

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 24, 2018 @ 7:00 P.M.

1. MOMENT OF SILENCE

2. RECORDING OF ATTENDANCE

3. APPROVAL OF AGENDA

4. CONFLICT OF INTEREST

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) New Brunswick Wellness Week (October 1 – 7, 2018) – Proclamation

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – August 27, 2018
 - (b) Special Council Meeting – September 18, 2018

8. ACCOUNTS
 - (a) Paid Bills

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
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 – September 12, 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 – Third and Final Reading – Short Title 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 – Second Reading – Section Numbers Only
- (c) 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 – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

NEW BRUNSWICK WELLNESS WEEK

OCTOBER 1 – 7, 2018

Whereas, New Brunswick's Wellness Strategy has a vision of a healthy New Brunswick where, together, we learn, work, play and live in a culture of wellness, and where we recognize the instrumental role that local governments play in promoting and supporting this vision; and

Whereas, wellness is about having a good quality of life and the ability of people and communities to reach their full potential in terms of health and fulfilment of purpose;

Whereas, New Brunswick Wellness Week provides opportunities for communities, organizations, schools and workplaces to promote and celebrate wellness by hosting wellness activities and events that address all dimensions of well-being and determinants of health; and

Whereas, New Brunswick Wellness Week is held annually and this year takes place from October 1 – 7, 2018;

Now therefore, I, Allan MacEachern, Mayor of the Town of St. Stephen, hereby proclaim **October 1 – 7, 2018**, as **Wellness Week** in the Town of St. Stephen.

I encourage all citizens to participate in Wellness Week activities and for groups, organizations, schools and workplaces in the community to promote and celebrate wellness through the hosting of wellness activities and events.

RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on August 27, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 27, 2018 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence and, in particular, to remember the casualties and their families of the recent tragedy in Fredericton.

2. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor David Hyslop.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

161/18 **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 Parker
Seconded by Councillor Wheaton

162/18 **THAT** the Minutes of the Regular Council meeting held on July 23, 2018 be approved as circulated. **CARRIED**

**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 Chisholm

- 163/18 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. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 164/18 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, 2018 be received. **CARRIED**

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 165/18 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. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 166/18 THAT Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEES MEETING

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 167/18 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 August 15, 2018 be approved as circulated. **CARRIED**

PLANNING ADVISORY COMMITTEE MEETING

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

- 168/18** 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. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Parker

- 169/18** 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 – SECOND READING – SECTION NUMBERS ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 170/18** 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 **CARRIED**

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

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 171/18** 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. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Wheaton
Seconded by Councillor Parker

- 172/18 **THAT** the Royal Canadian Mounted Police July 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

SPEED REDUCTION – YOUNG STREET

Moved by Deputy Mayor Carr
Seconded by Councillor Chisholm

- 173/18 **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. **CARRIED**

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

Moved by Councillor Parker
Seconded by Councillor Harding

- 174/18 **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. **CARRIED**

OUT-OF-PROVINCE TRAVEL: CHIEF ADMINISTRATIVE OFFICER

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 175/18 **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. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 176/18 **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. **CARRIED**

GARCELON CIVIC CENTER – PURCHASE AND INSTALLATION OF STARTING BLOCKS

Moved by Councillor Chisholm
Seconded by Deputy Mayor Carr

177/18 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). **CARRIED**

APPROVAL OF EVENT – OLD RIDGE UNITED PENTECOSTAL CHURCH

Moved by Councillor Parker
Seconded by Councillor Wheaton

178/18 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. **CARRIED**

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

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

179/18 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. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended International Homecoming Festival Committee meetings.
- Attended Chocolate Fest events.
- Attended the “Hands Across the Border” International Homecoming Festival opening ceremony on the Ferry Point Bridge.
- Attended International Homecoming Festival events.
- Attended the “Old Iron Car Show” presented by the Passamaquoddy Region of the NB Antique Auto Club.
- Attended all Town meetings.

Councillor Parker

- Attended a Planning Advisory Committee meeting.
- Attended the “Hands Across the Border” International Homecoming Festival opening ceremony on the Ferry Point Bridge.
- Attended Chocolate Fest events.
- Attended International Homecoming Festival events.
- Met with the Town’s Building Inspector.
- Met with the Acting Librarian of the St. Croix Public Library.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a luncheon with Minister Scott Brison hosted by Karen Ludwig, MP
- Attended International Homecoming Festival Committee meetings.
- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended a number of successful Chocolate Fest events.
- Attended several Thursday night concerts in the David Alison Ganong Chocolate Park.
- Attended several International Homecoming Festival events.
- Attended NB Day events.
- Attended the “Old Iron Car Show” presented by the Passamaquoddy Region of the NB Antique Auto Club.
- Attended an Aces exhibition hockey game.

Councillor Harding

- Attended all Town meetings.
- Attended a Planning Advisory Committee meeting.
- Meet monthly with Sergeant Stubbs.
- Responded to many phone calls.

Councillor Chisholm

- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.
- Attended all Town meetings.
- Attended Chocolate Fest events.
- Attended International Homecoming Festival events.
- Met with the Director of Parks and Recreation.

Mayor MacEachern

- Attended the "Hands Across the Border" International Homecoming Festival opening ceremony on the Ferry Point Bridge.
- Met with an American woman on NB Day who had found a Canadian penny several years ago on the walking trail and who wanted to return it.
- Attended NB Day events.
- Attended the open house for the new Ambulance New Brunswick building.
- Attended Chocolate Fest events.
- Attended International Homecoming Festival events.
- Attended a 50th wedding anniversary reception for Bonnie and Garry McGaw.
- Attended the ground breaking ceremony for the second stage housing project at the Fundy Region Transition House.
- Attended the 60th business anniversary celebration of Downey Ford.
- Met with Sergeant Stubbs and RCMP Commissioner Brenda Lucki who chose St. Stephen to visit recently.
- Attended the open house on the proposed redesign of the David Alison Ganong Chocolate Park.

16. QUESTION PERIOD

Pam Russell, a resident of Thompson Avenue, was in attendance and stated her concern with possible flooding on Thompson Avenue as a result of the proposed development of the former sanitary sewer lagoon site.

Ms. Russell was advised that the brook/stream she referred to will not be disturbed.

Lorraine Matthews, a resident of Thompson Avenue/Sprucewood Court, thanked Council for recently providing "in-kind" support at the Charlotte County Museum, and also commended the crew on the repair work required as a result of last year's construction project on Thompson Avenue.

Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, had no questions or comments.

17 CLOSED SESSION

CLOSED SESSION

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

180/18 **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*. **CARRIED**

The Council came out of closed session at 8:02 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

181/18 **THAT** the meeting adjourn at 8:02 p.m. **CARRIED**

Mayor

Town Clerk

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: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on September 18, 2018 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
TUESDAY, SEPTEMBER 18, 2018 @ 5:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop
Seconded by Councilor Wheaton

182/18 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN FOR THE GTF ADMINISTRATIVE AGREEMENT

Moved by Councillor Harding
Seconded by Councillor Parker

183/18 **THAT** the document entitled "Five-Year Capital Investment Plan for the GTF Administrative Agreement Town of St. Stephen 2014-2018 (REVISED September 2018)" (copy attached) be adopted. **CARRIED**

HIGHWAY USAGE PERMIT – ROUTE 3 – CHARLOTTE COUNTY

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

184/18 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Clerk to sign a Highway Usage Permit No. 201803R000300606 with the Department of Transportation and Infrastructure, in the form presented to Council, for the construction and operation of a water main along and across Route 3, outside of St. Stephen, Charlotte County. **CARRIED**

**AWARDING OF TENDER: WATER AND SANITARY SEWER SYSTEM
EXTENSION – ROUTE 3, ST. STEPHEN, NB – DILLON PROJECT NO. 18-
8036**

Moved by Councillor Hyslop
Seconded by Councillor Harding

185/18

THAT of the four (4) tenders received, the low tender of \$1,064,693.00 (one million, sixty-four thousand, six hundred and ninety-three dollars), including HST, from Debly Enterprises Limited of Saint John, NB, for water and sanitary sewer extension (Route 3) be accepted, contingent on project funding approval under the Town's "Five-Year Capital Investment Plan for the GTF Administrative Agreement Town of St. Stephen 2014-2018 (REVISED September 2018)".

CARRIED

**AWARDING OF TENDER (SCOPE REVISION): COMBINED SEWER
SEPARATION AND UTILITY RENEWAL – MURCHIE AVENUE AND CEDAR
STREET – DILLON PROJECT NO. 18-7576**

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

186/18

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on June 25, 2018, rejected all bids received for the combined sewer separation and utility renewal on Murchie Avenue and Cedar Street, Dillon Project No. 18-7576, due to bids being in excess of available funding;

AND WHEREAS the scope of work has been revised to complete only the Murchie Avenue portion of the tender;

NOW THEREFORE BE IT RESOLVED THAT an amended price with the revised scope from the original low bidder of \$506,235.00 (five hundred and six thousand, two hundred and thirty-five dollars), including HST, from Debly Enterprises Limited be accepted. **CARRIED**

ADDITIONAL WORK: COMBINED SEWER SEPARATION AND UTILITY RENEWAL – ELM PARK PROJECT NO. 16-4847 (CLEAN WATER AND WASTEWATER FUND PROJECT NO. 6990-1063 – ELM PARK, PINEWOOD, AND MAPLE – SEWER SEPARATION AND INFRASTRUCTURE RENEWAL)

Moved by Councillor Hyslop

Seconded by Councillor Parker

187/18

WHEREAS the Council of the Town of St. Stephen, at its Regular Session on March 27, 2017, awarded the low tender of \$2,313,810.40 (two million, three hundred and thirteen thousand, eight hundred and ten dollars and forty cents), including HST, to Debly Enterprises Ltd. of Saint John, NB, for the combined sewer separation and utility renewal for Elm Park, Pinewood, and Maple, contingent on project funding approval from the Municipal Capital Borrowing Board;

AND WHEREAS upon completion of the original tendered scope of work for the above-noted infrastructure renewal project, it has been determined that the project is under budget;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes a revised contract amount of approximately \$2,394,000.00 (two million, three hundred and ninety-four thousand dollars), including HST (an approximate increase in contract value of \$80,190.00 (eighty thousand, one hundred and ninety dollars), including HST), to Debly Enterprises Ltd. for additional work to complete the last 150 metres of Maple Street (from Brewer Lane to Spring Street). **CARRIED**

INTERIOR DESIGN AND ENGINEERING SERVICES – TOWN HALL RELOCATION

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

188/18

THAT the Council of the Town of St. Stephen approves an amendment to the 2018 General Operating Fund Budget redirecting up to \$35,000.00 (thirty-five thousand dollars) of the \$485,277.00 (four hundred and eighty-five thousand, two hundred and seventy-seven dollars) originally allocated to be transferred to the General Capital Reserve for the purpose of funding interior design and engineering services required to plan for the potential relocation of municipal administrative services from the current Town Hall to the Garcelon Civic Center;

AND THAT the proposal submitted by TOSS Solutions Inc., with a cost of \$29,074 (twenty-nine thousand and seventy-four dollars), excluding HST, be approved. **CARRIED**

AUTHORIZATION OF THE SCOTIABANK VISA LIMIT AND ALLOCATION

Moved by Councillor Harding

Seconded by Councillor Wheaton

189/18

THAT the Council of the Town of St. Stephen approves the Scotiabank Visa limit of \$20,000.00 (twenty thousand dollars), the sum of which is included in the Scotiabank borrowing authority limit, as approved by Council;

AND THAT the Chief Administrative Officer and Treasurer, jointly, are hereby authorized and directed to manage and approve the allocation and distribution of the individual credit cards as required for operational needs within the Scotiabank Visa limit as approved. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

190/18

THAT the meeting adjourn at 5:12 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
TUESDAY, SEPTEMBER 18, 2018 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) Town of St. Stephen – Five-Year Capital Investment Plan for the GTF Administrative Agreement
 - (ii) Highway Usage Permit – Route 3 – Charlotte County
 - (iii) Awarding of Tender: Water and Sanitary Sewer System Extension – Route 3, St. Stephen, NB – Dillon Project No. 18-8036
 - (iv) Awarding of Tender (Scope Revision): Combined Sewer Separation and Utility Renewal – Murchie Avenue and Cedar Street – Dillon Project No. 18-7576
 - (v) Additional Work: Combined Sewer Separation and Utility Renewal – Elm Park Project No. 16-4847 (Clean Water and Wastewater Fund Project No. 6990-1063 – Elm Park, Pinewood, and Maple – Sewer Separation and Infrastructure Renewal)
 - (vi) Interior Design and Engineering Services – Town Hall Relocation
 - (vii) Authorization of the Scotiabank Visa Limit and Allocation

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,097,251.95 (one million, ninety-seven thousand, two hundred and fifty-one dollars and ninety-five cents) be received.

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

Visa:

Chambers of Commerce Group Insurance Plan:

August 2018

Non Union Premiums	\$ 7,196.55
Union Premiums	\$ 10,503.44
Total	<u>\$ 17,699.99</u>

Service New Brunswick

June 2018

Utility Payments received by Service New Brunswick for the month of June, 2018	\$ 176.03
Utility Payments received by Service New Brunswick for the month of July, 2018	\$ 245.81
Total	<u>\$ 421.84</u>

Grand Total **\$ 18,121.83**

TOWN OF ST. STEPHEN BILLS PAID (GENERAL OPERATING RESERVE FUND):

August 2018

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #08)	\$ 28,986.00
Total	<u>\$ 28,986.00</u>

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

August 2018

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #161)	\$	2,300.88
Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project #175356, Cheque #1168)	\$	8,435.25
Dillon Consulting Limited (Engineering - Waterfront Revitalization - Project No. 187081, Cheque #1170)	\$	16,013.41
Dillon Consulting Limited (Engineering - Waterfront Revitalization - Project No. 187081, Cheque #1171)	\$	37,403.75
Dillon Consulting Limited (Engineering - Waterfront Revitalization - Project No. 187081, Cheque #1172)	\$	7,696.42
	<u>\$</u>	<u>71,849.71</u>

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000036 dated between 08/01/2018 and 08/31/2018

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000034	08/09/2018 TOWN OF ST. STEPHEN 29000.00	29,000.00 29,000.00	A/P	OUT-STD	08/09/2018
	Cheque Totals Issued:	29,000.00			
	Void:	0.00			
	Total Cheques Generated:	29,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
022464	08/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000027697 GG-TOWNHALL-LEASE-AUGUST/18	5,417.62 5,417.62	A/P	OUT-STD	08/01/2018
022467	08/01/2018 AJW MECHANICAL LTD. 28974 CC-ARENA- CHECK OPERATION #1 28992 PM-5 KINGS- A/C REPAIR	1,064.12 368.05 696.07	A/P	OUT-STD	08/01/2018
022468	08/01/2018 ALLAN MACEACHERN PREMIERMEETING GG-MAYOR-PREMIER MEETING RCMPCOMMISSIONER CC-MAYOR-MEETING THE NEW RC	92.80 56.00 36.80	A/P	OUT-STD	08/01/2018
022470	08/01/2018 BERRN CONSULTING LTD. 20184119 CC-FIRST AID- INFANT/CHILD, DEFIE	421.97 421.97	A/P	OUT-STD	08/01/2018
022471	08/01/2018 BRIGGS PLUMBING INC. 114655 PS-RCMP- WOMANS WASHROOM R	73.13 73.13	A/P	OUT-STD	08/01/2018
022473	08/01/2018 CANADIAN TIRE 20023200034760 RC-PARKS-TIRES N16577839 TS-SHOP- CONNECTORS N16577843 TS-SHOP- EXTENSION CORD N16577858 TS-SHOP- PAINT BRUSHES N16577868 RC-HORT- HOSE, NOZZLE, COUPLIN N16577871 RC-PARKS- BATTERIES N16577879 RC-PARKS- BUG SPRAY N16577891 TS-SHOP- GM INDIGO N16577893 TS-STC- CASES OF WATER N16577894 CC-ARENA- OTB GROMMET KIT, SC N16577898 RC-PARKS- ANT B GONE N16577908 CC- ARENA- PUMP N16577913 RC-PARKS- KEY N16577946* CC-ARENA- GAS JUG & FUNNEL N16577950 PS-FIRE- WATER N16577955 TS-SHOP- PAINT TAPE N16577960 TS-SHOP- REGULATOR, AIR FILTER N16577977 RC-PARKS- ROPE N16577979 TS-SHOP- ADAPTERS N16577985 TS-SHOP- STRAP, GV NIP N16577986 GG-CANADA DAY- 3 HOLE BEANBAC N16850538 RC-PARKS-OTB 8.25" PLSTC, 14" NA N16850562 RC-PARKS-WASH MITT N16850589 CC-ARENA- PRIMER N16850591 RC-MILLPOOL- FENCING	1,143.89 285.97 6.88 13.75 9.18 29.88 24.82 41.35 17.24 76.68 24.56 20.68 96.59 4.01 19.63 95.85 13.78 104.16 7.67 13.78 11.70 78.18 56.73 5.74 68.99 16.09	A/P	OUT-STD	08/01/2018
022474	08/01/2018 CAROL MURRAY MEMBERSHIPREFUND CC-GYM-REFUND	46.00 46.00	A/P	OUT-STD	08/01/2018
022475	08/01/2018 CARQUEST 14838-82903 TS-#401- V-BELTS 14838-82929 TS-#401- V-BELTS 14838-82930 TS-#401- V-BELTS	44.39 24.22 14.58 5.59	A/P	OUT-STD	08/01/2018
022476	08/01/2018 CHOCOLATE MUSEUM 2018GRANT GG-CIVIC-2018 GRANT	22,200.00 22,200.00	A/P	OUT-STD	08/01/2018
022477	08/01/2018 CNH CAPITAL IN88338 TS-#21- REMAN START	377.73 377.73	A/P	OUT-STD	08/01/2018

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Number	Issued	Amount	SC	Status	Status Date
022479	08/01/2018 CREIGHTON-CARTER LTD.	1,038.39	A/P	OUT-STD	08/01/2018
	961-455888 TS-#1- MUFFLER, HARDWARE CLAM	138.79			
	961-456085 RC-#306- BRAKE SHOE HARDWARE	10.68			
	961-456099 RC-#306- WIPER BLADES	25.23			
	961-456661 TS-#21- AIR FILTER	75.88			
	961-456720 TS-SHOP- MEGA PRO PF EC LATEX	27.24			
	961-456848 TS-SHOP- LATEX GLOVES	18.39			
	961-456946 TS-SHOP- BRAKE PAD GAUGE	49.78			
	961-457119 TS-#5- 3 8 NF NUT	10.35			
	961-457148 TS-SHOP- SCREW ASSEMBLYS, TOI	126.71			
	961-457169 RC-PARKS- MOWER BATTERY	90.55			
	961-457220 TS-SHOP- HOSE NIPPLES	9.25			
	961-457247 RC-#306- DOOR HINGE PIN & BUSHI	14.17			
	961-457382 TS-SHOP- BATTERY POST CLEANER	9.19			
	961-457439 TS-SHOP- REDI ROD	5.46			
	961-457590 TS-SHOP- HYDRAULIC	11.62			
	961-457592 TS-SHOP- COUPLER, PLUGS	58.27			
	961-457609 TS-SHOP- BLOW GUN RUBBER, 5 BL	51.60			
	961-457618 TS-SHOP- WD40- SPRAY BOTTLE	10.91			
	961-457712 PS-FIRE- KLEEN FLO	137.49			
	961-457750 TS-#304- OIL FILTERS	13.31			
	961-457786 TS-#401- LUBE FILTER, THREADLOC	83.29			
	961-457818 RC-PARKS- T-SHIRT WIPES	26.98			
	961-457824 TS-#401-LUBE FILTERS	-12.69			
	961-457864 TS-SHOP- BRAKE TOOL SET	45.94			
022480	08/01/2018 DAVE DINSMORE WEB DESIGN & HOSTING	399.90	A/P	OUT-STD	08/01/2018
	0616 CC-ADMIN- WEB HOSTING - FEB - JU	199.95			
	0622 GG-TOWN HALL- FEB THUR JUNE W	199.95			
022481	08/01/2018 FUNDY TREE TRIMMING LTD.	230.00	A/P	OUT-STD	08/01/2018
	18-69 TS-ST5- TREE REMOVAL	230.00			
022482	08/01/2018 FUTURE NETS & SUPPLIES LTD.	690.00	A/P	OUT-STD	08/01/2018
	19461 TS-WHARF- BOOM TRUCK SERVICE	690.00			
022483	08/01/2018 G. LEBLANC FIRE TRUCK REPAIR LTD.	867.97	A/P	OUT-STD	08/01/2018
	11245 PS-#1- ANNUAL SERVICE & CAPACIT	867.97			
022484	08/01/2018 GULLISON'S COURIER SERVICE	408.25	A/P	OUT-STD	08/01/2018
	456208 TS-SHOP- TO TOWN FR/RICHWIL	34.50			
	456222 TS-#303- TO TOWN FR/ BAYVIEW TF	34.50			
	456346 TS-#5- TO TOWN FR/RICHWIL	80.50			
	456426 TS-ST5- TO TOWN FR/LSW	51.75			
	456469 TS-#22- TO TOWN FR/ SAUNDERS	34.50			
	456495 TS-#5- TO TOWN FR/CAPITAL SPRIN	103.50			
	911260 TS-SHOP- TO TOWN FR/CASE EQUII	69.00			
022485	08/01/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	3,816.38	A/P	OUT-STD	08/01/2018
	2266489 CC-NATURAL GAS- INTEREST CHAF	28.09			
	242743 TS-ST5-DIESEL	930.60			
	342504 TS-ST5-DIESEL	2,319.50			
	629218 TS-ST5-DIESEL	531.52			
	JUNE/18INTEREST TS-ST5-JUNE 2018 INTEREST	6.67			
022486	08/01/2018 KEITH'S BUILDING SUPPLIES	2,784.05	A/P	OUT-STD	08/01/2018

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Number	Issued		Amount	SC	Status	Status Date
	175657	TS-ST5- LINE PAINT	2,688.56			
	175738	CC-ARENA- SEALER, NUTSETTER, S	86.54			
	176203	TS-SHOP- ROD THREADED	8.95			
022487	08/01/2018	KRYSTAL KLEAR	1,214.40	A/P	OUT-STD	08/01/2018
	JUNE 28, 2018	CC-EXTERIOR WINDOWS- CLEANIN	1,214.40			
022488	08/01/2018	LIFESAVING SOCIETY - NB Branch	159.75	A/P	OUT-STD	08/01/2018
	6693A	CC-POOLS-NATIONAL LIFEGUARD	159.75			
022489	08/01/2018	LSW WEAR PARTS LTD.	1,109.75	A/P	OUT-STD	08/01/2018
	48889	TS-#31,#34 - SWEEPER BRUSHES	1,109.75			
022490	08/01/2018	MCINNES COOPER	1,462.80	A/P	OUT-STD	08/01/2018
	2018016409	GG-LEGAL-CULVERT UPGRADES AC	1,462.80			
022491	08/01/2018	MIDLAND COURIER	113.39	A/P	OUT-STD	08/01/2018
	9764424	PS-FIRE- LEVITT SAFETY	113.39			
022492	08/01/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/01/2018
	WEEK312018	EMPLOYEE DEDUCTIONS-JUL 29-AL	209.30			
022494	08/01/2018	ORCHARD'S PAINT 2014 LTD.	232.28	A/P	OUT-STD	08/01/2018
	MAY 30, 2018	CC-ARENA- PAINT	232.28			
022495	08/01/2018	ORKIN CANADA CORPORATION	77.05	A/P	OUT-STD	08/01/2018
	IN-8615069	CC-BUILDING- PEST CONTROL	77.05			
022496	08/01/2018	ORR ELECTRIC & ALARM LTD.	201.25	A/P	OUT-STD	08/01/2018
	3380	TS-ST5-TRAFFIC LIGHTS REPAIR	201.25			
022497	08/01/2018	PITNEY WORKS	369.01	A/P	OUT-STD	08/01/2018
	JULY132018	GG/RC/PS-POSTAGE METER REFILL	369.01			
022498	08/01/2018	PRINCESS AUTO	441.84	A/P	OUT-STD	08/01/2018
	687453	TS-SHOP- PUMP SPRAYER, MARKEI	423.15			
	687471	TS-SHOP- SHIPPING FREIGHT, HAN	18.69			
022499	08/01/2018	RECEIVER GENERAL FOR CANADA	1,011.19	A/P	OUT-STD	08/01/2018
	APR-JUN/18CREDIT	GG-HSTREMITTANCE-APRIL-JUNE/1	-17,683.46			
	APR-JUNREMITT18	GG-HSTREMITTANCE-APRIL-JUNE 2	18,694.65			
022500	08/01/2018	RICHARDS DWAYNE	165.20	A/P	OUT-STD	08/01/2018
	CENTERVILLE	PS-#201-PICKUP TRUCK FROM MET	165.20			
022501	08/01/2018	SAINT JOHN SPRING WORKS LTD	4,196.08	A/P	OUT-STD	08/01/2018
	107657	TS-#5- REPAIR REAR SUSPENSION	4,196.08			
022502	08/01/2018	SAKO INDUSTRIAL SUPPLY	399.05	A/P	OUT-STD	08/01/2018
	16786	TS-SHOP- RUST DEFENSE	399.05			
022503	08/01/2018	SHANNON MICHAEL	371.91	A/P	OUT-STD	08/01/2018
	WEEK312018	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
022504	08/01/2018	SHARPE'S LAWN CARE	1,150.00	A/P	OUT-STD	08/01/2018
	332	PM- BUSINESS PARK- PROPERTY M	1,150.00			
022505	08/01/2018	SOURCE ONE SUPPLIES	1,098.15	A/P	OUT-STD	08/01/2018
	18725	RC-MILLPOOL- TAYLOR COMPLETE	476.45			
	18753	CC-FIRST AID- FEND ALL RE-FILL C/	345.58			
	18769	CC-ARENA- WASHROOM CLEANER,	276.12			
022506	08/01/2018	SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	3,951.00	A/P	OUT-STD	08/01/2018
	2018-03	GG-CIVIC- COLLABORATIVE & REGI	3,951.00			
022507	08/01/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	135.88	A/P	OUT-STD	08/01/2018
	181625	GG-CIVIC- CANADA DAY	79.35			
	181976	GG-CIVIC-TOWN EVENTS	56.53			

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Number	Issued	Amount	SC	Status	Status Date
022508	08/01/2018 UNIFIRST CANADA LTD.	233.78	A/P	OUT-STD	08/01/2018
	139218 CC-FRONT LOBBY- FLOOR MATS	116.89			
	139855 CC-FRONT LOBBY- FLOOR MATS	116.89			
022509	08/01/2018 WURTH CANADA LIMITED	142.12	A/P	OUT-STD	08/01/2018
	23145483 TS-SHOP- HOSE CLAMP, AIR BRAKE	142.12			
022510	08/01/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	8,997.60	A/P	OUT-STD	08/01/2018
	194334-194962 GG-TOWN- REGIONAL LANDFILL CC	8,997.60			
022511	08/01/2018 JEFF RENAUD	250.00	A/P	OUT-STD	08/01/2018
	JULY2018 GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
022512	08/02/2018 GERALD WALSH ASSOCIATES INC.	15,654.38	A/P	OUT-STD	08/02/2018
	5277 GG-ORGANIZATIONAL AND WORKPI	15,654.38			
022513	08/09/2018 ACCT #903240047015	280.00	A/P	OUT-STD	08/09/2018
	JULY2018 VOLUNTEER FIRE MEMBERSHIP DU	280.00			
022514	08/09/2018 ACCT 8025-280	1,302.51	A/P	OUT-STD	08/09/2018
	JULY2018 LOCAL 770 UNION DUES-JUL/18	1,302.51			
022515	08/09/2018 AJW MECHANICAL LTD.	4,722.14	A/P	OUT-STD	08/09/2018
	28790 CC-BUILDING- AUTOMOTION SYSTE	3,041.53			
	29577 CC-ARENA- DELTA SYSTEM SERVIC	1,680.61			
022516	08/09/2018 ATLANTIC GYM & SPORTS	558.57	A/P	OUT-STD	08/09/2018
	3107143 RC-PARKS- PITCHES PLARE, BADMI	558.57			
022517	08/09/2018 BAYVIEW TRUCKS AND EQUIPMENT LTD.	684.00	A/P	OUT-STD	08/09/2018
	02P234155 TS-#303- SEAL AXLE CVR, O RING, E	185.63			
	02P34039** RC-PARKS-MOWER SUPPLIES	322.52			
	02P34076** RC-PARKS-MOWER SUPPLIES	185.85			
022518	08/09/2018 BLAIR HOUSE	302.63	A/P	OUT-STD	08/09/2018
	JULY 6,2018 GG-FIRE- POTENTIAL FIRE CHEIF	302.63			
022519	08/09/2018 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	08/09/2018
	14875 PS-BYLAW-JULY 27-AUG 03/18 FEE	966.00			
022520	08/09/2018 BRUNSWICK NEWS INC	66.01	A/P	OUT-STD	08/09/2018
	20000458 RC-ELM PARK- NATURE WALK	66.01			
022521	08/09/2018 BRUNSWICK FYR SYSTEMS DIVISION	107.12	A/P	OUT-STD	08/09/2018
	0000061324 CC-BUILDING- SEMI ANNUAL INSPE	107.12			
022522	08/09/2018 CANADIAN SPRINGS	31.39	A/P	OUT-STD	08/09/2018
	9925899365 GG-TOWN HALL- WATER	31.39			
022523	08/09/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002	25,071.78	A/P	OUT-STD	08/09/2018
	JULY2018 GG-MUNICIPALPLAN-JULY/18	25,071.78			
022524	08/09/2018 CINTAS CANADA LIMITED	522.56	A/P	OUT-STD	08/09/2018
	5011007682 SCD-DISPOSAL- FIRST AID SUPPLIE	522.56			
022525	08/09/2018 CYCLE WORKS	95.64	A/P	OUT-STD	08/09/2018
	662433 TS-#402- BELTS	95.64			
022526	08/09/2018 FRONTLINE OUTFITTERS	295.04	A/P	OUT-STD	08/09/2018
	0000036858 PS-FIRE- RAIN COAT	295.04			
022527	08/09/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,484.00	A/P	OUT-STD	08/09/2018
	18-069 PS-BUILDINSPECTOR-JUL 22-AUG 0	2,484.00			
022528	08/09/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP	332.92	A/P	OUT-STD	08/09/2018
	455037 GG-LEGAL-PERSONNELL	332.92			
022529	08/09/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	5,713.32	A/P	OUT-STD	08/09/2018
	15992 TS-STS-DIESEL	150.08			

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	233986 TS-STG-GAS	5,563.24			
022530	08/09/2018 JEREMY MCSHANE PROPANE CC-ZAMBONI-NEEDED TO PICK UP I	100.00	A/P	OUT-STD	08/09/2018
022531	08/09/2018 KONICA MINOLTA BUSINESS SOLUTIONS 252924721 GG-TOWNHALL-COPIER MAINTENAI	85.10	A/P	OUT-STD	08/09/2018
022532	08/09/2018 KONICA MINOLTA BUSINESS 6788067* GG-TOWN- COPIER CONTRACT - JU 6821804 GG-TOWNHALL-COPIER LEASE-AUC	387.07	A/P	OUT-STD	08/09/2018
022533	08/09/2018 MAURICE GULLISON SOFTBALLSUPPLIES RC-SOFTBALL-NEON SOFTBALLS, B	395.31	A/P	OUT-STD	08/09/2018
022534	08/09/2018 MAYFIELD GARDENS INC. 50 RC-HORT- PLANTS	6,466.76	A/P	OUT-STD	08/09/2018
022535	08/09/2018 MEGA-LAB MANUFACTURING CO. LTD. 0000149656 PS-FIRE- ORANGE, FRESH LINEN JF	211.60	A/P	OUT-STD	08/09/2018
022536	08/09/2018 MIDLAND COURIER 9767980 PS-FIRE- TO CODE 4 FIRE RESCUE	212.16	A/P	OUT-STD	08/09/2018
022537	08/09/2018 MINISTER OF FINANCE JULY2018 EMPLOYEE DEDUCTIONS-JULY/18	986.00	A/P	OUT-STD	08/09/2018
022538	08/09/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 416051 PS-RCMP-FLOOR MATS	46.74	A/P	OUT-STD	08/09/2018
022539	08/09/2018 O'CONNELL MIKE JULY2018 RC-RECREATIONDIRECTOR-MONTH- RECREATIONNB* RC-RECDIRECTOR-RECREATION NI SWIMMEET RC-MILLPOOL-ICE FOR SWIM MEET SWIMMEETRIBBONS RC-SWIMMEET-RIBBONS	764.88	A/P	OUT-STD	08/09/2018
022540	08/09/2018 OK TIRE & AUTO SERVICE IN045839 TS-#5-BAG BALANCE	115.00	A/P	OUT-STD	08/09/2018
022541	08/09/2018 ORKIN CANADA CORPORATION IN-8615251 PS-FIRE- PEST CONTROL IN-8655581 CC-BUILDING- PEST CONTROL	229.43	A/P	OUT-STD	08/09/2018
022542	08/09/2018 ORR ELECTRIC & ALARM LTD. 3348 TS-ELM PARK- HOOKED UP LIGHT T	181.88	A/P	OUT-STD	08/09/2018
022543	08/09/2018 PAYROLL TRANSFER WEEK312018 GG-TRANSFER-JULY 20-AUGUST02/	86,812.00	A/P	OUT-STD	08/09/2018
022544	08/09/2018 PLAYTECK ENTERPRISES 6711 RC-TENNISCOURTS-PLEXIPAVE SU	25,645.00	A/P	OUT-STD	08/09/2018
022545	08/09/2018 PROMO HEROES 15672 RC-PARKS- UNIFORMS 16183 CC-ARENA- CLOTHING ALLOWANCE 16187 CC-POOL- LIFEGUARD UNIFORMS 16208 RC-MILLPOOL- UNIFORMS	1,304.51	A/P	OUT-STD	08/09/2018
022546	08/09/2018 RECEIVER GENERAL FOR CANADA WEEK312018 GG-REMITTANCE-JULY20-AUGUST0	36,776.81	A/P	OUT-STD	08/09/2018
022547	08/09/2018 SAINT JOHN SPRING WORKS LTD 107766 TS-#5- SPRINGS, U-BOLTS, SHACKL	1,660.56	A/P	OUT-STD	08/09/2018
022548	08/09/2018 SHANNON MICHAEL WEEK322018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91	A/P	OUT-STD	08/09/2018
022549	08/09/2018 SMITH BROS. MACHINE SHOP LTD.	1,538.12	A/P	OUT-STD	08/09/2018

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	APRIL252018	PS-FIRE-REEL LINE SWIVEL ON FIRI	207.00			
	JUNE 30,2018	CC-BUILDING- REPAIR HANDRAILS	1,331.12			
022550	08/09/2018	SOURCE ONE SUPPLIES	2,847.17	A/P	OUT-STD	08/09/2018
	18766	RC-MILLPOOL- CHLORINE	2,484.00			
	18923	CC-ARENA- FLOOR STPPER, GARBA	363.17			
022551	08/09/2018	SOUTHWEST CONCRETE & CONS LTD	1,219.00	A/P	OUT-STD	08/09/2018
	IN000004993	TS-STS-EQUIP RENT-CONCRETE BL	1,219.00			
022552	08/09/2018	SOUTH WEST COURIER	92.58	A/P	OUT-STD	08/09/2018
	17207	CC-ARENA- TO LOCKHART SAW	92.58			
022553	08/09/2018	SPARTAN FITNESS	493.07	A/P	OUT-STD	08/09/2018
	297013	CC-GYM-5 LB ADD ON PLATE	68.77			
	298059	CC-GYM-WALL ANCHOR, POWER AI	424.30			
022554	08/09/2018	SPEEDY ST-STEPHEN 8768	74.75	A/P	OUT-STD	08/09/2018
	8768-281961	CC-ARENA- ADJUSTED PULL CORD	74.75			
022555	08/09/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	662.28	A/P	OUT-STD	08/09/2018
	180474	RC-ELM PARK- NATURE WALK	94.99			
	182468	GG-CIVIC- TOWN EVENTS	56.52			
	182954	GG-CIVIC- ATLANTIC COASTGUARD	454.25			
	183032	GG-CIVIC- TOWN EVENTS	56.52			
022556	08/09/2018	ST. STEPHEN PRESCRIPTION CENTRE	131.56	A/P	OUT-STD	08/09/2018
	333752	RC-MILLPOOL- FIRST AID SUPPLIES	131.56			
022557	08/09/2018	ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	08/09/2018
	JULY2018	EMPLOYEE DEDUCTIONS-JULY 2018	40.00			
022558	08/09/2018	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,171.24	A/P	OUT-STD	08/09/2018
	1433922	CC-ELEVATOR- 3 MONTHS MAINTEN	1,171.24			
022559	08/09/2018	TRACE PLANNING AND DESIGN	5,750.00	A/P	OUT-STD	08/09/2018
	3474	RC-PARKS- CHOCOLATE PARK MAS	5,750.00			
022560	08/09/2018	UNIFIRST CANADA LTD.	372.66	A/P	OUT-STD	08/09/2018
	0134158*	CC-BUILDING-FLOOR MATS	136.05			
	140487	CC-BUILDING- FLOOR MATS	116.89			
	141125	CC-BUILDING- FLOOR MATS	119.72			
022561	08/09/2018	WURTH CANADA LIMITED	693.05	A/P	OUT-STD	08/09/2018
	23163454	TS-SHOP- WASHER, AIR BRAKE FIT	693.05			
022562	08/09/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/09/2018
	WEEK322018	EMPLOYEE DEDUCTIONS-AUG 5-11.	209.30			
022563	08/15/2018	A"PLUS" AUTO GLASS & UPHOLSTERY	569.25	A/P	OUT-STD	08/15/2018
	26325	TS-#13-INSTALL WINDSHIELD	569.25			
022564	08/15/2018	ACTIVE NETWORK LTD.	10,408.67	A/P	OUT-STD	08/15/2018
	4100161691	CC-MAXGALAXYPROGRAM-YEARLY	10,408.67			
022565	08/15/2018	BAYVIEW TRUCKS AND EQUIPMENT LTD.	337.32	A/P	OUT-STD	08/15/2018
	02P34277	TS-#303- V BELT FAN, ALTENATOR	337.32			
022566	08/15/2018	BELL ALIANT	3,604.82	A/P	OUT-STD	08/15/2018
	06336721JUL18	TS-AIRPORT-LANDLINE PHONE	157.88			
	11368891JUL18	GG-TOWNHALL-LANDLINE PHONES	948.25			
	11378668JUL18	PS/TS-199UNIONST-LANDLINE PHOI	357.17			
	11395944JUL18	PS-FIRE-LANDLINE PHONES	902.07			
	15772965JUL18	RC-REC/POOL-LANDLINE PHONES	238.50			
	46435731JUL18	RC-PARKS-CHOCOLATE PARK CAM	105.74			

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	47424130JUL18 CC-ADMIN-LANDLINE PHONES	895.21			
022567	08/15/2018 BELL MOBILITY INC.	916.43	A/P	OUT-STD	08/15/2018
	523889487JUL18CC* CC-ADMIN-OPERATIONS MANAGER	127.72			
	523889487JUL18GG GG/TS/PS/RC-CELL PHONE CHARGE	788.71			
022568	08/15/2018 BRIGGS PLUMBING INC.	15.52	A/P	OUT-STD	08/15/2018
	114755 TS-SHOP-BUSHINGS	15.52			
022589	08/15/2018 CHARLIE FAIRWEATHER	78.15	A/P	OUT-STD	08/15/2018
	78.15 CC-ARENA-CLOTHING ALLOWANCE	78.15			
022570	08/15/2018 DISHER HOMES LTD.	833.75	A/P	OUT-STD	08/15/2018
	07132018-02 CC-BUILDING-JLG USAGE	833.75			
022571	08/15/2018 ENBRIDGE GAS NEW BRUNSWICK	1,173.78	A/P	OUT-STD	08/15/2018
	2018072304008-1016227-0 CC-BUILDING-NATURAL GAS	1,173.78			
	00				
022572	08/15/2018 FOUR SEASONS SPORTS LTD.	10,798.50	A/P	OUT-STD	08/15/2018
	01888 TS-ST5-SMALL MACHINE WORK	10,798.50			
022573	08/15/2018 HELGA REISS	300.00	A/P	OUT-STD	08/15/2018
	AUGUST06/18 GG-EVENTS-NEW BRUNSWICK DAY	300.00			
022574	08/15/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	669.61	A/P	OUT-STD	08/15/2018
	314139 TS-ST5-NATURAL GAS	669.61			
022576	08/15/2018 KENT BUILDING SUPPLIES	1,532.74	A/P	OUT-STD	08/15/2018
	1404287 TS-SHOP- CIL GG XTRM S+S 4KG	150.77			
	1405938 TS-SHOP- FABRIC MINI REFILLS, MII	20.40			
	1406485 RC-PARKS- PAINTTAPE, HAND SHO	183.10			
	1406577 CC-ARENA- PAINT TAPE, MASKING	36.71			
	1407389 RC-PARKS- PRESSURE GAUGE	13.36			
	1407584 RC-HORT- LAND SCAPE GRASS	38.47			
	1411460 RC-PARKS- PAINT, 3 PK REFILLS	109.60			
	1411978 TS-WHARF- TWIST ROPE	511.29			
	1413893 RC-HORT- LIQUAFEED REFILL, BULI	58.89			
	1416477 CC-ARENA- KEY RINGS, DECK SCRE	51.95			
	1417814 RC-PARKS- SCREWS, NUT STOPS	5.54			
	1419733 TS-SHOP- WORK LT LED	128.32			
	1421128 TS-SHOP- SILICONE	10.79			
	1421244 TS-SHOP/BLDG - GARAGE DOOR HI	18.26			
	1422085 CC-ARENA- WINDEX, ANG SASH PO	67.54			
	1422156 RC-PARKS- NAILS, BRUSH, PAINT	87.33			
	1422157 RC-PARKS- LUMBER	40.42			
022577	08/15/2018 KONICA MINOLTA BUSINESS	130.41	A/P	OUT-STD	08/15/2018
	6821643 CC-ADMIN-COPIERLEASE-AUG/18	130.41			
022578	08/15/2018 MICHELLE VEST	719.36	A/P	OUT-STD	08/15/2018
	168.74 GG-EVENTS-NB DAY FOOD AND GA	168.74			
	213.80 CC-CANTEEN-SYSCO TEST KITCHE	213.60			
	INTERNATIONALFEST2018 GG-EVENTS-INTERNATIONAL FEST	337.02			
022579	08/15/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/15/2018
	WEEK332018 EMPLOYEE DEDUCTIONS-AUG 12-1	209.30			
022580	08/15/2018 MINISTER OF FINANCE	300.00	A/P	OUT-STD	08/15/2018
	915794-39 CC-ELEVATOR-ELEVATOR OPERAT	300.00			
022581	08/15/2018 N. B. ELECTRIC POWER	195.81	A/P	OUT-STD	08/15/2018
	19051703AUG18 TS-AIRPORT-ELECTRICITY	150.32			

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	19051801AUG18 TS-AIRPORT-ELECTRICITY	45.49			
022582	08/15/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 418516 GG-TOWN-FLOOR MATS	95.36 95.36	A/P	OUT-STD	08/15/2018
022583	08/15/2018 ORKIN CANADA CORPORATION IN-8656074 PS-FIRE-PEST CONTROL	152.38 152.38	A/P	OUT-STD	08/15/2018
022584	08/15/2018 ORR ELECTRIC & ALARM LTD. 3408 TS-ELMPARK-DISCONNECTED CON 3409 TS-KINGSTLIGHTS-REPLACED PHO	373.02 86.66 286.36	A/P	OUT-STD	08/15/2018
022585	08/15/2018 SABRINA MATTHEWS BALLOONTWISTING GG-EVENTS-NEW BRUNSWICK DAY	75.00 75.00	A/P	OUT-STD	08/15/2018
022586	08/15/2018 SHANNON MICHAEL WEEK332018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	08/15/2018
022587	08/15/2018 SOURCE ONE SUPPLIES 18863 PM-120MILLTOWNBLVD-BATH TISSI	41.23 41.23	A/P	OUT-STD	08/15/2018
022588	08/15/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 28155 RC-PARKS-DISPLAY BOARDS	119.60 119.60	A/P	OUT-STD	08/15/2018
022589	08/15/2018 STATIONERY PLUS 33938 CC-ADMIN- COIN ENVELOPES 34029 CC-ADMIN- KEY CABINET 35131 CC-ADMIN- ENVELOPES, LAMIN. PO 35137 CC-ADMIN- PAPER	229.85 3.11 96.82 81.73 48.19	A/P	OUT-STD	08/15/2018
022590	08/15/2018 STURGEON GARY SUMMERSONG/18 CC-EVENTS-SUMMER SONG MUSIC	300.00 300.00	A/P	OUT-STD	08/15/2018
022591	08/15/2018 TOWN OF ST. STEPHEN 84701.44 GG-FUNDTRANSFER-TO GENERAL I	84,701.44 84,701.44	A/P	OUT-STD	08/15/2018
022592	08/15/2018 UNIFIRST CANADA LTD. 7100105658* CC-FLOORMATS-PAYMENT OF INV#	52.44 52.44	A/P	OUT-STD	08/15/2018
022593	08/15/2018 UNION OF MUNICIPALITIES OF NEW BRUNSWICK CONFERENCE/18 GG-COUNCILLOR-CONFERENCE AN CONFERENCE/18** CC-MAYOR-CONFERENCE AND AGM CONFERENCE2018 GG-CAO-ANNUAL CONFERENCE AN	1,155.00 360.00 435.00 360.00	A/P	OUT-STD	08/15/2018
022594	08/15/2018 YELLOW PAGES GROUP 18-6199367 GG-TOWN-911 LISTING-AUG/18	10.47 10.47	A/P	OUT-STD	08/15/2018
022595	08/15/2018 MINISTER OF FINANCE FINALPAYMENT EMPLOYEE DEDUCTIONS-AUG 01 -	2,241.00 2,241.00	A/P	OUT-STD	08/15/2018
022596	08/21/2018 A"PLUS" AUTO GLASS & UPHOLSTERY 25989 TS-#24- SUPPLY & INSTALL WINDSH	373.75 373.75	A/P	OUT-STD	08/21/2018
022597	08/21/2018 ALL GAS TANKS 94832 TS-SHOP-SONOMA LOCK RING	17.25 17.25	A/P	OUT-STD	08/21/2018
022598	08/21/2018 ATLANTIC HOCKEY GROUP PAYMENTOFFICIALS CC-SPRINGHOCKEY-PAYMENT OF C	1,132.00 1,132.00	A/P	OUT-STD	08/21/2018
022599	08/21/2018 BELLBOY DRYCLEANERS 41-520659 CC-EVENTS-WASHING TABLECLOTI	235.75 235.75	A/P	OUT-STD	08/21/2018
022600	08/21/2018 BRIGGS PLUMBING INC. 114855 TS-199UNIONST-BACKFLOW TESTIN 114857 PS-RCMP-BACKFLOW TESTING	106.17 70.78 35.39	A/P	OUT-STD	08/21/2018
022601	08/21/2018 CNH CAPITAL IN88622 TS-#16-FILTERS	431.74 417.16	A/P	OUT-STD	08/21/2018

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	JUL10/18INTEREST TS-#11-INTEREST	14.58			
022602	08/21/2018 DILLON CONSULTING LIMITED 185386 GG-ST5-STREET IMPROVEMENTS	14,749.04 14,749.04	A/P	OUT-STD	08/21/2018
022604	08/21/2018 EAST COAST INTERNATIONAL TRUCKS 29771S TS-#5- SENSOR ECT AND 29787S TS-#5- SENSOR ASSY ENG 29798S PS-FIRE- FILTERS, LUBRICATING OI 30029S PS-#201-BRAKE REPAIR 30058S PS-FIRE- LUBRICATING OILS 30085S PS-1954-BRAKE BOOSTER 30091S TS-SHOP- HEAVY DUTY UNIV 30094S PS-FIRE- MUDFLAPS 30160S PS-FIRE-AIR FILTER 30164S TS-#6-4715Q 23K CERAM, BALANCE 30209S TS-#6-FRT AXLE SEALS, SCOT XL S 30244S TS-#6-LOC NUTS, BRAKE KITS, ADJ 30262S TS-#6-BRAKE ADJUSTERS 30264S TS-#6-KIT-CL RCKWL QS 30301S PS-FIRE-WHEEL SEAL OIL 30302S TS-SHOP-RAGS 30303S TS-#6-BRAKE ADJUSTER 30307S PS-#201-BACK UP LAMP CM29771S TS-#5-ECT AND SENSOR	6,487.31 51.11 224.15 215.21 1,112.00 466.96 926.27 11.94 32.11 151.74 1,591.14 361.24 503.27 275.89 144.80 297.55 18.10 145.50 9.44 -51.11	A/P	OUT-STD	08/21/2018
022605	08/21/2018 HELGA REISS SUMMERCONCERT GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	OUT-STD	08/21/2018
022606	08/21/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 343438 TS-ST5-DIESEL	568.51 568.51	A/P	OUT-STD	08/21/2018
022607	08/21/2018 KEM CANADA MFG 119688 TS-SHOP-RED GREASE	477.25 477.25	A/P	OUT-STD	08/21/2018
022608	08/21/2018 MILLTOWN MACHINE & FABRICATION LTD. 19993 TS-SHOP-SQ. TUBING	8.10 8.10	A/P	OUT-STD	08/21/2018
022609	08/21/2018 MINISTER OF FINANCE WEEK342018 EMPLOYEE DEDUCTIONS-AUG 19-2	209.80 209.80	A/P	OUT-STD	08/21/2018
022611	08/21/2018 N. B. ELECTRIC POWER 17935200AUG18 TS-KING/UNIONST-TRAFFIC LIGHTS 18169205AUG18 RC-POOL-MILL LANE 18988703AUG18 TS/PS-199UNIONST-ELECTRICITY 216030308AUG18 TS-ST5-AREA LIGHTS 50660140AUG18 RC-PARKS-ROTARY CHANGING RO 54187672AUG18 TS-KING/QUEENST-TRAFFIC LIGHTS 55160607AUG18 RC-COTTONMILL-LIGHTS 55917471AUG18 TS-ST5-WATERFRONT LIGHTS 57955782AUG18 RC-BANDSTAND-CHOCOLATE PARK 57955808AUG18 GG-120MILLTOWNBLVD-ELECTRICI 71315207AUG18 PS-RCMP-ELECTRICITY 72924306AUG18 RC-PARKS-BANDSTAND 73006038AUG18 RC-LIBRARY-ELECTRICITY 82122207AUG18 RC-PARKS-BASKETBALL COURT EL 83278804AUG18 TS-ST5-PARKS SHED	18,676.56 38.73 2,998.73 1,449.40 11,762.87 26.55 37.24 68.80 78.73 28.21 174.26 963.65 39.79 842.58 51.07 31.06	A/P	OUT-STD	08/21/2018

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	84960501AUG18	RC-PARKS-RIVERSIDE DR LIGHTS	84.89			
022612	08/21/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD. 416983 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	08/21/2018
022613	08/21/2018	PAYROLL TRANSFER WEEK332018 GG-TRANSFER-AUG 3 - 16/18	88,732.71 88,732.71	A/P	OUT-STD	08/21/2018
022614	08/21/2018	PIZZA DELIGHT 542527-1 PS-FIRE-REPACK #201 AFTER REPA	63.23 63.23	A/P	OUT-STD	08/21/2018
022615	08/21/2018	RECEIVER GENERAL FOR CANADA WEEK332018 GG-REMITTANCE-AUG 3 - 16/18	35,420.37 35,420.37	A/P	OUT-STD	08/21/2018
022616	08/21/2018	SCP DISTRIBUTORS INC CANADA FF003941 RC-MILLPOOL-WATER CHEMISTRY	1,827.70 1,827.70	A/P	OUT-STD	08/21/2018
022617	08/21/2018	SOURCE ONE SUPPLIES 18922 RC-MILLPOOL-MURIATIC ACID 18940 PS-FIRE-DRINK CUPS	960.88 718.98 241.90	A/P	OUT-STD	08/21/2018
022618	08/21/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM 183469 GG-CIVIC-TOWN EVENTS	56.52 56.52	A/P	OUT-STD	08/21/2018
022619	08/21/2018	ST. STEPHEN FIRE DEPARTMENT NEWCHIEFMEETING PS-FIRE-NEW CHIEF SUPPER MEET	274.13 274.13	A/P	OUT-STD	08/21/2018
022621	08/21/2018	STATIONERY PLUS 32696 GG-TOWNHALL-PENS, BINDERS, HI 33695 GG-TOWNHALL-PAPER 34005 PS-FIRE- LASER TONER 34057 RC-PARKS- INDEX CARDS, COIN WF 34103 RC-HORT- INKJET CARTRIDGES 34262 GG-TOWN HALL- PAPER 34280 RC-HORT- INKJET CARTRIDGE 34426 GG-TOWNHALL- POST ITS, EXPAND 34536 GG-HR/OM-TONER 34718 GG-TOWN HALL- STEP FILE, NOTEB 34871 GG-TOWNHALL-TELEPHONE COIL C 34938 GG-TOWN HALL- HALL PRINTER 34949 RC-HORT-PEN, COMPOSITION BOOI 35113 RC-OFFICE- PENS,POSTER BOARD 35163 GG-TOWN HALL- PAPER, BINDING C 35251 TS-STS-CANADA FLAG 35299 GG-A/R- LASER TONER	2,049.83 10.60 -48.19 413.98 15.23 54.77 114.77 17.58 22.91 492.61 11.35 9.76 397.19 9.52 18.24 130.21 275.93 103.37	A/P	OUT-STD	08/21/2018
022622	08/21/2018	TOWN OF ST. STEPHEN 1560.79 GG-FUNDTRANSFER-TO GENERAL I	1,560.79 1,560.79	A/P	OUT-STD	08/21/2018
022623	08/21/2018	SHANNON MICHAEL WEEK342018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	08/21/2018
022624	08/21/2018	KEITH'S BUILDING SUPPLIES 176559 TS-SHOP- CALCIUM CHLORIDE	248.31 248.31	A/P	OUT-STD	08/21/2018
022625	08/29/2018	BORDER INVESTIGATIONS & SECURITY INC. 14885 PS-BYLAW-AUG 10-17/18 FEE	966.00 966.00	A/P	OUT-STD	08/29/2018
022627	08/29/2018	CANADIAN TIRE N16577270 RC-PARKS- JUMPSTART WATER N16577277 CC-CANTEEN - LOCKS N16577282 RC-HORT- PAINT & PAINT BRUSH	1,584.20 76.68 62.07 119.51	A/P	OUT-STD	08/29/2018

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	N16577288	RC-PARKS-GLUE TRAPS, RATCHET	36.74			
	N16577294	RC-PARKS-DISPOSABLE GLOVES	8.04			
	N16577297	CC-ARENA- TEFLON TAPE, WD 40, F	69.51			
	N16577298	TS-SHOP-WATER	76.68			
	N16577321	RC-PARKS-KEY CUT	4.01			
	N16577323	RC-PARKS-CABLE TIES	8.96			
	N16577345	RC-MILLPOOL-GAZEBO, STOP TIME	241.42			
	N16577346	GG-TOWNHALL-STEP STOOL, SHEL	75.88			
	N16577356	RC-PARKS-WIRE, CUT WHEEL	39.65			
	N16577358	CC-ARENA- PAINT & BRUSHES	112.86			
	N16577383	PS-FIRE-PROPANE FILL	26.19			
	N16577884	TS-SHOP-SHOP VAC	99.99			
	N16577906	RC-PARKS-LYSOL, BATTERIES	42.52			
	N16577944	RC-MILLPOOL- FANS	209.27			
	N16577954	TS-SHOP- RUST PAINT	5.51			
	N16577987	CC-FITNESS- EXERCISE WHEEL, JU	64.29			
	N16577998	RC-PARKS- CUTTING BOARDS, KNIV	39.03			
	N16882232	CC-ARENA-RUBBER BOOTS, BATTE	82.75			
	N16882267	CC-ARENA-PROPANE, BATTERIES	82.64			
022628	08/29/2018	CARQUEST	22.53	A/P	OUT-STD	08/29/2018
	14838-84819	TS-SHOP-MINIBLAD 32V 5 PK	2.52			
	14838-85189	TS-SHOP-WINDSHIELD SEALER	20.01			
022629	08/29/2018	DILLON CONSULTING LIMITED	1,730.75	A/P	OUT-STD	08/29/2018
	185356	GG-TOWNHALL-CONCEPTUAL PLAN	1,730.75			
022630	08/29/2018	FLEET READY LTD.	49.10	A/P	OUT-STD	08/29/2018
	11651	PS-FIRE-SWITCH BODY, ACTUATOR	49.10			
022631	08/29/2018	FUNDY BUILDING INSPECTION & DRAFTING SERVIK	2,484.00	A/P	OUT-STD	08/29/2018
	18-072	PS-BUILDINGINSPECTOR-AUG 5-18/	2,484.00			
022632	08/29/2018	GARCELON CIVIC CENTER	3,510.00	A/P	OUT-STD	08/29/2018
	3510.00	CC-TRANSFER-FOR LADY SPARTAN	3,510.00			
022633	08/29/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	559.29	A/P	OUT-STD	08/29/2018
	440412	TS-ST5-DIESEL	559.29			
022634	08/29/2018	JOAN MERRILL	414.00	A/P	OUT-STD	08/29/2018
	AUG18/18	PM-LIBRARY-PUBLIC WASHROOMS	414.00			
022635	08/29/2018	MCINNES COOPER	1,310.41	A/P	OUT-STD	08/29/2018
	2018019347	GG-LEGAL-GENERAL	1,310.41			
022636	08/29/2018	MICHELLE VEST	691.13	A/P	OUT-STD	08/29/2018
	COSTCOSUPPLYRUN	CC-CANTEEN-SUPPLIES	563.05			
	INTLFEST2018	GG-EVENTS-INTERNATIONAL FEST/	39.68			
	SUMMERTIMEINDUSTRIES	CC-EVENTS-RESTAURANT EQUIPMI	88.40			
022637	08/29/2018	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/29/2018
	WEEK352018	EMPLOYEE DEDUCTIONS-AUG 26-S	209.30			
022638	08/29/2018	N. B. ELECTRIC POWER	23,756.27	A/P	OUT-STD	08/29/2018
	10126106AUG18	TS-XINGLIGHTS-KING ST	26.12			
	19055406AUG18	RC-ARENA-ELECTRICITY	397.41			
	54253127AUG18	CC-BUILDING-ELECTRICITY	23,275.79			
	54653258AUG18	TS-KING/SUPERSTORE-TRAFFIC LIK	56.95			
022639	08/29/2018	O'CONNELL MIKE	449.40	A/P	OUT-STD	08/29/2018

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	SYSCO/TRACE/MONCTON RC-RECDIRECTOR-SYSCO/CITYOFI	449.40			
022640	08/29/2018 ORR ELECTRIC & ALARM LTD. 3422	245.61	A/P	OUT-STD	08/29/2018
	TS-ST5-LIGHT POLE HOOK UP	245.61			
022641	08/29/2018 ROY SPEEDY AUG23/18	300.00	A/P	OUT-STD	08/29/2018
	GG-EVENTS-MUSICAL ENTERTAINM	300.00			
022642	08/29/2018 SAUNDERS EQUIPMENT LTD. 0000072545	841.41	A/P	OUT-STD	08/29/2018
	TS-#37- SWEEPER BRUSHES	510.60			
	0000072705	330.81			
	TS-ST5-TENSION SWEEPER, CHAIN				
022643	08/29/2018 SHANNON MICHAEL WEEK352018	371.91	A/P	OUT-STD	08/29/2018
	PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
Cheque Totals Issued:		643,650.66			
Void:		0.00			
Total Cheques Generated:		643,650.66			
Total # of Cheques Listed:		169			

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007266	08/01/2018 A"PLUS" AUTO GLASS & UPHOLSTERY	671.60	A/P	OUT-STD	08/01/2018
	26263 WS-#102- WIPER BLADES	553.15			
	26326 WS-#102- TAILGATE COVER	118.45			
007268	08/01/2018 CANADIAN TIRE	882.28	A/P	OUT-STD	08/01/2018
	N16577802 WS-SOURCE- EXTENSION CORDS	220.75			
	N16577804 WS-SOURCE- IMPACT DRIVER	32.18			
	N16577806 SCD-DISPOSAL- COAT HANGERS	22.16			
	N16577832 WS-SOURCE- XCAL 3650 TKL	41.39			
	N16577834 WS-#20- WELD ST. ANG.	11.49			
	N16577837 WS-#20- PUTTY	11.49			
	N16577845 SCD-DISPOSAL- BATTERIES	16.04			
	N16577848 WS-TRANS&DIST- RAINX, CLEANING	55.51			
	N16577872 SCD-DISPOSAL - TARP STRAP	12.26			
	N16577878 WS-TRANS&DIST- SPRAY PAINT, SF	143.07			
	N16577890 WS-SOURCE- BUG SPRAY, BROOM	40.22			
	N16577914 WS-#20- WELD ST. ANG.	11.49			
	N16577920 WS-TRANS&DIST- ROPE	18.39			
	N16577922 WS-SOURCE- GEL WORK INS, BLOC	93.61			
	N16577964 WS-TRANS&DIST- JUMP START WA	76.68			
	N16850576 SCD-DISPOSAL- PICK AXE	37.94			
	N16850584 WS-TRANS&DIST- WIRE CUP BRUSH	22.94			
	N16850588 WS-TRANS&DIST- CAR WASH	14.65			
007269	08/01/2018 CARQUEST	142.34	A/P	OUT-STD	08/01/2018
	14838-83063 WS-#20- FILTERS, RUBBER AIR HOS	142.34			
007270	08/01/2018 CREIGHTON-CARTER LTD.	734.61	A/P	OUT-STD	08/01/2018
	961-455829 WS-#20- BODY BOLTS	24.15			
	961-456439 WS-#20- POLY. RESIN KIT, CREAM F	53.08			
	961-456491 SCD-#4- OIL FILTER, AIR FILTER	17.30			
	961-456663 WS-#20- PANEL BONDING	111.37			
	961-456907 WS-#20- ROLOC, ACTIVATOR, PREM	300.64			
	961-457008 SCD-#4- TOYOTA FILTER WRENCH,	107.59			
	961-457108 WS-#20- ARO PLUG 1-4 MA	16.10			
	961-457118 SCD-DISPOSAL- GLOVES	25.85			
	961-457226 WS-#20- 3 8NPTX1 2BARBS, 3 8NPT	20.56			
	961-457369 WS-#20- OIL FILTER	17.37			
	961-457819 WS-TRANS&DIST- T-SHIRT WIPES, S	40.60			
007271	08/01/2018 EMCO CORPORATION	10,950.45	A/P	OUT-STD	08/01/2018
	12508661-00 WS-TRANS&DIST- HYD 6"0"	3,111.76			
	12508663-00 WS-TRANS&DIST- COUPLINGS & AD	167.69			
	12508663-01 WS-TRANS&DIST- COUPLINGS & AD	276.25			
	12508664-00 WS-TRANS&DIST- SERV BOX, BOX F	2,092.21			
	12508667-00 WS-TRANS&DIST- HYD EXT CTD, HY	2,352.50			
	12508738-00 WS-TRANS&DIST- SERV BOX EXTS	103.06			
	12508739-00 WS-TRANS&DIST- SERV BOX EXTS,	1,138.52			
	12508835-00 WS-TRANS&DIST- PULLING CBL	209.07			
	12508932-00 WS-TRANS&DIST- CRNR SETT, STR	1,499.39			
007272	08/01/2018 GULLISON'S COURIER SERVICE	207.00	A/P	OUT-STD	08/01/2018
	456227 WS-SOURCE- TO RPC FR/TOWN	34.50			

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Number	Issued		Amount	SC	Status	Status Date
	456314	WS-SOURCE- TO RPC FR/TOWN	34.50			
	456322	WS-#20- TO TOWN FR/RICHWIL	34.50			
	456333	WS-#20- TO TOWN FR/RICHWIL	34.50			
	456387	WS-SOURCE- TO RPC FR/ TOWN	34.50			
	456450	WS-SOURCE- TO RPC FR/TOWN	34.50			
007273	08/01/2018	KEITH'S BUILDING SUPPLIES	218.50	A/P	OUT-STD	08/01/2018
	175622	WS-ST5- CLOTHING ALLOWANCE	252.99			
	175872	WS-ST5-CLOTHING ALLOWANCE	-34.49			
007274	08/01/2018	LINDE CANADA LIMITED 15687	15.30	A/P	OUT-STD	08/01/2018
	58780365	SCD-DISPOSAL- OXYGEN K	15.30			
007275	08/01/2018	MILLTOWN MACHINE & FABRICATION LTD.	232.88	A/P	OUT-STD	08/01/2018
	19910	WS-TRANS&DIST- BOOM TRUCK RE	232.88			
007276	08/01/2018	PITNEY WORKS	320.99	A/P	OUT-STD	08/01/2018
	JULY132018*	WS/SCD-TOWNHALL-POSTAGE MET	320.99			
007277	08/01/2018	PRINCESS AUTO	330.84	A/P	OUT-STD	08/01/2018
	691679	SCD-DISPOSAL- PUMP SPRINKLER	330.84			
007278	08/01/2018	PROVINCIAL BANDAG TIRES	161.00	A/P	OUT-STD	08/01/2018
	19630	WS-#20- REFURBISHED RIMS, REPL	161.00			
007279	08/01/2018	RESEARCH & PRODUCTIVITY COUNCIL	839.26	A/P	OUT-STD	08/01/2018
	230774	WS-SOURCE- DRINKING WATER LAI	277.81			
	230818	WS-SOURCE- DRINKING WATER LAI	416.71			
	230867	WS-SOURCE- MICRO EXAM OF WAT	72.37			
	231550	WS-SOURCE- DRINKING WATER LAI	72.37			
007280	08/01/2018	RICHWIL TRUCK CENTRE LTD.	242.54	A/P	OUT-STD	08/01/2018
	124569	WS-#20- ABSORBER	242.54			
007281	08/01/2018	SOURCE ATLANTIC	816.53	A/P	OUT-STD	08/01/2018
	2948567	WS-TRANS&DIST- CLOTHING ALLOV	325.13			
	2948698	WS-TRANS&DIST- CLOTHING ALLOV	261.41			
	2948701	SCD-DISPOSAL- CLOTHING ALLOW/	229.99			
007282	08/01/2018	THE PANEL SHOP	915.63	A/P	OUT-STD	08/01/2018
	FTPS002481	WS-SOURCE- MODEM ISSUES & WE	915.63			
007283	08/01/2018	EAST COAST INTERNATIONAL TRUCKS	68.22	A/P	OUT-STD	08/01/2018
	28105S	WS-#20- SIT LAMP	68.22			
007284	08/09/2018	A ONE PUMPING SERVICE LTD.	1,009.13	A/P	OUT-STD	08/09/2018
	6651	SCD-DISPOSAL- SEWER FLUSHING	1,009.13			
007285	08/09/2016	BARTLETT RANDY	217.82	A/P	OUT-STD	08/09/2018
	JULY262018	WS-TODDHILL-REPAIRS TO ALTITUI	120.98			
	JULY272018	WS-SOURCE-REPAIRS TO SCADA	63.19			
	JULY282018	WS-SOURCE-REPAIRS TO SCADA	33.65			
007286	08/09/2018	BRIGGS PLUMBING INC.	236.32	A/P	OUT-STD	08/09/2018
	114696	WS-MAXWELL CROSSING - PUMP V	236.32			
007287	08/09/2018	CANADIAN SPRINGS	33.26	A/P	OUT-STD	08/09/2018
	9926094636	WS-TRANS&DIST- WATER	33.26			
007288	08/09/2018	CARQUEST	89.62	A/P	OUT-STD	08/09/2018
	14838-83487	WS-#20-GRAY SEALER	34.11			
	14838-83998	WS-TRANS&DIST- COMPRESSOR O	55.51			
007289	08/09/2018	COX ELECTRONICS & COMMUNICATIONS	34.48	A/P	OUT-STD	08/09/2018
	1-018681	WS-SOURCE- 16 GB UBS DRIVE	34.48			

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007290	08/09/2018 ENTRETIEN CHLORATECH INC. 103083 WS-SOURCE- ANNUAL CHLORINE S	1,124.47 1,124.47	A/P	OUT-STD	08/09/2018
007291	08/09/2018 JAMER MATERIALS LTD. 3602 WS-TRANS & DIST -ROAD GRAVEL	1,172.90 1,172.90	A/P	OUT-STD	08/09/2018
007292	08/09/2018 MEGA-LAB MANUFACTURING CO. LTD. 0000149657 SCD-DISPOSAL- CAPTIVE 8	880.56 880.56	A/P	OUT-STD	08/09/2018
007293	08/09/2018 SERVICE NEW BRUNSWICK CTH7982018 WS-ST5-2016 FORD F250	19.00 19.00	A/P	OUT-STD	08/09/2018
007294	08/09/2018 SOURCE ATLANTIC 2952663 WS-TRANS&DIST- HARD HATS	26.70 26.70	A/P	OUT-STD	08/09/2018
007295	08/09/2018 THE PANEL SHOP ITPS002499 SCD-DISPOSAL- UPGRADE VTSCAD	4,336.65 4,336.65	A/P	OUT-STD	08/09/2018
007296	08/09/2018 TOWN OF ST. STEPHEN 55070.91 WS-TRANSFER-TO GENERAL OPER	55,070.91 55,070.91	A/P	OUT-STD	08/09/2018
007297	08/09/2018 WURTH CANADA LIMITED 23154425 WS-TRANS&DIST- WIDE STRAP TIE	38.81 38.81	A/P	OUT-STD	08/09/2018
007298	08/15/2018 A ONE PUMPING SERVICE LTD. 5847 SCD-DISPOSAL-CLEANING LIFT STA	1,164.38 1,164.38	A/P	OUT-STD	08/15/2018
007299	08/15/2018 BELL ALIANT 11366812JUL18 WS-SOURCE-PUMP STATION 19002807JUL18 SCD-DISPOSAL-OLD BAY WWTP	311.10 136.38 174.72	A/P	OUT-STD	08/15/2018
007300	08/15/2018 BELL MOBILITY INC. 523889487JUL18UTI WS/SCD-CELL PHONE CHARGES	767.94 767.94	A/P	OUT-STD	08/15/2018
007301	08/15/2018 BRENNTAG CANADA INC. 40893734 WS-SOURCE- CHLORINE 40895726 SCD-DISPOSAL-EMPTY CHLORINE C 40896879 WS-SOURCE-EMPTY CHLORINE CY: 40903906 WS-SOURCE-CHLORINE 409068741 WS-SOURCE-EMPTY CYLINDER RE	3,421.06 6,518.80 -2,300.00 -3,680.00 6,562.26 -3,680.00	A/P	OUT-STD	08/15/2018
007302	08/15/2018 BRIGGS PLUMBING INC. 114753 WS-TRANS&DIST-PRESSURE GUAG	522.41 522.41	A/P	OUT-STD	08/15/2018
007303	08/15/2018 DOWNEY FORD SALES LTD. 28826 WS-#102-FILTERS	31.05 31.05	A/P	OUT-STD	08/15/2018
007304	08/15/2018 EMCO CORPORATION 12508752-00 WS-TRANS& DIST- SERV BOX RODS 12508930-00 WS-TRANS&DIST-EDGE WEDGE, SE 12508932-01 WS-TRANS&DIST- STRT MTR-MIP C/ 12509046-00 WS-TRANS & DIST- 16 X 12 DI MJ C/ 12509047-00 WS-TRANS&DIST- GATE VLV OL 12509048-00 WS-TRANS& DIST- GATE VLV OL 12509111-00 WS-TRANS&DIST-HEX BOLTS, HEX I 12509111-01 WS-TRANS&DIST-ADPT FLG W/GSK 12509111-02 WS-TRANS&DIST-ADPT FLG W/GSK 12509116-00 WS-TRANS&DIST-SERVICE BOX RO	10,118.62 419.24 774.04 640.41 469.21 3,623.71 3,571.10 72.93 580.43 386.79 -419.24	A/P	OUT-STD	08/15/2018
007305	08/15/2018 ENTRETIEN CHLORATECH INC. 103100 WS-SOURCE-3 PACK CUVETTER, P/	403.67 403.67	A/P	OUT-STD	08/15/2018
007306	08/15/2018 GARCELON CIVIC CENTER 3217.50 <i>CC- PAYMENTS RECEIVED FROM LADY SPARTANS HOCKEY TEAM</i>	3,217.50 3,217.50	A/P	OUT-STD	08/15/2018

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007307	08/15/2018 KENT BUILDING SUPPLIES 1408121 WS-SOURCE- HORIZONTAL STORAGE	443.13 443.13	A/P	OUT-STD	08/15/2018
007308	08/15/2018 MILLTOWN MACHINE & FABRICATION LTD. 19987 WS-#20-BOLTS, LOCK WASHERS, NUTS	206.16 206.16	A/P	OUT-STD	08/15/2018
007309	08/15/2018 N. B. ELECTRIC POWER 36869807AUG18 WS-3-119MAXWELLXING-BUILDING 50228902AUG18 WS-MAXWELLXING-PUMPS 53473043AUG18 WS-SOURCE-CHLORINE RESIDUAL 61230004AUG18 WS-MAXWELLXING-PUMPS 82291006AUG18 WS-SOURCE-RESERVOIR	3,494.64 891.62 148.05 28.66 2,298.14 128.17	A/P	OUT-STD	08/15/2018
007310	08/15/2018 OK TIRE & AUTO SERVICE IN046205 WS-#102-4 TIRES	1,177.60 1,177.60	A/P	OUT-STD	08/15/2018
007311	08/15/2018 PUROLATOR COURIER LTD. 438599532 SCD-DISPOSAL-TO NULANTIC WATER	52.76 52.76	A/P	OUT-STD	08/15/2018
007312	08/15/2018 RESEARCH & PRODUCTIVITY COUNCIL 232411 WS-SOURCE-DRINKING WATER LAE 232412 WS-SOURCE-DRINKING WATER LAE 232541 WS-SOURCE-DRINKING WATER LAE 232582 WS-SOURCE-DRINKING WATER LAE 232610 WS-SOURCE-DRINKING WATER LAE 232712 WS-SOURCE-DRINKING WATER LAE	2,174.60 861.43 849.76 274.31 72.37 44.36 72.37	A/P	OUT-STD	08/15/2018
007313	08/15/2018 THOMAS INDUSTRIAL SALES 29918 WS-MILLTOWNRESERVOIR-ALTITUDE	7,384.15 7,384.15	A/P	OUT-STD	08/15/2018
007314	08/15/2018 TOTAL FALL PROTECTION 1228552 SCD-DISPOSAL-HARNESS INSPECT	365.70 365.70	A/P	OUT-STD	08/15/2018
007315	08/15/2018 TOWN OF ST. STEPHEN 89287.49 WS-FUNDTRANSFER-TO UTILITY COMPANY	89,287.49 89,287.49	A/P	OUT-STD	08/15/2018
007316	08/15/2018 WOLSELEY CANADA INC. 6904763 WS-TRANS&DIST-TRANSFER PUMP 8140016* WS-TRANS&DIST-COUPLINGS	136.56 494.50 -357.94	A/P	OUT-STD	08/15/2018
007317	08/21/2018 ATLANTIC PURIFICATION SYSTEMS LTD. 172715 SCD-DISPOSAL- PH GEL PROBE 173014 SCD-DISPOSAL-LDO PROBE 173146 SCD-DISPOSAL-LDO PROBE	3,393.65 978.65 1,132.75 1,282.25	A/P	OUT-STD	08/21/2018
007318	08/21/2018 BRIGGS PLUMBING INC. 114828 WS-SOURCE-PUMP HOUSE UNION , 114845 WS-MAXWELLCROSSING-JET PUMF 114856 WS-BUDDAVE-BACKFLOW TESTING 114860 WS-SOURCE-MAXWELL CROSSING	1,042.67 463.81 401.93 35.39 141.54	A/P	OUT-STD	08/21/2018
007319	08/21/2018 EAST COAST INTERNATIONAL TRUCKS 29767S WS-TRANS&DIST- PANEL ASSY FEN 29800S WS-#20- LIGHT ASSY CAB 29995S WS-#20- PANEL ASSY FEND 301448S WS-#20-TRIM CAB STRIP 30145S WS-#20-STRIP TRIM CAB 30149S WS-#20-RUBBER DOOR SEALS CM29767S WS-#20-PANEL ASSEY FEND	1,460.26 683.07 109.48 471.33 126.59 126.59 414.53 -471.33	A/P	OUT-STD	08/21/2018
007320	08/21/2018 KEITH'S BUILDING SUPPLIES	331.16	A/P	OUT-STD	08/21/2018

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	176459	WS-TRANS & DIST- SNIPE AVATION	25.29			
	176740	SCD-DISPOSAL-CLOTHING ALLOWA	275.99			
	177129	WS-TRANS&DIST-12 QT BUCKETS	29.88			
007321	08/21/2018	KEM CANADA MFG	467.53	A/P	OUT-STD	08/21/2018
	119889	WS-TRANS&DIST-SILICONE, GASKE	467.53			
007322	08/21/2018	N. B. ELECTRIC POWER	18,483.38	A/P	OUT-STD	08/21/2018
	52557428AUG18	SCD-218OLDBAYRD-WASTE WATER	14,999.63			
	53123617AUG18	SCD-STS-DECHLORINATION CHAME	112.41			
	53158875AUG18	SCD-STS-BUDD AVE LIFT STATION	2,106.47			
	54807440AUG18	SCD-STS-158A MILLTOWN BLVD LIF	30.61			
	56356048AUG18	SCD-STS-18 RIVERSIDE DR LIFT ST.	30.61			
	61224002AUG18	SCD-STS-358A MILLTOWN BLVD LIF	791.61			
	61236008AUG18	SCD-STS-BUDD AVE LIFT STATION	132.86			
	76139807AUG18	SCD-STS-54 RIVERSIDE DRIVE LIFT	47.16			
	84934906AUG18	SCD-STS-6-58A RIVERSIDE DR LIFT	95.27			
	84943406AUG18	WS-STS-TODD HILL RESERVOIR	136.75			
007323	08/21/2018	NEW BRUNSWICK HIGHWAY CORPORATION	100.00	A/P	OUT-STD	08/21/2018
	USAGEPERMIT	GG-HIGHWAY USAGE PERMIT APPL	100.00			
007324	08/21/2018	NULANTIC WATER INC.	2,811.20	A/P	OUT-STD	08/21/2018
	NU100570	SCD-DISPOSAL-VACUUM REGULATI	2,811.20			
007325	08/21/2018	PROVINCIAL BANDAG TIRES	1,507.49	A/P	OUT-STD	08/21/2018
	20679	WS-#20-2 STEERING TIRES	1,507.49			
007326	08/21/2018	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	75.29	A/P	OUT-STD	08/21/2018
	28191	WS/SCD-ACCOUNTING-#9 WINDOW	75.29			
007327	08/21/2018	STATIONERY PLUS	208.87	A/P	OUT-STD	08/21/2018
	32696*	WS/SCD-TOWNHALL-PENS, BINDER	10.61			
	34426*	WS/SCD-TOWNHALL- POST ITS, EXF	22.94			
	34718*	WS/SCD-TOWN HALL- STEP FILE, NI	11.35			
	34781	WS-TRANS&DIST-PENS, CARD FILE	83.67			
	34871*	WS/SCD-TOWNHALL-TELEPHONE C	9.78			
	35163*	WS/SCD-TOWN HALL- PAPER, BINDI	70.52			
007328	08/29/2018	A ONE PUMPING SERVICE LTD.	220.80	A/P	OUT-STD	08/29/2018
	5860	WS-TRANS&DIST-VACUUM TRUCK /	220.80			
007329	08/29/2018	CANADIAN TIRE	457.40	A/P	OUT-STD	08/29/2018
	N18577283	WS-SOURCE-SCRAPPERS, BATTER	75.84			
	N16577882	WS-TRANS&DIST-CLOTHESLINE, TR	12.62			
	N18577905	WS-SOURCE- RATCHET STRAP, FIL	45.94			
	N16577934	WS-#20-AC RUST GLS BLK, TREMCL	20.78			
	N16577943	WS-TRANS&DIST- GRASS SEED	206.97			
	N16577968	WS-SOURCE- GAS CAN, BATTERIES	87.57			
	N16882315	SCD-DISPOSAL-ADAPTER HOSE, TE	7.68			
007330	08/29/2018	CARQUEST	81.18	A/P	OUT-STD	08/29/2018
	14838-84514	WS-#20-SUP PL BC LVOC MIX C	81.18			
007331	08/29/2018	DILLON CONSULTING LIMITED	4,151.96	A/P	OUT-STD	08/29/2018
	185356*	WS-SOURCE-PUMPHOUSE PIPING I	4,151.96			
007332	08/29/2018	LAWRENCE PETERS	240.00	A/P	OUT-STD	08/29/2018
	5	WS-SOURCE-DATA SUPPORT SERV	240.00			
007333	08/29/2018	LINDE CANADA LIMITED 15887	15.30	A/P	OUT-STD	08/29/2018

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	58958419	WS-TRANS&DIST-OXYGEN	15.30			
007334	08/29/2018	N. B. ELECTRIC POWER	163.46	A/P	OUT-STD	08/29/2018
	81204006AUG18	SCD-2-216-KING ST LIFT STATION	163.46			
007335	08/29/2018	ORR ELECTRIC & ALARM LTD.	1,054.14	A/P	OUT-STD	08/29/2018
	3420	WS-TRANS&DIST-MILLTOWNWATEI	1,054.14			
007336	08/29/2018	RESEARCH & PRODUCTIVITY COUNCIL	1,512.76	A/P	OUT-STD	08/29/2018
	233384	WS-SOURCE-DRINKING WATER LAE	322.16			
	233493	WS-SOURCE-DRINKING WATER LAE	395.70			
	233494	WS-SOURCE-DRINKING WATER LAE	72.37			
	233893	WS-SOURCE-DRINKING WATER LAE	722.53			
007337	08/29/2018	TOWN OF ST. STEPHEN	60,633.70	A/P	OUT-STD	08/29/2018
	60633.70	WS-FUNDTRANSFER-TO GEN OPS F	60,633.70			
007338	08/29/2018	HEUSTIS, CARNEY (DALE)	510.45	A/R	OUT-STD	08/29/2018
	<i>UTILITY OVER PAYMENT REFUND</i>					
		Cheque Totals Issued:	305,643.75			
		Void:	0.00			
		Total Cheques Generated:	305,643.75			
		Total # of Cheques Listed:	72			

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RESOLUTION NO.: _____

DATE: September 24, 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 September 12, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 12, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

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

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

ABSENT: Chief Administrative Officer Jeff Renaud.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Hyslop and SECONDED by Councillor Harding that the agenda be approved with one (1) deletion: (v) Tender: Combined Sewer Separation and Utility Renewal – Murchie Avenue under the Public Works Committee be moved into the closed session following the Open Committees Meeting as per Section 68(1)(c) of the New Brunswick *Local Governance Act*. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Coastal Link Trail Inc. – Darren Turner, board member, presented an overview of the proposed trail from St. Stephen to Saint John. Lara Cooper, Bruce Richardson, Carrie Webb, and Don Menton, board members, were also in attendance. They have requested the Town provide one or two information kiosks and Council will work with the board.

- (ii) Vibrant Communities Charlotte County – Rachelle Snelgrove, Food Security Coordinator with Vibrant Communities, presented information on composters and suggested the town purchase a minimum of 20 from ORBIS Canada for \$38.50, plus HST, and then sell them to the community for \$20.00.

Committee agreed to discuss the request further and Councillor Parker as Chair of the Property, By-Laws and Environment Committee will communicate with Ms. Snelgrove and report back at a future meeting.

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.

As noted in Sergeant Stubbs' report, 124 Police Certificates/Letters were provided during the month of August, usually requested by job applicants, which would indicate that there is good growth in the area.

As a result of some negative comments on social media brought to Sergeant Stubbs' attention, he advised that traffic stops are not used only for the issuance of tickets, that they are also a way of enforcing the *Criminal Code*. Sergeant Stubbs advised that a search of a vehicle at a recent traffic stop produced 200 illegal pills and a child was turned over to authorities.

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

In addition to his report, Fire Chief Morton advised that his first month on the job has gone well.

Councillor Harding commended Merton Lewis on his many volunteer hours during the recent annual bucket sit fundraiser which raised approximately \$14,000.00.

Fire Chief Morton advised that equipment bought from last year's bucket sit fundraiser was recently used in an industrial accident and contributed to the successful outcome.

- (iii) Fire Department Support Vehicle – The memo from the Fire Chief dated September 12, 2018 was received and reviewed.

Committee directed the Fire Chief, through the Chief Administrative Officer, to proceed to tender for the purchase of a ¾ ton crew cab support vehicle by diverting dollars destined to the Capital Reserve Fund, with a recommendation brought back to a future meeting.

Committee also directed the Fire Chief, through the Chief Administrative Officer, to repair Unit 200 in the estimated cost of \$3,500.00 - \$5,000.00, to be used in the interim.

- (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.

Councillor Parker advised that he will be scheduling a meeting with the Chief Administrative Officer to meet the new librarian of the St. Croix Public Library, Kait McClary.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 21-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Interior Design and Engineering Services – Town Hall Relocation – The memo from the Chief Administrative Officer, Report: CAO 20-18, was received and reviewed.

Council will consider a motion at the next Regular Session on Monday, September 24, 2018 to approve an amendment to the 2018 General Operating Fund Budget for the redirection of funds required to plan for the potential relocation of municipal administrative services from the current Town Hall to the Garcelon Civic Center, as well as approve the proposal submitted by TOSS Solutions.

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

- (iv) Authorization and Allocation of Approved Scotia Visa Limit – The memo from the Assistant Treasurer dated September 5, 2018 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 24, 2018 to approve the Chief Administrative Officer and the Treasurer to manage and approve the allocation of credit cards within the limit which would be approved by Council.

PARKS AND RECREATION - Chaired by Councillor Chisholm

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

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – The report from Michelle Vest, Events Development Coordinator, was received and reviewed.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.
- (ii) Tender Results – Water and Sanitary Sewer System Extension – Route 3, St. Stephen, NB, Dillon Project No: 18-8036 – The recommendation from Dillon Consulting Limited dated September 6, 2018 was received and reviewed, and a motion will be considered at a Special Meeting of Council on Tuesday, September 18, 2018 at 5:00 p.m. to award the tender to Debly Enterprises Limited, being the low tenderer.
- (iii) Highway Usage Permit – Construction and Operation of Water Main along and across Route 3 – The Treasurer spoke to the letter from Department of Transportation and Infrastructure dated September 5, 2018 with Highway Usage Permit attached, and advised that the required legislated fees will be submitted. Also, a motion will be considered at a Special Meeting of Council on Tuesday, September 18, 2018 to authorize the Mayor and Town Clerk to sign the Highway Usage Permit with the province.
- (iv) Five-Year Capital Investment Plan for the GTF Administrative Agreement - Revised September 2018 – The Treasurer spoke to the revised Five-Year Capital Investment Plan for the GTF Administrative Agreement, and a

motion will be considered at a Special Meeting of Council on Tuesday, September 18, 2018 for its adoption.

- (v) Tender: Combined Sewer Separation and Utility Renewal – Murchie Avenue – This item was deleted from the open meeting and moved into the closed session.

- (vi) Tender: Combined Sewer Separation and Utility Renewal – Elm Park Project No. 16-4847 (Clean Water and Wastewater Fund Project No. 6990-1063 – Elm Park, Pinewood, and Maple – Sewer Separation and Infrastructure Renewal – Additional Work – The recommendation from Dillon Consulting Limited dated September 11, 2018 was received and reviewed, and a motion will be considered at a Special Meeting of Council on Tuesday, September 18, 2018 for Delby Enterprises Limited, the company originally awarded the tender, to complete the remaining work on Maple Street (from Brewer Lane to Spring Street).

6. NEW BUSINESS

No new business.

7 ADJOURNMENT

The meeting moved into closed session at 6:50 p.m. and returned to open session at 7:05 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Harding that the meeting adjourn at 7:05 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 12, 2018 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
 - (i) Coastal Link Trail Inc. – Presentation by Lara Cooper, Board Member – copy attached.
 - (ii) Vibrant Communities Charlotte County – Presentation by Rachelle Snelgrove, Food Security Coordinator - copy attached.
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department
- (iii) Fire Department Support Vehicle – Memo from Fire Chief dated September 12, 2018 attached.
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office

**AGENDA
COMMITTEES**

2

SEPTEMBER 12, 2018

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer
- (ii) Interior Design and Engineering Services – Town Hall Relocation – Memo from Chief Administrative Officer (Report: CAO 20-18) attached.
- (iii) Report of the Finance Department
- (iv) Authorization and Allocation of Approved Scotia Visa Limit – Memo from Assistant Treasurer dated September 5, 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.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report from Michelle Vest, Events Development Coordinator, attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Tender Results – Water and Sanitary Sewer System Extension – Route 3, St. Stephen, NB, Dillon Project No: 18-8036 – Recommendation from Dillon Consulting Limited dated September 6, 2018 attached.
- (iii) Highway Usage Permit – Construction and Operation of Water Main along and across Route 3 – Treasurer will speak to letter from Department of Transportation and Infrastructure dated September 5, 2018 with Highway Usage Permit attached.
- (iv) Five-Year Capital Investment Plan for the GTF Administrative Agreement – Revised September 2018 – Treasurer will speak to copy attached.
- (v) Tender: Combined Sewer Separation and Utility Renewal – Murchie Avenue – Information to follow.
- (vi) Tender: Combined Sewer Separation and Utility Renewal – Elm Park Project No. 16-4847 (Clean Water and Wastewater Fund Project No. 6990-1063 – Elm Park, Pinewood, and Maple – Sewer Separation and Infrastructure Renewal – Additional Work – Information to follow.

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of August 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 21-18**



To:	Mayor and Council
From:	Jeff Renaud, Chief Administrative Officer
Resource Staff:	N/A
Date of Meeting:	September 12, 2018
Subject:	CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Activities of the CAO Office during the reporting period for August 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.
- A workshop to be attended by Council, senior staff, and the consultants has been scheduled through the Clerks office.

2. Organizational and Workplace Review:

- Work on the Organizational and Workplace Review continues. Consultants have advised that this project is slightly behind schedule. CAO is currently anticipating the arrival of an interim findings report.

3. Collective Bargaining

- After very positive discussions between representatives of senior management and that of CUPE 770, the negotiating teams believe we have reached a tentative agreement. The terms of this tentative agreement must be ratified by the CUPE membership and Town Council in order to be placed into effect. Council will be presented with these terms during an upcoming closed session.

4. Airport Maintenance

- Crack sealing work has been completed. Other general maintenance activities have been authorized under the budget allocated by Council. Quotes/estimates for some other work are being obtained in order to best consider them during the 2019 municipal budgeting process.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer

Memo

To: Jeff Renaud, CAO

From: Tim Tozer, Treasurer

Date: 6 September 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.
 - 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 November 30, 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) Weekly Finance Department Meetings.
 - B) Weekly Garcelon Civic Center Management Staff meetings.
 - C) Tender Opening-Waterfront Revitalization-August 13, 2018.
 - D) Monthly Committee Meeting-August 15, 2018.
 - E) Tender Opening-Water and Sanitary Sewer Extension (Route 3)-September 5, 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) Waterfront Revitalization.
 - 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 and human resource issues-Month end completed to June 30, 2018.

- C) Capital Budget-In Progress.

- D) Multiple HST remittances-In Progress.

- E) Various insurance issues-Complete.

- 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 August 2018

Lee Johnson, Director of Operations, Sept. 07,2018

1: **Water system:**

- a) Repaired 2 water laterals.
- b) Repaired 2 Meters.
- c) Repaired 1 Water Main Leak.

2: **Streets:**

- a) Started Asphalt Patching.
- b) Painted Parking Spaces and Cross Walks.
- c) Repaired lawns.
- d) Assisted NB Southern RR with repairs to Crossing on Queen St. West.

3: **Waste Water:**

- a) Videoed 4 sewer laterals.
- b) Repaired 1 sewer lateral.
- c) Flushed 2 Storm Sewer Mains.
- d) Cleaned 11 Catch Basins.
- e) Repaired made to Pumps #1 and #2 at Lift Station #1.

4. **Project Update:**

Street Improvements 2018 - Milltown Boulevard (Pleasant St. to Riverside Dr.) – Project No. 187514

Catch Basin installation and preparation work has been completed. Concrete Curb and Gutter installation is scheduled to start Sept. 6,2018.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. August 2018

Parks

- David Alison Ganong Chocolate Park Open house was held on August 1st from 7-8pm at the Garcelon Civic Center. There was a small crowd attend, but lots of good questions.
- Most students have finished for the summer effective August 31st. We have 2 staying on for a few weeks to help out with flowers and mowing.
- We are ordering some new infield mix for the Milltown Ball Diamond.

Recreation

- Continue to work on Jumpstart program. Fall is the busiest time for applications.
- Jenna continues to get prepared for painting the murals. She is currently researching the best primer and sealer to use. The plan is to start painting by mid-September.
- The 7th Annual Fun Run was held on August 6th. Another very successful event. We had 120 registered participants.
- Working on the Fall/Winter brochure. I hope to have it in the mail in early September.

Pool

- We had a great year at the pool this season. The new heaters worked extremely well, and the free snacks were a big hit.
- We will be shutting down on Sept. 3rd for the season.
- Thanks to Kari for all her work at the Pool this year.

Meetings

- FRPA
- Sport NB
- RNB
- CC Mgt
- Jumpstart
- Trace Studios

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for August 2018

Alarms were:	Town Alarms	12
	Out of Town Alarms	4
	Mutual Aid –Calais	0
	Total	

Alarms		# FF	# Hours
1. Alarm system activation	4	17	17
2. Motor Vehicle Accident	4	50	62
3. Assist ANB	2	16	16
4. Fuel Spill	1	15	15
5. Rescue	2	27	54
6. Vehicle Fire	2	25	25
7. Chip Pile Fire	1	17	51
Total			
SSFD			16
Other FD			38
St Stephen PW			9
St Andrews PW			5
Total calls dispatched			68

Fire Department Activities

1. Monthly Meeting of the fire department for the crew to meet with Chief Morton.
2. August 4 Delecto Body Blast Challenge set up barricades and water supply for some of the challenges.
3. August 9 Milltown Days kids water games and bouncy tent
4. August 11 International Parade
5. August 12 Show and Shine (Antiques on display)
6. Day Care visit at St. Croix Library for fire safety talk with children.

Fire Chiefs Activities

1. Presented Fire Service Medals (20 years) to Firefighter Joe Johnston and Firefighter Lenny Bradley. (40 years) to Dispatcher/Driver Walter Cooke
2. Assisted crew with Delecto Body Blast Challenge and Milltown Days.
3. Captain Joe Richardson and I attended the Hands Across the Border Ceremony.
4. Participated in the International Parade.
5. Reviewed applications and conducted interviews for new members and spare drivers.
6. Established contact with my counterparts across the border and scheduled a meeting for September to discuss Mutual Aid and training.
7. Worked on VFIS Insurance renewal.
8. Worked on applications for Fire Service Awards for 15, 20 and 30 year recipients.
9. Attended Traffic Control Training with SGFD.
10. Attended meeting at NB Power Control Center in Fredericton with respect to remote disconnection of services during emergencies.

Equipment

Unit 203 required extensive work to its brakes in order to pass MVI.

A brake booster was installed on the 53 Mack to make it safer for community events. This unit was on display for Hands Across the Border, Milltown Days, Antique Show and Shine, and participated in the International Parade.

Unit 200 did not pass MVI and requires substantial repairs to make it roadworthy. In light of its age and condition, it is not recommended that we invest further dollars in this piece of equipment for use as an emergency vehicle.

Unit 201 blew its tank fill line at a fire at Flakeboard. The failure is being attributed to internal corrosion, likely as a result of chlorinated water. The elbow that blew was replaced, however, all plumbing within the pump system is now suspected as being deteriorated. This is the same unit that had structural issues repaired earlier in the year. It is recommended that this unit be placed in reserve status as soon as is possible, by replacing Unit 203, our current reserve pumper.

Respectfully

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

August REPORT

2018

To: CAO – Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (3)	Assist the building inspector in preparing court documents for unsightly St. Andrews by-law called regarding POPA tickets. Met with RCM Police regarding a file	Summons returnable for Sept.11 <i>Informed them we do not use POPA but by-law tickets instead</i>
Assist General Public (8)	Complaint of neighbors swearing at her children Easy Cab was issued a new taxi license Received call from a citizen inquiring about property lines for buildings Received a call from a property owner complaining about their neighbors long grass	Informed her that this would be a criminal matter and to contact the RCMP This was passed onto the building inspector Informed complainant that at this time the Town has nothing in place for this.

	<p>Received a complaint of a ladies neighbor building up his property and affecting hers.</p> <p>Call from a lady looking to open a home based business and needed information</p> <p><i>Coll from a lady about being harassed by her neighbor.</i></p>	<p>Informed complainant that this is civil matter and to contact their lawyer</p> <p>Passed on the info. That she required</p> <p>Informed her to contact her landlord and if it persists to contact the RCMP</p>
<p>Parking (10)</p>	<p>Parking complaint from a business on King Street.</p> <p><i>Parking complaint about vehicles parking overnight on King</i></p>	<p>Patrol made and vehicle was gone.</p> <p>Informed the complainant that we will keep an eye open for this.</p>

	<p>Complaint from a business that the cars from the election office are taking the spots for his business</p> <p>Warnings given on King Street and Milltown Blvd. and Charlotte Mall (7)</p>	Complaint dealt with.
<p>Dog Complaints (2)</p>	<p><i>Complaint of a vicious dog on Pleasant St.</i></p> <p><i>Complaint of a dog bite</i></p>	<p>Patrol made and complaint was unfounded.</p> <p><i>Still under investigation</i></p>

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town on a daily basis and responded to all calls & complaints. A couple of dogs were picked up but returned to their owners. I responded to several complaints of barking dogs and warnings were given to owners allowing dogs to run loose. Several missing cat calls.

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

	2018	2017	2018	2017	2018	2017	2018	2017
BUILDING INSPECTION 2018								
AUGUST								
	# 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	5	2	\$12,750.00	\$102,000.00	12	16	\$68,249.00	\$721,700.00
Residential Renos/Additions	8	4	\$59,200.00	\$11,800.00	44	33	\$1,102,103.00	\$940,100.00
New Com/Indus/Instlt.	0	0	\$0.00	\$0.00	2	2	\$37,400.00	\$6,000.00
Com./Indus./Inst. Renos	1	4	\$15,000.00	\$265,260.00	11	13	\$178,500.00	\$1,474,260.00
Institutional	1	0	\$0.00	\$0.00	8	5	\$864,500.00	\$184,000.00
Demolition	0	0	\$4,500.00	\$0.00	1	11	\$5,200.00	\$126,290.50
TOTALS	15	10	\$91,450.00	\$379,060.00	78	80	\$2,255,952.00	\$3,452,350.50
	Cur. Mth							
Demolition Permits	1	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	19	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	4	N/A						

Report of Development / Property Management Office – August 2018

Planning Advisory Committee	Meeting held August 1, 2018.
Sign Permits	4 approved.
Variances	0 approved.
Approved Plans	0 approved.
Unsightly Premises	The Office of the Building Inspector has seven (7) active and ongoing unsightly files open.
Turning the Corner Project	Phase 1 completed.
PROPERTIES	
R.C.M.P. Building	No activity to report.
Library	No activity to report.
Airport	Brushing currently in progress.
Train Station	Investigating options for mitigating ice buildup.



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center

Programming/Events

- We hosted 16 rentals in our Community Rooms.
- The Boys & Girls Club rented the upstairs conference rooms all summer.
- The Cheer group used the upstairs conference rooms all summer, but have found a new home moving forward.
- Holland College is back, for another course.

Pool

- Swim Team will start up again on Sept. 10th.
- Fall lessons will begin on September 10th.

Rink

- Sea Dogs game was held on August 26th. Was great to see a nice crowd come out and show their support.
- Working on the World U-17 now that takes place Nov. 1st.
- Winter Schedule will begin on Sept. 17th.
- Very happy to have Edge Above Skating back for their second year to offer the Can Skate program.

Facility

- Preparing facility for fall programming
- Continued Preventative Maintenance in building
- Job posting are out for new maintenance staff
- Conference area scheduled for Floor strip and wax.
- Working towards installing an ATM in the lobby

Michael O'Connell
Director, Parks and Recreation

RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

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

THAT By-Law No. A-13 – “A By-Law Respecting the Code of Conduct for Members of the Town Council” – be given Third and Final Reading – Short Title 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: September 24, 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 – SECOND READING – SECTION NUMBERS ONLY

THAT 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 given Second Reading – Section Numbers Only.

RESOLUTION NO.: _____

DATE: September 24, 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 – THIRD AND FINAL READING – SHORT
TITLE ONLY**

THAT 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 given Third and Final 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: August 27, 2018

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

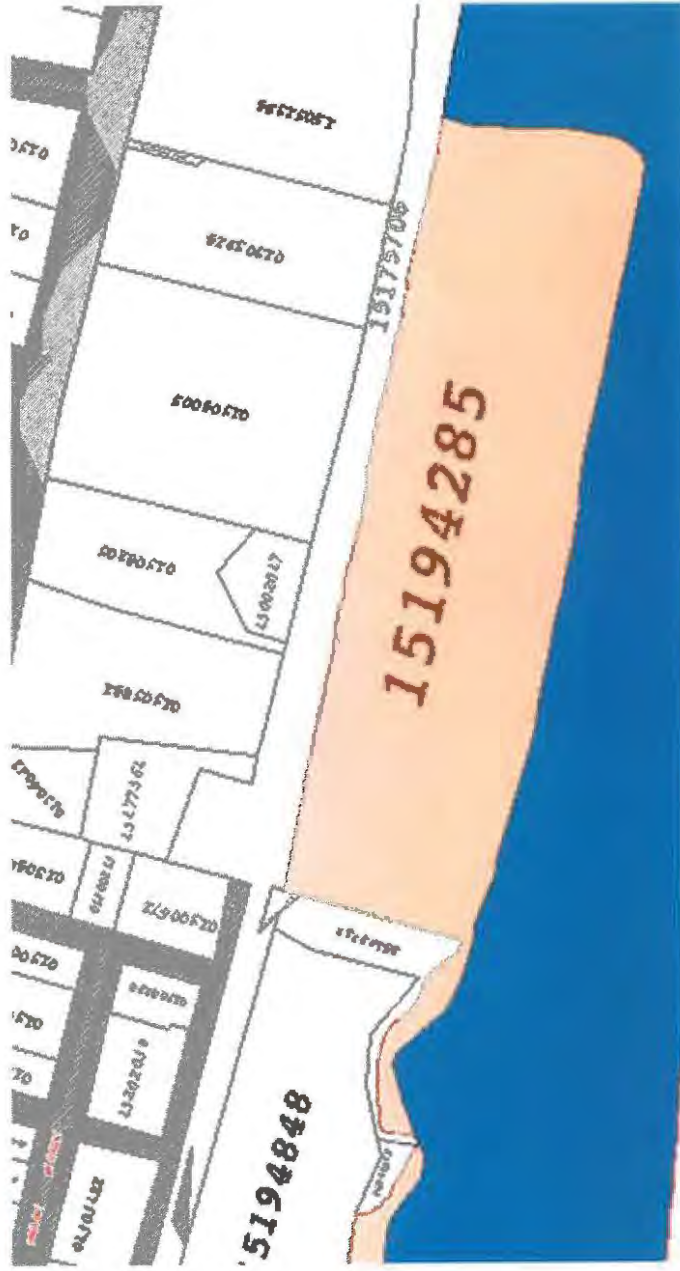
Schedule "2"

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



By-Law No. Z-1.7

Schedule "3"



RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police August 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
August 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **August 1, 2018 to August 31, 2018 inclusive**. During this time period, the RCMP responded to **406** calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops.....	21
Driving While Disqualified or License Suspension.....	3
Motor Vehicle Act – Other Activities	3
Moving Traffic – Speeding	1
Off Road Vehicle Act – Offences Only	3
Other Moving Traffic Violations – Provincial.....	3
Roadside Suspensions – Alcohol Related.....	1
Traffic Collision – Non-Fatal Injury	2
Traffic Collision – Property Damage.....	2
Traffic Collision – Non-Reportable	6
Traffic Tickets	43
Traffic Warnings.....	6

PROVINCIAL STATUTES:

Coroner's Act – Sudden Death	2
Intoxicated Persons Detention Act	3
Dog Act – Other Activities	2
Family Relations Act	2
False/Abandoned 911	6
Liquor Act – Offences Only	2
Mental Health Act	10
Other Provincial Statutes – Other Activities	2

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Aggravated Assault.....	1
Assault.....	6
Breach of Peace	1
Breach of Recognizance	1
Break and Enter – Residence	3
Criminal Harassment	8
Disturbing the Peace/Causing a Disturbance.....	13
Driving While Disqualified/Prohibited	1
Fail to Comply with an Undertaking.....	3
Failure/Refusal to Provide Breath Sample	1
Fraud, Obtaining Transportation	1
Impaired Operation (by a Drug) of Motor Vehicle	1
Impaired Operation over 80 mgs of Motor Vehicle	2
Mischief – Damage to, or obstruct enjoyment of property	12
Operation of Motor Vehicle while being pursued by Police.....	1
Other theft under \$5000.....	3
Sexual Assault.....	2
Theft of Car	1
Theft of Other Motor Vehicle	1
Theft Under or Equal to \$5000 – Shoplifting	4
Theft Under or equal to \$5000 from a motor vehicle	3
Theft, Forgery, Misuse of Credit Card	1
Uttering Threats against a Person.....	8
Uttering Threats against Property	2

OTHER FEDERAL STATUTES:

Customs Act – Other Activities.....	2
Customs Act – Running the Port.....	2
Immigration and Refugee Protection Act.....	1
Possession - Schedule VIII - Cannabis.....	3

OTHER INVESTIGATIONS:

Abandoned Vehicles.....	3
Assistance to Canadian Federal Agency.....	4
Assistance to Canadian Police (non-RCMP) Agency.....	1
Assistance to Canadian Provincial/Territorial Agency.....	7
Assistance to General Public.....	10
Assistance to Non-Government Canadian Agency.....	1
Assistance to US non-Police Agency.....	1
Crime Prevention.....	3
False Alarms.....	17
Information File.....	6
Items Lost/Found.....	3
Municipal By-Laws.....	1
Offender Management.....	1
Police Certificates/Letters.....	124
Suspicious Person/Vehicle/Property.....	9
VIP Security – Threats – Incidents.....	1
Unfounded.....	17
Wellbeing Check.....	3

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

RESOLUTION NO.: _____

DATE: September 24, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.