) Credit Card Limit Increase – Garcelon Civic Center
- (g) Approval of Event – Holiday Lamppost Decorating Contest
- (h) Approval of Events – Christmas Planning Committee
- (i) Amended Job Description – Assistant Treasurer
- (j) Sick Leave Bank – Canadian Union of Public Employees (CUPE), Local 770
- (k) Water & Sewer Service Policy

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on October 23, 2017 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 23, 2017 @ 7:00 P.M.

1. **PRAYER**

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

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

225/17 **THAT** the Agenda be unanimously approved with one (1) addition: motion to move into Closed Session, after the Question Period, to discuss one (1) Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Harding

226/17 **THAT** the Minutes of the Regular Council meeting held on September 25, 2017 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 227/17 THAT the Minutes of the Special Council meeting held on October 16, 2017 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 228/17 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2017 be received. **CARRIED**

PAID BILLS

Moved by Councillor Parker
Seconded by Councillor Chisholm

- 229/17 THAT the paid bills in the amount of \$2,004,825.93 (two million, four thousand, eight hundred and twenty-five dollars and ninety-three cents) be received. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEES MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 230/17 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 October 11, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 231/17 THAT the Minutes of the Committee of Council meeting held on September 25, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 232/17** THAT the Minutes of the Committee of Council meeting held on October 2, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Councillor Parker

- 233/17** THAT the Minutes of the Committee of Council meeting held on October 18, 2017 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 234/17** THAT the following staff reports for the month of September 2017 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

BY-LAW NO. A-7.12 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – FIRST READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 235/17** THAT leave now be given to introduce a by-law entitled By-law No. A-7.12 – "A By-law to Amend By-law No. A-7, 'A By-law to Impose a Special Business Improvement Levy'" - for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Parker

- 236/17** THAT the Royal Canadian Mounted Police September 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

TOWN GRANT – OPERATION CHRISTMAS JOY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

237/17 THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$204.00 (two hundred and four dollars) to Operation Christmas Joy to be applied to the rental cost of the Garcelon Civic Center for its fundraising auction which will be held on November 4, 2017, during the St. Stephen Aces hockey game, and for which proceeds assist with the purchases of clothing and toys for local children. **CARRIED**

ST. STEPHEN FIRE DEPARTMENT – AIR BAG LIFTING SYSTEM

Moved by Councillor Harding
Seconded by Councillor Wheaton

238/17 THAT the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$11,050.00 (eleven thousand and fifty dollars), plus HST, for the purchase of an Air Bag Lifting System from Micmac Fire & Safety Source Ltd. of Dartmouth, Nova Scotia.

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

SIGNAGE – ELM STREET NATURE PARK

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

239/17 THAT the Council of the Town of St. Stephen grants permission to the Elm Street Nature Park Society to erect the following three (3) signs on various existing signs in order to promote the location of the park:

- (i) King Street on the west side of the street just past Subway;
- (ii) King Street on the east side of the street just past McNay's; and
- (iii) Queen Street West on the south side of Lindsay Lane.

AND THAT the signage referred to above will be the same design and size as placed last year on Queen Street West and Elm Street. **CARRIED**

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION (TRANE ATLANTIC)

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

240/17 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and TRANE Atlantic in order to process any future purchases by the Town from the said company.
CARRIED

AWARDING OF TENDER: 2018 WHEEL LOADER; 2017 LOADER MOUNTED SNOWBLOWER; AND 108" NEW PICKUP BROOM - TENDER # TOSS17-07

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

241/17

THAT of the four (4) tenders received, the low tender from Maritime Case Ltd. of Hanwell, NB, for the following equipment be accepted:

- 2018 Wheel Loader in the amount of \$245,950.00 (two hundred and forty-five thousand, nine hundred and fifty dollars), plus HST;
- 2017 Loader Mounted Snowblower in the amount of \$117,685.00 (one hundred and seventeen thousand, six hundred and eighty-five dollars), plus HST; and
- 108" New Pickup Broom in the amount of \$27,380.00 (twenty-seven thousand, three hundred and eighty dollars), plus HST. **CARRIED**

SCHOOL CROSSWALK GUARDS – HOURLY WAGE RATE

Moved by Councillor Chisholm

Seconded by Councillor Harding

242/17

THAT the Council of the Town of St. Stephen approves a \$1.00 (one dollar) per hour wage increase for both Crosswalk Guards, located at the St. Stephen Elementary School and the Milltown Elementary School, retroactive to September 5, 2017 and as outlined in the 2017 General Operating Fund Budget. **CARRIED**

OFFICE SPACE AGREEMENT – 120 MILLTOWN BOULEVARD

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

243/17

THAT the Council of the Town of St. Stephen accepts the agreement from Future St. Stephen (St. Stephen Development Board Inc.); St. Stephen Area Chamber of Commerce; Business Improvement Area (BIA); and Chocolate Fest to rent office space in the town-owned building located at 120 Milltown Boulevard and in the form presented to Council at its closed session on Wednesday, October 11, 2017 as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND THAT the effective rental date for Future St. Stephen (St. Stephen Development Board Inc.) and the St. Stephen Area Chamber of Commerce is retroactive to October 1, 2017.

AND FURTHER THAT the effective rental date for the Business Improvement Area (BIA) and Chocolate Fest is November 1, 2017. **CARRIED**

CONFIDENTIALITY AGREEMENT – RICHARD FULTON

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

244/17

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Confidentiality Agreement, in the form presented to Council, between The Town of St. Stephen and Richard Fulton of the St. Stephen Development Board Inc., retroactively to October 10, 2017, as a result of his involvement with confidential files. **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.

OUT-OF-PROVINCE TRAVEL: FIREFIGHTERS

Moved by Councillor Chisholm

Seconded by Councillor Harding

245/17

THAT the Council of the Town of St. Stephen approves the out-of-province travel for two (2) firefighters, Bill Euloth and Jason Giddens, to attend a Leadership Seminar at The Debert Hospitality Centre, Debert, Nova Scotia, on October 28 – 29, 2017.

CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a Regional Service Commission recycling meeting.
- Attended the Foster Parent Awareness flag raising ceremony.
- Attended the Chamber of Commerce Business Gala.
- Attended a Business Improvement Area meeting.

Councillor Hyslop

- Received many calls and e-mails.
- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Attended a Canada 1st Basketball Committee meeting and a consultant has been hired.
- Will be attending the Charlotte County Museum annual general meeting.

Councillor Parker

- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Received many calls and e-mails.

Councillor Wheaton

- Attended all Town meetings.
- Attended several Chocolate Museum meetings and the museum is in the process of filling the position of Manager/Director.
- Participated in the "Terry Fox Walk" at the St. Stephen Elementary School.
- Attended a "100th Birthday Party" for a lovely lady, Thelma Flewelling.
- Attended Chocolate Fest meetings.
- Attended Christmas Events meetings.
- Volunteered at the Charlotte County Hospital Foundation Fundraiser Radiothon.
- Attended the Chamber of Commerce Business Gala.
- Participated in Family Resource Centre interviews.
- Volunteered at the Lions Club's Hunters' breakfast.
- Attended the Poor Boy supper.

Councillor Harding

- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Had lunch with Sergeant Peter Stubbs.
- Attended Trudy Higgins' retirement reception from Home Support Services.
- Received many calls with respect to the Town's by-laws.

Councillor Chisholm

- Attended all Town meetings.
- Met with Richard Fulton and events team at the Garcelon Civic Center.
- Spoke with John Hyslop and Bob Sweeney with respect to crowd control at the Aces hockey games.
- Had two meetings with Mike O'Connell.
- Met with Ed Zammit with respect to the Elm Street Nature Park.
- Toured the Elm Street Nature Park recently and commended the volunteers for their great work.

Mayor MacEachern

- Participated in the Charlotte County Hospital Foundation Fundraiser Radiothon.
- Attended the Chamber of Commerce Business Gala.
- Attended the Country Music Awards ceremony.
- Attended the Canada 150 Heritage announcement.
- Participated in the Walk to Remember.
- Attended Thelma Flewelling's 100th birthday celebration.
- Attended the Gas Tax Fund announcement for upgrades to the Southwest New Brunswick Service Commission's solid waste facility.
- Attended the Business Improvement Area annual general meeting.
- Attended Provincial Emergency Measures Organization meetings.
- Very concerned with the lack of response to the fire alarm by the people who attended a recent Aces hockey game, and plans to meet with the Fire Chief and Councillor Harding.

16. QUESTION PERIOD

There were no questions from the public or from Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, and Derwin Gowan, reporter with the *Telegraph-Journal*.

17. CLOSED SESSION

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

246/17 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Labour and Employment Matter as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*. **CARRIED**

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

247/17 **THAT** the meeting adjourn at 7:50 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 23, 2017 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – September 25, 2017
 - (b) Special Council Meeting - October 16, 2017
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – October 11, 2017
 - (b) Committee of Council Meeting – September 25, 2017
 - (c) Committee of Council Meeting – October 2, 2017
 - (d) Committee of Council Meeting – October 18, 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
- (f) Development / Property Management Office
- (g) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.12 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – Operation Christmas Joy
- (c) St. Stephen Fire Department – Air Bag Lifting System
- (d) Signage – Elm Street Nature Park
- (e) Town of St. Stephen – Commercial Credit Application (TRANE Atlantic)
- (f) Awarding of Tender: 2018 Wheel Loader; 2017 Loader Mounted Snowblower; and 108” New Pickup Broom – Tender # TOSS17-07
- (g) School Crosswalk Guards – Hourly Wage Rate
- (h) Office Space Agreement – 120 Milltown Boulevard
- (i) Confidentiality Agreement – Richard Fulton
- (j) Out-of-Province Travel: Firefighters

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on November 6, 2017 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 6, 2017 @ 4:30 P.M.

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

248/17 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – TURNING THE CORNER COMMUNITY SPACE – PROJECT NO. 17-6504

Moved by Councillor Harding

Seconded by Councillor Wheaton

249/17 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$20,000.00 (twenty thousand dollars), plus HST, for the design of a masonry structure which will be the focal point of the park, complete with a patio constructed of unit pavers, a garden wall constructed of granite blocks from the former post office, concrete steps and overall site grading and lawns located on the former Milltown Post Office site.
CARRIED

**AWARDING OF TENDER: TURNING THE CORNER COMMUNITY SPACE –
PROJECT NO. 17-6504**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 250/17** THAT of the two (2) tenders received, the low tender of \$167,960.00 (one hundred and sixty-seven thousand, nine hundred and sixty dollars), including HST, from King Construction Ltd. of Hanwell, NB, for the design of a masonry structure which will be the focal point of the park, complete with a patio constructed of unit pavers, a garden wall constructed of granite blocks from the former post office, concrete steps and overall site grading and lawns located on the former Milltown Post Office site be accepted, with the understanding that the scope of construction will be reduced to approximately \$145,000.00 (one hundred and forty-five thousand dollars), including HST, to align with the original construction budget.

AND THAT the reduction will be achieved, in general, by deleting lawn restoration and unit paving. **CARRIED**

APPOINTMENT - CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

- 251/17** **WHEREAS** the Council of the Town of St. Stephen and Jeff Renaud have negotiated terms of an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen appoints Jeff Renaud as the Chief Administrative Officer for the Town of St. Stephen commencing November 14, 2017, and authorizes the Mayor and Town Clerk to execute the Employment Agreement between The Town of St. Stephen and Jeff Renaud in the form 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.

5. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

252/17 THAT the meeting adjourn at 4:35 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 6, 2017 @ 4:30 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) Dillon Consulting Limited – Agreement for Professional Services – Turning the Corner Community Space – Project No. 17-6504
 - (ii) Awarding of Tender: Turning the Corner Community Space – Project No. 17-6504
 - (iii) Appointment – Chief Administrative Officer

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2017 be received.

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

	Actual To Date For the Seven Months Ending July 31, 2017	Budget For the Year Ending December 31, 2017	Remaining	Percentage Used
Revenue				
Taxes	3,136,145	5,376,249	\$2,240,104	58%
Services Provided to Other Governments	114,201	223,920	109,719	51%
Sale of Services	307,969	502,854	194,885	61%
Other Revenue From Own Sources	149,526	182,833	33,307	82%
Unconditional Grants	949,010	1,626,871	677,861	58%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	628,014	1,179,723	551,709	53%
Total Revenue	5,284,865	9,096,650	3,811,785	58%
Expenditure				
General Government Services	587,918	1,015,665	427,947	58%
Protective Services	1,247,130	2,396,686	1,149,556	52%
Transportation Services	1,074,562	1,945,426	870,864	55%
Environmental Health Services	138,008	246,661	108,653	56%
Environmental Development Services	211,719	305,064	93,345	69%
Recreational and Cultural Services	966,946	1,869,246	902,300	52%
Fiscal Services	623,864	1,309,702	686,038	48%
Other	2,893	8,000	5,107	36%
Total Expenditures	4,852,840	9,096,650	4,243,810	53%
Surplus (Deficit)	\$432,025	\$0		

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

	<u>Actual To Date For the Seven Months Ending July 31, 2017</u>	<u>Budget For the Year Ending December 31, 2017</u>	<u>Remaining</u>	<u>Percentage Used</u>
Revenue				
Sale of Service	\$1,053,247	\$2,024,625	\$971,378	52%
Other Revenue From Own Source	114,337	200,300	85,963	57%
Other Transfers	60,279	138,066	75,787	44%
Total Revenue	<u>1,227,863</u>	<u>2,360,991</u>	<u>1,133,128</u>	52%
Expenditures				
Water Supply	589,738	1,140,096	550,358	52%
Sewerage Collection and Disposal	396,947	722,839	325,892	55%
Fiscal Services	390,852	498,056	107,204	78%
Total Expenditures	<u>1,377,537</u>	<u>2,360,991</u>	<u>983,454</u>	58%
Surplus (Deficit)	<u>(\$149,674)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$2,088,255.63 (two million, eighty-eight thousand, two hundred and fifty-five dollars and sixty-three cents) be received.

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

Visa:

AUGUST 2017

Derek O'Brien (Gen Gov't: Civic Relations, Office Furniture and Supplies, Community Events, Telephone Charge; Recreation: Sport Tourism Program Grant Expense; Civic Center: Monthly Galaxy Program Charge)	1,607.02
Barbara Tucker (Civic Center: Pool Cleaning Supplies, Pool Repairs Expense, Areal Equipment, Pool Training, Areal Cleaning Supplies, Office Supplies; Community Events: Supplies)	2,633.40

SEPTEMBER 2017

Allan MacEachern (General Gov't: Mayor Travel, Human Resources Travel Training)	467.47
Derek O'Brien (Gen Gov't: Advertising, Civic Relations; Civic Center: Monthly Galaxy Program Fee, Canteen Supplies)	4,910.91
Barbara Tucker (Civic Center: Office Supplies, Canteen Supplies, Event Supplies, Pool Training, Arena Maintenance and Repair)	1,808.16

Grand Total \$ 11,426.96

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

OCTOBER 2017

Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Elm Park - Project No. 16-4847, Cheque #1125)	\$	487,671.69
Fundy Contractors Limited (Construction - Water Main and Utility Renewal - Milltown Blvd - Project #17-5356, Cheque #1126)	\$	424,128.60
TerraEx Inc. (Construction - Sanitary Sewer Renewal & Combined Sewer Separation - Thompson Avenue and Springwood Court - Project No. 17-5358, Cheque #1127)	\$	29,877.50
	<u>\$</u>	<u>941,677.79</u>

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

October 2017

Volunteer Centre of Charlotte County, Inc. (2017 Income Distribution, Cheque #84)	\$	7,047.12
Total	\$	<u>7,047.12</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000024 dated between 10/01/2017 and 10/31/2017

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000023	10/26/2017 TOWN OF ST. STEPHEN 49000.00	49,000.00 49,000.00	A/P	OUT-STD	10/26/2017
	Cheque Totals Issued:	49,000.00			
	Void:	0.00			
	Total Cheques Generated:	49,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021085 dated between 10/01/2017 and 10/31/2017

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
020795	10/04/2017 MINISTER OF FINANCE WEEK402017 EMPLOYEE DEDUCTIONS-OCT 01-07/17	209.30 209.30	A/P	OUT-STD	10/04/2017
020796	10/04/2017 SHANNON MICHAEL WEEK402017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/04/2017
020797	10/11/2017 SHANNON MICHAEL WEEK412017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/11/2017
020798	10/11/2017 MINISTER OF FINANCE WEEK412017 EMPLOYEE DEDUCTIONS-OCT 08-14/17	209.30 209.30	A/P	OUT-STD	10/11/2017
020799	10/04/2017 ACCT #903240047015 SEPTEMBER2017 VOLUNTEER FIRE MEMBERSHIP DU	320.00 320.00	A/P	OUT-STD	10/04/2017
020800	10/04/2017 ACCT 8025-280 SEPTEMBER2017 LOCAL 770 UNION DUES-SEPTEMBE	1,304.25 1,304.25	A/P	OUT-STD	10/04/2017
020801	10/04/2017 AJW MECHANICAL LTD. 25918 RC-LIBRARY-HVAC REPAIRS	946.50 946.50	A/P	OUT-STD	10/04/2017
020802	10/04/2017 IRVING ENERGY DISTRIBUTION AND MARKETING 338226 TS-STG-DIESEL	1,697.24 1,697.24	A/P	OUT-STD	10/04/2017
020803	10/04/2017 MINISTER OF FINANCE SEPTEMBER2017 EMPLOYEE DEDUCTIONS-SEPTEME	986.00 986.00	A/P	OUT-STD	10/04/2017
020804	10/04/2017 O'CONNELL MIKE SEPTEMBER2017 RC-RECEATIONDIRECTOR-MONTHL	200.00 200.00	A/P	OUT-STD	10/04/2017
020805	10/04/2017 SOURCE ONE SUPPLIES 16153 RC-PARKS-GARBAGE BAGS 16205 TS-SHOP-GARBAGE BAGS	285.27 31.44 253.83	A/P	OUT-STD	10/04/2017
020806	10/04/2017 ST. STEPHEN UTILITY DEPT. SEPTEMBER2017 EMPLOYEE DEDUCTIONS-SEPTEME	40.00 40.00	A/P	OUT-STD	10/04/2017
020807	10/05/2017 FOUR SEASONS SPORTS LTD. 01257 TS-STG- LINE PAINT	8,460.55 8,460.55	A/P	OUT-STD	10/05/2017
020832	10/17/2017 AIR LIQUIDE CANADA INC. 67290341 TS-SHOP- BLUESHIELD, ALMIG, ARC	114.80 114.80	A/P	OUT-STD	10/17/2017
020833	10/17/2017 ALEX REID EVENTMATERIALSTORAG GG-EVENTS-MATERIALS STORAGE E	38.59 38.59	A/P	OUT-STD	10/17/2017
020834	10/17/2017 ALISON ESTEY NBMEPPTRAINING GG-HUMANRESOURCE-NBMEPP TR WORKSAFENB GG-OFFICE/HUMANRES-WORKSAFI	796.23 272.65 523.58	A/P	OUT-STD	10/17/2017
020835	10/17/2017 ALL GAS TANKS 90906 RC-MOWING- SPARK PLUGS, CONN 91059 TS-SHOP- ROUND FILE. FILE HANDL	58.38 48.86 9.52	A/P	OUT-STD	10/17/2017
020836	10/17/2017 ANNEX PUBLISHING BOOK DIVISION IN58995 PS-FIRE- FPW 2017	4,407.48 4,407.48	A/P	OUT-STD	10/17/2017
020837	10/17/2017 ARMSTRONG'S COMMUNICATION LTD. 369648 RC-MILLPOOL- ALARM SYSTEM MOI	96.60 96.60	A/P	OUT-STD	10/17/2017
020838	10/17/2017 ATHLETICA SPORTS SYSTEMS INC. 308871 CC-ARENA-SET OF 4 FREEZE-IN PO	182.85 182.85	A/P	OUT-STD	10/17/2017
020839	10/17/2017 ATLANTIC BUNKER GEAR SERVICES 8036 PS-FIRE- ADVANCED CLEANING & II	334.02 334.02	A/P	OUT-STD	10/17/2017
020840	10/17/2017 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P28378 TS-#5,#11,#16- IGN MODULE, 5 LITRI 02P28830 RC-MOWER- BELT	1,077.67 598.44 479.23	A/P	OUT-STD	10/17/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021085 dated between 10/01/2017 and 10/31/2017

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Number	Issued	Amount	SC	Status	Status Date
020842	10/17/2017 BORDER INVESTIGATIONS & SECURITY INC. 14845 PS-BYLAWS-SEP 22-29/17 FEE	966.00 966.00	A/P	OUT-STD	10/17/2017
020843	10/17/2017 BRIGGS PLUMBING INC. 113164 PS-FIRE- WASHROOM FAUCET SET	204.24 204.24	A/P	OUT-STD	10/17/2017
020844	10/17/2017 BRUNSWICK NEWS INC 1732026 PS-FIRE- SSFD ANNUAL BUCKET SI 1733342 PS-FIRE- BUCKET SIT, BACK TO SCI 1736144 CC-ADVERTISING-MEMBERSHIP PR 1737497 CC-ADVERTISING-GARCELON DAYE	770.05 128.00 184.35 85.10 372.60	A/P	OUT-STD	10/17/2017
020845	10/17/2017 BY THE SEA PICTURE FRAMING SEPTEMBER 26, 2017 GG-CANADA 150- MOSAIC PRINTS F	75.07 75.07	A/P	OUT-STD	10/17/2017
020847	10/17/2017 CANADIAN TIRE N16383116 RC-POOLS-CLEANING SUPPLIES N16383193 RC-PARKS-PUTTY KNIFE N16383194 TS-ST5-EYE BOLTS FOR FLAGS N18408658 RC-PARKS-TIRE PLUG N18408663 RC-PARKS-FRANK AP REUSABLE, F N16408668 TS-#7- ROTELLA OIL N16408670 RC-PARKS- TENT PEGS N16408678 RC-PARKS-PROPANE N16408685 TS-#5- PAINT, PAINT KIT, KEYS N16408687 TS-#13- 3" BRDBUTT HG LS N16408691 TS-SHOP- WATER N16408703 CC-EVENTS-ITEMS TO REPLACE AV N16408714 RC-PARKS- FLEX WIRE N16408729 PS-FIRE- COUPLINGS N16408736 TS-SHOP- TARP, 2PK FLDING KNIF, N16408743 PS-FIRE- BBQ COVER, 2 BRUSHES N16408747 TS-SHOP- YW 5LB MATTOCK N16408749 RC-PARKS-WATER N16576680 PS-FIRE- KLEENEX, BUNJEE CORDS N16576683 CC-ARENA-BATTERIES, GREASE, G N16576685 TS-SHOP-TARP	1,141.70 44.68 19.87 48.60 16.09 19.29 68.98 17.23 26.19 80.76 7.46 59.50 121.43 35.64 13.78 31.58 49.26 51.74 135.52 34.47 245.82 13.79	A/P	OUT-STD	10/17/2017
020848	10/17/2017 CANADIAN SPRINGS 99225764490* PS-FIRE-WATER 9923177390* PS-FIRE- LATE PAYMENT CHARGE	128.31 125.79 2.52	A/P	OUT-STD	10/17/2017
020849	10/17/2017 CANADA BREAD COMPANY LIMITED 126414902872 CC-CANTEEN-HOTDOG BUNS 127214902986 CC-CANTEEN-HOTDOG BUNS	51.12 25.56 25.56	A/P	OUT-STD	10/17/2017
020850	10/17/2017 CARQUEST 14838-64335 PS-FIRE- CLEAR ADHESIVE SEAL, S	54.83 54.83	A/P	OUT-STD	10/17/2017
020851	10/17/2017 CHANDLER 1607632 PS-FIRE- BATTERIES	345.00 345.00	A/P	OUT-STD	10/17/2017
020852	10/17/2017 CHARLOTTE COUNTY JANITORIAL 3724 PS-FIRE- JANITORIAL AUGUST/17 3726 PM-RCMP- JANITORIAL AUGUST 17	1,288.00 161.00 1,127.00	A/P	OUT-STD	10/17/2017
020853	10/17/2017 CHRISTIAN ANDERSEN 7 CC-CANTEEN-PREP AND WORK	115.50 115.50	A/P	OUT-STD	10/17/2017
020854	10/17/2017 CIBC MELLON GLOBAL SECURITIES NBMF0216002	23,768.16	A/P	OUT-STD	10/17/2017

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Number	Issued	Amount	SC	Status	Status Date
	SEPTEMBER2017 GG-MUNCIPALPLAN-SEPTEMBER17	23,768.16			
020855	10/17/2017 CINTAS CANADA LIMITED 5008472546 PS-FIRE- FIRST AID SUPPLIES	289.34 289.34	A/P	OUT-STD	10/17/2017
020856	10/17/2017 COCA COLA REFRESHMENTS CANADA COMPANY 06842903 CC-CANTEENS-POP FOR UPPER AN 76804108 CC-CANTEENS-POP FOR UPPER AN	1,146.34 890.02 256.32	A/P	OUT-STD	10/17/2017
020857	10/17/2017 CODE 4 FIRE & RESCUE INC. 204487 PS-FIRE-RED-ULTA-MITZ HI-VIZ (LC	638.25 638.25	A/P	OUT-STD	10/17/2017
020858	10/17/2017 CONTROLS & EQUIPMENT LTD. 22956 PS-FIRE- COND MOTOR & BLADE, F	1,472.05 1,472.05	A/P	OUT-STD	10/17/2017
020860	10/17/2017 CREIGHTON-CARTER LTD. 916-435696 TS-#5-LUBE FILTER 961-435391 TS-SHOP-AIR FILTERS 961-435400 TS-#23-BRAKE PADS 961-435405 TS-SHOP-BRUSH 2 CRIMPED 961-435460 TS-SHOP-ROLOC SURFACE CONDI 961-435543 TS-SHOP- PROTOUCH KNIFE 9MM 961-435802 TS-#5- HYD FITTINGS, HOSES,IMST 961-435958 TS-AIRPORT- HD STARTER DRIVE 961-436130 TS-#10- HD STARTER DRIVE 961-436202 TS-SHOP- 1 4NPTX1 4BARB 961-436309 TS-#5- LUBE FILTER, AIR FILTER 961-436342 TS-SHOP- RED PLASTIGAGE 961-436449 TS-SHOP- R T GREASE 961-436476 TS-SHOP- LUBEX-EP 2 INDOOR SUM 961-436726 TS-SHOP- AVIATION GASKET SEAL 961-437122 TS-SHOP- WELD GLOVES 961-437161 TS-SHOP- AERO SELF ETCH PRIMEI 961-437371 TS-SHOP- REPLENISHMENT BULB 961-437377 TS-SHOP-TAILGATE CABLE	1,295.68 29.93 28.27 115.29 4.92 193.20 15.99 214.71 30.37 16.00 3.27 67.28 3.78 217.19 223.56 17.18 22.99 31.58 4.80 55.37	A/P	OUT-STD	10/17/2017
020861	10/17/2017 CRITERION PICTURES 783502 RC-SPECIAL EVENTS- ON DEMAND	1,725.00 1,725.00	A/P	OUT-STD	10/17/2017
020862	10/17/2017 CUSTOM COMMUNICATIONS INC. 170829-1 PS-FIRE- MINITOR V BATTERY PAC	224.25 224.25	A/P	OUT-STD	10/17/2017
020863	10/17/2017 DEMPSEY'S PLUMBING & HEATING 2196 CC-WALKING TRACK-INSTALL NEW WATER 2211 CC-ARENA-REPIPED DIRECTION OF <i>DESIGNED AS CIRC PUMP</i>	840.17 624.30 215.87	A/P	OUT-STD	10/17/2017
020864	10/17/2017 EAST COAST INTERNATIONAL TRUCKS 22501S TS-#16- EMERGENC 22588S TS-#5, #7- OIL 22602S TS-#5- WHEEL SEAL 22611S TS-#5- SHOE KIT, 25LB RAGS 22753S TS-SHOP- OIL	1,496.83 355.64 401.14 72.63 383.59 283.83	A/P	OUT-STD	10/17/2017
020865	10/17/2017 EMCO CORPORATION 12505969-00* TS-STORM- PONC-CI/PL CPLG	256.40 256.40	A/P	OUT-STD	10/17/2017
020866	10/17/2017 ENBRIDGE GAS NEW BRUNSWICK 2017092101008-1016227-0 CC-BUILDING-NATURAL GAS AUG 1 00	1,129.49 1,129.49	A/P	OUT-STD	10/17/2017
020867	10/17/2017 EXPRESS IMPRESSIONS INC. 10837 PS-FIRE- CLOTHING ALLOWANCE	1,456.19 1,456.19	A/P	OUT-STD	10/17/2017

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Town of St. Stephen
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020868	10/17/2017 FLEET READY LTD. 10297 PS-FIRE- ASSY BALANCER	488.44 488.44	A/P	OUT-STD	10/17/2017
020869	10/17/2017 HARDWARE SPECIALTY LTD. 131397 PS-FIRE- LOCK BOX, KEY	131.39 131.39	A/P	OUT-STD	10/17/2017
020870	10/17/2017 HERITAGE COURT HOLDINGS LIMITED RC000025864 GG-TOWNHALL-LEASE/BILLBOARD	5,417.62 5,417.62	A/P	OUT-STD	10/17/2017
020871	10/17/2017 HEWITT RENTALS INC. 5280142-001 GG-COMMUNITY EVENTS- FENCE PANELS	2,415.00 2,415.00	A/P	OUT-STD	10/17/2017
020872	10/17/2017 IRVING ENERGY DISTRIBUTION AND MARKETING 241516 TS-ST5-DIESEL 331167 TS-ST5-GAS 431196 TS-ST5-GAS 451459 TS-ST5-DIESEL 831626 TS-ST5-DIESEL 847285 TS-ST5-DIESEL	10,970.61 401.28 4,490.80 4,020.09 355.07 668.63 1,034.74	A/P	OUT-STD	10/17/2017
020873	10/17/2017 JEAN COUTU AUGUST 22, 2017 PS-FIRE- NARCAN (FOR OPIAD OVERDOSE)	99.98 99.98	A/P	OUT-STD	10/17/2017
020874	10/17/2017 JOAN MERRILL SEPT262017 GG-120MILLTOWNBLVD-OFFICE CLEANING	165.00 165.00	A/P	OUT-STD	10/17/2017
020875	10/17/2017 KATIE DUCHESNEAU SWIMLESSONREFUND RC-MILLPOOL-SWIM LESSON REFU SWIMLESSONSREFUND RC-MILLPOOL-SWIM LESSONS REFU	200.00 100.00 100.00	A/P	OUT-STD	10/17/2017
020876	10/17/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 247386349 CC-ADMIN-PHOTOCOPIER USAGE 8	198.79 198.79	A/P	OUT-STD	10/17/2017
020877	10/17/2017 KONICA MINOLTA 6494220 CC-ADMIN-PHOTOCOPIER LEASE O	162.36 162.36	A/P	OUT-STD	10/17/2017
020878	10/17/2017 MARK DOWNEY 030264 CC-EVENTS-MUSIC/LIGHT SHOW FC	250.00 250.00	A/P	OUT-STD	10/17/2017
020879	10/17/2017 MICHELLE VEST CANTEENSUPPLIES CC-CANTEEN-SUPPLIES	677.94 677.94	A/P	OUT-STD	10/17/2017
020880	10/17/2017 MINISTER OF FINANCE INSPECTSTICKERS2018 TS-SHOP-2018 INSPECTIONS STICK	575.00 575.00	A/P	OUT-STD	10/17/2017
020881	10/17/2017 PAYROLL TRANSFER WEEK412017* GG-TRANSFER-SEPT 29 - OCT 12/17	68,381.00 68,381.00	A/P	OUT-STD	10/17/2017
020882	10/17/2017 RECEIVER GENERAL FOR CANADA WEEK412017 GG-REMITTANCE-SEPT 29 - OCT 12	30,800.07 30,800.07	A/P	OUT-STD	10/17/2017
020883	10/17/2017 RICHARDSON JEFF MANIKINS PS-FIRE-CPR MANIKINS FOR TRAIN	863.43 863.43	A/P	OUT-STD	10/17/2017
020884	10/17/2017 SOURCE ONE SUPPLIES 16232 CC-POOL-HAIR AND BODY SHAMPC 16235 CC-POOL-BULK HAND SOAP X 2 16282 CC-ARENA-GARBAGE BAGS X 2 CA 16285 CC-ARENA-HAND TOWELS X 10 CA 16413 CC-ARENA-FOAMING HANDSOAP X	1,215.69 22.53 51.18 62.88 310.16 768.94	A/P	OUT-STD	10/17/2017
020885	10/17/2017 ST. CROIX PUBLIC LIBRARY 4THQUARTER17 GG-LIBRARY-OCT-DEC/17 GRANT	9,290.75 9,290.75	A/P	OUT-STD	10/17/2017
020886	10/17/2017 ST.STEPHEN DEVEVELOPEMENT BOARD 4THQUARTER17 GG-GRANT-OCT-DEC/17	22,500.00 22,500.00	A/P	OUT-STD	10/17/2017
020887	10/17/2017 TRADE FORCE SOLUTIONS LTD	163.50	A/P	OUT-STD	10/17/2017

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Number	Issued		Amount	SC	Status	Status Date
	1089	GG-PICAROONS- REPAIRED CRACKED <i>SANITARY DRAIN</i>	163.50			
020891	10/18/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/18/2017
	WEEK422017	EMPLOYEE DEDUCTIONS-OCT 15-2	209.30			
020892	10/18/2017	SHANNON MICHAEL	371.91	A/P	OUT-STD	10/18/2017
	WEEK422017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020893	10/17/2017	CANADIAN SPRINGS	252.11	A/P	OUT-STD	10/17/2017
	9923040737*	TS-SHOP-WATER	252.11			
020894	10/23/2017	ALLAN MACEACHERN	131.00	A/P	OUT-STD	10/23/2017
	SEPTEMBER 29, 2017	GG-MAYOR- FREDERICTON MEETIN	131.00			
020895	10/23/2017	BELL ALIANT	3,431.25	A/P	OUT-STD	10/23/2017
	06338721SEP17	TS-AIRPORT-LANDLINE PHONE	155.58			
	11388891SEP17	GG-TOWN HALL-LANDLINE PHONES	1,859.19			
	11378668SEP17*	PS/TS-199UNIONST-LANDLINE PHOI	353.35			
	11395944SEP17	PS-FIRE-LANDLINE PHONES	930.30			
	15772965SEP17*	RC-REC/POOL-LANDLINE PHONES	232.84			
	46435731SEP17	RC-PARKS-CHOC PARK CAMERA	99.99			
020896	10/23/2017	BELLA POMEROY	176.00	A/P	OUT-STD	10/23/2017
	OCTOBER 13, 2017	PS-FIRE- FIRE PREVENTION WEEK	176.00			
020897	10/23/2017	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	5,123.25	A/P	OUT-STD	10/23/2017
	OCTOBER14, 2017	PS-BUILDING INSPECTION- OCT 1-1	2,380.50			
	SEPTEMBER 30, 2017	PS-BUILDING INSPECTION- SEPT 17	2,742.75			
020898	10/23/2017	JOAN MERRILL	162.00	A/P	OUT-STD	10/23/2017
	OCTOBER 12, 2017	GG- PUBLIC WASHROOM- SEPT 22-	162.00			
020899	10/23/2017	JODI ST PETER	578.64	A/P	OUT-STD	10/23/2017
	OCTOBER 13, 2017	PS-FIRE- FIRE PREVENTION WEEK	578.64			
020900	10/23/2017	KEITH'S BUILDING SUPPLIES	503.59	A/P	OUT-STD	10/23/2017
	167239	TS-SHOP- FG EYE BT WN	8.14			
	167987	PS-FIRE- MANURE FORK HANDLE, E	164.39			
	168015	TS-SHOP-CALCIUM CHLORINE	331.06			
020901	10/23/2017	KEM CANADA MFG	792.79	A/P	OUT-STD	10/23/2017
	115008	TS-SHOP- GREASE	495.87			
	115083	TS-SHOP- WASP & HORNET SPRAY	296.92			
020904	10/23/2017	KENT BUILDING SUPPLIES	2,629.03	A/P	OUT-STD	10/23/2017
	1249931	PM-AIRPORT-NUMBERS FOR AIRPO	504.87			
	1280951	TS-SHOP- PROPANE EXCHANGE	27.54			
	1261214	RC-PARKS-10 PK ROLLER, 5PC ROL	35.49			
	1261337	TS-SHOP- CONDUIT PVC & EMT	60.26			
	1261854	TS-SHOP- CONDUIT/EMT	42.31			
	1261902	RC-PARKS- SUP EX LTX FLT MB	45.41			
	1261971	TS-SHOP- EYE BOLTS	3.38			
	1262280	TS-SHOP- 2 GAL SURE SPRAY	33.34			
	1263699	RC-HORT-HOSE REEL	74.74			
	1265192	RC-PARKS- CLEANER, WIPES	10.98			
	1265516	CC-ARENA-DRILL BIT SET X2	47.04			
	1266103	RC-PARKS- DECK STAIN, ROLLER S	52.38			
	1266257	TS-SHOP- ROLLER AND BRUSH SET	26.61			
	1267312	PS-FIRE- BBQ	366.85			
	1267315	PS-FIRE- WHEEL BARROW, CASTEF	211.28			
	1267892	TS-SHOP- SURVEY STAKES, LUMBE	62.13			

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	1268909	TS-SHOP- LUMBER			
	1270998	RC-PARKS- PLYWOOD			
	1270999	RC-PARKS- CONTRATOR BAGS			
	1271456	PS-FIRE- PORTABLE WORK LIGHT, I			
	1271705	TS-SHOP- ANCR WEDGE, 500W BUL			
	1271728	TS-SHOP-ANCR/DROP-IN3/8 1E			
	1272572	RC-PARKS- FLAT ANG POLY SET, M			
	1272981	TS-SHOP- GRASS SEED			
	1273125	TS-SHOP- SURVEY STAKES			
	1273133	TS-SHOP- TREMCLAD, PRIMER			
	1273216	RC-PARKS- PLYWOOD			
	1273225	RC-PARKS- PLYWOOD			
	1275121	PS-FIRE- SCREWS, VENT, LUMBER			
	1275881	RC-PARKS- KNOB LOCK SET			
020905	10/23/2017 L.E.WHITTAKER CO., LTD.	439.36	A/P	OUT-STD	10/23/2017
	38755	PS-FIRE- 5,10,20 LD ABC FIRE EXTINGUISHER			
	38777	PS-FIRE- 10 LB ABC FIRE EXTINGUISHER			
	38800	PS-FIRE- 10LB FIRE EXTINGUISHER			
	38808	PS-FIRE- 5,10,20 LB FIRE EXTINGUISHER			
020906	10/23/2017 LEVITT SAFETY LIMITED	812.48	A/P	OUT-STD	10/23/2017
	1481784-00	PS-FIRE- CALIBRATION GAS			
	1481791-00	PS-FIRE- CALIBRATION GAS			
020907	10/23/2017 LIFESAVING SOCIETY - NB Branch	138.75	A/P	OUT-STD	10/23/2017
	1895	CC-POOL-EXAMINER APPOINTMENT			
	1910	CC-POOL-NLS POOL RE-CERTIFICATION			
020908	10/23/2017 LINDE CANADA LTEE, M2193	124.43	A/P	OUT-STD	10/23/2017
	56919570	PS-FIRE-NITROGEN			
	56967409	TS-SHOP- OXYGEN			
020909	10/23/2017 MARITIME COFFEE SERVICE	60.50	A/P	OUT-STD	10/23/2017
	IN00371149	PS-FIRE- KITCHEN SUPPLIES			
020910	10/23/2017 MAYFIELD GARDENS & LANDSCAPE	881.21	A/P	OUT-STD	10/23/2017
	759	RC-HORT- COMPOST, MULCH, GLOVES			
	761	RC-HORT- JAPANESE LILAC			
020911	10/23/2017 MCNAY'S WHITE HOUSE	49.06	A/P	OUT-STD	10/23/2017
	701651	GG-CIVIC- CAO INTERVIEW MEAL			
020912	10/23/2017 MEGA-LAB MANUFACTURING CO. LTD.	248.40	A/P	OUT-STD	10/23/2017
	146550	R-HORT- HOUSE & GARDEN INSECT			
020913	10/23/2017 MICMAC FIRE & SAFETY SOURCE LTD.	1,305.25	A/P	OUT-STD	10/23/2017
	NS-00844938	PS-FIRE-RESCUE TOOLS, SAFETY EQUIPMENT			
020915	10/23/2017 N. B. ELECTRIC POWER	14,296.99	A/P	OUT-STD	10/23/2017
	18988703OCT17	TS/PS-199 UNION ST-ELECTRICITY			
	19051703OCT17	TS-AIRPORT-ELECTRICITY			
	19051801OCT17	TS-AIRPORT-ELECTRICITY			
	216000030308OCT17	TS-ST5-AREA LIGHTS			
	71315207OCT17*	PS-RCMP-ELECTRICITY			
	83278804OCT17	TS-ST5-PARKS SHED			
020916	10/23/2017 NBAFC	255.00	A/P	OUT-STD	10/23/2017
	JUN232017	PS-FIRE-FIRE SAFETY JOURNAL			
020917	10/23/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD.	329.06	A/P	OUT-STD	10/23/2017

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	391439	PS-RCMP-FLOOR MAT	46.74			
	391901	GG-TOWN - FLOOR MATS	95.36			
	392372	PM-RCMP-FLOOR MATS	46.74			
	393307	PM-RCMP- FLOOR MATS	46.74			
	394233	PM-RCMP- FLOOR MATS	46.74			
	395166	PM-RCMP- FLOOR MATS	46.74			
020918	10/23/2017	NORTHERN CONSTRUCTION INC.	1,282.45	A/P	OUT-STD	10/23/2017
	00000737	TS-ST5-ASPHALT	1,282.45			
020919	10/23/2017	NOVA FIRE EQUIPMENT LTD.	777.32	A/P	OUT-STD	10/23/2017
	17370	PS-FIRE- ROOF HOOK, COMBO HOC	388.03			
	17428	PS-FIRE- SUSPENDERS	62.24			
	17477	PS-FIRE- HFRP AIRMESH RUBBER E	327.05			
020920	10/23/2017	OK TIRE & AUTO SERVICE	1,205.06	A/P	OUT-STD	10/23/2017
	IN042184	TS-#11- DON TUBE TR218	102.75			
	IN042294	PS-#305- FIR FS591 STEER, TRUCK	671.58			
	IN042711	TS-#20- VALVE STEM	36.71			
	IN042739	TS-#5- 3 BUD WHEELS	394.02			
020921	10/23/2017	ORKIN CANADA CORPORATION	358.80	A/P	OUT-STD	10/23/2017
	7988207	PS- FIRE- PEST CONTROL	143.75			
	IN-7912693	PS-FIRE- PEST CONTROL	143.75			
	IN-7980864	CC-BUILDING-PEST CONTROL SEPT	71.30			
020922	10/23/2017	ORR ELECTRIC & ALARM LTD.	5,326.99	A/P	OUT-STD	10/23/2017
	2700	TS-STEET LIGHTS- REPAIR	1,823.33			
	2843	TS-TRAFFIC LIGHT- REPAIR ON THE	2,661.10			
	2853	RC-LIBRARY- CHANGED BALLASTIN	88.67			
	2869	TS-TOWN PARK- TESTED, FIXED, IN	446.00			
	2875	TS-LIGHT REPAIR- FIXED WIRES (EL	200.18			
	2897	PM-RCMP- REPLACE BALLAST IN B/	107.71			
020923	10/23/2017	PENNFIELD HYDRAULICS LTD.	242.71	A/P	OUT-STD	10/23/2017
	10284	TS-#16- HYDRAULIC HOSE, CRIMP C	242.71			
020924	10/23/2017	PIZZA DELIGHT	260.00	A/P	OUT-STD	10/23/2017
	502490-1	RC-HORT-MEAL	137.06			
	504734-1	RC-HORT-MEAL	122.94			
020925	10/23/2017	PRINCESS AUTO	677.56	A/P	OUT-STD	10/23/2017
	491057	TS-SHOP- JACK AXLE, 5BLT SPOKE	677.56			
020926	10/23/2017	PROMO HEROES	480.70	A/P	OUT-STD	10/23/2017
	14030	CC-EVENTS-EVENT STAFF SHIRTS	480.70			
020927	10/23/2017	PUROLATOR COURIER LTD.	39.93	A/P	OUT-STD	10/23/2017
	435429625	GG-TOWN-CHEQUE TO FAIRVILLE C	39.93			
020928	10/23/2017	RECREATION NB	401.35	A/P	OUT-STD	10/23/2017
	2017-136	CC-TRAINING&DEVELOPMENT-RNB	401.35			
020929	10/23/2017	RICHWIL TRUCK CENTRE LTD.	80.00	A/P	OUT-STD	10/23/2017
	120272	TS-#5- BEARINGS	439.97			
	120863	TS-#5- SEAL SET	145.00			
	CM119277	TS-#20-BEARINGS, FLEET SHOE, SE	-504.97			
020930	10/23/2017	ROYAL CANADIAN LEGION #48	50.00	A/P	OUT-STD	10/23/2017
	WREATH 2017	GG-WREATH- REMEMBERANCE DA'	50.00			
020931	10/23/2017	SAINT JOHN SPRING WORKS LTD	694.49	A/P	OUT-STD	10/23/2017
	104660	RC-#304- MAINTENANCE	694.49			

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020932	10/23/2017 SAKO INDUSTRIAL SUPPLY 15973 PS-FIRE- TRUCK WASH LIQUID	185.77 185.77	A/P	OUT-STD	10/23/2017
020933	10/23/2017 SOJOURN ENTERPRISES LIMITED 63541 TS-ST5- SIGNS	2,491.13 2,491.13	A/P	OUT-STD	10/23/2017
020934	10/23/2017 SOURCE ATLANTIC 2880196 TS-SHOP- OTG GLASSES CLEAR, S/	126.34 126.34	A/P	OUT-STD	10/23/2017
020935	10/23/2017 SOUTHWEST CONCRETE & CONS LTD 2963 TS-ST5- CONCRETE FOR SIDEWALK IN000002949 PS-FIRE- USE OF EXCAVATOR AT F	1,133.04 579.60 553.44	A/P	OUT-STD	10/23/2017
020936	10/23/2017 SOUTHERN SANITATION LTD. 127403 PM-AIRPORT- GARBAGE COLLECTI 157378 TS/RC-ST5/PARKS- GARBAGE COLL 157380 GG-TOWN- ZONE III GARBAGE COLI 157382 GG-TOWN- ZONE I GARBAGE COLLI 157566 CC-BUILDING-MONTHLY FEE JULY 2 157567 CC-BUILDING-GARBAGE DISPOSAL	10,398.50 31.63 493.35 4,005.74 4,602.78 632.50 632.50	A/P	OUT-STD	10/23/2017
020937	10/23/2017 SOUTHWEST ELECTRIC & SECURITY INC. 14773 CC-ARENA-TROUBLESHOOT BLOW 14784 CC-ARENA-FIXED LOOSE WIRE ON	81.08 27.03 54.05	A/P	OUT-STD	10/23/2017
020938	10/23/2017 SOUTH WEST COURIER 16647 CC-ARENA-SHIPPING COSTS FOR Z	70.84 70.84	A/P	OUT-STD	10/23/2017
020939	10/23/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 186282-187130 GG-TOWN- REGIONAL LANDFILL CC 187356-188011 GG-TOWN- REGIONAL LAND FILL CC	18,972.96 10,229.46 8,743.50	A/P	OUT-STD	10/23/2017
020940	10/23/2017 SPEEDY ST-STEPHEN 8768 8768-252871 CC-ARENA-TO SUPPLY AND INSTAL 8768-254811 CC-ARENA- INSTALL NEW LOCK IN I	225.48 108.50 116.98	A/P	OUT-STD	10/23/2017
020942	10/23/2017 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 153166 GG-CIVIC-TOWN EVENTS 153708 GG-CIVIC-TOWN EVENTS 154347 GG-CIVIC- TOWN EVENTS 154677 GG-CIVIC-EVENTS 154984 GG-CIVIC- REQUEST FOR QUOTATI 155080 GG-CIVIC- TOWN EVENT 155952 GG-CIVIC- TOWN EVENTS 156713 GG-CIVIC- TOWN EVENTS 156931 GG-CIVIC- TOWN EVENTS 157442 GG-CIVIC-TOWN EVENTS 157895 PS-FIRE- FIRE PREVENTION - SAFE 159211 GG- CIVIC- TOWN EVENTS 26525 GG-CIVIC- ICE MESH - QTY 1 26574 RC-PARKS- FALL & WINTER REC DIF 26578 GG-TOWN HALL- PLAIN ENVELOPE 26612 PS-FIRE- BANNER, DESIGN 26671 CC-POOL-POOL SCHEDULES 2000C 26789 GG-TOWN HALL- BUSINESS CARDS	5,764.43 49.15 49.16 49.15 49.15 94.99 49.15 49.15 49.15 49.15 49.15 49.15 49.15 49.15 49.15 69.00 49.15 515.20 3,454.22 80.13 512.90 419.75 116.73	A/P	OUT-STD	10/23/2017
020943	10/23/2017 ST. STEPHEN AREA CHAMBER 1974 GG-CIVIC- TAX PROPOSAL LUNCHE 1985 GG-CIVIC- 2017 BUSINESS GALA SIL	215.00 15.00 200.00	A/P	OUT-STD	10/23/2017

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020944	10/23/2017 ST. STEPHEN SIGN SHOP JULY42017 RC-PARKS-ELM STREET PARK SIG	339.25 339.25	A/P	OUT-STD	10/23/2017
020948	10/23/2017 SYSCO HALIFAX 6937629 CC-CANTEEN-FOOD AND PAPER PF	794.39 794.39	A/P	OUT-STD	10/23/2017
020949	10/23/2017 T.DONOVAN & SON (1997) Ltd. IN00020225 CC-ARENA-TRIPLE C # 540 20L	368.75 368.75	A/P	OUT-STD	10/23/2017
020950	10/23/2017 THE MINISTER OF FINANCE 26425 PS-RCMPCONTRACT-JULY-SEPTEM	296,243.10 296,243.10	A/P	OUT-STD	10/23/2017
020951	10/23/2017 TOWN OF ST. STEPHEN 1015.1 GG-CIVIC- ROOM RENTAL FOR CAO	344.74 344.74	A/P	OUT-STD	10/23/2017
020952	10/23/2017 TROY LIFE & FIRE SAFETY LTD 1636520 CC-BUILDING-QUARTERLY INSPECT	529.00 529.00	A/P	OUT-STD	10/23/2017
020954	10/23/2017 UNITED RENTALS OF CANADA, INC. 149574822-0001 CC-EVENTS-FORKLIFT RENTAL FOF	1,357.51 1,357.51	A/P	OUT-STD	10/23/2017
020956	10/23/2017 YELLOW PAGES GROUP 17-4923354 GG-TOWN HALL- 911 LISTING- OCT .	10.47 10.47	A/P	OUT-STD	10/23/2017
020957	10/23/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 2017-4 GG-CIVIC- COLLABORATIVE AND RE	3,497.75 3,497.75	A/P	OUT-STD	10/23/2017
020958	10/23/2017 N.B. ASSOC FIRE CHIEFS 2017MH-20 PS-FIRE- MENTAL HEALTH TRAININ	225.00 225.00	A/P	OUT-STD	10/23/2017
020959	10/23/2017 ROYAL CANADIAN LEGION #9 35 GG-CIVIC-SGT. HAROLD SHAUGHNE	225.00 225.00	A/P	OUT-STD	10/23/2017
020960	10/23/2017 STATIONERY PLUS 13645 GG-TOWN HALL- FILE FOLDERS 17794 GG-CIVIC- PAPER- COLOR COPY 18474 GG-CIVIC- POST ITS, HIGHLIGHTER: 18997 RC-PARKS- INDEX TABS, BINDER 19079 RC-OFFICE-PENCILS, PENS, FLASH 19707 GG-TOWN HALL- PAPER, STAPLER, 20242 GG-TOWN HALL- CLIPS, POST ITS, F 20372 GG-TOWN HALL- PENS 20555 TS-ST5- NEW BRUNSWICK FLAGS 20629 GG-TOWN HALL- ENVELOPES 20993 GG-TOWN HALL- FOLDERS, STAPLE	828.52 13.22 25.29 17.10 14.12 56.99 171.80 33.82 4.13 229.95 27.43 234.77	A/P	OUT-STD	10/23/2017
020961	10/23/2017 STATIONERY PLUS 19851 CC-ADMIN-WEEKLY PLANNER 19875 CC-ADMIN-RULER, PENCILS, PLANK 19885 CC-ADMIN-STAPLES 20152 CC-ADMIN-DYMO D1 1/2" BLACK ON 20175 CC-ADMIN-GREEN AND YELLOW PA 20294 CC-ADMIN-LAMINATING SLIPS, DYM 20316 CC-ADMIN-FLASH DRIVE USB	254.38 22.99 53.52 5.62 29.84 39.08 93.04 10.29	A/P	OUT-STD	10/23/2017
020962	10/23/2017 MIDLAND COURIER 09679811 PS-FIRE-ATLANTIC BUNKER GEAR 9687052 PS-FIRE- TO ATLANTIC BUNKER GI 9688904 PS-FIRE- TO ATLANTI BUNKER GEA	124.24 41.27 41.45 41.52	A/P	OUT-STD	10/23/2017
020963	10/23/2017 UNIFIRST CANADA LTD. 7100105658CRE CC-BUILDING-FLOOR MATS 7100108451* CC-BUILDING-FLOOR MATS	104.01 -434.13 58.86	A/P	OUT-STD	10/23/2017

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	7100109017	CC-FRONT LOBBY-MATS	57.85			
	7100109590	CC-FRONT LOBBY-MATS	57.85			
	7100110155	CC-FRONT LOBBY-MATS	57.85			
	7100110730	CC-FRONT LOBBY-MATS	57.85			
	7100111289	CC-FRONT LOBBY-MATS	62.95			
	7100111863	CC-FRONT LOBBY-MATS	57.85			
	7100112433	CC-FRONT LOBBY-MATS	63.54			
	7100113025	CC-FRONT LOBBY-MATS	63.54			
020964	10/23/2017	WURTH CANADA LIMITED	2,582.79	A/P	OUT-STD	10/23/2017
	22795395	TS-SHOP- HOSE CLAMPS, LOCK NU	682.88			
	22806547	TS-SHOP- HEX BOLTS, STRUCT FLT	234.04			
	22822602	TS-SHOP- NUTS,BOLTS, WASHERS,	1,577.40			
	22827324	TS-SHOP- FLAT WASH DIN, PUMP S	88.47			
020965	10/23/2017	GREAT-WEST LIFE ASSURANCE COMPANY	2,803.18	A/P	OUT-STD	10/23/2017
	OCT16/17UNION	GG-OCT24-NOV23/17PREMIUMS-UN	2,803.18			
020967	10/23/2017	RTC ENTERTAINMENT	61,164.68	A/P	OUT-STD	10/23/2017
	BLUERODEO	CC-CONCERT-BLUE RODEO	61,164.68			
020968	10/23/2017	GREAT-WEST LIFE ASSURANCE COMPANY	1,996.55	A/P	OUT-STD	10/23/2017
	OCT16/17MANAGEMENT	GG-OCT24-NOV23/17PREMIUMS-MA	1,996.55			
020969	10/23/2017	MEDAVIE BLUE CROSS	11,393.66	A/P	OUT-STD	10/23/2017
	135338UNION	GG-HEALTH&DENTALPREMIUMS-NC	8,449.71			
	135338UNIONCRE	GG-HEALTH&DENTALPREMIUMS-PC	-1,345.81			
	135744MANAGEMENT	GG-HEALTH&DENTALPREMIUMS-M/	5,316.69			
	135744MANCRE*	GG-HEALTH&DENTALPREMIUMS-NC	-1,026.93			
020970	10/26/2017	AQUAM	3,117.45	A/P	OUT-STD	10/26/2017
	256501	CC-POOL- STORAGE REEL STANDA	3,117.45			
020971	10/26/2017	BELL ALIANT	957.22	A/P	OUT-STD	10/26/2017
	47424130SEPT/17	CC-ADMIN- LANDLINE PHONE	957.22			
020972	10/26/2017	BERNARD MCFARLANE	25.00	A/P	OUT-STD	10/26/2017
	8694	GG-ELECTRICAL WAIVER- REFUND	25.00			
020973	10/26/2017	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	10/26/2017
	14655	PS-BYLAW- OCT 6-13 FEE	966.00			
020974	10/26/2017	DILLON CONSULTING LIMITED	18,897.56	A/P	OUT-STD	10/26/2017
	172363	TS-ST5-MILLTOWN BLVD STREET IA	10,167.61			
	172386	GG-MUNICIPAL-PLAN & ZONING BY-	8,729.95			
020975	10/26/2017	IRVING ENERGY DISTRIBUTION AND MARKETING	506.68	A/P	OUT-STD	10/26/2017
	297446	CC-BUILDING- NATURAL GAS	506.68			
020976	10/26/2017	KONICA MINOLTA	293.55	A/P	OUT-STD	10/26/2017
	6526954	CC-ADMIN- PHOTOCOPIER LEASE- I	99.84			
	6527150	GG-TOWN HALL- COPIER LEASE-NC	193.71			
020977	10/26/2017	LIFESAVING SOCIETY - NB Branch	302.22	A/P	OUT-STD	10/26/2017
	1814	CC-POOL- EXAMINER APPOINTMEN	45.00			
	1929	CC-POOL- CANADIAN FIRST AID MA	155.27			
	1947	CC- POOL- EMERENCY FIRST AID W	101.95			
020978	10/26/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/26/2017
	WEEK432017	EMPLOYEE DEDUCTIONS-OCT 22-28/17	209.30			
020979	10/26/2017	N. B. ELECTRIC POWER	26,350.62	A/P	OUT-STD	10/26/2017
	54253127OCT/17*	CC-BUILDING- ELECTRICITY	25,215.89			
	57955808OCT/17	GG- 120 MILLTOWN BLVD- ELECTRI	99.64			

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	73006038OCT/17 RC-LIBRARY- ELECTRICITY	1,035.09			
020980	10/26/2017 ORKIN CANADA CORPORATION	65.55	A/P	OUT-STD	10/26/2017
	IN-7688395 CC-BUILDING- PEST CONTROL	65.55			
020981	10/26/2017 PAYROLL TRANSFER	73,073.00	A/P	OUT-STD	10/26/2017
	WEEK432017 GG-TRANSFER-OCT 13-26/17	73,073.00			
020982	10/26/2017 RECEIVER GENERAL FOR CANADA	30,746.09	A/P	OUT-STD	10/26/2017
	WEEK432017 GG-REMITTANCE-OCT 13-26/17	30,746.09			
020983	10/26/2017 ROBERT BEACH	125.00	A/P	OUT-STD	10/26/2017
	8684 GG-BUILDING PERMIT- REFUND	125.00			
020984	10/26/2017 SERVICE NEW BRUNSWICK (Vehicle Registration)	19.00	A/P	OUT-STD	10/26/2017
	CRZ4092017 RC-PARKS-2014 FORD F150	19.00			
020985	10/26/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	10/26/2017
	WEEK432017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
020986	10/26/2017 SOUTHWEST CONCRETE & CONS LTD	253.00	A/P	OUT-STD	10/26/2017
	2729 RC-PARKS- SKIDSTEER RENTAL	253.00			
020987	10/26/2017 TIM TOZER	402.10	A/P	OUT-STD	10/26/2017
	CPAINTERNALCNTRL GG-TREASURER-CPA INTERNAL CC	402.10			
020988	10/26/2017 PETTY CASH	84.20	A/P	OUT-STD	10/26/2017
	SEPTEMBER062017 PS-BUILDINGINSPECTOR-REGISTEI	11.50			
	SEPTEMBER142017 PS-BUILDINGINSPECTOR-REGISTEI	34.50			
	SEPTEMBER152017 PS-BUILDINGINSPECTOR-EXPRESS	26.70			
	SEPTEMBER202017 PS-BUILDINGINSPECTOR-REGISTEI	11.50			
020989	10/26/2017 TOWN OF ST. STEPHEN	72,119.30	A/P	OUT-STD	10/26/2017
	72119.30 GG-TRANSFER-DEPOSIT TO INT #1	72,119.30			
020990	10/26/2017 CHOCOLATE FEST INC.	1,875.00	A/P	OUT-STD	10/26/2017
	GRANT2017* GG-CIVIC-GRANT 2017	1,875.00			
020991	10/26/2017 CHOCOLATE MUSEUM	9,200.00	A/P	OUT-STD	10/26/2017
	GRANT20172NDINSTALL GG-CIVIC-2ND INSTALL GRANT 2017	9,200.00			
020992	10/26/2017 FRANK G GODSOE CHARTERED ACCOUNTANT	7,033.35	A/P	OUT-STD	10/26/2017
	1191 GG-TREASURY- ACCOUNTING ASSI	598.92			
	1193 GG-TREASURY- ACCOUNTING ASSI	77.28			
	1194 GG-TREASURY- ACCOUNTING ASSI	14.26			
	1195 GG-TREASURY- ACCOUNTING ASSI	1,326.64			
	1196 GG-TREASURY- ACCOUNTING ASSI	115.92			
	1197 GG-TREASURY- ACCOUNTING ASSI	2,801.40			
	1199 GG-TREASURY- ACCOUNTING ASSI	12.88			
	1200 GG-TREASURY- ACCOUNTING ASSI	690.00			
	1201* GG-TREASURY- ACCOUNTING ASSI	1,004.64			
	1202 GG-TREASURY- ACCOUNTING ASSI	173.88			
	924 GG-TREASURY-ACCOUNTING SUPP	217.53			
020993	10/26/2017 GARCELON CIVIC CENTER	204.00	A/P	OUT-STD	10/26/2017
	CHRISTMASJOY2017 GG-CIVIC-OPERATION CHRISTMAS	204.00			
020994	10/26/2017 GUY R. DAY & SON LTD.	4,161.00	A/P	OUT-STD	10/26/2017
	81121 GG-AIRPORT-LIABILITY INSURANCE	4,161.00			
020995	10/26/2017 N. B. ELECTRIC POWER	1,040.13	A/P	OUT-STD	10/28/2017
	10126106OCT17 TS-XING LIGHTS-KING ST	26.11			
	17935200OCT17 TS-KING/UNION ST-TRAFFIC LIGHTS	39.03			
	18169205OCT17 RC-POOL-MILL LANE	114.07			
	19055406OCT17 RC-ARENA-ELECTRICITY	361.13			

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	50660140OCT17	RC-PARKS-ROTARY CHANGING RO	26.11			
	54187672OCT17	TS-KING/QUEEN-TRAFFIC LIGHTS	37.98			
	54653258OCT17	TS-KING/SUPERSTORE-TRAFFIC LIK	56.02			
	55160607OCT17	RC-COTTON MILL-LIGHTS	74.20			
	55917471OCT17	TS-ST5-WATERFRONT LIGHTS	84.72			
	57955782OCT17	RC-BANDSTAND-CHOC PARK	27.61			
	72924306OCT17	RC-PARKS-BANDSTAND	45.20			
	82122207OCT17	RC-PARKS-BASKETBALL COURT	50.75			
	84960501OCT17	RC-PARKS-RIVERSIDE DR LIGHTS	97.20			
020996	10/26/2017	PROCOM DATA SERVICES INC.	114.89	A/P	OUT-STD	10/26/2017
	2017113783	GG-TREASURY-PR REPORTING WEB <i>SEMINAR</i>	114.89			
020997	10/26/2017	CHOCOLATE FEST INC.	1,875.00	A/P	OUT-STD	10/26/2017
	DONATIONMATCH2017	GG-SCOTIABANK-FLOWTHROUGH 1	1,875.00			
020998	10/26/2017	FRANK G GODSOE CHARTERED ACCOUNTANT	805.00	A/P	OUT-STD	10/26/2017
	1192	CC-TREASURY- ACCOUNTING SUPP	515.20			
	1198	CC-TREASURY- ACCOUNTING SUPP	289.80			
020999	10/27/2017	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	10/27/2017
	14675	PS-BYLAW-OCT20-27/17	966.00			
Cheque Totals Issued:			944,532.87			
Void:			0.00			
Total Cheques Generated:			944,532.87			
Total # of Cheques Listed:			165			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
006700	10/17/2017 A"PLUS" AUTO GLASS & UPHOLSTERY 24784 WS-TRANS&DIST-SUPPLY & INSTAL	281.75 281.75	A/P	OUT-STD	10/17/2017
006701	10/17/2017 ALL GAS TANKS 90889 WS-SOURCE- STIHL POWER UNIT S 90895 WS-SOURCE- CHAIN SAW, CSA HEL	2,161.82 1,221.30 940.52	A/P	CLEARED	10/31/2017
006702	10/17/2017 AVENSYS SOLUTIONS INC 058430 SCD-DISPOSAL- SILICONE PUMP TL	561.78 561.78	A/P	CLEARED	10/31/2017
006703	10/17/2017 BRENNTAG CANADA INC. 40769841 WS-SOURCE- CHLORINE 40772008 WS-SOURCE-EMPTY CHLORINE CYI 40780207 SCD-DISPOSAL- CHLORINE 40784775 SCD-DISPOSAL- CHLORINE 40784926 SCD-DISPOSAL-EMPTY CHLORINE (12,435.55 6,434.33 -3,680.00 6,435.61 6,465.61 -3,220.00	A/P	CLEARED	10/31/2017
006704	10/17/2017 BRIGGS PLUMBING INC. 112760 WS-SOURCE-MAXWELL XING-LEAK REPAIR	179.99 179.99	A/P	CLEARED	10/31/2017
006707	10/17/2017 CANADIAN TIRE N16383100 WS-TRANS&DIST-HI VIS VEST, SPR N16383112 WS-TRANS&DIST-PRMR BRSH, UTIL N16383122 SCD-DISPOSAL-GAS CAN, ROLLER N16383127 WS-SOURCE-CONTRUCTION MATEI N16383168 WS-SOURCE-BATTERY N16383174 SCD-DISPOSAL-SUPPLIES N16383191 WS-SOURCE-GAS JUG, TOTE N16408667 SCD-DISPOSAL-5 LB MATTOCK N16408692 WS-SOURCE- UTILITY PUMP N16408704 SCD-DISPOSAL-WIPER N16408709 SCD-DISPOSAL- PAINT BRUSH N16408710 WS-SOURCE- BATTERIES, PLUG IN, N16408727 SCD-DISPOSAL- SPRAY BOTTLE, IN N16408733 WS-SOURCE-SHOP VAC, PAINT, SH N16408744 WS-SOURCE-BOOTS, BATTERY (WA N16408746 WS-SOURCE- SAFETY VEST N16576603 SCD-DISPOSAL- L BRACKET N16576604 WS-#105- MOTORMASTER 255, REP N16576655 SCD-DISPOSAL- SPRAY 9 , FILTER (C N16576658 SCD-DISPOSAL- GORIALLA GLUE N16576662 SCD-DISPOSAL- WDG ANC3, MASO N16576663 WS-SOURCE- HOSE, HOSE REPAIR N16576671 WS-TRANS&DIST- WATER FILTER, 2 N16576674 WS-SOURCE- YW ENDS, TRIMLINE, N16576677 WS-SOURCE-SPRAY PAINT N16576681 SCD-DISPOSAL- TAPE, PUTTY N16576692 WS-SOURCE-CORNER BRACKET	1,938.18 61.10 262.38 60.34 18.94 19.49 45.98 64.37 51.74 148.41 31.04 10.29 85.41 19.52 226.98 183.99 28.74 11.71 39.48 40.17 9.19 17.77 215.98 174.75 72.16 18.38 7.79 12.08	A/P	CLEARED	10/31/2017
006708	10/17/2017 CANADIAN SPRINGS 9923040736 WS-TRANS&DIST-WATER	79.56 79.56	A/P	CLEARED	10/31/2017
006709	10/17/2017 CARR'S TRANSMISSION 2000 LTD. 23698 WS-#305- PAN,FILTER, GASKET	157.84 157.84	A/P	CLEARED	10/31/2017
006710	10/17/2017 CINTAS CANADA LIMITED 5008472547 WS-TRANS&DIST- FIRST AID SUPPL	294.21 294.21	A/P	CLEARED	10/31/2017

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006711	10/17/2017 COX ELECTRONICS & COMMUNICATIONS 1-008761 WS-SOURCE-DE IP5 CASE	126.48 126.48	A/P	CLEARED	10/31/2017
006713	10/17/2017 CREIGHTON-CARTER LTD. 961-433450 WS-TRANS&DIST-ADAPTER PLUG, / 961-435373 SCD-#4-AIR FILTER, OIL FILTER 961-435679 WS-TRANS&DIST-MECH WIRE 961-436663 WS-#305- CONVERTER, O2 SENSO 961-436706 WS-#305- STEEL DEEP CUP FREEZE 961-436725 WS-#305- DISCONNECT KIT 961-436730 WS-TRANS&DIST- 1 2 DR QUICK REI 961-436736 WS-TRANS&DIST- HOLES AW, ARBO 961-436901 WS-#305- AIR DOOR ACTUATOR MI 961-437041 WS-#305- HARDWARE CLAMPS 961-437082 WS-#305- PCV VALVE 961-437089 WS-#305- DRIVEBELT TENSIONER A 981-437125 WS-#305- OIL 961-437150 WS-TRANS&DIST- AUTOMOTIVES 961-437320 WS-#305-TAILGATE SUPPORT CABL 961-437362 WS-#305- PARKING BRAKE SHOES, 961-437432 WS-#305- BRAKE CABLE 961-437445 WS-#305- SNFTER VALVE 961-437490 WS-#305- REAR BREAK ROTOR 961-437524 WS-#305- BRAKE CABLE	1,933.79 12.26 22.36 8.79 846.80 7.80 14.94 56.19 31.22 59.19 15.23 10.47 123.44 135.53 55.13 214.38 73.23 46.25 5.43 135.13 60.02	A/P	CLEARED	10/31/2017
006714	10/17/2017 DOWNEY FORD SALES LTD. 27884 WS-#102- OIL	31.05 31.05	A/P	OUT-STD	10/17/2017
006715	10/17/2017 EMCO CORPORATION 12505159-01 WS-TRANS&DIST- VLV BOXES 12505677-00 SCD-DISPOSAL- PVC CAPS, PVC PL 12505677-01 SCD-DISPOSAL-PVC SDR SPG PLUC 12505695-00 WS-TRANS&DIST- SERV BOX COMB 12505798-00 WS-TRANS&DIST- BALL VLV 12505965-00 SCD-DISPOSAL- CONC-CI/PL CPLG	1,398.62 324.23 353.44 114.17 183.93 149.20 273.65	A/P	CLEARED	10/31/2017
006716	10/17/2017 GREENLAW'S GARAGE LTD. 1839 SCD-#4- RECHARGE A/C	172.44 172.44	A/P	CLEARED	10/31/2017
006717	10/17/2017 JAMER MATERIALS LTD. 3425 WS-TRANS&DIST- GRAVEL	1,735.41 1,735.41	A/P	CLEARED	10/31/2017
006718	10/17/2017 NORTHERN CONSTRUCTION INC. 767 WS-TRANS& DIST- ASPHALT	13,780.16 13,780.16	A/P	CLEARED	10/31/2017
006719	10/17/2017 SOURCE ONE SUPPLIES 15661 WS-TRANS&DIST-SCAFFOLDING, C/ 16021 WS-SOURCE-GARBAGE BAGS 16320* SCD-DISPOSAL- HAND WIPERS	410.63 230.00 31.73 148.90	A/P	CLEARED	10/31/2017
006720	10/17/2017 GRAHAM, SANDRA GAIL (UTILITY OVERPAYMENT REFUND)	151.74	A/R	OUT-STD	10/17/2017
006721	10/23/2017 BELL ALIANT 11366812SEP17 WS-SOURCE-PUMP STATION 19002607SEP17 SCD-DISPOSAL-OLD BAY WWTP	305.38 136.39 168.99	A/P	CLEARED	10/31/2017
006722	10/23/2017 KEITH'S BUILDING SUPPLIES 186217 SCD-DISPOSAL-LUMBER, NAILS 167283 SCD-DISPOSAL- LUMBER	411.52 35.51 47.06	A/P	OUT-STD	10/23/2017

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	167385	SCD-DISPOSAL-LUMBER, COPPER	74.64			
	167446	SCD-DISPOSAL- LUMBER, DECK SC	26.05			
	167588	WS-SOURCE-GREY CARPET RUNNE	171.93			
	168170	WS-TRANS&DIST- HOLES AW, HOLE	56.33			
006723	10/23/2017	KEM CANADA MFG	1,405.88	A/P	OUT-STD	10/23/2017
	115206	SCD-DISPOSAL- ENVIROTAIN 20L	1,405.88			
006724	10/23/2017	KENT BUILDING SUPPLIES	969.72	A/P	CLEARED	10/31/2017
	10064828	WS-TRANS&DIST-WOOD AUGER	-74.72			
	1261880	WS-SOURCE- VERTICAL STORAGE	367.99			
	1262919	WS-SOURCE-BRACKETS, TIMER, AC	64.84			
	1263334	WS-TRANS&DIST-SCREWS, TIE, CL/	63.20			
	1266039	WS-SOURCE- LUMBER, NAILS, HAM	364.52			
	1269153	WS-TRANS&DIST- GRASS SEED	69.51			
	1272246	WS-TRANS&DIST- BROOM HANDLE	8.87			
	1276291	WS-SOURCE-BITS, SCREWS, LUMBI	105.51			
006725	10/23/2017	LINDE CANADA LTEE, M2193	12.65	A/P	OUT-STD	10/23/2017
	57143039	SCD-DISPOSAL- OXYGEN	12.65			
006726	10/23/2017	MEGA-LAB MANUFACTURING CO. LTD.	484.15	A/P	CLEARED	10/31/2017
	146361	SCD-TREAT&DIST-EMC (A)	263.35			
	146549	SCD-DISPOSAL- COATX (A)	220.80			
006727	10/23/2017	MOFFITT DODGE CHRYSLER LTD.	410.71	A/P	OUT-STD	10/23/2017
	IM21278	WS-#305- INDICAT, TUBE	121.47			
	IM21305	WS-#305- FLUID	130.27			
	IM21315	WS-TRANS&DIST- LEVERS	158.97			
006728	10/23/2017	MSC INDUSTRIAL SUPPLY ULC	128.11	A/P	CLEARED	10/31/2017
	1415901001	WS-TRANS&DIST-HX HD CAP, FLAT	107.90			
	1415901002	WS-TRANS&DIST- HEX NUTS	20.21			
006729	10/23/2017	N. B. ELECTRIC POWER	17,400.20	A/P	CLEARED	10/31/2017
	36669807OCT17	WS-3-119 MAXWELL XING BLDG	790.88			
	50228902OCT17	WS-MAXWELL XING-PUMPS	215.45			
	52557428OCT17	SCD-218 OLD BAY RD-WWTP	14,063.66			
	53473043OCT17	WS-SOURCE-CHLORINE RESIDUAL	27.91			
	61230004OCT17	WS-MAXWELL XING-PUMPS	2,149.19			
	82291006OCT17	WS-SOURCE-RESERVOIR	153.11			
006730	10/23/2017	OK TIRE & AUTO SERVICE	3,356.32	A/P	CLEARED	10/31/2017
	IN042700	TS-#6,20- TIRES, TIRE LEVY, VALVE	3,356.32			
006731	10/23/2017	PUROLATOR COURIER LTD.	37.84	A/P	OUT-STD	10/23/2017
	435743250	WS-TRANS&DIST- TO SCOTIA TECH	37.84			
006732	10/23/2017	RESEARCH & PRODUCTIVITY COUNCIL	1,914.30	A/P	CLEARED	10/31/2017
	209592	WS-SOURCE-DRINKING WATER LAE	719.03			
	209664	WS-SOURCE-DRINKING WATER LAE	413.21			
	209690	WS-SOURCE-DRINKING WATER LAE	72.37			
	210230	WS-SOURCE-DRINKING WATER LAE	289.48			
	210515	WS-SOURCE-DRINKING WATER LAE	72.37			
	210570	WS-SOURCE-DRINKING WATER LAE	72.37			
	211101	WS-SOURCE-DRINKING WATER LAE	275.47			
006733	10/23/2017	RICHWIL TRUCK CENTRE LTD.	524.57	A/P	CLEARED	10/31/2017
	120326	WS-#20- SWITCH, CONNECTOR, TEI	362.09			
	120942	SCD-#9- GASKET VAL, RING	162.48			

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006734	10/23/2017 SAINT JOHN LABORATORY SERVICES LTD. 716-17 SCD-DISPOSAL- WWTP WATER LAB	2,218.29 2,218.29	A/P	CLEARED	10/31/2017
006735	10/23/2017 SOURCE ATLANTIC 2680194 WS-TRANS&DIST- CLOTHING ALLOV 2687975 WS-TRANS&DIST- RAIN SUIT 2688113 WS-TRANS&DIST- SENTINEL GRAY 2688114 WS-TRANS&DIST- CLOTHING ALLOV	1,309.74 526.73 77.02 40.71 665.28	A/P	CLEARED	10/31/2017
006736	10/23/2017 SOUTHWEST CONCRETE & CONS LTD 2865 WS-TRANS&DIST- CRUSHED GRAVE 2995 WS-TRANS&DIST- SCREENINGS - UI 3026 WS-TRANS&DIST- EXCAVATOR, HAI	4,595.40 231.15 1,932.00 2,432.25	A/P	CLEARED	10/31/2017
006737	10/23/2017 SOUTHERN SANITATION LTD. 157376 WS-BUDD AVE- GARBAGE COLLEC1	113.85 113.85	A/P	OUT-STD	10/23/2017
006738	10/23/2017 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 26578* WS/SCD-TOWN HALL- PLAIN ENVEL	80.13 80.13	A/P	CLEARED	10/31/2017
006739	10/23/2017 THOMAS CONNICK 3 WS-TRANS&DIST- MOWED FRONT &	250.00 250.00	A/P	CLEARED	10/31/2017
006740	10/23/2017 VIKING FIRE PROTECTION INC 545050 WS-SOURCE-1/2 ANNUAL SPRINKLER	203.55 203.55	A/P	CLEARED	10/31/2017
006741	10/23/2017 XPLORNET INV19269195 WS-MAXWELL X-ING- SATELLITE SE	85.09 85.09	A/P	CLEARED	10/31/2017
006742	10/23/2017 STATIONERY PLUS 13645* WS/SCD-TOWN HALL- FILE FOLDER 17168 SCD-DISPOSAL- LABELS 18393 WS-TRANS&DIST- PENS, FLAGS, CO 18474** WS/SCD-CIVIC- POST ITS, HIGHLIGHT 19707* WS/SCD-TOWN HALL- PAPER, STAP 20242* WS/SCD-TOWN HALL- CLIPS, POST 20372* WS/SCD-TOWN HALL- PENS 20629* WS/SCD-TOWN HALL- ENVELOPES 20828 WS-SOURCE- BATTERIES 20993* WS/SCD-TOWN HALL- FOLDERS, ST	385.20 13.22 32.19 79.34 17.09 57.04 33.81 4.12 27.43 58.34 62.62	A/P	OUT-STD	10/23/2017
006743	10/26/2017 DILLON CONSULTING LIMITED 171546 WS-MAXWELLCROSSING-ASSESSIV 172827 WS-SOURCE- ASSESSMENT & rECC	56,189.00 48,162.00 8,027.00	A/P	OUT-STD	10/26/2017
006744	10/26/2017 N. B. ELECTRIC POWER 53123617OCT/17 SCD-STS- DECHLORINATION CHAM! 53158875OCT/17 SCD-STS- BUDD AVE LIFT STATION 54807440OCT/17 WS-STS-158A MILLTOWN BLVD. LIF	2,418.47 112.00 2,275.86 30.61	A/P	CLEARED	10/31/2017
006745	10/26/2017 PETTY CASH SEPTEMBER252017 WS-STS-VEHICLE STICKER REPLAC	20.00 20.00	A/P	CLEARED	10/31/2017
006746	10/26/2017 SERVICE NEW BRUNSWICK 1037941 wWS-UTILITY- PAYMENT ACCEPTAN	105.81 105.81	A/P	OUT-STD	10/26/2017
006747	10/26/2017 N. B. ELECTRIC POWER 56356048OCT17 SCD-STS-18 RIVERSIDE DR-LIFT ST. 61204006OCT17 SCD-DISPOSAL-2-216 KING ST LIFT 61224002OCT17 SCD-STS-358A MILLTOWN BLVD. LIF 61236008OCT17 WS-STS-BUDD AVE LIFT STATION 76139807OCT17 SCD-STS-5-4 RIVERSIDE DR-LIFT ST	1,404.01 30.61 148.42 733.07 191.65 45.64	A/P	CLEARED	10/31/2017

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	84934906OCT17	SCD-STS-6-5&A RIVERSIDE DR LIFT	99.75			
	84943408OCT17	WS-STS-TODD HILL RESERVOIR	154.87			
		Cheque Totals Issued:	134,570.89			
		Void:	0.00			
		Total Cheques Generated:	134,570.89			
		Total # of Cheques Listed:	45			

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RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

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

Your kind and thoughtful
expression of sympathy
is deeply appreciated
and gratefully acknowledged

Thank you for your kind
contribution to the Charlotte Co.
Cancer Society in memory of
Eugene.

Christine Russell & Family

Town of St. Stephen,

Thank you for your generous donation
and support of our event,
A Walk to Remember. You helped
make this a truly successful event!

Sincerely,
Dianna Fraser

RESOLUTION NO.: _____

DATE: November 27, 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 November 15, 2017 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, NOVEMBER 15, 2017 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Personal Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item
2. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item
2. 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 Chisholm that the above-noted four (4) items be moved into closed session following the Open Committees Meeting as per Section 10.2(4)(b), (c) and (j) of the New Brunswick *Municipalities Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Hyslop and SECONDED by Deputy Mayor Carr that the agenda be approved with one (1) addition: Financial Request – St. Croix Ridgerunners Snowmobile Club be added as (viii) under the Finance and Administration Committee. 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) Cheque Register for month of October 2017 - The memo from the Accounts Payable Manager dated November 7, 2017 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 27, 2017.
- (iv) Potential Governance Training – The memo from the Acting Chief Administrative Officer dated November 1, 2017 was received and reviewed.

Council directed the Chief Administrative Officer to advise the Chief Administrative Officer in St. Andrews that the Town would be interested in participating and cost sharing in a one (1) day governance training session in the new year, and Council will provide funding in the 2018 budget.

- (v) Change of Date: December 2017 Regular Town Council Meeting – The memo from the Town Clerk dated October 30, 2017 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 27, 2017 to change the date of the Regular meeting in December from the fourth Monday evening to the third Monday evening.
- (vi) Amended Water and Sewer By-Laws and Policy – The memo from the Assistant Treasurer was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, November 27, 2017 for first readings of By-Law No. W-1.1 and By-Law No. W-2.1, along with a motion to approve the amended Water & Sewer Service Policy.
- (vii) Banking Resolutions – The memo from the Assistant Treasurer dated November 8, 2017 was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, November 27, 2017 for revised Bank of Nova Scotia and Royal Bank of Canada signing authorities.

- (viii) Financial Request – St. Croix Ridgerunners Snowmobile Club – The request from the Vice-President dated November 8, 2017 was received and reviewed, and Council directed the Treasurer to bring it forward for consideration during the 2018 budget review.

POLICE AND FIRE - Chaired by Councillor Harding

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

Sergeant Peter Stubbs introduced Superintendent Lucie Dubois, West District Commanding Officer, who spoke well of the community and of the leadership of Sergeant Stubbs.

In addition to his report, Sergeant Stubbs commended Constable Catherine Allard who passed out Halloween treats from an RCMP vehicle, and stated he is pleased when an officer gets involved in the community.

Sergeant Stubbs advised that many tickets were given out during the October stop sign awareness campaign, and confirmed that the campaign, along with the “distracted driving” checks during the month of April, were both successful.

After a complaint from the public, Council directed the Chief Administrative Officer to speak with staff and remind them not to use their cell phones while driving.

- (ii) Report of the Fire Department – There was no report this month as the Fire Chief was on vacation.
- (iii) New By-laws Proposal – Councillor Harding spoke to by-laws in general and recommended that existing by-laws be reviewed and new ones, such as a “long grass by-law” be drafted.

Councillor Harding, Councillor Parker, the Chief Administrative Officer, Building Inspector and By-law Enforcement Officer plan to meet in the new year to discuss by-laws, and information will be brought back to a future meeting.

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

Further to last month’s report which noted a person living in his baby barn, Council directed the Chief Administrative Officer to follow up with the

Building Inspector and By-law Enforcement Officer and update Council at a future meeting.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.
- (iii) Councillor Name Tags – Councillor Parker spoke to the memo from the Human Resource and Office Manager dated November 1, 2017.

Council agreed with Councillor Parker's recommendation and name tags will be ordered from Stationery Plus for the Mayor, Council, Chief Administrative Officer, Treasurer and Clerk.

- (iv) Eastern Charlotte Waterways Inc. – Partners for Climate Protection – The letter from the Project Coordinator, Eastern Charlotte Waterways Inc., dated November 7, 2017 was received and reviewed.

Council agreed to provide Council Chambers as a public meeting space should Eastern Charlotte Waterways Inc. funding application be approved by the NB Environmental Trust Fund and, at that time, the Chief Administrative Officer will discuss in-kind contribution of staff time during the meetings.

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) Elm Street Nature Park:
 - (Letter of Agreement between the Town and Southwest Concrete & Construction Ltd.) - The letter from the President, St. Stephen Elm Street Park Society dated October 19, 2017 was received and reviewed, and Council directed the Chief Administrative Officer to draft a letter of agreement for future review.
 - (Installation of a gate) – The letter from the President, St. Stephen Elm Street Park Society dated November 1, 2017 was received and reviewed, and Council granted permission for the installation of a gate as outlined in the letter which will be supplied by Trails NB.

- (iii) Garcelon Civic Center Report – The report from Richard Fulton was received and reviewed.
- (iv) Garcelon Civic Center Finance Visa Limit Increase – The memo from the Assistant Treasurer dated November 8, 2017 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 27, 2017 to authorize the Treasurer to apply for a \$5,000.00 increase, which would raise the limit to \$10,000.00 in order to facilitate purchases for the Garcelon Civic Center.

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 and the one (1) action item is noted as follows:
 - Council will consider a motion at the next Regular Session on Monday, November 27, 2017 to grant permission to the Christmas Planning Committee to hold the various events as outlined in the Christmas brochure.

In addition to the Events Development Coordinator's report, Councillor Wheaton spoke of two (2) upcoming events: (i) Friday, November 17th @ 11:00 a.m. – Federal funding announcement at the office of Future St. Stephen, 120 Milltown Boulevard; and (ii) Friday, November 24th from 6:00 – 11:00 p.m. an open house at the office of Future St. Stephen.

- (ii) Holiday Lamppost Decorating Contest – The letter from the Business Improvement Area Coordinator dated November 3, 2017 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 27, 2017 to grant permission to hold the third annual holiday lamppost decorating contest.
- (iii) Tourism Publication of Ageless NB – Day Trippin' NB – Councillor Wheaton spoke to her memo dated November 7, 2017.

Council agreed to participate if the publication proceeds and authorized an expenditure of \$950.00 for a two-page spread in the proposed Day Trippin' NB publication. The payment deadline is March 1, 2018 and, therefore, will be included in the 2018 budget.

Councillor Wheaton, as Council's representative, will take the information to the Tourism and Promotion Action Committee for the drafting of the two-page spread, should the publication proceed.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) Sidewalk Request – The letter from the Facility Administrator of Horizon Health Network / Charlotte County Hospital dated November 3, 2017 was received and reviewed.

Council directed the Chief Administrative Officer to meet with the Director of Operations to determine costs and a report will be brought back to a future meeting.

5. **DELEGATIONS/PRESENTATIONS**

- (i) The Chocolate Museum Operating Committee Board – Maria Kulcher, Chair, presented to Committee an update on The Chocolate Museum's progress and requested the following grants:
 - \$4,000 to provide assistance to the Museum to cover fixed operating expenses;
 - \$16,000 to cover monthly payments for the bank loan incurred from the expansion of the Museum in 2009; and
 - \$2,200 to cover the balance of the interest incurred by the Museum on the outstanding expansion loan.

Past Chair Allan Gillmor, Alana MacLeod, Treasurer and Michelle Vest, Museum Manager/Director, were also in attendance and thanked Council for its ongoing support.

Mayor MacEachern thanked the Chair for the update and advised that the financial request will be reviewed during the 2018 budget process.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 6:25 p.m. and returned to open session at 7:00 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 7:00 p.m.

Joan Flewelling, Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, NOVEMBER 15, 2017 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Personal Matter – Section 10.2(4)(b) of the New Brunswick *Municipalities Act* – one (1) item
2. Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – one (1) item
3. 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) Cheque Register for month of October 2017 – Memo from Assistant Treasurer dated November 7, 2017 with attachment:
 - Cheque Register
- (iv) Potential Governance Training – Memo from the Acting Chief Administrative Officer dated November 1, 2017 attached.
- (v) Change of Date: December 2017 Regular Town Council Meeting – Memo from Town Clerk dated October 30, 2017 attached.
- (vi) Amended Water and Sewer By-Laws and Policy – Memo from Assistant Treasurer dated November 8, 2017 with attachments:
 - Copy of proposed Water & Sewer Service Policy
 - Copy of proposed By-Law No. W-1.1
 - Copy of proposed By-Law No. W-2.1

- (vii) Banking Resolutions – Memo from Assistant Treasurer dated November 8, 2017 with attachments:
- Copy of proposed Bank of Nova Scotia Signing Authorities resolution
 - Copy of proposed Royal Bank of Canada Signing Authorities resolution

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
(ii) Report of the Fire Department – No report this month.
(iii) New By-laws Proposal – Councillor Harding will speak to it.
(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
(iii) Councillor Name Tags – Councillor Parker will speak to Memo from Human Resource and Office Manager dated November 1, 2017 attached.
(iv) Eastern Charlotte Waterways Inc. – Partners for Climate Protection – Letter from Project Coordinator, Eastern Charlotte Waterways Inc., dated November 7, 2017 attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
(ii) Elm Street Nature Park:
 - (Letter of Agreement between the Town and Southwest Concrete & Construction Ltd.) - Letter from President, St. Stephen Elm Street Park Society dated October 19, 2017 attached.
 - (Installation of a gate) – Letter from President, St. Stephen Elm Street Park Society dated November 1, 2017 attached.
- (iii) Garcelon Civic Center – Report from Richard Fulton dated November 7, 2017.
(iv) Garcelon Civic Center Finance Visa Limit Increase – Memo from Assistant Treasurer dated November 8, 2017 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
(ii) Holiday Lamppost Decorating Contest – Letter from Business Improvement Area Coordinator dated November 3, 2017 attached.
(iii) Tourism Publication of Ageless NB - Day Trippin' NB – Memo from Councillor Wheaton dated November 7, 2017 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Sidewalk Request – Letter from Facility Administrator dated November 3, 2017 attached.

5. **DELEGATIONS/PRESENTATIONS**

- (i) The Chocolate Museum Operating Committee Board – Presentation by Maria Kulcher, Chair of The Chocolate Museum Operating Committee Board as outlined in her letter dated November 6, 2017 attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on November 6, 2017 be approved as circulated.

COMMITTEE MEETING
MONDAY, NOVEMBER 6, 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; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Parker that the above-noted two (2) items be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 4:15 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Chisholm that the meeting adjourn at 4:15 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, NOVEMBER 6, 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) Financial Matter – Section 10.2(4)(c) of the New Brunswick *Municipalities Act* – two (2) items

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on November 22, 2017 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, NOVEMBER 22, 2017 @ 4:30 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, David Hyslop, Phil Chisholm (left meeting at 5:45 p.m.), and Ken Parker; Chief Administrative Officer Jeff Renaud; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

ABSENT: Councillor Ghislaine Wheaton.

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. **ITEM**

Motion to move into closed session as per:

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

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Chisholm that the above-noted one (1) item be moved into closed session as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 6:10 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Parker that the meeting adjourn at 6:10 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, NOVEMBER 22, 2017 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

Memo

To: Lee Johnson, CAO

From: Tim Tozer, Treasurer

Date: 08 November 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).
-Processing July to September 2017 utility bills
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 75 employees, Monthly 32 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 115 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 June 30, 2017.
- 3) Preparation and review of information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Tender Opening-October 4, 2017.
 - B) CPA Professional Development Course-October 10, 2017.
 - C) Auditors Field Work-October 16-20, 2017.
 - D) Closed Committee Meeting-October 18, 2017.
 - E) Asset Management Planning Seminar-November 2, 2017.
 - F) Finance Group Meeting-November 3, 2017.
 - G) Closed Committee and Special Council-November 6, 2017
 - H) Finance Group Meeting-November 7, 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 have used external assistance for the reconciliations of expenditures and grants**).
 - 10) Old Town Hall.
 - 11) Wharf.
 - 12) Turning the Corner Community Space.
- B) Civic Center accounting reconciliations-Month end completed to September 30, 2017.
- C) Capital Budget-In Progress.
- D) 2018 Operating Budgets-In Progress.
- E) 2016 and 2017 month ends and working papers for audit (**Due to timing and internal workload levels we have used external assistance with the 2016 audit**)-In Progress.
- F) Solid Waste and Collection Tender Zone 3 (**Due to timing and internal workload levels we have used external assistance with this tender**)-In Progress.
- G) Multiple HST remittances-In Progress.
- H) Jumpstart processing-In Progress.

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

Public Works Report for October 2017

Lee Johnson, Director of Operations, November 02, 2017

1: **Water system:**

- a) Installed 1 new Sprinkler Line.
- b) Repaired 1 Water Main.
- c) Repaired 7 Water Laterals.
- d) Repaired 10 Meters.

2: **Streets:**

- a) Hauled Sand for Winter.
- b) Removed Floating Docks.
- c) Cleaned off catch basins.
- d) Put up Legion Banners.
- e) Repaired 1 Sewer Lateral.

3: **Waste Water:**

- a) Videoed 10 Sewer Laterals.
- b) Rodded 5 Sewer Laterals.
- c) Repaired 2 Lift Stations.

4. **Project Updates:**

November 7, 2017

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

Underground utilities are complete and the water main has been tested and commissioned. The remaining concrete curb, sidewalk and asphalt is currently on hold while waiting for utility poles to be moved. Once the poles are moved concrete and asphalt will be finished. The project is currently on schedule and, at present time, there are no budget concerns.

Water Main and Utility Renewal (Milltown Boulevard) – Project No. 17-5356

All underground pipe work is complete and commissioned. Curb and sidewalk restoration is currently in progress. Asphalt restoration is scheduled for the later part of the week of November 6, with asphalt seal to follow. The project is currently on schedule and at present time there are no budget concerns.

Sanitary Sewer Renewal and Combined Sewer Separation (Thompson Avenue & Springwood Court) – Project No. 17-5358

Construction started on August 28. All underground pipe work is complete. Concrete sidewalks are being poured later this week and paving is scheduled for next week (week of November 13). There are no budget concerns at present time.

Turning the Corner Community Space – Project No. 17-6504

Tenders closed on November 2, 2017. The contract has since been awarded. A construction schedule and shop drawings are forthcoming.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. October 2017

Parks

- There have been a lot of exciting things happening on the David Alison Ganong Chocolate Park Playground study. Playground designer and Landscape architect working on design plans. There are working sessions planned with Elementary Schools, and a public meeting.
- I am currently working on a new turf maintenance tender for 2018.
- Jennifer is continuing with her Fall work.
- Mowing continues until after Remembrance Day.
- Cleaned up trees and brush around Cotton Mill Monument.
- Continue to work with the Elm Street Nature Park committee.
- We continue to bring in picnic tables, garbage cans.
- Splash pad and Fountains have been winterized.
- Rotary Change House has been winterized.

Recreation

- The new Can Skate program going very well.
- Working on 2nd Annual Wall of Fame.
- Attended Recreation NB Annual Conference.
- Working on holiday skating schedule.
- We were successful in receiving a grant to host an event for Canada 150 Skating Day.
- 2 High School hockey tournaments coming up in November.
- Working on Civic Center Christmas float.
- Held a session on Concussions on October 25th.
- Working on a possible March Break camp at the Civic Center.
- The Civic Center team is working on a possible partnership with the Boys and Girls Club for Christmas Camp.



Town of St. Stephen



Canada's Chocolate Town

Page 2

- The newly formed Swim Team at the Civic Center is going very well.
- I have 3 full weeks of ice booked for Summer 2018 with teams from Florida.
- Working on a 2nd season of Spring hockey.
- Working with the U17 World's Host Committee on possible partnerships.

Meetings

- FRPA
- Sport NB
- RNB
- Dept Head
- CC Staff
- CC Mgt
- Jumpstart
- ABC Recreation
- Jim Scott

Michael O'Connell
Director, Parks and Recreation

TOWN of ST. STEPHEN

By-Law Enforcement

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

October REPORT

2017

To: CAO – Town of St. Stephen

Please find enclosed my report for October By-Law – Enforcement. We handled 24 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (0)		
Assist General Public (7)	<i>Lady called concerning the amount of chickens allowed</i> <i>Lady called concerning the size of a building lot in Town</i> <i>Mayfield Vet Clinic called concerning a policy Re: injured animals</i>	Information was passed onto her Passed onto the building inspector Told them to put what they are looking for on paper attention the CAO and Council and they will look at the proposal.

<p>Parking(13)</p>	<p><i>Lady called inquiring about a fire pit in Town</i></p> <p><i>Received a call asking for permission to place a barricade ribbon across a common drive for a Halloween party</i></p> <p><i>Complaint of a neighbor damming brook again.</i></p> <p><i>Received another complaint regarding the refuse at a residence</i></p> <p><i>Ticket #s 0524,0525,0526 issued for parking offences</i></p> <p><i>Warnings given on King and Blvd and Charlotte Mall (10)</i></p>	<p>Stated that she had to get a hold of the fire chief and that he would inspect the pit.</p> <p>Permission was granted as long as it was taken down immediately after</p> <p>Landlord looked after this issue</p> <p>Informed councilor Harding that there is nothing we can do about this incident</p>
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	<i>Letters were sent out to two residences in Town with regards to unsightly refuse on their property.</i>	
Dog Complaints (1)	<i>Complaint of a dog attack on the waterfront while at an obedience class</i>	<i>Informed complainant that we would look into this for her. Still under investigation</i>

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REPORT OF THE ANIMAL CONTROL OFFICER

I responded to all complaints and phone calls, patrolled the Town daily. One male dog was picked up and impounded, and was not picked up by the owner. Bill was sent in.

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

	2017	2016	2017	2016	2017	2016	2017
BUILDING INSPECTION 2017							
October							
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value
TYPE OF CONSTRUCTION	Pres. Mth	Prev.Yr Mth	Pres. Mth	Prev.Yr Mth	Present Year	Previous Year	Present Year
New Residential	0	N/A	\$0.00	N/A	19	N/A	\$856,700.00
Residential Renos/Additions	5	N/A	\$202,500.00	N/A	42	N/A	\$1,302,900.00
New Com/Indus/Instit.	1	N/A	\$10,000.00	N/A	3	N/A	\$16,000.00
Com./Indus./Inst. Renos	2	N/A	\$3,500.00	N/A	18	N/A	\$1,524,460.00
Institutional	1	N/A	\$4,584.00	N/A	6	N/A	\$196,374.00
Demolition	0	N/A	\$0.00	N/A	11	N/A	\$126,700.00
TOTALS	9	N/A	\$220,584.00	N/A	99	N/A	\$4,023,134.00
	Cur. Mth						
Demolition Permits	0	N/A					
Stop Work Orders Issued	0	N/A					
Site Inspections	14	N/A					
Electrical waivers issued	1	N/A					
Active Unsightly Premises	6	N/A					
Sign Permits	2	N/A					

Report of Development / Property Management Office – October 2017

Planning Advisory Committee	The meeting for November 1 was cancelled because there was no business for the agenda. Next meeting: Wednesday, December 6.
Sign Permits	3 approved.
Variances	0 approved.
Approved Plans	0 approved.
Unightly Premises	The Office of the Building Inspector has five (5) active and ongoing unsightly files open.

PROPERTIES

R.C.M.P. Building	Nothing to report.
Library	Nothing to report.
Airport	Nothing to report.
34 Milltown Blvd.	Stabilization work on the old Town Hall is complete and Richard is working with Finance to get the invoices paid and ACOA and RDC grants completed.
Train Station	Nothing to report.

Garcelon Civic Center - Report to Council - Nov. 7, 2017

1. The small pool will be drained for routine maintenance Dec. 8 - 9 and the large pool will be drained for maintenance Dec. 11 - 18. Appropriate notices to users will be posted.
2. Christmas holiday schedules are being finalized
3. Tournament dates:
 - High School Girls - Nov. 10 - 12
 - High School Boys - Nov. 24 - 26
 - Rob Gullison - Dec. 1 - 3
 - Doug MacDonald - Jan. 5 - 7
 - BorderTown Jamboree - Feb. 10 - 11
4. Markets
 - St. Stephen Farmers' Market - Nov. 19
 - Craft Market - Nov. 24
 - Kiwanis Market - Dec. 1
5. Budget 2018 preparations are underway.
6. An event management proposal was agreed upon by all GCC management staff and Alex Reid that includes both GCC internal events and those larger ones such as Blue Rodeo.

Richard Fulton

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.12 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY

THAT By-law No. A-7.12 – A By-law to Amend By-law No. A-7, "A By-law to Impose a Special Business Improvement Levy" – be given Second Reading – Reading in its Entirety.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. W-1.1 - A BY-LAW TO AMEND BY-LAW NO. W-1, "A BY-LAW
RESPECTING WATER AND SEWER RATES AND CHARGES" – FIRST READING –
SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-law No. W-1.1 – A By-law to Amend By-law No. W-1, "A By-law Respecting Water and Sewer Rates and Charges" - for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. W-1.1

A BY-LAW TO AMEND BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"

BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ST. STEPHEN AS FOLLOWS:

1 Subsection 2.03 of Section 2 "OWNER RESPONSIBILITY" is amended by repealing it and substituting the following:

2.03 The owner shall pay the cost of repair or replacement for any damage to a meter caused by negligence by the owner or occupants of the building for which he/she is the owner or caused by normal wear and tear (natural deterioration with normal usage).

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

First Reading:

Second Reading:

Third Reading and Enactment:

Allan MacEachern, Mayor

Joan M. Flewelling, Clerk

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. W-2.1 - A BY-LAW TO AMEND BY-LAW NO. W-2, "A BY-LAW RELATED TO WATER AND SEWER SYSTEMS" – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled By-law No. W-2.1 – A By-law to Amend By-law No. W-2, "A By-law Related to Water and Sewer Systems" - for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. W-2.1

A BY-LAW TO AMEND BY-LAW NO. W-2, "A BYLAW RELATED TO WATER AND SEWER SYSTEMS"

BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ST. STEPHEN AS FOLLOWS:

1 Subsection 3.10 (e) of Section 3.10 "Water Meters" is amended by repealing it and substituting the following:

3.10 Water Meters

(e) Every owner whose water supply is metered shall be liable for any damage to, or loss of, the meter resulting from any cause. Please refer to Section 2, Subsection 2.03 of By-Law W-1.1

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

First Reading:

Second Reading:

Third Reading and Enactment:

Allan MacEachern, Mayor

Joan M. Flewelling, Clerk

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police October 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
October 2017**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **October 1st, 2017 to October 31st, 2017 inclusive**. During this time period, the RCMP responded to **426** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops	43
Driving while Disqualified or Licence Suspension – Provincial/Territorial	1
Driving While Disqualified/Prohibited	1
Driving Without Due Care or Attention	1
Fail to Stop or Remain at Accident Scene	1
Motor Vehicle Act – Other Activities	2
Motor Vehicle Insurance Coverage Violations	1
Moving Traffic – Intersection Related Violations	1
Moving Traffic – Speeding Violations – Provincial/Territorial	1
Operation of Motor Vehicle While Being Pursued by Police	1
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial	2
STEP – Selective Traffic Enforcement Program	2
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable	10
Traffic Tickets	128
Traffic Warnings	15

PROVINCIAL STATUTES:

911 Act – Other Activities.....	1
False/Abandoned 911.....	3
Intoxicated Person Detention Act.....	2
Mental Health Act – Other Activities.....	3
Other Provincial Statutes	2

CRIMINAL CODE:

Assault.....	5
Breach of Recognizance to Keep the Peace.....	1
Break and Enter – Business.....	1
Break and Enter – Residence	1
Criminal Harassment	1
Disturbing the peace/Causing a disturbance.....	6
Fail to comply probation order.....	3
Failure to Comply With Condition of Undertaking/Recognizance.....	1
Fraud (money/property/security) less than or equal to \$5000.....	5
Mischief – Damage to, or obstruct enjoyment of property	4
Other theft under \$5000.....	6
Sexual Assault.....	2
Theft under or equal to \$5000 – Shoplifting	5
Uttering threats against a person	3

OTHER FEDERAL STATUTES:

Customs Act – Other Activities.....	1
Possession – Schedule II: Cannabis More Than 30 grams.....	1
Possession – Schedule VIII: Cannabis Marihuana.....	4
Possession for the Purpose of Trafficking – Schedule I	1
Trafficking Schedule I – Cocaine.....	1

OTHER INVESTIGATIONS:

Assistance to Canadian Police (non-RCMP) Agency	2
Assistance to Canadian Provincial/Territorial Dept/Agency	2
Assistance to General Public	4
Crime Prevention	1
Demonstrations/Protests.....	1
False Alarms.....	8
Items Lost/Found except passports	2
Police Certificates/Letters	121
Suspicious Person/Vehicle/Property	10
Unfounded.....	11
Wellbeing Check.....	2

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

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

2016 AUDITED FINANCIAL STATEMENTS

THAT the 2016 Audited Financial Statements as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: DECEMBER 2017 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 25th day of December, 2017 at 7:00 p.m., to the third (3rd) Monday, 18th day of December, 2017 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

THE BANK OF NOVA SCOTIA SIGNING AUTHORITIES

THAT the Council of the Town of St. Stephen resolves that:

1. We appoint The Bank of Nova Scotia as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.
2. Any two of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:
Mayor or Deputy Mayor, along with the Treasurer or Assistant Treasurer.
3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any two of the officers set out below. The most recent certificate given to you will be the current certificate in effect:
Over 5,000 dollars - Mayor or Deputy Mayor, along with Treasurer or Assistant Treasurer
5,000 dollars and under – Mayor or Deputy Mayor or CAO, along with Treasurer or Assistant Treasurer
4. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
5. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

ROYAL BANK OF CANADA SIGNING AUTHORITIES

THAT the Council of the Town of St. Stephen resolves:

1. That Royal Bank of Canada ("Royal Bank") is appointed banker for the Town of St. Stephen.
2. That Instruments:-Any one of the Mayor, Deputy Mayor or CAO together with Treasurer or Assistant Treasurer for amounts of \$5,000 or less/ -Any one of the Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer for amounts greater than \$5,000. Agreements and credits: Any one of the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are authorized on behalf of the Town of St. Stephen from time to time:
 - (a) to withdraw or order transfers of funds from the Town of St. Stephen's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
 - (b) to sign any agreements or other documents or instruments with or in favour of the Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Town of St. Stephen; and
 - (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Town of St. Stephen held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Town of St. Stephen, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Town of St. Stephen, or any other name under which the Town of St. Stephen carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Town of St. Stephen; and

- (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Town of St. Stephen's accounts with or any service of the Royal Bank, and to settle and certify the Town of St. Stephen's accounts with Royal Bank.
- 3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Town of St. Stephen, and Royal Bank is hereby authorized to act on them and give effect to them.
- 4. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Town of St. Stephen, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the (1) Mayor and (2) Treasurer of the Town of St. Stephen; and
 - (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
- 5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Town of St. Stephen until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Town of St. Stephen has its account.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

CREDIT CARD LIMIT INCREASE – GARCELON CIVIC CENTER

THAT the Treasurer be authorized to apply for an additional \$5,000.00 (five thousand dollars) on the Scotiabank credit card for the Town of St. Stephen in the name of Barbara Tucker, Administrative & Finance Coordinator of the Garcelon Civic Center, which would increase the limit to \$10,000.00 (ten thousand dollars), to facilitate purchases for the Garcelon Civic Center.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – HOLIDAY LAMPPOST DECORATING CONTEST

THAT the Council of the Town of St. Stephen grants permission to the Business Improvement Area to hold its 3rd Annual Holiday Lamppost Decorating Contest on King Street and Milltown Boulevard.

AND THAT the decorations must go up between Wednesday, November 22, 2017 and Friday, November 24, 2017, and removed between Tuesday, December 26, 2017 and Tuesday, January 2, 2018.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENTS – CHRISTMAS PLANNING COMMITTEE

THAT the Council of the Town of St. Stephen grants permission to the Christmas Planning Committee to hold the various events as outlined in the 2017 Christmas brochure.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

AMENDED JOB DESCRIPTION – ASSISTANT TREASURER

THAT the Council of the Town of St. Stephen approves the attached amended job description for the position of Assistant Treasurer.



Job Description
The Town of St. Stephen
Finance and Administration

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

General Accountability

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

Duties and Responsibilities

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

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

Desirable Qualifications

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

Certification and Approval

Employee and Supervisor Certification

<p>I certify that I have read and understand the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Employee signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to the position.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
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Approved By:	Town Council
Date Approved:	July 24, 2017
Updated:	November 27, 2017

Assistant Treasurer Job Description -Addendum A
Town of St. Stephen
Garcelon Civic Center (GCC) Financial Controller
KEY RESPONSIBILITIES AND MANDATE

Executive Summary

The role of the GCC Financial Controller needs to be defined, understood and supported by the Treasurer, CAO and Council Finance Committee/Council.

The GCC Financial Controller is a key financial and risk management officer and member of the GCC Management team but also requires the cooperation, support and advice of all key staff to ensure that the position operates effectively, efficiently and as envisioned by Council through the direction of the Treasurer's office and the CAO.

The GCC Financial Controller has broad responsibilities for management of the key functions as outlined below. This list is a work in progress and will change, develop and strengthen as the role becomes more defined.

The GCC Financial Controller recognizes the responsibility provided to, and provided by, all individual GCC Department Managers and seeks to work with the Management of the GCC to manage all assets, current and future, of the GCC.

The GCC Financial Controller is not a Departmental Management position. The GCC Financial Controller has overall responsibility for staff while they are performing functions related to the specific responsibilities of the GCC Financial Controller, but the GCC Financial Controller does not otherwise control or manage individual staff except as it may relate to assistance in the performance of his duties.

The GCC Financial Controller has the support of all Department Managers to assist in the performance of the GCC Financial Controllers responsibilities and the GCC Financial Controller will, where possible, rely on Department Management for the management and accountability of their staff in the performance of department staff duties related to functions under the mandate of the GCC Financial Controller.

The GCC Financial Controller works with all staff to improve and strengthen internal controls, asset protection, financial management , recording and risk management and must listen and be receptive to concerns or ideas that would serve to ensure increased compliance of the policies and procedures implemented to grow, protect and manage GCC assets or provide a means to improve those policies and procedures.

In summary the GCC Financial Controller has the responsibility to educate, guide and work with all staff to improve the areas under the GCC Financial Controllers mandate and works to ensure compliance with policies and procedures currently in place.

Assistant Treasurer Job Description -Addendum A
Town of St. Stephen
Garcelon Civic Center (GCC) Financial Controller
KEY RESPONSIBILITIES AND MANDATE

Overall Framework

- The GCC Financial Controller is a key member of the management of the Garcelon Civic Center and Treasury department and primary accounting, finance and risk management of the GCC reporting to the CAO and Council through the Treasurer.
- Primary responsibility for the management of accounting, finance and risk management functions including managing compliance with established Town of St. Stephen purchasing and billing policies and preparation and management of budgets.
- Has the support of, and works with, all Department Managers including the CAO, GCC Manager and/or Department Managers to understand and implement processes to ensure compliance and improve overall financial and risk management.
- Listens to suggestions and makes recommendations for improvement of processes where the suggestions may improve the management of resources and reporting of information or where recommendations to the Treasurer to implement or make changes to established Municipal purchasing, billing policies and management of budgets or reporting of same.

Key Responsibilities

Internal Control, Protection of Assets and Risk Management

- Develops and documents business process and accounting policies to maintain and strengthen internal controls and provides recommendations for their implementation or update where necessary.
- Responsible for the safeguard of all GCC assets and assures accurate and timely recording of all transactions by implementing disciplines of internal checks and controls across all individual departments.
- Reviews and recommends for approval all purchases affecting internal controls.
- Primary responsibility, reporting to the Treasurer, for all Insurance risk management issues related to the Garcelon Civic Center, including primary contact with Insurance broker, review of policies and ensuring risk management policies and procedures are recommended and implemented.
- Seeks the advice and recommendation of the Civic Center Manager or Department Managers related to issues that would improve internal control, asset protection or risk management and provides recommendation to the Treasurer where such advice or recommendation would, in the opinion of the GCC Financial Controller, improve such functions.

Budget Preparation and Management

- Primary responsibility for the preparation of GCC budgets for submission to the Treasurer.
 - Coordinates and directs the preparation of the budget and financial forecasts by individual Department Managers and/or GCC Manager.
-

Assistant Treasurer Job Description -Addendum A
Town of St. Stephen
Garcelon Civic Center (GCC) Financial Controller
KEY RESPONSIBILITIES AND MANDATE

Budget Preparation and Management (continued)

- Has the support of the Civic Center Manager and Department Heads with the preparation of individual departmental budgets (ie finance and administration, GCC operations, Aquatic and Building Maintenance) as required to ensure completion on a timely basis for submission to the CAO and Treasurer for recommendation to Council.
- Provides explanations, with the assistance of the GCC Manager or Department Managers, of budget variances, as required by the CAO or Treasurer.

Financial Management, Accounting and Reporting

- Responsible for the management of all accounting operations including policies and procedures related to pricing and billing management, accounts receivable authorization and collection management and accounts payable authorization and payment management.
 - Reviews and provides recommendation for approval to the CAO all contracts with the Town having a financial impact on the Garcelon Civic Center.
 - The GCC Financial Controller has the support of all Department Managers to assist in the performance of the GCC Financial Controller's responsibilities and the GCC Financial Controller will, where possible, rely on Department Management for the management and accountability of their staff in the performance of department staff duties related to functions under the mandate of the GCC Financial Controller.
 - Works with the Human Resource Manager, CAO, Treasurer and Department Manager to provide recommendations on the hiring and ongoing evaluation of all accounting staff.
 - Assists with the preparation of month end and year end posting and financial reporting.
 - Manages and ensures compliance with CRA policies and procedures related to Payroll, Excise Tax (HST) compliance or other federal or provincial government reporting or tax filings and assists Treasurer's office with provision of timely information to accurately report same.
 - Provides guidance and assists with recommendations to Department Managers to assist with compliance of current purchasing policy guidelines and guidance on purchases that have not been approved by Council through approval of the department budget, or are outside spending policy limits.
 - Reviews purchasing and billing practices to ensure compliance with established Town of St. Stephen policies and works with staff to improve issues where not in compliance.
 - Seeks the advice and recommendation of the CAO where compliance issues require, in the GCC Financial Controller's opinion, CAO interpretation, intervention or recommendation for improvement.
 - Responsible for the overall management of cash flows including management of bank accounts and GCC cash reserves and reports to the Treasurer on same.
 - Ensures the timely completion of bank and other reconciliations required to ensure issues related to cash management are managed with internal control guidelines, and on a timely basis.
 - Documents and manages procedures related to month end and year end cutoff to assist with the timely and accurate reporting of financial results.
-

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

**SICK LEAVE BANK – CANADIAN UNION OF PUBLIC EMPLOYEES
(CUPE), LOCAL 770**

THAT the Council of the Town of St. Stephen agrees to supply sixty (60) days from the Union Sick Leave Bank for Employee # E05 retroactively to November 10, 2017, as requested by the Canadian Union of Public Employees (CUPE), Local 770, and outlined in Article 18.06 of its Collective Agreement.

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

WATER & SEWER SERVICE POLICY

THAT the Council of the Town of St. Stephen approves the "Water & Sewer Service" Policy No. 13 – A attached.



TOWN OF ST. STEPHEN

POLICY

Title: WATER & SEWER SERVICE

Policy No. 13 - A

Page 1 of 1

Original Effective Date: November 1, 2010

Amendment Effective Date: _____

Original Approved by Council: November 1, 2010

Amendment Approved by Council: _____

1.0 PURPOSE

- 1.1 The purpose of this policy is to clearly outline the responsibilities of the Town of St. Stephen in providing water and sewer service to private properties.

2.0 INSTALLATION FEES

- 2.1 The connection fee for the installation of a water or sewer lateral shall be the full cost of the work, **including the cost of any repairs to the Town street.**
- 2.2 Where any work is done by a contractor the Town shall inspect and approve or reject any work undertaken on public property before excavations are backfilled.
- 2.3 Where any work is done by a contractor the Town shall have the option of making any water or sewer connections to the main and charging the full cost to the property owner.
- 2.4 When the Town is replacing/installing water meters, and where the owner has an existing meter and the meter is being replaced for other than damage or loss of the meter for any cause, there will be no fee charged to the property owner for the new meter.

Approved: _____
Town Clerk

RESOLUTION NO.: _____

DATE: November 27, 2017

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.