

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, APRIL 29, 2019 @ 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) Lyme Awareness Month - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – March 25, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) 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 – April 17, 2019
11. STAFF REPORTS
 - (a) Chief Administrative Officer
 - (b) Finance Department
 - (c) Public Works Department
 - (d) Fire Department
 - (e) By-Laws and Building Inspection Services
 - (f) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-2.4 – A By-Law to Amend By-Law No. A-2, “A By-Law Respecting Procedures of the Town Council and Town Administration” – Second Reading – Reading in its Entirety
- (b) By-Law No. T-6 – A By-Law to Stop Up and Close Portions of Progress Drive and Future Street – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) St. Stephen Fire Department – Extractor Unit
- (c) Awarding of Tender RFQ# TOSS19-01: Self-Contained Breathing Apparatus
- (d) Awarding of Tender RFQ# TOSS19-02: 2019 ¾ Ton 4 Wheel Drive HD 8’ Long Box Truck
- (e) Waiving of Building Permit Fees
- (f) Town of St. Stephen – Five-Year Capital Investment Plan for the GTF Administrative Agreement (Revised February 2019)
- (g) Town of St. Stephen – Five-Year Capital Investment Plan for the GTF Administrative Agreement (2019-2023)
- (h) Employee Fitness/Wellness Program Policy
- (i) Approval of Music – Spring and Summer 2019 Events
- (j) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (k) Fundraising Road Toll – Charlotte County Animal Shelter
- (l) Approval of Event: Annual Run/Walk – St. Stephen-Milltown Rotary Club
- (m) Dillon Consulting Limited – Agreement for Professional Services – Garcelon Civic Center Parking Lot Reconfiguration
- (n) Dillon Consulting Limited – Agreement for Professional Services – Waterfront Enhancements
- (o) Dillon Consulting Limited – Agreement for Professional Services – Waterfront Trail Predesign Study
- (p) Seller’s Fee Agreement – Town-Owned Property – PID # 01262492

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION
LYME AWARENESS MONTH
MAY 2019

Whereas Lyme disease is one of the fastest growing infections in Canada; and

Whereas the population of ticks, the prime cause of Lyme disease, is growing and expanding in New Brunswick; and

Whereas the tick season is also extended due to climate change; and

Whereas there is an increasing number of New Brunswickers who are suffering from Lyme disease; and

Whereas Lyme disease, if not diagnosed and treated early, can become a debilitating condition, causing extreme fatigue, cardiac and nervous system disorders and/or arthritic symptoms; and

Whereas all New Brunswickers would benefit by being more aware of Lyme disease, how it is contracted, what the symptoms associated with the disease are and how to get the prompt medical care needed to avoid illness and suffering.

Therefore, I, Allan MacEachern, Mayor of the Town of St. Stephen, Province of New Brunswick, do hereby proclaim the month of May 2019 as Lyme Awareness Month in the Town of St. Stephen.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on March 25, 2019 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 25, 2019 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

30/19 **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 Harding

31/19 **THAT** the Minutes of the Regular Council meeting held on February 25, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 32/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2019 be received.
CARRIED

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 33/19 **THAT** the paid bills in the amount of \$1,258,402.69 (one million, two hundred and fifty-eight thousand, four hundred and two dollars and sixty-nine cents) be received.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 34/19 **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 Harding

Seconded by Councillor Chisholm

- 35/19 **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 March 13, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton

Seconded by Councillor Parker

36/19 **THAT** the following staff reports for the month of February 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. Z-1.8 - A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW – SECOND READING – READING IN ITS ENTIREY

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

37/19 **THAT** By-Law No. Z-1.8 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Second Reading – Reading in its Entirety. **CARRIED**

BY-LAW NO. Z-1.8 - 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

Moved by Councillor Harding

Seconded by Councillor Wheaton

38/19 **THAT** By-Law No. Z-1.8 – “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. **CARRIED**

BY-LAW NO. A-2.4 - A BY-LAW TO AMEND BY-LAW NO. A-2, “A BY-LAW RESPECTING PROCEDURES OF THE TOWN COUNCIL AND TOWN ADMINISTRATION” – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

39/19 **THAT** leave now be given to introduce a by-law entitled By-Law No. A-2.4 – “A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration” – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 40/19 **THAT** the Royal Canadian Mounted Police February 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

ST. STEPHEN/COASTAL LINK TRAILS INC. INITIATIVE

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 41/19 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to engage Coastal Link Trails Inc. to confirm one hundred percent (100%) funding for the engineering design and cost estimate for the proposed trail upgrade from the Ferry Point Bridge to the former Axe factory.

AND THAT Council further directs the Chief Administrative Officer to proceed with the design and the proposed upgrade contingent on funding confirmation.

CARRIED

APPLICATION FOR FINANCING - GENERAL FUND

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 42/19 **BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$894,000 (eight hundred and ninety-four thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue postdated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Recreation and Cultural Services</u> Additional construction costs of a new multi-purpose recreation, cultural and meeting facility for subgrade footings and other facility construction costs	\$239,000	20 Years
<u>Transportation Services</u> Prince William Street Infrastructure Renewal	<u>\$655,000</u>	10 Years
	<u>\$894,000</u>	

CARRIED

APPLICATION FOR FINANCING - WATER AND SEWERAGE FUND

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

43/19

BE IT RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$1,246,000 (one million, two hundred and forty-six thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Refinancing Debenture No. BA 27-2009	\$970,000	10 Years
Prince William Street Infrastructure Renewal	<u>\$276,000</u>	10 Years
	<u>\$1,246,000</u>	

CARRIED

COMMUNITY GRANTS FUND

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

44/19

THAT the Council of the Town of St. Stephen approves the following community grants:

Chocolate Museum	\$18,500
Boys & Girls Club	\$ 5,000
Charlotte County Museum (Insurance)	\$ 2,320
Chocolate Festival	\$ 1,500
Charlotte County Museum	\$ 1,000
Charlotte County Alternative Transportation Association	\$ 2,500
Charlotte County Fall Fair	\$ 1,000 (plus in kind of \$4,000)
Charlotte County Fall Fair (Lumberjack)	\$ 1,000 (plus in kind of \$4,000)
Charlotte County IWK Committee (Garcelon Civic Center Rental)	\$ 1,100
St. Croix Ridgerunners Snowmobile Club	\$ 175

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Confirmation of Support from Municipal Government or Equivalent Authority" forms as part of the federal grant applications submitted by the Ganong Nature Park on behalf of the Charlotte County Fall Fair and International Lumberjack Championships, both of which outline the "in kind" support, as well as the grant of \$1,000.00 (one thousand dollars) as above-noted. **CARRIED**

CHANGE OF DATE: APRIL 2019 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Wheaton

45/19

THAT the Council of the Town of St. Stephen changes the date of the April Regular Town Council Meeting from the fourth (4th) Monday, 22nd day of April, 2019 at 7:00 p.m., to the fifth (5th) Monday, 29th day of April, 2019 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9 "Meetings" of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM

Moved by Councillor Harding

Seconded by Councillor Chisholm

46/19

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue (CCGSAR) Team to establish a voluntary road toll for fundraising purposes on Queen Street West (between Porter and King Streets) on Saturday, May 4, 2019 between the hours of 9:00 a.m. and 5:00 p.m., and acknowledges receipt of the CCGSAR Team's Certificate of Insurance. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the announcement on additional vehicle charging stations.
- Attended an International Homecoming Festival meeting.
- Plans to attend the blood donor clinic after the meeting.

Councillor Hyslop

- Attended all Town meetings.
- Attended Canada 1st Basketball Committee meetings.
- Attended a Charlotte County Museum board meeting.

Councillor Parker

- Responded to several telephone calls.
- Visited the construction site of the future Beacon Waterfront Apartments.
- Attended all Town meetings.

Councillor Wheaton

- On vacation for a portion of the month.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended several Trail Committee meetings.
- Assisted in the organization and attended the community World Day of Prayer.

Councillor Harding

- Attended all Town meetings.
- Announced that a public meeting will be held on Tuesday, April 16, 2019 from 7:00 p.m. – 8:00 p.m. at the St. Patrick's Hall to discuss three (3) Milltown Development projects:

Councillor Chisholm

- Attended a Wall of Fame meeting and advised that he has tickets for sale for the dinner and induction ceremony to be held on Saturday, May 25, 2019 at the Garcelon Civic Center.
- Participated in interviews for the new position of Director, Community Services.
- Attended all Town meetings.

Mayor MacEachern

- Attended all Town meetings.
- Attended several Trail Committee meetings.
- Attended the announcement on additional vehicle charging stations.
- Attended numerous other meetings.

16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Parker

Seconded by Councillor Harding

47/19 THAT the meeting adjourn at 7:20 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, MARCH 25, 2019 @ 7:00 P.M.

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6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – February 25, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Thank you letter from We've Got Your Back Foundation Inc. dated February 2019.
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 – March 13, 2019

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. Z-1.8 – A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – Second Reading – Reading in its Entirety
- (b) By-Law No. Z-1.8 – 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
- (c) By-Law No. A-2.4 – A By-Law to Amend By-Law No. A-2, “A By-Law Respecting Procedures of the Town Council and Town Administration” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) St. Stephen/Coastal Link Trails Inc. Initiative
- (c) Application for Financing – General Fund
- (d) Application for Financing – Water and Sewerage Fund
- (e) Community Grants Fund
- (f) Change of Date: April 2019 Regular Town Council Meeting
- (g) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to February 28, 2019 be received.

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

	Actual To Date For the Two Months Ending February 28, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Taxes	892,794	5,350,179	\$4,457,385	17%
Services Provided to Other Governments	0	222,218	222,218	0%
Sale of Services	108,748	561,000	452,252	19%
Other Revenue From Own Sources	47,173	207,656	160,483	23%
Unconditional Grants	224,472	1,595,353	1,370,881	14%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	219,727	1,307,994	1,088,267	17%
Total Revenue	1,492,914	9,248,600	7,755,686	16%
Expenditure				
General Government Services	215,751	1,060,813	845,062	20%
Protective Services	203,008	2,295,612	2,092,604	9%
Transportation Services	448,624	2,096,199	1,647,575	21%
Environmental Health Services	38,783	230,625	191,842	17%
Environmental Development Services	39,455	322,448	282,993	12%
Recreational and Cultural Services	309,318	2,023,621	1,714,303	15%
Fiscal Services	38,154	1,211,282	1,173,128	3%
Other	(3,172)	8,000	11,172	-40%
Total Expenditures	1,289,921	9,248,600	7,958,679	14%
Surplus (Deficit)	\$202,993	\$0		

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

	Actual To Date For the Two Months Ending February 28, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Sale of Service	\$103,683	\$2,034,570	\$1,930,887	5%
Other Revenue From Own Source	31,517	208,302	176,785	15%
Other Transfers	14,920	89,521	74,601	17%
Total Revenue	150,120	2,332,393	2,182,273	6%
Expenditures				
Water Supply	182,635	1,070,324	887,689	17%
Sewerage Collection and Disposal	96,272	716,897	620,625	13%
Fiscal Services	21,481	545,172	523,691	4%
Total Expenditures	300,388	2,332,393	2,032,005	13%
Surplus (Deficit)	(\$150,268)	\$0		

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$816,894.32 (eight hundred and sixteen thousand, eight hundred and ninety-four dollars and thirty-two cents) be received.

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

March 2019

Dillon Consulting Limited (Engineering - Combined Sewer Separation and
Sanitary Sewer Renewal (Thompson Ave and Spring Court) -
Project No. 175358, Cheque #1185)

34.55

\$ 34.55

Bank Direct Withdrawals:**Chambers of Commerce Group Insurance Plan:****March, 2019**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,438.11
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Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	9,979.85
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April, 2019

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,178.45
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Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	9,745.84
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Total	\$ 36,342.25
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Service New Brunswick:**March, 2019**

Invoice #1201204 (Payment acceptance fees of Utility Bills through Service New Brunswick)	119.84
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Total	\$ 119.84
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Visa:**February, 2019**

Allan MacEachern (Gen Gov't: Convention Travel, Mayor Travel, General Office and Supplies; WS: Trans & Dist Supplies)	379.17
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Jeff Renaud (Gen Gov't: CAO Other Travel/Training, Mayor Travel, Advertising Regulatory; Civic Center: Canteen Merchandise, Arena Travel and Development)	3,236.74
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Frank Godsoe (Civic Center): Civic Center: Canteen Supplies, Monthly Max Galaxy Program Fee)	2,622.26
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Bank Direct Withdrawals: continued

March, 2019

Allan MacEachern (Gen Gov't: Mayor Travel)	334.16
Jeff Renaud (Gen Gov't: CAO Travel/Training, Office Furniture and Supplies, Treasurer Membership, Civic Relations, Prepaid Expenses, Telephone Expense; Civic Center: Pool Training and Development; Streets: Cell Phone Purchases)	2,084.24
Frank Godsoe (Civic Center): Gen Gov't: Community Events; Civic Center: Canteen Supplies)	2,895.81
Total	<u>11,552.38</u>
Grand Total	<u>48,014.47</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000043 dated between 03/01/2019 and 03/31/2019

CHEQUE REGISTER

Printed: 11:46:29AM 04/24/2019

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Number	Issued	Amount	SC	Status	Status Date
000041	03/06/2019 TOWN OF ST. STEPHEN 95000.00 GG-FUNDTRANSFER-TO GENERAL I	95,000.00 95,000.00	A/P	OUT-STD	03/06/2019
Cheque Totals Issued:		95,000.00			
Void:		0.00			
Total Cheques Generated:		95,000.00			
Total # of Cheques Listed:		1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 023861 dated between 03/01/2019 and 03/31/2019

CHEQUE REGISTER

Printed: 11:47:09AM 04/24/2019

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Number	Issued	Amount	SC	Status	Status Date
023587	03/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000029058 GG-TOWNHALL-LEASE-MARCH/19	5,417.62 5,417.62	A/P	CLEARED	03/31/2019
023618	03/06/2019 3D DATACOMM 36403 CC-CONFERENCE AREA-CEILING LI	1,470.13 1,470.13	A/P	CLEARED	03/31/2019
023619	03/06/2019 ACCT #903240047015 FEBRUARY2019 VOLUNTEER FIRE MEMBERSHIP DL	260.00 260.00	A/P	CLEARED	03/31/2019
023620	03/06/2019 ACCT 8025-280 FEBRUARY2019 LOCAL 770 UNION DUES - FEBRUAF	1,279.85 1,279.85	A/P	CLEARED	03/31/2019
023621	03/06/2019 ATHLETICA SPORTS SYSTEMS INC. 312583 CC-ARENA-RINK GLASS	1,314.45 1,314.45	A/P	CLEARED	03/31/2019
023622	03/06/2019 BERN CONSULTING LTD. 20191359 CC-BUILDING-PHILIPS AED BATTER	662.12 662.12	A/P	CLEARED	03/31/2019
023623	03/06/2019 BLAKNEY'S TRUCKING INC. 576 TS-ST5-ROAD SALT DELIVERY	1,734.39 1,734.39	A/P	CLEARED	03/31/2019
023624	03/06/2019 BRIGGS PLUMBING INC. 115946 PS-RCMP-OFFICE	74.75 74.75	A/P	CLEARED	03/31/2019
023625	03/06/2019 CANADA BREAD COMPANY LIMITED 103814902066 CC-CANTEEN-HOT DOG BUNS	25.56 25.56	A/P	CLEARED	03/31/2019
023626	03/06/2019 CARGILL LIMITED 2904598501 TS-ST5-ROAD SALT	4,970.83 4,970.83	A/P	CLEARED	03/31/2019
023627	03/06/2019 CARQUEST 14838-97378 TS-#11-RELAY-ACCESSORY 14838-97442 TS-SHOP-LITHIUM GREASE 14838-97563 TS-#12-XBO MILTON S684	122.38 87.54 9.45 25.39	A/P	CLEARED	03/31/2019
023628	03/06/2019 CNH CAPITAL IN90590 TS-#11-RELAYS, HORN	54.00 54.00	A/P	CLEARED	03/31/2019
023629	03/06/2019 COCA COLA REFRESHMENTS CANADA COMPANY 15330201203 CC-CANTEEN-COCA-COLA PRODUC	428.97 428.97	A/P	CLEARED	03/31/2019
023630	03/06/2019 COX ELECTRONICS & COMMUNICATIONS 1-025323 GG-RECREATION-LAPTOP SERVICE 1-025324 GG-RECREATION-LAPTOP SERVICE	241.50 172.50 69.00	A/P	CLEARED	03/31/2019
023631	03/06/2019 DEMPSEY'S PLUMBING & HEATING 3182 CC-ARENA-UNPLUGGED WOMAN'S 3188 CC-POOL-REPLACED SEALS IN PUM	796.38 74.75 721.63	A/P	CLEARED	03/31/2019
023632	03/06/2019 EAST COAST INTERNATIONAL TRUCKS 34230S PS-#202+201-LUBRCATR, FILTERS 34257S PS-#205-LUBRCATR, LUBRIC, FILTEI	416.72 327.43 89.29	A/P	CLEARED	03/31/2019
023633	03/06/2019 FILTRATION PLUS 5418454 CC-ARENA-PERFECT PLEATS, PERI	1,292.88 1,292.88	A/P	CLEARED	03/31/2019
023634	03/06/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 42474 TS-ST5-DIESEL 628088 TS-ST5-DIESEL 951386 TS-ST5-DIESEL FEB022019* TS-ADMIN-INTEREST	7,631.16 2,250.54 4,424.10 902.68 53.84	A/P	OUT-STD	03/06/2019
023635	03/06/2019 JEFF RENAUD FEBRUARY2019 CAO-MONTHLYVEHICLEALLOWANC	250.00 250.00	A/P	CLEARED	03/31/2019
023636	03/06/2019 KEM CANADA MFG	512.37	A/P	CLEARED	03/31/2019

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	122375	TS-SHOP-ROYAL THERMO ICE MEL	190.47			
	122376	TS-SHOP-KEMSLI RTV SILICONE AF	321.90			
023637	03/06/2019	KIWANIS CLUB OF ST. STEPHEN	145.00	A/P	OUT-STD	03/06/2019
	FEB252019	GG-CIVIC-2019 TRADE SHOW	145.00			
023638	03/06/2019	LAROCHELLE EQUIPMENT INC.	1,763.40	A/P	CLEARED	03/31/2019
	0088275	TS-#5-WING ARM ASSY	1,763.40			
023639	03/06/2019	LAWSON PRODUCTS, INC. (ONTARIO_	588.10	A/P	CLEARED	03/31/2019
	9306432722	TS-SHOP-TANK VALVE ASSEMBLY,	588.10			
023640	03/06/2019	MARITIME COFFEE SERVICE	80.50	A/P	CLEARED	03/31/2019
	RC00068901	CC-BUILDING-WATER COOLER REN	80.50			
023641	03/06/2019	MCLAUGHLIN, DONALD	126.50	A/P	OUT-STD	03/06/2019
	FEB012019	TS-#3-TOWN SHIELDS, UNIT NUMBE	126.50			
023642	03/06/2019	MINISTER OF FINANCE	209.30	A/P	CLEARED	03/31/2019
	WEEK102019	EMPLOYEE DEDUCTIONS-MAR 03 -	209.30			
023643	03/06/2019	N. B. ELECTRIC POWER	4,218.80	A/P	CLEARED	03/31/2019
	90028974	TS-BROKEN POLE DUE TO SNOW R	4,218.80			
023644	03/06/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	CLEARED	03/31/2019
	431716	PS-RCMP-FLOOR MATS	46.74			
023645	03/06/2019	OK TIRE & AUTO SERVICE	316.25	A/P	CLEARED	03/31/2019
	IN048521	PS-#202-BALANCE BEADS 10 OZ	172.50			
	IN048527	PS-#202-BALANCE BEADS 10 OZ	143.75			
023646	03/06/2019	ORKIN CANADA CORPORATION	77.05	A/P	CLEARED	03/31/2019
	IN-9116535	CC-BUILDING-PEST CONTROL	77.05			
023647	03/06/2019	ORR ELECTRIC & ALARM LTD.	261.95	A/P	CLEARED	03/31/2019
	3679	TS-ST5-DECORATIVE LIGHTS REPA	261.95			
023649	03/06/2019	RECEIVER GENERAL	1,023.16	A/P	CLEARED	03/31/2019
	FEBRUARY2019	EMPLOYEE DEDUCTIONS-FEBRUAF	1,023.16			
023650	03/06/2019	RICHARDSON JOSEPH	19.47	A/P	OUT-STD	03/06/2019
	COFFEE&DONUTS	PS-FIRE-FUNDY FIRE FIGHTERS AS	19.47			
023651	03/06/2019	RICHWIL TRUCK CENTRE LTD.	273.11	A/P	CLEARED	03/31/2019
	127705	TS-#7-FILTERS	273.11			
023652	03/06/2019	SAUNDERS EQUIPMENT LTD.	760.32	A/P	CLEARED	03/31/2019
	0000075060	TS-#22-HYDRAULIC CYLINDER, PIVC	986.70			
	0000075074	TS-#22, #21-OUTSIDE MIRROR	246.62			
	74974	TS-#21,#22-REVERSIBLE CUTTING E	-473.00			
023653	03/06/2019	SOURCE ONE SUPPLIES	290.44	A/P	CLEARED	03/31/2019
	20302	PS-FIRE-LAUNDRY DETERGENT, UF	96.77			
	20324	PS-FIRE-GARBAGE BAGS	68.11			
	20356	CC-ARENA-MOP HEADS	125.56			
023654	03/06/2019	SOURCE ATLANTIC	1,335.35	A/P	CLEARED	03/31/2019
	3150536	TS-ST5-CLOTHING ALLOWANCE	898.38			
	3158579	TS-ST5-CLOTHING ALLOWANCE	436.97			
023655	03/06/2019	SOUTHWEST ELECTRIC & SECURITY INC.	1,267.01	A/P	CLEARED	03/31/2019
	16158	PM-5 KINGS-INSTALLED TEMPORAF	212.46			
	16168	CC-SAUNA-TEMP CONTROLLER	1,054.55			
023656	03/06/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	255.35	A/P	CLEARED	03/31/2019
	197220	CC-ADMIN-RECEPTIONIST & HOSPI	71.16			
	197541	GG-CIVIC-TOWN EVENTS	56.52			

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	197826	CC-ADMIN-RECEPTIONIST & HOSPI	71.15			
	198060	GG-TOWN-EVENTS	56.52			
023657	03/08/2019	ST. STEPHEN UTILITY DEPT. FEBRUARY2019	40.00 40.00	A/P	CLEARED	03/31/2019
023658	03/08/2019	THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1521301	1,206.36 1,206.36	A/P	CLEARED	03/31/2019
023659	03/06/2019	UNIFIRST CANADA LTD. 7100159878	315.26 157.63	A/P	CLEARED	03/31/2019
	7100160597	CC-BUILDING-FLOOR MATS	157.63			
023660	03/08/2019	ST. STEPHEN AREA CHAMBER 2676	80.00 80.00	A/P	CLEARED	03/31/2019
023661	03/06/2019	SHANNON MICHAEL FEBRUARY2019	1,487.64 1,487.64	A/P	CLEARED	03/31/2019
023662	03/13/2019	A.E. HORNE & SON LTD. 00573822-01	52.48 52.48	A/P	CLEARED	03/31/2019
023663	03/13/2019	AQUAM 287009	485.71 485.71	A/P	CLEARED	03/31/2019
023664	03/13/2019	BLAKNEY'S TRUCKING INC. 580	872.72 872.72	A/P	OUT-STD	03/13/2019
023665	03/13/2019	BORDER INVESTIGATIONS & SECURITY INC. 15061	966.00 966.00	A/P	CLEARED	03/31/2019
023666	03/13/2019	BRIGGS PLUMBING INC. 115967	355.70 355.70	A/P	CLEARED	03/31/2019
023667	03/13/2019	CANADA BREAD COMPANY LIMITED 104514902157	76.68 25.56	A/P	CLEARED	03/31/2019
	108214902251	CC-CANTEEN-HOT DOG BUNS	25.56			
	105914902345	CC-CANTEEN-HOT DOG BUNS	25.56			
023668	03/13/2019	CANADA 1ST BASKETBALL INC. GRANT2019	500.00 500.00	A/P	CLEARED	03/31/2019
023669	03/13/2019	CARQUEST 14838-97181	4.32 4.32	A/P	CLEARED	03/31/2019
023670	03/13/2019	CIBC MELLON GLOBAL SECURITIES NBMF0216002 FEBRUARY2019	26,163.52 26,163.52	A/P	CLEARED	03/31/2019
023671	03/13/2019	CINTAS CANADA LIMITED 5012911743	221.86 221.86	A/P	CLEARED	03/31/2019
023672	03/13/2019	CNH CAPITAL IN90585	2,321.20 1,952.87	A/P	CLEARED	03/31/2019
	IN90590A	TS-#16-WING PUSH POLE	31.63			
	IN90727	TS-#11-RELAY	336.70			
023673	03/13/2019	COCA COLA REFRESHMENTS CANADA COMPANY 15330201247	1,246.07 287.26	A/P	CLEARED	03/31/2019
	15330201266	CC-CANTEEN-COCA COLA PRODUC	522.11			
	15333200470	CC-CANTEEN-COCA COLA PRODUC	436.70			
023674	03/13/2019	FUNDY BUILDING INSPECTION & DRAFTING SERV 19-21	2,484.00 2,484.00	A/P	CLEARED	03/31/2019
023675	03/13/2019	IRENE WATTS CLOTHINGALLOW19	186.27 186.27	A/P	CLEARED	03/31/2019
023676	03/13/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	6,768.17	A/P	OUT-STD	03/13/2019

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	315860 TS-ST5-DIESEL	2,132.86			
	558532 TS-ST5-GAS	4,635.31			
023677	03/13/2019 KARILYNN KLUKE APPRENTICESHIP CC-POOL-APPRENTICESHIP TEACH	318.60 318.60	A/P	CLEARED	03/31/2019
023678	03/13/2019 KONICA MINOLTA BUSINESS SOLUTIONS 256918899 GG-TOWN HALL-COPIER MAINT-FEE	163.17 163.17	A/P	CLEARED	03/31/2019
023679	03/13/2019 LIFESAVING SOCIETY - NB Branch 2625 CC-POOL-EXAMINER HANDBOOK 2629 CC-POOL-EXAMINER AWARD GUIDE	60.11 29.19 30.92	A/P	OUT-STD	03/13/2019
023680	03/13/2019 LSW WEAR PARTS LTD. 50436 TS-#18, #6-PLOW BLADES	1,380.00 1,380.00	A/P	CLEARED	03/31/2019
023681	03/13/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 432886 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	03/31/2019
023682	03/13/2019 NORQUIP SUPPLY LTD. 00010653 TS-#24-CUTTING EDGE, CUTTING EI	294.98 294.98	A/P	CLEARED	03/31/2019
023683	03/13/2019 ORKIN CANADA CORPORATION IN-9141866 PS-FIRE-PEST CONTROL	152.38 152.38	A/P	CLEARED	03/31/2019
023684	03/13/2019 ORR ELECTRIC & ALARM LTD. 3684 TS-DECORATIVE LIGHT-REMOVED (69.00 69.00	A/P	CLEARED	03/31/2019
023685	03/13/2019 PAPA'S NUTS 16 CC-CANTEEN-PEANUTS	80.00 80.00	A/P	CLEARED	03/31/2019
023686	03/13/2019 PITNEY WORKS FEB13/19 GG-ADMIN-POSTAGE METER REFIL	106.37 106.37	A/P	CLEARED	03/31/2019
023687	03/13/2019 RECEIVER GENERAL FOR CANADA 20190038663* PS-FIRE-2019/2020 RADIO LICENSE:	1,621.00 1,621.00	A/P	CLEARED	03/31/2019
023688	03/13/2019 SERVICE NEW BRUNSWICK CPE9732019 RC-PARKS-2011 FORD F150	19.00 19.00	A/P	CLEARED	03/31/2019
023689	03/13/2019 SOURCE ONE SUPPLIES 20384 CC-ARENA-MULTI-SURFACE CLEAN	134.06 134.06	A/P	CLEARED	03/31/2019
023690	03/13/2019 SOURCE ATLANTIC 3167046 TS-SHOP-GLOVES 3167048 TS-ST5-CLOTHING ALLOWANCE 3167051 PS-FIRE-CLOTHING ALLOWANCE	1,392.84 70.38 189.75 1,132.71	A/P	CLEARED	03/31/2019
023691	03/13/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16192 CC-POOL-BONDING WIRE UNDER P	325.22 325.22	A/P	CLEARED	03/31/2019
023692	03/13/2019 SPARTAN FITNESS 307725 CC-GYM-OLYMPIC PLATES, LOCK J/	2,471.89 2,471.89	A/P	CLEARED	03/31/2019
023693	03/13/2019 SPLASHABLES INC. 63218 CC-POOL-POOL TAGS	505.54 505.54	A/P	CLEARED	03/31/2019
023694	03/13/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 198061 GG-CIVIC-EO DIRECTOR COMMUNI' 198365 GG-EVENTS-TOWN EVENTS 198366 GG-ADMIN-EO-DIRECTOR COMMUN 198800 GG-CIVIC-TOWN EVENTS	326.51 106.74 56.52 106.73 56.52	A/P	CLEARED	03/31/2019
023696	03/13/2019 STATIONERY PLUS 44144 TS-SHOP-INK CARTRIDGES, HIGHLI 44460 PS-FIRE-DAILY PLANNER, NOTEBOX 44596 GG-BLDGINSPECTOR/BYLAU-PRINI	1,071.83 121.00 23.21 308.76	A/P	CLEARED	03/31/2019

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	44834	GG-TOWNHALL-COLOUR LASER TO	-505.62			
	44874	GG-TOWN HALL-COFFEE, PENS, EN	20.33			
	45006	GG-TOWNHALL-2 HOLE PUNCH	20.52			
	45155	GG-CIVIC-RETIREMENT PLAQUE-R.	79.18			
	45219	GG-TOWNHALL-BINDING CASE	17.23			
	45234	GG-TOWNHALL-BINDING CASES, FII	366.41			
	45243	GG-TOWNHALL-REPORT COVERS, I	13.05			
	45351	GG-TOWN HALL-CALCULATOR	74.75			
	45845	CC-ADMIN-DRUM UNIT, LASER TONI	385.99			
	45846	CC-ARENA-PENS	43.88			
	45848	GG-TOWNHALL-BATTERIES, FOLDB	103.14			
023698	03/13/2019	THE WRISTBAND MAN	981.65	A/P	CLEARED	03/31/2019
	1443	CC-ADMIN-WRISTBANDS	981.65			
023699	03/13/2019	YELLOW PAGES GROUP	10.47	A/P	CLEARED	03/31/2019
	19-6934817	GG-TOWN HALL-911 LISTING-FEB 20	10.47			
023700	03/13/2019	SERVICE NEW BRUNSWICK	19.00	A/P	CLEARED	03/31/2019
	CRZ4092019	RC-PARKS-2014 FORD F150	19.00			
023701	03/13/2019	MINISTER OF FINANCE	209.30	A/P	CLEARED	03/31/2019
	WEEK112019	EMPLOYEE DEDUCTIONS-MARCH 1	209.30			
023702	03/13/2019	PAYROLL TRANSFER	68,109.00	A/P	CLEARED	03/31/2019
	WEEK112019	GG-TRANSFER-MARCH 01 - 14, 2019	68,109.00			
023703	03/13/2019	RECEIVER GENERAL FOR CANADA	34,151.58	A/P	CLEARED	03/31/2019
	WEEK112019	GG-REMITTANCE-MAR 01 - 14, 2019	34,151.58			
023704	03/20/2019	BELL ALIANT	879.26	A/P	CLEARED	03/31/2019
	06336721FEB19	TS-AIRPORT-LANDLINE PHONE	163.63			
	47424130FEB19	CC-ADMIN-LANDLINE PHONES	715.63			
023705	03/20/2019	BERNIE MCFARLANE ELECTRICAL	1,889.80	A/P	OUT-STD	03/20/2019
	21	TS-SHOP-HOOK UP OF OUT BUILDING	971.50			
	27	TS-SHOP-WIRING OF OUT BUILDING	235.75			
	28	TS-SHOP-WIRING OF OUT BUILDING	682.55			
023706	03/20/2019	BLAKNEY'S TRUCKING INC.	2,167.99	A/P	OUT-STD	03/20/2019
	597	TS-STTS-ROAD SALT DELIVERY	1,323.70			
	604	TS-STTS-ROAD SALT DELIVERY	844.29			
023707	03/20/2019	CARGILL LIMITED	7,289.60	A/P	CLEARED	03/31/2019
	2904619866	TS-STTS-ROAD SALT	2,480.70			
	2904625446	TS-STTS-SALT	4,808.90			
023708	03/20/2019	CINTAS CANADA LIMITED	92.80	A/P	CLEARED	03/31/2019
	5012911744	TS/PS-SHOP/FIRE-FIRST AID SUPPL	92.80			
023709	03/20/2019	FERO WASTE & RECYCLING INC.	5,788.47	A/P	CLEARED	03/31/2019
	0001606574	GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
	1569207B	GG-TOWN-RECYCLING SERVICES	2,011.35			
023710	03/20/2019	HICKS MORLEY HAMILTON STEWART STORIE LLP	644.10	A/P	CLEARED	03/31/2019
	477559	GG-LEGAL-GENERAL	644.10			
023711	03/20/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	5,175.01	A/P	OUT-STD	03/20/2019
	418020	TS-STTS-DIESEL	3,727.38			
	749876	TS-STTS-DIESEL	1,447.63			
023712	03/20/2019	LAWSON PRODUCTS, INC. (ONTARIO_	286.72	A/P	CLEARED	03/31/2019
	9306487720	TS-SHOP-CAP SCREWS, WASHERS	286.72			

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023713	03/20/2019 MICMAC FIRE & SAFETY SOURCE LTD. NS-00866237 PS-FIRE-SUSPENDERS	189.75 189.75	A/P	CLEARED	03/31/2019
023714	03/20/2019 N. B. ELECTRIC POWER 18169205MAR19 RC-POOL-MILL LANE 18988703MAR19 TS/PS-199UNIONST-ELECTRICITY 19051703MAR19 TS-AIRPORT-ELECTRICITY 19051801MAR19 TS-AIRPORT-ELECTRICITY 216000030308MAR19 TS-ST5-AREA LIGHTS 55160607MAR19 RC-COTTONMILL-LIGHTS 71315207MAR19 PS-RCMP-ELECTRICITY 72924306MAR19 RC-PARKS-BANKSTAND 82122207MAR19 RC-PARKS-BASKETBALL COURT 83278804MAR19 TS-ST5-PARKS SHED 84960501MAR19 RC-PARKS-RIVERSIDE DR LIGHTS	16,096.68 567.20 1,576.64 333.10 66.19 11,866.33 80.07 1,273.58 56.24 49.60 131.97 95.76	A/P	CLEARED	03/31/2019
023715	03/20/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 433126 GG-TOWN HALL-FLOOR MATS	95.36 95.36	A/P	CLEARED	03/31/2019
023716	03/20/2019 PARTS FOR TRUCKS INC. 10910587-00* TS-#7-GAL-Q80-103-A1-P1-NP-SAE C	478.69 478.69	A/P	CLEARED	03/31/2019
023717	03/20/2019 PUROLATOR COURIER LTD. 440581161 GG-TREASURY-TO DEBLY ENTERPF 440646271 PS-FIRE-TO NBCC FIRE SERVICES	107.77 52.48 55.29	A/P	CLEARED	03/31/2019
023718	03/20/2019 SAUNDERS EQUIPMENT LTD. 0000075233 TS-#22-THROTTLE CABLE, CUTTING 0000075326 TS-#22-CUTTING EDGE	952.72 683.68 269.04	A/P	CLEARED	03/31/2019
023719	03/20/2019 SEAN MORTON PROMOTIONAL PS-FIRE-PROMOTIONAL GIFTS	349.60 349.60	A/P	CLEARED	03/31/2019
023722	03/20/2019 SERVICE NEW BRUNSWICK AA49682019 PS-FIRE-1943 FORD FIRE CGL0722019 PS-FIRE-1997 DODGE DAKOTA CGN1762019 TS-ST5-1996 FORD F250 CKN6352019 TS-ST5-2004 DODGE DAKOTA CND7802019 PS-FIRE-2008 FORD F150 CND6232019 RC-PARKS-2003 GMC SONOMA CPD7832019 TS-ST5-2008 DODGE DAKOTA PICK CRH7702019 TS-ST5-2008 DODGE DAKOTA PICK CRW6372019 TS-ST5-2014 FORD F250 CRW6382019 TS-ST5-2014 FORD F250 CTH7182019 TS-ST5-2010 CHEVROLET SILVERAI GYV8332019 RC-PARKS-2007 FORD ESCAPE LAB1392019 TS-ST5-1984 INTERNATIONAL 2554 LAK8282019 TS-ST5-2000 INTERNATIONAL F-267 LAZ8762019 PS-FIRE-2005 GMC C7C042 LAZ8772019 PS-FIRE-1987 WHITE VOLVO WX LAZ8782019 PS-FIRE-2007 FREIGHTLINE M2 106 LAZ8792019 PS-FIRE-2000 FREIGHTLINER FL80 LAZ8842019 TS-ST5-2012 FREIGHTLINER 114SD LAZ9452019 TS-ST5-2008 INTERNATIONAL 7500 LCB4922019 TS-ST5-2003 INTERNATIONAL 7400 M332422019 TS-ST5-1987 SNOWBL	646.00 19.00	A/P	CLEARED	03/31/2019

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	M416642019	TS-ST5-2001 BOMAG ROLLER			
	M420882019	TS-ST5-2002 RACKLESS MT			
	M433632019	TS-ST5-2004 CASE 721D			
	M447732019	TS-ST5-2005 CATERP 420D			
	T112432019	RC-PARKS-2004 KUBOTA L3130D			
	T267672019	TS-ST5-2015 CASE 580SN WT			
	T285552019	TS-ST5-2018 CASE 721G			
	TEK8232019	TS-ST5-1997 HOMEMA ULJIT			
	TF12672019*	PS-FIRE-1998 EZ LOADER BOAT TR			
	TLA2262019	TS-ST5-2007 DURATR DLE16T			
	TNM3632019*	PS-FIRE-2012 HURRAI CARGO			
	TOI1492019	RC-PARKS-2014 US CARGO USASG			
023724	03/20/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	15,172.64	A/P	CLEARED	03/31/2019
	199961-200490*	GG-TOWN-REGIONAL LANDFILL CO			
	200634-201171	GG-TOWN-REGIONAL LANDFILL CO			
023725	03/20/2019 TOWN OF ST. STEPHEN	14,628.33	A/P	CLEARED	03/31/2019
	14628.33	GENERAL CAP-TRANSFER-HST REE			
023726	03/20/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	156.00	A/P	OUT-STD	03/20/2019
	FEB022019	CC-ADMIN-INTEREST CHARGE-FEB,			
	FEBINTEREST/19	CC-NATURALGAS-FEBRUARY INTEF			
023727	03/20/2019 TOWN OF ST. STEPHEN	632.95	A/P	CLEARED	03/31/2019
	632.95	GG-FUNDTRANSFER-GENERAL CAF			
023729	03/20/2019 MINISTER OF FINANCE	209.30	A/P	CLEARED	03/31/2019
	WEEK122019	EMPLOYEE DEDUCTIONS-MARCH 1			
023730	03/28/2019 SERVICE NEW BRUNSWICK	94,993.36	A/P	OUT-STD	03/28/2019
	2328432019	GG-YEARLY WAGES ASSESSMENT			
	2328432019CRE	GG-YEARLY ESTIMATED WAGES			
023731	03/28/2019 AJW MECHANICAL LTD.	1,206.87	A/P	OUT-STD	03/28/2019
	31370	CC-ARENA-HEAT PUMP SERVICE			
023732	03/28/2019 ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	03/28/2019
	514474	RC-MILLTOWN POOL-ALARM SYSTE			
023733	03/28/2019 BELL ALIANT	3,099.52	A/P	CLEARED	03/31/2019
	11368891FEB19	GG-TOWNHALL-LANDLINE PHONES			
	11378668FEB19	PS/TS-199UNIONST-LANDLINE PHO			
	11395944FEB19	PS-FIRE-LANDLINE PHONES			
	15772965FEB19	RC-REC/POOL-LANDLINE PHONES			
	46435731FEB19	RC-PARKS-CHOCOLATE PARK CAM			
023734	03/28/2019 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	03/28/2019
	15087	PS-BYLAW-MAR 11 - MAR 22/19 FEE			
023735	03/28/2019 CANADIAN TIRE	679.42	A/P	OUT-STD	03/28/2019
	N16410154	TS-#1-TIRE ALIGNMENT			
	N17092234	TS-SHOP-4PC WIREBRUSH			
	N17092236	PS-FIRE-GARBAGE CAN			
	N17092238	PS-FIRE-DAWN ULTRA, LYSL TB CLI			
	N17092265	CC-MCA-RCA HOME THEATRE			
	N17092333	CC-ZAMBONI-BATTERY, PROPANE			
	N17092358	CC-ARENA-CLOTHING ALLOWANCE			
023736	03/28/2019 CANADA BREAD COMPANY LIMITED	25.56	A/P	OUT-STD	03/28/2019

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Number	Issued		Amount	SC	Status	Status Date
	106614902429	CC-CANTEEN-HOT DOG BUNS	25.56			
023737	03/28/2019	CAPITAL SAFE & LOCK SERVICE LTD.	293.25	A/P	OUT-STD	03/28/2019
	0001902342	CC-ADMIN-TO OPEN A SENTRY SAF	293.25			
023738	03/28/2019	CARGILL LIMITED	10,072.12	A/P	OUT-STD	03/28/2019
	2904585882	TS-ST5-ROAD SALT	5,013.26			
	2904817097	TS-ST5-ROAD SALT	5,058.86			
023739	03/28/2019	CARMICHAEL ENGINEERING LTD.	4,770.10	A/P	OUT-STD	03/28/2019
	FR-1636717	CC-ARENA-AIR AND BOILER UNITS	4,770.10			
023740	03/28/2019	CHARLOTTE COUNTY JANITORIAL	1,247.75	A/P	OUT-STD	03/28/2019
	4221	PS-FIRE-JANITORIAL-FEB 2019	178.25			
	4223	PM-RCMP-JANITORIAL-FEB 2019	1,069.50			
023741	03/28/2019	CNH CAPITAL	3,079.56	A/P	OUT-STD	03/28/2019
	IN90775	TS-#16-WIPER BLADE, HY-TRAN 5G/	237.54			
	IN90780	TS-#16-HYD VALVE	2,203.49			
	IN90829	TS-#16-HYTRAN SSL	584.20			
	INTERESTFEB19	TS-#16-FEB 2019 INTEREST	54.33			
023742	03/28/2019	COCA COLA REFRESHMENTS CANADA COMPANY	561.99	A/P	OUT-STD	03/28/2019
	15330201295	CC-CANTEEN-COCA COLA PRODUC	36.94			
	15330201296	CC-CANTEEN-COCA COLA PRODUC	525.05			
023743	03/28/2019	COX ELECTRONICS & COMMUNICATIONS	839.41	A/P	OUT-STD	03/28/2019
	1-025649	PS-FIRE-INSTALL BACKUP CAMERA	839.41			
023746	03/28/2019	CREIGHTON-CARTER LTD.	3,312.20	A/P	OUT-STD	03/28/2019
	961-471479	TS-#18, #6-DIESEL EXHAUST FLUID	127.27			
	961-471497	TS-#12-MINIATURE LAMPS	8.83			
	961-471513	TS-SHOP-NON-DETERGENT	103.54			
	961-471519	TS-#30-PRIMARY WIRE	75.90			
	981-471554	TS-#30-35-540, CORE DEPOSIT	176.49			
	961-471705	TS-#7-STAINLESS BAND CLAMPS	143.45			
	961-471713	TS-SHOP-STAINLESS WIRE	47.55			
	961-471774	TS-SHOP-20V MAX GREASE GUN	390.99			
	961-471837	TS-#11-CLAMP STAINLESS BANDS	73.14			
	981-471856	TS-#11-RELAY	29.59			
	961-471915	TS-SHOP-22 WINTER TRICO CHILLS	240.12			
	981-472115	TS-#12-AUTOMOTIVE, FUEL REPAIR	65.35			
	961-472161	TS-#11, #304-OIL FILTERS, NAPA PR	184.74			
	961-472167	TS#304-IGNITION COIL, DIELECTRIC	51.68			
	981-472179	TS-#1-IGNITION COIL	30.16			
	961-472225	TS-#6, #18-DIESEL EXHAUST FLUID	109.09			
	961-472243	TS-SHOP-SLIDE HAMMER	106.94			
	961-472315	TS-#22-COUPPLINGS	140.89			
	961-472348	TS-SHOP-SLIDE HAMMER	-106.94			
	961-472397	TS-#7-HYDRAULIC HOSES	207.07			
	981-472500	TS-SHOP-COOLING TEST AND REFI	410.96			
	961-472516	TS-#1-POWER STEERING PRESSUR	131.65			
	961-472666	TS-SHOP-SAFETY STRIPE HEATER	56.24			
	961-472689	TS-#18, #6-DIESEL EXHAUST FLUID	109.09			
	961-472704	TS-#1-CORE DEPOSIT	-108.99			
	961-472721	TS-#3-MUFFLER, GASKETS, WINDSI	470.79			
	981-472722	TS-#3-TRICO ICE WINTER BLADE	17.77			

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	961-472726	TS-#3-SWITCHES	19.04			
023747	03/28/2019 DAN HOVEY CLOTHINGALLOW19	CC-ARENA-CLOTHING ALLOWANCE	287.46	A/P	OUT-STD	03/28/2019
023748	03/28/2019 DAVIS FUELS 18919	TS/PS-199 UNION ST-HEATING FUEL	6,742.49	A/P	OUT-STD	03/28/2019
	19100	TS/PS-199 UNION ST-HEATING FUEL	1,243.77			
	19278	TS/PS-199 UNION ST-HEATING FUEL	1,013.17			
	19413	PM-120 MILLTOWN BLVD-HEATING F	1,224.26			
	19457	TS/PS-199 UNION ST-HEATING FUEL	731.26			
	19587	TS/PS-199 UNION ST-HEATING FUEL	1,198.21			
023749	03/28/2019 DEMPSEY'S PLUMBING & HEATING 3229	CC-ARENA-CHANGED VALVE ON FII	1,331.82	A/P	OUT-STD	03/28/2019
			249.52			
023750	03/28/2019 DILLON CONSULTING LIMITED 197064	GG-MUNICIPAL PLAN & ZONING BY-	2,068.19	A/P	OUT-STD	03/28/2019
			2,068.19			
023751	03/28/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 19-23	PS-BUILDINGINSPECTOR-MAR 10 - :	2,484.00	A/P	OUT-STD	03/28/2019
			2,484.00			
023752	03/28/2019 GULLISON'S COURIER SERVICE 317102	TS-#22-FR NORQUIP	379.50	A/P	OUT-STD	03/28/2019
	317113	TS-SHOP-FR RICHWIL	69.00			
	909266	TS-#22-FR. SAUNDERS EQUIPMENT	34.50			
	909283	TS-#11-FR CASE EQUIPMENT	34.50			
	909328	TS-#16-FR CASE EQUIPMENT	69.00			
	909337	TS-#7-FR RICHWIL	69.00			
	909381	TS-SHOP-FR LSW	69.00			
023753	03/28/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 123561	TS-ST5-DIESEL	2,455.46	A/P	OUT-STD	03/28/2019
	750076	TS-ST5-DIESEL	852.33			
	FEB2019INTEREST	TS-ST5-FEB INTEREST	1,588.36			
			14.77			
023754	03/28/2019 JULIE LORD SWIMSUITS2019	CC-POOL-SWIMSUITS	106.13	A/P	OUT-STD	03/28/2019
			106.13			
023755	03/28/2019 KONICA MINOLTA BUSINESS SOLUTIONS 256908360	CC-ADMIN-PHOTOCOPIER MAINTEN	152.87	A/P	OUT-STD	03/28/2019
	356915376	CC-ADMIN-PHOTOCOPIER MAINTEN	69.32			
			83.55			
023756	03/28/2019 L.E.WHITTAKER CO., LTD. 40896	PS-FIRE-HYDROSTATIC TESTING	852.40	A/P	OUT-STD	03/28/2019
			852.40			
023757	03/28/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 9306503540	TS-SHOP-FLAT WASHERS, LOCK NL	200.15	A/P	OUT-STD	03/28/2019
			200.15			
023758	03/28/2019 MICHELLE VEST 515.98	CC-CANTEEN-SUPPLIES	515.98	A/P	CLEARED	03/31/2019
			515.98			
023759	03/28/2019 MINISTER OF FINANCE WEEK132019	EMPLOYEE DEDUCTIONS-MAR 24 -	209.30	A/P	OUT-STD	03/28/2019
			209.30			
023760	03/28/2019 MURPHY SURVEYS LTD. 18138	PM-SURVEY-ELM PARK EXPANSION	3,601.80	A/P	OUT-STD	03/28/2019
			3,601.80			
023761	03/28/2019 N. B. ELECTRIC POWER 10126106MAR19	TS-XINGLIGHTS-KING ST	29,176.06	A/P	CLEARED	03/31/2019
	17935200MAR19	TS-KING/UNIONST-TRAFFIC LIGHTS	26.21			
	19055406MAR19	RC-ARENA-ELECTRICTY	54.58			
	50660140MAR19	RC-PARKS-ROTARY CHANGING RO	796.08			
			26.21			

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	54187672MAR19	TS-KING/QUEENST-TRAFFIC LIGHTS	58.95			
	54253127MAR19	CC-BUILDING-ELECTRICITY	25,988.26			
	54653258MAR19	TS-KING/SUPERSTORE-TRAFFIC LIGHTS	73.74			
	55917471MAR19	TS-STWATERFRONT LIGHTS	82.79			
	57955782MAR19	RC-BANDSTAND-CHOCOLATE PARK	28.18			
	57955808MAR19	GG-120MILLTOWNBLVD-ELECTRICITY	110.79			
	73006038MAR19	RC-LIBRARY-ELECTRICITY	1,930.29			
023762	03/28/2019	PAYROLL TRANSFER	74,019.00	A/P	CLEARED	03/31/2019
	WEEK132019	GG-TRANSFER-MARCH 15 - 28/19	74,019.00			
023763	03/28/2019	PETTY CASH	48.55	A/P	CLEARED	03/31/2019
	FEBRUARY2019	GG-BUILDINGINSPECTOR-REGISTRATION	48.55			
023764	03/28/2019	SOUTHERN SANITATION LTD.	10,609.88	A/P	OUT-STD	03/28/2019
	160165	TS/RC-SHOP/PARKS-GARBAGE COLLECTION	542.69			
	52107592*	RC-BORDERARENA-OVERBILLED ACCOUNT	-115.00			
	52107638	CC-BUILDING-GARBAGE COLLECTION	347.88			
	52107696	PM-AIRPORT-GARBAGE COLLECTION	50.60			
	52107709	GG-TOWN-GARBAGE COLLECTION	632.50			
	52107710	GG-TOWN-GARBAGE COLLECTION	4,602.78			
	52107711	GG-TOWN-GARBAGE COLLECTION	4,005.74			
	52107712	TS/RC-SHOP/PARKS-GARBAGE COLLECTION	542.69			
023765	03/28/2019	SOUTH WEST COURIER	41.22	A/P	OUT-STD	03/28/2019
	17600	PS-FIRE-TO LEWCO	41.22			
023766	03/28/2019	STATIONERY PLUS	1,557.84	A/P	OUT-STD	03/28/2019
	45738	CC-ADMIN-DYMO TAPE	30.30			
	45855	CC-ADMIN-RUBBER STAMP	30.79			
	45962	GG-TOWN HALL-COFFEE KCUPS, PENS	62.30			
	46017	PS-FIRE-PRINTER, RUBBER BANDS	295.98			
	46298	TS-SHOP-FILE FOLDERS, PAPER	11.10			
	46496	TS-SHOP-PENS	5.96			
	46567	GG-TOWN HALL-BINDER, STICKY NOTES	266.69			
	46612	GG-TOWN HALL-FILE BOXES	8.05			
	46636	PS-FIRE-PRINTER, LASER TONER	382.35			
	46896	PS-FIRE-LASER TONER	223.08			
	46943	TS-SHOP-PENS, PORTFOLIOS	18.26			
	46980	CC-ADMIN-THERMAL ADD ROLLS, BINDER	151.75			
	47027	PS-FIRE-STAPLES, STAPLER	71.23			
023767	03/28/2019	TERRY LEE	2,587.50	A/P	OUT-STD	03/28/2019
	00043P	PS-FIRE-FIRST RESPONDER TRAINING	2,587.50			
023768	03/28/2019	TOSS SOLUTIONS	5,694.00	A/P	OUT-STD	03/28/2019
	2389	GG-TOWN HALL-INTERIOR DESIGN	5,694.00			
023769	03/28/2019	UNIFIRST CANADA LTD.	472.89	A/P	OUT-STD	03/28/2019
	7100161310	CC-BUILDING-FLOOR MATS	157.63			
	7100162025	CC-BUILDING-FLOOR MATS	157.63			
	7100162742	CC-BUILDING-FLOOR MATS	157.63			
023770	03/28/2019	KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	03/28/2019
	7083906	GG-TOWN HALL-PHOTOCOPIER LEASING	193.71			
023771	03/28/2019	MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	03/28/2019
	RC00070000	CC-BUILDING-WATER COOLER RENOVATION	80.50			

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023772	03/28/2019 RECEIVER GENERAL FOR CANADA WEEK132019 GG-REMITTANCE-MARCH 15-28/19	37,329.33 37,329.33	A/P	CLEARED	03/31/2019
Cheque Totals Issued:		583,157.04			
Void:		0.00			
Total Cheques Generated:		583,157.04			
Total # of Cheques Listed:		147			

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Number	Issued	Amount	SC	Status	Status Date
007658	03/06/2019 BRIGGS PLUMBING INC. 115947 WS-TRANS&DIST-REPIPING OFFICE	1,330.66 1,330.66	A/P	OUT-STD	03/06/2019
007659	03/06/2019 CANADIAN SPRINGS 9928273444 WS-SHOP-WATER	208.89 208.89	A/P	OUT-STD	03/06/2019
007660	03/06/2019 CUSTOM EMBROIDERY PLUS 574 WS-STC-CLOTHING ALLOWANCE	87.26 87.26	A/P	OUT-STD	03/06/2019
007661	03/06/2019 MEGA-LAB MANUFACTURING CO. LTD. 0000151681 SCD-DISPOSAL-ENVIROSOL	280.60 280.60	A/P	OUT-STD	03/06/2019
007662	03/06/2019 MILLTOWN MACHINE & FABRICATION LTD. 20355 WS-#103-MACHINE 7/16 FLAT BAR	149.04 149.04	A/P	OUT-STD	03/06/2019
007663	03/06/2019 RICHWIL TRUCK CENTRE LTD. 127709 WS-#20-CONNECTR, L 127745 WS-#20-CONNECTORS 127805 WS-#20-SWITCH CRU, SPRING CL	285.34 10.93 10.93 263.48	A/P	OUT-STD	03/06/2019
007664	03/06/2019 SAINT JOHN LABORATORY SERVICES LTD. 331-19 SCD-DISPOSAL-WASTEWATER TRE	2,487.97 2,487.97	A/P	OUT-STD	03/06/2019
007665	03/06/2019 SOURCE ONE SUPPLIES 20319 WS-TRANS&DIST-PAPER TOWELS, I 20346 WS-SOURCE-MR. CLEAN, BATH TIS:	211.45 132.11 79.34	A/P	OUT-STD	03/06/2019
007666	03/06/2019 SOURCE ATLANTIC 3156161 WS-STC-CLOTHING ALLOWANCE 3158579* WS-STC-CLOTHING ALLOWANCE	538.76 101.78 436.98	A/P	OUT-STD	03/06/2019
007667	03/06/2019 SOUTHWEST CONCRETE & CONS LTD IN000006307 WS-TRANS&DIST-EQUIPMENT REN1	2,173.50 2,173.50	A/P	OUT-STD	03/06/2019
007668	03/06/2019 SOUTHERN SANITATION LTD. 160166 WS-BUDD AVE-GARBAGE COLLECT	125.24 125.24	A/P	OUT-STD	03/06/2019
007669	03/06/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16176 WS-TRANS&DIST-OH METER REPAI	243.05 243.05	A/P	OUT-STD	03/06/2019
007670	03/06/2019 THE PANEL SHOP ITPS002692 WS-PUMP HOUSE-SURGE ARRESTC	1,399.02 1,399.02	A/P	OUT-STD	03/06/2019
007671	03/13/2019 A ONE PUMPING SERVICE LTD. 6381 WS-TRANS&DIST-SEWER FLUSHER	159.85 159.85	A/P	OUT-STD	03/13/2019
007672	03/13/2019 BRENNTAG CANADA INC. 40976597 WS-SOURCE-CHLORINE 40979383 WS-SOURCE-EMPTY CHLORINE CYL	3,013.23 6,693.23 -3,680.00	A/P	OUT-STD	03/13/2019
007673	03/13/2019 DILLON CONSULTING LIMITED 196469 WS-WATER AND SANITARY SEWER	10,961.09 10,961.09	A/P	OUT-STD	03/13/2019
007674	03/13/2019 KEITH'S BUILDING SUPPLIES 182880 WS-TRANS&DIST-9 VOLT BATTERY, 183261 WS-SOURCE-TB SQ FL HE 7 WS 12 183298 WS-TRANS&DIST-ICE SCRAPER	155.96 99.98 14.59 41.39	A/P	OUT-STD	03/13/2019
007675	03/13/2019 MARK'S COMMERCIAL BBC-0000032912 WS-SOURCE-CLOTHING ALLOWANK BBI-0000696553 WS-SOURCE-CLOTHING ALLOWANK BBI-0000696575 WS-SOURCE-CLOTHING ALLOWANK	510.17 -402.47 510.17 402.47	A/P	OUT-STD	03/13/2019
007676	03/13/2019 PARTS FOR TRUCKS INC. 34288942-00 WS-#102-VEHICLE BATTERY CABLE	323.09 323.09	A/P	OUT-STD	03/13/2019

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007677	03/13/2019 PITNEY WORKS FEB13/19* WS/SCD-ADMIN-POSTAGE METER F	2,018.81 2,018.81	A/P	OUT-STD	03/13/2019
007678	03/13/2019 PRINCESS AUTO 2135158 WS-TRANS&DIST-KIT SLIDE HAMME	421.29 421.29	A/P	OUT-STD	03/13/2019
007679	03/13/2019 PUROLATOR COURIER LTD. 440519359 SCD-DISPOSAL-TO ATLANTIC PURIF	54.38 54.38	A/P	OUT-STD	03/13/2019
007680	03/13/2019 RICHWIL TRUCK CENTRE LTD. 127915 WS-#20-FILTERS 127983 WS-#20-AIR FILTER	827.22 713.86 113.36	A/P	OUT-STD	03/13/2019
007681	03/13/2019 SOUTHWEST CONCRETE & CONS LTD IN000006370 WS-TRANS&DIST-EQUIPMENT RENT	2,018.25 2,018.25	A/P	OUT-STD	03/13/2019
007682	03/13/2019 STATIONERY PLUS 44874* WS/SCD-TOWN HALL-COFFEE, PEN 45006* WS/SCD-TOWNHALL- 2 HOLE PUNC 45019 WS-TRANS&DIST-PLANNER 45086 WS/SCD-TOWN HALL-ENVELOPES 45151 WS-SOURCE-RUBBER BANDS, MOU 45219* WS/SCD-TOWNHALL-BINDING CASE 45234* WS/SCD-TOWNHALL-FILE BOXES, B 45243* WS/SCD-TOWNHALL-REPORT COVE 45351* WS/SCD-TOWN HALL-CALCULATOR 45502 WS-SOURCE-INK CARTRIDGES, LEA 45648* WS/SCD-TOWNHALL-BATTERIES, PI	713.95 100.81 20.52 10.34 40.24 123.29 17.26 113.76 13.04 74.74 96.80 103.15	A/P	OUT-STD	03/13/2019
007683	03/20/2019 BERNIE MCFARLANE ELECTRICAL 32 WS-PUMPHOUSE-DECOMPRESSUR	400.00 400.00	A/P	OUT-STD	03/20/2019
007684	03/20/2019 CHLORATECH INC. 103373 WS-SOURCE-TURBIDITY BOTTLES 103377 WS-SOURCE-WASHERS FOR CHLOI	1,071.36 684.96 386.40	A/P	OUT-STD	03/20/2019
007685	03/20/2019 EMCO CORPORATION 12510921-00 WS-TRANS&DIST-CUTTING GREASE 12510921-01 WS-TRANS&DIST-GEAR OIL, TAPPIN 12510925-00 WS-TRANS&DIST-SFTY FLG SEGME 12510929-00 WS-TRANS&DIST-INSERT F/PES 12510933-00 WS-TRANS&DIST-TOP PIPE FLGS, V 12510940-00 WS-TRANS&DIST-COVER PLATE 12510961-00 WS-TRANS&DIST-SERV TUBES, GA 12510974-00 WS-TRANS&DIST-PIPE CUTTER 12510985-00 WS-TRANS&DIST-GRND CLAMPS, G 12510985-01 WS-TRANS&DIST-PIPE CUTTER 12510986-00 WS-TRANS&DIST-3-STRAND METER 12511016-00 WS-TRANS&DIST-6X4 DI MJ C/L REC	7,564.41 55.17 158.09 1,978.74 114.40 996.08 58.36 2,156.96 15.81 1,780.36 15.81 153.85 80.78	A/P	OUT-STD	03/20/2019
007686	03/20/2019 MINISTER OF FINANCE 6317330 SCD-DISPOSAL-EMPLOYEE TRAININ	510.00 510.00	A/P	OUT-STD	03/20/2019
007687	03/20/2019 N. B. ELECTRIC POWER 36869807MAR19 WS-3-119MAXWELLXINGBUILDING-E 50228902MAR19 WS-MAXWELLXING-PUMPS 52557428MAR19 SCD-218OLDBAYRD-WASTEWATER 53473043MAR19 WS-SOURCE-CHLORINE RESIDUAL	12,393.06 988.28 565.66 5,106.89 102.41	A/P	OUT-STD	03/20/2019

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	61224002MAR19	SCD-ST3-358A MILLTOWN BLVD LIF	999.13			
	61230004MAR19	WS-MAXWELLXING-PUMPS	3,980.47			
	76139807MAR19	SCD-ST3-4 RIVERSIDE DR LIFT STA	72.98			
	82291006MAR19	WS-SOURCE-RESERVOIR	332.80			
	84934906MAR19	SCD-ST3-6-58A RIVERSIDE DR LIFT	124.28			
	84943406MAR19	WS-ST3-TODD HILL RESERVOIR	120.16			
007688	03/20/2019	SAINT JOHN LABORATORY SERVICES LTD.	161.23	A/P	OUT-STD	03/20/2019
	745-18*	WS-SOURCE-DRINKING WATER LAE	64.49			
	980-18*	WS-SOURCE-DRINKING WATER LAE	96.74			
007689	03/20/2019	SERVICE NEW BRUNSWICK	190.00	A/P	OUT-STD	03/20/2019
	CJA1812019	SCD-ST3-2002 NISSAN FRONTIER	19.00			
	CLL4582019	WS-ST3-2007 FORD RANGER	19.00			
	CSA0612019	WS-ST3-2014 TOYOTA TACOMA	19.00			
	L621682019	SCD-ST3-1987 INTERNATIONAL 195	19.00			
	L899922019	WS-ST3-1998 CHEVROLET K2500	19.00			
	LCB4862019	WS-ST3-1987 INTERNATIONAL 2554	19.00			
	T191902019	WS-ST3-1988 CASE BACKHO	19.00			
	TBO8862019	WS-ST3-1992 AQUATE SEPTIC	19.00			
	TEL1402019	WS-ST3-1986 GARDNE DENVER	19.00			
	THM8992019	WS-ST3-2004 ROADMASTER UTILIT	19.00			
007690	03/20/2019	SPEEDY ST-STEPHEN 8768	49.45	A/P	OUT-STD	03/20/2019
	8768-303091	WS-#103-INSTALL GLASS IN DOOR	49.45			
007691	03/20/2019	THE PANEL SHOP	2,092.49	A/P	OUT-STD	03/20/2019
	ITPS002708	WS-SOURCE-SCADA COMPUTER TF	1,297.38			
	ITPS002709	SCD-DISPOSAL-SUPPLY FLOAT SWI	795.11			
007692	03/20/2019	TOWN OF ST. STEPHEN	13,428.93	A/P	OUT-STD	03/20/2019
	13428.93	WS-TRANSFER-HST REBATE JAN-M	13,428.93			
007693	03/20/2019	WARREN PAYNE ESTATE	50.00	A/P	OUT-STD	03/20/2019
	2019RIGHTOFWAY	WS-2019 RIGHT OF WAY AGREEME	50.00			
007694	03/28/2019	BARTLETT RANDY	465.73	A/P	OUT-STD	03/28/2019
	CELLPHONEUPGRADE	WS-SOURCE-CELL PHONE UPGRAC	465.73			
007695	03/28/2019	BELL ALIANT	316.88	A/P	OUT-STD	03/28/2019
	11366812FEB19	WS-SOURCE-PUMP STATION	136.38			
	19002807FEB19	SCD-DISPOSAL-OLD BAY WASTEWA	180.50			
007696	03/28/2019	BERNIE MCFARLANE ELECTRICAL	2,593.25	A/P	OUT-STD	03/28/2019
	44	WS-TRANS&DIST-NEW 600V HEATE	2,593.25			
007697	03/28/2019	BRIGGS PLUMBING INC.	939.09	A/P	OUT-STD	03/28/2019
	116026	WS-MAXWELL CROSSING-NEW BIG	939.09			
007698	03/28/2019	CANADIAN TIRE	532.30	A/P	OUT-STD	03/28/2019
	N17092235	SCD-DISPOSAL-BATTERIES	41.32			
	N17092241	WS-SOURCE-PAINT BRUSHES, BAT	133.24			
	N17092261	WS-SOURCE-RAINX, AIR FRESHENE	86.69			
	N17092262	WS-#102-PAINT	8.04			
	N17092299	WS-SOURCE-EXTENSION CORDS	102.14			
	N17092310	SCD-DISPOSAL-POLE FIBRE GLS	45.99			
	N17092315	WS-SOURCE-BATTERIES	70.05			
	N17092334	WS-SOURCE-BLDE, SQUARE ALUMI	44.83			
007699	03/28/2019	CAPITAL SAFE & LOCK SERVICE LTD.	75.44	A/P	OUT-STD	03/28/2019

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 007755 dated between 03/01/2019 and 03/31/2019

CHEQUE REGISTER

Printed: 11:48:07AM 04/24/2019

Page 4 of 5

Number	Issued		Amount	SC	Status	Status Date
	0001901607	SCD-DISPOSAL-GUARD PADLOCKS	75.44			
007700	03/28/2019	COX ELECTRONICS & COMMUNICATIONS	407.07	A/P	OUT-STD	03/28/2019
	1-025471	WS-SOURCE-REPLACE HARD DRIV	344.99			
	1-025493	WS-SOURCE-LIGHTNING USB	62.08			
007701	03/28/2019	CREIGHTON-CARTER LTD.	1,733.60	A/P	OUT-STD	03/28/2019
	961-471555	SCD-#4-TAIL LAMP, STEP BUMPER I	359.16			
	961-471556	SCD-#4-FACE BAR RR CHR	383.70			
	961-472312	WS-TRANS&DIST-RUBBER WORK L/	18.07			
	961-472436	WS-#1-RESONATOR ASSEMBLY, CL	140.37			
	961-472515	WS-#1-REMAN RACK PINION	486.45			
	961-472540	WS-#102-COUPLINGS, HOSES, WW	137.33			
	961-472690	WS-#1-TIE ROD ENDS	176.04			
	961-472702	WS-TRANS&DIST-LOCTITE COPPER	32.48			
007702	03/28/2019	GULLISON'S COURIER SERVICE	299.00	A/P	OUT-STD	03/28/2019
	317107	WS-SOURCE-TO RPC	34.50			
	317126	SCD-#4-FR CASE EQUIPMENT	80.50			
	909285	WS-SOURCE-RESEARCH AND PROI	34.50			
	909330	WS-SOURCE-TO RESEARCH AND PI	34.50			
	909367	WS-SOURCE-TO RESEARCH AND PI	34.50			
	909388	WS-#102-FR PARTS FOR TRUCKS	80.50			
007703	03/28/2019	N. B. ELECTRIC POWER	5,129.93	A/P	OUT-STD	03/28/2019
	53123817MAR19	SCD-STS-DECHLORINATION CHAME	213.90			
	53158875MAR19	SCD-STS-BUDD AVE LIFT STATION	2,939.09			
	54807440MAR19	SCD-STS-158AMILLTOWN BLVD LIFT	35.26			
	56356048MAR19	SCD-STS-18 RIVERSIDE DR LIFT ST.	39.79			
	61204006MAR19	SCD-2-216KINGST-LIFT STATION	161.05			
	61236008MAR19	SCD-STS-BUDD AVE LIFT STATION	1,740.84			
007704	03/28/2019	NORQUIP SUPPLY LTD.	991.88	A/P	OUT-STD	03/28/2019
	00010660	SCD-#4-CUTTING EDGES, CUTTING	991.88			
007705	03/28/2019	RESEARCH & PRODUCTIVITY COUNCIL	1,357.52	A/P	OUT-STD	03/28/2019
	249618	WS-SOURCE-DRINKING WATER LAE	277.81			
	249686	WS-SOURCE-DRINKING WATER LAE	385.19			
	249739	WS-SOURCE-DRINKING WATER LAE	416.71			
	250692	WS-SOURCE-DRINKING WATER LAE	277.81			
007706	03/28/2019	SAINT JOHN LABORATORY SERVICES LTD.	762.52	A/P	OUT-STD	03/28/2019
	385-19	SCD-DISPOSAL-WASTEWATER TRE	633.54			
	386-19	WS-TRANS&DIST-TESTING AFTER V	128.98			
007707	03/28/2019	SOURCE ATLANTIC	510.70	A/P	OUT-STD	03/28/2019
	3174508	SCD-DISPOSAL-BOOTS, SAFETY GL	510.70			
007708	03/28/2019	SOUTHWEST CONCRETE & CONS LTD	1,474.88	A/P	OUT-STD	03/28/2019
	IN000006474	WS-TRANS&DIST-EQUIPMENT REN1	1,474.88			
007709	03/28/2019	SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	03/28/2019
	52107713	WS-BUDD AVE-GARBAGE COLLECT	125.24			
007710	03/28/2019	STATIONERY PLUS	235.60	A/P	OUT-STD	03/28/2019
	45847	WS-SOURCE-MOUSE, PENS, USB E	93.33			
	45962*	WS/SCD-TOWN HALL-COFFE KCUP	62.30			
	46240	SCD-DISPOSAL-INKJET CARTRIDGE	29.16			
	46567*	WS/SCD-TOWN HALL-BINDER, STIC	42.78			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 007755 dated between 03/01/2019 and 03/31/2019

CHEQUE REGISTER

Printed: 11:48:07AM 04/24/2019

Page 5 of 5

Number	Issued	Amount	SC	Status	Status Date
	46612* WS/SCD-TOWN HALL-FILE BOXES	8.03			
007711	03/28/2019 STEINSVIK CANADA INCORPORATED	276.00	A/P	OUT-STD	03/28/2019
	103777 WS-SOURCE-DATA ANALYSIS/SOFT	276.00			
007712	03/28/2019 THE PANEL SHOP	1,445.55	A/P	OUT-STD	03/28/2019
	ITPS002723 SCD-DISPOSAL-VTSCADA SOFTWAI	1,445.55			
007713	03/28/2019 XPLOARNET	126.49	A/P	OUT-STD	03/28/2019
	INV25703887 WS-MAXWELL CROSSING-SATELLIT	126.49			
007714	03/28/2019 GHANIM, DR. ATHIR TALIB <i>(Payment Made to</i>	2,280.59	A/R	OUT-STD	03/28/2019
	<i>Town in Error)</i>				
	Cheque Totals Issued:	90,688.26			
	Void:	0.00			
	Total Cheques Generated:	90,688.26			
	Total # of Cheques Listed:	57			

* - Partial payment was made on invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: April 29, 2019

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 April 17, 2019 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, APRIL 17, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the above-noted six (6) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (d) of the New Brunswick *Local Governance Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

It was MOVED by Councillor Harding and SECONDED by Councillor Chisholm that the agenda be approved with one (1) addition: Request for Waiving of Fees – Downey Ford be added as (ii) under the Property, By-Laws and Environment Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) St. Stephen Middle School – Theatre Renovation Campaign – Bronwyn Tanner, Principal of St. Stephen Middle School, and Lindsay Russell-Samways, Chair of the Parent School Support Committee, presented information on the Theatre Renovation Campaign.

Committee agreed to sponsor the theatre renovation project at a Gold Level, as outlined below, to be paid from the Community Grants Fund budget:

Gold Level

- Company name featured prominently in foyer area of theatre
- Company name listed on all event programs for future St. Stephen Middle School events
- Company name engraved on 10 theatre chairs (one chair/\$250 donation)

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – Sergeant Stubbs spoke to his report.

In addition to his report, he introduced Constable Alex Martinez, a new officer whose first posting is St. Stephen, and who looks forward to involvement in the community.

- (ii) Report of the Fire Department – Report: FD 04-19 from the Fire Chief was received and reviewed for informational purposes.
- (iii) Extractor Unit – Request for Decision Report: FD 05-19 from the Fire Chief was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to approve the purchase of an Extractor Unit from Micmac Fire & Safety Source Ltd. through the Fire Budget and to be reimbursed through previously raised firefighter fundraising monies.

- (iv) Self-Contained Breathing Apparatus (SCBA) Tender – Request for Decision Report: FD 06-19 from the Fire Chief was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to authorize the purchase of 16 self-contained breathing apparatus kits from Micmac Fire & Safety Source Ltd. with funds from the General Capital Reserve as approved in the 2019 budget.

A motion will be considered at a future meeting to transfer funds from the General Capital Reserve.

- (v) ¾ Ton Command Vehicle Tender – Request for Decision Report: FD 07-19 from the Fire Chief was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to authorize the purchase of a ¾ ton 4x4 truck from Moffitt Dodge Chrysler Ltd. with funds from the General Capital Reserve as approved in the 2019 budget.

A motion will be considered at a future meeting to transfer funds from the General Capital Reserve.

- (vi) 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) Request for Waiving of Fees – Downey Ford – Request for Decision Report: CAO 12-19 from the Chief Administrative Officer was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to authorize the waiving of building permit fees related to the construction of a new facility for Downey Ford; however, a building permit will be issued and the Building Inspector will perform routine inspections.

Committee directed the Chief Administrative Officer to draft amendments to the Major Industry and Economic Development Incentive Policy to establish criteria to allow administration to manage these types of requests, and such amendments will be presented for adoption at a future meeting.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 09-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) RFP – Redevelopment of Town of St. Stephen's Web Presence – Request for Decision Report: CAO 10-19 from the Chief Administrative Officer was received and reviewed.

Committee directed the Chief Administrative Officer to release a Request for Proposals to seek proposals from qualified vendors for the redevelopment of the Town's online presence, with specific focus on enhancing citizen and visitor experience, and to bring the information back to a future meeting.

- (iii) Report of the Finance Department – Report: TR 06-19 from the Treasurer was received and reviewed for informational purposes.
- (iv) Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (REVISED February 2019) – The revised plan was received and reviewed and a motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 for adoption.
- (v) Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023 – The plan was received and reviewed and a motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 for adoption.
- (vi) Recommendation of the Joint Health and Safety Committee – Request for Decision Report: CAO 11-19 from the Chief Administrative Officer with attached recommendation from the Joint Health and Safety Committee was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to provide employee and Council memberships to the Garcelon Civic Center in order to promote health and wellness; increase energy and productivity; and lower healthcare spending.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – There was no report this month.
- (ii) Garcelon Civic Center Report – Report: GCC 04-19 from the Operations/Maintenance Coordinator was received and reviewed for informational purposes.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EDC 04-19 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Noise By-law Allowances for Town Events – Request for Decision Report: EDC 05-19 from the Events Development Coordinator was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to grant permission for music to be played at various events during the spring and summer of 2019, either in the form of a live entertainer(s) or a speaker system.

- (iii) Volunteer Road Toll – The request from the St. Stephen-Milltown Lions Club to hold a fundraising voluntary road toll on September 14, 2019, with an alternate date of September 21, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 29, 2019.
- (iv) Volunteer Road Toll – The request from the Charlotte County Animal Shelter dated March 28, 2019 to hold a fundraising voluntary road toll on June 8, 2019, with an alternate date of September 28, 2019, was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 29, 2019.
- (v) Request to Hold Event – The letter from the Rotary Club of St. Stephen-Milltown dated April 10, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, April 29, 2019 to approve the 2019 Run/Walk, To Fuel Young Minds, on September 22, 2019 from 8:00 a.m. – 2:00 p.m. (actual run from 9:00 a.m. – 11:00 a.m.).

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 04-19 from the Director of Operations was received and reviewed for informational purposes.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:35 p.m. and returned to open session at 7:00 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 7:00 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, APRIL 17, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – three (3) matters
2. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – three (3) matters

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
 - (i) St. Stephen Middle School – Theatre Renovation Campaign – Presentation by Bronwyn Tanner, Principal, as outlined in the information dated March 27, 2019 attached.
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 04-19 from Fire Chief attached.
- (iii) Extractor Unit – Request for Decision Report: FD 05-19 from Fire Chief attached.
- (iv) Self-Contained Breathing Apparatus (SCBA) Tender – Request for Decision Report: FD 06-19 from Fire Chief attached.
- (v) ¼ Ton Command Vehicle Tender – Request for Decision Report: FD 07-19 from Fire Chief attached.
- (vi) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 09-19 from Chief Administrative Officer attached.
- (ii) RFP – Redevelopment of Town of St. Stephen's Web Presence – Request for Decision Report: CAO 10-19 from Chief Administrative Officer attached.
- (iii) Report of the Finance Department – Information Report: TR 06-19 from Treasurer attached.
- (iv) Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (REVISED February 2019) – Copy attached.
- (v) Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023 – Copy attached.
- (vi) Recommendation of the Joint Health and Safety Committee – Request for Decision Report: CAO 11-19 from Chief Administrative Officer with recommendation from Joint Health and Safety Committee attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Garcelon Civic Center Report – Information Report: GCC 04-19 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 04-19 from Events Development Coordinator attached.
- (ii) Noise By-law Allowances for Town Events – Request for Decision Report: EDC 05-19 from Events Development Coordinator attached.
- (iii) Volunteer Road Toll – Request from St. Stephen-Milltown Lions Club attached.
- (iv) Volunteer Road Toll – Request from Charlotte County Animal Shelter dated March 28, 2019 attached.
- (v) Request to Hold Event – Letter from St. Stephen-Milltown Rotary Club dated April 10, 2019 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 04-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

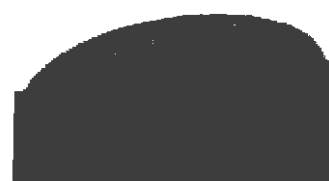
SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of March 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Garcelon Civic Center.



**Town of St. Stephen
Information Report to Council
Report: CAO 09-19**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: April 17, 2019
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Activities of the CAO Office during the reporting period for March 2019 can be summarized as follows:

1. Town Hall Relocation:

- Tender documents currently being prepared.

2. Economic Development

Former Town Hall project: More information to be presented on this matter during the meeting.

Beacon: Beacon required some assistance from the Town in acquiring paperwork necessary to secure some financial standing. This assistance was provided and developers have expressed their gratitude.

St. Stephen Landing: Foundation work has commenced on the facilities.

St. Stephen Aces: CAO has been working in concert with the Mayor in an attempt to identify potential actions or strategies to enhance the likelihood that the ACES franchise could remain a vibrant part of St. Stephen's entertainment options.

Elm Street Nature Park Expansion: Survey of additional parcel completed. Total area under consideration is 7.64 hectares. This is less than the assumed 9.3 hectares contained in previous

report. The reduce area results in the acquisition price being approximately \$1,300 less than anticipated in the 2019 municipal operating budget.

Other: Ongoing work on potential industrial and commercial developments.

3. Human Resources

Director of Community Services: Recruitment for this position has closed. After much work by the evaluation team, a decision to offer the position to the lead candidate was made. The offer was accepted, and Mr. Kevin (Kev) Sumner will be joining the Town of St. Stephen management team on June 3rd, 2019. Mr. Sumner will be relocating to St. Stephen ahead of his wife and children, who will hopefully follow shortly thereafter.

Assistant Events Coordinator: This position has now been filled.

4. **Billy Weston Brook Flood Mitigation:** Confirmation of the funding being available for this year's work has been received. Expectation is that the remaining work under this program will be completed prior to September 11th, 2019. The remaining work is the responsibility of one of our project partners, NB Southern Railway.
5. **WF Ganong Statue:** Grant application submitted to Heritage Canada in an effort to secure funding necessary to bring the project to fruition.
6. **Prime Minister's Visit:** Prime Minister Justin Trudeau visited our community during this reporting period. This visit was indeed an added challenge to our team working at the Garcelon Civic Center. A great amount of work went on "behind the scenes" to ensure that this visit was a logistical success. I am exceptionally proud of how our team worked together on this event.

Respectfully submitted,
Jeff Renaud



**Town of St. Stephen
Information Report to Council
Report: TR 06-19**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, CPA, CMA, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: April 17, 2019
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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 February 28, 2019.
 - Processing Utility bills Jan-Mar/19-In Progress.

- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to February 28, 2019.
 - Review of procedures for electronic payments.

- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
 - Bi-weekly 81 employees, Monthly 25 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 114 employees.

- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
 - Finalized Month end completed to July 31, 2018.
 - Council Statements and Department Head Statements to February 28, 2019.

2) Meetings:

- A) Committee Meeting-March 13, 2019.
- B) Automated meter reading meeting-April 1, 2019.
- C) Weekly Garcelon Civic Center Management Staff meetings.
- D) Weekly Accounting Department Staff meetings.
- E) Various accounting software webinars.
- F) WHIMIS webinars and testing.

3) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Civic Center.
 - 2) Prince William Street Infrastructure Renewal.
 - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 6) Skateboard Park.
 - 7) Waterfront Revitalization.
 - 8) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
 - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 10) Water and Sanitary Sewer System Extension (Route 3)
 - 11) 2019 Capital Plans-16 additional capital projects

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to February 28, 2018.

- C) Multiple HST remittances-In Progress.

- D) Various insurance issues-In Progress.

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

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

- G) Computer server maintenance.

4) 2019 Budget Variance:

Per the Director of Operations due to winter conditions the budget line for Sand and Gravel is over at this time by \$6,246.50. This will vary by the end of the year based on usage and year end inventory levels



**Town of St. Stephen
Information Report to Council
Report: PW 04-19**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: April 17, 2019
Subject: March Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Repaired 5 Water Meters.
- b) Installed 3 new Meters.
- c) Plowed Snow.
- d) Repaired 4 Laterals.
- e) Repaired 2 Hydrants.

2: Streets:

- a) Repaired crosswalk signs.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Repaired Walking Trail.
- e) Cold patched pot holes.

3: Waste Water:

- a) Videoed 6 Sewer Laterals.
- b) Rodded 2 Sewer Laterals.
- c) Videoed 10 Sewer Mains.
- d) Flushed 4 Sewer Mains.

Progress Updates

April 08, 2019

Water and Sanitary Sewer System Extension – Route 3 – Project No. 18-8036

The Contractor is currently working on the horizontal directional drilling component of the work, having completed the drilled sewer main installation under Route 3. The water main under Route 3 and both pipes under the ramp still need to be drilled. Following completion of the drilling, the remainder of the water and sewer will be installed on either end.

Combined Sewer Separation and Utility Renewal (Murchie Avenue) – Project No. 18-7576

The project is complete with the exception of the asphalt surface course, sidewalk and lawn restoration which will be completed in the Spring of 2019.

Street Improvements 2018 (Milltown Boulevard Pleasant Street to Riverside Drive) – Project No. 18-7514

The project is complete with the exception of some sidewalk and lawn restoration which will be completed in the Spring of 2019.

Waterfront Revitalization – Project No. 18-7081

The revised tender for the Wharf structure was released on April 5th and closes May 9th. A tender for the floating docks will be release later in the Spring and a tender for the civil/landscaping portion of the work will be released following that.

Combined Sewer Separation and Utility Renewal (Elm Park, Pinewood, Maple) – Project No. 16-4847

Work is scheduled to be completed on the remaining section of Maple Street in Spring 2019. Correction of some asphalt surface deficiencies will be completed at this time as well.

Water Main and Utility Renewal (Milltown Boulevard) – Project No. 17-5356

All underground work is complete. The only remaining work to complete the project is replacement of some of the concrete sidewalk panels within the work area. This work is scheduled to be done in Spring 2019.



**Town of St. Stephen
Information Report to Council
Report: FD 04-19**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, April 17, 2019
Subject: Committee Meeting for April

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	9
	Out of Town Alarms	4
	Total	13

Alarms	# Calls	# FF	# Hours
1. Alarm system activation	4	32	32
2. Motor Vehicle Accident	2	20	20
3. Ambulance Assist	3	27	27
4. Structure Fire	2	17	17
5. Chimney Fire	1	9	9
6. Public Assist	1	7	7

Total			
SSFD	13		
Other FD	43		
St Stephen PW	11		
St Andrews PW	4		
Total calls dispatched	71		

2. Fire Department Activities

1. Monthly Meeting of the fire department.
2. Annual SSFD Firefighter Bonspiel. 12 teams from around the county were in attendance. \$200 of profit was donated back to the curling club.
3. Fire extinguisher inspections
4. Kitchen and lobby area of the fire station is being touched up and painted and pictures reorganized.
5. Collected more materials through donation for the Training Grounds.
6. An orientation session was conducted by Capt. Richardson and Chief Morton at Western Charlotte FD, to familiarize WCFD firefighters with our rescue unit, which will respond to Western Charlotte territory for rescue calls.

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. JHSC meetings (internal) and with Shelley O'Dell from Worksafe NB with respect to policy and plan development.
4. Coordinating and instructing the 2019 Firefighter 1 Program on behalf of the Fundy Firefighters Association and NBCC.
5. Review of Emergency Measures Plan with CAO Jeff Renaud.

4. Equipment

1. Tender packages for SCBA closed on March 25th.
2. Tender package for ¾ ton truck closed on April 1st.

5. Personnel

1. Two new recruits continue with Firefighter One Training in St. George, two nights per week.
2. One firefighter received her Firefighter 1 accreditation.
3. One firefighter is working towards her Firefighter Two accreditation in Musquash, one night per week.
4. Four firefighters did Ice Rescue Refresher training with Calais FD.
5. Ten firefighters completed their Medical First Responder re-certification training over four evenings.
6. Capt. Joe Richardson and I have successfully completed and received our certification of Fire Officer 1 through NBCC.
7. I have recruited a Firefighter 1 trained firefighter, who is also a member of a neighbouring department. This firefighter will eventually fill a vacancy in our sleep schedule.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

March REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for March By-Law –Enforcement.
We handled 29 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	<p><i>DPW called to complain about a dumpster blocking a sidewalk in Milltown</i></p> <p>DPW called with regards to a business owner dumping snow into the river</p> <p>Attended Court with regards to a warrant of arrest that was executed</p> <p>Summons was served for court as well as affidavit prepared for same</p>	<p>Called the owner and they had a truck come and move it safely out of the way</p> <p><i>Spoke with person and he will stop the habit</i></p> <p><i>Court date for April for sentencing.</i></p>
Assist General Public ()		

Parking (19)	<p><i>9 Warnings were given for parking</i></p> <p>Compliant of School bus parked illegally on Scoodic Street.</p> <p>Parking complaint about vehicles on Watson St.</p> <p>Three tickets issued for parking violations</p> <p>Four tickets have been paid</p> <p>Also attended court on the 19th. for traffic offences</p>	<p>Patrol made to area and spoke with the driver and he immediately moved the bus</p> <p>Patrol made and nothing found. Will continue to monitor</p>
Dog Complaints (5)	<p><i>Gentleman is complaining about dogs in his neighborhood</i></p>	<p><i>Numerous patrols have been made and zero sightings of dogs.</i></p>

	<p><i>Received a complaint of a dog running at large at the far end of Church St. Large dog coming out at people as they walk</i></p> <p><i>Received two complaints of owners allowing their dogs to run at large and they are not licensed</i></p>	<p><i>Patrols have been made daily and no sighting as of yet.</i></p> <p><i>Letters were sent too the individuals giving them two weeks to comply. One owner has done this</i></p>
--	---	--

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town daily and responded to all calls. Complaint of s a dog stolen on Riverside Drive, however the dog showed up later. Had a complaint of a dog on Milltown Blvd. roaming, was unable to locate. RCM Police brought in a dog found roaming on King St. Old yellow dog was impounded and the owner arrived the next day and paid the impound fee, license and fine. License and fine were turned into the Town office at the end of the month. Call of a lost pup on Milltown Blvd. pup was later found.

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

	2019	2018	2019	2018	2019	2018	2019	2018
BUILDING INSPECTION 2019								
MARCH								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	1	\$60,000.00	\$1,900.00	0	3	\$0.00	\$360,900.00
Residential Renos/Additions	2	0	\$0.00	\$0.00	4	4	\$128,000.00	\$34,900.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	0	\$5,344,000.00	\$0.00
Com./Indus./Inst. Renos	3	2	\$327,000.00	\$7,500.00	6	3	\$327,000.00	\$87,500.00
Institutional	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
TOTALS	5	3	\$387,000.00	\$9,400.00	10	10	\$5,799,000.00	\$483,300.00
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	10	N/A						
Electrical waivers issued	4	N/A						
Active Unsightly Premises	6	N/A						
Sign Permits	5	N/A						



**Town of St. Stephen
Information Report to Council
Report: GCC: 04-19**



To: Jeff Renaud, Chief Administrative Officer
From: Jeremy McShane, Operations/Maintenance Coordinator
Resource Staff: Kari Kluke and Nikki Mott
Date of Meeting: April 17th/2019
Subject: Garcelon Civic Center Monthly Report

Recommendation: That this report be received for information.

Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. Maint. Staff recertified as certified pool and spa operators in March
3. Casual Maint. Positon has been filled and will start on March 11th/2019.
4. Both boilers back online, and are working great.
5. Building slowly transitioning from winter set points to warmer weather set points.
6. Hosted the Prime Minister at the end of March, a lot logistics in a short period, but went very well.
7. One employee has gone back to parks and Rec. Dept.

Aquatics Department

- Swim for Life Instructor course was held on March 22nd & March 23rd. 4 candidates successfully completed the course.
- Lifesaving Instructor and Examiners course will be held April 5th and 6th. 4 candidates are enrolled in the course.
- Spring swimming lessons begin the week of April 8th. Many classes are full.
- Recreation brochure has been printed and will be mailed out on Tuesday April 2nd

Administration/Accounting

1. Monthly Projects

- a. Prepared the Accounts Receivable Aging Report for February. Submitted to Accounting.
- b. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- c. Sent monthly invoices to various organizations.
- d. Trained the new Receptionist & Hospitality Attendant. Also conducted various training with student staff.

- e. Launched an Ice Patrol program for supervising the ice during the various Tykes, Teens, and 5 to 15 with Sticks skating times throughout the week.
- f. Prepared to launch the new "Group Membership" program to take effect April 1, 2019 to replace the former Corporate Memberships.
- g. Trained in various accounting processes to cover while a staff member is out on sick leave.

2. Statistics:

- a. Approximately 2008 membership check-ins were recorded for the month.
- b. Approximately 167 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 61 punch cards sold throughout the month.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-2.4 - A BY-LAW TO AMEND BY-LAW NO. A-2, "A BY-LAW RESPECTING PROCEDURES OF THE TOWN COUNCIL AND TOWN ADMINISTRATION" – SECOND READING – READING IN ITS ENTIRETY

THAT By-Law No. A-2.4 – "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" – be given Second Reading - Reading in its Entirety.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

**BY-LAW NO. T-6 - A BY-LAW TO STOP UP AND CLOSE PORTIONS OF
PROGRESS DRIVE AND FUTURE STREET – FIRST READING – SHORT TITLE
ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. T-6, "A By-Law to Stop Up and Close Portions of Progress Drive and Future Street" – for First Reading – Short Title Only.

THE TOWN OF ST. STEPHEN

BY-LAW NO. T-6

**A BY-LAW TO STOP UP AND CLOSE
PORTIONS OF PROGRESS DRIVE AND FUTURE STREET**

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

All those certain portions of Progress Drive and Future Street, so called, in the Town of St. Stephen, in the County of Charlotte, hereinafter bounded and described, are hereby permanently stopped up and closed and shall no longer be a public thoroughfare:

Parcel "A"

Beginning at the south west corner of the Tidal Health Solutions Ltd. Property PID No. 15151004, being a calculated point number 1334 on a Plan of Survey showing Portions of a Public Street to be Stopped Up, prepared by Murphy Surveys (1990) Ltd. and dated April 15, 2019, a reduced copy of which is being hereto attached; thence on a New Brunswick Grid Azimuth 138 degrees 05 minutes 05 seconds a distance of 84.974 metres to a point number 1335 on said plan; thence 227 degrees 33 minutes 15 seconds a distance of 20.119 metres to a point number 1336 on said plan; thence 318 degrees 06 minutes 31 seconds a distance of 84.974 metres to a point number 2032 on said plan; thence 47 degrees 33 minutes 17 seconds a distance of 20.083 metres to the place of Beginning and containing 1708 square metres and being shown as Parcel "A" on said Plan.

Parcel "B"

Beginning at the north west corner of the Tidal Health Solutions Ltd. Property PID No. 15148445, being a calculated point number 2060 on a Plan of Survey showing Portions of a Public Street to be Stopped Up, prepared by Murphy Surveys (1990) Ltd. and dated April 15, 2019, a reduced copy of which is being hereto attached; thence on a New Brunswick Grid Azimuth 138 degrees 07 minutes 18 seconds a distance of 83.520 metres to a point number 1337 on said plan; thence 38 degrees 50 minutes 06 seconds a distance of 20.385 metres to a point number 1338 on said plan; thence 318 degrees 07 minutes 17 seconds a distance of 80.430 metres to a point number 1339 on said plan; thence 47 degrees 33 minutes 16 seconds a distance of 20.117 metres to the Place of Beginning and containing an area of 1649 square metres and being shown as Parcel "B" on said Plan.

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 , 2019.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police March 2019 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
March 2019**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **March 1, 2019 to March 31, 2019 inclusive**. During this time period, the RCMP responded to **255** calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops	31
Driver's Licence Suspensions – By Police	1
Driving While Disqualified or License Suspension.....	1
Fail to Stop or Remain at Accident Scene – Provincial/Territorial.....	1
Motor Vehicle Act – Other Activities	1
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial.....	5
Off-Road Vehicle Act – Offences Only.....	3
Off-Road Vehicle Collision – Property Damage.....	1
Traffic Collision – Property Damage	10
Traffic Tickets	68
Traffic Warnings.....	9

PROVINCIAL STATUTES:

Coroner's Act – Sudden Death/Other Activities.....	1
False/Abandoned 911.....	2
Family Relations Act – Other Activities.....	4
Intoxicated Persons Detention Act – Other Activities.....	1
Mental Health Act	10
Other Provincial/Territorial Statutes	1
Trespass Act – Provincial/Territorial – Offences Only	2
Youth Criminal Justice Act – Offences Only.....	1

CRIMINAL CODE:

Animal Calls.....	1
Assault.....	2
Assault with Weapon or Causing Bodily Harm	2
Breach of Prohibition Order.....	1
Break and Enter – Residence	1
Distribute intimate image without consent	1
Disturbing the peace/Causing a disturbance	2
Failure to comply with an Undertaking given to officer in charge/peace officer.....	1
Failure to comply with condition of undertaking/recognizance/direction in remand Order.....	1
Harassing communications	1
Mischief – Damage to, or Obstruct enjoyment of property.....	8
Operation while impaired (alcohol)/over 80mg% of Motor Vehicle.....	1
Operation while prohibited	1
Other theft under \$5000.....	3
Peace Bond	1
Possession of property obtained by crime less than or equal \$5000	1
Robbery – with other offensive weapon	1
Sexual Assault	2
Uttering Threats against a Person.....	3

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Dept/Agency	1
Assistance to Canadian Police (non-RCMP).....	3
Assistance to Canadian Provincial/Territorial Agency	6
Assistance to General Public	14
Crime Prevention	3
Demonstrations/Protests.....	1
False Alarms.....	12
Information File	3
Items Lost/Found – except Passports	5
Person Reported Missing.....	2
Police Certificates/Letters	83
Suspicious Person/Vehicle/Property	7
Unfounded	11

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

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN FIRE DEPARTMENT – EXTRACTOR UNIT

THAT the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$12,950.00 (twelve thousand, nine hundred and fifty dollars), plus HST, for the purchase of an Extractor Unit from Micmac Fire & Safety Source Ltd. of Fredericton, New Brunswick.

AND THAT Council hereby accepts the offer of the St. Stephen Volunteer Fire Department to fund this purchase in an amount equivalent to the net cost of the expenditure.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

AWARDING OF TENDER RFQ# TOSS19-01: SELF-CONTAINED BREATHING APPARATUS

THAT the tender received in the amount of \$183,160.00 (one hundred and eighty-three thousand, one hundred and sixty dollars), plus HST, from Micmac Fire & Safety Source Ltd. of Fredericton, New Brunswick for 16 (sixteen) Self-Contained Breathing Apparatus kits be accepted.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

AWARDING OF TENDER RFQ# TOSS19-02: 2019 ¾ TON 4 WHEEL DRIVE HD 8' LONG BOX TRUCK

THAT of the two (2) tenders received, the low tender of \$49,643.00 (forty-nine thousand, six hundred and forty-three dollars), plus HST, from Moffitt Dodge Chrysler Ltd. of Oak Bay, NB, for a 2019 ¾ ton 4 wheel drive HD 8' long box truck be accepted.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

WAIVING OF BUILDING PERMIT FEES

THAT the Council of the Town of St. Stephen authorizes the waiving of building permit fees related to the construction of a new facility for Downey Ford.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

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

THAT the document entitled "Five-Year Capital Investment Plan for the GTF Administrative Agreement Town of St. Stephen 2014-2018 (REVISED February 2019)" (copy attached) be adopted.



Five-Year Capital Investment Plan for the GTF Administrative Agreement

Town of St. Stephen

2014 – 2018

(REVISED February 2019)

INTRODUCTION

The *Town of Stephen* has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

Capital Investment Plan for the GTF Administrative Agreement

COUNCIL RESOLUTION TO BE FORWARDED UNDER SEPARATE COVER

PROJECTS

1) Environmental Risk Assessment (CCME Strategy Compliance) Phase 2

Project Category:

Capacity Building

Project Description:

This project was initiated under the 2010-2013 round of Gas Tax and will be completed in 2014, with the scope of work in 2014 being "Phase 2". Under Phase 2, the environmental risk assessment for the wastewater effluent discharging from the Town's wastewater treatment plant will be finalized.

EIA Required

Tender Required

Expected Outcome:

Information that will allow the Town to plan for any system upgrading that may be required to meet the new federal requirements.

Proposed Indicator(s):

Copy of Report

Year	GTF Contribution	Total Cost
2014	\$7,696	\$7,861
2015		
2016		
2017		
2018		

2) Water Transmission Main Replacement

Project Category:

Drinking water

Project Description:

A significant portion of the Town's water transmission main was constructed in 1906 and conveys all of the Town's drinking water from the source/treatment location to the distribution system. This project proposes the replacement of one section of water main that crosses beneath a watercourse/wetland and floodplain, making maintenance and repairs difficult and/or impossible during periods of high water. The new 700 (+/-) lineal metre transmission main will be routed along an existing road making future maintenance and repairs easier and less costly and provide enhanced system security.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal meters of transmission main installed.

Year	GTF Contribution	Total Cost
2014		
2015	\$533,443	\$534,612
2016		
2017		
2018		

3) Overflow Storm Sewer and Sanitary Sewer Renewal

Project Category:
Wastewater

Project Description:

This project includes replacement of approximately 200 lineal metres of old sanitary sewer and installation of a separate storm sewer system (approximately 400 lineal metres) on Todd Street and Bell Avenue. Additionally a ditch and inlet pipe will be constructed into the new storm sewer from a low lying area between Bell Avenue and the NBSR Railway that will help alleviate overland flooding from nearby Doodle Brook.

EIA Required Tender Required

Expected Outcome:
Cleaner Water

Proposed indicator(s):

Number of lineal metres of storm sewer installed
Number of lineal metres of sanitary sewer replaced

Year	GTF Contribution	Total Cost
2014		
2015	\$450,443	\$450,443
2016	\$2,275	\$2,275
2017		
2018		

4) Combined Sewer Separation and Utility Renewal

Project Category:

Wastewater

Project Description:

This project includes replacement of approximately 154 lineal metres of iron and galvanized steel water main, 131 lineal metres of sanitary sewer pipe and installation of dedicated storm sewer system (approximately 90 lineal metres). The work will also consist of reconstruction of the existing road (granular and asphalt) and adjacent asphalt sidewalk within the extents of the underground renewal work.

EIA Required

Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of storm sewer installed

Number of lineal metres of sanitary sewer replaced

Number of lineal metres of water main replaced

Number of existing catch basins removed from sanitary sewer system

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$538,000	\$538,000

5) Water and Sanitary Sewer System Extension

Project Category:

Wastewater

Project Description:

This project includes the installation of a water and sanitary sewer system extension to service existing municipal residents and businesses in the Town of St. Stephen as well as new development. The overall project consists of approximately 1170 lineal metres of sanitary sewer pipe and 775 lineal metres of water distribution pipe. The Gas Tax Fund portion of the project consists of the first 175 lineal metres of sanitary sewer pipe installed in Town limits starting at the Route 3/Route 170 roundabout.

EIA Required

Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of sanitary sewer installed

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$85,000	\$1,185,000

6) Waterfront Enhancements – Phase I

Project Category:
Tourism Infrastructure

Project Description:

This project includes the installation of a new hardscape surface, enhancement of trails and drainage improvements adjacent to the Town wharf and farmer’s market greenspace.

EIA Required Tender Required

Expected Outcome:
Improved Tourist Facility

Proposed indicator(s):
of residents that will benefit from improved tourist facilities

Year	GTF Contribution	Total Cost
2014		
2015		
2016		
2017		
2018	\$143,451	\$143,451

TOWN OF ST. STEPHEN

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2014	2015	2016	2017	2018	Total
Environmental Risk Assessment (CCME) Ph.2	\$7,861					\$7,861
Water Transmission Main Replacement		\$534,612				\$534,612
Overflow Storm & Sanitary Sewer Renewal		\$450,443	\$2,275			\$452,718
Combined Sewer Separation & Utility Renewal					\$538,000	\$538,000
Water and Sanitary Sewer System Extension					\$1,185,000	\$1,185,000
Waterfront Enhancements - Phase I					\$143,451	\$143,451
						\$0
						\$0
						\$0
Total Capital Expenditures	\$7,861	\$985,055	\$2,275	\$0	\$1,866,451	\$2,861,642

SOURCE OF FUNDS

GTF Agreement (2010-2013)	\$76,979					\$76,979
GTF Agreement (2014-2018)	\$322,924	\$322,924	\$339,070	\$339,070	\$355,222	\$1,679,210
GTF Legacy Amount (2017)				\$4,119		\$4,119
Interest Eamed	\$165	\$1,169				\$1,334
GTF Bank Account	\$392,207	\$392,207	\$68,040	\$343,189	\$411,229	\$0
Private Sector Investment					\$400,000	\$400,000
RDC Gas Tax					\$700,000	\$700,000
Long Term Borrowing						\$0
Others (specify) <u>Interim Financing</u>		\$268,755	\$268,755			\$0
Total Sources of Funds	\$7,861	\$985,055	\$2,275	\$0	\$1,866,451	\$2,861,642

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

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

THAT the document entitled "Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023" (copy attached) be adopted.



Town of St. Stephen

**Five-Year Capital Investment Plan
for the GTF Administrative
Agreement**

2019 – 2023

Department of Environment and Local Government

INTRODUCTION

The *Town of St. Stephen* has prepared a five-year Capital Investment Plan for the years 2019 – 2023 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

Capital Investment Plan for the GTF Administrative Agreement

COUNCIL RESOLUTION TO BE FORWARDED SEPARATELY

PROJECTS

1) Riverside Drive (East) Wastewater Pumping Station Replacement

Project Category (select one):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input checked="" type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

The wastewater pumping station located on the eastern end of Riverside Drive is more than 50 years old and has required significant maintenance effort in recent years for continued operation. Proposed upgrades include construction of a new wet well complete with pumps and equipment, control panel and valve chamber or building.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Reduction in KWH consumed year after replacement versus year before replacement

Year	GTF Contribution	Total Cost
2019	395,000	395,000
2020		
2021		
2022		
2023		

2) Waterfront Enhancements (Phase II)

Project Category (Select one):

- | | | | |
|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| Drinking water | | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | | Cultural Infrastructure | |
| Local roads and bridges | | Tourism Infrastructure | <input checked="" type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

This project includes the installation of a new hardscape surface, enhancement of trails and drainage improvements adjacent to the Town wharf and farmer’s market greenspace.

EIA Required Tender Required

Expected Outcome:

Improved Tourist Facility

Proposed indicator(s):

of residents who benefit from improved tourist facility

Year	GTF Contribution	Total Cost
2019	150,000	150,000
2020		
2021		
2022		
2023		

3) West Street Utility Renewal

Project Category (Select one):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input checked="" type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

This project includes replacement of approximately 290 lineal metres of water main, 131 lineal metres of sanitary sewer pipe and minor drainage improvements. The work will also consist of reconstruction of the existing road.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

- Number of lineal metres of water main replaced
- Number of lineal metres of sewer main replaced

Year	GTF Contribution	Total Cost
2019		
2020	651,506	651,506
2021		
2022		
2023		

4) King Street Wastewater Pumping Station Replacement

Project Category (Select one):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input checked="" type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

The wastewater pumping station located on King Street adjacent to Billy Weston Brook is more than 40 years old and is frequently flooded by the adjacent brook. Proposed upgrades include construction of a new wet well complete with pumps and equipment, a new control panel to be elevated above historical flood levels and reconfiguration of site piping.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of Wastewater Pumping Stations Replaced

Year	GTF Contribution	Total Cost
2019		
2020		
2021		
2022	395,000	395,000
2023		

TOWN OF ST. STEPHEN

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2019	2020	2021	2022	2023	Total
Riverside Drive (East) Wastewater Pumping Station Replacement	\$395,000					\$395,000
Waterfront Enhancements (Phase II)	\$150,000					\$150,000
West Street Utility Renewal		\$651,506				\$651,506
King Street Wastewater Pumping Station Replacement				\$380,000		\$380,000
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total Capital Expenditures	\$545,000	\$651,506	\$0	\$380,000	\$0	\$1,576,506

SOURCE OF FUNDS

GTF Agreement 2019-2023	\$304,238	\$304,238	\$318,067	\$318,067	\$331,896	\$1,576,506
GTF Bank Account						\$0
Interim Financing	\$240,762	\$347,268	\$318,067	\$61,933	\$331,896	\$0
Capital Reserve Fund						\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify) _____						\$0
Total Sources of Funds	\$545,000	\$651,506	\$0	\$380,000	\$0	\$1,576,506

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

EMPLOYEE FITNESS/WELLNESS PROGRAM

THAT the Council of the Town of St. Stephen approves the "Employee Fitness/Wellness Program" Policy No. 67 attached.



TOWN OF ST. STEPHEN

Policy Title: Employee Fitness/Wellness Program

Policy No.: 67

Section:	Human Resources	Subsection:	
Effective Date:	May 1, 2019	Last Review Date:	N/A
Approved by:	Owner Division/Contact:		

PURPOSE:

This policy is designed to increase the overall health-levels of our employees, and provide them with a higher quality of life. Healthy employees suffer from fewer health-related injuries, are less-frequently ill and live longer with a higher quality of life.

DEFINITIONS:

Family members: the spouse (common law or married) and children (under 18 years of age) of permanent employees.

Fitness/Wellness Program: Regularly scheduled programming put on by the Town of St. Stephen Community Services Department.

Tier 1 employees: Permanent employees (full-time and part-time). This category shall also apply to sitting members of the municipal Council.

Tier 2 employees: Casual, Term, Volunteer Firefighters, and student employees.

INITIATIVES:

The Town of St. Stephen provides employees and their family members:

- Free admission to the Town pools for public and adult swims;
- Free admission to the arena for public and adult skates;
- Free registration to fitness/wellness programs if there is space on the day the program begins or a 50% discount if they want to guarantee a space; and
- Free admission to the Garcelon Civic Center fitness centre.

Eligibility for the program is based on two tiers of employment as follows:

TIER 1	TIER 2
Permanent Employees	Casual, Term, Volunteer Firefighters, and Student Employees <i>*Eligible for the duration of their employment</i>
<ul style="list-style-type: none"> • Family Members (children under 18 & spouse) eligible under Tier 2 only. 	<ul style="list-style-type: none"> • Family Members not eligible.
<ul style="list-style-type: none"> • Free admission to public and adult swims and skates 	<ul style="list-style-type: none"> • Free admission to public and adult swims and skates
<ul style="list-style-type: none"> • Free Fitness/Wellness Programs that have not been filled. Guaranteed spot for 50% of fee without refund. 	<ul style="list-style-type: none"> • Must pay full fee for any Fitness/Wellness Programs.
<ul style="list-style-type: none"> • Free admission to Garcelon Civic Center Fitness Centre. 	<ul style="list-style-type: none"> • Free admission to Garcelon Civic Center Fitness Centre.

LEGAL COMPLIANCE

- The Town advises all employees who are considering participation in the Wellness Program to consult their physician before undertaking any regimen of diet or exercise.
- The Town will not be held liable for any accidents or incidents that occur off of Town premises that may be construed as arising out of participation in the Wellness Program.
- Town employees using Town facilities or participating in any Fitness/Wellness Program offered by the Town must comply with all rules, regulations and codes of conduct as defined by the Community Services Department.
- Town employees are not required to participate in the Fitness/Wellness Program, and may participate voluntarily, of their own volition, without any unnecessary fear of retaliation for lack of participation.
- The Town offers this Wellness Program as a service to our employees and will not try to influence the behaviours of employees relating to health.

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

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF MUSIC – SPRING AND SUMMER 2019 EVENTS

THAT the Council of the Town of St. Stephen grants permission for music to be played at various events during the spring and summer of 2019, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town's Events Development Coordinator.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club (the "Club") to establish a voluntary road toll for fundraising purposes near the intersection of Wall Street and Prince William Street on Saturday, September 14, 2019 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 21, 2019 between the hours of 8:00 a.m. and 4:00 p.m., and contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter (the "Shelter") to establish a voluntary road toll for fundraising purposes on Queen Street West between Marks Street and Porter Street on Saturday, June 8, 2019 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, September 28, 2019 between the hours of 8:00 a.m. and 6:00 p.m., and contingent on receipt by the Town of the Shelter's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

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

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, September 22, 2019 from 8:00 a.m. to 2:00 p.m. (actual run/walk from 9:00 a.m. – 11:00 a.m.), a fundraiser which enables the Club to continue to support youth and promote health contingent on receipt by the Town of the Club's Certificate of Insurance.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – GARCELON CIVIC CENTER PARKING LOT RECONFIGURATION

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the proposed reconfiguration of the parking lot at the Garcelon Civic Center, in the amount of \$19,800.00 (nineteen thousand, eight hundred dollars), plus HST.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT ENHANCEMENTS

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the proposed waterfront enhancements at the St. Stephen wharf, including new hardscape surfaces, bollards, drainage modifications, and trail improvements, in the amount of \$41,400.00 (forty-one thousand, four hundred dollars), plus HST.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT TRAIL PREDESIGN STUDY

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for a Predesign Study for upgrades to a 1.8 kilometre section of the Waterfront Trail, in the amount of \$5,990.00 (five thousand, nine hundred and ninety dollars), plus HST, subject to confirmation of 100% (one hundred percent) funding being received from Coastal Link Trails Inc.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

SELLER'S FEE AGREEMENT: TOWN-OWNED PROPERTY – PID # 01262492

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a Seller's Fee Agreement between the Town of St. Stephen and Keller Williams Capital Realty (S223) for the sale of Town-owned property known as PID # 01262492 located west of Church Street, and in the form presented to Council at its closed session on April 17, 2019 as per Section 68(1)(d) of the New Brunswick *Local Governance Act*.

RESOLUTION NO.: _____

DATE: April 29, 2019

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.