

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 26, 2018 @ 7:00 P.M.

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Dietitians of Canada Nutrition Month – Proclamation
 - (b) Child Abuse and Neglect Prevention Month - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – February 26, 2018
 - (b) Public Hearing of Objections/Support (14 Hawthorne Street) – March 21, 2018
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) February 2018 Update from NB Power on the proposed revitalization of the Milltown Generating Station.
 - (b) Thank you letter from St. Stephen’s University dated March 16, 2018.

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 – March 14, 2018

11. STAFF REPORTS

- (a) Chief Administrative Officer – no report this month
- (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 – no report this month
- (h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) 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 – Second Reading – Reading in its Entirety
- (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 – Third and Final 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 – Second Reading – Reading in its Entirety
- (d) 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 – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Town Grant – St. Stephen Education Centre
- (c) Approval of Events – St. Stephen Community Events Office
- (d) Approval of Event: "Touch a Truck" – St. Stephen Kiwanis Club
- (e) Out-of-Province Travel: Supervisor I and Operator – Public Works Department
- (f) Licence – New Brunswick Power Corporation
- (g) Former Lagoon Site – Phase II Environmental Site Assessment (Preliminary Site Characterization)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

**TOWN OF ST. STEPHEN
PROVINCE OF NEW BRUNSWICK**

Proclamation

Dietitians of Canada NUTRITION MONTH

Unlock the Power of Food
Realize the potential of food to fuel, discover, prevent, heal and bring us together
-- with the help of dietitians.

MARCH 2018

- WHEREAS** The goal of National Nutrition month is to encourage all Canadians to eat well;
- AND WHEREAS** Registered Dietitians are a trusted source of credible nutrition information and are launching a campaign focusing on helping consumers make healthier food choices;
- AND WHEREAS** Canadians are interested in healthy eating and want information to help them achieve this goal - dietitians offer nutrition resources as well as interactive tools on the Dietitians of Canada web site - www.dietitians.ca

NOW, THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, Province of New Brunswick, DO HEREBY PROCLAIM the month of March 2018, **NUTRITION MONTH** in the Town of St. Stephen.



PROCLAMATION

CHILD ABUSE AND NEGLECT PREVENTION MONTH

Whereas: Child Abuse Prevention Month began in 1983 to raise awareness of the alarming rates at which children were being abused and neglected; and

Whereas: Every child deserves to grow up in a healthy, safe and nurturing environment; and

Whereas: Child abuse continues to be one of our nation's most serious health problems. Studies have shown child abuse and neglect causes psychological, emotional and physical harm which can create lifelong problems for victims of abuse; and

Whereas: Child abuse and neglect impacts our entire society and our society's future; and

Whereas: Child abuse prevention is a community responsibility and finding solutions depends on the involvement of all people; and

Whereas: This month, we emphasize the importance of understanding the devastating problem of child abuse and neglect and commit to learn more about the behavioral and physical signs of possible abuse.

Therefore: I, Allan MacEachern, Mayor of the Town of St. Stephen, Province of New Brunswick, do hereby proclaim the month of April 2018 to be Child Abuse and Neglect Prevention Month in the Town of St. Stephen, and urge all citizens to work together to help reduce child abuse and neglect significantly in years to come.

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on February 26, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, FEBRUARY 26, 2018 @ 7:00 P.M.

1. PRAYER

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

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

25/18

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) Purple Day for Epilepsy – Proclamation

Mayor MacEachern proclaimed March 26, 2018 as 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.

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

26/18 **THAT** the Minutes of the Regular Council meeting held on January 22, 2018 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor Wheaton

27/18 **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. CARRIED

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

28/18 **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. CARRIED

PAID BILLS

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

29/18 **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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

30/18 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Harding
Seconded by Councillor Parker

31/18 **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 February 14, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Wheaton

32/18 **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. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

33/18

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. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Parker

34/18

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. **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

35/18

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. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Wheaton

36/18

THAT the Royal Canadian Mounted Police January 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

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

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 37/18** 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". **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 38/18** 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. **CARRIED**

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

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

- 39/18** 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. **CARRIED**

TOWN GRANT – BANTAM AAA HOCKEY TEAM ICE RENTAL

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 40/18 **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. **CARRIED**

APPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Councillor Parker

Seconded by Councillor Harding

- 41/18 **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. **CARRIED**

CORPORATE ACCOUNTABILITY & TRANSPARENCY POLICY

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 42/18 **THAT** the Council of the Town of St. Stephen approves the “Corporate Accountability & Transparency” Policy No. 66 attached. **CARRIED**

RESCINDING OF NON-UNION RRSP POLICY

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 43/18 **THAT** the Council of the Town of St. Stephen rescinds the “Non-Union RRSP” Policy No. 14 attached. **CARRIED**

SCOTIABANK BORROWING AUTHORITY

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 44/18 **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. **CARRIED**

ROYAL BANK OF CANADA BORROWING AUTHORITY

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

45/18

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 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st 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 31st day of December next. **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 46/18 **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. **CARRIED**

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

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

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.

AMENDED

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

Moved by Councillor Hyslop
Seconded by Councillor Parker

- 47/18 **THAT** the above-noted motion be amended by adding the words, “ . . . not to exceed the estimated amount of \$8,100.00 (eight thousand, one hundred dollars), inclusive of labour”,

which shall now read:

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, not to exceed the estimated amount of \$8,100.00 (eight thousand, one hundred dollars), inclusive of labour. **CARRIED**

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – GENERAL FUND

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 48/18 **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

CARRIED

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT REVITALIZATION

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 49/18 **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.
CARRIED

APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD – GENERAL FUND

Moved by Councillor Parker
Seconded by Councillor Wheaton

- 50/18 **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-Combined Sewer Separation and Utility Renewal	\$231,000	3 Years

CARRIED

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

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 51/18 **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>Environmental Health Services</u>		
Interim Financing-Combined Sewer Separation and Utility Renewal	\$204,000	3 Years

CARRIED

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

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

52/18

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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Councillor Harding

53/18

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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended an NB Power Open House.
- Attended Provincial funding announcement for eighteen memory care beds in Charlotte County.
- Attended a Business Improvement Area meeting.
- Attended the St. Stephen-Milltown Rotary Club Super Draw.
- Attended the Annual General Meeting and dinner of the Chamber of Commerce.
- Attended an International Festival meeting.
- Attended a meeting with Kris Austin of the People's Alliance of NB.
- Attended an Aces hockey game.
- To date, have made several "donations" to "Chase the Ace".

Councillor Hyslop

- Attended a Charlotte County Museum board meeting.
- Attended the Aces' Idol fundraiser which raised approximately \$8,000 for the "We've Got Your Back" program, and commended the hockey team for their great community service.
- Attended Canada 1st Basketball Committee meetings.
- Attended all Town meetings.
- Attended the St. Stephen-Milltown Rotary Club Super Draw.

Councillor Parker

- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.
- Stated it was a busy month.
- Attended three meetings with the following:
 - Abby Pond, Charlotte Coastal Region Tourism Association;
 - Tourism, Heritage and Culture Minister John Ames, and
 - Town's Building Inspector.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Fest meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. board meeting.
- Attended a Business Improvement Area meeting.
- Attended the Annual General Meeting and dinner of the Chamber of Commerce.
- Attended a debriefing meeting with the Christmas Promotion Committee.
- Attended an information meeting in Calais for the International Homecoming Festival.
- Attended the St. Stephen-Milltown Rotary Club Super Draw.
- Participates weekly in the "Chase the Ace" fundraiser for Fundy Transition House.

Councillor Harding

- Stated it was a slow month.
- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.

Councillor Chisholm

- Attended all Town meetings.
- Attended Provincial funding announcement for eighteen memory care beds in Charlotte County.
- Attended Wall of Fame meetings.
- Attended a summer events meeting with the Town's Events Development Coordinator.
- Met with the Director, Parks and Recreation.

Mayor MacEachern

- Attended all Town meetings.
- Attended the Aces' Idol fundraiser which raised approximately \$8,000 for the "We've Got Your Back" program, and agreed with Councillor Hyslop's comment that the hockey team provides great community service.
- Attended Provincial funding announcement for eighteen memory care beds in Charlotte County. .
- Attended the Annual General Meeting and dinner of the Chamber of Commerce.
- Attended several Regional Service Commission meetings.
- Enjoying playing a few games of hockey.

16. QUESTION PERIOD

There were no questions from the public and Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, questioned when the design plan would be available for the wharf restoration project.

The Chief Administrative Officer advised that Dillon Consulting Limited cannot be engaged until receipt of Municipal Capital Borrowing Board approval. If approved, plans may be ready by June, and it is possible that only the engineering phase will take place this year, with construction commencing next year.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Parker

Seconded by Councillor Harding

54/18

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*. **CARRIED**

The Council came out of closed session at 8:55 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

55/18 THAT the meeting adjourn at 8:55 p.m. CARRIED

Mayor

Town Clerk

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: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

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

THAT the Minutes of the Public Hearing of Objections/Support with respect to the property known as PID # 15023542 (14 Hawthorne Street – former Hawthorne Street Kiwanis Tot Lot) held on March 21, 2018 be approved as circulated.

PUBLIC HEARING OF OBJECTIONS/SUPPORT
WEDNESDAY, MARCH 21, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112, ST. STEPHEN, NB

HEARING OF PUBLIC OBJECTIONS/SUPPORT TO:

Proposed amendment to By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law, whereby the Generalized Future Land Use Map that forms part of said By-Law would be amended to change the use designation of the property known as PID # 15023542 (14 Hawthorne Street – former Hawthorne Street Kiwanis Tot Lot) from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

- and -

Proposed amendment to By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law, whereby the Zoning Map that forms part of said By-Law would be amended to change the zoning from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

1. Welcome and Call to Order

Mayor Allan MacEachern called the meeting to order.

2. Recording of Attendance

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

Absent: Councillor Ghislaine Wheaton.

3. Approval of Agenda

It was MOVED by Councillor Chisholm and SECONDED by Deputy Mayor Carr that the Agenda be approved as circulated.

4. Conflict of Interest

No conflicts of interest were declared.

5. Introduction

The Mayor introduced Chief Administrative Officer/Development Officer Jeff Renaud and asked him to address Council.

6. Overview of the Procedures

The Chief Administrative Officer/Development Officer presented a brief overview of the procedures for rezoning as outlined in the *Community Planning Act*, and noted that the Public Presentation held on February 14, 2018 falls under Section 25 of the *Act*, and the Public Hearing of Objections/Support Section 111 of the *Act*, and confirmed that all requirements have been complied with.

The Chief Administrative Officer/Development Officer advised that letters were sent to neighbours within a 100 metre radius of the property.

Council agreed with the Chief Administrative Officer/Development Officer's recommendation and Second and Third Readings of both by-laws will be considered at the next Regular Session on Monday, March 26, 2018.

7. Hearing of Written and Oral Objections/Support

The Chief Administrative Officer/Development Officer advised that no written or oral objections were received and the Mayor called three times for any objections/support, to which there were none.

8. Adjournment

It was MOVED by Councillor Hyslop and SECONDED by Councillor Parker that the public hearing of objections/support adjourn at 5:05 p.m.

Mayor

Town Clerk

AGENDA
PUBLIC HEARING OF OBJECTIONS/SUPPORT
WEDNESDAY, MARCH 21, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112

Proposed amendment to By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law, whereby the Generalized Future Land Use Map that forms part of said By-Law would be amended to change the use designation of the property known as PID # 15023542 (14 Hawthorne Street – former Hawthorne Street Kiwanis Tot Lot) from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

- and -

Proposed amendment to By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law, whereby the Zoning Map that forms part of said By-Law would be amended to change the zoning from Park & Open Space (OS) to Multiple Unit Residential (R-3) to allow for the construction of a six (6) unit apartment building.

1. Welcome and Call to Order
2. Recording of Attendance
3. Approval of Agenda
4. Conflict of Interest
5. Introduction
6. Overview of the Procedures
7. Hearing of Written and Oral Objections/Support
8. Adjournment

RESOLUTION NO.: _____

DATE: March 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 January 31, 2018 be received.

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

	Actual To Date For the One Month Ending January 31, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Taxes	448,021	5,356,765	\$4,908,744	8%
Services Provided to Other Governments	0	253,708	253,708	0%
Sale of Services	74,243	605,134	530,891	12%
Other Revenue From Own Sources	15,722	195,842	180,120	8%
Unconditional Grants	135,572	1,442,611	1,307,039	9%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	117,458	1,492,537	1,375,079	8%
Total Revenue	791,016	9,350,797	8,559,781	8%
Expenditure				
General Government Services	74,072	1,044,472	970,400	7%
Protective Services	98,767	2,260,064	2,161,297	4%
Transportation Services	224,455	1,938,884	1,714,429	12%
Environmental Health Services	22,766	247,794	225,028	9%
Environmental Development Services	32,904	292,874	259,970	11%
Recreational and Cultural Services	155,602	1,929,757	1,774,155	8%
Fiscal Services	41,537	1,628,952	1,587,415	3%
Other	(1)	8,000	8,001	0%
Total Expenditures	650,103	9,350,797	8,700,695	7%
Surplus (Deficit)	\$140,914	\$0		

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

	Actual To Date For the One Month Ending January 31, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Sale of Service	\$54,058	\$2,065,570	\$2,011,512	3%
Other Revenue From Own Source	10,514	200,300	189,786	5%
Other Transfers	7,460	89,521	82,061	8%
Total Revenue	72,032	2,355,391	2,283,359	3%
Expenditures				
Water Supply	65,279	1,081,783	1,016,504	6%
Sewerage Collection and Disposal	43,699	726,650	682,951	6%
Fiscal Services	9,515	546,958	537,443	2%
Total Expenditures	118,493	2,355,391	2,236,898	5%
Surplus (Deficit)	(\$46,461)	\$0		

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,363,410.52 (one million, three hundred and sixty-three thousand, four hundred and ten dollars and fifty-two cents) be received.

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

FEBRUARY 2018

Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project No. 175356, Cheque #1151)	\$	56,235.00
Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project No. 175356, Cheque #1153)	\$	28,117.50
Town of St. Stephen Utility Operating Fund (Fund Transfer, Cheque #1154)	\$	3,337.23
	<u>\$</u>	<u>87,689.73</u>

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

Visa:

Barbara Tucker (Civic Center: Upper Canteen Supplies, Office Supplies,
Galaxy Program Monthly Fee, Pool Training, Arena Training, Event
Supplies, Arena Zamboni Supplies, Pool Maintenance) 8,328.37

Grand Total \$ 8,328.37

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000029 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

Printed: 2:26:38PM 03/06/2018

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Number	Issued	Amount	SC	Status	Status Date
000027	02/07/2018 TOWN OF ST. STEPHEN 70000.00 CC-TRANSFER FROM GCC TO GENE	70,000.00 70,000.00	A/P	OUT-STD	02/07/2018
000028	02/07/2018 TOWN OF ST. STEPHEN GENFUNDTRANSFER CC-TRANSFER TO GEN OPS FUND-I	15,288.80 15,288.80	A/P	OUT-STD	02/07/2018
Cheque Totals Issued:		85,288.80			
Void:		0.00			
Total Cheques Generated:		85,288.80			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021693 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

Printed: 2:27:05PM 03/06/2018

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Number	Issued	Amount	SC	Status	Status Date
021468	02/01/2018 HERITAGE COURT HOLDINGS LIMITED RC0000028598 GG-TOWNHALL-FEBRUARY/18 LEAS	5,417.62 5,417.62	A/P	OUT-STD	02/01/2018
021543	02/01/2018 PAYROLL TRANSFER WEEK052018 GG-TRANSFER-PAYROLL TRANSFER	66,741.00 66,741.00	A/P	OUT-STD	02/01/2018
021544	02/01/2018 RECEIVER GENERAL FOR CANADA WEEK052018 GG-REMITTANCE-JAN 19-FEB01/18	34,404.07 34,404.07	A/P	OUT-STD	02/01/2018
021545	02/07/2018 ACCT #903240047015 JANUARY2018 VOLUNTEER FIRE MEMBERSHIP DU	320.00 320.00	A/P	OUT-STD	02/07/2018
021546	02/07/2018 ACCT 8025-280 JANUARY2018 LOCAL 770 UNION DUES-JANUARY/1	1,903.86 1,903.86	A/P	OUT-STD	02/07/2018
021547	02/07/2018 BORDER INVESTIGATIONS & SECURITY INC. 14745 PS-BYLAW-JAN 26-FEB02/18 FEE	966.00 966.00	A/P	OUT-STD	02/07/2018
021548	02/07/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVI 18-008 PS-BUILDINSPECTOR-JAN 21-FEB03	2,794.50 2,794.50	A/P	OUT-STD	02/07/2018
021549	02/07/2018 JEFF RENAUD JANUARY2018 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	02/07/2018
021550	02/07/2018 MICHELLE VEST 1023.76* CC-CANTEEN-SUPPLIES	1,023.76 1,023.76	A/P	OUT-STD	02/07/2018
021551	02/07/2018 MINISTER OF FINANCE WEEK062018 EMPLOYEE DEDUCTIONS-FEB 04-10	209.30 209.30	A/P	OUT-STD	02/07/2018
021552	02/07/2018 O'CONNELL MIKE JANUARY2018 RC-RECREATIONDIRECTOR-MONTH	200.00 200.00	A/P	OUT-STD	02/07/2018
021553	02/07/2018 SHANNON MICHAEL WEEK062018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	02/07/2018
021554	02/07/2018 ST. STEPHEN UTILITY DEPT. JANUARY2018 EMPLOYEE DEDUCTIONS-JANUARY	60.00 60.00	A/P	OUT-STD	02/07/2018
021555	02/07/2018 MINISTER OF FINANCE JANUARY2018 EMPLOYEE DEDUCTIONS-JANUARY	986.00 986.00	A/P	OUT-STD	02/07/2018
021556	02/07/2018 ATLANTIC BUNKER GEAR SERVICES 8262 PS-FIRE- 2 SETS OF GEAR CLEANER	528.43 528.43	A/P	OUT-STD	02/07/2018
021557	02/07/2018 BELL CONFERENCING INC. 113173331 GG-CIVIC- GNB, FUTURE ST. STEPH	55.06 55.06	A/P	OUT-STD	02/07/2018
021559	02/07/2018 CARGILL LIMITED 2903840628 TS-ST5-SALT 2903840629 TS-ST5-SALT 2903859914 TS-ST5-SALT	12,624.83 2,535.82 2,568.71 7,520.30	A/P	OUT-STD	02/07/2018
021560	02/07/2018 CNH CAPITAL IN86610A TS-#16- SNAP RING IN86671 TS-#16- 60" CABLE IN86688 TS-#16- 60" CABLE	675.60 7.13 195.35 473.12	A/P	OUT-STD	02/07/2018
021561	02/07/2018 CUMMINS CANADA ULC 028-48648 TS-#6- PUMP DOSER DEF	1,532.84 1,532.84	A/P	OUT-STD	02/07/2018
021562	02/07/2018 CUSTOM EMBROIDERY PLUS 467 TS-SHOP- EMBROIDERED CLOTHIN	1,663.77 1,663.77	A/P	OUT-STD	02/07/2018
021563	02/07/2018 DAVIS FUELS 12942 TS/PS-199 UNION STREET- HEATING 13115 TS/PS-199 UNION STREET- HEATING	4,857.81 1,466.39 1,238.51	A/P	OUT-STD	02/07/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 021693 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	13278	TS/PS-199 UNION STREET- HEATING	1,143.89			
	13494	TS/PS-199 UNION STREET- HEATING	1,011.02			
021564	02/07/2018	EAST COAST INTERNATIONAL TRUCKS	534.05	A/P	OUT-STD	02/07/2018
	25960S	TS-#6,5- OIL, OMALA S2, ROTT4TRI	470.29			
	25963S	TS-#6,18- DEF2.5 FLEETRIT	63.76			
021565	02/07/2018	FLEET READY LTD.	101.87	A/P	OUT-STD	02/07/2018
	10864	PS-VEHICLE- HOSE, HUMP STR 4.5"	101.87			
021566	02/07/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	74.16	A/P	OUT-STD	02/07/2018
	249609494	GG-TOWN- COPIER MAINTENANCE-	74.16			
021567	02/07/2018	LAROCHELLE EQUIPMENT INC.	8,580.44	A/P	OUT-STD	02/07/2018
	0085025	TS-#7- PLOW HARNESS PARTS W/O	3,751.88			
	85110	TS-#7-QUICK HITCH COUPLER HARI	4,828.56			
021568	02/07/2018	LSW WEAR PARTS LTD.	305.33	A/P	OUT-STD	02/07/2018
	46475	TS-STREET SWEEPER- SWEEPER B	526.13			
	47575	TS-#13- LOADER EDGE, NUTS&BOL	386.40			
	53040CR	TS-#31, #34-STREET SWEEPER BRL	-607.20			
021569	02/07/2018	MAGUIRE EXCAVATING LTD.	308,781.12	A/P	OUT-STD	02/07/2018
	24334	TS-STREETIMPROVEMENTS2017-CI	308,781.12			
021570	02/07/2018	BLAKNEY'S TRUCKING INC.	3,301.88	A/P	OUT-STD	02/07/2018
	353	TS-ST5-SALT	1,335.03			
	359	TS-ST5-SALT	1,966.85			
021571	02/08/2018	MIDLAND COURIER	69.00	A/P	OUT-STD	02/08/2018
	9721075	PS-FIRE- TO ATLANTIC BUNKER GE.	69.00			
021572	02/08/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48	A/P	OUT-STD	02/08/2018
	402305	PM-RCMP- FLOOR MATS	46.74			
	403461	PM-RCMP- FLOOR MATS	46.74			
021573	02/08/2018	ORKIN CANADA CORPORATION	71.30	A/P	OUT-STD	02/08/2018
	IN-8248070	CC- BUILDING- PEST CONTROL	71.30			
021574	02/08/2018	ORR ELECTRIC & ALARM LTD.	172.50	A/P	OUT-STD	02/08/2018
	3119	PM-RCMP- TROUBLE SHOT FURNAC	172.50			
021575	02/08/2018	PARTS FOR TRUCKS INC.	1,299.16	A/P	OUT-STD	02/08/2018
	34285152-00	TS-#7- SANDER CHAIN	1,299.16			
021576	02/08/2018	PITNEY BOWES	371.40	A/P	OUT-STD	02/08/2018
	1006225840	GG-TOWN- POSTAGE METER SUPP	371.40			
021577	02/08/2018	RICHARD PIERCE LTD.	103.50	A/P	OUT-STD	02/08/2018
	JANUARY 12,2018	PM-RCMP/LIBRARY- BACKFLOW PR	103.50			
021578	02/08/2018	SOURCE ONE SUPPLIES	1,153.61	A/P	OUT-STD	02/08/2018
	17253	TS-SHOP- HAND TOWEL, WIPES, UF	201.45			
	17256	PS-FIRE- BATH TISSUE, DISH DETEI	57.47			
	17297	PS-FIRE- LAUNDRY DETERGENT, H/	119.70			
	17316	CC- ARENA- G-BAGS,CLEANER,GLO	774.99			
021579	02/08/2018	SOURCE ATLANTIC	457.17	A/P	OUT-STD	02/08/2018
	2756436	CC-ARENA- FINANCE CHARGE	8.64			
	2780383	CC- POOL- FINANCE CHARGE	23.05			
	2785871	TS-STREETS- CLOTHING ALLOWAN	425.48			
021580	02/08/2018	SOUTHWEST ELECTRIC & SECURITY INC.	359.08	A/P	OUT-STD	02/08/2018
	14981	PM-5 KINGS-ASST. W/ TROUBLESHK	359.08			
021581	02/08/2018	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	3,951.00	A/P	OUT-STD	02/08/2018

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Town of St. Stephen
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CHEQUE REGISTER

Printed: 2:27:05PM 03/06/2018

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Number	Issued		Amount	SC	Status	Status Date
	2018-01	GG-CIVIC- COLLABORATIVE & REGI	3,951.00			
021582	02/08/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	405.32	A/P	OUT-STD	02/08/2018
	166908	GG-CIVIC- HOLIDAY GREETINGS	143.75			
	166909	GG-CIVIC- SNOW REMOVAL	46.00			
	167380	CC-CIVIC- SNOW REMOVAL	46.00			
	167381	gg-civic-town events	56.52			
	167899	GG-CIVIC- TOWN EVENTS	56.53			
	168373	GG-CIVIC- TOWN EVENTS	56.52			
021583	02/08/2018	ST. STEPHEN AREA CHAMBER	50.00	A/P	OUT-STD	02/08/2018
	2095	CC-LOBBY-CHRISTMAS TREE PAINT	50.00			
021584	02/08/2018	UNIFIRST CANADA LTD.	432.43	A/P	OUT-STD	02/08/2018
	0123194	CC-FRONT LOBBY- FLOOR MATS	105.00			
	122500	CC-LOBBY-FLOOR MATS	109.93			
	123829*	CC-FRONT LOBBY- FLOOR MATS	105.00			
	124472*	CC-FRONT LOBBY- FLOOR MATS	112.50			
021585	02/08/2018	WURTH CANADA LIMITED	446.95	A/P	OUT-STD	02/08/2018
	22946482	TS-SHOP- BOLTS, LOCK NUTS, SCR	446.95			
021586	02/08/2018	ST. CROIX WELLNESS AND RENEWAL CENTER	10,673.78	A/P	OUT-STD	02/08/2018
	WELLNESS&RENEWAL	GG-GRANT-ST. CROIX WELLNESS A	10,673.78			
021587	02/14/2018	AIR LIQUIDE CANADA INC.	143.33	A/P	OUT-STD	02/14/2018
	67863450	ST-SHOP- ALGIM, EMPTY CYLINDEF	143.33			
021588	02/14/2018	BELL ALIANT	3,174.03	A/P	OUT-STD	02/14/2018
	11368891JAN18	GG-TOWNHALL-LANDLINE PHONES	1,540.59			
	11378668JAN18	PS/TS-199UNIONST-LANDLINE PHOI	358.78			
	11395944JAN18	PS-FIRE-LANDLINE PHONES	930.47			
	15772965JAN18	RC-REC/POOL-LANDLINE PHONES	238.45			
	46435731JAN18	RC-PARKS-CHOCOLATE PARK CAM	105.74			
021589	02/14/2018	CIBC MELLON GLOBAL SECURITIES NBMF0216002	36,505.26	A/P	OUT-STD	02/14/2018
	JANUARY2018	GG-MUNCIPALPLAN-JANUARY/18	36,505.26			
021590	02/14/2018	CUMMINS CANADA ULC	351.57	A/P	OUT-STD	02/14/2018
	028-49150	TS-#22- BRACKET SOLENOID	351.57			
021591	02/14/2018	HOVEY'S HUSKY SALES & SERVICE	1,205.20	A/P	OUT-STD	02/14/2018
	8595	TS-#29,#30- STARTERS	397.90			
	8597	TS-#30- SANDER MOTOR	807.30			
021592	02/14/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	2,417.11	A/P	OUT-STD	02/14/2018
	299248	CC-BUILDING-NATURAL GAS	754.27			
	301241	CC-BUILDING-NATURAL GAS	1,662.84			
021593	02/14/2018	KING CONSTRUCTION LTD.	119,000.00	A/P	OUT-STD	02/14/2018
	6263	GG-POSTOFFICEPARK-MASONRY S	119,000.00			
021594	02/14/2018	KONICA MINOLTA	383.30	A/P	OUT-STD	02/14/2018
	6624753	CC-ADMIN- COPIER LEASE - FERUA	383.30			
021595	02/14/2018	LIFESAVING SOCIETY - NB Branch	324.00	A/P	OUT-STD	02/14/2018
	2192	CC-POOL- SWIM FOR LIFE LICENCE	324.00			
021596	02/14/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/14/2018
	WEEK072018	EMPLOYEE DEDUCTIONS-FEB 11-17	209.30			
021597	02/14/2018	PETTY CASH	57.25	A/P	OUT-STD	02/14/2018
	JANUARY2018	GG-BUILDINSPECTORS-REGISTERE	57.25			
021598	02/14/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	02/14/2018

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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
	WEEK072018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
021599	02/14/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	344.76	A/P	OUT-STD	02/14/2018
	27186	GG-MBI- BUILDING INSPECTION OC	97.61			
	27210	GG-MBL- BUSINESS CARDS	88.55			
	27235	GG-CIVIC- PO BOOKS	158.60			
021800	02/14/2018	ST. CROIX PUBLIC LIBRARY	9,431.75	A/P	OUT-STD	02/14/2018
	1STQUARTER2018	GG-GRANT-JAN-MAR/18 PAYMENT	9,431.75			
021601	02/14/2018	ST.STEPHEN DEVELOPMENT BOARD	20,000.00	A/P	OUT-STD	02/14/2018
	1STQUARTER2018	GG-GRANT-JAN-MAR/18 PAYMENT	20,000.00			
021602	02/22/2018	ACTIVE NETWORK	710.07	A/P	OUT-STD	02/22/2018
	22017049	CC-BUILDING- KEY CARDS FOR MEI	710.07			
021603	02/22/2018	AQUAM	2,588.91	A/P	OUT-STD	02/22/2018
	280673	CC-POOL- SUPERTENSIONER & SHI	776.73			
	282540	CC- POOL- SUPERTENSIONER	182.85			
	283238	CC-POOL- SHOWER CURTAINS, FLC	1,132.47			
	284681	CC- POOL-AQUAM DELUXE VESTS &	496.86			
021604	02/22/2018	BELL ALIANT	1,112.89	A/P	OUT-STD	02/22/2018
	06336721JAN18	TS-AIRPORT-LANGLIND PHONE	157.88			
	47424130JAN18	CC-ADMIN-LANGLINE PHONES	955.01			
021605	02/22/2018	BELLBOY DRYCLEANERS	11.50	A/P	OUT-STD	02/22/2018
	2-504613	CC-EVENT- LINENS DRY CLEANING	11.50			
021608	02/22/2018	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	02/22/2018
	14755	PS-BYLAW-FEB09-16/18 FEE	966.00			
021607	02/22/2018	BRUNSWICK NEWS INC	281.66	A/P	OUT-STD	02/22/2018
	8070582018	GG-TOWN HALL- COURIER YEARLY	281.88			
021609	02/22/2018	CANADIAN TIRE	1,481.25	A/P	OUT-STD	02/22/2018
	N16411424	PS-FIRE- 2 FAMILY SIZE GRIDDLES	82.78			
	N16411425	TS-SHOP- VINYL TUBING	16.08			
	N16411475	CC-ARENA-GARBAGE CAN, TIRE INF	142.57			
	N16411513	PS-FIRE- MONOXIDE DETECTOR, AI	49.43			
	N16411515	TS-SHOP- BELTS	142.55			
	N16411558	CC-ARENA- CO-STAR BATTERY FOF	390.98			
	N16411562	PS-FIRE-BOUNCE SHTS	18.38			
	N16411577	PS-FIRE- KEYS	14.33			
	N16411580	CC-POOL- PLUG, TAPE	5.96			
	N16411594	CC-POOL- PLIERS, PULLER	120.68			
	N16411596	RC-PARKS- AIR COMPRESSOR	229.94			
	N16411597	TS-#16- 2 WAY RADIO	106.65			
	N16576751	TS-SHOP- MICROWAVE	114.99			
	N18577423	GG-TOWN HALL- OFFICE KEYS	16.05			
	N16578179	CC- ARENA- BRUSHES	29.88			
021610	02/22/2018	CANADA BREAD COMPANY LIMITED	78.88	A/P	OUT-STD	02/22/2018
	102514904609	CC-CANTEEN- HOT DOG BUNS	25.56			
	103214904698	CC-CANTEEN- HOT DOG BUNS	25.56			
	103914904785	CC-CANTEEN- HOT DOG BUNS	25.56			
021611	02/22/2018	CANADA 1ST BASKETBALL INC.	2,000.00	A/P	OUT-STD	02/22/2018
	2,000.00	GG-GRANT-CANADA 1ST BASKETB/	2,000.00			
021612	02/22/2018	CARGILL LIMITED	5,055.19	A/P	OUT-STD	02/22/2018

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	2903889462	TS-ST5-SALT	5,055.19			
021613	02/22/2018	CARQUEST	1,046.50	A/P	OUT-STD	02/22/2018
	132669	TS-SHOP- UPDATE FOR SCAN TOOL	1,046.50			
021614	02/22/2018	CHARLOTTE COUNTY JANITORIAL	1,345.50	A/P	OUT-STD	02/22/2018
	3874	PS-FIRE- JANITORIAL - JAN/18	161.00			
	3876	PM-RCMP- JANITORIAL JAN/18	1,184.50			
021615	02/22/2018	CINTAS CANADA LIMITED	283.60	A/P	OUT-STD	02/22/2018
	5009855442	PS-FIRE- FIRST AID SUPPLIES	283.60			
021616	02/22/2018	CNH CAPITAL	1,127.68	A/P	OUT-STD	02/22/2018
	IN86788	TS-#16-PRECLEANER	201.55			
	IN86989	TS-#16-REMAN-START, CORE	926.13			
021617	02/22/2018	COCA COLA REFRESHMENTS CANADA COMPANY	1,925.81	A/P	OUT-STD	02/22/2018
	66785607	CC-CANTEEN- COKE ORDER FOR U	985.44			
	86800907	CC-CANTEEN- COKE ORDER FOR U	426.72			
	86801706	CC-CANTEEN- COKE ORDER FOR U	513.65			
021619	02/22/2018	CREIGHTON-CARTER LTD.	2,053.10	A/P	OUT-STD	02/22/2018
	961-445966	TS-SHOP-BLACK SPLIT-POLY LOOM	1.48			
	961-446026	TS-SHOP-WRENCHES	221.84			
	961-446094	TS-SHOP-GIANT FUNNEL	11.76			
	961-446219	TS-#21,#22-ATF SUPERFLOR	232.77			
	961-446412	TS-#6,#5-BUTTONHEAD FITTINGS, C	233.77			
	961-446593	TS-#12-EUROPEAN HALOGEN	11.87			
	961-446687	TS-#6-U-BOLT CLAMPS	42.30			
	961-446688	TS-#29,#30-STAND SPARK PLUGS	33.35			
	961-446692	TS-SHOP-NAPA W W FLUID-40	73.42			
	961-446734	TS-SHOP-IRSOL MULTI USE - LOW	72.85			
	961-446857	TS-#13-HALOGEN CAPSULE	23.92			
	961-446894	TS-SHOP-AUTO FUEL NOZZLE	241.50			
	961-446913	TS-SHOP-TIRE REPAIR PATCHES	71.45			
	961-447136	TS-#21- COUPLING 6GE-6FJX	50.55			
	961-447304	TS-#21- FUSE AGC 30A	2.13			
	961-447353	TS-SHOP- WD-40, FLUID FILM	132.24			
	961-447425	TS-#18- HYD FITTING, HYD HOSE, H	61.67			
	961-447426	TS-#5,6- COUPLINGS	124.13			
	961-447623	TS-#16- HYD. HOSES, 8M2TXREEL	161.67			
	961-447790	TS-SHOP- ELECTRONIC CLEANER, I	15.93			
	961-447793	TS-SHOP- FUSE	2.13			
	961-447823	TS-SHOP- DIESEL EXHAUST FLUID	27.58			
	9621-447290*	TS-#5,6- HIGH COUNT 60 SERIES	202.79			
021620	02/22/2018	CRITERION PICTURES	1,725.00	A/P	OUT-STD	02/22/2018
	789581	CC-ENTERTAINMENT-MOVIE LICEN:	1,725.00			
021621	02/22/2018	DILLON CONSULTING LIMITED	23,000.00	A/P	OUT-STD	02/22/2018
	177447	GG-PROFESSIONALSERVICES-POS	21,562.50			
	178819	GG-PROFESSIONALSERVICES-POS	1,437.50			
021622	02/22/2018	FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	02/22/2018
	1427111	GG-TOWN -GARBAGE COLLECTION	3,777.12			
021623	02/22/2018	FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,691.00	A/P	OUT-STD	02/22/2018
	18-012	PS-BUILDINGINSPECTOR-FEB04-17/	2,691.00			

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021624	02/22/2018 GARCELON CIVIC CENTER	600.00	A/P	OUT-STD	02/22/2018
	SSMSENTREPRENEURIAL GG-GRANT-ST. STEPEHEN MIDDLE	800.00			
021625	02/22/2018 GREAT-WEST LIFE ASSURANCE COMPANY	2,000.28	A/P	OUT-STD	02/22/2018
	FEB142018MANAGEMENT GG-LIFE,AD&D,LTDPREMIUMS-FEB2	2,000.28			
021626	02/22/2018 GULLISON'S COURIER SERVICE	546.25	A/P	OUT-STD	02/22/2018
	444912 TS-#16- TO TOWN FR/ CASE	34.50			
	444919 TS-#13- TO TOWN FR/ LSW	46.00			
	636949 TS-#5- TO TOWN FR/RICHWIL	34.50			
	636962 GG-TREASURY- TO MARYSVILLE PL	34.50			
	636973 TS-#16- TO TOWN FR/CASE	34.50			
	836989 TS-SHOP- TO TOWN FR/ SMS	149.50			
	701859 TS-#22- TO TOWN FR/ CUMMINS	34.50			
	701869 TS-#16- TO TOWN FR/ CASE	69.00			
	701892 TS-#5- TO TOWN FR/ RICHWIL	40.25			
	922088 TS-#6- TO THOMAS EQUIP FR/ TOW	69.00			
021627	02/22/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	11,766.01	A/P	OUT-STD	02/22/2018
	118814 TS-STS-DIESEL	2,561.20			
	137807 TS-STS-DIESEL	1,175.40			
	434823 TS-STS-DIESEL	1,275.22			
	520344 TS-STS-DIESEL	1,312.83			
	758677 TS-STS-GAS	5,116.32			
	817280 TS-STS-DIESEL	325.04			
021628	02/22/2018 JESSICA HOVEY	197.00	A/P	OUT-STD	02/22/2018
	AQUAFITNESS CC-POOL-AQUA FITNESS TRAINING	197.00			
021629	02/22/2018 KEITH'S BUILDING SUPPLIES	422.38	A/P	OUT-STD	02/22/2018
	171889 CC-CANTEEN- REPAIR REF	70.00			
	172379 GG-LIBRARY- LED 3000K DIMMABLE	29.88			
	172415* CC-BUILDING- HALSTEAD ELECTRIK	70.00			
	172419 CC-ARENA- CEILING TILE	224.23			
	172439 TS-SHOP- TROWEL, ADHESIVE VCT	28.27			
021631	02/22/2018 LAROCHELLE EQUIPMENT INC.	1,407.14	A/P	OUT-STD	02/22/2018
	0085211 TS-#7-HARNAIS L1901 MALE W/O LIK	-3,636.88			
	0085302 TS-#6- PUSH FRAME FOR PLOW	5,060.22			
	0085372 TS-#6- OSCILLATEUR ASSY.	686.38			
	65453 TS-#6-OSCILLATEUR BLOC	-702.58			
021632	02/22/2018 LIFESAVING SOCIETY - NB Branch	48.75	A/P	OUT-STD	02/22/2018
	2206 CC-POOL- BRONZE MEDALLION	48.75			
021633	02/22/2018 LSW WEAR PARTS LTD.	1,518.00	A/P	OUT-STD	02/22/2018
	47686 TS-SHOP- PLOW BLADES	1,518.00			
021634	02/22/2018 MEDAVIE BLUE CROSS	14,810.74	A/P	OUT-STD	02/22/2018
	181538UNION GG-HEALTH&DENTALPREMIUMS-M/	8,449.71			
	181599MANAGEMENT GG-HEALTH&DENTALPREMIUMS-M/	6,361.03			
021635	02/22/2018 MILLTOWN MACHINE & FABRICATION LTD.	83.38	A/P	OUT-STD	02/22/2018
	19697 TS-#6- COLD ROLLED ROUND BAR	83.38			
021636	02/22/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/22/2018
	WEEK082018 EMPLOYEE DEDUCTIONS-FEB 18-24	209.30			
021638	02/22/2018 N. B. ELECTRIC POWER	19,432.87	A/P	OUT-STD	02/22/2018
	17935200FEB18 TS-KING/UNIONST-TRAFFIC LIGHTS	54.06			

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	18169205FEB18	RC-POOL-MILL LANE	604.07			
	18988703FEB18	TS/PS-199UNIONST-ELECTRICITY	1,952.50			
	19051703FEB18	TS-AIRPORT-ELECTRICITY	372.47			
	19051801FEB18	TS-AIRPORT-ELECTRICITY	69.39			
	216000030308FEB18	TS-ST5-AREA LIGHTS	11,762.87			
	50860140FEB18	RC-PARKS-ROTARY CHANGING RO	26.25			
	54187672FEB18	TS-KING/QUEEN-TRAFFIC LIGHTS	56.76			
	55160607FEB18	RC-COTTONMILL-LIGHTS	70.30			
	55917471FEB18	TS-ST5-WATERFRONT LIGHTS	81.12			
	57955782FEB18	RC-BANDSTAND-CHOCOLATE PARK	27.78			
	57955808FEB18	GG-120MILLTOWNBLVD-ELECTRICI	108.53			
	71315207FEB18	PS-RCMP-ELECTRICITY	1,529.01			
	72924306FEB18	RC-PARKS-BANDSTAND	55.27			
	73006038FEB18	RC-LIBRARY-ELECTRICITY	2,334.99			
	82122207FEB18	RC-PRKS-BASKETBALL COURT	51.81			
	83278804FEB18	TS-ST5-PARKS SHED	158.38			
	84960501FEB18	RC-PARKS-RIVERSIDE DR LIGHTS	117.33			
021639	02/22/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD. 404621	46.74 46.74	A/P	OUT-STD	02/22/2018
021640	02/22/2018	ORKIN CANADA CORPORATION IN-8275060	143.75 143.75	A/P	OUT-STD	02/22/2018
021641	02/22/2018	ORR ELECTRIC & ALARM LTD. 3144	1,466.77 1,468.77	A/P	OUT-STD	02/22/2018
021642	02/22/2018	PAPA'S NUTS 08	40.00 40.00	A/P	OUT-STD	02/22/2018
021643	02/22/2018	PAYROLL TRANSFER WEEK072018	70,212.00 70,212.00	A/P	OUT-STD	02/22/2018
021644	02/22/2018	PROMO HEROES 14975 15250	481.91 373.06 108.85	A/P	OUT-STD	02/22/2018
021645	02/22/2018	RECEIVER GENERAL FOR CANADA WEEK072018	34,606.48 34,606.48	A/P	OUT-STD	02/22/2018
021646	02/22/2018	RICHWIL TRUCK CENTRE LTD. 122477 122600	822.98 417.36 405.62	A/P	OUT-STD	02/22/2018
021647	02/22/2018	SAUNDERS EQUIPMENT LTD. 70585	524.46 524.46	A/P	OUT-STD	02/22/2018
021648	02/22/2018	SHANNON MICHAEL WEEK082018	371.91 371.91	A/P	OUT-STD	02/22/2018
021649	02/22/2018	SOURCE ONE SUPPLIES 17366 17430	1,057.55 229.55 828.00	A/P	OUT-STD	02/22/2018
021650	02/22/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM 168812	56.52 56.52	A/P	OUT-STD	02/22/2018
021651	02/22/2018	ST. STEPHEN AREA CHAMBER 2266	200.00 200.00	A/P	OUT-STD	02/22/2018
021652	02/22/2018	ST. STEPHEN SIGN SHOP 09-02-2018	97.76 97.78	A/P	OUT-STD	02/22/2018

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021654	02/22/2018 STATIONERY PLUS	1,947.84	A/P	OUT-STD	02/22/2018
	24302ADDITION GG-TOWNHALL-LASER TONER	13.08			
	26175 RC-HORT-INKJET CARTRIDGES, MA	204.88			
	26691 PS-FIRE- LASER TONER	206.99			
	26773 GG-TOWN HALL- PAPER, TONER, C	541.18			
	28785 GG- TOWN HALL- REPORT COVERS	2.24			
	27100 GG-TOWN HALL- BLDG PERMIT PAP	43.68			
	27274 GG-TOWN HALL- PLANNER, FILE FC	6.66			
	27309 GG-FIRE CHEIF- RETIREMENT PLAC	63.25			
	27354 GG-MBI/BI- DESK CALENDASR PAD	16.08			
	27453 GG- TOWN HALL- BINDERS, PENCIL	7.73			
	27542 PS-FIRE- CORRECTION FLUID, FORI	16.54			
	27608 GG-TOWN HALL- COFFEE K CUPS, E	41.26			
	27682 GG-TOWN HALL- MARKER BOARD, C	151.21			
	27806 GG- TOWN HALL- MARKER, ENVELC	7.48			
	28051 GG- TOWN HALL- PAPER, FILE BOXI	181.55			
	28228 GG-TOWN HALL- GENERAL CHEQUI	444.03			
021655	02/22/2018 THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,171.24	A/P	OUT-STD	02/22/2018
	1350590 GG- ELEVATOR- MAINTENANCE INS	1,171.24			
021656	02/22/2018 UNIFIRST CANADA LTD.	210.00	A/P	OUT-STD	02/22/2018
	125100 CC-LOBBY- FLOOR MATS	105.00			
	125735 CC-LOBBY- FLOOR MATS	105.00			
021657	02/22/2018 VALLEY EQUIPMENT LTD	139.12	A/P	OUT-STD	02/22/2018
	IX64167 TS-#6- WASHER, SOLENOID	139.12			
021658	02/22/2018 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	02/22/2018
	18-5450704 GG-TOWN HALL- 911 LISTING - FEB/	10.47			
021659	02/22/2018 GREAT-WEST LIFE ASSURANCE COMPANY	2,708.72	A/P	OUT-STD	02/22/2018
	FEB142018UNION GG-LIFE,AD&D<DPREMIUMS-FEB	2,708.72			
021660	02/22/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	7,171.06	A/P	OUT-STD	02/22/2018
	305320 CC-BUILDING-NATURAL GAS	7,171.06			
021661	02/22/2018 STATIONERY PLUS	176.64	A/P	OUT-STD	02/22/2018
	27316 CC-ADMIN- STAMP, STAPLER, PENS,	137.55			
	27383 CC-ADMIN- ADD ROLL - 2-1/4" X 50 T	39.09			
021662	02/22/2018 TOWN OF ST. STEPHEN	1,429.91	A/P	OUT-STD	02/22/2018
	1429.91 GG-GENERALCAPITALFUND-FUND 1	1,429.91			
021663	02/22/2018 TOWN OF ST. STEPHEN	3,050.27	A/P	OUT-STD	02/22/2018
	3050.27 GG-UTILITYOPERATINGFUND-FUNC	3,050.27			
021664	02/22/2018 TOWN OF ST. STEPHEN	81,191.20	A/P	OUT-STD	02/22/2018
	81191.20 GG-GENERALCAPITALFUND-FUND 1	81,191.20			
021666	02/22/2018 KENT BUILDING SUPPLIES	714.68	A/P	OUT-STD	02/22/2018
	1338345* CC-ARENA- ELECTRICAL TAPE, SIC	63.92			
	1339104 CC-POOL- 2 DOLLY'S	155.19			
	1341463 TS-SHOP- PIPE	15.24			
	1343318 RC-PARKS- LED BULBS	39.51			
	1345030 TS-SHOP- PLYWOOD, DOOR	163.60			
	1345845 TS-SHOP- SCREWS, 2X4X96" STUDS	57.03			
	1348062 TS-SHOP- NAILS, SHINGLES, STOP/I	70.56			
	1346467 CC-POOL- GRAB BAR	85.54			

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	134680	TS-SHOP- PLYWOOD, ENTRY/BEVEI	64.09			
021667	02/26/2018	SERVICE NEW BRUNSWICK	15,615.00	A/P	OUT-STD	02/26/2018
	200862018	GG-FIREFIGHTER ASSESSMENT-20	16,480.00			
	200862018*	PS-FIREFIGHTER ACT ANNUAL FEE	515.00			
	20086CRE	PS-FIREFIGHTERS CREDIT MEMO C	-1,380.00			
021668	02/28/2018	ATLANTIC CIRQUE LTD.	1,311.00	A/P	OUT-STD	02/28/2018
	NBDAY2017	GG-EVENTS-SECOND HALF OF ENT	1,311.00			
021669	02/28/2018	BELL MOBILITY INC.	934.60	A/P	OUT-STD	02/28/2018
	523889487FEB18	CC-ADMIN-CELL PHONES	151.41			
	523889487FEB18GG	GG-TS/PS/GG/TS/RC-TABLET & CEL	783.19			
021670	02/28/2018	DAVIS FUELS	2,902.61	A/P	OUT-STD	02/28/2018
	13527	GG-120 MILLTOWN BLVD.- HEATING	627.56			
	13649	TS/PS-199UNIONST-HEATING FUEL	1,119.18			
	13811	TS/PS-199UNIONST-HEATING FUEL	1,155.87			
021671	02/28/2018	Derek O'Brien	417.66	A/P	OUT-STD	02/28/2018
	417.68	GG-PAYROLL DEDUCTION REFUND	417.66			
021672	02/28/2018	EAST COAST INTERNATIONAL TRUCKS	336.43	A/P	OUT-STD	02/28/2018
	26222S	TS-#5- AY SHIED DUST	268.78			
	26268S	TS-SHOP- MR-35 SA, FLUID, RAGS	129.61			
	26295S	PS-#202- BRAKE DRUM	446.41			
	CM25109S	PS-FIRE-BRAKE DRUMS	-508.37			
021673	02/28/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	3,960.84	A/P	OUT-STD	02/28/2018
	216123	TS-ST5-DIESEL	1,613.55			
	830311	TS-ST5-DIESEL	2,347.29			
021674	02/28/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	117.90	A/P	OUT-STD	02/28/2018
	250124088	GG-TOWNHALL-PHOTOCOPIER MAI	117.90			
021675	02/28/2018	KONICA MINOLTA	193.71	A/P	OUT-STD	02/28/2018
	6656565	GG-TOWNHALL-PHOTOCOPIER LEAS	193.71			
021676	02/28/2018	LAROCHELLE EQUIPMENT INC.	786.42	A/P	OUT-STD	02/28/2018
	0085545	TS-CYLINDERLOCK SPROCKETS/SHA	786.42			
021677	02/28/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/28/2018
	WEEK092018	EMPLOYEE DEDUCTIONS: FEB 25 -	209.30			
021678	02/28/2018	N. B. ELECTRIC POWER	22,905.29	A/P	OUT-STD	02/28/2018
	10126106FEB18	TS-XINGLIGHTS-KING ST	26.11			
	19055406FEB18	RC-ARENA-ELECTRICITY	933.18			
	54253127FEB18	CC-BUILDING-ELECTRICITY	21,873.60			
	54653258FEB18	TS-KING/SUPERSTORE-TRAFFIC LIC	72.40			
021679	02/28/2018	O'CONNELL MIKE	643.18	A/P	OUT-STD	02/28/2018
	TURFCONFERENCE18	RC-RECDIRECTOR-TURF CONFERE	643.18			
021680	02/28/2018	PITNEY WORKS	322.35	A/P	OUT-STD	02/28/2018
	FEBRUARY132018GG	GG/PS-POSTAGE METER REFILL	295.33			
	JANUARY142018	GG-TOWNHALL-POSTAGE METER F	27.02			
021681	02/28/2018	PITNEY BOWES	247.54	A/P	OUT-STD	02/28/2018
	1006425328	GG-POSTAGEMETER-RATE UPDATE	247.54			
021682	02/28/2018	RICHWIL TRUCK CENTRE LTD.	315.79	A/P	OUT-STD	02/28/2018
	122703	TS-#5- COVER BAT, RETAINER	315.79			
021683	02/28/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	02/28/2018
	WEEK092018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 021693 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

Printed: 2:27:05PM 03/06/2018

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Number	Issued	Amount	SC	Status	Status Date
021684	02/28/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS; 189717 GG-TOWN-SHORT PAID THE INVOIC	11,316.58 133.98	A/P	OUT-STD	02/28/2018
	190475-191072 GG-TOWN-GARBAGE COLLECTION	11,182.60			
021685	02/28/2018 UNION OF MUNICIPALITIES OF NEW BRUNSWICK MEMBERSHIP2018 GG-CIVIC-MEMBERSHIP 2018	3,400.00 3,400.00	A/P	OUT-STD	02/28/2018
021686	02/28/2018 WATER & ICE NORTH AMERICA INC. 41664 CC- POOL- CHEMICALS	467.82 467.82	A/P	OUT-STD	02/28/2018
Cheque Totals Issued:		1,056,421.13			
Void:		0.00			
Total Cheques Generated:		1,056,421.13			
Total # of Cheques Listed:		138			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006993 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

Printed: 2:29:21PM 03/06/2018

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Number	Issued	Amount	SC	Status	Status Date
006950	02/01/2018 JOHNSON LEE CLOTHINGALLOW18 TS-DIROFOPS-CLOTHING ALLOWAN	353.00 353.00	A/P	OUT-STD	02/01/2018
006951	02/07/2018 A ONE PUMPING SERVICE LTD. 6246 SCD-DISPOSAL- VAC TRUCK AT LIF	563.50 563.50	A/P	OUT-STD	02/07/2018
006952	02/07/2018 COX ELECTRONICS & COMMUNICATIONS 1-012645 WS-SOURCE-LIGHTING USB, LITH C	165.49 165.49	A/P	OUT-STD	02/07/2018
008953	02/07/2018 EMCO CORPORATION 12507623-01 WS-TRANS&DIST- COUPLINGS, MTF	451.12 451.12	A/P	OUT-STD	02/07/2018
006954	02/08/2018 MILLTOWN MACHINE & FABRICATION LTD. 19668 SCD-#9- CLOSE IRON NIPPLES, COL	89.70 89.70	A/P	OUT-STD	02/08/2018
006955	02/08/2018 MINISTER OF FINANCE HUP 15839-2018 WS-RTE 170 & VALLEY RD. - TWINNI	75.00 75.00	A/P	OUT-STD	02/08/2018
006956	02/08/2018 PITNEY BOWES 3200674307 WS-TOWN HALL- 1ST QUARTER 201	724.51 724.51	A/P	OUT-STD	02/08/2018
006957	02/08/2018 SOURCE ATLANTIC 2790714 WS-TRANS&DIST- CLOTHING ALLOV	194.81 194.81	A/P	OUT-STD	02/08/2018
006958	02/08/2018 SOUTHWEST CONCRETE & CONS LTD 3779 WS-TRANS&DIST-EXCAVATOR&DUF	1,676.99 1,676.99	A/P	OUT-STD	02/08/2018
006959	02/08/2018 THE PANEL SHOP ITPS002318 SCD-DISPOSAL- FLOAT SWITCHES	931.50 931.50	A/P	OUT-STD	02/08/2018
006960	02/14/2018 BARTLETT RANDY 229.86 WS-TRANS&DIST-CLOTHING ALLOV	229.86 229.86	A/P	OUT-STD	02/14/2018
006961	02/14/2018 BELL ALIANT 11366812JAN18 WS-SOURCE-PUMP STATION 19002807JAN18 SCD-DISPOSAL-OLD BAY WWTP	311.12 136.38 174.74	A/P	OUT-STD	02/14/2018
006962	02/14/2018 SAINT JOHN LABORATORY SERVICES LTD. 815-17 SCD-DISPOSAL-WATER WATER LAE	1,376.03 1,376.03	A/P	OUT-STD	02/14/2018
006963	02/14/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 27235* GG-WS/SCD-PO BOOKS	158.58 158.58	A/P	OUT-STD	02/14/2018
006964	02/22/2018 CANADIAN TIRE N16411434 SCD-DISPOSAL- ROPE, MICRO JET N16411555 WS-TRANS&DIST- MICROWAVE, BUI N16411569 SCD-DISPOSAL- TARP N16411582 WS-TRANS&DIST- OUTLET POWER I N18411589 SCD-DISPOSAL- BATTERIES N18577422 SCD-DISPOSAL- FRAME JACK N16577425 WS-TRANS&DIST- MAST,PIPE WREN N18577466 WS-TRANS&DIST- OIL, 2 HYDRANT N16578183 WS-TRANS&DIST- SNOW SCRAPER	668.60 37.29 124.18 13.79 74.62 33.74 73.59 91.95 196.45 22.99	A/P	OUT-STD	02/22/2018
006965	02/22/2018 CARQUEST 132622 WS-TRANS&DIST- WINDSHEILD WA:	44.57 44.57	A/P	OUT-STD	02/22/2018
006966	02/22/2018 CNH CAPITAL IN87038 WS-#103-RIGID TUBES IN87116 WS-#103-HY-TRAN 5 GA, HYTRAN S:	738.20 224.54 513.66	A/P	OUT-STD	02/22/2018
006967	02/22/2018 CREIGHTON-CARTER LTD. 961-445948 WS-#305-BLOWER MOTOR RESISTE 961-446516 WS-#102-06MROB-04FPT80	450.32 40.54 74.38	A/P	OUT-STD	02/22/2018

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006993 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	961-446902	WS-#102-HALOGEN CAPSULES	63.39			
	961-447151	SCD-DISPOSAL- OIL FILTER,AIR FIL	33.76			
	961-447191	WS-TRANS&DIST- LOW PROFILE FU	10.53			
	961-447223	WS-#103- BATTERY, TERMINAL, ACI	118.47			
	961-447384	WS-#103- SEALED BEAM, HYDRAUL	86.27			
	961-447665	SCD-DISPOSAL- GLOVES	22.98			
006968	02/22/2018	GULLISON'S COURIER SERVICE	460.00	A/P	OUT-STD	02/22/2018
	444904	WS-SOURCE- TO RPC FR/TOWN	34.50			
	444932	WS-SOURCE- TO RPC FR/TOWN	34.50			
	636903	SCD-DISPOSAL- TO TOWN FR/ NOR	34.50			
	636954	SCD-DISPOSAL- TO TOWN FR/LSW	149.50			
	636974	SCD-#4- TO NORQUIP FR/TOWN	69.00			
	701898	WS-SOURCE- TO RPC FR/TOWN	34.50			
	733905	SCD-DISPOSAL- TO TOWN FR/ PANI	34.50			
	733931	WS-SOURCE- TO RPC FR/TOWN	34.50			
	922072	WS-SOURCE- TO RPC FR/TOWN	34.50			
006969	02/22/2018	KEITH'S BUILDING SUPPLIES	104.99	A/P	OUT-STD	02/22/2018
	170977	WS-SOURCE- INSULATION	45.94			
	171189	WS-TRANS&DIST- CASTER FOR SC/	197.75			
	171220	WS-SOURCE- CORDLESS LIGHT SW	27.57			
	171331	WS-SOURCE-INSULATION, PLYWOC	-587.35			
	171568	WS-TRANS&DIST- CABLE, CEILING	34.02			
	172101	SCD-DISPOSAL- 3/4" BIRCH, LUMBE	366.38			
	172173	WS-TRANS&DIST- DUCT TAPE, MUL	20.68			
006970	02/22/2018	KEM CANADA MFG	1,026.38	A/P	OUT-STD	02/22/2018
	117046	SCD-DISPOSAL- 20L PAILS FLOATIN	1,026.38			
006971	02/22/2018	MARK'S COMMERCIAL	637.89	A/P	OUT-STD	02/22/2018
	BBI-0000262105	WS-TRANS&DIST- CLOTHING ALLOV	637.89			
006973	02/22/2018	N. B. ELECTRIC POWER	18,842.43	A/P	OUT-STD	02/22/2018
	1230004FEB18	WS-MAXWELLXING-PUMPS	4,360.31			
	36889807FEB18	WS-3-119MAXWELLCROSSINGBUILI	787.78			
	50228902FEB18	WS-MAXWELLPUMPS-PUMPS	184.99			
	52557428FEB18	SCD-218OLDBAYRD-WWTP	6,316.64			
	53123617FEB18	SCD-ST5-DECHLORINATION CHAME	218.70			
	53158875FEB18	SCD-ST5-BUDD AVE LIFT STATION	3,192.38			
	53473043FEB18	WS-SOURCE-CHLORINE RESIDUAL	87.43			
	54807440FEB18	SCD-ST5-158A MILLTOWN BLVD LIF	36.63			
	56356048FEB18	SCD-ST5-18RIVERSIDE DR LIFT ST/	44.14			
	61224002FEB18	SCD-ST5-358A MILLTOWN BLVD LIF	1,261.35			
	61236008FEB18	SCD-ST5-BUDD AVE LIFT STATION	1,689.67			
	76139807FEB18	SCD-ST5-5-4 RIVERSIDE DR LIFT S1	131.32			
	82291006FEB18	WS-SOURCE-RESERVOIR	254.12			
	84934906FEB18	SCD-ST5-6-58A RIVERSIDE DR LIFT	125.30			
	84943406FEB18	WS-ST5-TODD HILL RESERVOIR	151.67			
006974	02/22/2018	ORCHARD'S PAINT 2014 LTD.	989.98	A/P	OUT-STD	02/22/2018
	27541	WS-TRANS&DIST-PAINT, ROLLERS,	989.98			
006975	02/22/2018	PIERCE'S PLUMBING & HEATING LTD	65.21	A/P	OUT-STD	02/22/2018
	16096	WS-TRANS&DIST- BIG BLUE CARTR	65.21			
006976	02/22/2018	PROVINCIAL BANDAG TIRES	322.79	A/P	OUT-STD	02/22/2018

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008993 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	14283	WS-#103- TIRES	322.79			
006977	02/22/2018	SERVICE NEW BRUNSWICK	306.64	A/P	OUT-STD	02/22/2018
	1072203	WS-UTILITY- PAYMENT ACCEPTANC	306.64			
006978	02/22/2018	SOURCE ATLANTIC	389.28	A/P	OUT-STD	02/22/2018
	2801011	WS-TRANS&DIST- CLOTHING ALLOV	286.35			
	2803400	WS-TRANS&DIST- CLOTHING ALLOV	102.93			
006979	02/22/2018	STATIONERY PLUS	454.05	A/P	OUT-STD	02/22/2018
	-	WS-SOURCE-TAPE-P-TOUCH LAMIN	67.71			
	24302*ADDITION	WS/SCD-TOWNHALL-VINYL BINDER	0.78			
	28773*	WS/SCD-TOWN HALL- PAPER, TONE	81.42			
	26785*	WS/SCD- TOWN HALL- REPORT CO¹	2.25			
	27274*	WS/SCD-TOWN HALL- PLANNER, FIL	6.65			
	27453*	WS/SCD- TOWN HALL- BINDERS, PE	7.71			
	27608*	WS/SCD-TOWN HALL- COFFEE K CL	31.04			
	27682*	WS/SCD-TOWN HALL- MARKER BO¹	151.20			
	27808*	WS/SCD-TOWN HALL- MARKER, EN	38.50			
	28051*	GG- TOWN HALL- PAPER, FILE BOXI	66.79			
006980	02/22/2018	TOWN OF ST. STEPHEN	34,137.20	A/P	OUT-STD	02/22/2018
	34137.20	WS-UTILITYCAPITALFUND-FUND TR	34,137.20			
006981	02/22/2018	KENT BUILDING SUPPLIES	17.50	A/P	OUT-STD	02/22/2018
	1341550	SCD-DISPOSAL- BULB	8.54			
	1345140	WS-TRANS&DIST- BIT	8.96			
006982	02/28/2018	BELL MOBILITY INC.	743.44	A/P	OUT-STD	02/28/2018
	523889487FEB18UTI	WS/SCD-CELL PHONE CHARGES	743.44			
006983	02/28/2018	EAST COAST INTERNATIONAL TRUCKS	599.38	A/P	OUT-STD	02/28/2018
	24965S	WS-#305- GPR 28 BATTERY	527.57			
	24966S	WS-#103- BI-LEVEL SC, OIL	71.81			
006984	02/28/2018	JOHNSON LEE	102.62	A/P	OUT-STD	02/28/2018
	102.62	WS-STS-CLOTHING ALLOWANCE	102.62			
006985	02/28/2018	N. B. ELECTRIC POWER	218.65	A/P	OUT-STD	02/28/2018
	61204006FEB18	SCD-DISPOSAL-2-216 KING ST LIFT	218.85			
006986	02/28/2018	PITNEY WORKS	1,785.37	A/P	OUT-STD	02/28/2018
	FEBRUARY132018UTI	WS/SCD-POSTAGE REFILL	1,785.37			
006987	02/28/2018	PUROLATOR COURIER LTD.	127.22	A/P	OUT-STD	02/28/2018
	436733954	SCD-DISPOSAL-TO NULANTIC WATE	127.22			
006989	02/28/2018	RESEARCH & PRODUCTIVITY COUNCIL	4,187.10	A/P	OUT-STD	02/28/2018
	21117	WS-SOURCE-DRINKING WATER LAE	275.47			
	217949	WS-SOURCE-DRINKING WATER LAE	72.37			
	218068	WS-SOURCE-DRINKING WATER LAE	289.48			
	220517	WS-SOURCE-DRINKING WATER LAE	177.42			
	220525	WS-SOURCE-DRINKING WATER LAE	637.32			
	220621	WS-SOURCE-DRINKING WATER LAE	72.37			
	220875	WS-SOURCE-DRINKING WATER LAE	72.37			
	220977	WS-SOURCE-DRINKING WATER LAE	72.37			
	221110	WS-SOURCE-DRINKING WATER LAE	501.92			
	221119	WS-SOURCE-DRINKING WATER LAE	277.81			
	221125	WS-SOURCE-DRINKING WATER LAE	291.81			
	221335	WS-SOURCE-DRINKING WATER LAE	72.37			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 006993 dated between 02/01/2018 and 02/28/2018

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	221576	WS-SOURCE-DRINKING WATER LAE	322.16			
	221783	WS-SOURCE-DRINKING WATER LAE	72.37			
	221833	WS-SOURCE-DRINKING WATER LAE	53.69			
	222049	WS-SOURCE-DRINKING WATER LAE	138.91			
	222050	WS-SOURCE-DRINKING WATER LAE	277.81			
	222059	WS-SOURCE-DRINKING WATER LAE	416.71			
	222198	WS-SOURCE-DRINKING WATER LAE	72.37			
006990	02/28/2018	SAINT JOHN LABORATORY SERVICES LTD.	2,359.92	A/P	OUT-STD	02/28/2018
	321-18	SCD-DISPOSAL-LAB TESTS	1,023.27			
	975-17	SCD-DISPOSAL-LAB TESTS	1,336.65			
006991	02/28/2018	TOWN OF ST. STEPHEN	48,419.12	A/P	OUT-STD	02/28/2018
	48419.12	WS-GENERALOPERATINGFUND-FUI	48,419.12			
006992	02/28/2018	XPLORNET	202.43	A/P	OUT-STD	02/28/2018
	INV20360004	WS-MAXWELLXING-SATELLITE SER	85.09			
	INV20731107	WS-MAXWELLCROSSING-SATELLIT	117.34			
		Cheque Totals Issued:	125,682.49			
		Void:	0.00			
		Total Cheques Generated:	125,682.49			
		Total # of Cheques Listed:	41			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

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

Letter to stakeholders:

Received
MAR 05 2018
Town of St. Stephen

Feb 2018

Dear Mayor Allan MacEachern

I am writing to provide a brief update on developments regarding NB Power's proposed project to revitalize the Milltown Generating Station.

You may recall my earlier notification of this project which included an invitation to a stakeholder briefing and public open house in St. Stephen on January 24, 2018. During these events, project staff shared information and sought relevant feedback on the project. Thank you to those of you who were able to attend and share your important thoughts, questions and comments about the project.

NB Power has also held subsequent discussions with regulatory stakeholders in Canada and the United States and Indigenous rights holders about various aspects of the project.

Based on issues and concerns identified, we have revised the timeline for this project. Pending regulatory approvals, we now anticipate construction to begin no sooner than the summer of 2019.

During this expanded planning window, we expect to conduct relevant environmental studies, fieldwork and engineering prior to registering the project for approval with the various regulatory bodies in Canada and the United States. We will also continue public, stakeholder and First Nations engagement activities throughout this process.

Thank you for your continued interest in the future of Milltown Generating Station. Please don't hesitate to contact me at the coordinates below if you have any further questions, concerns or comments.

Phillip Gilks

Project Manager, Milltown Demonstration Project



st.stephen's university
be yourself • journey together • expand your world

Town of St. Stephen
112-73 Milltown Blvd.
St. Stephen, NB
E3L 1G5

Received
MAR 19 2018
Town of St. Stephen

Attn: Mayor Allan MacEachern and Town Council
Cc. Jeff Renaud, CAO

March 16, 2018

Dear Mayor Allan and Council,

I am writing to thank you for you very much for the positive response at your February council meeting to our request for an in-kind donation to install a second water main into our Park Hall building. This will supply the new sprinkler system and help to make the University fire safe and up to code. We understand that the work is to be done early in the spring and we want to assure you that we will be ready to work with you.

On behalf of everyone at St. Stephen's University, please know how very grateful we are for this investment in the University and in the future life of the Town. This project will help ensure the safety of SSU students and community users. Future generations of students will come to St. Stephen and hopefully many more will settle here because together we are investing in this important asset.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Bob Cheatley".

Bob Cheatley
President

RESOLUTION NO.: _____

DATE: March 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 March 14, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, MARCH 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* – one (1) item

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the above-noted item be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) 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, and David Hyslop; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

ABSENT: Councillor Phil Chisholm, Councillor Ken Parker, and Chief Administrative Officer Jeff Renaud.

2. APPROVAL OF AGENDA

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Wheaton that the agenda be approved with the deletion, due to the weather, of the presentation by the Multicultural Association of Charlotte County and which will be rescheduled for next month's meeting on April 11, 2018, as well as the Charlotte County Museum Board of Trustees presentation moved to the beginning of the meeting. **CARRIED**

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Charlotte County Museum Board of Trustees – Rebecca Moffatt, Board Director, along with Lorraine Matthews, Board Chair, presented a

conditions assessment report completed on the museum building located at 443 Milltown Boulevard.

They advised that proposed foundation repair work is planned for this spring and have asked the town to provide “in-kind” support of labour and/or equipment at that time. Councillor Hyslop, as Council’s representative on the board, will bring forward a formal request at a future meeting.

Councillor Hyslop recommended that a link to the Charlotte County Museum’s video should be added under the “Heritage” section on the town’s website.

5. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – There was no report this month.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of February 2018 - The memo from the Accounts Payable Manager dated March 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, March 26, 2018.
- (iv) Financial Request – The letter from the Guidance Lead, St. Stephen Education Centre, dated March 2, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 26, 2018 to provide a grant of \$300.00 to offset the rental cost of the Garcelon Civic Center for the “Turnaround Achievement Awards” event.

POLICE AND FIRE - Chaired by Councillor Harding

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

Sergeant Stubbs introduced Corporal Chris Johnston, who transferred to the St. Stephen Detachment from the St. Stephen Crime Reduction Unit, and stated that he is very pleased to have Corporal Johnston as a member of his team.

In addition to his report, Sergeant Stubbs stated that drugs were recently seized from a vehicle upon a driver being stopped for speeding. He also stated that as a result of the number of people attending the "Chase the Ace" event in town, the number of members on patrol have been increased, and he was pleased to advise that, to date, no impairment charges have been laid.

- (ii) Report of the Fire Department – Allison Nordstrom, Acting Fire Chief, sent his regrets and advised he was delayed in the United States due to weather conditions, 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.

Committee directed the Chief Administrative Officer to contact the Animal Control Officer in order to advise him that Council members have requested a more detailed monthly report.

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Mayor MacEachern in the absence of Councillor Parker

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development / Property Management Office – There was no report this month.

PARKS AND RECREATION - Chaired by Mayor MacEachern in the absence of 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 Michael O'Connell, Director, Parks and Recreation, was received and reviewed.

In addition to his report, Committee directed the Chief Administrative Officer to meet with Councillor Wheaton, as Chair of the Planning, Promotion and Tourism Committee, along with Alex Reid, the town's Events Development Coordinator, in order to develop some strategy on increasing attendance at the various events hosted at the Garcelon Civic Center.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The report from Alex Reid, Events Development Coordinator, was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, March 26, 2018 to approve the eight (8) events listed in the Events Development Coordinator's proposal that will be considered town-owned events.

- (ii) Request to Hold "Touch A Truck" Event – The letter from the St. Stephen Kiwanis Club dated February 23, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 26, 2018 to grant permission to hold the "Touch A Truck" event in the parking lot of the Border Area Community Arena from 10:00 a.m. – 3:00 p.m. on September 15, 2018, with a rain date of September 22, 2018, contingent on the town's receipt of the Kiwanis Club's Certificate of Insurance.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

In addition to the Director's report, Councillor Hyslop advised that the Public Works crew was working diligently in cleaning up after the recent storm.

- (ii) Out-of-Province Travel – The memo from the Director of Operations dated March 7, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 26, 2018 to approve out-of-province travel for both Blair Furlotte and Jamie Linton of the Public Works Department to attend the Maritime Provinces Water & Wastewater Association (MPWWA) Annual Training Seminar to be held April 22 – 25, 2018 in Charlottetown, PEI.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:05 p.m. and returned to open session at 6:15 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the meeting adjourn at 6:15 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, MARCH 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*
– one (1) item

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – No report this month.
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of February 2018 – Memo from Accounts Payable Manager dated March 6, 2018 with attached Cheque Register.
- (iv) Financial Request – Letter from Guidance Lead, St. Stephen Education Centre, dated March 2, 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 – No report this month.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – Report from Mike O’Connell, Director of Parks and Recreation, attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
- (ii) Request to Hold “Touch A Truck” Event – Letter from St. Stephen Kiwanis Club dated February 23, 2018 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Out-of-Province Travel – Memo from Director of Operations dated March 7, 2018 attached.

5. **DELEGATIONS/PRESENTATIONS**

- (i) Multicultural Association of Charlotte County – Presentation by Laurie Parris, Executive Director, and Suren Yoga Nathan, Community Engagement Manager – copy attached.
- (ii) Charlotte County Museum Board of Trustees – Presentation by Rebecca Moffatt, Board Director, along with Lorraine Matthews, Board Chair – copy attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of February 2018 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; and Garcelon Civic Center.

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 7 March 2018

Subject: Finance Department Report

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
- C) Payroll processing (Bi-weekly 76 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 115 employees).
-Completion of 2017 T4's, T4A's, and 2017-2018 Worksafe NB remittances.
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Month end completed to January 31, 2017.

2) Council and Department Heads Statements of Revenue and Expenditures to November 30, 2017.

3) Preparation and review of information for Committee and Council packages.

4) Computer server maintenance.

5) Meetings:

- A) Dillon Consulting Limited-Discuss Gas Tax projects-February 9, 2018.
- B) Employee Benefits Session-February 22, 2018
- C) RCMP Property Management-Discuss building lease-February 27, 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 Restoration.
- 11) Turning the Corner Community Space.
- 12) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).

B) Civic Center accounting reconciliations-Month end completed to December 31, 2017.

C) Capital Budget-In Progress.

D) Multiple HST remittances-In Progress.

E) Asset Management Project-In Progress.

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

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

Public Works Report for February 2018

Lee Johnson, Director of Operations, March 01, 2018

1: Water system:

- a) Repaired 2 Water Laterals.
- b) Installed 2 new Meters.
- c) Plowed Snow.
- d) Repaired 1 Water Main.

2: Streets:

- a) Hauled Snow.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Sand.
- d) Cleaned off Catch Basins.
- e) Cold patched pot holes.

3: Waste Water:

- a) Videoed 1 Sewer Lateral.
- b) Rodded 2 Sewer Laterals.
- c) Flushed 2 Sewer Mains.
- d) Plowed Snow.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. February 2018

Parks

- Chocolate Park Master Plan drawings are coming along nicely. I should be able to share in the very near future.
- Turf Maintenance Request for Proposal should be out by mid-March.
- Continue to work with the Elm Street Nature Park committee.
- Participated in Trails Webinar for Trails NB
- Attended Turf Maintenance Conference Feb. 20-22nd.
- Playtech Enterprise should be in Town in Early March to have a look at our Tennis Courts.

Recreation

- Continue to work on 2nd Annual Wall of Fame. Jim Maxwell was the latest inductee.
- Continue to work on Jumpstart program.
- Have applied for Canada Jobs, and SEED for student funding.
- Attended FRPA Conference in Saint Andrews.

Pool

- Kari Kluke will be assisting with programming and staffing of the WT Booth Community Pool this summer.
- We have trained a lot of new lifeguards this Winter, so this will be a big help in staffing our outdoor pool.
- We hope to have the new heat pumps installed by early Spring.

Meetings

- FRPA
- Sport NB
- RNB
- CC Staff
- CC Mgt
- Jumpstart
- Jim Scott
- Sea Dogs

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for February 2018

Alarms were:	Town Alarms	15
	Out of Town Alarms	4
	Mutual Aid –Calais	0
	Total	19

Alarms		# FF	# Hours
1. Structure Fire	2	35	70
2. Alarm system activation	2	13	13
3. Motor Vehicle Accident	3	32	32
4. Assist ANB	6	36	36
5. Smoke in house	1	11	11
6. Vehicle Fire	1	11	11
Total			
SSFD			16
Other FD			27
St Stephen PW			17
St Andrews PW			10
Total calls dispatched for the month of January			70

Fire Department Activities for December

1. Monthly Meeting of the fire department
2. 2 members attending level 1 fire fighter training
3. Fire extinguisher inspections were conducted

Acting Fire Chiefs Activities

1. Fire department meeting
2. Committee meeting

3. Identifying fire equipment service (SCBA) and Firefighting turn out gear repair and replacement cost.
4. One member resigned, one member requested and was granted one year's leave.
5. Jason Jackson will be coming back on the volunteer roster after returning from work out west.
6. Acting Chief office hours for Feb 43 Hrs (not counting alarms)

TOWN of ST. STEPHEN

By-Law Enforcement

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

February REPORT

2018

To: CAO - Town of St. Stephen

Please find enclosed my report for February By-Law - Enforcement. We handled 15 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (3)	Received a complaint of snares being placed on the nature trail Received complaints from the town crew with regards to a person pushing snow onto the street Received complaint from the town crew with regards to snow plowing at a place of business	<i>After a investigation the file was passed onto the Dept. of Natural Resources</i> <i>Contacted the person and informed him of the By-Law and he apologized</i> <i>Attended the business and had a chat and they will have the contractor change his method</i>
Assist General Public (2)	<i>Taxi License issued to a cab driver</i> <i>Taxi License issued to Cozy Cab</i>	

Parking (8)	<p><i>Ticket # 528 issued for two hour parking Paid</i></p> <p><i>Ticket # 0531 Voided. Writer error</i></p> <p><i>Warnings given on King and Blvd and Charlotte Mall (5)</i></p> <p><i>Local business owner called complaining of people parking in front of his business to long</i></p>	<p>Assured him that the issue is being monitored by this Dept.</p>
Dog Complaints (2)	<p>Received a call of a dog barking all the time</p> <p><i>Complaint of a dog attack at the nature trail</i></p>	<p>Passed onto animal control.</p> <p><i>Spoke with the complainant and patrolled the area but no luck finding the dog. Will continue to monitor</i></p>

	Also myself and the building inspector continue to work on revamping the By-Laws	

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. Some of the complaints were barking dogs and dogs running loose. All were resolved and owners warned. No animals were kept in pound this month.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2018	2018	2017	2018	2017	2018	2017	2018	2017
FEBRUARY								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	2	0	\$359,000.00	\$0.00	3	1	\$359,000.00	\$500.00
Residential Renos/Additions	3	0	\$34,900.00	\$0.00	4	0	\$34,900.00	\$0.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Com./Indus./Inst. Renos	1	1	\$80,000.00	\$105,000.00	1	2	\$80,000.00	\$175,000.00
Institutional	0	1	\$0.00	\$15,000.00	0	1	\$0.00	\$15,000.00
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
TOTALS	6	2	\$473,900.00	\$120,000.00	8	4	\$473,900.00	\$190,500.00
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	6	N/A						
Electrical waivers issued	2	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	2	N/A						



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center – February 2018

- Family Day Skate and Swim on February 19th went very well and was very well attended.
- March Break Camp is all set, our goal is for 20 children for our 1st year.
- Our Wellness Program for seniors is going extremely well.
- The Swim Team attended their meet in Woodstock on February 11th.
- We have a real need for Starting Blocks.
- We have started a couple new pool programs. Aqua jog and Fit Swim. These have been very popular so far.
- Bronze Medallion and Bronze Cross class was full this session. The next session of Bronze Cross starts in April.
- Working on summer ice for 2018. The slots are filling up nicely.
- The 2nd season of Spring hockey is looking good. We will be expanding our teams from season 1.
- Continue to work with the U17 World's Host Committee.
- Continue negotiations with the Saint John Sea Dogs
- Ongoing sauna issues. Saunas closed to public until proper safety measures are taken to prevent overheating with in system. Looking at new controls, and researching other facilities.
- Small pool will be drained for regular maintenance the week of march 19th
- Replacing Aqua drive on small pool pump, was destroyed in power outage.
- Rebuilt small pool pump with new bearings and seals in house instead of sending away or buying new pump.
- Ongoing heat pump filter replacement and belt checks.
- Working on DECTRON unit in pool area, trying to get to make it more efficient.



Town of St. Stephen



Canada's Chocolate Town

GCC Usage:

Walking Track

MEMBERSHIPS Jan	Monthly	6 Month	Annual
Adult	65	1	2
Corporate	11		
Family	3		1
Couple			
Senior	18	2	2
Senior Couple			
Adult Skate		1	
Student	33		
Youth			

Total # 139

Walking Track

MEMBERSHIPS Feb	Monthly	6 Month	Annual
Adult	60	2	1
Corporate	9		
Family	7		
Couple			1
Senior	12		
Senior Couple			1
Senior Skate			
Student	21		
Youth			

Total #114

Michael O'Connell
Director, Parks and Recreation

RESOLUTION NO.: _____

DATE: March 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" – SECOND READING – READING IN ITS ENTIRETY

THAT 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 given Second Reading – Reading in its Entirety.

RESOLUTION NO.: _____

DATE: March 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT 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 given Third and Final Reading – Short Title Only.

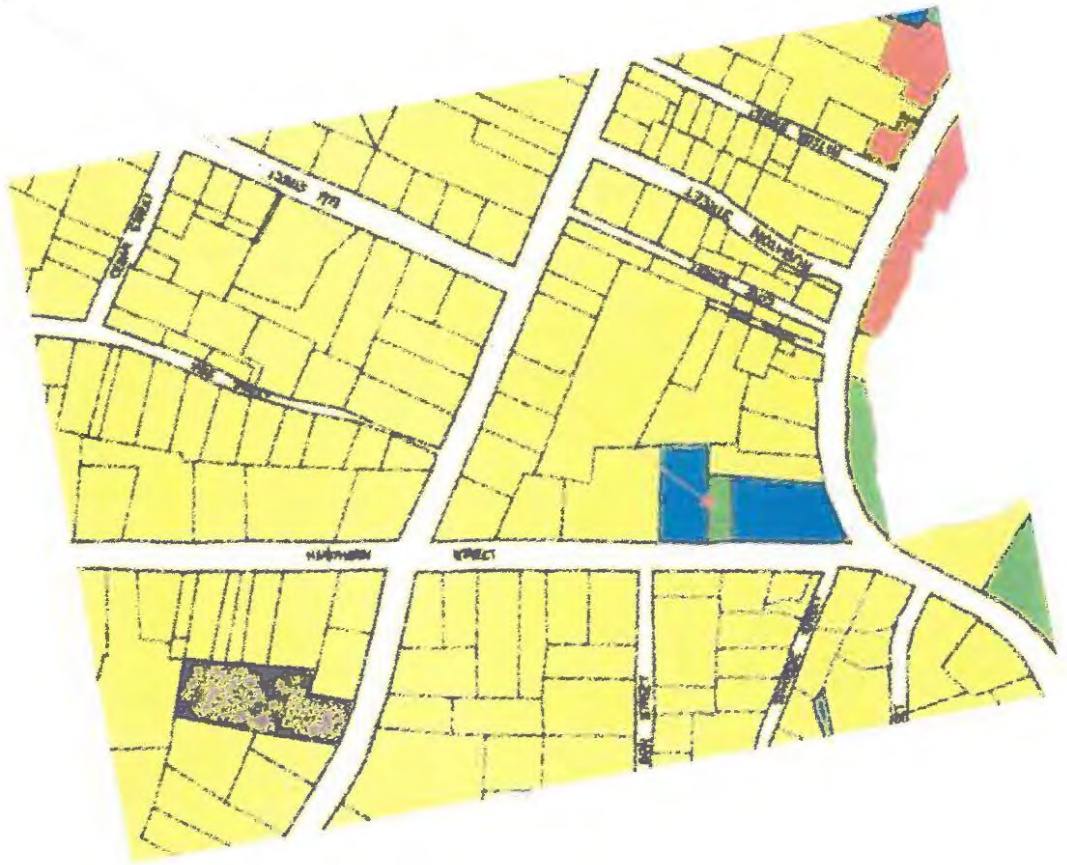
By-Law No. M-1.4

Schedule "1"

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

Generalized Future Land Use Map

14 Hawthorne St



LEGEND



RESIDENTIAL



COMMERCIAL



INSTITUTIONAL



INDUSTRIAL



UTILITY



PARK AND OPEN SPACE



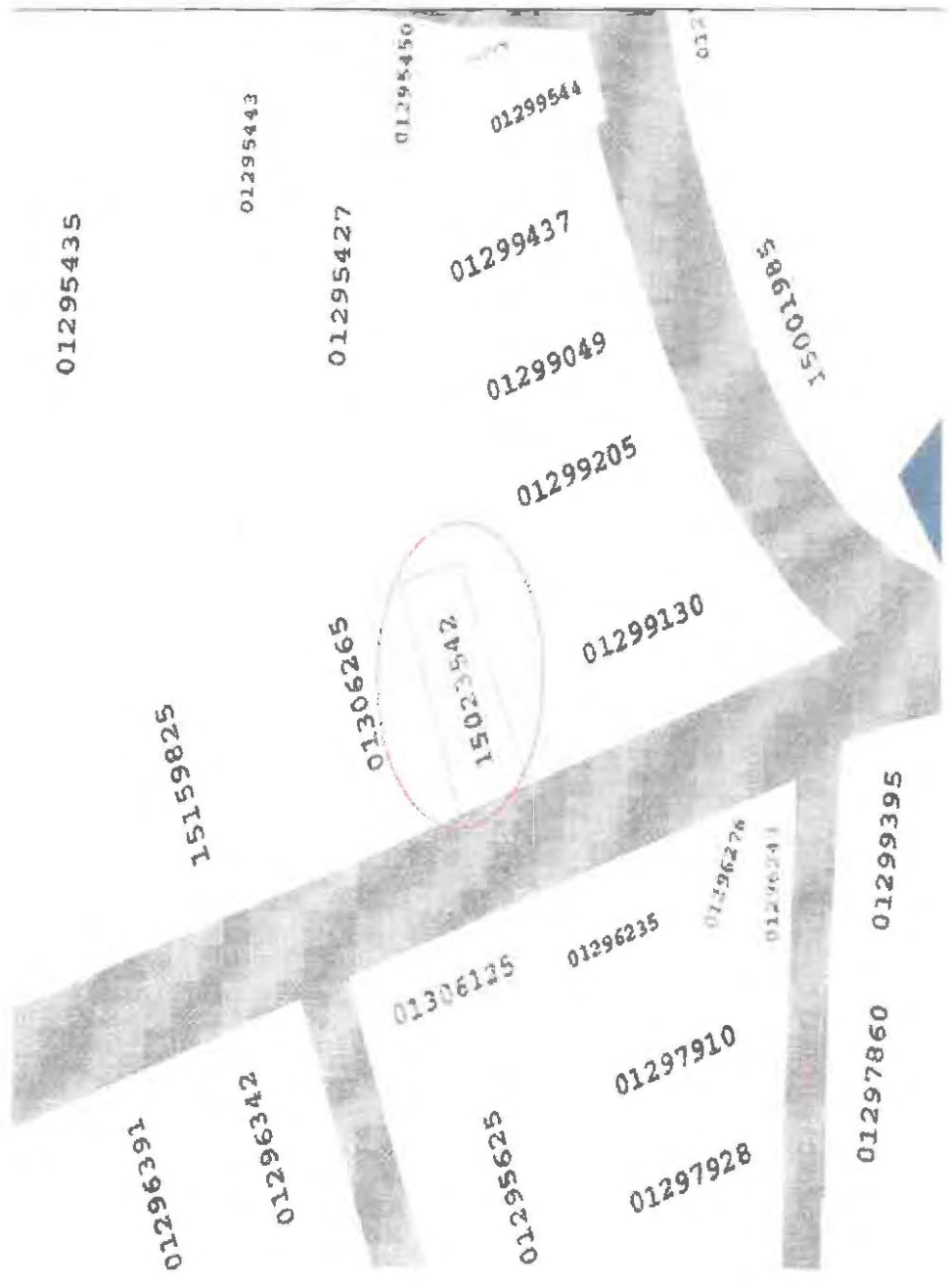
FUTURE DEVELOPMENT

TOWN BOUNDARY

FUTURE ROAD

By-law No. M-1.4

Schedule "2"



RESOLUTION NO.: _____

DATE: March 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" – SECOND READING – READING IN ITS ENTIRETY

THAT 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 given Second Reading – Reading in its Entirety.

RESOLUTION NO.: _____

DATE: March 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT 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 given Third and Final 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: February 26, 2018

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)

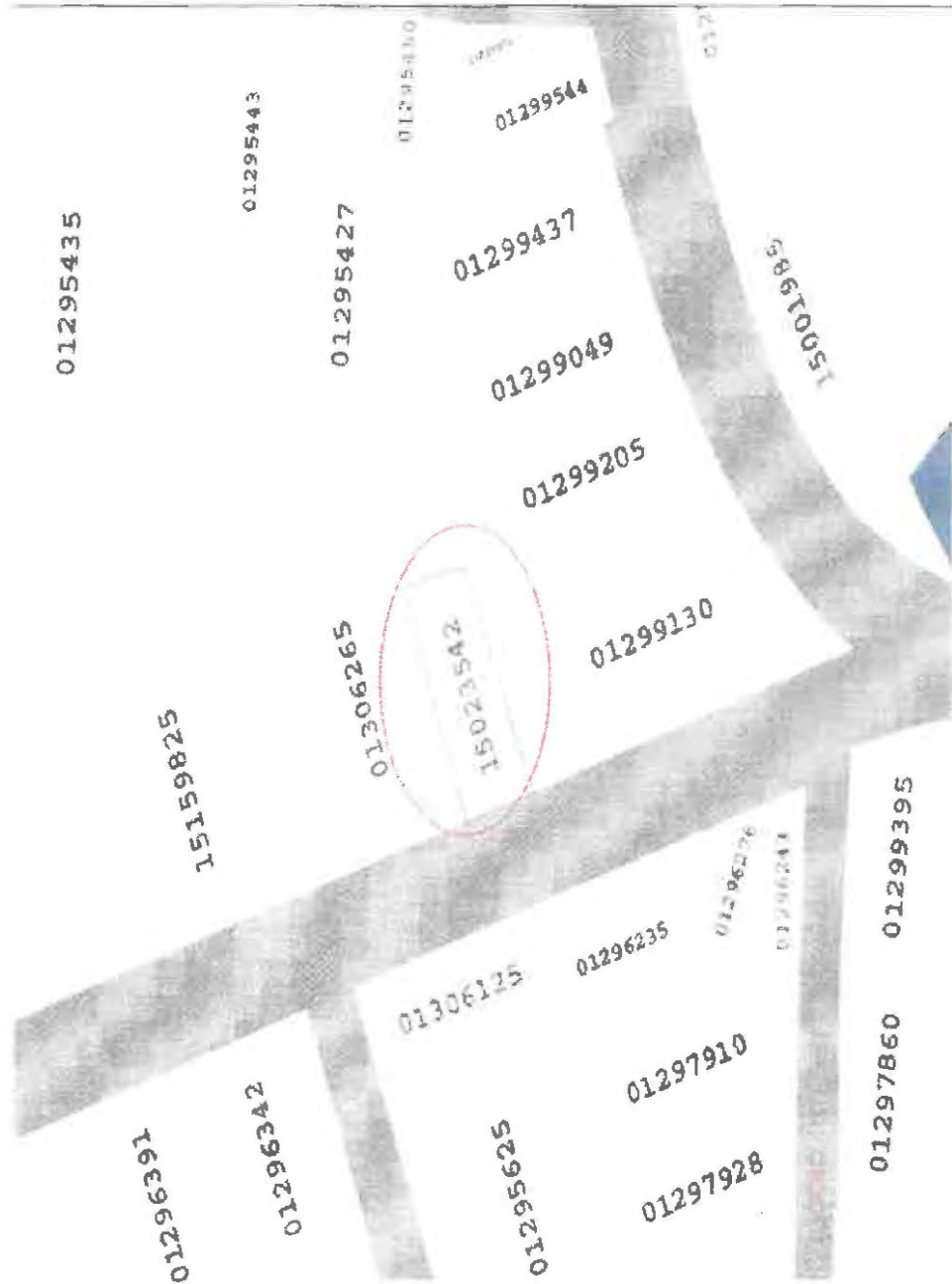


Town of St Stephen Zoning Map

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

By-law No. Z-1.6

Schedule "2"



RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police February 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**

**POLICE REPORT
February 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **February 1, 2018 to February 28, 2018 inclusive**. During this time period, the RCMP responded to **313** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	35
Fail to Stop or Remain at an Accident Scene.....	3
Fail to Stop or Remain – Person Injured.....	1
Moving Traffic – Intersection Related Violation.....	1
Off-Road Vehicle Act.....	1
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial.....	4
Traffic Collision(s) – Fatal/Non-Fatal Injury/Damage Reportable/Non-Reportable.....	4
Traffic Tickets.....	40
Traffic Warnings.....	16

PROVINCIAL STATUTES:

Coroner's Act – Sudden Death.....	2
Family Orders & Agreements Enforcement Assistance Act.....	2
Family Relations Act.....	1
False/Abandoned 911.....	3
Fire Prevention Act – Other Activities.....	2
Mental Health Act – Other Activities.....	2
Tobacco Tax Act – Provincial – Other Activities.....	1
Trespass Act.....	1

CRIMINAL CODE:

Arson – Damage to Property.....	1
Assault.....	2
Assault with Weapon	1
Break and Enter - Business	1
Break and Enter – Other	1
Break and Enter – Residence	3
Criminal Harassment	1
Disturbing the Peace/Causing a Disturbance.....	1
Fail to comply probation order.....	2
Fraud (money/property/security) less than or equal to \$5000.....	1
Harassing Communications	1
Impaired Operation Over 80mg% of Motor Vehicle	2
Information File	1
Mischief – Damage to, or obstruct enjoyment of property	2
Offender Management	2
Other theft under \$5000.....	4
Theft Under or Equal to \$5000.....	1
Uttering Threats against a Person.....	4
Uttering Threats Against Property or an Animal	1
Youth Criminal Justice Act	1

OTHER FEDERAL STATUTES:

Controlled Drugs & Substance Act – Other Activities	1
Customs Act – Running the Port.....	1
Possession for the Purpose of Trafficking – Schedule I – Cocaine.....	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Agency.....	1
Assistance to Canadian Police (non-RCMP) Agency	1
Assistance to Canadian Provincial/Territorial Agency	6
Assistance to General Public	8
Assistance to Non-Government Canadian Agency	1
Crime Prevention	9
False Alarms.....	8
Items Lost/Found except passports	2
Municipal Bylaws	1
Person Report missing.....	2
Police Certificates/Letters	114
Suspicious Person/Vehicle/Property	2
VIP Security.....	1
Unfounded.....	6
Wellbeing Check.....	2

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

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

TOWN GRANT – ST. STEPHEN EDUCATION CENTRE

THAT the Council of the Town of St. Stephen authorizes a grant in the amount of \$300.00 (three hundred dollars) for the St. Stephen Education Centre, payable to the Garcelon Civic Center, to offset the rental cost for their "Turnaround Achievement Awards" event to be held on Tuesday, May 15, 2018.

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENTS – ST. STEPHEN COMMUNITY EVENTS OFFICE

THAT the Council of the Town of St. Stephen accepts the following eight (8) events to be town-owned events and the town will assume the primary coordinating role:

- (i) Mayor’s Levee
- (ii) St. Stephen Musical Concert Series
- (iii) Canada Day
- (iv) New Brunswick Day
- (v) International Festival
- (vi) Christmas Parade
- (vii) Santa’s Arrival
- (viii) Tree Lighting

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT: "TOUCH A TRUCK" – ST. STEPHEN KIWANIS CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen Kiwanis Club (the "Club") to host its "Touch a Truck" event in the parking lot of the Border Area Community Arena on Saturday, September 15, 2018 from 10:00 a.m. to 3:00 p.m., with a rain date of Saturday, September 22, 2018 from 10:00 a.m. to 3:00 p.m., contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: _____ March 26, 2018

MOVED BY: _____

SECONDED BY: _____

**OUT-OF-PROVINCE TRAVEL: SUPERVISOR I AND OPERATOR – PUBLIC
WORKS DEPARTMENT**

THAT the Council of the Town of St. Stephen approves the out-of-province travel for Blair Furlotte, Supervisor I and Jamie Linton, Operator, of the Public Works Department to attend the Maritime Provinces Water & Wastewater Association Annual Training Seminar in Charlottetown, PEI from April 22 – 25, 2018.

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

LICENCE – NEW BRUNSWICK POWER CORPORATION

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a Licence with New Brunswick Power Corporation, retroactively to March 15, 2018, and in the form of Licence presented to Council, for the installation of Electric Vehicle Supply Equipment (EVSE) which includes an Electric Vehicle Direct Current Fast Charger and a Level 2 Charger in the parking lot of the Garcelon Civic Center, and more fully described in Schedule “A” attached to the Licence.

AND THAT the above-noted authorization and installation of the EVSE are contingent on the New Brunswick Power Corporation’s receipt of funding from the Department of Natural Resources Office of Energy Efficiency (NRCan).

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

**FORMER LAGOON SITE – PHASE II ENVIRONMENTAL SITE ASSESSMENT
(PRELIMINARY SITE CHARACTERIZATION)**

THAT the Council of the Town of St. Stephen approves an unbudgeted expenditure in the amount of \$15,500.00 (fifteen thousand, five hundred dollars), plus HST, payable to Fundy Engineering & Consulting Ltd. for the completion of a Phase II Environmental Site Assessment (Preliminary Site Characterization) of the former lagoon located at 51 Budd Avenue, PID # 01307339.

RESOLUTION NO.: _____

DATE: March 26, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.