

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 26, 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) Purple Day for Epilepsy – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – January 22, 2018
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you card from Travis Cleghorn and family.
  - (b) Thank you card from Members of St. Croix Wellness & Renewal Committee.

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 – February 14, 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. A-12, "A By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – First Reading – Short Title Only
- (b) 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 – First Reading – Short Title Only
- (c) 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 – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Written Views – Planning Advisory Committee – Proposed Rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot – PID # 15023542)
- (c) Setting Date for Public Hearing of Objections/Support – Proposed Rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot – PID # 15023542)
- (d) Out-of-Province Travel: Director, Parks and Recreation and Garcelon Civic Center Operations/Maintenance Coordinator
- (e) Town Grant – Bantam AAA Hockey Team Ice Rental
- (f) Appointments – Planning Advisory Committee
- (g) Corporate Accountability & Transparency Policy
- (h) Rescinding of Non-Union RRSP Policy
- (i) Scotiabank Borrowing Authority
- (j) Royal Bank of Canada Borrowing Authority
- (k) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team
- (l) "In-Kind Services" – St. Stephen's University
- (m) Application to the Municipal Capital Borrowing Board – General Fund

- (n) Dillon Consulting Limited – Agreement for Professional Services – Waterfront Revitalization
- (o) Application to the Municipal Capital Borrowing Board – General Fund
- (p) Application to the Municipal Capital Borrowing Board – Water and Sewerage Fund
- (q) Town of St. Stephen – Five-Year Capital Investment Plan Respecting the “GTF Administrative Agreement”
- (r) Dillon Consulting Limited – Agreement for Professional Services – Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

- (a) Motion to move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the New Brunswick Local Governance Act and one (1) Land Matter as per Section 68(1)(d) of the New Brunswick Local Governance Act.

18. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AGENDA**

THAT the Agenda be approved as circulated.

## PROCLAMATION

### PURPLE DAY FOR EPILEPSY

**WHEREAS** Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

**WHEREAS** Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone; and

**WHEREAS** epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

**WHEREAS** the public is often unable to recognize the common seizure types, or how to respond with appropriate first aid; and

**WHEREAS** Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally;

**NOW THEREFORE**, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim March 26, 2018 as Purple Day in the Town of St. Stephen, in an effort to raise epilepsy awareness throughout the community.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**REGULAR COUNCIL MEETING**

THAT the Minutes of the Regular Council meeting held on January 22, 2018 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 22, 2018 @ 7:00 P.M.**

1. PRAYER

Mayor MacEachern called upon Pastor Dan Jamer to administer a prayer.

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

**01/18** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Town Employee Retirement – Mayor MacEachern presented a plaque to Jeff Richardson recognizing his many years of dedicated service with the Fire Department.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Parker

Seconded by Councillor Hyslop

**02/18** **THAT** the Minutes of the Regular Council meeting held on December 18, 2017 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Chisholm  
Seconded by Councillor Wheaton

**03/18** THAT the Minutes of the Special Council meeting held on December 27, 2017 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

**PAID BILLS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

**04/18** 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. **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 Hyslop  
Seconded by Councillor Chisholm

**05/18** 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. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

**06/18** THAT the Minutes of the Committee of Council meeting held on January 17, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 07/18 **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.  
**CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**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**

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 08/18 **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. **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" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 09/18 **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.  
**CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 10/18 **THAT** the Royal Canadian Mounted Police December 2017 report for the St. Stephen Municipal Post, District # 1. be received for information and filed.  
**CARRIED**

**2018 GENERAL OPERATING FUND BUDGET**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 11/18 **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. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.

Councillor Wheaton voting in favour of the motion.

Councillor Hyslop voting in favour of the motion.

Councillor Chisholm voting in favour of the motion.

Councillor Harding voting against the motion.

Councillor Parker voting against the motion.

**2018 WATER AND SEWERAGE OPERATING FUND BUDGET**

Moved by Councillor Chisholm

Seconded by Councillor Parker

- 12/18 **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).

**CARRIED**

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

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 13/18 **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.

**CARRIED**

**TOWN GRANT – "WE'VE GOT YOUR BACK" FUNDRAISER**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 14/18 **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. **CARRIED**

**TOWN GRANT – CHARLOTTE COUNTY IWK FUNDRAISING COMMITTEE**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 15/18 **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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 16/18 **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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 17/18 **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. **CARRIED**

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

Moved by Councillor Parker

Seconded by Councillor Harding

- 18/18 **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. **CARRIED**

**CHARLOTTE COUNTY FALL FAIR – “IN KIND” SUPPORT**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

19/18

**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. **CARRIED**

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

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

20/18

**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. **CARRIED**

**RECEPTIONIST AND HOSPITALITY ATTENDANT POSITION**

Moved by Councillor Chisholm

Seconded by Councillor Parker

21/18

**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. **CARRIED**

**UNUSED VACATION CARRYOVER – NON-UNION EMPLOYEES**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

22/18

**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

**CARRIED**

**UNUSED VACATION CARRYOVER – UNION EMPLOYEES**

Moved by Councillor Wheaton

Seconded by Councillor Harding

23/18

**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

**CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended Karen Ludwig's holiday gathering.
- Attended the Mayor's Levee.
- Attended a Drag Racing Committee meeting.

Councillor Hyslop

- Attended all Town meetings, except one.
- Attended Karen Ludwig's holiday gathering.
- Attended Provincial funding announcement which will fill the remaining piece of trail network between St. Stephen and Saint John, so the connection between the United States East Coast Greenway and the Trans Canada Trail can be made.
- Attended the Mayor's Levee.

Councillor Parker

- Attended a meeting with the Chief Administrative Officer and Treasurer.
- Attended a Labour and Employment meeting.
- Attended the Mayor's Levee.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended the grand reopening of Scotiabank.
- Attended a highway signage meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. board meeting and stated that a new interim general manager has been appointed.
- Attended a Tourism and Promotion Action Committee meeting.
- Attended Provincial funding announcement which will fill the remaining piece of trail network between St. Stephen and Saint John, so the connection between the United States East Coast Greenway and the Trans Canada Trail can be made.
- Attended a round table session on the above-noted coastal trail.
- Attended a Chocolate Museum Operating Committee meeting and stated that a new manager has been hired to replace the current manager who has accepted a full-time position with the Town.
- Attended a very interesting Innovation Session for The Chocolate Museum.

Councillor Harding

- Attended the Mayor's Levee.
- Met with Sergeant Stubbs.
- Received several police related phone calls.
- Met with the Building Inspector, By-Law Enforcement Officer, Councillor Parker and the Chief Administrative Officer on by-laws.
- Commended the Treasurer on his diligent work with the budgets.

Councillor Chisholm

- Attended all Town meetings.
- Commended the Treasurer on his diligent work and all who assisted with the budgets.
- Attended the Mayor's Levee.
- Wall of Fame meetings are ongoing.

Mayor MacEachern

- Attended all Town meetings.
- Congratulated staff on the budgets and pleased with no tax rate increase.
- Attended Karen Ludwig's holiday gathering.
- Pleased with the number of people at the Mayor's Levee.
- Interviewed by *CBC*, as well as the *Saint Croix Courier*, on the year review and upcoming year.
- Attended Provincial funding announcement which will fill the remaining piece of trail network between St. Stephen and Saint John, so the connection between the United States East Coast Greenway and the Trans Canada Trail can be made.
- Attended a round table session on the above-noted coastal trail.
- Had a tour of the newly renovated Scotiabank.
- Attended a St. Stephen-Milltown Rotary Club meeting where the new Chief Administrative Officer was the guest speaker.

16. QUESTION PERIOD

There were no questions from the public and any questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern and Council upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

24/18 THAT the meeting adjourn at 7:32 p.m. CARRIED

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Mayor

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Town Clerk

**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: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STATEMENTS OF REVENUE AND EXPENDITURE**

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

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

	<b>Actual To Date For the Ten Months Ending October 31, 2017</b>	<b>Budget For the Year Ending December 31, 2017</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	4,480,207	5,376,249	\$896,042	83%
Services Provided to Other Governments	121,852	223,920	102,068	54%
Sale of Services	457,960	502,854	44,894	91%
Other Revenue From Own Sources	323,541	182,833	(140,708)	177%
Unconditional Grants	1,355,727	1,626,871	271,144	83%
Conditional Transfers	7,590	4,200	(3,390)	181%
Other Transfers	970,083	1,179,723	209,640	82%
<b>Total Revenue</b>	<b>7,716,960</b>	<b>9,096,650</b>	<b>1,379,690</b>	<b>85%</b>
<b>Expenditure</b>				
General Government Services	799,353	1,015,865	216,512	79%
Protective Services	1,799,213	2,396,686	597,473	75%
Transportation Services	1,543,236	1,945,426	402,190	79%
Environmental Health Services	202,511	246,661	44,150	82%
Environmental Development Services	269,649	305,064	35,415	88%
Recreational and Cultural Services	1,459,930	1,869,246	409,316	78%
Fiscal Services	884,741	1,309,702	424,961	68%
Other	2,893	8,000	5,107	36%
<b>Total Expenditures</b>	<b>6,961,526</b>	<b>9,096,650</b>	<b>2,135,124</b>	<b>77%</b>
<b>Surplus (Deficit)</b>	<b>\$755,434</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Ten Months Ending October 31, 2017</b>	<b>Budget For the Year Ending December 31, 2017</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$1,584,478	\$2,024,625	\$440,147	78%
Other Revenue From Own Source	164,869	200,300	35,431	82%
Other Transfers	86,113	136,066	49,953	63%
<b>Total Revenue</b>	<b>1,835,460</b>	<b>2,360,991</b>	<b>525,531</b>	<b>78%</b>
<b>Expenditures</b>				
Water Supply	984,067	1,140,096	156,029	86%
Sewerage Collection and Disposal	546,160	722,839	176,679	76%
Fiscal Services	405,408	498,056	92,648	81%
<b>Total Expenditures</b>	<b>1,935,635</b>	<b>2,360,991</b>	<b>425,356</b>	<b>82%</b>
<b>Surplus (Deficit)</b>	<b>(\$100,175)</b>	<b>\$0</b>		

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STATEMENTS OF REVENUE AND EXPENDITURE**

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to November 30, 2017 be received.

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

	<b>Actual To Date For the Eleven Months Ending November 30, 2017</b>	<b>Budget For the Year Ending December 31, 2017</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	4,928,228	5,376,249	\$448,021	92%
Services Provided to Other Governments	128,425	223,920	95,495	57%
Sale of Services	516,109	502,854	(13,255)	103%
Other Revenue From Own Sources	342,737	182,833	(159,904)	187%
Unconditional Grants	1,529,474	1,626,871	97,397	94%
Conditional Transfers	7,590	4,200	(3,390)	181%
Other Transfers	1,055,548	1,179,723	124,175	89%
<b>Total Revenue</b>	<b>8,508,111</b>	<b>9,096,650</b>	<b>588,539</b>	<b>94%</b>
<b>Expenditure</b>				
General Government Services	875,138	1,015,865	140,727	86%
Protective Services	2,177,560	2,396,688	219,126	91%
Transportation Services	1,690,271	1,945,426	255,155	87%
Environmental Health Services	221,582	246,661	25,079	90%
Environmental Development Services	278,336	305,064	26,728	91%
Recreational and Cultural Services	1,619,119	1,869,246	250,127	87%
Fiscal Services	992,726	1,309,702	316,976	76%
Other	2,904	8,000	5,096	36%
<b>Total Expenditures</b>	<b>7,857,636</b>	<b>9,096,650</b>	<b>1,239,014</b>	<b>86%</b>
<b>Surplus (Deficit)</b>	<b>\$650,475</b>	<b>\$0</b>		

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

	<u>Actual To Date For the Eleven Months Ending November 30, 2017</u>	<u>Budget For the Year Ending December 31, 2017</u>	<u>Remaining</u>	<u>Percentage Used</u>
<b>Revenue</b>				
Sale of Service	\$1,618,934	\$2,024,625	\$405,691	80%
Other Revenue From Own Source	185,437	200,300	14,863	93%
Other Transfers	94,724	136,066	41,342	70%
<b>Total Revenue</b>	<u>1,899,095</u>	<u>2,360,991</u>	<u>461,896</u>	80%
<b>Expenditures</b>				
Water Supply	1,125,069	1,140,096	15,027	99%
Sewerage Collection and Disposal	614,442	722,839	108,397	85%
Fiscal Services	423,610	498,056	74,446	85%
<b>Total Expenditures</b>	<u>2,163,121</u>	<u>2,360,991</u>	<u>197,870</u>	92%
<b>Surplus (Deficit)</b>	<u>(\$264,026)</u>	<u>\$0</u>		

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,694,439.12 (one million, six hundred and ninety-four thousand, four hundred and thirty-nine dollars and twelve cents) be received.

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

**DECEMBER 2017**

Town of St. Stephen Utility Capital Fund (Fund Transfer, Cheque #1146)	4,119.00
Town of St. Stephen Utility Operating Fund (Fund Transfer, Cheque #1147)	2,871.68

**JANUARY 2018**

TerraEx Inc. (Construction - Sanitary Sewer Renewal & Combined Sewer Separation - Thompson Avenue and Springwood Court - Project #17-5358, Cheque #1148)	\$ 112,079.81
Debly Enterprises Ltd. (Construction - Combined Sewer Separation & Utility Renewal - Elm Park - Project #16-4847, Cheque #1150)	\$ 127,639.63
	<u>\$ 246,710.12</u>

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

**JANUARY 2018**

Alexander Porter (Irving Randall Todd Scholarship, Cheque #86)	\$	1,800.00
<b>Total</b>	<b>\$</b>	<b>1,800.00</b>

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

Visa:

**OCTOBER 2017**

Barbara Tucker (Civic Center: Upper Canteen Supplies, Advertising, Arena Equipment Maintenance & Repair, Arena Training & Development) 4,817.44

**NOVEMBER 2017**

Barbara Tucker (Civic Center: Yearly Credit Card Fee, Galaxy Program Monthly Fee, Arena: Training & Development, Fitness Area: Training & Development, Events; Recreation: Travel/Training) 4,895.15

**DECEMBER 2017**

Allan MacEachern (Gen Gov't: Mayor Travel, Cell Phone Upgrade, Retailers Christmas Promo; Recreation: Parks Training; Fire: Annual eDispatches Voice Notification Fee) \$ 2,526.59

Jeff Renaud (Gen Gov't: Annual Credit Card Fee, CAO Travel, Office Supplies) \$ 182.86

Barbara Tucker (Civic Center: Upper Canteen Supplies, Small Equipment Purchase, Software Fees, Pool Program Supplies/Equipment) \$ 4,805.22

Derek O'Brien (Gen Gov't: Reversal of Disputed Charge) \$ (10.59)

**JANUARY 2018**

Allan MacEachern (Gen Gov't: Mayor Travel; Civic Center: Upper Canteen Supplies) \$ 1,062.68

Jeff Renaud (Gen Gov: CAO Travel, Other Research; Fire: Membership Fee) \$ 464.33

Barbara Tucker (Civic Center: Galaxy Program Monthly Fee, Upper Canteen Supplies, Admin Office Supplies, Pool Program Supplies/ Equipment Refund) \$ 5,602.71

**Grand Total**

**\$ 24,346.39**

**Town of St. Stephen**  
**BNK4 - Civic Center Bank Account**  
Cheques from 000001 to 000029 dated between 01/01/2018 and 01/31/2018

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**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>		<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000026	01/08/2018	TOWN OF ST. STEPHEN	81,000.00	A/P	OUT-STD	01/08/2018
	81000.00	GG-FUND TRANSFER FROM GCC GI	81,000.00			
		<b>Cheque Totals Issued:</b>	<b>81,000.00</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>81,000.00</b>			
		<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 021587 dated between 01/01/2018 and 01/31/2018

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
021309	01/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000026407 GG-TOWNHALL-LEASE/BILLBOARD	5,417.62 5,417.62	A/P	OUT-STD	01/01/2018
021334	01/03/2018 BARB TUCKER CANTEENCABINET CC-CANTEEN-CABINET FOR SUPPL HOCKEYTOURNY CC-CANTEEN-SUPPLIES FOR HOCK	145.17 100.00 45.17	A/P	OUT-STD	01/03/2018
021335	01/03/2018 FUNDY BUILDING INSPECTION & DRAFTING SERV 17-111 PS-BUILDINSPECTOR-DEC 10-22/17	2,898.00 2,898.00	A/P	OUT-STD	01/03/2018
021336	01/03/2018 HERITAGE DEVELOPMENTS LIMITED IN000001733* PM-34MILLTOWNBLVE-PROGRESS I IN000001741 GG-34MILLTOWNBLVD-PROGRESS IN000001745 GG-OLDTOWNHALL-PROGRESS CL	204,014.33 18,670.67* 125,977.31 59,366.35	A/P	OUT-STD	01/03/2018
021337	01/03/2018 JOHNSON LEE MEMBERSHIPDUES18 TS-DIRECTOROFOPS-NB ENGINEEF	230.00 230.00	A/P	OUT-STD	01/03/2018
021338	01/03/2018 KARILYNN KLUKE TRAININGMEAL CC-STAFFTRAINING-LUNCH	62.08 62.08	A/P	OUT-STD	01/03/2018
021339	01/03/2018 MINISTER OF FINANCE WEEK012018 EMPLOYEE DEDUCTIONS-DEC 31-J	209.30 209.30	A/P	OUT-STD	01/03/2018
021340	01/03/2018 PAYROLL TRANSFER WEEK012018 GG-TRANSFER-DEC22-JAN04/18	67,593.00 67,593.00	A/P	OUT-STD	01/03/2018
021341	01/03/2018 RECEIVER GENERAL FOR CANADA WEEK012018 GG-REMITTANCE-DEC 22-JAN04/18	36,241.20 36,241.20	A/P	OUT-STD	01/03/2018
021342	01/03/2018 SERVICE NEW BRUNSWICK CMT5822018 RC-PARKS-2008 CHEV COLORADO	19.00 19.00	A/P	OUT-STD	01/03/2018
021343	01/03/2018 SHANNON MICHAEL WEEK012018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	01/03/2018
021344	01/03/2018 N. B. ELECTRIC POWER 10126106DEC17 TS-XING LIGHTS-KING ST 17935200DEC17 TS-KING/UNION ST-TRAFFIC LIGHTS 19055406DEC17 RC-ARENA-ELECTRICITY 50660140DEC17 RC-PARKS-ROTARY CHANGING RO 54187872DEC17 TS-KING/QUEEN-TRAFFIC LIGHTS 54253127DEC17 CC-BUILDING-ELECTRICTY 54653258DEC17 TS-KING/SUPERSTORE-TRAFFIC LIK 55917471DEC17 TS-STWATERFRONT LIGHTS 57955782DEC17 RC-BANDSTAND-CHOC PARK 57955808DEC17 GG-120 MILLTOWN BLVD.-ELECTRIC 71315207DEC17 PS-RCMP-ELECTRICITY 73006038DEC17 RC-LIBRARY-ELECTRICTY	28,533.92 26.11 46.55 988.83 26.25 51.06 24,631.09 72.24 74.96 27.91 121.75 1,024.05 1,443.12	A/P	OUT-STD	01/03/2018
021345	01/03/2018 THE MINISTER OF FINANCE 26934 PS-RCMP-OCT-DEC/17 CONTRACT	296,243.10 296,243.10	A/P	OUT-STD	01/03/2018
021346	01/08/2018 A"PLUS" AUTO GLASS & UPHOLSTERY 24544 PS-FIRE- SUPPLY & INSTALL DOOR 25321 RC-#302- REPLACE 2 PANELS ON SI	433.55 272.55 161.00	A/P	OUT-STD	01/08/2018
021347	01/08/2018 ACCT #903240047015 DECEMBER2017 VOLUNTEER FIRE MEMBERSHIP DU	320.00 320.00	A/P	OUT-STD	01/08/2018
021348	01/08/2018 ACCT 8025-280 DECEMBER2017 LOCAL 770 UNION DUES-DECEMBE	1,346.16 1,346.16	A/P	OUT-STD	01/08/2018

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Town of St. Stephen  
 BNK1 - General Bank Account  
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Number	Issued	Amount	SC	Status	Status Date
021349	01/08/2018 ACKLANDS - GRAINGER INC. 9634191988 CC-POOL- WHITE MARING EPOXY P	138.72 138.72	A/P	OUT-STD	01/08/2018
021350	01/08/2018 AJW MECHANICAL LTD. 27694 RC-MILLPOOL- POOL HEAT PUMP	4,336.65 4,336.65	A/P	OUT-STD	01/08/2018
021351	01/08/2018 ARMSTRONG'S COMMUNICATION LTD. 393041 RC-POOL- ALARAM SYSTEM	96.60 96.60	A/P	OUT-STD	01/08/2018
021352	01/08/2018 BELLBOY DRYCLEANERS 14-494528 CC-EVENTS-LINENS DRYCLEANING	80.50 80.50	A/P	OUT-STD	01/08/2018
021353	01/08/2018 BEV MACDONALD FLOORING 0443 CC-POOL- REMOVE/REPLACE 148 F	680.80 680.80	A/P	OUT-STD	01/08/2018
021354	01/08/2018 BRUNET 31785 GG-TOWNHALL- SERVER & WINDOW	81.94 81.94	A/P	OUT-STD	01/08/2018
021355	01/08/2018 BRUNSWICK NEWS INC 1754734 PS-FIRE- DON'T DRINK & DRIVE AD	117.30 117.30	A/P	OUT-STD	01/08/2018
021356	01/08/2018 BRUNSWICK FYR SYSTEMS DIVISION 59280 CC-BUILDING- SEMI-ANNUAL INSPE	187.74 187.74	A/P	OUT-STD	01/08/2018
021358	01/08/2018 CANADIAN TIRE 0023200032235 TS-#1-TIRES 16578070 CC-ARENA- 401 RS12YC CHMP 16578076 CC-ARENA- CLEANING SUPPLIES, S 16578156 CC-BUILDING- CLEANING SUPPLIES 20023200032027 TS-#24- TIRES N16578003 RC-PARKS- WIRE,FLX CR 035 N16578020 PS-FIRE- CANDY CANES N16578022 TS-SHOP- GALVANIZEDE STRAPPIN N16578024 CC-BUILDING- OVEN CLEANER, SC N16578025 GG-TOWN HALL- LIGHT BULBS N16578032 TS-SHOP- PLUG IN N16578035 RC-PARKS-TIMER, HANGER, FLOOD N16578041* TS-SHOP- WATER N18578068 RC-PARKS- OD AB 4FT PWPTR, AB f N16578073 RC-HORT- BUG SPRAY N16578080 RC-HORT- GARBAGE BAGS, FLUID f N16578081 TS-SHOP- DW ANCHOR 1/8" N16578101* TS-SHOP- DUCT TAPE N16578106 TS-SHOP- 25' OUT CORD N16578118 RC-HORT- UPHOLSTERY SHAMPOO N16578146 GG-TOWN HALL- 7 OUTLETS N16578190 TS-SHOP- TIRE N16578192 GG- TOWN HALL- WHITE LIGHTS	3,238.85 1,062.99 8.61 73.39 37.65 919.29 36.78 79.06 9.19 20.76 5.44 25.27 71.23 38.34 482.93 13.79 59.74 3.44 7.92 117.13 55.15 57.88 34.49 18.38	A/P	OUT-STD	01/08/2018
021359	01/08/2018 CANADA BREAD COMPANY LIMITED 132814903813 CC-CANTEEN- HOT DOG BUNS 133514903913 CC-CANTEEN- HOT DOG BUNS 134214904007 CC-CANTEEN- HOT DOG BUNS	76.88 25.56 25.56 25.56	A/P	OUT-STD	01/08/2018
021360	01/08/2018 CARQUEST 14838-68272 PS-FIRE -VEHICLE-SEALED BEAM 14838-69521 TS-#22- V-BELTS 14838-69621 TS-#29- JERRY CAN 10L	111.91 40.02 45.67 26.22	A/P	OUT-STD	01/08/2018

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Number	Issued	Amount	SC	Status	Status Date
021361	01/08/2018 CHANDLER 1636943 PS-FIRE- CHARGER FOR MONITOR	407.10 407.10	A/P	OUT-STD	01/08/2018
021362	01/08/2018 CHARLOTTE COUNTY JANITORIAL 3808 PS-FIRE- JANITORIAL-NOV/17	161.00 161.00	A/P	OUT-STD	01/08/2018
021363	01/08/2018 CNH CAPITAL IN82393 TS-#16- PLOW HARNESS IN86226 TS-SHOP- PART A BUCKET COUPLE IN86321 TS- SHOP- PART B BUCKET BLADE	7,521.64 2,112.91 2,704.52 2,704.21	A/P	OUT-STD	01/08/2018
021364	01/08/2018 COCA COLA REFRESHMENTS CANADA COMPANY 26814904 CC-CANTEEN- COKE ORDER FOR U 76808402 CC-CANTEEN- COKE ORDER FOR U 76808708 CC-CANTEEN- COKE ORDER FOR U	1,475.88 528.04 475.59 472.25	A/P	OUT-STD	01/08/2018
021385	01/08/2018 COX ELECTRONICS & COMMUNICATIONS 1-011471 CC-ADMIN- COMPUTER REPAIR 1-011636 CC-ADMIN- LAP TOP - COMPUTER F	626.12 69.00 557.12	A/P	OUT-STD	01/08/2018
021368	01/08/2018 CREIGHTON-CARTER LTD. 961-439560 RC-PARKS- ATC FUSE 961-441006 PS-#200-TIE ROD END 961-441017 PS-#200-MINIATURE LAMPS 961-441040 PS-#202- OIL FILTER 961-441129 PS-#202-FUEL FILTERS 961-441939 TS-#5- HYDRAULIC HOSE, INST FIT I 961-442042 TS-#6- BUSHING, AIR BRAK FITING 961-442092 CC-ARENA- FUEL HOSE 961-442144 TS-SHOP- WIPERS, FLUID 961-442377 TS-SHOP- NAPA BULK 961-442485 TS-#21- FROST PLUG 961-442579 TS-#5- AGAPTER, ELBOW 961-442789 TS-#5- FITTING, COUPLING, HOSE, I 961-442908 TS-SHOP- SOLDERING TIP 961-443086 RC-#304- BALL JOINT 961-443099 RC-#304- CONTROL ARM W/ BALL JO 961-443116 RC-#304- SWAY BAR LINK 961-443186 TS-SHOP- TERMINAL 961-443259 TS-#12- TRANSFLO DEXRON VI 961-443267 RC-#304- WHEEL BOLT NUT, SWAY 961-443273 TS-#304-WARRANTY 961-443284 TS-#5,6,7,12,20- WINTER WINDSHELL 961-443304 RC-#308-SPIN ON TUBE 961-443519 TS-#22- HOSES, INST FIT END 961-443560 TS-#29- EUROPEAN HALOGEN 961-443580 TS-#29-LED SQUARE HIGH CO, CLE 961-443607 TS-#29- EUROPEAN HALOGEN 961-443804 TS-SHOP- MINIATURE LAMP 961-444163 PS-#203- ANTIFREEZE	1,711.08 3.05 77.95 4.83 27.30 42.01 135.98 9.15 4.72 482.15 21.64 14.77 42.78 71.21 12.26 92.52 125.49 64.68 21.60 102.58 67.78 -119.96 275.86 9.17 83.51 7.54 -68.16 15.09 10.47 73.11	A/P	OUT-STD	01/08/2018
021369	01/08/2018 DAVIS FUELS 11704 TS/PS-199 UNION STREET- HEATING 11931 TS/PS- 199 UNION STREET- HEATING 11934 GG-120 MILLTOWN BLVD- HEATING	3,287.52 768.80 488.97 546.77	A/P	OUT-STD	01/08/2018

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Town of St. Stephen  
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Number	Issued		Amount	SC	Status	Status Date
	12088*	TS/PS-199 UNION STREET- HEATING	700.89			
	12312	TS/PS-199 UNION STREET- HEATING	802.09			
021370	01/08/2018	DOWNEY FORD SALES LTD.	103.85	A/P	OUT-STD	01/08/2018
	569553	TS-#23- REPAIR BRAKE LIGHTS	103.85			
021371	01/08/2018	EAST COAST INTERNATIONAL TRUCKS	1,511.79	A/P	OUT-STD	01/08/2018
	24136S	TS-#201- RAGS, OIL	141.15			
	24646S	TS-SHOP- RED 50/50, ANTIFREEZE	189.98			
	24733S	TS-#29- 6 HIGH POWER LE	40.60			
	25055S	PS-#201- BATTERIES	362.25			
	25109S	PS-FIRE- CERAMIC WHEEL, BRAKE	741.81			
	25367S	TS-SHOP- RAGS	36.20			
021372	01/08/2018	GULLISON'S COURIER SERVICE	276.00	A/P	OUT-STD	01/08/2018
	317029	GG-CIVIC- TO LEO HAYES HIGH FR/	34.50			
	526510	TS-#6- TOWN FR/ CUMMINS	69.00			
	526516	TS-#22- TO TOWN FR/SAUNDERS	34.50			
	526627	TS-#16- TO TOWN FR/ CASE EQUIP	34.50			
	526646	TS-#16- TO MARITIME CASE FR/TOV	34.50			
	922283	TS-#18- TO TOWN FR/CASE EQUIP	34.50			
	922296	TS-#16- TO TOWN FR/CASE EQUIP	34.50			
021373	01/08/2018	JEFF RENAUD	250.00	A/P	OUT-STD	01/08/2018
	DECEMBER2017	GG-CAO-MONTHLY VEH ALLOW-DEI	250.00			
021374	01/08/2018	KEITH'S BUILDING SUPPLIES	28.43	A/P	OUT-STD	01/08/2018
	170198	TS-SHOP- GUTTER DOWNPIPE	19.54			
	170205	TS-SHOP- ELBOW	6.89			
021375	01/08/2018	KEM CANADA MFG	1,427.54	A/P	OUT-STD	01/08/2018
	115205	TS-SHOP- ASHPALT CLEANER, FRE	618.19			
	116092	TS-SHOP- CHAIN CABLE, SILICONE	809.35			
021377	01/08/2018	KENT BUILDING SUPPLIES	1,058.02	A/P	OUT-STD	01/08/2018
	10061203	TS-FIRE-SMOKE ALARMS	-55.52			
	1085698	CC-ARENA- ABS/CAP PERMANENT :	7.05			
	1109187	PS-FIRE- SATIN STAIN	19.78			
	1307077	CC-ADMIN- DECORATIONS	19.25			
	1307079	CC-ADMIN- REDISHADE 36"	8.54			
	1307463	PS-FIRE-ENTRY DOOR	37.08			
	1309370	RC-PARKS- UTL BLADE, PENCILS, JI	168.60			
	1309515	RC-PARKS- SICO STN SLDLTX, PLA:	28.12			
	1309829	TS-SHOP- DOOR SET	29.93			
	1310309	TS-SHOP- GUTTER	3.71			
	1312920	CC-ARENA- 2 SHOVELS, SCRAPER	87.77			
	1313814	TS-SHOP- LUMBER	100.84			
	1314018	TS-SHOP- LUMBER, HOOKEYE	20.77			
	1315072	TS-SHOP- NAILS, CLOTH/HDW	142.01			
	1315500	TS-SHOP- LUMBER	21.13			
	1318316	TS-SHOP- BITS, SCREWS, LUMBER,	102.79			
	1319267	RC-PARKS- PAINT, PAINT BRUSHES	176.36			
	1320104	TS-SHOP- LUMBER	42.68			
	1320116	TS-SHOP- STRAPPING	11.64			
	1320411	TS-SHOP- CASTERS	95.78			
	1321568	TS-SHOP- BOLTS, NUTS, STRAPPIN	28.32			

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Town of St. Stephen  
 BNK1 - General Bank Account  
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	1321855	TS-SHOP- STRAPPING	21.82			
	1321872	CC-ADMIN- ABS/COUPLING REDUCI	44.61			
	754534CREDIT	PM-AIRPORT-INVOICE ENTERED TV	-105.04			
021378	01/08/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 248539713	116.48	A/P	OUT-STD	01/08/2018
		CC-ADMIN-PHOTO COPIER USAGE-	116.48			
021379	01/08/2018	KONICA MINOLTA	118.24	A/P	OUT-STD	01/08/2018
	6558968	CC-ADMIN-COPIER LEASE- DEC/17	118.24			
021380	01/08/2018	LIFESAVING SOCIETY - NB Branch	185.55	A/P	OUT-STD	01/08/2018
	2063	CC-POOL- SWIM INSTRUCTOR PAC	95.55			
	2074	CC-POOL- SWIM INSTRUCTOR	90.00			
021381	01/08/2018	LINDE CANADA LIMITED 15687	12.65	A/P	OUT-STD	01/08/2018
	57513559	TS-SHOP- OXYGEN	12.65			
021382	01/08/2018	MARITIME COFFEE SERVICE	60.50	A/P	OUT-STD	01/08/2018
	IN00383878	PS-FIRE- KITCHEN SUPPLIES	60.50			
021383	01/08/2018	MINISTER OF FINANCE	986.00	A/P	OUT-STD	01/08/2018
	DECEMBER2017	EMPLOYEE DEDUCTIONS-DECEMBI	986.00			
021384	01/08/2018	O'CONNELL MIKE	200.00	A/P	OUT-STD	01/08/2018
	DECEMBER2017	RC-RECREATIONDIRECTOR-MONTH	200.00			
021385	01/08/2018	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	01/08/2018
	DECEMBER2017	EMPLOYEE DEDUCTIONS-DECEMBI	40.00			
021386	01/08/2018	KONICA MINOLTA	208.39	A/P	OUT-STD	01/08/2018
	6592677	GG-TOWN HALL- COPIER MAINTEN/	208.39			
021387	01/08/2018	FLEET READY LTD.	1,553.63	A/P	OUT-STD	01/08/2018
	10730	PS-FIRE- VALVE CHECK 3/4" FOAMF	439.96			
	10750	PS-FIRE- KUSSMAUL AUTO CHARGI	1,113.67			
021388	01/10/2018	AJW MECHANICAL LTD.	119.60	A/P	OUT-STD	01/10/2018
	27565	CC-ARENA- HIGH PRESSURE CUTO	119.60			
021389	01/10/2018	BLACK RIVER CASTINGS LTD	6,624.00	A/P	OUT-STD	01/10/2018
	5759	RC-PARKS- CAST IRON PLANTERS	6,624.00			
021390	01/10/2018	BORDER INVESTIGATIONS & SECURITY INC.	1,932.00	A/P	OUT-STD	01/10/2018
	14715	PS-BYLAW-DEC 15-22/17 FEE	966.00			
	14725	PS-BYLAW-DEC 20/17 - JAN 05/18 FE	966.00			
021391	01/10/2018	BRUNSWICK NEWS INC	545.10	A/P	OUT-STD	01/10/2018
	1738848	CC/PS-CIVICCENTER/FIRE-SHOPPI	545.10			
021392	01/10/2018	CHARLOTTE COUNTY JANITORIAL	1,156.51	A/P	OUT-STD	01/10/2018
	3811	PM-RCMP- JANITORIAL NOV/17	1,156.51			
021393	01/10/2018	GARY ACHESON	250.00	A/P	OUT-STD	01/10/2018
	MAYORSLEVEE2018	GG-CIVIC-MAYORS LEVEE ENTERT/	250.00			
021394	01/10/2018	JANE MCSHANE	400.00	A/P	OUT-STD	01/10/2018
	MAYORSLEVEE2018	GG-CIVIC-MAYORS LEVEE 2018 CA1	400.00			
021395	01/10/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	142.48	A/P	OUT-STD	01/10/2018
	249070367	CC-ADMIN-PHOTO COPIER USAGE -	142.48			
021396	01/10/2018	MICHELLE VEST	1,498.59	A/P	OUT-STD	01/10/2018
	1498.59	CC-CANTEEN-SUPPLIES	1,498.59			
021397	01/10/2018	MSC INDUSTRIAL SUPPLY ULC	213.22	A/P	OUT-STD	01/10/2018
	1704113001	TS-SHOP- TERM-BOWMA-CRIMPS,C	213.22			
021398	01/10/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	01/10/2018
	400066*	PM-RCMP- FLOOR MATS	46.74			

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021400	01/10/2018 ORKIN CANADA CORPORATION IN-8175005 CC-BUILDING- PEST CONTROL	71.30 71.30	A/P	OUT-STD	01/10/2018
021401	01/10/2018 ORR ELECTRIC & ALARM LTD. 3018 TS-ST5- DECOR. LIGHTS- INSTALL E	470.14 470.14	A/P	OUT-STD	01/10/2018
021402	01/10/2018 PARTS FOR TRUCKS INC. 34263091-00 TS-#12,#24- 7 1/2 FT CUTTING EDGE 34263121-00 TS-#12,#24,#102- BLADE GUIDE SET	1,142.76 434.47 708.29	A/P	OUT-STD	01/10/2018
021403	01/10/2018 PETTY CASH DECEMBER2017 GG-BUILDINGINSPECTOR-REGISTE	62.00 62.00	A/P	OUT-STD	01/10/2018
021404	01/10/2018 PITNEY WORKS DECEMBER1317CC CC-POSTAGEMETER-REFILL DECEMBER1317GG GG/PS/RC-POSTAGEMETER-REFILL	345.74 0.82 344.92	A/P	OUT-STD	01/10/2018
021405	01/10/2018 PIZZA DELIGHT 143430 PS-FIRE- MEAL	147.49 147.49	A/P	OUT-STD	01/10/2018
021406	01/10/2018 SAKO INDUSTRIAL SUPPLY 16229 TS-SHOP- XTRA DIESEL 4L	79.35 79.35	A/P	OUT-STD	01/10/2018
021407	01/10/2018 SAUNDERS EQUIPMENT LTD. 000069705 TS-#22-CENTRE JOINT/FLANGE YO 69686 TS-#1- CENTER JOINT WITH YOKES 69700 TS-#21- CENTRE JOINT/FLANGE YO 69723 TS-#22- CENTER JOINT/FLANGE YO 69847 TS-#21- CENTER JOINT/FLANGE YO	4,687.98 -1,495.00 1,294.33 1,495.00 1,495.00 1,898.65	A/P	OUT-STD	01/10/2018
021408	01/10/2018 SHANNON MICHAEL WEEK022018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	01/10/2018
021409	01/10/2018 SMITH BROS. MACHINE SHOP LTD. NOVEMBER 02,2017 RC-PARKS- REPAIR SOCCER NET NOVEMBER 02,2017* CC-ARENA- WELD RAILING	1,720.12 1,260.12 460.00	A/P	OUT-STD	01/10/2018
021410	01/10/2018 SOCAN 8673127 CC-ADMIN-RIGHTS TO PLAY MUSIC	212.83 212.83	A/P	OUT-STD	01/10/2018
021411	01/10/2018 SOURCE ONE SUPPLIES 16962 RC-LIBRARY- HAND TOWEL, GARBA	293.88 293.88	A/P	OUT-STD	01/10/2018
021412	01/10/2018 SOURCE ATLANTIC 2753494 TS-SHOP-ANCHOR SHACKLES	523.85 523.85	A/P	OUT-STD	01/10/2018
021413	01/10/2018 SOUTHERN SANITATION LTD. 157997 TS/RC-ST5/PARKS- GARBAGE COLL 158009 PM-AIRPORT- GARBAGE COLLECTI	524.98 493.35 31.83	A/P	OUT-STD	01/10/2018
021414	01/10/2018 SOUTH WEST COURIER NOVEMBER 30, 2017 TS-#12- FR/SPRINGWORKS	47.66 47.66	A/P	OUT-STD	01/10/2018
021415	01/10/2018 SPEEDY ST-STEPHEN 8768 8768-259941 CC-ARENA- TEMPERED GLASS W/ F	994.45 994.45	A/P	OUT-STD	01/10/2018
021416	01/10/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 162853 CC-ADMIN- CHRISTMAS PARTIES P/ 162954 GG-EVENTS-CHRISTMAS PROMOTI 163398 CC-ADMIN- CHRISTMAS PARTIES P/ 163499 GG-EVENTS- CHRISTMAS PROMOTI 163500 GG-CIVIC-TOWN EVENTS- 164713 GG-CIVIC-TOOWN EVENTS 165134 GG-CIVIC-TOWN EVENTS	1,268.99 73.60 676.42 36.80 334.72 49.15 49.15 49.15	A/P	OUT-STD	01/10/2018

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021418	01/10/2018 STATIONERY PLUS	1,196.29	A/P	OUT-STD	01/10/2018
	24090 GG-TOWN HALL- PRINTER	54.63			
	24239 GG-TOWN HALL- PAPER, FILE FLDS	62.63			
	24302 GG-TOWN HALL- TONER, BINDER	87.19			
	24585 CC-ADMIN- TAPE-DYMO D1 1/2" BLA	59.69			
	24795 GG-TOWN HALL- PAPER, TONER, DI	618.62			
	24991 GG-TOWNHALL-MONITOR RISER, Ri	39.90			
	25062 RC-OFFICE- SCISSORS, PENS, MAR	31.12			
	25081 GG-TOWNHALL-LABELS, BINDER, S	22.40			
	25141 GG-COUNCIL- NAME BADGES	171.93			
	25261 GG-TOWNHALL-REINFORCEMNTS, I	48.18			
021419	01/10/2018 SYSCO HALIFAX	549.10	A/P	OUT-STD	01/10/2018
	6951913 CC-CANTEEN- SUPPLIES	549.10			
021420	01/10/2018 TRILLIUM SALES GROUP INC.	724.44	A/P	OUT-STD	01/10/2018
	IN109445 PS-FIRE- 40 KNIFES	724.44			
021421	01/10/2018 WURTH CANADA LIMITED	675.79	A/P	OUT-STD	01/10/2018
	22905296 TS-#16- HEX BOLTS,LOCKNUTS,FLA	553.38			
	22923411 TS-SHOP- ECO SUPER SPRAY ALL 2	122.41			
021422	01/10/2018 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	72.30	A/P	OUT-STD	01/10/2018
	249071055 GG-TOWNHALL-COPIERMANTENAN	72.30			
021423	01/10/2018 ORKIN CANADA CORPORATION	143.75	A/P	OUT-STD	01/10/2018
	IN-8198556 PS-FIRE-PEST CONTROL	143.75			
021424	01/10/2018 SOURCE ONE SUPPLIES	335.17	A/P	OUT-STD	01/10/2018
	17021 CC-ARENA- HAND TOWEL	120.65			
	17065 CC-ARENA- GARBAGE BAGS	214.52			
021425	01/10/2018 SOUTHERN SANITATION LTD.	316.25	A/P	OUT-STD	01/10/2018
	157967 CC-BUILDING- GARBAGE REMOVAL	316.25			
021426	01/10/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	1,764.43	A/P	OUT-STD	01/10/2018
	26973 GG-EVENTS- LETTERS TO SANTA, F	1,412.20			
	26974 GG-EVENTS- POSTER, DROP BOX P	265.06			
	26993 GG-EVENTS- PASSPORT STICKERS	87.17			
021427	01/10/2018 ST. STEPHEN SIGN SHOP	342.70	A/P	OUT-STD	01/10/2018
	15-12-2017 CC-BUILDING- WINDOW DECALS	342.70			
021428	01/10/2018 STATIONERY PLUS	194.35	A/P	OUT-STD	01/10/2018
	25371 CC-ADMIN-PADS, CLIPS,LAM POUCH	194.35			
021430	01/12/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002	25,023.94	A/P	OUT-STD	01/12/2018
	DECEMBER2017 GG-MUNCIPALPLAN-DECEMBER/17	25,023.94			
021431	01/12/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/12/2018
	WEEK022018 EMPLOYEE DEDUCTIONS-JAN 07-13	209.30			
021432	01/17/2018 A.E. HORNE & SON LTD.	784.47	A/P	OUT-STD	01/17/2018
	00554827-01 TS-STREETS-ASPHALT	170.04			
	00554828-01 TS-STREETS-ASPHALT BROKERAGI	173.61			
	00554829-01 TS-STREETS-ASPHALT BROKERAGI	154.80			
	00554830-01 TS-STAS-ASPHALT BROKERAGE FEE	157.88			
	00554831-01 TS-STAS-ASPHALT BROKERAGE FEE	128.14			
021433	01/17/2018 BELL ALIANT	3,281.53	A/P	OUT-STD	01/17/2018
	06336721DEC17 TS-AIRPORT-LANDLINE PHONE	157.89			
	11368891DEC17 GG-TOWNHALL-LANDLINE PHONES	1,490.38			

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	11378668DEC17	PS/TS-199UNIONST-LANDLINE PHO	357.91			
	11395944DEC17	PS-FIRE-LANDLINE PHONES	930.67			
	15772985DEC17	RC-REC/POOL-LANDLINE PHONES	238.94			
	46435731DEC17	RC-PARKS-CHOC PARK CAMERA	105.74			
021434	01/17/2018	BELL CONFERENCING INC.	8.93	A/P	OUT-STD	01/17/2018
	113059404	GG-CIVIC-ADDITIONAL CHARGES	5.24			
	113108169	GG-CIVIC-CONFERENCE CALL ADDI	3.69			
021435	01/17/2018	BELL MOBILITY INC.	1,128.98	A/P	OUT-STD	01/17/2018
	523889487DEC17CC*	CC-ADMIN-CELL PHONE CHARGES	238.08			
	523889487DEC17GEN	GG/PS/RC/TS-CELL PHONE & TABLE	892.90			
021436	01/17/2018	CARGILL LIMITED	5,194.98	A/P	OUT-STD	01/17/2018
	2903777451	TS-ST5- ROAD SALT	5,194.98			
021437	01/17/2018	CARQUEST	86.24	A/P	OUT-STD	01/17/2018
	14838-69934	PS-FIRE- 1/2 REG NPT.	86.24			
021438	01/17/2018	COCA COLA REFRESHMENTS CANADA COMPANY	1,873.32	A/P	OUT-STD	01/17/2018
	76809203	CC-CANTEEN- COKE ORDER FOR U	1,873.32			
021439	01/17/2018	CONNORS DIVING SERVICES	1,844.03	A/P	OUT-STD	01/17/2018
	25125	PS-FIRE- SERVICE TO BREATHING /	1,844.03			
021440	01/17/2018	DAVIS FUELS	731.47	A/P	OUT-STD	01/17/2018
	12809	GG-120MILLTOWNBLVD-HEATING FI	731.47			
021441	01/17/2018	DISHER HOMES LTD.	74.18	A/P	OUT-STD	01/17/2018
	12112017-02	PS-BUILDING INSPECTOR- SAFETY	74.18			
021442	01/17/2018	FUNDY BUILDING INSPECTION & DRAFTING SERVIK	2,587.50	A/P	OUT-STD	01/17/2018
	18-001	PS-BUILDINSPECTOR-DEC 24/17-JA	2,587.50			
021443	01/17/2018	GREAT-WEST LIFE ASSURANCE COMPANY	2,000.28	A/P	OUT-STD	01/17/2018
	JAN112018MANAGEMENT	GG-JAN23-FEB23/18PREMIUMS-MAF	2,000.28			
021444	01/17/2018	JEREMY MCSHANE	115.00	A/P	OUT-STD	01/17/2018
	NYESUPPLIES/17	CC-NEWYEARESEVE-SUPPLIES	115.00			
021445	01/17/2018	KONICA MINOLTA	249.34	A/P	OUT-STD	01/17/2018
	6592460	CC-ADMIN- COPIER LEASE - JAN/18	249.34			
021446	01/17/2018	LIFESAVING SOCIETY - NB Branch	108.25	A/P	OUT-STD	01/17/2018
	1837	CC-POOL- EMERGENCY FIRST AID \	48.25			
	2080	CC-POOL- BRONZE STAR	60.00			
021447	01/17/2018	MCINNES COOPER	1,593.67	A/P	OUT-STD	01/17/2018
	2017030952	GG-LEGAL-GENERAL	1,593.67			
021448	01/17/2018	MEDAVIE BLUE CROSS	14,727.18	A/P	OUT-STD	01/17/2018
	167707	GG-HEALTH&DENTALPREMIUMS-M/	6,277.47			
	168014	GG-HEALTH&DENTALPREMIUMS-FE	8,449.71			
021449	01/17/2018	MICMAC FIRE & SAFETY SOURCE LTD.	1,506.50	A/P	OUT-STD	01/17/2018
	NS-00848065	PS-FIRE- FLOOD LIGHT	1,506.50			
021450	01/17/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/17/2018
	WEEK032018	EMPLOYEE DEDUCTIONS-JAN 14-20	209.30			
021451	01/17/2018	N. B. ELECTRIC POWER	13,326.48	A/P	OUT-STD	01/17/2018
	10126106JAN18	TS-XING LIGHTS-KING ST	26.11			
	18169205JAN18	RC-POOL-MILL LANE	664.19			
	19051703JAN18	TS-AIRPORT-ELECTRICITY	302.58			
	19051801JAN18	TS-AIRPORT-ELECTRICITY	65.78			
	216000030308JAN18	TS-ST5-AREA LIGHTS	11,762.87			

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	50860140JAN18	RC-PARKS-ROTARY CHANGING RO	26.11			
	54187672JAN18	TS-KING/QUEEN-TRAFFIC LIGHTS	59.02			
	54653258JAN18	TS-KING/SUPERSTORE-TRAFFIC LI	74.51			
	55160607JAN18	RC-COTTONMILL-LIGHTS	77.51			
	57955782JAN18	RC-BANDSTAND-CHOC PARK	27.76			
	72924306JAN18	RC-PARKS-BANDSTAND	52.11			
	82122207JAN18	RC-PARKS-BASKETBALL COURT	54.36			
	84960501JAN18	RC-PARKS-RIVERSIDE DR LIGHTS	133.57			
021452	01/17/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	<b>288.08</b>	A/P	OUT-STD	01/17/2018
	393768	GG-TOWN HALL- FLOOR MATS	95.36			
	395627	GG-TOWN HALL- FLOOR MATS	95.36			
	397508	GG-TOWN HALL- FLOOR MATS	95.36			
021453	01/17/2018	O'CONNELL MIKE	<b>13.23</b>	A/P	OUT-STD	01/17/2018
	RC-	RC-CHRISTMASFLOAT-SUPPLIES	13.23			
021454	01/17/2018	ORCHARD'S PAINT & PAPER LTD.	<b>625.60</b>	A/P	OUT-STD	01/17/2018
	27708	RC-MILL POOL- ROYAL BLUE POOL	441.60			
	27714*	CC-ARENA- PAINT	184.00			
021455	01/17/2018	SHANNON MICHAEL	<b>371.91</b>	A/P	OUT-STD	01/17/2018
	WEEK032018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
021456	01/17/2018	SMITH BROS. MACHINE SHOP LTD.	<b>3,415.45</b>	A/P	OUT-STD	01/17/2018
	NOVEMBER 28,2017	PS- #201- COVER	3,415.45			
021457	01/17/2018	SOUTHERN SANITATION LTD.	<b>524.98</b>	A/P	OUT-STD	01/17/2018
	157998	TS/RC-STP/PARKS- GARBAGE COLL	493.35			
	185010	PM-AIRPORT-GARBAGE COLLECTIC	31.63			
021458	01/17/2018	SOUTHWEST ELECTRIC & SECURITY INC.	<b>752.39</b>	A/P	OUT-STD	01/17/2018
	14970	CC-ARENA- INSTALL OF PROPER EV	752.39			
021459	01/17/2018	SPARTAN FITNESS	<b>545.09</b>	A/P	OUT-STD	01/17/2018
	331206	CC-PROGRAMS- 8 PC DELUXE BAR	545.09			
021460	01/17/2018	SPEEDY ST-STEPHEN 8768	<b>333.50</b>	A/P	OUT-STD	01/17/2018
	8768-263711	PS-FIRE- WINDSHEILD, DISPOSAL F	333.50			
021461	01/17/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	<b>312.60</b>	A/P	OUT-STD	01/17/2018
	165644	PS-FIRE- A FIRE AT CHRISTMAS	51.75			
	165645	GG-CIVIC- TOWN EVENTS	49.15			
	185646	GG-CIVIC- HOLIDAY GREETINGS	143.75			
	166397	PS-FIRE- DON'T DRINK & DRIVE AD	67.85			
021462	01/17/2018	ST. STEPHEN FIRE DEPARTMENT	<b>1,000.00</b>	A/P	OUT-STD	01/17/2018
	NBCURLINGPROVINCIAL	GG-EVENTS-NB FIREFIGHTER CURI	1,000.00			
021463	01/17/2018	ST. STEPHEN SIGN SHOP	<b>115.00</b>	A/P	OUT-STD	01/17/2018
	21-12-2017**	CC-OFFICE- GLASS DECAL FOR OFF	57.50			
	DECEMBER 21, 2017	RC-OFFICE- FROSTED GLASS DECA	57.50			
021464	01/17/2018	THE SAINT CROIX COURIER	<b>66.15</b>	A/P	OUT-STD	01/17/2018
	18071	GG-TOWN HALL- YEARLY SUBSCRII	66.15			
021465	01/17/2018	UNIFIRST CANADA LTD.	<b>606.69</b>	A/P	OUT-STD	01/17/2018
	0105099	CC-LOBBY- FLOOR MATS	49.80			
	0114792	CC-LOBBY- FLOOR MATS	26.86			
	0118028	CC-FRONT LOBBY MATS	85.08			
	119101	CC-LOBBY- FLOOR MATS	87.05			
	119740	CC-LOBBY-FLOOR MATS	64.30			

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	120403	CC-LOBBY-FLOOR MATS	84.30			
	121149	CC-FRONT LOBBY- FLOOR MATS	84.30			
	121845	CC-FRONT LOBBY- FLOOR MATS	105.00			
021466	01/17/2018	CHARLOTTE COUNTY JANITORIAL	1,210.90	A/P	OUT-STD	01/17/2018
	3835	PS-FIRE- JANITORIAL - DEC/17	201.25			
	3837	PM-RCMP- JANITORIAL- DEC/17	1,009.65			
021467	01/17/2018	GREAT-WEST LIFE ASSURANCE COMPANY	2,623.16	A/P	OUT-STD	01/17/2018
	JAN112018UNION	GG-JAN24-FEB23/18PREMIUMS-UNI	2,623.16			
021469	01/23/2018	SCOTIABANK ( <i>Home Construction Corporation</i> )	1,361.50	A/P	OUT-STD	01/23/2018
	1857601	TS-STASPHALT	1,361.50			
021470	01/25/2018	agelessNB	1,092.50	A/P	OUT-STD	01/25/2018
	DT-STSTEPH-2018	GG-CIVIC-PUBLICATION AD	1,092.50			
021471	01/25/2018	AJW MECHANICAL LTD.	301.30	A/P	OUT-STD	01/25/2018
	27669	cc-pool- <i>Exhaust Fan Trouble Shoot</i>	301.30			
021472	01/25/2018	ALLAN MACEACHERN	38.40	A/P	OUT-STD	01/25/2018
	UMNBZONEMEETING	GG-MAYOR-UMNB ZONE MEETING	38.40			
021473	01/25/2018	BELL ALIANT	955.97	A/P	OUT-STD	01/25/2018
	47424130DEC17	CC-ADMIN-LANDLINE PHONE	955.97			
021474	01/25/2018	BLAKNEY'S TRUCKING INC.	2,788.01	A/P	OUT-STD	01/25/2018
	329	TS-STAS-ROAD SALT DELIVERY	799.23			
	347	TS-STAS-ROAD SALT DELIVERY	1,988.78			
021475	01/25/2018	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	01/25/2018
	14735	PS-BYLAW-JAN 12-19 FEE	966.00			
021476	01/25/2018	BRUNSWICK NEWS INC	1,973.40	A/P	OUT-STD	01/25/2018
	1727891	GG/PS-GENGOV/FIRE-INTERNATIO	783.15			
	1750736	GG- CIVIC- CHRISTMAS PROMO	639.40			
	1756071	PS-FIRE-"WISHES"	205.85			
	1758898	CC-ADVERTISING- CIVIC CENTER M	345.00			
021477	01/25/2018	CANADA BREAD COMPANY LIMITED	63.90	A/P	OUT-STD	01/25/2018
	100414904336	CC-CANTEEN- HOT DOG BUNS	38.34			
	102014904559	CC-CANTEEN- HOT DOG BUNS	25.56			
021478	01/25/2018	CARGILL LIMITED	7,604.17	A/P	OUT-STD	01/25/2018
	2903807621	TS-STAS-ROAD SALT	7,604.17			
021479	01/25/2018	CNH CAPITAL	4,055.12	A/P	OUT-STD	01/25/2018
	IN86424	TS-#16-COUPLER	2,704.21			
	IN86610	TS-#16-PINS, WASHERS, BUSHINGS	743.71			
	IN86759	TS-#16-PINS	607.20			
021480	01/25/2018	COCA COLA REFRESHMENTS CANADA COMPANY	408.86	A/P	OUT-STD	01/25/2018
	86800512	CC-CANTEEN- COKE ORDER FOR U	408.86			
021481	01/25/2018	COX ELECTRONICS & COMMUNICATIONS	172.49	A/P	OUT-STD	01/25/2018
	1-011703	GG-TOWNHALL-LAPTOP REPAIRS	172.49			
021483	01/25/2018	CREIGHTON-CARTER LTD.	1,837.14	A/P	OUT-STD	01/25/2018
	961-444336	TS-#13- HD LUBE FILTER	16.97			
	961-444417	RC-#302- BRAKE PADS	79.87			
	961-444444	TS-SHOP- BATTERY, CORE DEPOSIT	231.59			
	961-444448	TS-#24-CORE DEPOSIT RETURN	-17.25			
	961-444552	TS-SHOP- NUTS	6.79			
	961-444669	PS-#201- BATTERY DISCONNECT,FL	64.47			

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 021587 dated between 01/01/2018 and 01/31/2018

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Number	Issued		Amount	SC	Status	Status Date
	981-444672	TS-SHOP- QUALISORB OIL ABSORB	174.11			
	981-444673	PS-FIRE- OIL ABSORBA	174.11			
	981-444700	TS-#13- HALOGEN PACKS	18.04			
	981-444758	TS-#16- RTV CLEAR SILICONE AD	24.27			
	981-445211	TS-SHOP- SOILD WIRE - 12LB	25.50			
	961-445236	TS-AIRPORT- BEARINGS, OIL SEAL,	423.38			
	981-445433	TS-SHOP- 3 X 19 BRUSH	15.66			
	961-445472	TS-SHOP- SILICONE SPRAY	7.29			
	981-445499	TS-#21- HYD FITTING,COUPLING, HC	80.01			
	961-445500	TS-#21- AIR FILTER	4.44			
	981-445529	TS-#21- U-JOINT, SWITCH	43.29			
	961-445534	TS-SHOP- NAPA BULK	4.91			
	961-445554	TS-#7-COUPPING, HOSE	53.07			
	961-445575	TS-SHOP- 3 8 DR. FL. NUT CROWF, I	40.48			
	961-445602	TS-#18- SLOW MOVING	27.88			
	961-445606	TS-SHOP- BLOW GUN	20.44			
	961-445763	TS-SHOP- STARTING FLUID, 4PLUS	40.72			
	981-445821	TS-#1- BATTERY, CORE DEPOSIT	202.34			
	981-445862	TS-#1- THERMOSTAT	28.78			
	961-445887	TS-#1- WIPER BLADES	45.98			
021484	01/25/2018	DAVE DINSMORE WEB DESIGN & HOSTING	619.87	A/P	OUT-STD	01/25/2018
	588*	CC-WEBHOSTING-SEPT/17-JAN/18 F	199.95			
	594	GG-TOWNHALL-JUN/17-JAN/18 WEB	419.92			
021485	01/25/2018	DAVIS FUELS	1,761.42	A/P	OUT-STD	01/25/2018
	12466	TS/PS-199 UNION STREET- HEATING	511.53			
	12626	TS/PS-199 UNION STREET- HEATING	1,249.89			
021486	01/25/2018	DILLON CONSULTING LIMITED	744.95	A/P	OUT-STD	01/25/2018
	176834	GG-CIVIC-MUNICIPAL PLAN & ZONIN	744.95			
021487	01/25/2018	DOWNEY FORD SALES LTD.	34.50	A/P	OUT-STD	01/25/2018
	28253	TS-#23,#24- OIL	34.50			
021488	01/25/2018	EAST COAST INTERNATIONAL TRUCKS	210.50	A/P	OUT-STD	01/25/2018
	25529S	TS-#6- RED 50/50, ANTIFREEZE, DEF	210.50			
021489	01/25/2018	ENBRIDGE GAS NEW BRUNSWICK	3,034.18	A/P	OUT-STD	01/25/2018
	N16411512	CC-BUILDING- NATURAL GAS	3,034.18			
021490	01/25/2018	FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	01/25/2018
	1418997	GG-TOWN- ZONE II GARBAGE COLL	3,777.12			
021491	01/25/2018	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,912.75	A/P	OUT-STD	01/25/2018
	18-006	PS-BUILDINSPECTOR-JAN 7-20/18 F	2,912.75			
021492	01/25/2018	G. LEBLANC FIRE TRUCK REPAIR LTD.	29,645.03	A/P	OUT-STD	01/25/2018
	10909	PS-FIRE- REFIT RESCUE	29,645.03			
021493	01/25/2018	GREENLAW'S GARAGE LTD.	86.25	A/P	OUT-STD	01/25/2018
	2362	TS-#23- MOUNT AND BALANCE TIRE	86.25			
021494	01/25/2018	GULLISON'S COURIER SERVICE	465.75	A/P	OUT-STD	01/25/2018
	444878	TS-#12,#24- TO TOWN FR/PARTS FC	46.00			
	526568	TS-#21- TO TOWN FR/ SANSOM EQL	69.00			
	526579	TS-#13- TO TOWN FR/ TOROMONT C	69.00			
	526588	GG-ACCOUNTING - DEBENTURE	34.50			
	733776	TS-#16- TO TOWN FR/CASE	34.50			

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Town of St. Stephen  
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Number	Issued		Amount	SC	Status	Status Date
	922053	TS-#16- TO TOWN FR/CASE	34.50			
	922059	TS-#16- TO TOWN FR/ CASE	46.00			
	922101	TS-#7- TO TOWN FR/RICHWIL	51.75			
	922128	TS-#7- TO RICHWIL FR/ TOWN	46.00			
	922146	TS-#16- TO TOWN FR/CASE	34.50			
021495	01/25/2018	IRVING ENERGY DISTRIBUTION AND MARKETING 303263*	4,933.88 4,933.88	A/P	OUT-STD	01/25/2018
021496	01/25/2018	IRVING OIL LTD. 1010154	105.55 105.55	A/P	OUT-STD	01/25/2018
021497	01/25/2018	KENT BUILDING SUPPLIES 1294575* 1324434 1331770 1333206 1333231	164.17 32.37 30.68 24.41 59.87 16.84	A/P	OUT-STD	01/25/2018
021498	01/25/2018	KONICA MINOLTA 6624936	208.39 208.39	A/P	OUT-STD	01/25/2018
021499	01/25/2018	LAROCHELLE EQUIPMENT INC. 52025 85210	4,855.55 3,751.88 1,103.67	A/P	OUT-STD	01/25/2018
021500	01/25/2018	LIFESAVING SOCIETY - NB Branch 2096	373.19 373.19	A/P	OUT-STD	01/25/2018
021501	01/25/2018	LINDE CANADA LIMITED 15687 57686414	12.66 12.65	A/P	OUT-STD	01/25/2018
021502	01/25/2018	MILLTOWN MACHINE & FABRICATION LTD. 19838 19640	424.43 365.92 58.51	A/P	OUT-STD	01/25/2018
021503	01/25/2018	MINISTER OF FINANCE WEEK042018	209.30 209.30	A/P	OUT-STD	01/25/2018
021504	01/25/2018	N. B. ELECTRIC POWER 17935200JAN18 18988703JAN18 19055406JAN18 54253127JAN18 55917471JAN18 57955808JAN18 71315207JAN18 73006038JAN18 83278804JAN18	28,096.48 57.24 1,831.90 1,188.03 21,132.53 65.18 109.12 1,306.35 2,303.55 102.61	A/P	OUT-STD	01/25/2018
021505	01/25/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD. 401177	46.74 46.74	A/P	OUT-STD	01/25/2018
021506	01/25/2018	ORR ELECTRIC & ALARM LTD. 3073	184.90 184.90	A/P	OUT-STD	01/25/2018
021507	01/25/2018	PARTS FOR TRUCKS INC. 34263385-00	359.12 359.12	A/P	OUT-STD	01/25/2018
021508	01/25/2018	PAYROLL TRANSFER WEEK032018	68,967.00 68,967.00	A/P	OUT-STD	01/25/2018
021509	01/25/2018	PETTY CASH - GARCELON CIVIC CENTER	112.15	A/P	OUT-STD	01/25/2018

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Town of St. Stephen  
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	DECEMBER 23,2017	CC- PETTY CASH- DECORATIONS	16.95			
	NOVEMBER 18,2017	CC-PETTY CASH- CHEESE	55.20			
	OCTOBER 14,2017	CC-PETTY CASH- ROLLS	15.00			
	OCTOBER 21,2017	CC-PETTY CASH - CHEESE	25.00			
021510	01/25/2018	RECEIVER GENERAL FOR CANADA	33,947.07	A/P	OUT-STD	01/25/2018
	WEEK032018	GG-REMITTANCE-JAN 05-18/18	33,947.07			
021511	01/25/2018	RUSSEL METALS INC.	610.12	A/P	OUT-STD	01/25/2018
	04374280	PS-FIRE-I BEAN FOR TRAINING GRC	610.12			
021512	01/25/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	01/25/2018
	WEEK042018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
021513	01/25/2018	SOURCE ONE SUPPLIES	1,570.64	A/P	OUT-STD	01/25/2018
	16993	CC-ARENA- HAND SOAP, BATH TISS	753.33			
	17178	RC-ARENA- BATH TISSUE	415.15			
	17179	RC-ARENA- HAND TOWELS	402.16			
021514	01/25/2018	SOURCE ATLANTIC	564.88	A/P	OUT-STD	01/25/2018
	2720226	CC-ARENA- LED LIGHTS	117.53			
	2720790	CC-ARENA- DLX POLYDRUM TRUCK	447.35			
021515	01/25/2018	SOUTHERN SANITATION LTD.	4,005.74	A/P	OUT-STD	01/25/2018
	157996*	GG-TOWN-GARBAGE COLLECTION .	4,005.74			
021516	01/25/2018	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	7,989.21	A/P	OUT-STD	01/25/2018
	189718-190345*	GG-TOWN-REGIONAL LANDFILL COI	7,989.21			
021517	01/25/2018	SPARTAN FITNESS	1,576.21	A/P	OUT-STD	01/25/2018
	287394*	CC-GYM-BROKEN MACHINES REPA	1,576.21			
021518	01/25/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	67.85	A/P	OUT-STD	01/25/2018
	166396	CC-ADMIN- DON'T DRINK & DRIVE A	67.85			
021519	01/25/2018	ST. STEPHEN AREA CHAMBER	225.00	A/P	OUT-STD	01/25/2018
	2236	GG-CIVIC-2018 MEMBERSHIP FEE	225.00			
021520	01/25/2018	SYSCO HALIFAX	735.60	A/P	OUT-STD	01/25/2018
	6962811	CC-CANTEEN- SUPPLIES	735.60			
021521	01/25/2018	TEED SAUNDERS DOYLE & CO.	13,627.50	A/P	OUT-STD	01/25/2018
	8111	GG-TREASURY- EXAM OF FINANCIA	13,627.50			
021522	01/25/2018	TOWN OF ST. STEPHEN	1,230.17	A/P	OUT-STD	01/25/2018
	1230.17	GG-GENERALCAPITAL FUND-FUND	1,230.17			
021523	01/25/2018	TROY LIFE & FIRE SAFETY LTD	1,955.00	A/P	OUT-STD	01/25/2018
	1872820	CC-ARENA-CAP OFF SPRINKLER FF	563.50			
	1872822	CC-ARENA- FROZEN SPRINKLER SY	1,391.50			
021524	01/25/2018	UNIFIRST CANADA LTD.	114.17	A/P	OUT-STD	01/25/2018
	0106226	CC-FRONT LOBBY- FLOOR MATS	54.13			
	0115403	CC-FRONT LOBBY- FLOOR MATS	60.04			
021525	01/25/2018	YELLOW PAGES GROUP	10.47	A/P	OUT-STD	01/25/2018
	17-5319206	GG-TOWN- 911 LISTING -JAN 18	10.47			
021526	01/31/2018	RECEIVER GENERAL FOR CANADA	11,454.86	A/P	OUT-STD	01/31/2018
	2017REMITTANCE	GG-2017 REMITTANCE	32,284.88			
	2017REMITTANCE**	GG-2017HSTREMITTANCE-OCT-DEC	-20,830.00			
021527	01/31/2018	BELL MOBILITY INC.	932.53	A/P	OUT-STD	01/31/2018
	523889487JAN18	CC-ADMIN-CELL PHONE CHARGES	154.63			
	523889487JAN18GG	GG/TS/PS/RC-CELL PHONE CHARGI	777.90			
021528	01/31/2018	BRUNSWICK NEWS INC	712.89	A/P	OUT-STD	01/31/2018

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Number	Issued	Amount	SC	Status	Status Date
	1757690 PS-FIRE-SSFD CALENDARS, WISHE	712.89			
021529	01/31/2018 ENBRIDGE GAS NEW BRUNSWICK	3,064.33	A/P	OUT-STD	01/31/2018
	2018012202008-1016227-00 CC-BUILDING-NATURAL GAS	3,064.33			
021530	01/31/2018 GARCELON CIVIC CENTER	1,300.00	A/P	OUT-STD	01/31/2018
	CHARCOIWKFUNDRASER GG-CIVIC-CHARLOTTE COUNTY IWI	350.00			
	SSMSENTREPRENEUR GG-GRANT-SSMS ENTREPRENEURI	600.00			
	WEVEGOTYOURBACK GG-GRANT-WE'VE GOT YOUR BACK	350.00			
021531	01/31/2018 IRVING OIL LTD.	372.70	A/P	OUT-STD	01/31/2018
	1010037** TS-STS-FUEL	290.90			
	1010182* TS-STS-FUEL	81.80			
021532	01/31/2018 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	109.88	A/P	OUT-STD	01/31/2018
	249608898 CC-ADMIN-PHOTO COPIER USAGE -	109.88			
021533	01/31/2018 MAYFIELD GARDENS & LANDSCAPE	2,674.90	A/P	OUT-STD	01/31/2018
	775 CC-POOL- CHEMICALS	1,391.50			
	776 CC-POOL- CHEMICALS	1,283.40			
021534	01/31/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/31/2018
	WEEK052018 EMPLOYEE DEDUCTIONS-JAN 28-FI	209.30			
021535	01/31/2018 RICHWIL TRUCK CENTRE LTD.	1,564.53	A/P	OUT-STD	01/31/2018
	122147 TS-#7- STEERING BOXES	2,668.53			
	CM122147 TS-SHOP-CORE RETURNS	-1,104.00			
021536	01/31/2018 SHANNON MICHAEL	371.91	A/P	OUT-STD	01/31/2018
	WEEK052018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
021537	01/31/2018 SOUTHERN SANITATION LTD.	4,005.74	A/P	OUT-STD	01/31/2018
	157995* GG-TOWN-GARBAGE COLLECTION	4,005.74			
021538	01/31/2018 SOUTH WEST COURIER	57.96	A/P	OUT-STD	01/31/2018
	16886 CC-Arena- To Lockhart Saw	57.96			
021539	01/31/2018 STATIONERY PLUS	189.49	A/P	OUT-STD	01/31/2018
	25539 GG-TOWNHALL-PENS	10.35			
	25699 GG-TOWNHALL-BINDERS	12.64			
	25959 PS-FIRE- PLANNER, PENS, PAPER	101.30			
	25975 GG-TOWNHALL-BINDER	6.33			
	26059 GG-TOWN HALL- BINDING CASE, CC	58.87			
021540	01/31/2018 STATIONERY PLUS	126.88	A/P	OUT-STD	01/31/2018
	25922 CC-ADMIN- MARKERS,PENS,CLEAN	126.88			
021542	01/31/2018 CANADIAN TIRE	1,311.38	A/P	OUT-STD	01/31/2018
	16411401* CC-POOL- TAPE,PUTTY KNIFE, WIRI	29.05			
	16576925 CC-POOL- PRESSURE WASHER, EX	371.32			
	N16411408 PS-FIRE- WINDSHIELD WASHER, AN	48.23			
	N16411463 TS-SHOP- LOCK	14.94			
	N16411471* CC-EVENTS-TOTES	55.13			
	N16411511 CC-ARENA- CLOTHING ALLOWANCE	77.03			
	N16411512 CC-CANTEEN/ADMIN-JUICE DISPEN	87.81			
	N16576754 PS-FIRE- CHRISTMAS LIGHTS	27.77			
	N16576966 TS-SHOP- BATTERIES	11.49			
	N16576975 TS-SHOP- EXTENSION CORD, TAPE	55.13			
	N16578052 TS-SHOP- BOUNCE SHEETS	5.74			
	N16578148 PS-FIRE-LED LIGHT BULBS	7.34			
	N16578188 PS-FIRE-CANDY CANES FOR CHRIS	28.06			

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
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<b>Number</b>	<b>Issued</b>		<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
	N16578191	PS-FIRE-UISEGRIP, ACORN NUTS	55.12			
	N16578200	GG-EVENTS-CHRISTMAS PARADE S	437.22			
		<b>Cheque Totals Issued:</b>	<b>1,071,252.58</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>1,071,252.58</b>			
		<b>Total # of Cheques Listed:</b>	<b>200</b>			

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**TOWN OF ST. STEPHEN BILLS PAID (UTILITY WATER & SEWER CAPITAL FUND):**

**DECEMBER 2017**

Town of St. Stephen Water & Sewer Operating Fund (Fund Transfer,  
Cheque #1140)

51,111.25

**Grand Total**

**\$ 51,111.25**

**TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED (WATER  
& SEWERAGE OPERATING RESERVE FUND)**

**DECEMBER 2017**

Town of St. Stephen Water & Sewer Operating Fund (Fund Transfer,  
Cheque #1) 32,731.00

**Total \$32,731.00**

**TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED (WATER  
& SEWERAGE CAPITAL RESERVE FUND)**

**DECEMBER 2017**

Town of St. Stephen Water & Sewer Capital Fund (Fund Transfer,  
Cheque #1)

51,111.25

**Total \$51,111.25**

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 006960 dated between 01/01/2018 and 01/31/2018

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Number	Issued	Amount	SC	Status	Status Date
006678	01/06/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JANUARY062018 WS-SERIES"BM"-INTEREST	1,979.25 1,979.25	A/P	OUT-STD	01/06/2018
006869	01/03/2018 N. B. ELECTRIC POWER 52557428DEC17 SCD-218 OLD BAY RD-WWTP 53123617DEC17 SCD-STS-DECHLORINATION CHAME 53158875DEC17 SCD-STS-BUDD AVE LIFT STATION 54807440DEC17 WS-STS-158A MILLTOWN BLVD LIFT 56356048DEC17 SCD-STS-18 RIVERSIDE DR-LIFT ST. 61204006DEC17 SCD-DISPOSAL-2-216 KING ST LIFT 61236008DEC17 WS-STS-BUDD AVE LIFT STATION	14,364.47 9,277.15 155.95 3,593.54 29.11 32.12 145.33 1,131.27	A/P	OUT-STD	01/03/2018
006870	01/08/2018 A ONE PUMPING SERVICE LTD. 5744 SCD-DISPOSAL- FLUSH TRUCK REN 5770 SCD-DISPOSAL- JET RODDER AND	3,548.33 1,064.33 2,484.00	A/P	OUT-STD	01/08/2018
006872	01/08/2018 BRUNET 31785* WS/SCD-TOWNHALL- SERVER & WII	81.94 81.94	A/P	OUT-STD	01/08/2018
006874	01/08/2018 CANADIAN TIRE 20023200032180 WS-#4- TIRES 20023200032418 WS-#305- TIRES N16576919 WS-SOURCE- 2 HEATERS N16576923 SCD-DISPOSAL- MAGNETIC KEY CA N16578002 SCD-DISPOSAL- HITCH RING N16578007* WS-TRANS&DIST- TIDE, PUROX CHI N16578019 WS-SOURCE- GALV CBL ,HOIST PUI N16578021 WS-SOURCE- WALL PLATES, CONN N16578071 SCD- DISPOSAL- ANALOG METER N16578088 SCD-DISPOSAL- ANCHORS, BOLTS, N16578097 SCD-DISPOSAL- 2 CHAIN SHACKLES N16578100 WS-SOURCE- CERAMIC HEATER, TC N16578104 WS-TRANS&DIST- TREMCLAD PAINT N16578109* SCD-DISPOSAL- CERAMIC HEATER N16578110 WS-SOURCE- 20 PC IMPACT RE N16578111 WS-TRANS&DIST- PAINT n16578116 SCD-DISPOSAL- WETSKIN SUIT, CH N16578172 WS-SOURCE- WORK BAG N16578197 WS-SOURCE- SOCKET SET, STAPLE	2,968.92 799.41 868.34 68.98 12.05 8.26 98.77 41.38 98.92 22.99 47.76 7.34 164.24 19.07 27.59 36.79 16.09 130.99 68.99 432.96	A/P	OUT-STD	01/08/2018
006875	01/08/2018 CANADIAN SPRINGS 9924002652 WS-TRANS & DIST- INVOICE PRINT	3.45 3.45	A/P	OUT-STD	01/08/2018
006876	01/08/2018 CNH CAPITAL IN86276A WS-#103- GAS STRUT	109.34 109.34	A/P	OUT-STD	01/08/2018
006877	01/08/2018 COLE-PARMER CANADA COMPANY 590567 WS-SOURCE- CHLOROSENSE SENS 590717 WS-SOURCE- CHLOROSENSE SENS	3,271.88 862.63 2,409.25	A/P	OUT-STD	01/08/2018
006878	01/08/2018 COX ELECTRONICS & COMMUNICATIONS 1-010976 WS-SOURCE- NEW PUMPHOUSE LA	557.12 557.12	A/P	OUT-STD	01/08/2018
006879	01/08/2018 CREIGHTON-CARTER LTD. 961-442520 WS-#1- WHEEL BEARING & HUB ASS 961-442977 WS-#102- G2 LED SQUARE HIGH, CL 961-443134 WS-#102- INTERIOR UTILITY LED	426.92 155.89 68.16 31.23	A/P	OUT-STD	01/08/2018

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Town of St. Stephen  
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Number	Issued		Amount	SC	Status	Status Date
	961-443364	WS-#102- FUSE HOLDER ATO 20 AM	7.54			
	961-443683	WS-TRANS&DIST- ZIP CUT WHEEL	32.78			
	961-443884	SCD-#9- LIGHT DUTY BELT, FILTER	42.48			
	961-443880	SCD-#9- PIPE PLUG & CAP	40.77			
	961-443913	WS-#103- TERMINAL	9.74			
	961-443932	WS-#305- MINIATURE BULBS	17.14			
	961-443937	WS-#103- LUBE FILTER	9.57			
	961-444200	WS-#103- CONVER PORTS	11.62			
006880	01/08/2018	DAIGLE EXCAVATION & GRAVEL	3,070.50	A/P	OUT-STD	01/08/2018
	370348	SCD-DISPOSAL- TOPSOIL & EXCAV/	3,070.50			
006881	01/08/2018	EAST COAST INTERNATIONAL TRUCKS	599.38	A/P	OUT-STD	01/08/2018
	24965S	WS-#305- GPR 28 BATTERY	527.57			
	24968S	WS-#103- BI-LEVEL SC, OIL	71.81			
006882	01/08/2018	ENTRETIEN CHLORATECH INC.	1,807.18	A/P	OUT-STD	01/08/2018
	102734	WS-SOURCE- BI-ANNUAL CHLORIN/	1,807.18			
006883	01/08/2018	FURLOTTE, BLAIR	20.63	A/P	OUT-STD	01/08/2018
	20.63	WS-TRANS&DIST-LUNCH WITH ST. i	20.63			
006884	01/08/2018	GULLISON'S COURIER SERVICE	138.00	A/P	OUT-STD	01/08/2018
	526526	WS-SOURCE- TO RPC FR/TOWN	34.50			
	526629	WS-SOURCE- TO RPC FR/TOWN	34.50			
	526972	WS-SOURCE- TO RPC FR/TOWN	34.50			
	922277	WS-SOURCE- TO RPC FR/ TOWN	34.50			
006885	01/08/2018	JOE JOHNSON EQUIPMENT INC.	2,416.92	A/P	OUT-STD	01/08/2018
	P14337	SCD-SOURCE- STRAINER AND COO	2,416.92			
006886	01/08/2018	KEITH'S BUILDING SUPPLIES	918.54	A/P	OUT-STD	01/08/2018
	170472	WS-SOURCE- ADHES CONST PL., G,	774.15			
	170794	WS-SOURCE- FHP CONCR SCR 1/4 :	82.79			
	170872	SCD-DISPOSAL- NUT, LP SQ RN HD	9.88			
	171109	WS-SOURCE-DW DOMINATOR SFT (	51.72			
006887	01/08/2018	KENT BUILDING SUPPLIES	1,461.86	A/P	OUT-STD	01/08/2018
	10067243	WS-TRANS&DIST-LUMBER	-246.91			
	1297240	WS-SOURCE-KLERS 1 PANEL, COVI	559.56			
	1311504	WS-SOURCE- LUMBER	40.17			
	1311543	WS-TRANS&DIST- LUMBER	574.00			
	1312281	WS-SOURCE- LUMBER, SCREWS	89.69			
	1315496	WS-SOURCE- BITS, ANCR/TAP, GRE,	85.70			
	1318341	WS-SOURCE- BITS, VAPOR BARRIEI	89.29			
	1318640	WS-TRANS&DIST- DUCT TAPE	12.93			
	1318866*	WS-SOURCE- CEMENT, DEVICE BOX	253.69			
	1322914	SCD-DISPOSAL- SCREWS	3.74			
006888	01/08/2018	MILLTOWN MACHINE & FABRICATION LTD.	137.48	A/P	OUT-STD	01/08/2018
	19612	SCD-#9- FLAT BAR, ANGLE IRON, BU	118.23			
	19631	WS-TRANS&DIST- ROUND HSS	19.25			
006889	01/08/2018	XPLORNET	85.09	A/P	OUT-STD	01/08/2018
	INV19996972	WS-MAXWELLXING-SATELLITE SER	85.09			
006890	01/08/2018	BRIGGS PLUMBING INC.	70.18	A/P	OUT-STD	01/08/2018
	113733	WS-TRANS&DIST- ADAPTER, CLAMI	49.47			
	113735	SCD-DISPOSAL- PVC 4" X 90 DEG EI	20.71			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
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Number	Issued	Amount	SC	Status	Status Date
006891	01/10/2018 EASTERN FENCE LIMITED IN-1645 WS-TRANS&DIST- REPAIR FENCE A	10,222.35 10,222.35	A/P	OUT-STD	01/10/2018
006892	01/10/2018 NULANTIC WATER INC. NUI00393 WS-SOURCE- REAGENT CHLORINE	817.08 817.08	A/P	OUT-STD	01/10/2018
006893	01/10/2018 PARTS FOR TRUCKS INC. 34263119-00 WS-#102- BLADE GUIDE SET 26" STI	52.84 52.84	A/P	OUT-STD	01/10/2018
006894	01/10/2018 PITNEY WORKS DECEMBER1317UTI WS/SCD-POSTAGEMETER-REFILL	400.64 400.64	A/P	OUT-STD	01/10/2018
006895	01/10/2018 PUROLATOR COURIER LTD. 436468165 SCD-DISPOSAL- NULANTIC WATER	144.41 144.41	A/P	OUT-STD	01/10/2018
006896	01/10/2018 RESEARCH & PRODUCTIVITY COUNCIL 217382 WS-SOURCE- WATER ANALYSIS 217388 WS-SOURCE- MICRO EXAM OF WAT 217718 WS-SOURCE- WATER ANALYSIS 218418 WS-SOURCE- WATER ANALYSIS 218736 WS-SOURCE- MICRO EXAM OF WAT 218885 WS-SOURCE- MICRO EXAM OF WAT	1,297.99 392.20 72.37 413.21 275.47 72.37 72.37	A/P	OUT-STD	01/10/2018
006897	01/10/2018 SANSOM EQUIPMENT LTD. S00-599727 WS-TRANS & DIST- GENERATOR S00-599963 WS-TRANS&DIST- RADIATOR	3,093.23 161.28 2,931.95	A/P	OUT-STD	01/10/2018
006898	01/10/2018 SERVICE NEW BRUNSWICK 1065057 WS-UTILITY-PAYMENT ACCEPTANC	155.65 155.65	A/P	OUT-STD	01/10/2018
006899	01/10/2018 SOURCE ONE SUPPLIES 16932 WS-SOURCE- GARBAGE BAGS, GLC	280.04 280.04	A/P	OUT-STD	01/10/2018
006900	01/10/2018 SOURCE ATLANTIC 2734920 WS-TRANS&DIST- HOSE, BASKET S 2741846 WS-TRANS&DIST- SAFETY LENS, LII 2741848 SCD-DISPOSAL- BOOTS	812.35 505.17 77.19 229.99	A/P	OUT-STD	01/10/2018
006901	01/10/2018 SOUTHERN SANITATION LTD. 157999 WS-BUDD AVE- GARBAGE COLLECT	113.85 113.85	A/P	OUT-STD	01/10/2018
006902	01/10/2018 STATIONERY PLUS 24090* WS/SCD-TOWN HALL- PRINTER 24239* WS/SCD-TOWN HALL- PAPER, FILE I 24302* WS/SCD-TOWN HALL- TONER, BIND 24311 WS-SOURCE- FLASH DRIVE 24795* WS/SCD-TOWN HALL- PAPER, TONE 24946 WS-SOURCE-BINDING SHEETS 24954 WS/SCD-TOWN HALL- UTILITY FUNE 24991* WS/SCD-TOWNHALL-MONITOR RISE 25081* WS/SCD-TOWNHALL-LABELS, BINDI 25261* WS/SCD-TOWNHALL-REINFORCEME	282.81 54.62 44.94 5.19 48.28 25.71 22.02 17.61 39.88 22.39 2.17	A/P	OUT-STD	01/10/2018
006903	01/10/2018 TOTAL FALL PROTECTION 1226574 WS-SOURCE-RAIL SYSTEM FOR TO 1227064 WS-TRANS&DIST-LADDER, HATCH,	7,561.25 4,858.75 2,702.50	A/P	OUT-STD	01/10/2018
006904	01/10/2018 VIKING FIRE PROTECTION INC 562206 WS-SOURCE- SEMI ANNUAL SPRIN	203.55 203.55	A/P	OUT-STD	01/10/2018
006905	01/17/2018 BELL ALIANT 11366812DEC17 WS-SOURCE-PUMP STATION	311.17 136.39	A/P	OUT-STD	01/17/2018

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**Town of St. Stephen**  
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Number	Issued		Amount	SC	Status	Status Date
	19002807DEC17	SCD-DISPOSAL-OLD BAY WWTP	174.78			
006906	01/17/2018	BELL MOBILITY INC.	696.96	A/P	OUT-STD	01/17/2018
	523889487DEC17UTI	WS/SCD-CELL PHONE CHARGES	696.96			
006907	01/17/2018	BRENNTAG CANADA INC.	2,247.05	A/P	OUT-STD	01/17/2018
	40813055	WS-SOURCE-EMPTY CHLORINE CYL	-3,680.00			
	40819148	WS-SOURCE- CHLORINE CYL 68 KG	9,607.05			
	40821414	WS-SOURCE-EMPTY CHLORINE CYL	-3,680.00			
006908	01/17/2018	BRIGGS PLUMBING INC.	46.11	A/P	OUT-STD	01/17/2018
	113734*	SCD-#9- BRASS 3/8" PLUG THREAD	46.11			
006909	01/17/2018	GALBRAITH CONSTRUCTION LTD.	5,704.00	A/P	OUT-STD	01/17/2018
	17-341	SCD-DISPOSAL - 1240 YRDS SCREE	5,704.00			
006911	01/17/2018	N. B. ELECTRIC POWER	18,650.97	A/P	OUT-STD	01/17/2018
	36869807JAN18	WS-3-119MAXWELLXING-BUILDING	959.00			
	50228902JAN18	WS-MAXWELLXING-PUMPS	297.41			
	52557428JAN18	SCD-218OLDBAY YRD-WWTP	6,586.15			
	53123617JAN18	SCD-STS-DECHLORINATION CHAME	201.42			
	53158875JAN18	SCD-STS-BUDD AVE. LIFT STATION	3,430.11			
	53473043JAN18	WS-SOURCE-CHLORINE RESIDUAL	57.06			
	54807440JAN18	SCD-STS-158A MILLTOWN BLVD. LIF	36.63			
	56356048JAN18	SCD-STS-18 RIVERSIDE DR-LIFT ST.	41.14			
	61204006JAN18	SCD-DISPOSAL-2-216 KING ST LIFT	168.85			
	61224002JAN18	SCD-STS-358A MILLTOWN BLVD. LIF	1,231.41			
	61230004JAN18	WS-MAXWELLXING-PUMPS	3,464.28			
	61236008JAN18	SCD-STS-BUDD AVE. LIFT STATION	1,620.13			
	76139807JAN18	SCD-STS-5-4 RIVERSIDE DR. LIFT S	77.21			
	82291006JAN18	WS-SOURCE-RESERVOIR	204.96			
	84934906JAN18	SCD-STS-6-58A RIVERSIDE DR. LIFT	117.79			
	84943406JAN18	WS-STS-TODD HILL RESERVOIR	157.42			
006912	01/17/2018	SOUTHERN SANITATION LTD.	113.85	A/P	OUT-STD	01/17/2018
	158000	WS-BUDD AVE- GARBAGE COLLECT	113.85			
006913	01/23/2018	SCOTIABANK <i>(have Construction Corporation)</i>	12,154.30	A/P	OUT-STD	01/23/2018
	1857601*	WS-STS-ASPHALT	12,154.30			
006914	01/25/2018	A ONE PUMPING SERVICE LTD.	776.25	A/P	OUT-STD	01/25/2018
	5772	SCD-DISPOSAL-SEWER FLUSHER	776.25			
006915	01/25/2018	BERNARD MCFARLANE	276.25	A/P	OUT-STD	01/25/2018
	03	SCD-DISPOSAL-SEWAGE MOTOR C	48.75			
	112017*	WS-SOURCE-LED 36W FIXTURE	227.50			
006916	01/25/2018	BRENNTAG CANADA INC.	3,745.16	A/P	OUT-STD	01/25/2018
	40825073	SCD-DISPOSAL- SULPHUR DIOXIDE	4,462.67			
	40830018	SCD-DISPOSAL-EMPTY CLYLINDER	-717.51			
006917	01/25/2018	COX ELECTRONICS & COMMUNICATIONS	26.44	A/P	OUT-STD	01/25/2018
	1-012320	WS-SOURCE-USB	26.44			
006918	01/25/2018	CREIGHTON-CARTER LTD.	485.82	A/P	OUT-STD	01/25/2018
	961-444268	WS-#13- LUBE FILTER	23.77			
	961-444447*	WS-TRANS&DIST- OIL, DIAGONAL 6'	52.23			
	961-444708	WS=#105- ALTERNATOR, CORE DEF	250.62			
	961-444710	WS-#105-CORE DEPOSIT RETURN	-47.09			
	981-444791	SCD-#9- CIRCUIT BREAKER PANELS	120.74			

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**Town of St. Stephen**  
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Number	Issued	Amount	SC	Status	Status Date
	961-444926	WS-SOURCE- NAPA W FLUID 40			
	961-444954	SCD-#9- PUSH PULL SWITCHES			
	981-445134	WS-TRANS&DIST- IGNITION COIL			
006919	01/25/2018 DILLON CONSULTING LIMITED	4,013.50	A/P	OUT-STD	01/25/2018
	177601	WS-MAXWELLXING-ASSESS&REME			
006920	01/25/2018 EAST COAST INTERNATIONAL TRUCKS	276.47	A/P	OUT-STD	01/25/2018
	25449S	WS-#8- HTD DUMP BOX			
006921	01/25/2018 EMCO CORPORATION	1,498.75	A/P	OUT-STD	01/25/2018
	12506884-00	WS-TRANS&DIST- M67 SEAT REMO			
	12507623-00	WS-TRANS&DIST- CPLG, SERV BOX			
006922	01/25/2018 GULLISON'S COURIER SERVICE	241.50	A/P	OUT-STD	01/25/2018
	444900	WS-TRANS&DIST- TO TOWN FR/SAP			
	526562	WS-#103- TO CASE FR/TOWN			
	528587	WS-SOURCE-TO RPC FR/TOWN			
	922102	WS-SOURCE- TO RPC FR/TOWN			
	922121	SCD-DISPOSAL- TO TOWN FR/ THOI			
006923	01/25/2018 JAMER MATERIALS LTD.	1,194.70	A/P	OUT-STD	01/25/2018
	3509	WS-STS-BASE GRAVEL			
006924	01/25/2018 KENT BUILDING SUPPLIES	137.79	A/P	OUT-STD	01/25/2018
	1325278	WS-SOURCE- CLAMPS, TUBING, STI			
	1325687	WS-SOURCE-CLAMPS, REMOVAL T			
	1331292	SCD-DISPOSAL- ELBOW, TEE PLAS			
006925	01/25/2018 M.P.W.W.A.	263.21	A/P	OUT-STD	01/25/2018
	6706	WS-TRANS&DIST- ANNUAL MEMBEF			
006926	01/25/2018 NORTHERN CONSTRUCTION INC.	2,294.26	A/P	OUT-STD	01/25/2018
	964	WS-STS-ASPHALT			
006927	01/25/2018 ORCHARD'S PAINT & PAPER LTD.	1,313.74	A/P	OUT-STD	01/25/2018
	27667	WS-TRANS&DIST-PAINT, ROLLERS,			
006928	01/25/2018 PARTS FOR TRUCKS INC.	105.69	A/P	OUT-STD	01/25/2018
	34263121-01	WS-#102- BLADE GUIDE SET 26" STI			
006930	01/25/2018 SOURCE ONE SUPPLIES	108.71	A/P	OUT-STD	01/25/2018
	17079	WS-TRANS&DIST- BATH TISSUE, GA			
006931	01/25/2018 SOURCE ATLANTIC	103.50	A/P	OUT-STD	01/25/2018
	2775188	WS-TRANS&DIST- CLOTHING ALLOV			
006932	01/25/2018 TEED SAUNDERS DOYLE & CO.	3,622.50	A/P	OUT-STD	01/25/2018
	8111*	WS-TREASURY- EXAM OF FINANCIA			
006933	01/25/2018 THE PANEL SHOP	830.30	A/P	OUT-STD	01/25/2018
	ITPS002309	SCD-DISPOSAL-LIFT STATON #4 TR			
006934	01/25/2018 THOMAS INDUSTRIAL SALES	3,387.20	A/P	OUT-STD	01/25/2018
	29256	SCD-DISPOSAL-HYDROMATIC PUMF			
	29263	SCD-DISPOSAL-PARTS FOR LS46 PI			
006935	01/25/2018 RECEIVER GENERAL	212.50	A/P	OUT-STD	01/25/2018
	03*	SCD-DISPOSAL-CONTINUITY TEST (			
	112017**	WS-BUDDAVE-LED 36W FIXTURE			
008936	01/31/2018 BELL MOBILITY INC.	757.79	A/P	OUT-STD	01/31/2018
	523889487JAN18UTI	WS/SCD-CELL PHONE CHARGES			
006937	01/31/2018 BERNARD MCFARLANE	470.29	A/P	OUT-STD	01/31/2018
	20	WS-WELLHOUSE#3-CABLE BOX, CC			

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Number	Issued		Amount	SC	Status	Status Date
	312017*	WS-MAXWELLCROSSING-CONTROL	245.70			
	322017	WS-VALLEYROADRESEVOIR-HOOK	54.77			
006938	01/31/2018	BRIGGS PLUMBING INC.	<b>1,263.60</b>	A/P	OUT-STD	01/31/2018
	113714	WS-MAXWELLCROSSING-PUMP REI	690.00			
	113888	WS-TRANS&DIST- WATERPIMP PLIE	36.94			
	113889	SCD-DISPOSAL- VALVE,ADAPT, ELB	64.65			
	113890	SCD-#9- BALL VALVES,BUSHINGS,T	154.52			
	113891	SCD #9- PVC-ELBOWS,COUPLINGS,	317.49			
006940	01/31/2018	CANADIAN TIRE	<b>858.75</b>	A/P	OUT-STD	01/31/2018
	N16411402	WS-TRANS&DIST- MEASURING TAP	11.45			
	N16411411	WS-TRANS&DIST- STEELWOOL	145.41			
	N16411418	WS-SOURCE- CHAIN	5.96			
	N16411468	WS-SOURCE- SHOVEL	101.17			
	N16411470	SCD-DISPOSAL- HEATER	53.38			
	N16411502	WS-TRANS&DIST- WATER	21.84			
	N16411503	SCD-DISPOSAL- BOX, POWER BAR	25.84			
	N16576750	WS-SOURCE-CABLE TIES, ROOF RE	78.61			
	N16576931	WS-SOURCE-BATTERY	17.24			
	N16576932	WS-SOURCE- PAINT ROLLER, HOSE	59.57			
	N16576971	SCD-DISPOSAL- HOSE COUPLING	7.23			
	N16576989	SCD-DISPOSAL- FLOOD LIGHT	17.24			
	N16576999	WS-SOURCE- ELBOWS, CPL, BRUSH	130.44			
	N16578047	WS-SOURCE- ADAPTERS	28.82			
	N16578049	WS-SOURCE- SHOVELSW	93.13			
	N16578050	WS-TRANS&DIST- BATTERIES	27.53			
	N16578141	WS-TRANS&DIST- USB CAR CHARG	11.49			
	N16578165	SCD-DISPOSAL- SCREW DRIVER SE	22.40			
006941	01/31/2018	ENTRETIEN CHLORATECH INC.	<b>168.59</b>	A/P	OUT-STD	01/31/2018
	102813	WS-SOURCE-HALOCARBON GREAS	168.59			
006942	01/31/2018	GULLISON'S COURIER SERVICE	<b>103.50</b>	A/P	OUT-STD	01/31/2018
	444890	WS-SOURCE-TO RPC	34.50			
	922129	WS-SOURCE-TO RPC	34.50			
	922149	WS-SOURCE-TO RPC	34.50			
006944	01/31/2018	ORCHARD'S PAINT & PAPER LTD.	<b>114.51</b>	A/P	OUT-STD	01/31/2018
	27871	WS-SOURCE-PAINT, TRAY LINERS	114.51			
006945	01/31/2018	PUROLATOR COURIER LTD.	<b>90.66</b>	A/P	OUT-STD	01/31/2018
	436665344	WS-SOURCE-TO HYPERION RESEA	90.66			
006946	01/31/2018	RECEIVER GENERAL ( <i>Directed Vendor Payment</i> )	<b>361.74</b>	A/P	OUT-STD	01/31/2018
	20*	WS-WELLHOUSE#3-BOX CABLE, <del>26</del>	130.62			
	312017**	WS-MAXWELLCROSSING-CONTROL	189.00			
	322017*	WS-VALLEYROADRESEVOIR-HOOK	42.12			
006947	01/31/2018	RESEARCH & PRODUCTIVITY COUNCIL	<b>1,555.96</b>	A/P	OUT-STD	01/31/2018
	219210	WS-SOURCE-DRINKING WATER LAE	413.21			
	219342	WS-SOURCE-DRINKING WATER LAE	72.37			
	219775	WS-SOURCE-DRINKING WATER TE	127.24			
	219776	WS-SOURCE-DRINKING WATER LAE	254.46			
	219790	WS-SOURCE-DRINKING WATER LAE	268.47			
	219821	WS-SOURCE-DRINKING WATER LAE	72.37			
	219882	WS-SOURCE-DRINKING WATER LAE	275.47			

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Number	Issued		Amount	SC	Status	Status Date
	219883	WS-SOURCE-DRINKING WATER LAE	72.37			
006948	01/31/2018	SAINT JOHN LABORATORY SERVICES LTD.	64.49	A/P	OUT-STD	01/31/2018
	916-17	WS-SOURCE-DRINKING WATER LAE	64.49			
006949	01/31/2018	STATIONERY PLUS	272.78	A/P	OUT-STD	01/31/2018
	25539*	WS/SCD-TOWNHALL-PENS	10.34			
	25699*	WS/SCD-TOWNHALL-BINDERS	12.64			
	25848	SCD-DISPOSAL- TONER, KNIFE, LEA	42.14			
	25975*	WS/SCD-TOWNHALL-BINDER	6.31			
	26059*	WS/SCD-TOWN HALL- BINDING CAS	58.87			
	26392	WS-SOURCE- BATTERIES, ERASER, I	115.83			
	26426	SCD-DISPOSAL- BINDER, FILE FOLD	5.97			
	26527	WS-TRANS&DIST- PLANNERS	20.68			
<b>Cheque Totals Issued:</b>			<b>134,376.53</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>134,376.53</b>			
<b>Total # of Cheques Listed:</b>			<b>76</b>			

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**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** February 26, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**COMMUNICATION FOR INFORMATION FILE**

**THAT** Communication for Information, note and file, be adopted.



*Thank You*

*Mayor, Council + Staff  
Town of St. Stephen*

*We appreciate your thoughtful donation  
to Charlotte County Cancer Society ~~and~~  
in memory of Lorna Cleghorn*

*Javis, Amy  
+ family*



Jul 14, 2018

Town of St. Stephen

Thank you for your  
generous donation to the New  
Horizons Senior Program held  
on Mondays at Garden Lane Center.  
Your contribution will go a  
long way in promoting health!  
Wellwishes for Seniors in St. Stephen  
and surrounding communities.

Sincerely

President of St. Mary Wellness;  
Personal Committee.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 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 February 14, 2018 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 14, 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* – four (4) items
2. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – two (2) items

It was MOVED by Councillor Harding and SECONDED by Councillor Chisholm that the above-noted six (6) 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; Assistant Town Treasurer Frank Godsoe; and Alison Estey, Acting Town Clerk.

ABSENT: Town Treasurer Tim Tozer and Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Public Presentation – Chief Administrative Officer Jeff Renaud and Secretary of the Planning Advisory Committee (PAC) presented to Committee the PAC's recommendation as outlined in its letter dated February 8, 2018, and as requested by a resolution of Council on January

22, 2018 on the proposed rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot – PID # 15023542).

Four (4) motions will be considered at the next Regular Session of Council on Monday, February 26, 2018: (i) to receive the requested written views of the PAC; (ii) first reading of proposed 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; (iii) first reading of proposed 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; and (iv) set the date, time and place for the public hearing of objections/support of proposed By-Law No. M-1.4 and By-Law No. Z-1.6

5. 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.

Council will consider a motion at the next Regular Session on Monday, February 26, 2018 to approve out-of-province travel for Mike O’Connell, Director of Parks and Recreation, and Jeremy McShane, Garcelon Civic Center Operations/Maintenance Coordinator to attend the 2018 Atlantic Recreation & Facilities Conference and Trade Show in Charlottetown, PEI from May 30 to June 1, 2018.

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

- (iii) Cheque Register for month of January 2018 - The memo from the Accounts Payable Manager dated February 6, 2018 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 26, 2018.

- (iv) Financial Request – Mayor MacEachern spoke to the email received from Glen Gregory, Bantam Hockey Coach.

Council will consider a motion at the next Regular Session on Monday, February 26, 2018 to donate two (2) hours of ice time at the Garcelon Civic Center to Bantam Hockey retroactive to February 24, 2018.

- (v) Planning Advisory Committee – The letter from the Secretary of the Planning Advisory Committee (PAC) dated February 9, 2018 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, February 26, 2018 to reappoint both Ted Moore and

Ed Zammit for a three (3) year term, retroactive to January 1, 2018, and to appoint Steve Bone to serve on PAC, retroactive to January 1, 2018 and expiring December 31, 2019, filling the vacancy left by the resignation of Alex Henderson.

- (vi) Governance Training Report – Report: CAO 4-18 from the Chief Administrative Officer was received and reviewed.

Council directed the Chief Administrative Officer to proceed with the creation of an “in-house” governance training program to be facilitated by the Chief Administrative Officer with participants consisting of members of Council and senior staff.

- (vii) Water and Sewer Billing Relief – Report: CAO 5-18 from the Chief Administrative Officer was received and reviewed.

Council directed the Chief Administrative Officer that the discretion authorized by By-Law No. W-1, Section 4.01, is not intended to be applied in cases where the account owner has experienced unusually high consumption as a result of a landlord-tenant relationship.

Council requested the Chief Administrative Officer to develop a policy document, for Council’s consideration, establishing formal criteria for the application of the authority to provide relief to utility accounts.

- (viii) C.A.O. By-Law – Report: CAO 9-18 from the Chief Administrative Officer was received and reviewed, and Council will consider first reading of a new by-law outlining the duties and responsibilities of the Chief Administrative Officer at the next Regular Session on Monday, February 26, 2018.

- (ix) Transparency and Accountability Policy – Report: CAO 8-18 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 26, 2018 to adopt the new Corporate Accountability & Transparency Policy.

- (x) Rescinding of Non-Union RRSP Policy – Report: CAO 7-18 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 26, 2018 to rescind policy #14 entitled “Non-Union RRSP Policy”.

- (xi) Employee Benefits Plan – Report: CAO 6-18 from the Chief Administrative Officer was received and reviewed.

The Chief Administrative Officer updated Council and advised that his recommendation may not have the full support of CUPE Local 770 due to some recently discovered concerns.

A motion may be considered at the next Regular Session of Council on Monday, February 26, 2018 to accept the change of service provider, and to authorize the Mayor and Clerk to execute any documents necessary to effect this change, if these new concerns can be alleviated in time.

- (xii) Bank Credit Line Resolutions - The memo from the Treasurer dated February 8, 2018 was received and reviewed, and two (2) motions will be considered at the next Regular Session of Council on Monday, February 26, 2018 which are required by the banks for security for the short term operational financing requirements of both the General Operating and Water and Sewerage Operating Funds.

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – The report of the Operations NCO was received and reviewed.
- (ii) Report of the Fire Department – Allison Nordstrom, Acting Fire Chief, was in attendance and his report was received and reviewed.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

- (i) Report of the Building Inspection Office – The 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, with attached letter from Becky's Place, was received and reviewed.

Council directed the Chief Administrative Officer to prepare a recommendation with respect to "directional" signage and until such language is reviewed, there will be a temporary suspension of active enforcement on this matter.

- (iii) Recycling Bins – Mayor MacEachern spoke to the proposed new recycling bins, and Council directed the Chief Administrative Officer to work with the Regional Service Commission on the future placement of the bins.

**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) Volunteer Road Toll – The request from the Charlotte County Ground Search and Rescue to hold a fundraising voluntary road toll on May 5, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 26, 2018.

In addition to the request, Council directed the Chief Administrative Officer to draft a policy outlining the application process for voluntary road tolls for approval at a future meeting.

- (iii) Canada's Chocolate Town Report – Report: CAO 3-18 from the Chief Administrative Officer was received and reviewed.

Council agreed to revitalize "Canada's Chocolate Town" branding, while also maintaining the "Middle of Everywhere" branding. The Planning, Promotion and Tourism Committee will provide recommendations to Council with respect to potential action items which would be consistent with the "Canada's Chocolate Town" branding.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) St. Stephen's University "In-Kind" Request – The letter from President Bob Cheatley dated January 22, 2018 was received and reviewed.

The request from the university for “in-kind services” to install a dedicated water line to service the new sprinkler system will be reviewed by the Director of Operations, and a motion will be considered at the next Regular Session of Council on Monday, February 26, 2018.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:45 p.m. and returned to open session at 7:10 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Wheaton that the meeting adjourn at 7:10 p.m.

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Alison Estey  
Acting Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 14, 2017 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
  - (i) Public Presentation – Proposed rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot - PID # 15023542) from Park & Open Space (OS) to Multiple Unit Residential (R-3) for the construction of a six (6) unit apartment building.
5. 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 January 2018 – Memo from Accounts Payable Manager dated February , 2018 with attachment:
  - Cheque Register
- (iv) Financial Request – E-mail from Glen Gregory, Bantam Hockey Coach, to Mayor MacEachern attached.
- (v) Planning Advisory Committee – Appointment of members.
- (vi) Governance Training Report
- (vii) Water and Sewer Billing Relief
- (viii) C.A.O. By-Law

**AGENDA  
COMMITTEES  
FEBRUARY 14, 2018**

2

- (ix) Transparency and Accountability Policy
- (x) Rescinding of Non-Union RRSP Policy
- (xi) Employee Benefits Plan
- (xii) Bank Credit Line Resolutions – Memo from Treasurer dated February 8, 2018 attached.

**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 – letter from Becky's Place dated January 22, 2018, attached.
- (iii) Recycling Bins – Mayor MacEachern will speak to it.

**PARKS AND RECREATION** – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – 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) Volunteer Road Toll – Request from Charlotte County Ground Search and Rescue
- (iii) Canada's Chocolate Town Report

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) St. Stephen's University "In-Kind" Request – Letter from President Bob Cheatley dated January 22, 2018 attached.

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STAFF REPORTS**

**THAT** the following staff reports for the month of January 2018 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.



**Town of St. Stephen  
Information Report to Council  
Report: CAO 2-18**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** February 14, 2018  
**Subject:** CAO Report for January 2018

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**Recommendation: That this report be received for informational purposes.**

Activities of the CAO Office during the reporting period for January 2018 can be summarized as follows:

1. **2018 Municipal Budgets:** During the reporting period work on the 2018 municipal budgets (operating and utility) was completed. As Council is aware, considerable work was put into the preparation of these budgets. I would like to express once again my sincere thanks to Council and staff for their hard work.
2. **Bylaw and Policy Work:** Review of current bylaws and policies continued during this reporting period. In addition, drafting of proposals for new bylaws (CAO, Council Procedures, and Council code of Conduct), as well as policies (Transparency and Accountability) occurred.

Recommendation to rescind policy 014 was also prepared.

3. **Requests Received:**

- 2 requests from citizens seeking relief for water billings resulting from tenant behaviour.
- Request from St. Stephen's University for "in-kind" support from the Town for the installation of a dedicated water line to service a new sprinkler system in Park Hall.
- Request from St. Stephen Aces to hold a fundraising event on March 17<sup>th</sup>, 2018, at the Garcelon Civic Center. (Negotiations in process)
- Requests from Mr. O'Connell and Mr. McShane to attend the 2018 Atlantic Recreation Facilities Conference and Trade Show to be held in Charlottetown, PEI from May 30<sup>th</sup> to June 1<sup>st</sup>. Both have indicated that the required costs are included in the 2018 operating budgets. Council approval is required pursuant to policy #56 as attendance would require out of province travel.

**4. Correspondence:**

- 3 letters from Stephen Business Improvement Area reducing or eliminating their role in the following:
  - St. Stephen Summer Musical Concert Series
  - Summer Hanging Baskets
  - Welcome Bags Program

**5. Citizen Complaints:**

- One Citizen attended Town Hall to express his concern over road and sidewalk conditions on Pleasant Street. He articulated concerns over the manner in which water is running off from the water reservoir property and causing wash-outs and ice conditions.

**6. Other Activities:**

- Staff has been undertaking a review of the municipal benefits program with a goal of providing the same (or better) coverage to the municipal staff while also reducing the costs. Significant progress has been made in this regard, and at the time of writing this report it is expected that a recommendation will be tabled to Council at the February meeting.
- CAO and HR Coordinator have been working through some HR matters pertaining to language within the collective agreement. This work is being undertaken with the purpose of clarifying administrative processes, as well allowing us to determine whether any of these issues should be part of the renegotiation process.

**7. Transforming Local Government Conference:**

As a result of my involvement with the Canadian Association of Municipal Administrators (CAMA), I have been offered the opportunity to attend the Transforming Local Government Conference being held in Tacoma, Washington from April 2<sup>nd</sup> to the 6<sup>th</sup>, 2018. Attendance at this conference will be at no cost to the Town of St. Stephen.

Respectfully submitted,  
Jeff Renaud  
Chief Administrative Officer

# Memo

**To:** Jeff Renaud, CAO

**From:** Tim Tozer, Treasurer

**Date:** 8 February 2018

**Subject:** Finance Department Report

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## **Staff Activity since last report:**

- 1) Monthly accounting procedures:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - C) Payroll processing (Bi-weekly 73 employees, Monthly 32 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 113 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-January 10, 2018.
  - B) Closed Committee Meeting-January 17, 2018
  - C) Council Meeting-January 22, 2018.

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) Prince William Street Infrastructure Renewal.
  - 4) Milltown Blvd (Church Street to Pleasant Street).
  - 5) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 6) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal:
  - 7) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 8) Skateboard Park.
  - 9) Old Town Hall.
  - 10) Wharf.
  - 11) Turning the Corner Community Space.
- B) Civic Center accounting reconciliations-Month end completed to December 31, 2017.
- C) Capital Budget-In Progress.
- D) 2018 Operating Budgets-Complete.
- E) 2017 and 2018 month ends and working papers-In Progress.
- F) Multiple HST remittances-In Progress.
- G) Asset Management Project-In Progress.
- H) 2017 year end actuary analysis preparation-In Progress.

**7) Emergency Expenditure**

Per the Town Purchasing Policy #3A an emergency expenditure was approved for the over budget cost of work completed for the construction project "Street Improvements 2017-Milltown Boulevard (Church Street to Pleasant Street)", totaling \$54,625.46 including HST, to Maguire Excavating Ltd on "Certificate No. 2-Completion Certificate".

The overage was due mainly to two factors, encountering contaminated soil and driveway asphalt restoration.

Per Purchasing Policy #3A notification of Committee is required but not a resolution.

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

## Public Works Report for January 2018

Lee Johnson, Director of Operations, February 02, 2018

### 1: **Water system:**

- a) Repaired 2 water laterals.
- b) Installed 12 new Meter.
- c) Plowed Snow.
- d) Repaired 9 Meters.

### 2: **Streets:**

- a) Picked up Christmas Trees.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Dealt with Heavy rains.
- e) Cold patched pot holes.

### 3: **Waste Water:**

- a) Videoed 5 Sewer Laterals.
- b) Rodded 3 Sewer Laterals.
- c) Flushed and Videoed 1 Sewer Main.
- d) Plowed Snow.



# Town of St. Stephen



*Canada's Chocolate Town*

## Report of Parks & Recreation Dept. January 2018

### Parks

- Continue to work on Chocolate Park Master Plan. I should have latest drawings by middle of February. A 2<sup>nd</sup> public meeting date will be announced in the near future.
- Completed Turf Maintenance Request for Proposal and is now ready to go out. See attached memo.
- Continue to work with the Elm Street Nature Park committee. They are currently working on grant applications to purchase a front gate.

### Recreation

- Continue to work on 2<sup>nd</sup> Annual Wall of Fame. The date of the banquet is April 28<sup>th</sup>. There will be 6 inductees:
  - Sandra Barr
  - Jake Donohue
  - Francis McHugh
  - Milltown/St Stephen Baseball Teams
  - Donald Norton
  - 1 additional – yet to be decided
- Planning a Family Day Skate and Swim on February 19<sup>th</sup>. I have applied for funding for this, if successful this will be a free event.
- Doug MacDonald Tournament went very well. There were 18 teams in attendance.
- Continue to work with Jumpstart program, has been going extremely well. The cheques are now mailed directly to the Clubs or Associations. In 2017 we were able to give \$32,280 to 125 children in our Community which enabled them to participate in a sport activity.
- Continue to work on March Break camp at the Civic Center.
- The Swim Team will be attending their second swim meet in Woodstock on February 11<sup>th</sup>.
- Continue to work on summer ice for 2018. Currently we have 4 weeks of ice booked for teams from Florida.
- Continue to work on a 2<sup>nd</sup> season of Spring hockey. It looks like we may be up to 3 teams this year.
- Continue to work with the U17 World's Host Committee. Hopefully will have some information to share soon.
- St Stephen was awarded the Minor Hockey Provincials in the Pee Wee B category this year. They will be held from March 23-25.
- Have applied for Canada Jobs, awaiting word on Provincial student grants.
- Met with the Sea Dogs regarding potential partnerships, including hosting a pre-season game in St Stephen.



# Town of St. Stephen



*Canada's Chocolate Town*

## Pool

- We have 2 new heaters for the outdoor pool. These will be installed in the Spring and will finally give us 3 heaters that all work.
- There are some depth markers that have come undone from the sides of the pool. We will need to order some adhesive to get these re-installed before we open.

## Meetings

- FRPA
- Sport NB
- RNB
- CC Staff
- CC Mgt
- Jumpstart
- Jim Scott
- Feasibility study – hotel
- Sea Dogs

Michael O'Connell  
Director, Parks and Recreation

## Memo

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**To:** Jeff Renaud, CAO

**From:** Michael O'Connell

**Date:** January 11<sup>th</sup>, 2018

**Re:** Atlantic Recreation & Facilities Conference and Trade Show

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Hi Jeff,

I would like to attend this year's Atlantic Recreation & Facilities Conference and Trade Show being held in Charlottetown, PEI from May 30<sup>th</sup> – June 1<sup>st</sup>. This is the leading Recreation Facilities Conference in Atlantic Canada, and is held every other year around the Maritime Provinces.

The money for this Conference is in my 2018 training budget, however because it is out of Province it requires Council's approval.

Thanks,

Michael O'Connell  
Director, Parks and Recreation

**PARKS & RECREATION DEPARTMENT  
TOWN OF ST STEPHEN**

22 Budd Ave  
St Stephen, NB E3L 1E5  
Phone: (506) 466-7707  
Fax: (506) 467-3020

# Memo

**To:** Jeff Renaud  
**From:** Michael O'Connell  
**Date:** February 7<sup>th</sup>, 2018  
**Re:** Turf Maintenance

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Jeff,

The Turf Maintenance for Playing Fields contract was up at the end of 2017.

I am requesting permission to release the new Request for Proposal for the next 3 years. This will be posted on the Town's website, local newspaper and NBON.

Thank you,

Mike O'Connell  
Director, Parks and Recreation

# St. Stephen Fire Department

## Report for January 2018

Alarms were:	Town Alarms	11
	Out of Town Alarms	5
	Mutual Aid –Calais	0
	<b>Total</b>	<b>16</b>

Alarms		# FF	# Hours
1. Structure Fire	1	21	63
2. Alarm system activation	2	15	15
3. Motor Vehicle Accident	2	20	20
4. Assist ANB	2	13	13
5. Smell of gas	1	8	8
6. CO Detector	3	25	25
7. Electrical	1	12	12
8. Chimney	1	11	11
9. Fumes	1	1	1
10. Assist FH	1	8	8
11. Assist Resident	1	5	5
<b>Total</b>			
SSFD			16
Other FD			43
St Stephen PW			27
St Andrews PW			18
<b>Total calls dispatched for the month of January</b>			<b>104</b>

### Fire Department Activities for December

1. Monthly Meeting of the fire department
2. Hosted NB FF curling Bonspiel Jan 19-21
3. Fire extinguisher inspections were conducted

### **Acting Fire Chiefs Activities**

1. Pumper 201 water tank leaking, identified under warranty to be replaced, truck still in service.
2. Fire department meeting
3. Committee meeting
4. Cleaning up outstanding invoices, planning for 2018 (waiting on 2018 budget final)
5. Acting Chief office hours for Jan      40 Hrs (not counting alarms)

# **TOWN of ST. STEPHEN**

## **By-Law Enforcement**

**73 Milltown Blyd. St. Stephen NB. E3L-1G5**

## **January REPORT**

**2018**

**To: CAO – Town of St. Stephen**

Please find enclosed my report for January By-Law - Enforcement. We handled 31 calls.

<b>CATEGORY</b>	<b>DETAIL</b>	<b>FOLLOW UP</b>
Assist Other Dept. (14)	Vehicle on Union St. abandoned, and interfering with snow removal.  Vehicle on Mark's St. interfering with snow removal.  Received info. about raw sewage in basement.  Received complaints from the town crew with regards to overnight parking during snow. (11)	Vehicle was towed.  Vehicle was towed  Passed onto the Dept of Health for further investigation.  Contacted all and warnings, both written and oral, were given.
Assist General Public (5)	Lady called to complain about her neighbour pushing snow onto her lawn.	Informed her that here is nothing in our by-laws about this, the best thing to do is have a chat with him, to see if he will stop.

	<p>Lady called to complain about rats in her apt.</p> <p>Complaint of refuse at a residence in town.</p>	<p>Advised her to contact her landlord and then to call the Dept. of Health.</p> <p>Registered letter was sent to this person on the 15<sup>th</sup>.</p>
<p>Parking (11)</p>	<p><i>Received an email from a gentleman inquiring if we have a by-law with regards to false alarms</i></p> <p><i>Received an inquiry with regards to a certain parcel of land with regards to zoning</i></p> <p><i>Ticket #'s 528, &amp; 529 issued for two hour parking were not paid so therefore files will be prepared for court</i></p> <p><i>Ticket # 527 was paid.</i></p> <p><i>Ticket # 530 issued for two hour parking</i></p> <p><i>Warnings given on King Street and Milltown Blvd. (6)</i></p> <p><i>Received a complaint from a new store owner in Town with regards to parking</i></p>	<p>Informed him that we do not.</p> <p>Passed onto the building inspector</p> <p>Informed him that we monitor parking and will look after this issue</p>

<b>Dog Complaints (1)</b>	<b>Received a call of a Rottweiler wandering around Hill St. loose</b>	<b>Passed onto animal control.</b>
	<b>Also myself and the building inspector have met with the CAO and Councilor's Harding and Parker to begin revamping the By-Laws</b>	

**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. I spoke to some owners of dogs running at large and warnings were given. No dogs were impounded this month.

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

<b>BUILDING INSPECTION 2018</b>	2018	2017	2018	2017	2018	2017	2018	2017
<b>JANUARY</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	1	\$0.00	\$500.00	0	1	\$0.00	\$500.00
Residential Renos/Additions	1	0	\$30,000.00	\$0.00	1	0	\$30,000.00	\$0.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Com./Indus./Inst. Renos	0	1	\$0.00	\$70,000.00	0	1	\$0.00	\$70,000.00
Institutional	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
<b>TOTALS</b>	<b>1</b>	<b>2</b>	<b>\$30,000.00</b>	<b>\$70,500.00</b>	<b>1</b>	<b>2</b>	<b>\$30,000.00</b>	<b>\$70,500.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	0	N/A						
Electrical waivers issued	1	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 – February 2018

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<b>Planning Advisory Committee</b>	Met on Wed, Feb 7, 2018 with one (1) agenda item: rezoning of 14 Hawthorne St. Future meetings to be scheduled as needed.
<b>Sign Permits</b>	0 approved.  Letter from “Becky’s Place” bakery dated Jan 22, 2018.
<b>Variances</b>	0 approved.
<b>Approved Plans</b>	0 approved.
<b>Unsightly Premises</b>	The Office of the Building Inspector has seven (7) active and ongoing unsightly files open.
<b>Turning the Corner</b>	Nothing to report.
<b>PROPERTIES</b>	
<b>R.C.M.P. Building</b>	Nothing to report.
<b>Library</b>	Nothing to report.
<b>Airport</b>	Nothing to report.
<b>34 Milltown Blvd.</b>	Nothing to report.
<b>Train Station</b>	Nothing to report.

Town of St. Stephen  
**RECEIVED**  
JAN 22 2018

Town of St. Stephen

Attn: Jeff Renaud

I am the proprietor of Beckys Place located at 27 Elm Street. We put up signs on Union street and Queen Street to let people know where we are located. The signs were professionally made. We believe that they are within the parameters of the By-law for signage.

We have heard from alot of people that they couldn't find us and when we erected the signs we had more customers come in that had seen the signs. On the other hand when I was told they had to come down we lost business because people thought that we had closed because the signs were taken down.

I was given a page by Manzer Young about the By-law and according to 9.1 general signage criterea (2) no sign shall be erected, operated, used or maintained which,

(i)is an off-site sign, EXCEPT a sign giving general warning OR direction to the public.

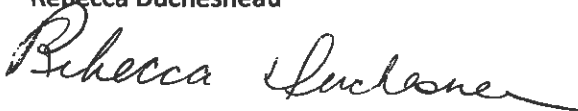
My signs say "BAKERY ----> " They do not even have the name on them so they only give direction to the public.

We are a small business and would like to stay in business. we have paid all fees and gotten all the necessary permits and licenses to operate our business. We believe that we have followed all rules and regulations.

I ask that you bring this up at the next committee meeting. I look forward to hearing from you. I can be contacted at 466-6499 if you require any further information.

Respectfully yours

Rebecca Duchesneau



Beckys Place

27 Elm Street

St. Stephen NB E3L 2S5



## Garcelon Civic Center Report – January 2018

### Aquatics and Fitness

- Winter swim lessons ongoing
- Bronze cross and Bronze medallion will also be offered in the winter session.
- New swim fit classes starting on Sunday mornings.
- New Head blocks and strap for both back boards.
- Second sauna now up and running again.

### Facility

- Annual Work being done on Boilers
- Rebuilt Small pool pump. Tore motor apart and replaced all bearings. Looking into purchasing bearing press.
- Small pool shutdown this month for regular maintenance and cleaning.
- Looking into card access to fitness area (gym).

### Finance & Administration.

#### Arena

- Completing work on the second Zamboni

#### Upcoming Events/Programming

- On Going Chase the Ace Event on Wednesday Evenings.
- Wellness group on going Weekly.
- Cardiac Group ongoing
- 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: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BY-LAW NO. A-12 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF  
THE CHIEF ADMINISTRATIVE OFFICER" – FIRST READING – SHORT TITLE  
ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. A-12 – "A By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – for First Reading – Short Title Only.

# THE TOWN OF ST. STEPHEN

## By-Law No. A – 12

### A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

The Council for the Town of St. Stephen, duly assembled, hereby ENACTS AS FOLLOWS:

#### 1. Definitions

In this By-law:

- (a) "Act" means the *Local Governance Act*, S.N.B. (2017) Chapter C-19;
- (b) "Administration" means the general operation of the municipality, including personnel, financial and other related matters as permitted by the Act;
- (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Town of St. Stephen;
- (d) "Council" means the duly elected Council for the Town of St. Stephen.
- (e) "Mayor" means the Mayor of the Town of St. Stephen and is the chief elected officer of the Town.

#### 2. Office

- (a) There is hereby established the position of Chief Administrative Officer, who shall be responsible to and report to Council.
- (b) Council will, by resolution, appoint an individual to the position of Chief Administrative Officer.
- (c) Council will, on not less than an annual basis, conduct a review of the performance of the Chief Administrative Officer and will consider appropriate performance incentives.
- (d) Council will establish the terms and conditions of the appointment of the Chief Administrative Officer including:
  - (i) the term of the appointment; and,
  - (ii) the salary and benefits to be paid or provided to the Chief Administrative Officer, which may be varied from time to time by Council.

- (e) Pursuant to Section 71(4) of the *Act*, the Chief Administrative Officer is entitled to hold office until retirement, death, resignation, or dismissal for cause by the affirmative vote of at least two-thirds of the whole Council.
- (f) Notwithstanding Section 2(e) of this By-law, and Section 71(4) of the *Act*, the Chief Administrative Officer may be dismissed or otherwise disciplined in accordance with the terms of a written contract of employment in force between the Town and the Chief Administrative Officer.
- (g) Upon hiring, the Council and the Chief Administrative Officer may agree to a limited duration of the term and other conditions of employment.

**3. General Authority and Duties**

The Chief Administrative Officer shall:

- (a) be responsible to Town Council for the general control, management and administration of the government and affairs of the Town;
- (b) be responsible for the efficient administration of all Town Departments in accordance with the provisions of this by-law;
- (c) administer and supervise the management of the business and affairs of the Town in accordance with policies, plans and programs approved and established by Council;
- (d) evaluate the effectiveness and efficiency of services provided by the Town and to recommend to Council any changes or improvements therein;
- (e) co-ordinate and direct the preparation of policies, plans and programs to be submitted to Council for development and improvement of Town services;
- (f) co-ordinate, direct and broadly supervise the implementation of all programs approved by Council;
- (g) be responsible for the performance of duties and the exercise of powers which, from time to time, may be lawfully assigned to or vested in the position by Council;
- (h) be an ex-officio member of all committees of Council;
- (i) personally carry out all of the powers, duties and functions that are given to the Chief Administrative Officer or delegate such powers, duties and functions to a designated officer of the Municipality or to a Municipal employee; and,
- (j) the Chief Administrative Officer shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the Chief Administrative Officer by the *Act*, this By-law, any other enactment, any

other by-law, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the Chief Administrative Officer personally, or by someone to whom the Chief Administrative Officer has delegated that power, duty or function.

The Chief Administrative Officer shall carry out the powers, duties and functions in compliance with:

- (i) the Act;
- (ii) this By-law;
- (iii) any other enactment;
- (iv) any other by-law, resolution, policy or procedure passed or adopted by Council; or
- (v) any contract binding on the Municipality.

#### **4. Administration**

The Chief Administrative Officer:

- (a) shall be the contact between the Administration of the Municipality and Council and communication from the Administration to Council shall flow through the Chief Administrative Officer. For greater clarity, this means that all form recommendations or reports of Administration shall bear the signature of the Chief Administrative Officer;
- (b) shall compile, consider and present to Council recommendations which arise from departmental operations and which require Council's approval and propose legislation or resolutions arising from such recommendations;
- (c) shall attend or be represented at all meetings of the Town Council and Committees of Council;
- (d) may appoint an Acting Chief Administrative Officer who shall assume the duties and responsibilities in the absence of the Chief Administrative Officer; and,
- (e) has the authority, in consultation with Council, to establish the structure of the Administration, including creating, eliminating, merging or dividing departments provided that any such reorganization does not result in a decreased level of services to the community.

#### **5. Financial Powers and Functions**

The Chief Administrative Officer:

- (a) shall supervise the preparation of the Town's budget and be responsible for its implementation and reporting thereon;

**6. Human Resources**

The Chief Administrative Officer:

- (a) shall have full control, including the authority to appoint, employ, suspend or dismiss, and direction over all Town employees;
  - (i) Without limiting the authority of section (a), the Chief Administrative Officer shall confidentially inform Council prior to the dismissal of an employee holding a Director's position. In the event that the reason for dismissal is so egregious as to warrant an immediate dismissal, the Chief Administrative Officer shall inform Council immediately following the dismissal.
- (b) may increase the remuneration paid to any non-union employee, in accordance with, and not exceeding, the salary scale fixed by by-law for the job classification established for the position to which that employee was appointed;
- (c) shall conduct an annual performance review of all Directors and authorize appropriate performance incentives in accordance with the Town's compensation policy; and,
- (d) shall direct collective bargaining with all Town employees and recommend to Council agreements concerning wages, salaries and working conditions, and upon approval of Council; administer such agreements and in general, be responsible for wage and salary administration subject to normal grievance procedures.

**7. Other Duties and Authorities**

- (a) The Chief Administrative Officer has the authority to delegate any of the powers, duties and functions given to the Chief Administrative Officer and can authorize the recipients of such delegations to further delegate their powers, duties and functions to other Municipal employees.
- (b) The Chief Administrative Officer is authorized to:
  - (1) retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Municipality including, without limiting the foregoing:
    - (i) providing legal services to Council and the Administration; and,

- (ii) appearing in all legal and administrative proceedings including, commencing, defending, and intervening in such proceedings to define, enforce and defend the Municipality's (and such other boards, authorities, agencies and other entities as may be required by Council) legal and equitable rights.
- (2) compromise all actions, claims or demands against or by the Municipality and complete all related documentation;
- (3) accept service of all notices and other documents on behalf of the Municipality; and,
- (4) provide any and all certificates or statutory declarations on behalf of the Municipality.

**8. Indemnification**

The Municipality shall indemnify the Chief Administrative Officer provided that the Chief Administrative Officer was acting in good faith to carry out the powers, duties and functions given to the Chief Administrative Officer by this By-law, the *Act*, any other enactment, any other by-law, resolution, policy or procedure.

**9. Interpretation**

Any reference in this By-law to the *Act*, any other enactment, any other by-law, resolution, policy or procedure, shall include all amendments thereto, all regulations and orders thereunder and any successor thereto.

**10. Conflict**

In the event that the provisions of this By-law conflict with the provisions of any other by-law, this By-law shall prevail to the extent of the conflict.

**11. Rescind Previous By-law**

Upon passing of this By-Law, By-law No. A-10 and amendments thereto, shall be repealed.

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

First Reading:

Second Reading:

Third Reading and Enactment:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**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" – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled 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" – for First Reading – Short Title Only.

**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:**

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**Allan MacEachern, Mayor**

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**Joan M. Flewelling, Town Clerk**

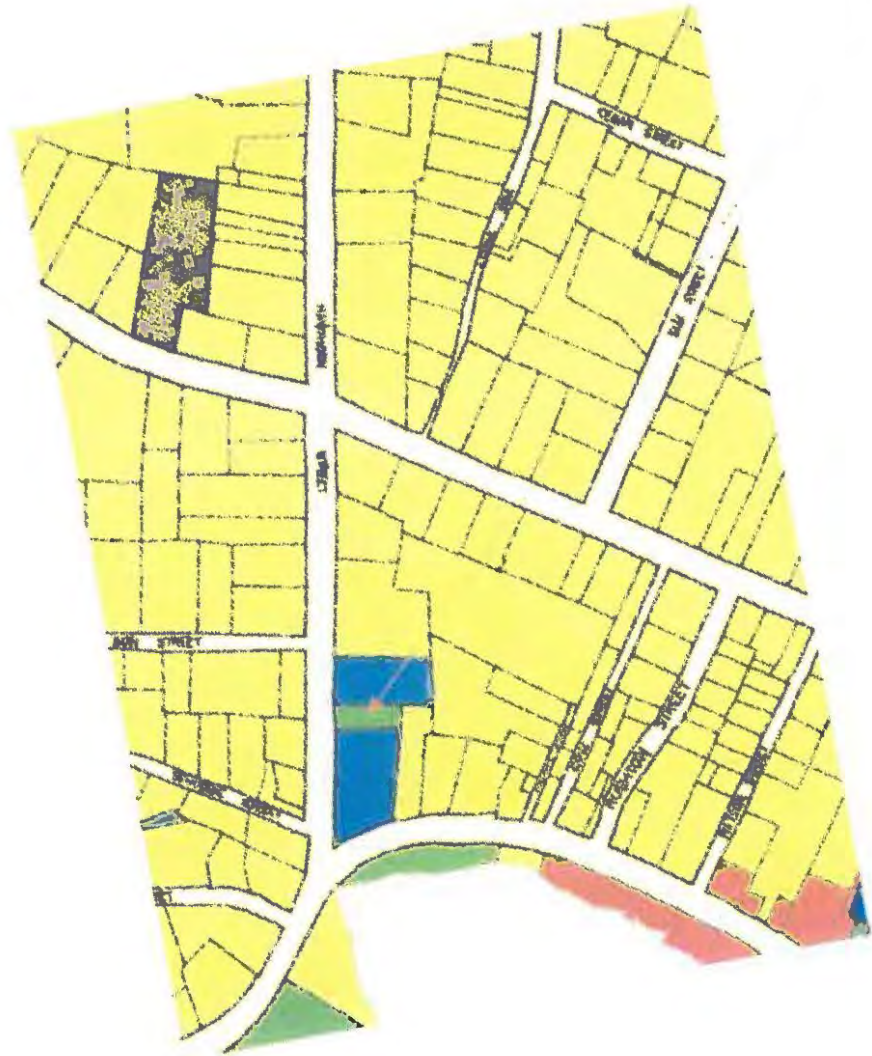
**By-Law No. M-1.4**

**Schedule "1"**

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

14 Hawthorne St

Generalized Future Land Use Map



**LEGEND**



RESIDENTIAL



COMMERCIAL



INSTITUTIONAL



INDUSTRIAL



UTILITY



PARK AND OPEN SPACE



FUTURE DEVELOPMENT



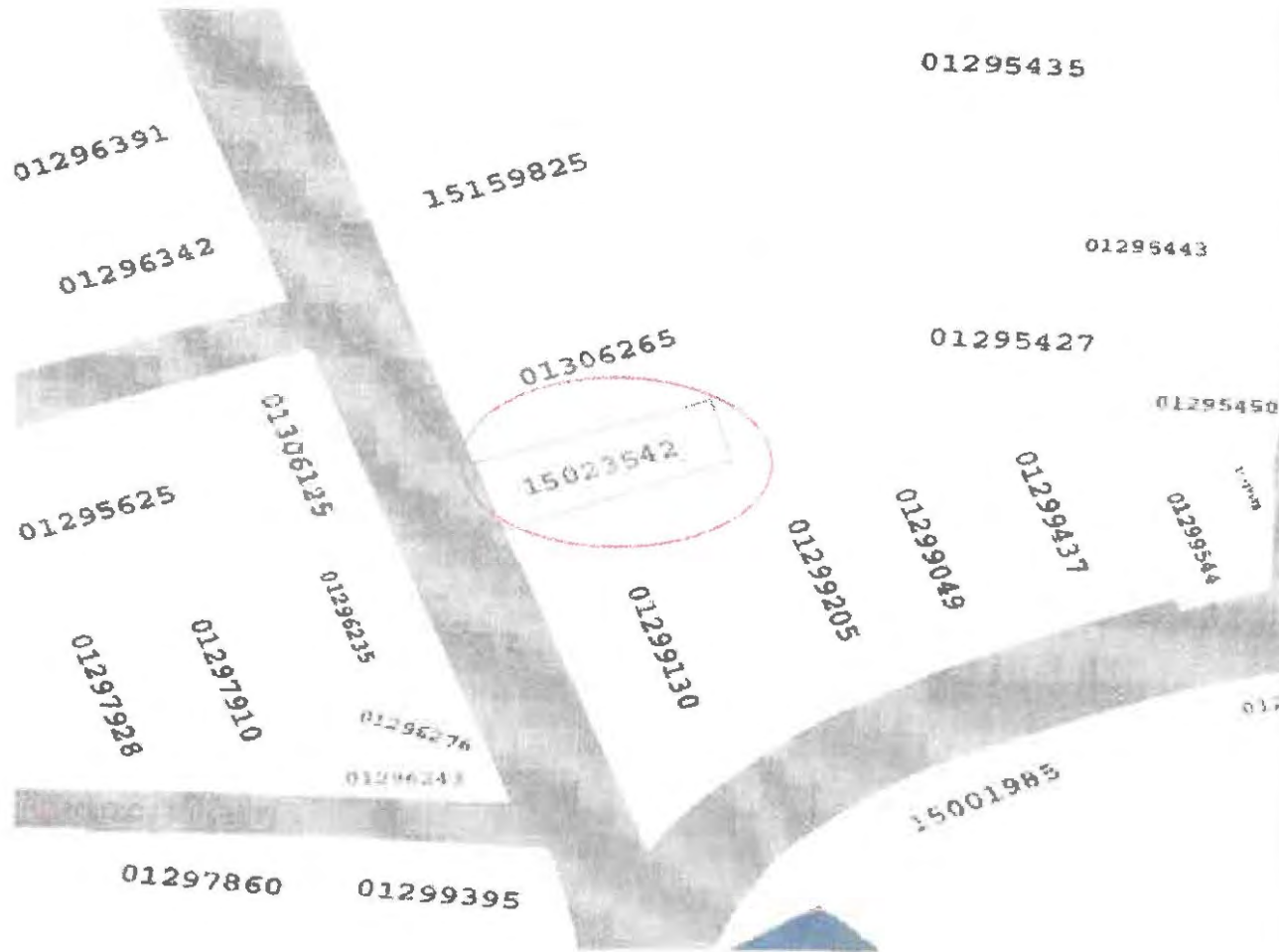
TOWN BOUNDARY



FUTURE ROAD

By-law No. M-1.4

Schedule "2"



RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**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" – FIRST READING – SHORT TITLE ONLY**  
THAT leave now be given to introduce a by-law entitled 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" – for First Reading – Short Title Only.

**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

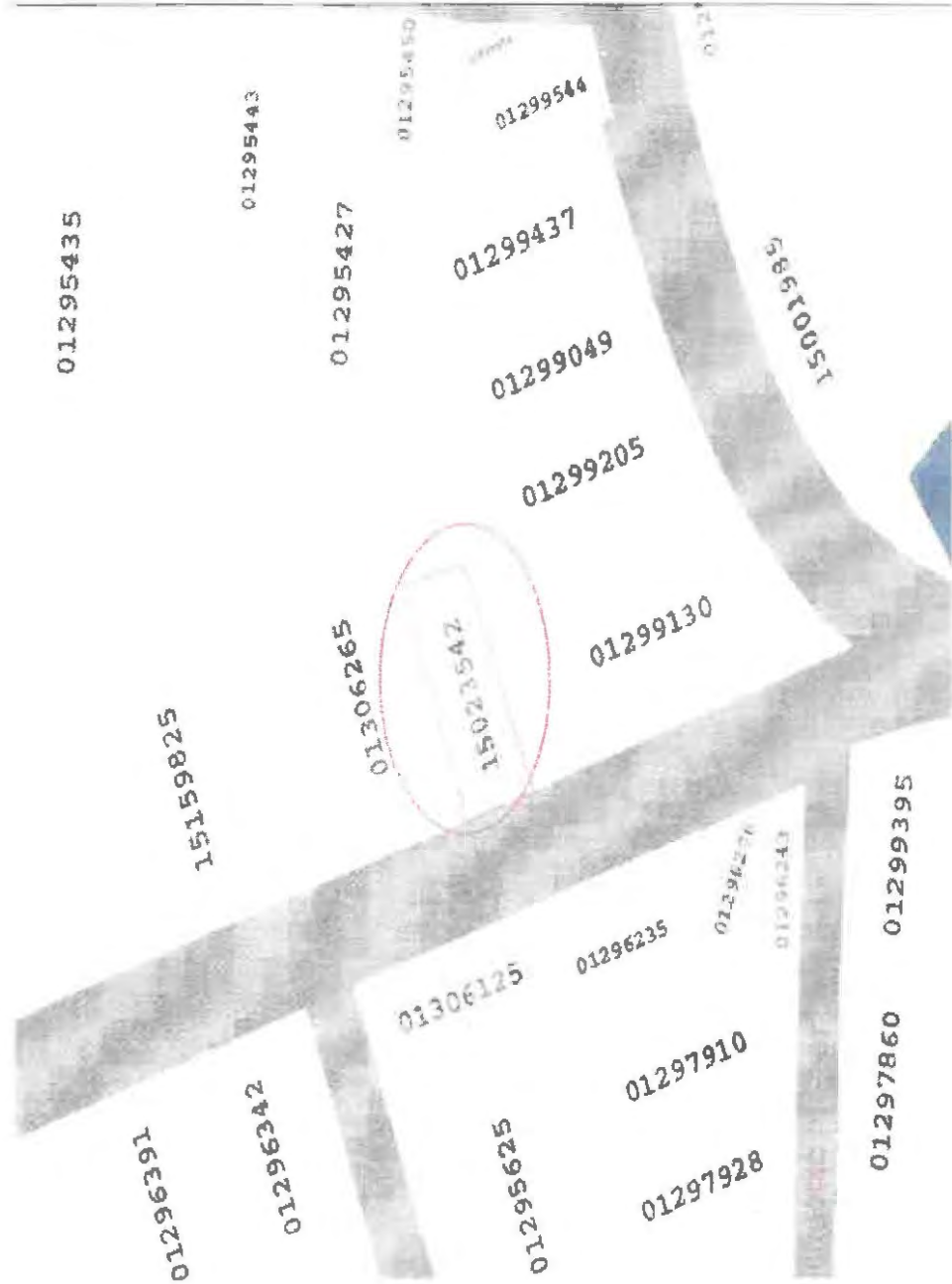
**By-Law No. Z-1.6**  
**Schedule "1"**

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



By-law No. Z-1.6

Schedule "2"



RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police January 2018 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**

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**POLICE REPORT  
January 2018**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **January 1, 2018 to January 31, 2018 inclusive**. During this time period, the RCMP responded to **269** calls for service within the Municipality of St. Stephen.

**TRAFFIC:**

Check stops.....	30
Fail to Stop or Remain at an Accident Scene.....	1
Motor Vehicle Insurance Coverage Violation .....	1
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial .....	3
Roadside Suspensions – Alcohol Related.....	1
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable .....	8
Traffic Tickets .....	33
Traffic Warnings.....	6

**PROVINCIAL STATUTES:**

Coroner's Act – Sudden Death .....	1
Dog Act.....	1
Family Orders & Agreements Enforcement Assistance Act.....	1
Family Relations Act .....	1
False/Abandoned 911.....	3
Fire Prevention Act – Other Activities.....	1
Mental Health Act – Other Activities .....	4
Motor Vehicle Act – Other Activities .....	1
Trespass Act.....	4

**CRIMINAL CODE:**

Assault.....	4
Break and Enter - Business .....	1
Break and Enter – Residence .....	2
Distribute Intimate Image without Consent.....	2
Disturbing the Peace/Causing a Disturbance.....	3
Driving While Disqualified/Prohibited .....	1
Fail to comply probation order.....	2
Failure to Comply with an Undertaking.....	1
Failure to Comply With Condition of Undertaking or Recognizance .....	1
Fraud (money/property/security) less than or equal to \$5000.....	5
Harassing Communications .....	1
Impaired Operation Over 80mg% of Motor Vehicle .....	4
Mischief – Damage to, or obstruct enjoyment of property .....	5
Other theft under \$5000.....	1
Possession of Property Obtained by Crime.....	2
Public Mischief.....	1
Sexual Assault .....	1
SOIRA – Fail to Comply With Order/Obligation to Register.....	1
Uttering Threats against a Person.....	4

**OTHER FEDERAL STATUTES:**

Possession – Schedule VIII – Cannabis Marihuana .....	1
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**OTHER INVESTIGATIONS:**

Animal Calls.....	1
Assistance to Canadian Police (non-RCMP) Agency .....	4
Assistance to Canadian Provincial/Territorial Dept/Agency .....	4
Assistance to General Public .....	2
Assistance to Non-Government Canadian Agency .....	1
Crime Prevention .....	3
False Alarms.....	16
Items Lost/Found except passports .....	2
Police Certificates/Letters .....	91
Suspicious Person/Vehicle/Property .....	1
Unfounded .....	9
Wellbeing Check.....	1

Terry POMEROY, Cpl  
A/Operations NCO i/c St. Stephen Post  
Royal Canadian Mounted Police

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**WRITTEN VIEWS – PLANNING ADVISORY COMMITTEE – PROPOSED REZONING  
OF 14 HAWTHORNE STREET (FORMER HAWTHORNE STREET KIWANIS TOT  
LOT – PID # 15023542)**

THAT the Council of the Town of St. Stephen receives the attached written views of the Planning Advisory Committee (PAC) dated February 8, 2018 as requested by a resolution of Council dated January 22, 2018 with respect to proposed 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", and 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"



# TOWN OF ST. STEPHEN

Incorporated 1871

*"Canada's Chocolate Town"*

Planning Advisory Committee  
Town of St. Stephen

February 8, 2018

Mayor and Councillors  
Town of St. Stephen, NB

**Re: Proposed Rezoning of 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot – PID # 15023542)**

Further to the following resolution which was passed at a Regular Session of Council on January 22, 2018,

**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 Planning Advisory Committee (PAC) met on February 7, 2018 to review the proposed Municipal Plan By-Law and Zoning By-Law amendments and the following two (2) resolutions were passed:

It was MOVED by Marg Harding and SECONDED by Ken Parker that the Planning Advisory Committee (PAC) recommend to Council to amend By-Law No. M-1.4 as requested in this application. Carried.

It was MOVED by Allan Gillmor and SECONDED by Ed Zammit that the Planning Advisory Committee (PAC) recommend to Council to amend By-Law No. Z-1.6 in order to rezone the property at 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot) as requested in this application to accommodate the construction of a six (6) unit apartment building. Carried.

Yours truly,

  
Jeff Renaud, Secretary  
Planning Advisory Committee

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS/SUPPORT --  
PROPOSED REZONING OF 14 HAWTHORNE STREET (FORMER  
HAWTHORNE STREET KIWANIS TOT LOT – PID # 15023542)**

THAT Wednesday, March 21, 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 Hearing of Objections/Support of proposed 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", and proposed 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", 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: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**OUT-OF-PROVINCE TRAVEL: DIRECTOR, PARKS AND RECREATION AND  
GARCELON CIVIC CENTER OPERATIONS/MAINTENANCE COORDINATOR**

THAT the Council of the Town of St. Stephen approves the out-of-province travel for the Director, Parks and Recreation and the Garcelon Civic Center Operations/Maintenance Coordinator to attend the Atlantic Recreation & Facilities Conference and Trade Show in Charlottetown, PEI from May 30 – June 1, 2018.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TOWN GRANT – BANTAM AAA HOCKEY TEAM ICE RENTAL**

THAT the Council of the Town of St. Stephen authorizes an unbudgeted grant in the amount of \$260.00 (two hundred and sixty dollars), for payment of two (2) hours of ice time for the Bantam AAA Hockey Team, payable to the Garcelon Civic Center, and retroactive to February 24, 2018.

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** February 26, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**APPOINTMENTS – PLANNING ADVISORY COMMITTEE**

**THAT** Ted Moore and Ed Zammit be appointed to the Planning Advisory Committee, both for a three (3) year term, retroactive to January 1, 2018 and expiring December 31, 2020.

**AND THAT** Steve Bone be appointed to the Planning Advisory Committee, for a two (2) year term, retroactive to January 1, 2018 and expiring December 31, 2019, filling the vacancy left by the retirement of Alex Henderson.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**CORPORATE ACCOUNTABILITY & TRANSPARENCY POLICY**

**THAT** the Council of the Town of St. Stephen approves the "Corporate Accountability & Transparency" Policy No. 66 attached.



## TOWN OF ST. STEPHEN

### POLICY

Title: **CORPORATE ACCOUNTABILITY  
& TRANSPARENCY**

Policy No. 66

Page 1 of 5

Effective Date: \_\_\_\_\_

Approved by Council: \_\_\_\_\_

#### 1. POLICY STATEMENT

The Town of St. Stephen is committed to creating a culture where Council, staff and citizens of St. Stephen are aware of and understand the principles of accountability and transparency, and their roles in upholding these essential standards of good government that enhance public trust.

In support of the principles of accountability and transparency, this Policy outlines the Town's commitments which will ensure:

- the Town is open by default, subject to financial, legal, legislative and privacy constraints;
- Council decision-making is open and transparent; and,
- the Town is accountable for the provision and performance of its services.

#### 2. DEFINITIONS

Accountability: the Town has established rules and guidelines that ensure the Town is able to explain its actions to the public.

Transparency: the Town information is accurate, timely, and freely available and decisions are open for public review and discussion.

#### 3. APPLICATION

This Policy applies to all Town employees and members of the Town Council.

#### 4. POLICY COMPONENTS

In order to ensure the principles of Accountability and Transparency are practiced and adhered to as a matter of good governance, the following represent overarching guidance for the provision of Town activities, services and programs in support of the principles.

##### **Accountability Components:**

**The roles and responsibilities of the Town must be clearly defined.** Within the Town, the roles of Council and staff, and the responsibility for services provided, need to be easily understood. The roles and responsibilities of stakeholders – including citizens, customers and businesses – that utilize the services of the Town must also be clearly defined in order to ensure the service is provided in a fair, equitable and timely manner and that the anticipated outcomes are achieved.

**Actions will be consistent with clearly understood expectations.** Services offered by the Town should be clearly explained and outlined to include what is expected from the customer and what the customer can expect from the Town. In setting expectations and reaching agreement, expectations may be implied or explicit. In many cases there will be a reasonable expectation based on common sense or normal practices and in other cases the outcome or expectation will need to be specifically given and acknowledged. Wherever possible, the anticipated outcome of any service provided by the Town will be given to provide clarity on what the citizen, customer or business can expect.

**There must be a reasonable balance between expectations and capacities.** Customer and citizen expectations may change from time to time, and all expectations must be balanced against the Town's authority, available skills and resources required to achieve the expected outcome.

**There must be clear and timely reporting on actions.** Reporting must be credible, the information useful, accurate, timely and accessible. Reporting on actions taken or not taken shall be clear and easy to understand.

**There must be reasonable review and adjustment.** Accountable reporting will highlight areas where expectations have been met, as well as those which have not. Achievements should be recognized, and where expectations have not been met, adjustment and corrective actions may need to be made.

##### **Transparency Components:**

**Town information must be fully accessible within legal limitations.** Providing information that citizens or others require in order to comment on the Town's services and activities, allows for the influencing of Town activities and

decisions and initiating change. This results in trust, enabling the Town to manage its services and activities more effectively and efficiently. Information provided by the Town must be accessible, understandable, and provided in the appropriate format. In providing information or data, the Town must balance this obligation with other legal and regulatory obligations. The Town will continue to comply with legislation that protects certain information. Whenever meaningful information is withheld, an explanation will be given as to why.

**All information should be provided in clear, simple language.** Town information that is provided publicly should be provided in clear, plain language. Whenever there is a requirement to provide information in a certain way in order to satisfy legal or regulatory obligations, a plain language description will also be provided.

**Information deemed to be in the public interest is to be updated regularly, consistently and as much as possible, proactively.** Processes will be established to ensure information is updated and remains relevant following initial provision of the information. The Town is committed to evolving the culture of the organization toward being 'open by default', where meaningful information is provided to the public proactively and not based on reaction to requests.

## 5. POLICY COMMITMENTS

The Town has put and/or is putting in place a number of activities and actions supporting Accountability and Transparency. Following is a summary of the key methods through which the principles are, or will be, practiced and adhered to. The Town strives to meet these commitments and it must be understood that Town resources – human, financial and technical – have limitations based on operating and capital budgets.

### **Council Meetings**

The Town provides the public with information on the role and responsibilities of the Mayor and Town Councillors. The time and dates of meetings, agendas and reports under consideration are made available to the public in advance of public deliberations. All staff reports to Council or Committees of Council are written using a standard report template in clear non-technical language where possible, providing the reader with full information on the topic. A digital repository is used to maintain up-to-date records of Council by-laws, reports and minutes and is openly accessible to the general public. All meetings of Council and Committees of Council are open to the public, with exceptions as permitted by the *Local Governance Act*, and members of the public are invited to be delegations to Council to ask questions or discuss specific issues. Agendas for closed meetings of Council provide as much information as possible without revealing confidential information.

### **Budgets and Business Plans**

The Town publishes the annual proposed budget written in plain language in both print and digital formats, which is replaced by the annual approved budget once it has been ratified by Council. Budget deliberations are held in public sessions in Council, and members of the public are encouraged to provide input and comments. Budget variance reports are published throughout the year with explanations provided for deviations. Audited financial statements accompanied by plain language explanations are published annually.

### **Public Services**

The Town proactively provides information to the public on the services that are provided, the processes for accessing public services including fees and timelines, and contact information for key personnel, making the information easily accessible and using plain language. The Town will expand its internet and social media presence, including the consideration of offering online services. Feedback and complaint mechanisms are in place using a range of channels.

### **Procurement**

The Town will ensure a comprehensive, clear and understandable framework for the open and transparent procurement of goods and services. Opportunities are openly advertised and bids are opened publicly. Selection criteria are clear, awards are fully disclosed, and mechanisms are in place to dispute a contract award. Standardized documents and e-procurement technology are used to provide simple, secure and efficient processes and provide accurate and timely disclosure of information for potential contractors and the general public. The Town will establish and maintain by-laws and procedures guiding the authority of staff to enter into contractual agreements within defined limits. By-laws and procedures also provide guidance for Town land acquisition and sale.

### **Conflict of Interest**

The Town will develop and maintain clear rules and guidelines for the disclosure and management of conflicts of interest to ensure decisions are not improperly affected by self-interest. Direction is provided for offers of gifts and hospitality to prevent special interests from attempting to offer staff or members of Council items or services of value in return for favours. A code of conduct shall be established for members of Council. Employment of relatives of staff and members of Council is limited through policy.

### **Records Management and Access to Information**

The Town shall develop and maintain a sound records management system,

ensuring that accurate and reliable records are created and remain accessible, usable and authentic for as long as they are needed. A wide range of information and records shall be proactively made available to the public online, and routinely available information that is not available online can be requested directly from the service area or division responsible for the information. Records or information that is not routinely disclosed can be requested by making a Right to Information and Protection of Privacy Request and the Town will make every attempt to provide appropriate access to records while respecting the need for privacy, in accordance with legislation.

### **Citizen Engagement**

The Town has adopted a commitment to effectively involve the community in public decision-making processes. A community engagement framework shall be established and training provided for Town staff to provide direction and guidance on the development and implementation of community engagement processes. As standard practice, staff reports to Council will indicate the way in which members of the community will be/have been involved in the issue at hand, if applicable. The Town will establish a policy regarding public notice requirements.

## **6. ROLES AND RESPONSIBILITIES**

The Town Clerk holds an oversight role for this Policy and is the first point of contact regarding the Policy. Staff and Council have responsibility for various actions and activities related to the Policy and in support of the open government principles of accountability and transparency.

## **7. REVIEW AND REPORTING**

This Policy will be reviewed once during each term of Council for relevance, currency and accuracy, including the review of activities and commitments in place to support accountability and transparency. The Policy is intended to provide general and relevant direction on which to build supporting actions.

Approved: \_\_\_\_\_

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**RESCINDING OF NON-UNION RRSP POLICY**

**THAT** the Council of the Town of St. Stephen rescinds the "Non-Union RRSP" Policy No. 14 attached.



TOWN  
OF  
ST. STEPHEN

# POLICY

NUMBER		
014		
PAGE	1	OF 1

TITLE <u>Non-Union RRSP Policy</u>
------------------------------------

EFFECTIVE DATE		
DAY	MO.	YR.

1.0 PURPOSE

1.1 To provide non-union Municipal Employees employed before January 1, 1981 the option of joining the Municipal Pension Plan or a Registered Retirement Savings Plan

2.0 EARNING RATE

2.1 The contributions to the RRSP by the employer and the employee will be equal to that of the Municipal Pension Plan, less the administrative fees.

3.0 PROOF OF RRSP

3.1 The employee shall show proof that he/she is participating in a RRSP when required to do so by the employer.

APPROVED: March 16 1981

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**SCOTIABANK BORROWING AUTHORITY**

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$374,032.00 (three hundred and seventy four thousand, and thirty two dollars), to meet current expenditures of the Corporation for the year 2018. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen, with the Treasurer, on all amounts to \$5,000.00 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the Mayor and Treasurer are hereby authorized to sign on behalf of the Corporation, for the sum or sums so borrowed with interest at such rate as the Bank may from time to time determine.

**THAT** the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer, Assistant Treasurer or Clerk are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** February 26, 2018

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2018, the sum of \$1,177,696.00 (one million, one hundred and seventy seven thousand, six hundred and ninety six dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Chief Administrative Officer, in lieu of the Mayor, shall be appointed by the Council of the Town of St. Stephen with the Treasurer on all amounts to \$5,000 (five thousand dollars). Further, the Assistant Treasurer, in the absence or disability of the Treasurer, shall be authorized to borrow jointly with the Mayor and/or the Chief Administrative Officer.

**THAT** the said sum of \$1,177,696.00 (one million, one hundred and seventy seven thousand, six hundred and ninety six dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM**

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue (CCGSAR) Team to establish a voluntary road toll for fundraising purposes on Queen Street West (between Porter and King Streets) on Saturday, May 5, 2018 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, May 12, 2018 between the hours of 9:00 a.m. and 5:00 p.m., and contingent on receipt by the Town of the CCGSAR Team's Certificate of Insurance.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**“IN-KIND SERVICES” – ST. STEPHEN’S UNIVERSITY**

**THAT** the Council of the Town of St. Stephen authorizes “in-kind services” be provided to St. Stephen’s University located at 8 Main Street to install a dedicated water line to service the new sprinkler system.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
GENERAL FUND**

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Interim Financing-Wharf Restoration	\$874,000	3 Years

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT REVITALIZATION**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$160,050.00 (one hundred and sixty thousand and fifty dollars), plus HST, for waterfront revitalization along the St. Croix River, which includes restoration and improvements to the wharf and boat launch, contingent on project funding approval from the Municipal Capital Borrowing Board.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
GENERAL FUND**

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Transportation Services</u></b>		
Interim Financing-Combined Sewer Separation and Utility Renewal	\$231,000	3 Years

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
WATER AND SEWERAGE FUND**

THAT the Municipality of the Town of St. Stephen submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Environmental Health Services</u></b>		
Interim Financing-Combined Sewer Separation and Utility Renewal	\$204,000	3 Years

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN**  
**RESPECTING THE "GTF ADMINISTRATIVE AGREEMENT"**

THAT the document entitled "Five-Year Capital Investment Plan for the GTF Administrative Agreement (Town of St. Stephen) 2014-2018 (Revised)" (copy attached) be adopted.



# **Five-Year Capital Investment Plan for the GTF Administrative Agreement**

**Town of St. Stephen**

**2014 – 2018**

**(REVISED)**

## **INTRODUCTION**

The *Town of Stephen* has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

## **CAPITAL INVESTMENT PLAN CONTENT**

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**FIVE-YEAR CAPITAL INVESTMENT PLAN  
FOR THE GTF ADMINISTRATIVE AGREEMENT**

**TOWN OF ST. STEPHEN**

**2014- 2018  
(REVISED)**

**RESOLUTION**

201X-XXX Moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_  
"that the document entitled *Five-Year Capital Investment Plan for the GTF  
Administrative Agreement Town of St. Stephen 2014-2018 (REVISED)* be adopted".

Motion Carried

I certify that the above resolution of the council of \_\_\_\_\_ was  
adopted while in *regular session February 26, 2018.*

(SEAL)

\_\_\_\_\_  
CLERK  
TOWN OF ST. STEPHEN

## PROJECTS

### 1) Environmental Risk Assessment (CCME Strategy Compliance) Phase 2

**Project Category:**

Capacity Building

**Project Description:**

This project was initiated under the 2010-2013 round of Gas Tax and will be completed in 2014, with the scope of work in 2014 being "Phase 2". Under Phase 2, the environmental risk assessment for the wastewater effluent discharging from the Town's wastewater treatment plant will be finalized.

EIA Required

Tender Required

**Expected Outcome:**

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

**Proposed indicator(s):**

Copy of Report

Year	GTF Contribution	Total Cost
2014	\$7,696	\$7,861
2015		
2016		
2017		
2018		

**2) Water Transmission Main Replacement**

**Project Category:**

Drinking water

**Project Description:**

A significant portion of the Town's water transmission main was constructed in 1906 and conveys all of the Town's drinking water from the source/treatment location to the distribution system. This project proposes the replacement of one section of water main that crosses beneath a watercourse/wetland and floodplain, making maintenance and repairs difficult and/or impossible during periods of high water. The new 700 (+/-) lineal metre transmission main will be routed along an existing road making future maintenance and repairs easier and less costly and provide enhanced system security.

EIA Required

Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal meters of transmission main installed.

Year	GTF Contribution	Total Cost
2014		
2015	\$533,443	\$534,612
2016		
2017		
2018		

**3) Overflow Storm Sewer and Sanitary Sewer Renewal**

**Project Category:**

Wastewater

**Project Description:**

This project includes replacement of approximately 200 lineal metres of old sanitary sewer and installation of a separate storm sewer system (approximately 400 lineal metres) on Todd Street and Bell Avenue. Additionally a ditch and inlet pipe will be constructed into the new storm sewer from a low lying area between Bell Avenue and the NBSR Railway that will help alleviate overland flooding from nearby Doodle Brook.

EIA Required

Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Year	GTF Contribution	Total Cost
2014		
2015	\$450,443	\$450,443
2016	\$2,275	\$2,275
2017		
2018		

**4) Combined Sewer Separation and Utility Renewal**

**Project Category:**  
Wastewater

**Project Description:**

This project includes replacement of approximately 330 lineal metres of iron and galvanized steel water main, 300 lineal metres of sanitary sewer pipe and installation of dedicated storm sewer system (approximately 230 lineal metres). The work will also consist of reconstruction of the existing road (granular and asphalt) and adjacent asphalt sidewalk within the extents of the underground renewal work.

EIA Required     Tender Required   

**Expected Outcome:**  
Cleaner Water

**Proposed indicator(s):**  
Number of lineal metres of storm sewer installed  
Number of lineal metres of sanitary sewer replaced  
Number of lineal metres of water main replaced  
Number of existing catch basins removed from sanitary sewer system

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$766,451	\$767,795

# TOWN OF ST. STEPHEN

## FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$7,861
Water Transmission Main Replacement		\$534,612				\$534,612
Overflow Storm & Sanitary Sewer Renewal		\$450,443	\$2,275			\$452,718
Combined Sewer Separation & Utility Renewal					\$767,795	\$767,795
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Total Capital Expenditures</b>	<b>\$7,861</b>	<b>\$985,055</b>	<b>\$2,275</b>	<b>\$0</b>	<b>\$767,795</b>	<b>\$1,762,986</b>

### SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
GTF Legacy Amount (2017)				\$4,119		\$4,119
Interest Earned	\$165	\$1,169				\$1,334
GTF Bank Account	\$392,207	\$392,207	\$68,040	\$343,189	\$411,229	\$0
Operating Fund					\$1,344	\$1,344
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$268,755	\$268,755			\$0
<b>Total Sources of Funds</b>	<b>\$7,861</b>	<b>\$985,055</b>	<b>\$2,275</b>	<b>\$0</b>	<b>\$767,795</b>	<b>\$1,762,986</b>

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – COMBINED SEWER SEPARATION AND UTILITY RENEWAL (MURCHIE AVENUE AND CEDAR STREET)**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$108,315.00 (one hundred and eight thousand, three hundred and fifteen dollars), plus HST, for combined sewer separation and utility renewal on Murchie Avenue and Cedar Street, contingent on project funding approval under the Town's Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (Revised), and the Municipal Capital Borrowing Board.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**CLOSED SESSION**

**THAT** the Council of the Town of St. Stephen move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the *New Brunswick Local Governance Act*, and one (1) Land Matter as per Section 68(1)(d) of the *New Brunswick Local Governance Act*.

RESOLUTION NO.: \_\_\_\_\_

DATE: February 26, 2018

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ADJOURNMENT**  
THAT the meeting adjourn.