

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 27, 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 – July 23, 2018
 - (b) Public Hearing of Objections/Support (51 Budd Avenue) – August 22, 2018

8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Thank you from the Lumberjack Competition Events Manager.
 - (b) Letter from St. Stephen Fire Department - Annual Bucket Sit Fundraiser.
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 – August 15, 2018
 - (b) Planning Advisory Committee Meeting – June 4, 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 – Second Reading – Section Numbers Only
- (b) 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 – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Speed Reduction – Young Street
- (c) Written Views – Planning Advisory Committee – Creation of Proposed New Zone and Proposed Rezoning of 51 Budd Avenue (former sanitary sewer lagoon site – PID # 15194285)
- (d) Out-of-Province Travel: Chief Administrative Officer
- (e) Regional Development Corporation Project No. 11137 – Town of St. Stephen – Equipment Purchase
- (f) Garcelon Civic Center – Purchase and Installation of Starting Blocks
- (g) Approval of Event – Old Ridge United Pentecostal Church
- (h) Town of St. Stephen – Designated Highways Five Year Priorities (2019 - 2023) - Municipal Designated Highway Program

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

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

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

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

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

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor Ken Parker.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

142/18 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

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 Hyslop

Seconded by Councillor Harding

143/18 **THAT** the Minutes of the Regular Council meeting held on June 25, 2018 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 144/18 **THAT** the Minutes of the Special Council meeting held on June 29, 2018 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 145/18 **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. **CARRIED**

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 146/18 **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. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 147/18 **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 Wheaton
Seconded by Councillor Harding

- 148/18 **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 July 11, 2018 be approved as circulated. **CARRIED**

The Chief Administrative Officer introduced the new Fire Chief, Sean Morton, who will commence employment with the Town on Monday, July 30, 2018, replacing Jeff Richardson, the former Fire Chief who retired.

11. STAFF REPORTS

STAFF REPORTS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 149/18 **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; and Garcelon Civic Center **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Councilor Hyslop

Seconded by Councillor Chisholm

- 150/18 **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. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 151/18 **THAT** the Royal Canadian Mounted Police June 2018 report for the St. Stephen Municipal Post, District # 1 be received for information and filed. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 152/18** 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. **CARRIED**

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)

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 153/18** 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. **CARRIED**

TRANSFER FROM GENERAL OPERATING RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 154/18** 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. **CARRIED**

GARCELON CIVIC CENTER – FEES AND OPERATIONS POLICIES

Moved by Councillor Chisholm

Seconded by Councillor Harding

- 155/18** 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. **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 156/18 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. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 157/18 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.
CARRIED

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

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 158/18 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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended a meeting on a potential mural at the library.
- Represented the Mayor at a provincial funding announcement in the David Alison Ganong Chocolate Park.
- Attended International Homecoming Festival Committee meetings.
- Attended a meeting with respect to the organizational review.
- Attended all Town meetings.

Councillor Hyslop

- Attended a meeting with respect to the organizational review.
- Attended all Town meetings.
- Attended a few concerts in the David Alison Ganong Chocolate Park.
- Attended Canada 1st Basketball Committee meetings.
- Attended a Charlotte County Museum board meeting.

Councillor Wheaton

- Attended all Town meetings.
- Attended Canada Day celebrations.
- Attended weekly International Homecoming Festival Committee meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the Southwest New Brunswick Transit Authority Inc. annual general meeting.
- Attended several concerts in the David Alison Ganong Chocolate Park.

Councillor Chisholm

- Attended all Town meetings.
- Attended a meeting with respect to the organizational review.
- Attended a social at the Chief Administrative Officer's new home.

Councillor Harding

- Attended all Town meetings.
- Participated in the final interviews for the new Fire Chief.
- Meet monthly with Sergeant Stubbs.
- Attended a meeting with respect to the organizational review.

Mayor MacEachern

- Attended Canada Day celebrations.
- Attended a meeting with respect to the organizational review.
- Attended a social at the Chief Administrative Officer's new home.
- Attended a meeting of the St. Stephen-Milltown Rotary Club as guest speaker.
- Attended an event at the Algonquin Hotel with the Premiers of Canada.
- Attended the Community Business Development Corporation's awards event.
- Attended a meeting of the John Howard Society

16. QUESTION PERIOD

There were no questions from the public or from Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, and Kathy Bockus, freelance journalist.

17. CLOSED SESSION

CLOSED SESSION

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

159/18 **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*. **CARRIED**

The Council came out of closed session at 7:43 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop
Seconded by Councillor Harding

160/18 **THAT** the meeting adjourn at 7:43 p.m. **CARRIED**

Mayor

Town Clerk

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

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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: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

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 the Minutes of the Public Hearing of Objections/Support with respect to the property known as PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) be approved as circulated.

PUBLIC HEARING OF OBJECTIONS/SUPPORT
WEDNESDAY, AUGUST 22, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112, ST. STEPHEN, NB

HEARING OF PUBLIC OBJECTIONS/SUPPORT TO:

Proposed amendment to By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law, whereby the Zoning Map that forms part of said By-Law would be amended to create a new zone entitled "Waterfront (WF)", and change the zoning of PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) from Downtown (DT) to Waterfront (WF) to increase the development potential of the property.

1. Welcome and Call to Order

Mayor Allan MacEachern called the meeting to order.

2. Recording of Attendance

Present: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton (arrived at 5:05 p.m.), David Hyslop, Phil Chisholm and Ken Parker; Assistant Development Officer Lee Johnson; and Town Clerk Joan Flewelling.

Absent: Chief Administrative Officer/Development Officer Jeff Renaud.

3. Approval of Agenda

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

4. Conflict of Interest

No conflicts of interest were declared.

5. Introduction

The Mayor introduced Assistant Development Officer Lee Johnson and asked him to address Council.

6. Overview of the Procedures

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

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

The Assistant Development Officer stated that First Reading of By-Law No. Z-1.7 will be considered at the next Regular Session on Monday, August 27, 2018.

7. Hearing of Written and Oral Objections/Support

The Assistant Development Officer advised that one (1) e-mail was received objecting to the proposed new zone and rezoning.

Mayor MacEachern called upon the public to speak either against the new zone and rezoning or in support of it.

Robert Otto, a resident who moved to town last year, expressed his concerns with development close to a waterway, plus allowing construction in an area which could be used as a green space.

Richard Fulton, President of Future St. Stephen, spoke in support of the new zone and rezoning.

Mayor MacEachern called three times for any further objections/support, to which there were none.

8. Adjournment

It was MOVED by Councillor Parker and SECONDED by Councillor Harding that the public hearing of objections/support adjourn at 5:23 p.m.

Mayor

Town Clerk

AGENDA
PUBLIC HEARING OF OBJECTIONS/SUPPORT
WEDNESDAY, AUGUST 22, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112

Proposed amendment to By-Law No. Z-1 being the Town of St. Stephen Zoning By-Law, whereby the Zoning Map that forms part of said By-Law would be amended to create a new zone entitled "Waterfront (WF)", and change the zoning of PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) from Downtown (DT) to Waterfront (WF) to increase the development potential of the property.

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

RESOLUTION NO.: _____

DATE: August 27, 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 May 31, 2018 and June 30, 2108 be received.

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

| | Actual To Date For the Five Months Ending May 31, 2018 | Budget For the Year Ending December 31, 2018 | Remaining | Percentage Used |
|--|---|---|------------------|----------------------------|
| Revenue | | | | |
| Taxes | 2,231,985 | 5,356,765 | \$3,124,780 | 42% |
| Services Provided to Other Governments | 90,728 | 253,708 | 162,980 | 36% |
| Sale of Services | 263,472 | 605,134 | 341,662 | 44% |
| Other Revenue From Own Sources | 87,324 | 195,842 | 108,518 | 45% |
| Unconditional Grants | 656,960 | 1,442,611 | 785,651 | 46% |
| Conditional Transfers | 3,384 | 4,200 | 816 | 81% |
| Other Transfers | 607,314 | 1,492,537 | 885,223 | 41% |
| Total Revenue | 3,941,167 | 9,350,797 | 5,409,630 | 42% |
| Expenditure | | | | |
| General Government Services | 357,482 | 1,044,472 | 686,990 | 34% |
| Protective Services | 675,531 | 2,260,064 | 1,584,533 | 30% |
| Transportation Services | 864,046 | 1,938,884 | 1,074,838 | 45% |
| Environmental Health Services | 105,467 | 247,794 | 142,327 | 43% |
| Environmental Development Services | 134,387 | 292,874 | 158,487 | 46% |
| Recreational and Cultural Services | 735,595 | 1,929,757 | 1,194,162 | 38% |
| Fiscal Services | 280,033 | 1,628,952 | 1,348,919 | 17% |
| Other | (7,891) | 8,000 | 15,891 | -99% |
| Total Expenditures | 3,144,650 | 9,350,797 | 6,206,147 | 34% |
| Surplus (Deficit) | \$796,517 | \$0 | | |

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

| | Actual To Date For the Five Months Ending May 31, 2018 | Budget For the Year Ending December 31, 2018 | Remaining | Percentage Used |
|----------------------------------|---|---|------------------|----------------------------|
| Revenue | | | | |
| Sale of Service | \$618,304 | \$2,065,570 | \$1,447,266 | 30% |
| Other Revenue From Own Source | 83,071 | 200,300 | 117,229 | 41% |
| Other Transfers | 37,300 | 89,521 | 52,221 | 42% |
| Total Revenue | 738,675 | 2,355,391 | 1,616,716 | 31% |
| Expenditures | | | | |
| Water Supply | 414,594 | 1,081,783 | 667,189 | 38% |
| Sewerage Collection and Disposal | 263,652 | 726,650 | 462,998 | 36% |
| Fiscal Services | 174,559 | 546,958 | 372,399 | 32% |
| Total Expenditures | 852,805 | 2,355,391 | 1,502,586 | 36% |
| Surplus (Deficit) | (\$114,130) | \$0 | | |

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

| | Actual To Date For the Six Months Ending June 30, 2018 | Budget For the Year Ending December 31, 2018 | Remaining | Percentage Used |
|--|---|---|------------------|----------------------------|
| Revenue | | | | |
| Taxes | 2,678,382 | 5,356,765 | \$2,678,383 | 50% |
| Services Provided to Other Governments | 90,728 | 253,708 | 162,980 | 36% |
| Sale of Services | 289,382 | 605,134 | 315,752 | 48% |
| Other Revenue From Own Sources | 105,170 | 195,842 | 90,672 | 54% |
| Unconditional Grants | 798,845 | 1,442,611 | 643,766 | 55% |
| Conditional Transfers | 9,519 | 4,200 | (5,319) | 227% |
| Other Transfers | 731,775 | 1,492,537 | 760,762 | 49% |
| Total Revenue | 4,703,801 | 9,350,797 | 4,646,996 | 50% |
| Expenditure | | | | |
| General Government Services | 479,865 | 1,044,472 | 564,607 | 46% |
| Protective Services | 1,052,574 | 2,260,064 | 1,207,490 | 47% |
| Transportation Services | 992,517 | 1,938,884 | 946,367 | 51% |
| Environmental Health Services | 125,696 | 247,794 | 122,098 | 51% |
| Environmental Development Services | 153,915 | 292,874 | 138,959 | 53% |
| Recreational and Cultural Services | 883,226 | 1,929,757 | 1,046,531 | 46% |
| Fiscal Services | 531,353 | 1,628,952 | 1,097,599 | 33% |
| Other | (2,500) | 8,000 | 10,500 | -31% |
| Total Expenditures | 4,216,646 | 9,350,797 | 5,134,151 | 45% |
| Surplus (Deficit) | \$487,155 | \$0 | | |

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

| | Actual To Date For the Six Months Ending June 30, 2018 | Budget For the Year Ending December 31, 2018 | Remaining | Percentage Used |
|----------------------------------|---|---|------------------|----------------------------|
| Revenue | | | | |
| Sale of Service | \$1,016,479 | \$2,065,570 | \$1,049,091 | 49% |
| Other Revenue From Own Source | 104,073 | 200,300 | 96,227 | 52% |
| Other Transfers | 44,761 | 89,521 | 44,760 | 50% |
| Total Revenue | 1,165,313 | 2,355,391 | 1,190,078 | 49% |
| Expenditures | | | | |
| Water Supply | 490,647 | 1,081,783 | 591,136 | 45% |
| Sewerage Collection and Disposal | 313,506 | 726,650 | 413,144 | 43% |
| Fiscal Services | 362,011 | 546,958 | 184,947 | 66% |
| Total Expenditures | 1,166,164 | 2,355,391 | 1,189,227 | 50% |
| Surplus (Deficit) | (\$851) | \$0 | | |

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,341,233.65 (one million, three hundred and forty-one thousand, two hundred and thirty-three dollars and sixty-five cents) be received.

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

Visa:

June 2018

| | |
|---|--------------------|
| Allan MacEachern (General Government: Office Magazine Subscription) | \$ 50.25 |
| Jeff Renaud (General Government: Other Council, CAO Training) | \$ 1,157.55 |
| Barbara Tucker (Civic Centre: Monthly Galaxy Program Fee, Canteen Merchandise, Pool Maintenance, Arena Cleaning Supplies, Small Equipment, Pool Chemicals, Arena Training; Recreation: Travel/ Training, Program Initiatives) | \$ 1,947.89 |
| Total | \$ 3,155.69 |

July 2018

| | |
|--|--------------------|
| Allan MacEachern (General Government: Mayor Travel, Yearly Bank Fee) | \$ 144.87 |
| Barbara Tucker (Civic Centre: Canteen Merchandise, Events, First Aid Supplies, Office Supplies, Arena Maintenance; Recreation: Milltown Pool Supplies) | \$ 1,596.72 |
| Total | \$ 1,741.59 |

Chambers of Commerce Group Insurance Plan:

July 2018

| | |
|--------------------|---------------------|
| Non Union Premiums | \$ 7,931.89 |
| Union Premiums | \$ 9,726.68 |
| Total | \$ 17,658.57 |

Service New Brunswick

May 2018

| | |
|--|------------------|
| Utility Payments received by Service New Brunswick for the month of May 2018 | \$ 687.19 |
| Total | \$ 687.19 |

Grand Total **\$ 23,243.04**

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

July 2018

| | | |
|---|-----------|-------------------|
| Minister of Finance (CWWF Project Signage, Cheque #1164) | \$ | 664.44 |
| Dillon Consulting Limited (Engineering & Waterfront Revitalization - Project No. 187081, Cheque #1166) | \$ | 37,050.42 |
| Fundy Contractors Limited (Construction - Water Main and Utility Renewal Milltown Blvd - Project No. 17-5356, Cheque #1167) | | 230,229.62 |
| | <u>\$</u> | <u>267,944.48</u> |

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000035 dated between 07/01/2018 and 07/31/2018

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| Number | Issued | | Amount | SC | Status | Status Date |
|---------------|---------------|-----------------------------------|------------------|-----------|---------------|--------------------|
| 000033 | 07/05/2018 | TOWN OF ST. STEPHEN | 27,000.00 | A/P | OUT-STD | 07/05/2018 |
| | 27000.00 | CC-TRANSFER-FROM CC TO GENE | 27,000.00 | | | |
| | | Cheque Totals Issued: | 27,000.00 | | | |
| | | Void: | 0.00 | | | |
| | | Total Cheques Generated: | 27,000.00 | | | |
| | | 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 022625 dated between 07/01/2018 and 07/31/2018

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| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|--|-----|---------|-------------|
| 022240 | 07/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000027524 GG-TOWNHALL-LEASE-JULY/18 | 5,417.62 5,417.62 | A/P | CLEARED | 07/31/2018 |
| 022313 | 07/05/2018 ACCT #903240047015 JUNE2018 VOLUNTEER FIRE MEMBERSHIP DU | 300.00 300.00 | A/P | OUT-STD | 07/05/2018 |
| 022314 | 07/05/2018 ACCT 8025-280 JUNE2018 LOCAL 770 UNION DUES-JUNE/18 | 1,196.39 1,196.39 | A/P | CLEARED | 07/31/2018 |
| 022316 | 07/05/2018 CANADIAN TIRE N16411450 TS-SHOP- ROPE CLIPS N16477454* RC-HORT- FERTILIZER SPIKES N168502732 TS-SHOP- WASHERS N16850411 TS-SHOP- PAINT N16850412 RC-PARKS- PAINT N16850415 RC-PARKS- SOCKET SET N16850427 RC-SKATE PARK- PAINT, QUICK LINI N16850429 PS-FIRE- WATER BOTTLES N16850437 RC-POOL- PUMP N16850438 TS-SHOP- PAINT N16850444 TS-SHOP- WATER N16850468 TS-SHOP- TK PWH 12-24X2 N16850472 TS-SHOP- AC RUST GLS BLA, ELBOI N16850478 RC-HORT- FLOWERS N16850488 RC-PARKS- EASY OUTS N16850496 CC-ARENA-BBQ LIGHTERS N16850501 RC-HORT- ANNUALS N16850522 RC-PARKS-GAS CAN, WATER N16850524 CC-ADMIN- KING RINGS N16850528 TS-#23- OIL N16850530 RC-PARKS- TAPE, CONNECTOR N16850549 TS-SHOP- AIR FILTERS N16850741 RC-PARKS- PROPANE, NEW TANKS N16850749 RC-PARKS- TOTE, J-CLOTHES N16850750 CC-POOL- TOTES N16850754 RC-PARKS- WINDEX | 1,184.87 17.18 17.23 6.31 31.45 79.93 132.18 40.14 76.68 101.19 17.22 51.12 10.34 79.06 65.48 19.54 14.32 27.51 72.96 11.44 68.29 22.83 34.48 144.35 14.93 18.38 10.33 | A/P | CLEARED | 07/31/2018 |
| 022317 | 07/05/2018 CARQUEST 140425 TS-SHOP- SUPPLIES | 1.73 1.73 | A/P | CLEARED | 07/31/2018 |
| 022318 | 07/05/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JUNE2018 GG-MUNCIPALPLAN-JUNE/18 | 24,626.92 24,626.92 | A/P | CLEARED | 07/31/2018 |
| 022320 | 07/05/2018 CREIGHTON-CARTER LTD. 961-453293 TS-#22- OIL PRESSURE SWITCH 961-453314 TS-SHOP- ADAPTER 961-453341 TS-SHOP- HARDWARE 961-453382 TS-#6- ADAPTERS, HARDWARE 961-453401 TS-#310- OIL SEALS 961-453442 TS-SHOP- ETCH PRIMER, MISC 961-453458 TS-#16- COUPLINGS 961-453474 TS-#6- CLEARANCE MARKER SING 961-453735 TS-SHOP- DESICCANT SNAKE 961-453764 TS-SHOP- DESICCANT SNAKE | 1,539.33 40.08 2.19 13.65 31.67 20.36 98.67 312.02 13.89 54.08 54.08 | A/P | CLEARED | 07/31/2018 |

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 022625 dated between 07/01/2018 and 07/31/2018

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| Number | Issued | | Amount | SC | Status | Status Date |
|--------|------------|---------------------------------|-----------------|-----|---------|-------------|
| | 961-453787 | CC-ZAMBONI- AIR FILTER, SPARK P | 53.79 | | | |
| | 961-453856 | TS-#15- BREQAKAWAY SW, BATTER | 53.61 | | | |
| | 961-453861 | TS-SHOP- SELF ETCH PRIMER, SPR | 24.21 | | | |
| | 961-453893 | TS-#15- UAP NAPA-BULK | 17.43 | | | |
| | 961-453971 | TS-SHOP- OIL | 93.16 | | | |
| | 961-454003 | TS-#7- HYDRAULIC, COUPLINGS, HY | 199.20 | | | |
| | 961-454339 | TS-#21- ATF SUPERFLO | 155.18 | | | |
| | 961-454498 | RC-PARKS- 7PC SCREW EXT | 82.79 | | | |
| | 961-454530 | TS-#11- HYDR. HOSES, HOSE, WREI | 47.12 | | | |
| | 961-454904 | TS-#23- AIR FILTER | 11.21 | | | |
| | 961-454908 | TS-#23- BRAKE PADS | 122.64 | | | |
| | 961-455109 | TS-SHOP- MASKING TAPE | 9.55 | | | |
| | 961-455190 | TS-SHOP- SOCKET | 7.35 | | | |
| | 961-455430 | TS-SHOP- ELECT TAPE | 17.14 | | | |
| | 961-455441 | TS-SHOP- REDI ROD | 4.26 | | | |
| 022321 | 07/05/2018 | GULLISON'S COURIER SERVICE | 356.50 | A/P | CLEARED | 07/31/2018 |
| | 864508 | TS-#22- TO TOWN FR/CUMMINS | 34.50 | | | |
| | 864529 | TS-#22- TO TOWN FR/CUMMINS | 69.00 | | | |
| | 864552 | TS-SHOP- TO TOWN FR/PARTS FOR | 69.00 | | | |
| | 864580 | TS-#13- TO TOWN FR/CASE EQUIPM | 34.50 | | | |
| | 864593 | TS-#13- TO TOWN FR/ CASE EQUIPM | 46.00 | | | |
| | 864645 | TS-#11- TO TOWN FR/ CASE EQUIPM | 34.50 | | | |
| | 864955 | TS-#16- TO TOWN FR/CASE EQUIPM | 34.50 | | | |
| | 864999 | TS-#16- TO TOWN FR/CASE EQUIPM | 34.50 | | | |
| 022322 | 07/05/2018 | HARDWARE SPECIALTY LTD. | 2,185.00 | A/P | CLEARED | 07/31/2018 |
| | 131617 | CC-ARENA-MAIN RINK DOOR HINGE | 1,840.00 | | | |
| | 132036 | CC-BUILDING-PANIC SET DOOR REI | 345.00 | | | |
| 022323 | 07/05/2018 | JEFF RENAUD | 250.00 | A/P | CLEARED | 07/31/2018 |
| | JUNE2018 | GG-CAO-MONTHLY VEHICLE ALLOW | 250.00 | | | |
| 022324 | 07/05/2018 | KEITH'S BUILDING SUPPLIES | 3,162.09 | A/P | CLEARED | 07/31/2018 |
| | 174517 | RC-PARKS- SHIMS | 7.57 | | | |
| | 174674 | PC-PARKS- TEAR AID, TAPE, EPOXY | 60.90 | | | |
| | 174755 | RC-PARKS- PLYWOOD | 64.39 | | | |
| | 174834 | RC-PARKS- EPOXY | 11.49 | | | |
| | 174903 | RC-PARKS- PVC/ABS CEMENT, CEM | 16.07 | | | |
| | 174904 | RC-SPLASH PAD- POOL PAINT | 689.89 | | | |
| | 175084 | PS-FIRE- TIME KNOB GE DRYER | 33.35 | | | |
| | 175332 | RC-POOL- AZOLE, LUMBER, PLYWO | 2,278.43 | | | |
| 022330 | 07/05/2018 | KENT BUILDING SUPPLIES | 6,378.85 | A/P | CLEARED | 07/31/2018 |
| | 10069897 | PS-FIRE-ADAPTERS | -5.13 | | | |
| | 10070585 | TS-SHOP-CHALKLINE LASER, PHOT | -243.52 | | | |
| | 1275971 | RC-PARKS- LUMBER | 218.18 | | | |
| | 1369088 | TS-SHOP- PAD LOCK, HOOK CUP, P | 68.99 | | | |
| | 1369205 | TS-SHOP- PLY WOOD | 81.21 | | | |
| | 1371472 | RC-PARKS- CUTTING WHEELS, RIP | 527.97 | | | |
| | 1371589 | CC-ARENA- MOP, MOP REFILL, PAI | 48.96 | | | |
| | 1371609 | RC-PARKS- QUIKRETE MORTAR MI | 22.01 | | | |
| | 1371698 | TS-SHOP-DECK SCREWS, STRAPS, | 111.99 | | | |
| | 1371957 | TS-SHOP-QUIKRETE HYDR WATRS1 | 66.19 | | | |

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Town of St. Stephen
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| Number | Issued | Amount | SC | Status | Status Date |
|---------|---------------------------------|--------|----|--------|-------------|
| 1372245 | RC-PARKS- DECK SCREWS, LUMBE | 134.21 | | | |
| 1373030 | TS-SHOP-BARRIER VAP, STAPLES, | 83.69 | | | |
| 1374631 | TS-SHOP- BUSHING | 5.23 | | | |
| 1374734 | TS-SHOP- PADLOCK, 2 BLK/SIL REF | 14.70 | | | |
| 1375647 | RC-PARKS- SAFETY GLASSES, DRIL | 308.25 | | | |
| 1376350 | CC-POOL- DNOTUBIN/POLYRPX | 26.68 | | | |
| 1376466 | TS-SHOP- PACKAGED LETTERS | 5.34 | | | |
| 1376536 | TS-SHOP- PACKAGED LETTERS | 5.34 | | | |
| 1376586 | TS-SHOP- FLOOR LIGHS | 56.67 | | | |
| 1377451 | RC-PARKS- CARRIAGE BOLTS, HEX | 10.82 | | | |
| 1378083 | RC-HORT- SHAKEN FEED, LAWN RA | 180.15 | | | |
| 1378157 | RC-PARKS- EXTERIOR STAIN, BRUS | 121.88 | | | |
| 1378200 | PS-FIRE- ADAPTER, CONN HOSE SV | 17.95 | | | |
| 1378970 | RC-PARKS- PAINT SUPPLIES | 39.10 | | | |
| 1379193 | RC-PARKS- PAINT | 43.69 | | | |
| 1379259 | TS-SHOP- PAINT BRUSH SET | 17.96 | | | |
| 1381196 | RC-PARKS-SCREWS, LUMBER | 763.70 | | | |
| 1381827 | RC-PARKS- PAINT | 64.88 | | | |
| 1381957 | TS-SHOP- PERCUSS DRILLS | 19.87 | | | |
| 1382277 | RC-PARKS- KRYLON, TREMCLAD, B | 118.57 | | | |
| 1382428 | RC-HORT- SUPER REMOVAL 1L, PAI | 59.67 | | | |
| 1382971 | RC-MILLPOOL- ADAPTER, COUPLIN | 5.08 | | | |
| 1383401 | RC-PARKS- PAINT | 62.00 | | | |
| 1383422 | RC-HORT- MINI TRAYS | 14.52 | | | |
| 1383722 | RC-HORT- SUPER REMOVER, MINI T | 47.60 | | | |
| 1383855 | RC-PARKS- KEYS, PADLOCK | 94.09 | | | |
| 1383964 | TS-SHOP- PADLOCK, KEYS | 94.09 | | | |
| 1384077 | CC-ARENA- TAPE, WINDEX, PADLOC | 138.02 | | | |
| 1384115 | CC-ARENA- CHAIN | 96.97 | | | |
| 1384131 | RC-HORT- PAINT | 47.05 | | | |
| 1385267 | TS-SHOP- ANGLE BRUSH SET | 35.91 | | | |
| 1385276 | TS-SHOP- SCRAPER, PUTTY KNIFE | 19.99 | | | |
| 1385891 | RC-PARKS- PAINT SETS | 31.86 | | | |
| 1385959 | RC-PARKS- PAINT | 50.80 | | | |
| 1386115 | RC-PARKS- 1/2" X 6" SDS BIT | 43.50 | | | |
| 1386457 | TS-SHOP- LUMBER | 41.88 | | | |
| 1386913 | RC-PARKS- LOCK PLUG | 39.78 | | | |
| 1388022 | CC-ARENA- ROLLER, MASKING TAP | 47.83 | | | |
| 1388328 | RC-HORT- HOES/ARTIC FLEX, RHOI | 81.05 | | | |
| 1388357 | RC-PARKS- ADHESIVE PADS, RESTI | 51.92 | | | |
| 1388833 | RC-PARKS- DEADBOLT | 24.59 | | | |
| 1388985 | CC-ARENA- DUST MASKS | 19.24 | | | |
| 1391446 | RC-MILLPOOL- PIPE, ELBOW, ELBOI | 36.78 | | | |
| 1391625 | RC-MILLPOOL- FLEX A SPOUT EXTE | 97.54 | | | |
| 1392029 | RC-MILLPOOL- LEAKSEAL, ELBOWS | 35.43 | | | |
| 1392414 | RC-PARKS- WIRE ROLLER FRAME, I | 47.33 | | | |
| 1392781 | CC-ARENA- WIRE, TRAY LINER, ROI | 184.67 | | | |
| 1393200 | TS-SHOP- LEVEL, RECIP SAW BLAD | 57.83 | | | |
| 1393482 | TS-SHOP- CHALKLINE LASER, PHOT | 243.52 | | | |

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 022625 dated between 07/01/2018 and 07/31/2018

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| Number | Issued | | Amount | SC | Status | Status Date |
|--------|----------------|---------------------------------|-----------|-----|---------|-------------|
| | 1395828 | TS-SHOP- TOOL KIT, LASER LEVER | 851.97 | | | |
| | 1396402 | RC-POOL- GRASS, RAKE | 53.81 | | | |
| | 1396460 | RC-PARKS- SLIT FOAM ROLLER | 17.73 | | | |
| | 1397326 | CC-ARENA- PAINT BRUSH, PAINT | 101.56 | | | |
| | 1398459 | RC-PARKS- WIRE | 14.10 | | | |
| | 1398907 | TS-SHOP- SECURITY TAPE, HOSE | 212.77 | | | |
| | 1400707 | RC-HORT- LAWN FERTILIZER | 74.69 | | | |
| | 1401325 | RC-MILLPOOL- PAINT, PAINT SET | 219.82 | | | |
| | 1401699 | RC-HORT- SPRAYER, GRASS | 31.79 | | | |
| | 1402523 | TS-SHOP- WAHING MACHINE FILLEI | 14.54 | | | |
| 022331 | 07/05/2018 | MINISTER OF FINANCE | 209.30 | A/P | CLEARED | 07/31/2018 |
| | WEEK272018 | EMPLOYEE DEDUCTIONS-JUL 1-7/18 | 209.30 | | | |
| 022332 | 07/05/2018 | O'CONNELL MIKE | 200.00 | A/P | CLEARED | 07/31/2018 |
| | JUNE2018 | RC-RECDIRECTOR-MONTHLY VEHIK | 200.00 | | | |
| 022333 | 07/05/2018 | PAYROLL TRANSFER | 79,522.00 | A/P | CLEARED | 07/31/2018 |
| | WEEK272018 | GG-TRANSFER-JUNE 22-JULY 05/18 | 79,522.00 | | | |
| 022334 | 07/05/2018 | RECEIVER GENERAL FOR CANADA | 36,506.66 | A/P | CLEARED | 07/31/2018 |
| | WEEK272018 | GG-REMITTANCE-JUNE 22-JULY 5/18 | 36,506.66 | | | |
| 022335 | 07/05/2018 | SHANNON MICHAEL | 371.91 | A/P | CLEARED | 07/31/2018 |
| | WEEK272018 | PS-ANIMALCONTROL-WEEKLY FEE, | 371.91 | | | |
| 022336 | 07/05/2018 | SHARPE'S LAWN CARE | 17,250.00 | A/P | CLEARED | 07/31/2018 |
| | 257 | RC-PARKS-TURF MAINTENANCE-PL | 17,250.00 | | | |
| 022337 | 07/05/2018 | ST. STEPHEN UTILITY DEPT. | 40.00 | A/P | CLEARED | 07/31/2018 |
| | JUNE2018 | EMPLOYEE DEDUCTIONS-JUNE/18 | 40.00 | | | |
| 022338 | 07/05/2018 | MINISTER OF FINANCE | 986.00 | A/P | CLEARED | 07/31/2018 |
| | JUNE2018 | EMPLOYEE DEDUCTIONS-JUNE/18 | 986.00 | | | |
| 022339 | 07/05/2018 | SAINT JOHN SEA DOGS | 5,000.00 | A/P | CLEARED | 07/31/2018 |
| | 10247 | CC-ARENA-EXHIBITION GAME | 5,000.00 | | | |
| 022340 | 07/05/2018 | STATIONERY PLUS | 584.99 | A/P | CLEARED | 07/31/2018 |
| | 32542 | PS-FIRE- 1 HOLE PUNCH, PAPER | 62.88 | | | |
| | 32857 | GG-TOWN HALL- STAPLES | 2.15 | | | |
| | 32982 | GG-TOWN HALL- KITCHEN SUPPLIE | 41.61 | | | |
| | 33085 | GG-TOWN HALL- KITCHEN SUPPLIE | 14.02 | | | |
| | 33286 | GG-TOWN HALL- LASER TONER | 100.27 | | | |
| | 33335 | GG-TOWN HALL- PAPER, INDEX 5-T, | 173.87 | | | |
| | 33563 | PS-FIRE- PAPER | 76.48 | | | |
| | 33838 | GG-TOWN HALL- BINDER, POST ITS | 104.52 | | | |
| | 33855 | GG-TOWN HALL- AIR DUSTER | 9.19 | | | |
| 022341 | 07/10/2018 | ALEX REID | 100.44 | A/P | CLEARED | 07/31/2018 |
| | CANADADAY2018 | GG-EVENTS-CANADA DAY EXPENSI | 100.44 | | | |
| 022342 | 07/10/2018 | ANDY'S POOL AND SPA | 132.07 | A/P | CLEARED | 07/31/2018 |
| | JUNE 04,2018 | RC-POOL- 12 JUCUZZI RETURN FAC | 132.07 | | | |
| 022343 | 07/10/2018 | ARMSTRONG'S COMMUNICATION LTD. | 96.60 | A/P | CLEARED | 07/31/2018 |
| | 447384 | RC-MILLPOOL- ALARM SYSTEM MOI | 96.60 | | | |
| 022344 | 07/10/2018 | BELL ALIANT | 954.82 | A/P | CLEARED | 07/31/2018 |
| | 47424130MAY18 | CC-ADMIN-LANDLINE PHONES | 954.82 | | | |
| 022345 | 07/10/2018 | BELL MOBILITY INC. | 1,040.79 | A/P | CLEARED | 07/31/2018 |
| | 523889487JUN18 | CC-ADMIN-CELL PHONE CHARGES | 131.13 | | | |

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| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|---|-----|---------|-------------|
| | 523889487JUN18GEN GG-ADMIN-CELL PHONE CHARGES | 909.66 | | | |
| 022346 | 07/10/2018 BORDER INVESTIGATIONS & SECURITY INC. 14855 PS-BYLAW-JUN 29-JULY 06/18 FEE | 966.00 966.00 | A/P | CLEARED | 07/31/2018 |
| 022347 | 07/10/2018 CANADIAN SPRINGS 9925760574 GG-TOWNHALL-WATER | 28.37 28.37 | A/P | CLEARED | 07/31/2018 |
| 022348 | 07/10/2018 CARQUEST 14838-81560 RC-#306- DRUMS | 137.89 137.89 | A/P | CLEARED | 07/31/2018 |
| 022349 | 07/10/2018 CHARLOTTE COUNTY JANITORIAL 3980 PS-FIRE- JANITORIAL - MAY/18 3982 PM-RCMP- JANITORIAL- MAY/18 | 1,304.08 161.00 1,143.08 | A/P | CLEARED | 07/31/2018 |
| 022350 | 07/10/2018 CINTAS CANADA LIMITED 5010786173 GG-TOWN HALL- FIRST AID SUPPLI | 196.15 196.15 | A/P | CLEARED | 07/31/2018 |
| 022351 | 07/10/2018 CNH CAPITAL IN88039INT TS-#11-INVOICE INTEREST | 24.77 24.77 | A/P | CLEARED | 07/31/2018 |
| 022352 | 07/10/2018 COX ELECTRONICS & COMMUNICATIONS 1-017593 GG-TREASURER- COMPUTER REPA | 92.00 92.00 | A/P | CLEARED | 07/31/2018 |
| 022353 | 07/10/2018 DEMPSEY'S PLUMBING & HEATING 2636 RC-MILLPOOL- REPLACE BROKEN S | 708.98 708.98 | A/P | CLEARED | 07/31/2018 |
| 022354 | 07/10/2018 DOW JENNIFER CLOTHINGALLOW18* RC-HORT-CLOTHING ALLOWANCE FLOWERSUPPLIES* RC-HORT-FLOWER SUPPLES | 108.91 52.88 56.03 | A/P | CLEARED | 07/31/2018 |
| 022355 | 07/10/2018 EAST COAST INTERNATIONAL TRUCKS 29001S TS-#5- FILTERS, ROTT4TRI, OIL 29124S PS-#205- FILTERS 29190S TS-SHOP- LUB. OILS, MINI VENT PLI 29191S TS-SHOP- LUB. OILS, MINI VENT PLI 29214S PS-#205- BRAKE DRUMS CM27807SA TS-#5-DRIVE PIN, PIN-CLU CM29190S TS-SHOP-LUBRICATING OILS, MINI \\\ CM29442S TS-#5-FILTER | 1,359.77 481.48 132.07 335.79 335.79 539.56 -36.43 -335.79 -92.70 | A/P | CLEARED | 07/31/2018 |
| 022356 | 07/10/2018 ERICA INGERSOLL 12 GG-EVENTS-CANADA DAY FACE PA | 150.00 150.00 | A/P | CLEARED | 07/31/2018 |
| 022357 | 07/10/2018 FERRO WASTE & RECYCLING INC. 0001469448 GG-TOWN HALL- ZONE III GARBAGE | 3,777.12 3,777.12 | A/P | CLEARED | 07/31/2018 |
| 022358 | 07/10/2018 FLEET READY LTD. 11354 PS-#201- GASKETS, COIL, TUBING S | 322.50 322.50 | A/P | CLEARED | 07/31/2018 |
| 022359 | 07/10/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-057 PS-BUILDINSPECTOR-JUN 24-JUL07 | 2,484.00 2,484.00 | A/P | CLEARED | 07/31/2018 |
| 022360 | 07/10/2018 GARTH ORCHARD CANADADAY GG-EVENTS-CANADA DAY ENTERT/ CONCERTSERIES18 GG-EVENTS-CONCERT SERIES 2011 | 800.00 500.00 300.00 | A/P | CLEARED | 07/31/2018 |
| 022361 | 07/10/2018 HAYDEN WIEBE 1088 GG-EVENTS-CONCERT SERIES 2011 | 300.00 300.00 | A/P | CLEARED | 07/31/2018 |
| 022362 | 07/10/2018 JOAN MERRILL MAY10-JUL08/18 PM-LIBRARY-PUBLIC WASHROOM C | 426.00 426.00 | A/P | CLEARED | 07/31/2018 |
| 022363 | 07/10/2018 KEM CANADA MFG 118541 TS-SHOP- HAND CLEANER 118962 TS-SHOP- UNDERCOATING, DEGRE | 740.03 193.78 546.25 | A/P | CLEARED | 07/31/2018 |

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|--------|--|---|-----|---------|-------------|
| 022364 | 07/10/2018 LINDE CANADA LIMITED 15687 58598097 TS-SHOP- OXYGEN K | 15.30 15.30 | A/P | CLEARED | 07/31/2018 |
| 022365 | 07/10/2018 LSW WEAR PARTS LTD. 48708 TS-SWEEPER- SWEEPER BRUSH | 675.63 675.63 | A/P | CLEARED | 07/31/2018 |
| 022366 | 07/10/2018 MAYFIELD GARDENS INC. 17* GG-TOWN HALL- OFFICE PLANT 18 RC-HORT- MULCH | 1,020.57 32.18 988.39 | A/P | OUT-STD | 07/10/2018 |
| 022367 | 07/10/2018 MIDLAND COURIER 9758862 PS-FIRE- TO CODE 4 FIRE RESOVE | 192.37 192.37 | A/P | CLEARED | 07/31/2018 |
| 022368 | 07/10/2018 MINISTER OF FINANCE WEEK282018 EMPLOYEE DEDUCTIONS-JUL 08-14 | 209.30 209.30 | A/P | CLEARED | 07/31/2018 |
| 022369 | 07/10/2018 MRS. DUNSTER'S (1996) INC. 11103033 GG-EVENTS-CANADA DAY SUPPLIE | 96.80 96.80 | A/P | CLEARED | 07/31/2018 |
| 022370 | 07/10/2018 N.B. ASSOC FIRE CHIEFS 2018MH-12 PS-FIRE- MENTAL HEALTH TRAININ | 25.00 25.00 | A/P | OUT-STD | 07/10/2018 |
| 022371 | 07/10/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 413236 PS-RCMP- FLOOR MATS 414175 PM-RCMP- FLOOR MATS | 93.48 46.74 46.74 | A/P | CLEARED | 07/31/2018 |
| 022372 | 07/10/2018 O'CONNELL MIKE FACILITIESCONF2018 RC-RECDIRECTOR-FACILITIES CON SPORTNB2018 RC-RECDIRECTOR-SPORT NB BOAF | 1,219.70 381.00 838.70 | A/P | CLEARED | 07/31/2018 |
| 022373 | 07/10/2018 PRINCESS AUTO 681153 TS-ST5-FAN BARN CANARM, CAMEF | 371.80 371.80 | A/P | CLEARED | 07/31/2018 |
| 022374 | 07/10/2018 PROVINCIAL BANDAG TIRES 19005 TS-#5- STEERING TIRES | 1,507.49 1,507.49 | A/P | CLEARED | 07/31/2018 |
| 022375 | 07/10/2018 SHANNON MICHAEL WEEK282018 PS-ANIMALCONTROL-WEEKLY FEE, | 371.91 371.91 | A/P | CLEARED | 07/31/2018 |
| 022376 | 07/10/2018 SOURCE ONE SUPPLIES 18380 RC-MILLPOOL- BLENCH, GARBAGE 18408 TS-SHOP- GARBAGE BAGS | 958.09 618.03 340.06 | A/P | CLEARED | 07/31/2018 |
| 022377 | 07/10/2018 SOUTHWEST CONCRETE & CONS LTD IN000004771 TS-ST5-EXCAVATOR W/HAMMER | 1,058.00 1,058.00 | A/P | CLEARED | 07/31/2018 |
| 022378 | 07/10/2018 SOUTHERN SANITATION LTD. 158812 PM-AIRPORT- GARBAGE COLLECTIO 158814* GG-TOWN-ZONE 1 GARBAGE COLLI 158816* GG-TOWN-ZONE III GARBAGE COLL 158818 TS/RC- SHOP/PARKS- GARBAGE CC | 9,201.81 50.60 4,602.78 4,005.74 542.69 | A/P | OUT-STD | 07/10/2018 |
| 022379 | 07/10/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 193146-194104 GG-TOWN-REGIONAL LANDFILL CO | 12,362.96 12,362.96 | A/P | CLEARED | 07/31/2018 |
| 022380 | 07/10/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 178373 GG-CIVIC-TOWN EVENTS | 56.52 56.52 | A/P | CLEARED | 07/31/2018 |
| 022381 | 07/10/2018 TRC HYDRAULICS INC. 153342 TS-#22-HYDMOTOR 153358 TS-#5- REPAIR BLADE CYLINDER | 3,807.97 2,880.26 927.71 | A/P | CLEARED | 07/31/2018 |
| 022382 | 07/10/2018 WATER & ICE NORTH AMERICA INC. 42783 CC-POOL- PH INDICATOR SOLUTIOI | 192.05 192.05 | A/P | CLEARED | 07/31/2018 |
| 022383 | 07/10/2018 WURTH CANADA LIMITED 23127258 TS-SHOP- BRAKES, PART CLEANER | 360.16 360.16 | A/P | CLEARED | 07/31/2018 |

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|--------|---|--|-----|---------|-------------|
| 022384 | 07/10/2018 YELLOW PAGES GROUP 18-5959877 GG-TOWN HALL- 911 LISTING JUN/1 | 10.47 10.47 | A/P | CLEARED | 07/31/2018 |
| 022385 | 07/10/2018 SAUNDERS EQUIPMENT LTD. 0000072261 TS-#34- HYDRAULIC LIFT CYL | 748.36 748.36 | A/P | CLEARED | 07/31/2018 |
| 022386 | 07/17/2018 3D DATACOMM 35126 CC-CONFERENCE ROOM- ON SITE ! | 437.00 437.00 | A/P | CLEARED | 07/31/2018 |
| 022387 | 07/17/2018 A.M.A.N.B. FEE2018-107 GG-CIVIC-MEMBERSHIP FEESW | 416.60 416.60 | A/P | CLEARED | 07/31/2018 |
| 022388 | 07/17/2018 ALL GAS TANKS 94267 RC-HORT-6 PACK MIX OIL 94404 RC-PARKS- EYELET, .080 LINE 1 LB | 45.98 19.26 26.72 | A/P | CLEARED | 07/31/2018 |
| 022389 | 07/17/2018 AQUAM 267811 CC-POOL- LIFE JACKETS 270902* CC-POOL- GOOGLES 272960 RC-MILLPOOL- POCKET MASKSW, F | 1,739.08 410.58 631.51 696.99 | A/P | CLEARED | 07/31/2018 |
| 022390 | 07/17/2018 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P34037 RC-PARKS- MOWER PARTS | 111.25 111.25 | A/P | CLEARED | 07/31/2018 |
| 022391 | 07/17/2018 BELL ALIANT 06336721JUN18 TS-AIRPORT-LANDLINE PHONE 11368891JUN18 GG-TOWNHALL-LANDLINE PHONES 11378668JUN18 PS/TS-199UNIONST-LANDLINE PHOI 11395944JUN18 PS-FIRE-LANDLINE PHONES 15772965JUN18 RC-REC/POOL-LANDLINE PHONES 46435731JUN18 RC-PARKS-CHOCOLATE PARK CAM | 3,417.86 157.88 1,653.91 358.85 902.79 238.69 105.74 | A/P | CLEARED | 07/31/2018 |
| 022392 | 07/17/2018 BRIGGS PLUMBING INC. 114682 RC-SPLASH PAD -REPAIR | 708.86 708.86 | A/P | CLEARED | 07/31/2018 |
| 022393 | 07/17/2018 BRUNET IN34454 GG-SEWER- BACK UP BATTERY | 232.88 232.88 | A/P | CLEARED | 07/31/2018 |
| 022394 | 07/17/2018 BRUNSWICK NEWS INC 1789664 GG-CIVIC- VISIT ST.STEPHEN PAGE 20001425 GG-CIVIC- CANADA DAY | 707.25 362.25 345.00 | A/P | CLEARED | 07/31/2018 |
| 022395 | 07/17/2018 CANADA BREAD COMPANY LIMITED 116614906568 CC-CANTEEN- HOT DOG BUNS | 25.56 25.56 | A/P | CLEARED | 07/31/2018 |
| 022396 | 07/17/2018 CHARLOTTE COUNTY JANITORIAL 4007 PS-FIRE- JANITORIAL - JUNE /18 4009 PS-RCMP- JANITORIAL- JUNE/18 | 1,373.02 201.25 1,171.77 | A/P | CLEARED | 07/31/2018 |
| 022397 | 07/17/2018 CNH CAPITAL IN88185 TS-#11- FILTERS | 218.56 218.56 | A/P | CLEARED | 07/31/2018 |
| 022398 | 07/17/2018 COCA COLA REFRESHMENTS CANADA COMPANY 15330200103 CC-CANTEEN- COKE ORDER FOR U | 355.14 355.14 | A/P | CLEARED | 07/31/2018 |
| 022399 | 07/17/2018 CONNORS DIVING SERVICES 25746* PS-FIRE- CASCADE SYSTEMS SERV | 1,269.60 1,269.60 | A/P | CLEARED | 07/31/2018 |
| 022400 | 07/17/2018 DAVIS FUELS 15711 TS/PS-199 UNION STREET- HEATING | 1,234.33 1,234.33 | A/P | CLEARED | 07/31/2018 |
| 022401 | 07/17/2018 DEMPSEY'S PLUMBING & HEATING 2685 RC-MILLPOOL- CHANGED OUT HEA' | 2,017.76 2,017.76 | A/P | CLEARED | 07/31/2018 |
| 022402 | 07/17/2018 EAST COAST INTERNATIONAL TRUCKS 29401S TS-#5- CABLE TANKS | 2,425.61 136.16 | A/P | CLEARED | 07/31/2018 |

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|--------|---|----------------------------------|-----|---------|-------------|
| | 29410S | TS-#5- CERAM, 16.5X7 BALANCED, K | | | |
| | 29412S | PS-#305- BREAK DRUMS | | | |
| | 29440S | TS-#5- BALANCED, DRIVE WHEEL S | | | |
| | 29442S | TS-#5- filters | | | |
| | 29508S | TS-#5- BRAKE KIT, FILTER | | | |
| | 29515S | TS-#5- TMPR LOC NUT R | | | |
| | 29727S | TS-SHOP- RAGS | | | |
| 022403 | 07/17/2018 ELITE SCAFFOLDING SYSTEMS | 5,945.45 | A/P | OUT-STD | 07/17/2018 |
| | INV-0000967 PS-FIRE- STAIRS FOR TRAINING GR | 5,945.45 | | | |
| 022404 | 07/17/2018 FERO WASTE & RECYCLING INC. | 3,777.12 | A/P | CLEARED | 07/31/2018 |
| | 0001485860 GG-TOWN-ZONE II GARBAGE COLLI | 3,777.12 | | | |
| 022405 | 07/17/2018 FOUR SEASONS SPORTS LTD. | 5,196.63 | A/P | CLEARED | 07/31/2018 |
| | 01860 TS-ST5- LINE PAINTING | 5,196.63 | | | |
| 022406 | 07/17/2018 FUNDY FIRE FIGHTER ASSOCIATION | 150.00 | A/P | OUT-STD | 07/17/2018 |
| | SSFD01 PS-FIRE- TRAINING AT POINT LEPR | 150.00 | | | |
| 022407 | 07/17/2018 G. LEBLANC FIRE TRUCK REPAIR LTD. | 462.88 | A/P | CLEARED | 07/31/2018 |
| | 11246 PS-FIRE-UNIT #3 ANNUAL SERVICE | 462.88 | | | |
| 022408 | 07/17/2018 GANONG NATURE PARK | 500.00 | A/P | OUT-STD | 07/17/2018 |
| | 484 GG-EVENTS-LUMBERJACKS SPONS | 500.00 | | | |
| 022409 | 07/17/2018 GRANITE TOWN COMMUNICATIONS LTD. | 200.42 | A/P | CLEARED | 07/31/2018 |
| | 1012 PS-FIRE- 16 PIN CONNECTOR MOTC | 200.42 | | | |
| 022410 | 07/17/2018 KONICA MINOLTA BUSINESS SOLUTIONS | 91.97 | A/P | CLEARED | 07/31/2018 |
| | 252347283 GG-TOWN HALL- COPIER MAINT - JI | 91.97 | | | |
| 022411 | 07/17/2018 LIFESAVING SOCIETY - NB Branch | 1,534.08 | A/P | OUT-STD | 07/17/2018 |
| | 2374 CC-POOL- (3) LEADERSHIP RECERT | 107.00 | | | |
| | 2386 CC-POOL- ALERT, SWIM INSTRUCTO | 337.58 | | | |
| | 2389 CC-POOL- TRAINING APPOINTMENT | 30.00 | | | |
| | 6640A CC-POOL- NATIONAL LIFEGUARD-P | 319.50 | | | |
| | 6660A CC-POOL- FIRST AID, RCR-B, BRON | 218.25 | | | |
| | 6676A CC-POOL- SWIM INSTRUCTOR | 150.00 | | | |
| | 6678A CC-POOL- FIRST AID, BRONZE STAF | 314.50 | | | |
| | 6680A CC-POOL- FIRST AID, CPR | 37.50 | | | |
| | 6687A CC-POOL- BRONZE CROSS | 19.75 | | | |
| 022412 | 07/17/2018 MAYFIELD GARDENS INC. | 4,433.19 | A/P | CLEARED | 07/31/2018 |
| | 26 RC-HORT- HYWAY MIX, FERTILIZER | 442.69 | | | |
| | 30 RC-HORT- LG FIBER HANGING BASI | 3,990.50 | | | |
| 022413 | 07/17/2018 MINISTER OF FINANCE | 209.30 | A/P | CLEARED | 07/31/2018 |
| | WEEK292018 EMPLOYEE DEDUCTIONS-JULY 15-2 | 209.30 | | | |
| 022414 | 07/17/2018 MUNICIPAL WORLD | 68.94 | A/P | CLEARED | 07/31/2018 |
| | 35646 GG-SUBSCRIPTION-ONE YEAR 2018 | 68.94 | | | |
| 022415 | 07/17/2018 N. B. ELECTRIC POWER | 13,959.50 | A/P | CLEARED | 07/31/2018 |
| | 18988703JUL18 TS/PS-199UNIONST-ELECTRICITY | 1,159.33 | | | |
| | 19051703JUL18 TS-AIRPORT-ELECTRICITY | 145.21 | | | |
| | 19051801JUL18 TS-AIRPORT-ELECTRICITY | 46.24 | | | |
| | 216000030308JUL18 TS-ST5-AREA LIGHTS | 11,762.87 | | | |
| | 71315207JUL18 PS-RCMP-ELECTRICITY | 817.19 | | | |
| | 83278804JUL18 TS-ST5-PARKS SHED | 28.66 | | | |
| 022416 | 07/17/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. | 142.10 | A/P | CLEARED | 07/31/2018 |

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| | 414639 | GG-TOWN HALL- FLOOR MATS | 95.36 | | | |
| | 415108 | PM-RCMP-FLOOR MATS | 46.74 | | | |
| 022417 | 07/17/2018 | OK TIRE & AUTO SERVICE | 552.90 | A/P | CLEARED | 07/31/2018 |
| | IN045827 | TS-#5-WHEELS,VAVLE STEMS | 552.90 | | | |
| 022418 | 07/17/2018 | ORR ELECTRIC & ALARM LTD. | 716.16 | A/P | CLEARED | 07/31/2018 |
| | 3358 | RC-MILLPOOL- RAN NEW CABLE AN | 344.80 | | | |
| | 3361 | RC-COTTON MILL- REPLACED 2 LAM | 371.36 | | | |
| 022419 | 07/17/2018 | PROMO HEROES | 444.25 | A/P | CLEARED | 07/31/2018 |
| | 16012 | RC-MILLPOOL- LIFEGUARD UNIFOR | 299.00 | | | |
| | 16014 | CC-MAINTENANCE- CLOTHING ALLC | 145.25 | | | |
| 022420 | 07/17/2018 | RICHWIL TRUCK CENTRE LTD. | 971.75 | A/P | CLEARED | 07/31/2018 |
| | 124466 | TS-#5- FILTERS | 351.95 | | | |
| | 124561 | TS-#5- DRUM BRAKE | 619.80 | | | |
| 022421 | 07/17/2018 | SHANNON MICHAEL | 371.91 | A/P | CLEARED | 07/31/2018 |
| | WEEK292018 | PS-ANIMALCONTROL-WEEKLY FEE, | 371.91 | | | |
| 022422 | 07/17/2018 | SOURCE ONE SUPPLIES | 1,605.46 | A/P | CLEARED | 07/31/2018 |
| | 18426 | RC-MILLPOOL- DISINFECTANT, WIPI | 139.17 | | | |
| | 18503 | PM-LIBRARY- GARBAGE BAGS, PAP | 248.54 | | | |
| | 18550 | RC-MILLPOOL- CALCIUM CHLORIDE | 718.46 | | | |
| | 18572 | RC-MILLPOOL- FIRST AID KIT | 100.30 | | | |
| | 18612 | PS-FIRE- MR. CLEAN, GARBAGE BA | 311.06 | | | |
| | 18656 | CC-ARENA- CLEANING SUPPLIES | 87.93 | | | |
| 022423 | 07/17/2018 | SOURCE ATLANTIC | 390.51 | A/P | CLEARED | 07/31/2018 |
| | 2938115 | TS-SHOP- SHOVEL, BOOTS | 390.51 | | | |
| 022424 | 07/17/2018 | SOUTHERN SANITATION LTD. | 9,549.69 | A/P | OUT-STD | 07/17/2018 |
| | 158811 | CC-BUILDING- GARBAGE COLLECTI | 347.88 | | | |
| | 158813 | PM-AIRPORT-GARBAGE COLLECTIC | 50.60 | | | |
| | 158815* | GG-TOWN-ZONE 1 GARBAGE COLLI | 4,602.78 | | | |
| | 158817* | GG-TOWN-ZONE III GARBAGE COLL | 4,005.74 | | | |
| | 158819 | TS/RC-SHOP/PARKS-GARBAGE COL | 542.69 | | | |
| 022425 | 07/17/2018 | SOUTHWEST ELECTRIC & SECURITY INC. | 54.05 | A/P | CLEARED | 07/31/2018 |
| | 15255 | CC-ARENA- TROUBLE SHOOTING CI | 54.05 | | | |
| 022426 | 07/17/2018 | SPARTAN FITNESS | 424.30 | A/P | OUT-STD | 07/17/2018 |
| | 339790 | CC-POOL-POOL EQUIPMENT | 424.30 | | | |
| 022427 | 07/17/2018 | SPEEDY ST-STEPHEN 8768 | 126.50 | A/P | OUT-STD | 07/17/2018 |
| | 8768-279091 | CC-ARENA- REPLACED TEMPERED | 126.50 | | | |
| 022428 | 07/17/2018 | ST. CROIX PRINTING & PUBLISHING COMPANY LIMI | 226.09 | A/P | CLEARED | 07/31/2018 |
| | 179334 | GG-CIVIC-TOWN EVENTS | 56.53 | | | |
| | 179945 | GG-CIVIC-TOWN EVENTS | 56.52 | | | |
| | 180473 | GG-CIVIC-TOWN EVENTS | 56.52 | | | |
| | 181260 | GG-CIVIC-TOWN EVENTS | 56.52 | | | |
| 022429 | 07/17/2018 | SUBWAY | 98.45 | A/P | CLEARED | 07/31/2018 |
| | 1249 | PS-FIRE- TRAINING MEAL | 98.45 | | | |
| 022430 | 07/17/2018 | TRANE ATLANTIC | 751.87 | A/P | CLEARED | 07/31/2018 |
| | 39073529 | PM-LIBRARY-A/C UNIT MAINTENANC | 751.87 | | | |
| 022431 | 07/17/2018 | UNIFIRST CANADA LTD. | 236.61 | A/P | CLEARED | 07/31/2018 |
| | 137955 | CC-FRONT LOBBY- FLOOR MATS | 116.89 | | | |
| | 138589 | CC-FRONT LOBBY- FLOOR MATS | 119.72 | | | |

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| 022432 | 07/17/2018 YELLOW PAGES GROUP 18-6080728 GG-TOWN HALL- 911 LISTING- JUL/1 | 10.47 10.47 | A/P | CLEARED | 07/31/2018 |
| 022433 | 07/17/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 27870 GG-ST5-PURCHASE ORDERS 27923 CC-ARENA- 3 SIGNS | 415.04 231.04 184.00 | A/P | CLEARED | 07/31/2018 |
| 022434 | 07/17/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 27909 RC-PLAYGROUND- DISPLAY BOAR | 324.30 324.30 | A/P | CLEARED | 07/31/2018 |
| 022435 | 07/18/2018 JEFF RENAUD RELOCATIONEXPENSES GG-CAO-RELOCATION EXPENSES | 3,000.00 3,000.00 | A/P | CLEARED | 07/31/2018 |
| 022436 | 07/18/2018 GUY R. DAY & SON LTD. 63290 GG-AIRPORT-LIABILITY INSURANCE | 4,161.00 4,161.00 | A/P | CLEARED | 07/31/2018 |
| 022437 | 07/18/2018 PAYROLL TRANSFER WEEK292018 GG-TRANSFER-JULY 6 - 19/18 | 84,910.00 84,910.00 | A/P | CLEARED | 07/31/2018 |
| 022438 | 07/18/2018 RECEIVER GENERAL FOR CANADA WEEK292018 GG-REMITTANCE-JUL 6 - 19/18 | 36,011.09 36,011.09 | A/P | CLEARED | 07/31/2018 |
| 022439 | 07/24/2018 BELL ALIANT 47424130JUN18 CC-ADMIN-LANDLINE PHONES | 1,004.95 1,004.95 | A/P | CLEARED | 07/31/2018 |
| 022440 | 07/24/2018 BORDER INVESTIGATIONS & SECURITY INC. 14865 PS-BYLA-W-JULY 13-20/18 FEE | 966.00 966.00 | A/P | CLEARED | 07/31/2018 |
| 022441 | 07/24/2018 ED VAN DELDEN FIRECHIEFCANDIDATE PS-FIRE-FIRE CHIEF CANDIDATE TF | 1,528.76 1,528.76 | A/P | OUT-STD | 07/24/2018 |
| 022442 | 07/24/2018 ENBRIDGE GAS NEW BRUNSWICK 2018062603008-1016227-0 CC-BUILDING-NATURAL GAS 00 | 1,806.61 1,806.61 | A/P | CLEARED | 07/31/2018 |
| 022443 | 07/24/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-063 PS-BUILDINSPECTOR-JUL 8 - 21/18 I | 2,484.00 2,484.00 | A/P | CLEARED | 07/31/2018 |
| 022444 | 07/24/2018 GREENIUS AU06262018 RC-PARKS-15 ONLINE TRAINING SU | 870.10 870.10 | A/P | OUT-STD | 07/24/2018 |
| 022445 | 07/24/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP 452333 GG-LEGAL-PROFESSIONAL SERVIC | 521.50 521.50 | A/P | CLEARED | 07/31/2018 |
| 022446 | 07/24/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 215823 TS-ST5-DIESEL | 994.91 994.91 | A/P | OUT-STD | 07/24/2018 |
| 022447 | 07/24/2018 JOHNSON LEE SOFTWAREUPGRADE TS-DIRECTOROFOPS-SOFTWARE P | 169.95 169.95 | A/P | CLEARED | 07/31/2018 |
| 022448 | 07/24/2018 MINISTER OF FINANCE WEEK302018 EMPLOYEE DEDUCTIONS-JUL 22-28 | 209.30 209.30 | A/P | CLEARED | 07/31/2018 |
| 022450 | 07/24/2018 N. B. ELECTRIC POWER 10126106JUL18 TS-XINGLIGHTS-KING ST 17935200JUL18 TS-KING/UNIONST-TRAFFIC LIGHTS 18169205JUL18 RC-POOL-MILL LANE 19055406JUL18 RC-ARENA-ELECTRICITY 50660140JUL18 RC-PARKS-ROTARY CHANGING RO 54187672JUL18 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127JUL18 CC-BUILDING-ELECTRICITY 54653258JUL18 TS-KING/SUPERSTORE-TRAFFIC LIK 55160607JUL18 RC-COTTONMILL-LIGHTS 55917471JUL18 TS-ST5-WATERFRONT LIGHTS 57955782JUL18 RC-BANDSTAND-CHOCOLATE PARK | 28,932.45 26.11 40.39 2,992.56 433.90 26.11 39.18 23,747.71 60.23 68.20 82.92 28.36 | A/P | CLEARED | 07/31/2018 |

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| | 57955808JUL18 | GG-120MILLTOWNBLVD-ELECTRICI | 101.46 | | | |
| | 72924306JUL18 | RC-PARKS-BANDSTAND | 40.84 | | | |
| | 73006038JUL18 | RC-LIBRARY-ELECTRICTY | 1,098.19 | | | |
| | 82122207JUL18 | RC-PARKS-BASKETBALL COURT | 54.96 | | | |
| | 84960501JUL18 | RC-PARKS-RIVERSIDE DRIVE LIGHT | 91.33 | | | |
| 022451 | 07/24/2018 | O'CONNELL MIKE | 48.82 | A/P | OUT-STD | 07/24/2018 |
| | TENNISCAMP2018 | RC-RECREATIONDIRECTOR-TENNIS | 48.82 | | | |
| 022452 | 07/24/2018 | PAYROLL TRANSFER | 2,502.00 | A/P | CLEARED | 07/31/2018 |
| | WEEK292018* | GG-TRANSFER-JULY 6 - 19/18 | 2,502.00 | | | |
| 022453 | 07/24/2018 | PETTY CASH | 70.15 | A/P | CLEARED | 07/31/2018 |
| | JUNE062018 | GG-FIRECHIEF-SHORTLISTING MEA | 47.15 | | | |
| | JUNE122018 | PS-BUILDINSPECTOR-REGISTERED | 23.00 | | | |
| 022454 | 07/24/2018 | RECEIVER GENERAL FOR CANADA | 567.14 | A/P | CLEARED | 07/31/2018 |
| | WEEK292018* | GG-REMITTANCE-JULY 6 -19/18 | 567.14 | | | |
| 022455 | 07/24/2018 | RONALD BRISLEY | 350.00 | A/P | OUT-STD | 07/24/2018 |
| | SUMMERCONCERT2018 | GG-SUMMERCONCERTSERIES-PER | 350.00 | | | |
| 022456 | 07/24/2018 | SAINT JOHN SEA DOGS | 5,000.00 | A/P | CLEARED | 07/31/2018 |
| | 10378 | CC-EXHIBITIONGAME-REMAINING 5 | 5,000.00 | | | |
| 022457 | 07/24/2018 | SHANNON MICHAEL | 371.91 | A/P | CLEARED | 07/31/2018 |
| | WEEK302018 | PS-ANIMALCONTROL-WEEKLY FEE, | 371.91 | | | |
| 022458 | 07/24/2018 | THE MINISTER OF FINANCE | 289,758.75 | A/P | OUT-STD | 07/24/2018 |
| | 28068 | PS-RCMP-APRIL-JUNE/18 POLICING | 289,758.75 | | | |
| 022459 | 07/24/2018 | TOWN OF ST. STEPHEN | 1,314.66 | A/P | CLEARED | 07/31/2018 |
| | 1314.66 | GG-TRANSFER-DEPOSIT TO INT #4 | 1,314.66 | | | |
| 022460 | 07/24/2018 | IRVING ENERGY DISTRIBUTION AND MARKETING | 1,094.66 | A/P | OUT-STD | 07/24/2018 |
| | 312440 | CC-BUILDING-NATURAL GAS | 1,094.66 | | | |
| 022461 | 07/24/2018 | KONICA MINOLTA BUSINESS SOLUTIONS | 150.98 | A/P | CLEARED | 07/31/2018 |
| | 252347026 | CC-ADMIN-COPIER MAINTENANCE- | 150.98 | | | |
| 022462 | 07/24/2018 | KONICA MINOLTA BUSINESS | 89.66 | A/P | OUT-STD | 07/24/2018 |
| | 6787895 | CC-ADMIN-COPIERLEASE-JUL/18 | 89.66 | | | |
| 022463 | 07/24/2018 | PETTY CASH - GARCELON CIVIC CENTER | 95.50 | A/P | OUT-STD | 07/24/2018 |
| | APRIL12/18 | CC-CIVIC-BRONCOS POSTERS | 20.00 | | | |
| | JUNE01ST2018* | CC-CANTEEN-USED FREEZER | 50.00 | | | |
| | JUNE152018 | CC-CANTEEN-MILK CREAMERS | 11.10 | | | |
| | JUNE272018* | CC-ADMIN-CANADA DAY DECORATI | 14.40 | | | |
| 022465 | 07/25/2018 | MINISTER OF FINANCE | 231.42 | A/P | OUT-STD | 07/25/2018 |
| | 03-1344 | GG-LANDACQUISITION-450 MILLTOV | 231.42 | | | |
| 022466 | 07/25/2018 | SERVICE NEW BRUNSWICK | 85.00 | A/P | OUT-STD | 07/25/2018 |
| | 03-1344 | GG-LANDACQUISITION-450 MILLTOV | 85.00 | | | |
| | | Cheque Totals issued: | 778,056.69 | | | |
| | | Void: | 0.00 | | | |
| | | Total Cheques Generated: | 778,056.69 | | | |
| | | Total # of Cheques Listed: | 146 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

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

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| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|------------------------|-----|---------|-------------|
| 006679 | 07/06/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA JULY062018 WS-SERIES"BM"-INTEREST | 1,979.25 1,979.25 | A/P | OUT-STD | 07/06/2018 |
| 006680 | 07/06/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA JULY062018* WS-SERIES"BM"-PRINCIPAL | 21,000.00 21,000.00 | A/P | OUT-STD | 07/06/2018 |
| 007208 | 07/05/2018 CANADIAN TIRE | 1,157.26 | A/P | OUT-STD | 07/05/2018 |
| | N16850440 WS-SOURCE- EXTENTION CORDS, * | 80.39 | | | |
| | N18850442 SCD-DISPOSAL- PAINT, 10PC DRIVE | 21.83 | | | |
| | N16850460 WS-SOURCE- KEY CUT | 16.05 | | | |
| | N16850466 WS-SOURCE- SOLVENT | 5.39 | | | |
| | N16850467 WS-#8- RUST PAINT | 56.75 | | | |
| | N16850490 WS-SOURCE- DEEP WOODS, AA TIF | 62.38 | | | |
| | N16850494 WS-TRANS&DIST- RAKES | 82.93 | | | |
| | N16850500 WS-SOURCE- 6PK MM, PAINT BRUS | 100.52 | | | |
| | N16850521 WS-#305- BATTERY | 166.74 | | | |
| | N16850539 WS-TRANS&DIST- BOOT DRYER | 103.49 | | | |
| | N16850540 WS-TRANS&DIST- WATER FILTER, C | 201.40 | | | |
| | N16850561 WS-TRANS&DIST- BOOTS | 103.49 | | | |
| | N16850580 WS-TRANS&DIST- CIL GRASS | 137.98 | | | |
| | N16850734 WS-SOURCE- OTB 6 CAN HARDB | 17.92 | | | |
| 007209 | 07/05/2018 GULLISON'S COURIER SERVICE | 402.50 | A/P | OUT-STD | 07/05/2018 |
| | 456360 WS-#20- TO TOWN FR/ PARTS FOR | 34.50 | | | |
| | 864535 WS-SOURCE- TO RPC/ FR TOWN | 34.50 | | | |
| | 864558 WS-SOURCE- TO RPC FR/ TOWN | 34.50 | | | |
| | 884597 WS-SOURCE- TO RPC FR/TOWN | 34.50 | | | |
| | 864626 WS-SOURCE- TO RPC FR/TOWN | 34.50 | | | |
| | 864689 WS-SHOP- TO TOWN FR/ PRINCESS | 46.00 | | | |
| | 86483 WS-SOURCE- TO RPC FR/TOWN | 34.50 | | | |
| | 864979 WS-SOURCE- TO TOWN FR/SAUNDE | 115.00 | | | |
| | 864989 WS-SOURCE- TO RPC FR/TOWN | 34.50 | | | |
| 007210 | 07/05/2018 KEITH'S BUILDING SUPPLIES | 91.90 | A/P | OUT-STD | 07/05/2018 |
| | 175231 WS-TRANS&DIST- RECIP BLADE | 36.79 | | | |
| | 175232 WS-TRANS&DIST- REBAR | 55.11 | | | |
| 007211 | 07/05/2018 KENT BUILDING SUPPLIES | 69.51 | A/P | OUT-STD | 07/05/2018 |
| | 1394196 WS-TRANS&DIST- GRASS SEED | 69.51 | | | |
| 007213 | 07/05/2018 CREIGHTON-CARTER LTD. | 710.97 | A/P | OUT-STD | 07/05/2018 |
| | 961-453544 WS-#20- BRUSHABLE SEAM SEALEF | 33.67 | | | |
| | 961-453601 WS-#20- SUCTION HOSE | 40.42 | | | |
| | 961-453631 WS-#20- SAND | 8.07 | | | |
| | 961-453770 WS-#8- WINDSHEILD WASHER | 35.95 | | | |
| | 961-453803 WS-TRANS&DIST- GEARWRENCH, F | 44.25 | | | |
| | 961-453961 SCD-DISPOSAL- NAPA BULK, GLOVE | 57.91 | | | |
| | 961-454089 WS-#20- UNDERCOAT GUN, GRAVEI | 111.61 | | | |
| | 961-454097 WS-#20- 1/2 HEX HEAD PLUGS | 28.98 | | | |
| | 961-454157 WS-#20- ADAPTERS, HYDRAULIC | 57.28 | | | |
| | 981-454837 TS-#20- HYDR HOSE, HOSE, INST FI | 30.66 | | | |
| | 961-454990 WS-#20- PRIMER | 42.95 | | | |
| | 961-454994 WS-#438- OIL FILTER | 3.05 | | | |
| | 961-455066 WS-#438- discs, discs grit, abs sensor | 147.63 | | | |

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CHEQUE REGISTER

Printed: 9:16:44AM 08/22/2018

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| Number | Issued | | Amount | SC | Status | Status Date |
|--------|-------------------|------------------------------------|----------|-----|---------|-------------|
| | 961-455189 | SCD-#14- BREAK AWAY SWITCH, BA | 62.26 | | | |
| | 961-455527 | WS-#305- CLAMP | 6.28 | | | |
| 007216 | 07/05/2018 | STATIONERY PLUS | 276.00 | A/P | OUT-STD | 07/05/2018 |
| | 32857* | WS/SCD-TOWN HALL- STAPLES | 2.16 | | | |
| | 32982* | WS/SCD-TOWN HALL- CLEANING WI | 41.60 | | | |
| | 33085* | WS/SCD-TOWN HALL- KITCHEN SUF | 14.02 | | | |
| | 33335* | WS/SCD-TOWN HALL- PAPER, INDE | 1.70 | | | |
| | 33735 | WS-SOURCE- BATTERIES, PENS | 151.00 | | | |
| | 33838* | WS/SCD-TOWN HALL- BINDER, POS | 56.33 | | | |
| | 33855* | WS/SCD-TOWN HALL- AIR DUSTER | 9.19 | | | |
| 007217 | 07/10/2018 | A"PLUS" AUTO GLASS & UPHOLSTERY | 339.25 | A/P | OUT-STD | 07/10/2018 |
| | 26080 | WS-#20- SUPPLY & INSTALL WINDSI | 339.25 | | | |
| 007218 | 07/10/2018 | ALL GAS TANKS | 164.53 | A/P | OUT-STD | 07/10/2018 |
| | 93959 | WS-SOURCE- RIDER PLATE, LOCK I | 164.53 | | | |
| 007219 | 07/10/2018 | A ONE PUMPING SERVICE LTD. | 310.50 | A/P | OUT-STD | 07/10/2018 |
| | 6807 | SCD-DISPOSAL- SEWERFLUSHER | 310.50 | | | |
| 007220 | 07/10/2018 | ATLANTIC PURIFICATION SYSTEMS LTD. | 363.40 | A/P | OUT-STD | 07/10/2018 |
| | 171754 | WS-MAXWELL XING- COUPLING NU' | 363.40 | | | |
| 007221 | 07/10/2018 | BELL MOBILITY INC. | 935.29 | A/P | OUT-STD | 07/10/2018 |
| | 523889487JUN18UTI | WS/SCD-ADMIN-CELL PHONE CHAR | 935.29 | | | |
| 007222 | 07/10/2018 | BRIGGS PLUMBING INC. | 3,632.07 | A/P | OUT-STD | 07/10/2018 |
| | 114527 | WS-PUMP HOUSE- PUMP REPAIR | 849.41 | | | |
| | 114585 | WS-TRANS&DIST- PIPESLICE, TEFLI | 345.87 | | | |
| | 114586 | WS-TRANS&DIST- ELBOW, CLOSE N | 20.24 | | | |
| | 114587 | WS-SOURCE- FILTERS, O-RINGS | 279.66 | | | |
| | 114588 | WS-SOURCE- PEX 3/4" PIPE, PEX 3/4 | 31.29 | | | |
| | 114591 | WS-SOURCE- DECOMPRESSOR PIP | 2,105.60 | | | |
| 007223 | 07/10/2018 | CANADIAN SPRINGS | 54.28 | A/P | OUT-STD | 07/10/2018 |
| | 9925801350 | WS-TRANS&DIST-WATER | 54.28 | | | |
| 007224 | 07/10/2018 | COLE-PARMER CANADA COMPANY | 2,362.89 | A/P | OUT-STD | 07/10/2018 |
| | 00606525 | WS-SOURCE- CHLOROSENCE SENS | 2,362.89 | | | |
| 007225 | 07/10/2018 | EAST COAST INTERNATIONAL TRUCKS | 290.27 | A/P | OUT-STD | 07/10/2018 |
| | 28736S | WS-#20- ROD ASSY CLUTCH, RAGS | 150.98 | | | |
| | 29075S | WS-#20- RED 50/50, ANTIFREEZE | 42.64 | | | |
| | 29259S | WS-#20- 2" X 30" STRAPS | 96.65 | | | |
| 007226 | 07/10/2018 | EMCO CORPORATION | 4,470.71 | A/P | OUT-STD | 07/10/2018 |
| | 12508214-00 | WS-TRANS&DIST- GASKET, SCREW | 798.24 | | | |
| | 12508215-00 | WS-TRANS&DIST-SERV TEES ADAP | 798.82 | | | |
| | 12508215-01 | WS-TRANS&DIST- TAIL NUT & GASK | 180.83 | | | |
| | 12508216-00 | WS-TRANS&DIST- 6X2CC 202NS SDI | 657.58 | | | |
| | 12508221-00 | WS-TRANS&DIST- ADAPTERS, COPI | 501.01 | | | |
| | 12508221-01 | WS-TRANS&DIST- ADT 3/4" COM, 1" | 686.69 | | | |
| | 12508355-00 | WS-TRANS&DIST- COUPLINGS | 690.55 | | | |
| | 12508386-00 | WS-TRANS&DIST- SERV TUBE | 156.99 | | | |
| 007227 | 07/10/2018 | ENTRETIEN CHLORATECH INC. | 376.05 | A/P | OUT-STD | 07/10/2018 |
| | 103051 | WS-SOURCE- GASKET YOKES | 376.05 | | | |
| 007228 | 07/10/2018 | KEM CANADA MFG | 2,121.75 | A/P | OUT-STD | 07/10/2018 |
| | 118963 | SCD-DISPOSAL- FLOATING DEGREAF | 2,121.75 | | | |

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|--------|---|--|-----|---------|-------------|
| 007229 | 07/10/2018 LAWRENCE PETERS 4 WS-SOURCE-DATA SUPPORT SERV | 270.00 270.00 | A/P | OUT-STD | 07/10/2018 |
| 007230 | 07/10/2018 NOVA FIRE EQUIPMENT LTD. 18319 WS-TRANS&DIST- PULL ON HIP BOC | 611.34 611.34 | A/P | OUT-STD | 07/10/2018 |
| 007231 | 07/10/2018 PARTS FOR TRUCKS INC. 34269033-00 WS-#102-SNOW PLOW KIT WIRING F 34271663-00 WS-#8- INDUSTRIAL AIR ELEMENT 34273291-00 WS-#20- APSCO VALVE, PTO CONSC | 230.96 -259.72 11.96 478.72 | A/P | OUT-STD | 07/10/2018 |
| 007232 | 07/10/2018 PRINCESS AUTO 681153* WS-TRANS&DIST-FAN BARN CANAF | 70.00 70.00 | A/P | OUT-STD | 07/10/2018 |
| 007233 | 07/10/2018 RESEARCH & PRODUCTIVITY COUNCIL 229031 WS-SOURCE- DRINKING WATER LAI 229510 WS-SOURCE- MICRO EXAM OF WAT 229662 WS-SOOURCE- DRINKING WATER L 229703 WS-SOOURCE- DRINKING WATER L 229767 WS-SOURCE- DRINKING WATER LAI | 1,487.24 277.81 72.37 722.53 322.16 72.37 | A/P | OUT-STD | 07/10/2018 |
| 007234 | 07/10/2018 RICHWIL TRUCK CENTRE LTD. 123977 WS-#8- CAMSHAFT FREIGHT | 86.25 86.25 | A/P | OUT-STD | 07/10/2018 |
| 007235 | 07/10/2018 SOURCE ONE SUPPLIES 18329 WS-TRANS&DIST- MOP HEAD | 30.05 30.05 | A/P | OUT-STD | 07/10/2018 |
| 007236 | 07/10/2018 SOURCE ATLANTIC 2925027 WS-TRANS&DIST- CLOTHING | 229.99 229.99 | A/P | OUT-STD | 07/10/2018 |
| 007237 | 07/10/2018 SOUTHWEST CONCRETE & CONS LTD IN000004738 WS-TRANS&DIST- 2X2X4 BLOCK | 86.25 86.25 | A/P | OUT-STD | 07/10/2018 |
| 007238 | 07/10/2018 SOUTHERN SANITATION LTD. 158820 WS-BUDD AVE- GARBAGE COLLECT | 125.24 125.24 | A/P | OUT-STD | 07/10/2018 |
| 007239 | 07/10/2018 SPEEDY ST-STEPHEN 8768 8768-277131 WS-#20- INSIDE BOX FOR LIGHT TRI | 803.85 803.85 | A/P | OUT-STD | 07/10/2018 |
| 007240 | 07/10/2018 THOMAS CONNICK 102 WS-SOURCE-WATER TOWER MOWI | 275.00 275.00 | A/P | OUT-STD | 07/10/2018 |
| 007241 | 07/17/2018 ALL GAS TANKS 94380 WS-SOURCE- FILTERS, SPARK PLU 94493 SCD-DISPOSAL- CHISEL BLADE, THI | 105.51 56.94 48.57 | A/P | OUT-STD | 07/17/2018 |
| 007242 | 07/17/2018 BELL ALIANT 11366812JUN18 WS-SOURCE-PUMP STATION 19002807JUN18 SCD-DISPOSAL-OLD BAY WWTP | 311.10 136.38 174.72 | A/P | OUT-STD | 07/17/2018 |
| 007243 | 07/17/2018 BRENNTAG CANADA INC. 40874001 SCD-DISPOSAL-EMPTY CYLINDERS 40881606 WS-SOURCE- CHLORINE 40882516 WS-SOURCE-EMPTY CLINDER RETI 40891962 SCD-DISPOSAL- SULPHUR DIOXIDE 40891963 WS-SOURCE- SODIUM HYPO10.8%, | 4,042.30 -4,600.00 6,516.29 -3,680.00 4,549.22 1,256.79 | A/P | OUT-STD | 07/17/2018 |
| 007244 | 07/17/2018 BRIGGS PLUMBING INC. 114660 WS-TRANS&DIST- PEX3/4" PIPE, SEI | 74.52 74.52 | A/P | OUT-STD | 07/17/2018 |
| 007245 | 07/17/2018 BRUNET IN34454* WS-SEWER-BACKUP BATTERY | 232.87 232.87 | A/P | OUT-STD | 07/17/2018 |
| 007246 | 07/17/2018 CAPITAL SAFE & LOCK SERVICE LTD. 0001807093 WS-SOURCE- PUMP HOUSE MORTI: | 172.50 172.50 | A/P | OUT-STD | 07/17/2018 |

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| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|----------------------|-----|---------|-------------|
| 007247 | 07/17/2018 CARQUEST 14838-82664 | 523.62 523.62 | A/P | OUT-STD | 07/17/2018 |
| | WS-#20- LIMCO SUPREME, LIMCO M | | | | |
| 007248 | 07/17/2018 EAST COAST INTERNATIONAL TRUCKS 29555S | 187.88 28.08 | A/P | OUT-STD | 07/17/2018 |
| | WS-#20- CAP,KIT WEATHER | | | | |
| | 29677S | 159.80 | | | |
| | WS-#20- ANTIFREEZE | | | | |
| 007249 | 07/17/2018 GARCELON CIVIC CENTER 1699 | 153.00 153.00 | A/P | OUT-STD | 07/17/2018 |
| | WS-PAYMENT-HORIZONE HEALTH F | | | | |
| 007250 | 07/17/2018 KEM CANADA MFG 119137 | 219.18 219.18 | A/P | OUT-STD | 07/17/2018 |
| | WS-TRANS&DIST- GLASS CLEANER | | | | |
| 007251 | 07/17/2018 MILLTOWN MACHINE & FABRICATION LTD. 19940 | 98.12 80.64 | A/P | OUT-STD | 07/17/2018 |
| | WS-#20- ANGLE IRON, FLAT BARS | | | | |
| | 19944 | 17.48 | | | |
| | WS-#20- 2X2X 1/8 ANGLE IRON | | | | |
| 007252 | 07/17/2018 N. B. ELECTRIC POWER 36869807JUL18 | 19,375.69 892.64 | A/P | OUT-STD | 07/17/2018 |
| | WS-3-119MAXWELLCROSSING-BUIL | | | | |
| | 50228902JUL18 | 131.28 | | | |
| | WS-MAXWELLXING-PUMPS | | | | |
| | 52557428JUL18 | 14,101.07 | | | |
| | SCD-218OLDBAYRD-WASTEWATER | | | | |
| | 53473043JUL18 | 28.51 | | | |
| | WS-SOURCE-CHLORINE RESIDUAL | | | | |
| | 61224002JUL18 | 957.89 | | | |
| | SCD-STS-358A MILLTOWN BLVD LIF | | | | |
| | 61230004JUL18 | 2,913.92 | | | |
| | WS-MAXWELLXING-PUMPS | | | | |
| | 76139807JUL18 | 53.16 | | | |
| | SCD-STS-54 RIVERSIDE DRIVE LIFT | | | | |
| | 82291006JUL18 | 139.44 | | | |
| | WS-SOURCE-RESERVOIR | | | | |
| | 84943406JUL18 | 157.78 | | | |
| | WS-STS-TODD HILL RESERVOIR | | | | |
| 007253 | 07/17/2018 RESEARCH & PRODUCTIVITY COUNCIL 230450 | 364.18 72.37 | A/P | OUT-STD | 07/17/2018 |
| | WS-SOURCE- DRINKING WATER LAI | | | | |
| | 230746 | 291.81 | | | |
| | WS-SOURCE-DRINKING WATER LAE | | | | |
| 007254 | 07/17/2018 RICHWIL TRUCK CENTRE LTD. 124495 | 396.17 157.77 | A/P | OUT-STD | 07/17/2018 |
| | WS-#20- SEAL SETS | | | | |
| | 124535 | 238.40 | | | |
| | WS-#20- Tmpr LOC N | | | | |
| 007255 | 07/17/2018 SAINT JOHN LABORATORY SERVICES LTD. 601-18 | 1,800.96 1,800.96 | A/P | OUT-STD | 07/17/2018 |
| | SCD-DISPOSAL- WWTP LAB TESTS | | | | |
| 007256 | 07/17/2018 SOURCE ONE SUPPLIES 18634 | 55.88 55.88 | A/P | OUT-STD | 07/17/2018 |
| | SCD-DISPOSAL- PAPER TOWEL | | | | |
| 007257 | 07/17/2018 SOURCE ATLANTIC 2938114 | 61.53 61.53 | A/P | OUT-STD | 07/17/2018 |
| | WS-TRANS&DIST- CLOTHING ALLOV | | | | |
| 007258 | 07/17/2018 SOUTHERN SANITATION LTD. 158821 | 125.24 125.24 | A/P | OUT-STD | 07/17/2018 |
| | WS-BUDD AVE- GARBAGE COLLECT | | | | |
| 007259 | 07/17/2018 THE PANEL SHOP ITPS002468 | 5,111.75 5,111.75 | A/P | OUT-STD | 07/17/2018 |
| | SCD-DISPOSAL- INSTALL FLOW SYE | | | | |
| 007260 | 07/24/2018 N. B. ELECTRIC POWER 53123617JUL18 | 3,055.98 132.16 | A/P | OUT-STD | 07/24/2018 |
| | SCD-STS-DECHLORINATION CHAME | | | | |
| | 53158875JUL18 | 2,466.93 | | | |
| | SCD-STS-BUDD AVE LIFT STATION | | | | |
| | 54807440JUL18 | 30.61 | | | |
| | SCD-STS-158A MILLTOWN BLVD LIF | | | | |
| | 56356048JUL18 | 32.12 | | | |
| | SCD-STS-18 RIVERSDIDE DRIVE LIF | | | | |
| | 61204006JUL18 | 117.84 | | | |
| | SCD-2-216 KING ST- LIFT STATION | | | | |
| | 61236008JUL18 | 167.54 | | | |
| | SCD-STS-BUDD AVE LIFT STATION | | | | |
| | 84934906JUL18 | 108.78 | | | |
| | SCD-STS-6-58A RIVERSIDE DRIVE L | | | | |
| 007261 | 07/24/2018 PETTY CASH JUNE062018* | 20.45 20.45 | A/P | OUT-STD | 07/24/2018 |
| | WS-SOURCE-PACKAGE MAILED | | | | |

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|-----------------------------------|---|------------------------|-----|---------|-------------|
| 007262 | 07/24/2018 PITNEY BOWES LEASING 3200843090 WS-TOWNHALL-2ND QUARTER LEA | 724.51 724.51 | A/P | OUT-STD | 07/24/2018 |
| 007263 | 07/24/2018 TOWN OF ST. STEPHEN 65974.19* WS-TRANSFER-TO GENERAL OPER | 65,974.19 65,974.19 | A/P | OUT-STD | 07/24/2018 |
| 007264 | 07/24/2018 XPLOARNET INV22640946 WS-MAXWELLXING-SATELLITE SER | 114.99 114.99 | A/P | OUT-STD | 07/24/2018 |
| 007265 | 07/24/2018 TOWN OF ST. STEPHEN 96292.77 WS-TRANSFER-TO GENERAL OPER | 96,292.77 96,292.77 | A/P | OUT-STD | 07/24/2018 |
| Cheque Totals Issued: | | 244,989.44 | | | |
| Void: | | 0.00 | | | |
| Total Cheques Generated: | | 244,989.44 | | | |
| Total # of Cheques Listed: | | 57 | | | |

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** - Name on Check was modified

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

Town of St. Stephen

Thank you so much for your help
with the 24th Annual Lumber Jack Competition.
The event this year was a great success, and
we hope you continue to support us in the
up coming future.

Thanks,



Cody Dixon
Events Manager.



ST. STEPHEN FIRE DEPARTMENT

Sean Morton, Fire Chief

"Canada's Chocolate Town"

AUGUST 2018

For the past 14 Years the St. Stephen Fire Department has been holding a Bucket Sit Fundraiser to raise money for upgrading and purchasing additional Specialized Rescue Equipment.

Through the generous support of local Business, the residents of the area and Local Service Groups, the St. Stephen Fire Department has been able to purchase much needed equipment.

To keep pace with the ever changing demands and requirements of the Fire / Rescue service being provided to the people of the Western portion of Charlotte County (St. Stephen FD, Western Charlotte FD, Moores Mills FD, Lawrence Station FD, Rollingdam FD, Eimsville FD and the Oak Bay FD on request), the St. Stephen Fire Department will once again be holding the Annual Bucket Sit, September 6th, 7th and 8th, 2018, at the ATLANTIC SUPERSTORE on King St..

Firefighter Merton Lewis will be spending 50 hours, 50 feet in the air starting Thursday Sept. 6th at 4pm and ending at 6pm on Saturday Sept. 8th

He will earn 5 minutes of break time for each hour he is in the Bucket.

You can help support this project by purchasing a Rung on Merts Escape Ladder.

For a Donation of \$50.00 or more your name or the name of your organization will be placed on a rung and displayed at the site of the Bucket Sit.

Tax receipts are available for donations of \$50.00 or more on request.

Funds raised this year will be used improve our rescue capabilities and to help fund our training facility to better prepare the fire fighters in our area to protect our citizens.

If you would like more information or to make a donation you can contact me at the St. Stephen Fire Dept., 466-7779.

Mailing Address: St. Stephen Fire Department
73 Milltown Blvd., Suite 112
St. Stephen, NB
E3L 1G5

Thank you
Captain Joey Richardson
St. Stephen Fire Department

RESOLUTION NO.: _____

DATE: August 27, 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 August 15, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, AUGUST 15, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern (arrived at 5:05 p.m.); Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Fiewelling.

ABSENT: Chief Administrative Officer Jeff Renaud.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Hyslop 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.

Sergeant Stubbs advised that he will introduce a new member, Constable Maxime Savoie at a future meeting.

Sergeant Stubbs also stated he was pleased that RCMP Commissioner Brenda Lucki chose St. Stephen to visit recently and he escorted her around the town.

- (ii) Speed Analysis – Young Street – Report from Corporal Scott MacKenzie was received and reviewed.

Upon review of the report and conversation with Sean Kelly, resident of Young Street, Council will consider a motion at the next Regular Session on Monday, August 27, 2018 to reduce the speed to 30 kilometers per hour on Young Street.

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

Sean Morton, the new Fire Chief, spoke to former Acting Fire Chief Ali Nordstrom's report. In addition to the report, he stated that he is being well-received by the members of the Fire Department and the public, and recently participated in the "Hand Shake" ceremony on the Ferry Point Bridge which marked the official start of the International Homecoming Festival.

Further to the report which noted a donation had been received from the Fundy Fire Fighters Association, with a cost to the town, the Assistant Treasurer clarified that the actual expenditure was in the amount of \$5,391.54, with a donation received of \$5,169.96, for a net cost of \$221.58.

- (iv) 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 report of the Development / Property Management Office was received and reviewed.
- (iii) Proposed New Waterfront Zoning – The recommendation from the Planning Advisory Committee dated August 2, 2018 to amend the Zoning By-Law in order to create a new zone known as Waterfront (WF), and to rezone the property at 51 Budd Avenue (former sanitary sewer lagoon site – PID # 15194285), and as requested by a resolution of Council on July 23, 2018, was received and reviewed.

Council will consider two (2) motions at the next Regular Session on Monday, August 27, 2018 to receive the above-noted written views of the Planning Advisory Committee, and for first reading of the 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".

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 18-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Out-of-Province Travel – The memo from the Chief Administrative Officer dated August 15, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 27, 2018 to approve the attendance of the Chief Administrative Officer at the 104th Annual Conference of the International City/County Managers Association to be held in Baltimore, Maryland from September 23 – 26, 2018.
- (iii) Report of the Finance Department – The report of the Finance Department was received and reviewed.
- (iv) Financial Request – The letter from "A Walk to Remember" Committee dated July 19, 2018 was received and reviewed, and Committee directed the Chief Administrative Officer to provide a grant in the amount of \$100.00 in support of the second annual fundraiser which provides funds to the Women and Children's program at the Saint John Regional Hospital Foundation.

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, Jenna Mulholland, summer student, continues to work on mural designs which she presented to Committee, and due to the warm summer weather, the project will be delayed until sometime in September.

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

- (iii) Garcelon Civic Center – Starting Blocks – The memo from the Assistant Treasurer dated August 10, 2018 with attachments was received and reviewed.

Three (3) motions will be considered at the next Regular Session of Council on Monday, August 27, 2018: (i) to approve the purchase of six (6) starting blocks from Aquam Inc., with installation from A & R Concrete Drilling & Sawing Ltd., contingent on funding approval from the Regional Development Corporation for a portion of the costs; (ii) to authorize the Mayor and Town Clerk to sign the funding agreement with the Regional Development Corporation; and (iii) to authorize the redirection of funds from various budgeted accounts to Fiscal Services to offset the net costs.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – The report from Michelle Vest, Events Development Coordinator, was received and reviewed.
- (ii) Request to Hold Event - The letter from the Pastor of Old Ridge United Pentecostal Church dated August 8, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 27, 2018 to grant permission to hold two (2) services at the David Alison Ganong Chocolate Park on August 19 and September 9 from 6:30 p.m. – 8:00 p.m.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed and the one (1) action item is noted as follows:
- Council will consider a motion at the next Regular Session on Monday, August 27, 2018 to approve the proposed Designated Highways Five Year Priorities (2019 – 2023).

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Harding that the meeting adjourn at 5:52 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, AUGUST 15, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

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) Speed Analysis – Young Street – Report from Corporal Scott MacKenzie attached.
- (iii) Report of the Fire Department
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office
- (iii) Proposed New Waterfront Zoning – Recommendation from the Planning Advisory Committee dated August 2, 2018 attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Out-of-Province Travel – Memo from Chief Administrative Officer dated August 15, 2018 attached.
- (iii) Report of the Finance Department
- (iv) Financial Request – Letter from “A Walk to Remember” Committee dated July 19, 2018 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.
- (iii) Garcelon Civic Center – Starting Blocks – Memo from Assistant Treasurer dated August 10, 2018 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report from Michelle Vest, Events Development Coordinator, attached.
- (ii) Request to Hold Event – Letter from Pastor of Old Ridge United Pentecostal Church dated August 8, 2018 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

PLANNING ADVISORY COMMITTEE MEETING

THAT the Minutes of the Planning Advisory Committee meeting held on June 4, 2018 and approved at its meeting on August 1, 2018 be accepted.

MINUTES

Planning Advisory Committee

Monday, June 4, 2018

A. Welcome

The Planning Advisory Committee for the Town of St. Stephen met on Monday, June 4, 2018 in Council Chambers. Garth Orchard called the meeting to order at 6:00 p.m.

Attending:

Garth Orchard
Steve Bone

Allan Gillmor
Ed Zammit

Ted Moore
Mark Porter

Marg Harding
Jeff Renaud

Absent:

Ken Parker

B. Approval of Agenda

It was **MOVED** by Ted Moore and **SECONDED** by Marg Harding that the Agenda be approved as circulated. Carried

C. Approval of Minutes

It was **MOVED** by Mark Porter and **SECONDED** by Marg Harding that the Minutes of the Planning Advisory Committee Meeting held on Thursday, May 10, 2018 be approved as circulated. Carried

D. Review of one (1) request for Variance

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

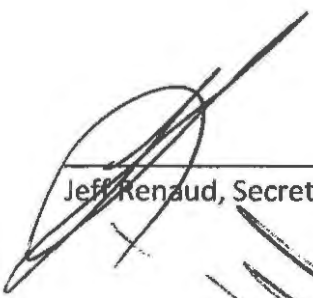
- Copy of Variance Application;
- Copy of Site Drawing;
- Copy of Survey Plan;
- Copy of Section 5.4 NC (Neighbourhood Commercial) of the Town's Zoning By-Law; and
- Copy of Report from the Town's Building Inspector dated June 4, 2018.

The application was brought to the Planning Advisory Committee to request a variance as it did not meet the minimum lot frontage requirement as outlined in Section 5.4.3(1) "NC Zone Requirements" of the Town's Zoning By-Law.

It was **MOVED** by Mark Porter and **SECONDED** by Marg Harding that the eight foot (8') variance request be approved as the property has been brought into compliance with municipal by-laws.
Carried

E. Adjournment

Garth Orchard, Chair, stated that there being no further business the meeting of the Planning Advisory Committee be adjourned at 6:05 p.m.



Jeff Renaud, Secretary



Garth Orchard, Chair

AGENDA
Planning Advisory Committee
Monday, June 4, 2018 @ 6:00 p.m.
73 Milltown Blvd., Suite 112
St. Stephen, NB

A. Welcome

B. Approval of Agenda

C. Approval of May 10, 2018 Minutes

D. Review of one (1) request for variance:

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

- Copy of Variance Application;
- Copy of Site Drawing;
- Copy of Survey Plan;
- Copy of Section 5.4 NC (Neighbourhood Commercial) of the Town's Zoning By-Law; and

E. Adjournment



RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of July 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 18-18**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: August 15, 2018
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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

1. Municipal Plan Review:

- Working with contracted consultants to complete the Municipal Plan review. A revised workplan is being prepared. Expected completion of this work is November 2018.
- Administration will be contacting Council to determine an appropriate date for a municipal plan workshop meeting. This meeting is planned to be a joint meeting between the Town Council, senior staff, and the consultants to capture input into the plan.

2. Development:

- Two major tenders are currently open. These projects are the Wharf restoration project and the Extension of utility services along Happy Valley Road and terminating at the St. Stephen Landing project site.
- Due to the closing dates on these tenders, it is anticipated that the results of the Wharf project tender will appear on this meeting agenda. However, the Utility Extension project will not close prior to the Committees meeting. As such it is expected that a recommendation on project award may be presented at the Council meeting on August 27th. If this is the case, Council will receive the background information on this recommendation as early as possible to allow time for review. Alternatively, a special Council meeting may be required.

3. Fire Chief Recruitment:

At the previous meeting of Council, the CAO introduced the Town's new Fire Chief to the Community. We are exceptionally pleased to have Mr. Sean Morton joining our St. Stephen Team.

- Mr. Morton officially took his position on July 30th, 2018.

4. Organizational and Workplace Review:

- Work on the Organizational and Workplace Review continues. The consulting team spent time during the month of July on site interviewing representation of the Town.
Expected completion is prior to the end of August 2018.

5. Collective Bargaining

- Collective Bargaining with CUPE 770 has begun. In the month of July, one bargaining session was held. Discussions revealed a number of common areas of concern regarding the current agreement. Early discussions can be characterized as positive.

6. Airport Maintenance

- Crack sealing of the airport runway is believed to be complete. Other maintenance (brushing etc.) is expected to be undertaken in the near future.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 9 August 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 June 30, 2018.

-Processing Utility invoices for April-June, 2018-Complete.

-Research various customer billings-In Progress.

B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).

-Accounts payable closed to June 30, 2018.

C) Payroll processing (Timesheet review, payroll entry, review of earnings and deductions, and processing requirements of new and former employees).

-Bi-weekly 88 employees, Monthly 28 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 124 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 October 31, 2017.

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

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

4) Computer server maintenance.

5) Meetings:

A) Organizational Review and Workplace Evaluations-Six meetings-July, 2018.

B) Monthly Committee Meeting-July 11, 2018.

C) Weekly Finance Meeting-August 2, 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 June 30, 2018.
Internal controls review-In Progress.

- C) Capital Budget-In Progress.

- D) Multiple HST remittances-In Progress.

- E) Various insurance issues-In Progress.

- F) Municipal Asset Management Plan Project-In Progress.

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

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

- I) Review of online banking packages-In Progress.

- J) 2017 audit-In Progress.

- K) Solid Waste Collection and Disposal Services tender-In Progress.

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

Public Works Report for July 2018

Lee Johnson, Director of Operations, Aug 03,2018

1: **Water system:**

- a) Repaired 1 water lateral.
- b) Installed 1 new meter.
- c) Installed Altitude Valve at Todd Hill Reservoir.
- d) Removed #1 pump at Maxwell Crossing.

2: **Streets:**

- a) Helped with Lumber Jack Competition.
- b) Finished sweeping streets and sidewalks.
- c) Repaired lawns.
- d) Installed gate for Elm Street Park.

3: **Waste Water:**

- a) Videoed 6 sewer laterals.
- b) Repaired 1 sewer lateral.
- c) Flushed 8 Sewer Mains.
- d) Cleaned 9 Catch Basins.
- e) Repaired 1 Sewer Main.

4. **Designated Highway Five Year Priorities**

Attached is a copy of the proposed "Designated Highways Five Year Priorities".

Action: Council consider a motion at its next Regular Session to adopt the "Five Year Plan" which needs to be submitted to the Department of Transportation and Infrastructure no later than September 30, 2018.



August 13, 2018

Town of St. Stephen
73 Milltown Boulevard
Suite 112
St. Stephen, NB
E3L 1G5

Attention: Mr. Lee Johnson
Director of Operations

Designated Highways – Five Year Priorities (2019-2023)

Attached you will find the updated plan for designated highway priorities covering 2019-2023. This plan is an update from last year. The following changes have been made from the 2018 plan:

- Paving on Milltown Boulevard (Hawthorne to Boundary) was moved to 2019 as it was not approved in 2018
- The work planned on Pleasant Street for 2022 has been spread across two years (2022 to 2023).

The proposed work in 2019 includes approximately \$175,000 for new concrete sidewalks as a municipal cost. Sidewalks are not eligible for cost recovery under the designated highway program. However, it is recommended to replace the sidewalk behind the new curb because the existing sidewalk is installed at asphalt level. The back of the proposed curb and gutter will be approximately 150 mm (6 inches) higher than the asphalt/sidewalk. The grass boulevard between the proposed back of curb and existing sidewalk is narrow which will result in an abrupt slope between the two.

If you have any questions, or require modifications to the attached plan, please feel free to contact me at your convenience.

Yours truly,

DILLON CONSULTING LIMITED

A handwritten signature in black ink, appearing to read "Rory C. Pickard".

Rory C. Pickard, P.Eng.
Partner
Attachments

cc. Jeff Renaud
Joan Flewelling
Ian Morgan

1149 Smythe Street
Suite 200
Fredericton
New Brunswick
Canada
E3B 3H4
Telephone
506.444.8820
Fax
506.444.8821

Dillon Consulting
Limited

TOWN OF ST. STEPHEN
DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2019

DTI Portion:

- Milltown Boulevard – Boundary to Hill (approx. 870 metres)
 - Add curb and gutter both sides (770m) and curb and gutter one side (100m), storm sewer improvements. (Estimate: \$520,000 + HST)

- Milltown Boulevard – Hawthorne to Boundary (approx. 700 metres)
 - Mill and seal full width. (Estimate: \$172,000 + HST)

Total DTI Portion: \$692,000

Municipal Portion:

- Milltown Boulevard – Boundary to Hill (approx. 770 metres)
 - Replace sidewalk behind to new curb and gutter. (Estimate: \$175,000 + HST)

Total Municipal Portion: \$175,000

Year 2020

DTI Portion:

- Milltown Boulevard – Boundary to Milltown Customs (approx. 1950 metres)
 - Mill and seal full width. (Estimate: \$478,000 + HST)

Total DTI Portion: \$478,000

Year 2021

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$940,000

Year 2022 & 2023

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit – Phase I & II (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (1510 metres)

Total DTI Portion: \$1,850,000



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. July 2018

Parks

- David Alison Ganong Chocolate Park Open house to take place on August 1st from 7-8pm at the Garcelon Civic Center.
- The re-surfacing of Milltown tennis courts are now complete.
- New Don Sweeney sign ordered for Gateway Park.
- We have done a lot of work to the Milltown Ball diamond, with the increase in Minor Ball numbers we are trying to get 1 field in game shape.

Recreation

- Continue to work on Jumpstart program.
- Continue to work on designs for Murals in Town. Jenna spent the last week of July painting windows in businesses downtown.
- Working on 7th Annual Fun Run for Chocolate Fest.

Pool

- Pool continues to be extremely busy throughout the weekdays. The weekends continue to be our least busy time.
- Going through a lot of chemicals thanks to this extreme heat.
- The free swim lessons have been going very well.
- Hosted a swim meet on July 21st.

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 July 2018

| | | |
|--------------|--------------------|-----------|
| Alarms were: | Town Alarms | 16 |
| | Out of Town Alarms | 7 |
| | Mutual Aid –Calais | 0 |
| | Total | 21 |

| Alarms | | # FF | # Hours |
|-------------------------------|---|-------------|----------------|
| 1. Structure Fire | 2 | 27 | 49 |
| 2. Alarm system activation | 3 | 8 | 8 |
| 3. Motor Vehicle Accident | 5 | 62 | 62 |
| 4. Assist ANB | 2 | 16 | 16 |
| 5. Electrical | 1 | 11 | 11 |
| 6. Landfill fire | 1 | 3 | 3 |
| 7. Vehicle Fire | 2 | 26 | 26 |
| Total | | | |
| SSFD | | | 16 |
| Other FD | | | 48 |
| St Stephen PW | | | 5 |
| St Andrews PW | | | 1 |
| Total calls dispatched | | | 70 |

Fire Department Activities

1. Monthly Meeting of the fire department
2. July 1 kids water games and bouncy tent
3. Fire extinguisher inspections were conducted
4. Monthly training for July with ANB (Ambulance), reviewing new ambulance equipment
5. Received a donation of \$5169.54 from the Fundy Fire Fighters Association toward our fire training buildings. This was to cover materials needed for

stairs and such. This was an unbudgeted expense, the cost to the town was \$221.58 (non-refundable part of the HST).

6. Participated with bouncy tents at the Christmas in July at the Oak bay campground.
7. Had crews in on short notice two different days to strip then reload pumper 201 when it had to go for repair.

Acting Fire Chiefs Activities

1. Fire department monthly meeting
2. Participated with the interview process for the final candidates for the fire chief's position.
3. During annual vehicle inspections major structural damage was identified to pumper 201 (2000 Freightliner pumper second line truck). Broken sub frame supports, broken sub frame and broken cross members. Arrangements were made with Metalfab for emergency repair. Truck has been sent for repair and is back in service. This was an unbudgeted emergency expense and will cost in the range of \$10,000. The CAO and town Treasure were notified via e-mail.
4. Posted two back up driver positions, reviewing applicants
5. Received 2 applicants for new members, will review with the new Chief in August.
6. Chief Morton starts the July 30.
7. Acting Chief office hours for the month 52 Hrs (not counting alarms)

Respectfully

AC Nordstrom

TOWN of ST. STEPHEN

By-Law Enforcement

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

July REPORT

2018

To: CAO – Town of St. Stephen

Please find enclosed my report for July By-Law –Enforcement. We handled 28 calls.

| CATEGORY | DETAIL | FOLLOW UP |
|----------------------------|--|--|
| Assist Other Dept. (2) | Assist the building inspector in preparing action against two unsightly premises. | Parties have until August 10 to rectify the issues. |
| Assist General Public (13) | Complaint of speed being too high on Young Street. Lady called to inquire about the animal by –law, i.e. keeping of hens. Received court documents from McInnes Cooper. Received a call from a gentleman that someone was stealing water from his property. | Gentleman informed this office that he will prepare something for council to consider. Information was passed onto her. Documents were served to the appropriate party. Patrol was made and the paving crew had a hose attached, but immediately removed same after a brief conversation. |

| | | |
|--|--|--|
| | <p>Received a complaint of people harassing and threatening their neighbor.</p> <p>During routine patrols noticed a pool in Milltown with no fence around it.</p> <p>Inspection was conducted of the fence that was erected.</p> <p>Request from a citizen to have live music at a birthday party.</p> <p>Complaint was received about a neighbour dumping sewage from his travel trailer.</p> <p>Gentleman called about pruning some trees that were close to Town property.</p> <p>Received a complaint from a business in the industrial park about his neighbour encroaching onto his property.</p> <p>Received another complaint about harassment.</p> <p>Lady inquired about unfit apartment building.</p> | <p>Informed complainant that this is an RCMP matter and to contact them.</p> <p>Letter sent to home owner and the fence was erected within 48 hours.</p> <p>Fence met with all requirements.</p> <p>Informed them what needed to be done and they complied.</p> <p>Investigation was conducted by this office, as well as the Dept. of Health and nothing was found.</p> <p>Patrol made and he is only removing dead branches and pruning. OK given.</p> <p>Patrol made and spoke to the other business and they have complied with this office request to remove certain articles from the area and keep it tidy.</p> <p>Again informed the lady to contact the RCMP.</p> <p>Told her to contact the Dept. of Health.</p> |
|--|--|--|

| | | |
|---------------------------|---|---|
| <p>Parking (13)</p> | <p>Ticket # 0536 issued for two hour parking.</p> <p>Ticket # 0537 issued for two hour parking.</p> <p>Parking complaint from a business on King Street.</p> <p>Warnings given on King Street and Milltown Blvd. and Charlotte Mall (9)</p> | <p>Voluntary penalty paid.</p> <p>Voluntary penalty paid</p> <p>Complaint dealt with.</p> |
| <p>Dog Complaints (0)</p> | | |

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

No report available at the time of writing

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

| BUILDING INSPECTION 2018 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 |
|---------------------------------|------------------|--------------------|---------------------|-----------------------|---------------------|---------------------|-----------------------|-----------------------|
| JULY | | | | | | | | |
| | # of Per. | # of Per. | Value | Value | YTD.#Permits | YTD.#Permits | YTD.Value | YTD.Value |
| TYPE OF CONSTRUCTION | Pres/mth | Prev/yr/mth | Pres. Mth | Prev.Yr Mth | Present Year | Prev year | Present Year | Previous Year |
| New Residential | 0 | 2 | \$0.00 | \$29,500.00 | 7 | 14 | \$55,499.00 | \$619,700.00 |
| Residential Renos/Additions | 7 | 9 | \$33,040.00 | \$34,800.00 | 36 | 29 | \$1,042,903.00 | \$928,300.00 |
| New Com/Indus/Instit. | 0 | 0 | \$0.00 | \$3,000.00 | 2 | 2 | \$37,400.00 | \$6,000.00 |
| Com./Indus./Inst. Renos | 1 | 1 | \$5,000.00 | \$1,020,000.00 | 10 | 9 | \$163,500.00 | \$1,209,000.00 |
| Institutional | 3 | 0 | \$487,000.00 | \$5,000.00 | 7 | 5 | \$864,500.00 | \$184,000.00 |
| Demolition | 0 | 3 | \$0.00 | \$10,000.00 | 1 | 11 | \$700.00 | \$126,290.50 |
| TOTALS | 11 | 15 | \$525,040.00 | \$1,102,300.00 | 63 | 70 | \$2,164,502.00 | \$3,073,290.50 |
| | Cur. Mth | | | | | | | |
| Demolition Permits | 0 | N/A | | | | | | |
| Stop Work Orders Issued | 0 | N/A | | | | | | |
| Pre-site Inspections | 14 | N/A | | | | | | |
| Electrical waivers issued | 2 | N/A | | | | | | |
| Active Unsightly Premises | 8 | N/A | | | | | | |
| Sign Permits | 3 | N/A | | | | | | |

Town of St. Stephen

Canada's Chocolate Town



Report of Development / Property Management Office – July 2018

| | |
|------------------------------------|---|
| Planning Advisory Committee | No meeting in July. |
| Sign Permits | 3 approved. |
| Variances | 0 approved. |
| Approved Plans | 0 approved. |
| Unightly Premises | The Office of the Building Inspector has eight (8) active and ongoing unsightly files open. |
| Turning the Corner Project | Phase 1 completed. |

PROPERTIES

| | |
|--------------------------|---|
| R.C.M.P. Building | No activity to report. |
| Library | New roof completed. |
| Airport | Crack sealing on runway completed. |
| Train Station | Investigating options for mitigating ice buildup. |



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center

Programming/Events

- We hosted 14 rentals in our Community Rooms, some of which were held on multiple days.

Pool

- Swimming lessons with Boys & Girls Club has been going well.

Rink

- Ice was taken out on July 31st. We will be putting in fresh ice with new logos for the upcoming season.
- Hosting Sea Dogs game on August 26th.

Facility

- Ongoing preventative maintenance throughout facility
- Preparing for Saint John Seadogs Game Aug. 26th
- Painting throughout rink complete
- Still doing summer schedule maintenance

Admin

Walking Track: 920

| MEMBERSHIPS: | Monthly | 6 Month | Annual |
|---------------------|----------------|----------------|---------------|
| April | | | |
| Adult | 40 | 1 | |
| Corporate | 10 | | |
| Family | 2 | | |
| Couple | | | |
| Senior | 15 | 2 | 1 |
| Senior Couple | | | |
| Senior Skate | | | 1 |
| Student | 26 | 1 | |
| Youth | 1 | | |

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-13 - "A BY-LAW RESPECTING THE CODE OF CONDUCT FOR MEMBERS OF THE TOWN COUNCIL" – SECOND READING – SECTION NUMBERS ONLY

THAT By-Law No. A-13 – "A By-Law Respecting the Code of Conduct for Members of the Town Council" – be given Second Reading – Section Numbers Only.

“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: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

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 – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled 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” – for First Reading – Short Title Only.

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: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police July 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
July 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **July 1, 2018 to July 31, 2018 inclusive**. During this time period, the RCMP responded to **296** calls for service within the Municipality of St. Stephen.

TRAFFIC

| | |
|---|----|
| Check stops..... | 16 |
| Fail to Stop or Remain at Accident Scene..... | 1 |
| Motor Vehicle Act – Other Activities | 1 |
| Moving Traffic – Speeding | 1 |
| Off Road Vehicle Act – Offences Only | 1 |
| Other Moving Traffic Violations – Provincial..... | 4 |
| Roadside Suspensions – Alcohol Related..... | 1 |
| Traffic Collision – Non-Fatal Injury | 1 |
| Traffic Collision – Property Damage..... | 4 |
| Traffic Collision – Non-Reportable | 8 |
| Traffic Tickets | 17 |
| Traffic Warnings..... | 0 |

PROVINCIAL STATUTES:

| | |
|--|----|
| Dog Act – Other Activities | 1 |
| False/Abandoned 911 | 7 |
| Mental Health Act | 10 |
| Other Provincial Statutes – Other Activities | 1 |

CRIMINAL CODE:

| | |
|---|----|
| Arson | 1 |
| Assault..... | 13 |
| Assault With Weapon or Causing Bodily Harm | 3 |
| Breach of Peace | 1 |
| Break and Enter – Other..... | 1 |
| Break and Enter – Residence | 1 |
| Causing Animals or Birds Unnecessary Suffering | 1 |
| Criminal Harassment | 4 |
| Disturbing the Peace/Causing a Disturbance..... | 5 |
| Fail to Comply With Probation Order..... | 1 |
| Failure/Refusal of approved Screening Device | 1 |
| Firearms Act – Offences Only | 1 |
| Firearms Act – Other Activities..... | 1 |
| Fraud (money/property/security) less than or equal to \$5000..... | 2 |
| Harassing Communications | 1 |
| Impaired Care or Control Over 80% of Motor Vehicle | 1 |
| Impaired Operation Over 80mg% of Motor Vehicle | 5 |
| Mischief – Damage to, or obstruct enjoyment of property | 7 |
| Operation of Motor Vehicle while being pursued by Police..... | 1 |
| Other theft under \$5000..... | 6 |
| Possession of Property Obtained by Crime..... | 1 |
| Public Mischief..... | 1 |
| Sexual Assault..... | 2 |
| Theft of Bicycle Under or Equal to \$5000..... | 3 |
| Theft Under or Equal to \$5000 – Shoplifting | 1 |
| Theft Under or equal to \$5000 from a motor vehicle | 2 |
| Using Imitation Firearm in the Commission of an Offence..... | 1 |
| Uttering Threats against a Person..... | 10 |
| Youth Criminal Justice Act – Offences Only | 2 |

OTHER FEDERAL STATUTES:

| | |
|--|---|
| Customs Act – Other Activities..... | 1 |
| Possession - Schedule I – Methamphetamine (Crystal Meth) | 1 |
| Possession - Schedule VIII - Cannabis | 4 |

OTHER INVESTIGATIONS:

| | |
|--|----|
| Assistance to Canadian Federal Agency..... | 2 |
| Assistance to Canadian Provincial/Territorial Agency | 8 |
| Assistance to General Public | 11 |
| Crime Prevention | 4 |
| False Alarms..... | 23 |
| Information File | 1 |
| Items Lost/Found | 4 |
| Municipal By-Laws | 2 |
| Person Report missing..... | 1 |
| Police Certificates/Letters | 69 |
| Suspicious Person/Vehicle/Property | 6 |
| VIP Security – Threats – Incidents | 1 |
| Unfounded..... | 26 |
| Wellbeing Check..... | 4 |

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

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

SPEED REDUCTION – YOUNG STREET

THAT the Council of the Town of St. Stephen authorizes the speed limit on Young Street to be reduced from 50 kilometers per hour to 30 kilometers per hour and directs the Chief Administrative Officer to install proper signage.

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

**WRITTEN VIEWS – 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 receives the attached written views of the Planning Advisory Committee (PAC) dated August 2, 2018 on the proposed By-Law No. Z-1.7 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 for the purpose of increasing the development potential of the property.



TOWN OF ST. STEPHEN

Incorporated 1871

"Canada's Chocolate Town"

Planning Advisory Committee
Town of St. Stephen

August 2, 2018

Mayor and Councillors
Town of St. Stephen, NB

Re: Creation of Proposed New Zone and Proposed Rezoning of 51 Budd Avenue (former Sanitary Sewer Lagoon Site – PID # 15194285)

Further to the following resolution which was passed at a Regular Session of Council on July 23, 2018,

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 Planning Advisory Committee (PAC) met on August 1, 2018 to review the proposed Zoning By-Law amendment and the following resolution was passed:

It was **MOVED** by Allan Gillmor and **SECONDED** by Marg Harding that the Planning Advisory Committee (PAC) recommend to Council to amend the Zoning By-Law in order to create a new zone known as Waterfront (WF), and to rezone the property at 51 Budd Avenue (former sanitary sewer lagoon site – PID # 15194285) as requested in this application to increase the development potential.

Yours truly,


Jeff Renaud, Secretary
Planning Advisory Committee

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

OUT-OF-PROVINCE TRAVEL: CHIEF ADMINISTRATIVE OFFICER

THAT the Council of the Town of St. Stephen approves the out-of-province travel for the Chief Administrative Officer to attend the 104th Annual Conference of the International City/County Managers Association in Baltimore, Maryland from September 23 – 26, 2018.

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 11137 – TOWN OF ST. STEPHEN – EQUIPMENT PURCHASE

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$9,700.00 (nine thousand, seven hundred dollars) from the Regional Development Corporation for equipment purchase, namely starting blocks for the pool at the Garcelon Civic Center, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated June 1, 2018 in the form presented to Council.

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER – PURCHASE AND INSTALLATION OF STARTING BLOCKS

THAT the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$13,000.00 (thirteen thousand dollars), currently allocated for the Garcelon Civic Center operating expenditures, for the funding of the purchase and installation of six (6) starting blocks for the Aquatics department;

AND THAT the quote from Aquam Inc. in the amount of \$18,677.00, (eighteen thousand, six hundred seventy seven dollars), plus HST, and the estimated costs of installation of \$1,500.00 (one thousand, five hundred dollars), plus HST, be approved;

AND FURTHER THAT the amendment to the 2018 General Operating Fund Budget, and purchase and installation costs are conditional on the approval of funding from the Regional Development Corporation for 50% (fifty percent) of the approved costs to a maximum of \$9,700.00 (nine thousand, seven hundred dollars).

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – OLD RIDGE UNITED PENTECOSTAL CHURCH

THAT the Council of the Town of St. Stephen grants permission to the Old Ridge United Pentecostal Church to hold two (2) services in the David Alison Ganong Chocolate Park, retroactively on Sunday, August 19, 2018 from 6:30 p.m. – 8:00 p.m., and September 9, 2018 from 6:30 p.m. – 8:00 p.m., and both evenings will consist primarily of singing.

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN – DESIGNATED HIGHWAYS FIVE YEAR PRIORITIES
(2019 – 2023) – MUNICIPAL DESIGNATED HIGHWAY PROGRAM**

THAT the Council of the Town of St. Stephen approves the attached Designated Highways Five Year Priorities (2019 - 2023) under the Municipal Designated Highway Program, and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS FIVE YEAR PRIORITIES

Year 2019

DTI Portion:

- Milltown Boulevard – Boundary to Hill (approx. 870 metres)
 - Add curb and gutter both sides (770m) and curb and gutter one side (100m), storm sewer improvements. (Estimate: \$520,000 + HST)
- Milltown Boulevard – Hawthorne to Boundary (approx. 700 metres)
 - Mill and seal full width. (Estimate: \$172,000 + HST)

Total DTI Portion: \$692,000

Municipal Portion:

- Milltown Boulevard – Boundary to Hill (approx. 770 metres)
 - Replace sidewalk behind to new curb and gutter. (Estimate: \$175,000 + HST)

Total Municipal Portion: \$175,000

Year 2020

DTI Portion:

- Milltown Boulevard – Boundary to Milltown Customs (approx. 1950 metres)
 - Mill and seal full width. (Estimate: \$478,000 + HST)

Total DTI Portion: \$478,000

Year 2021

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$940,000

Year 2022 & 2023

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit – Phase I & II (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (1510 metres)

Total DTI Portion: \$1,850,000

RESOLUTION NO.: _____

DATE: August 27, 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) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*.

RESOLUTION NO.: _____

DATE: August 27, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.