

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, APRIL 23, 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) Human Values Day - Proclamation
 - (b) Canadian Mental Health Association Mental Health Week - Proclamation
 - (c) Lyme Awareness Month – Proclamation
 - (d) Disability Awareness Week - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – March 26, 2018
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from the Flewelling and Wood Families.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – March 26, 2018
 - (b) Committee of Council Meeting – April 4, 2018
 - (c) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – April 11, 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" – Second Reading – Section Numbers Only
- (b) By-Law No. A-12, "A By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Proposed Annexation
- (c) Reappointments – Charlotte County Hospital Foundation Inc.
- (d) Awarding of Tender # TOSS18-01 – Turf Maintenance – Playing Fields
- (e) Fundraising Road Toll – Charlotte County Animal Shelter
- (f) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (g) Approval of Event: Annual Run/Walk – St. Stephen-Milltown Rotary Club
- (h) Public Works Department – Water Quality Technician II – Job Recommendation
- (i) Sick Leave Bank – Canadian Union of Public Employees (CUPE), Local 770
- (j) Royal Canadian Mounted Police – Lease Agreement
- (k) Employee Benefits Program
- (l) Dillon Consulting Limited – Agreement for Professional Services – Street Improvements 2018 (Milltown Boulevard)
- (m) Dillon Consulting Limited – Agreement for Professional Services – Municipal Asset Management Plan Development
- (n) Federation of Canadian Municipalities – Municipal Asset Management Program Funding
- (o) Permission for Musical Entertainers – St. Stephen Farmers' Market

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

HUMAN VALUES DAY

April 24, 2018

WHEREAS raising and increasing the AWARENESS of *Human Values* of truth, right conduct, peace, love and non-violence, and all the multiple sub values like honesty, integrity, kindness and caring in the Town of St. Stephen is a primary goal of this wonderful town; and

WHEREAS these values are inherent in all creeds, countries, cultures and communities, making these values truly "*Values without Borders*"; and

WHEREAS making the Town of St. Stephen "*A Town of Character*" is for the greatest benefit of all our citizens; and

WHEREAS reducing and even erasing the incidents of violence of all types in our communities and our town will bring PEACE and PROGRESS in all aspects and activities of this province; and

WHEREAS unlike other walks, Walk for Values is not a fundraiser, but a way to make the town richer and healthier by pledging our commitment to practice human values, and be motivated to serve our community through volunteer work, or by donating blood or food for the needy; and

WHEREAS "Walk for Values" is designed to raise the awareness of Human Values and to promote individual responsibility towards collective future of Humanity, Walk for Values is a platform to educate people on the importance of practicing these five Human Values in daily life and the awareness it creates in making of enlightened citizens for universal peace.

NOW THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, New Brunswick, do hereby proclaim April 24, 2018 as "Human Values Day" in the Town of St. Stephen.

PROCLAMATION

**CANADIAN MENTAL HEALTH ASSOCIATION
MENTAL HEALTH WEEK**

May 7-13, 2018

WHEREAS: CMHA Mental Health Week promotes mental health awareness through education campaigns, activities and events held throughout New Brunswick, and offers practical ways to maintain and improve mental health and support recovery from mental health problems and illnesses; and,

WHEREAS: The Canadian Mental Health Association encourages everyone to Get Loud for mental health – to speak up and take action to improve mental health for all Canadians; and,

WHEREAS: Increased awareness and understanding of mental health will promote the use of mental health services and supports and ensures Canadians with mental health problems and illnesses are afforded the opportunity to recover; and,

WHEREAS: The Canadian Mental Health Association actively supports and encourages good mental health in all aspects of our lives, during CMHA Mental Health Week and throughout the year.

THEREFORE I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim the week of May 7-13, 2018 as CMHA Mental Health Week and encourage all citizens to join me and Get Loud for mental health.

PROCLAMATION
LYME AWARENESS MONTH
MAY 2018

Whereas Lyme disease is one of the fastest growing infections in Canada; and

Whereas the population of ticks, the prime cause of Lyme disease, is growing and expanding in New Brunswick; and

Whereas the tick season is also extended due to climate change; and

Whereas there is an increasing number of New Brunswickers who are suffering from Lyme disease; and

Whereas Lyme disease, if not diagnosed and treated early, can become a debilitating condition, causing extreme fatigue, cardiac and nervous system disorders and/or arthritic symptoms; and

Whereas all New Brunswickers would benefit by being more aware of Lyme disease, how it is contracted, what the symptoms associated with the disease are and how to get the prompt medical care needed to avoid illness and suffering.

Therefore, I, Allan MacEachern, Mayor of the Town of St. Stephen, Province of New Brunswick, do hereby proclaim the month of May 2018 as Lyme Awareness Month in the Town of St. Stephen.

PROCLAMATION
DISABILITY AWARENESS WEEK— MAY 27TH TO JUNE 1ST, 2018

“EQUAL OPPORTUNITY FOR ALL!”

Whereas, the Town of St. Stephen is committed to assisting citizens with disabilities to participate fully in our community, and

Whereas, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

Whereas, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

Whereas, we support the theme: ***"Equal Opportunity for All!"***;

Now Therefore Be It Known That I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby request the citizens of St. Stephen to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 27th to June 1st, 2018.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. MOMENT OF SILENCE

Mayor MacEachern requested a moment of silence.

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 Jeff Renaud; and Town Clerk Joan Flewelling.

ABSENT: Councillor Ghislaine Wheaton.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Chisholm

Seconded by Councillor Parker

56/18 **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) Dietitians of Canada Nutrition Month – Proclamation

Mayor MacEachern proclaimed the month of March, 2018 as Nutrition Month:

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.

(b) Child Abuse and Neglect Prevention Month – Proclamation

Mayor MacEachern proclaimed the month of April 2018 as Child Abuse and Neglect Prevention Month:

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.

6. NOTICES OF MOTIONS

There were no notices of motions.

7 APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

57/18 **THAT** the Minutes of the Regular Council meeting held on February 26, 2018 be approved as circulated. **CARRIED**

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

Moved by Councillor Parker
Seconded by Councillor Hyslop

58/18 **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.
CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Councillor Chisholm

59/18 **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.
CARRIED

PAID BILLS

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

60/18 **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.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

61/18 **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 Hyslop

62/18 **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 March 14, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

63/18 **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 March 14, 2018 be approved as circulated. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 64/18 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. **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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 65/18 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. **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" – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Parker

Seconded by Councillor Chisholm

- 66/18 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. **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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 67/18 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. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Parker

- 68/18 **THAT** the Royal Canadian Mounted Police February 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TOWN GRANT – ST. STEPHEN EDUCATION CENTRE

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 69/18 **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. **CARRIED**

APPROVAL OF EVENTS – ST. STEPHEN COMMUNITY EVENTS OFFICE

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 70/18 **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

CARRIED

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

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 71/18 **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. **CARRIED**

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

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 72/18** **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. **CARRIED**

LICENCE – NEW BRUNSWICK POWER CORPORATION

Moved by Councillor Parker
Seconded by Councillor Harding

- 73/18** **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). **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 74/18** **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. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the Boston Bruins Alumni game.
- Attended the St. Stephen Aces final game.

Councillor Hyslop

- Attended Canada 1st Basketball Committee meetings.
- Attended a Charlotte County Museum board meeting.
- Attended a dinner at the St. Stephen Legion hosted by the Multicultural Association of Charlotte County.
- Participated on the Town team at the Curling Corporate Challenge.
- Attended all Town meetings.

Councillor Parker

- Stated it was a quiet month due to sickness.
- Attended all Town meetings, except the monthly Committees meeting.
- Attended a meeting with the Building Inspector.

Councillor Chisholm

- Vacationed in Ottawa and Texas.
- Attended all Town meetings, except the monthly Committees meeting.

Councillor Harding

- Attended all Town meetings.
- Congratulated Town employee Jamie Linton who was the lucky winner of "Chase the Ace".

Mayor MacEachern

- Attended a Health Association meeting.
- Attended a Multicultural Association meeting.
- Attended the "On the Pond" festival at the Garcelon Civic Center.
- Participated in the Boston Bruins Alumni game.
- Attended a Regional Service Commission meeting.
- Pleased that the "100 Men Who Care" fundraiser was successful for one of its own members, Tyler Tapley.

16. QUESTION PERIOD

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

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

75/18 THAT the meeting adjourn at 7:25 p.m. CARRIED

Mayor

Town Clerk

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

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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: April 23, 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 February 28, 2018 be received.

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

	Actual To Date For the Two Months Ending February 28, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Taxes	896,041	5,356,765	\$4,460,724	17%
Services Provided to Other Governments	0	253,708	253,708	0%
Sale of Services	134,508	605,134	470,626	22%
Other Revenue From Own Sources	32,960	195,842	162,882	17%
Unconditional Grants	271,145	1,442,611	1,171,466	19%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	228,415	1,492,537	1,264,122	15%
Total Revenue	1,563,069	9,350,797	7,787,728	17%
Expenditure				
General Government Services	127,464	1,044,472	917,008	12%
Protective Services	165,813	2,260,064	2,094,251	7%
Transportation Services	408,294	1,938,884	1,530,590	21%
Environmental Health Services	42,266	247,794	205,528	17%
Environmental Development Services	37,830	292,874	255,044	13%
Recreational and Cultural Services	277,552	1,929,757	1,652,205	14%
Fiscal Services	83,102	1,628,952	1,545,850	5%
Other	(2,150)	8,000	10,150	-27%
Total Expenditures	1,140,171	9,350,797	8,210,626	12%
Surplus (Deficit)	\$422,898	\$0		

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

	Actual To Date For the Two Months Ending February 28, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Sale of Service	\$107,009	\$2,065,570	\$1,958,561	5%
Other Revenue From Own Source	31,681	200,300	168,619	16%
Other Transfers	14,920	89,521	74,601	17%
Total Revenue	153,610	2,355,391	2,201,781	7%
Expenditures				
Water Supply	142,643	1,081,783	939,140	13%
Sewerage Collection and Disposal	98,652	726,650	627,998	14%
Fiscal Services	17,094	546,958	529,864	3%
Total Expenditures	258,389	2,355,391	2,097,002	11%
Surplus (Deficit)	(\$104,779)	\$0		

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,897,048.93 (one million, eight hundred and ninety-seven thousand, and forty-eight dollars and ninety-three cents) be received.

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

Visa:

February 2018

Jeff Renaud (General Gov't: Civic Relations; Fire: Fire Extinguisher
License Renewal; Civic Center: Pass Keys for Pool; Source: Supplies) 1,189.28

Allan MacEachern (General Gov't: Mayor Cell Phone Upgrade, St. Croix
Courier Online Subscription) 81.64

Grand Total \$ 1,270.92

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

MARCH 2018

Sophie Caldwell (Frances Esther Todd Scholarship, Cheque #87)	\$	1,800.00
Total	\$	<u>1,800.00</u>

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

MARCH 2018

Fundy Contractors Limited (Construction - Water Main and Utility Renewal - Milltown Blvd - Project #17-5356, Cheque #1155)	\$	508,960.46
Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project #175356, Cheque #1156)	\$	14,058.75
Terra Ex Inc. (Construction - Sanitary Sewer Renewal & Combined Sewer Seperation (Thompson Avenue & Springwood Court) - Project #17-5358, Cheque #1157)	\$	59,199.42
Debly Enterprises Ltd. (Construction - Combined Sewer Seperation & Utility - Renewal Elm Park - Project #16-4847, Cheque #1158)	\$	8,217.12
	<u>\$</u>	<u>590,435.75</u>

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 021894 dated between 03/01/2018 and 03/31/2018

CHEQUE REGISTER

Printed: 4:12:07PM 04/05/2018

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Number	Issued	Amount	SC	Status	Status Date
021665	03/01/2018 HERITAGE COURT HOLDINGS LIMITED CN000000983 GG-TOWNHALL-OPS COST ADJUSTI RC000026786 GG-TOWNHALL-LEASE-MARCH/18	4,037.62 -1,380.00 5,417.62	A/P	OUT-STD	03/01/2018
021687	03/01/2018 ACCT #903240047015 FEBRUARY2018 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	03/01/2018
021688	03/01/2018 ACCT 8025-280 FEBRUARY2018 LOCAL 770 UNION DUES-FEBRUARY	1,251.88 1,251.88	A/P	OUT-STD	03/01/2018
021689	03/01/2018 JEFF RENAUD FEBRUARY2018 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	03/01/2018
021690	03/01/2018 O'CONNELL MIKE FEBRUARY2018 RC-RECREATIONDIRECTOR-MONTH	200.00 200.00	A/P	OUT-STD	03/01/2018
021691	03/01/2018 ST. STEPHEN UTILITY DEPT. FEBRUARY2018 EMPLOYEE DEDUCTIONS-FEBRUAF	40.00 40.00	A/P	OUT-STD	03/01/2018
021692	03/01/2018 MINISTER OF FINANCE FEBRUARY2018 EMPLOYEE DEDUCTIONS-FEBRUAF	986.00 986.00	A/P	OUT-STD	03/01/2018
021693	03/07/2018 AQUAM 265995 CC-POOL- STRAPS, ROPE HOOK, H/	448.36 448.36	A/P	OUT-STD	03/07/2018
021694	03/07/2018 ATLANTIC ALARM & SOUND LTD 74600 CC-BUILDING- BELTPACK TRANSMI'	310.22 310.22	A/P	OUT-STD	03/07/2018
021695	03/07/2018 BLAKNEY'S TRUCKING INC. 371 TS-STTS-ROAD SALT DELIVERY 372 TS-STTS-SALT <i>Delivery</i> 382 TS-STTS- SALT <i>Delivery</i>	4,119.40 1,322.13 814.92 1,982.35	A/P	OUT-STD	03/07/2018
021696	03/07/2018 BORDER INVESTIGATIONS & SECURITY INC. 14765 PS-BY-LAW-FEB 23 - MAR 02/18	966.00 966.00	A/P	OUT-STD	03/07/2018
021697	03/07/2018 BRUNET 32568 GG-SERVER-QUARTERLY MAINTEN	54.63 54.63	A/P	OUT-STD	03/07/2018
021698	03/07/2018 CANADA BREAD COMPANY LIMITED 104614904879 CC-CANTEEN- HOT DOG BUNS 105314904973 CC-CANTEEN- HOT DOG BUNS	51.12 25.56 25.56	A/P	OUT-STD	03/07/2018
021699	03/07/2018 CARGILL LIMITED 2903919180 TS-STTS- SALT 2903923332 TS-STTS- SALT	12,876.43 5,296.93 7,579.50	A/P	OUT-STD	03/07/2018
021700	03/07/2018 CARQUEST 14838-74451 TS-#12-2 OUTER BUMPER & BRACK	1,283.42 1,283.42	A/P	OUT-STD	03/07/2018
021701	03/07/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002 FEBRUARY2018 GG-MUNICIPALPLAN-FEBRUARY/18	23,396.44 23,396.44	A/P	OUT-STD	03/07/2018
021702	03/07/2018 COCA COLA REFRESHMENTS CANADA COMPANY 86802103 CC-CANTEEN- COKE ORDER FOR U 86802405 CC-CANTEEN- COKE ORDER FOR U	902.79 373.04 529.75	A/P	OUT-STD	03/07/2018
021703	03/07/2018 DAVIS FUELS 14035 TS/PS-199 UNION ST. - HEATING FU 14152 TS/PS-199 UNION ST. - HEATING FU 14253* GG-120 MILLTOWN BLVD.-HEATING	2,069.17 824.79 678.21 566.17	A/P	OUT-STD	03/07/2018
021704	03/07/2018 FUNDY FIRE FIGHTER ASSOCIATION FEBRUARY 01/2018 PS-FIRE- ASSOCIATION DUES FOR 2018 <i>ASSOCIATION</i>	125.00 125.00	A/P	OUT-STD	03/07/2018
021705	03/07/2018 GARCELON CIVIC CENTER	260.00	A/P	OUT-STD	03/07/2018

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	260.00	GG-GRANT-BANTAM AAA HOCKEY T	260.00			
021707	03/07/2018	J.A. LARUE INC. I000034174	2,961.48 2,961.48	A/P	OUT-STD	03/07/2018
021708	03/07/2018	KEITH'S BUILDING SUPPLIES 172485	362.84 362.94	A/P	OUT-STD	03/07/2018
021709	03/07/2018	L.E.WHITTAKER CO., LTD. 39389	1,203.36 115.00	A/P	OUT-STD	03/07/2018
	39402	PS-FIRE-ABCP POWDER, DATED SE	996.36			
	39405	PS-FIRE-FIRE EXTINGUISHERS HYD	69.00			
	39407	PS-FIRE-FIRE EXTINGUISHERS HYR	23.00			
021710	03/07/2018	LINDE CANADA LIMITED 15687 57865585	13.57 13.57	A/P	OUT-STD	03/07/2018
021711	03/07/2018	MICMAC FIRE & SAFETY SOURCE LTD. NS-00848834	119.60 119.60	A/P	OUT-STD	03/07/2018
021712	03/07/2018	MINISTER OF FINANCE WEEK102018	209.30 209.30	A/P	OUT-STD	03/07/2018
021713	03/07/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD. 405781	46.74 46.74	A/P	OUT-STD	03/07/2018
021714	03/07/2018	ORR ELECTRIC & ALARM LTD. 3155	1,747.72 69.00	A/P	OUT-STD	03/07/2018
	3156	TS-ST5-DECORATIVE LIGHTS REPA	1,678.72			
021715	03/07/2018	PAPA'S NUTS 09	80.00 80.00	A/P	OUT-STD	03/07/2018
021716	03/07/2018	PARTS FOR TRUCKS INC. 34266552-00	431.65 147.66	A/P	OUT-STD	03/07/2018
	34267171-00	TS-#5- ALTERNATOR	283.99			
021717	03/07/2018	PAYROLL TRANSFER WEEK092018	123,695.00 123,695.00	A/P	OUT-STD	03/07/2018
021718	03/07/2018	PRIME LIFT 1373	80.50 80.50	A/P	OUT-STD	03/07/2018
021719	03/07/2018	PROCOM DATA SERVICES INC. 201814427	172.33 172.33	A/P	OUT-STD	03/07/2018
021720	03/07/2018	R.E.M TRANSPORT GARAGE 50819	59.80 59.80	A/P	OUT-STD	03/07/2018
021721	03/07/2018	RECEIVER GENERAL FOR CANADA WEEK092018	42,878.82 42,878.82	A/P	OUT-STD	03/07/2018
021722	03/07/2018	SAUNDERS EQUIPMENT LTD. 70696	515.20 515.20	A/P	OUT-STD	03/07/2018
021723	03/07/2018	SHANNON MICHAEL WEEK102018	371.91 371.91	A/P	OUT-STD	03/07/2018
021724	03/07/2018	SOUTHWEST CONCRETE & CONS LTD 3885	290.38 290.38	A/P	OUT-STD	03/07/2018
021725	03/07/2018	SOUTHERN SANITATION LTD. 158295	347.88 316.25	A/P	OUT-STD	03/07/2018
	158415	TS-AIRPORT-GARBAGE COLLECTIO	31.63			
021726	03/07/2018	SOUTHWEST ELECTRIC & SECURITY INC. 14947	275.30 275.30	A/P	OUT-STD	03/07/2018
021727	03/07/2018	SPEEDY ST-STEPHEN 8768	1,036.21	A/P	OUT-STD	03/07/2018

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	8768-286891	CC-ARENA-FLAT TEMPERED GLASS	1,036.21			
021728	03/07/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	342.07	A/P	OUT-STD	03/07/2018
	169481	GG-CIVIC- PUBLIC PRESENTATION	172.50			
	169636	GG-CIVIC-TOWN EVENTS	56.52			
	170040	GG-CIVIC-TOWN EVENTS	56.53			
	170470	GG-CIVIC-TOWN EVENTS	56.52			
021729	03/07/2018	STATIONERY PLUS	58.40	A/P	OUT-STD	03/07/2018
	26725	RC-REC/DIRECTOR-DIARY	10.34			
	26801	TS-SHOP-INKJET CARTRIDGES, COI	48.06			
021730	03/07/2018	TRAVIS CLEGHORN	151.31	A/P	OUT-STD	03/07/2018
	CLOTHINGALLOW	WS-STC-CLOTHING ALLOWANCE	151.31			
021731	03/07/2018	STATIONERY PLUS	34.24	A/P	OUT-STD	03/07/2018
	28160	CC-ADMIN- STAMPS	34.24			
021732	03/07/2018	GULLISON'S COURIER SERVICE	86.25	A/P	OUT-STD	03/07/2018
	444927	TS-#7-FROM PARTS FOR TRUCKS	46.00			
	733949	TS-#7-TO PARTS FOR TRUCKS	40.25			
021733	03/07/2018	LORI RICHARD	1,500.00	A/P	OUT-STD	03/07/2018
	3RDPARTYSALES	CC-THIRD PARTY TICKET SALES	1,500.00			
021734	03/09/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	24,191.14	A/P	OUT-STD	03/09/2018
	18602	TS-STC-DIESEL	383.73			
	324239	TS-STC-DIESEL	858.20			
	324328	TS-STC-DIESEL	1,641.06			
	33254	TS-STC-DIESEL	3,328.38			
	419414	TS-STC-DIESEL	475.16			
	516093	TS-STC-DIESEL	2,920.26			
	617883	TS-STC-DIESEL	1,052.88			
	626286	TS-STC-DIESEL	2,253.68			
	715726	TS-STC-DIESEL	2,208.25			
	720822	TS-STC-DIESEL	1,424.06			
	920895	TS-STC-DIESEL	1,650.73			
	921248	TS-STC-DIESEL	1,006.46			
	926905	TS-STC-GAS	4,990.29			
021735	03/14/2018	BELL ALIANT	3,263.58	A/P	OUT-STD	03/14/2018
	11368891FEB18	GG-TOWNHALL-LANDLINE PHONES	1,628.81			
	11378668FEB18	PS/TS-199UNIONST-LANDLINE PHO	359.51			
	11395944FEB18	PS-FIRE-LANDLINE PHONES	929.87			
	15772965FEB18	RC-REC/POOL-LANDLINE PHONES	239.65			
	46435731FEB18	RC-PARKS-CHOCOLATE PARK CAM	105.74			
021736	03/14/2018	BRIGGS PLUMBING INC.	69.00	A/P	OUT-STD	03/14/2018
	114112	PS-FIRE-BOILER PIPE LEAK REPAIR	69.00			
021737	03/14/2018	CANADA 1ST BASKETBALL INC.	3,000.00	A/P	OUT-STD	03/14/2018
	3000.00	GG-GRANT-PAYMENT	3,000.00			
021738	03/14/2018	CARGILL LIMITED	5,048.61	A/P	OUT-STD	03/14/2018
	2903964123	ST-STC- SALT	5,048.61			
021739	03/14/2018	CNH CAPITAL	1,265.20	A/P	OUT-STD	03/14/2018
	IN84581	TS-#11- HOES, TUBES, FILTERS	997.22			
	IN87057	TS-#16-CORE RETURN	-131.96			
	IN87282	TS-#11-FUEL FILTERS, ENGINE FILT	329.95			

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	IN87283	TS-#11-FUEL FILTERS	69.99			
021740	03/14/2018	COX ELECTRONICS & COMMUNICATIONS	793.44	A/P	OUT-STD	03/14/2018
	1-013814	RC-MILLPOOL-LAPTOP	793.44			
021741	03/14/2018	EAST COAST INTERNATIONAL TRUCKS	1,632.40	A/P	OUT-STD	03/14/2018
	26475S	TS-#6,#18- FLTFP DEF2.5 FLEETRIT	85.01			
	26849S	TS-#7- ENGINE KIT	1,547.39			
021742	03/14/2018	GARCELON CIVIC CENTER	13,359.00	A/P	OUT-STD	03/14/2018
	1592	GG-GRANT-ST.CROIX WELLNESS AI	9,118.00			
	ACESHOCKEYTICKETS	CC-ACESHOCKEYTICKETSALES-AP	1,601.00			
	NYRENTALCOSTS	CC-NEWYEARESEVE-APPLIED TO VE	2,640.00			
021743	03/14/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	2,400.86	A/P	OUT-STD	03/14/2018
	222831	TS-ST5-DIESEL	1,200.62			
	514834	TS-ST5-DIESEL	892.80			
	640261	TS-ST5-DIESEL	307.44			
021744	03/14/2018	KEM CANADA MFG	319.13	A/P	OUT-STD	03/14/2018
	117013	TS-SHOP-ICE MELT, BRAKE CLEANER	319.13			
021745	03/14/2018	KENT BUILDING SUPPLIES	511.47	A/P	OUT-STD	03/14/2018
	1348182	TS-SHOP- TAPE,ANGLE SANDER, DI	132.33			
	1348236	CC-ARENA-NAILS	10.89			
	1349234	CC-ARENA- GORILLA TAPE	23.08			
	1349836	TS-SHOP- #R-HUNTINGTON/ENTRY/	71.65			
	1352225	TS-SHOP- FILLER,PAINT BRUSHES (50.95			
	1352443	TS-SHOP- PAINT	53.45			
	1353447	TS-SHOP- PRO IN LX EGG BA	24.59			
	1355558	PS-FIRE- TARP, POLY/LIGHT 120X10	144.53			
021746	03/14/2018	KING CONSTRUCTION LTD.	21,000.00	A/P	OUT-STD	03/14/2018
	6266	GG-CONSTRUCTION-TURNING THE C	21,000.00			
021747	03/14/2018	LEVITT SAFETY LIMITED	698.43	A/P	OUT-STD	03/14/2018
	1483946-00*	PS-FIRE- GIG GAS MONITORS FOR I	698.43			
021748	03/14/2018	LSW WEAR PARTS LTD.	2,748.50	A/P	OUT-STD	03/14/2018
	47962	TS-#7,#16 - PLOW BLADE, NUT&BOL	2,748.50			
021749	03/14/2018	MAGUIRE EXCAVATING LTD.	67,752.89	A/P	OUT-STD	03/14/2018
	24385	TS-ST5-CHURCH ST TO PLEASANT	67,752.89			
021750	03/14/2018	MARK DOWNEY	250.00	A/P	OUT-STD	03/14/2018
	030276	RC-PUBLICSKATE-LIGHT SHOW WIT	250.00			
021751	03/14/2018	MCINNES COOPER	1,650.94	A/P	OUT-STD	03/14/2018
	2017035225	GG-LEGAL-PROPERTY SALE	1,650.94			
021752	03/14/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	03/14/2018
	WEEK112018	EMPLOYEE DEDUCTIONS: MAR 11	209.30			
021753	03/14/2018	N. B. ELECTRIC POWER	1,287.28	A/P	OUT-STD	03/14/2018
	18169205MAR18	RC-POOL-MILL LANE	625.11			
	19051703MAR18	TS-AIRPORT-ELECTRICITY	335.50			
	19051801MAR18	TS-AIRPORT-ELECTRICITY	64.73			
	55180607MAR18	RC-COTTONMILL-LIGHTS	68.79			
	72924306MAR18	RC-PARKS-BANDSTAND	31.82			
	82122207MAR18	RC-PARKS-BASKETBALL COURT	51.36			
	84960501MAR18	RC-PARKS-RIVERSIDE DR LIGHTS	109.97			
021754	03/14/2018	PAYROLL TRANSFER	68,922.00	A/P	OUT-STD	03/14/2018

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	WEEK112018 GG-TRANSFER-MAR 02-15/18	68,922.00			
021755	03/14/2018 PRO-TECH SANITATION LTD. 249432 CC-ARENA- DRAIN HOSE OIL RESIS	292.96 292.96	A/P	OUT-STD	03/14/2018
021756	03/14/2018 RECEIVER GENERAL FOR CANADA WEEK112018 GG-REMITTANCE-MAR 02-15/18	33,591.69 33,591.69	A/P	OUT-STD	03/14/2018
021757	03/14/2018 RECREATION PEI 1518 RC-RECDIRECTOR-ARFC DELEGRA	431.25 431.25	A/P	OUT-STD	03/14/2018
021758	03/14/2018 RICHWIL TRUCK CENTRE LTD. 122815 TS-#5- HOSE COOL 122859 WS-#5- HOSE 122991 TS-#7- PAN ASSY	923.53 33.37 150.74 739.42	A/P	OUT-STD	03/14/2018
021759	03/14/2018 SERVICE NEW BRUNSWICK CRZ4092018 RC-PARKS-2014 FORD F150	19.00 19.00	A/P	OUT-STD	03/14/2018
021760	03/14/2018 SHANNON MICHAEL WEEK112018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	03/14/2018
021761	03/14/2018 SMS EQUIPMENT PQ6407196 TS-#5,#6,#18- 7 PLOW BLADES	2,093.00 2,093.00	A/P	OUT-STD	03/14/2018
021762	03/14/2018 SOURCE ONE SUPPLIES 17516 CC-ARENA- MOP HEAD, NARROW B 17535 CC-ARENA- WAXED BAGS, HAND TC	137.47 54.72 82.75	A/P	OUT-STD	03/14/2018
021763	03/14/2018 SOUTHERN SANITATION LTD. 158296 CC-BUILDING- MONTHLY FEE - FEB/ 158453 GG-TOWN-ZONE I GARBAGE COLLE 158455 GG-TOWN-ZONE III GARBAGE COLL 158457 TS/RC-GARAGE/PARKS-GARBAGE C	9,418.12 316.25 4,602.78 4,005.74 493.35	A/P	OUT-STD	03/14/2018
021764	03/14/2018 ST. CROIX WELLNESS AND RENEWAL CENTER 3503.25 GG-GRANT-PAYMENT	3,503.25 3,503.25	A/P	OUT-STD	03/14/2018
021765	03/14/2018 UNIFIRST CANADA LTD. 126379 CC-LOBBY- FLOOR MATS 127034 CC-LOBBY- FLOOR MATS	210.00 105.00 105.00	A/P	OUT-STD	03/14/2018
021766	03/14/2018 WURTH CANADA LIMITED 22975283 TS-SHOP- NUTS & BOLTS, GLASS CI 22984205 TS-SHOP- FLT WASHERS,BOLTS,PII	814.96 504.90 310.06	A/P	OUT-STD	03/14/2018
021767	03/21/2018 ALLAN MACEACHERN 32.00 GG-MAYOR-RECYLING MEETING	32.00 32.00	A/P	OUT-STD	03/21/2018
021768	03/21/2018 ALL GAS TANKS 92812 TS-SHOP- PRUNER, FILE HOLDER	980.94 980.94	A/P	OUT-STD	03/21/2018
021769	03/21/2018 BELL ALIANT 06336721FEB18 TS-AIRPORT-LANDLINE PHONE 47424130FEB18 CC-ADMIN-LANDLINE PHONES	1,113.97 157.88 956.09	A/P	OUT-STD	03/21/2018
021770	03/21/2018 BLAKNEY'S TRUCKING INC. 399 TS-STs-ROAD SALT DELIVERY	1,320.41 1,320.41	A/P	OUT-STD	03/21/2018
021771	03/21/2018 BORDER INVESTIGATIONS & SECURITY INC. 14775 PS-BYLAw-MAR 09-16/18 FEE	966.00 966.00	A/P	OUT-STD	03/21/2018
021772	03/21/2018 CANADIAN ASSOCIATION OF MUNICIPAL CAMAMEM-6373 GG-CAO-2018-2018 MEMBERSHIP	316.25 316.25	A/P	OUT-STD	03/21/2018
021773	03/21/2018 CARGILL LIMITED 2903979016 TS-STs-ROAD SALT	2,499.64 2,499.64	A/P	OUT-STD	03/21/2018

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021774	03/21/2018 CHARLOTTE COUNTY ALTERNATIVE TRANSPORTA GRANT2018 GG-CIVIC-2018 GRANT	2,500.00 2,500.00	A/P	OUT-STD	03/21/2018
021775	03/21/2018 CHARLOTTE COUNTY JANITORIAL 3900 PS-FIRE-JANITORIAL-FEB/18 3902 PM-RCMP- JANITORIAL FEB/18	1,310.85 178.25 1,132.60	A/P	OUT-STD	03/21/2018
021776	03/21/2018 CHOCOLATE FEST INC. GRANT2018 GG-CIVIC-2018 GRANT	1,500.00 1,500.00	A/P	OUT-STD	03/21/2018
021777	03/21/2018 DOWNEY FORD SALES LTD. 28399 TS-#23- SPEAKER ASY. 28429 PS-#200-VALVE ASSEMBLY, OIL FIL	178.53 36.79 141.74	A/P	OUT-STD	03/21/2018
021778	03/21/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVI 18-015 PS-BUILDINGINSPECTOR-FEB 18-M 18-017 PS-BUILDINGINSPECTOR-MAR 04-1	4,968.00 2,484.00 2,484.00	A/P	OUT-STD	03/21/2018
021779	03/21/2018 GARCELON CIVIC CENTER 1551.3 CC-PAYMENT-LADY'S SPARTANS H 300.00 CC-PAYMENT-ARAUCO INVOICE #16	1,600.00 1,300.00 300.00	A/P	OUT-STD	03/21/2018
021780	03/21/2018 GREAT-WEST LIFE ASSURANCE COMPANY MAR132018MANAGEMENT GG-LIFE,AD&D,LTDPREMIUMS-MAR	2,000.28 2,000.28	A/P	OUT-STD	03/21/2018
021781	03/21/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 337412 TS-ST5-DIESEL	1,100.16 1,100.16	A/P	OUT-STD	03/21/2018
021782	03/21/2018 JULIE LORD SWIMSUITS2018 CC-POOL-SWIM SUITS	84.73 84.73	A/P	OUT-STD	03/21/2018
021783	03/21/2018 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 250124414 CC-ADMIN-PHOTCOPIER USAGE-JA	154.76 154.76	A/P	OUT-STD	03/21/2018
021784	03/21/2018 KONICA MINOLTA 6656414 CC-ADMIN-COPIER LEASE-MARCH/1	133.96 133.96	A/P	OUT-STD	03/21/2018
021785	03/21/2018 LINDE CANADA LIMITED 15687 57976856 PS-FIRE-NITROGEN 57976857 PS-FIRE-NITROGEN 58037835 TS-SHOP-OXYGEN	300.97 136.05 136.05 28.87	A/P	OUT-STD	03/21/2018
021786	03/21/2018 MARITIME FIRE CHIEFS ASSOCIATION 2018-312 PS-FIRE-2018 MEMBERSHIP DUES	70.00 70.00	A/P	OUT-STD	03/21/2018
021787	03/21/2018 MEDAVIE BLUE CROSS 193865UNION GG-HEALTH&DENTALPREMIUMS-AF 195258MANAGEMENT GG-HEALTH&DENTALPREMIUMS-AF	14,810.74 8,449.71 6,381.03	A/P	OUT-STD	03/21/2018
021788	03/21/2018 MILLTOWN MACHINE & FABRICATION LTD. 19738 TS-#18- 1/4 ALUMINUM PLATE, LABC	57.39 57.39	A/P	OUT-STD	03/21/2018
021789	03/21/2018 MINISTER OF FINANCE WEEK122018 EMPLOYEE DEDUCTIONS-MAR 18-2	209.30 209.30	A/P	OUT-STD	03/21/2018
021790	03/21/2018 N. B. ELECTRIC POWER 18988703MAR18 TS/PS-199UNIONST-ELECTRICITY 216000030308MAR18 TS-ST5-AREA LIGHTS 71315207MAR18 PS-RCMP-ELECTRICITY 83278804MAR18 TS-ST5-PARKS SHED	14,786.33 1,653.04 11,762.87 1,227.98 142.44	A/P	OUT-STD	03/21/2018
021791	03/21/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 399535 GG-TOWNHALL-FLOOR MATS 401727 GG-TOWNHALL-FLOOR MATS 404029 GG-TOWNHALL-FLOOR MATS	286.08 95.36 95.36 95.36	A/P	OUT-STD	03/21/2018

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Number	Issued	Amount	SC	Status	Status Date
021792	03/21/2018 O'CONNELL MIKE MARCHBREAK2018 RC-RECREATION-MARCH BREAK 2C	170.21 170.21	A/P	OUT-STD	03/21/2018
021793	03/21/2018 ORKIN CANADA CORPORATION IN-8329311 PS-FIRE-PEST CONTROL	143.75 143.75	A/P	OUT-STD	03/21/2018
021794	03/21/2018 PAYROLL TRANSFER WEEK112018* GG-TRANSFER-MAR02-15/18	2,820.00 2,820.00	A/P	OUT-STD	03/21/2018
021795	03/21/2018 PETTY CASH FEBRUARY2018 GG/TS-TOWNHALL/STS-KITCHEN SI	60.65 60.65	A/P	OUT-STD	03/21/2018
021796	03/21/2018 PRO-TECH SANITATION LTD. 241886 CC-ARENA-PLATE SUCTION BAR RE	78.19 78.19	A/P	OUT-STD	03/21/2018
021797	03/21/2018 RECEIVER GENERAL FOR CANADA WEEK112018* GG-REMITTANCE-MAR02-15/18*	682.14 682.14	A/P	OUT-STD	03/21/2018
021798	03/21/2018 SHANNON MICHAEL WEEK122018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	03/21/2018
021799	03/21/2018 SOURCE ONE SUPPLIES 17644 TS-SHOP-CONE CUPS, PAPER TOW	128.33 128.33	A/P	OUT-STD	03/21/2018
021800	03/21/2018 SOURCE ATLANTIC 2818360 TS-SHOP- CLOTHING ALLOWANCE 2827141 TS-SHOP- CLOTHING ALLOWANCE	1,757.31 792.47 964.84	A/P	OUT-STD	03/21/2018
021801	03/21/2018 SOUTHERN SANITATION LTD. 157993 GG-TOWN-ZONE I GARBAGE COLLE 157994 GG-TOWN-ZONE 1 GARBAGE COLLI 158416 TS-AIRPORT-GARBAGE COLLECTIO 158454 GG-TOWN-ZONE 1 GARBAGE COLLI 158456 GG-TOWN-ZONE III GARBAGE COLL 158458 TS/RC-SHOP/PARKS-GARBAGE COL	18,339.06 4,602.78 4,602.78 31.63 4,602.78 4,005.74 493.35	A/P	OUT-STD	03/21/2018
021802	03/21/2018 SPEEDY ST-STEPHEN 8768 88 CC-ARENA-INSTALLING GLASS	822.25 822.25	A/P	OUT-STD	03/21/2018
021803	03/21/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 170873 GG-CIVIC-TOWN EVENTS 170874 GG-CIVIC-MUNICIPAL PLAN HEARIN 170875 GG-CIVIC-ZONING BYLAW PUBLIC F	403.82 56.52 173.65 173.65	A/P	OUT-STD	03/21/2018
021804	03/21/2018 STATIONERY PLUS 28479 CC-ADMIN- BANK DEPOSIT BOOKS 29383 CC-ADMIN- FILE FOLDERS, COIN WF	283.15 144.90 148.25	A/P	OUT-STD	03/21/2018
021805	03/21/2018 TOWN OF ST. STEPHEN 1298.29 GG-FUNDTRANSFER-TRANSFER TC	1,298.29 1,298.29	A/P	OUT-STD	03/21/2018
021806	03/21/2018 TRANE ATLANTIC 38754088 GG-LIBRARY-HVAC REPAIR	1,002.62 1,002.62	A/P	OUT-STD	03/21/2018
021807	03/21/2018 GREAT-WEST LIFE ASSURANCE COMPANY MAR132018UNION GG-LIFE,AD&D,LTDPREMIUMS-MAR	2,708.72 2,708.72	A/P	OUT-STD	03/21/2018
021811	03/21/2018 SERVICE NEW BRUNSWICK <i>(Vehicle Registrations)</i> AA49682018 PS-FIRE-1943 FORD FIRE CGL0722018 RC-PARKS-1997 DODGE DAKOTA CGN1762018 TS-STS-1996 FORD F250 CKN6352018 TS-STS-2004 DODGE DAKOTA CND7802018 PS-FIRE-2008 FORD 150 CND8232018 RC-PARKS-2003 GMC SONOMA	648.00 19.00 19.00 19.00 19.00 19.00 19.00	A/P	OUT-STD	03/21/2018

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Number	Issued	Amount	SC	Status	Status Date
	CPD7832018	TS-ST5-2008 DODGE DAKOTA	19.00		
	CRH7702018	TS-ST5-2008 DODGE DAKOTA	19.00		
	CRW6372018	TS-ST5-2014 FORD F250	19.00		
	CRW6382018	TS-ST5-2014 FORD F250	19.00		
	CTH7182018	TS-ST5-2010 CHEVROLET SILVERA	19.00		
	GYV8332018	RC-PARKS-2007 FORD ESCAPE	19.00		
	LAB1392018	TS-ST5-1984 INTERNATIONAL 2554	19.00		
	LAK8262018	TS-ST5-2000 INTERNATIONAL F-267	19.00		
	LAZ8762018	PS-FIRE-2005 GMC C7C042	19.00		
	LAZ8772018	PS-FIRE-1987 WHITE VOLVO WS	19.00		
	LAZ8782018	PS-FIRE-2007 FREIGHTLINER M2 10	19.00		
	LAZ8792018	PS-FIRE-2000 FREIGHTLINER FL80	19.00		
	LAZ8842018	TS-ST5-2012 FREIGHTLINER 114SD	19.00		
	LAZ9452018	TS-ST5-2008 INTERNATIONAL 7522	19.00		
	LBL5732018	TS-ST5-2003 INTERNATIONAL 7400	19.00		
	M332422018	TS-ST5-1987 SNOWBL	19.00		
	M416642018	TS-ST5-2001 BOMAG ROLLER	19.00		
	M420882018	TS-ST5-2002 TRACKLESS MT	19.00		
	M433632018	TS-ST5-2004 CASE 721D	19.00		
	M447732018	TS-ST5-2005 CATERP 420D	19.00		
	T0L1492018	RC-PARKS-2014 US CARGO USASG	19.00		
	T112432018	RC-PARKS-2004 KUBOTA L3130D	19.00		
	T267672018	TS-ST5-2015 CASE 580SN WT	19.00		
	T285552018	TS-ST5-2018 CASE 721G	19.00		
	TEK8232018	TS-ST5-1997 HOME MA UTILITY	19.00		
	TFI2672018	PS-FIRE-1998 EZ LOADER BOAT TR	19.00		
	TLA2262018	TS-ST5-2007 DURATR DLE 16T	19.00		
	TNM3632018	PS-FIRE-2012 HURRAI CARGO	19.00		
021812	03/28/2018 GARCELON CIVIC CENTER	584.76	A/P	OUT-STD	03/28/2018
	584.76	CC-RUNTHECOASTINTERTAINMENT	584.76		
021813	03/28/2018 GARCELON CIVIC CENTER	10,000.00	A/P	OUT-STD	03/28/2018
	10000.00	CC-USERAGREEMENT-GRANT APPE	10,000.00		
021814	03/28/2018 GARCELON CIVIC CENTER	41,072.00	A/P	OUT-STD	03/28/2018
	RESO #197/17	CC- <i>Grant-Recreation</i>	41,072.00		
021815	03/28/2018 ALLAN MACEACHERN	28.00	A/P	OUT-STD	03/28/2018
	MULTICURTURALASSOC	GG-MAYOR-MULTICULTURAL ASSO	28.00		
021816	03/28/2018 ENBRIDGE GAS NEW BRUNSWICK	2,993.35	A/P	OUT-STD	03/28/2018
	2018022202008-1016227-00	CC-BUILDING- NATURAL GAS	2,993.35		
021817	03/28/2018 Frank Godsoe	1,035.00	A/P	OUT-STD	03/28/2018
	CPAMEMBERSHIP2018	GG-ASSTTREASURER-CPA MEMBEI	1,035.00		
021818	03/28/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	7,939.23	A/P	OUT-STD	03/28/2018
	14906	TS-ST5-DIESEL	1,993.70		
	624879	TS-ST5-DIESEL	1,113.98		
	931000	TS-ST5-GAS	4,831.55		
021819	03/28/2018 JESSICA HOVEY	205.00	A/P	OUT-STD	03/28/2018
	AQUAFITCOURSE	CC-POOL-GROUP AQUAFIT COURSI	205.00		
021820	03/28/2018 MICHELLE VEST	965.57	A/P	OUT-STD	03/28/2018
	870.37	CC-CANTEEN-SUPPLIES	870.37		
	95.20	CC-CANTEEN-SUPPLY RUN	95.20		

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Number	Issued	Amount	SC	Status	Status Date
021821	03/28/2018 MINISTER OF FINANCE WEEK132018 EMPLOYEE DEDUCTIONS-MAR 25-3	209.30 209.30	A/P	OUT-STD	03/28/2018
021822	03/28/2018 N. B. ELECTRIC POWER 10126106MAR18 TS-XINGLIGHTS-KING ST 17935200MAR18 TS-KING/UNIONST-TRAFFIC LIGHTS 19055406MAR18 RC-ARENA-ELECTRICITY 50660140MAR18 RC-PARKS-ROTARY CHANGING RO 54187672MAR18 TS-KING/QUEEN-TRAFFIC LIGHTS 54253127MAR18 CC-BUILDING-ELECTRICITY 54653258MAR18 TS-KING/SUPERSTORE-TRAFFIC LIK 55917471MAR18 TS-STWATERFRONT LIGHTS 57955782MAR18 RC-BANDSTAND-CHOCOLATE PARK 57955808MAR18 GG-120MILLTOWNBLVD-ELECTRICT 73006038MAR18 RC-LIBRARY-ELECTRICITY	28,030.22 26.11 50.45 1,127.93 26.25 54.21 24,257.25 76.76 105.47 28.06 120.54 2,157.19	A/P	OUT-STD	03/28/2018
021823	03/28/2018 RECEIVER GENERAL FOR CANADA 20180045946 TS/PS-STREETS/FIRE-2018 RADIO L	2,179.00 2,179.00	A/P	OUT-STD	03/28/2018
021824	03/28/2018 SERVICE NEW BRUNSWICK 2328432018 GG-TREASURY-YEARLY WAGES AS 2328432018CRE GG-ASSESSMENT-ESTIMATED WAC	59,277.16 61,541.03 -2,263.87	A/P	OUT-STD	03/28/2018
021825	03/28/2018 SHANNON MICHAEL WEEK132018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	03/28/2018
021826	03/28/2018 THE MINISTER OF FINANCE 27489 PS-RCMP-JAN-MAR/18	289,758.75 289,758.75	A/P	OUT-STD	03/28/2018
021827	03/28/2018 TIM TOZER CPAMEMBERSHIP2018 GG-TREASURER-CPA MEMEBERSH	1,035.00 1,035.00	A/P	OUT-STD	03/28/2018
Cheque Totals Issued:		1,035,882.69			
Void:		0.00			
Total Cheques Generated:		1,035,882.69			
Total # of Cheques Listed:		138			

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Number	Issued	Amount	SC	Status	Status Date
006993	03/07/2018 A ONE PUMPING SERVICE LTD. 6514 SCD-DISPOSAL-SEWER FLUSHER	596.85 596.85	A/P	OUT-STD	03/07/2018
006994	03/07/2018 BRENNTAG CANADA INC. 40837127 WS-SOURCE-CHLORINE	6,469.87 6,469.87	A/P	OUT-STD	03/07/2018
006995	03/07/2018 BRIGGS PLUMBING INC. 113937 WS-MAXWELLXING-PUMP HOUSE R 114034 SCD-DISPOSAL-TRANSFER PUMP, E 114035 WS-SOURCE-LEAK LOCK PIPE JOIN 114066 SCD-DISPOSAL- 79 PLEASANT ST. H	1,050.16 268.99 371.37 7.30 402.50	A/P	OUT-STD	03/07/2018
006996	03/07/2018 BRUNET 32568* WS/SCD-SERVER-QUARTERLY MAINT	54.62 54.62	A/P	OUT-STD	03/07/2018
006997	03/07/2018 CANADIAN TIRE N16411420 WS-SOURCE-SUPPLIES N16411435 WS-SOURCE-CO DETECTORS, TOR N16411476 WS-SOURCE-TARP, TAPE, FLASHLI N16411529 WS-SOURCE-SUPPLIES N16411568 WS-SOURCE-FLASH LIGHT, BATTEF N16411588 WS-SOURCE-CLOTHING ALLOWANC N16578030 WS-SOURCE-LOCK DEICER, KEYS	605.49 42.85 127.03 91.92 113.34 82.72 114.94 32.69	A/P	OUT-STD	03/07/2018
006998	03/07/2018 GULLISON'S COURIER SERVICE 836907 WS-SOURCE-TO RPC	34.50 34.50	A/P	OUT-STD	03/07/2018
006999	03/07/2018 HARTLAND ARMATURE WORKS LIMITED 3871202 SCD-DISPOSAL- REPAIR ELECTRIC	1,717.28 1,717.28	A/P	OUT-STD	03/07/2018
007000	03/07/2018 KEM CANADA MFG 117288 WS-TRANS&DIST- DONOSURF 20L, I	396.32 396.32	A/P	OUT-STD	03/07/2018
007001	03/07/2018 MARK'S COMMERCIAL BBI-0000270968 WS-TRANS&DIST- CLOTHING ALLOW	735.32 735.32	A/P	OUT-STD	03/07/2018
007002	03/07/2018 MEGA-LAB MANUFACTURING CO. LTD. 148092 SCD-DISPOSAL-CAPTIVE 8 148093 WS-SOURCE-MEGALUBE GREASE	1,133.56 843.76 289.80	A/P	OUT-STD	03/07/2018
007003	03/07/2018 MIDLAND COURIER 9726554 SCD-DISPOSAL- TO LEVITT SAFETY	41.92 41.92	A/P	OUT-STD	03/07/2018
007004	03/07/2018 NEW BRUNSWICK COUNCIL I-NB-031189 WS-SOURCE-WORKPLACE STANDA	115.00 115.00	A/P	OUT-STD	03/07/2018
007005	03/07/2018 NORQUIP SUPPLY LTD. 9993 SCD-#4-SMRT/HITCH TOGGLE SWIT 9993* SCD-DISPOSAL-SMART HITCH TOG	97.87 22.43 75.44	A/P	OUT-STD	03/07/2018
007006	03/07/2018 ORR ELECTRIC & ALARM LTD. 3137 WS-TRANS&DIST-INSTALLED GARA 3186 WS-TRANS&DIST- INSTALLED & SUF	6,570.89 4,670.58 1,900.31	A/P	OUT-STD	03/07/2018
007007	03/07/2018 SOUTHWEST CONCRETE & CONS LTD 4178 WS-TRANS&DIST- GRAVEL FOR GAI IN000004055 WS-ST5-EQUIPMENT RENTAL	2,034.35 1,551.35 483.00	A/P	OUT-STD	03/07/2018
007008	03/07/2018 SPEEDY ST-STEPHEN 8768 8768-266431 WS-TRANS&DIST- SUPPLY & INSTAI	935.07 935.07	A/P	OUT-STD	03/07/2018
007009	03/07/2018 STATIONERY PLUS 27458 SCD-DISPOSAL-FLASH DRIVE	19.25 10.29	A/P	OUT-STD	03/07/2018

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Number	Issued	Amount	SC	Status	Status Date
	27686	WS-SOURCE-MAGNETIC TAPE			
		8.96			
007010	03/09/2018 TOWN OF ST. STEPHEN	102,358.63	A/P	OUT-STD	03/09/2018
	102358.63	WS-GENERAL OPERATING FUND TF			
		102,358.63			
007011	03/14/2018 BELL ALIANT	311.10	A/P	OUT-STD	03/14/2018
	11366812FEB18	WS-SOURCE-PUMP STATION			
		136.38			
	19002807FEB18	SCD-DISPOSAL-OLD BAY WWTP			
		174.72			
007012	03/14/2018 CARQUEST	9.22	A/P	OUT-STD	03/14/2018
	14838-74659	WS-#20- GLOOZIT AUTOMOTIVE			
		12.22			
	14838-74660	WS-#20-GLOOZIT AUTOMOTIVE, AD			
		-3.00			
007013	03/14/2018 CNH CAPITAL	1,292.44	A/P	OUT-STD	03/14/2018
	WO16800	WS-#103-REPACK CYLINDERS			
		1,292.44			
007014	03/14/2018 EAST COAST INTERNATIONAL TRUCKS	2,992.19	A/P	OUT-STD	03/14/2018
	26737S	WS-#20- PIN KIT, STEERING, TIE RO			
		1,314.57			
	26857S	WS-#20 - OIL SEAL			
		110.79			
	26864S	WS-#20- WHEEL SEAL			
		36.32			
	26888S	WS-#20- OIL SEAL			
		55.40			
	26895S	WS-#20- OMALA S2 ROTT4T, OIL, AN			
		333.33			
	26900S	WS-#20- SILL CAB & FLOOR PAN			
		1,660.42			
	CM26737S	WS-#20-KING PIN KIT			
		-482.32			
	CM26864S	WS-#20-SHEEL SEAL			
		-36.32			
007015	03/14/2018 HARTLAND ARMATURE WORKS LIMITED	884.18	A/P	OUT-STD	03/14/2018
	3871226	SCD-DISPOSAL- REPAIR, BEARING,I			
		884.18			
007016	03/14/2018 LEVITT SAFETY LIMITED	698.42	A/P	OUT-STD	03/14/2018
	1483946-00**	SCD-DISPOSAL- GIG GAS MONITOR			
		698.42			
007017	03/14/2018 MARITIME BLOWER REPAIR INC	9,556.75	A/P	OUT-STD	03/14/2018
	4677	SCD-DISPOSAL- REPAIR BLOWER			
		9,556.75			
007018	03/14/2018 MCINNES COOPER	116.61	A/P	OUT-STD	03/14/2018
	2017035125	WS-LEGAL-EASEMENT			
		116.61			
007019	03/14/2018 MINISTER OF FINANCE	2,100.00	A/P	OUT-STD	03/14/2018
	6313149	WS-TRANS&DIST- WATER COURSE			
		2,100.00			
007020	03/14/2018 N. B. ELECTRIC POWER	11,757.58	A/P	OUT-STD	03/14/2018
	38869807MAR18	WS-3-119MAXWELLBLDG-ELECTRIC			
		881.77			
	50228902MAR18	WS-MAXWELLXING-PUMPS			
		332.41			
	52557426MAR18	SCD-218OLDBAYRD-WWTP			
		4,772.50			
	53473043MAR18	WS-SOURCE-CHLORINE RESIDUAL			
		167.99			
	61224002MAR18	SCD-STS-358A MILLTOWN BLVD ST,			
		1,250.92			
	61230004MAR18	WS-MAXWELLXING-PUMPS			
		3,700.24			
	76139807MAR18	SCD-STS-5-4 RIVERSIDE DRIVE LIFT			
		83.23			
	82291006MAR18	WS-SOURCE-RESERVOIR			
		312.28			
	84934906MAR18	SCD-STS-6-58A RIVERSIDE DR LIFT			
		229.94			
	84943406MAR18	WS-STS-TODD HILL RESERVOIR			
		26.30			
007021	03/14/2018 RICHWIL TRUCK CENTRE LTD.	3,492.38	A/P	OUT-STD	03/14/2018
	122809	WS-TRANS&DIST- COOLANT			
		137.86			
	122854	WS-#20- REMANALT			
		254.39			
	122864	WS-#20- SHOE ,FLEET, CORE DEPC			
		319.92			
	122895	WS-#20- DRUM			
		676.64			
	122989	WS-#20- FLOOR PANEL, INSULATRS			
		2,101.57			
007022	03/14/2018 SERVICE NEW BRUNSWICK	467.07	A/P	OUT-STD	03/14/2018

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Number	Issued	Amount	SC	Status	Status Date
	1078979 WS-UTILITY-PAYMENT ACCEPTANC	467.07			
007023	03/14/2018 SOUTHERN SANITATION LTD. 158459 WS-BUDDAVE-GARBAGE COLLECTI	113.85 113.85	A/P	OUT-STD	03/14/2018
007024	03/14/2018 WURTH CANADA LIMITED 22975283* WS-TRANS&DIST- NUTS & BOLTS, C	504.90 504.90	A/P	OUT-STD	03/14/2018
007025	03/14/2018 XPLORNET INV21113328 WS-MAXWELLXING-SATELLITE SER	158.18 158.18	A/P	OUT-STD	03/14/2018
007026	03/21/2018 BARTLETT RANDY TABLETGLASSPROTECTO WS-SOURCE-TABLET PROTECTOR R	114.98 114.98	A/P	OUT-STD	03/21/2018
007027	03/21/2018 EMCO CORPORATION 12507754-00 SCD-DISPOSAL-COURLINGS, EPOX 12507760-00 WS-TRANS&DIST- 100 MM BIONAX C 12507776-00 WS-TRANS&DIST-COURLINGS, HOS 12507777-00 WS-TRANS&DIST-SERVICE BOX L/R	8,360.54 4,073.21 204.26 2,035.43 2,047.64	A/P	OUT-STD	03/21/2018
007028	03/21/2018 GARCELON CIVIC CENTER JAMESMULLINGER CC-INTERAC E-TRANSFER-JAMES M	430.00 430.00	A/P	OUT-STD	03/21/2018
007029	03/21/2018 LINDE CANADA LIMITED 15887 57976858 WS-TRANS&DIST- ACETYLENE 57976859 SCD-DISPOSAL- OXYGEN	372.07 277.41 94.66	A/P	OUT-STD	03/21/2018
007030	03/21/2018 SERVICE NEW BRUNSWICK CJA1812018 SCD-ST2002 NISSAN FRONTIER CKN9922018 WS-ST2006 CHEVROLET SILVERA CLL4582018 WS-ST2007 FORD RANGER CSA0612018 WS-ST2014 TOYOTA TACOMA L621682018 SCD-ST21987 INTERNATIONAL 195 L899922018 WS-ST21998 CHEVROLET K2500 LBS2672018 WS-ST21987 INTERNATIONAL 2554 T191902018 WS-ST21988 CASE BACKHO TBO8862018 WS-ST21992 AQUATE SEPTIC TEL1402018 WS-ST21986 GARDNE DENVER THM8992018 WS-ST22004 ROADMASTER ULITIT	209.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00	A/P	OUT-STD	03/21/2018
007031	03/21/2018 SOURCE ATLANTIC 2818363 WS-TRANS&DIST- CLOTHING ALLOV 2818364 SCD-DISPOSAL- CLOTHING ALLOW/ 2827097 WS-TRANS&DIST- CLOTHING ALLOV 2827138 WS-TRANS&DIST- CLOTHING ALLOV 2832245 WS-TRANS&DIST-MAGNETIC LOCA1	3,801.13 215.97 218.49 1,986.68 206.99 1,173.00	A/P	OUT-STD	03/21/2018
007032	03/21/2018 SOUTHERN SANITATION LTD. 158460 WS-BUDDAVE-GARBAGE COLLECTI	113.85 113.85	A/P	OUT-STD	03/21/2018
007033	03/21/2018 TOWN OF ST. STEPHEN 85117.34 WS-TRANSFER-TO UTILITY OPERA1	85,117.34 85,117.34	A/P	OUT-STD	03/21/2018
007034	03/28/2018 BARTLETT RANDY TABLETPROTECTOR WS-SOURCE-TABLET PROTECTOR	114.98 114.98	A/P	OUT-STD	03/28/2018
007035	03/28/2018 ENTRETIEN CHLORATECH INC. 102798 WS-SOURCE-PULSATING PUMP, PA	3,505.82 3,505.82	A/P	OUT-STD	03/28/2018
007036	03/28/2018 M.P.W.W.A. 38THANNUALTRAINING WS-TRANS&DIST-38TH ANNUAL TR/	299.12 299.12	A/P	OUT-STD	03/28/2018
007037	03/28/2018 N. B. ELECTRIC POWER	5,798.92	A/P	OUT-STD	03/28/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
Cheques from 000001 to 007058 dated between 03/01/2018 and 03/31/2018

CHEQUE REGISTER

Printed: 4:17:07PM 04/05/2018

Page 4 of 4

Number	Issued		Amount	SC	Status	Status Date
	53123617MAR18	SCD-STS-DECHLORINATION CHAME	203.24			
	53158875MAR18	SCD-STS-BUDD AVE LIFT STATION	3,871.28			
	54807440MAR18	SCD-STS-158A MILLTOWN BLVD LIF	35.12			
	56356048MAR18	SCD-STS-18 RIVERSDIE DR LIFT ST,	36.63			
	61204006MAR18	SCD-DISPOSAL-2-216 KING ST LIFT	137.86			
	61236008MAR18	SCD-STS-BUDD AVE LIFT STATION	1,514.79			
		Cheque Totals Issued:	267,659.57			
		Void:	0.00			
		Total Cheques Generated:	267,659.57			
		Total # of Cheques Listed:	45			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

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

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

Kean Mayor, Council + Staff,
Thanks very much for
your donation to the
Charlotte Co. Hospital Auxiliary
in memory of our mother
It is greatly appreciated.
Sincerely,
The Flewelling + Wood Families

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

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

COMMITTEE MEETING
MONDAY, MARCH 26, 2018 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Ghislaine Wheaton.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item
- (ii) **Land Matter** – Section 68(1)(d) of the New Brunswick *Local Governance Act* – two (2) items

It was **MOVED** by Councillor Hyslop and **SECONDED** by Councillor Chisholm that the above-noted three (3) items be moved into closed session as per Section 68(1)(c) and (d) of the New Brunswick *Local Governance Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 6:25 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Hyslop that the meeting adjourn at 6:25 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
MONDAY, MARCH 26, 2018 @ 6:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

(i) Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

(ii) Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – two (2) items

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on April 4, 2018 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, APRIL 4, 2018 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, and Phil Chisholm; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Acting Town Clerk Alison Estey.

ABSENT: Councillor Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

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

5. **ADJOURNMENT**

Council came out of closed session at 4:30 p.m., at which time it was **MOVED** by Councillor Hyslop and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 4:30 p.m. **CARRIED**

Alison Estey
Acting Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, APRIL 4, 2018 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

- (i) Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: April 23, 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 April 11, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, APRIL 11, 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* – three (3) items
2. Land Disposition Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – two (2) items
3. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – two (2) items

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the above-noted seven (7) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(c), (d) and (j) of the New Brunswick *Local Governance Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

ABSENT: Town Clerk Joan Flewelling.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Hyslop and SECONDED by Councillor Harding that the agenda be approved with the deletion of item (iv) St .Stephen Farmer's Market under the Finance and Administration Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. ITEMS

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer Jeff Renaud spoke to his report.

As noted in his report, the Chief Administrative Officer will be seeking proposals from qualified firms in order to modernize and rationalize the municipal Human Resources aspects of the Town's operation. A recommendation will be brought to a future meeting.

Also as noted in his report, the Chief Administrative Officer will review the current by-law related to water and sewer systems and, in particular, with respect to the replacement of water meters, and a recommendation will be brought to a future meeting.

- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of March 2018 - The memo from the Accounts Payable Manager dated April 5, 2018 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 23, 2018.
- (iv) Amendment to Annexation Feasibility Request – An amendment to the Annexation Feasibility Request was reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 23, 2018 to add PID # 01263599 to Appendix "A".

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 Constable Maxime Savoie, the newest member of the RCMP.

Sergeant Stubbs advised that the RCMP will be conducting a Distracted Driving Operation in the month of May.

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

- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed. Councillor Harding noted that there was no Animal Control Report this month.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.

The Chief Administrative Officer provided an update on the library roof and advised that repairs had been postponed due to weather and will begin soon.

The Chief Administrative Officer advised Council that a review of the HVAC systems in all Town-owned rental properties will be conducted to determine any deficiencies.

The Chief Administrative Officer further advised that a list of deficiencies had been provided for the RCMP office on Hawthorne Street.

- (iii) Appointments – Board of Trustees – Charlotte County Hospital Foundation, Inc. – Recommendations to reappoint Richard Purcell and Joni Donahue were received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 23, 2018.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) Turf Maintenance – The recommendation from Mike O’Connell, Director of Parks & Recreation dated April 6, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 23, 2018.
- (iii) Garcelon Civic Center Report – The report of the Garcelon Civic Center from Mike O’Connell, Director of Parks & Recreation, was received and reviewed.
- (iv) Sponsorship Request – It was moved by Councillor Chisholm and seconded by Councillor Hyslop that the matter be tabled. **CARRIED**

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.

It was agreed that Councillor Wheaton would advise the Events Development Coordinator that Council requests more information monthly from the Business Improvement Area, as well as more general information on upcoming events.

- (ii) Volunteer Road Toll – The letter from the Charlotte County SPCA dated April 3, 2018 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, April 23, 2018 to approve June 16, 2018 from 8:00 a.m. to 6:00 p.m., and September 29, 2018 as a rain date, for their volunteer road toll, contingent on receipt of their Certificate of Insurance.
- (iii) Volunteer Road Toll – The letter from the St. Stephen-Milltown Lions Club was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, April 23, 2018 to approve September 15, 2018 from 8:00 a.m. to 4:00 p.m., and September 22, 2018 as a rain date, for their volunteer road toll, contingent on receipt of their Certificate of Insurance.
- (iv) Request to Hold Event – The letter from the Rotary Club of St. Stephen-Milltown dated April 4, 2018 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, April 23, 2018 to approve the 2018 Run/Walk, To Fuel Young Minds, on September 23, 2018 from 9:00 a.m. – 11:00 a.m.
- (v) Request for Additional Support – Chocolate Fest's request for the Town to cover the cost of the rental fee at the Garcelon Civic Center for its gala event on August 10, 2018 was received and reviewed.

Committee directed the Chief Administrative Officer to advise the Oversight/Manager of Chocolate Fest that no additional funding will be provided outside of the approved 2018 grant of \$1,500.00.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

- (ii) Recommendation – Water Quality Technician II – The memo from Lee Johnson, Director of Operations, dated April 2, 2018 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, April 23, 2018 to appoint Randy Bartlett to the position of Water Quality Technician II effective May 4, 2018.

- (iii) Sick Bank Request – The letter from the President, CUPE Local 770, dated April 6, 2018 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, April 23, 2018 to grant 60 (sixty) days from the sick bank to Employee E05 retroactive to March 27, 2018.

5. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:12 p.m. and returned to open session at 7:15 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 7:15 p.m.

Alison Estey
Acting Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, APRIL 11, 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* – three (3) items
2. Land Disposition Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – two (2) items
3. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – two (2) items

OPEN COMMITTEES MEETING

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of April 2018 – Memo from Accounts Payable Manager dated April 5, 2018 with attached Cheque Register.
- (iv) St. Stephen Farmer's Market – Information to follow.
- (v) Amendment to Annexation Feasibility Request – Revised Appendix 'A' 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
- (iii) Appointments – Board of Trustees - Charlotte County Hospital Foundation, Inc. – Two (2) letters from Secretary, Charlotte County Hospital Foundation, Inc. dated March 14, 2018 attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) Turf Maintenance – Memo from Mike O’Connell attached.
- (iii) Garcelon Civic Center Report – Report from Mike O’Connell, Director of Parks and Recreation, attached.
- (iv) Sponsorship Request – Letter from Spartan Cheer Elite attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
- (ii) Volunteer Road Toll – Request from the Charlotte County Animal Shelter dated April 3, 2018 attached.
- (iii) Volunteer Road Toll – Request from the St. Stephen-Milltown Lions Club attached.
- (iv) Request to Hold Event – Letter from St. Stephen-Milltown Rotary Club dated April 4, 2018 attached.
- (v) Request for Additional Support – Report from CAO attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Recommendation – Water Quality Technician II – Memo from Lee Johnson attached.
- (iii) Sick Bank Request - Letter from CUPE Local 770 attached.

5. **DELEGATIONS/PRESENTATIONS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of March 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center



**Town of St. Stephen
Information Report to Council
Report: CAO 10-18**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: April 11, 2018
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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

1. **Out of Office:** The CAO was out of office for the period of March 4th to the 18th. This time was a combination of approved leave and responsibilities related to the Canadian Association of Municipal Administrators.

2. **Bylaw and Policy Work:** Review of the current municipal bylaws and policies remain a work in progress. It has been determined that one area in need of significant work are those policies and bylaws related to the Human Resources operational unit. It is the belief of the CAO that resources beyond those currently available are required in order to modernize and rationalize the municipal Human Resource aspects of our operation. As such, the CAO office will be seeking proposals from qualified firms capable of undertaking the necessary work. Such work would be an unbudgeted expense in 2018.

3. **Requests Received:**
 - 1 citizen request for a review of an outstanding utility account.
 - 1 request for information related to the status of hotel development within the Town

4. Citizen Complaints:

- One citizen attended Town Hall to express dissatisfaction with the manner in which the Town handles the replacement of water meters. The concern expressed was that account holders are currently charged for the normal replacement of meters. The concern expressed is the fact that since the meters remain Town property, it was argued that it is unreasonable for the account holder to have to fund the routine replacement. It is suggested that this bylaw be reviewed.

5. Other Activities:

- CAO and HR Coordinator have been working through some HR matters pertaining to language within the collective agreement. This work is being undertaken with the purpose of clarifying administrative processes, as well allowing us to determine whether any of these issues should be part of the renegotiation process.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 6 April 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).
-Preparation of quarterly Utility billings January-March, 2018.
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 75 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 114 employees).
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Month end completed to March 31, 2017.
- 2) Council and Department Heads Statements of Revenue and Expenditures to February 28, 2018.
- 3) Preparation and review of information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
 - A) Committee Meeting-March 14, 2018.
 - B) Closed Committee Meeting-April 4, 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.
 - Preparation for April 9, 2018 Municipal Capital Borrowing Board meeting.
 - 11) Turning the Corner Community Space.
 - 12) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
 - Preparation for April 9, 2018 Municipal Capital Borrowing Board meeting.

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to February 28, 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.

- G) Worksafe NB Audit-In Progress.

- H) Assistance with preparation and administration of the Turf Maintenance-Playing Fields tender-Complete.

- I) Administering the Charles F Todd Trust Fund-In Progress.

- J) Electronic payment of accounts payable-In Progress.

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

Public Works Report for February 2018

Lee Johnson, Director of Operations, April 02, 2018

1: **Water system:**

- a) Repaired 2 Water Laterals.
- b) Installed 3 new Meters.
- c) Plowed Snow.
- d) Read Water Meters.

2: **Streets:**

- a) Hauled Snow.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Installed and removed floor at Civic Center.
- d) Cleaned off Catch Basins.
- e) Cold patched pot holes.

3: **Waste Water:**

- a) Videoed 10 Sewer Laterals.
- b) Rodded 2 Sewer Laterals.
- c) Flushed 3 Sewer Mains.
- d) Videoed 2 Sewer Mains.
- e) Plowed Snow.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. March 2018

Parks

- Continue to work on Chocolate Park Master Plan. Still no date for drawings and public meeting, but should be in the near future.
- Turf Maintenance Request for Proposal closes first week of April.
- Continue to work with the Elm Street Nature Park committee. Just submitted new grant application.
- Tennis Courts resurfacing should happen in mid-April.
- Dan and Jennifer start back with Parks the last week of March.
- Working on a grant to hire a summer student to create some murals in Town.

Recreation

- Continue to work on 2nd Annual Wall of Fame. Banquet set for April 28th.
- Continue to work on Jumpstart program.
- Waiting to hear back from Canada Jobs, and SEED for student funding.
- Working with Doors Open committee.

Pool

- Kari Kluge has been working hard on the outdoor pool for this summer. There will be a new schedule, focusing on Public Swims for the Community.
- We continue with training of lifeguards.
- Will start working on installation of new heat pumps.

Other

- Continue to order cleaning supplies for library.
- Continue to maintain traffic and crosswalk lights.

Meetings

- FRPA
- Sport NB
- RNB
- CC Staff
- CC Mgt
- Jumpstart
- ABC Recreation
- Open Doors
- Wall of Fame
- Rob Porter

St. Stephen Fire Department

Report for March 2018

Alarms were:	Town Alarms	6
	Out of Town Alarms	3
	Mutual Aid –Calais	0
	Total	9

Alarms		# FF	# Hours
1. Structure Fire	3	52	129
2. Alarm system activation	1	10	10
3. Motor Vehicle Accident	2	26	26
4. Assist ANB	1	7	7
5. Smoke in house	1	1	1
6. Vehicle Fire	1	10	10
Total			
SSFD			9
Other FD			50
St Stephen PW			8
St Andrews PW			3
Other (DOT)			1
Total calls dispatched for the month of March			71

Fire Department Activities for March

1. Monthly Meeting of the fire department
2. 2 members attending level 1 fire fighter training
3. Fire extinguisher inspections were conducted
4. Training night conducted on portable pumps
5. SSFD annual curling bonspiel 12 local teams

Acting Fire Chiefs Activities

1. Fire department meeting
2. Identifying fire equipment service (SCBA), prices received, reviewing quotes
3. Performed Turn out gear inspections, will be obtaining quotes for replacement gear for few members whose gear is worn out or does not meet standard
4. Pumper 201 has been sent out for tank repair, repair was completed under warranty no cost, pumper back in service.
5. Met with GNB and Local Government representative regarding radio dispatch licenses, all outstanding issues resolved.
6. Acting Chief office hours for Feb 45 Hrs (not counting alarms)

Respectfully

AC Nordstrom

TOWN of ST. STEPHEN

By-Law Enforcement

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

March REPORT

2018

To: CAO - Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (0)		
Assist General Public (6)	<p><i>Received message from the BIA with regards to parking concerns.</i></p> <p><i>Received a complaint from a resident over smoke from a neighbours chimney</i></p> <p>Resident called to complain about noise from snow removal at Middle School.</p> <p><i>Received a request for the keeping of hens by-law</i></p>	<p>Have discussed this with the CAO and we are implementing a plan</p> <p>Informed the gentleman that we do not have a by-law that deals with wood smoke.</p> <p>Have tried to contact the necessary people involved, no luck yet.</p> <p>By-Law was provided to the lady.</p>

	<p><i>Received a request for info. with regards to a peddlers license.</i></p> <p><i>Received a complaint of snow being pushed onto a side street.</i></p>	<p>Info was passed on.</p> <p>Spoke to the person involved and hopefully this has been dealt with.</p>
<p>Parking (17)</p>	<p><i>Ticket # 532 issued for two hour parking</i></p> <p><i>Ticket # 0533 issued for two hour parking</i></p> <p><i>Ticket # 0528 paid</i></p> <p><i>Ticket # 0529 paid</i></p> <p><i>Ticket # 0530 summons issued for court.</i></p> <p><i>Received a complaint from G.C.C. with regards to parking issues.</i></p> <p><i>Received a call from the B of M asking for info on the 2 hr. parking.</i></p> <p><i>Received a call from the Courier asking for info on the 2 hr. parking</i></p> <p><i>Concerns form this office with a local business placing traffic cones in parking spaces in front of their shop.</i></p> <p><i>Warnings given on King and Blvd and Charlotte Mall (7)</i></p> <p><i>Local business owner called complaining of people parking in front of his business to long and shortly became very belligerent with this office.</i></p>	<p>This is an ongoing issue that needs to be dealt with.</p> <p>Spoke with the manager and relayed the info to her.</p> <p>Spoke with the manager and gave her the info she was looking for.</p> <p>Spoke with the landlord and have passed on this office concerns.</p> <p>Have discussed this with the CAO.</p>

Dog Complaints (1)	Received a call from the RCM Police with regards to a dog complaint in the Union St. area.	They have looked after the problem at hand.

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

Not available at the time of writing this report.

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

BUILDING INSPECTION 2018	2018	2017	2018	2017	2018	2017	2018	2017
MARCH								
	# 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	1	1	\$1,900.00	\$197,700.00	3	2	\$360,900.00	\$198,200.00
Residential Renos/Additions	0	3	\$0.00	\$110,000.00	4	3	\$34,900.00	\$110,000.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Com./Indus./Inst. Renos	2	0	\$7,500.00	\$0.00	3	2	\$87,500.00	\$175,000.00
Institutional	0	0	\$0.00	\$0.00	0	1	\$0.00	\$15,000.00
Demolition	0	0	\$0.00	\$22,790.50	0	4	\$0.00	\$22,790.50
TOTALS	3	4	\$9,400.00	\$330,490.50	10	12	\$483,300.00	\$520,990.50
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	6	N/A						
Electrical waivers issued	4	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	3	N/A						

Town of St. Stephen



Canada's Chocolate Town

Report of Development / Property Management Office – March 2018

Planning Advisory Committee	No meetings
Sign Permits	0 approved. Letter from "Becky's Place" bakery dated Jan 22, 2018.
Variances	0 approved.
Approved Plans	0 approved.
Unightly Premises	The Office of the Building Inspector has seven (7) active and ongoing unightly files open.
Turning the Corner	Nothing to report.

PROPERTIES

R.C.M.P. Building	Renegotiations on lease currently underway. Working with tenant to identify any facility or property upgrades which may be of mutual interest.
Library	Investigation into a previously proposed project to address roofing issues (water leaks) underway. No evidence of a tender being issued for work to date.
Airport	Nothing to report.
34 Milltown Blvd.	Nothing to report.
Train Station	Tenant has reiterated concerns over HVAC related items. Investigation to be conducted into this matter.



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center

Programming/Events

- Our first March Break Camp was a success. It was a great week and ran very smoothly. Thanks to Kari for all her help with this.
- Hosted an NHL Legends game here on March 12th.
- Eric Neilson has started a hockey school, running twice a week for 6 weeks.
- Hosted extremely busy Chase the Ace every Wednesday night.
- Hosted Minor Hockey Provincials from March 23rd – 25th. This went very well with 7 teams here from all over the Province.
- Hosted an Initiation Jamboree on March 24th and 25th. 6 teams from Sussex to St Stephen.
- We are hosting James Mullinger on April 6th.
- Our Wellness Program for seniors continues to run very well. They use our facility every Monday.
- Cardiac Rehab program continues to run every Monday in our facility.
- Stormforce Cheer continues to rent our facility 10 hours per week.
- Holland College is renting the Conference rooms five days a week for a course.
- We hosted 11 birthday parties in the month of March.

Pool

- The Swim Team continues to train 5 times per week.
- We are starting to get pricing for Starting Blocks.
- The new pool programs that Kari has started, continue to be very popular.
- Spring Swimming Lessons session will run Monday April 9th – June 16th
- National Lifeguard – Pool course is scheduled to run in May. There will be approximately 5 assistant guards taking the course.
- Spring schedule set to take place Monday April 9th
- The next session of Bronze Cross starts in April.
- Aquafit price change: membership includes the classes now or it is \$4 for non-members. This was to help increase in memberships as well attracting more of our members to attend.

Rink

- Working on summer ice for 2018. The ice continues to be very busy for.
- The 2nd season of Spring hockey has begun, and games will begin April 7th.
- Continue to work with the U17 World's Host Committee, hope to have an announcement in early April.
- Continue negotiations with the Saint John Sea Dogs



Town of St. Stephen



Canada's Chocolate Town

Facility

- Starting Spring building Maintenance.
- Facility preventive maintenance ongoing
- Small pool was drained for regular maintenance the week of march 19th
- Ice plant shut down set for Aug 1st. Will be taking ice out for a week to re-paint ice and logos as well as perform Ice Plant Maintenance. It has been a little over 2 years since the last shut down. We are looking to have a quick turnaround due to high ice usage scheduled.

Admin

GCC Usage: March

MEMBERSHIPS:	Monthly	6 Month	Annual
Adult	67	1	4
Corporate	8		
Family	4		1
Couple			
Senior	18	2	
Senior Couple			
Adult Skate	1		
Student	27		
Youth	2		

Total 135

Michael O'Connell
Director, Parks and Recreation

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-12 - "A BY-LAW RESPECTING THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER" – SECOND READING – SECTION NUMBERS ONLY

THAT By-Law No. A-12 – "A By-Law Respecting the Duties and Powers of the Chief Administrative Officer" – be given Second Reading – Section Numbers Only.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

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

THAT By-Law No. A-12 – "A By-Law Respecting the Duties and Powers of the Chief
Administrative Officer" – be given Third and Final Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

By-Law No. A-12

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

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

1. Definitions

In this By-law:

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

2. Office

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

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

3. General Authority and Duties

The Chief Administrative Officer shall:

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

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

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

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

4. Administration

The Chief Administrative Officer:

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

5. Financial Powers and Functions

The Chief Administrative Officer:

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

6. Human Resources

The Chief Administrative Officer:

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

7. Other Duties and Authorities

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

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

8. Indemnification

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

9. Interpretation

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

10. Conflict

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

11. Rescind Previous By-law

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

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police March 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
March 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **March 1, 2018 to March 31, 2018 inclusive**. During this time period, the RCMP responded to **301** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	42
Driving While Disqualified or License Suspension.....	3
Fail to Stop or Remain at an Accident Scene.....	4
Motor Vehicle Act – Other Activities.....	2
Off-Road Vehicle Act – Other Activities.....	1
Other Moving Traffic Violations – Provincial/Territorial.....	1
Traffic Collision – Property Damage.....	6
Traffic Tickets.....	32
Traffic Warnings.....	2

PROVINCIAL STATUTES:

Family Orders & Agreements Enforcement Assistance Act.....	1
Family Relations Act.....	1
False/Abandoned 911.....	2
Fire Prevention Act – Other Activities.....	3
Mental Health Act – Other Activities.....	15
Other Provincial Statutes – Offences Only.....	1
Other Provincial Statutes – Other Activities.....	1

CRIMINAL CODE:

Assault.....	7
Break and Enter – Residence	3
Disturbing the Peace/Causing a Disturbance.....	7
Failure to Comply With Undertaking/Recognizance	2
False Pretences less than or equal to \$5000	1
Fraud (money/property/security) less than or equal to \$5000.....	2
Harassing Communications	1
Impaired Operation Over 80mg% of Motor Vehicle	2
Information File	4
Mischief – Damage to, or obstruct enjoyment of property	5
Other theft under \$5000.....	1
Sexual Assault.....	1
Theft of Truck.....	1
Theft Under or Equal to \$5000 - Shoplifting	2
Trespass at Night.....	2
Uttering Threats against a Person.....	5

OTHER FEDERAL STATUTES:

Customs Act – Running the Port.....	1
Possession - Schedule I – Cocaine.....	1
Possession – Schedule I – Other.....	1
Possession – Schedule II – Cannabis Resin.....	1
Possession – Schedule II – Cannabis/Derivatives	1
Possession Schedule VIII – Cannabis Marihuana.....	2
Possess for the Purpose of Trafficking – Schedule I - Cocaine	1

OTHER INVESTIGATIONS:

Assistance to Canadian Police (non-RCMP) Agency	2
Assistance to Canadian Provincial/Territorial Agency	1
Assistance to General Public	2
Assistance to Non-Government Canadian Agency	1
911 Act – Other Activities	3
Crime Prevention	4
False Alarms	7
Items Lost/Found except passports	2
Person Report missing	2
Police Certificates/Letters	98
Suspicious Person/Vehicle/Property	5
Unfounded	17
Wellbeing Check	3

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

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

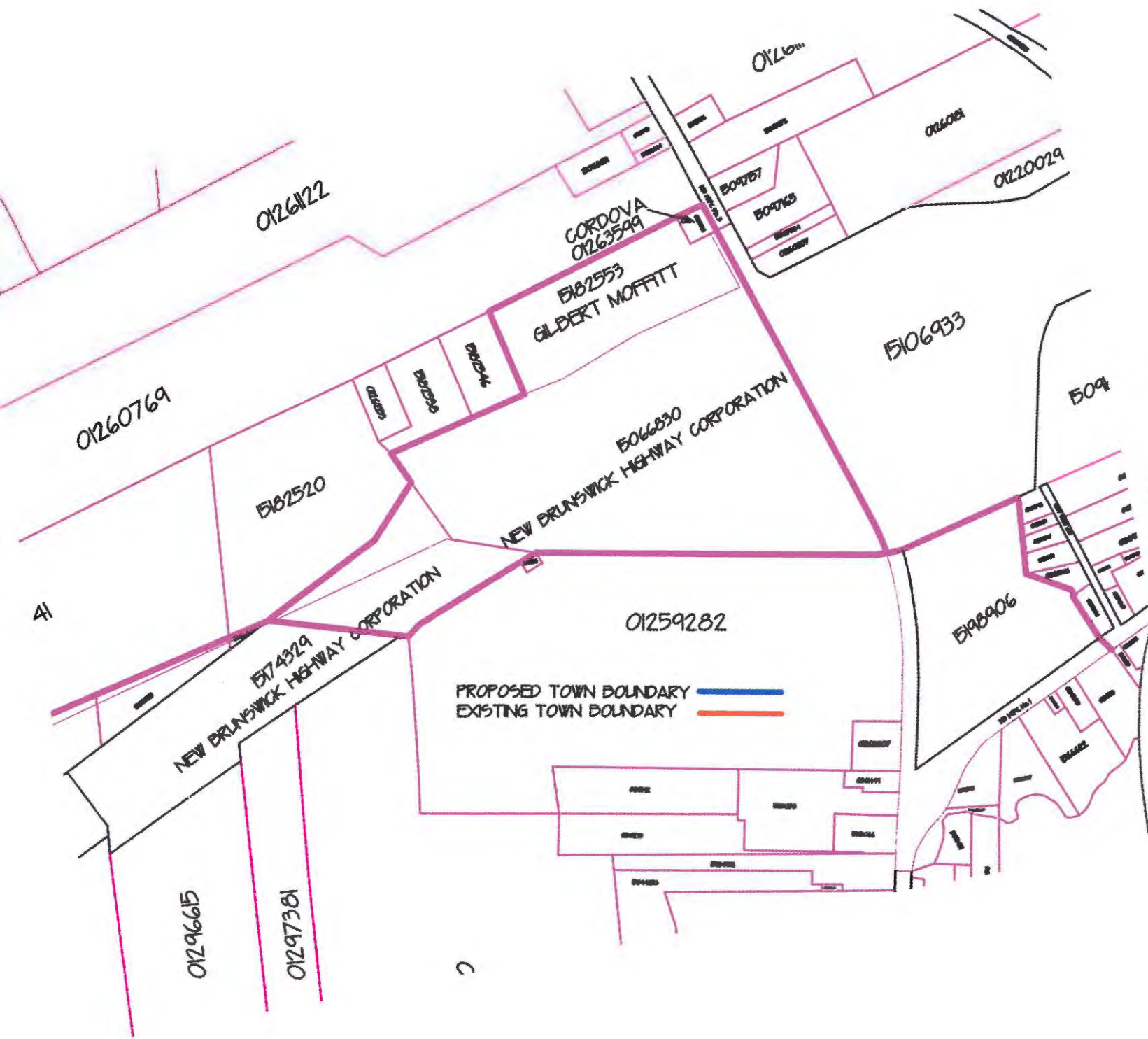
SECONDED BY: _____

PROPOSED ANNEXATION

THAT the Mayor and Council of the Town of St. Stephen formally request in a letter to the Minister of Environment and Local Government that an amendment be made to the previously requested feasibility study to include PID # 01263599, also known as Cordova Realty Ltd., with an area of 15,625 square feet and as outlined on the attached Appendix "A" and map.

APPENDIX "A"

<u>PID #</u>	<u>OWNER'S NAME</u>	<u>FIRST NAME</u>	<u>AREA</u>
15066830	New Brunswick Highway Corporation		132300.00
15174329	New Brunswick Highway Corporation		69598.00
15182553	Moffitt	Gilbert	33200.00
01263599	Cordova Realty Ltd.		15625.00



0126122

0126111

0126081

0120029

CORDOVA
01263599

509787

509783

5182553
GILBERT MOFFITT

5106933

509

01260769

5182520

5066830
NEW BRUNSWICK HIGHWAY CORPORATION

41

01259282

5188906

5174329
NEW BRUNSWICK HIGHWAY CORPORATION

PROPOSED TOWN BOUNDARY ——— (blue line)
EXISTING TOWN BOUNDARY ——— (orange line)

01296615

01297381

2

RESOLUTION NO.: _____

DATE: April 23, 2017

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENTS - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

THAT Richard Purcell and Joni Donahue be reappointed to the Board of Trustees of the Charlotte County Hospital Foundation Inc. for a three (3) year term effective May 1, 2018 and expiring April 30, 2021.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER # TOSS18-01 - TURF MAINTENANCE –
PLAYING FIELDS**

THAT the tender of \$180,000.00 (one hundred and eighty thousand dollars), plus HST, being the only tender received and representing the total cost for a three (3) year term effective May 1, 2018, from Sharpe's Lawn Care, Mayfield, NB, be approved for the Turf Maintenance - Playing Fields – Tender # TOSS18-01.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter (the "Shelter") to establish a voluntary road toll for fundraising purposes on Queen Street West between Marks Street and Porter Street on Saturday, June 16, 2018 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, September 29, 2018 between the hours of 8:00 a.m. and 6:00 p.m., and contingent on receipt by the Town of the Shelter's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: April 24, 2017

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club (the "Club") to establish a voluntary road toll for fundraising purposes near the intersection of Wall Street and Prince William Street on Saturday, September 15, 2018 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 22, 2018 between the hours of 8:00 a.m. and 4:00 p.m., and contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN
ROTARY CLUB**

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, September 23, 2018 from 8:00 a.m. to 2:00 p.m. (actual run/walk from 9:00 a.m. – 11:00 a.m.), a fundraiser which enables the Club to continue to support youth and promote health contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

**PUBLIC WORKS DEPARTMENT – WATER QUALITY TECHNICIAN II - JOB
RECOMMENDATION**

THAT Randy Bartlett be appointed to the position of Water Quality Technician II for the St. Stephen Public Works Department effective May 4, 2018, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

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

THAT the Council of the Town of St. Stephen agrees to supply sixty (60) days from the Union Sick Leave Bank for Employee # E05 retroactively to March 27, 2018, as requested by the Canadian Union of Public Employees (CUPE), Local 770, and outlined in Article 18.06 of its Collective Agreement.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE - LEASE AGREEMENT

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a five (5) year Lease Agreement with the Royal Canadian Mounted Police retroactive to April 1, 2018 and terminating March 31, 2023 and in the form presented to Council.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

EMPLOYEE BENEFITS PROGRAM

THAT the Council of the Town of St. Stephen approves the change in carrier for the Employee Benefits Program for both non-union employees and CUPE Local 770 employees to Chambers of Commerce Group Insurance Plan.

AND THAT the Council authorizes the Mayor and Town Clerk to execute any documents necessary to effect this change of service provider.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STREET IMPROVEMENTS 2018 (MILLTOWN BOULEVARD)

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 \$38,985.00 (thirty-eight thousand, nine hundred and eighty-five dollars), plus HST, for the addition/replacement of concrete curb and gutter on each side of Milltown Boulevard between Riverside Drive and Pleasant Street and complete with site restoration.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – MUNICIPAL ASSET MANAGEMENT PLAN DEVELOPMENT

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the development of a Municipal Asset Management Plan, in the amount of \$24,800.00 (twenty-four thousand, eight hundred dollars), plus HST.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

**FEDERATION OF CANADIAN MUNICIPALITIES – MUNICIPAL ASSET
MANAGEMENT PROGRAM FUNDING**

THAT the Council of the Town of St. Stephen authorizes Dillon Consulting Limited to submit an application for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program for the development of the Town of St. Stephen's Capital Asset Management Plan. The Town commits to complete the activities, as listed in the application, including, but not limited to:

- Examine and confirm existing asset inventory; and,
- Develop a capital asset management plan document.

AND THAT the Town of St. Stephen commits a financial contribution of \$4,960.00 (four thousand, nine hundred and sixty dollars), plus applicable taxes, from its budget towards the cost of this project.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

PERMISSION FOR MUSICAL ENTERTAINERS - ST. STEPHEN FARMERS'
MARKET

THAT the Council of the Town of St. Stephen grants permission for musical entertainers at the St. Stephen Farmers' Market on any given Friday between May 4, 2018 and October 12, 2018, during Market hours (9:00 a.m. – 2:00 p.m.), with the understanding that should any nearby business apply to the Town to request a musical event on a Friday, that business shall be given priority.

RESOLUTION NO.: _____

DATE: April 23, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.