

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 22, 2018 @ 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) Town Employee Retirement – Presentation to Jeff Richardson.
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – December 18, 2017
 - (b) Special Council Meeting – December 27, 2017
8. ACCOUNTS
 - (a) 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 – January 10, 2018
 - (b) Committee of Council Meeting – January 17, 2018

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" – Third and Final Reading – Short Title Only
- (b) 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" – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) 2018 General Operating Fund Budget
- (c) 2018 Water and Sewerage Operating Fund Budget
- (d) Schedule "A" – By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges"
- (e) Town Grant – "We've Got Your Back" Fundraiser
- (f) Town Grant – Charlotte County IWK Fundraising Committee
- (g) Town Grant – St. Stephen Middle School Entrepreneurial Adventure Committee
- (h) Council Request – Planning Advisory Committee – Proposed Rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot)
- (i) Setting Date for Public Presentation – Proposed Rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot)
- (j) Charlotte County Fall Fair – "In Kind" Support
- (k) Actuarial Services – Chartered Professional Accountants of Canada Public Sector Accounting Standards
- (l) Receptionist and Hospitality Attendant Position
- (m) Unused Vacation Carryover – Non-Union Employees
- (n) Unused Vacation Carryover – Union Employees

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on December 18, 2017 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 18, 2017 @ 7:00 P.M.

1. PRAYER

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

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Harding

278/17 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

279/17 **THAT** the Minutes of the Regular Council meeting held on November 27, 2017 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Parker

Seconded by Councillor Harding

280/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2017 be received.

CARRIED

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

281/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2017 be received.

CARRIED

PAID BILLS

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

282/17 **THAT** the paid bills in the amount of \$1,827,000.88 (one million, eight hundred and twenty-seven thousand and eighty-eight 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 Councillor Chisholm

283/17 **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 December 6, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Chisholm
Seconded by Councillor Parker

- 284/17 **THAT** the following staff reports for the month of November 2017 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center.
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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 285/17 **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 Third and Final Reading – Short Title Only. **CARRIED**

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" – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 286/17 **THAT** 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 given Second Reading – Reading in its Entirety. **CARRIED**

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" – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 287/17 **THAT** 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” – be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 288/17 **THAT** the Royal Canadian Mounted Police November 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 289/17 **THAT** the amount of \$100,000.00 (one hundred thousand dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.
CARRIED

TRANSFER TO THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 290/17 **THAT** the amount of \$10,000.00 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding
Seconded by Councillor Hyslop

- 291/17 **THAT** the amount of \$407,773.71 (four hundred and seven thousand, seven hundred and seventy-three dollars, and seventy-one cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2018 Wheel Loader; 2017 Loader Mounted Snow Blower; and 108" New Pickup Broom. **CARRIED**

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 292/17 **THAT** the amount of \$500,279.00 (five hundred thousand, two hundred and seventy-nine dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE OPERATING RESERVE FUND

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 293/17 **THAT** the amount of \$32,731.00 (thirty-two thousand, seven hundred and thirty-one dollars) be transferred from the Water and Sewerage Operating Reserve Fund to the Water and Sewerage Operating Fund. **CARRIED**

TRANSFER FROM THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 294/17** THAT the amount of \$51,111.25 (fifty-one thousand, one hundred and eleven dollars, and twenty-five cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for the purchase of three Chlorine Vac's, one Chlorine Regulator/Injection System and one Chlorine/De-Chlorination Gas Detector. **CARRIED**

AUDITOR'S SERVICES

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 295/17** THAT the Council of the Town of St. Stephen approves a one (1) year extension for the accounting firm of Teed Saunders Doyle & Co. of Saint John, NB, to act as the Town's auditor for the fiscal year 2017 for a fee of \$15,500.00 (fifteen thousand, five hundred dollars), plus HST. **CARRIED**

PEDDLER'S LICENSE – TWISTED SISTAS FOOD SERVICES

Moved by Councillor Chisholm
Seconded by Councillor Parker

- 296/17** THAT the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Twisted Sistas Food Services effective January 1, 2018 and which will expire on the 31st day of December, 2018, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendors, Transient Traders and Buskers". **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the Santa Claus Parade.
- Attended a meeting on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a second meeting on a proposed Drag Strip in the area.
- Attended an annual "Quad Service" Christmas dinner.
- Attended the Rotary Invitational Basketball Tournament at SSSHS.
- Attended the Chamber of Commerce Breakfast Meeting with the St. Stephen Aces.
- Attended all Town meetings.

Councillor Hyslop

- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended "Moonlight Madness".
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended all Town meetings.

Councillor Parker

- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended all Town meetings.
- Attended the Santa Claus Parade.
- Wished everyone happy holidays.

Councillor Wheaton

- Attended all Town meetings.
- Attended The Chocolate Museum Operating Committee's Annual General Meeting.
- Attended the Tree Lighting at Town Square.
- Prepared and served hot chocolate and cookies with the St. Stephen-Milltown Lionettes at Santa's Arrival.
- Attended the Santa Claus Parade.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a Coffee House at the Vineyard.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Volunteered at the dance sponsored by the Chamber of Commerce and Business Improvement Area.
- Organized caroling for the St. Stephen-Milltown Lionettes at Lonicera Hall, Lincourt Manor, and the Charlotte County Hospital.

Councillor Harding

- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Wished everyone a Merry Christmas and Happy New Year

Councillor Chisholm

- Attended the Santa Claus Parade.
- Attended a meeting on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended the Chamber of Commerce Christmas Business Networking Mixer

- Participated in interviews for the Receptionist and Hospitality Attendant position.
- Attended all Town meetings.
- Attended a Greater St. Stephen Sports Wall of Fame meeting at the Garcelon Civic Center.
- Met with the Chief Administrative Officer on the operations of the Garcelon Civic Center.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor MacEachern

- Attended the Tree Lighting at Town Square.
- Attended Santa's Arrival at the Garcelon Civic Center.
- Attended the Santa Claus Parade.
- Attended a meeting on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended the staff Christmas dinner at the St. Croix Christian Centre.
- Attended a Regional Service Commission recycling meeting.
- Attended a "thank you" breakfast at the Fire Hall.
- Attended the Chamber of Commerce Breakfast Meeting with the St. Stephen Aces.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Visited the "Turning the Corner" project site.

16. QUESTION PERIOD

There were no public or media present.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

297/17 **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**

The Council came out of closed session at 7:40 p.m.

RECEPTIONIST AND HOSPITALITY ATTENDANT POSITION

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

298/17 **THAT** the Council of the Town of St. Stephen agrees with the recommendation of the Chief Administrative Officer to promote the Receptionist and Hospitality Attendant position to full-time status and to re-advertise in accordance with the requirements of the Collective Agreement. **CARRIED**

18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

299/17 THAT the meeting adjourn at 7:45 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 18, 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 – November 27, 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 – December 6, 2017
11. STAFF REPORTS
 - (a) Chief Administrative Officer
 - (b) Finance Department
 - (c) Public Works Department
 - (d) Parks and Recreation Department
 - (e) Fire Department
 - (f) By-Laws and Building Inspection Services
 - (g) Development / Property Management Office
 - (h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.12 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Third and Final Reading – Short Title Only
- (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” – Second Reading – Reading in its Entirety
- (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” – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Transfer from the General Operating Reserve Fund
- (c) Transfer to the General Operating Reserve Fund
- (d) Transfer from the General Capital Reserve Fund
- (e) Transfer to the General Capital Reserve Fund
- (f) Transfer from the Water and Sewerage Operating Reserve Fund
- (g) Transfer from the Water and Sewerage Capital Reserve Fund
- (h) Auditor’s Services
- (i) Peddler’s License – Twisted Sistas Food Services

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

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

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on December 27, 2017 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, DECEMBER 27, 2017 @ 4:30 P.M.

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Marg Harding; Councillor David Hyslop; and Chief Administrative Officer Jeff Renaud.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Chisholm
Seconded by Councillor Wheaton

300/17 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

APPOINTMENT - ACTING FIRE CHIEF

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

301/17 **WHEREAS** the Fire Chief, Jeff Richardson, retires on December 31, 2017;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen appoints Allison Nordstrom as the Acting Fire Chief effective January 1, 2018, and until such time as the vacant position of Fire Chief is filled. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

302/17 **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
WEDNESDAY, DECEMBER 27, 2017 @ 4:30 P.M.

1 RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS

 (i) Appointment – Acting Fire Chief

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$3,297,833.49 (three million, two hundred and ninety-seven thousand, eight hundred and thirty-three dollars and forty-nine cents) be received.

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

DECEMBER 2017

TerraEx Inc. (Construction - Sanitary Sewer Renewal & Combined Sewer Separation - Thompson Avenue and Springwood Court - Project #17-5358, Cheque #1138)	\$	175,819.99
Fundy Contractors Limited (Construction - Water Main and Utility Renewal - Milltown Blvd - Project #17-5356, Cheque #1139)	\$	303,123.85
Maritime Case Ltd. (Equipment Purchases - 2018 Case Wheel Loader - 2017 Loader Mounted Snow Blower - 2017 Pick Up Broom, Cheque #1143)	\$	449,667.25
Dillon Consulting Limited (Engineering - Combined Sewer Separation & Sanitary Sewer Renewal - Thompson Avenue & Springwood Court - Project #175358)	\$	3,467.25
Dillon Consulting Limited (Engineering - Storm Sewer Separation & Utility Renewal - Elm Park - Project #164847, Cheque #1145)	\$	22,218.00
	<u>\$</u>	<u>954,296.34</u>

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

DECEMBER 2017

Debly Enterprises Ltd. (Construction - Combined Sewer Separation & Utility Renewal - Elm Park - Project #16-4847, Cheque #1141)	161,955.09
Town of St. Stephen (Fund Transfer, Cheque #1142)	\$ 18,233.90
	<u>\$ 180,188.99</u>

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

DECEMBER 2017

Town of St. Stephen General Capital Fund (Fund Transfer, Cheque #08) \$ 407,773.71

Total

\$ 407,773.71

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

DECEMBER 2017

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #07)	\$ 100,000.00
Total	<u>\$ 100,000.00</u>

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

Visa:

NOVEMBER 2017

Allan MacEachern (General Gov't: Civic Relations, Health Services Promotion)	\$ 250.83
Derek O'Brien (Civic Center: Upper Canteen Supplies; Gen Gov't: Other Services; Recreation: Parks Maintenance)	\$ 3,027.91
Grand Total	<u><u>\$ 3,278.74</u></u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000026 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:21:51AM 01/03/2018

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000025	12/15/2017 TOWN OF ST. STEPHEN 52000.00	52,000.00	A/P	OUT-STD	12/15/2017
	GG-FUND TRANSFER FROM CIVIC C	52,000.00			
	Cheque Totals Issued:	52,000.00			
	Void:	0.00			
	Total Cheques Generated:	52,000.00			
	Total # of Cheques Listed:	1			

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:29AM 01/03/2018

Page 1 of 8

Number	Issued	Amount	SC	Status	Status Date
018975	12/22/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER222017 GG-SERIES"AZ"-INTEREST	1,389.00 1,389.00	A/P	OUT-STD	12/22/2017
018978	12/22/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER222017* GG-SERIES"AZ"-PRINCIPAL	29,000.00 29,000.00	A/P	OUT-STD	12/22/2017
018980	12/11/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER112017 GG-SERIES"BA"-INTEREST	2,632.50 2,632.50	A/P	OUT-STD	12/11/2017
018982	12/02/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER022017 GG-SERIES"BC"-INTEREST	3,904.00 3,904.00	A/P	OUT-STD	12/02/2017
019337	12/07/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 151000.00 GG-PRINCIPALPAYMENT-DEBENTU	151,000.00 151,000.00	A/P	OUT-STD	12/07/2017
019339	12/07/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 55780.25* GG-INTERESTPAYMENT-DEBENTUF	55,780.25 55,780.25	A/P	OUT-STD	12/07/2017
020496	12/01/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 BQ26-2017INTEREST DEBENTURE BQ 26-2017 INTEREST	1,286.50 1,286.50	A/P	OUT-STD	12/01/2017
021147	12/01/2017 HERITAGE COURT HOLDINGS LIMITED RC000028225 GG-TOWNHALL-LEASE/BILLBOARD-	5,417.62 5,417.62	A/P	OUT-STD	12/01/2017
021196	12/02/2017 KATELYN RODAS SANTACL AUS2017 GG-EVENTS-SANTA CLAUS PARADE	1,250.00 1,250.00*	A/P	OUT-STD	12/02/2017
021197	12/05/2017 PAYROLL TRANSFER WEEK472017* GG-TRANSFER-NOV 23/17 STIPEND	21,121.00 21,121.00	A/P	OUT-STD	12/05/2017
021198	12/05/2017 RECEIVER GENERAL FOR CANADA WEEK472017* GG-REMITTANCE-NOV23/17 STIPEN	3,961.24 3,961.24	A/P	OUT-STD	12/05/2017
021199	12/06/2017 ACCT #903240047015 NOVEMBER2017 VOL FIRE MEMBERSHIP DUES-NOVI	320.00 320.00	A/P	OUT-STD	12/06/2017
021200	12/06/2017 ACCT 8025-280 NOVEMBER2017 LOCAL 770 UNION DUES-NOVEMBEI	1,307.06 1,307.06	A/P	OUT-STD	12/06/2017
021201	12/06/2017 AJW MECHANICAL LTD. 27319 RC-ARENA- REPAIR LEAK	1,699.32 1,699.32	A/P	OUT-STD	12/06/2017
021202	12/06/2017 ALL GAS TANKS 91960 TS-SHOP- GAUGES, OIL, WORK GLC	131.87 131.87	A/P	OUT-STD	12/06/2017
021203	12/06/2017 AQUAM 260288 CC- POOL- 50 LG. COLD PACKS	105.47 105.47	A/P	OUT-STD	12/06/2017
021204	12/06/2017 BELLBOY DRYCLEANERS 52-485053 CC-EVENT- DRYCLEANING LINENS	299.00 299.00	A/P	OUT-STD	12/06/2017
021205	12/06/2017 BELL MOBILITY INC. 523889487DEC17CC CC-ADMIN-CELL PHONE CHARGES 523889487NOV17GG GG/PS/RC/TS-CELL PHONE CHARGI	935.75 127.72 808.03	A/P	OUT-STD	12/06/2017
021206	12/06/2017 BRUNET 31420 GG-TOWN HALL- SERVER MAINTEN 31479 gg-town hall- battery backups	1,151.15 109.25 1,041.90	A/P	OUT-STD	12/06/2017
021207	12/06/2017 BRUNSWICK NEWS INC 1746369 PS-FIRE- SSFD TIME CHANGE & WIT	277.15 277.15	A/P	OUT-STD	12/06/2017
021208	12/06/2017 CANADIAN TIRE 16576795 CC-BUILDING- CLOTHES, BATTERIE 18576878 CC-POOL- GLUE,TAPE N16576792 TS-SHOP- 2 RAKES N16576796 PS-FIRE-HALLOWEEN CANDY N16576880 PS-FIRE-PAINT, MASKING TAPE, PA	380.48 78.99 16.08 50.58 56.18 162.56	A/P	OUT-STD	12/06/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:29AM 01/03/2018

Page 2 of 8

Number	Issued	Amount	SC	Status	Status Date
	N16576885 RC-PARKS- PRIME BULB PAC	16.09			
021209	12/06/2017 CANADIAN SPRINGS	295.31	A/P	OUT-STD	12/06/2017
	9922475828 TS-SHOP-WATER	289.40			
	9923646219 TS-ST5-WATER	5.91			
021210	12/06/2017 CANADA BREAD COMPANY LIMITED	76.68	A/P	OUT-STD	12/06/2017
	130714903521 CC-CANTEEN- HOT DOG BUNS	25.56			
	131414903657* CC-CANTEEN- HOT DOG BUNS	25.56			
	132114903715 CC-CANTEEN- HOTDOG BUNS	25.56			
021211	12/06/2017 CARR'S TRANSMISSION 2000 LTD.	31.22	A/P	OUT-STD	12/06/2017
	23888 TS-#12- FILTER	31.22			
021212	12/06/2017 CHARLOTTE COUNTY JANITORIAL	201.25	A/P	OUT-STD	12/06/2017
	3778 PS-FIRE-JANITORIAL- OCT/17	201.25			
021213	12/06/2017 COCA COLA REFRESHMENTS CANADA COMPANY	1,557.34	A/P	OUT-STD	12/06/2017
	36834606 CC-CANTEEN- POP ORDER	500.92			
	76806506 CC-CANTEENS- POP ORDER	1,056.42			
021214	12/06/2017 COX ELECTRONICS & COMMUNICATIONS	856.98	A/P	OUT-STD	12/06/2017
	1-011191 GG-CAO-COMPUTER	856.96			
021215	12/06/2017 DAVIS FUELS	1,418.46	A/P	OUT-STD	12/06/2017
	11128* PS/TS-199 UNION ST.- HEATING FUE	551.05			
	11131* GG-120 MILLTOWN BLVD- HEATING	515.79			
	11208 TS/PS-199 UNION STREET- HEATING	351.82			
021216	12/06/2017 DOW JENNIFER	24.79	A/P	OUT-STD	12/06/2017
	24.79 RC-HORT-SHELVING SUPPLIES	24.79			
021217	12/06/2017 DOWNEY FORD SALES LTD.	251.79	A/P	OUT-STD	12/06/2017
	28091* TS-#235- TIRES	251.79			
021218	12/06/2017 EAST COAST INTERNATIONAL TRUCKS	259.68	A/P	OUT-STD	12/06/2017
	24163S PS-FIRE-AIR FILTER	92.36			
	24172S PS-#202-ELBOW, ALUM CLAMPS	122.87			
	24201S PS-#202-BRACKET CLAMPS	44.45			
021219	12/06/2017 Frank Godsoe	127.80	A/P	OUT-STD	12/06/2017
	ASSETMANAGEMENT GG-ASSTTREASURER-ASSETT MAN	127.80			
021220	12/06/2017 GALBRAITH CONSTRUCTION LTD.	8,050.00	A/P	OUT-STD	12/06/2017
	17-294 TS-SHOP- SAND	8,050.00			
021221	12/06/2017 GARCELON CIVIC CENTER	2,236.00	A/P	OUT-STD	12/06/2017
	1519 GG-GRANT- LEARN TO SKATE	1,642.00			
	823 GG-GRANT- LEARN TO SKATE	297.00			
	905 GG-GRANT- LEARN TO SKATE	297.00			
021222	12/06/2017 IRVING ENERGY DISTRIBUTION AND MARKETING	8,931.78	A/P	OUT-STD	12/06/2017
	430615 TS-ST5-GAS	4,816.95			
	520490 TS-ST5-DIESEL	2,370.85			
	816579 TS-ST5-DIESEL	110.29			
	834590 TS-ST5-DIESEL	1,633.69			
021223	12/06/2017 LEVITT SAFETY LIMITED	244.38	A/P	OUT-STD	12/06/2017
	1482280-00 PS-FIRE-SERVICE INSTRUMENTATI	244.38			
021224	12/06/2017 LIFESAVING SOCIETY - NB Branch	848.65	A/P	OUT-STD	12/06/2017
	2007 CC-POOL- NATIONAL LIFEGUARD P	125.00			
	2010* CC-POOL- BRONZE STAR, MEDALLIC	676.85			
	2031 CC-POOL- BRONZE MEDALLION	46.80			
021225	12/06/2017 LINDE CANADA LIMITED 15687	798.96	A/P	OUT-STD	12/06/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:29AM 01/03/2018

Page 3 of 8

Number	Issued	Amount	SC	Status	Status Date
	57319379 TS/PS-SHOP/FIRE-ACETYLENE, NITI	798.96			
021226	12/06/2017 MCINNES COOPER	890.06	A/P	OUT-STD	12/06/2017
	2017028174 GG-LEGAL-TOT LOT TRANSFER	94.72			
	2017028182 GG-LEGAL-PROPERTY SALE	795.34			
021227	12/06/2017 MIDLAND COURIER	162.42	A/P	OUT-STD	12/06/2017
	9696340 PS-FIRE-TO ACKLANDS GRAINGER,	83.85			
	9699955 PS-FIRE-TO ACKLAND GRAINGER	78.57			
021228	12/06/2017 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/06/2017
	WEEK492017 EMPLOYEE DEDUCTIONS-DEC 03-04	209.30			
021229	12/06/2017 N.B. ASSOC FIRE CHIEFS	255.00	A/P	OUT-STD	12/06/2017
	FIRESAFETY2017 PS-FIRE-FIRE SAFETY JOURNAL	255.00			
021230	12/06/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	12/06/2017
	397026 PM-RCMP- FLOOR MATS	46.74			
021231	12/06/2017 O'CONNELL MIKE	200.00	A/P	OUT-STD	12/06/2017
	NOVEMBER2017 RC-RECREATIONDIRECTOR-MONTI	200.00			
021232	12/06/2017 PAYROLL TRANSFER	73,294.00	A/P	OUT-STD	12/06/2017
	WEEK492017 GG-TRANSFER-NOV 24- DEC 07/17	73,294.00			
021233	12/06/2017 RECEIVER GENERAL FOR CANADA	28,764.92	A/P	OUT-STD	12/06/2017
	WEEK492017 GG-REMITTANCE-NOV 24-DEC07/17	28,764.92			
021234	12/06/2017 SERVICE NEW BRUNSWICK	41.00	A/P	OUT-STD	12/06/2017
	XV8924DEC17 PS-FIRE-2012 KAWASAKI OFF ROAC	41.00			
021235	12/06/2017 SHANNON MICHAEL	371.91	A/P	OUT-STD	12/06/2017
	WEEK492017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
021236	12/06/2017 SOURCE ONE SUPPLIES	1,361.07	A/P	OUT-STD	12/06/2017
	16151 CC-ARENA- GLOVES, GARBAGE BAGS	339.61			
	16231 CC-ARENA- BATH TISSUE	206.14			
	16590 CC-ARENA- BATHROOM CLEANER	165.19			
	16862 CC-ARENA- GARBAGE BAGS, CLEANING	317.43			
	16871 CC- ARENA- BATH TISSUE	332.70			
021237	12/06/2017 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	12/06/2017
	NOVEMBER2017 EMPLOYEE DEDUCTIONS-NOVEMBER	40.00			
021238	12/06/2017 UNIFIRST CANADA LTD.	168.60	A/P	OUT-STD	12/06/2017
	117875* CC-FRONT LOBBY- MATS	84.30			
	118482* CC-FRONT LOBBY- MATS	84.30			
021239	12/06/2017 IRVING ENERGY DISTRIBUTION AND MARKETING	1,346.39	A/P	OUT-STD	12/06/2017
	281364* CC-BUILDING- NATURAL GAS	1,346.39			
021240	12/06/2017 MINISTER OF FINANCE	986.00	A/P	OUT-STD	12/06/2017
	NOVEMBER2017 EMPLOYEE DEDUCTIONS-NOVEMBER	986.00			
021241	12/13/2017 AJW MECHANICAL LTD.	4,336.65	A/P	OUT-STD	12/13/2017
	27392 RC-MILLPOOL-HEAT PUMP	4,336.65			
021242	12/13/2017 ANDREW ROONEY	800.00	A/P	OUT-STD	12/13/2017
	011 PS-FIRE- FIRST AID COURSE	800.00			
021243	12/13/2017 BELL ALIANT	3,148.86	A/P	OUT-STD	12/13/2017
	06338721NOV17 TS-AIRPORT-LANDLINE PHONE	157.89			
	11368891NOV17 GG-TOWNHALL-LANDLINE PHONES	1,473.00			
	11378668NOV17 PS/TS-199UNIONST-LANDLINE PHONES	355.05			
	11395844NOV17 PS-FIRE-LANDLINE PHONE	929.97			
	15772965NOV17 RC-REC/POOL-LANDLINE PHONES	232.95			
021244	12/13/2017 BLAKNEY'S TRUCKING INC.	1,189.10	A/P	OUT-STD	12/13/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed 10:22:29AM 01/03/2018

Page 4 of 8

Number	Issued	Amount	SC	Status	Status Date
	322 TS-ST5-SALT FROM SAINT JOHN	1,189.10			
021245	12/13/2017 BORDER INVESTIGATIONS & SECURITY INC. 14705 PS-BY-LAW-DEC 01-08/17 FEE	966.00 966.00	A/P	OUT-STD	12/13/2017
021246	12/13/2017 BRUNSWICK NEWS INC 1747874 PS-FIRE-SSFD REMEMBRANCE DAY	66.70 66.70	A/P	OUT-STD	12/13/2017
021247	12/13/2017 CARGILL LIMITED 2903756442 TS-ST5-SALT	2,517.73 2,517.73	A/P	OUT-STD	12/13/2017
021248	12/13/2017 CIBC MELLON GLOBAL SECURITIES NBMF0216002 NOVEMBER2017 GG-MUNCIPALPLAN-NOVEMBER/17	24,511.86 24,511.86	A/P	OUT-STD	12/13/2017
021249	12/13/2017 CINTAS CANADA LIMITED 5009371542 GG-TOWN HALL- FIRST AID SUPPLI	230.17 230.17	A/P	OUT-STD	12/13/2017
021250	12/13/2017 CNH CAPITAL IN86167 TS-#16- SWITCH IN86179 TS-#16- CLAMP HOSE, VENT, AIR-FL IN86179A TS-#16- MUFFLER, BLOWER IN86179B TS-#16- MUFFLER IN86276 TS-#16- AIR CLEANER, FILTERS, GA	2,954.29 98.97 778.32 437.31 1,445.02 194.67	A/P	OUT-STD	12/13/2017
021251	12/13/2017 COCA COLA REFRESHMENTS CANADA COMPANY 76807505 CC-CANTEEN- POP FOR CANTEEN	527.24 527.24	A/P	OUT-STD	12/13/2017
021252	12/13/2017 COX ELECTRONICS & COMMUNICATIONS 1-011387 CC-ARENA- GMA & TIME DELAY FUS	92.29 92.29	A/P	OUT-STD	12/13/2017
021253	12/13/2017 DAVIS FUELS 11319 TS/PS- 199 UNION STREET- HEATIN 11627 TS/PS- 199 UNION STREET- HEATIN	1,720.54 993.44 727.10	A/P	OUT-STD	12/13/2017
021254	12/13/2017 DISHER HOMES LTD. 11102017-01 TS-ST5- BUCKET TRUCK RENTAL	552.00 552.00	A/P	OUT-STD	12/13/2017
021255	12/13/2017 ENBRIDGE GAS NEW BRUNSWICK 2017112302008-1016227-0 CC-BUILDING- NATURAL GAS 00	2,197.58 2,197.58	A/P	OUT-STD	12/13/2017
021256	12/13/2017 FERO WASTE & RECYCLING INC. 1406392 GG-TOWN- ZONE II GARBAGE COLL	3,777.12 3,777.12	A/P	OUT-STD	12/13/2017
021257	12/13/2017 FIRE TRAINING ASSOCIATES LTD. 1793 PS-FIRE- IN SERVICE TESTING OF L	1,385.19 1,385.19	A/P	OUT-STD	12/13/2017
021258	12/13/2017 FLEET READY LTD. 10666 PS-FIRE- ADAPTERS 10699 PS-FIRE- VALVE CHECK	808.64 670.14 136.50	A/P	OUT-STD	12/13/2017
021259	12/13/2017 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 17-107 PS-BUILDINSPECTOR-NOV 26-DEC0	2,898.00 2,898.00	A/P	OUT-STD	12/13/2017
021260	12/13/2017 HEART & STROKE FOUNDATION OF NEW BRUNSWI 20171017-289149 PS-FIRE- FIRST AID INSTRUCTOR 20171115-301595 PS-FIRE- 2018 ANNUAL INSTRUCTEI	91.00 16.00 75.00	A/P	OUT-STD	12/13/2017
021261	12/13/2017 JEFF RENAUD NOVEMBER2017 GG-CAO-MONTHLY VEHICLE ALLOW RECYCLINGUPDATE GG-CAO-HEMLOCK KNOLL RECYCL	173.67 141.67 32.00	A/P	OUT-STD	12/13/2017
021262	12/13/2017 KEM CANADA MFG 116023 CC-BUILDING- CLEANING SUPPLIES	366.39 366.39	A/P	OUT-STD	12/13/2017
021263	12/13/2017 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 248539712 GG-TOWN HALL- COPIER MAINTEN/	81.10 81.10	A/P	OUT-STD	12/13/2017
021264	12/13/2017 KONICA MINOLTA 6559135 GG-TOWN HALL- COPIER LEASE- DI	193.71 193.71	A/P	OUT-STD	12/13/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:29AM 01/03/2018

Page 5 of 8

Number	Issued	Amount	SC	Status	Status Date
021265	12/13/2017 L.E.WHITTAKER CO., LTD. 39202 PS-FIRE- EXTINGUISHER HYDRO TE	160.48 160.48	A/P	OUT-STD	12/13/2017
021266	12/13/2017 MICMAC FIRE & SAFETY SOURCE LTD. NS-00847335 PS-FIRE- 1000W HALLOGEN POLE L NS-00847356 PS-FIRE- VISORS	2,002.15 1,398.40 603.75	A/P	OUT-STD	12/13/2017
021267	12/13/2017 MILLTOWN MACHINE & FABRICATION LTD. 19572 TS-#21- THREADED BOLTS & NUTS 19574 TS-#21- 3/8 X 1 GRADE 8 FINE BOLT	20.84 19.11 1.73	A/P	OUT-STD	12/13/2017
021268	12/13/2017 MINISTER OF FINANCE WEEK50217 EMPLOYEE DEDUCTIONS-DEC 10-1	209.30 209.30	A/P	OUT-STD	12/13/2017
021269	12/13/2017 MORROW NEIL 105.06 PS-#205-MILEAGE TO MONCTON & I	105.06 105.06	A/P	OUT-STD	12/13/2017
021270	12/13/2017 N.B. ASSOC FIRE CHIEFS 2018M-96 PS-FIRE- 2018 MEMBERSHIP/2018 P	275.00 275.00	A/P	OUT-STD	12/13/2017
021271	12/13/2017 N. B. ELECTRIC POWER 19051703DEC17 TS-AIRPORT-ELECTRICITY 19051801DEC17 TS-AIRPORT-ELECTRICITY 216000030308DEC17 TS-ST5-AREA LIGHTS	12,059.40 234.35 62.18 11,762.87	A/P	OUT-STD	12/13/2017
021272	12/13/2017 NEW SYSTEM LAUNDRY & CLEANERS LTD. 398012* PM-RCMP- FLOOR MATS 399033 gg-town hall- floor mats	93.48 46.74 46.74	A/P	OUT-STD	12/13/2017
021273	12/13/2017 O'CONNELL MIKE SPORTNBSUMMIT17 RC-RECDIRECTOR-SPORT NB SUMI	215.00 215.00	A/P	OUT-STD	12/13/2017
021274	12/13/2017 OK TIRE & AUTO SERVICE IN043255* PS-VICHICLE- TIRES IN043369 TS-#11- DON TUBE, TIRE IN043416 TS-#11- TIRE IN043422 RC-#308-TIRE IN043689 TS-SHOP- SKID	1,856.41 1,128.79 273.97 158.19 243.34 52.12	A/P	OUT-STD	12/13/2017
021275	12/13/2017 ORKIN CANADA CORPORATION IN-8130524 PS-FIRE- PEST CONTROL	143.75 143.75	A/P	OUT-STD	12/13/2017
021276	12/13/2017 ORR ELECTRIC & ALARM LTD. 2984 PM-RCMP- REPAIR PRINTER & TRE/ 2995 TS-TRAFFIC LIGHTS- SUPER STORE 3031 TS-ST5- DECORATIVE STREET LIGH	606.09 395.15 72.94 138.00	A/P	OUT-STD	12/13/2017
021278	12/13/2017 PITNEY WORKS NOV012017GENCRE GG-OVERPAID INVOICE BY CHEQ # NOVEMBER132017 GG-POSTAGE-REFILL METER OCTOBER132017 GG/FIRE-POSTAGE-METER REFILL SEPT132017 GG-POSTAGE-FINANCE CHARGE	20.94 -414.67 92.60 289.31 53.70	A/P	OUT-STD	12/13/2017
021279	12/13/2017 PIZZA DELIGHT 515049-1 PS-FIRE- MEAL	147.49 147.49	A/P	OUT-STD	12/13/2017
021280	12/13/2017 PROVINCIAL BANDAG TIRES 10914 TS-#21- TIRES 12032 TS-#6-TIRES	1,859.55 870.55 989.00	A/P	OUT-STD	12/13/2017
021281	12/13/2017 RICHARDSON JEFF MACKTRUCKTRANSFER PS-FIRE-1953 MACK TRUCK TRANSI SANTACLUSPARADE PS-FIRE-SANTA HATS FOR SANTA C WINTERIZEBOAT17 PS-FIRE-WINTERIZE BOAT	1,300.81 1,214.00 14.38 72.43	A/P	OUT-STD	12/13/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:29AM 01/03/2018

Page 6 of 8

Number	Issued	Amount	SC	Status	Status Date
021282	12/13/2017 RICHARDSON JOSEPH 70.00 PS-#200-RETURN RESCUE TRUCK	70.00 70.00	A/P	OUT-STD	12/13/2017
021283	12/13/2017 SAINT JOHN SPRING WORKS LTD 105347 TS-#12- SPRINGS, UBOLTS, BOLTS	806.31 806.31	A/P	OUT-STD	12/13/2017
021284	12/13/2017 SAUNDERS EQUIPMENT LTD. 38781 CC-ARENA- ZAMBONI PLASTIC WA 69309 CC-ARENA- ZAMBONI REPAIR	487.03 197.23 289.80	A/P	OUT-STD	12/13/2017
021285	12/13/2017 SHANNON MICHAEL WEEK502017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	12/13/2017
021286	12/13/2017 SOURCE ONE SUPPLIES 16887 TS-SHOP- HAND TOWEL, BATH TISE	219.73 219.73	A/P	OUT-STD	12/13/2017
021287	12/13/2017 SOUTHWEST CONCRETE & CONS LTD 3158* PS-FIRE-FLOAT FIRE TRUCK FR/ PE	402.50 402.50	A/P	OUT-STD	12/13/2017
021288	12/13/2017 SOUTHWEST ELECTRIC & SECURITY INC. 14907 CC-POOL- UV LIGHTS UNDER POOL 14908 CC-POOL-SUANA REPAIR	645.56 54.05 591.51	A/P	OUT-STD	12/13/2017
021289	12/13/2017 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 188207-189718 GG-TOWN REGIONAL - LANDFILL CC	7,863.06 7,863.06	A/P	OUT-STD	12/13/2017
021290	12/13/2017 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 161795 RC-NATURE PARK- AGM 162287 RC-NATURE PARK- AGM 162288 CC-ADMIN- CHRISTMAS PARTIES P/ 162852 GG-CIVIC-2017 CHRISTMAS PROMO 162955 GG-CIVIC- TOWN EVENTS	879.67 42.50 38.00 73.60 676.42 49.15	A/P	OUT-STD	12/13/2017
021291	12/13/2017 ST. STEPHEN SIGN SHOP 15-11-2017 RC-NATURE PARK- SIGNS	32.78 32.78	A/P	OUT-STD	12/13/2017
021292	12/13/2017 STATIONERY PLUS 22598 GG-TOWNHALL-BINDERS, DIVIDERS 22602 RC-RECDIRECTOR-FLASH DRIVE, R 22777 GG-TOWNHALL-PRINTER DRUM UN 22834 PS-FIRE- CALENDARS 22946 GG-TOWNHALL-DRUM UNIT 23176 TS-SHOP- PAPER 23252 GG-TOWNHALL-ANALYSIS PADS, DI 23803 GG-TOWNHALL-BATTTERY, PENS, E	210.99 14.35 45.74 -103.49 54.22 162.14 4.59 13.32 20.12	A/P	OUT-STD	12/13/2017
021293	12/13/2017 TROY LIFE & FIRE SAFETY LTD 1661834 CC-BUILDING- QUARTERLY INSPEC 1662353 CC-ARENA- QUOTED AMOUNT	1,771.00 529.00 1,242.00	A/P	OUT-STD	12/13/2017
021294	12/13/2017 WURTH CANADA LIMITED 22839600 TS-SHOP-HEX NUTS 22841077 TS-SHOP- BOLTS, SAE STRUCT FLT 22872635 TS-SHOP- CLAMPS,PINS,FUSES, W/ 22887883 TS-SHOP-PIPE BUSHING, PIPE PLU	612.55 -23.58 182.40 310.96 142.77	A/P	OUT-STD	12/13/2017
021295	12/13/2017 YELLOW PAGES GROUP 17-5167153 GG-TOWN-911LISTING-DEC/17	10.47 10.47	A/P	OUT-STD	12/13/2017
021296	12/13/2017 ORKIN CANADA CORPORATION IN-8130948 CC-BUILDING-PEST CONTROL	71.30 71.30	A/P	OUT-STD	12/13/2017
021297	12/13/2017 SOURCE ONE SUPPLIES 15895-2017 CC-BUILDING- 8" CASTOR WHEEL, S	605.13 270.25	A/P	OUT-STD	12/13/2017

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:29AM 01/03/2018

Page 7 of 8

Number	Issued		Amount	SC	Status	Status Date
	16358-2017	CC-ARENA- 4 ODOR DIGESTER 4L ,	267.29			
	16885	CC-POOL- HAIR & BODY SHAMPOO	67.59			
021298	12/13/2017	SOUTHWEST CONCRETE & CONS LTD	414.00	A/P	OUT-STD	12/13/2017
	3286	TS-ST5- EX210 NOV 1 @ TIDAL HEA	414.00			
021299	12/13/2017	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	1,267.30	A/P	OUT-STD	12/13/2017
	26269	RC-RECREATION- BROCHURES	1,173.00			
	26999	GG-TOWN- BUSINESS CARDS	94.30			
021300	12/15/2017	PAYROLL TRANSFER	14,868.00	A/P	OUT-STD	12/15/2017
	WEEK502017	GG-TRANSFER-DEC 08-21/17	14,868.00			
021301	12/15/2017	RECEIVER GENERAL FOR CANADA	854.87	A/P	OUT-STD	12/15/2017
	WEEK502017	GG-REMITTANCE-DEC 08-21/17	854.87			
021303	12/21/2017	CANNON SECURITY INC.	7,026.50	A/P	OUT-STD	12/21/2017
	2258	CC-BUILDING- SECURITY SYSTEM	7,026.50			
021304	12/21/2017	MEDAVIE BLUE CROSS	15,736.03	A/P	OUT-STD	12/21/2017
	155611MANAGEMENT	GG-HEALTH&DENTALPREMIUMS-JA	7,286.32			
	155615UNION	GG-HEALTH&DENTALPREMIUMS-JA	8,449.71			
021305	12/21/2017	GREAT-WEST LIFE ASSURANCE COMPANY	2,354.30	A/P	OUT-STD	12/21/2017
	DEC13/17MANAGEMENT	GG-DEC24/17-JAN23/18PREMIUMS-P	2,354.30			
021306	12/21/2017	GREAT-WEST LIFE ASSURANCE COMPANY	2,717.62	A/P	OUT-STD	12/21/2017
	DEC132017UNION	GG-DEC24/17-JAN23/18PREMIUMS-L	2,717.62			
021307	12/21/2017	TOWN OF.ST. STEPHEN	10,000.00	A/P	OUT-STD	12/21/2017
	10,000.00	GG-TRANSFER TO GEN OPS RESEF	10,000.00			
021308	12/21/2017	TOWN OF ST. STEPHEN	500,279.00	A/P	OUT-STD	12/21/2017
	500279.00	GG-TRANSFER TO GEN CAPITAL RE	500,279.00			
021310	12/21/2017	MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/21/2017
	WEEK512017	EMPLOYEE DEDUCTIONS-DEC 17-2:	209.30			
021311	12/21/2017	N. B. ELECTRIC POWER	2,307.51	A/P	OUT-STD	12/21/2017
	18189205DEC17	RC-POOL-MILL LANE	592.04			
	18988703DEC17	TS/PS-199UNIONST-ELECTRICITY	1,396.45			
	55160607DEC17	RC-COTTONMILL-LIGHTS	72.55			
	72924306DEC17	RC-PARKS-BANDSTAND	47.00			
	82122207DEC17	RC-PARKS-BASKETBALL COURT	51.66			
	83278804DEC17	TS-ST5-PARKS SHED	27.31			
	84960501DEC17	RC-PARKS-RIVERSIDE DR LIGHTS	120.50			
021312	12/21/2017	PAYROLL TRANSFER	81,770.00	A/P	OUT-STD	12/21/2017
	WEEK512017*	GG-TRANSFER-DEC 08-21/17	81,770.00			
021313	12/21/2017	PETTY CASH	32.75	A/P	OUT-STD	12/21/2017
	NOV082017	PS-BUILDINSPECTOR-RETURNED E	13.20			
	NOV17BANKADJUST	GG-PETTY CASH ADJUSTMENT FOF	0.02			
	NOV222017	GG-BUILDINSPECTOR-REGISTERED	8.03			
	NOV292017	GG-BUILDINSPECTOR-REGISTERED	11.50			
021314	12/21/2017	RECEIVER GENERAL FOR CANADA	33,061.30	A/P	OUT-STD	12/21/2017
	WEEK512017	GG-REMITTANCE=DEC 08-21/17	33,061.30			
021315	12/21/2017	SHANNON MICHAEL	371.91	A/P	OUT-STD	12/21/2017
	WEEK512017	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
021316	12/21/2017	GUY R. DAY & SON LTD.	96,844.00	A/P	OUT-STD	12/21/2017
	62704	GG-TOWN-2018 INSURANCE POLICY	96,844.00			
021318	12/28/2017	BELL ALIANT	955.10	A/P	OUT-STD	12/28/2017
	47424130NOV17	CC- ADMIN- LANDLINE PHONES	955.10			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021334 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:22:28AM 01/03/2018

Page 8 of 8

Number	Issued	Amount	SC	Status	Status Date
021319	12/28/2017 JUDY OLSEN DECEMBER 18,2017 CC-ASST. WITH CANTEEN FOR HOC	330.00 330.00	A/P	OUT-STD	12/28/2017
021320	12/28/2017 LEROY'S HEATING SERVICES 1786 CC-POOL- SERVICE WORK, TROUBI	837.20 837.20	A/P	OUT-STD	12/28/2017
021321	12/28/2017 LOCKHART SAW LIMITED 86211 CC-ARENA- 7 ICE BLADES SHARPEI	442.75 442.75	A/P	OUT-STD	12/28/2017
021322	12/28/2017 MICHELLE VEST 1111.02 CC-CANTEEN-SUPPLIES	1,111.02 1,111.02	A/P	OUT-STD	12/28/2017
021323	12/28/2017 MINISTER OF FINANCE WEEK522017 EMPLOYEE DEDUCTIONS-DEC 24-31	209.30 209.30	A/P	OUT-STD	12/28/2017
021324	12/28/2017 ST. CROIX CHRISTIAN CENTRE DECEMBER 8, 2017 GG-CIVIC-STAFF CHRISTMAS DINNE	1,120.00 1,120.00	A/P	OUT-STD	12/28/2017
021325	12/28/2017 SUMMERTIME INDUSTRIES (N.B.) LTD. 133785 CC-CANTEEN- COFFEE MAKER	534.18 534.18	A/P	OUT-STD	12/28/2017
021326	12/28/2017 SHANNON MICHAEL WEEK522017 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	12/28/2017
021331	12/29/2017 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT 2017GRANT GG-GRANT-2017	4,930.00 4,930.00	A/P	OUT-STD	12/29/2017
021332	12/29/2017 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT 1150.00 GG-GRANT-2017	1,150.00 1,150.00	A/P	OUT-STD	12/29/2017
021333	12/29/2017 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT 100.00* GG-GRANT-2017	100.00 100.00	A/P	OUT-STD	12/29/2017
Cheque Totals Issued:		1,291,623.24			
Void:		0.00			
Total Cheques Generated:		1,291,623.24			
Total # of Cheques Listed:		138			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006869 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:23:13AM 01/03/2018

Page 1 of 4

Number	Issued	Amount	SC	Status	Status Date
006145	12/22/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER222017A WS-SERIES"AZ"-INTEREST	902.25 902.25	A/P	OUT-STD	12/22/2017
006146	12/22/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER222017B WS-SERIES"AZ"-PRINCIPAL	18,000.00 18,000.00	A/P	OUT-STD	12/22/2017
006149	12/11/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER112017A WS-SERIES"BA"-INTEREST	28,126.25 28,126.25	A/P	OUT-STD	12/11/2017
006151	12/02/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER022017A WS-SERIES"BC"-INTEREST	3,465.00 3,465.00	A/P	OUT-STD	12/02/2017
006155	12/14/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER142017A WS-SERIES"BI"-INTEREST	906.00 906.00	A/P	OUT-STD	12/14/2017
006164	12/06/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT DECEMBER062017 WS-SERIES"BO"-INTEREST	410.50 410.50	A/P	OUT-STD	12/06/2017
006579	12/01/2017 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT BQ27-2017INTEREST DEBENTURE BQ27-2017 INTEREST I	245.50 245.50	A/P	OUT-STD	12/01/2017
006822	12/06/2017 A ONE PUMPING SERVICE LTD. 5630 WS-TRANS&DIST- SEWFLUSER TC	5,899.50 5,899.50	A/P	OUT-STD	12/06/2017
006823	12/06/2017 BELL MOBILITY INC. 523889487NOV17UTI WS/SCD-CELL PHONE CHARGES	707.11 707.11	A/P	OUT-STD	12/06/2017
006624	12/06/2017 BERNARD MCFARLANE 102017A* WS-SOURCE-600 VPUMP MAINTEN/ 392017 WS-TRANS&DIST-BULB,PHOTO CEL 412017 SCD-DISPOSAL- FIX MAIN DISCONN 442017* WS-TRNAS&DIST- REPAIR BURNED	564.79 146.25 204.69 97.50 116.35	A/P	OUT-STD	12/06/2017
006825	12/06/2017 BRUNET 31420* WS/SCD-TOWN HALL- SERVER MAIT	109.25 109.25	A/P	OUT-STD	12/06/2017
006826	12/06/2017 CANADIAN TIRE N16576835 WS-SOURCE-PEST CONTROL	51.45 51.45	A/P	OUT-STD	12/06/2017
006827	12/06/2017 CANADIAN SPRINGS 9923646415 WS-TRANS&DIST- WATER	46.17 46.17	A/P	OUT-STD	12/06/2017
006828	12/06/2017 GALBRAITH CONSTRUCTION LTD. 17-294* WS-TRANS&DIST- SAND	1,150.00 1,150.00	A/P	OUT-STD	12/06/2017
006829	12/06/2017 LINDE CANADA LIMITED 15687 57319379* WS/SCD-UTILITY-ACETYLENE, OXYG	441.32 441.32	A/P	OUT-STD	12/06/2017
006830	12/06/2017 NORTHERN CONSTRUCTION INC. 893 WS-TRANS&DIST- ASPHALT 922 WS-TRANS&DIST- ASPHALT	9,044.04 4,700.61 4,343.43	A/P	OUT-STD	12/06/2017
006831	12/06/2017 NULANTIC WATER INC. NU100391* SCD-DISPOSAL-CHEMICAL INDUCTI	22,370.55 22,370.55	A/P	OUT-STD	12/06/2017
006832	12/06/2017 RECEIVER GENERAL 102017A* WS-SOURCE-600 VPUMP MAINTEN/	112.50 112.50	A/P	OUT-STD	12/06/2017
006833	12/06/2017 RESEARCH & PRODUCTIVITY COUNCIL 214641 WS-SOURCE- MICRO EXAM OF WAT 214826 WS-SOURCE- WATER ANALYSIS 215497 WS-SOURCE- MICRO EXAM OF WAT 215511 WS-SOURCE- WATER ANALSIS 215781 WS-SOURCE- WATER ANALYSIS 216001 WS-SOURCE- WATER ANALYSIS 216010 WS-SOURCE-MICRO EXAM OF WATI	3,593.97 72.37 275.47 72.37 413.21 385.19 275.47 72.37	A/P	OUT-STD	12/06/2017

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006869 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:23:13AM 01/03/2018

Page 2 of 4

Number	Issued		Amount	SC	Status	Status Date
	216137	WS-SOURCE- WATER ANALYSIS	1,390.20			
	216547	WS-SOURCE- WATER ANALYSIS	637.32			
006834	12/06/2017	SAINT JOHN LABORATORY SERVICES LTD. 784-17	193.48	A/P	OUT-STD	12/06/2017
		WS-SOURCE- ANALYSIS	193.48			
006835	12/06/2017	SOUTHWEST CONCRETE & CONS LTD E8-20-16	2,170.05	A/P	OUT-STD	12/06/2017
		WS-TRANS&DIST- CRUSHED GRAV	1,938.90			
		E8-24-16	231.15			
006836	12/13/2017	BELL ALIANT 11366812NOV17	305.47	A/P	OUT-STD	12/13/2017
		WS-SOURCE-PUMP STATION	136.39			
		19002807NOV17	169.08			
		SCD-DISPOSAL-OLD BAY WWTP				
006837	12/13/2017	BRENNTAG CANADA INC. 40796574	12,092.31	A/P	OUT-STD	12/13/2017
		WS-SOURCE- CHLORINE, CYLINDEE	6,467.39			
		40799241	-3,680.00			
		WS-SOURCE-EMPTY CLYLINDERS F				
		40807972	6,516.27			
		WS-SOURCE- CHLORINE, CYLINDEF				
		40816857	6,468.65			
		SCD-DISPOSAL-CHLORINE				
		40818658	-3,680.00			
		SCD-DISPOSAL-EMPTY CYLINDERS				
006838	12/13/2017	CANADIAN TIRE N16576744	257.53	A/P	OUT-STD	12/13/2017
		WS-SOURCE- VACUUM	246.04			
		N16576778	11.49			
		SCD-DISPOSAL- REPAIR KIT				
006839	12/13/2017	COLE-PARMER CANADA COMPANY 590637	314.71	A/P	OUT-STD	12/13/2017
		WS-SOURCE- TRANSPORT, CHLOR	314.71			
006840	12/13/2017	COX ELECTRONICS & COMMUNICATIONS 1-010977	34.49	A/P	OUT-STD	12/13/2017
		WS-SOURCE- USB	34.49			
006841	12/13/2017	DILLON CONSULTING LIMITED 175609	4,013.50	A/P	OUT-STD	12/13/2017
		WS-SOURCE- ASSESSMENT & REMI	4,013.50			
006842	12/13/2017	EMCO CORPORATION 12506438-02	15,254.58	A/P	OUT-STD	12/13/2017
		WS-TRANS&DIST- 6 ALPHA DI CPLG	995.44			
		12508903-00	7,251.10			
		WS-TRANS&DIST- SERV TEE,CPLG,				
		12507058-00	1,195.57			
		WS-TRANS&DIST- 30 M67 HYD EXT				
		12507068-00	1,276.91			
		WS-TRANS&DIST- 8X90 DI FLG C/L E				
		12507200-00	2,567.69			
		WS-TRANS&DIST- BIONAX CAP, VLV				
		12507200-01	995.44			
		WS-TRANS&DIST- 6 ALPHA DI CPLG				
		12507203-00	345.00			
		WS-TRANS&DIST- ADAPTERS				
		12507249-00	440.15			
		WS-TRANS&DIST- 200MM BIONAX C				
		12507337-00	187.28			
		WS-TRANS&DIST- SERV BOX COMB				
006843	12/13/2017	GALBRAITH CONSTRUCTION LTD. 17-320	5,980.00	A/P	OUT-STD	12/13/2017
		WS-TRANS&DIST- SAND	5,980.00			
006844	12/13/2017	GULLISON'S COURIER SERVICE 317019	115.00	A/P	OUT-STD	12/13/2017
		WS-SOURCE- TO TOWN FR/RPC	40.25			
		444967	40.25			
		WS-SOURCE- TO TOWN FR/RPC				
		506924	34.50			
		WS-SOURCE- TO RPC FR/ TOWN				
006845	12/13/2017	HARTLAND ARMATURE WORKS LIMITED 3870738	1,586.89	A/P	OUT-STD	12/13/2017
		SCD-DISPOSAL- PUMP (REPAIR & L	1,586.89			
006846	12/13/2017	K & K VENTURES 3117	1,006.25	A/P	OUT-STD	12/13/2017
		SCD-DISPOSAL- 2 CHLORINE MIXE	1,006.25			
006847	12/13/2017	KEITH'S BUILDING SUPPLIES 169917	328.37	A/P	OUT-STD	12/13/2017
		WS-SOURCE- LUMBER, SCREWS, D	252.17			
		169965	76.20			
		WS-SOURCE- LUMBER, WASHERS,				
006848	12/13/2017	MECHMUFLER & CUSTOM EXHAUST INC.	14.84	A/P	OUT-STD	12/13/2017

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006869 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:23:13AM 01/03/2018

Page 3 of 4

Number	Issued	Amount	SC	Status	Status Date
	6447	WS-#305- ALUMINUM TUBING, CLAM			
		14.84			
008849	12/13/2017 MIDLAND COURIER	39.55	A/P	OUT-STD	12/13/2017
	9709178	WS-TRANS&DIST- TO CHANDLER S/			
		39.55			
006850	12/13/2017 MINISTER OF FINANCE <i>(Highway Usage Permit)</i>	18.38	A/P	OUT-STD	12/13/2017
	DOT08110658-2017	WS-TRANS&DIST- 2017-2018- YEARI			
		18.38			
006851	12/13/2017 MOFFITT DODGE CHRYSLER LTD.	535.24	A/P	OUT-STD	12/13/2017
	IM21456	WS-#305- BOOTS, GASKET, COVER,			
		461.83			
	IM21484	WS-#305- LAMP			
		69.30			
	IM21523	WS-#305- CLIP			
		4.11			
006852	12/13/2017 N. B. ELECTRIC POWER	4,065.42	A/P	OUT-STD	12/13/2017
	36869807DEC17	WS-3-119MAXWELLXING-BUILDING			
		884.87			
	50228902DEC17	WS-MAXWELLXING-PUMPS			
		129.75			
	53473043DEC17	WS-SOURCE-CHLORINE RESIDUAL			
		37.82			
	81230004DEC17	WS-MAXWELLXING-PUMPS			
		2,751.19			
	82291006DEC17	WS-SOURCE-RESERVOIR			
		261.79			
006853	12/13/2017 PITNEY WORKS	1,203.13	A/P	OUT-STD	12/13/2017
	NOV012017UTICRE	WS/SCD-PAID INVOICE TWICE BY C			
		-488.76			
	NOVEMBER132017*	WS/SCD-POSTAGE-METER REFILL			
		1,291.20			
	OCTOBER132017*	WS/SCD-POSTAGE-METER REFILL			
		400.69			
006854	12/13/2017 RESEARCH & PRODUCTIVITY COUNCIL	492.58	A/P	OUT-STD	12/13/2017
	215120	WS-SOURCE- MICRO EXAM OF WAT			
		72.37			
	216511	WS-SOURCE- MICRO EXAM OF WAT			
		72.37			
	216960	WS-SOURCE-MICRO EXAM OF WATI			
		72.37			
	217039	WS-SOURCE- WATER ANALYSIS			
		275.47			
006855	12/13/2017 RICHARD PIERCE LTD.	258.75	A/P	OUT-STD	12/13/2017
	NOVEMBER 06/2017	WS-SOURCE- ANNUAL TESTING OF			
		258.75			
006856	12/13/2017 SAINT JOHN LABORATORY SERVICES LTD.	2,260.84	A/P	OUT-STD	12/13/2017
	850-17	SCD-DISPOSAL- WWTP LAB TEST			
		2,260.84			
006857	12/13/2017 SCOTIA TECH	3,091.20	A/P	OUT-STD	12/13/2017
	14118	WS-TRANS&DIST- 2" SENSUS OMNI			
		3,091.20			
006858	12/13/2017 SCP DISTRIBUTORS INC CANADA	511.75	A/P	OUT-STD	12/13/2017
	FE055026	WS-SOURCE- CHLORINE			
		1,247.75			
	FE055288	WS-SOURCE-EMPTY CLYLINDERS f			
		-736.00			
006859	12/13/2017 SERVICE NEW BRUNSWICK	729.19	A/P	OUT-STD	12/13/2017
	1057921	WS-UTILITY-PAYMENTACCEPTANCI			
		729.19			
006860	12/13/2017 SOURCE ONE SUPPLIES	212.65	A/P	OUT-STD	12/13/2017
	16857	WS-SOURCE- HAND TOWEL, FOAM			
		212.65			
006861	12/13/2017 STATIONERY PLUS	103.68	A/P	OUT-STD	12/13/2017
	22598**	WS/SCD-BINDERS, DIVIDERS			
		14.34			
	22967	WS-TRANS&DIST- TABS, HANGING f			
		14.58			
	23248	SCD-DISPOSAL- TAPE, PAPER			
		11.82			
	23249	SCD-DISPOSAL- WEEKLY PLANNER			
		10.34			
	23252*	WS/SCD-TOWNHALL-ANALYSIS PAC			
		13.31			
	23444	WS-TRANS&DIST- TAGS, TAG WIRE			
		19.18			
	23803*	WS/SCD-TOWNHALL-BATTERIES, PI			
		20.11			
06862	12/13/2017 WURTH CANADA LIMITED	45.43	A/P	OUT-STD	12/13/2017
	22878586	WS-TRANS&DIST- FLT WASHERS			
		45.43			
06863	12/15/2017 TOWN OF ST. STEPHEN	63,505.48	A/P	OUT-STD	12/15/2017
	63505.46*	GG-TRANSFER FROM UTILITY FUNCI			
		63,505.48			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006869 dated between 12/01/2017 and 12/31/2017

CHEQUE REGISTER

Printed: 10:23:13AM 01/03/2018

Page 4 of 4

Number	Issued	Amount	SC	Status	Status Date
006864	12/15/2017 TOWN OF ST. STEPHEN 71353.80 GG-TRANSFER FROM UTILITY FUNE	71,353.80 71,353.80	A/P	OUT-STD	12/15/2017
006865	12/21/2017 N. B. ELECTRIC POWER 61224002DEC17 SCD-ST5-358A MILLTOWN BLVD LIF 76139807DEC17 SCD-ST5-5-4 RIVERSIDE DR LIFT ST 84934906DEC17 SCD-ST5-6-58A RIVERSIDE DR LIFT 84943406DEC17 WS-ST5-TODD HILL RESERVOIR	1,499.78 1,168.87 78.72 98.26 153.93	A/P	OUT-STD	12/21/2017
006866	12/28/2017 SCOTIA TECH 14119 WS-TRANS&DIST- 6" SENSUS OMNI	7,218.55 7,218.55	A/P	OUT-STD	12/28/2017
006867	12/28/2017 TOWN OF ST. STEPHEN 3106.05 WS-FUND TRANSFER TO GENERAL	3,106.05 3,106.05	A/P	OUT-STD	12/28/2017
006868	12/28/2017 TOWN OF ST. STEPHEN 8607.42 WS-FUND TRANSFER FROM WATEF	8,807.42 8,607.42	A/P	OUT-STD	12/28/2017
Cheque Totals Issued:		308,672.47			
Void:		0.00			
Total Cheques Generated:		308,672.47			
Total # of Cheques Listed:		54			

- Partial payment was made on Invoice

* - Name on Check was modified

RESOLUTION NO.: _____

DATE: January 22, 2018

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 January 10, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JANUARY 10, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item
2. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – two (2) items

It was MOVED by Councillor Hyslop and SECONDED by Councillor Chisholm that the above-noted three (3) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (j) of the New Brunswick *Local Governance 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 Wheaton and SECONDED by Councillor Harding that the agenda be approved with one (1) addition: Rezoning Application – 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) be added as (iii) under the Property, By-Laws and Environment 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 – The Chief Administrative Officer Jeff Renaud spoke to his report and the two action items are noted as follows:

- Council will consider a motion at the next Regular Session on Monday, January 22, 2018 to approve a grant for the “We’ve Got Your Back” fundraiser on February 3, 2018 at the Garcelon Civic Center to be used to offset the rental cost.
 - Council will consider a motion at the next Regular Session on Monday, January 22, 2018 to approve a grant for the IWK Kid’s Carnival fundraiser on May 12, 2018 at the Garcelon Civic Center to be used to offset the rental cost.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of December 2017 - The memo from the Accounts Payable Manager dated January 2, 2018 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 22, 2018.

POLICE AND FIRE - Chaired by Councillor Harding

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

Sergeant Stubbs advised Council that the focus during the month of December was on impaired driving and he was pleased to report that very few were charged.

Sergeant Stubbs further advised that he will introduce a new Corporal, Chris Johnston, at a future meeting, who will eventually replace Corporal Terry Pomeroy who is moving to the Crime Reduction Unit.

- (ii) Report of the Fire Department – Allison Nordstrom, Acting Fire Chief, spoke to the report of the former Fire Chief who retired December 31, 2018.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

- (i) Report of the Building Inspection Office – The 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, and the Chief Administrative Officer provided an update on the R.C.M.P building and advised that an odor had been detected and is being addressed.
- (iii) Rezoning Application – 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) – The Chief Administrative Officer spoke to the rezoning application and advised that in keeping with the legislated process, appropriate motions will be drafted for consideration at the next Regular Session of Council on Monday, January 22, 2018.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) Garcelon Civic Center Report – The report from Jeremy McShane, Operations/Maintenance Coordinator, was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The report from Alex Reid, Events Development Coordinator, was received and reviewed.
- (ii) Charlotte County Fall Fair Request “In Kind” Support – The letter from the Ganong Nature Park Manager dated January 3, 2018, with attached copy of “Confirmation of Support from Municipal Government or Equivalent Authority” form, which represents a portion of the fair’s federal grant application, was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, January 22, 2018 to approve “in kind” support in the amount of \$4,000.00, and to authorize the Mayor and Clerk to sign the grant application form, which also includes the Town’s contribution of \$1,000.00 as outlined in the 2018 budget.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

In addition to the Director’s report, Council agreed with Councillor Hyslop’s recommendation and directed the Chief Administrative Officer to send a letter to the various utility companies advising them to communicate with the town prior to any substantial work projects.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:50 p.m. and returned to open session at 6:15 p.m., at which time it was **MOVED** by Councillor Parker and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 6:15 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JANUARY 10, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item
2. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance 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
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of December 2017 – Memo from Accounts Payable Manager dated January 2, 2018 with attachment:
 - Cheque Register

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation
- (ii) Garcelon Civic Center – Report from Jeremy McShane, Operations/Maintenance Coordinator, attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
- (ii) Charlotte County Fall Fair Request of “In Kind” Support – Letter from Ganong Nature Park Manager dated January 3, 2018 with attachment:
 - Copy of Confirmation of Support from Municipal Government or Equivalent Authority of the Federal grant application.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

5. DELEGATIONS/PRESENTATIONS

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on January 17 2018 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, JANUARY 17, 2018 @ 3:30 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, 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 Deputy Mayor Carr 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 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

It was **MOVED** by Councillor Wheaton and **SECONDED** by Councillor Harding that the above-noted one (1) item be moved into closed session as per Section 68(1)(c) of the New Brunswick *Local Governance Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 5:10 p.m., at which time it was **MOVED** by Councillor Parker and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 5:10 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, JANUARY 17, 2018 @ 3:30 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 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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

CAO 01-2018

Report of the Chief Administrative Officer

For the Consideration of Council

January 8, 2018

The activities of the Office of the Chief Administrative Officer are summarized below:

1. **2018 Budget Preparations:** CAO, in conjunction with the Treasurer, committed significant time an effort towards preparation of the 2018 municipal budget. This work entailed meeting with individual departments to discuss departmental needs/requests. Additionally, meetings were conducted with individual members of council to seek additional input into the process. Work continues on this matter.
2. **Local Governance Act:** As of January 1st, 2018 the Local Governance Act takes effect. The CAO, in conjunction with the Town Clerk, will be continuing to work to become familiar with the new legislation and determine areas which will allow us to optimize municipal operations.
3. **Holidays:** CAO took pre-approved leave for the week of December 25th through 29th.
4. **Citizen Concerns:** Amongst the citizen concerns addressed to the CAO office during this reporting period are the following:
 - Concern over water billing resulting from a tenants behaviour
 - Snow clearing activities
5. **Presentation:** At the request of the Rotary Club, the CAO spoke to the Rotary Club meeting held January 8th, 2018. The substance of the presentation was to introduce the CAO and provide an insight into his philosophy of municipal management.
6. **Requests Received:** The CAO office received two written requests for assistance during this reporting period:
 - a. Request from "We've got your back", submitted by Tyler Van Guelpen. This charitable event, in partnership with the Aces hockey club, raises funds to provide children with food to take home on weekends where there is a family need. Event will include a silent auction and talent show. The request is for Council to waive the fees for the use of the Garcelon Civic Center as a venue. The estimated value of this request is **\$950.00**. Date of event is **February 3, 2018**.

- b. Request from Charlotte County IWK Fundraising Committee, submitted by Jenn Johnston. The event, attended by over 600 people last year, is a token of appreciation for the support provided to the organization's fundraising efforts. Event is currently planned for May 12th, with requested access to the facility on May 11, 2018. Value of the request is being determined as there is the possibility for some cost sharing for the floor installation between multiple events.
7. **Bylaw and Policy Review**: CAO is continuing efforts to review all existing municipal bylaws and policies. To date the CAO has identified a number of documents which require updating or rescinding. The CAO will be preparing a bylaw review plan for consideration of Council at an upcoming meeting.

Additionally, the CAO attended a January 8th meeting with Mr. Young, Mr. MacDonald, and Councillors Harding and Parker where bylaw related concerns were articulated and will be incorporated into upcoming bylaw amendment recommendations.

This report is respectfully submitted this 8th day of January, 2018

Jeff Renaud
CAO
Town of St. Stephen, NB

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 4 January 2018

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).
-Currently processing October-December, 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 72 employees, Monthly 32 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 112 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 December 31, 2016.
- 2) Council and Department Heads Statements of Revenue and Expenditures to September 30, 2017.
- 3) Preparation and review of information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Committee Meeting-December 6, 2017.
 - B) Accounting Package Webinar-Year End Payroll Procedures-December 7, 2017
 - C) Budget Meetings-December 18, 2017.
 - D) Budget Meetings-December 19, 2017.
 - E) Budget Meetings-December 20, 2017.
 - F) Royal Bank of Canada Representative Meeting-December 21, 2017.

6) Projects:

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

- F) Multiple Stats Canada Forms-In Progress.

- G) 2016 Gas Tax Fund remittance-Complete.

- H) Multiple HST remittances-In Progress.

- I) Asset Management Project-In Progress.

- J) 2017 year end actuary analysis preparation-In Progress.

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

Public Works Report for December 2017

Lee Johnson, Director of Operations, December 30, 2017

1: **Water system:**

- a) Read Meters.
- b) Installed 1 new Meter.
- c) Plowed Snow.
- d) Repaired 7 Meters.

2: **Streets:**

- a) Hauled Pit Run Gravel.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Hauled Gravel to Turning the Corner Project.
- e) Equipment Maintenance.

3: **Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Rodded 2 Sewer Laterals.
- c) Flushed 15 Sewer Mains.
- d) Plowed Snow.

4. **Project Updates:**

January 2, 2018

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

All underground utilities and street construction is complete. Some small lawn areas were not restored prior to freezing weather but will be restored in the Spring of 2018. Line painting and correction of deficiencies will be finished in Spring 2018. Residents in the project area have been notified with a hand delivered memo that remaining work will be completed in Spring 2018.

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

Work is complete with the exception of lawn restoration. Lawn restoration will be completed in the Spring of 2018.

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

All work is complete with the exception of line painting and lawn restoration which will be completed in the Spring of 2018. Residents in the project area have been notified with a hand delivered memo that remaining work will be completed in Spring 2018.

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

Work on the park area is complete and ready for future phases of construction including lawns, unit paving, addition of a clock, site furniture, etc.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. December 2017

Parks

- Continue to work on Chocolate Park Master Plan.
- Continue to work on turf maintenance tender for 2018.
- Continue to work with the Elm Street Nature Park committee.

Recreation

- Working on 2018 budget.
- Continue to work on 2nd Annual Wall of Fame.
- Entered float in Christmas Parade.
- Hosted a Canada 150 Skating Day on December 10th.
- Rob Gullison Memorial Tournament went very well.
- Continue to work with Jumpstart program, has been going extremely well.
- Continue to work on March Break camp at the Civic Center.
- The Swim Team attended their first meet in Saint John on December 9th.
- Continue to work on summer ice for 2018.
- Continue to work on a 2nd season of Spring hockey.
- Continue to work with the U17 World's Host Committee on possible partnerships.

Meetings

- | | |
|-------------|--------------------------|
| • FRPA | • Jumpstart |
| • Sport NB | • Jim Scott |
| • RNB | • Recreation Master Plan |
| • Dept Head | |
| • CC Staff | |
| • CC Mgt | |

Michael O'Connell
Director, Parks and Recreation

St Stephen Fire Department

Monthly Report

December 2017

Number of Alarms responded to were:

In town Alarms: 8

Out of Town Alarms: 9

Mutual Aid: Calais: 1

Rural Fire: 1

Total: 19

Alarms are described as being:

Motor Vehicle Accidents: 9

Alarm system: 2

Structure: 3

Electrical: 1

ANB Assist/ Rescue: 1

ANB lift assist: 1

Bylaw: 1

Smell of Gas: 1

Total Calls Dispatched: 86

Fire Department Activities for the Month of December:

1. The regular monthly meeting was held
2. The annual children Christmas party was held
3. Orientation with 2 newer recruits
4. Returned rescue truck back to service after being refitted
5. Fire extinguisher inspections were conducted

Fire Chief Activities:

1. Fire department meeting.
2. Budget meeting
3. Police and fire meeting
4. Children's Christmas party

TOWN of ST. STEPHEN

By-Law Enforcement

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

December REPORT

2017

To: CAO - Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (11)	On request of the Building Inspector, assisted in delivery of letter. Received complaints from the town crew with regards to overnight parking during snow.	Letter was delivered without incident. Contacted all and warnings both written and oral were given.
Assist General Public (8)	Gentleman was in inquiring about his neighbour placing cement blocks beside his driveway. Complaint of neighbour placing picnic table near his property line.	Informed him as long as they were on the owner's property and set back properly there is nothing in our by- laws to cover this. This is an ongoing issue between two neighbours and he is upset that he cannot plow snow onto their property.

	<p>Complaint of refuse at a residence in town.</p>	<p>Letter is being written to the property owner to clean up.</p>
<p>Parking (8)</p>	<p>Gentleman called with concerns over an email he received with regards to a parking ticket.</p> <p>Complaint of smoke coming from a neighbour's chimney, and is there a by-law about this.</p> <p>Gentleman was in inquiring about a license for peddling fish.</p> <p>Ticket #'s 527, 528, & 529 issued for two hour parking.</p> <p>Warnings given on King Street and Milltown Blvd. and Charlotte Mall (5).</p>	<p>Informed him that we do not send out emails for tickets, and to ignore as it is probably a scam.</p> <p>Informed him that we do not have a bylaw for this.</p> <p>He was informed that he does not require one.</p>

Dog Complaints (1)	Received a call of a black lab wandering the streets.	Passed onto animal control.
	Also received a call from the RCM Police inquiring if we have a by-law in place for fighting at schools where the fight is consensual. I informed them that we do not, but we will definitely have a look into it.	

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

REPORT OF THE ANIMAL CONTROL OFFICER

I responded to all complaints and phone calls and patrolled the Town on a daily basis. No dogs were impounded this month.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2017	2017	2016	2017	2016	2017	2016	2017
December							
	# 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	1	N/A	\$1,500.00	N/A	46	N/A	\$1,379,400.00
New Com./Indus./Instit.	0	N/A	\$0.00	N/A	4	N/A	\$142,000.00
Com./Indus./Inst. Renos	0	N/A	\$0.00	N/A	19	N/A	\$1,539,460.00
Institutional	1	N/A	\$1,500.00	N/A	7	N/A	\$197,874.00
Demolition	0	N/A	\$0.00	N/A	12	N/A	\$126,700.00
TOTALS	2	N/A	\$3,000.00	N/A	107	N/A	\$4,242,134.00
	Cur. Mth						
Demolition Permits	0	N/A					
Stop Work Orders Issued	0	N/A					
Site Inspections	6	N/A					
Electrical waivers issued	0	N/A					
Active Unsightly Premises	7	N/A					
Sign Permits	0	N/A					

Town of St. Stephen



Canada's Chocolate Town

Report of Development / Property Management Office – December 2017

Planning Advisory Committee	December and January meetings were cancelled because there was no business for the agendas. Future meetings will be scheduled as needed.
Sign Permits	0 approved.
Variances	0 approved.
Approved Plans	0 approved.
Unightly Premises	The Office of the Building Inspector has seven (7) active and ongoing unsightly files open.
Turning the Corner	The project is very near complete for this phase, which includes construction of the masonry structure as conceived by the organizing committee. Next phase would include some landscaping in the spring.
PROPERTIES	
R.C.M.P. Building	Nothing to report.
Library	Nothing to report.
Airport	Nothing to report.
34 Milltown Blvd.	As noted last month, the project is complete.
Train Station	Nothing to report.



Garcelon Civic Center December Report

Aquatics and Fitness

- Winter swim lesson registration is now open. They start on Jan 8th.
- Bronze cross and Bronze medallion will also be offered in the winter session.
- Annual shut down of Aquatics took place in Dec, Went very well.

Facility

- New video security camera system have been installed.
- Regular safety Checks on going
- New Years Eve event took place, Only real issue was the temp in the arena area. Will look into different ideas for heating during cold outside temps for future events in the

Finance & Administration.

- The job posting for the "Receptionist and Hospitality" has been posted as a FULL TIME job and has been circulated in the union with closing date of Jan 5th/2018.

Upcoming Events/Programming

- Doug MacDonald Memorial Jan 5-7 2018
- On Going Chase the Ace Event on Wednesday Evenings.
- Boys and girls club held a camp week in the building. Jan 3-5 2018
- Aces Idol talent show a dinner taking place Feb 2nd
- Swim team on going weekly
- Cheerleading on going weekly

Respectfully submitted by Jeremy McShane on behalf of the Garcelon Civic Center Management Team.

RESOLUTION NO.: _____

DATE: January 22, 2018

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" – THIRD AND FINAL
READING – SHORT TITLE ONLY**

THAT 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 given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: January 22, 2018

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" – THIRD AND FINAL READING –
SHORT TITLE ONLY**

THAT 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" – be given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police December 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
December 2017**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **December 1st, 2017 to December 31st, 2017 inclusive**. During this time period, the RCMP responded to **255** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops	36
Driving While Disqualified/Prohibited	1
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial	5
Off Road Vehicle Act – Other Activities	1
Roadside Suspensions – Alcohol Related	1
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable	6
Traffic Tickets	43
Traffic Warnings	8

PROVINCIAL STATUTES:

Child Welfare Act – Other Activities	2
False/Abandoned 911	1
Fire Prevention Act – Other Activities	1
Mental Health Act – Other Activities	2
Other Provincial Statutes	1
Trespass Act	2

CRIMINAL CODE:

Assault.....	4
Breach of Recognizance.....	1
Break and Enter – Residence.....	5
Carrying a Concealed Weapon.....	1
Criminal Harassment.....	1
Disturbing the peace/Causing a disturbance.....	1
Fail to comply probation order.....	3
Failure to Comply with an Undertaking.....	3
False Statement for Financial Gain.....	1
Fraud (money/property/security) less than or equal to \$5000.....	4
Harassing Communications.....	1
Impaired Operation Over 80mg% of Motor Vehicle.....	4
Mischief – Damage to, or obstruct enjoyment of property.....	9
Other theft under \$5000.....	10
Theft under or equal to \$5000 – Shoplifting.....	1
Uttering Threats against a Person.....	2
Uttering Threats against Property or an Animal.....	1

OTHER FEDERAL STATUTES:

Possession – Schedule I - Other.....	1
Possession for the Purpose of Trafficking – Schedule I.....	1
Trafficking - Schedule I.....	1

OTHER INVESTIGATIONS:

Abandoned Vehicles	1
Assistance to Canadian Federal Dept/Agency	1
Assistance to Canadian Police (non-RCMP) Agency	2
Assistance to Canadian Provincial/Territorial Dept/Agency	1
Assistance to General Public	3
Assistance to US Police Agency	1
Crime Prevention	2
False Alarms	7
Information File	1
Items Lost/Found except passports	5
Municipal Bylaws	1
Person Reported Missing	2
Police Certificates/Letters	53
Suspicious Person/Vehicle/Property	3
Unfounded	13
Wellbeing Check	2
Youth Criminal Justice Act	5

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

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

2018 GENERAL OPERATING FUND BUDGET

THAT the sum of \$9,350,797 (nine million, three hundred and fifty thousand, seven hundred and ninety-seven dollars) be the total operating budget of the Municipality, that the sum of \$5,356,765 (five million, three hundred and fifty-six thousand, seven hundred and sixty-five dollars) be the Warrant of the Municipality for the ensuing year, and that the tax rate for the Municipality be \$1.5800 (one dollar and fifty-eight cents). The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of St. Stephen.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

2018 WATER AND SEWERAGE OPERATING FUND BUDGET

THAT pursuant to paragraph 117(4) of the *Local Governance Act*, the total budget for the Municipality of St. Stephen utility for the ensuing year would consist of total revenues of \$2,355,391 (two million, three hundred and fifty-five thousand, three hundred and ninety-one dollars), and total expenditures of \$2,355,391 (two million, three hundred and fifty-five thousand, three hundred and ninety-one dollars).

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

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

THAT the attached revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted retroactive to January 1, 2018.

REVISED

SCHEDULE "A"

To

By-law No. W-1, A By-law Respecting Water and Sewer Rates and Charges

1. The water and sewer rates for a property the water supply of which is not metered shall be \$106.30 per family unit per quarterly billing basis and such sum shall be due and payable 30 days after the date of each billing.
2. The water rates for a property the water supply of which is metered shall consist of the base rate of \$37.24 for 500 cubic feet plus \$2.29 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
3. The water rates for a Rental property the water supply of which is metered shall consist of the base rate of \$37.24 per unit for 500 cubic feet per unit plus \$2.29 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
4. The water rates for water purchased in bulk at a location approved by the Director of Operations for that purchase shall be \$2.29 per 100 cubic feet and such sum shall be due and payable 30 days after the date of each billing.
5. The owner of a property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$69.06 for the same 500 cubic feet (not an additional), plus \$4.37 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
6. The owner of a Rental property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$69.06 per unit for the same 500 cubic feet per unit (not an additional), plus \$4.37 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
7. Interest at the rate of 1.5% per month will be charged on all overdue accounts 30 days after the date of each billing.

REVISED 01/22/18

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – “WE’VE GOT YOUR BACK” FUNDRAISER

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$350.00 (three hundred and fifty dollars) for the “We’ve Got Your Back” fundraiser, payable to the Garcelon Civic Center, to offset the rental cost for their event on Saturday, February 3, 2018.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – CHARLOTTE COUNTY IWK FUNDRAISING COMMITTEE

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$350.00 (three hundred and fifty dollars) for the Charlotte County IWK Fundraising Committee, payable to the Garcelon Civic Center, to offset the rental cost for their annual IWK Kids' Carnival to be held on Saturday, May 12, 2018.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

**TOWN GRANT – ST. STEPHEN MIDDLE SCHOOL ENTREPRENEURIAL
ADVENTURE COMMITTEE**

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$600.00 (six hundred dollars) for the St. Stephen Middle School Entrepreneurial Committee, payable to the Garcelon Civic Center, to offset the rental cost for their fundraising event on Monday, May 7, 2018.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

**COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – PROPOSED
REZONING OF 14 HAWTHORNE STREET (FORMER HAWTHORNE STREET
KIWANIS TOT LOT)**

THAT the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed by-laws to amend the Municipal Plan By-Law and the Zoning By-Law (copies attached) whereby the use designation on the Generalized Future Land Use Map of the Municipal Plan, and the Zoning Map of the Zoning By-Law, for PID # 15023542 (14 Hawthorne Street – former Hawthorne Street Kiwanis Tot Lot) be changed from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

THE TOWN OF ST. STEPHEN

BY-LAW NO. M-1.4

A BY-LAW TO AMEND BY-LAW NO. M-1, BEING THE TOWN OF ST. STEPHEN MUNICIPAL PLAN BY-LAW.

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. M-1, being The Town of St. Stephen Municipal Plan By-Law, is amended by revising the use designations delineated on the Generalized Future Land Use Map constituting Appendix B thereof, a copy of a portion of which is attached hereto as Schedule "1" by changing the land use designation from Park & Open Space (OS) to Multiple Unit Residential (R-3) of the lands outlined in red on the said Schedule "1" of this by-law and which forms part hereof.
2. The land for which the land use designation is being changed is also shown on the Service New Brunswick Digital Property Mapping as PID # 15023542 (14 Hawthorne Street) attached hereto as Schedule "2"

IN WITNESS WHEREOF The Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2018.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

By-Law No. M-1.4

Schedule "1"

Rezone from Park & Open Space (OS) to
Multiple Unit Residential (R-3)

Generalized Future Land Use Map

14 Hawthorne St

LEGEND



RESIDENTIAL



COMMERCIAL



INSTITUTIONAL



INDUSTRIAL



UTILITY



PARK AND OPEN SPACE



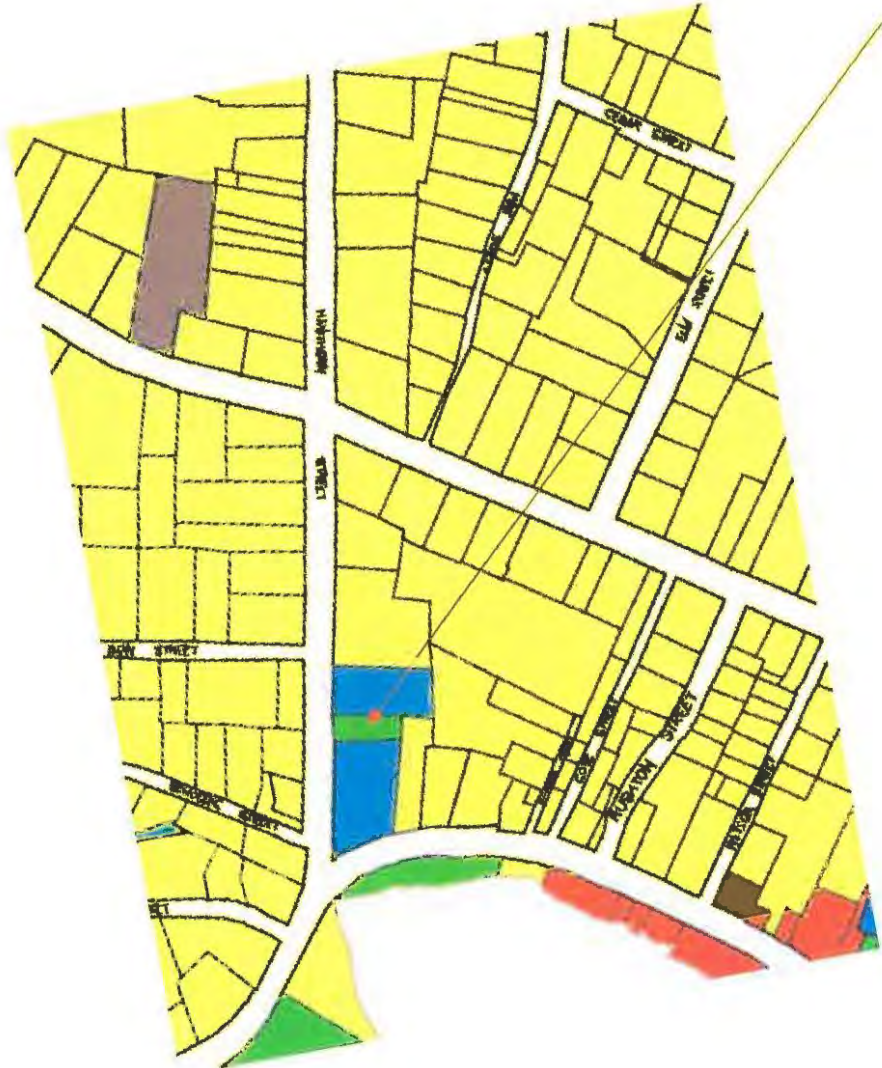
FUTURE DEVELOPMENT



TOWN BOUNDARY



FUTURE ROAD



THE TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.6

A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW.

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. Z-1, being The Town of St. Stephen Zoning By-Law, is amended by changing the zone as shown on the Zoning Map attached to the said By-Law as Schedule "A" thereof for the lands shown on Schedule "1" attached hereto and forming part hereof from Park & Open Space (OS) to Multiple Unit Residential (R-3).
2. The land for which the zone is being changed is also shown on a portion of the Service New Brunswick Digital Property Mapping attached hereto as Schedule "2" and identified as PID # 15023542 (14 Hawthorne Street).

IN WITNESS WHEREOF The Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of , 2018.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

By-Law No. Z-1.6

Schedule "1"

Rezone from Park & Open Space (OS) to Multiple Unit Residential (R-3)

14 Hawthorne St



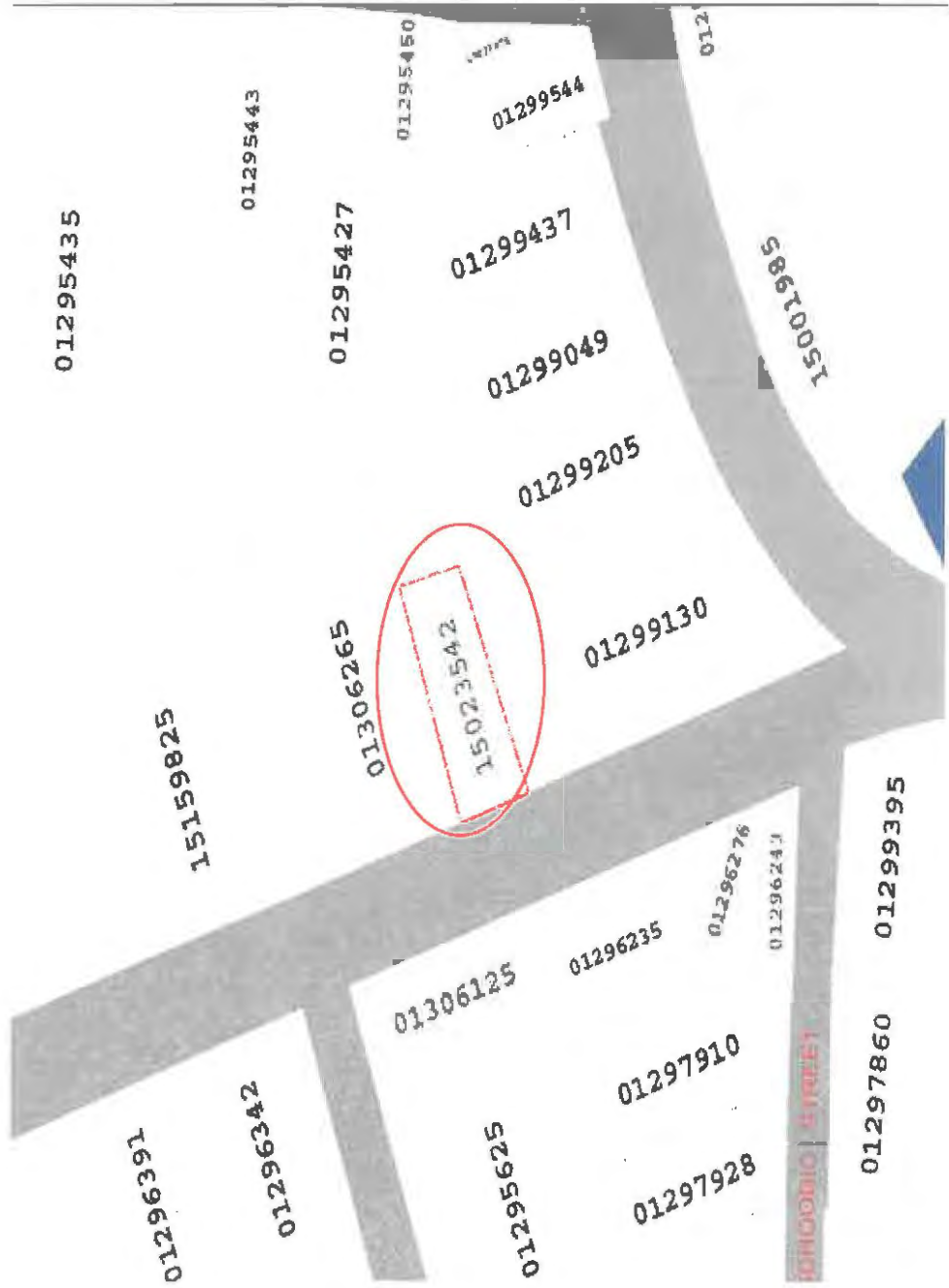
Town of St Stephen Zoning Map

LEGEND

-  R-1 (SINGLE & TWO FAMILY RESIDENTIAL) ZONE
-  R-2 (RESIDENTIAL MEDIUM DENSITY) ZONE
-  R-3 (MULTIPLE UNIT RESIDENTIAL) ZONE
-  RLL (LAND LEASE RESIDENTIAL) ZONE
-  CM (COMMERCIAL MEDIUM DENSITY) ZONE
-  NC (NEIGHBORHOOD COMMERCIAL) ZONE
-  LFR (LARGE FORMAT RETAIL) ZONE
-  I-1 (HEAVY INDUSTRIAL) ZONE
-  I-2 (LIGHT INDUSTRIAL) ZONE
-  OS (PARK & OPEN SPACE) ZONE
-  INST (INSTITUTIONAL) ZONE
-  U (UTILITY) ZONE
-  FD (FUTURE DEVELOPMENT) ZONE
-  DT (DOWNTOWN) ZONE
-  TOWN BOUNDARY

By-law No. Z-1.6

Schedule "2"



RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

**SETTING DATE FOR PUBLIC PRESENTATION – PROPOSED REZONING OF
14 HAWTHORNE STREET (FORMER HAWTHORNE STREET KIWANIS TOT
LOT)**

THAT Wednesday, February 14, 2018 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Presentation of proposed By-Law M-1.4, "A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law", which would see the consideration of the property located at 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) (PID # 15023542) rezoned from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

CHARLOTTE COUNTY FALL FAIR – “IN KIND” SUPPORT

THAT the Council of the Town of St. Stephen authorizes “in kind” support up to a maximum of \$4,000.00 (four thousand dollars) to the Charlotte County Fall Fair scheduled September 15 and 16, 2018, which support encompasses the use of bleachers, picnic tables, garbage cans, and tables, along with support staff for event set up and tear down.

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign “Confirmation of Support from Municipal Government or Equivalent Authority” form as part of the federal grant application submitted by the Ganong Nature Park Manager on behalf of the Charlotte County Fall Fair which outlines the “in kind” support, as well as the grant of \$1,000.00 (one thousand dollars) outlined in the Town’s 2018 budget.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

ACTUARIAL SERVICES – CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA PUBLIC SECTOR ACCOUNTING STANDARDS

THAT the Council of the Town of St. Stephen approves the amount of \$9,750.00 (nine thousand, seven hundred and fifty dollars), plus HST, to Morneau Shepell Ltd. of Fredericton, NB for the provision of actuarial services as required to determine actuarial valuations for post employment benefits, related to calculation and disclosure of the accrued benefit obligation and annual benefit cost of the retirement allowance benefit and sick leave benefit, for the year ended December 31, 2017, and in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

AND THAT the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the agreement(s) with Morneau Shepell Ltd. to provide the above-noted services.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

RECEPTIONIST AND HOSPITALITY ATTENDANT POSITION

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on December 18, 2017, agreed with the recommendation of the Chief Administrative Officer to promote the Receptionist and Hospitality Attendant position to full-time status and to re-advertise in accordance with the requirements of the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement (Collective Agreement);

NOW THEREFORE BE IT RESOLVED THAT Michelle Vest be offered the full-time position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective Thursday, February 1, 2018, with applicable wages and benefits as outlined in the Collective Agreement.

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION CARRYOVER – NON-UNION EMPLOYEES

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2017 for non-union employees as follows:

Employee # E18	-	0.5 day
Employee # E26	-	100 days
Employee # E63	-	54 days
Employee # E131	-	28.5 days
Employee # E133	-	4 days

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

UNUSED VACATION CARRYOVER – UNION EMPLOYEES

THAT the Council of the Town of St. Stephen approves the carryover of unused vacation as at December 31, 2017 for union employees as follows:

Employee # E03	-	7 days
Employee # E04	-	32 days
Employee # E14	-	4.75 days
Employee # E23	-	2.25 days
Employee # E51	-	1 day

RESOLUTION NO.: _____

DATE: January 22, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.