

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MAY 28, 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) National Health & Fitness Day - Proclamation
  
6. NOTICES OF MOTIONS
  
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – April 23, 2018
  
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
  
9. COMMUNICATIONS  
COMMUNICATION FOR INFORMATION
  - (a) Letter from Tidal Health Solutions dated April 25, 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 – May 9, 2018
- (b) Planning Advisory Committee Meetings – November 2, 2016 and February 7, 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

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Approval of Event – International Homecoming Festival Parade
- (c) Major Industry and Economic Incentive Policy - Revised

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: May 28, 2018

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

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

**AGENDA**

**THAT** the Agenda be approved as circulated.

## **PROCLAMATION**

### **NATIONAL HEALTH & FITNESS DAY**

**June 2, 2018**

#### **WHEREAS:**

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

#### **THEREFORE:**

I, Allan MacEachern, Mayor of the Town of St. Stephen, Province of New Brunswick, do hereby proclaim National Health & Fitness Day in the Town of St. Stephen as the first Saturday in June.

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

DATE: May 28, 2018

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on April 23, 2018 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, APRIL 23, 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, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Hyslop

Seconded by Councillor Harding

76/18 **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**

Mayor MacEachern proclaimed the following:

- (a) Human Values Day – April 24, 2018
- (b) Canadian Mental Health Association Mental Health Week – May 7 – 13, 2018
- (c) Lyme Awareness Month – May 2018
- (d) Disability Awareness Week – May 27 – June 1, 2018

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Harding

77/18 THAT the Minutes of the Regular Council meeting held on March 26, 2018 be approved with one amendment: Resolution # 63/18 – Staff Reports – be replaced with the following correct resolution:

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

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

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

78/18 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. CARRIED

PAID BILLS

Moved by Councillor Wheaton

Seconded by Councillor Harding

79/18 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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

80/18 THAT Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding  
Seconded by Councillor Chisholm

81/08 **THAT** the Minutes of the Committee of Council meeting held on March 26, 2018 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Wheaton  
Seconded by Deputy Mayor Carr

82/08 **THAT** the Minutes of the Committee of Council meeting held on April 4, 2018 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

83/18 **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 April 11, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop  
Seconded by Councillor Parker

84/18 **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. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

85/18 **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. **CARRIED**

**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**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

86/18 **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. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Harding  
Seconded by Councillor Hyslop

87/18 **THAT** the Royal Canadian Mounted Police March 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**PROPOSED ANNEXATION**

Moved by Deputy Mayor Carr  
Seconded by Councillor Wheaton

88/18 **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. **CARRIED**

**REAPPOINTMENTS - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

89/18 **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. **CARRIED**

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

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

- 90/18 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. **CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER**

Moved by Councillor Chisholm  
Seconded by Councillor Parker

- 91/18 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. **CARRIED**

**FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB**

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 92/18 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. **CARRIED**

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

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 93/18 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. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 94/18** **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. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 95/18** **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. **CARRIED**

**ROYAL CANADIAN MOUNTED POLICE - LEASE AGREEMENT**

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 96/18** **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. **CARRIED**

**EMPLOYEE BENEFITS PROGRAM**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 97/18** **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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 98/18** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 99/18** **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. **CARRIED**

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

Moved by Councillor Parker

Seconded by Councillor Harding

- 100/18** **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. **CARRIED**

**PERMISSION FOR MUSICAL ENTERTAINERS - ST. STEPHEN FARMERS' MARKET**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

101/18

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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Attended all Town meetings.
- Attended a Finance and Administration Committee meeting.
- Attended the hockey fundraiser for the Humboldt Broncos tragedy.
- Attended the James Mullenger concert.

**Councillor Hyslop**

- Attended Canada 1<sup>st</sup> Basketball Committee meetings and stated its Annual General Meeting will be held on April 26, 2018.
- Attended a Charlotte County Museum board meeting and stated the museum plans to open on Canada Day.
- Attended the James Mullenger concert.
- Attended all Town meetings.

**Councillor Parker**

- Met with Elva Hatt at the St. Croix Public Library and followed up with the Chief Administrative Officer.
- Met with the Chief Administrative Officer on some building issues.
- Attended all Town meetings except the Committee of Council meeting on April 4<sup>th</sup>.

**Councillor Harding**

- Met with Sergeant Stubbs.
- Attended the retirement party for Fire Chief Jeff Richardson.
- Attended a Regional Service Commission Community Policing meeting.

Councillor Wheaton

- Attended all Town meetings.
- Attended the retirement party for Fire Chief Jeff Richardson.
- Volunteered at the U18 National Curling Championship in St. Andrews.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. board meeting.
- Attended a Christmas Planning Committee meeting.
- Attended the St. Stephen's University Convocation Ceremony.
- Plans to attend a retirement reception for Elva Hatt who has been the Librarian of the St. Croix Public Library for 46 years.

Councillor Chisholm

- Met with the Director of Parks and Recreation.
- Attended all Town meetings.
- Attended Wall of Fame meetings and looks forward to the upcoming Wall of Fame banquet and induction ceremony.

Mayor MacEachern

- Attended a "Chase the Ace" celebration at 5 Kings Restaurant & Picaroons Brewhouse hosted by the Fundy Region Transition House who made a profit of over \$630,000.00.
- Participated in the Original Six hockey fundraiser for the Humboldt Broncos tragedy.
- Attended a Health Alliance meeting.
- Attended the James Mullenger concert.
- Attended a Finance and Administration Committee meeting.
- Attended the retirement party for Fire Chief Jeff Richardson.
- Visited the U18 National Curling Championship in St. Andrews and pleased to see so many volunteers from St. Stephen.
- Plans on attending three (3) events on Saturday: Child Abuse and Neglect Prevention Awareness Walk – Ganong Nature Park; retirement reception for Elva Hatt, St. Croix Public Library; and the Wall of Fame banquet and induction ceremony.

16. QUESTION PERIOD

There were no questions from the public and questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern and Chief Administrative Officer Jeff Renaud. In particular, the questions/comments referred to the following:

- Clarification on the Dillon Consulting Limited – Agreement for Professional Services – Municipal Asset Management Plan Development; and
- Clarification on the Federation of Canadian Municipalities – Municipal Asset Management Program Funding.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Parker

102/18 **THAT** the meeting adjourn at 7:45 p.m. **CARRIED**

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Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, 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: May 28, 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 March 31, 2018 be received.

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

	<b>Actual To Date For the Three Months Ending March 31, 2018</b>	<b>Budget For the Year Ending December 31, 2018</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	1,339,191	5,356,765	\$4,017,574	25%
Services Provided to Other Governments	0	253,708	253,708	0%
Sale of Services	211,272	605,134	393,862	35%
Other Revenue From Own Sources	48,540	195,842	147,302	25%
Unconditional Grants	432,488	1,442,611	1,010,123	30%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	361,757	1,492,537	1,130,780	24%
<b>Total Revenue</b>	<b>2,393,248</b>	<b>9,350,797</b>	<b>6,957,549</b>	<b>26%</b>
<b>Expenditure</b>				
General Government Services	202,814	1,044,472	841,658	19%
Protective Services	532,219	2,260,064	1,727,845	24%
Transportation Services	594,892	1,938,884	1,343,992	31%
Environmental Health Services	60,589	247,794	187,205	24%
Environmental Development Services	43,651	292,874	249,223	15%
Recreational and Cultural Services	421,530	1,929,757	1,508,227	22%
Fiscal Services	124,634	1,628,952	1,504,318	8%
Other	(4,414)	8,000	12,414	-55%
<b>Total Expenditures</b>	<b>1,975,915</b>	<b>9,350,797</b>	<b>7,374,882</b>	<b>21%</b>
<b>Surplus (Deficit)</b>	<b>\$417,333</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Three Months Ending March 31, 2018</b>	<b>Budget For the Year Ending December 31, 2018</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$510,036	\$2,065,570	\$1,555,534	25%
Other Revenue From Own Source	50,807	200,300	149,493	25%
Other Transfers	22,380	89,521	67,141	25%
<b>Total Revenue</b>	<b>583,223</b>	<b>2,355,391</b>	<b>1,772,168</b>	<b>25%</b>
<b>Expenditures</b>				
Water Supply	233,710	1,081,783	848,073	22%
Sewerage Collection and Disposal	143,819	726,650	582,831	20%
Fiscal Services	24,115	546,958	522,843	4%
<b>Total Expenditures</b>	<b>401,644</b>	<b>2,355,391</b>	<b>1,953,747</b>	<b>17%</b>
<b>Surplus (Deficit)</b>	<b>\$181,579</b>	<b>\$0</b>		

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

DATE: May 28, 2018

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

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

**PAID BILLS**

THAT the paid bills in the amount of \$876,444.92 (eight hundred and seventy-six thousand, four hundred and forty-four dollars and ninety-two cents) be received.

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**MEMORANDUM**

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**TO:** JEFF RENAUD, CAO  
**FROM:** KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER  
**SUBJECT:** APRIL 2018 REGULAR COUNCIL MOTIONS FOR ACCOUNTS PAYABLE LISTING  
**DATE:** MAY 01, 2018

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Please find 1 (One) Draft Motion for consideration at the May, 2018, Regular Council pertaining to Bills Paid for the month of April, 2018:

**THAT** the paid bills in the amount of \$876,444.92 (Eight Hundred and Seventy-six Thousand, Four Hundred and Forty-four Dollars and Ninety-two Cents) be received.

Regards,



Kimberly Ste Marie  
Accounts Payable Manager

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

**April 2018**

Dillon Consulting Limited (Engineering - Storm and Sewer Separation and Utility Renewal (Elm Park) - Project No.164847, Cheque #1159)	\$	8,331.75
		<u>\$ 8,331.75</u>

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

Visa:

**March 2018**

Jeff Renaud (General Gov't: CAO Membership, Civic Relations)	214.92
Allan MacEachern (General Gov't: Mayor Meetings)	25.37
Barb Tucker (Civic Center: Canteen Supplies, Monthly Galaxy Program Fee, Pool Training)	6,603.98

**April 2018**

Jeff Renaud (General Gov't: CAO Travel, CAO Conference Fees)	902.25
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**Grand Total** \$ 7,746.52

Town of St. Stephen  
 BNK4 - Civic Center Bank Account  
 Cheques from 000001 to 000031 dated between 04/01/2018 and 04/30/2018

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Number	Issued	Amount	SC	Status	Status Date
000030	04/11/2018 TOWN OF ST. STEPHEN 65000.00	65,000.00	A/P	OUT-STD	04/11/2018
	GG-FUNDTRANSFER-FROM CIVIC C	65,000.00			
	<b>Cheque Totals Issued:</b>	<b>65,000.00</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>65,000.00</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 022031 dated between 04/01/2018 and 04/30/2018

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
021808	04/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000026972 GG-TOWNHALL-LEASE-APRIL/18	5,417.62 5,417.62	A/P	OUT-STD	04/01/2018
021828	04/05/2018 A"PLUS" AUTO GLASS & UPHOLSTERY 25696 TS-#11- LED LIGHTS	195.50 195.50	A/P	OUT-STD	04/05/2018
021829	04/05/2018 ACCT #903240047015 MARCH2018 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	04/05/2018
021830	04/05/2018 ACCT 8025-280 MARCH2018 LOCAL 770 UNION DUES-MARCH/18	1,310.63 1,310.63	A/P	OUT-STD	04/05/2018
021831	04/05/2018 ALL GAS TANKS 92848 TS-SHOP-STARTER COVER, FUEL T	82.80 82.80	A/P	OUT-STD	04/05/2018
021832	04/05/2018 ARMSTRONG'S COMMUNICATION LTD. 420420 RC-MILLPOOL- ALARM SYSTEM MOI	96.60 96.60	A/P	OUT-STD	04/05/2018
021833	04/05/2018 BELLBOY DRYCLEANERS 23-508429 CC-EVENT- LINENS DRY CLEANING	132.25 132.25	A/P	OUT-STD	04/05/2018
021834	04/05/2018 BLAKNEY'S TRUCKING INC. 411 TS-STs-ROAD SALT DELIVERY 420 TS-STs-ROAD SALT DELIVERY	1,971.58 653.75 1,317.83	A/P	OUT-STD	04/05/2018
021835	04/05/2018 BRUNET 32950 GG-TOWN HALL- FIBER INTERNET S	81.94 81.94	A/P	OUT-STD	04/05/2018
021836	04/05/2018 BRUNSWICK NEWS INC 1769224 PS-FIRE-SPRING AHEAD	205.85 205.85	A/P	OUT-STD	04/05/2018
021838	04/05/2018 CANADIAN TIRE N16383149* RC-PARKS-SHELTER N16577438 CC-POOL- CLEANING SUPPLIES N16577438* CC-KITCHEN- CLEANING SUPPLIES N16577444 TS-SHOP- STANLEY 274 PC TOOL SI N16577445 TS-#16- SWITCH N16577447 TS-SHOP- CONNECTORS N16577451 CC-ARENA- TOOLS, PAINT LINER N16577455 RC-PARKS- MARCH BREAK CAMP P N16577505 CC-ARENA- DIGITAL READER N16577515 TS-#3- 548529 1-3/4 ID N16577517 TS-#3- 548629 18X1-5/8 N16577524 TS-SHOP- 2 PIPES, SCREW DRIVER N16577544* CC-ARENA-18 PIECE DRIVER SET N16577545 CC-ARENA- BATTERIES N16577546 CC-POOL- 44 PC STUBBY SOC. N16577560 PS-FIRE- BATTERIES N16577564 TS-SHOP- BRUSHSET N16577570 TS-SHOP- UBOLT, RUST	1,520.20 217.33 83.22 30.92 229.94 6.89 44.82 64.35 163.01 134.93 7.46 11.49 129.34 137.97 31.03 22.99 143.69 22.94 37.88	A/P	OUT-STD	04/05/2018
021839	04/05/2018 CANADA BREAD COMPANY LIMITED 106014905075 CC-CANTEEN- HOT DOG BUNS 106714905158 CC-CANTEEN- HOT DOG BUNS 107414905253 CC-CANTEEN- HOT DOG BUNS	76.68 25.56 25.56 25.56	A/P	OUT-STD	04/05/2018
021840	04/05/2018 CARQUEST 14838-75635 TS-#13- COUPLINGS, ADAPTERS 14838-76126 TS-SHOP- TRANS COOLER SCISRS	76.51 60.47 16.04	A/P	OUT-STD	04/05/2018

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Number	Issued	Amount	SC	Status	Status Date
021841	04/05/2018 CENTRAL AUTO PARTS LTD 6318 TS-#7-REPAIR HEAD	2,103.33 2,103.33	A/P	OUT-STD	04/05/2018
021842	04/05/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MARCH2018 GG-MUNCIPALPLAN-MARCH/18	24,562.74 24,562.74	A/P	OUT-STD	04/05/2018
021843	04/05/2018 COCA COLA REFRESHMENTS CANADA COMPANY 26818010 CC-CANTEEN- COKE ORDER FOR U 66786805 CC-CANTEEN- COKE ORDER FOR U 86803314 CC-CANTEEN- COKE ORDER FOR U	2,362.47 582.33 1,037.20 742.94	A/P	OUT-STD	04/05/2018
021845	04/05/2018 CREIGHTON-CARTER LTD. 961-447892 TS-#6,#18- DIESEL EXHAUST FLUID 961-447938 TS-SHOP- 1 BARREL HYDRAULIC 961-448026 TS-SHOP- FUSES 961-448185 PS-FIRE- T-SHIRT WIPES 961-448424 TS-#5- RAD HOSE, GEAR OIL 961-448529 TS-SHOP- BOLTS 961-448685 TS-SHOP- BOLTS GR5 PL 961-448762 TS-#24- MIRROR RH MAN TXT & FRE 961-448786 TS-#304- IGNITION COIL 961-449050 PS-#200-STEERING SHAFT, CRIMPE 961-449103 TS-SHOP- U BOLT KIT, FREIGHT 961-449111 TS-SHOP- TIRE VALVE, RAZOR BLAI 961-449117 PS-#200-AIR FILTER 961-449118 TS-SHOP- 3 4 F TO 1 2 M, 10PC SCR 961-449183 TS-SHOP- 3 KNOT WIRE BRUSH 961-449297 TS-SHOP-OIL STABILIZER, LOCTITE 961-449319 TS-SHOP- MINITURE LAMP 961-449352 TS-#6- CIRCUIT BREAKER THERM 961-449406 TS-SHOP- ROYAL BLUE 961-449425 TS-SHTIP-TWECO 11-35 961-449467 TS-SHOP- TIRE CHARGER	7,253.59 82.73 757.75 8.51 61.73 76.70 10.35 17.25 258.96 37.42 560.12 59.23 20.39 10.55 92.51 45.55 28.96 7.25 89.11 11.94 4.35 5,012.23	A/P	OUT-STD	04/05/2018
021846	04/05/2018 CUSTOM EMBROIDERY PLUS 478 CC-ADMIN- EMBROIDERY	46.74 46.74	A/P	OUT-STD	04/05/2018
021847	04/05/2018 EAST COAST INTERNATIONAL TRUCKS 26956S TS-#7-TURBO KIT, TUBE KIT, SEAL F 27082S TS-#7-HARNESS ASSEMBLY, HEXAC 27181S TS-SHOP-RAGS 27196S TS-#7,#11,#13-OIL, LUBRICATING OI	4,012.66 2,865.62 750.27 36.20 360.57	A/P	OUT-STD	04/05/2018
021848	04/05/2018 FERRO WASTE & RECYCLING INC. 0001442667 GG-TOWN HALL- ZONE II GARBAGE	3,777.12 3,777.12	A/P	OUT-STD	04/05/2018
021849	04/05/2018 GULLISON'S COURIER SERVICE 507106 TS-SHOP- TO TOWN FR/CUMMINS 507478 TS-#7- TO CENTRAL AUTO FR/ TOW 507499 TS-#7- TO CENTRAL AUTO FR/TOW 636934 TS-SHOP- TO TOWN FR/ SAUNDERS 636947 CC-CIVIC CENTER- TO TOWN FR/JE 701920 TS-#16- TO TOWN FR/ CASE 701927 TS-SHOP- TO TOWN FR/SAUNDERS 701940 TS-SHOP- TO TOWN FR/ PARTS FO	402.50 34.50 46.00 57.50 57.50 34.50 34.50 103.50 34.50	A/P	OUT-STD	04/05/2018
021851	04/05/2018 JEFF RENAUD	250.00	A/P	OUT-STD	04/05/2018

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Number	Issued	Amount	SC	Status	Status Date
	MARCH2018 GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
021852	04/05/2018 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 250622207 GG-TOWNHALL-PHOTOCOPIER MAI	92.60 92.60	A/P	OUT-STD	04/05/2018
021853	04/05/2018 KONICA MINOLTA 6690112 GG-TOWNHALL-PHOTOCOPIER LEA	193.71 193.71	A/P	OUT-STD	04/05/2018
021854	04/05/2018 LOCKHART SAW LIMITED 86949 CC-ARENA- ICE SCRAPER BLADES	362.25 362.25	A/P	OUT-STD	04/05/2018
021855	04/05/2018 MINISTER OF FINANCE MARCH2018 EMPLOYEE DEDUCTIONS-MARCH 2	986.00 986.00	A/P	OUT-STD	04/05/2018
021856	04/05/2018 MSC INDUSTRIAL SUPPLY ULC 1509847001 TS-SHOP-BOWMA SEALS, TERM TO	137.34 137.34	A/P	OUT-STD	04/05/2018
021857	04/05/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 4066351 GG-TOWN HALL- FLOOR MATS	95.36 95.36	A/P	OUT-STD	04/05/2018
021858	04/05/2018 O'CONNELL MIKE MARCH2018 RC-DIROFOPERATIONS-MONTHLY \	200.00 200.00	A/P	OUT-STD	04/05/2018
021859	04/05/2018 ORCHARD'S PAINT 2014 LTD. 27813 TS-SHOP- SLEEVES, AQUA LOCK	55.17 55.17	A/P	OUT-STD	04/05/2018
021860	04/05/2018 ORKIN CANADA CORPORATION IN-8328993 GG-BUILDING- PEST CONTROL	71.30 71.30	A/P	OUT-STD	04/05/2018
021881	04/05/2018 PARTS FOR TRUCKS INC. 34268051-00 TS-#29-ELECTRIC THROTTLE MOTO 34268195-00 TS-#29-SANDER CLUTCH	560.19 317.60 242.59	A/P	OUT-STD	04/05/2018
021862	04/05/2018 PAYROLL TRANSFER WEEK132018 GG-TRANSFER-MAR 16-MAR 29/18	68,453.00 68,453.00	A/P	OUT-STD	04/05/2018
021863	04/05/2018 PETTY CASH - GARCELON CIVIC CENTER COSTUMERENTALS CC-COSTUMES-PARADE FLOAT HOTDOGBUNS CC-CANTEEN-HOT DOG BUNS HOTDOGBUNS* CC-CANTEEN-HOT DOG BUNS	132.25 100.00 22.99 9.26	A/P	OUT-STD	04/05/2018
021864	04/05/2018 PRIME LIFT 1513 TS-SHOP- HYDRAULIC CYLINDER SI	1,127.92 1,127.92	A/P	OUT-STD	04/05/2018
021865	04/05/2018 PROCOM DATA SERVICES INC. 201814541 GG-TREASURY-PAYROLL TRAINING	172.33 172.33	A/P	OUT-STD	04/05/2018
021866	04/05/2018 RECEIVER GENERAL FOR CANADA WEEK132018 GG-REMITTANCE-MAR 16-29/18	35,019.38 35,019.38	A/P	OUT-STD	04/05/2018
021887	04/05/2018 RECREATION NB 2017-230 CC-POOL- POOL LOG BOOK	87.12 87.12	A/P	OUT-STD	04/05/2018
021888	04/05/2018 RICHWIL TRUCK CENTRE LTD. 123130 TS-#7- BELT 8PK 123138 TS-#7- FILTERS, CAP RAD 123152 TS-#7- THERMOSTAT CM122600 TS-#7-CORE RETURN	319.22 74.65 203.31 90.94 -49.68	A/P	OUT-STD	04/05/2018
021869	04/05/2018 SAUNDERS EQUIPMENT LTD. 0000070965 CC-ARENA- ZAMBONI TRAINING	1,129.42 1,129.42	A/P	OUT-STD	04/05/2018
021870	04/05/2018 SERVICE NEW BRUNSWICK CPE9732018 RC-PARKS-2011 FORD F150	19.00 19.00	A/P	OUT-STD	04/05/2018
021871	04/05/2018 SHANNON MICHAEL WEEK142018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	04/05/2018
021872	04/05/2018 SOURCE ONE SUPPLIES	858.70	A/P	OUT-STD	04/05/2018

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Number	Issued		Amount	SC	Status	Status Date
	17578	CC-ARENA- BATH &HAND TOWEL, H	833.30			
	17686	CC-ARENA- HAIR & BODY SHAMPOK	25.40			
021873	04/05/2018	SOUTHWEST CONCRETE & CONS LTD	10,353.57	A/P	OUT-STD	04/05/2018
	IN000004268*	TS-ST5-ROAD SALT, EQUIPMENT RI	10,353.57			
021874	04/05/2018	SOUTHWEST ELECTRIC & SECURITY INC.	202.40	A/P	OUT-STD	04/05/2018
	15062	PS-AIRPORT-RUNWAY LIGHT REPAI	202.40			
021875	04/05/2018	SOUTH WEST COURIER	51.52	A/P	OUT-STD	04/05/2018
	16941	CC-ARENA-SHIPPING CHARGES FO	51.52			
021876	04/05/2018	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	7,916.60	A/P	OUT-STD	04/05/2018
	191196-191644	GG-TOWN-LANDFILL CONTRACT-FE	7,916.60			
021877	04/05/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	207.59	A/P	OUT-STD	04/05/2018
	27386	GG-TOWN HALL- GENERAL FUND RI	207.59			
021878	04/05/2018	ST. CROIX PUBLIC LIBRARY	9,431.75	A/P	OUT-STD	04/05/2018
	APR-JUN/18	GG-GRANT-APR-JUN/18	9,431.75			
021879	04/05/2018	ST.STEPHEN DEVELOPMENT BOARD	20,000.00	A/P	OUT-STD	04/05/2018
	APR-JUN/18	GG-GRANT-APR-JUN/18	20,000.00			
021880	04/05/2018	ST. STEPHEN AREA CHAMBER	120.00	A/P	OUT-STD	04/05/2018
	2289	gg-civic-agm 2018 tickets	120.00			
021881	04/05/2018	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	04/05/2018
	MARCH2018	EMPLOYEE DEDUCTIONS-MARCH/1	40.00			
021882	04/05/2018	ST. STEPHEN FIRE DEPARTMENT	289.80	A/P	OUT-STD	04/05/2018
	252851	CC-BUILDING- YEARLY FIRE EXTINC	289.80			
021883	04/05/2018	STATIONERY PLUS	773.83	A/P	OUT-STD	04/05/2018
	28353*	GG-TOWN HALL- ETHERNET CABLE	11.37			
	28491	GG-TOWNHALL- BINDING CASES,FII	99.68			
	28495	GG-TOWN HALL- FILE BOXES	19.28			
	28586*	GG-TOWN HALL- HIGHLIGHTER, LA	25.12			
	28629	GG-TOWN HALL- REPORT COVERS	2.24			
	28704	GG-TOWN HALL- COFFEE K-CUPS	37.93			
	28909	GG-ASST. TREAS- DRUM UNIT	77.04			
	29014	PS-FIRE-TABS, HOLE PUNCH, CALC	27.68			
	29132	GG-TOWN HALL- FILE FOLDERS, LA	53.68			
	29433	PS-FIRE-BATTERIES	98.72			
	29604	GG-TOWNHALL-ADD ROLLS, FILE BI	321.09			
021884	04/05/2018	SYSCO HALIFAX	594.56	A/P	OUT-STD	04/05/2018
	6971350	CC-CANTEEN- SUPPLIES	594.56			
021885	04/05/2018	TOROMONT CAT (MARITIMES)	951.37	A/P	OUT-STD	04/05/2018
	9011701884	TS-#13- FILTERS, ELEMENT PRIM,	395.92			
	9011702581	TS-#13- SOLENOID-12V	156.20			
	9011790767	TS-#13- VEE BELT, VEE BELT SET	105.98			
	9011793626	TS-#13-BOLTS, WASHERS	8.65			
	9011793653	TS-#13-CLIPS	9.38			
	9011794653	TS-#13- HOSES, CLIPS	275.24			
021887	04/05/2018	UNIFIRST CANADA LTD.	210.79	A/P	OUT-STD	04/05/2018
	127675	CC -FRONT LOBBY- FLOOR MATS	105.79			
	128340	CC -FRONT LOBBY- FLOOR MATS	105.00			
021888	04/05/2018	VALLEY EQUIPMENT LTD	64.10	A/P	OUT-STD	04/05/2018
	IX65878	TS-#6- SHIFT KIT	64.10			

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Number	Issued	Amount	SC	Status	Status Date
021889	04/05/2018 WURTH CANADA LIMITED 23011109 TS-SHOP- PLOW BOLTS,NUTS,PLAS	775.04 775.04	A/P	OUT-STD	04/05/2018
021890	04/05/2018 YELLOW PAGES GROUP 18-5581550 GG-TOWN - 911 LISTING - FEB/18	10.47 10.47	A/P	OUT-STD	04/05/2018
021891	04/05/2018 MINISTER OF FINANCE WEEK142018 EMPLOYEE DEDUCTIONS-APRIL 1-7	209.30 209.30	A/P	OUT-STD	04/05/2018
021892	04/05/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 170812 CC-ADMIN- BRIDAL GUIDE 2018 171767 GG-CIVIC-TOWN EVENTS 172184 GG-CIVIC- TOWN EVENTS 172185 GG-CIVIC- NOTICE-PUBLIC HEARIN 172186 GG-CIVIC- NOTICE PUBLIC HEARIN 172746 GG-CIVIC-TOWN EVENTS	611.86 94.99 56.52 56.53 173.65 173.65 56.52	A/P	OUT-STD	04/05/2018
021893	04/05/2018 ST CROIX RIDGE RUNNERS INC. FEBRUARY 23, 2018 GG-CIVIC- 2018 SPONSORSHIP FEE	172.50 172.50	A/P	OUT-STD	04/05/2018
021894	04/11/2018 ALLAN MACEACHERN BLUETOOTH GG-MAYOR-CELL PHONE BLUETOO	49.95 49.95	A/P	OUT-STD	04/11/2018
021895	04/11/2018 ATLANTIC ALARM & SOUND LTD 74863 CC-BUILDING- MICROPHONE	138.17 138.17	A/P	OUT-STD	04/11/2018
021896	04/11/2018 BELL ALIANT 11368891MAR18 GG-TOWNHALL-LANDLINE PHONES 11378668MAR18 PS/TS-199UNIONST-LANDLINE PHO 11395944MAR18 PS-FIRE-LANDLINE PHONES 15772965MAR18 RC-REC/POOL-LANDLINE PHONES 46435731MAR18 RC-PARKS-CHOCOLATE PARK CAM	3,283.87 1,650.24 358.29 929.95 239.65 105.74	A/P	OUT-STD	04/11/2018
021897	04/11/2018 BELL MOBILITY INC. 523889487MAR18CC CC-ADMIN-CELL PHONE CHARGES 523889487MAR18GG GG/TS/RC/PS-CELL PHONE & TABLE	856.17 152.33 703.84	A/P	OUT-STD	04/11/2018
021898	04/11/2018 BLAKNEY'S TRUCKING INC. 425 TS-STs- ROAD SALT DELIVERY	1,978.88 1,978.88	A/P	OUT-STD	04/11/2018
021899	04/11/2018 CANADA BREAD COMPANY LIMITED 108114905344 CC-CANTEEN- HOT DOG BUNS	25.56 25.56	A/P	OUT-STD	04/11/2018
021900	04/11/2018 CARGILL LIMITED 2903993009 TS-STs- ROAD SALT 2904001877 TS-STs- ROAD SALT	12,605.09 5,038.75 7,566.34	A/P	OUT-STD	04/11/2018
021901	04/11/2018 CHOCOLATE MUSEUM 2017/18-004 RC-RECREATION- MARCH BREAK C	97.75 97.75	A/P	OUT-STD	04/11/2018
021902	04/11/2018 COCA COLA REFRESHMENTS CANADA COMPANY 86803908 CC-CANTEEN- COKE ORDER FOR U	543.98 543.98	A/P	OUT-STD	04/11/2018
021903	04/11/2018 COX ELECTRONICS & COMMUNICATIONS 1-014657 TS-STs-LAP TOP	832.43 632.43	A/P	OUT-STD	04/11/2018
021904	04/11/2018 DAVIS FUELS 14286 TS/PS-199UNIONST-HEATING FUEL 14432 TS/PS-199 UNION ST- HEATING FUE 14540 TS/PS-199 UNION STREET- HEATIN	2,078.86 662.42 722.99 683.45	A/P	OUT-STD	04/11/2018
021905	04/11/2018 ENBRIDGE GAS NEW BRUNSWICK 2018032202008-1016227-0 CC-BUILDING-NATURAL GAS 00	2,657.91 2,657.91	A/P	OUT-STD	04/11/2018

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021906	04/11/2018 FERNO CANADA 116980 PS-FIRE-TWO PULSE OXIM & BELT (	396.64 396.64	A/P	OUT-STD	04/11/2018
021907	04/11/2018 Frank Godsoe CPACONFERENCE2018 GG-ASSTTREASURER-CPA PROFES	736.00 736.00	A/P	OUT-STD	04/11/2018
021908	04/11/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-020 PS-BYLAW-MAR 18-31/18 FEE	2,484.00 2,484.00	A/P	OUT-STD	04/11/2018
021909	04/11/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP 11805-1* GG-LEGAL-EMPLOYMENT STANDAF	1,002.88 1,002.88	A/P	OUT-STD	04/11/2018
021910	04/11/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 320513 TS-ST5-DIESEL 730957 TS-ST5-GAS 732948 TS-ST5-DIESEL	9,008.17 1,799.84 4,769.40 2,438.93	A/P	OUT-STD	04/11/2018
021911	04/11/2018 IRVING OIL LTD. 1137261 TS-#12- GAS 1137366 TS-#23&#1- GAS 1140383 TS-#105- GAS 1140957 TS-#12- GAS 1141017 TS-ST5- GAS 1141052 TS-ST5- GAS 1145862 TS-#12- GAS	783.40 86.70 110.30 98.00 138.00 109.75 91.65 149.00	A/P	OUT-STD	04/11/2018
021912	04/11/2018 JASON GOWAN CLOTHINGALLOW18 CC-ARENA-CLOTHING ALLOWANCE	68.96 68.96	A/P	OUT-STD	04/11/2018
021913	04/11/2018 JEREMY MCSHANE CURLINGCANADAICE CC-ARENA-CURLING CANADA ICE M	41.00 41.00	A/P	OUT-STD	04/11/2018
021914	04/11/2018 JET ICE 98854 CC-ARENA- PAINT FOR ICE	1,397.69 1,397.69	A/P	OUT-STD	04/11/2018
021915	04/11/2018 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 250622208 CC-PHOTOCOPIER-FEB15/18-MAR1	127.30 127.30	A/P	OUT-STD	04/11/2018
021916	04/11/2018 LSW WEAR PARTS LTD. 48104 TS-#13- LOADER EDGES, NUTS & BK	388.70 388.70	A/P	OUT-STD	04/11/2018
021917	04/11/2018 MARITIME FIRE CHIEFS ASSOCIATION 2018-281 PS-FIRE- 2018 MEMBERSHIP DUES	70.00 70.00	A/P	OUT-STD	04/11/2018
021918	04/11/2018 MICHELLE VEST CLOTHALLOWANCE2018 CC-EVENTS-CLOTHING ALLOWANC	40.24 40.24	A/P	OUT-STD	04/11/2018
021919	04/11/2018 MINISTER OF FINANCE WEEK152018 EMPLOYEE DEDUCTIONS-APRIL 08-	209.30 209.30	A/P	OUT-STD	04/11/2018
021920	04/11/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 408659 GG-TOWNHALL-MATS	95.36 95.36	A/P	OUT-STD	04/11/2018
021921	04/11/2018 O'CONNELL MIKE FRPAMEETING2018 RC-RECDIRECTOR-FRPA MEETING	115.00 115.00	A/P	OUT-STD	04/11/2018
021922	04/11/2018 ORKIN CANADA CORPORATION IN-8375511 CC-BUILDING- PEST CONTROL	71.30 71.30	A/P	OUT-STD	04/11/2018
021923	04/11/2018 ORR ELECTRIC & ALARM LTD. 3222 TS-ST5- TRAFFIC LIGHT BY PIZZA D	90.19 90.19	A/P	OUT-STD	04/11/2018
021924	04/11/2018 PETTY CASH MARCH122018 PS-BUILDINSPECTOR-REGISTERED MARCH292018 GG-HUMANRESOURCES-REGISTER	23.90 11.50 12.40	A/P	OUT-STD	04/11/2018
021925	04/11/2018 PRO-TECH SANITATION LTD.	219.31	A/P	OUT-STD	04/11/2018

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	250318	CC-ARENA- TOOTHED BELT			
	251074	CC-ARENA- TOOTHED BELT			
021926	04/11/2018	PROMO HEROES		OUT-STD	04/11/2018
	15249	CC-ARENA- CLOTHING ALLOWANCE			
021927	04/11/2018	RICHARDSON JOSEPH		OUT-STD	04/11/2018
	#201	PS-FIRE-TAKE #201 TO METALFAB			
021928	04/11/2018	ROB DOUGHERTY		OUT-STD	04/11/2018
	CLOTHING2018	CC-ARENA-CLOTHING ALLOWANCE			
021929	04/11/2018	SHANNON MICHAEL		OUT-STD	04/11/2018
	WEEK152018	PS-ANIMALCONTROL-WEEKLY FEE,			
021930	04/11/2018	SOMETHING FUNNY INC.		OUT-STD	04/11/2018
	JAMESMULLINGER	CC-EVENTS-JAMES MULLINGER SH			
021931	04/11/2018	SOURCE ONE SUPPLIES		OUT-STD	04/11/2018
	17718	CC-POOL- HAND SOAP			
	17739	CC-POOL- HAIR & BODY SHAMPOO			
	17741	CC-POOL- CHEMICALS			
	17744	CC-POOL- SODIUM HYPO. 12%			
	17748	CC-ARENA- SQUEEGEE,BRAKET FC			
	17750	CC-ARENA- FIBERGLASS 51", SQUE			
	17758	CC-ARENA- FLOOR CLEANER			
	17768	CC-POOL- CHEMICALS			
	17777	CC-POOL- CHEMICALS			
021932	04/11/2018	SOUTHWEST ELECTRIC & SECURITY INC.		OUT-STD	04/11/2018
	15088	CC-ARENA- INSTALL WELDER RECE			
	15089	RC-MILLPOOL- POOL REPAIR			
021933	04/11/2018	SWYRICH CORPORATION		OUT-STD	04/11/2018
	22070	GG-TOWN HALL- LAPEL PINS			
021934	04/11/2018	TIM TOZER		OUT-STD	04/11/2018
	CPADEVELOPMENT18	GG-TREASURER-CPA PROFESSION			
021935	04/11/2018	UNIFIRST CANADA LTD.		OUT-STD	04/11/2018
	710 0128975	CC-FRONT LOBBY- FLOOR MATS			
	710 0129627	CC-FRONT LOBBY- FLOOR MATS			
021936	04/12/2018	BORDER INVESTIGATIONS & SECURITY INC.		OUT-STD	04/12/2018
	14785	PS-BYLAW-MAR 23-30/18 FEE			
021937	04/16/2018	PETTY CASH		OUT-STD	04/16/2018
	APRIL11/18	PS-BUILDINSPECTOR-REGISTERED			
	APRIL12/18	GG-CAO-REGISTERED LETTER			
	APRIL13/18	GG-CIVICRELATIONS-DONATION			
	APRIL13/18*	GG-BYLAW-REGISTRATION			
	LICENSEPLATEREPLACE	TS-ST5-2003 INTERNATIONAL LICEP			
	SNBERROR	TS-ST5-SNB VEHICLE REGISTRATIC			
021938	04/19/2018	A"PLUS" AUTO GLASS & UPHOLSTERY		OUT-STD	04/19/2018
	25790	TS-SHOP- MAKE UP COVER FOR TIF			
021939	04/19/2018	AMANDA LEAVITT		OUT-STD	04/19/2018
	REFUND	CC-REFUND-BALANCE OF GCC GIF			
021940	04/19/2018	BELL ALIANT		OUT-STD	04/19/2018
	06336721MAR18	TS-AIRPORT-LANDLINE PHONE			
	46435731NOV17	RC-PARKS-CHOCOLATE PARK CAM			

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	47424130MAR18	CC-ADMIN-LANDLINE PHONES	955.96			
021941	04/19/2018	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	04/19/2018
	14795	PS-BYLAW-APRIL 08 - 13/18 FEE	966.00			
021942	04/19/2018	BRIGGS PLUMBING INC.	766.83	A/P	OUT-STD	04/19/2018
	114210	PS-RCMP-TOILET LEAKING IN BASE	83.38			
	114241	PS- 120 MILLTOWN BLVD. - REPLAC	325.97			
	114248	PM-LIBRARY- TOILET HANDLE BROI	129.32			
	114271	PS-FIRE- WATER LEAK AT MAIN VAI	228.16			
021943	04/19/2018	CANADIAN TIRE	925.00	A/P	OUT-STD	04/19/2018
		REIMBURSEMENT	925.00			
		GG-JUMPSTART-REIMBURSEMENT				
021944	04/19/2018	CARQUEST	325.18	A/P	OUT-STD	04/19/2018
	137995	TS-#7- 716000 CONN	3.43			
	14838-76122	PS-#200- RADIATOR	231.38			
	14838-76738	TS-#21- AIR FILTER	90.37			
021945	04/19/2018	CHARLOTTE COUNTY JANITORIAL	1,309.83	A/P	OUT-STD	04/19/2018
	3926	PS-FIRE- JANITORIAL -MARCH/18	201.25			
	3928	PM-RCMP- JANITORIAL SERVICES- I	1,108.58			
021946	04/19/2018	DILLON CONSULTING LIMITED	41,776.27	A/P	OUT-STD	04/19/2018
	177599	GG-CIVIC-MILLTOWN BLVD STREET	35,576.75			
	178360	GG-CIVIC-MILLTOWN BLVD STREET	6,199.52			
021947	04/19/2018	FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	04/19/2018
	0001448102	GG-TOWN HALL- ZONE II GARBAGE	3,777.12			
021948	04/19/2018	GARCELON CIVIC CENTER	423.25	A/P	OUT-STD	04/19/2018
	CC-	CC-PAYMENT-ST. CROIX WELLNES:	123.25			
		EDUCATIONCENTRE	300.00			
		GG-GRANT-ST. STEPHEN EDUCATI				
021949	04/19/2018	GREAT-WEST LIFE ASSURANCE COMPANY	2,768.65	A/P	OUT-STD	04/19/2018
	APR112018	GG-LIFE,AD&D,LTDPREMIUMS-APR	2,768.65			
021950	04/19/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	2,087.62	A/P	OUT-STD	04/19/2018
	309429	TS-STG-GAS	2,087.62			
021951	04/19/2018	IRVING OIL LTD.	60.25	A/P	OUT-STD	04/19/2018
	1142324	SCD-DISPOSAL- GAS	60.25			
021952	04/19/2018	L.E.WHITTAKER CO., LTD.	98.90	A/P	OUT-STD	04/19/2018
	39577	PS-FIRE- FIRE EXTINGUISHERS HYI	98.90			
021953	04/19/2018	MARITIME COFFEE SERVICE	483.00	A/P	OUT-STD	04/19/2018
	RC00058832	PS-FIRE- KITCHEN SUPPLIES	483.00			
021954	04/19/2018	MEDAVIE BLUE CROSS	13,732.71	A/P	OUT-STD	04/19/2018
	208987MANAGEMENT	GG-HEALTH&DENTALPREMIUMS-M/	6,361.03			
	209750UNION	GG-HEALTH&DENTALPREMIUMS-M/	7,927.54			
	209750UNIONCRE	GG-HEALTH&DENTALPREMIUMS-M/	-555.86			
021955	04/19/2018	METALFAB LTD.	729.56	A/P	OUT-STD	04/19/2018
	019124	PS-FIRE- REAR BUMPER REPAIR	729.56			
021956	04/19/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	04/19/2018
	WEEK162018	EMPLOYEE DEDUCTIONS-APRIL 15-	209.30			
021957	04/19/2018	N.B. ASSOC FIRE CHIEFS	425.00	A/P	OUT-STD	04/19/2018
	2018C-6	PS-FIRE- REG. NBAFC 2018 CONF	425.00			
021958	04/19/2018	N. B. ELECTRIC POWER	3,265.59	A/P	OUT-STD	04/19/2018
	18988703APR18	TS/PS-199UNIONST-ELECTRICITY	1,660.36			
	19051703APR18	TS-AIRPORT-ELECTRICITY	306.49			

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	19051801APR18	TS-AIRPORT-ELECTRICITY			
	71315207APR18	PS-RCMP-ELECTRICITY			
	83278804APR18	TS-STSPARKS SHED			
021959	04/19/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD 04/19/2018
	383827CRE	PS-RCMP-FLOOR MATS	-46.74		
	385810CRE	PS-RCMP-FLOOR MATS	-46.74		
	408941	PS-RCMP- FLOOR MATS	46.74		
	408098	PS-RCMP-MATS	46.74		
	409240	PM-RCMP- FLOOR MATS	46.74		
021960	04/19/2018	ORKIN CANADA CORPORATION	143.75	A/P	OUT-STD 04/19/2018
	IN-8380646	PS-FIRE- PEST CONTROL	143.75		
021961	04/19/2018	ORR ELECTRIC & ALARM LTD.	582.19	A/P	OUT-STD 04/19/2018
	3219	PS-RCMP- REPLACED BALLAST IN L	109.02		
	3220	PM- LIBRARY- REMOVED LIGHTS RE	473.17		
021962	04/19/2018	PAPA'S NUTS	120.00	A/P	OUT-STD 04/19/2018
	15	CC-CANTEEN- 50 SMALL BAGS OF F	80.00		
	25	CC-CANTEEN- 25 SM BAGS OF PEAI	40.00		
021963	04/19/2018	PAYROLL TRANSFER	65,331.00	A/P	OUT-STD 04/19/2018
	WEEK152018	GG-TRANSFER-MARCH 30 - APRIL 1	65,331.00		
021964	04/19/2018	PRINCESS AUTO	333.71	A/P	OUT-STD 04/19/2018
	220425	TS-SHOP-WELDING UPRIGHT CART	96.82		
	615606	TS-SHOP- FAN BARN 10IN 2-SPEED	236.89		
021965	04/19/2018	RECEIVER GENERAL FOR CANADA	31,512.33	A/P	OUT-STD 04/19/2018
	WEEK152018	GG-REMITTANCE-MARCH 30 - APRIL	31,512.33		
021966	04/19/2018	RECREATION PEI	65.00	A/P	OUT-STD 04/19/2018
	1813	RC-REC DIRECTOR- PRE CONFERE	65.00		
021967	04/19/2018	RICHWIL TRUCK CENTRE LTD.	793.90	A/P	OUT-STD 04/19/2018
	123358	TS-#5- STEER LINK	226.52		
	123363	TS-#5- PUMP, GASKET PUMP	567.38		
021968	04/19/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD 04/19/2018
	WEEK162018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91		
021969	04/19/2018	SOURCE ONE SUPPLIES	1,708.52	A/P	OUT-STD 04/19/2018
	17487	CC-ARENA- HAND TOWEL, BATH TO	370.89		
	17622	CC-ARENA- HAND SOAP	288.35		
	17790	CC-ARENA- FIBER GLASS HANDLE,	112.40		
	17808	CC-ARENA- HAND TOWEL, BATH TIS	591.54		
	17824	CC-ARENA- HAND TOWEL	40.22		
	17831	RC-LIBRARY- HAND TOWEL, BATH T	262.44		
	17866	PM-LIBRARY- DISINFECTANT	42.68		
021970	04/19/2018	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	7,090.44	A/P	OUT-STD 04/19/2018
	191785-192232	GG-TOWN HALL- REGIONAL LANDFI	7,090.44		
021971	04/19/2018	SPARTAN FITNESS	575.00	A/P	OUT-STD 04/19/2018
	295649	CC-GYM-PREVENTATIVE MAINTENA	575.00		
021972	04/19/2018	SPEEDY ST-STEPHEN 8768	83.95	A/P	OUT-STD 04/19/2018
	8768-268021	RC-ARENA- ADJUSTED TWO SETS C	83.95		
021973	04/19/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	113.04	A/P	OUT-STD 04/19/2018
	173133	GG-CIVIC- TOWN EVENTS	56.52		
	173867	GG-CIVIC- TOWN EVENTS	56.52		

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021974	04/19/2018 TOWN OF ST. STEPHEN 1437.30	1,437.30 1,437.30	A/P	OUT-STD	04/19/2018
021975	04/19/2018 TROY LIFE & FIRE SAFETY LTD 1687499	661.25 661.25	A/P	OUT-STD	04/19/2018
021976	04/19/2018 UNIFIRST CANADA LTD. 130263 130922	210.79 105.79 105.00	A/P	OUT-STD	04/19/2018
021977	04/19/2018 YELLOW PAGES GROUP 18-5710449	10.47 10.47	A/P	OUT-STD	04/19/2018
021981	04/19/2018 CANADIAN SPRINGS	27.93	A/P	OUT-STD	04/19/2018
	1109768097CRE	GG-TOWNHALL-WATER			-9.81
	1109829284CRE	GG-TOWNHALL-WATER			-9.81
	1110012338CRE	GG-TOWNHALL-WATER			-16.91
	1110070805CRE	GG-TOWNHALL-WATER			-9.81
	1110761699CRE	GG-TOWNHALL-WATER			-11.72
	1110947994	GG-TOWNHALL-WATER			26.34
	1111859977CRE	GG-TOWNHALL-WATER			-34.49
	1113288565CRE	GG-TOWNHALL-WATER			-19.49
	1113305558*	GG-TOWNHALL-INVOICE PAID TWIC			-146.51
	1113370052*	GG-TOWNHALL-INVOICE PAID TWIC			-27.03
	1113412257*	GG-TOWNHALL-INVOICE PAID TWIC			-12.03
	1113503260*	GG-TOWNHALL-INVOICE PAID TWIC			-15.08
	1113546905*	GG-TOWNHALL-INVOICE PAID TWIC			-15.08
	1113943159*	GG-TOWNHALL-WATER			11.45
	8000182176CRE	GG-TOWNHALL-WATER			-19.03
	8002668238CRE	GG-TOWNHALL-WATER			-19.49
	8002922507*	GG-TOWNHALL-INVOICE PAID TWIC			-19.57
	9910242567CRE	GG-TOWNHALL-WATER			-30.11
	9919915535	GG-TOWNHALL-INV#1113681869 HS			3.21
	9920195787	GG-TOWNHALL-INV#1113769027&11			6.42
	9920689672	GG-TOWNHALL-INV#1113900772 HS			3.40
	9920732242	GG-TOWNHALL-WATER			11.45
	9921017522	GG-TOWNHALL-WATER			35.29
	9921098835	PS-FIRE- WATER			2.18
	9921099054	TS-SHOP- INVOICE PRINT CHARGE			3.45
	9921300883	GG-TOWNHALL-WATER			27.96
	9921587828	GG-TOWNHALL-WATER			20.35
	9921868145	GG-TOWNHALL-WATER			20.35
	9922153638	GG-TOWNHALL-WATER			20.35
	9922288210	GG-TOWNHALL-WATER			29.17
	9922569591	GG-TOWNHALL-WATER			21.18
	9922856641	GG-TOWNHALL-WATER			37.16
	9923361700	GG-TOWN HALL -WATER			29.10
	9923649011	GG-TOWNHALL-WATER			21.75
	9923937933	GG-TOWNHALL-WATER			11.89
	9924075395	GG-TOWN HALL- WATER			14.19
	9924335178	GG-TOWNHALL-WATER			46.15
	9924876169	GG-TOWNHALL-WATER			30.38
	9925176977	GG-TOWNHALL-WATER			22.47

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	ADJUSTMENTCREDIT	GG-TOWNHALL-WATER			
	SPC00198476	GG-TOWNHALL-WATER			
	VES0058697	GG-TOWNHALL-WATER			
	VES0095827	GG-TOWNHALL-WATER			
	VES0112354	GG-TOWNHALL-WATER			
	VES0172836	GG-TOWNHALL-WATER			
021982	04/19/2018 GREAT-WEST LIFE ASSURANCE COMPANY APR112018MANAGEMENT	GG-LIFE,AD&D,LTDPREMIUMS-APR;			
021983	04/19/2018 N. B. ELECTRIC POWER 90026928	GG-CIVIC-FESTIVE DOWNTOWN LIG			
021985	04/19/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 7905	GG-TOWN HALL- 1 YEAR SUBSCRIP			
021986	04/19/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 27430	CC-ADMIN- BUSINESS CARDS			
	27494	GG-TOWN CLERK- TEXT STOCK			
021987	04/20/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-024	PS-BUILDINSPECTOR-APR 1 - 14/ 18			
021988	04/23/2018 STATIONERY PLUS 19826	TS-ST5-FLAGS			
	21367	PS-FIRE- MARKERS,PADS OF PAPEI			
	21785	RC-HORT-RECEIPT BOOKS			
	22513	PS-FIRE-SHIPPING TAGS, REINFOR			
	22705	GG-TOWN HALL- FILE FOLDERS			
	22747	GG-TOWN HALL- PAPER			
	22987	PS-FIRE- FILE BOX, BATTERIES, PL			
	23287	GG-TOWN HALL- PEN REFILLS			
	23415	GG-TOWN HALL- REINFORCEMENT			
	23635	GG-TOWN HALL-BINDING CASE, ST/			
	23884	GG-TOWN HALL-INK ROLLERS, STE			
021989	04/25/2018 A"PLUS" AUTO GLASS & UPHOLSTERY 25804	TS-#21- SUPPL & INSTALLED WINDS			
021990	04/25/2018 ATLANTIC GYM & SPORTS 1801900	RC-PARKS- SUPPLIES FOR SUMMEI			
021991	04/25/2018 CANADIAN TIRE N16411486	CC-ARENA- WELDER, SHEILD, SPOK			
	N16577572	RC-PARKS-DUCT TAPE			
	N16577574	CC-ARENA- 20L GAS CAN			
	N16577591	RC-PARKS-SHEAR PIN			
	N16577598	GG-TOWN HALL- EXT. CORD			
	N16578064	CC-ARENA- CUTOFF WHEEL FOR Z/			
	N168502628	CC-BUILDING- TABLE			
	N16850601	TS-SHOP- MIRROR			
	N16850614	RC-EVENTS- PUCKS			
	N16850826	TS-SHOP- DUPONT SNOW & ICE			
	n16850635	CC-POOL- SCRUB BRUSHES, BUNG			
	N16850649	TS-SHOP- MIG PAK 140			
021992	04/25/2018 CANADIAN SPRINGS 9924297662	TS-ST5-WATER CREDIT			
	9925181248	TS-SHOP- WATER			

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021993	04/25/2018 COX ELECTRONICS & COMMUNICATIONS	69.00	A/P	OUT-STD	04/25/2018
	1-015245 GG- A/P MANAGER- COMPUTER HAI	69.00			
021996	04/25/2018 CREIGHTON-CARTER LTD.	1,733.70	A/P	OUT-STD	04/25/2018
	961-449614 TS-#7-SPIN-ON FUEL WATER FILTER	146.80			
	961-449620 TS-#29-PILLOW BLOCK BEARING, PI	62.08			
	961-449660 TS-#6-HYDRAULIC HOSE, COUPLING	254.75			
	961-449735 TS-SHOP-HI-TACK GASKET SEALAN	9.84			
	961-449774 TS-SHOP-HANDY-PAKS	9.25			
	961-449922 TS-SHOP- IDO UNIVERSAL 10W	4.51			
	961-450100 TS-#6- CIRCUIT BREAKER THERM	89.11			
	961-450130 PS-#200- BRAKE PADS & ROTORS	250.37			
	961-450134 PS-#200- PARKING BRAKE SHOES &	54.03			
	961-450181 TS-#12- OIL FILTER	7.26			
	961-450202 TS-#12-OIL FILTERS	14.52			
	961-450228 TS-#23,#24- HALOGEN BULBS	78.59			
	961-450232 TS-#1- OIL FILTER	6.49			
	961-450281 PS-#200- SERPENTINE BELT	72.38			
	961-450291 TS-#1- OIL FILTERS	12.98			
	961-450425 TS-#22- BOLTS	37.26			
	961-450428 TS-#22- BOLTS	64.58			
	961-450436 TS-SHOP-PIP TAP 1 4NPT	15.28			
	961-450443 TS-#21- COUPLINGS, HYD HOSES, II	63.20			
	961-450468 TS-SHOP- BULKHEAD FITTING	10.43			
	961-450490 TS-SHOP- UPPER CYLINDER, MOTO	17.18			
	961-450601 TS-#7- 3 8 LOL HOSE	25.30			
	961-450603 TS-SHOP-METRIC BOLTS	-1.98			
	961-450656 TS-#30- PILLOW HOUSE HOUSINGS	57.27			
	961-450717 TS-#1- FUEL INJECTOR	94.89			
	961-450894 TS-SHOP- ARO COUPLERS	75.61			
	961-450918 TS-SHOP- CUT OFF WHEEL	63.25			
	961-451096 TS-#22- FUEL FILTERS	31.93			
	961-451107 TS-#210 BATTERY DISCONNECTS	106.54			
021997	04/25/2018 DAVIS FUELS	1,592.75	A/P	OUT-STD	04/25/2018
	14703 TS/PS- 199 UNION ST- HEATING FUE	908.43			
	14860 TS-PS- 199 UNION ST.- HEATING FU	684.32			
021998	04/25/2018 DEMPSEY'S PLUMBING & HEATING	2,322.17	A/P	OUT-STD	04/25/2018
	2267 CC-ZAMBONIROOM-BACK FLOW PR	1,954.99			
	2274 CC-ARENA-BOILER ROOM WATER L	367.18			
021999	04/25/2018 FITNESS DEPOT COMMERCIAL INC.	319.70	A/P	OUT-STD	04/25/2018
	86460 CC-POOL- BALL RACK, 10 BALLS	319.70			
022000	04/25/2018 GARCELON CIVIC CENTER	384.55	A/P	OUT-STD	04/25/2018
	ROOMRENTAL PS-FIRE-JEFF RICHARDSON RETIRE	384.55			
022002	04/25/2018 GULLISON'S COURIER SERVICE	810.75	A/P	OUT-STD	04/25/2018
	252208 TS-#13- TO TOWN FR/ TOROMONT C	80.50			
	252240 TS-SHOP- TO TOWN FR/ RICHWIL	34.50			
	252464 TS-SHOP- TO TOWN FR/ RICHWIL	34.50			
	507080 TS-SHOP- TO TOWN FR/CASE EQUIP	34.50			
	507099 TS-SHOP- TO TOWN FR/SAUNDERS	46.00			
	507141 GG-TREASURY- APRIL 8 MCBP APPL	28.75			

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
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Number	Issued		Amount	SC	Status	Status Date
	507150	TS-#7-FROM CASE EQUIPMENT	69.00			
	507163	TS-SHOP-FROM RICHWILL, FROM P	69.00			
	507173	TS-#7-TO CENTRAL AUTO	46.00			
	507187	TS-SHOP- TO PFT FR/TOWN	34.50			
	507190	TS-SHOP- TO TOWN FR/TOROMONT	69.00			
	507199	TS-#7- TO TOWN FR/TOROMONT CA	103.50			
	507210	TS-SHOP- TO PARTS FOR TRUCKS I	80.50			
	507232	TS-SHOP- TO SAUNDERS FR/ TOWN	80.50			
022003	04/25/2018	IRENE WATTS	<b>149.48</b>	A/P	OUT-STD	04/25/2018
	149.48	PS-CROSSINGGUARDS-CLOTHING /	149.48			
022004	04/25/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	<b>2,897.76</b>	A/P	OUT-STD	04/25/2018
	116614	TS-STC-DIESEL	737.81			
	26616	TS-STC-DIESEL	1,053.17			
	417945	TS-STC-DIESEL	657.39			
	718157	TS-STC-DIESEL	110.09			
	815846	TS-STC-DIESEL	339.30			
022005	04/25/2018	JEFF RENAUD	<b>101.60</b>	A/P	OUT-STD	04/25/2018
	101.60	GG-CAO-SAINT JOHN MEETING	101.60			
022006	04/25/2018	KEM CANADA MFG	<b>381.33</b>	A/P	OUT-STD	04/25/2018
	118061	TS-SHOP- TAR & ASPHALT CLEANER	381.33			
022007	04/25/2018	KENT BUILDING SUPPLIES	<b>480.24</b>	A/P	OUT-STD	04/25/2018
	1357469	CC-ARENA- GLASS CLEANER, BITS,	138.55			
	1357492	TS-SHOP-PACK OF MICRO PRO ROL	39.55			
	1360890	TS-SHOP-WINDOW & DOOR CLEAR	16.33			
	1366026*	CC-ARENA- SCREWS, BOLTS, NUTS	20.25			
	1366061	PS-FIRE- JERRY CAN, FELX SPOUT	84.88			
	1366211	TS-SHOP- ANCR WEDGE, ROUND BI	28.73			
	1366681	TS-SHOP- PLYWD, ZN PULL	35.86			
	1366778	TS-SHOP- HEX BOLT, FLAT WASHER	33.06			
	1366840	PS-FIRE- WIRE, LOCK PLUG, BULBS	83.03			
022008	04/25/2018	LIFESAVING SOCIETY - NB Branch	<b>474.20</b>	A/P	OUT-STD	04/25/2018
	2310*	CC-POOL- CANADIAN LIFESAVING M	267.75			
	6568A*	CC-POOL- BRONZE STAR, BRONZE	174.50			
	6581A	CC-POOL- NATIONAL LIFE GUARD	31.95			
022009	04/25/2018	MEGA-LAB MANUFACTURING CO. LTD.	<b>412.85</b>	A/P	OUT-STD	04/25/2018
	0000148691	PS-FIRE- CRYSTAL	151.80			
	0000148692	TS-SHOP- MEGALUBE WP GREASE	261.05			
022010	04/25/2018	MICHELLE VEST	<b>206.40</b>	A/P	OUT-STD	04/25/2018
	206.40	CC-CANTEEN-SYSCO VENDOR SHO	206.40			
022011	04/25/2018	MILLTOWN MACHINE & FABRICATION LTD.	<b>247.59</b>	A/P	OUT-STD	04/25/2018
	19789	TS-#20- 16 GA. X 4 X 8 PLATE	119.78			
	19802	TS-#21- PILLOW BLOCK BEARING 2	78.65			
	19803	TS-SHOP- 5 CHANNEL IRON, LABOU	49.16			
022012	04/25/2018	MINISTER OF FINANCE	<b>209.30</b>	A/P	OUT-STD	04/25/2018
	WEEK172018	EMPLOYEE DEDUCTIONS-APRIL 22-	209.30			
022013	04/25/2018	N. B. ELECTRIC POWER	<b>12,687.65</b>	A/P	OUT-STD	04/25/2018
	18169205APR2018	RC-POOL-MILL LANE	644.66			
	216000030308APR18	TS-STC-AREA LIGHTS	11,762.87			

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Number	Issued	Amount	SC	Status	Status Date
	55160607APR18 RC-COTTONMILL-LIGHTS	67.88			
	72924306APR18 RC-PARKS-BANKSTAND	45.49			
	82122207APR18 RC-PARKS-BASKETBALL COURT	55.12			
	84960501APR18 RC-PARKS-RIVERSIDE DR LIGHTS	111.63			
022014	04/25/2018 OK TIRE & AUTO SERVICE	426.65	A/P	OUT-STD	04/25/2018
	IN044542 TS-#11- TIRE	403.65			
	IN044547 TS-#11- TRAC VALVES	23.00			
022015	04/25/2018 PRINCESS AUTO	429.93	A/P	OUT-STD	04/25/2018
	617259 TS-SHOP- CART WELDING MIG UPR	96.82			
	623188 PS-FIRE- TIRES	333.11			
022016	04/25/2018 SAUNDERS EQUIPMENT LTD.	807.30	A/P	OUT-STD	04/25/2018
	71473 CC-ARENA- ZAMBONI BEARINGS, IV	807.30			
022017	04/25/2018 SHANNON MICHAEL	371.91	A/P	OUT-STD	04/25/2018
	WEEK172018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
022018	04/25/2018 SOUTHERN SANITATION LTD.	9,449.75	A/P	OUT-STD	04/25/2018
	158566 CC-BUILDING- GARBAGE REMOVAL	316.25			
	158694 PM- AIRPORT- GARBAGE COLLECTI	31.83			
	158718 GG-TOWN-ZONE 1 GARBAGE COLLI	4,602.78			
	158718 GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	158720 TS/RC- SHOP/PARKS- GARBAGE CC	493.35			
022019	04/25/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	3,951.00	A/P	OUT-STD	04/25/2018
	2018-02 GG-CIVIC- COLLABORATIVE & REGI	3,951.00			
022020	04/25/2018 STEVE'S ENVIRONMENTAL SERVICE LTD.	601.27	A/P	OUT-STD	04/25/2018
	30421 TS-SHOP- PUMP OUT FLOOR DRAIN	601.27			
022021	04/25/2018 TOROMONT CAT (MARITIMES)	892.37	A/P	OUT-STD	04/25/2018
	9011789696 TS-#13- ALTERNATOR	803.13			
	9011802381 TS-#13- CLIPS	74.70			
	9011802391 TS-#13- HOSE AS	135.79			
	9011803955 TS-#13- CLIPS	132.37			
	9030206946 TS-#13-HOSES	-253.62			
022022	04/25/2018 TOWN OF ST. STEPHEN	16,764.82	A/P	OUT-STD	04/25/2018
	18764.82 GG-FUNDTRANSFER-GENERAL CAF	16,764.82			
022023	04/25/2018 UNION STREET UNITED BAPTIST CHURCH	500.00	A/P	OUT-STD	04/25/2018
	DONATION PS-FIRE-JEFF RICHARDSON RETIRE	500.00			
022024	04/25/2018 WURTH CANADA LIMITED	214.85	A/P	OUT-STD	04/25/2018
	23031483 TS-SHOP- WIRE TIE PLST TONGUES	214.85			
022025	04/25/2018 GARCELON CIVIC CENTER	85.50	A/P	OUT-STD	04/25/2018
	85.50 PS-FIRE-JEFF RICHARDSON'S RETII	85.50			
022027	04/25/2018 CNH CAPITAL	1,190.75	A/P	OUT-STD	04/25/2018
	2017INTEREST TS-ST5-2017 INTEREST	734.58			
	IN87442 TS-#13-TIRE	456.17			
022028	04/30/2018 RECEIVER GENERAL FOR CANADA	14,754.99	A/P	OUT-STD	04/30/2018
	HSTREMITTCRE/18 GG-HSTREMITTANCE-JAN-MAR/18 C	-20,900.79			
	JAN-MAR/18REMITTANCE GG-HST REMITTANCE-JAN-MAR/18	35,655.78			
022029	04/30/2018 PAYROLL TRANSFER	68,914.00	A/P	OUT-STD	04/30/2018
	WEEK172018* GG-TRANSFER-APRIL 13-26/18	68,914.00			
022030	04/30/2018 RECEIVER GENERAL FOR CANADA	33,816.41	A/P	OUT-STD	04/30/2018
	WEEK172018 GG-REMITTANCE-APRIL 13-26/18	33,816.41			

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
	<b>Cheque Totals Issued:</b>	<b>646,138.67</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>646,138.67</b>			
	<b>Total # of Cheques Listed:</b>	<b>192</b>			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
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Number	Issued	Amount	SC	Status	Status Date
007038	04/05/2018 A ONE PUMPING SERVICE LTD. 6542 WS-TRANS&DIST- THAW GATE VAL	69.00 69.00	A/P	OUT-STD	04/05/2018
007039	04/05/2018 BRIGGS PLUMBING INC. 113938 WS-SOURCE- RECIPE PVC	996.06 996.06	A/P	OUT-STD	04/05/2018
007040	04/05/2018 BRUNET 32950* WS/SCD-TOWN HALL- FIBER INTERI	81.94 81.94	A/P	OUT-STD	04/05/2018
007041	04/05/2018 CANADIAN TIRE N16410071 WS-TRANS&DIST- KEYS N16410078 WS-TRANS&DIST- KEYS N16577437 WS-SOURCE- CLEANING SUPPLIES N16577446 WS-SOURCE-MICRO JET, SANDPAP N16577460 SCD-DISPOSAL- SUPPLIES N16577473 WS-SOURCE-TOPBOX TOOL STORA N16577493 WS-TRANS&DIST- PLIERS, BITS N16577499 SCD-DISPOSAL- HEATER, CONNEC N16577502 WS-SOURCE-HEATER N16577503 WS-SOURCE- BUTANE TORCH N16577509 WS-TRANS&DIST- KEYS	944.86 20.07 24.08 63.97 32.12 4.58 585.26 86.16 29.76 27.59 63.24 8.03	A/P	OUT-STD	04/05/2018
007042	04/05/2018 CAPITAL SAFE & LOCK SERVICE LTD. 0001801448 WS-MAXWELL XING- REPAIR ENTEF	515.78 515.78	A/P	OUT-STD	04/05/2018
007043	04/05/2018 COX ELECTRONICS & COMMUNICATIONS 1-013802 WS-TRANS&DIST- COMPUTER SYST 1-012925 WS-SOURCE-EMAIL REPAIR	1,333.98 1,149.99 183.99	A/P	OUT-STD	04/05/2018
007044	04/05/2018 CREIGHTON-CARTER LTD. 961-448277 WS-TRANS&DIST- LUBRICATION, W 961-448283 WS-TRANS&DIST- FISHER FLUID 961-448428 WS-#305- IGNITION COIL 961-448586 WS-TRANS&DIST- COURTESY LAMP 961-448730 WS-#102- HYD. HOSE, INT FIT END, : 961-448968 SCD-#4- HEADLIGHT BULB 961-449333 SCD-DISPOSAL-TIP CLEANER KIT-S 961-449418 WS-TRANS&DIST- GASKET SCRAPE	444.00 75.20 41.34 37.42 10.01 209.82 30.11 24.01 16.09	A/P	OUT-STD	04/05/2018
007045	04/05/2018 EAST COAST INTERNATIONAL TRUCKS 27059S WS-#20-SILL CAB FLOOR 27417S WS-#20- AIR CYLINDER, PTO SIR VA	278.92 84.18 194.74	A/P	OUT-STD	04/05/2018
007046	04/05/2018 EMCO CORPORATION 12507785-00 WS-TRANS&DIST- 1-1/2 RBR MTR TL 12507844-00 WS-TRANS&DIST- WALL RACK 12507865-00 WS-TRANS&DIST- WRENCH, DUAL V 12507867-00 WS-TRANS&DIST- PLUG F/SERV BO 12507868-00 WS-TRANS&DIST- COUPLINGS 12507882-00 WS-TRANS&DIST- 100MM BIONAX C	2,280.75 49.66 24.10 1,646.50 245.92 107.43 207.14	A/P	OUT-STD	04/05/2018
007047	04/05/2018 GULLISON'S COURIER SERVICE 507118 WS-#20- TO TOWN FR/RICHWIL 507122 WS-SOURCE-TO RPC 507470 WS-SOURCE- TO RPC FR/TOWN 701914 WS-SOURCE-TO RPC 701933 WS-SOURCE-TO RPC	408.25 40.25 34.50 34.50 28.75 34.50	A/P	OUT-STD	04/05/2018

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Number	Issued		Amount	SC	Status	Status Date
	701954	WS-TRANS&DIST- TO TOWN FR/ RIC	46.00			
	701962	WS-SOURCE- TO RPC FR/TOWN	34.50			
	701989	WS-#103- TO TOWN FR/ CASE	40.25			
	701984	WS-#20- TO TOWN FR/PARTS FOR T	69.00			
	701998	WS-#20- TO TOWN FR/ RICHWIL	46.00			
007048	04/05/2018	HARTLAND ARMATURE WORKS LIMITED	514.79	A/P	OUT-STD	04/05/2018
	3871267	SCD-DISPOSAL-REPAIR INDUCTION	514.79			
007049	04/05/2018	N. B. SOUTHERN RAILWAY COMPANY LIMITED	575.00	A/P	OUT-STD	04/05/2018
	75400	WS-ST5-UNDERGROUND PIPE, PRI	575.00			
007050	04/05/2018	ORCHARD'S PAINT 2014 LTD.	114.51	A/P	OUT-STD	04/05/2018
	27858	WS-SOURCE-PAINT TRAY	114.51			
007051	04/05/2018	PARTS FOR TRUCKS INC.	3,090.07	A/P	OUT-STD	04/05/2018
	34285748-00	WS-#102- CUTTING EDGE, HYD FLU	393.01			
	34268240-00	WS-#102-PLOW PUMP REPAIR KIT	668.38			
	34268323-00	WS-#102-INSTA-ACT PUMP ASSEMB	-668.38			
	34268324-00	WS-#102- PLOW PUMP ASSEMBLY	2,022.79			
	34268805-00	WS-#102- UNIVERSAL WIRING HARN	259.72			
	34268854-00	WS-#102-INTENSIFIED LAMP KIT	414.55			
007052	04/05/2018	RICHWIL TRUCK CENTRE LTD.	73.03	A/P	OUT-STD	04/05/2018
	123059	WS-#102-LED MDL	73.03			
007053	04/05/2018	SAINT JOHN LABORATORY SERVICES LTD.	1,201.90	A/P	OUT-STD	04/05/2018
	369-18	SCD-DISPOSAL- WWTP LAB TESTS	1,137.41			
	370-18	WS-SOURCE- DRINKING WATER LAI	64.49			
007054	04/05/2018	SOURCE ONE SUPPLIES	86.94	A/P	OUT-STD	04/05/2018
	17635	SCD-DISPOSAL- GLOVES	86.94			
007055	04/05/2018	SOURCE ATLANTIC	759.73	A/P	OUT-STD	04/05/2018
	2840464	WS-TRANS&DIST- CLOTHING ALLOW	304.75			
	2840465	WS-SOURCE- NIPPLES, 2 IN PART C	109.99			
	2840467	WS-SOURCE- CLOTHING ALLOWAN	126.50			
	2840468	WS-TRANS&DIST- CLOTHING ALLOW	216.49			
007056	04/05/2018	SOUTHWEST CONCRETE & CONS LTD	1,173.00	A/P	OUT-STD	04/05/2018
	IN000004287	WS-TRANS&DIST- EQUIP RENTAL	1,173.00			
007057	04/05/2018	STATIONERY PLUS	1,470.43	A/P	OUT-STD	04/05/2018
	28378	WS-SOURCE- BATTERIES, RUBBER	28.77			
	28491*	WS/SCD-TOWNHALL- BINDING CASI	99.68			
	28495*	WS/SCD-TOWN HALL- FILE BOXES	19.29			
	28586**	WS/SCD-TOWN HALL- HIGHLIGHTEF	25.11			
	28629*	WS/SCD-TOWN HALL- REPORT COV	2.25			
	28868	WS-SOURCE- TONERS	444.77			
	29017	WS-SOURCE- BINDERS	206.93			
	29132*	WS/SCD-TOWN HALL- FILE FOLDER	53.68			
	29381	WS-TRANS&DIST- TAPE-P-TOUCH T	33.22			
	29520	WS-SOURCE-PRINTER COLOUR LA&	465.18			
	29604*	WS/SCD-TOWNHALL-ADD ROLLS, FI	91.55			
007058	04/11/2018	BELL ALIANT	311.10	A/P	OUT-STD	04/11/2018
	11368812MAR18	WS-SOURCE-PUMP STATION	136.38			
	19002807MAR18	SCD-DISPOSAL-OLD BAY WWTP	174.72			
007059	04/11/2018	BELL MOBILITY INC.	791.17	A/P	OUT-STD	04/11/2018

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Number	Issued	Amount	SC	Status	Status Date
	523889487MAR18UTI	791.17			
	WS/SCD-CELL PHONE CHARGES				
007060	04/11/2018 CINTAS CANADA LIMITED	690.38	A/P	OUT-STD	04/11/2018
	5010289808	690.38			
	WS-TRANS & DIST- FIRST AID SUPP				
007061	04/11/2018 COX ELECTRONICS & COMMUNICATIONS	45.99	A/P	OUT-STD	04/11/2018
	1-014680	45.99			
	WS-SOURCE- USB SPKRS				
007062	04/11/2018 MARK'S COMMERCIAL	455.25	A/P	OUT-STD	04/11/2018
	BBI-0000300279	101.73			
	WS-STS- CLOTHING ALLOWANCE				
	BBI-0000313571	353.52			
	WS-TRANS&DIST-CLOTHING ALLOW				
007063	04/11/2018 ORR ELECTRIC & ALARM LTD.	123.26	A/P	OUT-STD	04/11/2018
	3200	123.26			
	WS-TRANS&DIST- REPLACE LAMP T				
007064	04/19/2018 A"PLUS" AUTO GLASS & UPHOLSTERY	327.75	A/P	OUT-STD	04/19/2018
	25754	327.75			
	WS-#105- SUPPLY & INSTALL WINDS				
007065	04/19/2018 COLE-PARMER CANADA COMPANY	1,723.47	A/P	OUT-STD	04/19/2018
	00594800	1,723.47			
	WS-SOURCE-CHLORINE METER				
007066	04/19/2018 COX ELECTRONICS & COMMUNICATIONS	132.23	A/P	OUT-STD	04/19/2018
	1-015193	132.23			
	WS-SOURCE- PHONE CASES				
007067	04/19/2018 EAST COAST INTERNATIONAL TRUCKS	639.34	A/P	OUT-STD	04/19/2018
	27462S	765.59			
	WS-#20 - CLUTCH, BEARING, DISC E				
	CM27417S	-126.25			
	WS-#20-PTO SIR VALVE				
007068	04/19/2018 HYPERION RESEARCH LTD.	1,799.68	A/P	OUT-STD	04/19/2018
	57126	1,799.68			
	WS-SOURCE-PUMPHOUSE CHLORII				
007069	04/19/2018 N. B. ELECTRIC POWER	4,980.06	A/P	OUT-STD	04/19/2018
	36889807APR18	1,004.70			
	WS-3-119MAXWELLXING-BUILDING				
	50228902APR18	318.60			
	WS-MAXWELLXING-PUMPS				
	53473043APR18	167.39			
	WS-SOURCE-CHLORINE RESIDUAL				
	61230004APR18	3,211.36			
	WS-MAXWELLXING-PUMPS				
	82291006APR18	278.01			
	WS-SOURCE-RESERVOIR				
007070	04/19/2018 PITNEY BOWES LEASING	724.51	A/P	OUT-STD	04/19/2018
	3200752847	724.51			
	WS-TOWNHALL-1ST QUARTER LEA:				
007071	04/19/2018 PRINCESS AUTO	358.75	A/P	OUT-STD	04/19/2018
	221336	358.75			
	WS-TRANS&DIST- CARRIERCARGO				
007073	04/19/2018 RESEARCH & PRODUCTIVITY COUNCIL	5,258.18	A/P	OUT-STD	04/19/2018
	222428	2,241.97			
	WS-SOURCE-DRINKING WATER LAE				
	222642	72.37			
	WS-SOURCE-DRINKING WATER LAE				
	222836	72.37			
	WS-SOURCE-DRINKING WATER LAE				
	223044	422.54			
	WS-SOURCE- DRINKING WATER LAE				
	223048	211.28			
	WS-SOURCE- DRINKING WATER LAE				
	223051	277.81			
	WS-SOURCE-DRINKING WATER LAE				
	223314	211.28			
	WS-SOURCE-DRINKING WATER LAE				
	223317	263.80			
	WS-SOURCE-DRINKING WATER LAE				
	223345	72.37			
	WS-SOURCE-DRINKING WATER LAE				
	223689	138.91			
	WS-SOURCE-DRINKING WATER LAE				
	223851	72.37			
	WS-SOURCE-DRINKING WATER LAE				
	224231	72.37			
	WS-SOURCE-DRINKING WATER LAE				
	224319	1,056.37			
	WS-SOURCE-DRINKING WATER LAE				
	224647	72.37			
	WS-SOURCE-DRINKING WATER LAE				
007074	04/19/2018 RICHWIL TRUCK CENTRE LTD.	2,366.45	A/P	OUT-STD	04/19/2018
	123331	510.26			
	WS-#20- ROCK PANEL				

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Number	Issued		Amount	SC	Status	Status Date
	123376	WS-#20- ROCK PANEL	663.75			
	123411	WS-#30- FLOOR PANEL	1,192.44			
007075	04/19/2018	THE PANEL SHOP	<b>750.95</b>	A/P	OUT-STD	04/19/2018
	ITPS002305	WS-SOURCE-TROUBLESHOOT SCA	750.95			
007076	04/19/2018	TOWN OF ST. STEPHEN	<b>68,203.36</b>	A/P	OUT-STD	04/19/2018
	68203.36	WS-FUNDTRANSFER-TO GENERAL	68,203.36			
007078	04/23/2018	STATIONERY PLUS	<b>1,202.25</b>	A/P	OUT-STD	04/23/2018
	19607	SCD-DISPOSAL-TAPE, MARKERS	12.51			
	19843	WS-TRANS&DIST- PENS, CALENDAR	47.06			
	20362	WS-SOURCE-PAPER	4.59			
	20566	WS-TRANS&DIST-SCAN CARD HOLD	8.05			
	20579	WS-SOURCE-BINDERS	12.63			
	21092	WS/SCD- TOWN HALL- REINFORCEM	13.02			
	21923	WS-TRANS&DIST- COMPOSITION BK	6.54			
	21924	WS-TRANS&DIST- PRINTER	117.76			
	22002	WS-SOURCE- CORRECTION TAPE, I	25.12			
	22705*	WS/SCD-TOWN HALL- FILE FOLDER	12.54			
	22895	GG-TOWN HALL- RECEIPTS JOURN/	299.75			
	22909	WS-TRANS&DIST- FILE CABINET, FII	318.26			
	23287*	WS/SCD-TOWN HALL- PEN REFILLS	2.34			
	23415*	WS/SCD-TOWN HALL- REINFORCEM	58.77			
	23517	WS/SCD-TOWN- UTILITY ENVELOPE	124.15			
	23635*	WS/SCD-TOWN HALL-BINDING CASI	23.68			
	23884*	WS/SCD-TOWN HALL-INK ROLLERS	115.48			
007079	04/25/2018	A ONE PUMPING SERVICE LTD.	<b>1,573.21</b>	A/P	OUT-STD	04/25/2018
	6559	SCD-DISPOSAL- SEWER VAC TRUCI	1,417.96			
	6560	WS-TRANS&DIST- CLEANING OF G/	155.25			
007080	04/25/2018	BRIGGS PLUMBING INC.	<b>1,018.11</b>	A/P	OUT-STD	04/25/2018
	114275	WS-TRANS&DIST- PRESSURE GAUC	22.26			
	114330	WS-TRANS&DIST- VALVES, ADAPTE	190.67			
	114333	WS-SOURCE- ISSUES WITH BOOSTI	805.18			
007082	04/25/2018	CANADIAN TIRE	<b>3,555.22</b>	A/P	OUT-STD	04/25/2018
	N16411484	SCD- DISPOSAL- ELECTRICAL TAPE	5.74			
	N16577408	WS-SOURCE- WIRE DRYER, KEYS	108.23			
	N16577413	WS-TRANS&DIST- SHOVEL	36.79			
	N16577452	WS-SOURCE-ROLLER CABINET	632.49			
	N16577463	WS-SOURCE-CABINET	494.49			
	N16577575	WS-TRANS & DIST- BATTERIES	17.47			
	N16577580	WS-SOURCE- STORAGE CABINET	494.49			
	N16577584	WS-TRANS&DIST - CLEANING SUPP	76.71			
	N16577586	WS-SOURCE- CABINET STEEL	402.49			
	N16577587	WS-SOURCE- WORK STATION	632.44			
	N16577588	WS-SOURCE- GLOVES	22.99			
	N16577590	WS-SOURCE- WINTER ESSENTIA, W	58.96			
	N16577597	WS-SOURCE- VACCUM FILTER, CLE	78.32			
	N16850616	WS-SOURCE- PADLOCK	29.88			
	N16850618	WS-SOURCE- FOLDING TABLE, SCR	74.72			
	N16850634	WS-SOURCE- FOLDING TABLE, FOL	135.68			
	N16850650	WS-TRANS&DIST- 3 PACK CHARGEI	34.44			

\* - Partial payment was made on Invoice  
 \*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 007111 dated between 04/01/2018 and 04/30/2018

**CHEQUE REGISTER**

Printed: 12:01:57PM 05/02/2018

Page 5 of 6

Number	Issued	Amount	SC	Status	Status Date
	N16850651	WS-SOURCE- COOLER			
	N16850660	WS-#105- ALIGNMENT			
007083	04/25/2018	COLE-PARMER CANADA COMPANY		OUT-STD	04/25/2018
	00601200	WS-SOURCE- TURBIDITY METER			
	00601610	WS-SOURCE- BUFFER PH			
007084	04/25/2018	CREIGHTON-CARTER LTD.		OUT-STD	04/25/2018
	961-449659	WS-#305-IGNITION COIL			
	961-450076	WS-#305-WIPER BLADES			
	961-450260	SCD-#4- HEADLIGHT BULBS			
	961-450323	WS-#102- HALOGEN CAPSULES			
	961-450919	WS-#105- TIE ROD ENDS, BRAKE PA			
	961-450926	WS-#105- TIE ROD ENDS			
	981-450927	WS-#105- SWAY BAR BUSHING			
	961-450954	WS-#105- TIE ROD END, LIGHT SOC			
	961-450966	WS-#105-BRAKE HARDWARE, BRAK			
007085	04/25/2018	CUSTOM EMBROIDERY PLUS		OUT-STD	04/25/2018
	476	WS-UTILITY - CLOTHING ALLOWANC			
007086	04/25/2018	EAST COAST INTERNATIONAL TRUCKS		OUT-STD	04/25/2018
	27634S	WS-#20- SILL CAB FLOOR			
	27807S	WS-#20- DRV PIN,PIN CLU, LUBRICA			
007087	04/25/2018	EMCO CORPORATION		OUT-STD	04/25/2018
	12507866-00	WS-TRANS& DIST- END CAPS			
	12507868-01	WS-TRANS& DIST- COUPLINGS			
007088	04/25/2018	ENTRETIEN CHLORATECH INC.		OUT-STD	04/25/2018
	102922	WS-SOURCE- CHLORINATOR REPAI			
	102954	WS-SOURCE- GAUGE, LOT PLUMBII			
007089	04/25/2018	GULLISON'S COURIER SERVICE		OUT-STD	04/25/2018
	252225	TS-#20- TO TOWN FR/ RICHWIL			
	252244	WS-SOURCE- TO RPC FR/ TOWN			
	507074	WS-SOURCE- TO RPC FR/TOWN			
	507177	WS-SOURCE- TO RPC FR/ TOWN			
	507184	WS-#102-FROM PARTS FOR TRUCK			
	507225	WS-#102- TO TOWN FR/ PARTS FOF			
	507234	WS-SOURCE- TO RPC FR/ TOWN			
007090	04/25/2018	KEITH'S BUILDING SUPPLIES		OUT-STD	04/25/2018
	173536	WS-TRANS&DIST- LUMBER, SCREW			
007091	04/25/2018	LINDE CANADA LIMITED 15687		OUT-STD	04/25/2018
	58217746	SCD-DISPOSAL- OXYGEN K			
007092	04/25/2018	M.P.W.W.A.		OUT-STD	04/25/2018
	7083	WS-TRANS&DIST- MPWWA ANNUAL			
007093	04/25/2018	MCGIBBON INDUSTRIES LTD.		OUT-STD	04/25/2018
	40	WS-TRANS&DIST- PITRUN GRAVEL			
007094	04/25/2018	MEGA-LAB MANUFACTURING CO. LTD.		OUT-STD	04/25/2018
	0000148707	WS-TRANS&DIST- FOAMING SOAP			
007095	04/25/2018	MILLTOWN MACHINE & FABRICATION LTD.		OUT-STD	04/25/2018
	19788	WS-#20- SQ. TUBING			
	19800	SCD-DISPOSAL- 4 CHANNEL IRON, I			
007096	04/25/2018	MINISTER OF FINANCE		OUT-STD	04/25/2018

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 007111 dated between 04/01/2018 and 04/30/2018

CHEQUE REGISTER

Printed: 12:01:57PM 05/02/2018

Page 6 of 6

Number	Issued	Amount	SC	Status	Status Date
	6313594 WS-UTILITY - WASTEWATER COURSE	2,100.00			
007097	04/25/2018 N. B. ELECTRIC POWER	10,046.50	A/P	OUT-STD	04/25/2018
	52557428APR18 SCD-218OLDBARRD-WASTEWATER	8,260.85			
	61224002APR18 SCD-STS-358A MILLTOWNBLVD-LIF	1,416.25			
	76139807APR18 SCD-STS-5-4 RIVERSIDE DR-LIFT S1	99.75			
	84934906APR18 SCD-STS-6-58A RIVERSIDE DR LIFT	110.27			
	84943406APR18 WS-STS-TODD HILL RESEVOIR	159.38			
007098	04/25/2018 NULANTIC WATER INC.	175.95	A/P	OUT-STD	04/25/2018
	NUI00502 SCD-DISPOSAL- O-RINGS, DIAPHRA	175.95			
007099	04/25/2018 PRINCESS AUTO	358.75	A/P	OUT-STD	04/25/2018
	619074 WS-TRANS&DIST- CARRIERCARGO	358.75			
007100	04/25/2018 PUROLATOR COURIER LTD.	46.98	A/P	OUT-STD	04/25/2018
	437609950 SCD-DISPOSAL- TO NULANIC WATE	46.98			
007101	04/25/2018 RESEARCH & PRODUCTIVITY COUNCIL	480.91	A/P	OUT-STD	04/25/2018
	224753 WS-SOURCE- DRINKING WATER LAI	291.81			
	225152 WS-SOURCE- DRINKING WATER LAI	44.36			
	225364 WS-SOURCE- DRINKING WATER LAI	72.37			
	225441 WS-SOURCE- DRINKING WATER LAI	72.37			
007102	04/25/2018 SAINT JOHN LABORATORY SERVICES LTD.	1,676.41	A/P	OUT-STD	04/25/2018
	421-18 SCD-DISPOSAL- TREATMENT PLAN	1,676.41			
007103	04/25/2018 SOURCE ATLANTIC	186.42	A/P	OUT-STD	04/25/2018
	2864201 WS-STS-CLOTHING ALLOWANCE	186.42			
007104	04/25/2018 SOUTHWEST CONCRETE & CONS LTD	1,397.25	A/P	OUT-STD	04/25/2018
	IN000004498 WS-TRANS&DIST- EQUIPMENT REN	552.00			
	IN000004504 WS-TRANS&DIST- EQUIPMENT REN	690.00			
	IN000004513 SCD-DISPOSAL- EQUIPMENT RENT/	155.25			
007105	04/25/2018 SOUTHERN SANITATION LTD.	113.85	A/P	OUT-STD	04/25/2018
	158722 WS-BUDD AVE - GARBAGE COLLEC	113.85			
007106	04/25/2018 TOWN OF ST. STEPHEN	7,048.84	A/P	OUT-STD	04/25/2018
	7048.84 WS-FUNDTRANSFER-UTILITY CAPIT	7,048.84			
007107	04/25/2018 VIKING FIRE PROTECTION INC	203.55	A/P	OUT-STD	04/25/2018
	575339 WS-MAXWELL X-ING- SPRINKLER IN	203.55			
007108	04/25/2018 WARREN PAYNE ESTATE	50.00	A/P	OUT-STD	04/25/2018
	2018RIGHTOFWAY WS-2018 RIGHT OF WAY AGREEMEI	50.00			
007109	04/25/2018 XPLORNET	135.81	A/P	OUT-STD	04/25/2018
	INV21502645 WS-MAXWELLCROSSING-SATELLIT	135.81			
007110	04/25/2018 SERVICE NEW BRUNSWICK	164.92	A/P	OUT-STD	04/25/2018
	1087542 WS-UTILITY-UTILITY PAYMENT ACC	164.92			
<b>Cheque Totals Issued:</b>		<b>149,227.98</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>149,227.98</b>			
<b>Total # of Cheques Listed:</b>		<b>70</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

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

DATE: May 28, 2018

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

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

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

**TIDAL**  
HEALTH SOLUTIONS  
PO Box 10, St. Stephen, NB E3L 2W9

April 25, 2018

Town of St Stephen  
Mayor Allan MacEachern & Council  
73 Milltown Blvd, Suite 112  
St Stephen, NB E3L 1G5

Received  
APR 30 2018  
Town of St. Stephen

Mayor Allan MacEachern & Council,

In 2014 as Mayor of St Stephen Mr. John Quartermain provided Tidal Health Solutions with a letter of endorsement to apply for Health Canada licensing. Pursuant to Section 50 of the *Access to Cannabis for Medical Purposes Regulations (ACMPR)*, this letter is to advise that on April 13, 2018, Tidal Health Solutions Ltd. was issued the License to Cultivate by Health Canada for the following site: 53 Progress Drive, St. Stephen, New Brunswick, Canada E3L 2W9.

The activities to be conducted within the scope of the license are production, sale, possession, shipping, transportation, delivery and destruction of Dried Cannabis and Cannabis Plants. If any further issuance, renewal, amendment, suspension, reinstatement or revocation of this license occurs you will again be notified within 30 days. Thank you for your continued support.

If you require anything further, please feel free to contact me at 506-467-1890.

Sincerely,



Darren Marshall, RPIC  
VP Production & Security  
Tidal Health Solutions Ltd.

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

DATE: May 28, 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 May 9, 2018 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, MAY 9, 2018 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

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

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

It was MOVED by Councillor Harding and SECONDED by Councillor Chisholm that the agenda be approved with one deletion: (iv) Dr. W. F. Ganong Statute under the Property, By-Laws and Environment Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) St. Stephen Middle School (SSMS) Entrepreneurial Adventure Program – Josh Cheney, SSMS teacher, and Nathan Crowley-Peters, SSMS student, gave a brief presentation on the Entrepreneurial Adventure Program and their business experiences at the market set up at the Garcelon Civic Center on May 8. Other grade 8 students who are members of the SSMS Marketing Committee and who were in attendance are: Jordyn Day, Michael Gilmore, and Kendall Carson.

The Marketing Committee collaborated with The Learning Partnership and worked diligently with individual businesses, most of whom joined together and sold their products or services at the Garcelon Civic Center, with all profits donated to a charity of each business's choice.

Mr. Cheney and the students thanked the Town for its financial contribution which assisted with the rental cost of the Garcelon Civic Center. He also thanked Bob Sweeney and Amanda Daigle of SIMCorp who both attend regularly at the St. Stephen Middle School to assist the members of the Entrepreneurial Adventure Program.

- (ii) Multicultural Association of Charlotte County – Laurie Parris, Executive Director, presented information on the Multicultural Association of Charlotte County, advocates for newcomers to Charlotte County and, in particular, they assist with the following:

- Set up necessities for day-to-day living such as driver's license, housing, health care and immigration documents;
- Help the community to understand the culture of newcomers;
- Create opportunities for newcomers and long-time residents to come together and get comfortable with each other; and
- Create a welcoming community.

Suren Yoga Nathan, Community Engagement Manager, of the Multicultural Association of Charlotte County, was also in attendance.

- (iii) David Alison Ganong Chocolate Park Revitalization Plan – Jim Scott, Landscape Architect, Trace Planning and Design, presented PowerPoint slides on a three (3) phase revitalization plan of Chocolate Park with estimated costs as follows:

- |                      |           |
|----------------------|-----------|
| • Phase One          | \$204,221 |
| • Phase Two          | \$157,709 |
| • Phase Three        | \$193,440 |
| • Landscape Elements | \$278,615 |

## 5. ITEMS

### POLICE AND FIRE - Chaired by Councillor Harding

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

In addition to his report, Sergeant Stubbs stated that last month suspended drivers were targeted and ten (10) people were charged. This

month the RCMP is focusing on “distracted driving” and to date eleven (11) have been charged.

Also, in addition to his report, Sergeant Stubbs advised that some of the ATV's driving in Town have been either charged or warned.

- (ii) Report of the Fire Department – Allison Nordstrom, Acting Fire Chief, sent his regrets as he had a previously scheduled commitment prior to the Committees Meeting being rescheduled from May 16<sup>th</sup> to May 9<sup>th</sup>, and his report was received and reviewed.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 12-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iii) Cheque Register for month of April 2018 - The memo from the Accounts Payable Manager dated May 1, 2018 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 28, 2018.
- (iv) Financial Request – The letter from the Doors Open Committee dated April 20, 2018 was received and reviewed.

It was agreed to sponsor the purchase of plastic lawn signs from St. Croix Printing up to an amount of \$370.00, plus HST, as noted in the letter, and will be paid from the Civic Relations budget.

The Town Clerk advised Council that the Doors Open Committee wish to make a presentation and she was directed to schedule it for next month's Committees meeting.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.

- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.
- (iii) Surplus Properties – The memo from the Chief Administrative Officer dated May 4, 2018 with attached letters from the province offering the Town to purchase surplus properties located at 97 Queensway, 439 Milltown Boulevard, and West Street was received and reviewed.

Committee directed the Chief Administrative Officer to advise the province that the Town does not wish to purchase any of the properties.

**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.

As noted in Michael O'Connell's, Director, Park and Recreation, report, the Sports Wall of Fame banquet and induction ceremony was held and Councillor Chisholm thanked the Director who chaired the committee and all the volunteers for their dedicated work. Councillor Chisholm further advised that the Wall of Fame Committee is grateful for the Town's support.

As further noted in the Director's report, meetings are ongoing with respect to the proposed revitalization of the David Alison Ganong Chocolate Park and Committee directed the Director, through the Chief Administrative Officer, to schedule a second public meeting in order to receive feedback.

- (ii) Garcelon Civic Center Report – The report from Michael O'Connell, Director, Parks and Recreation, was received and reviewed.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The report from Alex Reid, Events Development Coordinator, was received and reviewed and the one (1) action item is noted as follows:
  - Council will consider a motion at the next Regular Session on Monday, May 28, 2018 to approve the 45<sup>th</sup> annual International Homecoming Festival parade on Saturday, August 11, 2018 with street closures on all intersecting streets between Ferry Point Bridge and Chocolate Drive during the hours of 12 noon and 2:30 p.m.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

In addition to the report of the Director of Operations, Councillor Hyslop advised that spring cleanup will commence the week of May 21<sup>st</sup>, and the repair to lawns damaged by plowing is ongoing.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:40 p.m. and returned to open session at 6:45 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 6:45 p.m.

---

Joan Flewelling  
Town Clerk

---

Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, MAY 9, 2018 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
  - (i) St. Stephen Middle School (SSMS) Entrepreneurial Adventure Program – Presentation by members of the SSMS Entrepreneurial Adventure Committee.
  - (ii) Multicultural Association of Charlotte County – Presentation by Laurie Parris, Executive Director, and Suren Yoga Nathan, Community Engagement Manager – copy attached.
  - (iii) David Alison Ganong Chocolate Park Revitalization Plan – Presentation by Jim Scott, Landscape Architect, Trace Planning and Design.

5. ITEMS

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information to follow.
- (ii) Report of the Finance Department
- (iii) Cheque Register for month of April 2018 – Memo from Accounts Payable Manager dated May 1, 2018 with Cheque Register.
- (iv) Financial Request – Letter from Doors Open Committee dated April 20, 2018 attached.

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

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office – Information to follow.
- (iii) Surplus Properties – Memo from Chief Administrative Officer dated May 4, 2018 with attached letters from the Province of NB.
- (iv) Dr. W. F. Ganong Statute – Information to follow.

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

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

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: May 28, 2016

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

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

**PLANNING ADVISORY COMMITTEE MEETINGS**

**THAT** the Minutes of the Planning Advisory Committee meeting held on November 2, 2016 and approved at its meeting on February 7, 2018 and the Minutes of February 7, 2018 approved at its meeting on May 10, 2018 be accepted.

# Town of St. Stephen



*Canada's Chocolate Town*

## MINUTES

Planning Advisory Committee  
Wednesday, November 2, 2016

### A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, November 2, 2016 in Council Chambers. Ted Moore called the meeting to order at 6:00 p.m.

#### Attending:

Ted Moore	Allan Gillmor	Marg Harding	Ken Parker
Garth Orchard	Ed Zammit	Derek O'Brien	Mark Porter

#### Regrets:

Geoff Knight

### B. Approval of Agenda

It was MOVED by Allan Gillmor and SECONDED by Ken Parker that the Agenda be approved as circulated. Carried

### C. Approval of Minutes

It was MOVED by Ken Parker and SECONDED by Garth Orchard that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, September 7, 2016 be approved as circulated. Carried

### D. Review of Section 4.2.3(1) "R-1 Zone Standards" of the Town's Zoning By-Law

Members of the Planning Advisory Committee reviewed the "R-1 Zone Standards" of the Town's Zoning By-Law No. Z-1 as related to the variance request.

**E. Review of one (1) request for Variance**

- (i) Ruby Andrews/Carl Andrews (15 Parkwood) – Request permission to place house on property which would require a 10 ½' (ten and one-half foot) front and rear variance with attached information:

- Copy of Variance Application;
- Copy of Deed dated March 19, 1993 with attached Schedule "A"; and
- Sketch of property dimensions and proposed house dimensions.

The application was brought to the Planning Advisory Committee to request a variance as it did not meet the minimum lot frontage requirement as outlined in Section 4.2.3(1) "R-1 Zone Standards" of the Town's Zoning By-Law.

It was MOVED by Garth Orchard and SECONDED by Mark Porter that the variance request, based on the proposed drawing which indicates the size of building and location on the lot, be approved. Carried

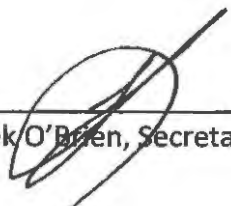
**F. Term expiration of two (2) PAC Members**

The term for Garth Orchard and Geoff Knight both expire on December 31, 2016. Mr. Orchard is willing to continue for another three (3) year term; however, Mr. Knight had previously advised that he would prefer to be replaced.

Chief Administrative Officer/Development Officer Derek O'Brien will take the information to Council's Committees meeting on November 16, 2016.

**G. Adjournment**

It was MOVED by Mark Porter that there being no further business the meeting of the Planning Advisory Committee be adjourned at 6:19 p.m. Carried

  
\_\_\_\_\_  
For. Derek O'Brien, Secretary

  
\_\_\_\_\_  
Ted Moore, Chair



**AGENDA**  
**Planning Advisory Committee**  
**Wednesday, November 2, 2016 @ 6:00 p.m.**  
**73 Milltown Blvd., Suite 112**  
**St. Stephen, NB**

- A. Welcome
- B. Approval of Agenda
- C. Approval of September 7, 2016 Minutes
- D. Review of Section 4.2.3(1) "R-1 Zone Standards" of the Town's Zoning By-Law No. Z-1 – copy attached.
- E. Review of one (1) request for variance:
  - (i) Ruby Andrews/Carl Andrews (15 Parkwood) – Request permission to place house on property which would require a 10 ½' (ten and one-half foot) front and rear variance with attached information:
    - Copy of Variance Application;
    - Copy of Deed dated March 19, 1993 with attached Schedule "A"; and
    - Sketch of property dimensions and proposed house dimensions.
- F. Term expiration of two (2) PAC Members: Garth Orchard and Geoff Knight as per attached list.
- G. Adjournment

*Derek O'Brien, Chief Administrative Officer*  
*Town of St. Stephen*  
*"Canada's Chocolate Town"*



## MINUTES

### Planning Advisory Committee

Wednesday, February 7, 2018

#### A. Welcome:

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, February 7, 2018 in Council Chambers. Garth Orchard, Vice-Chair, called the meeting to order at 6:00 p.m. in the absence of Ted Moore, Chair.

#### Attending:

Allan Gillmor  
Garth Orchard

Marg Harding  
Ed Zammit

Mark Porter  
Ken Parker

Jeff Renaud

#### Absent:

Ted Moore

#### B. Approval of Agenda:

It was MOVED by Ken Parker and SECONDED by Marg Harding that the Agenda be approved as circulated. Carried

#### C. Term expiration of two (2) PAC Members: Ted Moore and Ed Zammit:

Prior to the meeting, Ted Moore expressed his willingness to serve for another three (3) year term, and Ed Zammit also expressed his willingness to do the same.

A motion will be considered by Council at its Regular Session on Monday, February 26, 2018, to reappoint both Ted Moore and Ed Zammit for a three (3) year term, retroactive to January 1, 2018.

**D. Appointment of Chair and Vice-Chair:**

In keeping with Sections 6(2) and 7(a) of the *Community Planning Act*, it was MOVED by Mark Porter and SECONDED by Ken Parker that Garth Orchard be appointed as Chair and Allan Gillmor be appointed as Vice-Chair for a one (1) year term retroactive to January 1, 2018. Carried

**E. Appointment of Secretary:**

In keeping with Section 7(b) of the *Community Planning Act*, it was MOVED by Allan Gillmor and SECONDED by Marg Harding that Jeff Renaud, the Town's Chief Administrative Officer / Development Officer be appointed as Secretary of the Planning Advisory Committee. Carried

**F. Proposed PAC Member:**

The Chief Administrative Officer / Development Officer advised that a vacancy exists with the resignation of Alex Henderson, and further advised that Steve Bone, Town resident, is interested in serving on PAC.

A motion will be considered by Council at its Regular Session on Monday, February 26, 2018 to appoint Steve Bone to serve on PAC for a two (2) year term retroactively to January 1, 2018 and expiring December 31, 2019 filling the vacancy left by the resignation of Alex Henderson.

**G. Approval of Minutes:**

It was MOVED by Allan Gillmor and SECONDED by Marg Harding that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, November 2, 2016 be approved as circulated. Carried

**H. Review of one (1) request for proposed rezoning:**

(i) 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot ) – Request for proposed rezoning from Park & Open Space (OS) to Multiple Unit Residential (R-3) for the construction of a six (6) unit apartment building with attached information:

- Copy of Application for a Municipal Plan By-Law and Zoning By-Law Amendments;
- Copy of By-Law No. M-1.4, A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law; and,
- Copy of 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.

Vice-Chair Orchard called for letters of objection or support. Jeff Renaud, CAO/Development Officer, advised that eighteen (18) letters were sent to neighbours within a 100 meter radius of the property, and no objections to or support for were received.

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

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

**I. Adjournment:**

It was MOVED by Marg Harding that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:35 p.m. Carried



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Jeff Renaud, Secretary



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Garth Orchard, Chair

**AGENDA**  
**Planning Advisory Committee**  
**Wednesday, February 7, 2018 @ 6:00 p.m.**  
**73 Milltown Blvd., Suite 112**  
**St. Stephen, NB**

- A. Welcome
- B. Approval of Agenda
- C. Term expiration of two (2) PAC Members: Ted Moore and Ed Zammit as per attached list.
- D. Appointment of Chair and Vice-Chair
- E. Appointment of Secretary – Replacement of former CAO/Development Officer Derek O'Brien.
- F. Proposed PAC Member – A vacancy exists with the resignation of Alex Henderson and Steve Bone, Town resident, is interested in serving on PAC.
- G. Approval of November 2, 2016 Minutes
- H. Review of one (1) request for proposed rezoning:
  - (i) 14 Hawthorne Street (former Hawthorne Street Kiwanis Tot Lot ) – Request for proposed rezoning from Park & Open Space (OS) to Multiple Unit Residential (R-3) for the construction of a six (6) unit apartment building with attached information:
    - Copy of Application for a Municipal Plan By-Law and Zoning By-Law Amendments;
    - Copy of By-Law No. M-1.4, A By-Law to Amend By-Law No. M-1, being the Town of St. Stephen Municipal Plan By-Law; and,
    - Copy of 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.
- I. Adjournment



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

DATE: May 28, 2018

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

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

**STAFF REPORTS**

**THAT** the following staff reports for the month of April 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 12-18**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** May 9, 2018  
**Subject:** CAO INFORMATIONAL REPORT

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**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:** As previously reported to Council, the CAO will be out of province from May 11<sup>th</sup> to 21<sup>st</sup> inclusive.
2. **Bylaw and Policy Work:** As noted during the April committee meeting, a Request for Proposals was released with a closing date of May 16<sup>th</sup>. At the time of the writing of this report, the RFP package had been downloaded by 13 companies. Administration remains hopeful that a significant number of these organizations will submit proposals for consideration.

The Acting Fire Chief and CAO are reviewing the policies and permit conditions related to the issuing of fire permits. A temporary moratorium was placed on issuing of permits until this is completed.

3. **Development:** The CAO office has been working in conjunction with the president of Future St. Stephen to attract new investment into the community. A number of files remain "in progress", however these have not yet progressed to a stage where public reporting would be appropriate.
4. **Other Activities:** The Town continues to await the necessary agreements which will allow the flood mitigation work on the Billy Weston Brook, being funded under the National Disaster Mitigation Program, to commence. Current information indicates that the matter is currently with the Province.

Recruitment for the position of Fire Chief is currently underway. Closing date on the recruitment has been established as May 18<sup>th</sup>. At the time of this writing, the response to the recruitment has been impressive.

Respectfully submitted,  
Jeff Renaud  
Chief Administrative Officer

# Memo

**To:** Jeff Renaud, CAO

**From:** Tim Tozer, Treasurer

**Date:** 3 May 2018

**Subject:** Finance Department Report

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

- 1) Monthly accounting procedures:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
    - Preparation of quarterly Utility billings January-March, 2018.
    - Preparation of quarterly Dispatch Services 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 74 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 113 employees).
  - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
    - Month end completed to May 31, 2017
- 2) Council and Department Heads Statements of Revenue and Expenditures to March 31, 2018.
- 3) Preparation and review of information for Committee and Council packages.
- 4) Computer server maintenance.
- 5) Meetings:
  - A) Municipal Asset Management Plan Meeting-April 10, 2018.
  - B) Committee Meeting-April 11, 2018.
  - C) RBC representative meeting-April 18, 2018.

6) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
- 1) 2012 Sidewalks and Streets Rehabilitation.
  - 2) Civic Center.
  - 3) Prince William Street Infrastructure Renewal.
  - 4) Milltown Blvd (Church Street to Pleasant Street).
  - 5) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 6) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 7) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 8) Skateboard Park.
  - 9) Old Town Hall.
  - 10) Wharf Restoration.
  - 11) Turning the Corner Community Space.
  - 12) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
  - 13) Milltown Blvd (Pleasant Street to Riverside Drive).
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to March 31, 2018.
- C) Capital Budget-In Progress.
- D) Multiple HST remittances-In Progress.
- E) Municipal Asset Management Plan Project-In Progress.
- F) 2017 year end actuary analysis preparation-In Progress:
- G) Worksafe NB Audit-In Progress.
- H) Administering the Charles F Todd Trust Fund-In Progress.
- I) Electronic payment of accounts payable-In Progress.

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

## Public Works Report for April 2018

Lee Johnson, Director of Operations, May 01,2018

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

- a) Repaired 3 Water Laterals.
- b) Installed 7 new Meters.
- c) Started flushing water mains.
- d) Installed 1 new Hydrant.

### 2: **Streets:**

- a) Installed 1 new Manhole.
- b) Installed 1 new Catch Basin.
- c) Started sweeping streets and sidewalks.
- d) Cleaned off Catch Basins.
- e) Cold patched pot holes.

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

- a) Videoed 4 Sewer Laterals.
- b) Rodded 1 Sewer Lateral.
- c) Flushed 4 Sewer Mains.
- d) Repaired 2 Sewer Laterals.
- e) Repaired 1 Sewer Main.
- f) Made repairs to Lift Station #4



# Town of St. Stephen



*Canada's Chocolate Town*

## Report of Parks & Recreation Dept. April 2018

### Parks

- Continue to work on Chocolate Park Master Plan. Have had several meetings, and toured several other communities to check out the latest designs.
- Continue to work with the Elm Street Nature Park committee. Park gate being installed in early May.
- Tennis Courts resurfacing should happen soon, still waiting on confirmation from the company.
- Parks, Horticulture and Mowing crews have all started working for the season.
- Clean-ups in all areas will begin by late April.
- Held student interviews for Parks summer students. See attached list.
- Bob Sharpe will begin his clean-up and mowing May 1<sup>st</sup>.

### Recreation

- 2<sup>nd</sup> Annual Sports Wall of Fame banquet was held on April 28<sup>th</sup>.
- Continue to work on Jumpstart program.
- We have received 2 Canada Jobs and 4 SEED grants.
- Working with Doors Open committee.

### Pool

- We will begin draining and cleaning the pool in early May.
- New heat pumps will be installed in early May.
- Building requires some minor maintenance and painting.
- New schedule is out, with increased public swims, and a new Learn to Swim program in the morning on Mondays to Thursdays free of charge.

### Other

- Continue to order cleaning supplies for library.
- Continue to maintain traffic and crosswalk lights. New LED Walk light is on order for corner of King St and Milltown Blvd.

### Meetings

- FRPA
- Sport NB
- RNB
- CC Staff
- CC Mgt
- Jumpstart
- ABC Recreation
- Trace Studios
- City of Moncton
- Wall of Fame
- Rob Porter



# St. Stephen Fire Department

## Report for April 2018

Alarms were:	Town Alarms	5
	Out of Town Alarms	3
	Mutual Aid –Calais	0
	<b>Total</b>	<b>8</b>

<b>Alarms</b>		<b># FF</b>	<b># Hours</b>
1. Structure Fire	0	0	0
2. Alarm system activation	0	0	0
3. Motor Vehicle Accident	3	33	33
4. Assist ANB	2	12	12
5. Hydro Pole	1	21	21
6. Grass Fire	1	14	14
7. Electrical smoke smell	1	1	1

### **Total**

SSFD	8
Other FD	68
St Stephen PW	2
St Andrews PW	2
Other (DOT)	0
<b>Total calls dispatched for the month of April</b>	<b>80</b>

### **Fire Department Activities for April**

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 First Aid refresher
5. Hosted retirement party for Retired Chief Richardson

### **Acting Fire Chiefs Activities**

1. Fire department meeting
2. Hosted FF level one practical Training Saturday April 28
3. Identifying fire equipment service (SCBA), prices received, service work completed
4. Fit testing completed on members re SCBA mask
5. Met with CAO regarding budget items and Capital
  - Preparing report on SCBA replacement
  - Preparing report on unit 200
6. Acting Chief office hours for Feb 41 Hrs (not counting alarms)

Respectfully

AC Nordstrom

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## April REPORT

2018

To: CAO – Town of St. Stephen

Please find enclosed my report for April By-Law –Enforcement.  
We handled 26 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (3)	Assist the building inspector with the postings of three unsightly premises	
Assist General Public (5)	<i>Received message from Kaboom fireworks with regards to by-laws selling fireworks in Town.</i>  <i>Lady called to inquire about the keeping of chickens by law</i>  Resident called to inquire about putting a Salon in her home.	Spoke with the lady and informed her that we have nothing as far as by-law's are concerned but she will have to contact the Fire Marshall's office  Information was passed onto her.  By-Law was provided to the lady.

	<p><i>Received a complaint of a commercial wood operation in Milltown.</i></p> <p><i>Received a call from the Superstore with regard to their garden centre</i></p>	<p>Patrol made and found that the person is only cutting wood for his own use</p> <p>The info was passed onto them.</p>
<p>Parking (16)</p>	<p><i>Ticket # 0532 issued for two hour parking was paid</i></p> <p><i>Ticket # 0530 issued for two hour parking was paid</i></p> <p><i>Ticket # 0533 not paid. Information for court date laid.</i></p> <p><i>Received numerous complaints from downtown business with regards to parking issues.</i></p> <p><i>Foot patrol made to certain business's in the down town, and verbal warnings were given to them with regards to parking</i></p> <p><i>Received a call concerning parking on Kirk McColl street.</i></p> <p><i>Warnings given on King and Blvd and Charlotte Mall (6)</i></p> <p><i>This office requested the Town crew to erect a new 2 hr. parking sign in front of the Gut R Day building</i></p>	<p>This is an issue with certain tenants of the property that is being dealt with.</p> <p>Spoke with the person involved and this has stopped.</p> <p>This was done</p>

<p>Dog Complaints (2)</p>	<p><i>Complaint of two pit bulls running at large on Union St.</i></p> <p><i>Complaint from a citizen regarding being bit by a dog</i></p>	<p>This call was unfounded</p> <p><i>After investigation complainant decided not to pursue the matter. Owner of the animal has been spoken to.</i></p>
	<p><i>Also this office ran advertisements in both the St. Croix Courier and on 98.1 the Tide with announcements regarding the two hour parking in the down town</i></p>	

Respectfully Submitted,  
Brent MacDougall  
By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I responded to all complaints & calls. Some were dos running on Church St. Warning given to owner. A Husky running loose in Milltown, it was returned to owner. Barking dog in Milltown, warning given to owner. Chocolate lab on Thompson Ave loose, warning given.

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

<b>BUILDING INSPECTION 2018</b>	2018	2017	2018	2017	2018	2017	2018	2017
<b>APRIL</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	3	3	\$51,699.00	\$12,000.00	6	5	\$412,599.00	\$210,200.00
Residential Renos/Additions	4	6	\$76,250.00	\$110,000.00	8	9	\$141,150.00	\$319,900.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Com./Indus./Inst. Renos	1	0	\$8,000.00	\$0.00	4	2	\$87,500.00	\$175,000.00
Institutional	0	0	\$0.00	\$0.00	0	1	\$0.00	\$15,000.00
Demolition	0	2	\$0.00	\$22,790.50	0	6	\$0.00	\$37,490.50
<b>TOTALS</b>	<b>8</b>	<b>11</b>	<b>\$135,949.00</b>	<b>\$144,790.50</b>	<b>18</b>	<b>23</b>	<b>\$641,249.00</b>	<b>\$757,590.50</b>
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	9	N/A						
Electrical waivers issued	5	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	3	N/A						

# Town of St. Stephen

*Canada's Chocolate Town*



## Report of Development / Property Management Office – April 2018

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### Planning Advisory Committee

<b>Sign Permits</b>	3 approved.
<b>Variances</b>	0 approved.
<b>Approved Plans</b>	0 approved.
<b>Unsightly Premises</b>	The Office of the Building Inspector has seven (7) active and ongoing unsightly files open.
<b>Turning the Corner</b>	fundraising efforts for phase 2 have been initiated by the community.

### PROPERTIES

<b>R.C.M.P. Building</b>	Lease renewal has been signed by the Mayor and Clerk and forwarded for RCMP signatures.
<b>Library</b>	Roof work expected to begin next week.
<b>Airport</b>	Nothing to report at this time
<b>34 Milltown Blvd.</b>	Nothing to Report at this time
<b>Train Station</b>	Nothing to Report at this time



# Town of St. Stephen



*Canada's Chocolate Town*

## Garcelon Civic Center

### Programming/Events

- Boys and Girls Club will be running a summer long camp out of the Civic Center.
- Our Wellness Program for seniors has ended for this session. Please see attached Final Report.
- Cardiac Rehab program continues to run every Monday in our facility.
- We hosted James Mullinger on April 6<sup>th</sup>.
- Attended the St Stephen Elementary School Family Fun Night on behalf of Garcelon Civic Center.
- We hosted 12 birthday parties in the month of March.
- We hosted 19 other rentals in our Community Rooms, some of which were held on multiple days.

### Pool

- The Swim Team continues to train 5 times per week.
- We are starting to get pricing for Starting Blocks.
- Kari completed the Instructor Trainer certification on April 14<sup>th</sup>/15<sup>th</sup>. This will allow her to teach individuals to become swim instructors at our own expense rather than paying someone to come to town to teach.
- Spring Schedule has begun with a Wednesday afternoon toonie swim added to help encourage homeschool children to use our facility during the day.
- We are hosting a weekend Bronze Cross on April 28<sup>th</sup>/29<sup>th</sup> for some individuals from Grand Manan.
- Saunas are still down.
- Hand rail into the Leisure pool is broken.

### Rink

- We were able to confirm an exhibition game for St Stephen in the World U-17 hockey Championships. This game will take place on November 1<sup>st</sup>. We sold out 1100 tickets in just 4 days for this event.
- We have confirmed an exhibition game with the Saint John Sea Dogs, which will take place on August 26<sup>th</sup> at the Civic Center.
- Working on summer ice for 2018. The ice continues to be very busy for.
- The 2<sup>nd</sup> season of Spring hockey is going very well. We have sold well over 50 hours of ice to our teams this season.

### Facility

- Annual spring Maintenance ongoing.
- New duct work installed in to ceiling area of front entrance, to help prevent sprinkler freezing.
- New waterless sprinkler pendants replaced in entrance.
- Ongoing preventive maintenance weekly.
- Rob Dougherty to attend JHSC training held here at the GCC by Worksafe NB, May 15-17
- Floor in first week of May for trade show, IWK kids carnival.
- Public safety pressure vessel inspections completed April 25<sup>th</sup>



# Town of St. Stephen



*Canada's Chocolate Town*

## Admin

### **GCC Usage: March**

<b>MEMBERSHIPS:</b>	<b>Monthly</b>	<b>6 Month</b>	<b>Annual</b>
Adult	70	8	11
Corporate	11		
Family	6		6
Couple			3
Senior	20	8	10
Senior Couple			7
Adult Skate	1		
Student	27	4	1
Youth	2		

**Total 195**

Michael O'Connell  
Director, Parks and Recreation



COMMUNITY FOUNDATIONS OF CANADA  
FONDATIONS COMMUNAUTAIRES DU CANADA  
all for community. ensemble pour tous.



Canada



ST. CROIX WELLNESS & RENEWAL CENTRE

St Croix Presbytery  
Maritime Conference



New Horizons  
for Seniors  
Program



GARCELON CIVIC CENTER



## Wellness Program Survey Testimonials 2017/18

### Was the Wellness Program helpful to you? HOW?



“Yes, it gets me out and meeting new people. I am normally not a people person and find it hard to meet new people but this year I found it was much easier to talk to people I didn’t know. Also, the walking track is wonderful as I enjoy walking very much.” L.A. 2018

“Enjoyed the talks and presentations.” L.A. 2017}

“Yes!!! Psychologically- great way to start the week-fun/exercise/new friends/so much valuable information to keep me healthier, happier and generally feeling happier, and in better health both physically and mentally.” K.H.2018

“Yes! Changes in lifestyle because of exercise and speakers information-very knowledgeable. I liked everything!” K.H. 2017}

“Most definitely-especially the exercise and presenters. I have learned a great deal over the past two years.” V.R.2018

“In many ways it gets me out to meet new friends. All the speakers have been very helpful and the walks with many friends. I look so forward to Monday morning. Thank you for this time.” L.N. 2018

“Yes! Enjoy the walking track, meeting fellow participants but I really enjoy the talks. And the food!” G.G. 2018

“Definitely! Got me out of the house more! Started exercise again. Enjoyed every part of the program.” L.C 2018

“Yes. It was very helpful to me. I’m in my ninety second year and anything that I can do to keep me walking and moving my joints are a plus!” E.W. 2017

“Kept me moving! I’m 93!” E.W.2018



“Got me out of the house and moving. Really going to miss it. Met a lot of new people, made some new friends. Physically, mentally and emotional feeling better. Thanks so much!” D.C. 2018



{“Yes. Speakers, meeting people from various communities/backgrounds.” *M.L. 2017*

“Yes. It encompasses the spiritual (meditation), physical, and mental well-being. All brought together by sharing a delicious hot lunch. I feel very fortunate to be able to participate in this program.” *M.L. 2018*}

“Yes, the program was very helpful to me. I have three sisters that join me, and enjoy interacting with them and meeting a lot of other people. I look forward to this program through the fall and winter-it gets me out of the house!” *G.K.2018*



“This program is well rounded. It involves developing of relaxation, various speakers- for the knowledge, various choices for exercise and lunch food and fellowship.” *E.H. 2018*

“Yes, I enjoyed the program. I learned a lot about services that were available for seniors. Most of the speakers were very helpful.” *J.B 2018*

“It encouraged me to get out and recover from my surgeries and I look forward to it. Because I probably wouldn’t otherwise. I could only walk for 11weeks, so every Monday I came and walked. Looking forward to next year (fall). Just love the program.” *J.K. 2018*

It certainly helped me get back to walking during the winter months. I need this as I have cardio vascular problems (I had by-pass.)” *D.H.2018*

“Yes, it was really helpful to me. It made me get out Monday mornings and do exercises and also to meet new friends.” *S.B. 2018*

{“Yes. I enjoyed the meditations and it helped me relax more in other situations. Using the walking track helped keep me committed to walking most days.” *S.W. 2017*

“Yes. I enjoyed all aspects of the program. I have walked 30 minutes every day since the beginning of 2018(walking at home in my basement or on the walking track). I found the meditation helpful and enjoyable. Speakers were very informative and interesting.” *S.W. 2018*}

“It introduced me to meditation. Bernie’s exercises rescued my left arm from atrophy. The speakers introduced me to topics I had never given much thought to.” *W.H. 2018*



“Yes! It is a happy place – friendly people and so organized.” *H.R. 2018*



"So enjoyed this program. Met new people and old friends. Enjoyed the exercise program along with meditation and of course the healthy lunch. Thumbs up!!" *M.B. 2018*

"Yes, I greatly enjoyed getting out of the house meeting with others around my age with like interests, moving by walking and the exercises. Looked forward to getting out and also meeting new people." *P.M. 2018*

"I love this program. It has helped me remember what I want to do in my life to be more engaged. Gets my week off to a great start." *J.G. 2018*



{ "Yes, got us moving first thing Monday morning and helped start the week on a positive note with friends." *B.M. 2017*

"Yes, great to get moving with guidance. Are programs were well received." *B.M. 2018* }

"Yes. The dark days of fall-winter tend to put me in a "down" mood. Having the program on Monday tends to energize me for the remainder of the week so that I am more active and cope better. I plan to exercise at home but a lot of times it doesn't happen." *L.O. 2018*

## **What would you add or change to last year or current program?**

{ "Cannot think of anything." *E.W. 2017*

"It suits me beautifully." *E.W. 2018* }

"Exercising, socializing, getting out with my sisters, lovely lunches and special speakers." *D.C.2018*

"Only thing would be possibly more variety in lunches. I guess the first year was more variety, however was said to me more work. Other option is to have different restaurants in area taking turns supplying lunch." *G.L.2018*

"I would like to see more music or bands that would sing. The week with the band was the best week. When I looked around the room at all the smiles on all the faces." *D.T. 2018*



"I would not change anything about the format, but maybe we would not need to serve lunch, only muffins, coffee and tea. Just my opinion only." *J.B. 2018*

"A group of 4 or 5, who do not know each other, sit and ask questions about each other's lives, hobbies, likes etc." *D.K.2018*

"I actually like the general mix of the program- part information, part entertainment and part self-generated. The two music programs were my favorites." *W.H. 2018*

"Would be nice to meet 2X per week." *J.M.2017*

"This program works. I wouldn't change a thing. The time is perfect. Please continue this program so more people can enjoy it. How about a longer session to include April, May and June." *H.R, 2018*



"Longer duration of program (in weeks). Don't change anything. It's great!" *M.B. 2018*

"Healthier food choices, better advertising, perhaps add more days." *J.G. 2018*

"Great program and I congratulate those who organized it. Our group from Harvey is pleased to be able to participate." *B.M. 2017*

"You do a great job, Kim, with your helpers. THANK YOU!" *B.M. 2018*

"Maybe add a "joke "and a "quote" after the meditation? Last year Kim had some "mind games", maybe add that once a month. Variety is the spice of life and laughter the best medicine." *L.O. 2018*

"Shorter meditations – or not as many!" *P.P. 2018*

"I think this program is almost perfect!! I bring a lady who is 96 years old and she both enjoyed and benefitted from the exercises and education as well as the aspect." *K.H. 2018*



## **What were your favorite parts?**

"Exercising, socializing, getting out with my sisters, lovely lunches and special speakers." *D.C.2018*

"The band Quoddy Four." *D.H. 2018*

"The aquacise in the pool was very helpful with Jessie. The stretch exercises helped with my arthritic knees." *J.B. 2018*



"Everything, it's nice what the girls do for so many, I appreciate all of you." *J.K. 2018*

"My favorite part is the different exercises that we do and also that I can walk on the walking track. I also enjoy the many different speakers that we have. They provide so much helpful and useful information." *S.B. 2018*

"I enjoyed everything but I liked the speakers the most. The topics were very helpful for seniors, providing much information." *S.W. 2018*

"To meet people, to hear good speakers, to have an excuse to leave home on Monday." *W.H. 2018*

"Exercise pool, fitness center and a chance to walk inside. I enjoyed the speakers and found that Kim could handle any situation- you are one of a kind, Kim! Thanks also to all the other helpers." *H.R. 2018*

"The comradery and guidance. Our coordinator Kim, she does an excellent job." *M.B. 2018*

"Meditation, comradery, positive outlook, choice of exercise, aqua stretch. The information provided." *J.G. 2018*

"Loved the aquasize both in the big pool and warm pool." *B.M.2017*

"All parts are favorites. From the meditation to exercise to the presenters-all were really great. Food for body, mind and soulfood!" *B.M. 2018*



"The fact that I could be actively volunteering. Being around people and the program was well structured." *B.C. 2017*

"I enjoyed the pool activities and information sessions. Meditation sessions were great." *J.B 2018*

"Exercise around the room an also the sitting exercises!" *L.L. 2018*

"Socializing, but loved it all." *L.R 2017*

"I loved it all/1) Meditation (I also go to Judy Nelson's weekly session at CCH). 2)Exercise- I also walk most days at the Civic Center, do exercises lying on the bed each morning and attend yoga in Calais. 3) Speakers-I learned so much! 4) Lunch-delicious and healthy." *K.H. 2018*



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

DATE: May 28, 2018

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

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



**Royal Canadian Mounted Police  
St. Stephen Municipal Post  
RSC 10 West District**

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**POLICE REPORT  
April 2018**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **April 1, 2018 to April 30, 2018 inclusive**. During this time period, the RCMP responded to **369** calls for service within the Municipality of St. Stephen.

**TRAFFIC:**

Check stops.....	46
Dangerous Driving.....	2
Driving While Disqualified or License Suspension.....	6
Fail to Stop or Remain at an Accident Scene.....	1
Moving Traffic – Speeding Violations.....	1
Off-Road Vehicle Act.....	3
Other Moving Traffic Violations – Provincial/Territorial.....	5
Other Non-Moving Traffic.....	1
Roadside Suspension – Drug Related.....	1
Traffic Collision – Non-Fatal Injury.....	2
Traffic Collision – Property Damage.....	4
Traffic Tickets.....	46
Traffic Warnings.....	5

**PROVINCIAL STATUTES:**

Family Orders & Agreements Enforcement Assistance Act.....	1
False/Abandoned 911.....	6
Mental Health Act.....	17
Other Provincial Statutes – Other Activities.....	1
Trespass Act – Other Activities.....	1
Youth Criminal Justice Act – Offences Only.....	3

**CRIMINAL CODE:**

Assault.....	6
Being Unlawfully in a Dwelling House .....	1
Breach of Peace .....	1
Break and Enter – Residence .....	5
Carrying Concealed Weapon .....	1
Criminal Harassment .....	1
Disturbing the Peace/Causing a Disturbance .....	2
Extortion Without Firearm .....	1
Fail to Comply With Undertaking.....	3
Failure to Comply With Condition of Undertaking/Recognizance.....	3
Fraud (money/property/security) greater than \$5000 .....	2
Fraud (money/property/security) less than or equal to \$5000.....	6
Impaired Care and Control over 80 mg% of Motor Vehicle.....	1
Impaired Operation Over 80mg% of Motor Vehicle .....	1
Mischief – Damage to, or obstruct enjoyment of property .....	4
Operation of Motor Vehicle while being pursued by Police.....	1
Other theft under \$5000.....	2
Sexual Interference.....	1
Taking Motor Vehicle Without Consent of Owner.....	1
Theft Under or Equal to \$5000 - Shoplifting .....	2
Theft Under or Equal to \$5000 From Motor Vehicle .....	1
Uttering Threats against a Person.....	2

**OTHER FEDERAL STATUTES:**

Possession - Schedule I – Cocaine.....	1
Possession – Schedule II – Cannabis.....	1
Trafficking – Schedule VII – Cannabis .....	1

**OTHER INVESTIGATIONS:**

Abandoned Vehicles .....	1
Assistance to Canadian Federal Agency.....	1
Assistance to Canadian Police (non-RCMP) Agency .....	3
Assistance to Canadian Provincial/Territorial Agency .....	4
Assistance to General Public .....	4
Assistance to RCMP Agency BC Prime .....	1
911 Act – Other Activities .....	1
Crime Prevention .....	2
False Alarms.....	9
Municipal By-Laws .....	1
Person Report missing.....	1
Police Certificates/Letters .....	133
Unfounded .....	12
Wellbeing Check.....	5

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

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

DATE: May 28, 2018

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

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

**APPROVAL OF EVENT – INTERNATIONAL HOMECOMING FESTIVAL PARADE**

THAT the Council of the Town of St. Stephen grants permission to the International Homecoming Festival Committee to hold its 45<sup>th</sup> annual parade on Saturday, August 11, 2018 which begins in Calais, Maine at 1:00 p.m. (Atlantic Standard Time) and ends on Chocolate Drive, with street closures on all intersecting streets between Ferry Point Bridge and Chocolate Drive during the hours of 12 noon and 2:30 p.m.

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

DATE: May 28, 2018

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

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

**MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY - REVISED**

**THAT** the Council of the Town of St. Stephen adopts the revised Major Industry and Economic Incentive Policy No. 57-A attached.



**TOWN OF ST. STEPHEN**

**Corporate Policy & Procedure**

**Policy Title: Major Industry and Economic Incentive**

**Policy No.: 57 – A**

Section:	<b>Economic Development</b>	Subsection:	<b>Incentives</b>
Effective Date:	<b>May 28, 2018</b>	Last Review Date:	<b>May 28, 2018</b>
Approved by:	<b>Council</b>	Owner Division/Contact:	<b>CAO/Development Office</b>

**I. PURPOSE**

The Major Industry and Economic Incentive Policy (the “Policy”) is to provide development incentives to industry that will assist with their capital and operating expenses in support of a business case.

This Policy applies to new projects which will employ between 30 and 50 employees or projects which have the potential to increase employment by a minimum of 20 persons; or increased employment for 10 percent of existing employers employing in excess of 200 employees.

This Policy is not intended to, nor will it guarantee, that a grant will be allocated. Applications to the Town will be evaluated on a case by case basis.

This Policy shall not apply to existing renovations or retrofits. It shall only apply to new construction or new expansions.

**II. DEFINITIONS**

The Chief Administrative Officer (“CAO”) includes the Chief Administrative Officer for the Town of St. Stephen (the “Town”) and such person as is designated by the Chief Administrative Officer to act on the Chief Administrative Officer’s behalf.

Unusual circumstance means unique development obstacles in infrastructure or site development (“**unusual circumstances**”). Examples of unusual circumstances may include, but shall not necessarily be limited to, a lift station which may be required; ledge which may have to be removed; a railway crossing which may be needed; unexpected environmental conditions which may have to be overcome or innovative practices to minimize waste or reduce the impact on existing infra-structure.

### **III. CONTENT OF APPLICATION**

To be considered under this Policy, all applications shall be made by the applicant prior to the start of any construction. Applications presently on hold qualify as applications retroactive to the start date of this policy.

All applications must include the following:

- (i) Description of the capital project –
  - a. Specification of development costs (capital and otherwise) in excess 5 million dollars.
  - b. The application must demonstrate “environmental sustainability” indicating measures and methods to minimize the impact on municipal infra-structure.
  - c. The description of the capital project shall include new and innovative technologies and/or best practices and efficient use of the building footprint and operations.
  - d. The application must describe the number of jobs created during construction and expected total long term operating employment.
- (ii) The developer must submit a business plan, including a capital and operation budget for the project, which demonstrates features beneficial the Town’s infrastructure, local economy and job creation.
- (iii) The amount of grant for which the application is being made.

Special consideration may be given to applications which demonstrate a need to overcome unusual circumstances. Preference may be given to applications which demonstrate development that takes advantage of and minimizes the impact on existing infra-structure.

### **IV. STATUTORY AUTHORITY FOR POLICY**

Section 90.01 (1) of the *Municipalities Act* states in part:

*90.01(1) Subject to subsection (4), a municipality may, by resolution of council, make grants to the following upon such terms and conditions as determined by council:*

\* \* \*

*(c) any other organization or corporation if, in the opinion of council, the grant will assist in the development of the municipality.*

### **V. PROCESS FOR APPROVAL OF APPLICATION**

#### **Section 1 – Regular Application**

All applications shall be made to and evaluated by the CAO who may, at his or her sole discretion, either reject the application or make a recommendation to the St. Stephen Town Council (the “Council”). All applications will be evaluated on a case by case basis.

The CAO shall consult with the Town Treasurer (the “Treasurer”) with respect to any application prior to making a recommendation to Council.

Following a recommendation from the CAO, all grants determined by Council to assist the community, which determination is in the sole discretion of Council, will be paid to the developer beginning no earlier than in the calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). Subject to the foregoing, grants approved hereunder will be paid in installments up to \$10,000 per year not exceeding 20 years.

Following Council approval, the Town shall draft a development agreement specifying such conditions of the grant as herein contained and such further conditions as deemed necessary by the Town, in its sole discretion, that must be signed by the developer, Mayor and Town Clerk accompanied by the official seals of each party to the agreement.

**Section 2 – Unusual Circumstances**

For situations that may qualify as unusual circumstances described above, a developer may request a recommendation from the CAO, who will consult with the Public Works Department and the Building Inspector for the Town, and jointly this group may advise the developer that a grant may be available under the category of unusual circumstances contained in Article V, Section 2 of the Policy, subject to approval of the Council.

Following a recommendation from the CAO under the category of unusual circumstances, all grants determined by Council to assist the community, which determination is in the sole discretion of Council, will be paid to the developer beginning no earlier than in the calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). Subject to the foregoing, grants approved hereunder will be paid in installments up to \$2,000 per year not exceeding 10 years.

Following Council approval, the Town shall draft a development agreement specifying such conditions of the grant as herein contained and such further conditions as deemed necessary by the Town, in its sole discretion, that must be signed by the developer, Mayor and Town Clerk accompanied by the official seals of each party to the agreement.

**VI. DISCRETION OF COUNCIL**

Notwithstanding anything contained in this Policy, the Council shall have full discretion to approve any application for grant made under this policy that, in its opinion, assists the development of the Town.

**VII. OBLIGATIONS OF DEVELOPERS/CONDITIONS OF GRANT**

Upon approval of an application for a grant, the following provisions shall apply:

- Developers shall complete such development in accordance with Town policies and by-laws.
- To continue to receive grant monies approved under this policy, a developer is required to maintain full operations. However, a measure of flexibility is permitted, and therefore a grant approved under this Policy shall not be discontinued so long as a developer maintains 80 percent of the new employment created by the development.
- If the new employment created by the development drops below 80 percent, the Council may continue the grant through authorizing a temporary variance setting out a specified time period during which the reduced employment will be permitted.

- The Town will cease payments if: (a) a temporary variance expires and the new employment level created by the development is not returned to the required 80 percent level, or (b) the employment level drops below 60 percent of the new employment created by the development. Payments may be reinstated if employment numbers return to above 60 the percent level through a temporary variance as specified above.
- Grants allotted under this Policy will be for the sole purpose of the stated project.
- If a developer changes the original stated purpose and criteria for which the grant was approved, the Town reserves the right to cancel such grant and recover any previous payments made to the developer under this Policy.
- All grants approved under this policy are non-transferable. If the ownership of a developer changes or the ownership of the development changes, any grant awarded under this Policy will null and void.
- The Town reserves the right to confirm employment numbers at two year intervals beginning no later than January 30<sup>th</sup> in a calendar year following the completion of construction (certified by the Town of St. Stephen Building Inspector). The employment numbers will be confirmed by the CAO.

**Revision History**

<b>Revision Date</b>	<b>Description</b>
October 22, 2012 (Note: Retroactive to January 31, 2011.)	Original adoption.
August 26, 2013	Reduced employment numbers in section I, paragraph 2.
May 28, 2018	Deleted paragraph 2 in section VI.

**THE POLICY IS SUBJECT TO AMENDMENT OR CANCELLATION AT ANYTIME BY RESOLUTION OF COUNCIL.**

Approved: \_\_\_\_\_  
Allan MacEachern, Mayor

\_\_\_\_\_  
Jeff Renaud, Chief Administrative Officer

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

DATE: May 28, 2018

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.