

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 25, 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
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – May 28, 2018
8. ACCOUNTS
 - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you letter from the SSMS Entrepreneurial Adventure Committee dated May 25, 2018.
 - (b) Thank you card from the St. Stephen Education Centre dated May 2018.

COMMUNICATION FO 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 – June 13, 2018
 - (b) Committee of Council Meeting – June 20, 2018
 - (c) Planning Advisory Committee Meeting – May 10, 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) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Mutual Aid Agreement – Town of St. Stephen and City of Calais – Fire Departments
- (c) Organizational Review and Workplace Evaluation
- (d) Giddens Memorial Airport – Runway Maintenance / Repair – Crack Sealing
- (e) Rescinding of “Use of Town Vehicles” Policies
- (f) Signage – Elm Street Nature Park
- (g) Reappointment – St. Croix Public Library Board
- (h) Approval of Event – Rally in the St. Croix Valley
- (i) Approval of Event – St. Croix Christian Centre
- (j) Awarding of Tender: Street Improvements 2018 – Milltown Boulevard (Pleasant Street to Riverside Drive) – Dillon Project No. 18-7514, NBDTI Project No. 18-D213
- (k) Tender: Combined Sewer Separation and Utility Renewal – Murchie Avenue and Cedar Street – Dillon Project No. 18-7576
- (l) Construction of Public Services and Development Agreement – The Town of St. Stephen and Cordova Realty Ltd.

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on May 28, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MAY 28, 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; and Town Clerk Joan Flewelling.

ABSENT: Chief Administrative Officer Jeff Renaud.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

103/18 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**

(a) Mayor MacEachern proclaimed June 2, 2018 as National Health & Fitness Day.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor Wheaton

104/18 **THAT** the Minutes of the Regular Council meeting held on April 23, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 105/18 **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.
CARRIED

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 106/18 **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.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 107/18 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 108/18 **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 May 9, 2018 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETINGS

Moved by Councillor Parker
Seconded by Councillor Chisholm

- 109/18 **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. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 110/18 **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.
CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

- 111/18 **THAT** the Royal Canadian Mounted Police April 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

APPROVAL OF EVENT – INTERNATIONAL HOMECOMING FESTIVAL PARADE

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 112/18 **THAT** the Council of the Town of St. Stephen grants permission to the International Homecoming Festival Committee to hold its 45th 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.
CARRIED

MAJOR INDUSTRY AND ECONOMIC INCENTIVE POLICY – REVISED

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 113/18 **THAT** the Council of the Town of St. Stephen adopts the revised Major Industry and Economic Incentive Policy No. 57-A attached. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended International Homecoming Festival meetings.
- On behalf of Mayor MacEachern, attended a Horizon Health meeting with Karen McGrath, President and CEO.
- Attended Flavours New Brunswick.
- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.
- Attended the 98.1 Charlotte FM launch.
- Attended all Town meetings.
- Participated in the Kiwanis Trade Show.

Councillor Hyslop

- Attended the Child Abuse and Neglect Prevention Awareness Walk at the Ganong Nature Park.
- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended Canada 1st Basketball Committee meetings.
- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.
- Attended a Charlotte County Museum board meeting.
- Attended the Kiwanis Trade Show.
- Attended at the St. Croix Vineyard to hear Joshua Hyslop, a Canadian Folk Singer-Songwriter.
- Attended the Business Improvement Area "Back to the Boulevard" barbeque.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended the St. Croix Theatre "A Bad Year for Tomatoes" play.
- Attended a play at the W. C. O'Neill Arena in St. Andrews.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.

Councillor Parker

- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Met with the Building Inspector on various unsightly premises.
- Attended at the St. Croix Public Library to check on the new roof installation.
- Received several calls on the Spring Cleanup.
- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.
- Attended the Kiwanis Trade Show.

Councillor Wheaton

- Attended all Town meetings.
- Attended two Chocolate Fest meetings and Chocolate Fest will be held August 4 – August 10, and tickets are available for the Chicken Bone Pink Carpet Gala which features Shawn Richard.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended an International Homecoming Festival meeting in Calais.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.
- Attended the St. Stephen Middle School Showcase Performance.
- Attended a Milltown Development Committee meeting on the “Turning the Corner” project.
- Attended the IWK Kids’ Carnival.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the New Brunswick Multicultural Council “New Conversations” meeting.
- Participated in the Town-wide yard sale.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended the Official Opening of the Provincial Land Registration Office.
- Attended the St. Croix Theatre “A Bad Year for Tomatoes” play.
- Attended the Business Showcase at The Algonquin Resort for The Chocolate Museum.
- Attended the opening of the Visitor Information Centre.

Councillor Harding

- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Met with Sergeant Stubbs.
- Attended the Sports Wall of Fame banquet and induction ceremony and was pleased that former Councillor Jim Maxwell was inducted.
- Glad to see that the Rainbow Crosswalk was painted.

Councillor Chisholm

- Attended the Sports Wall of Fame banquet and induction ceremony and commended the committee for their dedicated work, most of whom are volunteers.
- Met with the Director of Parks and Recreation.
- Attended all Town meetings.
- Visited all of the Town’s green spaces to compile information for potential projects.
- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.

- Met with Richard Fulton, President of Future St. Stephen.
- Had coffee with citizens to discuss their potential project.
- Attended the Kiwanis Trade Show.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.

Mayor MacEachern

- Attended a St. Stephen-Milltown Rotary Club fundraiser to support a project in Haiti.
- Attended a Union of Municipalities of New Brunswick zone meeting.
- Attended a meeting for the upcoming Saint John Sea Dogs vs. Moncton Wildcats hockey game.
- Attended the Child Abuse and Neglect Prevention Awareness Walk at the Ganong Nature Park.
- Attended the retirement reception for Elva Hatt, St. Croix Public Library.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended the Kiwanis Trade Show.
- Attended the St. Stephen Middle School Entrepreneurial Marketplace Adventure.
- Attended a Regional Service Commission meeting to discuss the recreational plan.
- Attended the Anglophone South School District "Turnaround Achievement Awards" Ceremony.
- Attended the New Brunswick Multicultural Council "New Conversations" meeting.
- Attended the Business Improvement Area "Back to the Boulevard" barbeque.
- Attended the 98.1 Charlotte FM launch.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended a rugby game at the St. Stephen High School.
- Attended the opening of the Visitor Information Centre.
- Attended the NB Legion Ladies' Auxiliary 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*, and Jessi Hatt, reporter with *98.1 Charlotte FM*, were addressed by Mayor MacEachern upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

114/18 THAT the meeting adjourn at 7:22 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
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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: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,323,844.17 (one million, three hundred and twenty-three thousand, eight hundred and forty-four dollars and seventeen cents) be received.

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

May 2018

Debly Enterprises Ltd. (Construction - Combined Sewer Separation & Utility Renewal - Elm Park - Project No. 16-4847, Cheque #1160)	\$	219,679.33
Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #1161)	\$	48,551.15
		<hr/>
	\$	<u>268,230.48</u>

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

Visa:

April 2018

Allan MacEachern (Gen Gov't: Mayor Travel, Utility: Source Supplies)	80.75
Barbara Tucker (Civic Centre: Canteen Merchandise, Admin Office Supplies, Arena Equipment and Maintenance, Pool Supplies)	3,956.19
Grand Total	<u><u>\$ 4,036.94</u></u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000033 dated between 05/01/2018 and 05/31/2018

CHEQUE REGISTER

Printed: 10:36:29AM 06/07/2018

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Number	Issued	Amount	SC	Status	Status Date
000031	05/07/2018 TOWN OF ST. STEPHEN 145000.00	145,000.00 145,000.00	A/P	OUT-STD	05/07/2018
	CC-FUNDTRANSFER-TO GENERAL (
	Cheque Totals Issued:	145,000.00			
	Void:	0.00			
	Total Cheques Generated:	145,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 022235 dated between 05/01/2018 and 05/31/2018

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
020817	05/19/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 MAY192018 GG-SERIES"BD"-INTEREST	909.50 909.50	A/P	OUT-STD	05/19/2018
020820	05/30/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 MAY302018 GG-SERIES"BH"-INTEREST	4,750.25 4,750.25	A/P	OUT-STD	05/30/2018
020829	05/15/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 MAY152018 GG-SERIES"BK"-INTEREST	3,633.50 3,633.50	A/P	OUT-STD	05/15/2018
020830	05/15/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 MAY152018* GG-SERIES"BK"-PRINCIPAL	34,000.00 34,000.00	A/P	OUT-STD	05/15/2018
022026	05/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000027157 GG-TOWNHALL-LEASE-MAY/18	5,417.62 5,417.62	A/P	OUT-STD	05/01/2018
022031	05/02/2018 ACCT #903240047015 APRIL2018 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	05/02/2018
022032	05/02/2018 ACCT 8025-280 APRIL2018 LOCAL 770 UNION DUES-APRIL/18	1,272.37 1,272.37	A/P	OUT-STD	05/02/2018
022033	05/02/2018 ALLAN MACEACHERN 28.00 GG-MAYOR-UMNB ZONE MEETING	28.00 28.00	A/P	OUT-STD	05/02/2018
022034	05/02/2018 BORDER INVESTIGATIONS & SECURITY INC. 14805 PS-BYLAW-APR 16-27/18 FEE	966.00 966.00	A/P	OUT-STD	05/02/2018
022035	05/02/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVI 18-029 PS-BUILDINSPECTOR-APR 15-28/18	2,739.00 2,739.00	A/P	OUT-STD	05/02/2018
022037	05/02/2018 JEFF RENAUD APRIL2018 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	05/02/2018
022038	05/02/2018 KARILYNN KLUKE SJAQUATICCENTRE CC-POOL-INSTRUCTOR TRAINING C	189.60 189.60	A/P	OUT-STD	05/02/2018
022039	05/02/2018 MINISTER OF FINANCE WEEK182018 EMPLOYEE DEDUCTIONS-APRIL 29-	209.30 209.30	A/P	OUT-STD	05/02/2018
022040	05/02/2018 N. B. ELECTRIC POWER 10126106APR18 TS-XINGLIGHTS-KING ST 17935200APR18 TS-KING/UNIONST-TRAFFIC LIGHTS 19055406APR18 RC-ARENA-ELECTRICITY 50660140APR18 RC-PARKS-ROTARY CHANGING RO 54187672APR18 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127APR18 CC-BUILDING-ELECTRICITY 54653258APR18 TS-KING/SUPERSTORE-TRAFFIC LI 55917471APR18 TS-STWATERFRONT LIGHTS 57955782APR18 RC-BANDSTAND-CHOCOLATE PARK 57955808APR18 GG-120MILLTOWNBLVD-ELECTRICI 73006038APR18 RC-LIBRARY-ELECTRICITY	25,076.58 26.11 47.00 1,044.46 26.11 50.75 21,908.44 72.70 87.43 27.76 113.78 1,672.04	A/P	OUT-STD	05/02/2018
022041	05/02/2018 O'CONNELL MIKE APRIL2018 RC-RECREATIONDIRECTOR-MONT	200.00 200.00	A/P	OUT-STD	05/02/2018
022042	05/02/2018 RECREATION PEI 1577 CC-MAINTENANCECOORD-ARFC DE	431.25 431.25	A/P	OUT-STD	05/02/2018
022043	05/02/2018 SHANNON MICHAEL WEEK182018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	05/02/2018
022044	05/02/2018 ST. STEPHEN UTILITY DEPT. APRIL2018 EMPLOYEE DEDUCTIONS-APRIL/18	40.00 40.00	A/P	OUT-STD	05/02/2018
022045	05/02/2018 MINISTER OF FINANCE	986.00	A/P	OUT-STD	05/02/2018

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 022235 dated between 05/01/2018 and 05/31/2018

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	APRIL2018	EMPLOYEE DEDUCTIONS-APRIL 20	986.00			
022052	05/07/2018	SERVICE NEW BRUNSWICK	66,965.79	A/P	OUT-STD	05/07/2018
	PID012360902018	ED-GRAVEL PIT-MAXWELL CROSSI	291.95			
	PID012529152018	ED-VACANT LAND BY TRACKS-CHU	50.33			
	PID012574432018	GG-VACANT LAND-UPPER MILLS RC	141.06			
	PID012582192018	GG-AIRPORT FACILITIES-172 RTE 1	2,502.13			
	PID012610232018	GG-MILLTOWN TOWN DUMP SITE-M	180.91			
	PID012624922018	ED-TIMBERLAND - CHURCH ST EXT	23.62			
	PID012626582018	ED-GRAVEL PITLAND - BURNT HILL	187.40			
	PID012747602018	ED-RIGHT OF WAY (CORE-CONST-V	6.19			
	PID012772502018	GG-VACANT LAND-VALLEY RD	102.17			
	PID012833732018	RC-LAND ONLY, BOAT LANDING - RI	22.26			
	PID012970502018	RC-OLD DUMP SITE - ELM ST	138.94			
	PID012993042018	RC-PARK LAND - 183 MILLTOWN BL'	75.44			
	PID012994862018	RC-PARK LAND - MILLTOWN BLVD	68.02			
	PID013001362018	RC-PARK LAND & GARDENS - 288 M	375.96			
	PID013015062018	RC-NARROW COMMERCIAL LOT - 4	432.97			
	PID013015632018	ED-VACANT COMMERCIAL LOT - 42	481.08			
	PID013017122018	ED-VACANT COMMERCIAL LOT - 48	442.59			
	PID013017382018	ED-PARKING LOD - UNION ST	948.32			
	PID013019512018	ED-VAC NON/RES LOT-38 KING ST	878.67			
	PID013041872018	ED-BEHIND SPCA BLDG - PRINCE W	538.11			
	PID013056062018	RC-GAZEBO & PARK - 66 MILLTOWN	419.69			
	PID013056142018	ED-ENTRY TO PARKING LOT	220.54			
	PID013057052018	ED-COMM BLDG & LOT-120 MILLTOW	3,944.48			
	PID013058122018	ED-RETAIL,APARTMENT&LOT-128-1	1,728.56			
	PID013059452018	ED-VACANT COMMERCIAL LOT-138	348.61			
	PID013059862018	ED-VACANT PARK LAND - MILLTOW	42.25			
	PID013080422018	ED-VACANT COMMERCIAL LOT - 50	887.59			
	PID013060912018	GG-TOWN HALL & LOT-32 MILLTOW	1,830.51			
	PID013062652018	GG-RCMP OFFICE & LOT - 18 HAWTI	6,371.40			
	PID013067862018	ED-VACANT COMMERCIAL LOT - 13	535.32			
	PID013073472018	RC-VACANT LAND - PRINCE WILLIA	213.95			
	PID013077842018	ED-VACANT EXCESS S/D LAND - RE	197.17			
	PID013083782018	ED-FORMERLY FARMLAND - BOUNC	310.41			
	PID013090792018	ED-VACANT LOT - QUEENSWAY WA	140.98			
	PID013106972018	RC-LOT RIVERSIDE/PLEASANT - PLE	53.17			
	PID013114972018	ED-VACANT LOT-PLEASANT ST	112.54			
	PID013119762018	ED-VACANT LOT - RIVERSIDE DR	13.60			
	PID013124952018	ED-REMNANT TRIANGULAR PARCL	4.58			
	PID013127352018	ED-VACANT LAND - CHURCH ST	132.38			
	PID013130142018	RC-MILLTOWN PARK/TENNIS CRT - 1	423.43			
	PID013332932018	ED-PLAYGROUND LOTS #53 & 54 - A	47.00			
	PID013369322018	RC-ELM PARK "PARK" - ELM PARK	86.57			
	PID013371382018	TS-MUNICIPAL BLDG & LAND - 199 L	12,033.59			
	PID150019362018	GG-RESTAURANT & LOT-1 BUDD AV	8,418.90			
	PID150019692018	RC-ROTARY FIELD-QUEEN ST W	32.15			
	PID150019852018	RC-SMALL PARK AT COVE-COVE LC	80.38			
	PID150027102018	ED-TIMBERLAND-ROYREE ROAD	43.63			

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Number	Issued		Amount	SC	Status	Status Date
	PID150123392018	ED-VACANT LOT-PRINCESS ST	210.24			
	PID150219002018	ED-WATER LOT-UPRIVER OF BRIDGE	66.16			
	PID150219182018	ED-COMMERCIAL WATER LOT-SOUTH	3,528.64			
	PID150252162018	RC-BLDG, POOL & LOT- COTTON MI	2,483.30			
	PID150351652018	ED-VACANT LOT - RTE 170	75.32			
	PID150351652018*	ED-REAR LAND IN TOWN-RTE 170 D	17.31			
	PID150403482018	ED-TIMBERLAND & FORMER DUMP-	151.08			
	PID150413122018	ED-VACANT LOT - 41 BUDD AVE	77.19			
	PID150536062018	ED-BIA PARKING AREA-MILLTOWN I	4,121.89			
	PID150536222018	ED-BIA PARKING DEWOLFE-KING S	266.86			
	PID150885602018	ED-FUTURE STREET-BOUNDARY ST	12.36			
	PID150902102018	ED-VACANT LOT 94-3 - PROGRESS I	370.61			
	PID150938182018	ED-PARKING & VACANT COMM LND	992.43			
	PID151047972018	RC-PARK LAND-177 MILLTOWN BLV	118.72			
	PID151075432018	ED-GREEN AREA ALONG R/R-PROG	33.08			
	PID151457332018	ED-VACANT LAND 99-4-PROGRESS	1,235.36			
	PID151457412018	ED-VACANT LAND-PROGRESS DRIV	219.62			
	PID151494202018	ED-VACANT LAND-PROGRESS DRIV	553.63			
	PID151517562018	ED-GREEN AREA - PROGRESS DRIV	24.26			
	PID151530422018	ED-(GREEN SPACE)-REAR BELL AVI	101.40			
	pid151826882018	ED-VACANT LAND-OFF OF BREWER	602.77			
	PID151630742018	ED-BEAVER POND-MCDOUGALL BR	19.84			
	PID151680082018	ED-VACANT SHORE LOT-TODD ST	186.74			
	PID151708552018	ED-VACANT STRIP@ROAD-PROGRE	150.99			
	PID151736102018	ED-VACANT LOT - MARKS ST	209.00			
	PID151759042018	RC-SALMON FALLS LOT 06-1-DEVEL	185.25			
	PID151781062018	ED-VACANT LOT - CHURCH ST	39.57			
	PID151781142018	RC-VACANT LOT/SMALL-CHURCH S	4.41			
	PID151781302018	ED-VACANT LOT 07-5 - WAS 122 CH	288.91			
	PID151781482018	ED-VACANT LOT 07-6 - WAS 124 CH	242.59			
	PID151781552018	ED-VACANT LOT 07-4 - CHURCH ST	205.10			
	PID151850022018	ED-VACANT LOT-MILLTOWN BLVD	98.93			
	PID151876512018	RC-CIVIC CENTER POOL AREA - 22	3,193.16			
	PID151937172018	ED-VACANT COMM LAND(HAYMAN)	317.57			
022053	05/07/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	05/07/2018
	WEEK192018	EMPLOYEE DEDUCTIONS-MAY 6-12	209.30			
022054	05/07/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	05/07/2018
	WEEK192018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
022055	05/07/2018	AIR LIQUIDE CANADA INC.	163.36	A/P	OUT-STD	05/07/2018
	68233411	TS-SHOP-BLUESHIELD	163.36			
022056	05/07/2018	C.J.MUNN EQUIPMENT LTD.	100.05	A/P	OUT-STD	05/07/2018
	88859	PS-FIRE-MALE GARDEN ADAPTERS	100.05			
022057	05/07/2018	CARQUEST	4.55	A/P	OUT-STD	05/07/2018
	14838-77129	TS-#21- HYD FITTINGS	4.55			
022058	05/07/2018	DEMPSEY'S PLUMBING & HEATING	657.80	A/P	OUT-STD	05/07/2018
	2560	CC-POOL-I CHEMICAL INJECTION Q	657.80			
022059	05/07/2018	DOWNEY FORD SALES LTD.	89.92	A/P	OUT-STD	05/07/2018
	28531	TS-#24- JOINT ASY - BALL	89.92			
022060	05/07/2018	EAST COAST INTERNATIONAL TRUCKS	349.79	A/P	OUT-STD	05/07/2018

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Number	Issued		Amount	SC	Status	Status Date
	27635S	TS-#7- ANTIFREEZE	85.28			
	27845S	TS-#7- FILTER	45.52			
	27881S	TS-SHOP- OIL	182.16			
	27933S	PS-FIRE-BRAKE DRUMS	373.43			
	28229S	TS-SHOP- ANTIFREEZE, RAGS, FLUI	302.80			
	28253S	TS-SHOP- RUST INHIBITOR, COAT &	211.95			
	CM25960S	TS-SHOP-10W30 OIL	-115.64			
	CM26956S	TS-#7-CORE RETURN	-674.99			
	CM27807S	TS-SHOP-10W30 OIL	-60.72			
022061	05/07/2018	FUNDY TACTICAL	195.14	A/P	OUT-STD	05/07/2018
	3-042965	PS-FIRE-CLOTHING ALLOWANCE	195.14			
022062	05/07/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	250.05	A/P	OUT-STD	05/07/2018
	251233877	CC-ADMIN-COPIERMAINTENANCE-A	250.05			
022063	05/07/2018	MCINNES COOPER	345.00	A/P	OUT-STD	05/07/2018
	2017029279	GG-LEGAL-AUDIT	345.00			
022064	05/07/2018	MIDLAND COURIER	41.99	A/P	OUT-STD	05/07/2018
	9744068	PS-FIRE- TO LEVITT SAFETY	41.99			
022065	05/07/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	05/07/2018
	410334	PS-RCMP- FLOOR MATS	48.74			
022088	05/07/2018	PURULATOR COURIER LTD.	46.83	A/P	OUT-STD	05/07/2018
	437735494	PS-FIRE-TO FRONTLINE OUTFITTEF	43.95			
	437778853	PS-FIRE-INV#437735494 PAPER INV	2.88			
022067	05/07/2018	SOURCE ONE SUPPLIES	6,297.63	A/P	OUT-STD	05/07/2018
	17141	CC-ARENA-COLINON	100.10			
	17801	CC-ARENA- HAND TOWEL, KITCHEN	358.51			
	17930	TS-SHOP- BATH TISSUE	40.24			
	17964	CC-ARENA- HAND TOWEL, BATH TIS	5,406.84			
	17975	CC-ARENA- CLEANER, HAND SOAP,	391.94			
022068	05/07/2018	SOURCE ATLANTIC	2,736.66	A/P	OUT-STD	05/07/2018
	2869443	PS-FIRE-CLOTHING ALLOWANCE	2,736.66			
022069	05/07/2018	SOUTHWEST CONCRETE & CONS LTD	540.00	A/P	OUT-STD	05/07/2018
	IN000004527	TS-STIS- FLOATED CASE FR/ S.S - FI	540.00			
022070	05/07/2018	SOUTHERN SANITATION LTD.	9,449.75	A/P	OUT-STD	05/07/2018
	158567	CC-BUILDING- GARBAGE REMOVAL	316.25			
	158695	PM- AIRPORT- GARBAGE COLLECTI	31.63			
	158717	GG-TOWN- ZONE 1- GARBAGE COLI	4,602.78			
	158719	GG-TOWN -ZONE III GARBAGE COLI	4,005.74			
	158721	TS/RC-SHOP/PARKS - GARBAGE CC	493.35			
022071	05/07/2018	SPARTAN FITNESS	224.23	A/P	OUT-STD	05/07/2018
	295106	CC-POOL- STABILITY BARS, DUMBE	224.23			
022072	05/07/2018	ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	05/07/2018
	2325	GG-CIVIC-2018 SPRING BUSINESS I	200.00			
022073	05/07/2018	STATIONERY PLUS	320.33	A/P	OUT-STD	05/07/2018
	29633	GG-TOWNHALL-WINDOW ENVELOP	25.29			
	29741	GG-TOWN HALL- KITCHEN SUPPLIE	18.96			
	29848	GG-TOWN CLERK- TONER	217.68			
	29956	PS-FIRE- BATTERIES, TRIPLICATE F	70.92			
	30065**	GG-TOWN HALL- TONER, REINFORC	120.73			

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	30361	RC-ADMIN- MESH SORTER, TAPE, P	28.54			
	30427	GG-TOWNHALL-TONER RETURNS	-329.79			
	30493	RC-ADMIN- ETHERNET CABLE, PEN	30.44			
	30584	RC-ADMIN-POSTER BOARD, STENC	32.64			
	30683	GG-TOWN HALL- COFFEE	38.50			
	30746	TS-SHOP- FLASH DRIVES, NOTEBO	66.42			
022074	05/07/2018	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,171.24	A/P	OUT-STD	05/07/2018
	1391340	CC-BUILDING- REGULAR PREVENTI	1,171.24			
022075	05/07/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	80.82	A/P	OUT-STD	05/07/2018
	251234330	GG-TOWNHALL-COPIERMANTENAN	80.82			
022076	05/07/2018	STATIONERY PLUS	99.34	A/P	OUT-STD	05/07/2018
	30376	CC-ADMIN-RUBBER STAMP	25.66			
	30705	CC-ADMIN- PUROLATOR DELIVERY	37.32			
	30754	CC-ADMIN- ADD ROLL, INDEX TABS,	36.36			
022077	05/07/2018	CNH CAPITAL	123.34	A/P	OUT-STD	05/07/2018
	IN87640	TS-#16-5/8 HEATER HOSE	123.34			
022078	05/14/2018	ACTIVE NETWORK,LLC	10,408.67	A/P	OUT-STD	05/14/2018
	4100159339	CC-MAXGALAXYPROGRAM-YEARLY	10,408.67			
022079	05/14/2018	ATLANTIC WINDOOR LTD,	581.90	A/P	OUT-STD	05/14/2018
	0000066469	PS-FIRE- GARAGE DOOR PANEL & I	581.90			
022080	05/14/2018	BELL ALIANT	4,240.57	A/P	OUT-STD	05/14/2018
	11368891APR18	GG-TOWNHALL-LANDLINE PHONES	1,650.81			
	11378668APR18	PS/TS-199UNIONST-LANDLINE PHO	359.47			
	11395944APR18	PS-FIRE-LANDLINE PHONES	931.47			
	15772965APR18	RC-REC/POOL-LANDLINE PHONES	238.59			
	46435731APR18	RC-PARKS-CHOCOLATE PARK CAM	105.74			
	47424130APR18	CC-ADMIN-LANDLINE PHONES	954.49			
022081	05/14/2018	BELLBOY DRYCLEANERS	103.50	A/P	OUT-STD	05/14/2018
	18-517340*	CC-EVENT- LINENS DRY CLEANING	103.50			
022082	05/14/2018	BELL MOBILITY INC.	881.69	A/P	OUT-STD	05/14/2018
	523889487APR18GEN	GG/PS/TS/RC-CELL PHONE CHARGI	753.80			
	523889487MAY18CC	CC-ADMIN-CELL PHONE CHARGES	127.89			
022083	05/14/2018	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	05/14/2018
	14815	PS-BYLAW-MAY 4-11/18 FEE	966.00			
022084	05/14/2018	CIBC MELLON GLOBAL SECURITIES NBMF0216002	23,988.04	A/P	OUT-STD	05/14/2018
	APRIL2018	GG-MUNICIPALPLAN-APRIL/18	23,988.04			
022085	05/14/2018	COX ELECTRONICS & COMMUNICATIONS	546.19	A/P	OUT-STD	05/14/2018
	1-015854	TS-ST5- ANTENNAS	132.19			
	1-015888	GG-ACCT. MANAGER- <i>Setting up</i>	414.00			
022086	05/14/2018	DAVIS FUELS <i>Replacement Computer</i>	2,175.05	A/P	OUT-STD	05/14/2018
	14962	TS/PS-199 UNION ST- HEATING FUE	685.63			
	15109	GG-120 MILLTOWN BLVD.- HEATING	332.36			
	15159	TS/PS- 199 UNION STREET- HEATIN	558.82			
	815148	TS/PS-199UNIONST-HEATING FUEL	598.24			
022087	05/14/2018	ENBRIDGE GAS NEW BRUNSWICK	2,476.67	A/P	OUT-STD	05/14/2018
	2018042402008-1016227-0	CC-BUILDING- NATURAL GAS	2,476.67			
	00					
022088	05/14/2018	FLEET READY LTD.	167.10	A/P	OUT-STD	05/14/2018
	11298	PS-FIRE- ADAPTERS	167.10			

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022089	05/14/2018 FUNDY BUILDING INSPECTION & DRAFTING SERV 18-035 PS-BUILDINSPECTOR-APR 29-MAY1	2,484.00 2,484.00	A/P	OUT-STD	05/14/2018
022090	05/14/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP 447051 GG-LEGAL-REVIEWING DOCUMENT	722.07 722.07	A/P	OUT-STD	05/14/2018
022091	05/14/2018 KIWANIS CLUB OF ST. STEPHEN 201808 GG-CIVIC- 2018 TRADE SHOW	125.00 125.00	A/P	OUT-STD	05/14/2018
022092	05/14/2018 KONICA MINOLTA 6722953 GG-TOWN- COPIER MAINTENANCE	208.39 208.39	A/P	OUT-STD	05/14/2018
022093	05/14/2018 MINISTER OF FINANCE WEEK202018 EMPLOYEE DEDUCTIONS-MAY 13-1	209.30 209.30	A/P	OUT-STD	05/14/2018
022094	05/14/2018 O'CONNELL MIKE PLAYGROUNDVISITS RC-RECDIRECTOR-PLAYGROUND V	677.70 677.70	A/P	OUT-STD	05/14/2018
022095	05/14/2018 ORKIN CANADA CORPORATION IN-8446438 CC-BUILDING- PEST CONTROL	71.30 71.30	A/P	OUT-STD	05/14/2018
022096	05/14/2018 PAYROLL TRANSFER WEEK192018 GG-TRANSFER-APRIL 27-MAY 10, 20	68,020.00 68,020.00	A/P	OUT-STD	05/14/2018
022097	05/14/2018 PETTY CASH APRIL172018 PS-BYLAW-REGISTRATION APRIL182018 PS-BUILDINSPECTOR-REGISTERED APRIL192018 PS-BUILDINSPECTOR-REGISTERED APRIL212018 GG-TOWNHALL-GARBAGE BAGS APRIL232018 PS-BUILDINSPECTOR-REGISTERED APRIL242018 PS-BUILDINSPECTOR-REGISTERED	152.25 85.00 24.85 11.50 7.00 11.50 12.40	A/P	OUT-STD	05/14/2018
022098	05/14/2018 PIZZA DELIGHT 1003* PS-FIRE- TRAINING LUNCH	212.96 212.96	A/P	OUT-STD	05/14/2018
022099	05/14/2018 PROMO HEROES 15426 RC-PARKS- UNIFORMS	364.67 364.67	A/P	OUT-STD	05/14/2018
022100	05/14/2018 RECEIVER GENERAL FOR CANADA WEEK192018 GG-REMITTANCE-APRIL 27-MAY 10,	32,311.38 32,311.38	A/P	OUT-STD	05/14/2018
022101	05/14/2018 SHANNON MICHAEL WEEK2018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	05/14/2018
022102	05/14/2018 SHARPE'S LAWN CARE 256 RC-PARKS-PLAYING FIELDS TURF M	17,250.00 17,250.00	A/P	OUT-STD	05/14/2018
022103	05/14/2018 SOURCE ONE SUPPLIES 18062 CC-POOL- POOL SITE TESTING GLA 18066 CC-POOL- CHEMICALS 18126 CC-ARENA- GARBAGE BAGS	2,816.98 152.77 2,484.00 180.21	A/P	OUT-STD	05/14/2018
022104	05/14/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 174734 GG-CIVIC- PSA - 2 HOUR PARKING I 175010 PS-BY LAW- PSA-2 HOUR PARKING 175011 GG-CIVIC- TOWN EVENTS 175359 GG-CIVIC- VOLUNTEER WEEK	256.62 40.25 46.00 56.52 113.85	A/P	OUT-STD	05/14/2018
022105	05/14/2018 STRESCON LIMITED 50274377 TS-ST5-MAN HOLES, CATCH BASIN,	4,000.00 4,000.00	A/P	OUT-STD	05/14/2018
022106	05/14/2018 TROY LIFE & FIRE SAFETY LTD 1702450 CC-POOL- ANNUAL INSPECTION & E 1702985 CC-ARENA- SPRINKLE SYSTEM UPX	2,348.43 1,104.00 1,244.43	A/P	OUT-STD	05/14/2018
022107	05/14/2018 ULTRA ALARM SERVICES	465.75	A/P	OUT-STD	05/14/2018

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	224999	CC-BUILDING- FIRE ALARM SYSTEM	465.75			
022108	05/14/2018	UNIFIRST CANADA LTD.	413.61	A/P	OUT-STD	05/14/2018
	0131572*	CC-FRONT LOBBY- FLOOR MATS	94.65			
	0132220	CC-FRONT LOBBY- FLOOR MATS	105.00			
	0132858	CC-FRONT LOBBY- FLOOR MATS	108.96			
	0133517	CC-FRONT LOBBY- FLOOR MATS	105.00			
022109	05/14/2018	WATER & ICE NORTH AMERICA INC.	1,213.25	A/P	OUT-STD	05/14/2018
	41105	CC-POOL-UV FILTERS REPAIRED	1,213.25			
022110	05/14/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	10,375.00	A/P	OUT-STD	05/14/2018
	15220	TS-STS-DIESEL	544.62			
	307405	CC-BUILDING-NATURAL GAS	2,655.83			
	530581	TS-STS-GAS	4,225.84			
	541634	TS-STS-DIESEL	1,303.36			
	616745	TS-STS-DIESEL	893.31			
	MARCH,APRIL,MAY	TS-STS-MARCH, APRIL, MAY/18 INT	752.04			
022111	05/23/2018	ATLANTIC SIGNS	2,649.44	A/P	OUT-STD	05/23/2018
	39263	RC-PARKS- WALL SIGNS	2,649.44			
022112	05/23/2018	BELL ALIANT	157.88	A/P	OUT-STD	05/23/2018
	06336721APR18	TS-AIRPORT-LANDLINE PHONE	157.88			
022113	05/23/2018	BRUNSWICK NEWS INC	117.30	A/P	OUT-STD	05/23/2018
	1778731	PS-FIRE- SSFD EARTH DAY	117.30			
022114	05/23/2018	CALDWELL LESLIE	650.00	A/P	OUT-STD	05/23/2018
	APRIL 20, 2018	TS-STS- TOOK DOWN TREE ON WE:	650.00			
022115	05/23/2018	CARQUEST	49.27	A/P	OUT-STD	05/23/2018
	14838-78768	PS-FIRE- 3 FT. HOSE	49.27			
022116	05/23/2018	CHARLOTTE COUNTY JANITORIAL	161.00	A/P	OUT-STD	05/23/2018
	3952	PS-FIRE- JANITORIAL APRIL/18	161.00			
022117	05/23/2018	DAVIS FUELS	438.98	A/P	OUT-STD	05/23/2018
	15344	TS/PS-199 UNION ST- HEATING FUE	438.98			
022118	05/23/2018	DEMPSEY'S PLUMBING & HEATING	624.84	A/P	OUT-STD	05/23/2018
	2590	CC-ARENA- GLYCOL CONC. 20L PAI	624.84			
022119	05/23/2018	EAST COAST AIR	713.00	A/P	OUT-STD	05/23/2018
	2585	CC-ARENA- SPRINKLER PIPES DUC'	713.00			
022120	05/23/2018	FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	05/23/2018
	0001458466	GG-TOWN HALL- ZONE II GARBAGE	3,777.12			
022121	05/23/2018	JOLLY FARMER	673.81	A/P	OUT-STD	05/23/2018
	N1113027	RC-HORT- FLOWERS	673.81			
022122	05/23/2018	LSW WEAR PARTS LTD.	726.05	A/P	OUT-STD	05/23/2018
	48365	TS-STREET SWEEPER- 2 BOXES SV	726.05			
022123	05/23/2018	MAYFIELD GARDENS INC.	1,069.50	A/P	OUT-STD	05/23/2018
	2	RC-HORT- FERTILIZER	1,069.50			
022124	05/23/2018	MIDLAND COURIER	89.63	A/P	OUT-STD	05/23/2018
	9747805	PS-FIRE- TO LEVITT SAFETY	89.63			
022125	05/23/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	05/23/2018
	WEEK212018	EMPLOYEE DEDUCTIONS-MAY 20-2	209.30			
022126	05/23/2018	N. B. ELECTRIC POWER	301.49	A/P	OUT-STD	05/23/2018
	19051703MAY18	TS-AIRPORT-ELECTRICITY	249.23			
	19051801MAY18	TS-AIRPORT-ELECTRICTY	52.26			

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022127	05/23/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 410837 GG-TOWN HALL- FLOOR MATS 411346 PS-RCMP- FLOOR MATS	142.10 95.36 46.74	A/P	OUT-STD	05/23/2018
022128	05/23/2018 RECREATION NB 2018-010 RC-RECREATION DIRECTOR- REGIS 2019-058 RC-PARKS- 2018-2019 MEMBERSHIP	723.35 287.50 435.85	A/P	OUT-STD	05/23/2018
022129	05/23/2018 SAUNDERS EQUIPMENT LTD. 0000071663 TS-#31- SHEET HOODS, BRUSHES, I 0000071745 TS-#21- SHIFTER CABLE, HYD. OIL F	2,739.16 2,045.10 694.06	A/P	OUT-STD	05/23/2018
022130	05/23/2018 SHANNON MICHAEL WEEK212018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	05/23/2018
022131	05/23/2018 SOURCE ONE SUPPLIES 18046 RC-MILLPOOL- GARBAGE BAGS, EY 18084 RC-MILLPOOL- SODIUM HYPOCHLO	2,579.65 95.65 2,484.00	A/P	OUT-STD	05/23/2018
022132	05/23/2018 SOUTHWEST CONCRETE & CONS LTD IN000004563 TS-ST5- FLOATED CASE FROM FRE	698.63 698.63	A/P	OUT-STD	05/23/2018
022133	05/23/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 192372-192930 GG-TOWN HALL- REGIONAL LANDFI	9,729.92 9,729.92	A/P	OUT-STD	05/23/2018
022134	05/23/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 176320 GG-CIVIC- TOWN EVENTS 176321 GG-CIVC- FIRE CHEIF AD	151.39 56.52 94.87	A/P	OUT-STD	05/23/2018
022135	05/23/2018 TOWN OF ST. STEPHEN 1390.88 GG-FUNDTRANSFER-TO GENERAL I	1,390.88 1,390.88	A/P	OUT-STD	05/23/2018
022136	05/23/2018 YELLOW PAGES GROUP 18-5836632 GG-TOWN- 911 LISTING - APR/18	10.47 10.47	A/P	OUT-STD	05/23/2018
022137	05/23/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 27453 RC-PARKS- SPRING AND SUMMER I 27603 GG-TOWN HALL- LETTERHEAD, MA'	3,879.72 3,610.36 269.36	A/P	OUT-STD	05/23/2018
022138	05/23/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 309428 CC-BUILDING- NATURAL GAS	2,378.76 2,378.76	A/P	OUT-STD	05/23/2018
022139	05/28/2018 ALL GAS TANKS 93500 RC-PARKS- POWER UNIT, BROOM	977.38 977.38	A/P	OUT-STD	05/28/2018
022140	05/28/2018 BORDER INVESTIGATIONS & SECURITY INC. 14825 PS-BYLAWMAY 18-25/18 FEE	966.00 966.00	A/P	OUT-STD	05/28/2018
022141	05/28/2018 BRUNET IN33558* GG-SERVER-UPGRADED BATTERY	465.75 465.75	A/P	OUT-STD	05/28/2018
022142	05/28/2018 CONTROLS & EQUIPMENT LTD. 28021 PS-FIRE-HVAC & TEMP CONTROLS I	773.95 773.95	A/P	OUT-STD	05/28/2018
022143	05/28/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVI 18-042 PS-BUILDINSPECTOR-MAY 13-26/18	2,484.00 2,484.00	A/P	OUT-STD	05/28/2018
022144	05/28/2018 GREENLAW'S GARAGE LTD. 10 TS-#21- REPAIR RAD	103.50 103.50	A/P	OUT-STD	05/28/2018
022146	05/28/2018 IRENE WATTS 45.99 PS-CROSSINGGUARDS-CLOTHING /	45.99 45.99	A/P	OUT-STD	05/28/2018
022147	05/28/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 343169 TS-ST5-DIESEL 926856 TS-ST5-GAS	7,492.12 1,039.58 6,452.54	A/P	OUT-STD	05/28/2018
022148	05/28/2018 KEITH'S BUILDING SUPPLIES	49.34	A/P	OUT-STD	05/28/2018

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Number	Issued		Amount	SC	Status	Status Date
	174112	PS-FIRE- WIRE LOCKPINS, NIPPLE,	26.27			
	174143	TS-SHOP- YELLOW FLAG TAPE, DO	23.07			
022149	05/28/2018	KONICA MINOLTA BUSINESS SOLUTIONS (CANADA	114.30	A/P	OUT-STD	05/28/2018
	251768899	GG-TOWNHALL-COPIERMINTENAN	114.30			
022150	05/28/2018	KONICA MINOLTA	223.07	A/P	OUT-STD	05/28/2018
	8755083	GG-TOWNHALL-COPIER LEASE-JUN	223.07			
022151	05/28/2018	L.E.WHITTAKER CO., LTD.	457.31	A/P	OUT-STD	05/28/2018
	39726	PS-FIRE- FIRE EXTINGUISHERS, RO	457.31			
022152	05/28/2018	LEVITT SAFETY LIMITED	4,416.94	A/P	OUT-STD	05/28/2018
	1485082-00	PS-FIRE- BATTERY PACK FOR GAS	259.46			
	1485165-00	PS-FIRE- AIR PACK TESTING & INSF	3,203.69			
	1485217-00	PS-FIRE- GENERATOR, RENTALS	473.80			
	1485220-00	PS-FIRE- GAS MONITORS BATTERY	479.99			
022153	05/28/2018	LINDE CANADA LIMITED 15687	15.30	A/P	OUT-STD	05/28/2018
	58404486	TS-SHOP-OXYGEN K	15.30			
022154	05/28/2018	MCINNES COOPER	8,147.94	A/P	OUT-STD	05/28/2018
	2018010775	GG-LEGAL-GENERAL	4,754.10			
	2018010782	GG-LEGAL-GENERAL	1,492.06			
	2018010793	GG-LEGAL-BYLAW	615.60			
	2018010802	GG-LEGAL-SALE	1,286.18			
022155	05/28/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	05/28/2018
	WEEK222018	EMPLOYEE DEDUCTIONS-MAY 27 -	209.30			
022157	05/28/2018	N. B. ELECTRIC POWER	38,004.97	A/P	OUT-STD	05/28/2018
	10126106MAY18	TS-XINGLIGHTS-KING STREET	26.11			
	17935200MAY18	TS-KING/UNIONST-TRAFFIC LIGHTS	41.29			
	18169205MAY18	RC-POOL-MILL LANE	521.40			
	18988703MAY18	TS/PS-199UNIONST-ELECTRICTY	1,454.83			
	19055406MAY18	RC-ARENA-ELECTRICTY	724.90			
	216000030308MAY18	TS-ST5-AREA LIGHTS	11,762.87			
	50660140MAY18	RC-PARKS-ROTARY CHANGING RO	26.11			
	54187672MAY18	TS-KING/QUEENST-TRAFFIC LIGHTS	43.09			
	54253127MAY18	CC-BUILDING-ELECTRICITY	20,246.26			
	54653258MAY18	TS-KING/SUPERSTORE-TRAFFIC LIK	66.99			
	55160607MAY18	RC-COTTONMILL-LIGHTS	49.40			
	55917471MAY18	TS-ST5-WATERFRONG LIGHTS	81.57			
	57955782MAY18	RC-BANDSTAND-CHOCOLATE PARK	27.61			
	57955808MAY18	GG-120MILLTOWNBLVD-ELECTRICT	96.20			
	71315207MAY18	PS-RCMP-ELECTRICITY	968.14			
	72924306MAY18	RC-PARKS-BANDSTAND	41.43			
	73006038MAY18	RC-LIBRARY-ELECTRICITY	1,460.48			
	82122207MAY18	RC-PARKS-BASKETBALL COURT	50.91			
	83278804MAY18	TS-ST5-PARKS SHED	224.50			
	84960501MAY18	RC-PARKS-RIVERSIDE DR LIGHTS	90.88			
022158	05/28/2018	ORKIN CANADA CORPORATION	143.75	A/P	OUT-STD	05/28/2018
	IN-8468486	PS-FIRE- PEST CONTROL	143.75			
022159	05/28/2018	ORR ELECTRIC & ALARM LTD.	86.25	A/P	OUT-STD	05/28/2018
	3282	RC-CHOC. PARK- RESET TIME ON R	86.25			
022160	05/28/2018	PAYROLL TRANSFER	72,933.00	A/P	OUT-STD	05/28/2018

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Number	Issued	Amount	SC	Status	Status Date
	WEEK212018* GG-TRANSFER-MAY 11-24/18	72,933.00			
022161	05/28/2018 PITNEY WORKS	401.48	A/P	OUT-STD	05/28/2018
	MAY132018CC CC-POSTAGE METER REFILL	0.84			
	MAY132018GG GG/PS-POSTAGE METER REFILL	400.64			
022162	05/28/2018 PROMO HEROES	185.38	A/P	OUT-STD	05/28/2018
	15678 RC-PARKS-UNIFORMS	185.38			
022163	05/28/2018 RECEIVER GENERAL FOR CANADA	34,452.16	A/P	OUT-STD	05/28/2018
	WEEK212018 GG-REMITTANCE-MAY 11 - 24/18	34,452.16			
022164	05/28/2018 SAINT JOHN REGIONAL HOSPITAL FOUNDATION	3,000.00	A/P	OUT-STD	05/28/2018
	THEGIVE GG-CIVIC-THE GIVE: AMBULATORY	3,000.00			
022185	05/28/2018 SAUNDERS EQUIPMENT LTD.	65.09	A/P	OUT-STD	05/28/2018
	0000071782* CC-ZAMBONI- FILTERS	65.09			
022186	05/28/2018 SHANNON MICHAEL	371.91	A/P	OUT-STD	05/28/2018
	WEEK222018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
022187	05/28/2018 SOURCE ATLANTIC	486.62	A/P	OUT-STD	05/28/2018
	2885077 TS-SHOP-GLOVES, BROOM HANDLE	334.24			
	2885079 PS-FIRE- CLOTHING ALLOWANCE	152.38			
022168	05/28/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	56.52	A/P	OUT-STD	05/28/2018
	175559 GG-CIVIC- TOWN EVENTS	56.52			
022169	05/28/2018 ST. STEPHEN PRESCRIPTION	18.71	A/P	OUT-STD	05/28/2018
	APRIL 19,2018 PS-FIRE- DRY CLEANING	18.71			
022170	05/28/2018 TRC HYDRAULICS INC.	2,850.36	A/P	OUT-STD	05/28/2018
	152134 TS-#31-HYDMOTOR FOR BROOM	2,850.36			
022173	05/28/2018 CREIGHTON-CARTER LTD.	3,135.75	A/P	OUT-STD	05/28/2018
	961-4451423 TS-SHOP- DRILL BIT	15.97			
	961-451398 TS-SHOP- HOSE, 4NPTX3 8BARB	92.48			
	961-451399 TS-SHOP- DEPTH THREAD GAUGE	8.87			
	961-451434 TS-SHOP- ROLOC HOLDER, GRINDE	217.70			
	961-451518 TS-#16- ROTELLA T4 TRIPLE PRO	89.50			
	961-451552 CC- ARENA- LONG ALUM RIVET	10.29			
	961-451586 TS-#22- COUPLINGS, FITTINGS, HOSE	76.85			
	961-451613 TS-#22-HYDRAULIC HOSE, COUPLIN	139.90			
	961-451636 PS-FIRE- BRAKE CALIPER W/ HARD	124.87			
	961-451640 PS-FIRE- U-JOINTS	23.99			
	961-451647 TS-SHOP- BRAKE DRUM GUAGE	344.94			
	961-451699 TS-#21- 1/2 MNPT CAP	28.87			
	961-451707 PS-#200-CORE DEPOSIT	-36.33			
	961-451786 TS-#24- MIRROR	293.89			
	961-451807 TS-#24-MIRROR	-251.48			
	961-452296 TS-SHOP- FUSES	9.32			
	961-452320 TS-#21- COUPLINGS	207.22			
	961-452423 CC-ARENA- REFRACTOMETER	183.99			
	961-452429 TS-SHOP- CORN BROOM	6.95			
	961-452448 RC-#308- BRAKE PADS, BRAKE ROT	325.88			
	961-452579 TS-SHOP- CORN BROOMS	20.84			
	961-452589 TS-SHOP- OXY ACET HOSE	63.83			
	961-452625 TS-SHOP- ROUGH SERVICE LIGHTS	19.25			
	961-452700 TS-SHOP- R. CHECK COAT PROTEC	62.03			

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Number	Issued		Amount	SC	Status	Status Date
	981-452792	TS-#16- HEATER HOSES	341.55			
	961-452893	PS-#201- HYDRAULIC HOSES, 1 IN C	174.47			
	961-452913	PS-#200- BRAKE HOSE - REAR LEFT	34.68			
	961-452949	PS-#201- HYDRAULIC FITTINGS	30.20			
	961-452962	TS-SHOP- LOCKNUT SOCKET	35.06			
	961-452984	TS-SHOP- GUN WASH	67.13			
	961-453050	PS-#200- BRAKE CALIPER W/ HARD	159.55			
	961-453092	PS-#200-CORE DEPOSIT	-36.33			
	961-453101	TS-SHOP- ANITFREEZE	181.67			
	961-453105	TS-SHOP- BATTERY TESTER	55.19			
	961-453120	TS-#5- OIL FILTERS	12.96			
022174	05/28/2018	GULLISON'S COURIER SERVICE	356.50	A/P	OUT-STD	05/28/2018
	252128*	CC-ARENA-FROM SAUNDERS EQUIP	34.50			
	252129	TS-#3- TO TOWN FR/ CASE EQUIPM	46.00			
	252157	PS-FIRE-FROM C J MUNN	28.75			
	252196	TS-#16- TO TOWN FR/ CASE EQUIPM	34.50			
	252382	TS-#32,#34- TO TOWN FR/ LSW	143.75			
	864675	TS-#21- TO TOWN FR/ SAUNDERS	69.00			
		Cheque Totals Issued:	585,163.58			
		Void:	0.00			
		Total Cheques Generated:	585,163.58			
		Total # of Cheques Listed:	138			

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
006687	05/15/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 MAY152018** WS-SERIES"BK"-INTEREST	13,104.25 13,104.25	A/P	CLEARED	05/31/2018
006688	05/15/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 MAY152018*** WS-SERIES"BK"-PRINCIPAL	122,000.00 122,000.00	A/P	CLEARED	05/31/2018
007111	05/02/2018 DILLON CONSULTING LIMITED 181535 SCD-ST5-COMBINED SEWER AND S	1,178.75 1,178.75	A/P	CLEARED	05/31/2018
007112	05/02/2018 N. B. ELECTRIC POWER 53123617APR18 SCD-ST5-DECHLORINATION CHAME 53158875APR18 SCD-ST5-BUDD AVE LIFT STATION 54807440APR18 SCD-ST5-158A MILLTOWN BLVD LIF 56356048APR18 SCD-ST5-18 RIVERSIDE DR LIFT ST, 61204006APR18 SCD-DISPOSAL-2-216 KING ST LIFT 61238008APR18 SCD-ST5-BUDD AVE LIFT STATION	5,399.76 191.42 3,708.66 32.12 33.63 128.46 1,305.47	A/P	CLEARED	05/31/2018
007113	05/07/2018 BRENNTAG CANADA INC. 40838535 WS-SOURCE-EMPTY CYLINDER RE 40851931 WS-SOURCE-CYLINDER RETURNS 40853225 WS-SOURCE- CHLORINE 40857377 WS-SOURCE-CHLORINE	3,752.24 -5,520.00 -3,680.00 6,476.12 6,476.12	A/P	CLEARED	05/31/2018
007114	05/07/2018 CNH CAPITAL APRIL 10,2018 WS-#103- INMTEREST CHARGES MARCH102018 WS-#103-INTEREST	95.06 28.77 66.29	A/P	CLEARED	05/31/2018
007115	05/07/2018 EAST COAST INTERNATIONAL TRUCKS 27996S WS-TRANS&DIST- CONNECTR, TERI 28228S WS-#8- CONNECTORS, ELECTRICAL	165.65 66.15 99.50	A/P	CLEARED	05/31/2018
007116	05/07/2018 FURLOTTE, BLAIR MPWWACONFERENCE WS-SOURCE-MPWWA CONFERENC	564.40 564.40	A/P	CLEARED	05/31/2018
007117	05/07/2018 J&D ENTERPRISES 229626 WS-TRANS&DIST-T-TOWELS	67.85 67.85	A/P	CLEARED	05/31/2018
007118	05/07/2018 JOE JOHNSON EQUIPMENT INC. P14982 SCD-#9-OIL COOLER/HEAT	9,890.24 9,890.24	A/P	CLEARED	05/31/2018
007119	05/07/2018 MILLTOWN MACHINE & FABRICATION LTD. 19825 WS-#20- 1-1/2 X 1-1/2 X 1/4 ANGLE IF 19827 WS-PUMP HOUSE #3- BOOM TRUCK	341.37 30.87 310.50	A/P	CLEARED	05/31/2018
007120	05/07/2018 SERVICE NEW BRUNSWICK PID012581442018 SCD-SEWAGE TREATMENT & WOOI PID012610312018 WS-HOUSE,BLDGS&WOODLAND-M/ PID012611972018 SCD-RIGHT-OF-WAY-OLD BAY RD PID012613042018 WS-LAND&PUMPHOUSE-MAXWELL PID012704212018 WS-RESEVOIR SITE-ST DAVID RIDG PID012773422018 WS-LITTLE LAKE DAM-RTE 3 PID013081212018 WS-WATER RESERVOIR LOT - PLEA PID013093432018 SCD-VACANT LOT-MILLTOWN BLVD PID013119502018 SCD-FORMER POL SITE - 334 MILLT PID150287562018 SCD-SEWERAGE TREATMENT PLAN PID151635792018 SCD-VACANT LOT - MILLTOWN BLV/ PID151757062018 SCD-LOT & R/R RW - BUDD AVE	15,333.82 7,135.24 3,803.92 12.36 674.70 313.68 129.20 324.19 70.50 463.13 1,978.24 66.78 361.68	A/P	CLEARED	05/31/2018
007121	05/07/2018 SOURCE ONE SUPPLIES	102.29	A/P	CLEARED	05/31/2018

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Number	Issued		Amount	SC	Status	Status Date
	17946	WS-TRANS&DIST- BATH TISSUE, PA	102.29			
007122	05/07/2018	SOURCE ATLANTIC	218.49	A/P	CLEARED	05/31/2018
	2856123	WS-STC-CLOTHING ALLOWANCE	218.49			
007123	05/07/2018	SOUTHWEST CONCRETE & CONS LTD	330.55	A/P	CLEARED	05/31/2018
	IN000004527*	WS-TRANS&DIST- FLOATED CASE F	244.30			
	IN000004550	WS-TRANS&DIST-2X2X4 BLOCK	86.25			
007124	05/07/2018	SOUTHERN SANITATION LTD.	113.85	A/P	OUT-STD	05/07/2018
	158723	WS-BUDD AVE- GARBAGE COLLECT	113.85			
007125	05/07/2018	SPEEDY ST-STEPHEN 8768	724.48	A/P	CLEARED	05/31/2018
	8768-272171	WS-SOURCE- CHLORINE BLDG DOC	724.48			
007126	05/07/2018	STATIONERY PLUS	982.97	A/P	CLEARED	05/31/2018
	29633*	WS/SCD-TOWNHALL-WINDOW ENVI	25.29			
	30065***	WS/SCD-TOWN HALL- TONER, REIN	20.44			
	30177	WS-SOURCE- LASER TONER	104.75			
	30408	WS-SOURCE-POST IT NOTES, REINI	182.74			
	30551	WS-SOURCE- DESK	230.00			
	30552	WS-SOURCE- BRIDGE REV. 36X24" (172.50			
	30554	WS-SOURCE- IONIC 24" EXTRA LEG	172.50			
	30759	WS-SOURCE- LABELS, MARKERS, C	74.75			
007127	05/14/2018	BELL ALIANT	311.10	A/P	CLEARED	05/31/2018
	11366812APR18	WS-SOURCE-PUMP STATION	136.38			
	19002807APR18	SCD-DISPOSAL-OLD BAY WASTEW/	174.72			
007128	05/14/2018	BELL MOBILITY INC.	899.24	A/P	CLEARED	05/31/2018
	523889487APR18UTI	WS/SCD-CELL PHONE CHARGES	899.24			
007129	05/14/2018	BRENNTAG CANADA INC.	2,837.53	A/P	CLEARED	05/31/2018
	40859799	WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
	40871693	WS-SOURCE-CHLORINE	6,517.53			
007130	05/14/2018	COLE-PARMER CANADA COMPANY	1,861.90	A/P	CLEARED	05/31/2018
	00602615	WS-SOURCE- CHLORINE METER	1,861.90			
007131	05/14/2018	EMCO CORPORATION	8,733.19	A/P	CLEARED	05/31/2018
	12507978-00	WS-SOURCE-COUPPLINGS	657.06			
	12507979-00	WS-SOURCE-AJBV4CD 4-1/4 VB ADJ	228.11			
	12507981-00	WS-SOURCE- HYDRANT	3,436.08			
	12508055-00	WS-SOURCE- COUPPLINGS, SERV TL	704.35			
	12508055-01	WS-SOURCE- SERV TUBES	146.92			
	12508055-02	WS-SOURCE- SS INS F/PE, RBR MTF	1,362.75			
	12508057-00	WS-SOURCE- TEES	197.94			
007133	05/14/2018	RESEARCH & PRODUCTIVITY COUNCIL	1,592.13	A/P	CLEARED	05/31/2018
	225844	WS-SORCE- DRINKING WATER LAB	416.71			
	225849	WS-SORCE- DRINKING WATER LAB	380.52			
	225975	WS-SOURCE- DRINKING WATER LAI	72.37			
	226165	WS-SOURCE- DRINKING WATER LAI	722.53			
007134	05/14/2018	STRESCON LIMITED	7,168.50	A/P	CLEARED	05/31/2018
	50274377*	TS-STC-MAN HOLES, CATCH BASIN,	7,166.50			
007135	05/14/2018	THE PANEL SHOP	5,634.95	A/P	CLEARED	05/31/2018
	ITPS002407	WS-SOURCE- CALIBRATE FLOWME	1,121.37			
	ITPS002408	WS-SOURCE-REPLACE PLC -WELL	4,513.58			
007136	05/14/2018	TOWN OF ST. STEPHEN	90,114.91	A/P	CLEARED	05/31/2018

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Number	Issued		Amount	SC	Status	Status Date
	90114.91	WS-FUNDTRANSFER-FROM GENER	90,114.91			
007137	05/14/2018	WURTH CANADA LIMITED	504.90	A/P	CLEARED	05/31/2018
	22975283*	WS-TRANS&DIST- NUTS & BOLTS, G	504.90			
007138	05/14/2018	XPLORNET	85.09	A/P	CLEARED	05/31/2018
	INV21871620	WS-MAXWELLCROSSING-SATELLIT	85.09			
007139	05/23/2018	EAST COAST INTERNATIONAL TRUCKS	122.87	A/P	CLEARED	05/31/2018
	28231S	WS-TRANS&DIST- TIE RODS	122.87			
007140	05/23/2018	LAWRENCE PETERS	500.00	A/P	CLEARED	05/31/2018
	CONSULTATION*	WS-SOURCE-CONSULTATION & DA	500.00			
007141	05/23/2018	N. B. ELECTRIC POWER	4,318.26	A/P	CLEARED	05/31/2018
	36869807MAY18	WS-3-119MAXWELLXING-BUILDING	950.13			
	50228902MAY18	WS-MAXWELLXING-PUMPS	302.17			
	53473043MAY18	WS-SOURCE-CHLORINE RESIDUAL	61.73			
	61230004MAY18	WS-MAXWELLXING-PUMPS	2,846.91			
	82291006MAY18	WS-SOURCE-RESEVOIR	157.32			
007142	05/23/2018	RICHWIL TRUCK CENTRE LTD.	523.57	A/P	CLEARED	05/31/2018
	123694	WS-#20- GUIDE HOODS, BUMPER H	523.57			
007143	05/23/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	269.38	A/P	CLEARED	05/31/2018
	27603*	WS/SCD-TOWN HALL- LETTER HEAI	269.38			
007144	05/28/2018	BRENNTAG CANADA INC.	2,836.29	A/P	OUT-STD	05/28/2018
	40869252	WS-SOURCE-CHLORINE NSF	6,516.29			
	40874002	WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
007145	05/28/2018	BRIGGS PLUMBING INC.	159.79	A/P	OUT-STD	05/28/2018
	114423	WS-TRANS&DIST-REPAIR AT RESEF	159.79			
007146	05/28/2018	CREIGHTON-CARTER LTD.	391.82	A/P	CLEARED	05/31/2018
	31753	WS-#8- FUEL FILTER	13.18			
	961-451955	WS-#8-ELECTRO-MECH. FLASHER	11.82			
	961-452002	WS-#8-ELECTRO-MECH. FLASHER	11.82			
	961-452126	WS-#8-LUBE FILTERS, AIR FILTER	207.87			
	961-452129	WS-#8- COOLANT FILTER	15.74			
	981-452725	WS-#102- BRAKE PADS	121.20			
	981-452797	WS-#102- COURTESY LAMPS	10.19			
007147	05/28/2018	EAST COAST INTERNATIONAL TRUCKS	218.17	A/P	CLEARED	05/31/2018
	28423S	WS-#8- CAM BUSHING KIT, LH CAM	157.44			
	28446S	WS-#8- WHEEL SEALS	172.22			
	CM28423S	WS-#8-LH CAM	-111.49			
007148	05/28/2018	GULLISON'S COURIER SERVICE	178.25	A/P	OUT-STD	05/28/2018
	252131	WS-SOURCE-TO RESEARCH & PRO	40.25			
	252185	WS-SOURCE- TO RPC/ FR TOWN	34.50			
	252372	WS-#20- TO TOWN FR/ RICHWIL	34.50			
	252377	WS-SOURCE- TO RPC FR/ TOWN	34.50			
	252489	WS-SOURCE- TO RPC FR/ TOWN	34.50			
007149	05/28/2018	KEITH'S BUILDING SUPPLIES	1,641.41	A/P	OUT-STD	05/28/2018
	134281	WS-STS-LUMBER	19.73			
	171107	WS-SOURCE-PLYWOOD, INSULATIC	1,002.43			
	173720	WS-TRANS&DIST- DRILL BIT CLIP	17.24			
	173764	WS-TRANS&DIST- DECK SCREWS	57.39			
	173894	WS-TRANS&DIST-LUMBER	212.84			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 007180 dated between 05/01/2018 and 05/31/2018

CHEQUE REGISTER

Printed: 10:57:11AM 06/07/2018

Page 4 of 4

Number	Issued		Amount	SC	Status	Status Date
	173930	WS-TRANS&DIST-KEYS	6.65			
	174043	WS-TRANS&DIST- WAFER #1	252.89			
	174201	WS-STS- LUMBER	72.24			
007150	05/28/2018	LAWRENCE PETERS	575.00	A/P	OUT-STD	05/28/2018
	SITEVISIT	WS-SOURCE-DATA SUPPORT SERV	575.00			
007151	05/28/2018	N. B. ELECTRIC POWER	12,827.18	A/P	CLEARED	05/31/2018
	52557428MAY18	SCD-218OLDBAYRD-WWTP	5,923.25			
	53123617MAY18	SCD-STS-DECHLORINATION CHAME	162.77			
	53158875MAY18	SCD-STS-BUDD AVE LIFT STATION	3,939.31			
	54807440MAY18	SCD-STS-158A MILLTOWN BLVD LIF	32.12			
	56356048MAY18	SCD-STS-18 RIVERSIDEDR LIFT ST/	32.12			
	61204006MAY18	SCD-2-216 KING ST LIFT STATION	144.72			
	61224002MAY18	SCD-STS-358A MILLTOWN BLVD LIF	1,539.08			
	61236008MAY18	SCD-STS-BUDD AVE LIFT STATION	678.89			
	78139807MAY18	SCD-STS-5-4 RIVERSIDE DR LIFT ST	117.79			
	84934906MAY18	SCD-STS-8-58A RIVERSIDE DR LIFT	107.27			
	84943406MAY18	WS-STS-TODD HILL RESERVOIR	149.86			
007152	05/28/2018	NULANTIC WATER INC.	184.00	A/P	OUT-STD	05/28/2018
	NUI00496	SCD-DISPOSAL-REPAIR S/O MODUL	184.00			
007153	05/28/2018	ORR ELECTRIC & ALARM LTD.	295.01	A/P	OUT-STD	05/28/2018
	3280	WS-TRANS&DIST-INSTALLED 3 LIGH	295.01			
007154	05/28/2018	PITNEY WORKS	1,679.22	A/P	OUT-STD	05/28/2018
	MAY132018UTI	WS/SCD-POSTAGE METER REFILL	1,679.22			
007155	05/28/2018	RESEARCH & PRODUCTIVITY COUNCIL	1,573.45	A/P	CLEARED	05/31/2018
	226444	WS-SOURCE- DRINKING WATER LAI	72.37			
	226610	WS-SOURCE- DRINKING WATER LAI	1,501.08			
007156	05/28/2018	SERVICE NEW BRUNSWICK	217.13	A/P	CLEARED	05/31/2018
	1096796	WS-UTILITY-PAYMENT ACCEPTANC	217.13			
007157	05/28/2018	SOURCE ATLANTIC	795.11	A/P	OUT-STD	05/28/2018
	2883749	WS-STS- CLOTHING ALLOWANCE	766.47			
	2883750	WS-TRANS & DIST- LINE INVERTED	28.64			
Cheque Totals Issued:			321,413.17			
Void:			0.00			
Total Cheques Generated:			321,413.17			
Total # of Cheques Listed:			48			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

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



**ST. STEPHEN MIDDLE SCHOOL
11 SCHOOL STREET, ST. STEPHEN,
NB, E3L 2N4**

**TEL: (506) 466-7311
FAX (506) 466-7336
EMAIL - SSMS.NBED.NB.CA**

**B. TANNER, PRINCIPAL
C. RUSSELL, VICE-PRINCIPAL**

Town of St. Stephen
RECEIVED
JUN 05 2018

Mr. Jeff Renaud, Chief Administrative and Development Officer
Town of St. Stephen
73 Milltown Blvd, Suite 112
St. Stephen, NB E3L 1G5

May 25, 2018

Dear Mr. Renaud & Town Councilors,

On behalf of the St. Stephen Middle School Grade 8 classes, we would like to thank the Town of St. Stephen for your partnership with our SSMS Entrepreneurial Adventure Marketplace that took place on May 8th at the Garcelon Civic Center. Your sponsorship through waiving the payment for the rental space of the ice surface allowed our marketplace event to expand professionally. This gave our 76 businesses more space to display and sell our homemade products. Our marketplace was a huge success, we not only accomplished goals set that day but we were able to raise over \$7000 for local charities.

We would also like to express how thankful we are for the staff at the Garcelon Civic Center. They are always very friendly and help in many ways to make our day successful.

We were pleased to be given the opportunity to attend the town council meeting on May 9th, thank you again for your continued support.

Sincerely,

*Brooklynn Seeley
Victoria Greencorn*

Victoria Greencorn & Brooklynn Seeley
Committee Members / Grade 8 Students
SSMS Entrepreneurial Adventure Committee

Cc. Josh Cheney, St. Stephen Middle School

thank
you

May 2018

Mayor MacEachern and Council,

On behalf of Anglophone
South School District and the
St. Stephen Education Centre, I would
like to thank you for your donation
towards this year's Turnaround
Achievement Awards. It is greatly
appreciated!

Jennifer Grant

RESOLUTION NO.: _____

DATE: June 25, 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 June 13, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JUNE 13, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – three (3) items
2. Request for Land Disposition – Section 68(1)(d) of the New Brunswick *Local Governance Act* – one (1) item

It was MOVED by Councillor Harding and SECONDED by Councillor Hyslop that the above-noted four (4) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (d) 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 Deputy Mayor Carr and SECONDED by Councillor Chisholm that the agenda be approved with two (2) additions and one (1) deletion: (ix) Remuneration of Council – Memo from the Assistant Treasurer be added under the Finance and Administration Committee; (iv) Request to Hold Event – Letter from Pastor, St. Croix Christian Centre, received on June 12, 2018 be added under the Planning, Promotion and Tourism Committee; and (iv) Potential Sidewalk – Garden Street under the Public Works Committee be deleted.
CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Doors Open Event – Sarah Conley presented an overview of the proposed new “Doors Open” event scheduled for Saturday, September 29, 2018 from 11:00 a.m. – 4:00 p.m., and Committee members Sarah Goulding and Lyndsay McShane were also in attendance.

Doors Open events are popular in various locations around the world which provide the public access to some buildings which would otherwise not be accessible, and as such, would assist in the celebration of the communities’ heritage.

As noted in the Committee’s report, 13 buildings are confirmed, with three additional possible sites, and they would appreciate receiving recommendations on others.

- (ii) Southwest New Brunswick Transit Authority Inc. – Stan Choptiany, Chair of the Board, thanked Council for the town’s 2017 grant of \$7,000.00, and commended the efforts of Councillor Wheaton, Council’s representative on the Board of Directors.

As noted in the Chair’s presentation, 38.26% of the ridership from September 25, 2017 to May 30, 2018 was from St. Stephen.

The following are three (3) next steps:

- Local on demand door to door accessible van service;
- Long-term financial sustainability; and
- Core funding from municipalities, the Regional Service Commission, grants, and service groups.

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 the absence of Sergeant Peter Stubbs, Corporal Scott MacKenzie spoke to the report.

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

- (iii) Mutual Aid Agreement – Calais and St. Stephen – The memo from the Chief Administrative Officer dated June 7, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council to authorize the Mayor and Town Clerk to execute the Mutual Aid Agreement between the Town of St. Stephen and City of Calais.
- (iv) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

Committee directed the Chief Administrative Officer to advise the By-Law Enforcement Officer to provide, in next month's report, a more detailed update on the item "Resident called to complain about refuse at their neighbors house".

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 – There was no report this month.
- (iii) Permission to use a portion of the Border Area Community Arena - The letter from Jeff and Carole Way dated June 6, 2018 was received and reviewed.

Committee agreed that the Ways could use a portion of the arena parking lot to store their shipping container for approximately three (3) months in preparation of their move to Zimbabwe, and the Chief Administrative Officer was directed to discuss the exact location and aesthetics with the Ways.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 14-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Organizational Review and Workplace Evaluation – The memo from the Chief Administrative Officer was received and reviewed. Council will consider a motion at the next Regular Session on Monday, June 25, 2018 to amend the 2018 General Operating Budget to accommodate a redirection of funds for the purpose of funding the Organizational Review and Workplace Evaluation Project, as well as approve the proposal submitted by Gerald Walsh Associates Inc.

- (iii) Giddens Memorial Airport Runway Maintenance/Repair – Crack Sealing – The memo from the Chief Administrative Officer was received and reviewed. Council will consider a motion at the next Regular Session on Monday, June 25, 2018 to amend the 2018 General Operating Budget to accommodate a redirection of funds for the purpose of funding repairs and maintenance of the airport runway, as well as approve the quote from Atlantic Asphalt Restoration Corporation.
- (iv) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (v) Cheque Register for month of May 2018 - The memo from the Accounts Payable Manager dated June 7, 2018 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 25, 2018.
- (vi) Use of Town-owned Vehicles Policies – The memo from Deputy Mayor Carr dated June 5, 2018 with attached policies was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, June 25, 2018 to rescind Policy Numbers 9 and 42, and Committee directed the Chief Administrative Officer to review Policy No. 42-A and to bring a draft back to a future meeting which allows for all town-owned vehicles and equipment to be controlled under a fleet management system.

- (vii) Town Policy # 65 – Workplace Health and Safety - The memo from the Human Resource and Office Manager dated June 6, 2018 with attached policy was received and reviewed as an annual requirement of Section 8.1(2) of the *Occupational Health and Safety Act*.
- (viii) Financial Request – Voices of the Bay - The letter from the Coordinator dated May 8, 2018 was received and reviewed and Committee directed the Chief Administrative Officer to draft a letter to advise that there is no funding available in the 2018 budget, and should they wish to reapply next year, to provide their request to the town by September 1st in order to be considered during the 2019 budget process.
- (ix) Remuneration of Council – The memo from the Assistant Treasurer was received and reviewed, and the remuneration of Council will be reviewed during the 2019 budget process as a result of the 2017 Federal Budget which changed the long-standing policy of providing for up to one-third of a municipal elected official's expense allowance as a non-taxable, and non-reportable allowance except as a footnote to the T4's.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) W. T. Booth Community Pool – The memo from the Director, Parks and Recreation dated June 5, 2018 was received and reviewed, and Committee directed the Chief Administrative Officer to meet with the Director and to bring a recommendation back to a future meeting.
- (iii) Garcelon Civic Center Report – The report from Michael O’Connell, Director, Parks and Recreation, was received and reviewed.
- (iv) Request for Additional Street Signs – The letter from the President, St. Stephen Elm Street Park Society dated June 1, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 25, 2018 to approve the seven locations outlined in the letter, and costs of signage paid by the Town shall not exceed grant funding from the Fundy Community Foundation.
- (v) Parks/Green Spaces Rationalization – Committee agreed with Mayor MacEachern’s recommendation that an inventory on parks and playground equipment should be prepared, and the Chief Administrative Officer was directed to provide a report at a future meeting prior to the 2019 budget process.

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.

In addition to the Events Development Coordinator’s report, Councillor Wheaton advised that the second “Shop Small St. Stephen” promotion will be launched on the weekend with this month’s theme “Summer Kick Off”.

- (ii) Reappointment – St. Croix Public Library Board – The letter from the Acting Library Director dated May 24, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 25, 2018.
- (iii) Request to Hold Event – The letter from the Secretary/Treasurer, 2 CAV Thiepval Unit, Rally in the St. Croix Valley, dated May 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 25, 2018.

- (iv) Request to Hold Event – The letter from the Pastor, St. Croix Christian Centre received on June 12, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 25, 2018.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) Tender Results – Combined Sewer Separation and Utility Renewal – Murchie Avenue and Cedar Street – Dillon Project No. 18-7576 – The Chief Administrative Officer advised that a discussion in the closed session as per Section 68(1)(c) of the *New Brunswick Local Governance Act* could have an impact on whether or not to proceed with this tender; therefore, a motion may or may not be considered at the next Regular Session of Council on Monday, June 25, 2018.
- (iii) Tender Results – Street Improvements 2018 – Milltown Boulevard (Pleasant Street to Riverside Drive) – Dillon Project No. 18-7514 – NBDTI Project No. 18-D213 – The recommendation from Dillon Consulting Limited dated June 11, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 25, 2018 to award the tender to Debly Enterprises Limited, being the low tenderer.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 7:25 p.m. and returned to open session at 7:50 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 7:50 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JUNE 13, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – three (3) items
2. Request for Land Disposition – Section 68(1)(d) 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) Doors Open Event – Presentation by members of the Committee – copy attached.
 - (ii) Southwest New Brunswick Transit Authority Inc. – Presentation by Chair of the Board – copy attached.
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Mutual Aid Agreement – Calais and St. Stephen – Memo from Chief Administrative Officer dated June 7, 2018 attached.
- (iv) 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) Permission to use a portion of the Border Area Community Arena – Letter from Jeff and Carole Way dated June 6, 2018 attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Organizational Review and Workplace Evaluation – Memo from Chief Administrative Officer attached.

**AGENDA
COMMITTEES
JUNE 13, 2018**

2

- (iii) Giddens Memorial Airport Runway Maintenance/Repair – Crack Sealing – Memo from Chief Administrative Officer attached.
- (iv) Report of the Finance Department
- (v) Cheque Register for month of May 2018 – Memo from Accounts Payable Manager dated June 5, 2018 with Cheque Register.
- (vi) Use of Town-owned Vehicles Policies – Memo from Deputy Mayor Carr dated June 5, 2018 attached.
- (vii) Town Policy # 65 – Workplace Health and Safety – Memo from Human Resource and Office Manager dated June 6, 2018 attached.
- (viii) Financial Request – Voices of the Bay – Letter from Coordinator dated May 8, 2018 attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) W. T. Booth Community Pool – Memo from Director, Parks and Recreation dated June 5, 2018 attached.
- (iii) Garcelon Civic Center Report – Report from Director, Parks and Recreation, attached.
- (iv) Request for Additional Street Signs – Letter from President, St. Stephen Elm Street Park Society dated June 1, 2018 attached.
- (v) Parks/Green Spaces Rationalization – Mayor MacEachern will speak to it.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
- (ii) Reappointment – St. Croix Public Library Board – Letter from Acting Library Director dated May 24, 2018.
- (iii) Request to Hold Event – Letter from Secretary/Treasurer, 2 CAV Thiepval Unit, Rally in the St. Croix Valley, dated May, 2018 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Tender Results – Combined Sewer Separation and Utility Renewal – Murchie Avenue and Cedar Street – Dillon Project No. 18-7576 – Recommendation from Dillon Consulting Limited dated June 11, 2018 attached.
- (iii) Tender Results – Street Improvements 2018 – Milltown Boulevard (Pleasant Street to Riverside Drive) – Dillon Project No. 18-7514 – NBDTI Project No. 18-D213 – Recommendation from Dillon Consulting Limited dated June 11, 2018 attached.
- (iv) Potential Sidewalk – Garden Street – Information to follow.

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on June 20, 2018 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, JUNE 20, 2018 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Ghislaine Wheaton.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

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

5. **ADJOURNMENT**

Council came out of closed session at 4:50 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Harding that the meeting adjourn at 4:50 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, JUNE 20, 2018 @ 4:30 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETINGS

THAT the Minutes of the Planning Advisory Committee meeting held on May 10, 2018 and approved at its meeting on June 4, 2018 be accepted.

Town of St. Stephen



Canada's Chocolate Town

MINUTES

Planning Advisory Committee

Thursday, May 10, 2018

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Thursday, May 10, 2018 in Council Chambers. Garth Orchard called the meeting to order at 6:30 p.m.

Attending:

Garth Orchard
Steve Bone

Allan Gillmor
Ed Zammit

Ted Moore
Mark Porter

Ken Parker
Jeff Renaud

Absent:

Marg Harding

B. Approval of Agenda

It was MOVED by Ted Moore and SECONDED by Ed Zammit that the Agenda be approved as circulated. Carried

C. Approval of Minutes

It was MOVED by Ted Moore and SECONDED by Allan Gillmor that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, February 7, 2018 be approved as circulated. Carried

D. Review of one (1) request for Variance

- (i) Dale Matheson/Susie Hossack (220 Union Street) – Request for an eight foot (8') variance to allow for the construction of a porch with attached information:

- Copy of Variance Application;
- Copy of Site Drawing;
- Copy of Survey Plan;
- Copy of Section 5.4 NC (Neighbourhood Commercial) of the Town's Zoning By-Law; and
- Copy of Memo from the Town's Building Inspector dated May 3, 2018.

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 5.4.3(1) "NC Zone Requirements" of the Town's Zoning By-Law.

It was **MOVED** by Steve Bone and **SECONDED** by Ken Parker that the eight foot (8') variance request be denied and the applicants could reapply once the property has been brought into compliance with municipal by-laws. Carried

E. Adjournment

Garth Orchard, Chair, stated that there being no further business the meeting of the Planning Advisory Committee be adjourned at 6:47 p.m.



Jeff Renaud, Secretary



Garth Orchard, Chair

AGENDA
Planning Advisory Committee
Thursday, May 10, 2018 @ 6:30 p.m.
73 Milltown Blvd., Suite 112
St. Stephen, NB

- A. Welcome**
- B. Approval of Agenda**
- C. Approval of February 7, 2018 Minutes**
- D. Review of one (1) request for variance:**
- (i) Dale Matheson/Susie Hossack (220 Union Street) – Request for an eight foot (8') variance to allow for the construction of a porch with attached information:**
- Copy of Variance Application;
 - Copy of Site Drawing;
 - Copy of Survey Plan;
 - Copy of Section 5.4 NC (Neighbourhood Commercial) of the Town's Zoning By-Law; and
 - Copy of Memo from the Town's Building Inspector dated May 3, 2018.
- E. Adjournment**



RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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



**Town of St. Stephen
Information Report to Council
Report: CAO 14-18**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: June 13, 2018
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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

1. Bylaw and Policy Work:

RFP for an Organizational Review and Workplace study closed during the reporting period. Despite a high degree of interest in the RFP package, only 2 submissions were received by the closing date/time. A recommendation on this matter appears on the meeting agenda.

Initial review of current policy binder has been completed.

2. 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.
- Worked with PAC regarding a request for variance applied for by a citizen. Some potential anomalies in the procedure have been identified, and are currently being reviewed in order to determine whether procedural enhancement is required.
- Correspondence was sent to Heritage Developments Limited, in an effort to continue discussions regarding the Old Town Hall development.

3. Controls Review:

At the request of the CAO and Treasurer, the Financial Controller for the Garcelon Civic Center conducted a limited controls review. This review resulted in the Financial Controller tabling with the CAO and Treasurer a list of recommendations to enhance financial controls at the facility. The Financial Controller and the CAO are attempting to work in conjunction with the management staff at the facility to determine the best method for implementation of these recommendations.

4. Fire Chief Recruitment:

- The Fire Chief recruitment advertising period has closed. In total 22 applications to the position were received. Applications were received from across Canada, as well as a number of international origin. An internal review team consisting of the CAO, the Acting Fire Chief, and one volunteer firefighter (non-applicant) was established and reviewed all applications. By consensus, the review team shortlisted to a preferred group of 5 applicants.

5. Conference Attendance:

- CAO attended the Annual Conference and AGM of the Canadian Association of Municipal Administrators held in Fredericton. The conference theme was "Mitigating Risk, Maximizing Opportunity". All conference delegates received Ganong products as part of their delegate bags.
 - o Presentations included subjects such as:
 - Employee engagement
 - Climate Change
 - Demographics and the public sector
 - Succession Planning
 - o During the Annual General Meeting, the CAO was elected as the First Vice-President of this national organization.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 7 June 2018

Subject: Finance Department Report

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - C) Payroll processing (Bi-weekly 80 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 119 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 July 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) Committee Meeting-May 9, 2018.
 - B) Professional Development Courses-Fredericton, NB-May 16-17, 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 May 2018

Lee Johnson, Director of Operations, June 04,2018

1: **Water system:**

- a) Repaired 15 water laterals.
- b) Installed 3 new meters.
- c) Finished flushing water mains.
- d) Installed 1 sprinkler line.

2: **Streets:**

- a) Picked up twigs and leaves.
- b) Started sweeping streets and sidewalks.
- c) Started spring lawn repairs.
- d) Installed 2 manholes.
- e) Cold patched pot holes.

3: **Waste Water:**

- a) Videoed 6 sewer laterals.
- b) Rodded 1 sewer lateral.
- c) Repaired 3 sewer laterals.
- d) Repaired 1 sewer main.
- e) Removed pump from liftstation #1 for repairs.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. May 2018

Parks

- Continue to work on Chocolate Park Master Plan. There will be an Open House on Monday, June 18th at 7pm at the Garcelon Civic Center:
- Continue to work with the Elm Street Nature Park committee. They were successful with their latest grant application. They have been doing a lot of work in the Park, including creating a new section of the Trail.
- The cracks in the tennis courts have been sealed, but they have not yet returned to resurface.
- Clean-ups in all areas ongoing.
- Playing fields are still very wet, hopefully will dry up soon.

Recreation

- Continue to work on Jumpstart program.
- Jenna Mulholland has started working under the Youth Employment Fund for the summer. She will be painting murals in Town.
- I attended the Fredericton Sports Wall of Fame Dinner on May 5th. I was invited by their Committee to see how they do theirs.
- Summer Sport registration was held on May 7th and 10th.
- I attended a meeting on May 17th to discuss the possibility of creating a Wellness Network for Charlotte County.
- I attended Sport NB meetings in Bathurst.
- I attended the Atlantic Recreation Facilities Conference in Charlottetown from May 29th to June 1st.

Pool

- The pool is full and almost ready for the season.
- New heat pumps will be installed in early May.
- Building maintenance ongoing.
- Lifeguards are hired for the summer. See attached list.

Meetings

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

Michael O'Connell
Director, Parks and Recreation

W.T. Booth Community Pool

Staff – 2018

1. Sara Urdang
2. Joelle McCray
3. Morgan Parks
4. Megan Haley
5. Elizabeth Scott
6. Brayden Lord
7. Grace Huys
8. Jodie Fairweather
9. Kyra Woodside
10. Joe Grant
11. Rachel Glynn
12. Parker Johnston
13. Kelsey Bedford
14. Emily Brown
15. Deegan Farrel

St. Stephen Fire Department

Report for May 2018

Alarms were:	Town Alarms	16
	Out of Town Alarms	5
	Mutual Aid –Calais	0
	Total	21

Alarms		# FF	# Hours
1.	Structure Fire	17	51
2.	Alarm system activation	28	28
3.	Motor Vehicle Accident	74	80
4.	Assist ANB	0	0
5.	Mulch	9	9
6.	Grass Fire	16	16
7.	Smoke in house	2	2
8.	Woods	4	24
Total			
	SSFD		16
	Other FD		54
	St Stephen PW		5
	St Andrews PW		1
	Other (DOT)		0
Total calls dispatched for the month of May			76

Fire Department Activities for May

1. Monthly Meeting of the fire department
2. 2 members successfully completed level 1 fire fighter training
3. Fire extinguisher inspections were conducted
4. Training night conducted on Medical refresher

Acting Fire Chiefs Activities

1. Fire department meeting
2. Hosted Fundy Firefighter meeting May 23
3. Hosted part one Auto Extraction course May 22 & 28 Theory (Part two partice in scheduled June 2 & 3
4. G Leblanc fire truck repair on site to service all pump units (note they will not test pumper 203 due to truck age, 31 years old)
5. McAdam fire will be leaving SSFD dispatch early June
6. Received resignation from two members, family and job commitments
7. Posted two back up driver positons, in house non-union
8. Acting Chief office hours for Feb 32 Hrs (not counting alarms)

Respectfully

AC Nordstrom

TOWN of ST. STEPHEN

By-Law Enforcement

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

May REPORT

2018

To: CAO - Town of St. Stephen

Please find enclosed my report for May By-Law -Enforcement.
We handled 23 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (2)	Assist the building inspector with unsightly premises	
Assist General Public (9)	<i>Received call from the Dept. of Environment with regards to our burning by-law</i> <i>Lady called to inquire about the noise by-law</i> Resident called to complain about refuse at their neighbors house <i>Received a complaint of rodents in an apartment building</i>	Information was passed onto them. Information was passed onto her. This is an ongoing issue with these people and we are dealing with it on this end. Complainant told to contact landlord and the Dept. of Health

	<p><i>Received a call of an unfenced pool in Milltown</i></p> <p><i>Info regarding the Milltown trailer park</i></p> <p><i>Complaint of loud music coming from a residence</i></p> <p><i>Complaint of dilapidated garbage bin in Elm Park</i></p> <p><i>Letter prepared for a lady with regards to a complaint she had reported.</i></p>	<p>Patrol made spoke to the home owner, and he will rectify ASAP</p> <p>Message passed onto the building inspector</p> <p>Patrol made and found the residence but the music was very low at the point of investigation. Will continue to monitor.</p> <p>Homeowner has fixed the bin.</p>
<p>Parking (12)</p>	<p><i>Ticket # 0523</i></p> <p><i>Ticket # 0533 issued for two hour parking was paid</i></p> <p><i>Received complaint of a contractor leaving his trailer on the street overnight.</i></p> <p><i>Warnings given on King and Blvd and Charlotte Mall (9)</i></p>	<p>Found not guilty by way of trial.</p> <p>Plea of guilty form submitted.</p> <p>Spoke with them and the problem has been rectified.</p>

Dog Complaints (0)		

Respectfully Submitted,
Brent MacDougall
By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

Not available at the time of writing this report

Respectfully Submitted,
Mike Shannon
Animal Control Officer

	2018	2017	2018	2017	2018	2017	2018	2017
BUILDING INSPECTION 2018								
MAY								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	3	\$0.00	\$350,000.00	6	8	\$588,598.00	\$560,200.00
Residential Renos/Additions	10	6	\$175,999.00	\$445,300.00	18	15	\$141,150.00	\$765,200.00
New Com/Indus/Instit.	1	1	\$2,500.00	\$3,000.00	1	1	\$2,500.00	\$3,000.00
Com./Indus./Inst. Renos	4	1	\$62,000.00	\$10,000.00	8	3	\$149,500.00	\$185,000.00
Institutional	3	2	\$22,500.00	\$164,000.00	3	3	\$22,500.00	\$179,000.00
Demolition	1	2	\$700.00	\$59,200.00	1	8	\$700.00	\$96,690.50
TOTALS	19	15	\$263,699.00	\$1,031,500.00	37	38	\$904,948.00	\$1,789,090.50
	Cur. Mth							
Demolition Permits	1	N/A						
Stop Work Orders Issued	1	N/A						
Pre-site Inspections	30	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	8	N/A						
Sign Permits	10	N/A						



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center

Programming/Events

- We hosted 8 birthday parties in the month of May.
- We hosted 20 other rentals in our Community Rooms, some of which were held on multiple days.

Pool

- Swimming lessons instructor course to be held June 16th + 17th
- Spring swimming lessons session ends June 16th
- We are closed Tuesday June 19th and Wednesday June 20th evenings due to Grand March and Graduation.
- Summer schedule will begin Saturday June 23rd
- Will begin to sell goggles at front desk for public to purchase
 - Will look into other items such as swim caps, swim diapers, towels etc.
- 4 new candidates successfully completed their National Lifeguard certification on Sunday May 27th
- 6 candidates successfully recertified their National Lifeguard certification on Sunday May 27th

Rink

- We have 2 teams arriving from Florida on June 11th. We will host a training camp for them Tuesday to Friday and then there will be a 4 team tournament on the weekend. They will compete against a local team, and a team from Saint John.
- Spring hockey went well this year. We continue to grow this program.
- The floor was in for 3 events during the month of May.

Facility

- One sauna is up and running now with new safety measures in place, will run this for a month to test it before spending to get other running on same system.
- Small Pool drain scheduled for this month for cleaning.
- Hand rail going into big pool repaired this month.
- All dressing rooms in arena now freshly painted.
- Working on media device issues in conference areas.
- Water stations filter change completed
- Ongoing PM on equipment.
- Floor install scheduled for June 17th and will be in the rink until June 21st for SSSH graduation.
- Ongoing summer cleaning projects.



Town of St. Stephen



Canada's Chocolate Town

Admin

Report for May

Walking Track: 1020

MEMBERSHIPS:	Monthly	6 Month	Annual
April			
Adult	48	1	
Corporate	9		
Family	4		1
Couple			
Senior	17		
Senior Couple			1
Senior Skate			3
Student	26	2	
Youth			

Total # 112

Michael O'Connell
Director, Parks and Recreation

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

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



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

**POLICE REPORT
May 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **May 1, 2018 to May 31, 2018 inclusive**. During this time period, the RCMP responded to 397 calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	64
Driving While Disqualified or License Suspension.....	2
Fail to Stop or Remain at an Accident Scene.....	3
Motor Vehicle Act – Other Activities.....	1
Off Road Vehicle Act – Offences Only.....	1
Other Moving Traffic Violations – Provincial.....	3
Other Non-Moving Traffic - Provincial.....	1
Roadside Suspension – Alcohol Related.....	1
STEP – Selective Traffic Enforcement Program.....	1
Traffic Collision – Non-Fatal Injury.....	1
Traffic Collision – Property Damage.....	1
Traffic Collision – Non-Reportable.....	5
Traffic Tickets.....	62
Traffic Warnings.....	9

PROVINCIAL STATUTES:

Coroner’s Act – Sudden Death	1
Intoxicated Persons Detention Act	1
Family Orders & Agreements Enforcement Assistance Act.....	3
Family Relations Act	1
False/Abandoned 911	1
Liquor Control Act	1
Mental Health Act	8
Other Provincial Statues – Offences Only	2
Trespass Act – Other Activities	1

CRIMINAL CODE:

Assault.....	3
Assault With Weapon or Causing Bodily Harm	2
Breach of Peace	1
Break and Enter – Other	1
Criminal Harassment	2
Disturbing the Peace/Causing a Disturbance.....	2
Fail to Comply With Probation Order.....	2
Failure to Comply With Condition of Undertaking/Recognizance.....	1
Fraud (money/property/security) less than or equal to \$5000.....	5
Harassing Communications	2
Impaired Operation Over 80mg% of Motor Vehicle	1
Mischief – Damage to, or obstruct enjoyment of property	8
Operation of Motor Vehicle while being pursued by Police.....	1
Other theft under \$5000	2
Sexual Assault.....	1
Theft of Bicycle Under or Equal to \$5000.....	2
Theft of Other Motor Vehicle	1
Theft Under or Equal to \$5000 - Shoplifting	1
Theft Under or Equal to \$5000 From Motor Vehicle	1
Uttering Threats against a Person.....	5

OTHER FEDERAL STATUTES:

Possession - Schedule VIII – Cannabis	4
Production – Schedule II – Cannabis	1
Trafficking – Schedule II Cannabis.....	1

OTHER INVESTIGATIONS:

Animal Calls.....	1
Assistance to Canadian Federal Agency.....	2
Assistance to Canadian Police (non-RCMP) Agency	2
Assistance to Canadian Provincial/Territorial Agency	5
Assistance to General Public	14
Assistance to US non-Police Agency	1
Crime Prevention	5
False Alarms.....	3
Information File	1
Items Lost/Found	5
Offender Management.....	1
Person Report missing.....	1
Police Certificates/Letters	125
Suspicious Person/Vehicle/Property	3
Unfounded	9
Wellbeing Check.....	4

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

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

MUTUAL AID AGREEMENT – TOWN OF ST. STEPHEN AND CITY OF CALAIS – FIRE DEPARTMENTS

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Mutual Aid Agreement between The Town of St. Stephen and The City of Calais, in the State of Maine, and in the form presented to Council effective July 1, 2018 and expiring on September 30, 2021.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

ORGANIZATIONAL REVIEW AND WORKPLACE EVALUATION

THAT the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$35,000.00 (thirty-five thousand dollars) of the \$485,277.00 (four hundred and eighty-five thousand, two hundred and seventy-seven dollars) currently allocated to be transferred to the General Capital Reserve for the purpose of funding the Organizational Review and Workplace Evaluation Project;

AND THAT the proposal submitted by Gerald Walsh Associates Inc., with a cost of \$27,225.00 (twenty-seven thousand, two hundred and twenty-five dollars), excluding HST, plus disbursements estimated at \$2,500.00 (two thousand, five hundred dollars), be approved.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

GIDDENS MEMORIAL AIRPORT – RUNWAY MAINTENANCE / REPAIR – CRACK SEALING

THAT the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$75,000.00 (seventy-five thousand dollars) of the \$485,277.00 (four hundred and eighty-five thousand, two hundred and seventy-seven dollars) currently allocated to be transferred to the General Capital Reserve for the purpose of funding repairs and maintenance at the Giddens Memorial Airport;

AND THAT the quote from AARC - Atlantic Asphalt Restoration Corp. in the amount of \$1.05 (one dollar and five cents) / linear foot, plus HST, with an estimated cost of \$63,000.00 (sixty-three thousand dollars), plus HST, be approved.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

RESCINDING OF "USE OF TOWN VEHICLES" POLICIES

THAT the Council of the Town of St. Stephen rescinds the "Use of Town Vehicles" Policy Nos. 9 and 42 attached.



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
009		
PAGE	1	OF 1

TITLE	USE OF TOWN VEHICLES
-------	----------------------

EFFECTIVE DATE		
DAY	MO.	YR.
01	07	77

1.0 PURPOSE

The purpose of this policy is to outline the guidelines for the use of Town owned vehicles.

2.1 VEHICLE USE

Town-owned vehicles are purchased and maintained for uses which are a part of the normal working responsibilities of the staff.

2.2 Except as otherwise provided in this policy, and/or directions of the Council, no Town-owned vehicle shall be used for personal purposes including use a means of transportation to and from work.

3.0 AUTHORIZED EXCEPTIONS

- 3.1 Vehicles assigned to Management personnel may be used for travel to and from work.
- 3.2 All employees on call may use the assigned vehicles for travel to and from work.
- 3.3 The Town Manager or Department Head may authorize occasional use of Town-owned vehicles for personal use in storms, emergencies or other special circumstances.
- 3.4 Police vehicles may be used for the purpose of providing transportation to and from work for on-duty police officers.

APPROVED: _____



TOWN
OF
ST. STEPHEN

POLICY

NUMBER

42

PAGE 1 OF 1

TITLE _____

USE OF TOWN VEHICLES

EFFECTIVE DATE

DAY	MO.	YR.
17	06	2002

1.0 Purpose

The purpose of this policy is to outline the guidelines for the uses of Town-owned vehicles.

2.0 Vehicle Use

- 2.1 Town-owned vehicles are purchased and maintained for uses which are a part of the normal working responsibilities of the staff.
- 2.2 Except as otherwise provided in this policy, and/or directions of the Council, no Town-owned vehicle shall be used for personal purposes including use as a means to transportation to and from work.

3.0 Authorized Exceptions

- 3.1 Vehicles assigned to Management personnel may be used for travel to and from work.
- 3.2 All employees on call may use the assigned vehicles for travel to and from work.
- 3.3 The Town Manager or Department Head may authorize occasional use of Town-owned vehicles for personal use in storms, emergencies or other special circumstances.
- 3.4 Town vehicles assigned to Management personnel will only be used by other municipal employees when the demonstrated need for such vehicle warrants. As this would be an increase to the Town fleet, approval shall be required from the Town Manager. In such case, mileage accumulated during work use of the employee's private vehicle will be recorded and reimbursement will be made at the prevailing Provincial rates.
- 3.5 The Town Manager and Director of Operations/Assistant Town Manager - Operations will receive a monthly vehicle allowance of no less than \$150/month for the operation and maintenance of their private vehicles.
- 3.6 Use of private vehicle for attending conferences, training sessions, or out of Town associated official functions will be reimbursed at the prevailing Provincial rates for all municipal employees, including elected officials.

APPROVED: _____

Bonda L. Knight

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

SIGNAGE – ELM STREET NATURE PARK

THAT the Council of the Town of St. Stephen grants permission to the Elm Street Nature Park Society to erect the following seven (7) signs on various existing street signs, with the basic design and size as placed last year on Queen Street West, Elm Street, and King Street, in order to promote the location of the park:

- (i) King Street, north side at the traffic circle;
- (ii) King Street, north side west of Kent's driveway;
- (iii) Sign post in front of 272 Milltown Boulevard;
- (iv) Corner of Milltown Boulevard and Hawthorne Street;
- (v) Corner of Hawthorne Street and Union Street;
- (vi) Corner of Parkwood Drive and Hawthorne Street; and
- (vii) Corner of Parkwood Drive and Elm Street.

AND THAT the costs of the signage paid by the Town shall not exceed grant funding from the Fundy Community Foundation.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

THAT Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective July 1, 2018 and expiring June 30, 2019.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY

THAT the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 7th Annual Motorcycle Rally from Friday, August 3 to Sunday, August 5, 2018, and acknowledges receipt of its Certificate of Insurance.

AND THAT permission is granted for the following:

- placement of an off-site sign at the corner of Queen Street West and King Street (on the property located at 130 King Street), so placed as to not obstruct traffic, and the sign permit fee shall be waived with the completion of an application;
- vendor licenses for the weekend shall be waived with a full list of vendors submitted to the town; and,
- hold outdoor music concerts in the parking lot of the St. Stephen Legion on Friday, August 3rd from 4:00 p.m. to 12 midnight and Saturday, August 4th from 2:00 p.m. to 12 midnight.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – ST. CROIX CHRISTIAN CENTRE

THAT the Council of the Town of St. Stephen grants permission to the St. Croix Christian Centre to host Nashville recording artist, Ted Lynch, in the David Allison Ganong Chocolate Park on Saturday, July 21, 2018 from 4:00 p.m. to 7:00 p.m.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER: STREET IMPROVEMENTS 2018 – MILLTOWN
BOULEVARD (PLEASANT STREET TO RIVERSIDE DRIVE) – DILLON PROJECT
NO. 18-7514, NBDTI PROJECT NO. 18-D213**

THAT of the four (4) tenders received, the low tender of \$262,812.50 (two hundred and sixty-two thousand, eight hundred and twelve dollars and fifty cents), including HST, from Debly Enterprises Limited of Saint John, NB, for street improvements on Milltown Boulevard (Pleasant Street to Riverside Drive) be accepted.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

TENDER: COMBINED SEWER SEPARATION AND UTILITY RENEWAL – MURCHIE AVENUE AND CEDAR STREET – DILLON PROJECT NO. 18-7576

THAT based on the results of the tender for combined sewer separation and utility renewal on Murchie Avenue and Cedar Street, Dillon Project No. 18-7576 opened on June 11, 2018, all received bids be rejected due to bids being in excess of available funding.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

**CONSTRUCTION OF PUBLIC SERVICES AND DEVELOPMENT
AGREEMENT – THE TOWN OF ST. STEPHEN AND CORDOVA REALTY
LTD.**

THAT the Council of the Town of St. Stephen approves the Construction of Public Services and Development Agreement (the “Agreement”) between The Town of St. Stephen and Cordova Realty Ltd., in the form presented to Council, and authorizes the Mayor and Town Clerk to execute the Agreement.

RESOLUTION NO.: _____

DATE: June 25, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.