

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MAY 27, 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) Disability Awareness Week - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – April 29, 2019
  - (b) Special Council Meeting – May 15, 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 – May 15, 2019
  - (b) Committee of Council Meeting – May 22, 2019
  - (c) Planning Advisory Committee Meetings – August 1, 2018 and February 6, 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” – Third and Final Reading – Short Title Only
- (b) By-Law No. T-6 – A By-Law to Stop Up and Close Portions of Progress Drive and Future Street – Second Reading – Reading in its Entirety
- (c) By-Law No. T-6 – A By-Law to Stop Up and Close Portions of Progress Drive and Future Street – Third and Final Reading – Short Title Only
- (d) By-Law No. T-7 – A By-Law to Stop Up and Close a Portion of Budd Avenue – First Reading – Short Title Only
- (e) By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Unightly Premises – 6 Murchie Avenue
- (c) Opening of Public Street – Progress Drive
- (d) Town of St. Stephen – Five-Year Capital Investment Plan for the GTF Administrative Agreement (Revision 1) 2019-2023
- (e) Commercial Property Improvement Incentive Policy
- (f) Community Grants Fund
- (g) Awarding of Tender RFP# TOSS19-05: Website Redesign
- (h) Awarding of Tender: Waterfront Revitalization Project – St. Stephen, NB, Dillon Project No: 18-7081A (SCF Project No. 6920-2066)
- (i) Awarding of Tender # TOSS19-03 – 2018 or Newer Model Compact Wheel Loader
- (j) Awarding of Tender: Parking Lot Reconfiguration – Garcelon Civic Center – St. Stephen, NB, Project No. 19-9720
- (k) Dillon Consulting Limited – Agreement for Professional Services – Riverside Drive Wastewater Pumping Station (#4) Replacement
- (l) Line Painting Operations
- (m) Purchase and Sale – PID # 15149420 (Progress Drive)
- (n) Reappointments – St. Croix Public Library Board
- (o) Easement to Beacon Apartments Inc.

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AGENDA**

**THAT** the Agenda be approved as circulated.

**PROCLAMATION**  
**DISABILITY AWARENESS WEEK— MAY 26<sup>TH</sup> TO JUNE 1<sup>ST</sup> , 2019**

**“BETTER TOGETHER!”**

***Whereas***, the municipality of the Town of St. Stephen is committed to assisting citizens with disabilities to participate fully in our community; and

***Whereas***, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

***Whereas***, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

***Whereas***, we support the theme: "***Better Together!***";

***Now Therefore Be It Known That I***, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby request the citizens of St. Stephen to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 26<sup>th</sup> to June 1<sup>st</sup>, 2019.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on April 29, 2019 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, APRIL 29, 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 Deputy Mayor Carr

Seconded by Councillor Hyslop

48/19

**THAT** the Agenda be approved with one (1) addition and one (1) replacement: Committee of Council Meeting be added as 10(b) under Approval of Committee Minutes and Purchase and Sale of Town-Owned Property – PID # 01262492 replaces 14(p) Seller's Fee Agreement – Town-Owned Property – PID #01262492.

**CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) Mayor MacEachern proclaimed the month of May 2019 as Lyme Awareness Month.

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

49/19 **THAT** the Minutes of the Regular Council meeting held on March 25, 2019 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

50/19 **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. CARRIED

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

51/19 **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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Wheaton

Seconded by Councillor Parker

52/19 **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 April 17, 2019 be approved as circulated. CARRIED

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 53/19 THAT the Minutes of the Committee of Council meeting held on March 29, 2019 be approved as circulated. **CARRIED**

11 **STAFF REPORTS**

**STAFF REPORTS**

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 54/19 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; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

**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**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 55/19 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" – Second Reading – Reading in its Entirety. **CARRIED**

**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**

Moved by Councillor Parker

Seconded by Councillor Harding

- 56/19 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. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 57/19 **THAT** the Royal Canadian Mounted Police March 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.  
**CARRIED**

ST. STEPHEN FIRE DEPARTMENT – EXTRACTOR UNIT

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 58/19 **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. **CARRIED**

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

Moved by Councillor Parker  
Seconded by Councillor Chisholm

- 59/19 **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. **CARRIED**

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

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 60/19 **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. **CARRIED**

WAIVING OF BUILDING PERMIT FEES

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

- 61/19 **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. **CARRIED**

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

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 62/19 **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. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 63/19 **THAT** the document entitled "Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023" (copy attached) be adopted. **CARRIED**

**EMPLOYEE FITNESS/WELLNESS PROGRAM**

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 64/19 **THAT** the Council of the Town of St. Stephen approves the "Employee Fitness/Wellness Program" Policy No. 67 attached. **CARRIED**

**APPROVAL OF MUSIC – SPRING AND SUMMER 2019 EVENTS**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 65/19 **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. **CARRIED**

**FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 66/19 **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. **CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER**

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

- 67/19 **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. **CARRIED**

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

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

- 68/19 **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. **CARRIED**

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

Moved by Councillor Harding  
Seconded by Councillor Chisholm

- 69/19 **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 **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT ENHANCEMENTS**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 70/19 **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. **CARRIED**

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

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

- 71/19 **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. **CARRIED**

**PURCHASE AND SALE OF TOWN-OWNED PROPERTY – PID # 01262492**

Moved by Councillor Parker

Seconded by Councillor Harding

- 72/19 **THAT** the Council of the Town of St. Stephen authorizes the sale of town-owned property identified as PID #01262492 located west of Church Street in accordance with the terms presented at its closed session on April 17, 2019 as per Section 68(1)(d) of the New Brunswick *Local Governance Act*.

**AND THAT** the Council authorizes the Mayor and Town Clerk to execute all documents necessary for the transfer.

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Attended all Town meetings.
- Attended meeting with the Prime Minister at the Garcelon Civic Center.
- Attended a meeting with the Town's Chief Administrative Officer

**Councillor Hyslop**

- Attended all Town meetings.
- Attended a Ducks Unlimited dinner.
- Attended the annual Soodic Fish & Game dinner.
- Attended the season's last Coffee House at the St. Croix Vineyard Church.
- Attended a Charlotte County Museum board meeting
- Attended Canada 1<sup>st</sup> Basketball Committee meetings and stated its Annual General Meeting will be held in Council Chambers on Monday, May 13<sup>th</sup> @ 4:00 p.m.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Attended meeting with the Prime Minister at the Garcelon Civic Center.
- Attended a meeting with the Town's Chief Administrative Officer

Councillor Parker

- Met with the new Librarian of the St. Croix Library and will schedule a meeting with the Chief Administrative Officer.
- Attended a meeting with the Town's Chief Administrative Officer.
- Responded to several phone calls.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Fest and Chocolate Museum Operating Committee meeting.
- Attended several meetings of Southwest New Brunswick Transit Authority Inc.
- Attended St. Stephen's University Ovation Ceremony.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Attended a meeting with the Town's Chief Administrative Officer.

Councillor Harding

- Attended all Town meetings.
- Attended a meeting with the Town's Chief Administrative Officer.
- Attended a meeting with Sergeant Stubbs.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Responded to several drug related phone calls.

Councillor Chisholm

- Attended all Town meetings.
- Attended a public meeting on the three (3) Milltown Development Projects.
- Announced the Sports Wall of Fame dinner and induction ceremony will be held at the Garcelon Civic Center on Saturday, May 25<sup>th</sup> and tickets are available from Committee members and the Center.
- Attended a meeting with the Town's Chief Administrative Officer.

Mayor MacEachern

- Attended a public meeting on the three (3) Milltown Development Projects.
- Attended an Overcoming Poverty meeting.
- Attended a Union of Municipalities of New Brunswick zone meeting.
- Attended a Regional Service Commission Annual General Meeting.
- Attended meeting with the Prime Minister at the Garcelon Civic Center.
- Attended numerous other meetings.

16. QUESTION PERIOD

There were no questions from the public.

17 ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

73/19 THAT the meeting adjourn at 7:27 p.m. CARRIED

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Mayor

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Town Clerk

**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: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**SPECIAL COUNCIL MEETING**

**THAT** the Minutes of the Special Council meeting held on May 15, 2019 be approved as circulated.

**SPECIAL MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**WEDNESDAY, MAY 15, 2019 @ 5:00 P.M.**

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Parker  
Seconded by Deputy Mayor Carr

**74/19** **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

**OPENING OF PUBLIC STREET – BUDD AVENUE**

Moved by Councillor Wheaton  
Seconded by Councillor Harding

**75/19** **THAT** the Council of the Town of St. Stephen accepts the recommendation from the Planning Advisory Committee and assents to the opening as a public street the portion of Budd Avenue outlined on the attached Plan of Survey prepared by Murphy Surveys (1990) Ltd. dated April 24, 2019. **CARRIED**

5. **ADJOURNMENT**

**ADJOURNMENT**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

**76/19** **THAT** the meeting adjourn at 5:03 p.m. **CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



**AGENDA**  
**SPECIAL MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**WEDNESDAY, MAY 15, 2019 @ 5:00 P.M.**

1. RECORDING OF ATTENDANCE
  
2. APPROVAL OF AGENDA
  
3. CONFLICT OF INTEREST
  
4. NEW BUSINESS
  - (i) Opening of Public Street – Budd Avenue
  
5. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 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 March 31, 2019 be received.

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

	<b>Actual To Date For the Three Months Ending March 31, 2019</b>	<b>Budget For the Year Ending December 31, 2019</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	1,337,547	5,350,179	\$4,012,632	25%
Services Provided to Other Governments	37,770	222,218	184,448	17%
Sale of Services	181,392	561,000	379,608	32%
Other Revenue From Own Sources	66,372	207,656	141,284	32%
Unconditional Grants	398,839	1,595,353	1,196,514	25%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	316,273	1,307,994	991,721	24%
<b>Total Revenue</b>	<b>2,338,193</b>	<b>9,248,600</b>	<b>6,910,407</b>	<b>25%</b>
<b>Expenditure</b>				
General Government Services	274,061	1,060,813	786,752	26%
Protective Services	568,439	2,295,612	1,727,173	25%
Transportation Services	619,556	2,096,199	1,476,643	30%
Environmental Health Services	55,982	230,625	174,643	24%
Environmental Development Services	45,439	322,448	277,009	14%
Recreational and Cultural Services	465,474	2,023,621	1,558,147	23%
Fiscal Services	55,867	1,211,282	1,155,415	5%
Other	(3,455)	8,000	11,455	-43%
<b>Total Expenditures</b>	<b>2,081,363</b>	<b>9,248,600</b>	<b>7,167,237</b>	<b>23%</b>
<b>Surplus (Deficit)</b>	<b>\$256,830</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Three Months Ending March 31, 2019</b>	<b>Budget For the Year Ending December 31, 2019</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$490,410	\$2,034,570	\$1,544,160	24%
Other Revenue From Own Source	52,269	208,302	156,033	25%
Other Transfers	22,380	89,521	67,141	25%
<b>Total Revenue</b>	<b>565,059</b>	<b>2,332,393</b>	<b>1,767,334</b>	<b>24%</b>
<b>Expenditures</b>				
Water Supply	252,592	1,070,324	817,732	24%
Sewerage Collection and Disposal	148,908	716,897	567,989	21%
Fiscal Services	31,461	545,172	513,711	6%
<b>Total Expenditures</b>	<b>432,961</b>	<b>2,332,393</b>	<b>1,899,432</b>	<b>19%</b>
<b>Surplus (Deficit)</b>	<b>\$132,098</b>	<b>\$0</b>		

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,159,666.84 (one million, one hundred and fifty-nine thousand, six hundred and sixty-six dollars and eighty-four cents) be received.

**Bank Direct Withdrawals:**

**Chambers of Commerce Group Insurance Plan:**

**April, 2019**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,178.45
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	10,120.18
<b>Total</b>	<b><u>\$ 18,298.63</u></b>

**Town of St. Stephen**  
BNK4 - Civic Center Bank Account  
Cheques from 000001 to 000044 dated between 04/01/2019 and 04/30/2019

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**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
000042	04/11/2019 TOWN OF ST. STEPHEN 53000.00	53,000.00 53,000.00	A/P	OUT-STD	04/11/2019
	Cheque Totals Issued:	53,000.00			
	Void:	0.00			
	Total Cheques Generated:	53,000.00			
	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 024052 dated between 04/01/2019 and 04/30/2019

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
023728	04/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000029252 GG-TOWNHALL-LEASE-APRIL/19	5,417.82 5,417.62	A/P	OUT-STD	04/01/2019
023773	04/03/2019 ACCT #903240047015 MARCH2019 VOLUNTEER FIRE MEMBERSHIP DU	250.00 250.00	A/P	OUT-STD	04/03/2019
023774	04/03/2019 ACCT 8025-280 MARCH2019 LOCAL 770 UNION DUES - MARCH/1	1,304.06 1,304.06	A/P	OUT-STD	04/03/2019
023775	04/03/2019 BELL MOBILITY INC. 523889487MAR19CC CC-ADMIN-CELL PHONE CHARGES 523889487MAR19GG GG/TS/PS/RC-CELL PHONE CHARGI	954.60 127.72 826.88	A/P	OUT-STD	04/03/2019
023776	04/03/2019 BRIGGS PLUMBING INC. 116081 PM-RCMP-SHOWER ARM REPAIRS	299.93 299.93	A/P	OUT-STD	04/03/2019
023777	04/03/2019 CANADIAN SPRINGS 19100841030119 TS-SHOP-WATER 19100853FEB12/26/19 GG-TOWNHALL-WATER	117.61 77.92 39.69	A/P	OUT-STD	04/03/2019
023778	04/03/2019 CANADA BREAD COMPANY LIMITED 107314902528 CC-CANTEEN-HOT DOG BUNS 108014902614 CC-CANTEEN-HOT DOG BUNS	51.12 25.56 25.56	A/P	OUT-STD	04/03/2019
023779	04/03/2019 CARQUEST 14838-98363 TS-#18-FUEL FILTERS 14838-98930 TS-#16-HOSES, COUPLINGS	185.12 93.66 91.46	A/P	OUT-STD	04/03/2019
023780	04/03/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MARCH2019 GG-MUNCIPALPLAN-MARCH/19	26,290.34 26,290.34	A/P	OUT-STD	04/03/2019
023781	04/03/2019 COCA COLA REFRESHMENTS CANADA COMPANY 15330201324 CC-CANTEEN-COCA COLA PRODUC	471.43 471.43	A/P	OUT-STD	04/03/2019
023782	04/03/2019 DYNAMIC ONLINE MARKETING CORP. 125039 PS-FIRE-CAMO BALL CAPS	851.00 851.00	A/P	OUT-STD	04/03/2019
023783	04/03/2019 JEFF RENAUD MARCH2019 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	04/03/2019
023784	04/03/2019 KONICA MINOLTA BUSINESS SOLUTIONS 257485600 GG-TOWN HALL-PHOTOCOPIER MA	89.93 89.93	A/P	OUT-STD	04/03/2019
023785	04/03/2019 LAROCHELLE EQUIPMENT INC. 0088367* TS-#6-PLOW PUSH FRAME 0088407 TS-#6-SHIPPING CHARGE	5,328.12 5,276.37 51.75	A/P	OUT-STD	04/03/2019
023786	04/03/2019 LEVITT SAFETY LIMITED 1489974-00 PS-FIRE-G450 11100763 & PUMP	244.38 244.38	A/P	OUT-STD	04/03/2019
023787	04/03/2019 MIDLAND COURIER 9828952 PS-FIRE-TO LEVITT SAFETY	44.07 44.07	A/P	OUT-STD	04/03/2019
023788	04/03/2019 MILLTOWN MACHINE & FABRICATION LTD. 20400 TS-#6-PLOW BOLT, LOCK NUTS	50.24 50.24	A/P	OUT-STD	04/03/2019
023789	04/03/2019 MINISTER OF FINANCE WEEK142019 EMPLOYEE DEDUCTIONS-MARCH 3	209.30 209.30	A/P	OUT-STD	04/03/2019
023790	04/03/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 434051 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	04/03/2019
023791	04/03/2019 ORR ELECTRIC & ALARM LTD. 3730 PM-CENOTAPH-LIGHTING REPAIR	291.41 291.41	A/P	OUT-STD	04/03/2019
023792	04/03/2019 PUROLATOR COURIER LTD. 440775219 PS-FIRE-TO NBCC MIRAMICHI	103.36 52.88	A/P	OUT-STD	04/03/2019

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024052 dated between 04/01/2019 and 04/30/2019

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Number	Issued	Amount	SC	Status	Status Date
	440837840 PS-FIRE-TO JOE DROUIN ENTERPR	50.48			
023793	04/03/2019 RECEIVER GENERAL	1,023.16	A/P	OUT-STD	04/03/2019
	MARCH2019 EMPLOYEE DEDUCTIONS-MARCH/1	1,023.16			
023794	04/03/2019 SEAN MORTON	208.14	A/P	OUT-STD	04/03/2019
	COURTMOUNTMEDALS PS-FIRE-COURT MOUNT MEDALS F	208.14			
023795	04/03/2019 SHANNON MICHAEL	1,487.64	A/P	OUT-STD	04/03/2019
	MARCH2019 PS-ANIMALCONTROL-MONTHLY FEI	1,487.64			
023796	04/03/2019 SOURCE ONE SUPPLIES	322.05	A/P	OUT-STD	04/03/2019
	20500 CC-ARENA-GARBAGE BAGS. FOAM	189.84			
	20591 CC-ARENA-GARBAGE BAGS	73.59			
	20592 CC-ARENA-MULTI-SURFACE CLEAN	58.62			
023797	04/03/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	325.34	A/P	OUT-STD	04/03/2019
	199379 GG-CIVIC-TOWN EVENTS	56.52			
	199380 GG-CIVIC-EO SUMMER EMPLOYMEI	47.44			
	199381 GG-CIVIC-EO HOSPITALITY & EVEN	173.94			
	199688 GG-CIVIC-EO SUMMER EMPLOYMEI	47.44			
023798	04/03/2019 ST. CROIX PUBLIC LIBRARY	9,661.75	A/P	OUT-STD	04/03/2019
	APRIL-JUNE/19 GG-GRANT-APRIL-JUNE/19	9,661.75			
023799	04/03/2019 ST.STEPHEN DEVELOPMENT BOARD	20,000.00	A/P	OUT-STD	04/03/2019
	APRIL-JUNE/19 GG-GRANT-APRIL - JUNE/19	20,000.00			
023800	04/03/2019 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	04/03/2019
	MARCH2019 EMPLOYEE DEDUCTIONS - MARCH/	40.00			
023801	04/03/2019 TROY LIFE & FIRE SAFETY LTD	529.00	A/P	OUT-STD	04/03/2019
	1000094531 CC-BUILDING-FIRE INSPECTION	529.00			
023802	04/03/2019 WURTH CANADA LIMITED	364.79	A/P	OUT-STD	04/03/2019
	23420071 TS-SHOP-CARRIAGE BOLTS	-130.53			
	23430443 TS-SHOP-CAR SCENTS, WIDE STRA	152.86			
	23446782 TS-SHOP-COPPER, AIR GAUGE, AIR	342.46			
023803	04/03/2019 CNH CAPITAL	4,203.23	A/P	OUT-STD	04/03/2019
	IN90897 TS-#16-HYD VALVE	2,205.85			
	IN90938 TS-#16-RADIATOR ASSEMBLY	1,997.38			
023804	04/04/2019 TACKS N TAPESTRY	862.50	A/P	OUT-STD	04/04/2019
	GARC-001 CC-GYM-WEIGHT BENCH & SEAT RE	862.50			
023805	04/11/2019 CARGILL LIMITED	7,310.04	A/P	OUT-STD	04/11/2019
	2904662620 TS-ST5-ROAD SALT	4,904.80			
	2904668954 TS-ST5-ROAD SALT	2,405.24			
023806	04/11/2019 CNH CAPITAL	729.78	A/P	OUT-STD	04/11/2019
	IN90957 TS-#16-HOSES, FILTERS	657.31			
	IN90968 TS-#16-HOSES	72.47			
023807	04/11/2019 DAVE DINSMORE WEB DESIGN & HOSTING	159.96	A/P	OUT-STD	04/11/2019
	0659 GG-TOWNSERVER-WEB HOSTING-I	159.96			
023808	04/11/2019 DEMPSEY'S PLUMBING & HEATING	211.54	A/P	OUT-STD	04/11/2019
	3270 CC-ARENA-SNAKED 3RD FLOOR ME	211.54			
023809	04/11/2019 ENBRIDGE GAS NEW BRUNSWICK	8,215.31	A/P	OUT-STD	04/11/2019
	2019022001008-1016227-0 CC-BUILDING-NATURAL GAS	4,069.27			
	00				
	2019032103008-1016227-0 CC-BUILDING-NATURAL GAS	4,146.04			
	00				
023810	04/11/2019 GARCELON CIVIC CENTER	9,152.50	A/P	OUT-STD	04/11/2019

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Number	Issued	Amount	SC	Status	Status Date
	9152.50	GG-DEPOSIT FROM GCC DEPOSITE			
023811	04/11/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 815792	589.10 589.10	A/P	OUT-STD	04/11/2019
023812	04/11/2019 KONICA MINOLTA BUSINESS SOLUTIONS 257482432	162.79 162.79	A/P	OUT-STD	04/11/2019
023813	04/11/2019 LIFESAVING SOCIETY - NB Branch 2700	285.68 30.00	A/P	OUT-STD	04/11/2019
	2702	CC-POOL-SWIM INSTRUCTOR PAC			255.68
023814	04/11/2019 MARITIME FIRE CHIEFS ASSOCIATION 2019-263	70.00 70.00	A/P	OUT-STD	04/11/2019
023815	04/11/2019 MINISTER OF FINANCE WEEK152019	209.30 209.30	A/P	OUT-STD	04/11/2019
023816	04/11/2019 MOFFITT DODGE CHRYSLER LTD. IM22885	944.47 586.21	A/P	OUT-STD	04/11/2019
	IM22688	TS-#1-BUSHINGS			60.70
	IM22695	TS-#304-SHAFT			297.56
023817	04/11/2019 PAPA'S NUTS 28-2019	48.00 48.00	A/P	OUT-STD	04/11/2019
023818	04/11/2019 PAYROLL TRANSFER WEEK152019	68,480.00 68,480.00	A/P	OUT-STD	04/11/2019
023819	04/11/2019 RECEIVER GENERAL FOR CANADA WEEK152019	34,149.89 34,149.89	A/P	OUT-STD	04/11/2019
023820	04/11/2019 SOURCE ONE SUPPLIES 20646	119.09 31.61	A/P	OUT-STD	04/11/2019
	20667	CC-BUILDING-FIRST AID SUPPLIES			87.48
023821	04/11/2019 SOURCE ATLANTIC 3192219	207.00 207.00	A/P	OUT-STD	04/11/2019
023822	04/11/2019 SPEEDY ST-STEPHEN 8768 8768-305161	441.84 198.95	A/P	OUT-STD	04/11/2019
	8768-305281	TS-#3-VENT VISORS			91.99
	8768-305491	PS-FIRE-INSTALL SIDE VIEW MIRRC			150.90
023823	04/11/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 199837	113.04 56.52	A/P	OUT-STD	04/11/2019
	200330	GG-CIVIC-TOWN EVENTS			56.52
023824	04/11/2019 ST. STEPHEN PRESCRIPTION CENTRE MARCH282019	54.80 54.80	A/P	OUT-STD	04/11/2019
023825	04/11/2019 UNIFIRST CANADA LTD. 7100163457	472.89 157.63	A/P	OUT-STD	04/11/2019
	7100164178	CC-BUILDING-FLOOR MATS			157.63
	7100164900	CC-BUILDING-FLOOR MATS			157.63
023826	04/11/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 324529	11,634.41 6,374.83	A/P	OUT-STD	04/11/2019
	326433	CC-BUILDING-NATURAL GAS			5,259.58
023827	04/11/2019 SOURCE ONE SUPPLIES 20606	250.52 250.52	A/P	OUT-STD	04/11/2019
023828	04/11/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 29198	322.00 322.00	A/P	OUT-STD	04/11/2019
023829	04/11/2019 DREW SIMPSON LAW OFFICE PROFESSIONAL COR	828.44	A/P	OUT-STD	04/11/2019

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
	828.44 GG-E45-EMPLOYMENT PAYMENT AI	828.44			
023830	04/11/2019 KEVIN SUMNER EXPENSESREFUND RC-RECDIR-TRAVEL EXPENSES RE	1,363.50 1,363.50	A/P	OUT-STD	04/11/2019
023831	04/12/2019 BORDER INVESTIGATIONS & SECURITY INC. 15103 PS-BYLAW-MARCH 25 - APRIL 05/19	966.00 966.00	A/P	OUT-STD	04/12/2019
023832	04/12/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVI 19-27 PS-BUILDINGINSPECT-MAR 24 - APF	2,569.00 2,569.00	A/P	OUT-STD	04/12/2019
023833	04/17/2019 ACTIVE LOCK & ALARM 172934 GG-TOWN HALL-FRONT DOOR LOCI	662.71 662.71	A/P	OUT-STD	04/17/2019
023834	04/17/2019 BELLBOY DRYCLEANERS 0572666 CC-CANTEEN-DRY CLEANING	212.75 212.75	A/P	OUT-STD	04/17/2019
023835	04/17/2019 BRIGGS PLUMBING INC. 116145 PM-RCMP-SUMP PUMP, TRAP ADAP	346.67 346.67	A/P	OUT-STD	04/17/2019
023836	04/17/2019 CHARLOTTE COUNTY ALTERNATIVE TRANSPORTA 2019GRANT GG-GRANT-2019 GRANT	2,500.00 2,500.00	A/P	OUT-STD	04/17/2019
023837	04/17/2019 CINTAS CANADA LIMITED 5013176782 PS-FIRE-FIRST AID SUPPLIES	177.82 177.82	A/P	OUT-STD	04/17/2019
023838	04/17/2019 CNH CAPITAL IN91035 TS-#16-PUMP, CAP, WIPER ARM IN91063 TS-#16-TRANSMISSION HYDRAULIC	1,564.88 674.14 890.74	A/P	OUT-STD	04/17/2019
023839	04/17/2019 COCA COLA REFRESHMENTS CANADA COMPANY 15330201357 CC-CANTEEN-COCA COLA PRODUC	614.46 614.46	A/P	OUT-STD	04/17/2019
023840	04/17/2019 DAVIS FUELS 19792 TS/PS-199 UNION ST-HEATING FUEI 20010 TS/PS-199 UNION ST-HEATING FUEI 20064 TS/PS-199 UNION ST-HEATING FUEI 20233 GG-120 MILLTOWN BLVD.-HEATING 20258 TS/PS-199 UNION ST-HEATING FUEI	4,464.35 1,061.47 1,113.05 941.33 656.49 692.01	A/P	OUT-STD	04/17/2019
023841	04/17/2019 DOW JENNIFER CLOTHINGALLOW19 RC-HORT-CLOTHING ALLOWANCE 2	110.40 110.40	A/P	OUT-STD	04/17/2019
023842	04/17/2019 Frank Godsoe CPSTRAINING/19 GG-ASSTTREASURER-CPA PD TRAI	632.50 632.50	A/P	OUT-STD	04/17/2019
023843	04/17/2019 HAYLEY RICHARDSON FIREFIGHTER1 PS-FIRE-FIRE FIGHTER 1	511.80 511.80	A/P	OUT-STD	04/17/2019
023844	04/17/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 139548 TS-STG-GAS 217126 TS-STG-DIESEL 522437 TS-STG-DIESEL	6,131.60 4,810.68 772.92 548.00	A/P	OUT-STD	04/17/2019
023845	04/17/2019 KENT BUILDING SUPPLIES 1529395 CC-ARENA-CEILING TILES 1529590 TS-#30-WASHERS, HEX NUTS, HEX 1529621 TS-SHOP-WASHERS 1533687 CC-ARENA-PAINT 1535175 CC-ARENA-WINDSHIELD WASHER F 1536043 CC-ARENA-PAINT	275.72 135.80 39.61 8.33 35.42 47.70 8.86	A/P	OUT-STD	04/17/2019
023846	04/17/2019 MINISTER OF FINANCE WEEK162019 EMPLOYEE DEDUCTIONS: APRIL 14	209.30 209.30	A/P	OUT-STD	04/17/2019
023847	04/17/2019 N. B. ELECTRIC POWER	12,286.44	A/P	OUT-STD	04/17/2019

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**Town of St. Stephen**  
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**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	19051703APR19	TS-AIRPORT-ELECTRICITY			
	19051801APR19	TS-AIRPORT-ELECTRICITY			
	218000030308APR19	TS-ST5-AREA LIGHTS			
023848	04/17/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD. 435220	46.74	A/P	OUT-STD 04/17/2019
023849	04/17/2019	ORKIN CANADA CORPORATION IN-8201250	229.43	A/P	OUT-STD 04/17/2019
		CC-BUILDING-PEST CONTROL	77.05		
		IN-9224073	152.38		
023850	04/17/2019	ORR ELECTRIC & ALARM LTD. 3731	1,114.76	A/P	OUT-STD 04/17/2019
		PS-FIRE-ANNUAL FIRE ALARM INSP	607.74		
		3762	507.02		
023851	04/17/2019	PETTY CASH MARCH2019	103.15	A/P	OUT-STD 04/17/2019
		GG-SOURCE/TOWNHALL/BYLAW-RE	103.15		
023852	04/17/2019	PUROLATOR COURIER LTD. 440899375	44.45	A/P	OUT-STD 04/17/2019
		PS-FIRE-FRONTLINE OUTFITTER	44.45		
023853	04/17/2019	RECEATION NEW BRUNSWICK 2019-203	3,041.75	A/P	OUT-STD 04/17/2019
		CC-ARENA-CERTIFIED POOL OPER/	3,041.75		
023854	04/17/2019	RICHWIL TRUCK CENTRE LTD. 128368	855.56	A/P	OUT-STD 04/17/2019
		TS-#13, #22, #21-OIL, FILTERS	655.56		
023855	04/17/2019	SOUTHWEST CONCRETE & CONS LTD IN000006581	17,915.62	A/P	OUT-STD 04/17/2019
		TS-ST5-EQUIPMENT RENTAL, WINT	17,915.62		
023856	04/17/2019	TIM TOZER CPADEVELOPMENT19	632.50	A/P	OUT-STD 04/17/2019
		GG-TREASURER-CPA PROFESSION	632.50		
023857	04/17/2019	TOROMONT CAT (MARITIMES) 9012162174	3,506.76	A/P	OUT-STD 04/17/2019
		TS-#13-PIN, CLIP	5.28		
		9012162608	31.25		
		TS-#13-ROD-END, PIN			
		9012165314	153.84		
		TS-#13-CUP, CONE			
		9012165375	2,196.97		
		TS-#13-SEALS, O RINGS, BEARINGS			
		9012165423	79.94		
		TS-#13-CONE			
		9012167015	705.27		
		TS-#13-SEALS, BOLTS, BEARING			
		9012167305	334.21		
		TS-#13-HSG-BRAKE-YM			
023858	04/17/2019	YELLOW PAGES GROUP 19-7028164	10.47	A/P	OUT-STD 04/17/2019
		GG-TOWN HALL-911 LISTING-APR 20	10.47		
023860	04/17/2019	BELL ALIANT 08336721MAR19	3,848.16	A/P	OUT-STD 04/17/2019
		TS-AIRPORT-LANDLINE PHONE	158.57		
		11368891MAR19*	1,400.59		
		GG-TOWNHALL-LANDLINE PHONES			
		11378668MAR19	354.48		
		PS/TS-199UNIONST-LANDLINE PHOI			
		11395944MAR19	907.65		
		PS-FIRE-LANDLINE PHONES			
		15772965MAR19	234.52		
		RC-REC/POOL-LANDLINE PHONES			
		46435731MAR19	111.49		
		RC-PARKS-CHOCOLATE PARK CAM			
		47424130MAR19	680.86		
		CC-ADMIN-LANDLINE PHONES			
023861	04/25/2019	ALLAN MACEACHERN UMNBZONEMEETING*	31.20	A/P	OUT-STD 04/25/2019
		GG-MAYOR-UMNB ZONE MEETING	31.20		
023862	04/25/2019	ATHLETICA SPORTS SYSTEMS INC. 312559	1,834.25	A/P	OUT-STD 04/25/2019
		CC-ARENA-PAD SET FOR NETS, GL	1,834.25		
023863	04/25/2019	ATLANTIC ROOFERS SJ0002209	1,775.05	A/P	OUT-STD 04/25/2019
		CC-ROOF-ROOF PATCHES	1,775.05		
023864	04/25/2019	BLAKNEY'S TRUCKING INC.	1,281.74	A/P	OUT-STD 04/25/2019

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Number	Issued	Amount	SC	Status	Status Date
	622 TS-ST5-ROAD SALT DELIVERY	1,281.74			
023865	04/25/2019 BORDER INVESTIGATIONS & SECURITY INC. 15111 PS-BYLAW-APR 08 - APR 19/19	966.00 966.00	A/P	OUT-STD	04/25/2019
023866	04/25/2019 BROWN'S PAVING LIMITED 15775 TS-ST5-COLD PATCH	1,929.70 1,929.70	A/P	OUT-STD	04/25/2019
023867	04/25/2019 CANADIAN TIRE N18408291 TS-SHOP- CARTRIDGES N16410155 RC#304-ALIGNMENT N16412180 CC-ARENA-FLOODLIGHT AND KIT F N17092272 CC-EVENTS-BATTERIES, RECYCLIN N17092275 CC-ADMIN-KEYS N17092378 TS-SHOP-TORCH N17092384 TS-SHOP-TREE TRIMMER N17092389 PS-FIRE-TIEDOWNS, DRV SETS N17092395 TS-SHOP-CANADIAN FLAGS N17093674 TS-SHOP-WATER, SPRAYER N17093676 TS-#16-OIL N17093697 TS-SHOP-MOUSE TRAPS	971.33 22.98 68.99 90.78 93.00 18.35 137.99 45.99 234.09 82.78 74.11 86.19 16.08	A/P	OUT-STD	04/25/2019
023868	04/25/2019 CANADIAN SPRINGS 19100841040119 GG-TOWN HALL-WATER	33.56 33.56	A/P	OUT-STD	04/25/2019
023869	04/25/2019 CARMICHAEL ENGINEERING LTD. FR-1639256 CC-POOL-RE-INSULATION OF LEAKI	4,594.25 4,594.25	A/P	OUT-STD	04/25/2019
023870	04/25/2019 CHARLOTTE COUNTY JANITORIAL 4248 PS-FIRE-JANITORIAL-MARCH 2019 4250 PM-RCMP-JANITORIAL-MAR 2019	1,428.96 201.25 1,227.71	A/P	OUT-STD	04/25/2019
023871	04/25/2019 CUMING'S FIRE & SAFETY EQUIPMENT LTD. C067948 PS-FIRE-MAGNETIC MICS, RESCUE	243.52 243.52	A/P	OUT-STD	04/25/2019
023872	04/25/2019 DAVE DINSMORE WEB DESIGN & HOSTING 0658 CC-WEB HOSTING-DEC THRU MAR	159.96 159.96	A/P	OUT-STD	04/25/2019
023873	04/25/2019 FER0 WASTE & RECYCLING INC. 0001617505 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12 3,777.12	A/P	OUT-STD	04/25/2019
023874	04/25/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVI 19-235 PS-BUILDINGINSPECTOR-APR 07 - 2	2,484.00 2,484.00	A/P	OUT-STD	04/25/2019
023875	04/25/2019 GULLISON'S COURIER SERVICE 317135 TS-SHOP-FR SAUNDERS EQUIPMEN 471265 TS-#16-FR CASE EQUIPMENT 471309 TS-SHOP-FR RICHWIL 471321 TS-#21-TO CENTRAL AUTO 471327 TS-SHOP-FR CASE EQUIPMENT 471335 TS-#16-FR CASE EQUIPMENT 471339 GG-TREASURY-TO DEPT OF ENVIR 471344 TS-#13-FR CASE EQUIPMENT 909458 TS-SHOP-RICHWILL 909461 TS-SHOP-FR CASE EQUIPMENT	511.75 69.00 40.25 46.00 80.50 34.50 34.50 34.50 69.00 34.50 69.00	A/P	OUT-STD	04/25/2019
023876	04/25/2019 HICKS MORLEY HAMILTON STEWART STORIE LLP 481192 GG-LEGAL-GENERAL	1,374.08 1,374.08	A/P	OUT-STD	04/25/2019
023877	04/25/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 328363 CC-BUILDING-NATURAL GAS	5,478.50 5,392.96	A/P	OUT-STD	04/25/2019

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Number	Issued	Amount	SC	Status	Status Date
	APR022019INTEREST CC-NATURAL GAS-MAR 2019 INTERI	85.54			
023878	04/25/2019 JEREMY MCSHANE RECREATIONNB2019 CC-OPSMANAGER-RECREATION NE	205.00 205.00	A/P	OUT-STD	04/25/2019
023879	04/25/2019 KEITH'S BUILDING SUPPLIES 183771 PS-FIRE-PAIL LINERS, PRIMER SEAI 183844 TS-SHOP-CALCIUM CHLORIDE 184034 PS-FIRE-PAINT, ROLLER REFILL 184095 PS-FIRE-PAINT 184164 TS-SHOP-HILTI CORE DRILL BIT	1,707.29 186.50 372.46 69.64 43.69 1,035.00	A/P	OUT-STD	04/25/2019
023880	04/25/2019 KEM CANADA MFG 123394 TS-SHOP-TAR AND ASPHALT CLEAN	380.22 380.22	A/P	OUT-STD	04/25/2019
023881	04/25/2019 KENT BUILDING SUPPLIES 10077112 CC-ARENA-246 PC COMBO BIT KIT 1539805 PS-FIRE-T-PAPER HOLDER, MASKIN 1540166 PS-FIRE-JOINT GARD TAPE, CMPNC 1541453 CC-ARENA-FLUORESCENT BULBS 1542605 TS-SHOP-PROPANE 1544255 CC-ARENA-246 PC COMBO BIT KIT, I 1544802 CC-ARENA-ANT&ROACH KILLER, AN 1547205 TS-SHOP-SAFETYSNAPS 1547775 TS-SHOP-WASHERS, BOLTS 1548056 TS-SHOP-KEYS 1548227 TS-SHOP-QUICK SETTING CEMENT	437.21 -23.00 67.68 23.61 115.78 66.69 70.92 24.05 13.20 20.68 17.07 40.53	A/P	OUT-STD	04/25/2019
023882	04/25/2019 KONICA MINOLTA BUSINESS 7107346 GG-TOWN HALL-COPIER MAINTENA	193.71 193.71	A/P	OUT-STD	04/25/2019
023883	04/25/2019 L.E.WHITTAKER CO., LTD. 41051 PS-FIRE-LP O-RING, VALVE STEM	25.88 25.88	A/P	OUT-STD	04/25/2019
023884	04/25/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 9306579985 TS-SHOP-WASHERS, LOCK NUTS, P	926.62 926.62	A/P	OUT-STD	04/25/2019
023885	04/25/2019 LIFESAVING SOCIETY - NB Branch 2719 CC-POOL-LIFESAVING INSTRUCTOF 6921A CC-POOL-SWIM INSTRUCTOR EXAM	570.87 450.87 120.00	A/P	OUT-STD	04/25/2019
023886	04/25/2019 MARITIME COFFEE SERVICE IN00439415 PS-FIRE-APRIL & MAY WATER COOL	80.50 80.50	A/P	OUT-STD	04/25/2019
023887	04/25/2019 MICHELLE VEST SYSCOSHOW19 GG-EVENTS-ANNUAL SYSCO SHOW	206.40 206.40	A/P	OUT-STD	04/25/2019
023888	04/25/2019 MILLTOWN MACHINE & FABRICATION LTD. 20432 TS-SHOP-WELDING RODS	27.60 27.60	A/P	OUT-STD	04/25/2019
023889	04/25/2019 MINISTER OF FINANCE WEEK172019 EMPLOYEE DEDUCTIONS-APRIL 21	209.30 209.30	A/P	OUT-STD	04/25/2019
023891	04/25/2019 N. B. ELECTRIC POWER 10126106APR19 TS-CROSSINGLIGHTS-KING ST 17935200APR19 TS-KING/UNIONST-TRAFFIC LIGHTS 18169205APR19 RC-POOL-MILL LANE 18988703APR19 TS/PS-199UNIONST-ELECTRICITY 19055406APR19 RC-ARENA-ELECTRICITY 50660140APR19 RC-PARKS-ROTARY CHANGING RO 54187672APR19 TS-KING/QUEENST-TRAFFIC LIGHTS	30,764.20 26.21 45.98 645.67 1,536.95 687.34 26.21 49.75	A/P	OUT-STD	04/25/2019

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	54253127APR19	CC-BUILDING-ELECTRICITY	24,174.50			
	54653258APR19	TS-KING/SUPERSTORE-TRAFFIC LIC	72.98			
	55160607APR19	RC-COTTONMILL-LIGHTS	71.02			
	55917471APR19	TS-ST5-WATERFRONT LIGHTS	71.77			
	57955782APR19	RC-BANDSTAND-CHOCOLATE PARK	28.01			
	57955808APR19	GG-120MILLTOWNBLVD-ELECTRICT	103.10			
	71315207APR19	PS-RCMP-ELECTRICITY	1,140.26			
	72924306APR19	RC-PARKS-BANDSTAND	583.11			
	73006038APR19	RC-LIBRARY-ELECTRICITY	1,242.26			
	82122207APR19	RC-PARKS-BASKETBALL COURT	26.21			
	83278804APR19	TS-ST5-PARKS SHED	146.31			
	84960501APR19	RC-PARKS-RIVERSIDE DR LIGHTS	86.56			
023892	04/25/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD. 435458	95.36 95.36	A/P	OUT-STD	04/25/2019
023893	04/25/2019	PAYROLL TRANSFER WEEK172019	71,595.00 71,595.00	A/P	OUT-STD	04/25/2019
023894	04/25/2019	PRIME LIFT 4498	253.00 253.00	A/P	OUT-STD	04/25/2019
023895	04/25/2019	PROMO HEROES 17743 17775 17777	1,411.08 81.93 243.32 1,085.83	A/P	OUT-STD	04/25/2019
023896	04/25/2019	RECEIVER GENERAL FOR CANADA WEEK172019	36,501.09 36,501.09	A/P	OUT-STD	04/25/2019
023897	04/25/2019	ROXANNE REDDING 01-2019	320.43 320.43	A/P	OUT-STD	04/25/2019
023898	04/25/2019	ROYAL DOOR LIMITED W25179	979.80 979.80	A/P	OUT-STD	04/25/2019
023899	04/25/2019	SAUNDERS EQUIPMENT LTD. 0000075730	4,137.36 4,137.36	A/P	OUT-STD	04/25/2019
023900	04/25/2019	SEAN MORTON EMERGENCYPLAN	39.32 39.32	A/P	OUT-STD	04/25/2019
023901	04/25/2019	SOURCE ONE SUPPLIES 20394-19	122.68 122.68	A/P	OUT-STD	04/25/2019
023902	04/25/2019	SOUTHERN SANITATION LTD. 180092 180104 180105 180106 180107	9,834.31 50.60 632.50 4,602.78 4,005.74 542.69	A/P	OUT-STD	04/25/2019
023903	04/25/2019	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 2019-02	3,689.50 3,689.50	A/P	OUT-STD	04/25/2019
023904	04/25/2019	SPEEDY ST-STEPHEN 8768 8768-306701	106.95 106.95	A/P	OUT-STD	04/25/2019
023905	04/25/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 29260	158.13 158.13	A/P	OUT-STD	04/25/2019
023906	04/25/2019	THE MINISTER OF FINANCE 30109	291,538.50 291,538.50	A/P	OUT-STD	04/25/2019

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023907	04/25/2019 TOWN OF ST. STEPHEN 12463.08 GG-FUNDTRANSFER-TO GENERAL I	12,463.08 12,463.08	A/P	OUT-STD	04/25/2019
023908	04/25/2019 TRACTION FREDERICTON (591) 591218614 TS-SHOP-10W30, 15W40	346.93 346.93	A/P	OUT-STD	04/25/2019
023911	04/25/2019 UAP INC. 961-472781 PS-#205-FUEL FILTER, FILTER 1 2NF 961-472807 TS-SHOP-DRY GAUGES 961-472917 PS-FIRE-T-SHIRT WIPERS, ATOMIZE 961-473199 TS-SHOP-ELBOW CONNECTORS 961-473210 TS-#22-ATF SUPERFLO 961-473317 TS-#5-HYD HOSES 961-473344 TS-#304-BRAKE SHOES, BRAKE WH 961-473391 TS-#3, #304-LOWER BALL JOINT, PIF 961-473417 TS-#304-DRIVESHAFT SUPPORT WI 961-473457 TS-#304-CLAMPS 961-473506 RC-#304-CONTROL ARM WITH BALL 961-473582 TS-SHOP-JERRY CAN PARTS KIT, P 961-473799 TS-#304-REMAN. RACK PINION 961-473804 TS-#304-TIE ROD END 961-473830 TS-SHOP-HEX SOCKET 961-473908 RC-#304-POWER STEERING PRESS 961-474021 TS-SHOP-HARMONIC BALANCER 961-474069 TS-SHOP-COPPER WASHERS 961-474107 TS-#304-DIFFERENTIAL BEARING 961-474116 TS-#22-AIR FILTERS, FUEL FILTERS 961-474119 RC-#304-CORE DEPOSIT 961-474186 TS-SHOP-HANDY-PAK 961-474243 TS-#22-FUEL LINE HOSES 961-474286 TS-#16-ADAPTERS 961-474332 TS-#3-2-1 2 CASTER FOR 7003, LOW 961-474433 TS-#16-FITTINGS, COUPLINGS 961-474623 RC-#438-ANTI-LOCK BRAKE SYSTEM 961-474654 TS-SHOP-QUALISORB OIL ABSORB/	3,343.93 280.93 18.49 90.26 24.61 301.95 173.50 117.74 375.92 327.03 6.49 222.48 14.70 486.45 88.02 14.71 136.84 29.89 0.92 186.92 116.87 -108.99 4.81 21.67 10.70 102.74 282.06 -38.12 54.34	A/P	OUT-STD	04/25/2019
023912	04/25/2019 WATER & ICE NORTH AMERICA INC. 45942 CC-POOL-POOL CHEMICALS	874.64 874.64	A/P	OUT-STD	04/25/2019
023913	04/25/2019 KONICA MINOLTA BUSINESS 7107212 CC-ADMIN-COPIER LEASE-MAY 2019	118.24 118.24	A/P	OUT-STD	04/25/2019
023914	04/25/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 201255-201795 GG-TOWN-REGIONAL LANDFILL COI	5,393.96 5,393.96	A/P	OUT-STD	04/25/2019
023915	04/25/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 200293 GG-TOWN-EVENTS 201593 GG-CIVIC-TOWN EVENTS	113.04 56.52 56.52	A/P	OUT-STD	04/25/2019
023916	04/25/2019 TOWN OF ST. STEPHEN 655.51 GG-FUNDTRANSFER-TO GENERAL I	655.51 655.51	A/P	OUT-STD	04/25/2019
023917	04/25/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 8263 GG-TOWN HALL-COURIER WEEKEN	66.15 66.15	A/P	OUT-STD	04/25/2019
023920	04/29/2019 RECEIVER GENERAL FOR CANADA JAN-MARHST19 GG-HSTREMITTANCE-JANUARY - M JAN-MARHST19CRE GG-HSTREMITTANCE-JANUARY - M	2,149.50 29,065.67 -26,916.17	A/P	OUT-STD	04/29/2019

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Number	Issued	Amount	SC	Status	Status Date
<b>Cheque Totals Issued:</b>		<b>804,706.88</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>804,706.88</b>			
<b>Total # of Cheques Listed:</b>		<b>143</b>			

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
007715	04/03/2019 BARTLETT RANDY DAILYKMSMAR19 WS-SOURCE-DAILY KILOMETERS-M	374.40 374.40	A/P	CLEARED	04/30/2019
007716	04/03/2019 BELL MOBILITY INC. 523889487MAR19UTI WS/SCD-CELL PHONE CHARGES	765.02 765.02	A/P	CLEARED	04/30/2019
007717	04/03/2019 BERNIE MCFARLANE ELECTRICAL 19 WS-SOURCE-SCADA POWER ISSUE	230.00 230.00	A/P	CLEARED	04/30/2019
007718	04/03/2019 BRIGGS PLUMBING INC. 116069 SCD-DISPOSAL-LARGE POWER SN/	247.25 247.25	A/P	CLEARED	04/30/2019
007719	04/03/2019 CNH CAPITAL INTERESTMAR19 WS-#103-INTEREST CHARGES-MAR	66.84 66.84	A/P	CLEARED	04/30/2019
007720	04/03/2019 COX ELECTRONICS & COMMUNICATIONS 1-025770 WS-SOURCE-MAESTRO HDMI 4M	25.86 25.86	A/P	CLEARED	04/30/2019
007721	04/03/2019 CUSTOM EMBROIDERY PLUS 584 WS-TRANS&DIST-CLOTHING ALLOW	259.00 259.00	A/P	CLEARED	04/30/2019
007722	04/03/2019 FURLOTTE, BLAIR MPWWA CONFERENCE WS-SOURCE-MPWWA CONFERENC	335.80 335.80	A/P	CLEARED	04/30/2019
007723	04/03/2019 HERBIE JESSO MPWWACONFERENCE WS-SOURCE-MPWWA CONFERENC	125.00 125.00	A/P	CLEARED	04/30/2019
007724	04/03/2019 JOE SULLIVAN UTILITYREFUND WS-UTILITY-REFUND	123.22 123.22	A/P	OUT-STD	04/03/2019
007725	04/03/2019 KEM CANADA MFG 123008 SCD-DISPOSAL-ENVIROTAIN	2,662.71 2,662.71	A/P	CLEARED	04/30/2019
007727	04/11/2019 BERNIE MCFARLANE ELECTRICAL 46-2019 WS-TRANS&DIST-BX CABLE, CONNI	478.57 478.57	A/P	CLEARED	04/30/2019
007728	04/11/2019 BRENNTAG CANADA INC. 46004510 WS-SOURCE-CHLORINE 46008530 WS-SOURCE-EMPTY CYLINDER RE'	3,013.23 6,693.23 -3,680.00	A/P	CLEARED	04/30/2019
007729	04/11/2019 FM CARSON & SONS 14986 WS-TRANS&DIST-PLASTIC AIR HOS 15005 WS-TRANS&DIST-PLASTIC AIR HOS	82.85 8.82 74.03	A/P	CLEARED	04/30/2019
007730	04/11/2019 N. B. SOUTHERN RAILWAY COMPANY LIMITED 77942* WS-ST5-UNDERGROUND PIPE, PRI	575.00 575.00	A/P	CLEARED	04/30/2019
007731	04/11/2019 NORQUIP SUPPLY LTD. 00010680 SCD-#4-GUIDE MARKER KIT	85.10 85.10	A/P	CLEARED	04/30/2019
007732	04/11/2019 OK TIRE & AUTO SERVICE IN048683 WS-#103-FIRT F/TUBES	345.84 345.64	A/P	CLEARED	04/30/2019
007733	04/11/2019 ORCHARD'S PAINT 2014 LTD. 786824 WS-TRANS&DIST-PAINT, TRAYS 786825 WS-TRANS&DIST-PAINT	229.03 118.63 110.40	A/P	CLEARED	04/30/2019
007734	04/11/2019 SOUTHWEST CONCRETE & CONS LTD IN000006674 WS-TRANS&DIST-EQUIPMENT REN IN000006700 WS-TRANS&DIST-EXCAVATOR REN'	1,940.63 1,242.00 698.63	A/P	CLEARED	04/30/2019
007735	04/11/2019 TOWN OF ST. STEPHEN 62370.68* WS-FUNDTRANSFER-TO GENERAL	62,370.68 62,370.68	A/P	CLEARED	04/30/2019
007736	04/11/2019 TOWN OF ST. STEPHEN 64043.34 WS-FUNDTRANSFER-TO GENERAL	64,043.34 64,043.34	A/P	CLEARED	04/30/2019
007737	04/11/2019 TOWN OF ST. STEPHEN	64,590.68	A/P	CLEARED	04/30/2019

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	64590.68	WS-FUNDTRANSFER-TO GENERAL			
007738	04/17/2019 ALL GAS TANKS	2,049.30	A/P	CLEARED	04/30/2019
	97149	WS-TRANS&DIST-CUT-OFF SAW			
	97162	WS-TRANS&DIST-BELT FOR TS800			
	97361	WS-TRANS&DIST-OXYGEN BOTTLE,			
007739	04/17/2019 A ONE PUMPING SERVICE LTD.	204.70	A/P	CLEARED	04/30/2019
	6414	SCD-DISPOSAL-SEWER FLUSHING /			
007740	04/17/2019 BARTLETT RANDY	154.40	A/P	OUT-STD	04/17/2019
	MAR26-APR08/19	WS-SOURCE-KILOMERAGE FOR MA			
007741	04/17/2019 BRIGGS PLUMBING INC.	384.40	A/P	CLEARED	04/30/2019
	116161	WS-TRANS&DIST-REPAIR PIPING			
007742	04/17/2019 CINTAS CANADA LIMITED	380.18	A/P	CLEARED	04/30/2019
	5013176786	SCD-DISPOSAL-FIRST AID SUPPLIE:			
	9047092176	SCD-DISPOSAL-FIRST AID SUPPLIE:			
007743	04/17/2019 COX ELECTRONICS & COMMUNICATIONS	114.94	A/P	CLEARED	04/30/2019
	1-025923	WS-TRANS&DIST-MOBILE BT SPKR			
007745	04/17/2019 KENT BUILDING SUPPLIES	219.13	A/P	CLEARED	04/30/2019
	1526487	WS-TRANS&DIST-DRYER VENT KIT			
	1535315	WS-SOURCE-CABINET UPPER DOO			
	1536452	WS-SOURCE-DECK SCREWS			
007746	04/17/2019 N. B. ELECTRIC POWER	10,872.94	A/P	CLEARED	04/30/2019
	36869807APR19	WS-3-119MAXWELLXING-BUILDING			
	50228902APR19	WS-MAXWELLXING-PUMPS			
	52557428APR19	SCD-218OLDBAYRD-WASTEWATER			
	53473043APR19	WS-SOURCE-CHLORINE RESIDUAL			
	61230004APR19	WS-MAXWELLXING-PUMPS			
	82291006APR19	WS-SOURCE-RESERVOIR			
007747	04/17/2019 NULANTIC WATER INC.	315.42	A/P	CLEARED	04/30/2019
	NUI00712	SCD-DISPOSAL-TUBES, TUBE CONN			
007748	04/17/2019 PIERCE'S PLUMBING & HEATING LTD	65.21	A/P	OUT-STD	04/17/2019
	19372	WS-TRANS&DIST-BIG BLUE FILTERS			
007749	04/17/2019 RICHWIL TRUCK CENTRE LTD.	280.41	A/P	CLEARED	04/30/2019
	128384	WS-#103-FILTERS			
	128438	WS-#103-AIR FILTER			
007750	04/17/2019 SOUTHWEST CONCRETE & CONS LTD	1,923.38	A/P	CLEARED	04/30/2019
	IN000006720	WS-TRANS&DIST-CRUSHED GRAVE			
007751	04/17/2019 THE PANEL SHOP	138.00	A/P	OUT-STD	04/17/2019
	ITPS002727	SCD-DISPOSAL-ANTIVIRUS SOFTW/			
007752	04/17/2019 TOROMONT CAT (MARITIMES)	3.49	A/P	CLEARED	04/30/2019
	9011195667	WS-#103-HOSE AS			
	9011198079	WS-#103-CREDIT TO OFFSET INVOI			
	9012153517	WS-#103-ELEMENTS, FILTERS			
	9012163909	WS-#103-ROD END, ROD, SPRING			
007753	04/17/2019 XPLORNET	126.49	A/P	CLEARED	04/30/2019
	INV26104675	WS-SOURCE-SATELLITE SERVICE-/			
007754	04/17/2019 BELL ALIANT	316.85	A/P	CLEARED	04/30/2019
	11366812MAR19	WS-SOURCE-PUMP STATION			
	19002807MAR19	SCD-DISPOSAL-OLD BAY WASTEWA			

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007755	04/25/2019 A ONE PUMPING SERVICE LTD.	4,830.59	A/P	OUT-STD	04/25/2019
	6428 SCD-DISPOSAL-JET RODDER RENT.	1,972.84			
	6429 SCD-DISPOSAL-CAMERA TRUCK AN	2,857.75			
007756	04/25/2019 BRIGGS PLUMBING INC.	5.48	A/P	OUT-STD	04/25/2019
	116221 WS-TRANS&DIST-VALVE 1/4" SNIFTI	5.46			
007757	04/25/2019 BROWN'S PAVING LIMITED	4,720.92	A/P	OUT-STD	04/25/2019
	15785 WS-TRANS&DIST-COLD PATCH	4,720.92			
007758	04/25/2019 CANADIAN TIRE	830.90	A/P	OUT-STD	04/25/2019
	N17092274 WS-TRANS&DIST-TIDE, BOUNCE, W	177.50			
	N17092276 WS-#102-OIL	192.44			
	N17092368 WS-SOURCE-SHOVELS	80.48			
	N17092376 WS-TRANS&DIST-LDDR 4' FG STEP,	162.10			
	N17092390 SCD-DISPOSAL-REPLACEMENT LEN	28.74			
	N17092394 SCD-DISPOSAL-GARBAGE CAN	26.44			
	N17093633 WS-#438-EXHAUST PARTS	56.86			
	N17093636 WS-SOURCE-POWER BAR, EXTENS	50.55			
	N17093648 SCD-DISPOSAL-ELECTRICAL TAPE,	10.99			
	N17093681 WS-SOURCE-PAIL	44.80			
007759	04/25/2019 CANADIAN SPRINGS	71.82	A/P	OUT-STD	04/25/2019
	19100865MAR19 WS-TRANS&DIST-WATER	71.82			
007760	04/25/2019 CINTAS CANADA LIMITED	547.10	A/P	OUT-STD	04/25/2019
	5013176785 WS-TRANS&DIST-FIRST AID SUPPLI	547.10			
007761	04/25/2019 DEVLIN TIM	289.71	A/P	OUT-STD	04/25/2019
	CLOTHINGALLOW19 SCD-DISPOSAL-CLOTHING ALLOWA	289.71			
007762	04/25/2019 GULLISON'S COURIER SERVICE	281.75	A/P	OUT-STD	04/25/2019
	317147 WS-SOURCE-TO RPC	34.50			
	471288 WS-SOURCE-FR RPC	34.50			
	471293 WS-SOURCE-TO RPC	34.50			
	471332 WS-SOURCE-TO RPC	34.50			
	471338 WS-SOURCE-TO RPC	34.50			
	911054 WS-#103-FR CASE EQUIPMENT	40.25			
	911068 SCD-DISPOSAL-FR NORQUIP	34.50			
	911084 WS-SOURCE-TO RPC	34.50			
007763	04/25/2019 KEITH'S BUILDING SUPPLIES	620.81	A/P	OUT-STD	04/25/2019
	183491 WS-TRANS&DIST-LUMBER, SPRUCE	41.35			
	183634 WS-TRANS&DIST-SNOW SHOVEL	22.99			
	183635 WS-TRANS&DIST-ELECTRICAL TAPI	11.49			
	183707 WS-TRANS&DIST-DRILL BIT INSTALI	53.57			
	183806 WS-TRANS&DIST-PLYWOOD	256.40			
	183965 WS-TRANS&DIST-TARP	40.24			
	183978 WS-TRANS&DIST-JASPER POLY NYI	40.22			
	184150 WS-TRANS&DIST-LUMBER, BIT DEC	100.73			
	184178 WS-TRANS&DIST-DECK SCREWS	31.57			
	184195 WS-TRANS&DIST-LUMBER, NAILS	22.25			
007764	04/25/2019 KENT BUILDING SUPPLIES	49.16	A/P	CLEARED	04/30/2019
	1539138 WS-TRANS&DIST-TELES TOPSI 33-4	21.38			
	1548829 WS-TRANS&DIST-ROCK CARBIDE S	27.78			
007765	04/25/2019 MILLTOWN MACHINE & FABRICATION LTD.	32.56	A/P	OUT-STD	04/25/2019

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 007821 dated between 04/01/2019 and 04/30/2019

CHEQUE REGISTER

Printed: 11:30:27AM 05/21/2019

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Number	Issued		Amount	SC	Status	Status Date
	20430	SCD-#9-COUPPING, NIPPLE	32.56			
007766	04/25/2019	MUNDIE KEVIN	85.00	A/P	OUT-STD	04/25/2019
	MPWWASEMINAR19	SCD-DISPOSAL-MPWWA SEMINAR 2	85.00			
007787	04/25/2019	N. B. ELECTRIC POWER	7,630.62	A/P	CLEARED	04/30/2019
	53123617APR19	SCD-ST5-DECHLORINATION CHAME	166.49			
	53158875APR19	SCD-ST5-BUDD AVE LIFT STATION	3,665.33			
	54807440APR19	SCD-ST5-158A MILLTOWN BLVD LIF	35.26			
	56356048APR19	SCD-ST5-18 RIVERSIDE DR LIFT ST,	35.26			
	61204006APR19	SCD-DISPSOAL-2-216 KING ST LIFT	388.54			
	61224002APR19	SCD-ST5-358A MILLTOWN BLVD LIF	1,520.67			
	61236008APR19	SCD-ST5-BUDD AVE LIFT STATION	1,440.77			
	76139807APR19	SCD-ST5-5-4RIVERSDIE DR LIFT ST,	127.29			
	84934906APR19	SCD-ST5-8-58ARIVERSIDEDR-LIFT 5	143.90			
	84943406APR19	WS-ST5-TODD HILL RESEVOIR	107.11			
007788	04/25/2019	RESEARCH & PRODUCTIVITY COUNCIL	2,252.81	A/P	OUT-STD	04/25/2019
	252271	WS-SOURCE-DRINKING WATER LAE	277.81			
	252303	WS-SOURCE-DRINKING WATER LAE	437.72			
	252348	WS-SOURCE-DRINKING WATER LAE	409.71			
	252372	WS-SOURCE-DRINKING WATER LAE	277.81			
	253174	WS-SOURCE-DRINKING WATER LAE	849.76			
007789	04/25/2019	RICHWIL TRUCK CENTRE LTD.	11.66	A/P	CLEARED	04/30/2019
	128633	WS-#102-LICENSE, LA	11.66			
007770	04/25/2019	SOUTHWEST CONCRETE & CONS LTD	489.90	A/P	OUT-STD	04/25/2019
	IN000006734	WS-TRANS&DIST-CRUSHED GRAVE	489.90			
007771	04/25/2019	SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	04/25/2019
	180108	WS-BUDD AVE-GARBAGE COLLECT	125.24			
007772	04/25/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	38.30	A/P	OUT-STD	04/25/2019
	29272	WS-SOURCE-BUSINESS CARDS	38.30			
007773	04/25/2019	THOMAS INDUSTRIAL SALES	11,787.50	A/P	OUT-STD	04/25/2019
	30848	WS-MAXWELLCROSSING-PUMP	11,787.50			
007774	04/25/2019	TOWN OF ST. STEPHEN	18,559.24	A/P	CLEARED	04/30/2019
	18559.24	WS-FUNDTRANSFER-TO UTILITY CA	18,559.24			
007775	04/25/2019	UAP INC.	544.34	A/P	OUT-STD	04/25/2019
	961-473063	WS-TRANS&DIST-GASKET SCRAPEI	25.17			
	961-473783	SCD-DISPOSAL-LIGHTING PRODUC'	15.26			
	961-473834	SCD-DISPOSAL-NITIRLE GLOVES, Z	96.51			
	961-474156	WS-TRANS&DIST-PIN PULL	4.52			
	961-474184	SCD-DISPOSAL-SLIM POCKET LIGH'	40.19			
	961-474454	SCD-#4-FILTERS	23.03			
	961-474534	WS-#438-OIL FILTER, FUEL FILTER	6.72			
	961-474555	WS-#438-BRAKE PADS, WHEEL BEA	275.94			
	961-474585	WS-#438-WHEEL BEARING	35.39			
	961-474652	WS-#438-SWAY BAR LINK	21.61			
007776	04/25/2019	XYLEM CANADA COMPANY	9,336.65	A/P	OUT-STD	04/25/2019
	3558314977	SCD-LIFT STATION #3-VOLUTE	5,200.30			
	3558315254	SCD-LIFT STATION #3-IMPELLER KI	4,136.55			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
Cheques from 000001 to 007821 dated between 04/01/2019 and 04/30/2019

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**CHEQUE REGISTER**

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Printed: 11:30:27AM 05/21/2019

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
<b>Cheque Totals Issued:</b>		<b>283,661.33</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>283,661.33</b>			
<b>Total # of Cheques Listed:</b>		<b>60</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 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 May 15, 2019 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, MAY 15, 2019 @ 5:03 P.M.**  
**(IMMEDIATELY FOLLOWING ADJOURNMENT OF SPECIAL COUNCIL MEETING @**  
**5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

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

It was MOVED by Councillor Hyslop and SECONDED by Councillor Wheaton that the above-noted three (3) 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 Parker and SECONDED by Councillor Harding that the agenda be approved with one (1) addition: Financial Request from the Charlotte County Ground Search and Rescue Vice President & Fundraising Chair dated May 13, 2019 be added as (viii) under the Finance and Administration Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

5. ITEMS

**POLICE AND FIRE** - Chaired by Councillor Harding

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

In addition to his report, Sergeant Stubbs advised that Constable Catherine Allard has been transferred and he will be receiving a replacement. He further advised that he is pleased with the training some of his officers have received on drug impaired driving, and two drivers recently have been charged.

- (ii) Report of the Fire Department – Report: FD 08-19 from the Fire Chief was received and reviewed for informational purposes.

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

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

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

- (ii) Citizen Concern – Rodent Control – The letter from Carol Parks dated May 7, 2019 was received and reviewed.

Committee agreed with the Chief Administrative Officer's suggestion for him to reach out to other municipalities to find out how they possibly handle rodent problems, and that information will be brought back to next month's Committees meeting.

The Chief Administrative Officer was directed to recommend proposed changes to by-laws which could possibly assist with decreasing the rodent population, and to bring the recommendations back to a future meeting.

Ms. Parks spoke to her letter and looks forward to reviewing the future information.

- (iii) Rescinding of By-Laws – Copy of By-Law No. W-4, “A By-Law to Rescind both By-Law No. W-1.1, A By-Law Respecting Water and Sewer Rates and Charges, and By-Law No. W-2.1, A By-Law Related to Water and Sewer Systems” were received and reviewed, and a motion for first reading will be considered at the next Regular Session of Council on Monday, May 27, 2019.
- (iv) Unightly Premises – 6 Murchie Avenue – Request for Decision Report: CAO 13-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 to direct administration to cause the premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner.
- (v) Budd Avenue – A copy of the proposed By-Law No. T-7, “A By-Law to Stop Up and Close a Portion of Budd Avenue” was received and reviewed, and a motion for first reading will be considered at the next Regular Session of Council on Monday, May 27, 2019.
- (vi) Creating/Opening and Renaming of Public Street – Business Park – Request for Decision Report: CAO 15-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 to approve the opening of a public street those portions of Progress Drive as outlined on the presented plan of survey.

With respect to the renaming of the indicated section of street as “Tidal Way”, the Chief Administrative Officer was directed to send letters to the various business owners who would be affected by the potential name change in order to determine any objection(s).

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 14-19 from the Chief Administrative Officer was received and reviewed for informational purposes.

In addition to his report, the Chief Administrative Officer advised that he will be attending conferences and will be out of the office from May 27 to June 7, 2019, inclusively.

- (ii) Report of the Finance Department – Report: TR 07-19 from the Treasurer was received and reviewed for informational purposes.

The Treasurer advised that the year in item 3(B) of his report should read 2019 and not 2018.

- (iii) Five-Year Capital Investment Plan for the GTF Administrative Agreement (Revision 1) 2019-2023 – The plan was received and reviewed and a motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 for adoption.
- (iv) Commercial Property Improvement Incentive Policy – The Commercial Property Improvement Incentive Policy was received and reviewed, and a motion for approval will be considered at the next Regular Session of Council on Monday, May 27, 2019.
- (v) Financial Request – The letter from the Saint John Regional Hospital Foundation dated April 24, 2019 was received and reviewed, and Committee agreed to support “The Give: Clinic 1 Expansion” in the amount of \$3,000.00 to be paid from the Community Grants Fund budget, and considered for approval at the next Regular Session of Council on Monday, May 27, 2019.

At this time, Committee agreed to support The Charlotte County Hospital Foundation Inc. during its annual radiothon, usually held in the fall, in the amount of \$3,000.00 to be paid from the Community Grants Fund budget, and considered for approval at the next Regular Session of Council on Monday, May 27, 2019.

- (vi) Financial Request – The letter from the President of The Charlotte County Kennel Club was received and reviewed, and Committee agreed to support the request in the amount of \$300.00 to be paid from the Community Grants Fund budget, and considered for approval at the next Regular Session of Council on Monday, May 27, 2019.
- (vii) Request for Proposals – Town’s Website Redesign – The Chief Administrative Officer stated that four (4) proposals were received and the closing date was May 14, 2019.

A motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 to accept the Chief Administrative Officer’s recommendation to award the proposal.

- (viii) Financial Request – The letter from the Charlotte County Ground Search and Rescue Vice President & Fundraising Chair dated May 13, 2019 was received and reviewed, and Committee agreed to support the request in the amount of \$1,000.00 to be paid from the Community Grants Fund budget, and considered for approval at the next Regular Session of Council on Monday, May 27, 2019.

**PARKS AND RECREATION** - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – There was no report this month.

Councillor Chisholm stated that he looks forward to the commencement of the new Director of Community Services on June 3, 2019.

Both Councillor Chisholm and the Chief Administrative Officer commended the Garcelon Civic Center staff and Parks and Recreation staff for their continued diligent work during the absence of a director

- (ii) Garcelon Civic Center Report – Report: GCC 05-19 from the Operations/Maintenance Coordinator was received and reviewed for informational purposes.
- (iii) Tender Results – Parking Lot Reconfiguration – Garcelon Civic Center – St. Stephen, NB, Dillon Project No: 19-9720 – The recommendation from Dillon Consulting Limited dated May 10, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 to award the tender to Debly Enterprises Limited, being the low tender, for the parking lot reconfiguration at the Garcelon Civic Center.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EDC 06-19 from the Events Development Coordinator was received and reviewed for informational purposes.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 05-19 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Street Line Painting - Request for Decision Report: PW 06-19 from the Director of Operations with attached five (5) year pricing agreement from Four Seasons Sports Ltd. was received and reviewed.

The Chief Administrative Officer was directed to meet with the Director of Operations with respect to the scheduling of the painting, and whether or not the Public Works Department could possibly provide some of the painting outlined in the agreement.

- (iii) Compact Wheel Loader Tender - Request for Decision Report: PW 07-19 from Director of Operations was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 to award the tender to MacFarlands Limited for a 2019 Model Compact Wheel Loader.
  
- (iv) Tender Results – Waterfront Revitalization Project – St. Stephen, NB, Dillon Project No. 18-7081A (SCF Project No. 6920-2066) – The recommendation from Dillon Consulting Limited dated May 10, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 27, 2019 to award the tender to Acadian Marine & Diving Ltd., being the low tender, for the waterfront revitalization project.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:30 p.m. and returned to open session at 6:45 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Harding that the meeting adjourn at 6:45 p.m.

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Joan Flewelling

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, MAY 15, 2019**  
**IMMEDIATELY FOLLOWING SPECIAL COUNCIL MEETING @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

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

**OPEN COMMITTEES MEETING**

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

**POLICE AND FIRE** - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 08-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Citizen Concern – Rodent Control – Copy of letter from Carol Parks dated May 7, 2019 attached.
- (iii) Rescinding of By-Laws – Copy of By-Law No. W-4, “A By-Law to Rescind both By-Law No. W-1.1, A By-Law Respecting Water and Sewer Rates and Charges, and By-Law No. W-2.1, A By-Law Related to Water and Sewer Systems” attached, with copies of current By-Law No. W-1.1 and By-Law No. W-2.1.
- (iv) Unightly Premises – 6 Murchie Avenue – Request for Decision Report: CAO 13-19 from Chief Administrative Officer attached.
- (v) Budd Avenue – Copy of proposed By-Law No. T-7, “A By-Law to Stop Up and Close a Portion of Budd Avenue” attached
- (vi) Creating/Opening and Renaming of Public Street – Business Park – Request for Decision Report: CAO 15-19 from Chief Administrative Officer attached.

**FINANCE AND ADMINISTRATION** – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 14-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 07-19 from Treasurer attached.
- (iii) Five-Year Capital Investment Plan for the GTF Administrative Agreement (Revision 1) 2019-2023 – Copy attached.
- (iv) Commercial Property Improvement Incentive Policy – Copy attached.
- (v) Financial Request – Letter from Saint John Regional Hospital Foundation dated April 24, 2019 attached.
- (vi) Financial Request – Letter from President, The Charlotte County Kennel Club, attached.
- (vii) Request for Proposals – Town’s Website Redesign – Information to follow.

**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 05-19 from Operations/Maintenance Coordinator attached.
- (iii) Tender Results – Parking Lot Reconfiguration – Garcelon Civic Center – St. Stephen, NB, Dillon Project No: 19-9720 – Recommendation from Dillon Consulting Limited dated May 10, 2019 attached.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 06-19 from Events Development Coordinator attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 05-19 from Director of Operations attached.
- (ii) Street Line Painting - Request for Decision Report: PW 06-19 from Director of Operations attached.
- (iii) Model Compact Wheel Loader Tender - Request for Decision Report: PW 07-19 from Director of Operations attached.
- (iv) Tender Results – Waterfront Revitalization Project – St. Stephen, NB, Dillon Project No. 18-7081A (SCF Project No. 6920-2066) – Recommendation from Dillon Consulting Limited dated May 10, 2019 attached.

6. NEW BUSINESS

7. ADJOURNMENT

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMITTEE OF COUNCIL MEETING**

**THAT** the Minutes of the Committee of Council meeting held on May 22, 2019 be approved as circulated.

**COMMITTEE MEETING**  
**WEDNESDAY, MAY 22, 2019 @ 5:00 P.M.**  
**GARCELON CIVIC CENTER – 3<sup>RD</sup> FLOOR**  
**22 BUDD AVENUE, ST. STEPHEN, NB**

1 **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

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

5. **ADJOURNMENT**

Council came out of closed session at 7:10 p.m., at which time it was **MOVED** by Councillor Chisholm and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 7:10 p.m. **CARRIED**

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Jeff Renaud  
Chief Administrative Officer/Acting Town Clerk

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Dated

**AGENDA**  
**COMMITTEE MEETING**  
**WEDNESDAY, MAY 22, 2019 @ 5:00 P.M.**  
**GARCELON CIVIC CENTER – 3<sup>RD</sup> FLOOR**  
**22 BUDD AVENUE, ST. STEPHEN, NB**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

**RESOLUTION NO.:** \_\_\_\_\_

**DATE:** May 27, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**PLANNING ADVISORY COMMITTEE MEETINGS**

**THAT** the Minutes of the Planning Advisory Committee meetings held on August 1, 2018 and February 6, 2019 and approved at its meetings on February 6, 2019 and May 10, 2019, respectively, be accepted.

# Town of St. Stephen



*Canada's Chocolate Town*

**MINUTES  
Planning Advisory Committee  
Wednesday, August 1, 2018**

**A. Welcome**

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, August 1, 2018 in Council Chambers. Garth Orchard called the meeting to order at 6:00 p.m.

**Attending:**

Garth Orchard	Allan Gillmor	Ted Moore	Marg Harding
Mark Porter	Ed Zammit	Ken Parker	Jeff Renaud

**Absent:**

Steve Bone

**B. Approval of Agenda**

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

**C. Approval of Minutes**

It was **MOVED** by Marg Harding and **SECONDED** by Mark Porter that the Minutes of the Planning Advisory Committee Meeting held on Monday, June 4, 2018 be approved as circulated. Carried

**D. Review of one (1) request for proposed new zone and rezoning:**

- (i) 51 Budd Avenue (former sanitary sewer lagoon site) – Request for proposed new zone – Waterfront (WF) and proposed rezoning from Downtown (DT) to

Waterfront (WF) to increase the development potential of the property with attached information:

- Copy of Application for a Zoning By-Law Amendment;
- Copy of By-Law No. Z-1.7, A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law.

The application was brought to the Planning Advisory Committee to request its recommendation on the proposed By-Law No. Z-1.7 which would amend the Zoning By-Law whereby a new zone entitled "Waterfront (WF)" is created, and the Zoning Map of the Zoning By-Law for PID # 15194285 (51 Budd Avenue – former sanitary sewer lagoon site) be changed from Downtown (DT) Zone to Waterfront (WF) Zone.

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

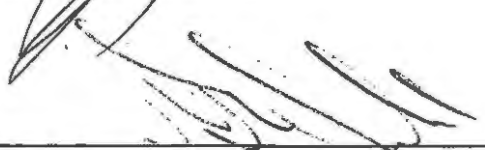
**E. Adjournment**

It was MOVED by Ed Zammit and SECONDED by Ken Parker that there being no further business this meeting of the Planning Advisory Committee be adjourned at 6:35 p.m. Carried



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Jeff Renaud, Secretary



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Garth Orchard, Chair



**AGENDA**  
**Planning Advisory Committee**  
**Wednesday, August 1, 2018 @ 6:00 p.m.**  
**73 Milltown Blvd., Suite 112**  
**St. Stephen, NB**

**A. Welcome**

**B. Approval of Agenda**

**C. Approval of June 4, 2018 Minutes**

**D. Review of one (1) request for proposed new zone and rezoning:**

(i) 51 Budd Avenue (former sanitary sewer lagoon site) – Request for proposed new zone – Waterfront (WF) and proposed rezoning from Downtown (DT) to Waterfront (WF) to increase the development potential of the property with attached information:

- Copy of Application for a Zoning By-Law Amendment;
- Copy of By-Law No. Z-1.7, A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law.

**E. Adjournment**



# Town of St. Stephen



*Canada's Chocolate Town*

## MINUTES

Planning Advisory Committee

Wednesday, February 6, 2019

### A. Welcome:

The Planning Advisory Committee for the Town of St. Stephen met on Wednesday, February 6, 2019 in Council Chambers. Garth Orchard, Chair, called the meeting to order at 6:00 p.m.

### Attending:

Allan Gillmor  
Garth Orchard  
Jeff Renaud

Marg Harding  
Ed Zammit

Mark Porter  
Ken Parker

Ted Moore  
Steve Bone

### B. Approval of Agenda:

It was MOVED by Allan Gillmor and SECONDED by Steve Bone that the Agenda be approved as circulated. Carried

### C. Appointment of Chair and Vice-Chair:

In keeping with Sections 6(2) and 7(a) of the *Community Planning Act*, it was MOVED by Mark Porter and SECONDED by Marg Harding that Garth Orchard be reappointed as Chair for a one (1) year term retroactive to January 1, 2019. Carried

In keeping with Sections 6(2) and 7(a) of the *Community Planning Act*, it was MOVED by Marg Harding and SECONDED by Ken Parker that Allan Gillmor be reappointed as Vice-Chair for a one (1) year term retroactive to January 1, 2019. Carried

### D. Approval of Minutes:

It was MOVED by Steve Bone and SECONDED by Marg Harding that the Minutes of the Planning Advisory Committee Meeting held on Wednesday, August 1, 2018 be approved as circulated. Carried

**E. Review of one (1) request for variance:**

- (i) David Whittingham (84 Union Street) – Request to operate a bed and breakfast within a R-1 (Single and Two Family Residential) Zone with attached information:
- Copy of letter from David Whittingham with completed Variance Application and supporting documentation.
  - Copy of Sections 4.1.12 “Home Occupations” and 4.2.2 “R-1 Zone Uses Subject to Terms and Conditions (Conditional Uses) of the Town’s Zoning By-Law

The application was brought to the Planning Advisory Committee to request to operate a bed and breakfast within a R-1 (Single and Two Family Residential) Zone as outlined in Sections 4.1.12 “Home Occupations” and 4.2.2 “R-1 Zone Uses Subject to Terms and Conditions (Conditional Uses)” of the Town’s Zoning By-Law.

It was **MOVED** by Steve Bone and **SECONDED** by Ken Parker that the applicant be permitted to occupy a bed and breakfast at 84 Union Street, maximum of two (2) rooms, as outlined in the application. Carried

**F. Adjournment:**

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

  
\_\_\_\_\_  
Jeff Renaud, Secretary

  
\_\_\_\_\_  
Garth Orchard, Chair

**AGENDA**  
**Planning Advisory Committee**  
**Wednesday, February 6, 2019 @ 6:00 p.m.**  
**73 Milltown Blvd., Suite 112**  
**St. Stephen, NB**

**A. Welcome**

**B. Approval of Agenda**

**C. Appointment of Chair and Vice-Chair**

- Copy of portion of February 7, 2018 Minutes attached.
- Copy of Sections 6(2) and 7(a) of the *Community Planning Act* attached.

**D. Approval of August 1, 2018 Minutes**

- Copy of Minutes attached.

**E. Review of one (1) request for variance:**

(i) David Whittingham (84 Union Street) – Request to operate a bed and breakfast within a R-1 (Single and Two Family Residential) Zone with attached information:

- Copy of letter from David Whittingham with completed Variance Application and supporting documentation.
- Copy of Sections 4.1.12 “Home Occupations” and 4.2.2 “R-1 Zone Uses Subject to Terms and Conditions (Conditional Uses) of the Town’s Zoning By-Law

**F. Adjournment**



RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**STAFF REPORTS**

**THAT** the following staff reports for the month of April 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 14-19**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** May 15, 2019  
**Subject:** CAO INFORMATIONAL REPORT

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**Recommendation:** That this report be received for informational purposes.

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

**1. Town Hall Relocation:**

- Tender documents released. Closing date is May 15<sup>th</sup>, 2019.

**2. Economic Development**

Former Town Hall project: Communication with developer. Legal counsel drafting documents for consideration based upon the input received from Council.

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: Progress on building is proceeding. Water line work nearing completion.

Joint Meeting of Council/FSS: CAO is collaborating with the President of Future St. Stephen to host a meeting of these two boards. The goal of this meeting will be to review successes, and discuss upcoming challenges.

Other: Ongoing work on potential industrial and commercial developments.

**3. Human Resources**

Work has been initiated on the creation of a Human Resources Policy and Procedures Manual. This work will provide staff the opportunity to review our existing policies and bylaws to ensure they meet modern practices and legislative requirements.

**4. Website Re-Development**

Pursuant to the direction received from Committee, the CAO office released a Request for Proposals for this project. Recommendation on this project will be forthcoming once proposals are evaluated.

Respectfully submitted,  
Jeff Renaud



**Town of St. Stephen  
Information Report to Council  
Report: TR 07-19**



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**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:** May 15, 2019  
**Subject:** TREASURER INFORMATIONAL REPORT

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**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 March 31, 2019.
  - Processing Utility bills Jan-Mar/19-Complete.
  
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to March 31, 2019.
  - Review of procedures for electronic payments-In progress.
  
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 86 employees, Monthly 25 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 119 employees.
  
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to August 31, 2018.
  - Department Head Statements to March 31, 2019.

**2) Meetings:**

- A) Committee Meeting-April 17, 2019.
- B) CPA Professional Development Courses-May 8 & 9/19.
- C) Accounts Receivable Reporting Webinar-May 9, 2019.
- D) Tender Opening-Garcelon Civic Center Parking Lot-May 10, 2019.
- E) Weekly Garcelon Civic Center Management Staff meetings.
- F) Weekly Accounting Department Staff meetings.

**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) Waterfront Enhancements (GTF).
  - 9) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
  - 10) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 11) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 12) 2019 Capital Plans-16 additional capital projects.
  - 13) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 14) Maxwell Crossing Pumping Station Roof Rehabilitation (GTF).
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to March 31, 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.



**Town of St. Stephen  
Information Report to Council  
Report: PW 05-19**



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**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:** May 15, 2019  
**Subject:** April Committee Meeting

---

**Recommendation:** That this report be received for informational purposes.

**1: Water system:**

- a) Repaired 4 Water Meters.
- b) Plowed Snow.
- c) Repaired 2 Water Mains.
- d) Repaired 7 Water Laterals.
- e) Started Spring Flushing.

**2: Streets:**

- a) Cleaned catch basins.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Started Spring Sweeping
- d) Put up and repaired light poles
- e) Cold patched pot holes.

**3: Waste Water:**

- a) Videoed 8 Sewer Laterals.
- b) Rodded 1 Sewer Lateral.
- c) Made repairs to Lift Station 1
- d) Repaired So2 injector.

**Progress Updates**

May 7, 2019

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

All pipe installation is complete. The water main has been leakage tested and passed. Disinfection, sampling and flushing are expected to be complete by May 10, 2019. Clean up effort and site restoration effort is expected to take approximately 2 weeks.

**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 5<sup>th</sup> and closes May 9<sup>th</sup>. 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**

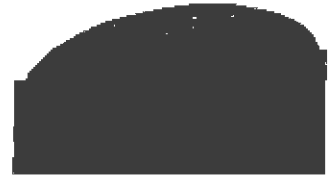
All underground work is complete. The remaining sidewalk panels scheduled for replacement are expected to be complete by May 10, 2019.

**Parking Lot Reconfiguration (Garcelon Civic Centre) – Project No. 19-9720**

This project has been tendered and closes May 10, 2019 with construction to be complete by end of July.



**Town of St. Stephen  
Information Report to Council  
Report: FD 08-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:**  
**Date of Meeting:** Wednesday, May 15, 2019  
**Subject:** Committee Meeting for May

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**Recommendation:** That this report be received for informational purposes.

<b>1. Alarms were:</b>	Town Alarms	8
	Out of Town Alarms	5
	<b>Total</b>	<b>13</b>

<b>Alarms</b>	<b># Calls</b>	<b># FF</b>	<b># Hours</b>
1. Alarm system activation	4	22	22
2. Ambulance Assist	5	43	43
3. Structure Fire	1	15	45
4. Grass / Brush Fire	3	37	69

<b>Total</b>			
SSFD	13		
Other FD	79		
St Stephen PW	5		
St Andrews PW	3		
<b>Total calls dispatched</b>	<b>100</b>		

## **2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections
3. Kitchen and lobby area of the fire station is being touched up and painted and pictures reorganized.

## **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. Coordinate meeting with CAO Renaud, Sgt. Stubbs, Scott Biggs (ANB), and myself with respect to emergency plan.
6. Lieutenant position posting, interviews and testing.
7. Ladder truck proposal
8. Work related to SSFD training grounds.
9. Ground work to obtain Muscular Dystrophy Truck Pull event for International Festival.
10. Guest speaker at SSMS Wellness Day.

## **4. Equipment**

1. All apparatus were readied for Wildland Fire Season.
2. Brake drums replaced on Unit 202

## **5. Personnel**

1. One firefighter continues with Firefighter One Training in St. George, two nights per week.
2. Two firefighters applied for and went through the testing process for the position of Volunteer Lieutenant. Successful candidate to be determined.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

### April REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for April By-Law –Enforcement.  
We handled 30 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	<i>DPW called to complain about refuse left beside the road on Marks St.</i>	Called the owner and they will remove same
	DPW called with regards garbage being thrown into ditch in town	<i>Spoke with person involved and he cleaned up the mess</i>
	DPW called with regards to a person on Murchie blowing snow onto the street	<i>As I was out of town this week the snow had melted before I returned this is an ongoing matter with this resident and will be dealt with in the Fall</i>
	Attended Court with regards to a warrant of arrest that was executed	<i>Court date for July for sentencing.</i>
	Summons was served for court as well as affidavit prepared for same	

<p>Assist General Public (12)</p>	<p>Person called with regards to the water by-law</p> <p>Local business owner called looking for info about a new business</p> <p>Tenant called to complain about a rat in their toilet</p> <p>Gentleman was at the office bringing up a concern in the Milltown area with regards to trucks in a person's yard</p> <p>Gentleman call about a transport truck (tractor) parked on Hawthorn St.</p> <p>Received seven(7) complaints from residents with regards to garbage around a residence</p>	<p>Information passed onto the person</p> <p>Info was passed onto him.</p> <p>Informed complainant that this would be a Dept of Health issue</p> <p>Informed him that we would look into this for him, and try to find the proper info for him.</p> <p>Spoke to the driver of said truck and the matter has been dealt with.</p> <p>Informed all complainants that the Town is aware of this and it is being dealt with.</p>

<p>Parking (10)</p>	<p><i>9 Warnings were given for parking</i></p> <p><i>1 ticket issued</i></p>	
<p>Dog Complaints (3)</p>	<p><i>Lady is complaining about dogs in her neighborhood untied during her walk</i></p> <p><i>Received a call of a dog attack on an elderly person in Milltown .This is currently an active investigation and is being prepared for the courts.</i></p>	<p><i>This was passed onto the animal control officer</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. Received a few calls on missing cats & dogs. Spoke to dog owners about their dog on a leash. I received a complaint about a black dog running loose on Church St. however I was unable to catch. Received a call of a dog barking on Spring St. I went to the residence and spoke with the owner on two occasions and a letter was sent. I have received no further complaints and this location. I received a call from a person on Church St., he neighbors dog can reach his property and crapping on it, spoke to the dog owner and he will clean it up. Received a call of two dogs running loose on Riverside Drive, warnings given.

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

<b>BUILDING INSPECTION 2019</b>	2019	2018	2019	2018	2019	2018	2019	2018
<b>APRIL</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	<b>Pres/mth</b>	<b>Prev/yr/mth</b>	<b>Pres. Mth</b>	<b>Prev.Yr Mth</b>	<b>Present Year</b>	<b>Prev year</b>	<b>Present Year</b>	<b>Previous Year</b>
New Residential	1	3	\$230,000.00	\$51,699.00	1	6	\$230,000.00	\$412,599.00
Residential Renos/Additions	5	4	\$16,600.00	\$76,250.00	9	8	\$144,600.00	\$141,150.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	0	0	\$5,344,000.00	\$0.00
Com./Indus./Inst. Renos	2	1	\$65,000.00	\$8,000.00	8	4	\$392,000.00	\$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
<b>TOTALS</b>	<b>8</b>	<b>8</b>	<b>\$311,600.00</b>	<b>\$135,949.00</b>	<b>18</b>	<b>18</b>	<b>\$6,110,600.00</b>	<b>\$641,249.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	10	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	3	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: GCC: 05-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Jeremy McShane, Operations/Maintenance Coordinator  
**Resource Staff:** Kari Kluge and Nikki Mott  
**Date of Meeting:** May 15<sup>th</sup> / 2019  
**Subject:** Garcelon Civic Center Monthly Report

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**Recommendation: That this report be received for information.**

### **Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Coordination ongoing for refit project with possible tenders contractors
3. Ice covering is down from April 1<sup>st</sup> thru April 12<sup>th</sup> to allow for events.
4. Regular building up keep on the go. (crackfilling, painting etc.)
5. Scheduled Ice out for June.
6. Attended annual Recreation NB conference in St John.
7. Attended FRPA (fundy recreation professionals association) meeting.
8. Trade show was in the arena May 3<sup>rd</sup> and 4<sup>th</sup>
9. IWK kids carnival is in the arena May 11<sup>th</sup>

### **Aquatics Department**

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

### **Administration/Accounting**

#### **1. Monthly Projects**

- a. Sent monthly invoices to various organizations.
- b. Processed Accounts Receivable and Revenue Reports for the Finance Department.
- c. Bank deposits

- d. Various Admin and Accounting related support

**2. Statistics:**

- a. Approximately 2103 membership check-ins were recorded for the month.
- b. Approximately 1 annual and 160 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 66 punch cards sold throughout the month.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 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" – THIRD AND FINAL READING – SHORT TITLE ONLY**  
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 Third and Final Reading – Short Title Only.



RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 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 – SECOND READING – READING IN  
ITS ENTIRETY**

THAT By-Law No. T-6, "A By-Law to Stop Up and Close Portions of Progress Drive and Future Street" – be given Second Reading – Reading in its Entirety.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 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 – THIRD AND FINAL READING –  
SHORT TITLE ONLY**

**THAT** By-Law No. T-6, “A By-Law to Stop Up and Close Portions of Progress Drive and Future Street” – be given Third and Final 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.





RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BY-LAW NO. T-7 - A BY-LAW TO STOP UP AND CLOSE A PORTION OF BUDD AVENUE – FIRST READING – SHORT TITLE ONLY**

**THAT** leave now be given to introduce a by-law entitled By-Law No. T-7, "A By-Law to Stop Up and Close a Portion of Budd Avenue" – for First Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. T-7**

**A BY-LAW TO STOP UP AND CLOSE  
A PORTION OF BUDD AVENUE**

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

All that certain portion of Budd Avenue, so called, in the Town of St. Stephen, in the County of Charlotte, hereinafter bounded and described, is hereby permanently stopped up and closed and shall no longer be a public thoroughfare:

**Parcel "A"**

Beginning at the south east corner of the Town of St Stephen Property PiD No. 15001936, being a calculated point number 766 on a Plan of Survey showing Portions of a Public Street to be Stopped Up, prepared by Murphy Surveys (1990) Ltd. and dated April 25, 2019, a reduced copy of which being hereto attached; thence on a New Brunswick Grid Azimuth 102 degrees 13 minutes 10 seconds a distance of 20.125 metres to a point number 767 on said plan; thence 10 degrees 42 minutes 20 seconds a distance of 44.949 metres to a point number 891 on said plan; thence 97 degrees 05 minutes 23 seconds a distance of 59.623 metres to a point number 854 on said plan; thence on a curve to the right with a radius of 22.583 metres a chord distance of 30.140 metres and a chord azimuth of 55 degrees 13 minutes 48 seconds to a point number 880 on said plan; thence 277 degrees 05 minutes 26 seconds a distance of 80.801 metres to a point number 892 on said plan; thence 246 degrees 36 minutes 35 seconds a distance of 33.696 metres to a point number 851 on said plan; thence 79 degrees 31 minutes 42 seconds a distance of 8.352 metres to a point number 857 on said plan; thence 190 degrees 42 minutes 20 seconds a distance of 48.699 metres to the place of beginning and containing 2469 square metres and being Parcel "A" 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:

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Allan MacEachern, Mayor

---

Joan M. Flewelling, Town Clerk



RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**BY-LAW NO. W-4 - A BY-LAW TO RESCIND BOTH BY-LAW NO. W-1.1, A BY-LAW TO AMEND BY-LAW NO. W-1, A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES AND BY-LAW NO. W-2.1, A BY-LAW TO AMEND BY-LAW NO. W-2, A BY-LAW RELATED TO WATER AND SEWER SYSTEMS” – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges, and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems” – for First Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. W-4**

**A BY-LAW TO RESCIND BOTH BY-LAW NO. W-1.1, A BY-LAW TO AMEND BY-LAW NO. W-1, A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES**

**and**

**BY-LAW NO. W-2.1, "A BY-LAW TO AMEND BY-LAW NO. W-2, A BY-LAW RELATED TO WATER AND SEWER SYSTEMS**

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

1 That By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems be rescinded.

**IN WITNESS WHEREOF** the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law this        day of        , 2019.

First Reading:

Second Reading:

Third Reading and Enactment:

\_\_\_\_\_  
Allan MacEachern, Mayor

\_\_\_\_\_  
Joan M. Flewelling, Town Clerk

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police April 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**

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**POLICE REPORT  
April 2019**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **April 1, 2019 to April 30, 2019 inclusive**. During this time period, the RCMP responded to **315** calls for service within the Municipality of St. Stephen.

**TRAFFIC**

Check stops.....	22
Driving While Disqualified or License Suspension.....	1
Fail to Stop or Remain at Accident Scene – Provincial/Territorial.....	2
Motor Vehicle Act – Other Activities.....	1
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial.....	3
Off-Road Vehicle Act – Offences Only.....	1
Traffic Collision – Property Damage – Non-Reportable.....	3
Traffic Collision – Property Damage – Reportable.....	4
Traffic Tickets.....	27
Traffic Warnings.....	3

**PROVINCIAL STATUTES:**

Coroner's Act – Sudden Death/Other Activities.....	1
False/Abandoned 911.....	5
Family Relations Act – Other Activities.....	4
Mental Health Act.....	4
Other Provincial/Territorial Statutes.....	3
Trespass Act – Provincial/Territorial – Offences Only.....	5
Youth Criminal Justice Act – Offences Only.....	2

**CRIMINAL CODE:**

Assault.....	3
Assault with Weapon or Causing Bodily Harm .....	1
Breach of Prohibition Order.....	1
Break and Enter – Business.....	1
Break and Enter - Residence .....	2
Child Pornography – possession.....	1
Criminal Harassment .....	2
Disturbing the peace/Causing a disturbance.....	5
Fail to comply probation order.....	2
Flight from peace officer .....	1
Fraud (money/property/security) less than/equal to \$5000.....	7
Harassing communications .....	3
Identity Theft.....	1
Mischief – Damage to, or Obstruct enjoyment of property.....	4
Operation while impaired (alcohol)/over 80mg% of Motor Vehicle.....	1
Operation while impaired (drugs) of Motor Vehicle.....	1
Other theft under \$5000.....	1
Possession of property obtained by crime less than or equal \$5000 .....	1
Possession of property obtained by crime over \$5000 .....	1
Sexual Assault.....	1
Theft under/equal to \$5000 – Shoplifting.....	2
Theft, forgery, misuse of credit card.....	1
Uttering Threats against a Person.....	2

**OTHER FEDERAL STATUTES:**

Customs Act – Running the Port – Offences Only.....	1
Excise Act, 2001 – Possession Unstamped Tobacco Products.....	1
Possession – Schedule I: Cocaine.....	1
Trafficking – Schedule I: Other.....	1

**OTHER INVESTIGATIONS:**

Animal Calls.....	2
Assistance to Canadian Federal Dept/Agency .....	4
Assistance to Canadian Police (non-RCMP).....	1
Assistance to Canadian Provincial/Territorial Agency .....	3
Assistance to General Public .....	13
Assistance to Non-Government Canadian Agency .....	1
Crime Prevention.....	1
False Alarms.....	9
Items Lost/Found – except Passports .....	2
Municipal Bylaws .....	1
Passports Lost/Found (excluding Canadian Passports lost in Canada) .....	1

**OTHER INVESTIGATIONS (continued):**

Police Certificates/Letters .....	103
Suspicious Person/Vehicle/Property .....	17
Unfounded.....	13
Wellbeing Check.....	4

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

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**UNSIGHTLY PREMISES – 6 MURCHIE AVENUE**

**THAT** the Council of the Town of St. Stephen declares 6 Murchie Avenue (PID # 01309194), St. Stephen, NB, to be unsightly as outlined in the Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises" and directs the Chief Administrative Officer/Development Officer to cause the said premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner.

RESOLUTION NO.: \_\_\_\_\_

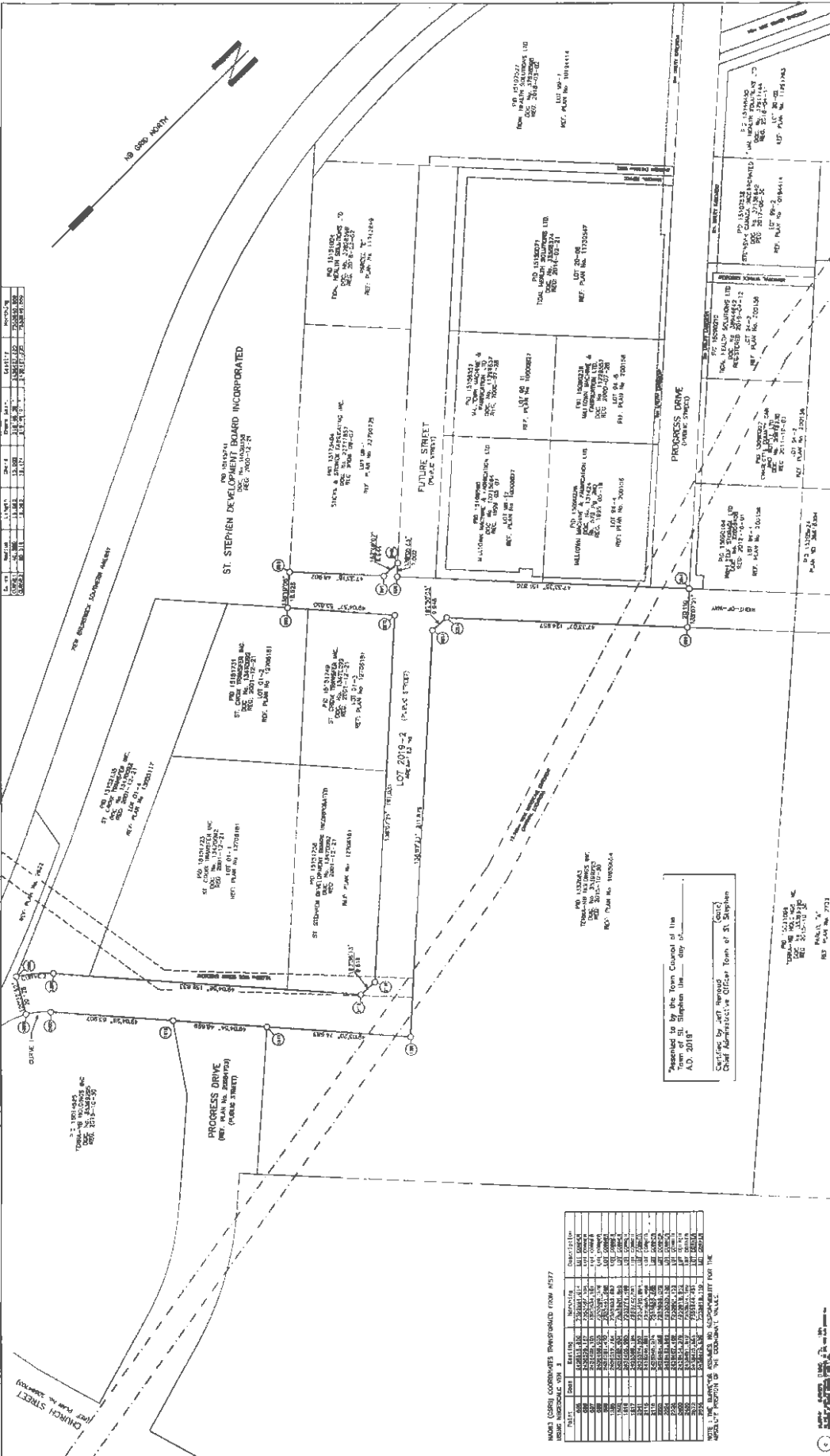
DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**OPENING OF PUBLIC STREET – PROGRESS DRIVE**

**THAT** the Council of the Town of St. Stephen accepts the recommendation from the Planning Advisory Committee and assents to the opening as a public street those portions of Progress Drive outlined on the attached Plan of Survey prepared by Murphy Surveys (1990) Ltd. dated January 23, 2019.



Lot	Area	Volume	Depth	Width	Perimeter	Area	Volume	Depth	Width	Perimeter
1	100.00	100.00	100.00	100.00	400.00	100.00	100.00	100.00	100.00	400.00
2	100.00	100.00	100.00	100.00	400.00	100.00	100.00	100.00	100.00	400.00

NOTE: (GPR) COORDINATES TRANSFERRED FROM N1517

Point	Station	Coordinates	Notes
1	100+00	100.00, 100.00	Corner of Lot 1
2	100+00	100.00, 100.00	Corner of Lot 2
3	100+00	100.00, 100.00	Corner of Lot 3
4	100+00	100.00, 100.00	Corner of Lot 4
5	100+00	100.00, 100.00	Corner of Lot 5
6	100+00	100.00, 100.00	Corner of Lot 6
7	100+00	100.00, 100.00	Corner of Lot 7
8	100+00	100.00, 100.00	Corner of Lot 8
9	100+00	100.00, 100.00	Corner of Lot 9
10	100+00	100.00, 100.00	Corner of Lot 10

ST. STEPHEN DEVELOPMENT BOARD INCORPORATED  
 SUBDIVISION 2019-2  
 LOT 2019-2

MURPHY SURVEYS (1999) LTD.  
 PROGRESS DRIVE  
 TOWN OF ST. STEPHEN  
 PROVINCE OF NEW BRUNSWICK

DATE: JANUARY 23, 2019  
 DRAWN BY: MURPHY SURVEYS (1999) LTD.  
 CHECKED BY: MURPHY SURVEYS (1999) LTD.  
 DATE: N/A

LEGEND  
 1. LOT BOUNDARIES  
 2. LOT CENTER POINTS  
 3. LOT CORNER POINTS  
 4. LOT AREA  
 5. LOT PERIMETER  
 6. LOT VOLUME  
 7. LOT DEPTH  
 8. LOT WIDTH  
 9. LOT PERIMETER

NOTES  
 1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.  
 2. ALL DIMENSIONS ARE TO THE CENTER OF THE LOT.  
 3. ALL DIMENSIONS ARE TO THE CENTER OF THE LOT.  
 4. ALL DIMENSIONS ARE TO THE CENTER OF THE LOT.

DEED DATA: 2019-01-23  
 OWNER: ST. STEPHEN DEVELOPMENT BOARD INCORPORATED  
 APPROVED: [Signature]  
 DATE: [Date]



RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**TOWN OF ST. STEPHEN - FIVE-YEAR CAPITAL INVESTMENT PLAN FOR  
THE GTF ADMINISTRATIVE AGREEMENT (REVISION 1) 2019-2023**

THAT the document entitled "Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement (Revision 1) 2019-2023" (copy attached) be adopted.



**Town of St. Stephen**

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

**(Revision 1)**

**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 (Attached 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           | <input 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 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 green space.

EIA Required  - Tender Required

**Expected Outcome:**

Improved Tourist Facility

**Proposed indicator(s):**

Number 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		

**5) Maxwell Crossing Pump Station Roof Rehabilitation**

**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:**

The Maxwell Crossing pumping station located on at the Maxwell Crossing wellfield was built in 1906. The roof is in poor condition and beyond the end of its useful life. It is a significant component of this piece of critical water infrastructure and will be replaced under this project.

EIA Required  Tender Required

**Expected Outcome:**

Cleaner Water

**Proposed indicator(s):**

# of water system facilities improved

Year	GTF Contribution	Total Cost
2019	80,000	80,000
2020		
2021		
2022		
2023		

**6) Utility and Street 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 renewal of municipal underground infrastructure and street infrastructure including water, storm, sanitary sewer, asphalt, curbing and sidewalks.

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
- Number of lineal metres of storm sewer replaced
- Number of lineal metres of sidewalk constructed
- Number of lineal metres of roadway reconstructed

Year	GTF Contribution	Total Cost
2019		
2020		
2021		
2022		
2023	\$278,876	\$278,876

Capital Investment Plan for the GTF Administrative Agreement

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
Maxwell Crossing Pump Station Roof Rehabilitation	\$80,000					\$80,000
Utility and Street Renewal					\$278,876	\$278,876
						\$0
						\$0
						\$0
						\$0
<b>Total Capital Expenditures</b>	<b>\$625,000</b>	<b>\$651,506</b>	<b>\$0</b>	<b>\$380,000</b>	<b>\$278,876</b>	<b>\$1,935,382</b>
<b>SOURCE OF FUNDS</b>						
GTF Agreement 2019-2023	\$304,238	\$304,238	\$318,067	\$318,067	\$331,896	\$1,576,506
2018 Top Up Allocation	\$358,876					\$358,876
GTF Bank Account	\$38,114	\$38,114	\$8,913	\$8,913		\$0
Interim Financing		\$309,154	\$309,154	\$53,020	\$53,020	\$0
Capital Reserve Fund						\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify)						\$0
<b>Total Sources of Funds</b>	<b>\$625,000</b>	<b>\$651,506</b>	<b>\$0</b>	<b>\$380,000</b>	<b>\$278,876</b>	<b>\$1,935,382</b>

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMERCIAL PROPERTY IMPROVEMENT INCENTIVE POLICY**

**THAT** the Council of the Town of St. Stephen approves the Commercial Property Improvement Incentive Policy No. 68 attached.



**TOWN OF ST. STEPHEN**  
**Corporate Policy & Procedure**

---

**Policy Title:           Commercial Property Improvement Incentive**

**Policy No.:             68**

Section:	<b>Economic Development</b>	Subsection:	<b>Incentives</b>
Effective Date:	<b>June 1, 2019</b>	Last Review Date:	<b>N/A</b>
Approved by:	<b>Owner Division/Contact: CAO/Development Officer</b>		

**PURPOSE:**

To provide some assistance to owners of commercial properties taking the initiative to enhance their primary commercial locations.

**INITIATIVE:**

1. The Chief Administrative Officer, may authorize the waiving of building permit application fees where:
  - a) The request for a waiver of fees related to the building permit application is received prior to, or concurrent with, the receipt of the building permit application; and
  - b) The building permit application is received prior to the commencement of any work; and
  - c) The work proposed within the building permit application constitutes, in the sole opinion of the Chief Administrative Officer, an improvement to the visual aesthetics and/or potential assessment value of the property; and
  - d) The proposed work is not subject to any other incentive program or developer's agreement with the Town of St. Stephen; and
  - e) All accounts with the Town of St. Stephen relating to the subject property are in good standing.
  
2. Where the conditions in section 1 are met, the Chief Administrative Officer is hereby authorized to waive building permit application fees to a maximum value of two thousand dollars (\$2,000).

**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: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**COMMUNITY GRANTS FUND**

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

St. Stephen Middle School – Theatre Renovation Campaign	\$2,500
Saint John Regional Hospital Foundation	\$3,000
The Charlotte County Hospital Foundation Inc.	\$3,000
The Charlotte County Kennel Club	\$ 300
Charlotte County Ground Search and Rescue	\$1,000

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AWARDING OF TENDER RFP# TOSS19-05: WEBSITE REDESIGN**

**THAT** of the four (4) tenders received, the low tender of \$30,975.00 (thirty thousand, nine hundred and seventy-five dollars), plus HST, from Blaze Studios Inc. of Moncton, NB, for the redesign of the Town's website be accepted, with funding to be drawn from the General Operating Reserve.

**AND THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to utilize up to \$50,000 (fifty thousand dollars) for the total project to allow for services such as copywriting or photography where the Chief Administrative Officer determines it would be beneficial to the overall project, with funding to be drawn from the General Operating Reserve.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AWARDING OF TENDER: WATERFRONT REVITALIZATION PROJECT – ST. STEPHEN, NB, DILLON PROJECT NO: 18-7081A (SCF PROJECT NO. 6920-2066)**

THAT of the three (3) tenders received, the low tender of \$864,169.00 (eight hundred and sixty-four thousand, one hundred and sixty-nine dollars), including HST, from Acadian Marine & Diving Ltd. of Caraquet, NB, for the waterfront revitalization project be accepted.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AWARDING OF TENDER # TOSS19-03 – 2018 OR NEWER MODEL COMPACT  
WHEEL LOADER**

THAT the tender received in the amount of \$159,900.00 (one hundred and fifty-nine thousand, nine hundred dollars), plus HST, from MacFarlands Limited of Moncton, NB, for a 2019 Model Compact Wheel Loader be accepted.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**AWARDING OF TENDER: PARKING LOT RECONFIGURATION – GARCELON  
CIVIC CENTER – ST. STEPHEN, NB, PROJECT NO. 19-9720**

THAT of the five (5) tenders received, the low tender of \$125,255.00 (one hundred and twenty-five thousand, two hundred and fifty-five dollars), including HST, from Debly Enterprises Limited of Saint John, NB, for the parking lot reconfiguration at the Garcelon Civic Center be accepted.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – RIVERSIDE DRIVE WASTEWATER PUMPING STATION (#4) REPLACEMENT**

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 replacement of the Riverside Drive (#4) wastewater pumping station, in the amount of \$55,725.00 (fifty-five thousand, seven hundred and twenty-five dollars), plus HST

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**LINE PAINTING OPERATIONS**

THAT the Council of the Town of St. Stephen accepts the unit price proposal from Maritime Pavement Markings (1997) Ltd., a division of Four Seasons Sports Ltd. of Bathurst, NB, for the line painting operations in the Town of St. Stephen for a five (5) year period commencing in 2019, as presented at the Committees meeting on May 15, 2019.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**PURCHASE AND SALE – PID # 15149420 (Progress Drive)**

**WHEREAS** the Council of the Town of St. Stephen, at its meeting on April 17, 2019, directed the Chief Administrative Officer to request the Town Solicitor prepare a Deed Transfer, and all such other documents as were necessary for the transfer of the above-noted property for approval at a future meeting;

**AND WHEREAS** the Council of the Town of St. Stephen and Tidal Health Solutions Ltd. have negotiated terms of an Agreement of Purchase and Sale for the property located at Progress Drive and identified as PID # 15149420 in the form presented to Council, and which Tidal Health Solutions Ltd. shall be responsible for all legal, survey and registration fees.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale between The Town of St. Stephen and Tidal Health Solutions Ltd., in the form presented to Council, as well as any other necessary documentation to complete the transfer.

**NOW THEREFORE BE IT FURTHER RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, as recommended by the Town Solicitor.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**REAPPOINTMENTS– ST. CROIX PUBLIC LIBRARY BOARD**

**THAT** Mary Hill be reappointed to the Board of Trustees of the St. Croix Public Library for a two (2) year term effective June 1, 2019 and expiring May 31, 2021.

**AND THAT** Kathy Mallory be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective June 1, 2019 and expiring May 31, 2022.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**EASEMENT TO BEACON APARTMENTS INC.**

**BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Form 14 Easement and all such other documents as are necessary for the granting by the Town of St. Stephen to Beacon Apartments Inc. of a right-of-way easement from Budd Avenue over PID 15194285 owned by the Town of St. Stephen to PID 15193717 owned by Beacon Apartments Inc. based on and pursuant to the terms of the Form 14 Easement presented to Council.

RESOLUTION NO.: \_\_\_\_\_

DATE: May 27, 2019

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**ADJOURNMENT**  
THAT the meeting adjourn.