

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 23, 2018 @ 7:00 P.M.

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – June 25, 2018
 - (b) Special Council Meeting – June 29, 2018
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you letter from the Saint John Regional Hospital Foundation Inc. dated June 11, 2018.
 - (b) Thank you letter from Charlotte County Alternative Transportation Association dated June 22, 2018.
 - (c) Thank you card from Cassidy Adams, recipient of the Frances Esther Todd Scholarship.

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 – July 11, 2018

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Parks and Recreation Department
- (e) Fire Department
- (f) By-Laws and Building Inspection Services
- (g) Development / Property Management Office
- (h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-13 – A By-Law Respecting the Code of Conduct for Members of the Town Council – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Council Request – Planning Advisory Committee – Creation of Proposed New Zone and Proposed Rezoning of 51 Budd Avenue (former sanitary sewer lagoon site – PID # 15194285)
- (c) Setting Date for Public Hearing of Objections/Support – Creation of Proposed New Zone and Proposed Rezoning of 51 Budd Avenue (former sanitary sewer lagoon site – PID # 15194285)
- (d) Transfer from General Operating Reserve Fund
- (e) Garcelon Civic Center – Fees and Operations Policies
- (f) Sick Leave Bank – Canadian Union of Public Employees (CUPE), Local 770
- (g) Approval of Event – Charlotte County Fall Fair Scarecrow Lamp Post Decorating Contest
- (h) Development Agreement: The Beacon Waterfront Apartments – The Town of St. Stephen and Xenia Housing Incorporated

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

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

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on June 25, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 25, 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 Harding

Seconded by Councillor Chisholm

115/18 **THAT** the Agenda be approved unanimously with one (1) addition: Live Music on Rear Deck – Something's Brewing Café be added as (m) under 14. New Business.

CARRIED

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

116/18 **THAT** the Minutes of the Regular Council meeting held on May 28, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Parker

- 117/18 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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 118/18 THAT Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Wheaton

- 119/18 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 June 13, 2018 be approved as circulated. CARRIED

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 120/18 THAT the Minutes of the Committee of Council meeting held on June 20, 2018 be approved as circulated. CARRIED

PLANNING ADVISORY COMMITTEE MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 121/18 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. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 122/18 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 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 Councillor Harding
Seconded by Deputy Mayor Carr

- 123/18 THAT the Royal Canadian Mounted Police May 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. CARRIED

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

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 124/18 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. CARRIED

ORGANIZATIONAL REVIEW AND WORKPLACE EVALUATION

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

- 125/18 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. **CARRIED**

**GIDDENS MEMORIAL AIRPORT – RUNWAY MAINTENANCE / REPAIR –
CRACK SEALING**

Moved by Councillor Parker

Seconded by Councillor Harding

126/18

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. **CARRIED**

RESCINDING OF “USE OF TOWN VEHICLES” POLICIES

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

127/18

THAT the Council of the Town of St. Stephen rescinds the “Use of Town Vehicles” Policy Nos. 9 and 42 attached. **CARRIED**

SIGNAGE – ELM STREET NATURE PARK

Moved by Councillor Chisholm

Seconded by Councillor Harding

128/18

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. **CARRIED**

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 129/18 **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.
CARRIED

APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 130/18 **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.

CARRIED

APPROVAL OF EVENT – ST. CROIX CHRISTIAN CENTRE

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 131/18 **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.
CARRIED

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

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 132/18 **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. **CARRIED**

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

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 133/18 **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. **CARRIED**

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

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 134/18 **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. **CARRIED**

LIVE MUSIC ON REAR DECK – SOMETHING’S BREWING CAFÉ

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 135/18 **THAT** the Council of the Town of St. Stephen grants permission to *Something’s Brewing Café* located at 140 Milltown Boulevard to hold live music on the rear deck weekly on Saturday evenings from 6:00 p.m. to 9:00 p.m. during the summer and until the end of September 2018. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended International Homecoming Festival Committee meetings.
- Attended a Finance meeting.
- Attended the Ambulance NB rally in Town.
- Attended a meeting on a potential mural at the library.
- Attended a Drag Racing Committee meeting.
- Participated in the International Homecoming Festival fundraiser road toll in Calais, Maine.
- Attended a Business Improvement Area meeting.
- Attended all Town meetings.

Councillor Hyslop

- Attended a Charlotte County Museum board meeting.
- Attended Canada 1st Basketball Committee meetings.
- Attended a concert in the David Alison Ganong Chocolate Park.
- Attended all Town meetings.

Councillor Parker

- Attended the Relay for Life at the Garcelon Civic Center.
- Attended a recent provincial funding announcement by Minister John Ames.
- Met with the Town's Building Inspector.
- Met with the Town's Chief Administrative Officer.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings except the Committee of Council meeting on June 20, 2018.
- Attended a Chocolate Museum Operating Committee meeting.
- Participated in the International Homecoming Festival fundraiser road toll in Calais, Maine.
- Attended a meeting on a potential mural at the library.
- Participated in the Relay for Life at the Garcelon Civic Center.
- Busy with preparations for Canada Day events.

Councillor Harding

- Met with Sergeant Stubbs.
- Attended a recent provincial funding announcement by Minister John Ames.
- Attended a Milltown Development Committee meeting on the "Turning the Corner" project.
- Attended a Planning Advisory Committee meeting.
- Received many telephone calls, mostly dealing with streets and passed them on to Councillor Hyslop as Chair of the Public Works Committee.

Councillor Chisholm

- Attended all Town meetings.
- Met with the Chief Administrative Officer and Director of Parks and Recreation.
- Participated in the International Homecoming Festival fundraiser road toll in Calais, Maine and received many positive comments on the continuation of the festival.

Mayor MacEachern

- Attended various provincial funding announcements.
- Attended the SSHS graduation banquet.
- Attended the groundbreaking ceremony for the extension of the Union Street Atlantic Baptist Church.

- Attended the "Bark in the Park" event at Ganong Nature Park.
- Attended the Relay for Life at the Garcelon Civic Center.
- Attended all Town meetings.

16. QUESTION PERIOD

Mike Smith, Town resident and volunteer attendant at the Giddens Memorial Airport, thanked Council for the approval of funding for the runway maintenance/repair.

Any questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, would be addressed by Mayor MacEachern upon adjournment of the meeting.

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

136/18 THAT the meeting adjourn at 7:19 p.m. CARRIED

Mayor

Town Clerk

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 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 – 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: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on June 29, 2018 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
JUNE 29, 2018 @ 3:00 P.M.

1. **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.

2. **APPROVAL OF AGENDA**

AGENDA - EMERGENCY SPECIAL COUNCIL MEETING

Moved by Councillor Chisholm

Seconded by Councillor Harding

137/18

THAT the Council of the Town of St. Stephen accepts the recommendation of the Mayor to call an emergency Special Council meeting as outlined in the Town's By-Law No. A-2, "A By-Law Respecting Procedures of the Town Council and Town Administration", Section 9.02(1)(b) and approves the agenda as circulated.

AND THAT this Emergency Special Council Meeting replaces the advertised Special Council Meeting for Thursday, July 5, 2018 at 4:30 p.m. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

FEASIBILITY REPORT – ANNEXATION OF FOUR PROPERTIES OF THE LSD OF DENNIS-WESTON TO THE TOWN OF ST. STEPHEN

Moved by Councillor Parker

Seconded by Councillor Wheaton

138/18

THAT the Council of the Town of St. Stephen approves the Feasibility Report, copy attached, from the Department of Environment and Local Government, as formally requested by Council at its meetings on July 12, 2017 and April 23, 2018.

AND THAT PID # 15066830, # 15174329, # 01263599, and # 15182553 which represents the four (4) properties of the LSD of Dennis-Weston be annexed to the Town of St. Stephen. **CARRIED**

**FEDERAL GAS TAX FUND – DENNIS-WESTON LSD – WATER AND
SANITARY SEWER EXTENSION - PROJECT FUNDING AND MANAGEMENT
AGREEMENT – PROJECT NO. 6934.201.0107**

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

139/18

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the Water and Sanitary Sewer Extension Project Funding and Management Agreement between the Province of New Brunswick and the Town of St. Stephen, in the form presented to Council. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL
SERVICES – WATER AND SANITARY SEWER SYSTEM EXTENSION
(ROUTE 3)**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

140/18

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement which in turn authorizes Dillon Consulting Limited of Fredericton, NB to provide consulting engineering services for the design, tender and construction phases, in the amount of \$161,250.00 (one hundred and sixty-one thousand, two hundred and fifty dollars), plus HST, for the extension of the Town's water and sanitary sewer system to the north side of the Route 1 highway on Route 3. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

141/18

THAT the meeting adjourn at 3:05 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
FRIDAY, JUNE 29, 2018 @ 3:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA
 - (i) Agenda – Emergency Special Council Meeting

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) Feasibility Report – Annexation of Four Properties of the LSD of Dennis-Weston to the Town of St. Stephen
 - (ii) Federal Gas Tax Fund – Dennis-Weston LSD – Water and Sanitary Sewer Extension – Project Funding and Management Agreement – Project No. 6934.201.0107
 - (iii) Dillon Consulting Limited – Agreement for Professional Services – Water and Sanitary Sewer System Extension (Route 3)

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2018 be received.

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

	Actual To Date For the Four Months Ending April 30, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Taxes	1,785,588	5,356,765	\$3,571,177	33%
Services Provided to Other Governments	45,364	253,708	208,344	18%
Sale of Services	244,612	605,134	360,522	40%
Other Revenue From Own Sources	67,096	195,842	128,746	34%
Unconditional Grants	544,724	1,442,611	897,887	38%
Conditional Transfers	3,384	4,200	816	81%
Other Transfers	485,637	1,492,537	1,006,900	33%
Total Revenue	3,176,405	9,350,797	6,174,392	34%
Expenditure				
General Government Services	269,555	1,044,472	774,917	26%
Protective Services	608,311	2,260,064	1,651,753	27%
Transportation Services	729,300	1,938,884	1,209,584	38%
Environmental Health Services	81,872	247,794	165,922	33%
Environmental Development Services	108,051	292,874	184,823	37%
Recreational and Cultural Services	582,187	1,929,757	1,347,570	30%
Fiscal Services	166,216	1,628,952	1,462,736	10%
Other	(4,414)	8,000	12,414	-55%
Total Expenditures	2,541,078	9,350,797	6,809,719	27%
Surplus (Deficit)	\$635,327	\$0		

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

	Actual To Date For the Four Months Ending April 30, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Sale of Service	\$560,837	\$2,065,570	\$1,504,733	27%
Other Revenue From Own Source	61,357	200,300	138,943	31%
Other Transfers	29,840	89,521	59,681	33%
Total Revenue	652,034	2,355,391	1,703,357	28%
Expenditures				
Water Supply	341,765	1,081,783	740,018	32%
Sewerage Collection and Disposal	216,460	726,650	510,190	30%
Fiscal Services	31,572	546,958	515,386	6%
Total Expenditures	589,797	2,355,391	1,765,594	25%
Surplus (Deficit)	\$62,237	\$0		

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1 188,221.03 (one million, one hundred and eighty-eight thousand, two hundred and twenty-one dollars and three cents) be received.

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

June 2018

Fundy Contractors Limited (Construction - Water Main and Utility Renewal - Milltown Blvd - Project # 17-5356, Cheque #1162)	\$	32,919.93
	<u>\$</u>	<u>32,919.93</u>

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

Visa:

May 2018

Allan MacEachern (Utility: Transmission and Distribution Training)	565.02
Jeff Renaud (General Government: Civic Relations, CAO Travel, Office Furniture and Supplies; Fire: Advertising)	1,109.28
Barbara Tucker (Civic Centre: Monthly Galaxy Program Fee, Canteen Merchandise, Pool Training and Development, Events Expense, Advertising, First Aid Supplies)	1,936.61
Total	<u>\$ 3,610.91</u>

Chambers of Commerce Group Insurance Plan:

Non Union Premiums	7,161.57
Union Premiums	11,004.39
Total	<u>\$ 18,165.96</u>
Grand Total	<u>21,776.87</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000033 dated between 06/01/2018 and 08/30/2018

CHEQUE REGISTER

Printed: 07/24/2018 09:24:36AM

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Number	Issued	Amount	SC	Status	Status Date
000032	06/05/2018 TOWN OF ST. STEPHEN	32,000.00	A/P	OUT-STD	06/05/2018
	32000.00 CC-FUNDTRANSFER-TO GENERAL (32,000.00			
	Cheque Totals Issued:	32,000.00			
	Void:	0.00			
	Total Cheques Generated:	32,000.00			
	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 022313 dated between 06/01/2018 and 06/30/2018

CHEQUE REGISTER

Printed: 9:25:37AM 07/04/2018

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Number	Issued	Amount	SC	Status	Status Date
020808	06/22/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE222018 GG-SERIES"AZ"-INTEREST	693.00 693.00	A/P	OUT-STD	06/22/2018
020811	06/11/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE112018 GG-SERIES"BA"-INTEREST	2,632.50 2,632.50	A/P	OUT-STD	06/11/2018
020812	06/11/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE112018* GG-SERIES"BA"-PRINCIPAL	54,000.00 54,000.00	A/P	OUT-STD	06/11/2018
020814	06/02/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE022018 GG-SERIES"BC"-INTEREST	3,904.00 3,904.00	A/P	OUT-STD	06/02/2018
020815	06/02/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE022018* GG-SERIES"BC"-PRINCIPAL	57,000.00 57,000.00	A/P	OUT-STD	06/02/2018
020824	06/01/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE012018 GG-SERIES"BQ"-INTEREST	1,286.50 1,286.50	A/P	OUT-STD	06/01/2018
020825	06/01/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE012018* GG-SERIES"BQ"-PRINCIPAL	33,000.00 33,000.00	A/P	OUT-STD	06/01/2018
020826	06/07/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE072018 GG-SERIES"BP"-INTEREST	54,874.25 54,874.25	A/P	OUT-STD	06/07/2018
021329	06/12/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JUNE12/18 GG-SERIESBR-INTEREST	2,387.25 2,387.25	A/P	OUT-STD	06/12/2018
022175	06/01/2018 HERITAGE COURT HOLDINGS LIMITEO RC000027340 GG-TOWNHALL-LEASE-JUNE/18	5,417.62 5,417.62	A/P	OUT-STD	06/01/2018
022176	06/04/2018 SCOTIABANK 46928 PS-FIRE-ROBOTRONICS" <i>SPARKY Costume</i>	3,344.55 3,344.55	A/P	OUT-STD	06/04/2018
022177	06/04/2018 ACCT #903240047015 MAY2018 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	06/04/2018
022178	06/04/2018 ACCT 8025-280 MAY2018 LOCAL 770 UNION DUES-MAY/18	1,270.10 1,270.10	A/P	OUT-STD	06/04/2018
022179	06/04/2018 DOT LARSEN CLOTHINGALLOW2018 PS-CROSSINGGUARD-CLOTHING AI	33.98 33.98	A/P	OUT-STD	06/04/2018
022180	06/04/2018 Frank Godsoe CPA PD GG-ASSTTREASURE-CPA PROFESS	114.40 114.40	A/P	OUT-STD	06/04/2018
022181	06/04/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 315676 TS-STS-DIESEL 32709 TS-STS-DIESEL	2,385.55 1,665.42 720.13	A/P	OUT-STD	06/04/2018
022182	06/04/2018 JEFF RENAUD CAMAANNUALCONFERENI GG-CAO-CAMA ANNUAL CONFEREN E MAY2018 GG-CAO-MONTHLY VEHICLE ALLOW	425.00 175.00 250.00	A/P	OUT-STD	06/04/2018
022183	06/04/2018 JOHN O'HALLORAN 2018GRANT GG-CIVIC-2018 HOUSING UNIT DEVE	4,000.00 4,000.00	A/P	OUT-STD	06/04/2018
022184	06/04/2018 MCINNES COOPER 2017035352 GG-LEGAL-LAND PURCHASE	1,995.00 1,995.00	A/P	OUT-STD	06/04/2018
022186	06/04/2018 O'CONNELL MIKE MAY2018 RC-RECREATIONDIRECTOR-MONTH	200.00 200.00	A/P	OUT-STD	06/04/2018
022187	06/04/2018 SHANNON MICHAEL WEEK232018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	06/04/2018
022188	06/04/2018 ST. STEPHEN UTILITY DEPT. MAY2018 EMPLOYEE DEDUCTIONS-MAY 2018	40.00 40.00	A/P	OUT-STD	06/04/2018

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022189	06/04/2018 ST. CROIX WELLNESS AND RENEWAL CENTER 4839.80 GG-GRANT-ST. CROIX WELLNESS A	4,839.80 4,839.80	A/P	OUT-STD	06/04/2018
022190	06/04/2018 TIM TOZER CPAPDCOURSE GG-TREASURER-CPA PD COURSE	96.80 96.80	A/P	OUT-STD	06/04/2018
022191	06/04/2018 MINISTER OF FINANCE MAY2018 EMPLOYEE DEDUCTIONS-MAY/18	988.00 988.00	A/P	OUT-STD	06/04/2018
022192	06/04/2018 MINISTER OF FINANCE WEEK232018 EMPLOYEE DEDUCTIONS-JUNE 3-9	209.30 209.30	A/P	OUT-STD	06/04/2018
022193	06/11/2018 MINISTER OF FINANCE WEEK242018 EMPLOYEE DEDUCTIONS-JUNE 10-	209.30 209.30	A/P	OUT-STD	06/11/2018
022194	06/11/2018 SHANNON MICHAEL WEEK242018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	06/11/2018
022195	06/05/2018 A"PLUS" AUTO GLASS & UPHOLSTERY 25987 TS-#08-01- INSTALL WINDSHEILD	355.50 355.50	A/P	OUT-STD	06/05/2018
022196	06/05/2018 ACADIA BROADCASTING 5321 GG-CIVIC- FLUSHING HYDRANTS P 5322 GG-CIVIC- FLUSHING HYDRANTS P	288.88 72.22 216.66	A/P	OUT-STD	06/05/2018
022197	06/05/2018 BELL MOBILITY INC. 523889487MAY18CC* CC-ADMIN-CELL PHONE CHARGES 523889487MAY18CCCRE CC-ADMIN-CELL PHONE CHARGE C 523889487MAY18GEN GG/RC/PS/TS-CELL PHONE CHARGE	1,013.07 131.01 -46.00 928.06	A/P	OUT-STD	06/05/2018
022198	06/05/2018 CARQUEST 14838-79188 TS-SHOP- HOSE, COUPLINGS, FINA 14838-79641 TS-SHOP- HYD FITTINGS 14838-79689 TS-#5- HYD FITTINGS	131.42 104.60 17.99 8.83	A/P	OUT-STD	06/05/2018
022199	06/05/2018 CHARLOTTE COUNTY JANITORIAL 3954 PS-RCMP- JANITORIAL -APRIL/18	1,227.87 1,227.87	A/P	OUT-STD	06/05/2018
022200	06/05/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MAY2018 GG-MUNICIPALPLAN-MAY/18	28,075.52 28,075.52	A/P	OUT-STD	06/05/2018
022201	06/05/2018 CINTAS CANADA LIMITED 5010511078 TS-SHOP- FIRST AID SUPPLIES 5010511095 PS-FIRE- FIRST AID SUPPLIES	829.16 584.59 244.57	A/P	OUT-STD	06/05/2018
022202	06/05/2018 CNH CAPITAL IN87897 TS-#18- FILTERS	836.31 836.31	A/P	OUT-STD	06/05/2018
022203	06/05/2018 COX ELECTRONICS & COMMUNICATIONS 1-016882 CC-ARENA- PORTABLE RADIOS	1,345.47 1,345.47	A/P	OUT-STD	06/05/2018
022204	06/05/2018 EAST COAST INTERNATIONAL TRUCKS 28816S TS-SHOP- FLEETKIT, TAPE 28868S TS-#22- BATTERY 28773S TS-#38- FILTERS	613.88 188.69 151.64 293.55	A/P	OUT-STD	06/05/2018
022205	06/05/2018 FRONTLINE OUTFITTERS 0000036515 PS-FIRE- CLOTHING ALLOWANCE	2,455.46 2,455.46	A/P	OUT-STD	06/05/2018
022206	06/05/2018 GREENLAW'S GARAGE LTD. 3230 TS-#21- REPAIR RADIATOR	103.50 103.50	A/P	OUT-STD	06/05/2018
022207	06/05/2018 IRVING OIL LTD. 1140598 TS-STS-GAS 1142798 TS-STS-GAS	189.00 105.00 84.00	A/P	OUT-STD	06/05/2018
022208	06/05/2018 LEVITT SAFETY LIMITED	512.83	A/P	OUT-STD	06/05/2018

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	1485027-00	PS-FIRE- REPAIR 2 SCBA'S	512.93			
022209	06/05/2018	LIFESAVING SOCIETY - NB Branch	567.00	A/P	OUT-STD	06/05/2018
	2351**	CC-POOL-FIRST AID MANUALS	409.50			
	6621A	CC-POOL- FRIST AID BOOKS, BRON	147.50			
022210	06/05/2018	MICMAC FIRE & SAFETY SOURCE	110.39	A/P	OUT-STD	06/05/2018
	NB-00850986	PS-FIRE- CYLINDER LATCH ASSEMB	110.39			
022211	06/05/2018	MILLTOWN MACHINE & FABRICATION LTD.	1,154.17	A/P	OUT-STD	06/05/2018
	19862	TS-STG- REPAIR ON LIGHT POLE FC	881.48			
	19870	RC-PARKS- LABOUR & MATERIAL TR	272.69			
022212	06/05/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	06/05/2018
	412297	PS-RCMP- FLOOR MATS	46.74			
022213	06/05/2018	PROMO HEROES	316.02	A/P	OUT-STD	06/05/2018
	15825	CC-ARENA- CLOTHING ALLOWANCE	316.02			
022214	06/05/2018	RECREATION NB	87.12	A/P	OUT-STD	06/05/2018
	2019-014	CC-POOL- POOL LOG BOOK	87.12			
022215	06/05/2018	SAKO INDUSTRIAL SUPPLY	448.50	A/P	OUT-STD	06/05/2018
	16585	TS-SHOP- TOP5, PENLUB	448.50			
022216	06/05/2018	SAUNDERS EQUIPMENT LTD.	324.97	A/P	OUT-STD	06/05/2018
	0000071972	TS-#31- SNAP RINGS, HUB HEX, BE/	324.97			
022217	06/05/2018	SOJOURN ENTERPRISES LIMITED	819.12	A/P	OUT-STD	06/05/2018
	67362	TS-STG- STREET SIGNS	819.12			
022218	06/05/2018	SOURCE ONE SUPPLIES	1,976.56	A/P	OUT-STD	06/05/2018
	18133	RC-MILL POOL- TRASH PUMP RENT	135.36			
	18216	CC-ARENA- STEEL CORNER PROTE	591.10			
	18218	CC-ARENA- KITCHEN TOWEL, WSH	346.98			
	18233	CC-POOL- CHEMICALS	689.77			
	18244	CC-POOL- CHEMICALS	213.35			
022219	06/05/2018	SOUTHWEST ELECTRIC & SECURITY INC.	883.20	A/P	OUT-STD	06/05/2018
	15190	CC-SAUNA- LIMIT CONTROL TO PRE	883.20			
022220	06/05/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	207.89	A/P	OUT-STD	06/05/2018
	177016	GG-CIVIC- TOWN EVENTS	56.53			
	177018	GG-CIVIC- FIRE CHEIF AD	94.88			
	177452	GG-CIVIC-TOWN EVENTS	56.52			
022222	06/05/2018	STATIONERY PLUS	1,603.76	A/P	OUT-STD	06/05/2018
	31003	GG-TOWN HALL- LASER TONER, DR	387.97			
	31153	RC-HORT- PRINTER TONER	117.76			
	31397	RC-ADMIN- ENVELOPES, PORTFOLI	25.39			
	31495	RC-HORT- TONER, PORTFOLIOS, G	35.89			
	31753	PS-FIRE- TAPE BOX SEALING, LAMII	142.45			
	31780	GG-TOWN HALL- STAPLES, COFFEE	258.44			
	31886	RC-HORT- REPORT COVERS, BUSIN	85.63			
	31895	TS-SHOP-WALL FILE HOLDER	33.34			
	31934	GG-TOWN HALL- PENS, PENCILS, U	119.36			
	32012	TS-SHOP-STICK ON LETTERING	5.74			
	32265	CC-ADMIN- PAPER, LAMINATING PC	142.13			
	32301	GG-TOWN HALL- PENCILS, MARKER	18.43			
	32493	TS-STG- FLAGS	232.27			
	32496	GG-TOWN HALL- KITCHEN SUPPLIE	18.96			

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022223	06/05/2018 ULTRA ALARM SERVICES VFP050970 CC-BUILDING- ANNUAL MAINTENAN	1,357.00 1,357.00	A/P	OUT-STD	06/05/2018
022224	06/05/2018 UNIFIRST CANADA LTD. 134803 CC-FRONT LOBBY- FLOOR MATS	105.00 105.00	A/P	OUT-STD	06/05/2018
022225	06/05/2018 WURTH CANADA LIMITED 23073188 TS-SHOP- CABLE SEALS, TERMINAL	551.31 551.31	A/P	OUT-STD	06/05/2018
022226	06/05/2018 DOW JENNIFER CLOTHINGALLOW18 RC-HORT-CLOTHING ALLOWANCE FLOWERSUPPLIES18 RC-HORT-SOIL, ROSES	525.53 103.49 422.04	A/P	OUT-STD	06/05/2018
022227	06/05/2018 JEREMY MCSHANE REC&FACILITYCONFEREN CC-ARENAOPSMANAGER-ATLANTIC E	268.20 268.20	A/P	OUT-STD	06/05/2018
022228	06/06/2018 GRANVILLE PARK DEVELOPMENTS LTD. 2018GRANT GG-GRANT-2018 INSTALLMENT	12,355.00 12,355.00	A/P	OUT-STD	06/06/2018
022229	06/06/2018 O'CONNELL MIKE CHOC PARKMEETING RC-RECREATIONDIRECTOR-CHOC I	539.70 539.70	A/P	OUT-STD	06/06/2018
022230	06/06/2018 PAYROLL TRANSFER WEEK232018 GG-TRANSFER-MAY 25-JUNE 07/18	92,923.00 92,923.00	A/P	OUT-STD	06/06/2018
022231	06/06/2018 RECEIVER GENERAL FOR CANADA WEEK232018 GG-REMITTANCE-MAY 25-JUNE 07/1	37,571.96 37,571.96	A/P	OUT-STD	06/06/2018
022232	06/06/2018 TOWN OF ST. STEPHEN 5456.13 GG-TRANSFER-TO GENERAL CAPIT	5,456.13 5,456.13	A/P	OUT-STD	06/06/2018
022233	06/06/2018 BEACH DAVID STREETSWEEPING18 TS-ST5-GARNET HAYES SWEEPING	450.00 450.00	A/P	OUT-STD	06/06/2018
022234	06/06/2018 DOW JENNIFER SOIL&MULCH18 RC-HORT-SOIL AND MULCH	322.00 322.00	A/P	OUT-STD	06/06/2018
022235	06/08/2018 BORDER INVESTIGATIONS & SECURITY INC. 14835 PS-BYLA-W-JUNE 01-JUNE08/18 FEE	966.00 966.00	A/P	OUT-STD	06/08/2018
022236	06/08/2018 CNH CAPITAL IN87607 TS-#13-TIRE MAY2018 TS-ST5-MAY INTEREST	479.97 456.17 23.80	A/P	OUT-STD	06/08/2018
022237	06/08/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVI 18-045 PS-BUILDINSPECTOR-MAY 27-JUNE	2,484.00 2,484.00	A/P	OUT-STD	06/08/2018
022238	06/08/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 840283 TS-ST5-DIESEL	411.38 411.38	A/P	OUT-STD	06/08/2018
022239	06/08/2018 KONICA MINOLTA BUSINESS SOLUTIONS (CANADA 251768900 CC-ADMIN-MONTHLY MAINTENANC 9001991070** CC-PHOTOCOPIERMAINTENANCE-II	101.54 167.48 -65.94	A/P	OUT-STD	06/08/2018
022241	06/21/2018 A.E. HORNE & SON LTD. 00562081-01 PS-FIRE-ROBOTRONICS BROKERAC	194.56 194.56	A/P	OUT-STD	06/21/2018
022242	06/21/2018 AIR LIQUIDE CANADA INC. 68344256 TS-SHOP- BLUESHEILD 8, 16	163.36 163.36	A/P	OUT-STD	06/21/2018
022243	06/21/2018 ANDY'S POOL AND SPA 30052268 RC-PARKS- JACUZZI RETURN FACE 30052281 RC-PARKS- JACUZZI RETURN FACE	132.06 88.04 44.02	A/P	OUT-STD	06/21/2018
022244	06/21/2018 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P33227 RC-PARKS- MOWER PARTS 02P33261 RC-#303- HST BELT, FILTER	1,552.63 935.61 617.02	A/P	OUT-STD	06/21/2018

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022245	06/21/2018	BELL ALIANT	3,429.35	A/P	OUT-STD	06/21/2018
	06336721MAY18	TS-AIRPORT-LANDLINE PHONE	157.88			
	11368891MAY18	GG-TOWNHALL-PHONES	1,648.23			
	11378668MAY18	PS/TS-199UNIONST-LANDLINE PHO	359.90			
	11395944MAY18	PS-FIRE-LANDLINE PHONES	918.75			
	15772985MAY18	RC-REC/POOL-LANDLINE PHONES	238.65			
	46435731MAY18	RC-PARKS-CHOCOLATE PARK CAM	105.74			
022246	06/21/2018	BELLBOY DRYCLEANERS	258.75	A/P	OUT-STD	06/21/2018
	45-523061	CC-EVENT- LINENS DRY CLEANING	258.75			
022247	06/21/2018	BELL CONFERENCING INC.	53.61	A/P	OUT-STD	06/21/2018
	113413275	GG-CIVIC-DEVELOPMENT CONFERE	53.61			
022248	06/21/2018	BRIGGS PLUMBING INC.	385.04	A/P	OUT-STD	06/21/2018
	114521	RC-PARKS- HOOK UP OUTSIDE FAU	82.42			
	114540	PS-FIRE- COUPLINGS, CRIMP RING,	302.62			
022249	06/21/2018	BRUNET	109.25	A/P	OUT-STD	06/21/2018
	33864	GG-TOWNHALLSERVER-QUARTERL	109.25			
022250	06/21/2018	BRUNSWICK NEWS INC	2,528.85	A/P	OUT-STD	06/21/2018
	1780561	GG-ADVERTISING- VACATION GUID	2,528.85			
022251	06/21/2018	CANADIAN TIRE	1,225.18	A/P	OUT-STD	06/21/2018
	N16411439	TS-SHOP- UTILITY KNIFE, WASHER	49.63			
	N16411447	CC-POOL- STORAGE BOX, TEMP GL	356.41			
	N16850402	CC-ARENA- PRIMER	22.99			
	N16850421	RC-PARKS- GLOVES	20.69			
	N16850644	RC-HORT- WEATHER STATION HYG	34.44			
	N16850889	TS-SHOP- HAMMER DRILL	270.34			
	N16850767	RC-HORT- WATER CANS, UTILITY KI	164.27			
	N16850768	TS-SHOP- SODERING TIPS, CUT TIP	22.98			
	N16850782	RC-HORT- SOIL, MULCH, JOBS	283.23			
022252	06/21/2018	CNH CAPITAL	242.37	A/P	OUT-STD	06/21/2018
	IN87960	TS-#31- NOZZLE TEE & ELBOW, WE	242.37			
022253	06/21/2018	CONTROLS & EQUIPMENT LTD.	1,377.70	A/P	OUT-STD	06/21/2018
	29214-R	PS-FIRE- AIR UNIT	1,377.70			
022254	06/21/2018	DAVIS FUELS	1,124.55	A/P	OUT-STD	06/21/2018
	15438	TS/PS- 199 UNION STREET- HEATIN	517.51			
	15552	TS/PS-199 UNION ST- HEATING FUE	607.04			
022255	06/21/2018	DISHER HOMES LTD.	488.75	A/P	OUT-STD	06/21/2018
	05182018-02	CC-ARENA- USE OF JLG LIFT	488.75			
022256	06/21/2018	ENBRIDGE GAS NEW BRUNSWICK	1,682.39	A/P	OUT-STD	06/21/2018
	2018052401008-1016227-0	CC-BUILDING- NATURAL GAS	1,682.39			
	00					
022257	06/21/2018	FEDERATION OF CANADIAN MUNICIPALITIES	925.45	A/P	OUT-STD	06/21/2018
	INV-09113-K2C2K3	GG-CIVIC-2018-2019 MEMBERSHIP	925.45			
022258	06/21/2018	G. LEBLANC FIRE TRUCK REPAIR LTD.	867.97	A/P	OUT-STD	06/21/2018
	11244	PS-FIRE- PUMP TEST & MAINTENAN	867.97			
022259	06/21/2018	GRAYBAR CANADA	156.40	A/P	OUT-STD	06/21/2018
	6082438-00	PS-FIRE-TWISTLOCK PLUGS	156.40			
022260	06/21/2018	HENDERSON RECREATION EQUIPMENT LIMITED	607.20	A/P	OUT-STD	06/21/2018
	123797	RC-PARKS-SWING BEARINGS	607.20			

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022261	06/21/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 418793 TS-ST5-DIESEL 725111 TS-ST5-GAS 745425 TS-ST5-DIESEL	5,834.68 558.36 4,450.64 825.68	A/P	OUT-STD	06/21/2018
022262	06/21/2018 LEVITT SAFETY LIMITED 1485258-00 PS-FIRE- O RINGS, BEARINGS, BENI	330.15 330.15	A/P	OUT-STD	06/21/2018
022263	06/21/2018 LIFESAVING SOCIETY - NB Branch 2365 CC-POOL- EXAMINER APPT 6628A CC-POOL- EMERGENCY FIRST AID,	89.25 20.00 69.25	A/P	OUT-STD	06/21/2018
022264	06/21/2018 LOCKHART SAW LIMITED 87836 CC-ZAMBONI- ICE SCRAPER BLADE	402.50 402.50	A/P	OUT-STD	06/21/2018
022265	06/21/2018 MARITIME COFFEE SERVICE IN00404672 CC-BUILDING- MONTHLY RENTAL O	805.00 805.00	A/P	OUT-STD	06/21/2018
022266	06/21/2018 MAYFIELD GARDENS INC. 10 RC-HORT- FLOWER SUPPLIES 16 RC-PARKS- PALLET MARKING LIME	2,406.17 1,118.17 1,288.00	A/P	OUT-STD	06/21/2018
022267	06/21/2018 MINISTER OF FINANCE WEEK252018 EMPLOYEE DEDUCTIONS-JUNE 17-	209.30 209.30	A/P	OUT-STD	06/21/2018
022268	06/21/2018 N. B. ELECTRIC POWER 18968703JUN18 TS/PS-199UNIONST-ELECTRICITY 19051703JUN18 TS-AIRPORT-ELECTRICITY 19051801JUN18 TS-AIRPORT-ELECTRICITY 2160003303088JUN18 TS-ST5-AREA LIGHTS 71315207JUN18 PS-RCMP-ELECTRICITY 83278804JUN18 TS-ST5-PARKS SHED	14,268.18 1,257.35 185.94 49.70 11,762.87 860.07 150.26	A/P	OUT-STD	06/21/2018
022269	06/21/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 412762 GG-TOWNHALL- FLOOR MATS	95.36 95.36	A/P	OUT-STD	06/21/2018
022270	06/21/2018 ORCHARD'S PAINT 2014 LTD. 580004 CC-ARENA- PAINT 580009 RC-PARKS- PAINT	482.97 372.57 110.40	A/P	OUT-STD	06/21/2018
022271	06/21/2018 ORKIN CANADA CORPORATION IN-8519461 CC-BUILDING-PEST CONTROL IN-8521075 PS-FIRE- PEST CONTROL	215.05 71.30 143.75	A/P	OUT-STD	06/21/2018
022272	06/21/2018 ORR ELECTRIC & ALARM LTD. 3321 TS-ST5-REPAIR TRAFFIC LIGHT-KIN	761.42 761.42	A/P	OUT-STD	06/21/2018
022273	06/21/2018 PETTY CASH MAY012018 PS-BUILDINGINSPECTOR-REGISTEF MAY072018 PS-BUILDINGINSPECTOR-REGISTEF MAY142018 GG-CAO-REGISTERED LETTER MAY222018 PS-BUILDINGINSPECTOR-FINAL NO	47.80 12.40 11.50 12.40 11.50	A/P	OUT-STD	06/21/2018
022274	06/21/2018 PITA PIT 98780 PS-FIRE- MEAL FOR MEETING	191.82 191.82	A/P	OUT-STD	06/21/2018
022275	06/21/2018 PRINCESS AUTO 1072105 TS-ST5-INVOICE #162792 PAID TWK 655161 TS-SHOP- HOSE REEL, TRUCK HAN	299.92 -96.82 396.74	A/P	OUT-STD	06/21/2018
022278	06/21/2018 PRO-TECH SANITATION LTD. 251525 CC-ARENA- FIXING PLATE SUCTION	51.70 51.70	A/P	OUT-STD	06/21/2018
022277	06/21/2018 PROMO HEROES	690.63	A/P	OUT-STD	06/21/2018

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 022313 dated between 06/01/2018 and 06/30/2018

CHEQUE REGISTER

Printed: 9:25:37AM 07/04/2018

Number	Issued		Amount	SC	Status	Status Date
	15657	RC-PARKS-UNIFORMS	690.63			
022278	06/21/2018	RYAN BROWN	50.00	A/P	OUT-STD	06/21/2018
	8998	PS-BUILDINGPERMIT-REFUND	50.00			
022279	06/21/2018	SAKO INDUSTRIAL SUPPLY	385.25	A/P	OUT-STD	06/21/2018
	16586	TS-SHOP- ULTRA G (12) LITERS	385.25			
022280	06/21/2018	SAUNDERS EQUIPMENT LTD.	298.99	A/P	OUT-STD	06/21/2018
	0000072002	TS-#31- HUB	298.99			
022281	06/21/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	06/21/2018
	WEEK252018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
022282	06/21/2018	SOURCE ONE SUPPLIES	718.98	A/P	OUT-STD	06/21/2018
	18245	RC-MILLPOOL- CHEMICALS	718.98			
022283	06/21/2018	SOUTHERN SANITATION LTD.	347.88	A/P	OUT-STD	06/21/2018
	158810	CC-BUILDING - GARBAGE REMOVAL	347.88			
022284	06/21/2018	SOUTHWEST ELECTRIC & SECURITY INC.	3,994.53	A/P	OUT-STD	06/21/2018
	15230	CC-POOL- DANFOSS AQUA DRIVE, .	3,994.53			
022285	06/21/2018	SPEEDY ST-STEPHEN 8768	103.83	A/P	OUT-STD	06/21/2018
	8768-274731	TS-SHOP-MIRRORS HEAD LIGHT	103.83			
022286	06/21/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	230.46	A/P	OUT-STD	06/21/2018
	177017	GG-CIVIC-SPRING PICK UP	173.94			
	177964	GG-CIVIC- TOWN EVENTS	56.52			
022287	06/21/2018	STATIONERY PLUS	306.81	A/P	OUT-STD	06/21/2018
	33017	CC-ADMIN- SCISSORS,CALENDAR,	44.59			
	33126	CC-ADMIN- ADD ROLL	39.09			
	33130	CC-ADMIN-RUBBER STAMP	30.79			
	33367	CC-ADMIN- FOLDERS,POST-ITS, TAX	67.37			
	33861	CC-ADMIN- TAPE,PENS,MARKERS,IF	101.86			
	33882	CC-ADMIN- ENVELOPES	3.11			
022288	06/21/2018	TOROMONT CAT (MARITIMES)	4,885.21	A/P	OUT-STD	06/21/2018
	9011854880	TS-#13- STEP, PLATE, TREAD	959.97			
	9011856377	TS-#13- TANK	4,025.24			
022289	06/21/2018	UNIFIRST CANADA LTD.	435.85	A/P	OUT-STD	06/21/2018
	0135438	CC-FRONT LOBBY- FLOOR MATS	105.00			
	0136079	CC-FRONT LOBBY- FLOOR MATS	108.96			
	136703	CC-FRONT LOBBY- FLOOR MATS	105.00			
	137324	CC-FRONT LOBBY- FLOOR MATS	116.89			
022290	06/21/2018	WURTH CANADA LIMITED	719.20	A/P	OUT-STD	06/21/2018
	23098553	TS-SHOP- GRINDER COURSE BRUS	329.25			
	23098554	TS-SHOP- FEMALE MATES, MALE M.	389.95			
022291	06/21/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	943.97	A/P	OUT-STD	06/21/2018
	310562	CC-BUILDING-NATURAL GAS	943.97			
022292	06/21/2018	SOURCE ONE SUPPLIES	2,168.14	A/P	OUT-STD	06/21/2018
	18365	CC-ARENA- DUST MOPS	109.02			
	18385	CC-POOL- SQUEEGEES, HANDLE	284.90			
	18433	CC-ARENA- MOP HANDLE	30.46			
	18458	CC-ARENA- HAND SOAP	576.70			
	18495	CC-ARENA- ROLL TOWEL, VINYL GL	132.35			
	18551	CC-POOL- SODA ASH, SODIUM BIC/	1,034.71			
022293	06/21/2018	IRVING OIL LTD.	213.46	A/P	OUT-STD	06/21/2018

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Town of St. Stephen
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	1135893	TS-STG-GAS	95.00			
	1137434	TS-STG-GAS	23.90			
	1137845	TS-STG-GAS	66.00			
	1142251	TS-STG-GAS	28.55			
022294	06/21/2018	PAYROLL TRANSFER	95,112.00	A/P	OUT-STD	06/21/2018
	WEEK252018	GG-TRANSFER-JUNE 8 - 21/18	95,112.00			
022295	06/21/2018	RECEIVER GENERAL FOR CANADA	35,322.15	A/P	OUT-STD	06/21/2018
	WEEK252018	GG-REMITTANCE-JUNE 8-21/18	35,322.15			
022296	06/25/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/25/2018
	WEEK262018	EMPLOYEE DEDUCTIONS-JUNE 24-	209.30			
022298	06/25/2018	N. B. ELECTRIC POWER	22,877.62	A/P	OUT-STD	06/25/2018
	10126106JUN18	TS-XINGLIGHTS-KING STREET	26.11			
	17935200JUN18	TS-KING/UNIONST-TRAFFIC LIGHTS	39.33			
	18169205JUN18	RC-POOL-MILL LANE	265.26			
	19055406JUN18	RC-ARENA-ELECTRICITY	470.27			
	50660140JUN18	RC-PARKS-ROTARY CHANGING RO	26.25			
	54187872JUN18	TS-KING/QUEENST-TRAFFIC LIGHTS	38.73			
	54253127JUN18	CC-BUILDING-ELECTRICITY	20,396.41			
	54653258JUN18	TS-KING/SUPERSTORE-TRAFFIC LI	64.88			
	55160807JUN18	RC-COTTONMILL-LIGHTS	56.47			
	55917471JUN18	TS-STG-WATERFRONT LIGHTS	77.06			
	57955782JUN18	RC-BANDSTAND-CHOCOLATE PARK	27.91			
	57955808JUN18	GG-120MILLTOWNBLVD-ELECTRICT	106.67			
	72924306JUN18	RC-PARKS-BANDSTAND	33.34			
	73006038JUN18	RC-LIBRARY-ELECTRICITY	1,206.90			
	82122207JUN18	RC-PARKS-BASKETBALL COURT	52.70			
	84980501JUN18	RC-PARKS-RIVERSIDE DRIVE LIGHT	88.33			
022299	06/25/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	06/25/2018
	WEEK262018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
022300	06/27/2018	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	06/27/2018
	14845	PS-BYLAW-JUNE 15-22/18 FEE	966.00			
022301	06/27/2018	BOYS & GIRLS CLUB OF CHARLOTTE COUNTY INC.	10,000.00	A/P	OUT-STD	06/27/2018
	2017GRANT	GG-CIVIC-2017 GRANT	5,000.00			
	2018GRANT	GG-CIVIC-2018 GRANT	5,000.00			
022302	06/27/2018	CLONEY CONSTRUCTION INC.	31,964.00	A/P	OUT-STD	06/27/2018
	LIBRARYROOF	PM-LIBRARY-NEW ROOF	31,964.00			
022303	06/27/2018	CNH CAPITAL	133.03	A/P	OUT-STD	06/27/2018
	IN88039	TS-#11- CAP NOZZLE, TIP NOZZLE	133.03			
022304	06/27/2018	FUNDY ENGINEERING & CONSULTING LTD.	20,062.90	A/P	OUT-STD	06/27/2018
	25794	GG-PHASE II- ENVIRONMENTAL SITI	20,062.90			
022305	06/27/2018	FUNDY BUILDING INSPECTION & DRAFTING SERVICE	2,484.00	A/P	OUT-STD	06/27/2018
	18-050	PS-BUILDINGINSPECTOR-JUNE 10-1	2,484.00			
022306	06/27/2018	HICKS MORLEY HAMILTON STEWART STORIE LLP	882.53	A/P	OUT-STD	06/27/2018
	450362	GG-LEGAL-GENERAL	882.53			
022307	06/27/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	2,011.64	A/P	OUT-STD	06/27/2018
	117588	TS-STG-DIESEL	592.81			
	826393	TS-STG-DIESEL	1,419.03			
022308	06/27/2018	MARION JAMER	367.20	A/P	OUT-STD	06/27/2018

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

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Number	Issued	Amount	SC	Status	Status Date
	FIRECHIEFCONFERENCE PS-FIRE-NB ASSOC OF FIRE CHIEFS	387.20			
022308	06/27/2018 MCINNES COOPER	2,033.30	A/P	OUT-STD	06/27/2018
	2018013649 GG-LEGAL-BY-LAW ENFORCEMENT	1,121.48			
	2018013654 GG-LEGAL-ST. STEPHEN LANDING	455.91			
	2018013656 GG-LEGAL-GENERAL	455.91			
022310	06/27/2018 OK TIRE & AUTO SERVICE	403.65	A/P	OUT-STD	06/27/2018
	INO44522 TS-#11-TIRE	403.65			
022311	06/27/2018 TOWN OF ST. STEPHEN	1,530.48	A/P	OUT-STD	06/27/2018
	1530.48 GG-FUNDTRANSFER-TO GENERAL I	1,530.48			
022312	06/27/2018 TRILLIUM SALES GROUP INC.	1,235.04	A/P	OUT-STD	06/27/2018
	IN107762 PS-FIRE-WINTER GLOVES	1,235.04			
Cheque Totals Issued:		728,526.43			
Void:		0.00			
Total Cheques Generated:		728,526.43			
Total # of Cheques Listed:		143			

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 007207 dated between 06/01/2018 and 06/30/2018

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
006675	06/01/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE012018** WS-SERIES"BQ"-INTEREST	245.50 245.50	A/P	OUT-STD	06/01/2018
006676	06/01/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE012018*** WS-SERIES"BQ"-PRINCIPAL	2,000.00 2,000.00	A/P	OUT-STD	06/01/2018
006681	06/06/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE062018 WS-SERIES"BO"-INTEREST	410.50 410.50	A/P	OUT-STD	06/06/2018
006682	06/06/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE062018* WS-SERIES"BO"-PRINCIPAL	4,000.00 4,000.00	A/P	OUT-STD	06/06/2018
006684	06/14/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE142018 WS-SERIES"BI"-INTEREST	906.00 906.00	A/P	OUT-STD	06/14/2018
006690	06/02/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022018*** WS-SERIES"BC"-PRINCIPAL	51,000.00 51,000.00	A/P	OUT-STD	06/02/2018
006692	06/22/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE222018* WS-SERIES"AZ"-INTEREST	470.25 470.25	A/P	OUT-STD	06/22/2018
006695	06/11/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112018** WS-SERIES"BA"-INTEREST	28,126.25 28,126.25	A/P	OUT-STD	06/11/2018
006696	06/11/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112018*** WS-SERIES"BA"-PRINCIPAL	79,000.00 79,000.00	A/P	OUT-STD	06/11/2018
006698	06/02/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022018** WS-SERIES"BC"-INTEREST	3,465.00 3,465.00	A/P	OUT-STD	06/02/2018
006699	06/14/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE142018** WS-SERIES"BI"-PRINCIPAL	10,000.00 10,000.00	A/P	OUT-STD	06/14/2018
007158	06/04/2018 TOWN OF ST. STEPHEN 66583.06 WS-FUNDTRANSFER-TO GENERAL	66,583.06 66,583.06	A/P	OUT-STD	06/04/2018
007159	06/04/2018 TOWN OF ST. STEPHEN 67924.35 WS-FUNDTRANSFER-TO GENERAL	67,924.35 67,924.35	A/P	OUT-STD	06/04/2018
007160	06/05/2018 A"PLUS" AUTO GLASS & UPHOLSTERY 25990 WS-#102- TONO COVER, WINDOW V	1,730.75 1,730.75	A/P	OUT-STD	06/05/2018
007161	06/05/2018 ALL GAS TANKS 93598 WS-SOURCE- 6PK MIX OIL, CHAIN O	203.22 203.22	A/P	OUT-STD	06/05/2018
007162	06/05/2018 ANDREW PORTER 1** WS-SOURCE- REPAIR CHLOROSEN	300.00 300.00	A/P	OUT-STD	06/05/2018
007163	06/05/2018 ATLANTIC PURIFICATION SYSTEMS LTD. 170946 SCD-DISPOSAL- CHLORINE STAND/	584.55 584.55	A/P	OUT-STD	06/05/2018
007164	06/05/2018 BELL MOBILITY INC. 523889487MAY18UTI WS/SCD-CELL PHONE CHARGES	1,096.34 1,096.34	A/P	OUT-STD	06/05/2018
007165	06/05/2018 CARQUEST 14838-79036 WS-#20- BULB, JOINT SELR 14838-80171 WS-#20- COUPLINGS, HOESE, HYD I	47.88 17.51 30.37	A/P	OUT-STD	06/05/2018
007166	06/05/2018 CUSTOM EMBROIDERY PLUS 488 WS-TRANS&DIST- EMBROIDERED T	48.71 48.71	A/P	OUT-STD	06/05/2018
007167	06/05/2018 EAST COAST INTERNATIONAL TRUCKS 28383S WS-#8- BEARING SETS 28470S WS-TRANS&DIST- 10" QUAD HEAD 28644S WS-#20- ROUGH RIDER GRO 28679S WS-#20- GASKET SHIFT	914.84 508.48 15.32 377.78 13.06	A/P	OUT-STD	06/05/2018
007168	06/05/2018 EMCO CORPORATION	7,253.55	A/P	OUT-STD	06/05/2018

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Town of St. Stephen
 BNK2 - Utility Bank Account
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CHEQUE REGISTER

Printed: 9:27:39AM 07/04/2018

Number	Issued		Amount	SC	Status	Status Date
	12508020-00	WS-TRANS&DIST- TAP SLEEVE	2,869.25			
	12508051-00	WS-TRANS&DIST- TAP VLV	4,178.89			
	12508056-00	WS-TRANS&DIST- BIONAX CAPS	205.41			
007169	06/05/2018	MILLTOWN MACHINE & FABRICATION LTD. 19867	105.32 105.32	A/P	OUT-STD	06/05/2018
007170	06/05/2018	PRINCESS AUTO 331635	931.46 931.46	A/P	OUT-STD	06/05/2018
007171	06/05/2018	RESEARCH & PRODUCTIVITY COUNCIL 227074	525.27 416.71	A/P	OUT-STD	06/05/2018
	227083	WS-SOURCE- DRINKING WATER LAI	36.19			
	227416	WS-SOURCE- DRINKING WATER LAI	72.37			
007172	06/05/2018	RICHWIL TRUCK CENTRE LTD. 123909	230.20 107.85	A/P	OUT-STD	06/05/2018
	123939	WS-#8- SLACK ADJUST WS-#8- CAMSHAFT	122.35			
007173	06/05/2018	SAINT JOHN LABORATORY SERVICES LTD. 480-18	1,910.78 1,910.78	A/P	OUT-STD	06/05/2018
007175	06/05/2018	VIKING FIRE PROTECTION INC 580349	437.58 437.58	A/P	OUT-STD	06/05/2018
007176	06/05/2018	STATIONERY PLUS 30593	663.72 116.46	A/P	OUT-STD	06/05/2018
	31033	WS-SOURCE-LABEL PRINTER, POS*	47.70			
	31253	WS-SOURCE- MOUSE	35.91			
	31400	WS-SOURCE- TABS, FOLDER, PENS	18.02			
	31492	WS-TRANS&DIST-PENS, POST IT NC	88.73			
	31760	WS-SOURCE-INDEX DIVIDERS, BIN	10.99			
	31934*	SCD-DISPOSAL-PAPER, RULER, TAF	15.88			
	32004	WS/SCD-TOWN HALL- PENS, PENCIL	62.08			
	32191	WS/SCD-TOWN HALL- UTILITY BILL I	103.49			
	32205	WS-SOURCE- LASER TONER	62.08			
	32301*	WS/SCD- TOWN OFFICE- UTILITY BI	18.45			
	32499	WS/SCD- TOWN HALL- PENCIL, MAR	32.15			
	32780*	SCD-DISPOSAL- INK JET CARTRIDG	51.78			
		WS/SCD-TOWN HALL- STAPLES, CO				
007177	06/05/2018	PETERS, STACEY <i>(Utility Overpayment Refund)</i>	11.01	A/R	OUT-STD	06/05/2018
007178	06/08/2018	TOWN OF ST. STEPHEN 7561.44	7,561.44 7,561.44	A/P	OUT-STD	06/08/2018
007179	03/06/2018	JOHNSON LEE LUMBER18	85.24 86.24	A/P	OUT-STD	06/06/2018
007180	06/21/2018	ANDREW PORTER <i>Dep.</i> MAY 22, 2018	45.00 45.00	A/P	OUT-STD	06/21/2018
007181	06/21/2018	A ONE PUMPING SERVICE LTD. 6575	1,552.50 1,552.50	A/P	OUT-STD	06/21/2018
007182	06/21/2018	BELL ALIANT 11366812MAY18	311.10 136.38	A/P	OUT-STD	06/21/2018
	19002807MAY18	SCD-DISPOSAL-ODL BAY WWTP	174.72			
007183	06/21/2018	BRIGGS PLUMBING INC. 114500	169.59 169.59	A/P	OUT-STD	06/21/2018
007184	06/21/2018	BRUNET 33864*	109.25 109.25	A/P	OUT-STD	06/21/2018
		WS/SCD-TOWNHALLSERVER-QUAR				

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Number	Issued	Amount	SC	Status	Status Date
007185	06/21/2018 CANADIAN TIRE	955.15	A/P	OUT-STD	06/21/2018
	N16411438 WS-SOURCE- JET TRCH, 60FT 18G :	145.69			
	N16411458 SCD-DISPOSAL- SPRAY NOZZLE TIF	36.79			
	N16850642 WS-SOURCE- SHOP VAC BAGS, SCF	53.44			
	N16850672 SCD-DISPOSAL- CARTRIDGES, CAS	64.34			
	N16850701 WS-SOURCE- R-TRG PSTL, SOFT W	147.03			
	N16850714 SCD-DISPOSAL - BOX LEVEL	20.64			
	N16850760 WS-TRANS&DIST-BROOM, LADDER	95.43			
	N16850773 WS-SOURCE- BATTERIES, AIR FRES	161.98			
	N16850774 WS-#102- OIL	137.83			
	N16850796 WS-#20- PAINT	91.98			
007186	06/21/2018 CARQUEST	125.41	A/P	OUT-STD	03/21/2018
	14838-80173 WS-#20- HYD FITTING	6.66			
	14838-80553 WS-#20- BLACK GRAVEL GUARD	11.49			
	14838-80641 WS-#20- HOSE, COUPLINGS,ADAPT	107.26			
007187	06/21/2018 COLE-PARMER CANADA COMPANY	1,558.23	A/P	OUT-STD	06/21/2018
	00604778 WS-PUMP/ HOUSE- DECOMPRESSC	1,243.61			
	00605745 WS-SOURCE- PROBE PH	314.62			
007188	06/21/2018 CUSTOM EMBROIDERY PLUS	35.05	A/P	OUT-STD	06/21/2018
	496 WS-TRANS&DIST- LOGO ON LC	35.05			
007189	06/21/2018 ELECTRIC MOTOR SERVICE CO.	647.00	A/P	OUT-STD	06/21/2018
	12723853-00 WS-PUMPHOUSE-REPAIR JET PUMI	647.00			
007190	06/21/2018 LAWRENCE PETERS	330.00	A/P	OUT-STD	06/21/2018
	3 WS-SOURCE-DATA SUPPORT SERV	330.00			
007191	06/21/2018 LEVITT SAFETY LIMITED	3,698.43	A/P	OUT-STD	06/21/2018
	1482743-00 SCD-DISPOSAL-GAS SENSORS, CAI	3,698.43			
007192	06/21/2018 MARK'S COMMERCIAL	185.11	A/P	OUT-STD	06/21/2018
	BBI-0000382920 WS-STS-CLOTHING ALLOWANCE	185.11			
007193	06/21/2018 MEGA-LAB MANUFACTURING CO. LTD.	1,779.51	A/P	OUT-STD	06/21/2018
	0000149110 SCD-DISPOSAL- CAPTIVE 8	1,779.51			
007194	06/21/2018 MILLTOWN MACHINE & FABRICATION LTD.	230.00	A/P	OUT-STD	06/21/2018
	19872 WS-#20- LABOUR TO MACHINE SUP	230.00			
007195	06/21/2018 N. B. ELECTRIC POWER	14,364.80	A/P	OUT-STD	06/21/2018
	36869807JUN18 WS-3-119MAXWELLXING-BUILDING	871.07			
	50228902JUN18 WS-MAXWELLXING-PUMPS	191.53			
	52557428JUN18 SCD-216OLDBARROAD-WASTE WA1	9,926.00			
	53473043JUN18 WS-SOURCE-CHLORINE RESIDUAL	29.87			
	61230004JUN18 WS-MAXWELLXING-PUMPS	3,193.92			
	82291006JUN18 WS-SOURCE-RESERVOIR	152.21			
007196	06/21/2018 PRINCESS AUTO	396.73	A/P	OUT-STD	06/21/2018
	855181** WS-TRANS&DIST-HOSE REEL, TRUC	396.73			
007197	06/21/2018 RESEARCH & PRODUCTMITY COUNCIL	825.25	A/P	OUT-STD	06/21/2018
	227917 WS-SOURCE- DRINKING WATER LAI	418.71			
	227934 WS-SOURCE- DRINKING WATER LAI	291.61			
	227949 WS-SOURCE- DRINKING WATER LAI	72.37			
	227977 WS-SOURCE- DRINKING WATER LAI	44.36			
007198	06/21/2018 SOURCE ONE SUPPLIES	262.51	A/P	OUT-STD	06/21/2018
	18278 WS-SOURCE- HAND TOWEL, BOWL	262.51			

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** - Name on Check was modif.ed

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 007207 dated between 06/01/2018 and 06/30/2018

CHEQUE REGISTER

Printed: 9:27:39AM 07/04/2018

Number	Issued	Amount	SC	Status	Status Date
007198	06/21/2018 XPLORNET INV22248430	130.42 130.42	A/P	OUT-STD	06/21/2018
	WS-MAXWELLCROSSING-SATELITE				
007200	06/21/2018 DILLON CONSULTING LIMITED 183764	1,035.00 1,035.00	A/P	OUT-STD	06/21/2018
	WS/SCD-CONSULTING-PROPOSED				
007201	06/25/2018 N. B. ELECTRIC POWER	5,208.13	A/P	OUT-STD	06/25/2018
	53123617JUN18	131.25			
	53158875JUN18	3,165.92			
	54807440JUN18	30.61			
	56358048JUN18	30.61			
	61204006JUN18	134.17			
	61224002JUN18	1,132.30			
	61236006JUN18	280.72			
	76139807JUN18	65.18			
	84934906JUN18	105.77			
	84943406JUN18	151.60			
007202	06/27/2018 BERNARD MCFARLANE JR ELECTRICAL 07	45.50 45.50	A/P	OUT-STD	06/27/2018
	WS-SOURCE-THERMOSTAT, BYPAS				
007203	06/27/2018 RECEIVER GENERAL 07*	35.00 35.00	A/P	OUT-STD	06/27/2018
	WS-SOURCE-THERMOSTAT, BYPAS				
007204	06/27/2018 RICHARDSON, DAVID FLUSHREPLACEMENT	172.49 172.49	A/P	OUT-STD	06/27/2018
	WS-TRANS&DIST-FLUSH REPLACEM				
007205	06/27/2018 SAINT JOHN LABORATORY SERVICES LTD. 543-18	1,884.04 1,745.47	A/P	OUT-STD	06/27/2018
	544-18	64.49			
	851-17	74.08			
	WS-TRANS&DIST-MICROBIOLOGICAL				
007206	06/29/2018 ANNIK MICHAUD LAUNDRYREPLACEMENT	163.23 163.23	A/P	OUT-STD	06/29/2018
	WS-TRANS&DIST-LAUNDRY LOAD L				
Cheque Totals Issued:		374,997.80			
Void:		0.00			
Total Cheques Generated:		374,997.80			
Total # of Cheques Listed:		59			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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


SAINT REGIONAL
JOHN HOSPITAL FOUNDATION
FONDATION DE L'HÔPITAL SAINT
RÉGIONAL JOHN

June 11, 2018

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

Received
JUN 27 2018
Town of St. Stephen

Dear Friends,

Thank you very much for joining us in our largest annual campaign to date, *The GIVE: Clinic 1 Expansion*. From both the physicians and patients, who give and receive such critical care in Clinic 1, thank you very much for your generosity! We truly appreciate your recent gift of \$3,000.00 on June 04, 2018, supporting critical enhancements to Clinic 1.

Clinic 1 serves the highest patient volume of any clinic in the hospital, an average of 293 patients per day! It houses 33 specialties, from Casting, Infectious Disease, Orthopedics, Plastics and Urology, to the Mohs Micrographic Skin Cancer Clinic; it is a dynamic place, where people from all over New Brunswick and PEI receive care from some of the world's top physicians and it continues to grow. With your support, we are one step closer to bringing Ambulatory Care (Clinic 1) up to meet current and future demands.

To stay in touch with us, please visit our website www.sjrhf.ca, or simply give us a call at (506) 648-6400. Should you wish to learn more about the impact of your giving (too much to fit in this letter!), please contact me directly. I would welcome a conversation with you.

With sincere thanks,



Natasha O'Donnell
Annual Development Officer
(506) 635-1454/Natasha.O'Donnell@HorizonNB.ca

This Receipt is for Acknowledgement Purposes Only
Ce reçu ne sert qu'à des fins d'acquiescement

Saint John Regional Hospital Foundation Inc.
PO Box 2100/C.P. 2100
Saint John, NB/(N-B) E2L 4L2
Telephone 506-648-6400

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

Receipt Number:
Date issued: June 12, 2018
Donation Date: June 04, 2018
Location issued: Saint John, Canada
Receipt Amount: \$3,000.00
Donor Preference: The GIVE: Clinic 1 Expansion



Charlotte County Alternative Transportation Association
73 Milltown Blvd., Suite 205
PO Box 172, St. Stephen, N.B., E3L 2X1
Phone 466-4414 Fax 466-0779
E-mail — dialaride@nb.aibn.com

Town of St. Stephen
RECEIVED
JUL 03 2018

June 22, 2018

Town of St. Stephen
73 Milltown Blvd., Suite 112
St. Stephen N.B., E3L 1G5

Dear Mayor and Councilors:

Thank you for your generous donation to the Charlotte County Alternative Transportation Association.

On behalf of our members, volunteer drivers, board of directors, and the community as a whole, I wish to express our appreciation to you for your kind consideration.

This service is crucial and valued by our members. The funds are being utilized to cover the expenses in providing transportation to the most vulnerable residents in Charlotte County.

I have enclosed a receipt for your donation.

Thanks again for your support.

Please contact us at (506) 466-4444, if you have any questions.

Sincerely yours,

Dana Planetta, Executive Director
Charlotte County Alternative Transportation Association

Enclosure

CCATA Board of Directors

Donna Linton, President; John Castell, Vice President; Dominique Schwartz, Secretary; Kate Akagi, Treasurer;
Marjorie Lyons, Doug Rowlands, Lori Smith, Marlene Tobin, Carol Travis, Anne Wilson.

thank
you

Dear Mr. Allan MacEachern,

I am very honoured that I have been selected for the Frances Esther Todd Scholarship. I am very thankful for the assistance in forwarding my education at NBCC in the Fall.

Sincere Thanks

Kassidy Adams

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on July 11, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JULY 11, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – two (2) items
2. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – one (1) item

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Chisholm that the above-noted three (3) items, along with one (1) additional Financial Matter, and one (1) Personal Information Matter be moved into closed session following the Open Committees Meeting as per Section 68(1)(c), (j) and (b), respectively, of the New Brunswick *Local Governance Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

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.

In addition to the report, Committee discussed the request of a reduction of speed on Young Street as outlined in the letter itemized as (ii) under the Public Works Committee.

The RCMP will request the Citizens on Patrol (COPS) to set up their speed trailer on Young Street and the findings will form part of an evaluation at a future Committees meeting.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development / Property Management Office – The Chief Administrative Officer/Development Officer provided a verbal report and, in particular, advised Council of the following:
- that the new library roof is completed;
 - that he is working on a maintenance schedule for all town-owned buildings; and
 - other development/property management items are covered in various reports.

- (iii) Proposed New Waterfront Zoning – The Chief Administrative Officer spoke to the proposed new Waterfront Zone.

Council will consider two (2) motions at the next Regular Session on Monday, July 23, 2018 to request the written views of the Planning Advisory Committee on the proposed by-law to amend the Zoning By-Law, and to set a date, time and place for the Public Hearing of Objections/Support.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 17-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) By-Law No. A-13 – A By-Law Respecting the Code of Conduct for Members of the Town Council - The memo from the Chief Administrative Officer dated July 9, 2018 was received and reviewed.

Council will consider first reading of the above-noted by-law at the next Regular Session on Monday, July 23, 2018.

- (iii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iv) Transfer from General Operating Reserve Fund – The memo from the Treasurer dated July 6, 2018 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, July 23, 2018 to move funds from the General Operating Reserve Fund to the General Operating Fund to cover the cost of a new roof at the St. Croix Public Library.

- (v) Cheque Register for month of June 2018 - The memo from the Accounts Payable Manager dated July 3, 2018 with attached cheque register was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 23, 2018.

After discussions on the need for Councillors to review the Cheque Register, Committee directed the Treasurer to only provide the Cheque Register at Regular Sessions of Council.

PARKS AND RECREATION - Chaired by Councillor Chisholm

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

As noted in the Director's report, an Open House will be held at the Garcelon Civic Center on the proposed future plans of the David Alison Ganong Chocolate Park; however, the date has been changed from Wednesday, July 25, 2018 at 7:00 p.m., to Wednesday, August 1, 2018 at 7:00 p.m.

As further noted in the Director's report, healthy snacks are being provided free of charge at the William T. Booth Community Pool, and Councillor Harding commended the Chief Administrative Officer and Director of Parks and Recreation for this initiative.

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

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – The report from Alex Reid, Events Development Coordinator, was received and reviewed.
- (ii) Approval of Event (Scarecrow Lamp Post Decorating Contest) – The letter from the Chair, Charlotte County Fall Fair, dated June 19, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 23, 2018.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

Committee directed the Chief Administrative Officer to advise the Director of Operations to provide a more detailed report.

The Chief Administrative Officer was also directed to check on the protocol for the hanging of flags in the downtown area, i.e. Canada Day, NB Day.

- (ii) Request for a Reduction of Speed on Young Street – The letter from Sean Kelly dated July 3, 2018 was received and reviewed.

As discussed earlier during the RCMP report, Citizens on Patrol (COPS) will be requested to place their speed trailer on Young Street, and the findings will form part of an evaluation at a future Committees meeting.

Committee directed the Town Clerk to update Mr. Kelly accordingly.

- (iii) Sick Bank Request – The letter from the President, CUPE Local 770, dated July 3, 2018 was received and reviewed, and Council will consider a motion at the next Regular Session on Monday, July 23, 2018 to grant 30 (thirty) days from the sick bank to Employee E05 retroactive to July 4, 2018.

6. NEW BUSINESS

No new business.

7 ADJOURNMENT

The meeting moved into closed session at 6:05 p.m. and returned to open session at 6:42 p.m., at which time it was MOVED by Councillor Harding and SECONDED by Councillor Hyslop that the meeting adjourn at 6:42 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JULY 11, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – two (2) items
2. Labour and Employment Matter – Section 68(1)(j) of the New Brunswick *Local Governance Act* – one (1) item

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office – Information to follow.
- (iii) Proposed New Waterfront Zoning – Chief Administrative Officer will speak to information on proposed new “Waterfront” zone attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) By-Law No. A-13 – A By-Law Respecting the Code of Conduct for Members of the Town Council – Memo from Chief Administrative Officer dated July 9, 2018 attached.
- (iii) Report of the Finance Department
- (iv) Transfer from General Operating Reserve Fund – Memo from Treasurer dated July 6, 2018 attached.
- (v) Cheque Register for month of June 2018 – Memo from Accounts Payable Manager dated July 3, 2018 with Cheque Register attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

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

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Planning, Promotion and Tourism – Report from Alex Reid, Events Development Coordinator, attached.
- (ii) Approval of Event (Scarecrow Lamp Post Decorating Contest) – Letter from Chair, Charlotte County Fall Fair, dated June 19, 2018 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Request for a Reduction of Speed on Young Street – Letter from Sean Kelly dated July 3, 2018 attached.
- (iii) Sick Bank Request - Letter from President, CUPE Local 770 dated July 3, 2018 attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

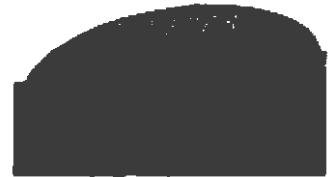
SECONDED BY: _____

STAFF REPORTS

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



**Town of St. Stephen
Information Report to Council
Report: CAO 17-18**



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

Recommendation: That this report be received for informational purposes.

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

1. Bylaw and Policy Work:

Presented on this meeting agenda is a draft Council Code of Conduct document. Pursuant to the new Local Governance Act each Council is required to adopt a Code of Conduct by bylaw.

- Initial drafting of a new zone for the municipal Zoning Bylaw is underway. This new zone has been designed for Council consideration in order to assist with possible development projects along the Town's waterfront areas.

2. Development:

- Significant amount of work was allocated in this reporting period to working in conjunction with the President of Future St. Stephen and contacts at Cordova Realty Inc. to finalize the documents to allow for the announcement of the St. Stephen's Landing project.

- Work on other potential development opportunities continues with the goal of being able to present to Council and/or announce another significant development project this month.

3. Fire Chief Recruitment:

- During this reporting period recruitment efforts as pertain to the position of Fire Chief continued. At the time of writing this report an offer of employment had not yet been released, however, it is expected that an offer will be extended prior to the week's end.
CAO is greatly appreciative of the efforts of those who have assisted in evaluating the candidates.

4. Organizational and Workplace Review:

- This project has been initiated as of July 9th, 2018. It is anticipated that this project will be concluded by the end of August, with recommendations presented to the CAO, Council and shared with Staff at appropriate times.

5. Billy Weston Brook Flood Mitigation Project:

- CAO has been working to get this project initiated. Per the funding agreement, the Town will be the recipient of the funding, and will be ensuring that our partners on the project are appropriately reimbursed for their efforts.

6. Collective Bargaining

- CAO has been preparing to open discussions with the Union representatives with respect to negotiating a new collective agreement. Initial discussions have been set for July 24th.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 6 July 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).
 - Accounts Receivable closed to April 30, 2018.
 - Processing Utility invoices for April-June, 2018.
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to February 28, 2018.
- C) Payroll processing (Bi-weekly 90 employees, Monthly 33 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 131 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 August 31, 2017.

2) Council and Department Heads Statements of Revenue and Expenditures to April 30, 2018.

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

4) Computer server maintenance.

5) Meetings:

- A) Tender Opening-Street Improvements 2018-June 7, 2018.
- B) Tender Opening-Combined Sewer Separation and Utility Renewal-Murchie Avenue and Cedar Street-June 7, 2018.
- C) Committee Meeting-June 13, 2018.
- D) Closed Committee Meeting-June 20, 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).
 - 14) Water and Sanitary Sewer System Extension (Route 3)
- B) Civic Center accounting reconciliations and various daily accounting issues-
Month end completed to April 30, 2018.
- C) Capital Budget-In Progress.
- D) Multiple HST remittances-In Progress.
- E) Municipal Asset Management Plan Project-In Progress.
-Dillon Consulting Ltd workshop-June 20, 2018.
- F) 2017 year end actuary analysis preparation-In Progress.
- G) Administering the Charles F Todd Trust Fund-In Progress.
-Scholarship award letters done for graduation.
- H) Electronic payment of accounts payable-In Progress.

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

Public Works Report for June 2018

Lee Johnson, Director of Operations, July 03,2018

1: Water system:

- a) Repaired 12 water laterals.
- b) installed 5 new meters.
- c) Read Meters.
- d) Repaired 1 Water Main.

2: Streets:

- a) Put in Floating Dock at Wharf.
- b) Swept streets and sidewalks.
- c) Repaired lawns.
- d) Installed poles for Lumberjack completion.
- e) Cold patched pot holes.

3: Waste Water:

- a) Videoed 6 sewer laterals.
- b) Rodded 2 sewer laterals.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. June 2018

Parks

- The Open House for the Ganong Chocolate Park will be on Wednesday, July 25th at 7pm at the Garcelon Civic Center.
- Continue to work with the Elm Street Nature Park committee.
- The re-surfacing of Milltown tennis courts are scheduled for first week of July.
- Playing fields are all open, with the exception on back lower High School field that is undergoing some maintenance.
- The Rotary soccer field is in desperate need of some work, it is in very poor shape.
- All students are now working for the summer.

Recreation

- Continue to work on Jumpstart program.
- Continue to work on designs for Murals in Town.
- Tennis camp is scheduled for the 1st week of July, but will take place at High School due to work at our courts.

Pool

- The pool opened on June 25th. The heat pumps are working extremely well.
- The pool has been very busy for public swims.
- We have been giving away healthy snacks to the public during our swims, this has been a very effective initiative.
- The tables at the pool are broken where the umbrellas are supposed to fit. We are working on a solution.

Meetings

- | | |
|------------|------------------|
| • FRPA | • CC Mgt |
| • Sport NB | • Jumpstart |
| • RNB | • ABC Recreation |
| • CC Staff | • Trace Studios |

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for June 2018

Alarms were:	Town Alarms	15
	Out of Town Alarms	5
	Mutual Aid –Calais	1
	Total	21

Alarms		# FF	# Hours
1. Structure Fire	2	29	90
2. Alarm system activation	8	57	57
3. Motor Vehicle Accident	4	74	80
4. Assist ANB	1	2	2
5. Missing person	1	5	25
6. Grass Fire	1	16	16
7. Electrical	1	4	4
8. Woods	1	4	24
9. Public assistance	1	1	1

Total

SSFD	15
Other FD	64
St Stephen PW	10
St Andrews PW	1
Other (DOH)	1
Total calls dispatched	96

Fire Department Activities

1. Monthly Meeting of the fire department
2. Attended Milltown Elementary school with bouncy tent
3. Fire extinguisher inspections were conducted
4. Monthly training Auto extrication
5. Four members attended training at Point Lepreau training centre

Acting Fire Chiefs Activities

1. Fire department meeting
2. Hosted part two Auto Extraction course June 2 & 3
3. Connors Breathing Air conducted semi-annual service of cascade system
4. McAdam fire has been disconnected from SSFD dispatch
5. Received resignation from one member, family and job commitments
6. Posted two back up driver positions, reviewing applicants
7. Acting Chief office hours for the month 42 Hrs (not counting alarms)

Respectfully

AC Nordstrom

TOWN of ST. STEPHEN

By-Law Enforcement

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

June REPORT

2018

To: CAO – Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (1)	Assist the street dept. , people throwing item on street	<i>Spoke with the worker and all is good, failure in communication</i>
Assist General Public (7)	<i>Complaint of four wheelers driving on Pleasant St.</i> <i>Lady called to complain about a messy yard.</i> Resident called to complain about being harassed by her neighbors <i>Received a call from a contractor doing work at B of M, regarding a fence</i>	Informed complaint that the RCMP look into those infractions. Informed her it was being dealt with. This is an ongoing issue and was passed onto the RCM Police. Information passed onto them as per the requirements.

	<p><i>Received a complaint of people vending at the Superstore without a license</i></p> <p><i>Complaint of long grass at a neighbour's residence.</i></p> <p><i>Complaint of people burning brush in backyard</i></p>	<p>Company was there for an informational visit, about their product.</p> <p>Informed complainant that we do not have a by-law with regards to long grass</p> <p>Fire dept. extinguished the fire.</p>
<p>Parking (13)</p>	<p><i>Ticket # 0535 Voided</i></p> <p><i>Ticket # 0536 issued for two hour parking</i></p> <p><i>Ticket # 0537 issued for two hour parking</i></p> <p><i>Parking complaint from a business on King.</i></p> <p><i>Received complaint of a vehicles parked on the Blvd. by a business</i></p> <p><i>Received complaint of a vehicles parked on the Blvd. by a business</i></p> <p><i>If this keeps re-occurring will make patrols on the weekend if warranted</i></p> <p><i>Warnings given on King and Blvd and Charlotte Mall (8)</i></p>	<p>Ripped while being taken out of ticket book</p> <p>Not paid yet.</p> <p>Not paid yet.</p> <p>Complaint dealt with.</p> <p>Action took place on the weekend</p> <p>Also taking place on the weekend.</p>

Dog Complaints (1)	<i>Complaint of a dog at large on Pleasant St.</i>	Patrol found, with negative results. Also passed onto animal control

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the town on a daily basis and responded to all calls and complaints. Some of them were a complaint from a resident on Eaton St. that the neighbor on Pleasant St. had a small light colored male coming to her property. I have spoke to the owner and have patrolled area, so far have not seen the dog.

Also a complaint of a dog tangled up tied out in the rain, I spoke to the complaint and have checked out the dog which has access to under the stairs however the SPCA was notified and they have spoke to the owner about a proper shelter, and a number of lesser complaints were handled.

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

	2018	2017	2018	2017	2018	2017	2018	2017
BUILDING INSPECTION 2018								
JUNE								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	1	4	\$3,800.00	\$29,500.00	7	12	\$55,499.00	\$589,700.00
Residential Renos/Additions	11	5	\$69,353.00	\$34,800.00	29	20	\$712,502.00	\$800,000.00
New Com/Indus/Instit.	0	1	\$0.00	\$3,000.00	2	2	\$37,400.00	\$6,000.00
Com./Indus./Inst. Renos	1	5	\$1,000.00	\$1,020,000.00	9	8	\$158,500.00	\$1,205,000.00
Institutional	2	1	\$355,000.00	\$5,000.00	4	5	\$377,500.00	\$184,000.00
Demolition	0	1	\$0.00	\$10,000.00	1	8	\$700.00	\$106,690.50
TOTALS	15	17	\$429,153.00	\$1,102,300.00	52	55	\$1,342,101.00	\$2,891,390.50
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	16	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	3	N/A						



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center

Programming/Events

- We hosted 4 birthday parties in the month of June.
- We hosted 12 other rentals in our Community Rooms, some of which were held on multiple days.
- St Stephen High School Grand March and Graduation took place June 19 and 20.

Pool

- National Lifeguard – Pool course was held for 5 candidates from June 25th – 27th (3 from St. Stephen, 2 from Grand Manan) – All 5 candidates were successful
- Swim for Life Instructors course was held June 15th – 17th – 5 successfully completed it
- Spring lessons wrapped up on 16th including a Bronze Star, Bronze Medallion and 2 Bronze Cross courses.
- Summer schedule took effect on June 23rd.

Rink

- The Florida youth hockey group had an excellent experience here in St Stephen. They had a 4 day training camp and 2 day tournament. We are already making plans to host them again next year.
- The adult team from Jacksonville Florida arrives on July 12th.
- The floor was in for 2 events during the month of June.
- Continue to meet with World U17 Committee for game in November.

Facility

- Ongoing building maintenance.
- Rink Dehumidifiers had coil cleaning this month
- Dectron unit to get a complete service this month
- Pool Boilers scheduled for Heat Exchanger Maintenance and Cleaning.
- Ice coming out July 31st thru to Aug 11th



Town of St. Stephen



Canada's Chocolate Town

Admin

Report for June

Walking Track: 840

MEMBERSHIPS:	Monthly	6 Month	Annual
April			
Adult	45	2	
Corporate	8		
Family	3		
Couple			2
Senior	19		1
Senior Couple			2
Senior Skate			
Student	29		1
Youth			

Total # 112

Michael O'Connell
Director, Parks and Recreation

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-13 - A BY-LAW RESPECTING THE CODE OF CONDUCT FOR MEMBERS OF THE TOWN COUNCIL – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled By-Law No. A-13 – “A By-Law Respecting the Code of Conduct for Members of the Town Council” – for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

By-Law No. A-13

**A BY-LAW RESPECTING THE CODE OF CONDUCT FOR MEMBERS
OF THE TOWN COUNCIL**

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

1. That the document attached to and forming part of this by-law as "Schedule A", being the "Council Code of Conduct" be adopted.
2. That the terms and conditions of the "Council Code of Conduct" come into full force and effect upon the final passing hereof.
3. That no complaint with respect to an action having occurred prior to the enacting hereof shall be considered pursuant to this by-law.

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

First Reading:

Second Reading:

Third Reading and Enactment:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

“Schedule A”

Council Code of Conduct

Policy Statement

The purpose and intent of the Council Code of Conduct is to establish standards of conduct for Members of Council, Local Boards and Committee Members in the individual conduct of their official duties.

The Code represents general standards. The Code does not replace Council Member’s roles, responsibilities, actions and behaviours required by various statutes, by-laws and policies.

Statements of Principle

A written Code of Conduct helps to ensure that the Members of Council share a common basis of acceptable conduct. These standards are designed to supplement the legislative parameters within which the Members must operate. These standards are intended to enhance public confidence that the Town of St. Stephen’s elected and appointed officials operate from a basis of integrity, justice and courtesy.

Special Policy Requirements

Section 1: Overview

- 1.1 The Town of St. Stephen’s Code of Conduct is a general standard that augments the provincial laws and municipal policies and by-laws that govern the Members’ conduct.

Section 2: Statutory Provisions Regulating Conduct

- 2.1 This Code of Conduct operates along with, and as a supplement to, the existing statutes governing the conduct of Members. Six pieces of provincial legislation govern the conduct of Members of Council those being:
 - (a) *Local Governance Act*, S.N.B. (2017), Chapter 18;
 - (b) *Right to Information and Protection of Privacy Act*, S.N.B. (2009), Chapter R-10.6;
 - (c) *Municipal Elections Act*, S.N.B. (1979), Chapter M-21.01;
 - (d) *Occupational Health and Safety Act*, S.N.B. (1983), Chapter O-0.2;
 - (e) *Human Rights Act*, S.N.B. (2011), Chapter 171;
- 2.2 The Town of St. Stephen’s Procedural By-law addresses the conduct of Council during a Town Council meeting.

2.3 The Criminal Code of Canada also governs the conduct of Members.

Section 3: Application

3.1 This Code of Conduct and the references within it shall apply to all members of St. Stephen Town Council and members of Local Boards and Council Committees, including those citizens and/or staff appointed by Town Council.

Section 4: Definitions

4.1 For the purpose of this Code of Conduct,

- (a) “child” means a child born within or outside a marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family or as defined under Part 8 of the *Local Governance Act* as amended from time to time.
- (b) “Town” means The Town of St. Stephen.
- (c) “Town property” means items, services or resources which are the property of the Town, including, but not limited to: materials, equipment, vehicles, facilities, technology, Town-developed computer programs of technological innovations, databases, intellectual property, Town-owned images, logos, coat of arms, and supplies.
- (d) “Clerk” means the Town Clerk of The Town of St. Stephen.
- (e) “Code” means this Code of Conduct as it applies to Members of Council, Local Boards and/or Town Council Committees.
- (f) “committee member” means citizens and/or staff appointed by Town Council to Committees of Council.
- (g) “complaint” means an alleged contravention of this Code.
- (h) “confidential information” includes information in the possession of the Town that the Town is either prohibited from disclosing, or is required to refuse to disclose, under the *Right to Information and Protection of Privacy Act (RTIPPA)*, or other legislation. Confidential information includes, but is not limited to, the following information:
 - (i) disclosed or discussed at a Closed Session meeting of Council;
 - (ii) that is circulated to Members of Council and marked “Confidential”;

and

(iii) that is given verbally in confidence in preparation of or following a meeting that is closed to the public and includes, but is not limited to, the following types of information:

1. personal matters about an identifiable individual(s);
2. information about suppliers provided for evaluation which might be useful to other suppliers;
3. matters relating to legal affairs of the Town; sources of complaints where the identity of the complainant is given in confidence; items under negotiations; and
4. Matters identified as solicitor-client privileged.

- (i) "Council" means the Council of the Town of St. Stephen.
- (j) "Council Committee" means an Advisory, Reference, Standing or Special Committee of Town Council, established in the Procedural By-Law No. as amended from time to time.
- (k) "employee" means a person employed by the Town of St. Stephen or Local Board, including those employed on a personal services contract, and volunteers, but does not include Members.
- (l) "frivolous" means something that is not worthy of serious consideration, or that is of little or no importance, due to its lack of seriousness or sense.
- (m) "gifts and benefits" means any cash or monetary equivalent, fee, object of value, service, travel and accommodation, or entertainment.
- (n) "good faith" means in accordance with standards of honesty, trust and sincerity.
- (o) "hospitality" means instances where there is entertainment of or by outside parties for the furtherance of municipal business.
- (p) "in-law" means a relative by marriage.
- (q) "Local Board" means an agency, board or commission to which Council may assign or appoint members from time to time.
- (r) "Member" means a member of Council, a Local Board or Committee

member.

- (s) "Member of Council" means the Mayor or Councillor of the Town of St. Stephen.
- (t) "office" means the authority and duties attached to the position of being an elected member of Council.
- (u) "official duties" means the public duties of a Member and includes functions performed by Members necessary to demonstrate responsible and accountable government with respect to matters within the Town's or Local Board's jurisdiction, and which are done for the purpose of providing good government with respect to those matters.
- (v) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child or as defined under Part 8 of the *Local Governance Act* as amended from time to time.
- (w) "pecuniary interests" means interests that have a direct or indirect financial impact or as defined under Part 8 of the *Local Governance Act* as amended from time to time they include:
 - (i) any matter in which the Member has a financial interest;
 - (ii) any matter in which the Member is a shareholder, director or senior officer of or holds a controlling interest in a corporation that does or does not offer its securities to the public, and such corporation has a financial interest;
 - (iii) any matter in which the Member is a partner of a person or is in the employment of a person that has a financial interest; and
 - (iv) any matter in which a parent, spouse, same sex partner or any child of the Member has a financial interest, if known to the Member.
- (x) "personal benefit" means forms of advantage other than financial such as seeking an appointment, promotion or transfer with the Town on behalf of a family member and includes the private interests of a Member.
- (y) "private interest" means all of the activities of a Member not included in the term defined as "Official Duties".
- (z) "sibling" means one of two or more children having one or both parents in

common; a brother or sister.

(aa) "vexatious" means without reasonable or probable cause or excuse.

Section 5: General Standards of Conduct

- 5.1 Members are responsible for making honest statements. No member shall make a statement when they know that statement is false. No member shall make a statement with the intent to mislead Council, staff, or the public.
- 5.2 Members shall at all times serve, and be seen to serve, their constituents in a conscientious and diligent manner.
- 5.3 Members will conduct their dealings with each other in ways that maintain public confidence in the office to which they have been elected, are open and honest, focus on issues rather than personalities, avoid aggressive, offensive or abusive conduct.
- 5.4 Members should be committed to performing their functions with integrity, accountability, and transparency.
- 5.5 Members shall perform official duties and arrange their affairs in a manner that promotes public confidence and respect and will bear close public scrutiny.
- 5.6 It shall be the duty of all Members to abide by all applicable legislation, policies and procedures pertaining to their position as a Member.
- 5.7 Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of Official Duties to the Town or Local Board.
- 5.8 Every Member in exercising his or her powers and in discharging his or her Official Duties shall, in accordance with Part 8 of the *Local Governance Act*:
 - (a) seek to advance the common good of the Town of St. Stephen;
 - (b) truly, faithfully and impartially exercise his or her office to the best of his or her knowledge and ability;
 - (c) exercise care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
 - (d) exercise his or her powers only for the purpose for which they were intended; and
 - (e) competently exercise his or her office by educating themselves either

formally or informally, in matters pertaining to their official duties.

Responsibilities of Council, the Mayor and Councillors

- 5.9 Council as a whole has the authority to approve budget, policy or processes, including the structures and procedures for committees. Authority to act on behalf of Council, including through a committee, can only be delegated by Council or through law.
- 5.10 Council is responsible for, and dedicated to, providing good and effective government for the public in an open, accountable and transparent manner.
- 5.11 A fiduciary relationship exists between the Council and inhabitants of the municipality.
- 5.12 Members of Council:
- (a) may not impugn or malign a debate or decision, or otherwise erode the authority of Council;
 - (b) when appointed to committees and other bodies as part of their duties must make every effort to participate diligently in these bodies with good faith and care;
 - (c) must uphold the law and conduct themselves with the highest degree of ethical behaviour and integrity;
 - (d) must avoid conflict of interest;
 - (e) must seek to advance the public interest with honesty and treat members of the public and staff with dignity, understanding and respect;
 - (f) may not make statements known to be false or make a statement with the intent to mislead Council, staff, or the public;

Committees, Local Boards and Members of Committees/Local Boards

- 5.13 Members of the public appointed to committees or Local Boards are appointed at the pleasure of Council. They do not hold office nor do they represent a constituency within the community nor do they represent Council, or the committee or the Local Board unless mandated to do so. Members of the public appointed to committees and Local Boards must respect both the word and spirit of this Code as it applies to them and also as it applies to Members of Council.
- 5.14 Committees and Local Boards operate only within meetings for which proper notice has been given pursuant to a set agenda unless otherwise mandated by

Council.

5.15 No Committee member/Local Board member may act beyond the mandate of the committee/local board granted by Council. They must not undertake site visits, direct discussions with residents, informal meetings or communications including emails except:

- (a) as granted the right to do so by Council;
- (b) pursuant to the duties of a Member of Council; or
- (c) otherwise if required by law.

Section 6: Respect for Decision Making Process

6.1 Members shall accurately and adequately communicate the decisions of Council and Local Boards such that respect for the decision and decision-making process is fostered.

6.2 Members shall not attempt to influence the decision-making process, as it relates to the award of contracts or settlement of claims. This includes, but is not limited to, direct or indirect personal contact or interaction with the parties administering or directly involved in such processes.

Section 7: Avoidance of Waste

7.1 Members shall avoid waste, abuse and extravagance in the provision or use of public resources or any other Town property.

Section 8: Gifts and Benefits

8.1 No Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.

8.2 For these purposes, a fee, advance, gift or benefit provided with the Member's knowledge to a Member's spouse, child, parent, brother, sister, father-in-law, mother-in-law, sister-in-law and brother-in-law or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.

8.3 The following are recognized as exceptions:

- (a) compensation or benefit authorized by Council;
- (b) such gifts or benefits that normally accompany the responsibilities of office

- and are received as an incident of protocol or social obligation;
- (c) services provided without compensation by persons volunteering their time;
- (d) a suitable memento of a function honouring the member;
- (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country;
- (f) food and beverages consumed at banquets, receptions or similar events, if:
 - (i) attendance serves a legitimate business purpose;
 - (ii) the person extending the invitation or a representation of the organization is in attendance; and
 - (iii) the value is reasonable and the invitations infrequent.
- (g) communication to the offices of a Member, including unpaid subscriptions to newspapers and periodicals.

8.4 Except in the case of category (a) or (f), a Member may not accept a gift or benefit worth in excess of \$250.00 or gifts and benefits from one source during a calendar year worth in excess of \$250.00.

Section 9: Confidential Information

- 9.1 No Member shall disclose or release by any means to any member of the public, or in any way divulge any confidential information, including personal information or any aspect of deliberations acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council resolution to do so.
- 9.2 Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council, Local Board resolution (if so empowered), or required by law to do.
- 9.3 Nor shall Members use confidential information including information that they have knowledge of by virtue of their position that is not in the public domain, including e-mails and correspondence from other Members, or third parties, for personal or private gain, or for the gain of relatives or any person or corporation or cause detriment to the Town, Council, Local Board, or others. As one example, no Member should directly or indirectly benefit, or aid others to benefit,

from knowledge respecting bidding on the sale of Town property or assets.

- 9.4 Confidential information includes information in the possession of the Town that the Town is either prohibited from disclosing, or is required to refuse to disclose, under the Provincial *Right to Information and Protection of Privacy Act (RTIPPA)*, or other legislation. Generally, *RTIPPA* restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor/client privilege. Members shall not disclose, use or release information in contravention of applicable privacy law.
- 9.5 The *Local Governance Act* permits information that concerns personal matters, labour relations, litigation, property acquisitions/dispositions, the security of the property of the Town or a Local Board, and matters authorized in other legislation, to remain confidential. For the purposes of the Code of Conduct, “confidential information” also includes this type of information.
- 9.6 Under the Town of St. Stephen Procedural By-law, as amended from time to time, a matter that has been discussed at an in-camera meeting remains confidential. Members have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. Members shall not either directly or indirectly, release, make public or in any way divulge the content of any such matter, or the substance of deliberations, of the in-camera meeting, including memorandums and staff reports that are distributed for consideration during the in-camera meeting to anyone, unless specifically authorized by Town Council resolution or required by-law.
- 9.7 Examples of the types of information that a member of Council must keep confidential include, but are not limited to, the following:
- (a) items under litigation, negotiation, or personnel matters;
 - (b) information that infringes on the rights of others (e.g., sources of complaints);
 - (c) price schedules in contract tender or Request for Proposal submissions if so specified;
 - (d) information deemed to be “personal information” under Part 8 of the *Local Governance Act*; and
 - (e) statistical data required by law not to be released (e.g. certain census or assessment data).

- 9.8 Members of Council shall not access or attempt to gain access to confidential information in the custody of the Town unless it is necessary for the performance of their duties and not prohibited by Council policy.
- 9.9 Members are only entitled to information in the possession of the Town that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen. As one example, no member should have access to documents or receive any information related to a particular procurement process while the process is ongoing.

Section 10: Use of Town Property, Services and other Resources

- 10.1 No Member of Council shall use, or permit the use of Town property, including land, facilities, equipment, supplies, services, staff or other resources (for example, Town-owned materials, computers, networks, websites, Corporate transportation) for activities other than the business of the Corporation. Nor should any Member obtain personal benefit or financial gain from the use or sale of Town property, including Town-developed intellectual property (for example, inventions, creative writings, computer programs and drawings), technical innovations, Town owned images, logos, coat of arms, or other items capable of being patented, since all such property remains exclusively that of the Town.
- 10.2 Members shall conduct themselves in accordance with the provisions of the Town of St. Stephen Technology Use Policy. The Town of St. Stephen licenses the use of computer software from a variety of vendors. The Town of St. Stephen does not own the software or its documentation. Software is normally copyrighted, and no individual may copy or distribute the software unless expressly permitted to do so under the applicable licence. This policy applies to the use cell phones, tablets, personal computers, fax machines, printers, etc.

Section 11: Election Campaign

- 11.1 No Member shall use the facilities, equipment, supplies, services or other resources of the Town (including Councillor newsletters and Councillor websites linked through the Town's website) for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on Town property. No Member shall use the services of persons during hours in which those persons receive any compensation from the Town.

Section 12: Improper Use of Influence

- 12.1 No Member shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.
- 12.2 Examples of prohibited conduct are the use of one's status as a Member to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates (business or otherwise). This would include attempts to secure preferential treatment beyond activities in which members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a member's supposed influence within Council in return for present actions or inaction.
- 12.3 For the purposes of this provision "private advantage" does not include a matter:
- (a) that is of general application;
 - (b) that affects a Member of Council, his or her parents, children or spouse, staff members, friends, or associates, business or otherwise as one of a broad class of persons; or
 - (c) that concerns the remuneration or benefits of a Member of Council as authorized by Council.

Section 13: Business Relations

- 13.1 No Member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Town except in compliance with the terms of Part 8 of the *Local Governance Act* as amended from time to time.
- 13.2 A Member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

Section 14: Expenses

- 14.1 Members shall comply with the provisions of the Council Reimbursement of Expenses Policy as amended from time to time.

Section 15: Conduct Respecting Current and Prospective Employment

- 15.1 No Member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Town.

Section 16: Conduct at Meetings of Council

- 16.1 Members shall conduct themselves with decorum at Council and Committee

meetings in accordance with the provisions of the Town of St. Stephen's Procedural By-law as amended from time to time.

Section 17: Conduct Respecting Staff

- 17.1 Mutual respect and cooperation are required to achieve the Council's corporate goals and implement the Council's strategic priorities through the work of staff.
- 17.2 Employees have an obligation to recognize that members of Council have been duly elected to serve the residents of St. Stephen and respect the role of Council in directing the actions of the Town.
- 17.3 Employees serve Council and work for the municipal corporation under the direction of the Chief Administrative Officer. Council directs staff through its decisions as recorded in the minutes and resolutions of Council. Members have no individual capacity to direct members of staff to carry out particular functions.
- 17.4 Inquiries of staff from Members should be directed to the Chief Administrative Officer or the appropriate senior staff as directed by the Chief Administrative Officer.
- 17.5 Only Council as a whole and no single Member, including the Mayor, has the authority to direct staff, approve budget, policy, committee processes and other such matters, unless specifically authorized by Council.
- 17.6 Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Member or faction of the Council. Accordingly, no Member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of the staff of the Town.
- 17.7 Employees have a duty and obligation to act impartially, and in accordance with prescribed regulations or standards of conduct. Similarly, employees with professional qualifications have an additional duty and obligation to act in accordance with standards of conduct prescribed for their profession. Members shall refrain from any conduct which may deter, interfere or unduly influence employees in the performance of such duties and obligations.
- 17.8 No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. No shall any Member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

17.9 In practical terms, there are distinct and specialized roles carried out by Council as a whole and by Councillors when performing their other roles. The key requirements of these roles are captured in the Code of Conduct and include dealing with constituents and the general public, participating as Committee members, participating as Chairs of Committees, and participating as Council representatives on agencies, boards, commissions and other bodies. Similarly, there are distinct and specialized roles expected of Town staff in both the carrying out of their responsibilities and in dealing with the Council.

Section 18: Discreditable Conduct (Interpersonal Behaviours)

18.1 All Members of Council have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation. All Members of Council shall ensure that their work environment is free from discrimination and of personal and sexual harassment.

18.2 Members shall abide by the provisions of the Human Rights Code as amended, and, in doing so, shall treat every person, including other Members, employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect.

18.3 In accordance with the Human Rights Code, as amended, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

18.4 In accordance with the Human Rights Code, as amended, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

18.5 Without limiting the generality of the foregoing, Members shall not:

- (a) make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
- (b) display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
- (c) make threats or engage in any abusive activity or course of conduct towards others;
- (d) vandalize the personal property of others;

- (e) commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching; or
- (f) refuse to converse or interact with anyone based on any ground listed in the Human Rights code, as amended.

18.6 Harassment which occurs in the course of, or is related to, the performance of Official Duties by Members is subject to this Code. If an employee or a member of the public brings forward a harassment complaint against a Member, the complaint procedure under the Town's (or Local Board's, where applicable) Human Rights Program/Harassment Policy will apply. In all other cases involving a Member, complaints will be addressed in accordance with sections below.

Section 19: Failure to Adhere to Council Policies and Procedures

- 19.1 A number of the provisions of this Code of Conduct incorporate policies and procedures adopted by Council. More generally, Members are required to observe the terms of all policies and procedures established by Town Council.
- 19.2 This provision does not prevent a Member from requesting that Council grant an exemption from a policy.

Section 20: Corrective Measures

- 20.1 The Town Council is responsible for enforcing this Code and taking any corrective measures.
- 20.2 Any Councillor may request that Council discuss a breach of this Code during a closed session.
- 20.3 Council may impose, by majority vote, one or more sanctions on Councillors or who fail to abide by this Code.
- 20.4 Councillors may contest the corrective measure set by Council and request that a lesser or more lenient measure be set, as the case may be.
- 20.5 Depending on the nature and severity of the Code of Conduct and conduct violation, Council may impose the following measures:
 - (a) a verbal apology
 - (b) a written apology;
 - (c) a verbal retraction of what was said;

- (d) a written retraction of what was said;
- (e) a public or private reprimand by Council;
- (f) expulsion from the meeting room for the remainder of the meeting;
- (g) suspension of Councillor honorariums for a specified period of time; and
- (h) any other action deemed necessary by the Council through a majority vote by the Members present.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police June 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
June 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **June 1, 2018 to June 30, 2018 inclusive**. During this time period, the RCMP responded to **315** calls for service within the Municipality of St. Stephen.

TRAFFIC:

Check stops.....	21
Driving While Disqualified or License Suspension.....	1
Motor Vehicle Act – Other Activities	2
Moving Traffic – Speeding	2
Off Road Vehicle Act – Offences Only	5
Other Moving Traffic Violations – Provincial.....	3
Other Non-Moving Traffic - Provincial	1
Parking Offences	1
Traffic Collision – Non-Fatal Injury	1
Traffic Collision – Property Damage.....	4
Traffic Collision – Non-Reportable	2
Traffic Tickets	33
Traffic Warnings.....	2

PROVINCIAL STATUTES:

911 Act – Other Activities.....	1
Coroner's Act – Sudden Death	1
Dog Act – Other Activities	2
Fire Prevention Act – Other Activities.....	1
Firearms Act – Other Activities.....	2
False/Abandoned 911.....	10
Mental Health Act	6
Trespass Act – Offences Only	1

CRIMINAL CODE:

Assault.....	5
Assault With Weapon or Causing Bodily Harm	1
Breach of Recognizance	1
Break and Enter – Residence	2
Child Pornography	1
Criminal Harassment	1
Distribute Intimate Image without Consent.....	1
Disturbing the Peace/Causing a Disturbance.....	5
Fail to Comply With Probation Order.....	2
Fail to Comply with Undertaking given to an Officer in Charge.....	1
Failure to Comply With Condition of Undertaking/Recognizance.....	1
Failure/Refusal to Provide Breath Sample	1
Fraud (money/property/security) less than or equal to \$5000.....	3
Impaired Care or Control Over 80% of Motor Vehicle	2
Impaired Operation Over 80mg% of Motor Vehicle	3
Mischief – Damage to, or obstruct enjoyment of property	1
Operation of Motor Vehicle while being pursued by Police.....	2
Other theft under \$5000.....	2
Possession of Property Obtained by Crime.....	2
Theft of Bicycle Under or Equal to \$5000.....	1
Theft of Car.....	1
Theft of Other Motor Vehicle	1
Theft, Forgery, Misuse of Credit Card	1
Uttering Threats against a Person.....	4

OTHER FEDERAL STATUTES:

Possession - Schedule I – Methamphetamine (Crystal Meth)	1
Possession - Schedule I – Other.....	1
Possession - Schedule VIII - Cannabis	1

OTHER INVESTIGATIONS:

Animal Calls.....	1
Assistance to Canadian Federal Agency.....	1
Assistance to Canadian Police (non-RCMP) Agency	3
Assistance to Canadian Provincial/Territorial Agency	2
Assistance to General Public	13
Assistance to Non-Government Canadian Agency	2
Crime Prevention	1
False Alarms.....	8
Information File	4
Items Lost/Found	3
Municipal By-Laws	2
Offender Management	1
Person Report missing.....	5
Police Certificates/Letters	102
Suspicious Person/Vehicle/Property	15
Threat Assessment.....	1
Unfounded	9
Wellbeing Check.....	1

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

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

COUNCIL REQUEST – PLANNING ADVISORY COMMITTEE – CREATION OF PROPOSED NEW ZONE AND PROPOSED REZONING OF 51 BUDD AVENUE (FORMER SANITARY SEWER LAGOON SITE – PID # 15194285)

THAT the Council of the Town of St. Stephen request in writing the written views of the Planning Advisory Committee (PAC) on the proposed By-Law No. Z-1.7 (copy attached) to amend the Zoning By-Law whereby a new zone entitled “Waterfront (WF)” is created, and the Zoning Map of the Zoning By-Law, for PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) be changed from Downtown (DT) Zone to Waterfront (WF) Zone.

AND THAT the purpose of the proposed change in zoning is to increase the development potential of the property.

THE TOWN OF ST. STEPHEN

BY-LAW NO. Z-1.7

A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW.

BE IT ENACTED by the Council of The Town of St. Stephen as follows:

1. By-Law No. Z-1, being The Town of St. Stephen Zoning By-Law, is amended by adding a new zone known as Waterfront (WF) under Section 5.0 Commercial Zones, and becoming Subsection 5.6 as outlined on the attached Schedule "1".
2. By-Law No. Z-1, being The Town of St. Stephen Zoning By-Law, is amended by changing the zone as shown on the Zoning Map attached to the said By-Law as Schedule "A" thereof for the lands shown on Schedule "2" attached hereto and forming part hereof from Downtown (DT) to Waterfront (WF).
2. The land for which the zone is being changed is also shown on a portion of the Service New Brunswick Digital Property Mapping attached hereto as Schedule "3" and identified as PID # 15194285 (51 Budd Avenue).

IN WITNESS WHEREOF The Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the _____ day of _____, 2018.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

Town of St. Stephen Zoning By-law (By-law No. Z-1)

SCHEDULE "1"

5.6 WF (Waterfront)

5.6.1 WF Zone Permitted Uses

(1) A *lot* shall not be developed for any other purpose than:

(a) One of the following main uses:

- (i) Business use;
- (ii) Communications use;
- (iii) Cultural use;
- (iv) Office;
- (v) Entertainment use;
- (vi) Financial institution;
- (vii) Government use;
- (viii) Health services use;
- (ix) Hotel;
- (x) Personal service shop;
- (xi) Restaurant;
- (xii) Retail store; and
- (xiii) Multiple unit residential use up to 50 units, subject to subsections 4.1.5 (landscaping), 4.1.8 (minimum apartment floor areas), 4.1.17 (parking), 4.1.18 (amenity space) and 5.2.6 (proximity to similar buildings).

(b) Any accessory *building, structure or use* normally incidental to the permitted main or secondary use of the land, building or structure, unless such accessory use is prohibited by definition or otherwise.

5.6.2 WF Zone Lot Requirements

(1) No development shall be undertaken nor shall any land, building or structure be used within the WF (Waterfront Zone) unless the following standards are met:

WF Zone Lot Requirements	
Lot Component	Requirement
Minimum lot area	690 m ² (2,263 ft. ²)
Minimum lot frontage	20 m (66 ft.)
Minimum lot depth	75 m (246 ft.)
Minimum front yard	6 m (20 ft.)
Maximum front yard	15 m (49 ft.)
Minimum rear yard	6 m (20 ft.)
Minimum side yard	the greater of: 0.3 times the height of the Multiple Dwelling to a maximum of 9 meters (30 ft.), or 3 meters (10 ft.)
Minimum flankage yard	3.5 m (11 ft.)
Maximum building height	19 m (62 ft.)
Maximum lot occupancy	50 % of lot area

- (2) Other requirements: in accordance with the General Provisions of the *National Building Codes*, Part 3 through Part 9.

5.6.3 Design Guidelines for Waterfront Zone

- (1) Within the Waterfront Zone, no development shall be permitted and no main building or structure may be used unless:
- (i) no less than 40% of the first floor façade of the main building fronting a street or the waterfront is composed of windows and doors;
 - (ii) no less than 25% of the main building façade above the first floor fronting a street or the waterfront is composed of windows;
 - (iii) there is at least one public entrance to the building facing any public street;
 - (iv) the maximum height of the building is 19 m (63 ft.);
 - (v) the minimum height of the building is two stories;
 - (vi) no less than 90% of the façade is finished with traditional building materials; and
 - (vii) all mechanical, electrical, air conditioning or other similar equipment located on the roof of the building is screened from view from the adjacent public street and waterfront.

- (2) No *building* or *structure* used for the sole purpose of a multiple unit dwelling may be located so that it is closer than 20 m to another building used for the sole purpose of a multiple unit dwelling on the same side of the street.
- (3) No residential development shall be undertaken unless the following minimum lot area standards are met:
 - (a) for each dwelling unit therein having three (3) or more bedrooms 74 m² (243 ft.²)
 - (b) for each dwelling unit therein having two (2) bedrooms 55 m² (180 ft.²)
 - (c) for each Bachelor or dwelling unit therein having one (1) bedroom 37 m² (121 ft.²)
- (4) No residential development shall be undertaken unless the following minimum gross floor area standards are met:
 - (a) for each dwelling unit therein having 3 (three) or more bedrooms 65 m² (213 ft.²)
 - (b) for each dwelling unit therein having 2 (two) bedrooms 55 m² (180 ft.²)
 - (c) for each Bachelor or dwelling unit therein having one (1) bedroom 37 m² (121 ft.²)

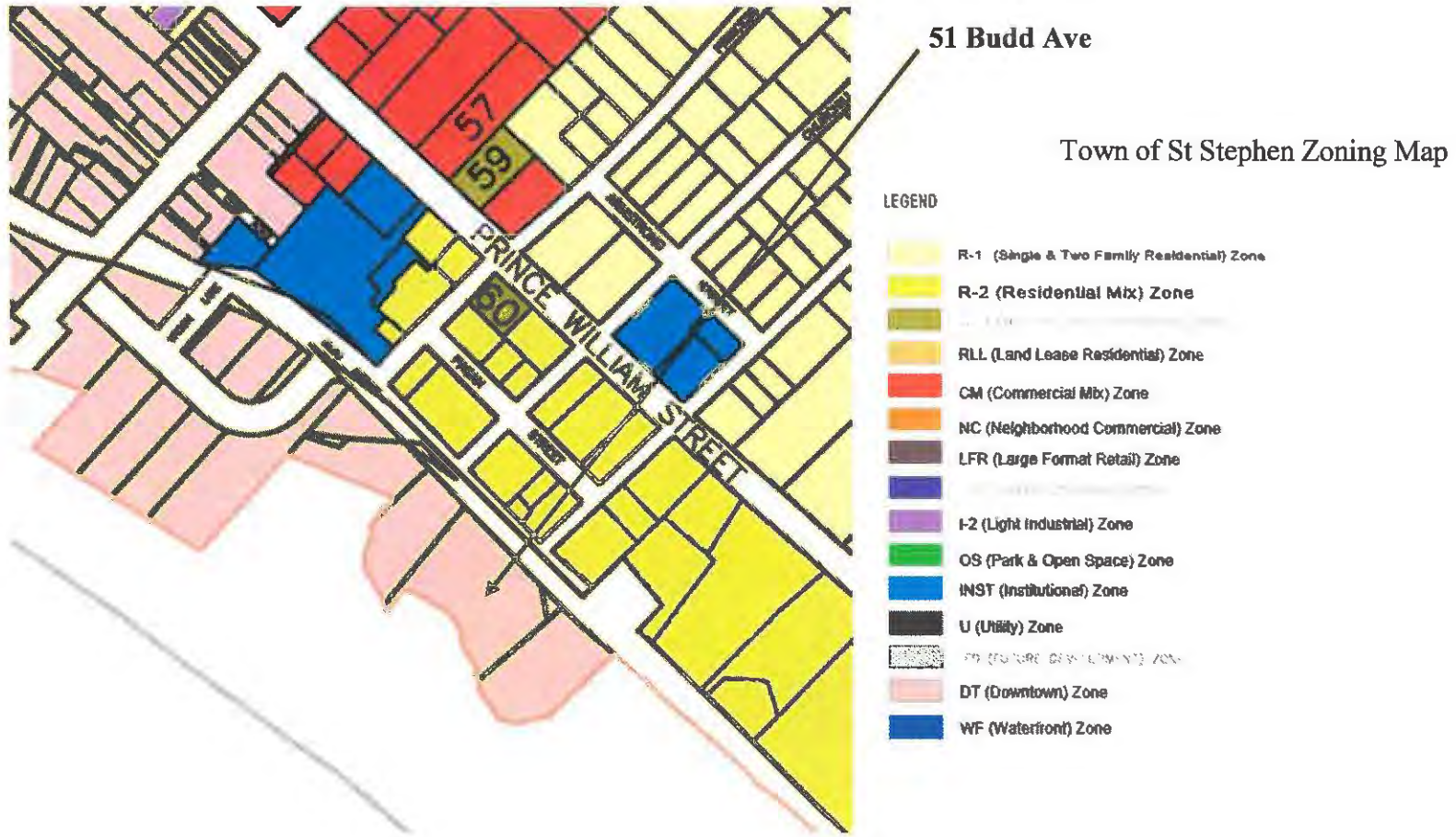
5.6.4 Other Considerations

- (1) A Health and Fitness Facility, Medical Clinic, Personal Service Shop, Restaurant, or Convenience Retail *shall be* permitted subject to the following:
 - (a) be located in the multi storey building, but not above the second storey of the building;
 - (b) have its entry from within a hall in the multi storey building; and
 - (c) not occupy more than 10 percent of the gross floor area of the multi storey building.

By-Law No. Z-1.7

Schedule "2"

Rezone from Downtown (DT) to Waterfront (WF).



RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

**SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS/SUPPORT –
CREATION OF PROPOSED NEW ZONE AND PROPOSED REZONING OF 51
BUDD AVENUE (FORMER SANITARY SEWER LAGOON SITE – PID #
15194285)**

THAT Wednesday, August 22, 2018 at 5:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building), St. Stephen, NB be set as the date, time and place for a Public Hearing of Objections/Support of proposed By-Law No. Z-1.7, "A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law", which would see the creation of a new zone entitled "Waterfront (WF)", and the consideration of the property located at 51 Budd Avenue (former sanitary sewer lagoon site - PID # 15194285) rezoned from Downtown (DT) to Waterfront (WF) to increase the development potential of the property.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM GENERAL OPERATING RESERVE FUND

THAT the amount of \$28,986.00 (twenty-eight thousand, nine hundred and eighty-six dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – FEES AND OPERATIONS POLICIES

THAT the Council of the Town of St. Stephen approves the schedule of fees currently in effect at the Garcelon Civic Center.

AND THAT the Council further delegates the authority for fees and operations policies, as provided to Council and outlined in Policy Nos. 60, 61, 62-A, 63 and 64-A, to the Chief Administrative Officer or, in his absence or direction, to the Garcelon Civic Center Financial Controller.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

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

THAT the Council of the Town of St. Stephen agrees to supply thirty (30) days from the Union Sick Leave Bank for Employee # E05 retroactively to July 4, 2018, as requested by the Canadian Union of Public Employees (CUPE), Local 770, and outlined in Article 18.06 of its Collective Agreement.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF EVENT -- CHARLOTTE COUNTY FALL FAIR SCARECROW LAMP
POST DECORATING CONTEST**

THAT the Council of the Town of St. Stephen grants permission to the Charlotte County Fall Fair to hold its 3rd Annual Scarecrow Lamp Post Decorating Contest on Milltown Boulevard, King Street, Budd Avenue, and in the David Alison Ganong Chocolate Park for the month of September 2018.

AND THAT the installation of decorations shall not commence prior to Tuesday, September 4, 2018 and shall be removed by Friday, September 21, 2018.

RESOLUTION NO.: _____

DATE: July 23 2018

MOVED BY: _____

SECONDED BY: _____

**DEVELOPMENT AGREEMENT: THE BEACON WATERFRONT
APARTMENTS – THE TOWN OF ST. STEPHEN AND XENIA HOUSING
INCORPORATED**

THAT the Council of the Town of St. Stephen approves the Development Agreement: The Beacon Waterfront Apartments between The Town of St. Stephen and Xenia Housing Incorporated, in the form presented to Council, and authorizes the Mayor and Town Clerk to execute the Agreement.

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

CLOSED SESSION

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

RESOLUTION NO.: _____

DATE: July 23, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.